



**CITY OF OKEECHOBEE  
CITY COUNCIL REGULAR MEETING AND  
FINAL BUDGET WORKSHOP  
AUGUST 18, 2020  
LIST OF EXHIBITS**

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Draft Minutes	July 21, 2020 Regular Meeting
Warrant Register	July 2020
Exhibit 1	2019 Police car surplus disposal of 3 vehicles
Exhibit 2	Lien Reduction Agreement with CVS
Exhibit 3	Contract for Communications Media Technology
Exhibit 4	Contract for implementation of software
Exhibit 5	Proposed 2020-2021 Fiscal Year Budget



**CITY OF OKEECHOBEE, FLORIDA**  
**AUGUST 4, 2020, REGULAR CITY COUNCIL MEETING**  
**DRAFT SUMMARY OF COUNCIL ACTION**

**I. CALL TO ORDER**

Mayor Watford called the regular meeting of the City Council for the City of Okeechobee to order on Tuesday, August 4, 2020, at 6:00 P.M. in the City Council Chambers, located at 55 Southeast 3rd Avenue, Room 200, Okeechobee, Florida. Pursuant to Executive Order No. 20-69 issued by Governor DeSantis on March 20, 2020, and extended by Executive Order No. 20-179 effective July 29, 2020, the meeting was conducted utilizing communications media technology (CMT) as provided by Florida Statutes 120.54(5)(b)2, by means of Zoom.com Meeting ID 2459713294. The Host computer was operated by Executive Assistant Brock. The video and audio files were retained as a permanent record. The invocation was offered by Mayor Watford, followed by the Pledge of Allegiance led by City Clerk Gamiotea.

**II. ATTENDANCE**

Mayor Dowling R. Watford, Jr., Council Members Wes Abney, Monica Clark, Bob Jarriel, and Bobby Keefe were present in the Chambers.

CITY STAFF: City Clerk Lane Gamiotea, City Attorney Carlyn Kowalsky, City Administrator Marcos MontesDeOca, Police Chief Bob Peterson, Public Works Director David Allen, Deputy City Clerk Bobbie Jenkins, General Services Coordinator Patty Burnette, Finance Director India Riedel, and Executive Assistant Robin Brock were present in the Chambers. Fire Chief Herb Smith was absent; Fire Captain Lalo Rodriguez was in attendance.

**III. AGENDA AND PUBLIC COMMENTS**

**A.** Mayor Watford asked whether there were any agenda items to be added, deferred, or withdrawn. New Business items D, E, and F with Exhibits 4, 5, and 6 were added by the City Attorney.

**B.** Council Member Jarriel moved to approve the agenda as amended; seconded by Council Member Keefe.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

**C.** There were no agenda item forms or comment cards submitted for public participation for any issues not on the agenda.

**IV. CONSENT AGENDA**

A motion was made by Council Member Keefe to approve the consent agenda items **A through B** [July 21, 2020, Regular meeting minutes; Temporary Street Closing for a portion of Southwest 3<sup>rd</sup> and 4<sup>th</sup> Avenues between North and South Park Streets from 5:00 P.M. September 4 through 7, 2020, for the annual Okeechobee Main Street Labor Day Festival, as provided in Exhibit 1]; seconded by Council Member Jarriel.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

Item C was removed from the consent items for discussion. The current Landscape Contractor is the low bidder and being recommended for award. Council Member Clark asked whether the various complaints and issues with them had been addressed. After a brief discussion, it was clarified that all items of concern were addressed or clarified within the new contract. **A motion was made by Council Member Jarriel to award Okeechobee Landscape Maintenance and Installation Bid No. PW 02-11-07-20 in the amount of \$46,195.00 to JMC Landscaping Services, Inc.** (as provided in Exhibit 2); **seconded by Council Member Keefe.** This is a one-year contract with a one-year renewal. Bids were also received by TWQ, LLC for \$57,067.50, and Nunez Lawncare and Landscaping for \$53,800.00.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

## V. NEW BUSINESS

- A. Mrs. Jennifer Tewksbury, Executive Director of the Economic Council of Okeechobee (ECOK), presented the 2020 Vision for Okeechobee's Downtown FLAGLER PARKS, and explained over the last year the ECOK has worked with landscape professionals, many local stakeholder organizations, and elected City officials in the development of a Conceptual Redesign Plan. Through this, the City has the opportunity to preserve cherished elements of local history, celebrate agricultural heritage, create a continuous and consistent sense of place, and truly begin to invest in over seven acres of priceless green space for the benefit of current and future generations. From the beginning, the intent of this initiative has been to establish a unified vision for the future of our centrally-located FLAGLER PARKS; a vision which reflects our character as a community, is conducive to multiple types of downtown events, and which draws residents and visitors alike to the area. The Plan does not address specific financial obligations, parties responsible for completion, or details related to the full scope of the various projects presented. The following provides a summary of the information presented.

**Park 1 City Hall Plaza**, located between Southeast 2<sup>nd</sup> and 3<sup>rd</sup> Avenues (Block P of FLAGLER PARK), celebrates the history of the City and its incorporation in 1915. Markers should be placed to denote the first City Council meeting held on July 13, 1915, with Peter Raulerson as Mayor, Henry Chandler as City Clerk, and Council Members L.M. Raulerson, W.L. Coats, Dr. Roy Darrow, Smith Drawdy and C.L. Hatch. A stage with a paved Americans with Disabilities Act (ADA) accessible seating area at the center of this park will provide a more permanent location and stately presence for both smaller community events and larger events, attracting visitors from surrounding areas. Lawn seating beyond the low seat wall may be used for concerts or larger community ceremonies. Sidewalks in this park are recommended to be redesigned to mirror the other FLAGLER PARKS with historic crisscross pathways. Additional recommendations: create memorable park entrances at each corner of City Hall Plaza; establish live oak tree border along the perimeter of the square; replace light posts with taller, more stately posts to match the rest of FLAGLER PARK; use landscaping to screen unsightly utilities; relocate small chickee to Seminole Square for consistency and functionality; provide shade for seating areas by either structures consistent with nearby architecture or shade trees; create more comfortable and usable seating patterns; update damaged trash receptacles and other outdated hardscape; remove the existing unhealthy plant material.

**Park 2 Veterans Memorial Square**, located between South Parrott and Southwest 2<sup>nd</sup> Avenues (Block E of FLAGLER PARK), honors our nation's military Veterans and memorializes the brave men and women who made the ultimate sacrifice while serving in our United States military. A large arched sign at the entrance of this park is recommended to announce the Downtown FLAGLER PARKS of Okeechobee at our main thoroughfare. A new layout would provide functional seating areas at memorial monuments while redesigned landscape screens provide privacy for reflection. New landscape beds along the perimeters of the park are recommended to provide structure, serve as noise buffers, and provide a barrier to safely separate children from adjacent traffic. The center of the park may be left open to accommodate displays and events. Additional recommendations: create memorable park entrances at each corner of Veterans Memorial Square; complete live oak tree border along the perimeter of the square; create a more usable plaza layout for veteran and memorial events; consider bronze monuments honoring soldiers as educational focal points; utilize landscaping to create more privacy from the roadway traffic and for noise reduction.

**Park 3 Speckled Perch Square**, located between Southwest 2<sup>nd</sup> and 3<sup>rd</sup> Avenues (Block L of FLAGLER PARK). Okeechobee is renowned for our world-class bass fishing and has even been recognized as the "Speckled Perch Capital of the World." This park is intended to celebrate our outdoor lifestyle and the unique wildlife native to Okeechobee County. A traditional fountain or an interactive water feature for children located at the center of the park is recommended to serve as the main focal point. Life-size bronze art depicting native Florida wildlife is recommended to be placed at the central water feature and other prominent locations throughout the square.

NEW BUSINESS ITEM A CONTINUED: Restroom facilities are recommended at the east end of the square with easy access from the adjacent Veterans Memorial Square. The majority of the park is designed to remain open for festivals and events. Additional recommendations: create memorable park entrances at each corner of Speckled Perch Square; complete live oak tree border along the perimeter of the square; replace outdated and inconsistent site furniture with one cohesive style throughout all parks. Select furniture to reflect the style of the newly designed parks and to serve the different functions of each park square; create a larger, more usable central plaza; create stronger hardscape connectors.

**Park 4 Seminole Square**, located between Southwest 3<sup>rd</sup> and 4<sup>th</sup> Avenues (Block G of FLAGLER PARK), will be dedicated to the Seminole Tribe of Florida and its historic influence on Okeechobee County. Existing chickees are recommended to be incorporated in the new park layout. The addition of a larger chickee structure will offer more opportunities for larger events or may serve as a covered seating area. The smaller chickee from existing City Hall Plaza may be relocated here to be incorporated with an open courtyard in the center of the park square. Life-size bronze sculptures of historic Seminole figures are recommended to be incorporated in the landscape to resemble a traditional Seminole camp. This would be designed to educate visitors of the Tribe's history and influence in Okeechobee. Additional recommendations: create memorable park entrances at each corner of Seminole Square; establish live oak tree border along the perimeter of the square; screen all existing utilities with cohesive landscaping; remove small aluminum gazebo; redesign square to give chickees a purpose as an integral part of the space; place park furniture (tables and benches) more purposefully; work directly with Seminole Tribe of Florida to ensure historic accuracy.

**Park 5 Settlers Square**, located between Southwest 4<sup>th</sup> and 5<sup>th</sup> Avenues (Block A of FLAGLER PARK), will be dedicated to the historic leaders, businesses and events responsible for shaping Okeechobee into the community it is today. A flagpole is placed at the center of the park at the central plaza dedicated to Colonel R.E. Hamrick. Additional bronze markers are recommended to be placed at prominent locations within the square to highlight the first settlers and businesses of the community, including: Peter and Louisiana Raulerson; Dr. Anna and Dr. Roy Darrow (Park Drugs); Dan McCarthy (first grocery, feed and hardware stores); Lewis Raulerson (Raulerson's Department Store); and Henry Flagler, who recognized the prime location of Okeechobee County halfway between coasts and adjacent to a major body of water. Early boosters envisioned Okeechobee a metropolis and massive rail hub, a "Chicago of the South." Additional recommendations: create memorable park entrances at each corner of Settlers Square; establish live oak tree border along the perimeter of the square; redesign plantings around existing gazebo to open views and incorporate in new park layout. On nearby South Park Street: redesign low maintenance, simplified, cohesive corner landscape islands; remove diseased and unhealthy queen palms for more shade trees appropriate for the space along the entire South Park Street in the Downtown District.

**Park 6 Cattleman's Square**, located between Southwest 5<sup>th</sup> and 6<sup>th</sup> Avenues (Block L of FLAGLER PARK), intends to celebrate the rich agricultural heritage of Okeechobee County. The park layout and landscaping fully supports Okeechobee Main Street's Cattle Drive Sculpture project as the prominent focal point of the park square. The project includes life-sized bronze sculptures of a horse and rider, a calf, dog, six head of cattle and a cowboy on a fence. This permanent art display will be installed at the center of the park. Each figure will be strategically placed within a natural landscape to resemble early cattle grazing in Okeechobee County. The art installation is scheduled to be complete by 2021 to celebrate Florida's 500<sup>th</sup> anniversary of cattle first arriving in 1521. Additional recommendations: create memorable park entrances at each corner of Cattleman's Square; establish live oak tree border along the perimeter of the square; add flag holders to light posts for seasonal or event flags for this park square and along the remaining squares for consistency; relocate/remove concrete pads which aren't conducive to the art installation or functional for seating arrangements; relocate existing palms to create more attractive groupings.

NEW BUSINESS ITEM A CONTINUED: **Park 7 Butterfly Square**, located between Southwest 6<sup>th</sup> and 7<sup>th</sup> Avenues (Block F of FLAGLER PARK), provides a whimsical play area for children. Strategic landscape designs blend the colorful butterfly art displays with the "old Florida" aesthetic of the remaining parks to establish a cohesive presentation of the entire area. The existing butterfly garden and playful sculptures are recommended to be surrounded by a creative native play space incorporating natural landscape elements and native vegetation. Seating areas should be placed under new tree canopies around the play area. Restroom facilities are recommended to be located at the East end of the park with easy access from the adjacent Cattlemen Square. Added landscape buffers around the park serve as a barrier between active children and nearby traffic. Additional recommendations: create memorable park entrances at each corner of Butterfly Square; create usable, comfortable seating areas for parents and children; redesign pathways to celebrate historic crisscrossed layout as in remaining park squares; remove existing dead and diseased plant material; screen unsightly views with strategic landscaping.

Public feedback was collected while the Plan was on display online through the ECOK's official website, at Indian River State College on January 15, 2020, and for multiple weeks at the Okeechobee County Courthouse. The majority supported a unified Plan. Comments received included but were not limited to: the provision of shade to make park use realistic in Florida weather; concerns with ongoing and professional maintenance of the public's investment over the long term; location and placement of weapons and artillery in Veterans Memorial Square. Substantial support was provided for different placement of artillery relative to appropriateness and functionality of the space. In contrast, comments were also received which were not in favor of moving or adjusting the placement of artillery under any potential circumstance. Concerns relative to ongoing maintenance of restrooms. In contrast, many were in favor of public restrooms especially when considering downtown events. Safety and security for children, especially in the designated play areas. Drivers speeding on North Park Street/SR 70 was noted many times as a high concern. Concerns relative to Christmas decorations in the parks, though seasonal celebrations are not addressed in this conceptual redesign. The Plan has been directly communicated with and supported by the following local stakeholder organizations: Okeechobee Main Street, Okeechobee Main Street's Arts & Culture Alliance, Fine Arts Club of Okeechobee, Okeechobee Historical Society, Chamber of Commerce of Okeechobee County, Seminole Tribe of Florida, Okeechobee County Tourist Development Council, Okeechobee County School District, Indian River State College, Okeechobee County Economic Development Corporation.

It was also pointed out that a recommendation to adopt and implement a centralized beautification Plan for the City is recommended by the community's Economic Development Plan as publicly proposed and adopted in 2018 by the POLICOM Corporation, which states: "To improve the general appearance of the core center of the City of Okeechobee, a central beautification program should be initiated. Most successful small economies have taken this initiative to demonstrate to out-of-town companies the community takes pride in itself." The ECOK requested the City post a Request for Qualifications to begin the early stages of the Plan. Mrs. Tewksbury then introduced the Mr. Mike Flaugh, Landscape Architect, who explained his concept for creating the Plan. He encouraged the Council to use this as a basis to generate interest and implement a method to complete each park in phases.

Mayor Watford and each Council Member stated their appreciation for this Plan and the efforts that went into it. After discussion, **the consensus of the Council was to tentatively accept the Plan with gratitude, for Staff to move forward with providing a recommendation on creating a Citizens Advisory Committee to ensure the Plan's fruition, and to prepare the Request for Qualifications. The matter may be discussed during budget review. Additionally, see Council Member Clark's section under Council Comments.**

- B. A motion was made by Council Member Clark and seconded by Council Member Keefe to read proposed Ordinance No. 1215 by title only, regarding Abandonment of Right-of-Way Petition No. 20-001-AC/SC submitted by the property owner Mr. Omar Abuaita.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

Attorney Kowalsky read proposed Ordinance No. 1215 by title only as follows: **“AN ORDINANCE OF THE CITY OF OKEECHOBEE, FLORIDA; VACATING AND ABANDONING CERTAIN RIGHTS-OF-WAY BEING AN UNIMPROVED PORTION OF AN ALLEY, 20-FEET IN WIDTH, LYING BETWEEN LOTS 1 THROUGH 10 AND LOTS 17 THROUGH 26, OF BLOCK 39, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 5, PAGE 5 OF THE PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA; TOGETHER WITH AN UNIMPROVED PORTION OF NORTHWEST 10TH STREET (f/k/a SIXTEENTH AVENUE), 100-FEET IN WIDTH, LYING BETWEEN LOTS 1 THROUGH 10, OF BLOCK 39, AND LOTS 17 THROUGH 26, OF BLOCK 28, CITY OF OKEECHOBEE, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 5, PAGE 5 OF THE PUBLIC RECORDS OF OKEECHOBEE COUNTY, FLORIDA (APPLICATION NO. 20-001-AC/SC); DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE IN THE PUBLIC RECORDS OF THE CLERK OF THE CIRCUIT COURT IN AND FOR OKEECHOBEE COUNTY, FLORIDA; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.”**

**Council Member Clark moved to approve the first reading, and set September 3, 2020, as a Final Public Hearing date for proposed Ordinance No. 1215; seconded by Council Member Jarriel.**

Mayor Watford yielded the floor to Mr. Ben Smith, Senior Planner with LaRue Planning and Management, who explained the Technical Review Committee, the Planning Board and Planning Staff have all recommended approval. The property surrounding these rights-of-way was approved for a Rezoning (No. 19-006-R) to residential multiple family (RMF) and a Future Land Use Map Amendment (No. 19-005-SSA) to multi-family residential (MFR), for a proposed apartment complex project. Should the right-of-way abandonment be approved, it is recommended that the rights-of-way be zoned RMF with a MFR future land use. Letters from surrounding properties approving the abandonment, as well as utility approval letters have been received. Mayor Watford opened the floor for public comments. Mr. Steve Dobbs, 1062 Jakes Way, was in attendance on behalf of the petitioner, and was available for questions.

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

- C. City Clerk Gamiotea recommended the Council consider rescheduling the November 3, 2020, Regular City Council meeting due to it being General Election Day. After a brief discussion, **the consensus of the Council was to reschedule the meeting to Thursday, November 5, 2020, at 6:00 P.M.**
- D. ITEM ADDED TO AGENDA: Attorney Kowalsky explained due to the extension of the Florida State of Emergency by Governor DeSantis to September 1, 2020, the Local State of Emergency should be extended as well. Copies of proposed Resolution No. 2020-11 were distributed at the beginning of the meeting. **A motion was made by Council Member Abney, and seconded by Council Member Keefe, to adopt proposed Resolution No. 2020-11.**

Attorney Kowalsky read proposed Resolution No. 2020-11 by title only as follows: **“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OKEECHOBEE, FLORIDA EXTENDING THE PUBLIC HEALTH EMERGENCY DUE TO CORONAVIRUS DISEASE 2019 (COVID-19) THROUGH SEPTEMBER 1, 2020; PROVIDING AN EFFECTIVE DATE.”**

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

- E. ITEM ADDED TO AGENDA: Attorney Kowalski explained the example letter included within Exhibit 5 is being suggested by the Florida League of Cities to formally request Governor DeSantis extend the option for local governments to hold virtual meetings, pertaining to the public health concerns of COVID-19, indefinitely or a specific date. **A motion was made by Council Member Clark to authorize Mayor Watford to send a letter formally requesting Governor DeSantis to extend the option for local governments to hold virtual meetings indefinitely or until Executive Order No. 20-69 and its extensions are rescinded; seconded by Council Member Keefe.**

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

- F. ITEM ADDED TO AGENDA: Exhibit 6 was distributed and contained a sample letter directed to the U.S. Small Business Administration (SBA) and Federal Government to release emergency funding to municipal governments with a population of less than 500,000 to help mitigate expenditures, and current and future losses experienced by the community from COVID-19. Those with a population of 500,000 or more were direct beneficiaries of the Coronavirus Aid, Relief, and Economic Security Act. Attorney Kowalsky suggested the Council authorize the Mayor to send this letter to both agencies on behalf of the City. **Council Member Keefe made a motion authorizing Mayor Watford to send these letters formally requesting the release of emergency funding for municipalities (as recommended and provided in the Exhibit); seconded by Council Member Jarriel.**

**VOTE: Ayes-Mayor Watford, Council Members Abney, Clark, Jarriel, and Keefe. Nays-none. Motion Carried.**

**VI. COUNCIL COMMENTS**

Council Member Jarriel expressed his appreciation for the joint effort to beautify the City. He was also glad that the community was not impacted by a hurricane over the weekend. Mayor Watford verified that all Council Members received updates from the County Emergency Operations Center regarding the hurricane.

Council Member Keefe requested an update from Code Enforcement be included on the next meeting agenda. Police Chief Peterson responded he would email the update he received earlier in the day. Council Member Keefe thanked him, and noted the agenda item would not be required.

Council Member Clark asked the Council to consider creating a design standard for the historic downtown area in conjunction with the FLAGLER PARK project. It was agreed this would be a separate item for the potential committee to address.

- VII. There being no further items on the agenda, Mayor Watford adjourned the meeting at 6:49 P.M. The next meeting is a budget workshop scheduled for August 12, 2020, at 5:00 P.M.

ATTEST:

\_\_\_\_\_  
Dowling R. Watford, Jr., Mayor

\_\_\_\_\_  
Lane Gamiotea, CMC, City Clerk

Please take notice and be advised that when a person decides to appeal any decision made by the City Council with respect to any matter considered at this meeting, he/she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. City Clerk media are for the sole purpose of backup for official records of the Clerk.

**City of Okeechobee  
Check Register**

Check Dates 7/01/20 thru 7/31/20, Cash Account 001-101.2100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
41719	7/01/20	269.13	PAYR	City Of Okeechobee Payroll Account	
41720	7/02/20	200.00	JONA	Jonatan Morraz	
41721	7/02/20	420.38	STATE FL	State of Florida Disbursement Unit	
41722	7/02/20	200.00	THOMAS	Thomas Ardito	
41723	7/02/20	200.00	TRNE	Trevor Nelson	
41724	7/01/20	124,519.46	PAYR	City Of Okeechobee Payroll Account	
41725	7/08/20	518.70	DBPR	Building Code Administrators and	
41726	7/08/20	407.60	DCA	Florida Building Commission	
41727	7/10/20	184.14	ADVANCE	Advance Auto Parts	
41728	7/10/20	110.97	AUTO SUP	Auto Supply of Okeechobee, Inc.	
41729	7/10/20	959.53	BBVA	BBVA Bank	
41730	7/10/20	75.00	BMJTOWIN	BMJ Towing	
41731	7/10/20	774.43	BOA4	Bank of America - 0752 fka 9846 FD	
41732	7/10/20	943.26	BOAPW	Bank of America - 2303 fka 9233 PW	
41733	7/10/20	1,355.91	BOAADMIN	Bank of America - 2709 fka 0257 Admin	
41734	7/10/20	256.04	BOA12	Bank of America - 7178 fka 6737 PD#2	
41735	7/10/20	41.98	BOA2	Bank of America - 8540	
41736	7/10/20	23.35	BOA-BERN	Bank of America-3135 Bernst	
41737	7/10/20	130.55	C&C	C&C Industrial Enterprise. LLC	
41738	7/10/20	1,625.00	CASGSLLC	CAS Governmental Services, LLC	
41739	7/10/20	39.25	CITTECH	CIT Technology Finance Service, Inc.	
41740	7/10/20	19.20	CL - LD	CenturyLink	
41741	7/10/20	48.93	COMCAST	Comcast	
41742	7/10/20	113.27	COMCAST	Comcast	
41743	7/10/20	50.00	FGFO	FGFOA	
41744	7/10/20	400.00	FITN	Fitness Factory	
41745	7/10/20	103.68	FPU	Florida Public Utilities	
41746	7/10/20	4,200.00	GABR	Gabriel Roeder Smith	
41747	7/10/20	2,211.00	GCB	Gilbert Oil Company, Inc.	
41748	7/10/20	216.00	GLAD	Glades Air Conditioning	
41749	7/10/20	2,080.00	ICS	ICS Computers Inc.	
41750	7/10/20	1,156.79	IMS	IMS	
41751	7/10/20	432.00	KELLEY	Kelley Margerum	
41752	7/10/20	3,500.00	LARU	LaRue Planning & Mngmnt Services, Inc.	
41753	7/10/20	120.00	LAWN	Lawn-Tamer Equipment, Inc.	
41754	7/10/20	181.00	LIFT	LiftOff, LLC	
41755	7/10/20	600.00	MAPA	Michael Adelberg, PA	
41756	7/10/20	9,400.00	NASON	Nason Yeager Gerson Harris & Fumero P.A.	
41757	7/10/20	15.92	OREI	O'Reilly Auto Parts	
41758	7/10/20	102.95	OKAR	Okeechobee Army Surplus	
41759	7/10/20	64,794.72	PRMG1	PRM - Health Insurance	
41760	7/10/20	1,757.06	PRMG3	PRM - Life, LTD & STD	
41761	7/10/20	2,601.51	PRMG3	PRM - Life, LTD & STD	
41762	7/10/20	75,380.00	PRM	PRM - Property & Casualty	
41763	7/10/20	2,346.84	PRMG2	PRM - Vision & Dental	
41764	7/10/20	432.00	PEDD	Phillip Eddings	
41765	7/10/20	188.00	REIN	Red Ink Printing	
41766	7/10/20	104.98	SPI	Safety Products Inc.	
41767	7/10/20	72,704.43	SATC	Salem Trust Company	



**City of Okeechobee  
Check Register**

Check Dates 7/01/20 thru 7/31/20, Cash Account 001-101.2100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
41768	7/10/20	30.00	SELECTSH	Select Shred	
41769	7/10/20	126.33	STLC	St. Lucie Battery & Tire	
41770	7/10/20	45.00	SUP	Superior Water Works, Inc.	
41771	7/10/20	401.93	SUPP	Supplyline	
41772	7/10/20	83.64	TR	Thomson Reuters	
41773	7/10/20	75.00	THRE	Thread Works Embroidery, LLC	
41774	7/10/20	67.00	TRS	Total Roadside Services, Inc.	
41775	7/10/20	50.00	TRANSU	TransUnion Risk & Alternative Data	
41776	7/10/20	2,656.00	TCMA	Treasure Coast Medical Associates	
41777	7/10/20	375.60	VERI	Verizon Wireless	
41778	7/10/20	72.75	W&WL	W & W Lumber Company of Okeechobee	
41779	7/10/20	4,289.84	WEXB	WEX Bank	
41780	7/10/20	31,678.71	WAST	Waste Management Inc. of Florida	
41781	7/15/20	127,307.81	PAYR	City Of Okeechobee Payroll Account	
41782	7/17/20	65.00	A&E	A & E Customs	
41783	7/17/20	131.94	AACTION	AAAction Power Equipment LLC	
41784	7/17/20	67.83	ADVANCE	Advance Auto Parts	
41785	7/17/20	33.37	AUTO SUP	Auto Supply of Okeechobee, Inc.	
41786	7/17/20	439.49	C&C	C&C Industrial Enterprise. LLC	
41787	7/17/20	227.58	CITTECH	CIT Technology Finance Service, Inc.	
41788	7/17/20	100.00	CHAK	Charles Akers Jr	
41789	7/17/20	139.64	COMCAST	Comcast	
41790	7/17/20	223.23	HOME	Home Depot Credit Services	
41791	7/17/20	169.00	ICS	ICS Computers Inc.	
41792	7/17/20	200.00	JONA	Jonatan Morraz	
41793	7/17/20	5,500.26	MTSSOFTW	MTS Software Solutions	
41794	7/17/20	269.85	MILLER	Miller's Central Air, Inc.	
41795	7/17/20	112.73	NEXA	NexAir, LLC	
41796	7/17/20	240.00	OKFI	Okeechobee Fitness Center	
41797	7/17/20	1,388.20	OKEENEWS	Okeechobee News c/o Independent Newspaper	
41798	7/17/20	20.28	STLC	St. Lucie Battery & Tire	
41799	7/17/20	420.38	STATE FL	State of Florida Disbursement Unit	
41800	7/17/20	200.00	THOMAS	Thomas Ardito	
41801	7/17/20	175.00	THRE	Thread Works Embroidery, LLC	
41802	7/17/20	24.68	TIZO	Tire Zone of Okeechobee, Inc.	
41803	7/17/20	206.00	TRS	Total Roadside Services, Inc.	
41804	7/17/20	192.36	TYLAN	Tylander's Office Solutions	
41805	7/17/20	80.14	VERI	Verizon Wireless	
41806	7/17/20	59.94	W&WL	W & W Lumber Company of Okeechobee	
41807	7/24/20	28.00	AMERD	American Drilling Services, Inc.	
41808	7/24/20	60.00	APEXPCI	Apex Pest Control, Inc.	
41809	7/24/20	149.83	AUTO SUP	Auto Supply of Okeechobee, Inc.	
41810	7/24/20	1,968.87	AVENU	Avenu	
41811	7/24/20	172.13	CITTECH	CIT Technology Finance Service, Inc.	
41812	7/24/20	134.64	COMCAST	Comcast	
41813	7/24/20	50.00	DAWN	Dawn Hoover	
41814	7/24/20	35.00	DOUG	Douglas McCoy	
41815	7/24/20	35.00	FELIXGR	Felix Granados	
41816	7/24/20	133.50	FESI	Fire Equipment Svcs of St Lucie, Inc.	

**City of Okeechobee  
Check Register**

Check Dates 7/01/20 thru 7/31/20, Cash Account 001-101.2100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
41817	7/24/20	55.00	HPC	Highland Pest Control	
41818	7/24/20	9,481.25	IRCL	Indian River Crime Laboratory	
41819	7/24/20	3,947.88	IRSC	Indian River State College	
41820	7/24/20	35.00	JAMESSHA	James Shaw	
41821	7/24/20	35.00	JOEPAP	Joseph Papasso	
41822	7/24/20	35.00	KARB	Karyne Brass	
41823	7/24/20	35.00	MLJ	Mac L Jonassaint	
41824	7/24/20	935.00	NASON	Nason Yeager Gerson Harris & Fumero P.A.	
41825	7/24/20	6.96	OREI	O'Reilly Auto Parts	
41826	7/24/20	449.68	OKAR	Okeechobee Army Surplus	
41827	7/24/20	4,418.46	OKCO	Okeechobee County - BOCC	
41828	7/24/20	999.46	OUA	Okeechobee Utility Authority	
41829	7/24/20	35.00	PHBA	Philip Baughman	
41830	7/24/20	74.80	RABON	Rabon's Country Feed	
41831	7/24/20	35.00	RICHARD C	Richard Chartier	
41832	7/24/20	219.54	SFPL	Sirchie Finger Print Laboratories	
41833	7/24/20	450.00	SOLE	Soler Automotive	
41834	7/24/20	200.46	SPRINT	Sprint	
41835	7/24/20	40.00	SUP	Superior Water Works, Inc.	
41836	7/24/20	88.50	SUPP	Supplyline	
41837	7/24/20	116.00	THRE	Thread Works Embroidery, LLC	
41838	7/24/20	1,290.34	TIZO	Tire Zone of Okeechobee, Inc.	
41839	7/24/20	234.79	USB	US Bank Equipment Finance	
41840	7/24/20	16.98	W&WL	W & W Lumber Company of Okeechobee	
41841	7/24/20	339.37	WALMART	Walmart Community/SYN CB	
41842	7/29/20	128,715.49	PAYR	City Of Okeechobee Payroll Account	
41843	7/31/20	45.90	ADVANCE	Advance Auto Parts	
41844	7/31/20	30.00	AMERD	American Drilling Services, Inc.	
41845	7/31/20	563.96	AFLAC	American Family Life Assurance Co.	
41846	7/31/20	665.18	ARRIGO	Arrigo Dodge	
41847	7/31/20	466.30	C&C	C&C Industrial Enterprise, LLC	
41848	7/31/20	55.97	CITTECH	CIT Technology Finance Service, Inc.	
41849	7/31/20	85.44	CITTECH	CIT Technology Finance Service, Inc.	
41850	7/31/20	2,202.34	CL LOCAL	CenturyLink	
41851	7/31/20	50.27	PETT	City Of Okeechobee - Petty Cash	
41852	7/31/20	4,390.00	CRSI	Cooling Refrigeration Services, Inc.	
41853	7/31/20	171.41	EMCN	EMC National Life Company	
41854	7/31/20	2,937.61	FPL	Florida Power & Light Company	
41855	7/31/20	792.00	HARRIS	Harris Corporation	
41856	7/31/20	35.00	HPC	Highland Pest Control	
41857	7/31/20	5,200.00	JCNEW	JC Newell Const. Inspect. Services, Inc.	
41858	7/31/20	200.00	JONA	Jonatan Morraz	
41859	7/31/20	46.85	LEGAL SH	LegalShield	
41860	7/31/20	238.41	LIBERTY	Liberty National Life Ins. Co.	
41861	7/31/20	350.01	PF&PO	Prof. Firefighters & Paramedics of Okee	
41862	7/31/20	74.80	RABON	Rabon's Country Feed	
41863	7/31/20	160.36	SPI	Safety Products Inc.	
41864	7/31/20	1,811.28	SQC	Scott's Quality Cleaning	
41865	7/31/20	690.00	SOLE	Soler Automotive	

Run: 8/07/20  
1:07PM

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**City of Okeechobee**  
**Check Register**

Check Dates 7/01/20 thru 7/31/20, Cash Account 001-101.2100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
41866	7/31/20	420.38	STATE FL	State of Florida Disbursement Unit	
41867	7/31/20	28.44	TUPS	The UPS Store #5684	
41868	7/31/20	400.00	THOMAS	Thomas Ardito	
41869	7/31/20	606.43	TIZO	Tire Zone of Okeechobee, Inc.	
41870	7/31/20	2,069.00	TRS	Total Roadside Services, Inc.	
41871	7/31/20	50.00	TCFC	Treasure Coast Fire Chief's Association	
41872	7/31/20	200.00	TRNE	Trevor Nelson	
41873	7/31/20	33.00	TYLAN	Tylander's Office Solutions	
41874	7/31/20	375.05	UNFC	UniFirst Corp	
41875	7/31/20	59.00	UNWA	United Way	
Total Printed			157	Checks	737,022.79

Run: 8/07/20  
1:07PM

Page: 1

**City of Okeechobee**  
**Check Register**

Check Dates 7/01/20 thru 7/31/20, Cash Account 301-101.2100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
3209	7/10/20	67.35	DIAMONDR	Diamond R Fertilizer Co., Inc.	
3210	7/10/20	702.80	TAYR	Taylor Rental - Okeechobee	
3211	7/10/20	2,266.00	USA	USA Services of Florida, Inc.	
3212	7/10/20	42.87	W&WL	W & W Lumber Company of Okeechobee	
3213	7/10/20	495.00	WFS	Walpole Feed & Supply	
3214	7/17/20	3,430.40	GLOBALPU	Global Public Safety	
3215	7/17/20	462.36	HOME	Home Depot Credit Services	
3216	7/17/20	964.00	TRUCK	Trucking with Jesus	
3217	7/24/20	1,022.00	CWROBERT	CW Roberts Contracting, Inc.	
3218	7/24/20	4,870.98	FPL	Florida Power & Light Company	
3219	7/24/20	2,650.00	JMCL	JMC Landscaping Services, Inc.	
3220	7/24/20	13.98	W&WL	W & W Lumber Company of Okeechobee	
3221	7/31/20	581.81	CWROBERT	CW Roberts Contracting, Inc.	
3222	7/31/20	4,110.00	CITY	City Electric Supply Co.	
3223	7/31/20	1,040.00	FLORTRAN	Florida Transcor	
3224	7/31/20	2,650.00	JMCL	JMC Landscaping Services, Inc.	
3225	7/31/20	7.00	W&WL	W & W Lumber Company of Okeechobee	
Total Printed			17	Checks	25,376.55

Run: 8/07/20  
1:07PM

Page: 1

**City of Okeechobee**  
**Check Register**

Check Dates 7/01/20 thru 7/31/20, Cash Account 304-101.2100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
1790	7/10/20	65.72	CITY	City Electric Supply Co.	
1791	7/10/20	599.95	ICS	ICS Computers Inc.	
1792	7/17/20	407.51	HOME	Home Depot Credit Services	
1793	7/17/20	40.90	ICS	ICS Computers Inc.	
1794	7/17/20	21,280.00	TRAN	Transportation Control Systems	
1795	7/24/20	26.52	CITY	City Electric Supply Co.	
Total Printed			6	Checks	22,420.60

Run: 8/07/20  
1:08PM

Page: 1

**City of Okeechobee**  
**Check Register**

Check Dates 7/01/20 thru 7/31/20, Cash Account 601-101.2100 only, Excluding Voided and Reconciled Checks

Number	Date	Amount	Vendor	Payee	Voided
260	7/24/20	75.00	TRS	Total Roadside Services, Inc.	
Total Printed			1	Checks	75.00

# City of Okeechobee



## Police Department

To: City Administrator Montes de Oca

From: Police Chief Robert Peterson

Date: 8/7/20

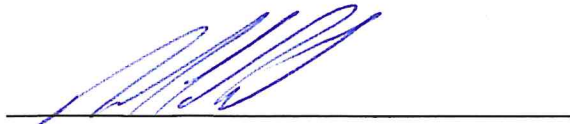
Re: Request for disposal of below listed police vehicles

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The Police Department is requesting to dispose of three (3) 2019 Dodge Chargers by way of sale to the City of Sebring.

The following describes the vehicles requested to be disposed of:

Year	Make	Model	Vin #	Unit #	Tag	Inv.#	Price
2019	Dodge	Charger	2C3CDXAG7KH564334	105	69359	12539	\$21,000.00
2019	Dodge	Charger	2C3CDXAG3KH564329	108	69351	12541	\$21,000.00
2019	Dodge	Charger	2C3CDXAG8KH564326	123	69347	12659	\$21,000.00

A blue ink signature of Robert Peterson, consisting of stylized, overlapping loops and lines.

Chief Robert Peterson



# City of Okeechobee

## PROPERTY DISPOSAL REQUEST FORM

Date: 8/7/20

**Department requesting item to be sold:**

☒ Police ☐ Fire ☐ Public Works ☐ General Services ☐ Admin ☐ Clerk ☐ Finance

Property ID: \_\_\_\_\_ Asset ID: 1123

**Reason for Disposal:**

☐ Surplus ☐ Damaged ☒ Other: Sale

**Brief description of item:** *(Please be sure to fill out the corresponding form)*

☐ Building / Trailer ☐ Bus ☐ Fire Apparatus ☐ Heavy Equipment  
☐ Heavy Truck ☐ Marine / Boat ☐ Office Equipment ☐ Tractor  
☒ Vehicle ☐ Generic: \_\_\_\_\_

Make/Brand: Dodge **Notes:**

Model: Charger

Year: 2019

Serial Number: 2C3CDXAG7KH564334

Current Condition: Used, excellent

Estimated Value at Time of Acquisition: \$ 21,988

Estimated Value at Current Date: \$ 21,000

I hereby request approval to dispose of the above listed item/s via:

☐ GovDeals.com Auction Site ☒ Other: Sale to City of Sebring

[Signature]  
Department Head

8/7/20  
Date submitted

Approved this 10<sup>th</sup> day of August 2020 by [Signature]  
City Administrator





# City of Okeechobee

## PROPERTY DISPOSAL REQUEST FORM

Date: 8/7/20

**Department requesting item to be sold:**

☒ Police ☐ Fire ☐ Public Works ☐ General Services ☐ Admin ☐ Clerk ☐ Finance

Property ID: \_\_\_\_\_ Asset ID: 1125

**Reason for Disposal:**

☐ Surplus

☐ Damaged

☒ Other: Sale

**Brief description of item:** *(Please be sure to fill out the corresponding form)*

☐ Building / Tractor

☐ Bus

☐ Fire Apparatus

☐ Heavy Equipment

☐ Heavy Truck

☐ Marine / Boat

☐ Office Equipment

☐ Tractor

☒ Vehicle

☐ Generic: \_\_\_\_\_

**Make/Brand:** Dodge

**Notes:**

**Model:** Charger

**Year:** 2019

**Serial Number:** 2C3CDXAG3KH564329

**Current Condition:** Used, excellent

**Estimated Value at Time of Acquisition:** \$ 21,988

**Estimated Value at Current Date:** \$ 21,000

I hereby request approval to dispose of the above listed item/s via:

☐ GovDeals.com Auction Site

☒ Other: Sale to City of Sebring

\_\_\_\_\_  
Department Head

8/7/20  
Date submitted

Approved this 10<sup>th</sup> day of August 2020 by \_\_\_\_\_  
City Administrator



# City of Okeechobee

## PROPERTY DISPOSAL REQUEST FORM

Date: 8/7/20

**Department requesting item to be sold:**

☒ Police ☐ Fire ☐ Public Works ☐ General Services ☐ Admin ☐ Clerk ☐ Finance

Property ID: \_\_\_\_\_ Asset ID: 1130

**Reason for Disposal:**

☐ Surplus ☐ Damaged ☒ Other: Sale

**Brief description of item:** *(Please be sure to fill out the corresponding form)*

☐ Building / Tractor ☐ Bus ☐ Fire Apparatus ☐ Heavy Equipment  
☐ Heavy Truck ☐ Marine / Boat ☐ Office Equipment ☐ Tractor  
☒ Vehicle ☐ Generic: \_\_\_\_\_

Make/Brand: Dodge Notes:

Model: Charger

Year: 2019

Serial Number: 2C3CDXAG8KH564326

Current Condition: Used, excellent

Estimated Value at Time of Acquisition: \$ 21,988

Estimated Value at Current Date: \$ 21,000

I hereby request approval to dispose of the above listed item/s via:

☐ GovDeals.com Auction Site ☒ Other: Sale to City of Sebring

[Signature]  
Department Head

8/7/20  
Date submitted

Approved this 10<sup>th</sup> day of August 2020 by [Signature]  
City Administrator

**City of Okeechobee  
Code Enforcement Department**

In Re: The Matter of  
Spirit CV Okeechobee, FL LLC,  
Respondent

Case No. 17-039

**Lien Reduction Stipulation**

1. On December 7, 2017, the City first issued a Notice of Violation to Respondent, Spirit CV Okeechobee, FL, LLC, for violations of the Code of Ordinances resulting from overgrown vegetation and yard trash at Respondent's property located at 106 N Parrot Avenue, Okeechobee, Florida, which is leased to and operated by CVS.

2. On February 16, 2018, the City issued a Lien/Order against Respondent for violations of the Code of Ordinances, Section 30-43 Public Nuisance, Section 30-44 General Cleaning, and Section 90-531, General Landscaping.

3. On October 30, 2019, the City sent a letter to Respondent stating that, although the property is now in compliance, \$24,550 is due in fines for past violations.

4. Respondent requests that the lien be reduced to \$12,275, which is 50% of the original fine for the reasons stated in the letter attached and incorporated into this Stipulation as Exhibit A.

5. Respondent wishes to settle this matter and Respondent's attorney has requested that he be allowed to appear at the Code Enforcement Magistrate hearing, if required, via telephone or other communications media technology as a result of health conditions creating greater susceptibility to the existing COVID-19 pandemic.

6. City staff agrees that Respondent has demonstrated good cause for the lien reduction and recommends that the City accept Respondent's request for lien reduction.

7. City staff will present this matter to the Code Enforcement Magistrate at a regularly scheduled code enforcement hearing and will present it to the City Council at a regularly scheduled City Council meeting following the Code Enforcement Hearing, with the recommendation to approve this stipulation with the requirement that the reduced lien amount be paid to the City within 60 days of the City Council meeting.

Respondent,  
Sunit CV Okeechobee, FL, LLC:

Gary Resnick  
Signature

Gary I. Resnick, Esq.

Print Name

Attorney for Property Owner

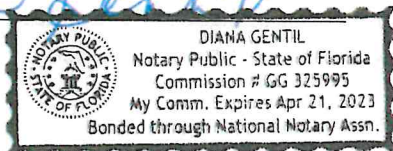
Title

July 28, 2020

Date

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☒ online notarization, this 28<sup>th</sup> day of July 2020, by Gary Resnick, ☒ who is personally known to me, or ☐ who has produced \_\_\_\_\_ as identification.

Diana Gentil  
Notary Public



Name typed, printed or stamped

My Commission Expires: \_\_\_\_\_

City of Okeechobee

Mario Morales Diaz  
Signature

Print Name

CITY ADMINISTRATOR

Title

8/12/2020  
Date



July 21, 2020

Lane Gamiotea  
City of Okeechobee (FL)  
55 SE 3rd Ave.  
Okeechobee, FL 34974

RE: City of Okeechobee (FL) 2

Dear Lane Gamiotea

Thank you for your continued support of BIS Digital.

We will be updating your PA DSP (Biamp) to a Biamp Tesira Dante. This will allow you to connect the microphones in the room to your Zoom calls via the new WolfeVison Cynap Core. The Cynap Core is a BYOD device that will allow presentation to be shown in the room as well as via Zoom. It will also allow Zoom to grab the audio from the new Tesira DSP. Video will be provided via a new HD PTZ camera that will connect to the Cynap Core and eSCRIBE for Zoom as well as eSCRIBE live streaming and hosting. The Video will be sent to TVs provided by the City, DCR and Zoom. We will also be adding a new wireless microphone for the podium. eSCRIBE pricing with Live Streaming, Hosting and Closed Caption will be following shortly in a separate proposal.

BIS Digital provides a total turnkey solution based on your needs and requirements which includes design, programming, installation as well as training with on-going support and service. Our ability to design and implement a fully integrated A/V workflow solution around the DCR standardized product family makes BIS unique.

Please don't hesitate to contact me with any questions or concerns.

Sincerely,

Michael Hernandez  
Account Manager  
800-834-7674 Ext 4040  
michael.hernandez@bisdigital.com



## **BIS Digital – DCR Integrated Solution**

Account City of Okeechobee (FL)

Quote Number Q-8016040-7.21.2020

Opportunity Name City of Okeechobee (FL) 2

### **About BIS Digital**

BIS Digital is a technology company which provides integrated digital recording and multi-media communications solutions. We “capture the record” with complete multi-channel audio and video digital recording systems customized to meet client needs. Our technology helps administrators manage courtroom and judicial proceedings as well as presentations and meetings. We work with award-winning manufacturers to bring you the latest in AV technology.

We design systems with fully integrated audio-visual capabilities for optimal workflow and efficiency. Founded in 1982, BIS Digital has the knowledge and experience gained through our large customer base to build the perfect AV system from concept to completion. We handle everything from planning and design to installation and service. Moreover, we’ll make sure staff is properly trained on using the system to master its operation.

Our solutions include:

- Multi-channel audio and video recording
- Sound systems
- Evidence presentation
- Video arraignment
- Video conferencing
- Enterprise room control
- Language translation connectivity

Onsite service or remote service agreements may be included within this proposal or are available upon request. Multiple-year service agreements are also available.



**Date** Tuesday, July 21, 2020

**Quote Number** Q-8016040-7.21.2020  
City of Okeechobee (FL) 2

**Sales Consultant** Michael Hernandez, Account Manager  
800-834-7674 Ext 4040 / michael.hernandez@bisdigital.com

**Primary Contact** Lane Gamiotea, City Clerk  
55 SE 3rd Ave.  
Okeechobee, FL 34974  
(863) 763-3372 Ext. 9814 / \_\_\_\_\_ (Fax)  
lgamiotea@cityofokeechobee.com (Email)

**Billing Address** City of Okeechobee (FL) / A-1002074  
55 SE 3rd Ave.  
Okeechobee, FL 34974

**Shipping Address** Same

**Users To Train** Yes

**Wiring Required** Yes

**Installation Notes**

Item	Product Code	Qty	Unit Price	Total Price
Professional Digital PA Mixer DANTE Capable w/8ch USB out	BIS-MX-DAN-USB8	1	\$3,900.00	\$3,900.00
DANTE Virtual Sound Card (up to 64ch)	BIS-DANTE-V64	1	\$119.99	\$119.99
Digital Wireless System   Single-Channel Receiver G50   Series 3	BIS-M-DWS-SCR-G50-S3	1	\$1,094.00	\$1,094.00
Digital Wireless System   Gooseneck Microphone Base G50   Series 3	BIS-M-DWS-GNB-G50-S3	1	\$625.00	\$625.00



18" Gooseneck Microphone w/Shock Mount (Series 3)	BIS-MIC-GB18SM-S3	1	\$294.00	\$294.00
Digital Wireless System   2-Bay Charging Station (For GN and BN)   Series 3	BIS-M-DWS-CS2-BNGN-S3	1	\$489.00	\$489.00
Screen Capture License for DCR	BIS- DCR-SCL	1	\$700.00	\$700.00
Annotation Presentation System w/Wireless Link (Core Series 2)	BIS-CYNAP-CORE	1	\$2,950.00	\$2,950.00
DANTE USB I/O Adapter (2ch)	BIS-USB-DANTE-2CHIO	1	\$135.00	\$135.00
HDMI/USB PTZ Camera (Series 2)	BIS-USB-PTZ-S2	1	\$1,849.00	\$1,849.00
Wall Mount for HDMI/USB PTZ Camera (Series 2)	BIS-USB-PTZ-S2WM	1	\$149.99	\$149.99
Network Switch w/PoE 8-port (Series 6)	BIS-NS-POE-8S6	1	\$705.00	\$705.00
LAN Kit 12/25	TK-CON-CAT6-Kit1	1	\$90.00	\$90.00
HDMI Cable Series 2 (3ft.)	BIS-HDMI-3FT-S2	1	\$9.45	\$9.45
USB Gigabit NIC (10/100/1000)	BIS-NIC-GB	1	\$59.99	\$59.99
CAT6 Patch Cable (3ft.)	BIS-CAT6-PCN200-003-BK	3	\$5.25	\$15.75
CAT6 Cable BK (Plenum) - 1,000ft Roll	BIS-W-CAT6	0.25	\$599.00	\$149.75
DUAL CAT5E CONFIGURED WALL PLATE	BIS-CAT-WP2	4	\$11.20	\$44.80
Installation Supplies	BIS-INST-SUP	1	\$188.41	\$188.41
Annual DCR REMOTE SUPPORT on above purchased system (Hardware Replacement not included)	NMNT-DCR-R	1	\$985.55	\$985.55
Shipping/Handling	S/H	1	\$376.82	\$376.82
On-site Setup, Installation and Training	SIT	1	\$2,800.00	\$2,800.00
			<b>Sales Tax Rate</b>	0%
			<b>Total (Excluding Sales Tax)</b>	\$17,731.50





## Optimal Specifications for BIS Digital Recording PC Systems

### **DCR Specifications**

#### **2/4 Channel Audio Only**

- 8GB RAM
- 512GB SSD Hard Drive
- Intel Core i5 Processor
- Ethernet RJ-45 Network Interface 100/1000 (x2 if using DANTE protocol)
- USB 3.0 Ports
- Microsoft Windows 10 Professional

#### **4/8 Channel Audio or Audio and Video**

- 16GB RAM
- 1TB SSD Hard Drive
- Intel Core i7 Processor
- Ethernet RJ-45 Network Interface 100/1000 (x2 if using DANTE protocol)
- USB 3.0 Ports
- Microsoft Windows 10 Professional

All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase.

### **Live Stream & On-Demand Requirements**

- BIS Digital, Inc. recommends customer can transmit continuous stream of 300kbps or more for optimal performance.



#### Equipment Supply

BIS Digital will furnish the equipment as specified herein. Revisions to this contract are made by approved written "Change Order(s.)" BIS Digital reserves the right to bill for equipment as stored materials when delivery or installation is not possible. There are no additional implied or expressed operations of the system other than stated within.

#### Electrical Installation

The customer provided electrical contractor will install all AC power, relay switches & conduit as required for the proposed systems. If required, the customer provided electrician will be responsible for providing and hanging all rigid electrical junction boxes, conduit and installing same. BIS Digital has recommended and asked for Dedicated Electrical Power to be installed at the head-end, controlled end-user equipment or at the same location of final control(s). Dedicated Power shall be the responsibility of the end-user and any external noise or factors creating noise within the systems not exposed by installed electronic equipment shall not be BIS Digital, Inc. responsibility and shall not be reason for any hold-backs whatsoever by any party.

#### Equipment Installation and Head End Connections

BIS technicians will install all specified equipment and make all final circuit terminations in the head-end equipment racks. The customer will provide all custom carpentry or custom room preparations as required prior to the installation. The customer will provide scaffold or high reach for all installation work in ceilings over fourteen feet. All network connection(s) are to be provided by the customer. Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified on the Agreement.



### Order Summary

Date	Tuesday, July 21, 2020
Quote Number	Q-8016040-7.21.2020
Account Name	City of Okeechobee (FL)
Total (Excluding Sales Tax)	\$17,731.50

### Terms and Conditions

Effective Period	This proposal is a firm offer for 30 days from quote date Tuesday, July 21, 2020.
Tax Status	Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
Payment Terms	<b>Deposit:</b> All orders above \$5,000 require a 50% deposit. Once the order and deposit is confirmed (received) by BIS Digital, scheduling of the installation / and shipment of goods will occur. <b>Balance:</b> The remaining balance is to be paid on the completion of the installation (delivery of goods at customer site.)
Install Cancellation	If customer cancels (or postpones) a mutually agreed upon installation date, BIS Digital reserves the right to ship to customer and invoice for hardware, software or other materials procured for the project.
Restocking Fee	20% restocking fee will be charged for all cancelled orders.
Site Preparation	Customer is required to supply all conduit and cable pulls not listed on this quote. Customer will be responsible for any additional wiring or installation supplies needed during installation.
Training	BIS Digital will provide full training of all system users per agreed training schedule.
Limited Warranty	All BIS supplied new systems (hardware & software) are covered for 90 days following date of installation/delivery. Warranty does not cover On-Site Technical Support, shipping costs, or software upgrades (See Software Assurance below).
Software Assurance	Annual Software Assurance (SAS) entitles user to unlimited software upgrades throughout the one year term, at the cost of \$350 per license/year.

This signature and Purchase Order number states acceptance to the above price, terms and conditions, authorizing BIS Digital, Inc. to order, install and bill for the above equipment:

\* Accepted by: \_\_\_\_\_  
Name Title  
  
\_\_\_\_\_  
Signature Date

### \* Accounts Payable Information \* Required for order to be processed\*

A/P Contact: \_\_\_\_\_  
Name Phone  
  
\_\_\_\_\_  
Email Address Fax

Is a Purchase Order required for processing? \_\_\_\_\_ PO # \_\_\_\_\_



# City of Okeechobee

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Date: for August 18 meeting

To: Marcos Montes De Oca, City Administrator

FR: India Riedel, Finance Department

RE: Contract for Services with Tyler Technologies, Inc.

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**Suggested Motion:** To approve the contract for services with Tyler Technologies, Inc. for Software and its implementation with an annual renewal maintenance with an effective date of signing by both parties.

**Background:** Accounting software is included in the 2019-2020 FY Budget in the amount of \$120,000. Requesting approval of contract pricing in the amount of \$96,148.00, a 15% contingency of \$14,422.00 and an additional \$6,000.00 in auxiliary equipment cost, for a total of \$116,570.00.

We did not go out for formal bid, however we have completed 2 years of research to identify the best accounting programs which would fit well with our City's needs and requirements. This Software includes Accounting, Purchasing, Personnel, Building Permitting, Business Tax Receipts, Online application for Permitting and Business Tax, Online payments, and MyCivic for pushouts to citizens (this module may be covered under CARES).



## LICENSE AND SERVICES AGREEMENT

This License and Services Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to license the software products and perform the services set forth in the Investment Summary and Tyler desires to perform such actions under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

### SECTION A – DEFINITIONS

- **“Agreement”** means this License and Services Agreement.
- **“Business Travel Policy”** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **“Client”** means the City of Okeechobee, Florida.
- **“Defect”** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date by which both your and our authorized representatives have signed the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the software, products, and services attached as Exhibit A.
- **“Invoicing and Payment Policy”** means the invoicing and payment policy. A copy of our current Invoicing and Payment Policy is attached as Exhibit B.
- **“Maintenance and Support Agreement”** means the terms and conditions governing the provision of maintenance and support services to all of our customers. A copy of our current Maintenance and Support Agreement is attached as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit F.

- **“Support Call Process”** means the support call process applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as Schedule 1 to Exhibit C.
- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Software, as applicable.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

## SECTION B – SOFTWARE LICENSE

### 1. License Grant and Restrictions.

- 1.1 We grant to you a license to use the Tyler Software for your internal business purposes only, in the scope of the internal business purposes disclosed to us as of the Effective Date. You may make copies of the Tyler Software for backup and testing purposes, so long as such copies are not used in production and the testing is for internal use only. Your rights to use the Tyler Software are perpetual but may be revoked if you do not comply with the terms of this Agreement.
- 1.2 Without limiting the terms of Section 1.1, you understand and agree that the MyCivic module set forth in the Investment Summary is licensed to you on a subscription basis. If you do not pay the required annual fee in accordance with the Invoicing and Payment Policy, your license to use the associated module will be suspended unless and until payment in full has been made.
- 1.3 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
- 1.4 You may not: (a) transfer or assign the Tyler Software to a third party; (b) reverse engineer, decompile, or disassemble the Tyler Software; (c) rent, lease, lend, or provide commercial hosting services with the Tyler Software; or (d) publish or otherwise disclose the Tyler Software or Documentation to third parties.
- 1.5 The license terms in this Agreement apply to updates and enhancements we may provide to you or make available to you through your Maintenance and Support Agreement.

- 1.6 The right to transfer the Tyler Software to a replacement hardware system is included in your license. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.
- 1.7 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements.
- 1.8 We reserve all rights not expressly granted to you in this Agreement. The Tyler Software and Documentation are protected by copyright and other intellectual property laws and treaties. We own the title, copyright, and other intellectual property rights in the Tyler Software and the Documentation. **The Tyler Software is licensed, not sold.**
2. License Fees. You agree to pay us the license fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
3. Escrow. We maintain an escrow agreement with a third party under which we place the source code for each major release of the Tyler Software. You may be added as a beneficiary to the escrow agreement by completing a standard beneficiary enrollment form and paying the applicable annual beneficiary fee. You will be responsible for maintaining your ongoing status as a beneficiary, including payment of the then-current annual beneficiary fees. Release of source code for the Tyler Software is strictly governed by the terms of the escrow agreement.
4. Limited Warranty. We warrant that the Tyler Software will be without Defect(s) as long as you have a Maintenance and Support Agreement in effect. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect as set forth in the Maintenance and Support Agreement.

## SECTION C – PROFESSIONAL SERVICES

1. Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.

3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. We make all reasonable efforts to schedule our personnel for travel, including arranging travel reservations, at least two (2) weeks in advance of commitments. Therefore, if you cancel services less than two (2) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) non-refundable expenses incurred by us on your behalf, and (b) daily fees associated with cancelled professional services if we are unable to reassign our personnel. We will make all reasonable efforts to reassign personnel in the event you cancel within two (2) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us. You further agree to provide a reasonably suitable environment, location, and space for the installation of the Tyler Software and any Third Party Products, including, without limitation, sufficient electrical circuits, cables, and other reasonably necessary items required for the installation and operation of the Tyler Software and any Third Party Products.
7. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).
8. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

## **SECTION D – MAINTENANCE AND SUPPORT**

This Agreement includes the period of free maintenance and support services identified in the Invoicing and Payment Policy. If you have purchased ongoing maintenance and support services, and continue to make timely payments for them according to our Invoicing and Payment Policy, we will provide you with maintenance and support services for the Tyler Software under the terms of our standard Maintenance and Support Agreement.



If you have opted not to purchase ongoing maintenance and support services for the Tyler Software, the Maintenance and Support Agreement does not apply to you. Instead, you will only receive ongoing maintenance and support on the Tyler Software on a time and materials basis. In addition, you will:

- (i) receive the lowest priority under our Support Call Process;
- (ii) be required to purchase new releases of the Tyler Software, including fixes, enhancements and patches;
- (iii) be charged our then-current rates for support services, or such other rates that we may consider necessary to account for your lack of ongoing training on the Tyler Software;
- (iv) be charged for a minimum of two (2) hours of support services for every support call; and
- (v) not be granted access to the support website for the Tyler Software or the Tyler Community Forum.

## **SECTION E – THIRD PARTY PRODUCTS**

To the extent there are any Third Party Products set forth in the Investment Summary, the following terms and conditions will apply:

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.
2. Third Party Software. Upon payment in full of the Third Party Software license fees, you will receive a non-transferable license to use the Third Party Software and related documentation for your internal business purposes only. Your license rights to the Third Party Software will be governed by the Third Party Terms.
  - 2.1 We will install onsite the Third Party Software. The installation cost is included in the installation fee in the Investment Summary.
  - 2.2 If the Developer charges a fee for future updates, releases, or other enhancements to the Third Party Software, you will be required to pay such additional future fee.
  - 2.3 The right to transfer the Third Party Software to a replacement hardware system is governed by the Developer. You will give us advance written notice of any such transfer and will pay us for any required or requested technical assistance from us associated with such transfer.
3. Third Party Products Warranties.
  - 3.1 We are authorized by each Developer to grant or transfer the licenses to the Third Party Software.
  - 3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.
5. Maintenance. If you have a Maintenance and Support Agreement in effect, you may report defects and other issues related to the Third Party Software directly to us, and we will (a) directly address the defect or issue, to the extent it relates to our interface with the Third Party Software; and/or (b) facilitate resolution with the Developer, unless that Developer requires that you have a separate, direct maintenance agreement in effect with that Developer. In all events, if you do not have a Maintenance and Support Agreement in effect with us, you will be responsible for resolving defects and other issues related to the Third Party Software directly with the Developer.

## **SECTION F – INVOICING AND PAYMENT; INVOICE DISPUTES**

1. Invoicing and Payment. We will invoice you for all fees set forth in the Investment Summary per our Invoicing and Payment Policy, subject to Section F(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within fifteen (15) days of notice of our intent to do so.

## **SECTION G – TERMINATION**

1. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section F(2).
  - 1.1 For Cause. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section I(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section I(3).

- 1.2 Force Majeure. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of this Agreement for a period of forty-five (45) days or more.
- 1.3 Lack of Appropriations. If you should not appropriate or otherwise receive funds sufficient to purchase, lease, operate, or maintain the software or services set forth in this Agreement, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid license and other fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

## **SECTION H – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE**

### **1. Intellectual Property Infringement Indemnification.**

- 1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2 Our obligations under this Section H(1) will not apply to the extent the claim or adverse final judgment is based on your: (a) use of a previous version of the Tyler Software and the claim would have been avoided had you installed and used the current version of the Tyler Software, and we provided notice of that requirement to you; (b) combining the Tyler Software with any product or device not provided, contemplated, or approved by us; (c) altering or modifying the Tyler Software, including any modification by third parties at your direction or otherwise permitted by you; (d) use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties; or (e) willful infringement, including use of the Tyler Software after we notify you to discontinue use due to such a claim.
- 1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.
- 1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; (c) replace it with a functional equivalent; or (d) terminate your license and refund the license fees paid for the infringing Tyler Software, as depreciated on a straight-line basis measured over seven (7) years from the Effective Date. We will pursue those options in the order listed herein. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our negligence or willful misconduct; or (b) our violation of PCI DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.

2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.**
4. **LIMITATION OF LIABILITY. EXCEPT AS OTHERWISE EXPRESSLY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (A) PRIOR TO FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, THE TOTAL ONE-TIME FEES SET FORTH IN THE INVESTMENT SUMMARY; OR (B) AFTER FORMAL TRANSITION TO MAINTENANCE AND SUPPORT, THE THEN-CURRENT ANNUAL MAINTENANCE AND SUPPORT FEE. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS H(1) AND H(2).**
5. **EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**
6. Insurance. During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (a) Commercial General Liability of at least \$1,000,000; (b) Automobile Liability of at least \$1,000,000; (c) Professional Liability of at least \$1,000,000; (d) Workers Compensation complying with applicable statutory requirements; and (e) Excess/Umbrella

Liability of at least \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

## **SECTION I – GENERAL TERMS AND CONDITIONS**

1. **Additional Products and Services.** You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date, and thereafter at our then-current list price, by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. **Optional Items.** Pricing for any listed optional products and services in the Investment Summary will be valid for twelve (12) months from the Effective Date.
3. **Dispute Resolution.** You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. **Taxes.** The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
5. **Nondiscrimination.** We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.

6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent, not to be unreasonably withheld.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of

proof of email delivery; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
  - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
  - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
  - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
  - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
18. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
19. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state of domicile, without regard to its rules on conflicts of law.
20. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
21. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not

limited to pricing, to the scope and circumstances of that cooperative procurement.

22. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Policy
	Schedule 1: Business Travel Policy
Exhibit C	Maintenance and Support Agreement
	Schedule 1: Support Call Process
Exhibit D	Web Services – Hosted Application Terms
Exhibit E	Disaster Recovery Agreement
Exhibit F	Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Okeechobee

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address for Notices:

Tyler Technologies, Inc.  
One Tyler Drive  
Yarmouth, ME 04096  
Attention: Chief Legal Officer

Address for Notices:

City of Okeechobee  
55 SE 3<sup>rd</sup> Avenue  
Okeechobee, FL 34974

Attention: \_\_\_\_\_





## **Exhibit A**

### **Investment Summary**

The following Investment Summary details the software, products, and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By: Mike Leshner  
 Quote Expiration: 12/30/2019  
 Quote Name: City of Okeechobee LGD -  
 Quote Number: 2019-88853-2  
 Quote Description: On premise

### Sales Quotation For

City of Okeechobee  
 55 SE 3rd Ave  
 Okeechobee, FL 34974-2903  
 Phone: +1 (863) 763-3372

### Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
<b>Financial Management Suite</b>						
Core Financials	\$12,995	116	\$12,180	\$3,670	\$28,845	\$3,249
Purchasing	\$4,301	16	\$1,680	\$0	\$5,981	\$1,075
Fixed Assets	\$1,375	12	\$1,260	\$0	\$2,635	\$344
<b>Personnel Management Suite</b>						
Personnel Management (Includes Position Budgeting)	\$10,995	92	\$9,660	\$3,420	\$24,075	\$2,749
<b>Customer Relationship Management Suite</b>						
Cashiering	\$3,000	28	\$2,940	\$0	\$5,940	\$750
<b>Tyler Content Manager</b>						
Tyler Content Manager Standard Edition (TCM SE)	\$4,244	0	\$0	\$0	\$4,244	\$0
<i>Sub-Total:</i>	\$36,910		\$27,720	\$7,090	\$71,720	\$8,167
<i>Less Discount:</i>	\$20,579			\$2,000		\$1,634
<b>TOTAL:</b>	<b>\$16,331</b>	<b>264</b>	<b>\$27,720</b>	<b>\$5,090</b>	<b>\$49,141</b>	<b>\$6,533</b>

### Tyler Software and Related Services - Annual

Tyler Software and Related Services - Annual	One Time Fees				
Description	Impl. Hours	Impl. Cost	Data Conversion	# Years	Annual Fee
Personnel Management Suite					
Employee Self Service (Employee Portal) ( 50 )	16	\$1,680	\$0		\$0
Benefits Enrollment	12	\$1,260	\$0		\$1,320
Employee Self Service	28	\$2,940	\$0		\$994
Customer Relationship Management Suite					
EasyPay Online Payment Component	0	\$0	\$0		\$0
Community Development					
Permitting Online Component	0	\$0	\$0		\$720
Licensing Online Component	0	\$0	\$0		\$720
Permitting	40	\$4,200	\$0		\$2,000
License	32	\$3,360	\$0		\$2,000

### MyCivic

MyCivic Citizen Engagement & 311 Bundle	0	\$0	\$0	\$3,600
<b>Tyler Hosted Applications</b>				
Tyler U	0	\$0	\$0	\$694
<b>Tyler Network Services</b>				
Disaster Recovery Services	0	\$0	\$0	\$1,041
Basic Network Services	0	\$0	\$0	\$765
<i>Sub-Total:</i>		\$13,440	\$0	\$13,854
<b>TOTAL:</b>	<b>128</b>	<b>\$13,440</b>	<b>\$0</b>	<b>\$13,854</b>

**Other Services**

Description	Quantity	Unit Price	Extended Price	Maintenance
MyCivic 311 - Implementation Fee	1	\$1,500	\$1,500	\$0
Project Management	1	\$5,000	\$5,000	\$0
<b>TOTAL:</b>			<b>\$6,500</b>	<b>\$0</b>

**Summary**

	One Time Fees	Recurring Fees
Total Tyler Software	\$16,331	\$6,533
Total Tyler Annual	\$0	\$13,854
Total Tyler Services	\$59,430	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$75,761</b>	<b>\$20,387</b>

**Detailed Breakdown of Conversions (Included in contract total)**

Description	Hours	Unit Price	Programming Fee	Extended Price
<b>Financial Management Suite</b>				
General Ledger Master			\$1,000	\$1,000
Accounts Payable Master	4	\$105	\$1,250	\$1,670
General Ledger History			\$500	\$500
Accounts Payable History			\$500	\$500
<b>Personnel Management Suite</b>				
Personnel Management -Payroll Master	4	\$105	\$2,000	\$2,420
Personnel Management -Payroll History			\$1,000	\$1,000
<b>Customer Relationship Management Suite</b>				
Business License - Master	8	\$105	\$2,500	\$3,340
Building Project -Master	8	\$105	\$2,500	\$3,340
<i>Less Discount:</i>				<i>\$2,000</i>
<b>Total:</b>				<b>\$11,770</b>

**Comments**

- Travel costs for Tyler staff during deployment are not included in the totals above and will be billed based on IRS per diem rates.
- Travel Expenses will be billed as incurred according to Tyler's standard business travel policy.
- Core Financials includes general ledger, budget prep, bank recon, AP, Express, CellSense, a standard forms pkg, output director, positive pay, secure signatures (qty 2).
- General Ledger conversions include Chart of Accounts - additional fee for historical views.
- Accounts Payable conversions include Vendor Master Only - additional fee for historical views.
- Personnel Management/Payroll conversions include employee master information. This includes master record, addresses, contact and dependent information, state and federal tax setup, direct deposit information, as well as state specific retirement. Additional fee for historical views.
- Permitting Online displays project status, projects for payment, and schedule/re-schedule inspections. It has security -SSL (Secure socket Layer), payment processing (credit card), and the payment packet is created to be imported to the Permitting System. Note that the customer pays \$1.25 fee per transaction for payment on-line.
- Licensing Online displays license status, license for payment, has Security-SSL (Secure Socket Layer) and payment processing via credit card. Payment packet is created to be imported to Licensing System. Customer pays \$1.25 fee per transaction for payment on-line.
- EasyPay Online Payment Component allows clients to setup payment forms for misc. payments with a fixed, calculated or open payment amount. The payments are sent from the website to the cash collection/Cashiering application and then posted to the GL application. NOTE: There is a \$1.25 per transaction fee associated with the EasyPay that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.
- Cashiering supports credit/debit cards via ETS, includes PCI Compliant, a cash collection interface, a cashiering receipt import)



## Exhibit B

### Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

**Invoicing:** We will invoice you for the applicable license and services fees in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

#### 1. Tyler Software.

1.1 *License Fees:* License fees are invoiced as follows: (a) 25% on the Effective Date; (b) 60% on the date when we make the applicable Tyler Software available to you for downloading (the "Available Download Date"); and (c) 15% on the earlier of use of the Tyler Software in live production or 180 days after the Available Download Date.

1.2 *Maintenance and Support Fees:* Year 1 maintenance and support fees are waived through the earlier of (a) availability of the Tyler Software for use in a live production environment; or (b) one (1) year from the Effective Date. Year 2 maintenance and support fees, at our then-current rates, are payable on that earlier-of date, and subsequent maintenance and support fees are invoiced annually in advance of each anniversary thereof. Your fees for each subsequent year will be set at our then-current rates.

1.3 *Subscription Fees:* Your initial subscription fees for My Civic are invoiced when we make the product available to you. Subsequent subscription fees are due annually in advance on the anniversary of that date at our then-current rates.

#### 2. Professional Services.

2.1 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary.

2.2 *Consulting Services:* If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis.

2.3 *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into

Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.

2.4 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in the Maintenance and Support Agreement.

2.5 *Other Fixed Price Services*: Except as otherwise provided, other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document.

Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

*Change Management Services*: If you have purchased any change management services, those services will be invoiced in the following amounts and upon the following milestones:

Acceptance of Change Management Discovery Analysis	15%
Delivery of Change Management Plan and Strategy Presentation	10%
Acceptance of Executive Playbook	15%
Acceptance of Resistance Management Plan	15%
Acceptance of Procedural Change Communications Plan	10%
Change Management Coach Training	20%
Change Management After-Action Review	15%

### 3. Other Services and Fees.

3.1 *Disaster Recovery Services*: Disaster Recovery Services are invoiced annually in advance upon our receipt of your data. Disaster Recovery services will be provided in accordance with the terms of our then-current Disaster Recovery Agreement and will renew automatically for additional one (1) year terms at our then-current Disaster Recovery fee, unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term. Our current Disaster Recovery Agreement is attached to this Agreement as Exhibit E.

3.2 *Annual Fees*: Annual fees for the Tyler Incode applications set forth in the Investment Summary are invoiced on the Effective Date. Subsequent fees are due annually in advance of each anniversary thereof at our then-current rates.

### 4. Third Party Products.

4.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.

- 4.2 *Third Party Software Maintenance*: The first year maintenance fees for the Third Party Software, if any, is invoiced when we make that Third Party Software available to you for downloading.
- 4.3 *Third Party Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.
- 4.4 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
- 4.5 *Tyler Notify Minutes and Messages*: Tyler Notify Minutes and Messages are invoiced when we make Tyler Notify available to you. Subsequent fees for minutes and messages, at our then-current rates, will be due when you request additional minutes and messages and they are made available to you.
5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy, plus a 10% travel agency processing fee. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.

**Payment.** Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting [AR@tylertech.com](mailto:AR@tylertech.com).



**Exhibit B**  
**Schedule 1**  
**Business Travel Policy**

**1. Air Travel**

**A. Reservations & Tickets**

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

**B. Baggage Fees**

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.



## 2. Ground Transportation

### A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

### B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

### C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

### D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

## 3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

#### 4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

##### A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

###### Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

###### Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

\*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

##### B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.\*

\*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



## Exhibit C

### Maintenance and Support Agreement

We will provide you with the following maintenance and support services for the Tyler Software. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. Term. We provide maintenance and support services on an annual basis. The initial term commences on the Effective Date and remains in effect for one (1) year. The term will renew automatically for additional one (1) year terms unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term. We will adjust the term to match your first use of the Tyler Software in live production if that event precedes the one (1) year anniversary of the Effective Date.
2. Maintenance and Support Fees. Your year 1 maintenance and support fees for the Tyler Software are listed in the Investment Summary, and your payment obligations are set forth in the Invoicing and Payment Policy. We reserve the right to suspend maintenance and support services if you fail to pay undisputed maintenance and support fees within thirty (30) days of our written notice. We will reinstate maintenance and support services only if you pay all past due maintenance and support fees, including all fees for the periods during which services were suspended.
3. Maintenance and Support Services. As long as you are not using the Help Desk as a substitute for our training services on the Tyler Software, and you timely pay your maintenance and support fees, we will, consistent with our then-current Support Call Process:
  - 3.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy); provided, however, that if you modify the Tyler Software without our consent, our obligation to provide maintenance and support services on and warrant the Tyler Software will be void;
  - 3.2 provide support during our established support hours;
  - 3.3 maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
  - 3.4 provide you with a copy of all releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers who have a maintenance and support agreement in effect; and
  - 3.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

4. Client Responsibilities. We will use all reasonable efforts to perform any maintenance and support services remotely. Currently, we use a third-party secure unattended connectivity tool called Bomgar, as well as GotoAssist by Citrix. Therefore, you agree to maintain a high-speed internet connection capable of connecting us to your PCs and server(s). You agree to provide us with a login account and local administrative privileges as we may reasonably require to perform remote services. We will, at our option, use the secure connection to assist with proper diagnosis and resolution, subject to any reasonably applicable security protocols. If we cannot resolve a support issue remotely, we may be required to provide onsite services. In such event, we will be responsible for our travel expenses, unless it is determined that the reason onsite support was required was a reason outside our control. Either way, you agree to provide us with full and free access to the Tyler Software, working space, adequate facilities within a reasonable distance from the equipment, and use of machines, attachments, features, or other equipment reasonably necessary for us to provide the maintenance and support services, all at no charge to us. We strongly recommend that you also maintain a VPN for backup connectivity purposes.
5. Hardware and Other Systems. If you are a self-hosted customer and, in the process of diagnosing a software support issue, it is discovered that one of your peripheral systems or other software is the cause of the issue, we will notify you so that you may contact the support agency for that peripheral system. We cannot support or maintain Third Party Products except as expressly set forth in the Agreement.

In order for us to provide the highest level of software support, you bear the following responsibility related to hardware and software:

- (a) All infrastructure executing Tyler Software shall be managed by you;
  - (b) You will maintain support contracts for all non-Tyler software associated with Tyler Software (including operating systems and database management systems, but excluding Third-Party Software, if any); and
  - (c) You will perform daily database backups and verify that those backups are successful.
6. Other Excluded Services. Maintenance and support fees do not include fees for the following services: (a) initial installation or implementation of the Tyler Software; (b) onsite maintenance and support (unless Tyler cannot remotely correct a Defect in the Tyler Software, as set forth above); (c) application design; (d) other consulting services; (e) maintenance and support of an operating system or hardware, unless you are a hosted customer; (f) support outside our normal business hours as listed in our then-current Support Call Process; or (g) installation, training services, or third party product costs related to a new release. Requested maintenance and support services such as those outlined in this section will be billed to you on a time and materials basis at our then current rates. You must request those services with at least one (1) weeks' advance notice.
  7. Current Support Call Process. Our current Support Call Process for the Tyler Software is attached to this Exhibit C at Schedule 1.



## **Exhibit C Schedule 1 Support Call Process**

### **Support Channels**

Tyler Technologies, Inc. provides the following channels of software support:

- (1) Tyler Community – an on-line resource, Tyler Community provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (2) On-line submission (portal) – for less urgent and functionality-based questions, users may create unlimited support incidents through the customer relationship management portal available at the Tyler Technologies website.
- (3) Email – for less urgent situations, users may submit unlimited emails directly to the software support group.
- (4) Telephone – for urgent or complex questions, users receive toll-free, unlimited telephone software support.

### **Support Resources**

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – [www.tylertech.com](http://www.tylertech.com) – for accessing client tools and other information including support contact information.
- (2) Tyler Community – available through login, Tyler Community provides a venue for clients to support one another and share best practices and resources.
- (3) Knowledgebase – A fully searchable depository of thousands of documents related to procedures, best practices, release information, and job aides.
- (4) Program Updates – where development activity is made available for client consumption

### **Support Availability**

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four US time zones (Pacific, Mountain, Central and Eastern). Clients may receive coverage across these time zones. Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

## Issue Handling

### Incident Tracking

Every support incident is logged into Tyler’s Customer Relationship Management System and given a unique incident number. This system tracks the history of each incident. The incident tracking number is used to track and reference open issues when clients contact support. Clients may track incidents, using the incident number, through the portal at Tyler’s website or by calling software support directly.

### Incident Priority

Each incident is assigned a priority number, which corresponds to the client’s needs and deadlines. The client is responsible for reasonably setting the priority of the incident per the chart below. This chart is not intended to address every type of support incident, and certain “characteristics” may or may not apply depending on whether the Tyler software has been deployed on customer infrastructure or the Tyler cloud. The goal is to help guide the client towards clearly understanding and communicating the importance of the issue and to describe generally expected responses and resolutions.

Priority Level	Characteristics of Support Incident	Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client’s remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the support incident. Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack. For non-hosted customers, Tyler’s responsibility for lost or corrupted data is limited to assisting the client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Resolution Targets
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days. Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

#### *Incident Escalation*

Tyler Technology's software support consists of four levels of personnel:

- (1) Level 1: front-line representatives
- (2) Level 2: more senior in their support role, they assist front-line representatives and take on escalated issues
- (3) Level 3: assist in incident escalations and specialized client issues
- (4) Level 4: responsible for the management of support teams for either a single product or a product group

If a client feels they are not receiving the service needed, they may contact the appropriate Software Support Manager. After receiving the incident tracking number, the manager will follow up on the open issue and determine the necessary action to meet the client's needs.

On occasion, the priority or immediacy of a software support incident may change after initiation. Tyler encourages clients to communicate the level of urgency or priority of software support issues so that we can respond appropriately. A software support incident can be escalated by any of the following methods:

- (1) Telephone – for immediate response, call toll-free to either escalate an incident's priority or to escalate an issue through management channels as described above.
- (2) Email – clients can send an email to software support in order to escalate the priority of an issue
- (3) On-line Support Incident Portal – clients can also escalate the priority of an issue by logging into the client incident portal and referencing the appropriate incident tracking number.

#### *Remote Support Tool*

Some support calls require further analysis of the client's database, process or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Support is able to quickly connect to the client's desktop and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.





## Exhibit D

### Web Services – Hosted Application Terms

Tyler Technologies, Inc. will provide you with the hosted applications indicated in the Investment Summary. The terms and conditions contained in this document only apply to our provision of those applications. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

1. Hosted Applications. We will provide you with any of the following hosted applications as indicated in the Investment Summary.
  - 1.1. *Web Services*: Our Web Services are designed to enable you to easily establish a presence on the Internet. Our Web Hosting and Design is composed of our Web Hosting and Design Publishing Component and other miscellaneous components. These components may be used independently or in conjunction with each other.
  - 1.2. *Utility Billing On-Line*: Our Utility Billing On-Line Component allows you to make available certain information from your utility billing system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Consumption information, service level information, requests for service, accounting information and the opportunity to pay their Utility Bill over the Internet using a credit card.
  - 1.3. *Court On-Line*: Our Court On-Line Component provides the ability for municipal court fines to be paid by credit card via the Internet. This system interfaces seamlessly with our Incode Municipal Court System.
  - 1.4. *On-Line Records Search*: Our On-Line Records Search Component allows you to display citations and/or docket information. The website can be available for public view or locked down to secured access only. This system interfaces seamlessly with our INCODE Municipal Court System.
  - 1.5. *Building Projects On-Line*: Our Building Projects On-Line Component allows you to make available certain information from your building projects system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: Building project status, inspection results, inspection scheduling and the opportunity to pay their building projects over the Internet using a credit card.
  - 1.6. *Business License On-Line*: Our Business License On-Line Component allows you to make available certain information from your business license system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: business license status, business license renewal and the opportunity to pay their business license

over the Internet using a credit card.

- 1.7. *Accounts Receivable On-Line*: Our Accounts Receivable On-Line Component allows you to make available certain information from your accounts receivable system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current balance, contract status, and the opportunity to pay the accounts receivable over the Internet using a credit card.
- 1.8. *Call Center On-Line*: Our Call Center On-Line Component allows you to make available certain information from your call center system to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: current and past incidents, create a new incident and view status of incident.
- 1.9. *Property Tax On-Line*: Our Property Tax On-Line Component allows you to make available certain information from your Property Tax System to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data which can include: parcel number, receipt number, tax amount due, and the opportunity to pay the Property Tax over the Internet using a credit card.
- 1.10. *Sales Tax On-Line*: Our Sales Tax On-Line Component allows you to make available certain information from your Sales Tax System to citizens with Internet access. This information is posted to your web site, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to the data to pay outstanding Sales Tax balances over the Internet using a credit card.
- 1.11. *Code Enforcement Online*: Our Code Enforcement Online component allows you to make available certain information from your code enforcement system to citizens with Internet access. This information is posted to your website, which is hosted on our web server. With the proper security clearance, citizens with Internet access have access to data which can include: Incident Status, Incident Results.
2. Term. We will grant you access to the hosted applications provided you timely pay all associated fees. The term of your subscription will commence on the Effective Date and will continue for three (3) years. Thereafter, the term will be automatically extended in separate one (1) year periods. Either party may cancel this subscription to the hosted applications upon sixty (60) days written notice to the other.
3. Nature of Website. We shall maintain a website for you, allowing a user to access relevant data provided by you. This data may include information from your Tyler Software system. This website will be capable of accepting payments via Secured Socket Layer (SSL) encryption and credit card or debit card charge.
4. Data Procurement. You must set up a merchant account with Electronic Transaction System Corporation or authorized.net to be solely used for our Web Service transactions. The merchant account must be set up to fund to your bank account. You are responsible for all fees and expenses of the merchant account. You must install and run Tyler Web Services to allow us to transfer the necessary data from your system to our servers on a real time basis. Certain information, such as payment

information, must be conveyed to you. We will be responsible for transferring such information to you on a regular basis. Tyler Web Services requires a dedicated IP address; assignment of this address is your responsibility. While we assume responsibility for data transfer, we are not responsible for accuracy of data transferred.

5. Limited License. Your license to use the hosted applications will automatically terminate upon cancellation of this subscription, or upon your failure to timely pay fees or otherwise comply with these terms and conditions.
6. Ownership of Data. All data you provide to us for the purposes of generating the website shall remain your property. Should you terminate your subscription, we shall return to you any such data in our possession.
7. Fees. You agree to pay the initial fee and annual subscription fees as stated in the Investment Summary and in accordance with our Invoicing and Payment Policy. We may increase the per-transaction fee for online payment no more than once per year with sixty (60) days prior written notice.



## Exhibit E Disaster Recovery Agreement

WHEREAS, Client desires to enroll in Tyler's Disaster Recovery Service for the Tyler software products ("Tyler Software Products") licensed by Client from Tyler, subject to the terms and conditions of this Disaster Recovery Agreement ("DR Agreement") and the License and Services Agreement ("Agreement") under which Tyler has licensed Tyler Software Products to Client.

THEREFORE, Tyler and Client agree as follows:

### 1. Definitions:

- Agreement. The License and Services Agreement under which Tyler licenses Tyler Software to the Client.
- Business Days. Monday through Friday, excluding Holidays.
- Business Hours. 8 AM – 6 PM (EST) on Business Days.
- Critical Processes. Mutually defined in the Disaster Recovery Plan.
- Critical Users. Mutually defined in the Disaster Recovery Plan.
- Disaster. An unplanned event that is not within the reasonable control of the Client which results in the failure of the Tyler Software Products licensed by Client to perform Critical Processes. A Disaster is *not* a hardware or network failure that would have been avoided with reasonable diligence and maintenance in accord with the industry standard, a failure otherwise covered by an in-force agreement Client has with Tyler (e.g., Tyler annual Maintenance and Support Agreement ("Support Agreement"), Technical Services Agreement, or Tyler Systems Management ("TSM") Agreement, or a failure that can be remedied in less than sixteen (16) business hours.
- Disaster Recovery Plan. Defined at #2 of Exhibit 1 to this DR Agreement.
- Holiday. New Year's Day (January 1), Memorial Day (observed), Independence Day (July 4), Labor Day (observed), Thanksgiving Day, Day after Thanksgiving Day, Christmas Day (December 25).
- Force Majeure. An event beyond the reasonable control of a party, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, restraints affecting shipping or credit, delay of carriers, inadequate supply of suitable materials or any other cause which could not with reasonable diligence be foreseen, controlled or prevented by the party.
- Recovery Point Objective ("RPO"). Amount of time since last successful data transfer. With successful nightly transfer of data, RPO would be no more than twenty-four (24) hours.
- Recovery Time Objective ("RTO"). One (1) business day after receipt Disaster declaration for Client data not exceeding one (1) terabyte in size, for Critical Users using Critical Processes. RTO for Client data one (1) terabyte in size or greater shall be mutually agreed, specified and incorporated into the Disaster Recovery Plan.

2. **Term.** The initial term of this DR Agreement shall commence on receipt by Tyler of Client's data and shall terminate one (1) year thereafter ("Initial Term"). This DR Agreement shall renew automatically for additional one (1) year terms unless terminated in writing by either party at least ninety (90) days prior to the end of the then-current term. In the event the Support Agreement for Tyler Software Products is terminated, this DR Agreement shall also then terminate.
3. **Disaster Recovery Services.** Tyler shall provide the Disaster Recovery services ("DR Services") as described in this DR Agreement, including any Exhibits and associated appendices. All DR Services shall be provided remotely. In the event the Disaster results in damage to Client's server(s) and a re-installation of the Tyler Software Products licensed by Client is required as a result of such damage, Tyler shall re-install the Tyler Software Products free of charge if Client is enrolled in Tyler's TSM service (ERP, Munis, TCM) or Technical Services Support (Incode, Eden, TCM). Otherwise, such re-installation shall be obtained from Tyler at Tyler's then-current installation services rates. Tyler Disaster Recovery staff will contact Client within twelve (12) business hours of any such reinstallation for reinstallation of Disaster Recovery Software.
4. **Client Requirements.** In order for Tyler to provide DR Services pursuant this DR Agreement, Client shall:
  - a) Provide high speed internet access, including upload bandwidth sufficient for complete nightly data transfers to comply with applicable RPO;
  - b) Comply with then-current minimum hardware and network requirements as specified on Tyler's support website;
  - c) Maintain security and access privileges for Tyler to receive data transfer and reasonably perform activities reasonably necessary for Tyler to provide DR Services;
  - d) Permit installation of software required for provision of DR Services in accord with this DR Agreement as reasonably determined by Tyler;
  - e) Reasonably notify Tyler in advance of any changes in Client's network that impacts Tyler's ability to deliver DR Services; and
  - f) Client shall not install or activate SQL TDE or similar database or file level encryption technologies on servers installed with Tyler Disaster Recovery software.
5. **Disaster** shall be declared by Client by calling Tyler at (207) 781-2260 or (800) 772-2260 and clearly stating that CLIENT IS DECLARING A DISASTER.
6. **Disaster Recovery.** Client's Critical Processes will be accessible by Critical Users in accord with the applicable RTO.
7. **Data.** Data Transfer shall be handled in accord with Exhibit 1 to this DR Agreement.
8. **Release Life Cycle.** Tyler shall support prior releases of the Tyler Software Products in accordance with Tyler's Release Life Cycle Policy.
9. **Payment & Price**  
In consideration of the DR Services provided by Tyler herein, Client shall pay to Tyler a year one (1) fee as set forth in the Invoicing and Payment Policy (Exhibit B to the Agreement). Thereafter, the annual fee will be invoiced and paid prior to the commencement of the renewal term. All payments due pursuant this DR Agreement are due within thirty (30) days from receipt of invoice.

10. Exclusions.

- a) Neither party shall be liable for delays in performing its obligations under this DR Agreement to the extent that the delay is caused by Force Majeure.
- b) Tyler's DR Services shall not be used to replace required on-site backups of Client data for Tyler Software Products licensed by Client.
- c) The fee paid for DR Services does not include, and Client is responsible for the costs associated with:
  - i. Hardware and/or software necessary to remotely access Tyler's data center, and any and all on-site services. Client may request and purchase on-site services at Tyler's then-current rates.
  - ii. In the event Client requests Tyler to hand-deliver or courier the critical processes output (such as payroll checks), the cost of such special delivery shall be borne by Client and payable thirty (30) days from receipt of invoice.

11. License Terms. Client's use of the Tyler Software Products included in the DR Service remains subject to limitations on Client's use in the Agreement, including disclaimer of implied warranties.12. Notices. With the exception of a declaration of a Disaster, notices or communications required or permitted as a part of this DR Agreement will be in writing (unless another verifiable medium is expressly authorized) and will be deemed delivered when:

- a) Actually received,
- b) Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party,
- c) Upon receipt by sender of proof of email delivery, or
- d) If not actually received, ten (10) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set forth in the Agreement or such other address as the party may have designated by notice or Agreement amendment to the other party.

Consequences to be borne due to failure to receive a notice due to improper notification by the intended receiving party of a new address will be borne by the intended receiving party. The addresses of the parties for notices shall be as set forth in the Agreement.

## 13. This DR Agreement, along with the Agreement, represent the entire agreement of Client and Tyler with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Client hereby acknowledges that in entering into this DR Agreement it did not rely on any information not explicitly set forth or referenced in this DR Agreement. Any changes to this DR Agreement by Tyler must be communicated at least sixty (60) days in advance and will take effect no earlier than the commencement of the renewal term following notice of the change, unless otherwise mutually agreed.

## Exhibit 1

In addition to those services described elsewhere in this DR Agreement, DR Services are described in the following sections.

## 1 Data Transfer

The electronic transfer solution provides nightly (between the hours of 8 PM and 6 AM) transfer and archiving of Client's Tyler data and is subject to the following conditions:

- Initial data transfer may require portable disk.
- Data transferred shall include only items essential to provision of service.
- Applications included in the DR Service are listed in Appendix A to this Exhibit 1. Such description shall also indicate database and file detail required for provision of DR Services. Tyler Software Products not listed in Appendix A and any non-Tyler Software Product shall not be included in data transfer or the DR Services.
- Only production databases are backed up.
- Data from the last seven (7) successful data transfers are retained by Tyler.
- Total data storage is limited to 200 gigabytes ("GB"). Storage limit may be increased in 200 GB increments by mutual agreement and at additional cost.
- Data transferred to Tyler as part of DR Services is not available for Client's data retrieval or restoration not associated with the DR Services provided by Tyler. Tyler may provide data transferred by Client on an exception basis, upon request.
- Tyler is not responsible for the integrity of the data provided by Client to Tyler. Tyler will use the most current viable data to restore Client's critical processes.
- Tyler may use select information from the Client database for research and analysis purposes.
- To the extent the database contains confidential information, Tyler shall keep confidential such information in accordance with the confidentiality provisions of the Agreement.
- Tyler Disaster Recovery staff will monitor status of data transfers on Business Days.
- In the event of two (2) consecutive data transfer failures, Tyler will timely provide notice to Client in order to commence troubleshooting.
- Tyler shall have no liability for failure of data transfers not solely caused by Tyler.
- Tyler will provide transfer report related to Client data transfer upon request.

## 2 Disaster Recovery Plan

The Disaster Recovery Plan is a mutually drafted document which details, in addition to this DR Agreement, the DR Services Tyler shall provide to Client. The parties' responsibilities with respect to the Disaster Recovery Plan are further defined below.

Tyler's Responsibilities:

- Coordinate activities associated with transfer of data to Tyler's data center.
- Document Disaster Recovery strategy for critical processes.
- Review the Disaster Recovery Plan with Client.
- Provide reasonable guidance for Disaster Recovery policies and procedures.
- Identify modules, databases, applications, and files required for DR Service.

#### Client's Responsibilities:

- Provide remote access to Client's Tyler database server for analysis and configuration of data transfer.
- Provide network support if required to enable transfer of data from Client's server to the Tyler data center.
- Provide PCs and high-speed modems for access from Client's alternate processing location, if required.
- Provide technical resources to configure remote access PCs, including Tyler supplied application software, if reasonably required to receive DR Services pursuant the DR Agreement.
- Provide a chain of command document for communication during a disaster.
- Maintain the Disaster Recovery Plan and integrate the Disaster Recovery Plan made with Tyler with Client's comprehensive disaster recovery plan.

#### Shared Responsibilities:

- Identify critical users for DR Services.
- Identify critical processes for DR Services.
- Identify and agree on RTO where Client has more than 1TB of TDRS Protected Data.
- Draft initial Disaster Recovery Plan within ninety (90) days of commencement of Initial Term.
- Define recovery processes for post Disaster operations (mandatory for Odyssey CM clients, optional for all others).

### 3 DR Services during Disaster

- A. Upon declaration of a Disaster, Tyler shall provide DR Services from one of its hosting facilities for the duration of the Disaster, not to exceed thirty (30) consecutive Business Days. Use of Tyler's data center in excess of such period shall require the parties to execute a change order detailing the duration of the extension and the additional cost associated therewith.
- B. Hosting Services During a Disaster.
  - i. Hosting Services during a Disaster will be provided in accord with Tyler's then-current standard availability guarantees from its Service Level Agreement for SaaS clients. Any credits issued to Client will be based on the total Disaster Recover fee paid for the then-current term.
  - ii. Tyler will use best efforts to include interfaces for Tyler Software Products covered under this DR Agreement.
  - iii. Hosting Services shall not include interfaces or interconnects with 3<sup>rd</sup> Party Products unless specifically agreed in the Disaster Recovery Plan.
- C. Processing Assistance During a Disaster includes, as necessary:
  - i. Print Output:
    - a. Payroll Checks
    - b. Retirement Checks
    - c. Accounts Payable Checks.
  - ii. In the event print output is required to be sent non-electronically, Client shall bear the cost of shipment.



- iii. Transfer of Automated Clearing House (“ACH”) Files to bank on Client’s behalf. Transfer may require pre-notification by Client to bank.
- D. Clients receiving DR Services during a Disaster receive priority access to Tyler application support.

#### **4 Annual Disaster Recovery Test**

The parties may review and test the Disaster Recovery service:

- Scheduled by parties at least thirty (30) days in advance,
- Client must provide a list of users who will partake in the test,
- Test shall not exceed 2 weeks,
- Retest within same year available if initial test not agreed by both parties to be successful.

#### **5 Estimated Schedule**

The services provided pursuant the DR Agreement will be performed consistent with the estimated schedule mutually agreed to by Tyler and Client. Tyler and Client agree to promptly perform their respective responsibilities according to such schedule.

#### **6 Tyler’s Other Responsibilities**

Project management services are provided as part of the DR Services. Tyler will designate a Project Manager who will be Tyler’s contact for all communications with Client and will have the authority to act on Tyler’s behalf in matters regarding this Statement of Work. Tyler’s project manager will perform the following tasks:

- Review Statement of Work with Client’s project manager.
- Review current project status.
- Recommend changes or additions to the project as appropriate.
- Administer the change control procedure.
- Review and evaluate the progress of the project with Client’s project manager to resolve any necessary changes.

#### **7 Client’s Other Responsibilities**

Tyler’s performance is predicated upon the following responsibilities being fulfilled by Client:

Prior to the start of the Statement of Work, Client will designate, in writing, a person who will be Client’s Project Manager who will be Client’s contact for all communications with Tyler and who has the authority to act on behalf of Client in all aspects of the Statement of Work. The Project Manager will perform the following activities:

- Interface between Tyler’s Project Manager and Client’s organization.
- Administer project change control with Tyler’s project manager.
- Arrange reasonable access to Client’s data for project personnel, as reasonably required.
- Conduct any communication through Tyler’s Project Manager.

- Help resolve and escalate project issues within Client's organization as required.
- Obtain and provide project requirements, data, decisions and approvals within five (5) business days of request. If such requirements, data, decisions or approvals are delayed beyond the time specified, Client agrees to relieve Tyler of its responsibility for the affected Service until Client performs that obligation.
- Accept responsibility for the data files, selection and implementation of controls for Client's location, and security of the stored data.

Client acknowledge that it is Client's responsibility to identify and make the interpretation of any applicable federal, state and local laws, regulations and statutes.

## **8 Project Change Control Procedure**

When Tyler and Client agree to a change in the Disaster Recovery Plan, Tyler will prepare a written description of the agreed change which both Tyler and Client must sign. The Change Order will describe the change, the rationale for the change, and specify any change in the charges, estimated schedule, or other terms. When charges are necessary in order for Tyler to analyze a change, Tyler will give Client a written estimate and begin the analysis only after Client's written authorization.

## Appendix A

### Defined User Maximum.

The maximum number of named Client users available to use DR Services is 30.

### Covered Applications.

All products licensed by the Client under the Agreement as of the Effective Date of the DR Agreement.

### Product Specific Conditions.

None.



**Exhibit F**  
**Statement of Work**

# Statement of Work

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*Tyler Technologies*

## Prepared for:

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India Riedel

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## Prepared by:

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# 1 Executive Summary

## 1.1 Project Overview

The Statement of Work (SOW) documents the Project Scope, methodology, roles and responsibilities, implementation Stages, and deliverables for the implementation of Tyler products.

The Project goals are to offer City of Okeechobee the opportunity to make the Okeechobee more accessible and responsive to external and internal customer needs and more efficient in its operations through:

- Streamlining, automating, and integrating business processes and practices
- Providing tools to produce and access information in a real-time environment
- Enabling and empowering users to become more efficient, productive and responsive
- Successfully overcoming current challenges and meeting future goals

## 1.2 Product Summary

Below, is a summary of the products included in this Project, as well as reference to the Okeechobee's functional area utilizing the Tyler product(s). Refer to the Implementation Stages section of this SOW for information containing detailed service components.

[PRODUCT]	[APPLICATION]
Incode	Financials
Incode	Personnel Management
Incode	CRM

## 1.3 Project Timeline

The Project Timeline establishes a start and end date for each Phase of the Project. Developed during the Initiate & Plan Stage and revised as mutually agreed to, if needed, the timeline accounts for resource availability, business goals, size and complexity of the Project, and task duration requirements.

## 1.4 Project Methodology Overview

Tyler bases its implementation methodology on the Project Management Institute's (PMI) Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing). Using this model, Tyler developed a 6-stage process specifically designed to focus on critical project success measurement factors.

Tailored specifically for Tyler's public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to Scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the Okeechobee's complexity, and organizational needs.

## 2 Project Governance

The purpose of this section is to define the resources required to adequately establish the business needs, objectives, and priorities for the Project; communicate the goals to other project participants; and provide support and guidance to accomplish these goals. Project governance also defines the structure for issue escalation and resolution, Change Control review and authority, and organizational Change Management activities.

The preliminary governance structure establishes a clear escalation path when issues and risks require escalation above the project manager level. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The path below illustrates an overall team perspective where Tyler and the Okeechobee collaborate to resolve project challenges according to defined escalation paths. In the event project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the Okeechobee steering committee become the escalation points to triage responses prior to escalation to the Okeechobee and Tyler executive sponsors. As part of the escalation process, each project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The Okeechobee and Tyler executive sponsors serve as the final escalation point.

### 1.5 Client Governance

Depending on the Okeechobee's organizational structure and size, the following governance roles may be filled by one or more people:

#### 2.1.1 Client Project Manager

The Okeechobee's project manager(s) coordinate project team members, subject matter experts, and the overall implementation schedule and serves as the primary point of contact with Tyler. The Okeechobee project manager(s) will be responsible for reporting to the Okeechobee steering committee and determining appropriate escalation points.

#### 2.1.2 Steering Committee

The Okeechobee steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation of the Project's value throughout the organization. Oversees the Okeechobee project manager(s) and the Project and through participation in regular internal meetings, the Okeechobee steering committee remains updated on all project progress, project decisions, and achievement of project milestones. The Okeechobee steering committee also provides support to the Okeechobee project manager(s) by communicating the importance of the Project to all impacted departments. The Okeechobee steering committee is responsible for ensuring the Project has appropriate resources, provides strategic direction to the project team, for making timely decisions on critical project issues or policy decisions. The Okeechobee steering committee also serves as primary level of issue resolution for the Project.

### 2.1.3 Executive Sponsor(s)

The Okeechobee's executive sponsor provides support to the Project by allocating resources, providing strategic direction, and communicating key issues about the Project and the Project's overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated project issues. The executive sponsor engages in the Project, as needed, in order to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day project activities. The executive sponsor empowers the Okeechobee steering committee, project manager(s), and functional leads to make critical business decisions for the Okeechobee.

## 1.6 Tyler Governance

### 2.1.4 Tyler Project Manager

The Tyler project manager(s) have direct involvement with the Project and coordinates Tyler project team members, subject matter experts, the overall implementation schedule, and serves as the primary point of contact with the Okeechobee. As requested by the Okeechobee, the Tyler project manager(s) provide regular updates to the Okeechobee's steering committee and other Tyler governance members.

### 2.1.5 Tyler Implementation Management

Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. Tyler project manager(s) consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler project manager(s) or with the Okeechobee management, as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level. The name(s) and contact information for this resource will be provided and available to the project team.

### 2.1.6 Tyler Executive Management

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the project team and collaborates with other Tyler department managers, as needed, in order to escalate and facilitate implementation project tasks and decisions. The name(s) and contact information for this resource will be provided and available to the project team.

## 1.7 Acceptance and Acknowledgment Process

All Deliverables and Control Points must be accepted or acknowledged following the process below. Acceptance requires a formal sign-off while acknowledgement may be provided without formal sign-off at the time of delivery. The following process will be used for accepting or acknowledging Deliverables and Control Points:

- The Okeechobee shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept or acknowledge each Deliverable or Control Point. If the Okeechobee does not provide acceptance or acknowledgement within five

(5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

- If the Okeechobee does not agree the particular Deliverable or Control Point meets requirements, the Okeechobee shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Okeechobee shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Okeechobee does not provide acceptance or acknowledgement within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

## 3 Overall Project Assumptions

### 1.8 Project, Resources and Scheduling

- Project activities will begin after the Agreement has been fully executed.
- The Okeechobee has the ability to allocate additional internal resources if needed. The Okeechobee also ensures the alignment of their budget and Scope expectations.
- The Okeechobee and Tyler ensure that the assigned resources are available, they buy-into the change process, and they possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, buy-in, and knowledge.
- Tyler and Okeechobee provide adequate resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases can result in Project delays if there are not sufficient resources assigned to complete all required work as scheduled.
- Changes to Project Plan, availability of resources or changes in Scope may result in schedule delays, which may result in additional charges to the Project.
- Tyler provides a written agenda and notice of any prerequisites to the Okeechobee project manager(s) ten (10) business days prior to any scheduled on site or remote sessions.
- Tyler provides notice of any prerequisites to the Okeechobee project manager(s) a minimum of ten (10) business days prior to any key deliverable due dates.
- Okeechobee users complete prerequisites prior to applicable scheduled activities.

- Tyler provides guidance for configuration and processing options available within the Tyler software. The Okeechobee is responsible for making decisions based on the options available.
- In the event the Okeechobee may elect to add and/or modify current business policies during the course of this Project, such policy changes are solely the Okeechobee's responsibility to define, document, and implement.
- The Okeechobee makes timely Project related decisions in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the schedule, as each analysis and implementation session builds on the decisions made in prior sessions.
- Tyler considers additional services out of Scope and requires additional time and costs be requested via Change Request approved through the Change Control process.
- The Okeechobee will respond to information requests in a comprehensive and timely manner, in accordance with the Project Plan.

## 1.9 Data Conversion

- The Okeechobee is readily able to produce the data files needed for conversion from the Legacy System in order to provide them to Tyler on the specified due date(s).
- Each Legacy System data file submitted for conversion includes all associated records in a single approved file layout.
- The Okeechobee understands the Legacy System data extract(s) must be provided to Tyler in the same format each time unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget, and resource availability may occur and/or data in the new system may be incorrect.
- During this process, the Okeechobee may need to correct data scenarios in the Legacy System prior to the final data pull. This is a complex activity and requires due diligence by the Okeechobee to ensure all data pulled includes all required data and the Tyler system contains properly mapped data.

## 1.10 Data Exchanges, Modifications, Forms and Reports

- The Okeechobee ensures the 3rd party data received conforms to a Tyler standard format.
- The 3rd party possesses the knowledge of how to program their portion of the interaction and understands how to manipulate the data received.
- Client is on a supported, compatible version of the 3<sup>rd</sup> party software or Tyler standard Data Exchange tools may not be available.

- The Okeechobee is willing to make reasonable business process changes rather than expecting the product to conform to every aspect of their current system/process.
- Any Modification requests not expressly stated in the contract are out of Scope. Modifications requested after contract signing have the potential to change cost, Scope, schedule, and production dates for project Phases. Modification requests not in Scope must follow the Project Change Request process.

## 1.11 Hardware and Software

- Tyler will initially Install the most current generally available version of the purchased Tyler software.
- The Okeechobee will provide network access for Tyler modules, printers, and Internet access to all applicable Okeechobee and Tyler project staff.
- The Okeechobee has in place all hardware, software, and technical infrastructure necessary to support the Project.
- The Okeechobee's system hardware and software meet Tyler standards to ensure sufficient speed and operability of Tyler software. Tyler will not support use of software if the Okeechobee does not meet minimum standards of Tyler's published specifications.

## 1.12 Education

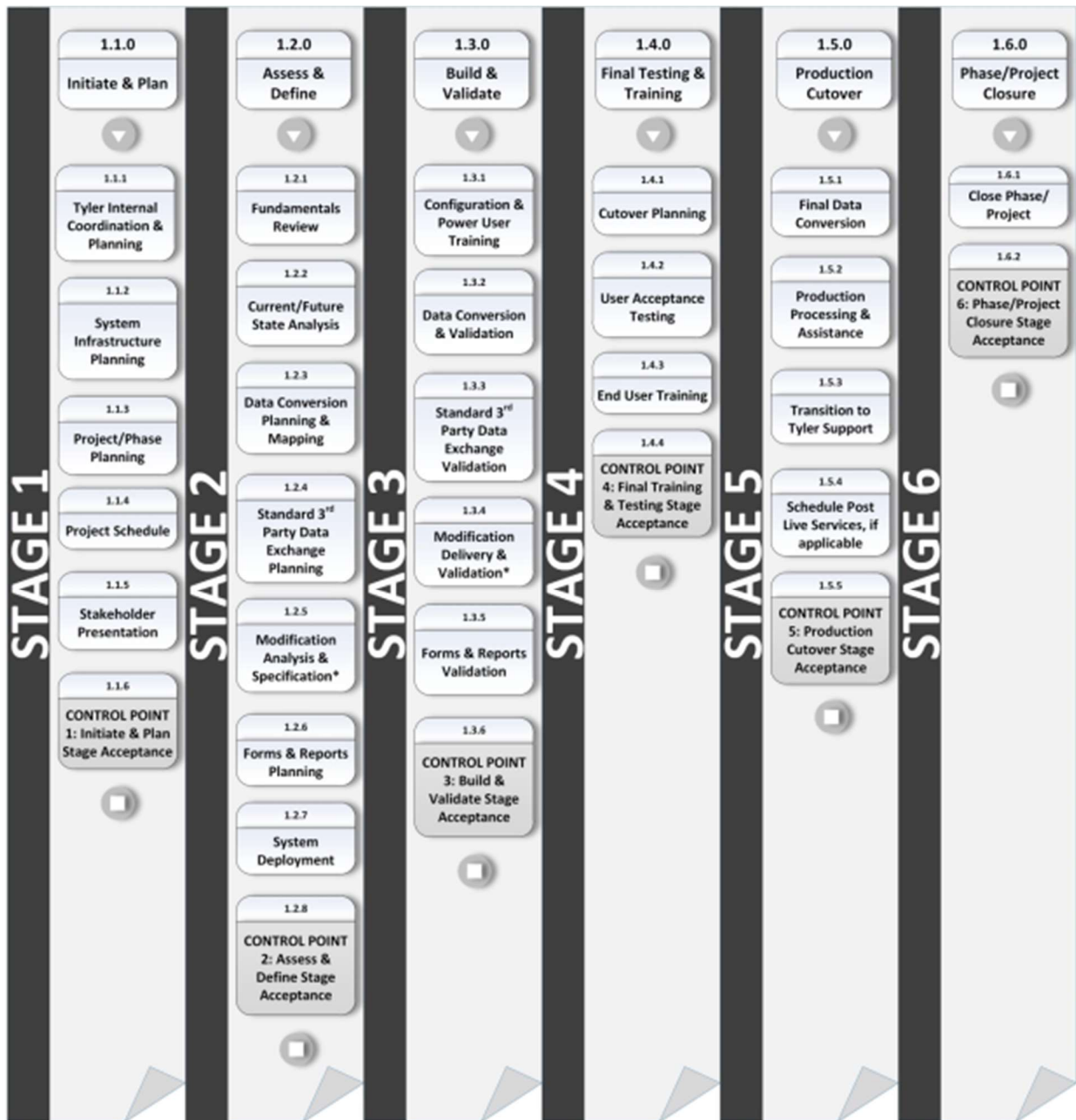
- Throughout the Project lifecycle, the Okeechobee provides a training room for Tyler staff to transfer knowledge to the Okeechobee's resources, for both onsite and remote sessions. The Okeechobee will provide staff with a location to practice what they have learned without distraction. If Phases overlap, the Okeechobee will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The training room is set up in a classroom setting. The Okeechobee determines the number of workstations in the room. Tyler recommends every person attending a scheduled session with a Tyler Consultant or Trainer have their own workstation. However, Tyler requires there be no more than two (2) people at a given workstation.
- The Okeechobee provides a workstation which connects to the Tyler system for the Tyler trainer conducting the session. The computer connects to a Okeechobee provided projector, allowing all attendees the ability to actively engage in the training session.
- The Okeechobee testing database contains the Tyler software version required for delivery of the Modification prior to the scheduled delivery date for testing.
- The Okeechobee is responsible for verifying the performance of the Modification as defined by the specification.
- Users performing user acceptance testing (UAT) have attended all applicable training sessions prior to performing UAT.

## 4 Implementation Stages

### 1.13 Work Breakdown Structure (WBS)

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “work packages.” The work packages, shown below each Stage, contain the high-level work to be done. The detailed Project Plan, developed during Initiate & Plan and finalized during Assess & Define, will list the tasks to be completed within each work package. Each Stage ends with a “Control Point”, confirming the work performed during that Stage of the Project.





\* - If included in project scope

## 4.1 Initiate & Plan (Stage 1)

The Initiate & Plan Stage creates a foundation for the Project through identification of Okeechobee and Tyler Project Management teams, development of implementation management plans, and the provision and discussion of system infrastructure requirements. Okeechobee participation in gathering information is critical. Tyler Project Management teams present initial plans to stakeholder teams at Stage end.

### 4.1.1 Tyler Internal Coordination & Planning

Prior to Project commencement, Tyler management staff assigns project manager(s). Tyler provides the Okeechobee with initial Project documents used in gathering basic information, which aids in preliminary planning and scheduling. Okeechobee participation in gathering requested information by provided deadlines ensures the Project moves forward in a timely fashion. Internally, the Tyler project manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the Okeechobee's team. During this step, Tyler will work with the Okeechobee to establish the date(s) for the Project/Phase Planning session.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Tyler Internal Coordination & Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Assign Tyler project manager	A	R	I						I			I								
Provide initial Project documents to Client	A	I	R						C			I								
Sales to Implementation knowledge transfer	A	I	R						C											
Internal planning and phase coordination		A	R					C												

## 4.1.2 System Infrastructure Planning

The Okeechobee provides, purchases or acquires hardware according to hardware specifications provided by Tyler and ensures it is available at the Okeechobee's site. The Okeechobee completes the system infrastructure audit, ensuring vital system infrastructure information is available to the Tyler implementation team, and verifies all hardware compatibility with Tyler solutions.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	System Infrastructure Planning																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide system hardware specifications			I					R	A			I						C		
Make hardware available for Installation			I					C				A						R		
Install system hardware, if applicable			I					C				A						R		
Complete system infrastructure audit			I					C				A						R		

### 4.1.3 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify Applications to implement in each Phase (if applicable), and discuss implementation timeframes. The Tyler project manager(s) deliver an Implementation Management Plan, which is mutually agreeable by Okeechobee and Tyler.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project/Phase Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform Project/Phase Planning		A	R								I	C	C			I				
Deliver implementation management plan		A	R									C	C	I						

#### 4.1.4 Project Schedule

Client and Tyler will mutually develop an initial Project Schedule. The initial schedule includes, at minimum, enough detail to begin Project activities while the detailed Project Plan/schedule is being developed and refined.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Project Schedule																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop initial Project Schedule		A	R	I								C	I	I						
Deliver Project Plan and schedule for Project Phase		A	R	I						I	I	C	C	I	I	I				
Client reviews Project Plan & initial schedule			C							I	A	R	C	C		C				
Client approves Project Plan & initial schedule			I							I	A	R	C	C	I	I		I	I	I

## 4.1.5 Stakeholder Presentation

Okeechobee stakeholders join Tyler project manager(s) to communicate successful Project criteria, Project goals, Deliverables, a high-level milestone schedule, and roles and responsibilities of Project participants.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 1	Stakeholder Presentation																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Present overview of Project Deliverables, Project Schedule and roles and responsibilities		A	R	I					I	I	I	C	I	I	I	I		I	I	I
Communicate successful Project criteria and goals			I							R	C	A	C	I	I	C	I	I		

## 4.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Assess & Define Stage is dependent upon Tyler's receipt of the Stage Acceptance.

### 4.1.6.1 Initiate & Plan Stage Deliverables

- Implementation Management Plan
  - Objective: Update and deliver baseline management plans to reflect the approach to the Okeechobee's Project.
  - Scope: The Implementation Management addresses how communication, quality control, risks/issues, resources and schedules, and Software Upgrades (if applicable) will be managed throughout the lifecycle of the Project.
  - Acceptance criteria: Okeechobee reviews and acknowledges receipt of Implementation Management Plan.
- Project Plan/Schedule
  - Objective: Provide a comprehensive list of tasks, timelines and assignments related to the Deliverables of the Project.
  - Scope: Task list, assignments and due dates
  - Acceptance criteria: Okeechobee acceptance of schedule based on Okeechobee resource availability and Project budget and goals.

### 4.1.6.2 Initiate & Plan Stage Acceptance Criteria

- Hardware Installed
- System infrastructure audit complete and verified
- Implementation Management Plan delivered
- Project Plan/Schedule delivered; dates confirmed
- Stakeholder Presentation complete

## 4.2 Assess & Define (Stage 2)

The primary objective of Assess & Define is to gather information about current Okeechobee business processes and translate the material into future business processes using Tyler Applications. Tyler uses a variety of methods for obtaining the information, all requiring Okeechobee collaboration. The Okeechobee shall provide complete and accurate information to Tyler staff for analysis and understanding of current workflows and business processes.

### 4.2.1 Fundamentals Review

Fundamentals Review provides functional leads and Power Users an overall understanding of software capabilities prior to beginning current and future state analysis. The primary goal is to provide a basic understanding of system functionality, which provides a foundation for upcoming conversations regarding future state processing. Tyler utilizes a variety of methods for completing fundamentals training including the use of eLearning, videos, documentation, and walkthroughs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Assess & Define																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Schedule fundamentals review & provide fundamentals materials & prerequisites, if applicable		A	R	I								C	I		I				I	
Complete fundamentals materials review and prerequisites			I									A	R		I				C	
Ensure all scheduled attendees are present			I	I							A	R	C		I					
Facilitate fundamentals review			A	R								I	I		I					



## 4.2.2 Current/Future State Analysis

Okeechobee and Tyler evaluate current state processes, options within the new software, pros and cons of each option based on current or desired state, and make decisions about future state configuration and processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Current/Future State Analysis																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide Current/Future State analysis materials to the Okeechobee, as applicable		A	R	I								C	I		I					
Conduct Current & Future State analysis			A	R								I	C	I	C					
Provide pros and cons of Tyler software options			A	R								I	C	I	C					
Make Future State Decisions according to due date in the Project Plan			I	I							C	A	R	I	C	I				
Record Future State decisions			A	R								I	C	I	C					

### 4.2.3 Data Conversion Planning & Mapping

This entails the activities performed to prepare to convert data from the Okeechobee's Legacy System Applications to the Tyler system. Tyler staff and the Okeechobee work together to complete Data Mapping for each piece of data (as outlined in the Agreement) from the Legacy System to a location in the Tyler system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Data Conversion Planning & Mapping																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review contracted data conversion(s) options			A	R	I							C	C		C			C		
Map data from Legacy System to Tyler system			I	C	I							A	C		C			R		
Pull conversion data extract			I		I							A	C		C			R		
Run balancing Reports for data pulled and provide to Tyler			I		I							A	C		R			I		
Review and approve initial data extract		A	I	C	R							I						I		
Correct issues with data extract, if needed			I	C	C							A	C		C			R		

## 4.2.4 Standard 3rd Party Data Exchange Planning

Standard Data Exchange tools are available to allow clients to get data in and out of the Tyler system with external systems. Data exchange tools can take the form of Imports and Exports, and Interfaces.

A Standard Interface is a real-time or automated exchange of data between two systems. This could be done programmatically or through an API. It is Tyler's responsibility to ensure the Tyler programs operate correctly. It is the City's responsibility to ensure the third party program operates or accesses the data correctly.

The City and Tyler Project Manager(s) will work together to define/confirm which Data Exchanges are needed (if not outlined in the Agreement). Tyler will provide a file layout for each Standard Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Standard 3 <sup>rd</sup> Party Data Exchange Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review Standard or contracted Data Exchanges			A	R								C	I		I			C		
Define or confirm needed Data Exchanges			I	C								A	C		C			R		

## 4.2.5 Modification Analysis & Specification, if contracted

Tyler staff conducts additional analysis and develops specifications based on information discovered during this Stage. The Okeechobee reviews the specifications and confirms they meet Okeechobee's needs prior to acceptance. Out of Scope items or changes to specifications after acceptance may require a Change Request.

Tyler's intention is to minimize Modifications by using Standard functionality within the Application, which may require a Okeechobee business process change. It is the responsibility of the Okeechobee to detail all of their needs during the Assess and Define Stage. Tyler will write up specifications (for Okeechobee approval) for contracted program Modifications. Upon approval, Tyler will make the agreed upon Modifications to the respective program(s). Once the Modifications have been delivered, the Okeechobee will test and approve those changes during the Build and Validate Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Modification Analysis & Specification, if contracted																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Analyze contracted modified program requirements			A	C			R					C	C	I	C			C		
Develop specification document(s)	A		I	C			R					I	I		I			I		
Review specification document(s); provide changes to Tyler, if applicable			I	C			C					A	R	I	C			C		
Sign-off on specification document(s) and authorize work			I				I				A	R	C	I	I			C		

## 4.2.6 Forms & Reports Planning

Okeechobee and Tyler project manager(s) review Forms and Report needs. Items that may be included in the Agreement are either Standard Forms and Reports or known/included Modification(s). Items not included in the Agreement could be either Okeechobee-developed Reports or a newly discovered Modification that will require a Change Request.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	Forms & Reports Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review required Forms output			A	R									C	I	C			I		
Review and complete Forms options and submit to Tyler			I			I						A	R		C					
Review in Scope Reports			A	R								I	C		C					
Identify additional Report needs			I	C								A	R		C					
Add applicable tasks to Project schedule		A	R	I		C						C	I		I			I		

## 4.2.7 System Deployment

The Tyler Technical Services team Installs Tyler Applications on the server (hosted or client-based) and ensures the platform operates as expected.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 2	System Deployment																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Install contracted software on server	A		I					R				I						C		
Ensure platform operates as expected	A		I					R				I						C		

## 4.2.8 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below. Advancement to the Build & Validate Stage is dependent upon Tyler's receipt of the Stage Acceptance.

### 4.2.8.1 Assess & Define Stage Deliverables

- Completed analysis Questionnaire
  - Objective: Gather and document information related to Okeechobee business processes for current/future state analysis as it relates to Tyler approach/solution.
  - Scope: Provide comprehensive answers to all questions on Questionnaire(s).
  - Acceptance criteria: Okeechobee acceptance of completed Questionnaire based on thoroughness of capturing all Okeechobee business practices to be achieved through Tyler solution.
- Data conversion summary and specification documents
  - Objective: Define data conversion approach and strategy.
  - Scope: Data conversion approach defined, data extract strategy, conversion and reconciliation strategy.
  - Acceptance criteria: Data conversion document(s) delivered to the Okeechobee, reflecting complete and accurate conversion decisions.
- Modification specification documents, if contracted
  - Objective: Provide comprehensive outline of identified gaps, and how the modified program meets the Okeechobee's needs.
  - Scope: Design solution for Modification.
  - Acceptance criteria: Okeechobee accepts Modified Specification Document(s) and agrees that the proposed solution meets their requirements.
- Completed Forms options and/or packages
  - Objective: Provide specifications for each Okeechobee in Scope form, Report and output requirements.
  - Scope: Complete Forms package(s) included in agreement and identify Report needs.
  - Acceptance criteria: Identify Forms choices and receive supporting documentation.
- Installation checklist
  - Objective: Installation of purchased Tyler software.
  - Scope: Tyler will conduct an initial coordination call, perform an installation of the software included in the Agreement, conduct follow up to ensure all tasks are complete, and complete server system administration training, unless the Okeechobee is hosted.
  - Acceptance criteria: Tyler software is successfully installed and available to authorized users, Okeechobee team members are trained on applicable system administration tasks.

### 4.2.8.2 Assess & Define Stage Acceptance Criteria

- Tyler software is installed.
- Fundamentals review is complete.

- Required Form information complete and provided to Tyler.
- Current/Future state analysis completed; Questionnaires delivered and reviewed.
- Data conversion mapping and extractions completed and provided to Tyler.



## 4.3 Build & Validate (Stage 3)

The objective of the Build & Validate Stage is to prepare the software for use in accordance with the Okeechobee's needs identified during the Assess and Define Stage, preparing the Okeechobee for Final Testing and Training.

### 4.3.1 Configuration & Power User Training

Tyler staff collaborates with the Okeechobee to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. Tyler staff will train the Okeechobee Power Users to prepare them for the Validation of the software. The Okeechobee collaborates with Tyler staff iteratively to Validate software configuration.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Build & Validate																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Perform configuration			A	R								I	R		I					
Power User process and Validation training			A	R								I	C	I	C				I	
Validate configuration			I	C								A	C		R			C		

### 4.3.2 Data Conversion & Validation

Tyler completes an initial review of the converted data for errors. With assistance from the Okeechobee, the Tyler Data Conversion Team addresses items within the conversion program to provide the most efficient data conversion possible. With guidance from Tyler, the Okeechobee reviews specific data elements within the system and identifies and Reports discrepancies in writing. Iteratively, Tyler collaborates with the Okeechobee to address conversion discrepancies prior to acceptance.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Data Conversion & Validation																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Write and run data conversion program against Client data		A	I	C	R													C		
Complete initial review of data errors		A	I	C	R							I	I					C		
Review data conversion and submit needed corrections			I	C	I							A	C		R			C		
Revise conversion program(s) to correct error(s)		A	I	C	R							I	I		C			C		

### 4.3.3 Standard 3rd Party Data Exchange Validation

Tyler provides training on Data Exchange(s) and the Okeechobee tests each Data Exchange.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Standard 3 <sup>rd</sup> Party Data Exchange Validation																			
	TYLER								CLIENT											
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Train Data Exchange(s) processing in Tyler software			A	R								C	I	I	I			C	I	
Coordinate 3 <sup>rd</sup> Party Data Exchange activities			I	I								A	C		C			R		
Test all Standard 3 <sup>rd</sup> party Data Exchange(s)			I	C								A	C	I	R			C		

#### 4.3.4 Modification Delivery & Validation, if contracted

Tyler delivers in Scope Modification(s) to the Okeechobee for preliminary testing. Final acceptance will occur during the Final Testing and Training Stage.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Modification Delivery & Validation, if contracted																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop and deliver contracted modified program(s)		A	I	C	I		R					I	C	I	C			I		C
Test contracted modified program(s) in isolated database			I	C			C					A	C		R			C		
Report discrepancies between specification and delivered contracted modified program(s)			I	I			I					A	R		C			C		
Make corrections to contracted modified program(s) as required		A	I	C	I		R					I	C		C			I		

### 4.3.5 Forms & Reports Validation

Tyler provides training on Standard Forms/Reports and the Okeechobee tests each Standard Form/Report.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 3	Forms & Reports Validation																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Standard Forms & Report training			A	R								I	C		C			I		
Test Standard Forms & Reports			I	C		C						A	C		R			C		

### 4.3.6 Control Point 3: Build & Validate Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Final Testing & Training Stage is dependent upon Tyler's receipt of the Stage Acceptance.

#### 4.3.6.1 Build & Validate Stage Deliverables

- Initial data conversion
  - Objective: Convert Legacy System data into Tyler system.
  - Scope: Data conversion program complete; deliver converted data for review.
  - Acceptance criteria: Initial error log available for review.
- Data conversion verification document
  - Objective: Provide instructions to the Okeechobee to verify converted data for accuracy.
  - Scope: Provide self-guided instructions to verify specific data components in Tyler system.
  - Acceptance criteria: Okeechobee accepts data conversion delivery; Okeechobee completes data issues log.
- Installation of Modifications on the Okeechobee's server(s) \*except for hosted Clients
  - Objective: Deliver Modification(s) in Tyler software.
  - Scope: Program for Modification is complete and available in Tyler software, Modification testing.
  - Acceptance criteria: Delivery of Modification(s) results in objectives described in the Okeechobee-signed specification.
- Standard Forms & Reports Delivered
  - Objective: Provide Standard Forms & Reports for review.
  - Scope: Installation of all Standard Forms & Reports included in the Agreement.
  - Acceptance criteria: Standard Forms & Reports available in Tyler software for testing in Stage 4.

#### 4.3.6.2 Build & Validate Stage Acceptance Criteria

- Application configuration completed.
- Standard Forms & Reports delivered and available for testing in Stage 4.
- Data conversions (except final pass) delivered.
- Standard 3<sup>rd</sup> party Data Exchange training provided.
- Modifications delivered and available for testing in Stage 4.
- The Okeechobee and Tyler have done a review of primary configuration areas to Validate completeness and readiness for testing and acceptance in Stage 4.

## 4.4 Final Testing & Training (Stage 4)

During Final Testing and Training, Tyler and the Okeechobee review the final Cutover plan. A critical Project success factor is the Okeechobee understanding the importance of Final Testing and Training and dedicating the resources required for testing and training efforts in order to ensure a successful Production Cutover.

### 4.4.1 Cutover Planning

Okeechobee and Tyler project manager(s) discuss final preparations and critical dates for Production Cutover. Tyler delivers a Production Cutover Checklist to outline Cutover tasks to help prepare the Okeechobee for success.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	Cutover Planning																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Cutover Planning Session		A	R	C						I	I	C	C	C	C			C	C	
Develop Production Cutover Checklist		A	R	C						I	I	C	C	I	I			C		

## 4.4.2 User Acceptance Testing (UAT)

The Okeechobee performs User Acceptance Testing to verify software readiness for day-to-day business processing. Tyler provides a Test Plan for users to follow to ensure proper Validation of the system.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	User Acceptance Testing (UAT)																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Deliver Test Plan for User Acceptance Testing		A	R	C								I	I							
Perform User Acceptance Testing			I	C							A	R	C	C	C	I	I	C	I	
Accept modified program(s), if applicable			I	I			I				A	R	C	I	C			C		
Validate Report performance			I	C		C						A	C		R			C		



### 4.4.3 End User Training

End Users attend training sessions to learn how to utilize Tyler software. Training focuses primarily on day-to-day Okeechobee processes that will be delivered via group training, webinar, eLearnings and/or live training sessions.

Unless stated otherwise in the Agreement, Tyler provides one occurrence of each scheduled training or implementation topic with up to the maximum number of users as defined in the Agreement, or as otherwise mutually agreed. Okeechobee users who attended the Tyler sessions may train any Okeechobee users not able to attend the Tyler sessions or additional sessions may be contracted at the applicable rates for training.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 4	End User Training																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Conduct user training sessions			A	R								C	I		I	I		I	I	
Conduct additional End User training sessions			I								I	A	C	I	R	I	I	I	I	

## 4.4.4 Control Point 4: Final Testing & Training Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Production Cutover Stage is dependent upon Tyler's receipt of the Stage Acceptance.

### 4.4.4.1 Final Testing & Training Stage Deliverables

- Production Cutover checklist
  - Objective: Provide a detailed checklist outlining tasks necessary for production Cutover.
  - Scope: Dates for final conversion, date(s) to cease system processing in Legacy System, date(s) for first processing in Tyler system, contingency plan for processing.
  - Acceptance criteria: Definition of all pre-production tasks, assignment of owners and establishment of due dates.
- User Acceptance Test Plan
  - Objective: Provide testing steps to guide users through testing business processes in Tyler software.
  - Scope: Testing steps for Standard business processes.
  - Acceptance criteria: Testing steps have been provided for Standard business processes.

### 4.4.4.2 Final Testing & Training Stage Acceptance Criteria

- Production Cutover Checklist delivered and reviewed.
- Modification(s) tested and accepted, if applicable.
- Standard 3<sup>rd</sup> party Data Exchange programs tested and accepted.
- Standard Forms & Reports tested and accepted.
- User acceptance testing completed.
- End User training completed.

## 4.5 Production Cutover (Stage 5)

Okeechobee and Tyler resources complete tasks as outlined in the Production Cutover Plan and the Okeechobee begins processing day-to-day business transactions in the Tyler software. Following Production Cutover, the Okeechobee transitions to the Tyler support team for ongoing support of the Application.

### 4.5.1 Final Data Conversion, if applicable

The Okeechobee provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final data conversion. The Okeechobee may need to manually enter into the Tyler system any data added to the Legacy System after final data extract.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Final Data Conversion, if applicable																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Provide final data extract			C		I						I	A	C	I	I	I	I	R		
Provide final extract balancing Reports			I		I							A	C		R			I		
Convert and deliver final pass of data		A	I	I	R							I	I		I			C		
Validate final pass of data			I	C	C						I	A	C		R			C		
Load final conversion pass to Production environment			I		I						I	A	C	I	C			R		

## 4.5.2 Production Processing & Assistance

Tyler staff collaborates with the Okeechobee during Production Cutover activities. The Okeechobee transitions to Tyler software for day-to day business processing.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Production Processing & Assistance																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Production processing			C	C						I	I	A	R	R	R	R	R	R	I	I
Provide production assistance			A	R				C				I	C	C	C	C	C	C		

### 4.5.3 Transition to Tyler Support

Tyler project manager(s) introduce the Okeechobee to the Tyler Support team, who provides the Okeechobee with day-to-day assistance following Production Cutover.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Transition to Tyler Support																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Develop internal support plan			I								A	R	C	C	C	C		C	C	C
Conduct transfer to Support meeting	A	I	C					R				C	C	C	C	I	I	C	I	I

#### 4.5.4 Schedule Post-Production Services, if applicable

Tyler provides post-production services if included in the Agreement. Prior to scheduling services, the Tyler project manager(s) collaborate with Okeechobee project manager(s) to identify needs.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 5	Schedule Post-Production Services, if applicable																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Identify topics for post-production services			C	C								A	R	I	C				I	
Schedule services for post-production topics		A	R	I								C	C	I	C				I	

## 4.5.5 Control Point 5: Production Cutover Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. Advancement to the Phase/Project Closure Stage is dependent upon Tyler's receipt of this Stage Acceptance.

### 4.5.5.1 Production Cutover Stage Deliverables

- Final data conversion, if applicable
  - Objective: Ensure (in Scope) Legacy System data is available in Tyler software in preparation for production processing.
  - Scope: Final passes of all conversions completed in this Phase.
  - Acceptance criteria: Data is available in production environment.
- Support transition documents
  - Objective: Define strategy for on-going Tyler support.
  - Scope: Define support strategy for day-to-day processing, conference call with Okeechobee Project Manager(s) and Tyler support team, define roles and responsibilities, define methods for contacting support.
  - Acceptance criteria: the Okeechobee receives tools to contact support and understands proper support procedures.

### 4.5.5.2 Production Cutover Stage Acceptance Criteria

- Final data conversion(s) delivered.
- Processing is being done in Tyler production.
- Transition to Tyler support is completed.
- Post-live services have been scheduled, if applicable.

## 4.6 Phase/Project Closure (Stage 6)

Project or Phase closure signifies full implementation of all products purchased and encompassed in the Phase or Project. The Okeechobee moves into the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Support).

### 4.6.1 Close Phase/Project

The Okeechobee and Tyler project manager(s) review the list of outstanding Project activities and develop a plan to address them. The Tyler project manager(s) review the Project budget and status of each contract Deliverable with the Okeechobee project manager(s) prior to closing the Phase or Project.

RACI MATRIX KEY: **R** = Responsible **A** = Accountable **C** = Consulted **I** = Informed

STAGE 6	Close Phase/Project																			
	TYLER									CLIENT										
TASKS	Tyler Executive Manager	Tyler Implementation Manager	Tyler Project Manager	Tyler Implementation Consultant	Tyler Data Conversion Experts	Tyler Forms & Reports Experts	Tyler Modification Programmers	Tyler Technical Support	Tyler Sales	Client Executive Sponsor	Client Steering Committee	Client Project Manager	Client Functional Leads	Client Change Management Leads	Client Power Users	Client Department Heads	Client End Users	Client Technical Leads	Client Project Toolset Coordinator	Client Upgrade Coordinator
Review outstanding Project activities and develop action plan		A	R	C								C	C	I	C	I		C		
Review Project budget and status of contract Deliverables		A	R							I	I	C								



## 4.6.2 Control Point 6: Phase/Project Closure Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below. This is the final acceptance for the Phase/Project.

### 4.6.2.1 Phase/Project Closure Stage Deliverables

- Phase/Project reconciliation report
  - Objective: Provide comparison of contract Scope and Project budget.
  - Scope: Contract Scope versus actual, analysis of services provided and remaining budget, identify any necessary Change Requests or Project activity.
  - Acceptance criteria: Acceptance of services and budget analysis and plan for changes, if needed.

### 4.6.2.2 Phase/Project Closure Stage Acceptance Criteria

- Outstanding Phase or Project activities have been documented and assigned.
- Phase/final Project budget has been reconciled.
- Tyler Deliverables for the Phase/Project are complete.

## 5 Roles and Responsibilities

### 5.1 Tyler Roles and Responsibilities

Tyler assigns project manager(s) prior to the start of each Phase of the Project. The project manager(s) assign additional Tyler resources as the schedule develops and as needs arise. One person may fill multiple project roles.

#### 5.1.1 Tyler Executive Management

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the Okeechobee's overall organizational strategy.
- Authorizes required project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions.
- Acts as the counterpart to the Okeechobee's executive sponsor.

#### 5.1.2 Tyler Implementation Management

- Acts as the counterpart to the Okeechobee steering committee.
- Assigns initial Tyler project personnel.
- Works to resolve all decisions and/or issues not resolved at the Project Management level as part of the escalation process.
- Attends Okeechobee steering committee meetings as necessary.
- Provides support for the project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.

#### 5.1.3 Tyler Project Manager

The Tyler project manager(s) provides oversight of the Project, coordination of resources between departments, management of the project budget and schedule, effective risk and issue management, and is the primary point of contact for all Project related items.

- Contract Management
  - Validates contract compliance throughout the Project.
  - Ensures Deliverables meet contract requirements.
  - Acts as primary point of contact for all contract and invoicing questions.
  - Prepares and presents contract milestone sign-offs for acceptance by Okeechobee project manager(s).
  - Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning

- Update and deliver Implementation Management Plan.
- Defines project tasks and resource requirements.
- Develops initial project schedule and full scale Project Plan.
- Collaborates with Okeechobee project manager(s) to plan and schedule project timelines to achieve on-time implementation.
- Implementation Management
  - Tightly manages Scope and budget of Project; establishes process and approval matrix with the Okeechobee to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
  - Establishes and manages a schedule and resource plan that properly supports the Project Plan that is also in balance with Scope/budget.
  - Establishes risk/issue tracking/reporting process between the Okeechobee and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to the Okeechobee any items that may impact the outcomes of the Project.
  - Collaborates with the Okeechobee's project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
  - Sets a routine communication plan that will aide all project team members, of both the Okeechobee and Tyler, in understanding the goals, objectives, current status and health of the project.
- Team Management
  - Acts as liaison between project team and Tyler manager(s).
  - Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
  - Provides direction and support to project team.
  - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
  - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
  - Assesses team performance and adjusts as necessary.
  - Interfaces closely with Tyler developers to coordinate program Modification activities.
  - Coordinates with in Scope 3<sup>rd</sup> party providers to align activities with ongoing project tasks.

#### 5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Performs problem solving and troubleshooting.
- Follows up on issues identified during sessions.
- Documents activities for on site services performed by Tyler.
- Provides conversion Validation and error resolution assistance.
- Recommends guidance for testing Forms and Reports.
- Tests software functionality with the Okeechobee following configuration.
- Assists during Production Cutover process and provides production support until the Okeechobee transitions to Tyler Support.
- Provides product related education.

- Effectively facilitates training sessions and discussions with Okeechobee and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- Conducts training (configuration, process, conversion Validation) for Power Users and the Okeechobee's designated trainers for End Users.
- Clearly documents homework tasks with specific due dates and owners, supporting and reconciling with the final Project Plan.
- Keeps Tyler project manager(s) proactively apprised of any and all issues which may result in the need for additional training, change in schedule, change in process decisions, or which have the potential to adversely impact the success of the Project prior to taking action.

### 5.1.5 Tyler Sales

- Provide sales background information to Implementation during Project initiation.
- Support Sales transition to Implementation.
- Provide historical information, as needed, throughout implementation.

### 5.1.6 Tyler Software Support

- Manages incoming client issues via phone, email, and online customer incident portal.
- Documents and prioritizes issues in Tyler's Customer Relationship Management (CRM) system.
- Provides issue analysis and general product guidance.
- Tracks issues and tickets to timely and effective resolution.
- Identifies options for resolving reported issues.
- Reports and escalates defects to Tyler Development.
- Communicates with the Okeechobee on the status and resolution of reported issues.

### 5.1.7 Tyler Disaster Recovery Support

- Conduct and monitor nightly backups of Okeechobee databases at hosting facility, transfer nightly backups to Tyler's data center.
- Provides services to host Application in the event of a disaster.
- Provides 24 hour RPO – Recover Point Objective.
- Provides emergency response within 2 business hours
- Ensure Tyler Application availability within 8 business hours.
- Provide one annual disaster planning walkthrough.

### 5.1.8 Tyler Basic Network Support

- Manages incoming Okeechobee issues via phone, email, online customer incident portal, and from Software Support.
- Provides system support including remote support of Okeechobee systems, operating systems, network and local printing, and SQL assistance for the systems and platform directly attributable to the Tyler Applications.
- Tracks issues and tickets to timely and effective resolution.
- Determine root cause and provide solutions or provide direction/escalation to Tyler Development.
- Consult on pre-sales in regards to system requirements.

## 5.2 Okeechobee Roles and Responsibilities

Okeechobee resources will be assigned prior to the start of each Phase of the project. One person may be assigned to multiple project roles.

### 5.2.1 Okeechobee Executive Sponsor

- Provides clear direction for the Project and how the Project applies to the organization's overall strategy.
- Champions the Project at the executive level to secure buy-in.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the Okeechobee steering committee level as part of the escalation process.
- Actively participates in organizational change communications.

### 5.2.2 Okeechobee Steering Committee

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Provides management support for the project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
  - Cost
  - Scope
  - Schedule
  - Project Goals
  - Okeechobee Policies

### 5.2.3 Okeechobee Project Manager

The Okeechobee shall assign project manager(s) prior to the start of this Project with overall responsibility and authority to make decisions related to project Scope, scheduling, and task assignment, and communicates decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the Okeechobee project manager(s) do not have the knowledge or authority to make decisions, he or she engages the correct resources from Okeechobee to participate in discussions and make decisions in a timely fashion to avoid Project delays.

- Contract Management
  - Validates contract compliance throughout the Project.
  - Ensures invoicing and Deliverables meet contract requirements.
  - Acts as primary point of contact for all contract and invoicing questions.

- Signs off on contract milestone acknowledgment documents.
- Collaborates on and approves Change Requests, if needed, to ensure proper Scope and budgetary compliance.
- Planning
  - Review and acknowledge Implementation Management Plan.
  - Defines project tasks and resource requirements for Okeechobee project team.
  - Collaborates in the development and approval of the initial Project Plan and Project Plan.
  - Collaborates with Tyler project manager(s) to plan and schedule Project timelines to achieve on-time implementation.
- Implementation Management
  - Tightly manages Project budget and Scope and collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
  - Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the Project Plan, as a whole, that is also in balance with Scope/budget.
  - Collaborates with Tyler Project manager(s) to establishes risk/issue tracking/reporting process between the Okeechobee and Tyler and takes all necessary steps to proactively mitigate these items or communicates with transparency to Tyler any items that may impact the outcomes of the Project.
  - Collaborates with Tyler Project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the Project.
  - Routinely communicates with both Okeechobee staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the Project by all team members.
- Team Management
  - Acts as liaison between project team and stakeholders.
  - Identifies and coordinates all Okeechobee resources across all modules, Phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
  - Provides direction and support to project team.
  - Builds partnerships among the various stakeholders, negotiating authority to move the Project forward.
  - Manages the appropriate assignment and timely completion of tasks as defined in the Project Plan, task list, and Production Cutover Checklist.
  - Assesses team performance and takes corrective action, if needed.
  - Provides guidance to Okeechobee technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
  - Coordinates in Scope 3<sup>rd</sup> party providers to align activities with ongoing Project tasks.

## 5.2.4 Okeechobee Functional Leads

- Makes business process change decisions under time sensitive conditions.

- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Attends and contributes business process expertise for current/future state analysis sessions.
- Identifies and includes additional subject matter experts to participate in Current/Future State Analysis sessions.
- Provides business process change support during Power User and End User training.
- Completes performance tracking review with client project team on End User competency on trained topics.
- Provides Power and End Users with dedicated time to complete required homework tasks.
- Act as an ambassador/champion of change for the new process.
- Identifies and communicates any additional training needs or scheduling conflicts to Okeechobee project manager.
- Prepares and Validates Forms.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
  - Task completion
  - Stakeholder Presentation
  - Implementation Management Plan development
  - Schedule development
  - Maintenance and monitoring of risk register
  - Escalation of issues
  - Communication with Tyler project team
  - Coordination of Okeechobee resources
  - Attendance at scheduled sessions
  - Change Management activities
  - Modification specification, demonstrations, testing and approval assistance
  - Conversion Analysis and Verification Assistance
  - Decentralized End User Training
  - Process Testing
  - User Acceptance Testing

## 5.2.5 Okeechobee Power Users

- Participate in Project activities as required by the project team and project manager(s).
- Provide subject matter expertise on Okeechobee business processes and requirements.
- Act as subject matter experts and attend current/future state and validation sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout Project.
- Participate in Conversion Validation.
- Test all Application configuration to ensure it satisfies business process requirements.
- Become Application experts.
- Participate in User Acceptance Testing.
- Adopt and support changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Demonstrate competency with Tyler products processing prior to Production Cutover.
- Provide knowledge transfer to Okeechobee staff during and after implementation.

## 5.2.6 Okeechobee End Users

- Attend all scheduled training sessions.
- Become proficient in Application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all Deliverables by the due dates defined in the Project Plan.
- Utilize software to perform job functions at and beyond Production Cutover.

## 5.2.7 Okeechobee Technical Support

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Extracts and transmits conversion data and control reports from Okeechobee's Legacy System per the conversion schedule set forth in the Project Plan.
- Coordinates and adds new users and printers and other Peripherals as needed.
- Validates all users understand log-on process and have necessary permission for all training sessions.
- Coordinates Interface development for Okeechobee third party Data Exchanges.
- Develops or assists in creating Reports as needed.
- Ensures onsite system hardware meets specifications provided by Tyler.
- Assists with software Installation as needed.

## 5.2.8 Okeechobee Upgrade Coordinator

- Becomes familiar with the Software Upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler Community to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the Okeechobee's Software Upgrade process.
- Assists with the Software Upgrade process during implementation.
- Manages Software Upgrade activities post-implementation.
- Manages Software Upgrade plan activities.
- Coordinates Software Upgrade plan activities with Okeechobee and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder sign-offs to upgrade production environment.

## 5.2.9 Okeechobee Project Toolset Coordinator

- Ensures users have appropriate access to Tyler project toolsets such as Tyler University, Tyler Community, Tyler Product Knowledgebase, SharePoint, etc.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

## 5.2.10 Okeechobee Change Management Lead

- Validates users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.



- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.

## 2. Financial Conversion Summary

This document is a summary of what is included in the standard conversion for Tyler Technologies Financial Suite. Items not listed below are generally assumed to not be eligible for electronic data conversion.

### 2.1 Client Responsibilities

- Data in Tyler's Standard Data Layouts or approved formats
- Provide data definitions
- Provide matching reports & screen shots with the provided data
- Review conversion during setup and go-live

#### 2.1.1 General Ledger

Standard Conversion Includes:

- Full chart of accounts listing, descriptions, and corresponding account types
- Element (segment) values and descriptions
- Summarized budget figures for current fiscal year
- Unlimited historical transactions as provided by client.

**NOTE:** Training will be provided on how to import additional budget years from Excel.

#### 2.1.2 Accounts Payable

Standard Conversion Includes:

- Vendor master information, address, primary contact, and NOTES
- Unlimited historical transactions as provided by client.

#### 2.1.3 Personnel Management

Standard Conversion Includes:

- Basic employee information – employee master, address, primary contact, dates, phone numbers, dependents, **NOTES**
- Employee Deductions & Taxes
- Employee Direct Deposit Information
- Employee Leave Balances
- Employee Retirement
- Rates/Base Pay (salary / hourly compensation)
- Unlimited historical transactions provided by client.

**NOTE:** Employee positions/deductions will be created according to recommended best business practices.

## 2.1.4 Applications not converted

- Bank Reconciliation
- Employee Self Services/Time & Attendance

## 2.1.5 Custom Conversion Services

Tyler is able to provide custom conversion services for clients who need services beyond what the standard conversion offers. An estimate can be provided for these services, and actual time and materials are billed. The following are a few examples of items that are **not included** in the standard conversion and can be addressed through custom conversion services:

- Data cleaning; including but not limited to name clean-up and data fixes
- Converting from multiple sources of data
- Changing configuration after sign-off
- Work Order historical data
- Purchase Order historical data
- Inventory

## 2.2 Data Extract

The standard conversion includes converting from a single source of data. If data is stored in multiple databases or data is provided in multiple formats custom conversion services may be required. Below are the approved formats:

- Microsoft SQL Server database
- Microsoft Access database
- Delimited ASCII text files with headers (pipe “|” delimited is preferred)
- Excel spreadsheets – with flat data and headers, not grouped in report fashion
- PROGRESS database

To ensure that no data is corrupted, staff should exit the software prior to pulling the data and restrict processing of any transactions during this time.

It is important to understand that the conversion will not “rehabilitate” old data. The conversion process does not clean up or correct problems in old data; data is converted one for one. For example, if the current system allowed punctuation, the new software will also display data with the exact same punctuation after the conversion. If data manipulation is desired, please contact your Project Manager to assist in preparing a work order for these services.

Tyler Technologies deploys several methods of transferring files across the internet. For client’s sensitive data, we use Secure File Transfer Protocol (SFTP) servers because it is our policy to never transmit sensitive data across the Internet. If your data requires more sensitive measures please contact your assigned Project Manager. All data uploads and downloads are performed via secure connections. Prior to any data uploads you must compress your data. Your Project Manager will provide you with instructions containing your SFTP user name and password along with a tool for compressing your data.

### 2.2.1 Matching Reports

Matching reports are essential to your conversion. These will be used to determine the validity of the entire conversion. Please ensure the extracted data corresponds to these reports, as the conversion will not be able to be verified if this is not the case. See Appendix C for a full listing of necessary reports.

### 2.2.2 Screenshots

Screenshots are an important piece of Tyler being able to verify the location of data, how it appears in the legacy system, and that the data is converting correctly. These should be taken and provided at the same time the data pull is done. Screenshots are needed for each section being converted as well as any different variations of the same screen. Certain processes and field selections can drive variations in screen designs. We recommend a variety of examples ranging from your most complex cases that utilize every aspect of your legacy system to common cases. Showing every screen that is available for complex cases gives us insight into how we can convert your legacy data and accommodate your complex processes. See Appendix C for a full listing of necessary screenshots.

### 2.2.3 Duplicate Entry

Unless otherwise noted, it is assumed all data conversion elements will be converted once. While the timing of each data conversion element will be scheduled out between the Client and Tyler's Project Managers, once an element has been converted and delivered, it will not be converted again and duplicate entry between the current legacy system and Incode 10 will be required for a period of time until Incode 10 becomes the live system of record.

## 6 Glossary

Word or Term	Definition
<b>Application</b>	A computer program designed to perform a group of coordinated functions, tasks or activities for the benefit of the user.
<b>Change Control</b>	A systematic approach for managing change governing how Change Requests will be received, assessed and acted on.
<b>Change Management</b>	An approach for ensuring that changes are thoroughly and smoothly implemented and that the lasting benefits of change are achieved. The focus is on the global impact of change with an intense focus on people and how individuals and teams move from the current situation to the new one.
<b>Change Request</b>	A form used as part of the Change Control process whereby changes in the Scope of work, timeline, resources, and/or budget are revised and agreed upon by participating parties.
<b>Consumables</b>	Items that are used on a recurring basis, usually by Peripherals. Examples: paper stock or scanner cleaning kits.
<b>Control Point</b>	Occurring at the end of each Stage, the Control Point serves as a formal client review point. Project progress cannot continue until the client acknowledges the agreed upon Deliverables of the Stage have been met or agree on an action plan to make the Deliverable acceptable and move to next Stage while executing final steps of current Stage.
<b>Cutover</b>	The point when a client begins using Tyler software in production.
<b>Data Exchange</b>	A term used to reference Imports and Exports, and Interfaces which allow data to be exchanged between an external system and Tyler software.
<b>Data Mapping</b>	The process of mapping fields from the Legacy System to the appropriate location in the new system from one or more sources.
<b>Deliverable</b>	A tangible or intangible object/document produced as a result of the Project that is intended to be delivered to a client (either internal or external) or vendor at a specific time.
<b>End User</b>	The person for whom the software is designed to use on a day-to-day basis.
<b>Forms</b>	A document which is typically printed on a template background and only captures data for one record per page. Forms are provided to entity customers whether internal (employees) or external (citizens).
<b>Imports and Exports</b>	A process within the system that a user is expected to run to consume (Import) or produce (Export) a specifically defined file format/layout.
<b>Interface</b>	A real-time or automated exchange of data between two systems.

<b>Install</b>	References the initial installation of software files on client services and preparing the software for use during configuration. The version currently available for general release will always be used during the initial install.
<b>Legacy System</b>	The system from which a client is converting.
<b>Modification</b>	Modification of software program package to provide individual client requirements documented within the Scope of the Agreement.
<b>Peripherals</b>	An auxiliary device that connects to and works with the computer in some way. Examples: mouse, keyboard, scanner, external drive, microphone, speaker, webcam, and digital camera.
<b>Phase</b>	A portion of the Project in which specific set of related products are typically implemented. Phases each have an independent start, Production Cutover and closure dates but use the same Implementation Plans as other Phases within the Project. Phases may overlap or be sequential and may have the same Tyler project manager and Tyler project team or different individuals assigned.
<b>Power User</b>	An experienced client person or group who is (are) an expert(s) in the client business processes, as well as knowledgeable in the requirements and acceptance criteria.
<b>Project</b>	The Project includes all implementation activity from Plan & Initiate to Closure for all products, Applications and functionality included in a single Agreement. The Project may be broken down into multiple Phases.
<b>Project Plan</b>	The Project Plan serves as the master blueprint for the Project. As developed, the Project schedule will become a part of the Project Plan and outline specific details regarding tasks included in the Project Plan.
<b>Project Planning Meeting</b>	Occurs during the Plan & Initiate Stage to coordinate with the Client project manager to discuss Scope, information needed for project scheduling and resources.
<b>Questionnaire</b>	A document containing a list of questions to be answered by the client for the purpose of gathering information needed by Tyler to complete the implementation.
<b>RACI</b>	A chart describing level of participation by various roles in completing tasks or Deliverables for a Project or process. Also known as a responsibility assignment matrix (RAM) or linear responsibility chart (LRC).
<b>Reports</b>	Formatted to return information related to multiple records in a structured format. Information is typically presented in both detail and summary form for a user to consume.
<b>Scope</b>	Products and services that are included in the Agreement.

<b>Software Upgrade</b>	References the act of updating software files to a newer software release.
<b>Stage</b>	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project and requires acknowledgement before continuing to the next Stage. Some tasks in the next Stage may begin before the prior Stage is complete.
<b>Stakeholder Presentation</b>	Representatives of the Tyler implementation team will meet with key client representatives to present high level Project expectations and outline how Tyler and the Client can successfully partner to create an environment for a successful implementation.
<b>Standard</b>	Included in the base software (out of the box) package.
<b>Statement of Work (SOW)</b>	Document which will provide supporting detail to the Agreement defining Project -specific activities and Deliverables Tyler will provide to the client.
<b>Test Plan</b>	Describes the testing process. Includes “Test Cases” to guide the users through the testing process. Test cases are meant to be a baseline for core processes; the client is expected to supplement with client specific scenarios and processes.
<b>Validation (or to validate)</b>	The process of testing and approving that a specific Deliverable, process, program or product is working as expected.
<b>Work Breakdown Structure (WBS)</b>	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.

# City of Okeechobee

## PROPOSED DRAFT 2020/2021 BUDGET

### GENERAL FUND RECAPITULATION - REVENUE AND EXPENSES

	2018/2019	2018-2019	2019/2020	2019/2020	2020/2021
	AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
F/Y Beginning Fund Balance	\$ 3,791,160	\$ 4,337,467	\$ 4,342,501	\$ 4,342,501	\$ 4,342,501
Roll forward from previous year	\$ 180,709	\$ 272,137			
	\$ 3,971,869	\$ 4,609,604	\$ 4,342,501	\$ 4,342,501	\$ 4,342,501

REVENUES					
96% AD VALOREM @ PY 7.6018	\$ 2,181,694	\$ 2,238,172	\$ 2,222,209	\$ 2,330,000	\$ 2,424,459
OTHER FEES	\$ 682,600	\$ 804,420	\$ 750,100	\$ 736,300	\$ 731,300
INTERGOVERNMENTAL	\$ 1,431,235	\$ 1,608,888	\$ 1,721,136	\$ 1,661,350	\$ 1,502,876
CHARGES FOR SERVICES	\$ 968,645	\$ 1,018,249	\$ 1,049,100	\$ 1,025,525	\$ 1,003,700
FINES, FORFEITURES & PEN	\$ 6,345	\$ 16,366	\$ 14,275	\$ 24,052	\$ 21,475
USES OF MONEY & PROPEI	\$ 1,000	\$ 1,255	\$ 160,000	\$ 92,000	\$ 90,000
OTHER REVENUES	\$ 37,946	\$ 47,531	\$ 68,164	\$ 71,860	\$ 28,310
	\$ 5,309,465	\$ 5,734,881	\$ 5,984,984	\$ 5,941,087	\$ 5,802,120

TRANSFERS - IN					
Public Facilities Fund (Transfer	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Capital Proj /Improvement Fund	\$ 796,722	\$ -	\$ 1,233,181	\$ 987,775	\$ 1,614,246
TOTAL REVENUES	\$ 6,636,896	\$ 6,357,018	\$ 7,568,165	\$ 7,278,862	\$ 7,766,366

EXPENDITURES					
LEGISLATIVE	\$ 210,591	\$ 165,720	\$ 339,722	\$ 247,875	\$ 266,731
EXECUTIVE	\$ 222,240	\$ 210,475	\$ 250,420	\$ 235,580	\$ 259,507
CITY CLERK	\$ 239,384	\$ 225,183	\$ 282,475	\$ 262,812	\$ 308,292
FINANCIAL SERVICES	\$ 331,341	\$ 289,395	\$ 350,975	\$ 325,715	\$ 349,505
LEGAL COUNCIL	\$ 116,260	\$ 79,370	\$ 170,125	\$ 162,750	\$ 166,400
GENERAL SERVICES	\$ 384,484	\$ 383,170	\$ 551,967	\$ 531,529	\$ 602,808
LAW ENFORCEMENT	\$ 2,553,469	\$ 2,374,070	\$ 2,809,734	\$ 2,634,831	\$ 3,123,987
FIRE PROTECTION	\$ 1,715,754	\$ 1,577,970	\$ 1,710,651	\$ 1,655,743	\$ 1,463,650
ROAD & STREET FACILITIES	\$ 1,302,570	\$ 1,150,350	\$ 1,232,435	\$ 1,222,027	\$ 1,225,486
TOTAL GEN. OPER. EXPENDITURES	\$ 7,076,093	\$ 6,455,703	\$ 7,698,504	\$ 7,278,862	\$ 7,766,366

0.9%

FISCAL YEAR ENDING FUND BALANCE	\$ 3,351,963	\$ 4,238,782	\$ 4,212,162	\$ 4,342,501	\$ 4,342,501
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City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

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City of Okeechobee  
**PROPOSED DRAFT 2020/2021 BUDGET**  
**GENERAL FUND**

**RECAPITULATION - REVENUE AND EXPENSES**

	2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
	AMENDED	EOY	MID YEAR	ESTIMATE EOY	PROPOSED
<b>FUND BALANCE</b>	\$3,791,160	\$4,337,467	\$4,342,501	\$4,342,501	\$4,342,501
Roll Forward from previous year	\$ 272,137	\$ 272,137			
	\$ 4,063,297	\$ 4,609,604	\$ 4,342,501	\$ 4,342,501	\$ 4,342,501

**REVENUES**

<b>TAXES:</b>						
311-1000	96% AD VALOREM @ PY 7.6018	\$2,181,694	\$2,238,172	\$2,222,209	\$2,330,000	\$2,424,459
	<b>TOTAL</b>	<b>\$ 2,181,694</b>	<b>\$ 2,238,172</b>	<b>\$ 2,222,209</b>	<b>\$ 2,330,000</b>	<b>\$ 2,424,459</b>

<b>OTHER FEES:</b>						
312-5100	Fire Insurance Premium	\$ 50,100	\$ 50,253	\$ 45,800	\$ 45,800	\$ 45,800
312-5200	Casualty Insurance Prem Tax (Police)	\$ 67,000	\$ 78,658	\$ 62,000	\$ 62,000	\$ 62,000
314-1000	Utility Tax-Electric	\$ 450,000	\$ 519,267	\$ 510,000	\$ 505,000	\$ 500,000
314-4000	Utility Tax/Natural Gas	\$ 17,500	\$ 25,196	\$ 29,800	\$ 22,500	\$ 20,500
314-8000	Utility Tax/Propane	\$ 30,200	\$ 52,175	\$ 29,000	\$ 27,000	\$ 29,000
316-0000	Prof & Business Tax Receipt	\$ 66,800	\$ 78,200	\$ 72,500	\$ 73,000	\$ 73,000
319-0000	Public Service Fee	\$ 1,000	\$ 671	\$ 1,000	\$ 1,000	\$ 1,000
	<b>TOTAL</b>	<b>\$ 682,600</b>	<b>\$ 804,420</b>	<b>\$ 750,100</b>	<b>\$ 736,300</b>	<b>\$ 731,300</b>

<b>INTERGOVERNMENTAL REVENUES:</b>						
335-1210	SRS Cigarette Tax	\$ 197,479	\$ 211,270	\$ 199,890	\$ 207,000	\$ 205,106
335-1400	Mobile Home Licenses	\$ 19,500	\$ 21,906	\$ 12,000	\$ 13,400	\$ 12,000
335-1500	Alcoholic Beverage Licenses	\$ 5,200	\$ 6,120	\$ 5,300	\$ 5,500	\$ 5,300
335-1800	1/2 Cent Sales Tax	\$ 322,800	\$ 378,675	\$ 383,546	\$ 345,000	\$ 309,600
312-6000	1 Cent Sales Surtax	\$ 656,154	\$ 735,943	\$ 814,800	\$ 761,450	\$ 663,625
315-0000	Communications Service Tax	\$ 223,913	\$ 245,209	\$ 210,000	\$ 227,000	\$ 204,445
335-2300	Firefighters Supplement	\$ 1,200	\$ 1,543	\$ 2,400	\$ 1,200	\$ 1,200
337-2000	Public Safety - SRO OCSB			\$ 88,000	\$ 94,800	\$ 96,400
338-2000	County Business Licenses	\$ 4,989	\$ 8,222	\$ 5,200	\$ 6,000	\$ 5,200
	<b>TOTAL</b>	<b>\$ 1,431,235</b>	<b>\$ 1,608,888</b>	<b>\$ 1,721,136</b>	<b>\$ 1,661,350</b>	<b>\$ 1,502,876</b>

<b>CHARGES FOR CURRENT SERVICES</b>						
322-0000	Building & Inspections Fees	\$ 79,000	\$ 74,049	\$ 90,000	\$ 89,000	\$ 80,000
322-1000	Exception & Zoning Fees	\$ 500	\$ 6,450	\$ 1,350	\$ 8,200	\$ 2,000
323-1000	Franchise-Electric	\$ 401,000	\$ 415,135	\$ 380,000	\$ 350,000	\$ 350,000
323-4000	Franchise-Natural Gas	\$ 7,095	\$ 13,728	\$ 10,200	\$ 12,500	\$ 10,500
323-7000	Franchise-Solid Waste	\$ 103,700	\$ 119,423	\$ 106,000	\$ 112,000	\$ 110,000
329-0000	Plan Review Fees	\$ 1,500	\$ 2,065	\$ 2,000	\$ 9,625	\$ 2,000
341-2000	Alley/Street Closing Fees				\$ -	\$ -
341-3000	Map Sales	\$ 25	\$ -	\$ 25	\$ -	\$ -
341-4000	Photocopies	\$ 25	\$ -	\$ 25	\$ -	
342-1000	Public Safety - SRO OCA			\$ 75,500	\$ 55,200	\$ 56,700
343-4010	Solid Waste Collection Fees-Resd.	\$ 375,800	\$ 387,399	\$ 384,000	\$ 389,000	\$ 392,500
	<b>TOTAL</b>	<b>\$ 968,645</b>	<b>\$ 1,018,249</b>	<b>\$ 1,049,100</b>	<b>\$ 1,025,525</b>	<b>\$ 1,003,700</b>

City of Okeechobee  
**PROPOSED DRAFT 2020/2021 BUDGET**  
**GENERAL FUND**  
**RECAPITULATION - REVENUE AND EXPENSES**

2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED

FINES, FORFEITURES & PENALTIES:						
351-1000	Court Fines	\$ -	\$ 9,939	\$ 8,000	\$ 14,200	\$ 13,900
351-2000	Radio Comm. Fee	\$ 4,020	\$ -	\$ 4,200	\$ 6,500	\$ 5,000
351-3000	Law Enforcement Education	\$ 1,250	\$ 1,355	\$ 1,000	\$ 1,750	\$ 1,500
351-4000	Investigation Cost Reimbursement	\$ 925	\$ 2,172	\$ 925	\$ 1,337	\$ 925
351-5000	Unclaimed Evidence	\$ -	\$ -			
354-1000	Ordinance Violation Fines	\$ 150	\$ 2,900	\$ 150	\$ 265	\$ 150
	<b>TOTAL</b>	<b>\$ 6,345</b>	<b>\$ 16,366</b>	<b>\$ 14,275</b>	<b>\$ 24,052</b>	<b>\$ 21,475</b>

USES OF MONEY & PROPERTY:						
361-1000	Interest Earnings	\$ 1,000	\$ 1,255	\$ 160,000	\$ 92,000	\$ 90,000
361.3000	Investment Earnings	\$ -	\$ -			
364-1000	Surplus City Property	\$ -	\$ -			
	<b>TOTAL</b>	<b>\$ 1,000</b>	<b>\$ 1,255</b>	<b>\$ 160,000</b>	<b>\$ 92,000</b>	<b>\$ 90,000</b>

OTHER REVENUES:						
334-2000	Public Safety Grant	\$ -	\$ -	\$ -		\$ -
334.5000	Special Purpose Grant (DEO)	\$ -	\$ -	\$ 40,000	\$ 40,000	
343-9000	DOT Hwy Maint.Landscape/Mowing	\$ 8,532	\$ 8,532	\$ 8,700	\$ 7,210	\$ 7,210
343-9100	DOT Master Traffic Signals Maint.	\$ 15,064	\$ 15,064	\$ 15,064	\$ 18,200	\$ 17,500
343-9200	DOT Maint. Lights & Lights Contract	\$ -	\$ -			
366-1000	Other Revenues	\$ 10,000	\$ 1,286			
369-1000	Miscellaneous	\$ 2,000	\$ 19,006	\$ 2,000	\$ 1,200	\$ 1,200
369-4000	Code Enforcement Fine	\$ 500	\$ 766	\$ 500	\$ 3,300	\$ 500
369-5000	Police Accident Reports	\$ 1,850	\$ 2,877	\$ 1,900	\$ 1,950	\$ 1,900
383-0000	Capital Lease Proceeds	\$ -	\$ -			
	<b>TOTAL</b>	<b>\$ 37,946</b>	<b>\$ 47,531</b>	<b>\$ 68,164</b>	<b>\$ 71,860</b>	<b>\$ 28,310</b>

OTHER REVENUES AND TRANSFER IN						
		\$ -	\$ -	\$ -		\$ -
	Capital Project Improvements (Transfer-In)	\$ 751,034	\$ -	\$ 1,233,181	\$ 987,775	\$ 1,614,246
	CDBG Fund (Transfer-In)					
381-1000	Public Facilities Improvement (Transfer-In)	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
	<b>TOTAL</b>	<b>\$ 1,101,034</b>	<b>\$ 350,000</b>	<b>\$ 1,583,181</b>	<b>\$ 1,337,775</b>	<b>\$ 1,964,246</b>

<b>TOTAL REVENUE &amp; OTHER FUNDING SOURCES</b>	<b>\$ 6,682,636</b>	<b>\$ 6,357,018</b>	<b>\$ 7,568,165</b>	<b>\$ 7,278,862</b>	<b>\$ 7,766,366</b>
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**OPERATING TRANSFERS - OUT**

Due From CDBG \$ - \$ -  
Capital Project Building & Improvements  
Capital Project Vehicles  
TRANSFERS OUT

City of Okeechobee  
**PROPOSED DRAFT 2020/2021 BUDGET**  
**General Fund - 001**

**DEPARTMENT: LEGISLATIVE (0511)**

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1100	EXECUTIVE SALARIES	\$ 46,100	\$ 46,100	\$ 46,100	\$ 46,100	\$ 46,100
1510	LONGEVITY/SERVICE INCENTIVE					
2100	FICA	\$ 3,756	\$ 2,950	\$ 3,600	\$ 3,300	\$ 3,600
2200	RETIREMENT	\$ 4,850	\$ 4,400	\$ 4,600	\$ 4,300	\$ 4,600
2300	LIFE AND HEALTH INSURANCE	\$ 54,577	\$ 41,400	\$ 57,962	\$ 40,100	\$ 57,800
2400	WORKERS COMPENSATION	\$ 258	\$ 250	\$ 270	\$ 260	\$ 394
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$ 109,541</b>	<b>\$ 95,100</b>	<b>\$ 112,532</b>	<b>\$ 94,060</b>	<b>\$ 112,494</b>

City of Okeechobee  
**PROPOSED DRAFT 2020/2021 BUDGET**  
**General Fund - 001**

**DEPARTMENT: LEGISLATIVE (0511)**

OPERATIONS & SUPPLIES		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
3100	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 10,000		
3400	OTHER CONTRACT SERVICES	\$ 46,500	\$ 18,000	\$ 100,500	\$ 35,000	\$ 75,500
4000	TRAVEL AND PER DIEM	\$ 2,500	\$ 1,800	\$ 4,000	\$ 2,100	\$ 4,000
4100	COMM. & FREIGHT	\$ 3,200	\$ 2,100	\$ 3,200	\$ 3,200	\$ 3,200
4500	INSURANCE	\$ 3,610	\$ 3,400	\$ 3,850	\$ 2,100	\$ 4,597
4609	REPAIR & MAINTENANCE	\$ 600	\$ 600	\$ 1,500	\$ 2,200	\$ 2,800
4901	EDUCATION	\$ 1,500	\$ 1,650	\$ 2,000	\$ 450	\$ 2,000
4909	MISCELLANEOUS	\$ 1,000	\$ 1,400	\$ 2,000	\$ 1,400	\$ 2,000
5400	BOOKS, PUBLICATIONS, ETC	\$ 1,200	\$ 930	\$ 1,200	\$ 925	\$ 1,200
8100	SHARED SERVICES	\$ 8,940	\$ 8,940	\$ 8,940	\$ 8,940	\$ 8,940
8200	AID TO PRIVATE ORGANIZATIONS					
8202	LOCAL COMMUNITY REQUEST	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000
559-8300	COMPETITIVE FL PARTNERSHIP GRAN	\$ 7,000	\$ 6,800	\$ 40,000	\$ 47,500	\$ -
<b>TOTAL SUPPLIES AND OTHER SERVICES</b>		<b>\$ 101,050</b>	<b>\$ 70,620</b>	<b>\$ 227,190</b>	<b>\$ 153,815</b>	<b>\$ 154,237</b>
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 210,591</b>	<b>\$ 165,720</b>	<b>\$ 339,722</b>	<b>\$ 247,875</b>	<b>\$ 266,731</b>

3400 CAS Legislative Services, \$18,000; Balance of Charter Review \$40000; CRA Study, \$17,500.  
4500 Projected Property and Casualty cost for 2021  
8100 Shared Services Council  
8202 Economic Development Corporation

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

General Fund - 001

**DEPARTMENT: EXECUTIVE (0512)**

PERSONNEL COST:		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1100	EXECUTIVE SALARIES	\$ 92,300	\$ 92,300	\$ 113,100	\$ 113,100	\$ 117,600
1200	REGULAR SALARIES	\$ 46,500	\$ 46,500	\$ 48,100	\$ 48,100	\$ 52,100
1510	LONGEVITY/SERVICE INCENTIVE			\$ -	\$ -	\$ 250
2100	FICA	\$ 10,800	\$ 10,800	\$ 12,100	\$ 12,100	\$ 13,050
2200	RETIREMENT	\$ 14,500	\$ 14,900	\$ 15,900	\$ 15,900	\$ 15,900
2300	LIFE AND HEALTH INSURANCE	\$ 21,890	\$ 21,800	\$ 23,300	\$ 23,300	\$ 24,050
2400	WORKERS COMPENSATION	\$ 855	\$ 790	\$ 930	\$ 930	\$ 1,046
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$ 186,845</b>	<b>\$ 187,090</b>	<b>\$ 213,430</b>	<b>\$ 213,430</b>	<b>\$ 223,996</b>

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**General Fund - 001**

**DEPARTMENT: EXECUTIVE (0512)**

SUPPLIES & OTHER SERVICES		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
4000	TRAVEL AND PER DIEM	\$ 8,400	\$ 4,100	\$ 8,900	\$ 2,100	\$ 8,900
4100	COMM. & FREIGHT	\$ 3,900	\$ 3,400	\$ 4,200	\$ 3,600	\$ 4,550
4400	RENTALS & LEASES	\$ 4,100	\$ 3,170	\$ 4,100	\$ 2,900	\$ 4,100
4500	INSURANCE	\$ 4,135	\$ 3,900	\$ 4,580	\$ 4,200	\$ 2,551
4600	R&M VEHICLES	\$ 1,550	\$ -	\$ 1,700	\$ 500	\$ 1,700
4609	R&M EQUIPMENT	\$ 1,400	\$ 1,700	\$ 1,600	\$ 2,400	\$ 1,800
4901	EDUCATION	\$ 2,860	\$ 2,200	\$ 2,860	\$ 750	\$ 2,860
4909	MISCELLANEOUS	\$ 500	\$ 470	\$ 500	\$ 300	\$ 500
5100	OFFICE SUPPLIES	\$ 800	\$ 620	\$ 800	\$ 800	\$ 800
5200	OPERATING SUPPLY	\$ 2,200	\$ 800	\$ 2,200	\$ 1,800	\$ 2,200
5201	FUEL AND OIL	\$ 3,800	\$ 1,725	\$ 3,800	\$ 1,400	\$ 3,800
5400	BOOKS, PUBLICATIONS, ETC	\$ 1,750	\$ 1,300	\$ 1,750	\$ 1,400	\$ 1,750
6400	EQUIPMENT (\$750 OR MORE)	\$ -	\$ -			
<b>TOTAL SUPPLIES AND OTHER SERVICES</b>		<b>\$ 35,395</b>	<b>\$ 23,385</b>	<b>\$ 36,990</b>	<b>\$ 22,150</b>	<b>\$ 35,511</b>
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 222,240</b>	<b>\$ 210,475</b>	<b>\$ 250,420</b>	<b>\$ 235,580</b>	<b>\$ 259,507</b>

1200 Requesting a \$2,500 base rate increase for the position.  
 4100 Switching to Fiber throughout all City Departments  
 4500 Reapportion Insurance cost throughout departments  
 4100 Switching to Fiber throughout all City Departments

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

General Fund - 001

**DEPARTMENT: CLERK OFFICE (2512)**

PERSONNEL COST:

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1100	EXECUTIVE SALARIES	\$ 66,813	\$ 66,813	\$ 69,300	\$ 69,300	\$ 70,350
1200	REGULAR SALARIES	\$ 35,100	\$ 35,100	\$ 69,474	\$ 65,200	\$ 73,200
1300	OTHER SALARIES	\$ 17,520	\$ 12,000	\$ -	\$ -	\$ -
1400	OVERTIME	\$ -	\$ -	\$ 850	\$ -	\$ 850
1510	LONGEVITY/SERVICE INCENTIVE	\$ 750	\$ 750	\$ -	\$ -	\$ -
2100	FICA	\$ 9,360	\$ 8,600	\$ 10,525	\$ 10,100	\$ 11,100
2200	RETIREMENT	\$ 10,800	\$ 10,600	\$ 13,760	\$ 12,100	\$ 13,500
2300	LIFE AND HEALTH INSURANCE	\$ 21,250	\$ 21,400	\$ 34,490	\$ 34,000	\$ 36,850
2400	WORKERS COMPENSATION	\$ 736	\$ 650	\$ 1,276	\$ 850	\$ 1,012
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$ 162,329</b>	<b>\$ 155,913</b>	<b>\$ 199,675</b>	<b>\$ 191,550</b>	<b>\$ 206,862</b>

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**General Fund - 001**

**DEPARTMENT: CLERK OFFICE (2512)**

SUPPLIES & OTHER SERVICES		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
3103	MUNICIPAL CODE	\$ 4,500	\$ 4,000	\$ 7,775	\$ 4,000	\$ 7,775
3400	OTHER CONTRACTUAL SERVICES	\$ 18,800	\$ 17,900	\$ 21,300	\$ 21,300	\$ 29,800
4000	TRAVEL AND PER DIEM	\$ 4,550	\$ 2,400	\$ 5,000	\$ 1,700	\$ 3,500
4100	COMM. & FREIGHT	\$ 2,160	\$ 2,170	\$ 2,310	\$ 2,212	\$ 3,425
4500	INSURANCE	\$ 5,640	\$ 5,300	\$ 6,200	\$ 5,850	\$ 13,770
4609	R&M EQUIPMENT	\$ 10,225	\$ 8,200	\$ 10,715	\$ 9,400	\$ 9,800
4900	ADVERTISING/OTHER CHARGES	\$ 18,000	\$ 16,500	\$ 18,000	\$ 18,000	\$ 19,500
4901	EDUCATION	\$ 2,100	\$ 2,100	\$ 2,375	\$ 1,200	\$ 2,400
4909	MISCELLANEOUS/ELECTION	\$ 5,200	\$ 5,200	\$ 2,950	\$ 2,700	\$ 5,260
5100	OFFICE SUPPLIES	\$ 3,480	\$ 3,100	\$ 3,500	\$ 3,200	\$ 3,500
5400	BOOKS, PUBLICATIONS, ETC	\$ 2,400	\$ 2,400	\$ 2,675	\$ 1,700	\$ 2,700
6400	EQUIPMENT (\$750 OR MORE)	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL SUPPLIES AND OTHER SERVICES</b>		<b>\$ 77,055</b>	<b>\$ 69,270</b>	<b>\$ 82,800</b>	<b>\$ 71,262</b>	<b>\$ 101,430</b>
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 239,384</b>	<b>\$ 225,183</b>	<b>\$ 282,475</b>	<b>\$ 262,812</b>	<b>\$ 308,292</b>

- 1200 Requesting a \$2,500 base rate increase for the Deputy Clerk position.
- 3400 Mapping & Shredding Services no increase. Implement Phase 3 of the Back-logged Scanning Project: Commercial Plans & Permits.
- 4100 Increased to accommodate rate/fee increases & add Deputy Clerk cell phone reimbursement
- 4100 Switching to Fiber throughout all City Departments
- 4909 Elections are budgeted every other year. 7 non-monetary Longevity Service Awards. 1 retirement plaque.
- 5400 Small increase to some subscriptions
- 4609 Increases to various maintenance contracts & license renewals



City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

General Fund - 001

**DEPARTMENT: LEGAL SERVICES (0514)**

SUPPLIES & OTHER SERVICES		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
2300	HEALTH INSURANCE	\$ 9,590	\$ 10,070	\$ 2,675	\$ -	\$ -
3100	PROFESSIONAL SERVICES	\$ 52,020	\$ 58,600	\$ 112,800	\$ 111,050	\$ 112,800
3300	LEGAL COST	\$ 50,500	\$ 8,500	\$ 50,500	\$ 50,500	\$ 50,500
4000	TRAVEL AND PER DIEM	\$ 1,000	\$ 600	\$ 1,000	\$ -	\$ 1,000
4100	COMM. AND FREIGHT SERVICES	\$ 800	\$ 600	\$ 800	\$ 150	\$ 500
4609	R&M EQUIPMENT	\$ 800	\$ 400	\$ 800	\$ 800	\$ 800
4901	EDUCATION	\$ 750	\$ 350	\$ 750	\$ 100	\$ 500
5100	OFFICE SUPPLIES	\$ 300	\$ -	\$ 300	\$ 150	\$ 300
5400	MEMBERSHIP & SUBSCRIPTIONS	\$ 500	\$ 250	\$ 500	\$ -	\$ -
<b>TOTAL SUPPLIES AND OTHER SERVICES</b>		<b>\$ 116,260</b>	<b>\$ 79,370</b>	<b>\$ 170,125</b>	<b>\$ 162,750</b>	<b>\$ 166,400</b>
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 116,260</b>	<b>\$ 79,370</b>	<b>\$ 170,125</b>	<b>\$ 162,750</b>	<b>\$ 166,400</b>

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**General Fund - 001**

**DEPARTMENT: FINANCE DEPARTMENT (0513)**

PERSONNEL COST:

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1100	EXECUTIVE SALARIES	\$ 63,360	\$ 63,360	\$ 65,500	\$ 65,400	\$ 66,500
1200	REGULAR SALARIES	\$ 76,535	\$ 76,535	\$ 81,520	\$ 81,400	\$ 82,900
1510	LONGEVITY/SERVICE INCENTIVE			\$ -	\$ -	\$ -
2100	FICA	\$ 10,800	\$ 9,800	\$ 11,300	\$ 10,400	\$ 11,550
2200	RETIREMENT	\$ 14,650	\$ 14,650	\$ 14,600	\$ 14,100	\$ 14,100
2300	LIFE AND HEALTH INSURANCE	\$ 34,300	\$ 34,100	\$ 36,100	\$ 35,900	\$ 37,725
2400	WORKERS COMPENSATION	\$ 881	\$ 800	\$ 990	\$ 870	\$ 1,030
2500	UNEMPLOYMENT TAXES	\$ -	\$ -			
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$ 200,526</b>	<b>\$ 199,245</b>	<b>\$ 210,010</b>	<b>\$ 208,070</b>	<b>\$ 213,805</b>

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**General Fund - 001**

**DEPARTMENT: FINANCE DEPARTMENT (0513)**

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
3200	ACCOUNTING & AUDIT	\$ 41,500	\$ 31,300	\$ 40,300	\$ 31,800	\$ 33,800
3400	OTHER CONTRACTUAL SERVICES	\$ 42,500	\$ 21,500	\$ 49,400	\$ 40,500	\$ 53,600
4000	TRAVEL AND PER DIEM	\$ 1,750	\$ 1,300	\$ 2,200	\$ 520	\$ 2,200
4100	COMM. & FREIGHT	\$ 2,920	\$ 2,400	\$ 2,920	\$ 2,290	\$ 3,580
4500	INSURANCE	\$ 7,095	\$ 6,900	\$ 7,795	\$ 7,560	\$ 9,220
4609	R&M EQUIPMENT	\$ 14,250	\$ 12,200	\$ 19,300	\$ 18,900	\$ 14,200
4901	EDUCATION	\$ 700	\$ 400	\$ 950	\$ 725	\$ 1,250
4909	MISCELLANEOUS	\$ 2,500	\$ 500	\$ 750	\$ 450	\$ 750
5100	OFFICE SUPPLIES	\$ 1,200	\$ 1,100	\$ 1,200	\$ 1,000	\$ 1,200
5200	OPERATING SUPPLY	\$ 15,650	\$ 12,500	\$ 15,650	\$ 13,700	\$ 15,650
5400	BOOKS, PUBLICATIONS, ETC	\$ 750	\$ 50	\$ 500	\$ 200	\$ 250
6400	EQUIPMENT (\$750 OR MORE)					
<b>TOTAL SUPPLIES AND OTHER SERVICES</b>		<b>\$ 130,815</b>	<b>\$ 90,150</b>	<b>\$ 140,965</b>	<b>\$ 117,645</b>	<b>\$ 135,700</b>
<b>TOTAL COST:</b>		<b>\$ 331,341</b>	<b>\$ 289,395</b>	<b>\$ 350,975</b>	<b>\$ 325,715</b>	<b>\$ 349,505</b>

3200 OPEB - Calculation(GASB 75), \$2,800; Reduced Audit based on no need for Single Audit

3400 Continue 3rd year Technology Services Contract; Continue media presence/analytics; Contract for services Accounting/HR/Purchasing/HR-Personnel Timesheets/Epay vendor; Garbage Assessment program changes

4100 Switching to Fiber throughout all City Departments

4609 Reduction from existing accounting software and equipment (IMS)

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**General Fund - 001**

**DEPARTMENT: GENERAL SERVICES (0519)**

PERSONNEL COST:		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1200	REGULAR SALARIES	\$ 73,820	\$ 73,820	\$ 114,230	\$ 107,900	\$ 111,700
1300	OTHER SALARY					
1400	OVERTIME					\$ 850
1510	LONGEVITY/SERVICE INCENTIVE					
2100	FICA	\$ 5,660	\$ 5,700	\$ 8,900	\$ 8,200	\$ 8,770
2200	RETIREMENT	\$ 7,710	\$ 7,760	\$ 11,680	\$ 10,100	\$ 10,600
2300	LIFE AND HEALTH INSURANCE	\$ 21,250	\$ 21,250	\$ 34,470	\$ 33,900	\$ 35,500
2400	WORKERS COMPENSATION	\$ 695	\$ 580	\$ 1,070	\$ 823	\$ 835
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$ 109,135</b>	<b>\$ 109,110</b>	<b>\$ 170,350</b>	<b>\$ 160,923</b>	<b>\$ 168,255</b>

# City of Okeechobee

## PROPOSED DRAFT 2020/2021 BUDGET

### General Fund - 001

#### **DEPARTMENT: GENERAL SERVICES (0519)**

##### SUPPLIES & OTHER SERVICES

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
3100	PROFESSIONAL SERVICES	\$ 124,050	\$ 115,200	\$ 191,200	\$ 191,000	\$ 216,200
3400	OTHER CONTRACTUAL SERVICES	\$ 88,360	\$ 106,300	\$ 104,260	\$ 98,500	\$ 105,536
3401	PUBLIC MEETING CONTRACT COST	\$ -	\$ -	\$ -	\$ -	\$ 21,500
4000	TRAVEL AND PER DIEM	\$ 4,960	\$ 1,900	\$ 4,960	\$ 3,250	\$ 4,960
4100	COMM. & FREIGHT	\$ 3,452	\$ 2,600	\$ 3,740	\$ 3,300	\$ 3,790
4300	UTILITIES	\$ 9,100	\$ 7,800	\$ 9,100	\$ 8,650	\$ 9,100
4400	RENTALS AND LEASES	\$ 3,687	\$ 3,510	\$ 3,844	\$ 3,780	\$ 3,694
4500	INSURANCE	\$ 20,310	\$ 19,500	\$ 22,400	\$ 20,250	\$ 25,200
4600	R&M VEHICLES			\$ -		\$ 3,000
4609	R&M BUILDING & EQUIPMENT	\$ 12,630	\$ 10,500	\$ 32,513	\$ 32,513	\$ 29,373
4901	EDUCATION	\$ 700	\$ -	\$ 700	\$ 250	\$ 1,000
4909	MISCELLANEOUS	\$ 500	\$ 500	\$ 1,000	\$ 1,000	\$ 1,000
5100	OFFICE SUPPLIES	\$ 2,900	\$ 1,950	\$ 3,100	\$ 2,700	\$ 2,900
5200	OPERATING SUPPLY	\$ 1,500	\$ 1,300	\$ 1,600	\$ 1,600	\$ 1,600
5201	FUEL AND OIL			\$ -		\$ 500
5204	POSTAGE & SUPPLIES	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,813	\$ 5,000
5400	BOOKS, PUBLICATIONS, ETC	\$ 200	\$ -	\$ 200		\$ 200
6400	EQUIPMENT (\$750 OR MORE)					
<b>TOTAL SUPPLIES AND OTHER SERVICES</b>		\$ 275,349	\$ 274,060	\$ 381,617	\$ 370,606	\$ 434,553
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 384,484</b>	<b>\$ 383,170</b>	<b>\$ 551,967</b>	<b>\$ 531,529</b>	<b>\$ 602,808</b>

3100	Increase of \$25,000 for Planner revisiting FLUM, Zoning, LDR's & Comp Plan w/ EAR. Small increase for Building Official to attend add'l meetings. DCA charge increases
3400	Increase based on prior years average
3401	Audio/Video annual maintenance contract; ZOOM annual cost; Escribe (Closed captioning of meetings), \$17,000
4100	Switching to Fiber throughout all City Departments
4609	\$10,000 Repairs to Records Retention Building; \$5,000 for a/c units for Record Retention Bldg & Building Official's Office
5201	Estimated 200 Gallons of Fuel
5204	Increase in postage based on prior year and trend

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**General Fund - 001**

**DEPARTMENT: POLICE DEPARTMENT (0521)**

PERSONNEL COST:

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1100	EXECUTIVE SALARIES	\$ 75,120	\$ 75,120	\$ 77,800	\$ 77,600	\$ 124,864
1200	REGULAR SALARIES	\$ 1,153,596	\$ 1,106,900	\$ 1,301,700	\$ 1,257,200	\$ 1,454,827
1201	HOLIDAY PAY			\$ -	\$ -	\$ -
1202	OFFICERS HOLIDAY PAY	\$ 30,764	\$ 22,000	\$ 29,000	\$ 23,500	\$ 29,000
1300	OTHER SALARY	\$ 56,375	\$ 54,800	\$ 54,800	\$ 42,110	\$ 56,000
1400	OVERTIME	\$ 5,100	\$ 3,400	\$ 5,100	\$ 4,200	\$ 5,100
1402	Dispatch OT	\$ -	\$ -	\$ -	\$ -	\$ 6,500
1403	OFFICERS OVERTIME PAY	\$ 83,113	\$ 89,300	\$ 89,900	\$ 80,500	\$ 92,000
1501	AUXILIARY PAY	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
1510	LONGEVITY/SERVICE INCENTIVE	\$ 750	\$ 750	\$ 1,000	\$ 1,000	\$ -
1520	OFFICERS LONGEVITY/SERVICE			\$ 250	\$ 250	\$ 500
1540	CAREER EDUCATION	\$ 14,250	\$ 12,900	\$ 15,000	\$ 13,100	\$ 15,000
2100	FICA	\$ 107,160	\$ 105,500	\$ 116,200	\$ 112,600	\$ 129,770
2200	RETIREMENT	\$ 266,925	\$ 229,000	\$ 260,500	\$ 252,000	\$ 281,100
2300	LIFE AND HEALTH INSURANCE	\$ 313,156	\$ 307,000	\$ 359,900	\$ 340,700	\$ 379,140
2400	WORKERS COMPENSATION	\$ 53,920	\$ 49,800	\$ 57,620	\$ 56,900	\$ 89,260
2500	UNEMPLOYMENT COMP.	\$ -	\$ -			
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$ 2,161,429</b>	<b>\$ 2,057,670</b>	<b>\$ 2,369,970</b>	<b>\$ 2,262,860</b>	<b>\$ 2,664,261</b>

Above includes transfer of dispatcher salaries, etc.

# City of Okeechobee

## PROPOSED DRAFT 2020/2021 BUDGET

### General Fund - 001

#### DEPARTMENT: POLICE DEPARTMENT

SUPPLIES & OTHER SERVICES		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
3100	PROFESSIONAL SERVICES	\$ 35,700	\$ 37,200	\$ 38,141	\$ 38,978	\$ 41,328
3400	OTHER CONTRACTURAL SERVICES	\$ 35,258	\$ 10,800	\$ 35,258	\$ 35,258	\$ 35,228
4000	TRAVEL AND PER DIEM	\$ 7,950	\$ 6,400	\$ 11,500	\$ 3,200	\$ 11,500
4100	COMM. & FREIGHT	\$ 35,190	\$ 38,800	\$ 39,000	\$ 39,500	\$ 49,000
4300	UTILITIES	\$ 16,275	\$ 14,000	\$ 16,275	\$ 14,500	\$ 17,000
4400	RENTALS AND LEASES	\$ 5,420	\$ 3,900	\$ 5,420	\$ 4,500	\$ 5,420
4500	INSURANCE	\$ 55,365	\$ 53,600	\$ 60,120	\$ 58,900	\$ 61,500
4600	R&M VEHICLES	\$ 16,062	\$ 8,900	\$ 16,500	\$ 17,885	\$ 20,000
4609	R&M EQUIPMENT	\$ 27,562	\$ 20,500	\$ 33,950	\$ 33,950	\$ 33,950
4700	PRINTING	\$ 2,000	\$ 2,600	\$ 3,000	\$ 1,750	\$ 3,000
4901	EDUCATION-RESTRICTED	\$ 5,925	\$ 5,300	\$ 8,200	\$ 3,200	\$ 8,200
4902	EDUCATION - NON-RESTRICTED	\$ 4,500	\$ 2,800	\$ 5,400	\$ 500	\$ 5,400
4903	CODE ENFORCEMENT	\$ 5,000	\$ 5,900	\$ 9,000	\$ 8,450	\$ 9,000
4909	MISCELLANEOUS	\$ 1,500	\$ 500	\$ 1,500	\$ 1,850	\$ 1,500
5100	OFFICE SUPPLIES	\$ 5,000	\$ 2,000	\$ 5,000	\$ 4,200	\$ 5,000
5101	DETECTIVE SUPPLIES	\$ 3,000	\$ 1,600	\$ 3,000	\$ 2,900	\$ 3,000
5102	INVESTIGATION FEES	\$ 1,800	\$ 900	\$ 1,800	\$ 2,050	\$ 3,000
5200	OPERATING SUPPLY	\$ 17,600	\$ 10,900	\$ 17,100	\$ 15,800	\$ 17,100
5201	FUEL AND OIL	\$ 79,083	\$ 56,000	\$ 96,000	\$ 58,900	\$ 96,000
5202	OPERATING SUPPLIES (TIRES)	\$ 9,500	\$ 6,300	\$ 9,500	\$ 7,500	\$ 9,500
5203	UNIFORMS/PATCHES	\$ 19,850	\$ 26,300	\$ 21,600	\$ 16,200	\$ 21,600
5400	BOOKS, PUBLICATIONS, ETC	\$ 2,500	\$ 1,200	\$ 2,500	\$ 2,000	\$ 2,500
8300	PUBLIC SERVICE GRANT			\$ -		
<b>TOTAL SUPPLIES AND OTHER SERVICES</b>		<b>\$ 392,040</b>	<b>\$ 316,400</b>	<b>\$ 439,764</b>	<b>\$ 371,971</b>	<b>\$ 459,726</b>
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 2,553,469</b>	<b>\$ 2,374,070</b>	<b>\$ 2,809,734</b>	<b>\$ 2,634,831</b>	<b>\$ 3,123,987</b>

1200 Requesting a \$2,500 base rate increase for the Police Co-Ordinator position.

1300 Other Salaries: Increase in use of Code Enforcement Secretary due to case load.

3100 Professional Services: This reflects the cost of the Crime Lab.

4100 Comms and Freight: Increase in Verizon broadband services. Switching to Fiber all departments

4600 Repair and Maintenance Vehicles: Increase in maintenance costs due to more vehicles out of warranty.

5102 Investigative Costs: Increase in fees associated with investigations i.e. Red Flag Law Orders of Protection etc.

2200 Pension rate at 17.4%

1100 & 1200 Includes leave payouts for employees

5201 24000 gallons @ \$4.00

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

General Fund - 001

**DEPARTMENT: FIRE DEPARTMENT (0522)**

PERSONNEL COST:

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1100	EXECUTIVE SALARIES	\$ 76,600	\$ 76,600	\$ 79,300	\$ 79,300	\$ 80,400
1200	REGULAR SALARIES	\$ 720,100	\$ 702,000	\$ 681,500	\$ 680,865	\$ 546,600
1201	HOLIDAY PAY	\$ 26,286	\$ 18,000	\$ 25,500	\$ 20,400	\$ 25,500
1202	ACTING LIEUT/PLANNER		\$ 600		\$ 800	\$ 800
1300	OTHER SALARY	\$ 12,425	\$ 13,000	\$ 15,600	\$ 8,200	\$ 15,600
1400	OVERTIME	\$ 40,500	\$ 40,800	\$ 59,100	\$ 58,648	\$ 59,100
1401	OVERTIME PAY/ANNUAL & SICK	\$ 63,670	\$ 38,400	\$ 65,900	\$ 63,535	\$ 65,900
1402	DISPATCHER OT	\$ 6,090	\$ 6,400	\$ 6,500	\$ 3,900	\$ -
1501	VOLUNTEER PAY	\$ 14,000	\$ 13,800	\$ 18,000	\$ 15,600	\$ 18,000
1510	LONGEVITY/SERVICE INCENTIVE	\$ 1,250	\$ 1,250	\$ 250	\$ 250	\$ -
1540	CAREER EDUCATION	\$ 2,400	\$ 1,200	\$ 3,600	\$ 1,200	\$ 1,200
2100	FICA	\$ 71,763	\$ 67,600	\$ 71,424	\$ 69,300	\$ 62,500
2200	RETIREMENT	\$ 182,100	\$ 163,500	\$ 190,900	\$ 180,700	\$ 155,600
2300	LIFE AND HEALTH INSURANCE	\$ 144,500	\$ 144,500	\$ 159,300	\$ 156,800	\$ 156,700
2400	WORKERS COMPENSATION	\$ 46,870	\$ 44,300	\$ 51,550	\$ 50,800	\$ 49,750
2500	UNEMPLOYMENT COMPENSATION	\$ -	\$ -			
<b>TOTAL PERSONNEL COSTS:</b>		\$ 1,408,554	\$ 1,331,950	\$ 1,428,424	\$ 1,390,298	\$ 1,237,650



City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

General Fund - 001

**DEPARTMENT: FIRE DEPARTMENT (0522)**

SUPPLIES & OTHER SERVICES		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
3100	PROFESSIONAL SERVICES (MD)	\$ 7,800	\$ 7,400	\$ 7,800	\$ 7,300	\$ 7,800
3102	PROF SERV (PHYS FOR SCBA)	\$ 3,500	\$ 1,750	\$ 3,500	\$ 3,000	\$ 3,500
3103	WELLNESS PROGRAM (Gym)	\$ 3,000	\$ 2,900	\$ 3,000	\$ 2,880	\$ 3,000
3400	OTHER CONTRACTUAL SERVICES	\$ 2,900	\$ -	\$ -		
4000	TRAVEL AND PER DIEM	\$ 3,200	\$ 1,600	\$ 3,200	\$ 1,200	\$ 3,200
4100	COMM. & FREIGHT	\$ 20,000	\$ 12,900	\$ 20,000	\$ 15,600	\$ 23,900
4300	UTILITIES	\$ 13,000	\$ 11,000	\$ 13,000	\$ 11,900	\$ 13,000
4400	RENTALS AND LEASES	\$ 2,400	\$ 1,800	\$ 2,400	\$ 1,780	\$ 2,400
4500	INSURANCE	\$ 33,865	\$ 33,800	\$ 37,252	\$ 36,100	\$ 30,650
4600	R&M VEHICLES	\$ 33,160	\$ 19,500	\$ 30,000	\$ 30,000	\$ 30,000
4609	R&M BUILDING & EQUIPMENT	\$ 118,275	\$ 107,900	\$ 33,575	\$ 33,575	\$ 33,575
4700	PRINTING	\$ 600	\$ -	\$ 600	\$ 200	\$ 600
4901	EDUCATION	\$ 11,000	\$ 2,570	\$ 71,000	\$ 71,000	\$ 11,000
4902	PUBLIC EDUCATION & FIRE PREV.	\$ 2,500	\$ 2,700	\$ 4,500	\$ 4,100	\$ 5,625
4903	CODE ENFORCEMENT	\$ 1,100	\$ 500	\$ -	\$ -	
4905	TRAINING & MATERIALS	\$ 3,500	\$ 2,100	\$ 5,000	\$ 2,600	\$ 5,000
4909	MISCELLANEOUS	\$ 400	\$ 200	\$ 400	\$ 400	\$ 500
5100	OFFICE SUPPLIES	\$ 3,000	\$ 2,300	\$ 3,000	\$ 2,800	\$ 3,000
5200	OPERATING SUPPLY	\$ 13,000	\$ 12,800	\$ 13,000	\$ 14,286	\$ 16,250
5201	FUEL AND OIL	\$ 14,000	\$ 10,800	\$ 14,000	\$ 10,600	\$ 14,000
5202	OPERATING SUPPLIES (TIRES)	\$ 5,000	\$ 2,100	\$ 5,000	\$ 2,500	\$ 5,000
5203	UNIFORMS/PATCHES	\$ 8,000	\$ 6,800	\$ 8,000	\$ 10,524	\$ 10,000
5400	BOOKS, PUBLICATIONS, ETC	\$ 4,000	\$ 2,600	\$ 4,000	\$ 3,100	\$ 4,000
6400	EQUIPMENT (\$750 OR MORE)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUPPLIES AND OTHER SERVICES:</b>		<b>\$ 307,200</b>	<b>\$ 246,020</b>	<b>\$ 282,227</b>	<b>\$ 265,445</b>	<b>\$ 226,000</b>
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 1,715,754</b>	<b>\$ 1,577,970</b>	<b>\$ 1,710,651</b>	<b>\$ 1,655,743</b>	<b>\$ 1,463,650</b>

4100 Switching to Fiber throughout all City Departments

4902 Increase by 25% to restock inventory

4909 Increase due to line item maxed out each year

5200 25% increase due to COVID-19 and expectation to continue to resupply inventory

5203 Uniforms hit hard this year due to multiple personnel leaving and hired.

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**General Fund - 001**

**DEPARTMENT: PUBLIC WORKS (0541)**

PERSONNEL COST:

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
1100	EXECUTIVE SALARIES	\$ 91,650	\$ 91,650	\$ 81,200	\$ 80,900	\$ 82,400
1200	REGULAR SALARIES	\$ 385,800	\$ 307,000	\$ 337,900	\$ 332,800	\$ 339,800
1300	OTHER SALARIES	\$ 36,700	\$ -	\$ -	\$ -	\$ -
1400	OVERTIME	\$ 4,000	\$ 3,300	\$ 4,000	\$ 7,670	\$ 7,500
1510	LONGEVITY/SERVICE INCENTIVE		\$ -	\$ 250	\$ 250	\$ -
2100	FICA	\$ 37,800	\$ 30,300	\$ 35,900	\$ 32,400	\$ 32,800
2200	RETIREMENT	\$ 49,900	\$ 40,700	\$ 42,700	\$ 39,600	\$ 40,900
2300	LIFE AND HEALTH INSURANCE	\$ 99,400	\$ 99,400	\$ 117,900	\$ 124,090	\$ 121,500
2400	WORKERS COMPENSATION	\$ 36,390	\$ 33,200	\$ 40,300	\$ 37,200	\$ 24,800
2500	UNEMPLOYMENT COST	\$ 500	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PERSONNEL COSTS:</b>		<b>\$ 742,140</b>	<b>\$ 605,550</b>	<b>\$ 660,150</b>	<b>\$ 654,910</b>	<b>\$ 649,700</b>

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

General Fund - 001

**DEPARTMENT: PUBLIC WORKS (0541)**

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
3100	PROFESSIONAL SERVICES	\$ 5,000	\$ 300	\$ 4,000	\$ 600	\$ 3,000
3400	OTHER CONTRACTUAL SERVICES			\$ 10,000	\$ 7,800	\$ 8,000
3401	GARBAGE COLLECTION FEE	\$ 376,900	\$ 376,900	\$ 383,520	\$ 381,400	\$ 384,766
4000	TRAVEL AND PER DIEM	\$ 3,500	\$ 900	\$ 3,000	\$ 500	\$ 2,500
4100	COMM. & FREIGHT	\$ 7,500	\$ 5,200	\$ 7,000	\$ 5,850	\$ 7,600
4300	UTILITIES	\$ 18,500	\$ 17,500	\$ 18,500	\$ 23,885	\$ 25,000
4400	RENTALS & LEASES	\$ 2,250	\$ 2,000	\$ 3,000	\$ 3,500	\$ 3,500
4500	INSURANCE	\$ 34,830	\$ 34,500	\$ 38,315	\$ 36,400	\$ 39,470
4600	R&M VEHICLES	\$ 8,500	\$ 7,800	\$ 7,000	\$ 6,400	\$ 7,000
4605	R&M PARKS	\$ 7,500	\$ 9,200	\$ 7,500	\$ 20,202	\$ 9,000
4609	R&M BUILDING & EQUIPMENT	\$ 31,750	\$ 39,700	\$ 31,750	\$ 31,750	\$ 31,750
4901	EDUCATION	\$ 5,000	\$ 1,400	\$ 4,000	\$ 3,400	\$ 3,000
4909	MISCELLANEOUS	\$ 500	\$ 1,300	\$ 500	\$ 100	\$ 500
5100	OFFICE SUPPLIES	\$ 1,000	\$ 1,300	\$ 1,000	\$ 850	\$ 800
5200	OPERATING SUPPLY	\$ 8,000	\$ 9,300	\$ 9,000	\$ 8,980	\$ 9,000
5201	FUEL AND OIL	\$ 32,500	\$ 24,400	\$ 27,000	\$ 21,900	\$ 25,000
5202	OPERATING SUPPLIES (TIRES)	\$ 3,500	\$ 4,000	\$ 3,500	\$ 1,800	\$ 3,000
5203	UNIFORMS	\$ 6,750	\$ 6,200	\$ 6,750	\$ 5,600	\$ 6,000
5204	DUMPING FEES	\$ 750	\$ -	\$ 750	\$ 100	\$ 750
5205	MOSQUITO CONTROL	\$ 6,000	\$ 2,900	\$ 6,000	\$ 6,000	\$ 6,000
5400	BOOKS, PUBLICATIONS, ETC	\$ 200	\$ -	\$ 200	\$ 100	\$ 150
6300	IMPROVEMENTS					
6400	EQUIPMENT (\$750 OR MORE)					
<b>TOTAL SUPPLIES AND OTHER SERVICES:</b>		<b>\$ 560,430</b>	<b>\$ 544,800</b>	<b>\$ 572,285</b>	<b>\$ 567,117</b>	<b>\$ 575,786</b>
<b>GRAND TOTAL FOR DEPARTMENT</b>		<b>\$ 1,302,570</b>	<b>\$ 1,150,350</b>	<b>\$ 1,232,435</b>	<b>\$ 1,222,027</b>	<b>\$ 1,225,486</b>

1400 Increase in OT based on COVID 19

4100 Switching to Fiber throughout all City Departments

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

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# City of Okeechobee

## PROPOSED DRAFT 2020/2021 BUDGET

### Public Facility Fund-301

#### Public Facility Fund (Transportation)

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
<b>F/Y BEGINNING FUND BALANCE</b>		\$ 535,905	\$ 950,300	\$ 1,021,107	\$ 1,021,107	\$ 844,807
<b>REVENUES</b>						
301-313.4100	LOCAL OPTION GAS TAX	\$ 364,880	\$ 370,400	\$ 364,687	\$ 292,000	\$ 321,575
301-313.4200	LOCAL ALTER, FUEL USER FEE	\$ 224,965	\$ 225,200	\$ 225,337	\$ 178,000	\$ 186,452
301-335.1220	SRS EIGHT CENT MOTOR FUEL	\$ 64,225	\$ 64,500	\$ 64,300	\$ 60,200	\$ 59,890
301-312.3000	NINTH CENT FUEL TAX	\$ 62,975	\$ 65,400	\$ 63,000	\$ 56,000	\$ 56,423
301-335.4100	MOTOR FUEL TAX REBATE	\$ 1,200	\$ 1,100	\$ 1,200	\$ 1,350	\$ 1,200
301-361.1000	SCOP Funding	\$ 177,537	\$ -	\$ 532,488	\$ -	\$ 532,488
301-361.1000	INTEREST EARNINGS	\$ 9,000	\$ 15,100	\$ 11,500	\$ 7,200	\$ 6,000
301-369.1000	MISCELLANEOUS					
<b>TOTAL REVENUES</b>		<b>\$ 904,782</b>	<b>\$ 741,700</b>	<b>\$ 1,262,512</b>	<b>\$ 594,750</b>	<b>\$ 1,164,028</b>

<b>EXPENDITURES</b>						
301-549.3100	PUBLIC FAC.-PROFESSIONAL SER.	\$ 25,000	\$ -	\$ 25,000		\$ 15,000
301-549.3400	PUBLIC FAC. CONTRACTUAL SERVICE	\$ 66,000	\$ 60,200	\$ 80,000	\$ 74,500	\$ 90,000
301-549.4300	PUBLIC FAC. UTILITIES	\$ 48,300	\$ 59,000	\$ 59,000	\$ 57,500	\$ 61,500
301-549.4609	REPAIR & MAINTENANCE	\$ 50,000	\$ 21,300	\$ 60,000	\$ 32,900	\$ 61,500
301-549.4909	MISC-PARK HOLIDAY LIGHTS	\$ 12,500	\$ 11,000	\$ 10,000	\$ 5,750	\$ 10,000
301-549.5300	PUBLIC FAC. ROAD & MATERIALS	\$ 67,500	\$ 68,500	\$ 67,500	\$ 44,900	\$ 77,500
301-549.6300	PUBLIC FAC. IMPROVEMENTS	\$ 135,000	\$ 30,500	\$ 135,000	\$ 135,000	\$ 155,000
301-549.6301	SCOP IMPROVEMENTS	\$ 177,537	\$ -	\$ 532,488	\$ -	\$ 532,488
301-549.6302	PUBLIC FAC. BEAUTIFICATION	\$ 10,000	\$ -	\$ 7,500	\$ -	\$ 5,000
301-549.6400	PUBLIC FAC. MACHINERY & EQUIP	\$ 89,500	\$ 48,500	\$ 71,500	\$ 70,500	\$ 2,500
<b>TOTAL EXPENSES</b>		<b>\$ 681,337</b>	<b>\$ 299,000</b>	<b>\$ 1,047,988</b>	<b>\$ 421,050</b>	<b>\$ 1,010,488</b>

Transfer to General Fund	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
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<b>F/Y ENDING FUND BALANCE</b>	<b>\$ 409,350</b>	<b>\$ 1,043,000</b>	<b>\$ 885,631</b>	<b>\$ 844,807</b>	<b>\$ 648,347</b>
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City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

3100	Eng/Prof Services	\$ 25,000	\$ 15,000
3400	Grounds Maint/Street Sweeping	\$ 80,000	\$ 90,000
4609	Sidewalk Repair and ADA ramp Installation	\$ 50,000	\$ 50,000
	Replacement small ROW equipment	\$ 1,500	\$ 1,500
5300	Sign Repair/Replacement	\$ 20,000	\$ 20,000
	Traffic Signal Equip Upgrades	\$ 7,500	\$ 7,500
	ROW Drainage	\$ 10,000	\$ 10,000
	R&M Bridges & Culverts	\$ 10,000	\$ 10,000
	Storm Water Infiltration repair	\$ 10,000	\$ 20,000
	Storm Water Ditch Maint Adjustments	\$ 10,000	\$ 10,000
6300	Asphalt and Roadway Reconst	\$ 120,000	\$ 140,000
	Sidewalk Program	\$ 15,000	\$ 15,000
6301	SCOP SE 5th Avenue	\$ 177,537	\$ 177,537
6302	New/Repl Trash cans, Parks and S Park St	\$ 7,500	\$ 5,000
6400	Trash pump	\$ 71,500	\$ 2,500
		\$ 615,537	\$ 574,037

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

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City of Okeechobee  
**PROPOSED DRAFT 2020/2021 BUDGET**  
**CAPITAL PROJECTS IMPROVEMENTS**

		2018/2019	2018/2019	2019/2020	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	ESTIMATES	PROPOSED
<b>F/Y BEGINNING FUND BALANCE</b>		<b>\$ 4,344,644</b>	<b>\$ 4,800,600</b>	<b>\$ 4,670,920</b>	<b>\$ 4,670,920</b>	<b>\$ 3,190,195</b>
<b>REVENUES</b>						
304-383.0000		\$ -	\$ -	\$ -		\$ -
304-364.1000	DISPOSITION OF FIXED ASSETS	\$ 225,000	\$ 225,000	\$ 225,000	\$ 84,000	\$ 6,000
304-361.1000	INTEREST EARNINGS	\$ 1,500	\$ -	\$ -		\$ -
304-369.1000	MISCELLANEOUS		\$ 7,900	\$ -	\$ 900	\$ 550
<b>TOTAL REVENUES</b>		<b>\$ 226,500</b>	<b>\$ 232,900</b>	<b>\$ 225,000</b>	<b>\$ 84,900</b>	<b>\$ 6,550</b>

<b>EXPENDITURES</b>						
304-549-3100	Professional Services	\$ 25,000	\$ -	\$ 30,000		\$ -
304-529-4600	REPAIR & MAINTENANCE	\$ 25,000	\$ 4,100	\$ -		\$ -
304-513-3100	Professional Services	\$ 9,500	\$ -	\$ 9,500		
304-511-6400	ADMINISTRATION CAPITAL	\$ -	\$ -	\$ 8,000	\$ 7,850	\$ -
304-512-6400	ADMINISTRATION CAPITAL	\$ 12,000	\$ 7,300	\$ 1,500		\$ -
304-513-6400	FINANCE CAPITAL	\$ 1,500	\$ 1,100	\$ 121,500	\$ 115,000	\$ 3,600
304-519-6400	GENERAL SERVICES CAPITAL	\$ 37,500	\$ 25,100	\$ 58,750	\$ 24,500	\$ 27,500
304-521-6400	LAW ENFORCEMENT CAPITAL	\$ 350,646	\$ 340,500	\$ 169,540	\$ 155,000	\$ 114,600
304-522-6400	FIRE PROTECTION CAPITAL	\$ 73,200	\$ 40,800	\$ 51,500	\$ 42,000	\$ 28,050
304-536.6400	SEWER/WASTEWATER		\$ -	\$ -		
304-541-6400	PUBLIC WORKS CAPITAL	\$ 41,500	\$ 30,200	\$ 55,000	\$ 35,500	\$ -
304-549-6400	Other Capital (Pub Safety, Transp.)	\$ -	\$ 22,000	\$ -		
304-549-6401	PARKS CAPITAL IMPROVEMENT	\$ 53,000	\$ 39,500	\$ 168,000	\$ 168,000	\$ 31,500
304-549-6402	MEDIAN REPLACEMENT & ROW	\$ 10,000	\$ 14,800	\$ 10,000	\$ 10,000	\$ 20,000
304-549.6403	TREE PROGRAM	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
304-584.6400	FUTURE CAPITAL PROJECTS		\$ -	\$ -		
304-2512-6400	CLERK CAPITAL	\$ 8,000	\$ 8,300	\$ 5,000	\$ 5,000	\$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 661,846</b>	<b>\$ 533,700</b>	<b>\$ 703,290</b>	<b>\$ 577,850</b>	<b>\$ 240,250</b>

<b>OTHER REVENUES AND TRANSFER IN</b>						
	Other Grants - Transfer In	\$ 171,120	\$ 171,120	\$ -		\$ -
<b>TOTAL TRANSFER INS</b>		<b>\$ 171,120</b>	<b>\$ 171,120</b>	<b>\$ -</b>		<b>\$ -</b>

TRANSFER OUT TO Other Funds		\$ -	\$ -	\$ -		\$ -
TRANSFER OUT TO GENERAL FUND		\$ 796,722	\$ -	\$ 1,233,181	\$ 987,775	\$ 1,614,246
TOTAL TRANSFER OUT		\$ 796,722	\$ -	\$ 1,233,181	\$ 987,775	\$ 1,614,246
ASSIGNED FUND BALANCE						
TOTAL ASSIGNED FUND BALANCE		\$ -	\$ -	\$ -		\$ -
<b>F/Y ENDING FUND BALANCE</b>		<b>\$ 3,283,696</b>	<b>\$ 4,670,920</b>	<b>\$ 2,959,449</b>	<b>\$ 3,190,195</b>	<b>\$ 1,342,249</b>



City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET



# Capital Projects Improvements

*Specific Projected cost/estimates*

Acct #	Dept	Description	Total
511-6400	Council	Council Subtotal	\$ -
512-6400			
512-6400	Admin	Admin Subtotal	\$ -
513-6400	Finance		
		Scanners for each department	\$ 3,600
513-6400	Finance	Fin Subtotal	\$ 3,600
519-6400	General Services		
		Video Screens for Council Chambers	\$ 5,000
		BIS audio/video equipment	\$ 20,000
		Replacement of Council Chairs in Chambers	\$ 2,500
519-6400	General Services	GS Subtotal	\$ 27,500
521-6400	Police		
		1 - Radar	\$ 2,200
		Computers and related equipment	\$ 12,000
		1 - Tasers	\$ 1,400
		3 - Replacement cars	\$ 84,000
		Equipment for 3 new cars	\$ 15,000
521-6400	Police	PD Subtotal	\$ 114,600
522-6400	Fire		
		AED	\$ 1,300
		Gas Monitors (repl 2 of 3)	\$ 550
		6 - Sets of Bunker Gear	\$ 20,000
		Replacement Furniture (recliners)	\$ 1,200
		Computers	\$ 1,500
		Thermal Imager	\$ 3,500
522-6400	Fire	Fire Subtotal	\$ 28,050
549-6403	Public Works	Tree Program	\$ 15,000
549-6403	Public Works	PW Trees Subtotal	\$ 15,000
541-6400	Public Works	PW Subtotal	\$ -
541-6401	Parks		
		Centennial Park - Solar Area Lights (9)	\$ 10,000
		Centennial Park - Landscaping	\$ 10,000
		Centennial Park - Benches, Tables, concrete work	\$ 11,500
541-6401	Parks	Parks Subtotal	\$ 31,500
541-6402	Median Rep		
		Median Replacement/Right of Way/Parks	\$ 10,000
541-6402	Med Replacement		
		Commerce Park Street Lights (4)	\$ 10,000
541-6402	Med Replacement	Med Repl Subtotal	\$ 20,000
2512-6400	Clerk		
2512-6400	Clerk	Clerk Subtotal	\$ -

City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

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# City of Okeechobee

## PROPOSED DRAFT 2020/2021 BUDGET

### Other Grants

#### RECAPITULATION - REVENUE & EXPENSES

	2019/2020	2019/2020	2020/2021
	MID YEAR	ESTIMATES	PROPOSED
<b>F/Y BEGINNING FUND BALANCE</b>	\$ 260,000		\$ 260,000

<b>REVENUES</b>				
302-331.3903	TMDL Grant			
302-331-3904	Stormwater Drainage Grant	\$ 300,000		\$ 300,000
302-331.3905	Section 319 Grant			
302-361.1000	Interest Earnings			
302-381.0000	TRANSFER IN -CAPITAL ASSIGNED FUNDS			\$ -
302-381.0000	TRANSFER IN -CAPITAL FUND RESERVES			\$ -
<b>TOTAL REVENUES</b>		\$ 300,000		\$ 300,000

<b>EXPENDITURES</b>				
302-2552.3100	PROFESSIONAL SERVICES			
302-2552.3200	ADMINISTRATIVE SERVICES			
302-2552.4609	TEMPORARY RELOCATION			
302-2552.4609	HOUSING REHAB DEMO/REPL/RELOC			
302-2552.4909	MISCELLANEOUS			
302-2000-4909	MISCELLANEOUS - BANKING EXP			
302-2752.3100	PROFESSIONAL SERVICES	\$ 35,000		\$ 35,000
302-2752.3200	ADMINISTRATIVE SERVICES	\$ 13,500		\$ 13,500
302-2752.4909	MISCELLANEOUS	\$ 1,500		\$ 1,500
302-2752.4609	STREET IMPROVEMENTS/ADDITIONS			
302-2752.6300	INFRASTRUCTURE IMPROVEMENTS	\$ -		\$ -
302-2752-6400	Park and Canal Improvements	\$ 370,000		\$ 370,000
<b>TOTAL EXPENSES</b>		\$ 420,000		\$ 420,000

<b>Return General Fund Loan</b>	\$ -		\$ -
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<b>F/Y ENDING FUND BALANCE</b>	\$ 140,000		\$ 140,000
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DUE TO GENERAL FUND

Grant project related to:  
Taylor Creek SE 4th Street

## RECAPITULATION - REVENUE & EXPENSES

<b>F/Y ENDING FUND BALANCE</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>\$ 593</b>	<b>\$ 593</b>
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City of Okeechobee  
PROPOSED DRAFT 2020/2021 BUDGET

**LAW ENFORCEMENT SPECIAL FUND  
RECAPITULATION - REVENUE & EXPENSES**

		2018/2019	2018/2019	2019/2020	2020/2021
		AMENDED	EOY	MID YEAR	PROPOSED
<b>F/Y BEGINNING FUND BALANCE</b>		\$ 3,220	\$ 1,200	\$ 9,920	\$ 9,920
<b>REVENUES</b>					
601-351.1000					
601-351.2000	CONFISCATED PROPERTY				
601-354.1000	FINES LOCAL ORD. VIOL.	\$ 500	\$ 2,100	\$ 1,000	\$ 1,000
601-361.1000	INTEREST EARNINGS				
601-369-1000	MISCELLANEOUS		\$ 1,600		
<b>TOTAL REVENUE</b>		<b>\$ 500</b>	<b>\$ 3,700</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>EXPENDITURES</b>					
601-529.4909	LAW ENF. SPECIAL MISC.	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000
601-529.5200	LAW ENF. SPECIAL EDUCATI	\$ 500	\$ -		
601-549.6300	LAW ENF. SPECIAL IMPROVEMENT			\$ -	\$ -
601-549.6400	LAW ENF. SPECIAL MACH & I	\$ 2,000	\$ -	\$ 5,500	\$ 5,500
<b>TOTAL EXPENDITURES</b>		<b>3,500</b>	<b>800</b>	<b>6,500</b>	<b>6,500</b>
<b>F/Y ENDING BALANCES</b>		<b>\$ 220</b>	<b>\$ 4,100</b>	<b>\$ 4,420</b>	<b>\$ 4,420</b>