

**Indian River County, Florida
Department of Utility Services
Board Memorandum**

Date: June 19, 2020

To: Jason E. Brown, County Administrator

From: Vincent Burke, PE, Director of Utility Services

Prepared By: John M. Boyer, PE, Utilities Engineer

Subject: Shadowbrook Subdivision Water Assessment Project – Petition, Surveying, and Engineering Design Services

Description and Conditions:

The property owners of Shadowbrook Subdivision (see Assessment Area Map, Attachment 1) have submitted a valid preliminary petition (see Attachment 2) to the Indian River County Department of Utility Services (IRCDUS) requesting that the county supply potable water to their subdivision. Staff is now seeking authorization to begin data collection (survey) and engineering design.

Analysis:

Shadowbrook Subdivision has a total of fifteen (15) benefitting lots in the assessment area. Signed petitions indicating affirmative votes were received from 12 of the benefitting lots. Additionally, two properties are bound by Temporary Service Agreements (Attachment 3) and are considered affirmative votes for a special (water) assessment. Thus, 14 of the 15 (93.3%) benefitting lots are in favor of the assessment project. The owners of the properties bound by the Temporary Service Agreements have been notified via registered mail of the project and their required participation.

The preliminary estimated project cost is \$126,000.00, which includes staff administration, right-of-way survey, engineering design by staff, permits, construction, and contingency. This is subject to change once a detailed design is complete. The only cost at this point will be to a licensed surveyor for the right-of-way survey (\$6,825.00). Carter Associates, Inc., has provided a proposal under their continuing surveying services agreement for the survey.

Funding:

Funds for this project are derived from the Assessment Fund. Assessment Fund revenues are generated from assessment fees paid by the benefitting property owners.

Description	Account Number	Amount
Shadowbrook Subdivision Water Assessment	473-169000-20529	\$126,000.00

Recommendation:

The staff of the Indian River County Department of Utility Services recommends that the Board of County Commissioners authorize the Purchasing Manager to issue a purchase order to Carter Associates, Inc., for the necessary surveying work and authorize staff to move the project to the design phase.

Attachments:

1. Assessment Area Map
2. Preliminary Petitions Requesting a Neighborhood Water Assessment Program (12)
3. Temporary Service Agreements (2)