110 NW 1st Avenue
High Springs, Florida 32643

Telephone: (386) 454-1416
Facsimile: (386) 454-2126
Web: www.highsprings.us

CITY COMMISSION WORKSHOP
AGENDA
City Hall
110 N.W. 1st Avenue

MAY 29, 2014 **5:30 PM**

CALL TO ORDER: MAYOR BYRAN WILLIAMS

INVOCATION:

PLEDGE OF ALLEGIANCE: MAYOR BYRAN WILLIAMS

ROLL CALL: JENNY L. PARHAM, CITY CLERK

1. PRESENTATION OF PROPOSED FY 14/15 BUDGETS FOR THE FOLLOWING DEPARTMENTS:

- **A) CITY ATTORNEY**
- **B) PARKS & RECREATION**
- **C) CIVIC CENTER/COMMUNITY CENTER**
- **D) CRA**
- **E) DAY CARE**
- **F) FARMER'S MARKET**
- **G) PUBLIC WORKS - CEMETERIES**

MOTION TO ADJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMMODATIONS TO PARTICIPATE IN CITY COMMISSION MEETINGS, SHOULD CONTACT THE OFFICE OF THE CITY CLERK, 110 N.W. 1ST AVENUE, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386) 454-1416.

City Attorney - Monthly Recap Sheet - FY 2014
City Attorney Fund - #001-04-01-514
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
PERSONNEL						
001-04-01-514-121-00-00	Regular Salaries	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-210-00-00	FICA	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-220-00-00	Retirement	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-230-00-00	Life & Health Insurance	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-240-00-00	Worker's Comp	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-250-00-00	Unemployment Comp	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
OPERATING EXPENSES						
001-04-01-514-310-00-00	Professional Services - City Attorney	54,000.00	27,710.76	26,289.24	48.68%	54,000.00
001-04-01-514-310-10-00	Professional Services-Code Bd Atty	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-310-20-00	Professional Services-Non Routine Legal	15,000.00	44,524.49	(29,524.49)	-196.83%	40,000.00
001-04-01-514-400-00-00	Training & Travel	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-410-00-00	Communication Service	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-411-00-00	Wireless Communications	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-460-00-00	Repair & Maintenance	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-510-00-00	Office Supplies	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-520-00-00	Operating Supplies	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-540-00-00	Subscriptions & Memberships	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	69,000.00	72,235.25	(3,235.25)	-4.69%	94,000.00
CAPITAL EXPENDITURES						
001-04-01-514-640-00-00	Furniture	0.00	0.00	0.00	#DIV/0!	0.00
001-04-01-514-642-00-00	Computers/Printers and Software	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
	Total Expenditures	69,000.00	72,235.25	(3,235.25)	-4.69%	94,000.00

City Attorney - Monthly Recap Sheet - FY 2014
City Attorney Fund - #001-04-01-514
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015

Public Works Parks & Recreation - Monthly Recap Sheet - FY 2014
General Fund #001-51-01-572
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
PERSONNEL						
001-51-01-572-121-00-00	Regular Salaries	22,072.00	2,400.00	19,672.00	89.13%	31,000.00
001-51-01-572-141-00-00	Overtime	0.00	0.00	0.00	#DIV/0!	0.00
001-51-01-572-210-00-00	FICA	1,689.00	179.24	1,509.76	89.39%	2,372.00
001-51-01-572-220-00-00	Retirement	1,534.00	166.80	1,367.20	89.13%	2,285.00
001-51-01-572-230-00-00	Life & Health Insurance	2,602.00	0.00	2,602.00	100.00%	2,602.00
001-51-01-572-240-00-00	Worker's Comp	598.00	187.56	410.44	68.64%	1,275.00
001-51-01-572-250-00-00	Unemployment Comp	523.00	53.59	469.41	89.75%	732.00
	Sub-total	29,018.00	2,987.19	26,030.81	89.71%	40,266.00
OPERATING EXPENSES						
001-51-01-572-311-00-00	Employee Exams	135.00	125.00	10.00	7.41%	395.00
001-51-01-572-340-00-00	Contractual Services	0.00	1,800.00	(1,800.00)	#DIV/0!	0.00
001-51-01-572-400-00-00	Training & Travel	2,500.00	0.00	2,500.00	100.00%	1,000.00
001-51-01-572-410-00-00	Communications Service	400.00	0.00	400.00	100.00%	0.00
001-51-01-572-411-00-00	Wireless Communications	250.00	53.43	196.57	78.63%	250.00
001-51-01-572-430-00-00	Utility Services	15,000.00	6,767.58	8,232.42	54.88%	12,000.00
001-51-01-572-440-00-00	Rental Equipment	0.00	0.00	0.00	#DIV/0!	0.00
001-51-01-572-450-00-00	Property & Liability Insurance	2,628.00	2,627.70	0.30	0.01%	2,000.00
001-51-01-572-460-00-00	Repair & Maintenance	10,000.00	5,810.25	4,189.75	41.90%	12,000.00
001-51-01-572-520-10-00	Recreation Operating Supplies	7,500.00	4,825.69	2,674.31	35.66%	14,500.00
001-51-01-572-520-20-00	Park Maintenance Operating Supplies	8,000.00	865.49	7,134.51	89.18%	8,000.00
001-51-01-572-520-30-00	Operating Supplies-Community Garde	0.00	82.45	(82.45)	#DIV/0!	0.00
001-51-01-572-521-00-00	Uniforms	7,000.00	804.50	6,195.50	88.51%	13,000.00
001-51-01-572-522-00-00	Fuel and Oil	1,500.00	30.12	1,469.88	97.99%	1,000.00
001-51-01-572-540-00-00	Subscriptions & Memberships	100.00	0.00	100.00	100.00%	100.00
	Sub-total	55,013.00	23,792.21	31,220.79	56.75%	64,245.00
CAPITAL EXPENDITURES						
001-51-01-572-641-00-00	Machinery & Equipment	0.00	0.00	0.00	#DIV/0!	0.00
001-51-01-572-700-00-00	Sports Complex Lighting	0.00	0.00	0.00	#DIV/0!	0.00
001-51-01-572-620-00-00	Bldg Improvements-P & R	0.00	0.00	0.00	#DIV/0!	0.00
001-51-01-572-630-00-00	Improvemenrts other than Bldg-P&R	0.00	0.00	0.00	#DIV/0!	0.00
001-51-01-572-731-00-00	Grant Match-FRDAP-Memorial Park	0.00	0.00	0.00	#DIV/0!	0.00

Public Works Parks & Recreation - Monthly Recap Sheet - FY 2014
General Fund #001-51-01-572
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
DEBT SERVICE						
001-51-01-572-710-00-00	Debt Service Principal Payment	28,706.00	27,564.30	1,141.70	3.98%	29,893.87
001-51-01-572-720-00-00	Debt Service Interest Payment	1,188.00	2,329.57	(1,141.57)	-96.09%	1,188.41
	Sub-total	29,894.00	29,893.87	0.13	0.00%	31,082.28
	Total Expenditures	113,925.00	56,673.27	57,251.73	50.25%	135,593.28

Civic Center/Community Center - Monthly Recap Sheet - FY 2014
General Fund #001-51-02-572
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
OPERATING EXPENSES						
001-51-02-572-310-00-00	Professional Services	7,200.00	0.00	7,200.00	100.00%	0.00
001-51-02-572-430-00-00	Utility Services	7,000.00	4,134.46	2,865.54	40.94%	6,500.00
001-51-02-572-450-00-00	Property & Liability Insurance	2,671.00	2,671.20	(0.20)	-0.01%	2,670.00
001-51-02-572-460-00-00	Repair & Maintenance	4,000.00	487.30	3,512.70	87.82%	3,500.00
001-51-02-572-520-00-00	Operating Supplies	5,000.00	90.98	4,909.02	98.18%	5,000.00
	Total Expenditures	25,871.00	7,383.94	18,487.06	71.46%	17,670.00
CAPITAL EXPENDITURES						
001-51-02-572-620-00-00	Building Improvements Civic Center	0.00	0.00	0.00	#DIV/0!	0.00
	Total Capital Expenditures	0.00	0.00	0.00	#DIV/0!	0.00
	Total Expenditures	25,871.00	7,383.94	18,487.06	71.46%	17,670.00

CRA - Monthly Recap Sheet - FY 2014
CRA Fund - #108
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
REVENUES						
Operating Revenues						
108-00-00-311-000-00-00	Ad Valorem Taxes COHS TIF	78,837.00	79,000.00	(163.00)	-0.21%	80,000.00
108-00-00-311-100-00-00	Ad Valorem County TIF	108,444.00	113,028.00	(4,584.00)	-4.23%	110,000.00
108-00-00-384-100-00-00	Loan Proceeds	0.00	0.00	0.00	#DIV/0!	0.00
108-00-00-366-100-00-00	Contributions Non-Governmental	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	187,281.00	192,028.00	(4,747.00)	-2.53%	190,000.00
Intergovernmental						
108-00-00-337-100-00-00	Grants	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
Interest Earned						
108-00-00-361-100-00-00	Interest Earnings	200.00	24.93	175.07	87.54%	50.00
	Sub-total	200.00	24.93	175.07	87.54%	50.00
Transfers In						
	Total Transfers In	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
Appropriation of Prior Year Funds						
108-00-00-382-100-00-00	Fund Carry Over	90,700.00	0.00	90,700.00	100.00%	0.00
	Sub-total	90,700.00	0.00	90,700.00	100.00%	0.00
	Total Fund Revenue	278,181.00	192,052.93	86,128.07	30.96%	190,050.00
EXPENDITURES						

CRA - Monthly Recap Sheet - FY 2014
CRA Fund - #108
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
Personnel Services						
108-38-01-552-121-00-00	Regular Salaries	0.00	360.00	(360.00)	#DIV/0!	20,000.00
108-38-01-552-141-00-00	Overtime	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-210-00-00	FICA	0.00	27.54	(27.54)	#DIV/0!	1,530.00
108-38-01-552-220-00-00	Retirement	0.00	25.02	(25.02)	#DIV/0!	1,474.00
108-38-01-552-230-00-00	Life & Health Insurance	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-240-00-00	Worker's Comp	36.00	36.28	(0.28)	-0.78%	1,948.00
108-38-01-552-250-00-00	Unemployment Comp	0.00	8.67	(8.67)	#DIV/0!	472.00
	Sub-total	36.00	457.51	(421.51)	-1170.86%	25,424.00
Operating Expenses						
108-38-01-552-310-00-00	Professional Services	8,000.00	2,625.00	5,375.00	67.19%	0.00
108-38-01-552-340-00-00	Contractual Services	400.00	0.00	400.00	100.00%	0.00
108-38-01-552-341-00-00	Contractual Services-COHS	64,000.00	64,000.00	0.00	0.00%	64,000.00
108-38-01-552-400-00-00	Training and Travel	2,000.00	0.00	2,000.00	100.00%	0.00
108-38-01-552-450-00-00	Property & Liability Insurance	4,655.00	4,655.00	0.00	0.00%	4,655.00
108-38-01-552-460-00-00	Repair and Maintenance	0.00	5,353.99	(5,353.99)	#DIV/0!	6,000.00
108-38-01-552-467-00-00	Repair and Maintenance-Bldg	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-480-00-00	Promotional Activities	0.00	383.68	(383.68)	#DIV/0!	500.00
108-38-01-552-540-00-00	Subscriptions & Dues	500.00	175.00	325.00	65.00%	500.00
108-38-01-552-540-10-00	Billboard Advertising - CRA	10,000.00	0.00	10,000.00	100.00%	0.00
108-38-01-552-540-20-00	Pamphlets - CRA	5,000.00	0.00	5,000.00	100.00%	0.00
108-38-01-552-540-30-00	Music in the Park	1,200.00	0.00	1,200.00	100.00%	1,500.00
108-38-01-552-550-00-00	Building Remodel & Repair	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-430-00-00	Utilities	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	95,755.00	77,192.67	18,562.33	19.39%	77,155.00
Capital Outlay						
108-38-01-552-630-00-00	Improvements Other Than Buildings	0.00	3,500.00	(3,500.00)	#DIV/0!	0.00
108-38-01-552-632-00-00	School Renovation	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-632-10-00	Parking Lot - FM Phase 2	17,000.00	0.00	17,000.00	100.00%	0.00
108-38-01-552-633-00-00	Downtown Parking Project	0.00	0.00	0.00	#DIV/0!	0.00

CRA - Monthly Recap Sheet - FY 2014
CRA Fund - #108
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
108-38-01-552-641-00-00	Machinery and Equipment	0.00	0.00	0.00	#DIV/0!	
	Sub-total	17,000.00	3,500.00	13,500.00	79.41%	0.00
Debt Service						
108-38-01-552-710-00-00	Loan Payment-Principal	0.00	0.00	0.00	#DIV/0!	0.00
108-38-01-552-720-00-00	Loan Payment-Interest	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
Grants						
108-38-01-552-820-00-00	Grants to Others	50,000.00	40,088.89	9,911.11	19.82%	60,000.00
	Sub-total	50,000.00	40,088.89	9,911.11	19.82%	60,000.00
Contingency						
	Contingency	45,390.00	0.00	45,390.00	100.00%	45,390.00
	Reserve for Fund Balance Carry Forward	70,000.00	0.00	70,000.00	100.00%	0.00
	Sub-total	115,390.00	0.00	115,390.00	100.00%	45,390.00
	Total Expenditures	278,181.00	121,239.07	157,363.44	56.57%	182,545.00
Revenue Over/(Under) Expenditures		0.00	70,813.86	(71,235.37)		7,505.00

Note: CRA is combined with General Fund for reporting purposes.

Day Care - Monthly Recap Sheet - FY 2014
General Fund #001-56-02-579
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
OPERATING EXPENSES						
001-56-02-579-310-00-00	Professional Services	0.00	0.00	0.00	#DIV/0!	0.00
001-56-02-579-430-00-00	Utility Services	2,500.00	1,351.09	1,148.91	45.96%	2,500.00
001-56-02-579-450-00-00	Property & Liability Insurance	1,377.00	1,377.40	(0.40)	-0.03%	0.00
001-56-02-579-460-00-00	Repair & Maintenance	1,500.00	668.00	832.00	55.47%	1,500.00
	Total Expenditures	5,377.00	3,396.49	1,980.51	36.83%	4,000.00
CAPITAL EXPENDITURES						
001-56-02-579-620-00-00	Building Imporvements Day Care	0.00	0.00	0.00	#DIV/0!	0.00
	Total Capital Expenditures	0.00	0.00	0.00	#DIV/0!	0.00
	Total Expenditures	5,377.00	3,396.49	1,980.51	36.83%	4,000.00

Farmer's Market - Monthly Recap Sheet - FY 2014
Farmer's Market Fund - #001-56-01-579
As of March 31, 2014

Acct #	Account Name	Adopted FY 2013-2014	FY 2014 Total Earned/ Spent	FY 2014 Budget $ Remaining	FY 2014 Budget % Unspent	Proposed FY 2015
OPERATING EXPENSES						
001-56-01-579-121-00-00	Regular Salaries	9,129.00	0.00	9,129.00	100.00%	9,200.00
001-56-01-579-210-00-00	FICA	698.00	0.00	698.00	100.00%	704.00
001-56-01-579-220-00-00	Retirement	634.00	0.00	634.00	100.00%	679.00
001-56-01-579-230-00-00	Life & Health Insurance	1,076.00	0.00	1,076.00	100.00%	1,076.00
001-56-01-579-240-00-00	Worker's Comp	247.00	16.81	230.19	93.19%	249.00
001-56-01-579-250-00-00	Unemployment Comp	216.00	0.00	216.00	100.00%	218.00
001-56-01-579-310-00-00	Professional Services	0.00	5,730.43	(5,730.43)	#DIV/0!	5,500.00
001-56-01-579-400-00-00	Training and Travel	0.00	0.00	0.00	#DIV/0!	0.00
001-56-01-579-480-00-00	Promotional Activities	4,000.00	0.00	4,000.00	100.00%	4,000.00
001-56-01-579-481-00-00	Advertising	2,250.00	1,131.10	1,118.90	49.73%	2,000.00
001-56-01-579-510-00-00	Office Supplies	0.00	0.00	0.00	#DIV/0!	0.00
001-56-01-579-520-00-00	Operating Supplies	2,500.00	2,080.07	419.93	16.80%	3,000.00
001-56-01-579-900-00-00	Other Current Charges	0.00	0.00	0.00	#DIV/0!	
	Sub-total	20,750.00	8,958.41	254.59	1.23%	14,967.00
CAPITAL EXPENDITURES						
001-56-01-576-641-00-00	Machinery and Equipment	0.00	0.00	0.00	#DIV/0!	0.00
	Sub-total	0.00	0.00	0.00	#DIV/0!	0.00
REVENUES						
001-00-00-362-113-00-00	Rentals - Farmers Market	18,096.00	6,867.70	11,228.30	62.05%	14,214.00
001-00-00-366-110-00-00	Fundraising/Donations	2,513.00	376.07	2,136.93	85.04%	753.00
	Sub-total	20,609.00	7,243.77	13,365.23	64.85%	14,967.00
Net of Revenues Over/(Under) Expenses		(141.00)	(1,714.64)	13,110.64	-9298.33%	0.00