110 NW 1st Avenue
High Springs, Florida 32643

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

NOVEMBER 20, 2014 **6:30 PM**

CALL TO ORDER:	MAYOR BYRAN D. WILLIAMS
INVOCATION:	PASTOR FREDDIE L. HICKMON, MIRACLE TEMPLE CHURCH
PLEDGE OF ALLEGIANCE:	MAYOR SUE WELLER
ROLL CALL:	JENNY L. PARHAM, CITY CLERK
APPROVAL OF AGENDA	
APPROVAL OF MINUTES:	AUGUST 28, SEPTEMBER 11 & 22, 2014

MAYOR WILLIAMS ADJOURNS THE 2013/2014 CITY COMMISSION.

CITY CLERK ADMINISTERS OATH OF OFFICE TO:
COMMISSIONER-ELECT JASON EVANS
COMMISSIONER-ELECT GLORIA JAMES

CITY MANAGER CALLS TO ORDER THE 2014/2015 CITY COMMISSION.

ROLL CALL OF THE 2014/2015 CITY COMMISSION.

COMMENTS FROM NEWLY ELECTED COMMISSIONER.

CITY MANAGER ACCEPT NOMINATIONS AND ELECT MAYOR.

MAYOR ASSUMES CHAIR.

ACCEPT NOMINATIONS AND ELECT VICE-MAYOR.

UNFINISHED BUSINESS

1. **CONSIDER ORDINANCE 2014-07,** AN ORDINANCE AMENDING THE ADOPTED 2013/2014 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS; PROVIDING AN EFFECTIVE DATE.

   A. MAYOR OPENS PUBLIC HEARING FOR PUBLIC INPUT.
   B. MAYOR CLOSES PUBLIC HEARING.
   C. DISCUSSION AND CONSIDERATION IN PASSING OF ORDINANCE 2014-07 ON SECOND AND FINAL READING.

2. **UPDATE ON PLANTATION OAKS TAX ABATEMENT.**

CITIZEN REQUESTS AND COMMENTS – FOR ISSUES NOT ON AGENDA (PLEASE STATE YOUR NAME FOR THE RECORD – **LIMIT COMMENTS TO 5 MINUTES)**

NEW BUSINESS

1. **CONSIDER AWARDING BID FOR ADMINISTRATIVE SERVICES OF THE FLORIDA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG) #15DB-OJ-03-11-02-N51 TO FRED FOX ENTERPRISES.**

2. **CONSIDER RENEWAL OF CONTRACT FOR ENGINEERING SERVICES WITH MITTAUER & ASSOCIATES, INC.**

3. **CONSIDER AWARDING BID TO SGS CONTRACTING SERVICES, INC. FOR THE FOUNDATION CONSTRUCTION AND PREPARATION TO INSTALL DEWATERING BOX FOR THE WASTEWATER PLANT.**

4. **AUTHORIZE THE FOLLOWING PERSONNEL** TO SIGN CHECKS AND INVESTMENT DOCUMENTS IN COMPLIANCE WITH SECTION 2-97 OF THE HIGH SPRINGS CODE OF ORDINANCES:

   MAYOR, VICE MAYOR, CITY MANAGER AND CITY CLERK

5. **CONSIDER RESOLUTION 2014 – T**, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS CHANGING THE DUE DATE FOR WATER AND WASTEWATER SERVICE BILLS AND AMENDING IN PART RESOLUTION 2011-B; PROVIDING FOR CONFLICT AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

6. **CONSIDER RESOLUTION 2014-Q,** A RESOLUTION SETTING THE MONTHLY SALARY FOR THE OFFICE OF CITY COMMISSIONER AND MAYOR; PROVIDING AN EFFECTIVE DATE.

7. **APPOINT/REAPPOINT MEMBERS** TO THE PLAN BOARD, CODE ENFORCEMENT BOARD, TREE BOARD, HOUSING NEEDS & IMPROVEMENT COMMITTEE, PARKS & RECREATION ADVISORY BOARD.

8. **CONSIDER ORDINANCE 2014-08,** AN ORDINANCE AMENDING THE CITY OF HIGH SPRINGS PERSONNEL POLICY AND PROCEDURE MANUAL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

   A. DISCUSSION AND CONSIDERATION IN PASSAGE OF ORDINANCE 2014-08 ON FIRST READING.

9. **CONSIDER THE PURCHASE OF CERTAIN SURPLUS EQUIPMENT** FROM THE CITY OF WALDO.

10. **CONSIDER APPOINTING REPRESENTATIVE** TO THE NORTH FLORIDA REGIONAL WATER SUPPLY PARTNERSHIP STAKEHOLDER ADVISORY COMMITTEE (SAC).

11. **SET DATES FOR DISPATCH AND ALCOHOL WORKSHOP.**

12. **REVIEW AND APPROVE PAYMENT TO CITY ATTORNEY.**

CITY ATTORNEY REPORT/UPDATE

CITY MANAGER REPORT/UPDATE

COMMENTS AND CONCERNS:

1. **COMMISSIONERS**
2. **MAYOR**

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.

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CITY COMMISSION MEETING
MINUTES
August 28, 2014

Mayor Williams called the meeting to order at 6:30 p.m.

Invocation by Pastor Earl Tuten, Shiloh Baptist Church

Pledge of Allegiance

Roll Call:	Mayor Byran Williams – Present Vice Mayor Sue Weller – Present Commissioner Bob Barnas – Present Commissioner Linda Gestrin – Present Commissioner Scott Jamison - Present
Staff Present:	Ed Booth, City Manager Jenny L. Parham, City Clerk Courtney Johnson, City Attorney Antoine Sheppard, Acting Police Chief

APPROVAL OF AGENDA

Motion Vice Mayor Weller to approve the agenda as written.
Second Commissioner Jamison.

Mr. Booth states that the item on tax abatement for Plantation Oaks needs to be taken off the agenda. He states that the request is to wait until the 11th of September.

Commissioner Barnas states that Dean Davis called him today before the meeting and asked for that, but he recommended that we leave it on the agenda to see if there is a consensus to even move forward with it.

Motion carried 5-0.

APPROVAL OF MINUTES FOR THE COMMISSION MEETINGS OF JUNE 12, 2014

Motion Commissioner Jamison to approve the minutes for the Commission Meeting of June 12, 2014.
Second Vice Mayor Weller.
Motion carried 4-1 with Commissioner Gestrin opposing.

PRESENTATION ON RECREATIONAL ACTIVITIES BY PARKS AND RECREATION DIRECTOR ROBERT BASFORD.

Robert Basford, Parks and Recreation Director, gave an overview of the activities for this fall and the plans to grow in the future.

BUDGET

1. **DISCUSSION ON HEALTH INSURANCE WITH JOHN WHITE, BOUCHARD INSURANCE.**

Motion Commissioner Barnas to move item #1 to the last item under the budget.
Second Vice Mayor Weller.
Motion Carried 5-0.

2. **REVIEW FOR FY 2014/2015 PROPOSED BUDGET.**

Mr. Booth gave an overview of the proposed budget. He spoke of the city funding $500.00 per month per employee for insurance. He stated that he would recommend the Plan 42, which is $484.00 per month which we can afford with the budget. He spoke of a 4% COLA. He stated that there is contingency with in the budget.

Vice Mayor Weller questioned if the recommend insurance and COLA are in this proposed budget. Mr. Booth advised it was.

Commissioner Barnas asked what millage rate this budget was presented with. Mr. Booth advised it is at the 6.15 millage.

Commissioner Barnas question the City Clerk's Office positions and the three positions listed. He stated that last year we did not have an Assistant City Clerk. Mrs. Stull explained the FY 2013/2014 budget we had an Executive Secretary and a City Clerk and 2014/2015 has a City Clerk and Assistant City Clerk. Mrs. Parham states it is the same people just a title change.

Commissioner Barnas stated he saw a sign on the door that says Assistant City Clerk; has that been done already? Mrs. Parham states she did make it effective August 1st, 2014 in order to enable her to receive further training that you can receive as an Assistant City Clerk vs. Executive Secretary, with no salary change.

Commissioner Barnas asked if there was a salary increase from October 1st, 2014 to go from Executive Secretary to Assistant City Clerk. Mrs. Stull states the only increase would be the across the board for everybody.

Commissioner Barnas states that traditionally what we have seen with changes in position is an increase. Mrs. Parham stated for clarification, she is in training with the Florida Association of City Clerks, and when she does obtain her Certified Municipal Clerk she would receive an increase.

Commissioner Barnas asks if we have made some decision that she will be the next City Clerk at some point. Mr. Booth states absolutely not. Commissioner Barnas states that it put that picture out there for some.

Mrs. Parham stated that this was done effective August 1, 2014 because there is a Florida Association of City Clerks conference in October and she had to register now. Commissioner Barnas asked if we are funding her education. Mrs. Parham advised we are and it is in Training and Travel. Commissioner Barnas states so we are funding her for the City Clerk position, possibly; rather than if a guy at the sewer plant wants to take classes at Santa Fe and wants to grow and they pay for their own education.

Mr. Booth states that we are funding some education for some of the water and sewer employees so they can get certified.

Mrs. Parham states that she will not be a Certified City Clerk she will be Certified Municipal Clerk.

Commissioner Barnas states that every interaction with Mrs. Stone on records has been excellent.

Mr. Booth states there is contingency and he is recommending the roll back rate.

Commissioner Barnas states he feels we should put it at 6.1326 mills; and is good with budget if it is at that rate.

3. DETERMINE TENTATIVE MILLAGE RATE FOR ADOPTION AT THE SEPTEMBER 11, 2014 FIRST BUDGET HEARING.

Commissioner Barnas to adopt the tentative millage rate at 6.1326.
Second Vice Mayor Weller.
Motion Carried 5-0.

DISCUSSION ON HEALTH INSURANCE WITH JOHN WHITE, BOUCHARD INSURANCE.

John White, Bouchard Insurance, stated he is here to help sort out the choice of plans and gave an overviewof the plan options.

Mr. Booth thanked Mr. White for the assistance with the PBA and answering their questions.

Commissioner Barnas asked if the employees in the new union and the city have an agreement.

Attorney Johnson stated that this is a better plan than the non-PBA union employees currently have.

Commissioner Jamison stated we are not designating the plan but we are designating a dollar amount.

Mr. White gave an overview of dental coverage, life, and long-term disability options with Standard and

the Mutual of Omaha. Mr. White explains that the Mutual of Omaha will save the employees and the city with one caveat of not having the ADD coverage. He adds that the city does already have a separate policy that covers this.

Consensus to go with Mutual of Omaha.

Mr. White gave an overview of the vision policy.

UNFINISHED BUSINESS

1. **CONSIDER ORDINANCE 2014-02, AN ORDINANCE OF THE COMMISSIONERS OF THE CITY OF HIGH SPRINGS, FLORIDA, PROVIDING FOR LOCAL IMPLEMENTATION OF BOTH YEAR-ROUND WATER CONSERVATION MEASURES AND TEMPORARY WATER SHORTAGE RESTRICTIONS; PROVIDING FOR RECOGNITION OF RELATED RULES OF THE SUWANNEE RIVER WATER MANAGEMENT DISTRICT; PROVIDING DEFINITIONS; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR CODIFICATION; REPEALING ANY INCONSISTENT PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Ordinance 2014-02 was read by title only by Attorney Johnson.

Mayor Williams opens the public hearing and ask for public input. As there was no input, Mayor Williams closed the public hearing.

Motion Commissioner Jamison to adopt Ordinance 2014-02 on second reading.
Second Vice Mayor Weller.
Roll call vote:

Mayor Williams – Yes
Vice Mayor Weller –Yes
Commissioner Barnas – Yes
Commissioner Gestrin –No
Commissioner Jamison – Yes

Motion carried 4 – 1.

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA.

Betty Shumpert spoke of the Civic Center being dirty.

NEW BUSINESS

1. **CONSIDER REQUEST FOR USE OF THE CIVIC CENTER BY OLEN BARBER.**

Mr. Barber spoke of his program of entertainment for seniors and his request to use the Civic Center for the 8 weeks while their building is being repaired. He would like to use the building on Monday nights.

Motion Vice Mayor Weller to approve the use of the Civic Center for the seniors as indicated for the dates requested from September 8th, 2014 through October 27th, 2014 with no charge. Second Commissioner Gestrin.

Motion Carried 5-0.

2. DISCUSSION ON TAX ABATEMENT FOR PLANTATION OAKS.

Mr. Booth gave an overview. Mr. Booth states that it is the will of the commission if this moves forward or not.

Commissioner Barnas was approved by the commission to move forward in the past. He states that Mr. Bates from the county states that the city needs to send a letter; but Commissioner Barnas states that he is not sure of what the contents should be.

Commissioner Barnas asks if they can have it back to the date for the old property or will it only apply to the new construction. He states he is in favor of what the letter has to state and what the commission would be willing to approve.

Vice Mayor Weller stated she did go back and research this and gave an overview of the information she obtained. She states that she would like to have something in writing from the county on what they require. She adds that for the new construction they would need to put in a new application.

Attorney Johnson gave an overview of the process.

Motion Vice Mayor Weller to direct the City Attorney's Office to get with the county and to bring back something in writing from the county explaining what it is they are looking for or need in order for us to move forward on this if we desire to move forward on this. Second Commissioner Gestrin.

Commissioner Jamison stated the application did not meet the criteria and we voted it through anyway.

Thomas DePeter spoke of the meaning of Tax Abatement and our Ordinance.

Mike Kearney asked what kind of tax abatement was offered and why was this not offered to other businesses that came to town.

Motion Carried 5-0.

3. DISCUSSION ON REQUESTING ALACHUA COUNTY TO HOUSE RESCUE UNIT AT HIGH SPRINGS FIRE DEPARTMENT.

Vice Mayor Weller stated that we have the room within our Fire Department to house a Rescue (ALS) Unit. She states she would like to identify someone from the commission, preferably the Mayor, to go before the County Commission to encourage them to find the money to put that in the budget.

Motion Vice Mayor Weller to have the Mayor appear before the County Commission to encourage them to approve an ALS unit to be stationed at the High Springs Fire Department.

Second Commissioner Jamison.

Mayor Williams states that he would like for the City Manager and Fire Chief to also go with him.

Motion carried 5-0.

4. CONSIDER AWARDING BID FOR PROPERTY AND LIABILITY INSURANCE FOR FISCAL YEAR 2014/2015.

Mr. Booth gave an overview of the two bids for Property and Liability Insurance. Mr. Booth states that staff recommendation would be for the Florida League of Cities as it is the lowest bid.

Paul Dawson, Public Risk Insurance Agency a Brown and Brown Company, gave an overview of their bid and differences in their bid versus the other bid.

Tom Connelly, Florida League of Cities, gave an overview of their bid.

Commissioner Barnas states he would be in support of staying with who we have now so we are not blindsided.

Vice Mayor Weller states she is comfortable going with the Florida League of Cities. She adds that we have been doing better.

Commissioner Gestrin asks when the increase in lawsuits occurred. Mr. Dawson stated about five years ago. Commissioner Gestrin states that was about the time of the change in governance. She adds that she thinks that we are still working on the ins and outs. She states that we need to look at the cause and effect; she thinks there is a parallel.

Motion Vice Mayor Weller to award the Bid for Property and Liability Insurance for Fiscal Year 2014/2015 to the Florida League of Cities.
Second Commissioner Jamison.

Commissioner Jamison questioned if this is standard for all cities. Mr. Connelly states that it is a standard policy.

Attorney Johnson states she is not prepared to give an opinion on this tonight.

Mike Kearney states it would be based on where we think we are going to be.

Commissioner Gestrin states that it bothers her that we are making this decision tonight and the attorney's office has not had time to look at everything. She asked why this was not given to them ahead of time.

Motion carried 3-2 with Commissioner Gestrin and Commissioner Barnas opposing.

5. CONSIDER APPROVAL OF THE FY 2013 FEDERALLY-FUNDED SUBGRANT AGREEMENT WITH THE FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY AND AUTHORIZE THE MAYOR TO EXECUTIVE AGREEMENT.

Mr. Booth states this is a requirement for the water grant.

Vice Mayor Weller asks if we are comfortable with the time constraint of two years to complete this project. Mr. Booth advises that we are. Vice Mayor Weller asked who is responsive for keeping up with the records requirements of this agreement. Mr. Booth advise that Fox Enterprises. Mr. Booth advises that Mr. Fox is the administrator of the grant.

Vice Mayor Weller asks if anyone has been sent to training on this. Mr. Booth advises that Fox goes to all the training.

Motion Commission Jamison to approve FY 2013 Federally Funded Subgrant Agreement with the Florida Department of Economic Opportunity and authorize the mayor to execute the agreement.

Motion Carries 4-1 with Commissioner Gestrin opposing.

6. CONSIDER ORDINANCE 2014-03, AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, PERTAINING TO PROPERTY MAINTENANCE AND NEIGHBORHOOD PRESERVATION IN CHAPTER 18 OF THE HIGH SPRINGS CITY CODE BY ADDING SECTION 18-2 REGARDING REGISTRATION OF REAL PROPERTY MORTGAGES IN DEFAULT OR FORECLOSURE; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Ordinance 2014-03 was read by title only by Attorney Johnson.

Vice Mayor Weller passed out an article in the paper today on the City of Newberry regarding this same issue.

Commissioner Gestrin questioned the number of homes we have in foreclosure. Mr. Booth advised that in the Southeast section of town there is approximately 45.

Motion Commissioner Jamison to adopt Ordinance 2014-03 on first reading.
Second Vice Mayor Weller.
Roll call vote:

Vice Mayor Weller – Yes
Commissioner Barnas – Yes
Commissioner Gestrin – Yes
Commissioner Jamison – Yes
Mayor Williams – Yes

Motion Carries 5-0.

7. DISCUSS AND CONSIDER OPTIONS FOR TRAFFIC CONTROL AT THE DOWNTOWN INTERSECTION DURING RUSH HOUR AND EVENING.

Commissioner Barnas spoke of the traffic downtown being spuratic and the safety issues with people trying to go around the light. He stated that a solution to the issue maybe a left turn traffic signal. He stated while working on the Handicap parking we should find out if a study can be done.

8. DISCUSS SETTING WORKSHOP TO IT NEEDS AND COMMUNICATING WITH CITIZENS.

Mayor Williams spoke of the need to look into our needs in regards to IT and communicating with citizens. He states that he would like to set up a workshop.

Vice Mayor Weller stated that at the FLC Conference a lot of it was on IT, in which some could be easily done. She states this is something we need to explore.

Commissioner Barnas states he has brought this up several times. He states that getting information out quickly and accurately will be just as important as having the avenues to get the information out.

Consensus to set up a workshop.

CITY ATTORNEY REPORT/UPDATE

Attorney Johnson states they are hoping to have a public records policy to the commission soon; so they can have a training session for the commission, staff and anyone from the public that would like to attend.

Attorney Johnson stated she did attend the Pritchard hearing, and the Federal Judge allowed him more time to find an attorney; they are tentatively scheduling an evidentiary hearing

Attorney Johnson states at the next meeting we will have a presentation on the Developer's Agreements and we have invited the developer's representatives to come.

Attorney Johnson advises that they had PBA negotiations this morning and would like to have an executive session with the commission on September 11, 2014 at 5:30 p.m.

CITY MANAGER REPORT/UPDATE

Mr. Booth stated that he would like to change the method in which we do code enforcement. He stated he would like to move it under the police department. He states there is a portion that is not being done that he would like to initiate on the condemnation process.

Vice Mayor Weller asked about moving the code enforcement over to police, does that mean the police officers would be doing code enforcement instead of the current code enforcement officer. Mr. Booth says yes.

Commissioner Gestrin spoke of the past and the fire department handling code enforcement.

Mr. Booth advises the Ethics Law now requires a four hour class, which goes into effect January 1, 2015, and you have to certify the four hour class you have taken on the financial disclosure form.

COMMENTS AND CONCERNS:

1. COMMISSIONERS

Commissioner Jamison- none.

Commissioner Gestrin states she would like the city attorney to go back and look at the tax abatement and the whole process. Attorney Johnson states that they will get a copy of the whole application and make sure they have an understanding.

Commissioner Gestrin stated we had a discussion on housing a rescue unit at the fire department a year ago. She spoke of her concern of transferring services to the county.

Commissioner Gestrin stated that it was brought to her attention this week that with the closing of NW 13th Street the Peacock family was not notified.

Commissioner Gestrin spoke of her concern with the Land Development Code and Comp Plan.

Commissioner Gestrin stated that it was brought to her attention that there was a grinder pump in phase one hard wired into the meter and not to the box and that it caused a problem. Mr. Booth stated that this has to do with the Priest Theater, and we used certified electricians. He added that we are looking into this.

Commissioner Barnas questioned using the museum for Halloween being a done deal. Mr. Booth stated they had rented the rooms. He adds that they have a million dollar insurance policy and the Parks and Recreation Coordinator is overlooking this. He stated that we did not do any kind of agreement. Commissioner Barnas asked if there was a rental form done and approved. Mr. Booth states that they reserved the room downstairs. Commissioner Barnas states his concerns are with fire hazards and if inspections need to be done. Commissioner Barnas states that as of today, on Facebook, they say they are over there.

Commissioner Barnas states that in Weston Oaks there is a builder named Duration Builders and if he is involved this place will grow out.

Commissioner Barnas states he has had seven complaints in regards to code enforcement. He states he has pulled the code enforcement issues for the last thirty days and most of them are about trash. He states that our website still says that white appliances will be picked up the first and third Friday of each month. He states that the citizens believe that it will just be picked up and they do not have to notify of the need for a pick up. He adds that we were supposed to get a letter sent out on how to deal with this. He states that we need to fix the website and get a letter out to everyone or stop writing these violations.

Commissioner Barnas states that Municode is available online with our codes. He spoke of the errors with our violation letters.

Vice Mayor Weller stated that there is going to be an Alachua League of Cities candidate forum on September 15, 2014 from 6:00 p.m. to 8:30 p.m. in Archer. The League has asked that we post the information.

Vice Mayor Weller stated that the two workshops that are scheduled she will be unable to attend.

MAYOR

Mayor Williams states we will be celebrating Government Week October 19th through the 25th, would like us to let citizens know what is going on in our city government. He states he would like to have a mock commission meeting for the school so the kids could see how government works.

Mayor Williams states that he has been invited to a special meeting on September 4, 2014 at 10:30 a.m. at Santa Fe Community College where there will be a special announcement to the community that will have national importance.

Motion Vice Mayor Weller to adjourn.
Mayor adjourned the meeting at 9:23 p.m.

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CITY COMMISSION MEETING
MINUTES
September 11, 2014

Mayor Williams called the meeting to order at 6:30 p.m.

Invocation by

Pledge of Allegiance

Roll Call:	Mayor Byran Williams – Present Vice Mayor Sue Weller – Present Commissioner Bob Barnas – Absent Commissioner Linda Gestrin – Absent Commissioner Scott Jamison - Present
Staff Present:	Ed Booth, City Manager Jenny L. Parham, City Clerk Courtney Johnson, City Attorney Antoine Sheppard, Acting Police Chief Bruce Gillingham, Fire Chief David Benton, PW Superintendent Jennifer Stull, Finance Director

APPROVAL OF AGENDA

Motion Vice Mayor Weller to approve the agenda as presented.
Second Commissioner Jamison

Mayor Williams stated that John Martin, candidate for County Commissioner, cannot be here tonight.

Motion carried 3 – 0.

APPROVAL OF MINUTES FOR THE COMMISSION MEETINGS OF JUNE 26, 2014

Motion Vice Mayor Weller to approve the minutes of June 26, 2014.
Second Commissioner Jamison.
Motion carried 3 – 0.

PROCLAMATION RECOGNIZING THE WEEK OF SEPTEMBER 17 – 23, 2014 AS "CONSTITUTION WEEK".

Linda Williams and Annette Jones, Daughters of the American Revolution, spoke regarding the Constitution.

Attorney Walker read the proclamation recognizing Constitution Week.

Motion Vice Mayor Weller to adopt the proclamation recognizing the week of September 17- 23, 2014 as "Constitution Week".
Second Commissioner Jamison.
Motion carried 3 – 0.

Mayor Williams presented the proclamation.

JOHN MARTIN, CANDIDATE FOR ALACHUA COUNTY COMMISSION DISTRICT #1.

Candidate Martin was not in attendance.

PRESENTATION OF TRAUMA KITS BY NEW CENTURY WOMEN'S CLUB.

Members of the New Century Women's Club presented trauma kits for each police car to Police Chief Sheppard and Sergeant Dustyn Shenk along with a certificate of appreciation for their work.

Chief Sheppard explained the use of trauma kits and presented a certificate of appreciation to the Women's Club.

BUDGET

1. **CONSIDER RESOLUTION 2014 – M, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; DETERMINING THE AMOUNT OF AND FIXING THE TENTATIVE RATE OF AD VALOREM TAXATION FOR FISCAL YEAR 2014/2015; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

Attorney Walker read Resolution 2014-M in its entirety setting the tentative millage rate.

Motion Vice Mayor Weller to adopt Resolution 2014-M as read into the record reducing the millage rate of 6.1500 to 6.1326.
Second Commissioner Jamison.

Mayor Williams read a statement from Commissioner Barnas.

Roll call vote:

Mayor Williams – yes
Vice Mayor Weller – yes
Commissioner Jamison – yes

Motion carried 3 – 0.

2. CONSIDER ORDINANCE 2014-04, AN ORDINANCE ADOPTING THE 2014/2015 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING AN EFFECTIVE DATE.

Attorney Walker read Ordinance 2014-04 by title only.

General review of amendments discussed at the August 28th meeting.

Jeri Langman, spoke concerning the need for a contingency for the insurance deductible. Finance Director to bring back information on this matter.

Motion Commissioner Jamison to adopt Ordinance 2014-04 on first reading.
Second Vice Mayor Weller
Roll call vote:

Vice Mayor Weller – yes
Commissioner Jamison – yes
Mayor Williams – yes

Motion carried 3 – 0.

Vice Mayor Weller expressed appreciation to staff and manager for the work and presentation of the budget.

CITIZEN REQUESTS AND COMMENTS

Rick Testa expressed appreciation for the good work the Commission has done. Also spoke concerning problems with the construction of the chip seal on his road. Presented a copy of the correct steps for putting down chip seal.

Mr. Booth stated he spoke to the county regarding this process and he was advised the next project would be supervised by Mr. Strickland.

NEW BUSINESS

1. REVIEW AND CONSIDER APPROVAL OF PROPOSAL FROM SPRINGBROOK SOFTWARE FOR UPGRADES AND THE ADDITION OF HUMAN RESOURCE MODULE TO CITY SOFTWARE.

Finance Director Stull presented and outlined the proposal from Springbrook Software for upgrades and the addition of the HR module.

Motion Commissioner Jamison to approve a contract with Springbrook Software for upgrades and additions.
Second Vice Mayor Weller.
Motion carried 3 – 0.

2. CONSIDER NOMINATING A CITIZEN FOR CONSIDERATION BY THE ALACHUA LEAGUE OF CITIES FOR PLACEMENT ON THE ALACHUA COUNTY TRANSPORTATION COMMITTEE.

Vice Mayor Weller explained the Alachua County Surtax will be a referendum this November and part of that referendum there will be a committee that will oversee this. She states that the Alachua League of Cities is looking for nominations for this committee. They have asked each city to bring nominations forward and they will pick two from the nominations to be on the committee if this referendum passes.

Motion Vice Mayor Weller to nominate Jeri Langman to be nominated to serve on the committee. Second Commissioner Jamison.

Motion carried 3 – 0.

3. REVIEW AND CONSIDER APPROVAL OF CONTRACT WITH CITY ATTORNEY'S OFFICE.

Attorney Walker presented a proposed contract for legal services.

Vice Mayor Weller spoke concerning routine and non-routine charges. States she is not ready to vote without further review.

Attorney Walker outlined work and cases done. States he doesn't see the city in the same kind of environment; he adds that the city has gained a lot more civility. He states some out of ordinary items this year was the PBA negotiations, which theoretically we will not have next year. He states another problematic issue is the issue with Northend, Capital City, and High Springs Hills. They are currently working towards a resolution. He states that he thinks that we are becoming more stable in our employment situation. He adds that the more stable you become the less likely to have litigation on those things. He states that the hope is to deal with just the monthly retainer.

Vice Mayor Weller questions if the 10 hours is inclusive of all attorneys or 10 hours per attorney. Attorney Walker states it is an accumulative effect. Vice Mayor Weller requested a list of outstanding items they are working on.

Commissioner Jamison states it is a lot of money, but understands that if we do not have qualified attorneys the cost could be substantially more. States he is in favor of renewing the contract.

Consensus to discuss at the next meeting.

4. REVIEW AND CONSIDER APPROVAL OF ROTARY CLUB LEASE FOR THE CITY OWNED BUILDING LOCATED AT 605 NW 4TH STREET.

Attorney Walker states this is a much clearer agreement, tenants provides insurance, pay utilities, no alterations without consent, has termination clause, and a no sub-lease clause.

Vice Mayor Weller questioned how the utilities are billed to the two parties. Mr. Booth stated the electric has two meters and the water only has one. He states that what has been proposed for the water is that the parties split the water bill and maintaining grass.

Jason Evans, Rotary Club, stated, in regards to the sublease clause, that the Rotary Club does not actually meet there but is the sponsoring club for the Cub Scouts and Boy Scouts; and wants to make sure this clause does not restrict this in any way.

Suzie Clark, President of the Garden Club, states they will give the proof of insurance beforehand.

Mayor Williams asks if it requires two separate insurance certificates. Attorney Walker says yes, but they can do a joint policy that they issue to the city, if they so choose.

Commissioner Jamison stated he would feel better with separate policies.

Mr. Evans states the Rotary Club has their own insurance and will bring back details.

Motion Vice Mayor Weller to table until the next meeting to allow the individual parties time for review.
Second Commissioner Jamison.
Motion carried 3 – 0.

5. REVIEW AND CONSIDER APPROVAL OF FISCAL YEAR 2015 AGREEMENT WITH NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL FOR COMPREHENSIVE PLANNING SERVICES.

Mr. Booth presented the proposed agreement with NCFRPC. Explained some of the changes needed for the comprehensive plan and land development code.

Motion Vice Mayor Weller to approve the agreement for FY 14/15 with NCFRPC in the amount of $10,000.00.
Second Commissioner Jamison.

Attorney Johnson states she would like to add a section concerning public records prior to approval.

Vice Mayor Weller amended motion to add the provision for public records availability.
Commissioner Jamison amended second.

Motion carried 3 – 0.

6. SCHEDULE WORKSHOP TO DISCUSS HIGH SPRINGS POLICE DISPATCH.

Mr. Booth explained we had to make changes on workshops; he states that he does not yet have all the information. He states he does not have the information on the changing of the street names.

Workshop tentatively scheduled for October 16th at 6:30 p.m.

CITY ATTORNEY REPORT/UPDATE

A. UPDATE ON DEVELOPER'S AGREEMENTS

Attorney Walker states we already discussed this in a previous agenda item.

B. UPDATE ON CAFETERIA PLAN.

Attorney Walker states that Attorney Johnson has information that we already have a cafeteria plan and we are waiting for the insurance company to provide a copy of the plan.

Mrs. Parham states that we passed a resolution on the cafeteria plan through AFLAC and she had presented this to the previous Finance Director to give to the auditors. Attorney Johnson stated that she thinks that the auditors had a copy of the resolution but that they wanted to see that we had a copy of the plan.

C. UPDATE ON COMMENDATION PROCESS.

Attorney Walker spoke of the general provisions of the commendation process.

D. UPDATE ON REDUCED UTILITY RATES FOR NON-PROFIT ORGANIZATIONS.

Attorney Walker states that the information that they received from the Florida Municipal Power Association that there could be problems with uniform rate structure. Their advice was to stay away from this.

Attorney Johnson stated they drafted a public record policy and they are working on a social media policy.

CITY MANAGER REPORT/UPDATE

Mr. Booth reported he is drafting a letter to those residents not receiving solid waste collection. Met with WCA, once the letter is sent WCA will deliver containers to these individuals along with outlined information on solid waste collection. Need to sign agreement with tax collector to place charges on tax roll.

Mr. Booth reported changes needed with road not being in right-of-way, will put back in correct place when we chip seal, this will have an additional intersection with stop signs and we will notify of the change in traffic pattern and place cones and lights out. He adds that NW 222 being completed currently.

COMMENTS AND CONCERNS:

1. COMMISSIONERS

Commissioner Jamison states he hopes the Gators play better Saturday.

Vice Mayor Weller

1. Spoke of a senate bill on storm water; advised there would be a stakeholder meeting in Live Oak, would like the city manager to attend.
2. Advises of the September 15th Alachua League of Cities, candidate forum in Archer.
3. Florida City Government Week is October 19 -25, 2014.
4. States that she will place on the next agenda street closing procedures, this came up with the Peacocks, she would like to look at our legislation on notice requirements to see if we need to change. Mr. Booth states there are problems with an old house being on the road.

2. MAYOR

Would like to meet with the principal of the school regarding government week and having a meeting so the students can see how government works.

Asked for an update on confusion with Douglas and 1st and responding to emergencies. Attorney Johnson stated, with MLK, we have to provide individual notification to everyone along those streets. She adds that Ms. Travers has compiled a list and we have to get notice out before it comes back to the commission.

He asked about a citizen's address change from Washington to Railroad and if this will be a confusion for 911. Mr. Booth to look into this.

Stated there are street signs in town that you cannot even read and we need to look into this.

Motion Vice Mayor Weller to adjourn.
Second Commissioner Jamison.
Mayor Williams adjourned the meeting at 8:09 p.m.

CITY COMMISSION BUDGET MEETING
MINUTES
September 22, 2014

Mayor Williams called the meeting to order at 6:33 p.m.

Invocation by Mayor Williams.

Pledge of Allegiance.

Roll Call:	Mayor Byran Williams – Present Vice Mayor Sue Weller – Present Commissioner Bob Barnas – Present Commissioner Linda Gestrin – Present Commissioner Scott Jamison - Present
Staff Present:	Ed Booth, City Manager Jenny L. Parham, City Clerk Jennifer Stull, Finance Director Bruce Gillingham, Fire Chief David Benton, Public Works Supt.

APPROVAL OF AGENDA

Motion Vice Mayor Weller to approve the agenda.
Second Commissioner Jamison.
Motion carried 5 – 0.

BUDGET

1. **CONSIDER RESOLUTION 2014 – O, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; DETERMINING THE AMOUNT OF AND FIXING THE FINAL RATE OF AD VALOREM TAXATION FOR FISCAL YEAR 2014/2015; AND PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.**

Resolution 2014-O was read by title only by the City Clerk.

Motion Vice Mayor Weller to adopt Resolution 2014-O.
Second Commissioner Jamison.

Roll call vote:
Mayor Williams – Yes
Vice Mayor Weller – Yes
Commissioner Barnas – Yes

Commissioner Gestrin – Yes
Commissioner Jamison – Yes

Motion carried 5 - 0.

2. CONSIDER ORDINANCE 2014-04. AN ORDINANCE ADOPTING THE 2014/2015 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING AN EFFECTIVE DATE.

Ordinance 2014-04 was read by title only by the City Clerk.

Mayor Williams opens the public hearing as there was no public input, closed the public hearing.

Commissioner Gestrin states she wants to support the budget but expressed concerns with revenues and is uncomfortable with it.

Vice Mayor Weller questioned if this was the same budget as presented at the first budget hearing. Mr. Booth states it is the same budget. Vice Mayor Weller states she is happy with budget and feels it is a step in the right direction.

Mr. Booth expressed concern with city attorney being over budget.

Commissioner Barnas supports approving budget but clarified that the 4% raise was across the board for all employees effective October 1st. Outlined several areas of concern such as public works needing an additional employee, police department needing a lieutenant position.

Motion Commissioner Jamison to adopt Ordinance 2014-04 on second and final reading.
Second Vice Mayor Weller.

Roll call vote:

Vice Mayor Weller – Yes
Commissioner Barnas – Yes
Commissioner Gestrin – No
Commissioner Jamison – Yes
Mayor Williams – Yes

Motion carried 4 – 1.

Mayor Williams adjourned the meeting 6:48 pm.

ORDINANCE 2014-07

AN ORDINANCE AMENDING THE ADOPTED 2013/2014 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS; PROVIDING AN EFFECTIVE DATE

WHEREAS, the High Springs City Commission shall, under the authority of Section 166.241(2), Florida Statutes, and Section 5.04 of the Charter of the City of High Springs, adopt an annual budget for the City of High Springs; and

WHEREAS, Section 166.241(4), Florida Statutes, authorizes the City Commission to amend its fiscal year budget up to 60 days following the end of the fiscal year; and

WHEREAS, a proposed balanced budget was presented, received, discussed, and amended in advertised public meetings; and

WHEREAS, the City Commission has determined the level of taxation for Fiscal Year 2013/2014 and the necessary expenditures for Fiscal Year 2013/2014; and

WHEREAS, the City Commission passed a balanced budget on September 23, 2013 to be effective October 1, 2013; and

WHEREAS, the City Commission has determined that such budget shall be amended as needed.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS:

Section 1. The Budget for the City of High Springs, Florida, for the Fiscal Year October 1, 2013 through September 30, 2014, as attached hereto and incorporated herein, is hereby amended as reflected in the attached amended FY 13/14 budget.

Section 2. This ordinance shall take effect immediately upon passage.

First reading: October 23, 2014.
Second reading: November 20, 2014.
Date of Publication: October 23, 2014.

CITY OF HIGH SPRINGS, FLORIDA

ATTEST:

_____
Mayor

_____
Jenny L. Parham, City Clerk

(Municipal Seal)

City of High Springs
Revised FY 2013-14 Budget
Summary of Funds

	Revenues	Expenditures
General Fund	**3,732,210**	**3,732,209**
Enterprise Funds		
Water	661,414	661,415
Sewer	1,358,175	1,054,998
Solid Waste	693,046	693,046
Total Enterprise Funds	**2,712,635**	2,409,459
Special Revenue Funds		
Cemetery Reserve	25,938	25,938
Fire Control	849,840	849,654
Impact Fee	83,511	220,702
Total Special Revenue Funds	**959,289**	1,096,294
TOTAL	7,404,134	7,237,962

High Springs Community Redevelopment Agency
Revised FY 2013-14 Budget

Total Redevelopment Agency	192,083	146,411
Total City and Component Unit	7,596,217	7,384,373

CITY OF HIGH SPRINGS

OVERVIEW OF REVENUES AND EXPENDITURES

Revised FY 2013-14 Budget

	Adopted Budget FY 2013-14	Actuals FY 2013-2014	Revised Budget FY 2013-2014
General Fund Revenue	**3,667,113**	**3,732,207**	**3,732,210**
General Fund Expenditures			
City Commission	125,191	138,014	138,014
City Manager	144,346	112,296	112,295
Finance	167,313	148,045	148,045
City Clerk	148,583	143,005	143,005
City Attorney	69,000	160,365	160,365
Planning, Development & Codes	149,631	170,039	170,038
Licensing & Billing	116,408	110,302	110,302
PW - Parks & Recreation	113,925	108,455	108,458
PW - P&R - Civic Center	25,871	15,632	15,632
PW - P&R - Daycare	5,377	6,195	6,195
Farmers Market	20,750	25,429	25,429
Police - Operations	911,329	950,593	950,595
Police - Communications	299,672	276,822	276,823
Public Works - Facilities	94,455	84,718	84,718
Public Works - Cemetery	41,760	45,202	45,201
Public Works - Roads & Streets	790,185	587,953	587,952
Transfer to Fire Control Fund	359,260	478,755	478,755
Transfer to C. R. A. - TIF	78,837	79,000	79,000
General Fund Contingency	5,220	91,387	91,387
Reserve for Fund Balance Rollforward	0	0	0
Total Expenditures	3,667,113	3,732,208	3,732,209
Revenues Less Expenditures	(0)	(0)	1

CITY OF HIGH SPRINGS

REVENUES	Adopted FY 2013-2014	Actuals FY 2013-2014	Revised FY 2013-2014	Budget Variance
TAXES				
Ad Valorem	1,253,969	1,180,526	1,180,526	0
Ad Valorem - Delinquent	59,733	102,283	102,283	0
Utility Tax - Electric	239,091	311,669	311,669	(1)
Utility Tax - Gas	14,015	15,480	15,480	(0)
Local Option Diesel/Gas Tax	239,038	242,711	242,711	(0)
Local Gov't Half-Cent Sales Tax	287,347	291,026	291,026	(0)
Telecommunications Svc Tax	150,083	122,715	122,715	(0)
TOTAL TAXES	**2,243,275**	***2,266,408***	***2,266,410***	***(2)***
LICENSES AND PERMITS				
City Occupational Licenses - Current	23,238	17,325	17,325	(0)
Building Permits	150,000	138,500	138,500	0
Conditional Use Permit Fees	1,733	3,470	3,470	0
TOTAL LICENSES AND PERMITS	**174,971**	***159,295***	***159,295***	***(0)***
INTERGOVERNMENTAL				
State Revenue Sharing	151,759	146,798	146,798	(0)
Mobile Home Licenses	1,858	1,843	1,843	(0)
Alcoholic Beverage Licenses	3,442	4,845	4,845	0
CRA - Admin/Maintenance	64,000	64,000	64,000	0
FDOT - Signaling Maintenance	6,491	5,014	5,014	(0)
FDOT - Street Light Maintenance	17,658	16,031	16,031	(0)
Tag Agency Commissions	63,388	65,973	65,973	(0)
Filing Fee-City Election	0	180	180	0
Federal Grants	0	5,956	5,956	0
TOTAL INTERGOVERNMENTAL	**308,597**	***310,639***	***310,640***	***(1)***
FRANCHISE FEES				
Electric	278,630	366,362	366,362	(0)
TOTAL FRANCHISE FEES	**278,630**	***366,362***	***366,362***	***(0)***
CHARGES FOR SERVICES				
Zoning Fees	12,000	2,120	2,120	0
Copying and Research	2,000	2,872	2,872	0
Police Services	500	7,067	7,067	0
Police Fingerprinting	500	410	410	0
Soccer Fees	4,200	14,010	14,010	0
Flag Football Fees	0	55	55	0
Softball Fees	800	0	0	0
Volley Ball Fees	0	3,300	3,300	0
General Income Sports	0	700	700	0
Sponsor Fees	550	1,250	1,250	0
Basketball Fees	1,155	1,320	1,320	0
TOTAL CHARGES FOR SERVICES	**21,705**	***33,104***	***33,104***	***0***

CITY OF HIGH SPRINGS

REVENUES	Adopted FY 2013-2014	Actuals FY 2013-2014	Revised FY 2013-2014	Budget Variance
FINES AND FORFEITURES				
Police Reports & Services	0	217	217	(0)
Court Fines and Forfeitures	11,995	16,093	16,093	(0)
Municipal Ordinance Fines	261	280	280	0
Code Enforcement Fines	0	4,436	4,436	0
Second Dollar Training - Police Dept	1,489	1,586	1,586	0
TOTAL FINES AND FORFEITURES	**13,746**	***22,612***	***22,612***	***(0)***
RENTALS				
Rentals - Civic Center	6,360	5,045	5,045	0
Rentals - Post Office	5,333	6,000	6,000	0
Rentals - Day Care	2,040	1,870	1,870	0
Rentals - Farmers Market	18,096	14,537	14,537	0
TOTAL RENTALS	**31,829**	***27,452***	***27,452***	***0***
INTEREST EARNED				
Interest Earned-Bank Accounts	1,580	1,805	1,805	(0)
Interest on Ad Valorem Taxes	5,000	5,620	5,620	0
TOTAL INTEREST EARNED	**6,580**	***7,425***	***7,425***	***0***
MISCELLANEOUS				
Sale of Fixed Assets	5,000	0	0	0
Sale of Scrap	0	0	0	0
Farmers' Market Donations/Fundraising	2,513	2,146	2,146	0
Community Garden	1,173	155	155	0
Insurance Recovery	0	9,392	9,392	0
Other - Motor Fuel Tax Refunds	2,477	3,649	3,649	(0)
Other - Miscellaneous Revenue	2,500	6,191	6,191	(0)
TOTAL MISCELLANEOUS	**13,664**	***21,533***	***21,533***	***0***
SUB TOTAL PRIOR TO TRANSFERS	***3,092,998***	***3,214,831***	***3,214,833***	***(2)***
TRANSFERS IN				
From Solid Waste Fund	206,132	205,124	205,124	0
From Sewer Fund	0	0	0	0
From Water Fund	118,601	256,978	256,978	0
From Fire Control Fund	46,192	34,644	34,644	0
From Cemetery Trust Fund	3,190	20,631	20,631	(1)
TOTAL TRANSFERS	**374,115**	***517,377***	***517,377***	***(1)***
APPROP FUND BALANCE-Restricted	**200,000**	**0**	**0**	**0**
TOTAL ALL GF REVENUES	***3,667,113***	***3,732,207***	***3,732,210***	***(3)***

CITY COMMISSION

STAFFING	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Mayor	S	1.00	1.00
Vice Mayor	S	1.00	1.00
Commissioner	S	3.00	3.00
TOTAL		5.00	5.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-01-01-511-121-00-00	Regular Salaries-City Commission	30,600	30,600	30600	0
001-01-01-511-210-00-00	FICA-City Commission	2,341	2,341	2341	(0)
001-01-01-511-240-00-00	Worker's Comp-City Commission	52	90	90	(0)
001-01-01-511-250-00-00	Unemployment Comp-City Comm	0	0	0	0
	Total Personnel Service Costs	**32,993**	33,031	33,031	(0)

CITY COMMISSION

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-01-01-511-400-00-00	Training & Travel-City Commiss	4,000	5,547	5,547	0
001-01-01-511-451-00-00	Insurance Public Officials-CC	83,498	91,916	91,916	0
001-01-01-511-510-00-00	Office Supplies-City Commissio	1,500	1,264	1,264	0
001-01-01-511-520-00-00	Operating Supplies-City Commis	1,000	4,983	4,983	0
001-01-01-511-540-00-00	Dues, Subs, Membership-City C	2,200	1,273	1,273	(0)
001-01-01-511-820-00-00	Chamber Grant-City Commission	0	0	0	0
001-01-01-511-900-00-00	Other Expenses-City Commission	0	0	0	0
001-01-01-511-901-00-00	Youth Council Expense-City Com	0	0	0	0
001-01-01-511-902-00-00	Employee Recognition-City Comm	0	0	0	0
001-01-01-511-903-00-00	Alachua League of Cities Expen	0	0	0	0
	Total Operating Costs	92,198	104,984	104,983	1
	CAPITAL OUTLAY	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	125,191	138,014	138,014	1

CITY MANAGER

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
City Manager	S	1.00	1.00
Administrative Assistant	H	0.50	0.50
Executive Secretary	H	0.00	0.00
TOTAL		1.50	1.50

S=Salarted H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-02-01-512-121-00-00	Regular Salaries-City Manager	80,190	77,250	77,250	0
001-02-01-512-141-00-00	Overtime-City Manager	400	34	34	(0)
001-02-01-512-210-00-00	FICA-City Manager	6,165	6,084	6,084	(0)
001-02-01-512-220-00-00	Retirement-City Manager	13,553	8,707	8,707	(0)
001-02-01-512-230-00-00	Life & Health Ins-City Manager	3,816	708	708	0
001-02-01-512-240-00-00	Workers Comp-City Manager	233	240	240	0
001-02-01-512-250-00-00	Unemployment-City Manager	1,602	1,492	1,492	(0)
	Total Personnel Service Costs	**105,959**	94,515	94,515	(0)

CITY MANAGER

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-02-01-512-310-00-00	Professional Services-City Mgr	0	5,629	5,629	0
001-02-01-512-400-00-00	Training & Travel-City Manager	1,000	2,938	2,938	0
001-02-01-512-401-00-00	Auto Allowance-City Manager	0	2,163	2,163	0
001-02-01-512-402-00-00	Employee Meetings-City Manager	0	0	0	0
001-02-01-512-410-00-00	Communications Svcs-City Mgr	750	803	803	0
001-02-01-512-411-00-00	Wireless Communications - City Mgr	50	8	8	(0)
001-02-01-512-440-00-00	Copier Lease-City Manager	1,800	1,768	1,768	0
001-02-01-512-460-00-00	Repairs & Maintenance-City Mgr	500	2,394	2,394	(0)
001-02-01-512-510-00-00	Office Supplies-City Manager	800	718	718	(0)
001-02-01-512-520-00-00	Operating Supplies-City Manage	800	1,314	1,314	0
001-02-01-512-540-00-00	Dues, Subs, Memberships-City M	500	45	45	0
001-02-01-512-901-00-00	Youth Council Expense	500	0	0	0
	Total Operating Costs	6,700	17,781	17,780	1
	CONTINGENCY				
001-02-01-512-301-00-00	Merit Pay Contingency	31,687	0	0	0
	Total Contingency	31,687	0	0	0
	CAPITAL OUTLAY				
001-02-01-512-640-00-00	Furniture-City Manager	0	0	0	0
001-02-01-512-642-00-00	Computers/Printers/Software-CM	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	144,346	112,296	112,295	1

CITY CLERK

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
City Clerk	S	1.00	1.00
Executive Secretary	H	1.00	1.00
TOTAL		**2.00**	**2.00**

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-02-02-512-121-00-00	Regular Salaries-City Clerk	80,145	78,820	78,820	(0)
001-02-02-512-141-00-00	Overtime-City Clerk	500	400	400	(0)
001-02-02-512-210-00-00	FICA-City Clerk	6,169	5,834	5,834	(0)
001-02-02-512-220-00-00	Retirement-City Clerk	11,248	12,162	12,162	(0)
001-02-02-512-230-00-00	Life & Health-City Clerk	9,449	4,443	4,443	(0)
001-02-02-512-240-00-00	Workers Comp-City Clerk	2,172	242	242	0
001-02-02-512-250-00-00	Unemployment-City Clerk	1,899	1,811	1,811	0
	Total Personnel Service Costs	**111,583**	**103,712**	**103,712**	**(0)**

CITY CLERK

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14
001-02-02-512-310-00-00	Professional Svcs - Other	500	4,533	4,533
001-02-02-512-341-00-00	Professional Svcs - IT Consulting	4,500	69	69
001-02-02-512-400-00-00	Professional Svcs - Web Consulting	4,500	3,829	3,829
001-02-02-512-341-00-00	Municipal Code Exp-City Clerk	6,000	6,000	6,000
001-02-02-512-400-00-00	Training & Travel-City Clerk	2,000	1,861	1,861
001-02-02-512-410-00-00	Communications Svc-Ctiy Clerk	800	803	803
001-02-02-512-411-00-00	Wireless Communications-City Clk	600	115	115
001-02-02-512-440-00-00	Copier Lease-City Clerk	1,800	1,768	1,768
001-02-02-512-460-00-00	Repairs & Maint-City Clerk	300	2,226	2,226
001-02-02-512-490-00-00	Legal Advertisements-City Clk	8,000	10,502	10,502
001-02-02-512-491-00-00	City Election Expense-City Clk	1,500	2,040	2,040
001-02-02-512-510-00-00	Office Supplies-City Clerk	1,500	1,566	1,566
001-02-02-512-520-00-00	Operating Supplies-City Clerk	3,500	3,291	3,291
001-02-02-512-540-00-00	Dues, Subs, Memberships-City C	500	511	511
001-02-02-512-541-00-00	Web Page Expense	1,000	179	179
	Total Operating Costs	37,000	39,294	39,293
	CAPITAL OUTLAY			
001-02-02-512-640-00-00	Furniture-City Clerk	0	0	0
001-02-02-512-641-00-00	Machinery & Equipment-City Clk	0	0	0
001-02-02-512-642-00-00	Comp, Printers, Sware-City Clk	0	0	0
	Total Capital Outlay Costs	0	0	0
	Total Expenditures	148,583	143,005	143,005

FINANCIAL SERVICES - ACCOUNTING

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Financial Services Director	S	1.00	1.00
Finance Technician	H	1.00	1.00
TOTAL		2.00	2.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-03-01-513-121-00-00	Regular Salaries-Finance	99,950	87,592	87,592	0
001-03-01-513-141-00-00	Overtime-Finance	0	0	0	0
001-03-01-513-210-00-00	FICA-Finance	7,646	6,342	6,342	0
001-03-01-513-220-00-00	Retirement-Finance	14,899	12,977	12,977	(0)
001-03-01-513-230-00-00	Life & Health Ins-Finance	7,632	7,909	7,909	(0)
001-03-01-513-240-00-00	Workers Comp-Finance	181	269	269	0
001-03-01-513-250-00-00	Unemployment-Finance	2,475	1,964	1,964	(0)
	Total Personnel Service Costs	**132,783**	117,052	117,053	(1)

FINANCIAL SERVICES - ACCOUNTING

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-03-01-513-310-00-00	Professional Services-Finance	130	507	507	0
001-03-01-513-320-00-00	Accounting & Auditing-Finance	20,400	16,440	16,440	0
001-03-01-513-400-00-00	Training & Travel-Finance	2,500	991	991	(0)
001-03-01-513-410-00-00	Communications Svc-Finance	600	724	724	(0)
001-03-01-513-411-00-00	Wireless Communications-Finance	0	0	0	0
001-03-01-513-460-00-00	Repairs & Maintenance-Finance	250	2,170	2,170	(0)
001-03-01-513-466-00-00	Software Maintenance-Finance	6,000	6,327	6,327	(0)
001-03-01-513-468-00-00	Maintenance Agreements Compute	0	0	0	0
001-03-01-513-510-00-00	Office Supplies-Finance	2,500	1,321	1,321	0
001-03-01-513-520-00-00	Operatting Supplies-Finance	2,000	2,477	2,477	0
001-03-01-513-540-00-00	Dues, Subs & Membership-Financ	150	35	35	0
	Total Operating Costs	34,530	30,992	30,992	0
	CAPITAL OUTLAY				
001-03-01-513-642-00-00	Comp/Printers/Sware-Finance	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	DEBT SERVICE				
001-03-01-513-730-00-00	Principal	0	0	0	0
	Total Debt Service	0	0	0	0
	Total Expenditures	167,313	148,045	148,045	0

CITY ATTORNEY

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
City Attorney	S	0.00	0.00
TOTAL		0.00	0.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-04-01-514-121-00-00	Regular Salaries-City Attorney	0	0	0	0
001-04-01-514-210-00-00	FICA-City Attorney	0	0	0	0
001-04-01-514-220-00-00	Retirement-City Attorney	0	0	0	0
001-04-01-514-230-00-00	Life & Health Ins-City Attorne	0	0	0	0
001-04-01-514-240-00-00	Workers Comp-City Attorney	0	0	0	0
001-04-01-514-250-00-00	Unemployment-City Attorney	0	0	0	0
	Total Personnel Service Costs	0	0	0	0

CITY ATTORNEY

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-04-01-514-310-00-00	Professional Svcs-City Attorne	54,000	54,946	54,946	0
001-04-01-514-310-10-00	Professional Svcs-Code Bd Atty	0	0	0	0
001-04-01-514-310-20-00	Professional Svcs-Non routine legal	15,000	105,419	105,419	(0)
001-04-01-514-400-00-00	Training & Travel-City Attorne	0	0	0	0
001-04-01-514-410-00-00	Communications Svc-City Attorn	0	0	0	0
001-04-01-514-411-00-00	Wireless Comm-City Attorney	0	0	0	0
001-04-01-514-460-00-00	Repairs & Maint-City Attorney	0	0	0	0
001-04-01-514-510-00-00	Office Supplies-City Attorney	0	0	0	0
001-04-01-514-520-00-00	Operating Supplies-City Attorn	0	0	0	0
001-04-01-514-540-00-00	Dues, Subs & Member-City Attor	0	0	0	0
	Total Operating Costs	69,000	160,365	160,365	0
	CAPITAL OUTLAY				
001-04-01-514-640-00-00	Furniture-City Attorney	0	0	0	0
001-04-01-514-642-00-00	Comp/Printers/Sware-City Attor	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	69,000	160,365	160,365	0

PUBLIC WORKS - FACILITIES

STAFFING	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Facilities Maintenance Worker	H	0.50	0.50
Public Works Secretary	H	1.00	1.00
TOTAL		1.50	1.50

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-08-01-519-121-00-00	Regular Salaries-PW Facilities	35,360	22,217	22,217	(0)
001-08-01-519-141-00-00	Overtime-PW Facilities	0	295	295	0
001-08-01-519-210-00-00	FICA-PW Facilities	2,705	1,691	1,691	0
001-08-01-519-220-00-00	Retirement-PW Facilities	2,458	1,591	1,591	0
001-08-01-519-230-00-00	Life & Health Ins-PW Facilitie	3,816	2,166	2,166	0
001-08-01-519-240-00-00	Workers Comp-PW Facilities	30	1,269	1,269	(0)
001-08-01-519-250-00-00	Unemployment-PW-Facilities	373	459	459	0
	Total Personnel Service Costs	**44,742**	29,689	29,688	1

PUBLIC WORKS - FACILITIES

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-08-01-519-310-00-00	Professional Services-PW-Facil	0	0	0	0
001-08-01-519-311-00-00	Employee Exams-PW-Facilities	0	0	0	0
001-08-01-519-410-00-00	Communications Svcs-PW Faciliit	0	439	439	(0)
001-08-01-519-411-00-00	Wireless Communications-PW Facil	350	43	43	0
001-08-01-519-430-00-00	Utilities-PW Facilities	18,000	20,717	20,717	0
001-08-01-519-441-00-00	Phone System Lease - PW Facilities	0	3,452	3,452	0
001-08-01-519-450-00-00	Property & Gen Liab Ins-PW Fac	12,863	12,863	12,863	0
001-08-01-519-460-00-00	Repairs & Maintenance-PW Facil	15,000	13,643	13,643	0
001-08-01-519-461-00-00	Repairs & Maint Vehicles-PW Fa	200	0	0	0
001-08-01-519-520-00-00	Operating Supplies-PW Faciliti	3,000	3,625	3,625	(0)
001-08-01-519-521-00-00	Uniforms-PW Facilities	300	248	248	(1)
001-08-01-519-522-00-00	Fuel & Oil-PW Facilities	0	0	0	0
	Total Operating Costs	49,713	55,030	55,030	(0)
	CAPITAL OUTLAY				
001-08-01-519-610-00-00	Land Acquisition-PW Facilities	0	0	0	0
001-08-01-519-620-00-00	Building Improvements-PW Facil	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	94,455	84,718	84,718	(0)

FINANCIAL SERVICES - LICENSING AND BILLING

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Customer Service Rep I	H	1.50	1.50
Customer Service Rep II	H	1.00	1.00
TOTAL		2.50	2.50

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY	Actual FY 2013-2014	Revised Budget FY	Budget Variance
001-08-03-519-121-00-00	Regular Salaries-Lic & Billing	75,504	64,209	64,209	(0)
001-08-03-519-141-00-00	Overtime-Lic & Billing	750	1,991	1,991	0
001-08-03-519-210-00-00	FICA-Lic & Billing	5,833	4,823	4,823	0
001-08-03-519-220-00-00	Retirement-Lic & Billing	5,300	4,717	4,717	0
001-08-03-519-230-00-00	Life & Health Ins-Lic & Billin	7,632	8,137	8,137	(0)
001-08-03-519-240-00-00	Workers Com-Lic & Billing	120	191	191	0
001-08-03-519-250-00-00	Unemployment-Lic & Billing	1,459	1,432	1,432	(0)
	Total Personnel Service Costs	**96,598**	85,501	85,500	1

FINANCIAL SERVICES - LICENSING AND BILLING

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-08-03-519-310-00-00	Professional Svcs-Lic & Billin	0	314	314	(0)
001-08-03-519-400-00-00	Training & Travel-Lic & Billin	0	90	90	0
001-08-03-519-410-00-00	Communications Svcs-Lic & Bill	600	724	724	(0)
001-08-03-519-411-00-00	Wireless Communications-Lic & Bi	0	12	12	(0)
001-08-03-519-440-00-00	Copier Lease-Lic & Billing	2,500	1,412	1,412	(0)
001-08-03-519-460-00-00	Repairs & Maintenance-Lic & Bi	250	907	907	(0)
001-08-03-519-468-00-00	Repairs & Maint Comps-Lic & B	3,460	3,631	3,631	0
001-08-03-519-510-00-00	Office Supplies-Lic & Billing	1,000	1,563	1,563	0
001-08-03-519-520-00-00	Operating Supplies-Lic & Billi	12,000	1,050	1,050	0
001-08-03-519-540-00-00	Dues, Subs & Membships-Lic & B	0	12,818	12,818	0
	Total Operating Costs	19,810	22,520	22,521	(1)
	CAPITAL OUTLAY				
001-08-03-519-641-00-00	Machinery & Equipment-Lic & Bi	0	0	0	0
001-08-03-519-642-00-00	Comp, Print, Softw-Lic & Bill	0	2,281	2,281	0
	Total Capital Outlay Costs	0	2,281	2,281	0
	Total Expenditures	116,408	110,302	110,302	(0)

POLICE DEPARTMENT - OPERATIONS

STAFFING	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Police Chief	S	1.00	1.00
Police Lt-Admin/Detective	S	0.00	0.00
Adm Asst/Evidence-Records Supvr.	S	0.00	0.00
Office Assistant	H	0.00	0.00
Crossing Guard	H	0.25	0.25
Police Sergeant - Patrol	H	2.00	2.00
Police Officer - Patrol	H	9.00	9.00
Police Officer - Patrol PT	H	0.00	0.00
Police Officer - Reserve	H	2.00	2.00
TOTAL		**14.25**	**14.25**

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-10-01-521-121-00-00	Regular Salaries-Police Oper	437,358	401,405	401,405	(0)
001-10-01-521-141-00-00	Overtime-Police Operations	34,000	39,864	39,864	0
001-10-01-521-210-00-00	FICA-Police Operations	36,059	32,600	32,600	0
001-10-01-521-220-00-00	Retirement-Police Operations	89,841	76,484	76,484	(0)
001-10-01-521-230-00-00	Life & Health Ins-Police Opera	82,607	62,085	62,085	(0)
001-10-01-521-240-00-00	Workers Comp-Police Operations	15,778	17,573	17,573	0
001-10-01-521-250-00-00	Unemployment-Police Operation	12,591	9,656	9,656	0
	Total Personnel Service Costs	**708,233**	**639,667**	**639,667**	**0**

POLICE DEPARTMENT - OPERATIONS

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-10-01-521-310-00-00	Professional Services - Police	0	490	490	0
001-10-01-521-311-00-00	Employee Exams - Police	1,500	1,515	1,515	0
001-10-01-521-350-00-00	Drug Buy Money-Police Operatio	500	0	0	0
001-10-01-521-400-00-00	Training & Travel-Police Opera	500	193	193	(0)
001-10-01-521-401-00-00	Education Reimbursement-Pol Op	0	0	0	0
001-10-01-521-410-00-00	Communications Svcs-Police Ope	6,500	4,699	4,699	(0)
001-10-01-521-411-00-00	Wireless Communications-Police O	4,750	4,846	4,846	0
001-10-01-521-430-00-00	Utilities-Police Operations	8,500	9,314	9,314	(0)
001-10-01-521-440-00-00	Copier Lease-Police Operations	2,500	1,532	1,532	0
001-10-01-521-450-00-00	Prop & Gen Liab Ins-Police Ope	28,700	31,982	31,982	(0)
001-10-01-521-460-00-00	Repairs & Maintenance-Police O	4,000	6,452	6,452	0
001-10-01-521-461-00-00	Rep and Maint-Vehicles-Pol Op	25,000	38,472	38,472	(0)
001-10-01-521-462-00-00	Repairs & Maint Equip-Police O	6,500	5,270	5,270	(1)
001-10-01-521-466-00-00	Software Maintenance	14,500	14,013	14,013	(0)
001-10-01-521-510-00-00	Office Supplies-Police Operati	5,000	3,687	3,687	0
001-10-01-521-520-00-00	Operating Supplies-Police Oper	9,000	10,355	10,355	(0)
001-10-01-521-521-00-00	Uniforms-Police Operations	5,000	7,851	7,851	(0)
001-10-01-521-522-00-00	Fuel & Oil-Police Operations	45,000	46,528	46,528	(0)
001-10-01-521-540-00-00	Dues, Subs & Memb-Police O	200	0	0	0
001-10-01-521-541-00-00	Police Training Exp-Police Ope	5,000	2,297	2,297	(0)
001-10-01-521-830-00-00	Grant Match-Vests-Police Operati	1,000	599	599	0
	Total Operating Costs	173,650	190,093	190,095	(3)
	DEBT SERVICE				
001-10-01-521-710-00-00	Debt Svc-Principal-Police Oper	25,479	69,031	69,031	0
001-10-01-521-720-00-00	Debt Svc-Interest-Police Opera	3,966	3,665	3,665	(0)
	Total Debt Service Costs	29,446	72,696	72,696	0
	CAPITAL OUTLAY				
001-10-01-521-620-00-00	Building Improvements-Police O	0	0	0	0
001-10-01-521-641-00-00	Machinery & Equip-Police Opera	0	5,999	5,999	0
001-10-01-521-642-00-00	Comp/Printers/Sware-Police Ope	0	5,958	5,958	(0)
001-10-01-521-643-00-00	Vehicles-Police Operations	0	36,180	36,180	0
	Total Capital Outlay Costs	0	48,138	48,137	1
	Total Expenditures	911,329	950,593	950,595	(2)

POLICE DEPARTMENT - COMMUNICATIONS

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Dispatch Supervisor	S	1.00	1.00
Dispatchers - FT	H	4.00	4.00
Dispatchers - PT (2)	H	0.04	0.04
TOTAL		**5.04**	**5.04**

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-10-02-521-121-00-00	Regular Salaries-Police Disp	163,325	147,416	147,416	(0)
001-10-02-521-141-00-00	Overtime-Police Dispatch	4,000	6,539	6,539	0
001-10-02-521-210-00-00	FICA-Police Dispatch	12,800	11,634	11,634	(0)
001-10-02-521-220-00-00	Retirement-Police Dispatch	11,629	10,883	10,883	(0)
001-10-02-521-230-00-00	Life & Health Ins-Police Dispa	32,467	31,812	31,812	(0)
001-10-02-521-240-00-00	Workers Comp-Police Dispatch	332	495	495	0
001-10-02-521-250-00-00	Unemployment-Police Dispatch	4,100	3,718	3,718	(0)
	Total Personnel Service Costs	**228,654**	**212,496**	**212,497**	**(1)**

POLICE DEPARTMENT - COMMUNICATIONS

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-10-02-521-310-00-00	Professional Services	0	0	0	0
001-10-02-521-311-00-00	Employee Exams	0	250	250	0
001-10-02-521-340-00-00	Contract Services-Dispatch	0	0	0	0
001-10-02-521-400-00-00	Training and Travel-Dispatch	3,000	250	250	0
001-10-02-521-410-00-00	Communications Svcs-Police Dis	16,000	10,088	10,088	0
001-10-02-521-411-00-00	Wireless Communications-Police D	0	0	0	0
001-10-02-521-412-00-00	Comm Svcs-Radio Svc Agr-Pol Co	13,600	12,410	12,410	0
001-10-02-521-450-00-00	Prop & Gen Liab Ins-Police Dis	0	0	0	0
001-10-02-521-460-00-00	Repairs & Maintenance-Police D	2,800	2,505	2,505	(0)
001-10-02-521-462-00-00	Repairs & Maint Equip-Police	1,000	334	334	(0)
001-10-02-521-466-00-00	Software Maintenance-Police Di	4,200	4,200	4,200	0
001-10-02-521-520-00-00	Operating Supplies-Police Disp	1,500	5,371	5,371	(0)
001-10-02-521-521-00-00	Uniforms-Police Dispatch	0	0	0	0
	Total Operating Costs	42,100	35,408	35,408	(0)
	DEBT SERVICE				
001-10-02-521-710-00-00	Debt Service Principal - Motorola	22,967	22,967	22,967	0
001-10-01-521-720-00-00	Debt Service Interest - Motorola	5,951	5,951	5,951	(0)
	Total Debt Service Costs	28,918	28,918	28,918	(0)
	CAPITAL OUTLAY				
001-10-02-521-641-00-00	Machinery & Equipment-Police D	0		0	0
001-10-02-521-642-00-00	Comp/Printers/Sware-Police Dis	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	299,672	276,822	276,823	(0)

PERMITTING AND CODES

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Building Official	S	1.00	1.00
City Planner	S	0.00	0.00
City/Staff Engineer	S	0.00	0.00
Permit Technician	H	1.00	1.00
Codes Enforce/Permit Asst	H	0.56	0.56
TOTAL		2.56	2.56

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-13-01-524-121-00-00	Regular Salaries-PDC	90,763	43,532	43,532	(0)
001-13-01-524-141-00-00	Overtime-PDC	0	111	111	0
001-13-01-524-210-00-00	FICA-PDC	6,943	3,304	3,304	(0)
001-13-01-524-220-00-00	Retirement-PDC	6,308	4,850	4,850	(0)
001-13-01-524-230-00-00	Life & Health Ins-PDC	7,632	3,816	3,816	(0)
001-13-01-524-240-00-00	Workers Comp-PDC	700	1,556	1,556	0
001-13-01-524-250-00-00	Unemployment-PDC	2,170	755	755	0
	Total Personnel Service Costs	**114,516**	57,924	57,924	(0)

PERMITTING AND CODES

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-13-01-524-310-00-00	Professional Services-PDC	0	18,976	18,976	(0)
001-13-01-524-340-00-00	Contractual Services-PDC	15,000	1,386	1,386	0
001-13-01-524-341-00-00	Planning Board Service Fee-PDC	0	7,500	7,500	0
001-13-01-524-342-00-00	Contract Svc Bldg Official-PDC	5,000	65,565	65,565	0
001-13-01-524-400-00-00	Training & Travel-PDC	1,500	421	421	0
001-13-01-524-410-00-00	Communications Service-PDC	2,175	2,002	2,002	0
001-13-01-524-411-00-00	Wireless Communications-PDC	180	157	157	0
001-13-01-524-430-00-00	Utilities-PDC	200	948	948	0
001-13-01-524-440-00-00	Copier Lease-PDC	1,400	1,686	1,686	(0)
001-13-01-524-450-00-00	Prop & Gen Liab Ins-PDC	910	910	910	(0)
001-13-01-524-460-00-00	Repairs & Maintenance-PDC	500	3,449	3,449	0
001-13-01-524-461-00-00	Repairs & Maint Vehicles-PDC	500	282	282	(0)
001-13-01-524-466-00-00	Software Maint Agr.-PDC	2,000	2,052	2,052	0
001-13-01-524-510-00-00	Office Supplies-PDC	2,000	2,049	2,049	0
001-13-01-524-520-00-00	Operating Supplies-PDC	2,500	2,669	2,669	0
001-13-01-524-522-00-00	Fuel & Oil - PDC	1,000	857	857	0
001-13-01-524-540-00-00	Dues, Subs & Memberships-PDC	250	1,205	1,205	0
	Total Operating Costs	35,115	112,116	112,114	2
	CAPITAL OUTLAY				
001-13-01-524-642-00-00	Comp/Printers/Sware-PDC	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	149,631	170,039	170,038	2

PUBLIC WORKS - CEMETERIES

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Service Worker II	H	1.00	1.00
TOTAL		1.00	1.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-28-01-539-121-00-00	Regular Salaries-PW Cemeteries	26,571	32,056	32,056	(0)
001-28-01-539-141-00-00	Overtime Cemetery	0	38	38	(1)
001-28-01-539-210-00-00	FICA-PW Cemetery	2,033	2,330	2,330	0
001-28-01-539-220-00-00	Retirement-PW Cemetery	1,847	3,094	3,094	0
001-28-01-539-230-00-00	Life & Health Ins-PW Cemetery	3,816	4,061	4,061	0
001-28-01-539-240-00-00	Workers Comp-PW Cemetery	1,879	0	0	0
001-28-01-539-250-00-00	Unemployment-PW Cemetery	665	787	787	0
	Total Personnel Service Costs	**36,810**	42,366	42,366	0

PUBLIC WORKS- CEMETERIES

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-28-01-539-310-00-00	Professional Services-PW Cemet	0	0	0	0
001-28-01-539-311-00-00	Employee Exams-PW Cemetery	0	0	0	0
001-28-01-539-411-00-00	Wireless Communications-PW Cemet	250	36	36	0
001-28-01-539-430-00-00	Utility Services	800	692	692	0
001-28-01-539-460-00-00	Repairs & Maintenance-PW Cemet	2,000	0	0	0
001-28-01-539-461-00-00	Repairs & Maint Vehicles-PW Ce	1,000	0	0	0
001-28-01-539-520-00-00	Operating Supplies-PW Cemetery	500	37	37	(0)
001-28-01-539-521-00-00	Uniforms-PW Cemetery	300	176	176	(0)
001-28-01-539-522-00-00	Fuel & Oil-PW Cemetery	100	1,894	1,894	0
	Total Operating Costs	4,950	2,836	2,835	1
	CAPITAL OUTLAY				
001-28-01-539-641-00-00	Machinery & Equipment-PW Cemet	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	41,760	45,202	45,201	1

PUBLIC WORKS - ROADS & STREETS DIVISION

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Public Works Supt.	S	1.0	1.0
Service Worker 1	H	0.0	0.0
Service Worker II	H	1.0	1.0
TOTAL		**2.00**	**2.0**

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-30-01-541-121-00-00	Regular Salaries-PW Road/Str	69,844	67,496	67,496	0
001-30-01-541-141-00-00	Overtime-Roads & Streets	500	1,011	1,011	(0)
001-30-01-541-210-00-00	FICA-Roads & Streets	5,381	5,112	5,112	(0)
001-30-01-541-220-00-00	Retirement-Roads & Streets	4,889	4,844	4,844	0
001-30-01-541-230-00-00	Life & Health Ins-Roads & Stre	7,632	8,134	8,134	0
001-30-01-541-240-00-00	Workers Comp-Roads & Streets	4,980	6,065	6,065	(0)
001-30-01-541-250-00-00	Unemployment-Roads & Streets	2,752	1,580	1,580	0
	Total Personnel Service Costs	**95,978**	**94,243**	**94,242**	**1**

PUBLIC WORKS - ROADS & STREETS DIVISION

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-30-01-541-310-00-00	Professional Services-Road & S	1,500	0	0	0
001-30-01-541-311-00-00	Employee Exams- Roads & Street	0	0	0	0
001-30-01-541-340-00-00	Contractual Services-Roads & S	60,000	40,449	40,449	(0)
001-30-01-541-400-00-00	Training & Travel-Roads & Stre	400	90	90	0
001-30-01-541-410-00-00	Communication Svcs-Roads & Str	600	526	526	(0)
001-30-01-541-411-00-00	Wireless Communications-Road & S	400	295	295	(0)
001-30-01-541-430-00-00	Utilities-Roads & Streets	85,000	84,414	84,414	0
001-30-01-541-440-00-00	Rental Equipment-Roads & Stree	1,000	624	624	0
001-30-01-541-450-00-00	Prop & Gen Liab Ins-Roads & St	26,408	26,408	26,408	(0)
001-30-01-541-460-00-00	Repais & Maintenance-Roads & S	1,000	58	58	(0)
001-30-01-541-461-00-00	Rep & Maint Vehicles-Roads & S	4,500	2,654	2,654	0
001-30-01-541-462-00-00	Rep & Maint Equip-Roads & Stre	15,000	12,980	12,980	0
001-30-01-541-463-00-00	Rep & Maint-Traffic Signs-R&S	10,000	3,808	3,808	(0)
001-30-01-541-464-00-00	Rep & Maint-Traffic Signal-R&S	2,500	1,807	1,807	0
001-30-01-541-465-00-00	Rep & Maint-Trees-Roads & Stre	15,000	6,205	6,205	0
001-30-01-541-520-00-00	Operating Supplies-Roads & Str	3,000	1,740	1,740	0
001-30-01-541-521-00-00	Uniforms-Roads & Streets	700	647	647	0
001-30-01-541-522-00-00	Fuel & Oil-Roads & Streets	12,500	11,158	11,158	0
001-30-01-541-523-00-00	Tree Replacement-Roads & Stree	700	0	0	0
001-30-01-541-530-00-00	Road & Sidewalk Rep-Roads & St	15,000	17,650	17,650	(0)
	Total Operating Costs	255,208	211,513	211,513	0
	CAPITAL OUTLAY				
001-30-01-541-610-00-00	Land Acquisition-Roads & Stree	0	0	0	0
001-30-01-541-620-00-00	Building Improvements-Roads&St	0	0	0	0
001-30-01-541-631-00-00	Imp Other Blgd-Paving-Roads&St	439,000	282,197	282,197	(0)
001-30-01-541-641-00-00	Machinery & Equipment-Roads&St	0	0	0	0
001-30-01-541-643-00-00	Vehicles-Roads & Streets	0	0	0	0
	Total Capital Outlay Costs	439,000	282,197	282,197	(0)
	Total Expenditures	790,185	587,953	587,952	0

PUBLIC WORKS- PARKS & RECREATION DIVISION

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Recreation Coordinator	S	0.71	0.71
TOTAL		0.71	0.71

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-51-01-572-121-00-00	Regular Salaries-Parks & Rec	22,072	18,000	18,000	0
001-51-01-572-141-00-00	Overtime-Parks & Rec	0	0	0	0
001-51-01-572-210-00-00	FICA-Parks & Rec	1,689	1,334	1,334	0
001-51-01-572-220-00-00	Retirement-Parks & Rec	1,534	1,286	1,286	0
001-51-01-572-230-00-00	Life & Health Ins-Parks & Rec	2,602	2,470	2,470	(0)
001-51-01-572-240-00-00	Workers Comp-Parks & Rec	598	938	938	(0)
001-51-01-572-250-00-00	Unemployment-Parks & Rec	523	399	399	(0)
	Total Personnel Service Costs	**29,018**	24,427	24,427	(0)

PUBLIC WORKS- PARKS & RECREATION DIVISION

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-51-01-572-250-00-00	Contract Services	0	0	0	0
001-51-01-572-311-00-00	Employee Exams-Parks & Rec	135	125	125	0
001-51-01-572-400-00-00	Training & Travel-Parks & Rec	2,500	3,000	3,000	0
001-51-01-572-410-00-00	Communications Svcs-Parks & Re	400	0	0	0
001-51-01-572-411-00-00	Wireless Communications -Parks&R	250	107	107	(0)
001-51-01-572-430-00-00	Utilities-Parks & Rec	15,000	12,092	12,092	0
001-51-01-572-440-00-00	Rental Equipment-Parks & Rec	0	0	0	0
001-51-01-572-450-00-00	Prop & Gen Liab Ins-Parks & Re	2,628	2,628	2,628	(0)
001-51-01-572-460-00-00	Repairs & Maintenance-Parks&Re	10,000	8,115	8,115	(0)
001-51-01-572-520-10-00	Operating Supplies-Recreation	7,500	15,494	15,494	(0)
001-51-01-572-520-20-00	Operating Supplies-Parks Maint	8,000	5,166	5,166	(0)
001-51-01-572-520-30-00	Operating Supplies-Comm Garden	0	187	187	(0)
001-51-01-572-521-00-00	Uniforms	7,000	6,975	6,975	(1)
001-51-01-572-522-00-00	Fuel and Oil-Parks and Rec	1,500	248	248	(0)
001-51-01-572-540-00-00	Dues, Subs & Memberships-P & R	100	0	0	0
	Total Operating Costs	55,013	54,135	54,137	(2)
	CAPITAL OUTLAY				
001-51-01-572-641-00-00	Equipment	0	0	0	0
001-51-01-572-731-00-00	Grant Match-Parks & Rec	0	0	0	0
001-51-01-572-630-00-00	Improve other than Bldg-P&R	0	0	0	0
001-51-01-572-620-00-00	Building Improvements	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	DEBT SERVICE				
001-51-01-572-710-00-00	Debt Service-Principal- P & R	28,706	27,564	27,564	0
001-51-01-572-720-00-00	Debt Service-Interest P & R	1,188	2,330	2,330	(0)
			0		
	Total Debt Service	29,894	29,894	29,894	(0)
	Total Expenditures	113,925	108,455	108,458	(2)

PUBLIC WORKS - P & R - CIVIC CENTER & COMMUNITY CENTER

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
TOTAL		0.00	0.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
	Regular Salaries	0	0	0	0
	Overtime	0	0	0	0
	FICA	0	0	0	0
	Retirement	0	0	0	0
	Life & Health Insurance	0	0	0	0
	Worker's Comp/Claims	0	0	0	0
	Unemployment Comp	0	0	0	0
	Total Personnel Service Costs	0	0	0	0

PUBLIC WORKS - P & R - CIVIC CENTER & COMMUNITY CENTER

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-51-02-572-310-00-00	Professional Svc-Civic Ctr-P&R	7,200	3,900	3,900	0
001-51-02-572-430-00-00	Utilities-Civic Ctr-P&R	7,000	8,172	8,172	(0)
001-51-02-572-450-00-00	Prop & Gen Liab Ins-Civic Ctr	2,671	2,671	2,671	0
001-51-02-572-460-00-00	Repairs & Maint-Civic Ctr-P&R	4,000	605	605	0
001-51-02-572-520-00-00	Operating Supplies-Civic Cente	5,000	284	284	0
	Total Operating Costs	25,871	15,632	15,632	0
	CAPITAL OUTLAY				
001-51-02-572-620-00-00	Building Improvements	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	25,871	15,632	15,632	0

FARMERS MARKET

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Recreation Coordinator	S	0.29	0.29
TOTAL		0.29	0.29

S=Salaried H=Hourly

	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
001-56-01-579-121-00-00	Regular Salaries	9,128	0	0	0
001-56-01-579-141-00-00	Overtime	0	0	0	0
001-56-01-579-210-00-00	FICA	698	0	0	0
001-56-01-579-220-00-00	Retirement	634	0	0	0
001-56-01-579-230-00-00	Life & Health Insurance	1,076	0	0	0
001-56-01-579-240-00-00	Work Comp-Farmers Market	247	36	36	(0)
001-56-01-579-250-00-00	Unemployment Comp	216	0	0	0
	Total Personnel Service Costs	**12,000**	36	36	(0)

FARMERS MARKET

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-56-01-579-310-00-00	Professional Svcs-Farmers Mkt	0	12,411	12,411	(0)
001-56-01-579-400-00-00	Training & Travel-Farmers Mkt	0	0	0	0
001-56-01-579-480-00-00	Promotional Act-Farmers Mkt	4,000	4,112	4,112	(0)
001-56-01-579-481-00-00	Advertising Farmers Market	2,250	2,507	2,507	0
001-56-01-579-510-00-00	Office Supplies-Farmers Mkt	0	0	0	0
001-56-01-579-520-00-00	Operating Supplies-Farmers Mkt	2,500	6,363	6,363	(0)
001-56-01-579-900-00-00	Other Expenses-Farmers Mkt	0	0	0	0
	Total Operating Costs	8,750	25,393	25,393	(0)
	CAPITAL OUTLAY				
001-56-01-579-641-00-00	Machinery & Equip-Farmers Mark	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	20,750	25,429	25,429	(0)

PUBLIC WORKS - P & R - DAYCARE

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
TOTAL		0.00	0.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
	Regular Salaries	0	0	0	0
	Overtime	0	0	0	0
	FICA	0	0	0	0
	Retirement	0	0	0	0
	Life & Health Insurance	0	0	0	0
	Worker's Comp/Claims	0	0	0	0
	Unemployment Comp	0	0	0	0
	Total Personnel Service Costs	**0**	0	0	0

PUBLIC WORKS - P & R - DAYCARE

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
001-56-02-579-310-00-00	Professional Services- DayCare	0	0	0	0
001-56-02-579-430-00-00	Utility Services- DayCare	2,500	3,381	3,381	(0)
001-56-02-579-450-00-00	Property & Liability Ins- DCar	1,377	1,377	1,377	0
001-56-02-579-460-00-00	Repair & Maintenance-DayCare	1,500	1,437	1,437	0
	Total Operating Costs	5,377	6,195	6,195	0
	CAPITAL OUTLAY				
001-56-02-579-620-00-00	Building Improvement-Day Care	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	Total Expenditures	5,377	6,195	6,195	0

IMPACT FEE FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
101-00-00-363-231-00-00	Water Impact Fee Revenue	125,000	9,000	9,000	0
101-00-00-363-232-00-00	Sewer Impact Fee Revenue	125,000	74,200	74,200	0
101-00-00-334-350-00-00	Sewer Impact Fee Rev-Grant	0	0		0
101-00-00-361-100-00-00	Interest Earned on Bank Accts	0	0		0
101-00-00-361-100-02-00	Int Earned on Bank Acct-Water	0	60	60	(0)
101-00-00-361-100-03-00	Int Earned on Bank Acct-Sewer	0	251	251	(0)
101-00-00-361-110-00-00	Interest Earned on Investments	0	0	0	0
101-00-00-361-111-00-00	Interest Earned-Ad Valorem Tax	0	0	0	0
101-00-00-382-000-00-00	Contribs from Enterprise Opers	0	0	0	0
101-00-00-382-100-02-00	Approp of Prior Year Funds-Water	0	0	0	0
101-00-00-382-100-03-00	Approp of Prior Year Funds-Sewer	0	0	0	0
	Total Operating Revenues	250,000	83,510	83,511	(1)

IMPACT FEE FUND

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
TOTAL		0.00	0.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
	Regular Salaries	0	0	0	0
	Overtime	0	0	0	0
	FICA	0	0	0	0
	Retirement	0	0	0	0
	Life & Health Insurance	0	0	0	0
	Worker's Comp/Claims	0	0	0	0
	Unemployment Comp	0	0	0	0
	Total Personnel Service Costs	**0**	0	0	0

IMPACT FEE FUND

OPERATING GL CODES	CAPITAL OUTLAY	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
101-28-01-539-632-00-00	Water System Improvements	0	0	0	0
101-28-01-539-633-00-00	Sewer System Improvements	60,000	0	0	0
101-28-01-539-634-00-00	Development Water Reimb	0	0	0	0
101-28-01-539-635-00-00	Development Sewer Reimb	0	0	0	0
101-28-01-539-636-00-00	222/RR Ave Lift Station(Sewer)	0	0	0	0
	Total Capital Outlay Costs	60,000	0	0	0
	TRANSFERS				
101-28-01-539-914-00-00	Transfer to Sewer Construction Fund	58,494	218,055	218,055	0
	Total Debt Service	58,494	218,055	218,055	0
	CONTINGENCY				
101-00-00-539-100-00-00	Water Contingency	65,753	0	0	0
101-00-00-539-200-00-00	Sewer Contingency	65,753	0	0	0
	Depreciation	0	2,647	2,647	
	Total Contingencies	131,506	2,647	2,647	0
	Total Expenditures	250,000	220,702	220,702	0
	Total Revenues	250,000	83,510	83,511	(1)
	Revenues Less Expenditures	0	(137,192)	(137,191)	(1)

FIRE CONTROL FUND

OPERATING GL CODES	REVENUES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
105-00-00-334-201-00-00	Grants-DOI-Fire	0	0	0	0
105-00-00-334-202-00-00	Misc Grants	0	0	0	0
105-00-00-335-210-00-00	State Revenue Sharing - Firefighter SupP CoMP	0	2,640	2,640	0
105-00-00-338-111-00-00	Alachua County Agreement	151,700	145,362	145,362	0
105-00-00-311-300-00-00	Fire Assessments	212,384	218,590	218,590	(0)
105-00-00-338-113-00-00	Fire Inspection Fees	1,800	3,957	3,957	(0)
105-00-00-334-201-00-00	FDOI Grant Proceeds	0	0	0	0
105-00-00-361-100-00-00	Interest Earned on Bank Accts	300	104	104	(0)
105-00-00-369-100-00-00	Miscellaneous Revenue-Fire	0	0	0	0
105-00-00-369-110-00-00	Donations-Fire	0	432	432	(0)
105-00-00-384-000-00-00	Loan Proceeds-Fire	0	0	0	0
105-00-00-381-100-00-00	Transfer from General Fund	359,260	478,755	478,755	0
105-00-00-382-100-00-00	Approp of Prior Year Funds-Fire	99,905	0	0	0
	Total Operating Revenues	825,349	849,839	849,840	(1)

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Fire Chief	S	1.0	1.00
Administrative Asst	H	0.0	0.00
Fire Lieutenant	H	3.0	3.00
Firefighter - FT	H	3.0	3.00
Firefighter - PT (13)	H	5.0	5.00
TOTAL		**12.0**	**12.00**

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
105-11-01-522-121-00-00	Regular Salaries-Fire	358,080	366,735	366,735	(0)
105-11-01-522-130-00-00	Part Time Salaries-Fire	0	0	0	0
105-11-01-522-141-00-00	Overtime-Fire	35,500	68,799	68,799	(0)
105-11-01-522-200-00-00	Fire Fees	8,000	6,230	6,230	0
105-11-01-522-210-00-00	FICA-Fire	30,721	33,824	33,824	(0)
105-11-01-522-220-00-00	Retirement-Fire	75,016	85,938	85,938	(0)
105-11-01-522-230-00-00	Life & Health Ins-Fire	26,711	14,578	14,578	(0)
105-11-01-522-240-00-00	Workers Comp-Fire	16,377	20,239	20,239	0
105-11-01-522-250-00-00	Unemployment-Fire	10,195	11,164	11,164	(0)
	Total Personnel Service Costs	**560,600**	**607,506**	**607,507**	**(1)**

FIRE CONTROL FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
105-11-01-522-310-00-00	Professional Services-Fire	2,000	2,761	2,761	0
105-11-01-522-400-00-00	Training & Travel-Fire	5,000	4,259	4,259	0
105-11-01-522-410-00-00	Communications Svcs-Fire	5,000	5,209	5,209	0
105-11-01-522-411-00-00	Wireless Communications-Fire	1,500	1,481	1,481	0
105-11-01-522-430-00-00	Utilities-Fire	9,000	9,711	9,711	(0)
105-11-01-522-441-00-00	Phone System Lease - Fire	675	600	600	0
105-11-01-522-450-00-00	Prop & Gen Liab Ins-Fire	9,987	11,354	11,354	0
105-11-01-522-461-00-00	Repairs & Maint Vehicles-Fire	25,000	25,489	25,489	0
105-11-01-522-462-00-00	Repairs & Maint Equip-Fire	8,800	8,721	8,721	(0)
105-11-01-522-466-00-00	Software Maint Agr-Fire	2,400	1,417	1,417	0
105-11-01-522-467-00-00	Repairs & Maint Bldg-Fire	6,500	6,684	6,684	0
105-11-01-522-490-00-00	Assesment Study	15,000	13,250	13,250	0
105-11-01-522-510-00-00	Office Supplies-Fire	2,500	2,507	2,507	0
105-11-01-522-520-00-00	Operating Supplies-Fire	7,200	7,414	7,414	(0)
105-11-01-522-521-00-00	Uniforms-Fire	4,000	3,811	3,811	(0)
105-11-01-522-522-00-00	Fuel & Oil-Fire	14,000	13,633	13,633	0
105-11-01-522-540-00-00	Dues, Subs & Memberships-Fire	2,000	2,019	2,019	0
	Total Operating Costs	120,562	120,321	120,320	1
	DEBT SERVICE				
105-11-01-522-710-00-00	Debt Service-Principal-Fire	34,932	34,847	34,847	(0)
105-11-01-522-720-00-00	Debt Service-Interest-Fire	11,063	10,925	10,925	0
	Total Debt Service Costs	45,995	45,772	45,772	(0)
	CAPITAL OUTLAY				
105-11-01-522-620-00-00	Building Improvements	30,000	30,000	30,000	0
105-11-01-522-641-00-00	Machinery & Equipment-Fire	12,000	11,411	11,411	0
105-11-01-522-642-00-00	Comp/Printers/Sware-Fire	0	0	0	0
105-11-01-522-643-00-00	Vehicles	0	0	0	0
	Total Capital Outlay Costs	42,000	41,411	41,411	0
	TRANSFERS				
105-11-01-522-911-00-00	Transfer to General Fund	46,192	34,644	34,644	0
	Total Transfers	46,192	34,644	34,644	0
	CONTINGENCY				
105-11-01-522-301-00-00	Contingency	10,000	0	0	0
	Total Contingency	10,000	0	0	0
	Total Expenditures	825,349	849,653	849,654	(1)
	Total Revenues	825,349	849,839	849,840	(1)

Revenues Less Expenditures	**(0)**	**186**	**186**	**(0)**

COMMUNITY REDEVELOPMENT AGENCY

OPERATING GL CODES	OPERATING REVENUES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
108-00-00-311-000-00-00	Ad Valorem Taxes COHS	78,837	79,000	79,000	0
108-00-00-311-100-00-00	Ad Valorem Tax-CRA	108,444	113,028	113,028	0
108-00-00-337-100-00-00	General Government Grant-CRA	0	0	0	0
108-00-00-361-100-00-00	Interest Earned Bank Account	200	55	55	0
108-00-00-384-100-00-00	Proceeds From Loan	0	0	0	0
108-00-00-382-100-00-00	Approp of Prior Year Funds	90,700	0	0	0
108-00-00-366-100-00-00	Contributions Non-Government	0	0	0	0
	Total Operating Revenues	278,181	192,083	192,083	0

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Executive Director	H	0.50	0.00
TOTAL		0.50	0.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
108-38-01-552-121-00-00	Regular Salaries	0	5,380	5,380	0
108-38-01-552-141-00-00	Overtime	0	0	0	0
108-38-01-552-210-00-00	FICA	0	412	412	(0)
108-38-01-552-220-00-00	Retirement	0	387	387	(0)
108-38-01-552-230-00-00	Life & Health Insurance	0	0	0	0
108-38-01-552-240-00-00	Worker's Comp/Claims	36	1,099	1,099	(0)
108-38-01-552-250-00-00	Unemployment Comp	0	62	62	0
	Total Personnel Service Costs	**36**	7,340	7,340	(0)

COMMUNITY REDEVELOPMENT AGENCY

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
108-38-01-552-310-00-00	Professional Services-CRA	8,000	2,625	2,625	0
108-38-01-552-340-00-00	Contractual Services-CRA	400	0	0	0
108-38-01-552-341-00-00	Contractual Svcs COHS	64,000	64,000	64,000	0
108-38-01-552-400-00-00	Training and Travel	2,000	0	0	0
108-38-01-552-430-00-00	Utilities - CRA	0	0	0	0
108-38-01-552-450-00-00	Prop & Gen Liab Ins-CRA	4,655	4,655	4,655	0
108-38-01-552-460-00-00	Repairs & Maintenance-CRA	0	7,419	7,419	0
108-38-01-552-467-00-00	Repairs & Maint Bldg-CRA	0	0	0	0
108-38-01-552-480-00-00	Promotional Activities-CRA	0	1,279	1,279	0
108-38-01-552-540-00-00	Billboard advertising	10,000	0	0	0
108-38-01-552-540-00-00	Pamphlets	5,000	3,265	3,265	0
108-38-01-552-820-00-00	Music in the Park advertising	1,200	540	540	0
108-38-01-552-540-00-00	Dues, Subs, Memberships-CRA	500	175	175	0
108-38-01-552-820-00-00	Grants to Others	50,000	42,139	42,139	0
108-38-01-552-550-00-00	Building Demolition	0	0	0	0
	Total Operating Costs	145,755	126,098	126,097	1
	CAPITAL OUTLAY				
108-38-01-552-630-00-00	Improve Other than Bldgs-CRA	0	3,500	3,500	0
108-38-01-552-632-00-00	Parking Lot, Farmers Market Phase 2	17,000	0	0	0
108-38-01-552-632-00-00	School Renovation	0	0	0	0
108-38-01-552-633-00-00	Downtown Parking Proj	0	9,309	9,309	0
108-38-01-552-641-00-00	Machinery & Equip-CRA	0	165	165	(0)
108-38-01-552-830-00-00	Grant Match-CRA	0	0	0	0
	Total Capital Outlay Costs	17,000	12,974	12,974	(0)
	DEBT SERVICE				
108-38-01-552-710-00-00	Debt Service-Principal-CRA	0	0	0	0
108-38-01-552-720-00-00	Debt Service-Interest-CRA	0	0	0	0
108-38-01-552-730-00-00	Debt Service-CRA	0	0	0	0
	Total Debt Service	0	0	0	0
	CONTINGENCY & RESERVES				
108-38-01-552-000-00-00	Contingency	45,390	0	0	0
	Reserve for Parking Lots	70,000	0	0	0
	Total Contingencies	115,390	0	0	0
	Total Expenditures	278,181	146,412	146,411	1
	Total Revenues	278,181	192,083	192,083	0
	Revenues Less Expenditures	0	45,672	45,672	(0)

PUBLIC UTILITIES - WATER FUND

OPERATING GL CODES	REVENUES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
402-00-00-343-301-00-00	Water Service Fees	550,193	485,740	485,740	0
402-00-00-343-302-00-00	Water Adjustments	0	0	0	0
402-00-00-343-303-00-00	Meter Installations-Water	45,000	85,544	85,544	0
402-00-00-343-304-00-00	Cutoff Charges-Water	30,000	39,556	39,556	0
402-00-00-343-305-00-04	Irrigation Meter Charges	0	0	0	0
402-00-00-343-306-00-00	Penalties-Water	15,000	20,654	20,654	(0)
402-00-00-361-100-00-00	Interest Earned Bank Accounts	5,000	7,100	7,100	0
402-00-00-361-110-00-00	Interest Earned on Investments	0	0	0	0
402-00-00-369-990-00-00	Miscellaneous Income-Water	0	22,820	22,820	0
402-00-00-382-100-00-00	Appropriation of Prior Year Funds	0	0	0	0
	Total Operating Revenues	645,193	661,415	661,414	1

PUBLIC UTILITIES - WATER FUND

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Public Utilites and Sanitation Supt.	S	0.00	0.00
Service Worker III	H	1.00	1.00
Service Worker II	H	1.00	1.00
TOTAL		2.00	2.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
402-22-01-533-121-00-00	Regular Salaries-Water	61,044	56,580	56,580	0
402-22-01-533-141-00-00	Overtime-Water	5,000	8,875	8,875	(0)
402-22-01-533-210-00-00	FICA-Water	5,052	5,054	5,054	(0)
402-22-01-533-220-00-00	Retirement-Water	4,590	4,940	4,940	0
402-22-01-533-230-00-00	Life and Health Ins-Water	7,632	8,140	8,140	(0)
402-22-01-533-235-00-00	OPEB	0	(5,849)	(5,849)	0
402-22-01-533-240-00-00	Workers Comp-Water	2,307	3,648	3,648	0
402-22-01-533-250-00-00	Unemployment-Water	1,618	1,569	1,569	(0)
	Total Personnel Service Costs	**87,243**	82,957	82,957	(0)

PUBLIC UTILITIES - WATER FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
402-22-01-533-310-10-00	Prof Services Engineering-Wate	10,000	3,000	3,000	0
402-22-01-533-310-20-00	Water Study	20,000	69,325	69,325	0
402-22-01-533-311-00-00	Employee Exams-Water	100	0	0	0
402-22-01-533-320-00-00	Accounting & Auditing-Water	5,440	4,384	4,384	0
402-22-01-533-340-00-00	Contractual Services-Water	15,000	3,537	3,537	0
402-22-01-533-400-00-00	Training & Travel	1,500	1,345	1,345	0
402-22-01-533-410-00-00	Communications Services-Water	3,500	3,945	3,945	(0)
402-22-01-533-411-00-00	Wireless Services-Water	725	501	501	(0)
402-22-01-533-430-00-00	Utilities-Water	15,000	20,306	20,306	0
402-22-01-533-440-00-00	Rental Equipment-Water	500	229	229	0
402-22-01-533-441-00-00	Phone System Lease - Water	0	0	0	0
402-22-01-533-450-00-00	Prop & Gen Liab Ins-Water	8,994	8,994	8,994	0
402-22-01-533-460-00-00	Repairs & Maintenance-Water	50,000	35,126	35,126	0
402-22-01-533-461-00-00	Repairs & Maint Vehicles-Water	1,500	567	567	0
402-22-01-533-462-00-00	Repair & Maintenance Equipment	3,200	13,294	13,294	(0)
402-22-01-533-467-00-00	Repairs & Maint Bldg-Water	500	0	0	0
402-22-01-533-520-00-00	Operating Supplies-Water	15,000	19,793	19,793	0
402-22-01-533-521-00-00	Uniforms-Water	800	624	624	(0)
402-22-01-533-522-00-00	Fuel & Oil-Water	7,000	5,418	5,418	(0)
402-22-01-533-526-00-00	Op Supplies-New Meter Inst-Wat	8,000	8,000	8,000	0
402-22-01-533-529-00-00	Operating Supplies Meter Repla	2,000	2,520	2,520	0
402-22-01-533-540-00-00	Dues, Subs & Memberships-Water	1,000	949	949	0
	Total Operating Costs	169,759	201,857	201,857	0
	CAPITAL OUTLAY				
402-22-01-533-620-00-00	Building Improvements-Water	0	0	0	0
402-22-01-533-641-00-00	Machinery, Equipment & Furn-Wa	0	0	0	0
	Total Capital Outlay Costs	0	0	0	0
	DEBT SERVICE				
402-22-01-533-730-00-00	Debt Service Series 1976 Interest	2,750	2,063	2,063	(1)
402-00-00-232-100-00-00	Revenue Bonds Payable Series 1976	27,000	0	0	0
	Total Debt Service	29,750	2,063	2,063	(1)
	TRANSFERS				
402-22-01-533-911-00-00	Transfer to General Fund-Water	118,601	256,978	256,978	0
402-22-01-533-912-00-00	Tranfers To Sewer Fund-Water	68,000	73,500	73,500	0
	Total Transfers	186,601	330,478	330,478	0
	CONTINGENCY				
402-22-01-533-301-00-00	Contingency	171,840	0	0	0
	Depreciation	0	44,060	44,060	0
	Total Contingencies	171,840	44,060	44,060	0
	Total Expenditures	645,193	661,415	661,415	(0)
	Total Revenues	645,193	661,415	661,414	1
	Revenues Less Expenditures	(0)	(0)	(1)	1

PUBLIC UTILITIES - SEWER FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
403-00-00-334-350-00-00	State Grant-Sewer	0	0	0	0
403-00-00-334-351-00-00	Rural Development Grant-Sewer	0	392,510	392,510	0
403-00-00-334-352-00-00	Suwannee River Mgt Grant-Sewer	0	0	0	0
403-00-00-343-501-00-00	Sewer Service Fees	660,000	616,889	616,889	(0)
403-00-00-343-502-00-00	Sewer Adjustments	0	0	0	0
403-00-00-343-503-00-00	Penalties-Sewer	0	0	0	0
403-00-00-343-504-00-00	Sewer Installations	22,000	27,741	27,741	(1)
403-00-00-343-505-00-00	Sewer Connections	14,000	28,800	28,800	0
403-00-00-361-100-00-00	Interest Earned on Bank Acct	1,000	680	680	(0)
403-00-00-369-990-00-00	Miscellaneous Revenue-Sewer	0	0	0	0
403-00-00-381-100-00-00	Transfer from General Fund-Sew	0	0	0	0
403-00-00-381-112-00-00	Transfer from Water Fund-Sewer	68,000	73,500	73,500	0
403-00-00-381-115-00-00	Transfer from Solid Waste	0	0	0	0
403-00-00-381-116-00-00	Transfer from Sewer Impact Fee Debt Service	58,494	218,055	218,055	0
403-00-00-380-100-00-00	Sewer Reserve	0	0	0	0
430-00-00-382-100-00-00	Appropriation of Prior Year Funds	100,252	0	0	0
	Total Operating Revenues	**923,746**	**1,358,175**	**1,358,175**	**(0)**

PUBLIC UTILITIES - SEWER FUND

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
Sewer Superintendent	H	0.63	0.63
Service Worker II	H	2.00	2.00
TOTAL		2.63	2.63

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
403-24-01-535-121-00-00	Regular Salaries-Sewer	83,398	70,260	70,260	(0)
403-24-01-535-141-00-00	Overtime-Sewer	4,000	7,043	7,043	0
403-24-01-535-210-00-00	FICA-Sewer	6,686	6,027	6,027	0
403-24-01-535-220-00-00	Retirement-Sewer	6,074	5,298	5,298	(0)
403-24-01-535-230-00-00	Life & Health Ins-Sewer	11,448	5,938	5,938	0
403-24-01-535-235-00-00	OPEB	0	(1,795)	(1,795)	0
403-24-01-535-240-00-00	Workers Comp-Sewer	3,406	2,909	2,909	(0)
403-24-01-535-250-00-00	Unemployment-Sewer	2,177	1,870	1,870	(0)
	Total Personnel Service Costs	**117,189**	97,550	97,550	(0)

PUBLIC UTILITIES - SEWER FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
403-24-01-535-310-00-00	Professional Services-Sewer	9,000	38,580	38,580	0
403-24-01-535-310-10-00	Prof Services Engineering-Sewe	15,000	37,308	37,308	(0)
403-24-01-535-311-00-00	Employee Exams-Sewer	200	200	200	0
403-24-01-535-340-00-00	Contractual Services-GRU-Sewer	20,000	34,152	34,152	0
403-24-01-535-345-00-00	Contractual Svcs Grinder Insta	12,000	11,198	11,198	0
403-24-01-535-400-00-00	Travel & Training-Sewer	1,000	737	737	(1)
403-24-01-535-410-00-00	Communication Services-Sewer	1,300	1,709	1,709	(0)
403-24-01-535-411-00-00	Wireless Services-Sewer	300	341	341	(0)
403-24-01-535-430-00-00	Utilities-Sewer	47,000	57,666	57,666	(0)
403-24-01-535-440-00-00	Rental Equipment-Sewer	500	0	0	0
403-24-01-535-441-00-00	Phone System Lease - Sewer	0	0	0	0
403-24-01-535-450-00-00	Prop & Gen Liab Ins-Sewer	7,877	8,491	8,491	(0)
403-24-01-535-460-00-00	Repairs & Maintenance-Sewer	30,000	32,994	32,994	0
403-24-01-535-461-00-00	Repairs & Maint Vehicles-Sewer	2,000	553	553	(0)
403-24-01-535-469-00-00	Rep & Maint Grinder Pumps-Sewe	40,000	39,226	39,226	0
403-24-01-535-520-00-00	Operating Supplies-Sewer	9,500	19,059	19,059	(0)
403-24-01-535-521-00-00	Uniforms-Sewer	750	600	600	0
403-24-01-535-522-00-00	Fuel & Oil-Sewer	3,500	5,084	5,084	0
403-24-01-535-525-00-00	Op Supply-New Grinder Pumps-Se	10,000	9,965	9,965	0
	Total Operating Costs	209,927	297,862	297,863	(1)
	CAPITAL OUTLAY				
403-24-01-535-641-00-00	Machinery & Equipment - Sewer	70,000	0	0	0
	Total Capital Outlay Costs	70,000	0	0	0
	DEBT SERVICE				
403-24-01-535-720-00-00	Debt Service Interest Series 2003 & 2009	346,782	260,085	260,085	0
403-24-01-535-730-00-00	Debt Svs-Bridge Loan	58,494	0	0	0
403-00-00-232-100-00-00	Debt Service Principal Series 2003 & 2009	110,960	0	0	0
403-24-01-535-991-00-00	Reserve for FB Rollforward-Bond Reserves	0	0	0	0
	Total Debt Service	516,236	260,085	260,085	0
	TRANSFERS				
403-24-01-535-911-00-00	Transfer to General Fund-Sewer	0	0	0	0
403-24-01-535-913-00-00	Transfer To Water Fund-Sewer	0	0	0	0
403-24-01-535-914-00-00	Transfer to Sewer Const-Sewer	0	0	0	0
	Total Transfers	0	0	0	0
	CONTINGENCY				
403-24-01-535-001-00-00	Contingency	10,395	0	0	0
	Depreciation	0	399,500	399,500	0
	Total Contingencies	10,395	399,500	399,500	0
	Total Expenditures	923,746	1,054,997	1,054,998	(1)
	Total Revenues	923,746	1,358,175	1,358,175	(0)
	Revenues Less Expenditures	(0)	303,177	303,177	1

PUBLIC UTILITIES - SOLID WASTE FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
404-00-00-343-404-00-00	Reimbursement from FEMA-SW	0	0	0	0
404-00-00-343-401-00-00	Collection Fees-Solid Waste	668,000	671,052	671,052	0
404-00-00-343-402-00-00	Garbage Adjustments-Solid Wast	0	0	0	0
404-00-00-343-403-00-00	Penalties-Solid Waste	18,000	21,330	21,330	0
404-00-00-361-100-00-00	Interest Earned Bank Accts-SW	0	664	664	0
404-00-00-361-110-00-00	Interest Earned on Invest-SW	0	0	0	0
404-00-00-381-100-00-00	Transfer From General Fund-SW	0	0	0	0
404-00-00-382-990-00-00	Appropriation of Prior Funds	0	0	0	0
	Total Operating Revenues	686,000	693,047	693,046	1

PUBLIC UTILITIES - SOLID WASTE FUND

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
TOTAL		0.00	0.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
	Regular Salaries	0	0	0	0
	Overtime	0	0	0	0
	FICA	0	0	0	0
	Retirement	0	0	0	0
	Life & Health Insurance	0	0	0	0
	Worker's Comp/Claims	0	0	0	0
	Unemployment Comp	0	0	0	0
	Total Personnel Service Costs	0	0	0	0

PUBLIC UTILITIES - SOLID WASTE

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
404-23-01-534-310-00-00	Professional Fees-Solid Waste	468,000	473,979	473,979	0
404-23-01-534-320-00-00	Accounting & Auditing-SW	9,500	6,576	6,576	0
404-23-01-534-450-00-00	Prop & Gen Liab Ins-SW	1,068	1,068	1,068	(0)
404-23-01-534-460-00-00	Repairs & Maintenance-SW	100	0	0	0
404-23-01-534-461-00-00	Repairs & Maint Vehicles-SW	0	707	707	(0)
404-23-01-534-510-00-00	Office Supplies-Solid Waste	100	71	71	0
404-23-01-534-520-00-00	Operating Supplies-Solid Waste	100	3,045	3,045	0
404-23-01-534-522-00-00	Fuel & Oil-Solid Waste	1,000	2,476	2,476	(0)
	Total Operating Costs	479,868	487,923	487,922	1
	CAPITAL OUTLAY				
	Total Capital Outlay Costs	0	0	0	0
	TRANSFERS				
404-23-01-534-911-00-00	Transfer to General Fund-Sw	206,132	205,124	205,124	0
	Transfer to Sewer Fund	0	0	0	0
	Total Transfers	206,132	205,124	205,124	0
	CONTINGENCY				
404-23-01-534-301-00-00	Contingency	15,869	0	0	0
	Total Contingency	15,869	0	0	0
	Total Expenditures	701,869	693,047	693,046	1
	Total Revenues	686,000	693,047	693,046	1
	Revenues Less Expenditures	(15,869)	0	0	0

CEMETERY RESERVE FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14	Budget Variance
601-00-00-361-100-00-00	Interest Earned Bank Acct-Ceme	190	138	138	0
601-00-00-364-100-00-00	Sale of Fixed Assets-Cemetery	0	0	0	0
601-00-00-381-100-00-00	Transfer From General Fund-Cem	0	0	0	0
601-00-00-382-990-00-00	Approp of Prior Year Funds	0	0	0	0
601-00-00-343-800-00-00	Cemetery Fees	15,000	25,800	25,800	0
	Total Operating Revenues	15,190	25,938	25,938	0

CEMETERY RESERVE FUND

STAFFING/WAGES	Type of Pay	Adopted 2013-2014 FTE	Revised 2013-2014 FTE
TOTAL		0.00	0.00

S=Safariad H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted Budget FY 2013-2014	Actual FY 2013-2014	Revised Budget FY 2013-2014	Budget Variance
	Regular Salaries	0	0	0	0
	Overtime	0	0	0	0
	FICA	0	0	0	0
	Retirement	0	0	0	0
	Life & Health Insurance	0	0	0	0
	Worker's Comp/Claims	0	0	0	0
	Unemployment Comp	0	0	0	0
	Total Personnel Service Costs	**0**	**0**	**0**	**0**

CEMETERY RESERVE FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted Budget FY 2013-14	Actual FY 2013-2014	Revised Budget FY 2013-14
601-28-01-539-520-00-00	Operating Supplies-Cemetery	200	0	0
601-28-01-539-460-00-00	Repairs & Maintenance	8,000	727	727
601-28-01-539-520-90-00	Repurchase Cemetery Lots	2,000	4,580	4,580
	Total Operating Costs	10,200	5,307	5,307
	CAPITAL OUTLAY			
601-28-01-539-630-00-00	Improve Other than Bldg-Cemete	1,800	0	
601-28-01-539-642-00-00	Comp, Printers, Software-Cemetery			
	Total Capital Outlay Costs	1,800	0	0
	TRANSFERS			
601-28-01-539-911-00-00	Transfer to General Fund-Cemet	3,190	20,631	20,631
	Total Transfers	3,190	20,631	20,631
	CONTINGENCY			
601-28-01-539-001-00-00	Contingency	0	0	0
	Total Contingency	0	0	0
	Total Expenditures	15,190	25,938	25,938
	Total Revenues	15,190	25,938	25,938
	Revenues Less Expenditures	0	0	0

Nov 20th

Jenny Parham

From:	Courtney Johnson
Sent:	Monday, October 13, 2014 4:53 PM
To:	Bob Barnas; Sue Weller; Scott Jamison; Byran Williams; Linda Gestrin
Cc:	Ed Booth; Jenny Parham; Scott Walker
Subject:	Plantation Oaks-Tax Abatement
Attachments:	ltr from Property Appraiser 10-13-14.pdf

Dear Commissioners,

Please find attached correspondence I received this afternoon from Val Bates, Counsel for the Alachua County Property Appraiser. We can place this item back on the next Commission Agenda for further discussion.

The letter is in response to the following questions:

a. The total revenue available to the City for the current fiscal year from ad valorem tax sources, or an estimate of such revenue if the actual total available revenue cannot be determined;
b. The amount of revenue lost to the City for the current fiscal year by virtue of exemptions previously granted, or an estimate of such revenue if the actual revenue lost cannot be determined;
c. An estimate of the amount of revenue which would be lost to the City for the current fiscal year if the exemption applied for was granted had the property for which the exemption is requested otherwise been subject to taxation; and
d. A determination as to whether the property for which an exemption is requested is to be incorporated into a new business or the expansion of an existing business or into neither, which determination the property appraiser shall also affix to the face of the application. Upon request, the Department will provide the property appraiser such information as it may have available to assist in making this determination.

Thank you,

Courtney

Courtney Johnson, Esq.
Folds & Walker, LLC
527 East University Avenue
Gainesville, FL 32601
(352) 372-1282
(352) 375-9960
www.foldsandwalker.com

FOLDS & WALKER, LLC
Attorneys at Law

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ALACHUA COUNTY
PROPERTY APPRAISER
KNOWLEDGE • COMMITMENT • TEAMWORK • CUSTOMER FOCUS

Office of Ed Crapo, CFA, ASA, AAS

October 13, 2014

Courtney Johnson, Esq.

Via email: courtney@foldsandwalker.com

Re: Plantation Oaks

Dear Courtney:

Dan Marvel from our office made the calculations we discussed and the responses below are keyed to the applicable provisions of the High Springs Code of Ordinances:

A. 2011 $1,431,301.26
2012 $1,371,057.21
2013 $1,329,420.90
2014 $1,359,452.23

B. 2011 $0.00
2012 $0.00
2013 $0.00
2014 $0.00

C. 2011 $11,652.41
2012 $11,531.87
2013 $11,412.56
2014 $11,260.68

D. Neither

Note: This property was purchased in December 2010, began business in 2011, and make application February 9, 2012. The purchase and beginning business occurred before the ordinance enactment. Therefore, it appears it does not qualify for this exemption.

If you have questions or need to review the backup information, please let me know.

Yours truly,

C. Valentine Bates
Counsel for Alachua County Property Appraiser

12 Southeast First Street, Ste. 213
Gainesville, Florida 32601-6886
(352) 374 5230 • fax (352) 374-5278
www.acpafl.org

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **NOVEMBER 20, 2014**

SUBJECT: **CONSIDER AWARDING BID FOR ADMINISTRATIVE SERVICES OF THE FLORIDA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG) #15DB-OJ-03-11-02-N51 TO FRED FOX ENTERPRISES.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **CITY CLERK**

RECOMMENDED ACTION: **AWARD BID TO FRED FOX ENTERPRISES**

Summary

THE CITY ADVERTISED AN RFP SEEKING FIRMS TO ADMINISTER THE CDBG NEIGHBORHOOD REVITALIZATION PROJECT. ONE BID WAS RECEIVED FROM FRED FOX ENTERPRISES.

ATTACHMENTS: **BID PROPOSAL**

REVIEWED BY CITY MANAGER:_____

PROPOSAL FOR CDBG #15DB-OJ-03-11-02-N51 GRANT ADMINISTRATION SERVICES RELATED TO A FFY 2013 CDBG NEIGHBORHOOD REVITALIZATION PROJECT

SUBMITTED TO:
CITY OF HIGH SPRINGS CITY HALL
ATTN: ED BOOTH, CITY MANAGER
110 NW 1ST AVENUE
HIGH SPRINGS, FL 32643

PROPOSAL FOR SERVICES SUBMITTED BY:

FRED FOX ENTERPRISES, INC.

Providing Grant Writing and Administration Services

COPY

1

SECTION ONE:
Letter of Transmittal

2

SECTION TWO:
CDBG Small Cities Program Experience

3

SECTION THREE:
Staff Resumes

4

SECTION FOUR:
Letters of Reference

5

SECTION FIVE:
Attachments

Letter of Transmittal

FRED FOX ENTERPRISES, INC

Providing Grant Writing and Administration Services

November 7, 2014

City of High Springs City Hall
Attn: Mr. Ed Booth, City Manager
110 NW 1st Avenue
High Springs, FL 32643

RE: **REQUEST FOR PROPOSALS (RFP) FOR CDBG GRANT ADMINISTRATION SERVICES RELATED TO A FFY 2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) NEIGHBORHOOD REHABILITATION PROJECT CDBG #15DB-OJ-03-11-02-N51**

Dear Mr. Booth:

Please consider this my firm's response to your Request for Proposals for the above referenced services. Fred Fox Enterprises has been successful in obtaining funding for and administering numerous projects which were funded through a myriad of state and federal agencies, including but not limited to the following:

- The Florida Department of Environmental Protection (DEP) State Revolving Fund (SRF) and Small Disadvantaged Community Wastewater Program Grants for wastewater treatment plant construction, sewer plant construction, sanitary sewer expansion and storm drainage projects through the State of Florida;
- The Florida Department of Environmental Protection (DEP) Drinking Water State Revolving Fund Program (DWSRF), Pre-Construction and Construction Grants for financially Disadvantaged Small Communities for potable water system improvements;
- The Florida Department of Environmental Protection (DEP) nonpoint source Management Program - Section 319 grants for reducing non-source water pollution;
- The Federal Economic Development Administration's (EDA) Economic Development Grant Program;
- The Florida Economic Development Transportation Fund (EDTF) program through Enterprise Florida and FDOT;

26 Spanish Street, P.O. Box 1047 • St. Augustine, FL 32085-1047 • Phone: (904) 810-5183 • Fax: (904) 810-5302

- USDA Rural Business Enterprise Grants (RBEG);
- USDA Community Facility Loan and Grants;
- USDA Water and Sewer Facilities Loan and Grants;
- DEP – Florida Recreation Development Assistance Program (FRDAP) Grants
- Florida Communities Trust – Preservation 2000 and Florida Forever recreational property acquisition grants;
- The Florida Boating Improvement Fund (FBIF) Grant Program;
- HUD 108 Loan Program;
- Florida Housing Finance Corporation – Home Again Program;
- Florida Department of State – Historic Preservation Grants;
- Florida Department of State – Historic Preservation – Special Category Grants;
- Florida Legislature – Special Appropriations; and
- Federal Emergency Management Administration (FEMA) – Hazard Mitigation Grant Program (HMGP).

Our experience utilizing the different funding resources that are available through both the State and Federal government allows for a comprehensive approach to carrying out the proposed activities for our client communities.

As evidenced by our successful funding rate and combined one hundred and four (104) years of Small Cities CDBG staff experience, our firm has a unique understanding of the CDBG program's requirements and guidelines. For 30 years, since our firm's inception in 1984, we have secured and administered HUD funded CDBG projects through the Florida Department of Economic Opportunity for our client communities in the following categories:

- **One hundred two (102) Small Cities Neighborhood Revitalization projects;**
- Sixty-three (63) Small Cities Housing Rehabilitation projects;
- Thirty-four (34) Small Cities Commercial Revitalization projects;
- Forty (40) Small Cities Economic Development projects;
- Twelve (12) Disaster Recovery Initiative projects.

My staff has represented our client community's interests regarding funding requests that were submitted to both the federal and state governments. Fred Fox Enterprises, Inc. has assembled a staff that has represented government entities before numerous federal and state agencies. Our experience extends beyond merely filling out and submitting grant and loan applications. We understand that to effectively represent the interests of our client communities, we must work closely with the local public officials in our client communities as well as their representatives in Washington, DC and Tallahassee to achieve success. Understanding our client communities' needs as well as the requirements of the federal and state programs we work with has resulted in a very high funding success rate.

CITY OF HIGH SPRINGS
NEIGHBORHOOD REVITALIZATION PROJECT
MANAGEMENT APPROACH

Having worked with the City of High Springs since 1987, we have previously worked with the City of High Springs to obtain and manage one Commercial Revitalization and two (2) Neighborhood Revitalization CDBG projects. We once again worked with the City engineer and City staff to develop the successful Small Cities CDBG Application in the Neighborhood Revitalization category for the replacement of eleven thousand four hundred linear feet of existing water line in the southeast quadrant of the City along the following streets;

- **The replacement of the existing water line along Southeast 1st Avenue between U. S Highways 41 & 27 on the west and SE Douglas Street on the east, a distance of 2,600 linear feet;**
- **The replacement of the existing water line along Southeast Douglas Street between SE Railroad Avenue on the north and NW 178th Place on the south, a distance of 1,200 linear feet;**
- **The replacement of the existing water line along Southeast 7th Avenue between U. S Highways 41 & 27 on the west and NW 178th Place on the east, a distance of 1,500 linear feet;**
- **The replacement of the existing water line along Southeast Lincoln Avenue between NW 178th Place on the west and SE Douglas Street on the east, a distance of 2,000 linear feet;**
- **The replacement of the existing water line along NW 178th Place between Southeast Lincoln Avenue on the west and SE Douglas Street on the east, a distance of 2,000 linear feet;**
- **The replacement of the existing water line along Southeast 5th Street between SE 1st Avenue on the north and SE 3rd Avenue on the south, a distance of 300 linear feet;**
- **The replacement of the existing water line along the east side of US 41 from 1st Avenue on the north to 7th Avenue on the south, a distance of 1,800 linear feet.**

The following activities were included as unmet needs in the application:

- **Service Area #2 - The replacement of the existing water line along Northwest 181st Place between the western end of 181st Place, approximately 525 linear feet west of SE Douglas Street, on the west and the eastern end of Northwest 181st Place, located approximately 700 linear feet east of SE Douglas Street on the east, a distance of 1,225 linear feet;**

Unmet Needs Continued:

- **Service Area #3 - The replacement of the existing water line along Northwest 180th Place (SE Jefferson Avenue) between SE Douglas Street, on the west and the eastern end of Northwest 180th Place, located approximately 900 linear feet east of SE Douglas Street on the east, a distance of 900 linear feet;**

- **Service Area #4 - The replacement of the existing water line along Northwest 180th Avenue between the western end of 180th Avenue, approximately 600 linear feet west of SE Douglas Street, on the west and the eastern end of Northwest 180th Avenue, located approximately 850 linear feet east of SE Douglas on the east, a distance of 1,450 linear feet;**

- **Service Area #5 - The replacement of the existing water line along Northwest 179th Place between SE Douglas Street on the west and the eastern end of Northwest 179th Place on the east, a distance of 660 linear feet;**

- **Service Area #6 - The replacement of the existing water line along NW 178th Place between the eastern end of 178th Place, approximately 650 linear feet east of SE Douglas Street, on the east and SE Douglas Street on the west, a distance of 650 linear feet;**

- **Service Area #6 (continued) - The replacement of the existing water line along NW 178th Avenue between the eastern end of 178th Avenue, approximately 650 linear feet west of SE Douglas Street, on the east and the western end of NW 178th Avenue, located approximately 700 linear feet west of SE Douglas Street on the west, a distance of 1,350 linear feet;**

- **Service Area #6 (continued) - The replacement of the existing water line along SE Douglas Street between NW 178th Place on the north and NW 178th Avenue on the south, a distance of 225 linear feet;**

To date Fred Fox Enterprises has worked with the City of High Springs to carry out the following steps which were required to obtain the funding for the CDBG Neighborhood Revitalization application:

- **Helped the City select the project with the best chance of receiving funding;**
- **Worked with the City's Engineer's and City staff to develop a competitive application;**
- **Conducted the door to door surveys of the households in all of the service areas included in the application that would benefit from the grant;**

- **Developed the Public Hearing Notice and attended the First Public Hearing required for grant development;**
- **Developed the Public Notice and conducted the Citizen's Advisory Task Force meeting required for grant development;**
- **Prepared the application for submission to the Department of Economic Opportunity (DEO);**
- **Developed the Second Public Hearing Notice and attended the second public hearing required for grant submission;**
- **Delivered the City's application to DEO;**
- **Coordinated DEO's site visit for the project and prepared the response to all of DEO's questions regarding the project;**
- **Worked with City staff to complete the contract attachments and return the completed contract package to DEO.**

PROPOSAL FOR CDBG #15DB-OJ-03-11-02-N51 GRANT ADMINISTRATION SERVICES RELATED TO A FFY 2013 CDBG NEIGHBORHOOD REVITALIZATION PROJECT

SUBMITTED TO:
CITY OF HIGH SPRINGS CITY HALL
ATTN: ED BOOTH, CITY MANAGER
110 NW 1ST AVENUE
HIGH SPRINGS, FL 32643

PROPOSAL FOR SERVICES SUBMITTED BY:

FRED FOX ENTERPRISES, INC.

Providing Grant Writing and Administration Services

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CITY OF HIGH SPRINGS' NEIGHBORHOOD REVITALIZATION PROJECT MANAGEMENT APPROACH

The work items and time line that would be utilized to carry out the City of High Springs' CDBG Neighborhood Revitalization project are as follows:

WORK ITEM	DATE OF COMPLETION
1. City selects project administrator	November 12, 2014
2. City receives CDBG contract from the State for completion and execution	Completed
3. The City returns a fully executed contract package To the state	Complete
4. Administrator working with the City begins Environmental Review process	November 13, 2014
5. City submits administrator desktop monitoring package and engineer sole source request package, along with contracts for both disciplines to DEO for approval	December 5, 2014
6. The City obtains approval for the administrator selection process and administrator contract, from the State. Additionally City obtains approval for engineer sole source procurement and the engineering contract from the State	December 15, 2014
7. The City receives a fully executed contract from the State	Complete
8. The Environmental Review process is completed	February 15, 2015
9. The City receives "Release of Funds" notification from the State	February 16, 2015
10. The State approves the plans and specifications for the project	February 20, 2015

CITY OF HIGH SPRINGS' NEIGHBORHOOD REVITALIZATION PROJECT MANAGEMENT APPROACH (continued)

WORK ITEM	DATE OF COMPLETION
11. The engineer is given "Notice to Proceed" with finalizing the design based upon permitting agency comments and bidding of the project	March 15, 2015
12. Construction of the project is bid out	April 1, 2015
13. The City awards the bids and obtains the State's approval of the contractor	June 1, 2015
14. The City holds the Pre-construction conferences and issues the "Notice to Proceed" to the contractor	June 15, 2015
15. The Contractor begins construction of the project	July 1, 2015
16. The Contractor completes construction of the project	December 1, 2015
17. The administrator prepares close-out documents for the project and the City submits the documents to the State	January 15, 2016

CITY OF HIGH SPRINGS' NEIGHBORHOOD REVITALIZATION PROJECT MANAGEMENT TEAM

The team that would be in charge of the administration of the City of High Springs' CDBG Project would be as follow:

1. **Fred D. Fox – Project Manager**

   Mr. Fox, with over thirty (30) years Small Cities CDBG experience, would work with the City's Citizen Advisory Task Force (CATF), City Council and City Staff to coordinate the general operation of the project including, but not limited to:

- Work with the City to develop an administrative contract that is acceptable to the State;
- Work with the City and the project engineer to coordinate the bidding, construction, contract award and pre-construction meeting for the project;
- Work with the City to carry out any archeological study of the property being requested by the Department of State, Division of Historical Resources;
- Insure that Davis Bacon and other federal employee tracking requirements are met;
- Conduct contractor and subcontractor employee interviews;
- Insure all record-keeping and reporting procedures are followed;
- Attend all State and Federal monitoring meetings regarding the project;
- Conduct Citizens Advisory Task Force (CATF) meetings as well as attend all City Council meetings where grant items are to be discussed.

2. **Melissa Fox – Grants Compliance/Bookkeeping Specialist**

   Ms. Fox, with over twenty-three (23) years Small Cities CDBG experience, would coordinate the financial administration of the program with the City including, but not limited to the following:

- Coordinate the establishment of the bookkeeping system required for the project with City staff;
- Prepare "Request for Funds" for the project;
- Review and approve all requests for payments from the contractors including obtaining appropriate Release of Liens;
- Prepare samples of required correspondence to the State and draft responses to State correspondence for City review and execution;
- Provide ongoing coordination of all required record-keeping for the project;
- Review all payrolls and employee interview forms for Davis Bacon and other Federal compliance.

CDBG Small Cities Program Experience

FRED FOX ENTERPRISES, INC'S
WORK EXPERIENCE AND CLIENT CONTACT INFORMATION
RELATED TO THE SMALL CITIES CDBG PROGRAM

FFY 2013

As part of the 2013 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Clermont - Neighborhood Revitalization, $700,000.00
   Contact Person: James Kinzler, Dir. of Environmental Services (352) 241-0178
2. City of Crescent City – Neighborhood Revitalization, $650,000.00
   Contact Person: Patrick Kennedy, City Manager (386) 698-2525
3. Town of Eatonville – Neighborhood Revitalization, $700,000.00
   Contact Person: Katrina Gibson, Finance Director (407) 623-8900
4. City of High Springs – Neighborhood Revitalization, $700,000.00
   Contact Person: Ed Booth, City Manager (386) 454-1416
5. Jefferson County – Housing Rehabilitation, $700,000.00
   Contact Person: Parrish Barwick, County Coordinator (850) 342-0287
6. City of Moore Haven – Neighborhood Revitalization, $650,000.00
   Contact Person: Maxine Brantley, City Clerk (863) 946-0711
7. Town of Welaka – Neighborhood Revitalization, $600,000.00
   Contact Person: Gordon Sands, Mayor (386) 467-9800
8. City of Williston – Neighborhood Revitalization, $650,000.00
   Contact Person: Adam Hall, City Planner (352) 528-3060

FFY 2012

As part of the 2012 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. Town of Branford - Neighborhood Revitalization, $600,000.00
   Contact Person: Donna Harden, Town Clerk (386) 935-3873
2. Town of Interlachen – Neighborhood Revitalization $650,000.00
   Contact Person: Pam Wilburn, Town Clerk (386) 684-3811
3. Town of Lady Lake – Neighborhood Revitalization $750,000.00
   Contact Person: C. T. Eagle, Sr., Public Works Director (352) 751-1526
4. Town of Lake Hamilton – Neighborhood Revitalization $650,000.00
   Contact Person: Doug Leonard, Town Planner (863) 439-1910

5. City of Leesburg – Neighborhood Revitalization $750,000.00

   Contact Person: Ken Thomas, Director of Economic Dev. & Housing (352) 728-9765

6. City of Sebring – Economic Development $750,000.00

   Contact Person: Jim Polatty, Zoning and Planning Director (863) 471-5102

7. Saint Johns County – Economic Development $750,000.00

   Contact Person: Benjamin Coney, Acting Director Housing and Community Services Division (904) 827-6892

8. City of Winter Garden – Housing Rehabilitation $750,000.00

   Contact Person: Tanja Gerhartz, Economic Development Director (407) 323-4111 Ext. 2308

FFY 2011

As part of the 2011 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bunnell – Neighborhood Revitalization, $650,000.00

   Contact Person: Judi Stetson, Director of Grants & Special Projects (386) 437-7500 Ext 33

2. City of Hawthorne – Neighborhood Revitalization, $650,000.00

   Contact Person: Ellen Vause, City Manager (352) 481-2432

3. City of Vernon – Neighborhood Revitalization, $600,000.00

   Contact Person: Dian Hendrix, City Clerk (850) 535-2444

4. City of Waldo – Neighborhood Revitalization, $650,000.00

   Contact Person: Kim Worley, City Manager (352) 468-1001

5. Town of Bell – Neighborhood Revitalization, $600,000.00

   Contact Person: Dan Cavanah, Town Manager (352) 463-6288

6. City of Dade City – Neighborhood Revitalization, $700,000.00

   Contact Person: Gordon Onderdonk, City Engineer/Public Works Director (352) 523-5054

FFY 2010

As part of the 2010 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bowling Green – Neighborhood Revitalization, $700,000.00

   Contact Person: Jerry Conerly, City Manager (863) 375-2255

2. Clay County – Neighborhood Revitalization, $750,000.00

   Contact Person: Shawn Thomas, Engineer Project Manager (904) 541-3815

3. City of Davenport – Neighborhood Revitalization, $650,000.00

Contact Person: Amy Arrington, City Manager (863) 419-3300

4. Gilchrist County – Planning and Design, $57,200.00

   Contact Person: Bobby Crosby, County Administrator (352) 463-3198 Ext. 1

5. City of St. Marks – Commercial Revitalization, $600,000.00

   Contact Person: Zoe Mansfield, City Manager (850) 925-6224

6. City of Zephyrhills – Planning and Design, $55,600.00

   Contact Person: Todd Vande Berg, Director of Development (813) 780-0000

FFY 2009

As part of the 2009 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Bronson – Housing Rehabilitation, $650,000.00

   Contact Person: Kelli Brettel, Town Clerk (352) 486-2365

2. City of Callahan – Neighborhood Revitalization, $650,000.00

   Contact Person: Michael Williams, Town Manager (904) 879-3801

3. City of Carrabelle – Commercial Revitalization, $650,000.00

   Contact Person: Courtney Millender, City Manager (850) 697-2727

4. City of Chiefland – Neighborhood Revitalization, $650,000.00

   Contact Person: Laurie Copeland, Financial Project Coordinator (352) 493-6711

5. City of Chipley – Neighborhood Revitalization, $700,000.00

   Contact Person: Dan Miner, City Administrator (850) 638-6350

6. City of Fruitland Park – Neighborhood Revitalization, $700,000.00

   Contact Person: Diane Gibson Smith, City Clerk (352) 360-6727

7. City of Haines City – Commercial Revitalization, $750,000.00

   Contact Person: Kari Giddens, Assistant Finance Director, (863) 421-9902

8. City of Hampton – Neighborhood Revitalization, $600,000.00

   Contact Person: Jane Hall, Town Clerk, (352) 468-1201

9. Town of Hilliard – Neighborhood Revitalization, $700,000.00

   Contact Person: Lisa Purvis, City Clerk, (904) 845-3555

10. City of Moore Haven – Neighborhood Revitalization, $650,000.00

    Contact Person: Maxine Brantley, City Clerk, (863) 946-0711

11. Town of Noma – Neighborhood Revitalization, $600,000.00

    Contact Person: Robert Skipper, Mayor (850) 263-3303

12. City of Palatka – Commercial Revitalization, $750,000.00
    Contact Person: Jonathon Griffith, Assistant City Manager, (386) 329-0103
13. City of Quincy – Neighborhood Revitalization, $750,000.00
    Contact Person: Charles Hayes, CRA Director (850) 618-0030 Ext. 6692
14. City of St. Augustine – Neighborhood Revitalization, $750,000.00
    Contact Person: Tim Fleming, Deputy Dir. of General Services (904) 209-4302
15. Town of Welaka – Neighborhood Revitalization, $600,000.00
    Contact Person: Gordon Sands, Mayor (386) 467-9800
16. City of Williston – Neighborhood Revitalization, $650,000.00
    Contact Person: Adam Hall, Land Dev. Reg. Administrator (352) 528-3060

FFY 2008

As part of the 2008 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. prepared applications and secured funding for the following communities:

1. City of Crestview – Commercial Revitalization, $750,000.00
   Contact Person: Fred Cook, City Engineer, (850) 682-6132
2. City of Dade City – Neighborhood Revitalization, $700,000.00
   Contact Person: Gordon Onderdonk, City Engineer/Public Works Director (352) 523-5054
3. City of Leesburg – Neighborhood Revitalization, $750,000.00
   Contact person: Ken Thomas, Dir. of Housing and Community Development, (352) 728-9700
4. Town of Noma – Planning, $70,000.00
   Contact Person: Robert Skipper, Mayor, (850) 263-3449
5. City of Palatka – Neighborhood Revitalization, $750,000.00
   Contact Person: Jonathan Griffith, assistant City Manager, (386) 329-0103
6. City of Umatilla – Neighborhood Revitalization, $650,000.00
   Contact Person: Karen Howard, City Clerk, (352) 669-3125
7. City of Vernon – Neighborhood Revitalization, $600,000.00
   Contact Person: Dian Hendrix, City Clerk, (850)535-2444
8. Town of Wausau – Neighborhood Revitalization, $600,000.00
   Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
9. City of Graceville – Neighborhood Revitalization, $650,000.00
   Contact Person: Eugene Adams, City Manager, (850) 263-3250
10. City of Dunnellon – Neighborhood Revitalization, $650,000.00
    Contact Person: Jan Smith, Finance Officer, (352) 465-8500

11. City of Trenton – Neighborhood Revitalization, $650,000.00
    Contract Person: Taylor Brown, City Manager, (352) 463-4000

FFY 2007

As part of the 2007 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. has received funding for and is providing project management for the following communities:

1. Town of Caryville – Neighborhood Revitalization, $600,000.00
   Contact Person: Jewette Tadlock, Town Clerk, (850) 548-5571
2. City of Haines City – Commercial Revitalization, $750,000.00
   Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
3. City of Homestead – Commercial Revitalization, $750,000.00
   Contact Person: Dan Wicks, CRA Director, (305) 224-4484
4. City of St. Marks – Neighborhood Revitalization, $483,900.00
   Contact person: Zoe A Mansfield, City Manager, (850) 925-6224
5. City of Vero Beach – Neighborhood Revitalization, $750,000.00
   Contact Person: Monte Fall, Public Works Director, (772) 978-5151
6. Town of Westville – Neighborhood Revitalization, $600,000.00
   Contact Person: Donna Gillis, Town Clerk, (850) 548-5858
7. City of Palatka – Economic Development, $349,900.00
   Contact Person: Woody Boynton, City Manager, (386) 329-0100
8. City of Graceville – Economic Development, $650,000.00
   Contact Person: Eugene Adams, City Manager, (850) 263-3250

FFY 2006

As part of the 2006 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. received funding for and is providing project management for the following communities:

1. City of Bowling Green – Neighborhood Revitalization, $700,000.00
   Contact Person: David Elbertson, City Manager, (863) 375-2255
2. City of Bristol – Neighborhood Revitalization, $575,900.00
   Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
3. City of Bristol – Economic Development, $600,000.00
   Contact Person: Robin Hatcher, City Clerk, (850) 643-2261
4. City of Carrabelle – Economic Development, $650,000.00
   Contact Person: John McInnis, City Administrator, (850) 687-2727

5. City of Chipley – Neighborhood Revitalization, $700,000.00
   Contact Person: Patrice Yates, City Clerk, (850) 638-6350
6. City of Clermont – Neighborhood Revitalization, $750,000.00
   Contact Person: Wayne Saunders, City Manager, (352) 394-4081
7. City of Dunnellon – Neighborhood Revitalization, $70,000.00
   Contact person: Dawn M. Boone, City Clerk, (352) 465-8500
8. City of Graceville – Neighborhood Revitalization, $70,000.00
   Contact Person: Eugene Adams, City Manager, (850) 263-3250
9. City of Graceville – Economic Development, $650,000.00
   Contact Person: Eugene Adams, City Manager, (850) 263-3250
10. City of Haines City – Economic Development, $750,000.00
    Contact Person: Ken Sauer, Assistant City Manager, (863) 421-3650
11. Martin County – Neighborhood Revitalization, $750,000.00
    Contact Person: Eric Brent, Planner, (772) 288-5495
12. City of Trenton – Neighborhood Revitalization, $70,000.00
    Contact Person: Jered Ottenwess, City Manager, (352) 463-4000
13. City of Umatilla – Neighborhood Revitalization, $650,000.00
    Contact Person: Karen Howard, City Clerk, (352) 669-3125

FFY 2005

As part of the 2005 Small Cities Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. received funding for and provided project management for the following communities:

1. City of Sebring – Commercial Revitalization, $750,000.00
   Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
2. Town of Lake Placid – Neighborhood Revitalization, $650,000.00
   Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747
3. City of Williston – Neighborhood Revitalization, $650,000.00
   Contact Person: Barbara Henson, City Clerk, (352) 528-3060
4. Town of Interlachen – Neighborhood Revitalization, $650,000.00
   Contact Person: Pamela S. Wilburn, Town Clerk, (386) 684-3811
5. City of Palatka – Neighborhood Revitalization, $750,000.00
   Contact Person: Allen Bush, City Manager, (386) 329-0100
6. Town of Grand Ridge – Neighborhood Revitalization, $600,000.00
   Contact person: J. R. Moneyham, City Manager, (850) 592-4621

7. City of Crestview – Neighborhood Revitalization, $750,000.00
   Contact Person: Mike Wing, Administrative Assistant to Council, (850) 689-1618
8. Gulf County – Neighborhood Revitalization, $638,500.00
   Contact Person: Donald Butler, Chief Administrator, (850) 229-6106
9. City of Belle Isle – Economic Development, $650,000.00
   Contact Person: Larry Williams, City Manger, (407) 851-7730
10. City of Palm Coast – Economic Development, $450,000.00
    Contact Person: Ira Corliss, Special Projects Manager, (386) 986-3717
11. City of Crystal River – Economic Development, $650,000.00
    Contact Person: Roger Goettelmann, AIBD Director (352) 795-4216
12. City of Sebring – Economic Development, $750,000.00
    Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104

FFY 2005

As part of the special 2005 **Disaster Recovery Initiative** Community Development Block Grant application cycle, Fred Fox Enterprises, Inc. provided project management for the following communities:

1. City of Belle Isle – Storm Drainage Improvements, $1,093,750.00
   Contact Person: Larry Williams, City Manager, (407) 851-7730
2. City of Bowling Green – Water plant improvements, sewer plant improvements, lift station refurbishment, sanitary sewer line replacement, storm drainage improvements, street improvements, $2,250,000.00
   Contact Person: David Elbertson, City Manager, (863) 375-2255
3. Town of Eatonville – Sanitary sewer lift station renovations, installation of emergency generators at lift stations, drainage improvements, $1,093,750.00
   Contact Person: Roger Dixon, Public Works Director, (407) 623-1313
4. Hardee County – New sanitary sewer lines, water line replacement, $2,250,000.00
   Contact Person: Janet Gilliard, Director, (863) 773-6349
5. City of Haines City – Neighborhood center renovation, fire station renovation, $634,273.50
   Contact Person: Donald Carter, Finance Director, (863) 421-9901
6. Indian River County – Fire station reconstruction, water line extensions including hook-ups, vacuum sanitary sewer construction, construction of storm surge/flood protection project, $7,500,000.00
   Contact Person: Sasan Rohani, Chief of Long Range Planning, (772) 567-8000 Ext. 1250
7. City of Kissimmee – Storm drainage improvements, road reconstruction, $1,458,333.33
   Contact person: Caroline Bell, Community Development Program Coordinator, (407) 518-2155

8. Martin County – Installation of emergency generators at existing lift stations, replacement of existing traffic signalization with mast arms systems, $2,187,500.00
Contact Person: Ronald Siegwald, Project Coordinator, (772) 223-7907

9. City of New Smyrna Beach – Drainage improvements including the acquisition of property and the construction of a retention pond, $625,000.00
Contact Person: R. Lynne Kunkle, C.E.P., Code Enforcement Supervisor, (386) 424-2137

10. City of Oak Hill – Installation of an emergency generator at the City's Emergency operations Center, drainage improvements, $625,000.00
Contact Person: Kim Terwilliger, City Clerk, (407) 343-3177

11. Polk County – Storm drainage projects, park renovation, building renovation, building demolition, emergency generator installation, sewer line replacement, sewer line "Insituform" installation, retention pond restoration, $2,606,453.00
Contact Person: Nancy Hurley, Grants Manager (863) 534-5252

12. City of St. Cloud – Fire Station Replacement, $1,458,333.33
Contact Person: John Pham, PE Project Manager, (407) 957-8421

FFY 2004

As part of the 2004 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Alford – Neighborhood Revitalization, $600,000.00
Contact Person: George Gay, Mayor, (850)579-4684
2. City of Cottondale – Neighborhood Revitalization, $600,000.00
Contact Person: Judy Powell, City Clerk, (850) 352-4361
3. City of Dade City – Neighborhood Revitalization, $700,000.00
Contact Person: Laura Beagles, Assistant to City Manager, (352) 523-5050
4. City of Haines City – Economic Development, $750,000.00
Contact Person: Richard Greenwood, Planning Dir., (863) 429-3229
5. City of Leesburg – Neighborhood Revitalization, $750,000.00
Contact Person: Kenneth Thomas, Dir. of Housing and Econ. Dev, (352) 728-9708
6. City of Sebring – Economic Development, $750,000.00
Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5104
7. City of St. Augustine – Commercial Revitalization, $750,000.00
Contact person: Tim Fleming, Grants Coordinator, (904) 825-1010
8. Town of Welaka – Neighborhood Revitalization, $600,000.00
Contact Person: Gordon Sands, Mayor, (386) 467-9800
9. City of Wewahitchka – Neighborhood Revitalization, $650,000.00
Contact Person: Don Minchew, City Manager, (850) 639-2605

10. City of Zephyrhills – Commercial Revitalization, $750,000.00
    Contact Person: Todd Vande Berg, Director of Development, (813) 780-0006
11. Gulf County – Economic Development, $700,000.00
    Contact Person: Don Butler, Chief Administrator, (850) 229-6106
12. City of Bunnell – Economic Development, $650,000.00
    Contact Person: Richard Diamond, City Manager (386) 437-7500

FFY 2003

As part of the 2003 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Chipley – Neighborhood Revitalization, $700,000.00
   Contact Person: Jim Morris, City Administrator, (850) 638-6350
2. City of Graceville – Neighborhood Revitalization, $700,000.00
   Contact Person: Eugene Adams, City Manager, (850) 263-3250
3. Town of Grand Ridge – Neighborhood Revitalization, $433,670.83
   Contact Person: J R Moneyham, Town Manager, (850) 592-4621
4. Town of Noma – Neighborhood Revitalization, $600,000.00
   Contact Person: Robert Skipper, Mayor, (850) 263-3449
5. City of Haines City – Commercial Revitalization, $750,000.00
   Contact Person: Richard Greenwood, (863) 421-3600
6. Town of Yankeetown – Neighborhood Revitalization, $600,000.00
   Contact Person: Debra Stines, Town Clerk, (352) 447-2511
7. Town of Wausau – Neighborhood Revitalization, $600,000.00
   Contact Person: Margaret Riley, Town Clerk, (850) 638-1781
8. City of Williston – Economic Development, $600,000.00
   Contact Person: James F. Coleman, City Manager, (352) 528-3060

FFY 2002

As part of the 2002 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Leesburg – Commercial Revitalization Application, $750,000.00
   Contact Person: Ken Thomas, Dir. Of Housing & Econ. Dev., (352) 728-9700
2. City of Sebring – Commercial Revitalization Application, $700,000.00
   Contact Person: Pete Pollard, Grants Coordinator, (863) 471-5014
3. City of Crestview – Commercial Revitalization Application, $750,000.00
   Contact Person: Don Morrison, Administrative Assistant, (850) 689-1618

4. Indian River County – Housing Rehabilitation Application, $750,000.00
   Contact Person: Gale Carmoney, Senior Planner, (772) 567-8000
5. City of Flagler Beach – Commercial Revitalization Application, $648,202.00
   Contact Person: Libby Kania, Assistant to City Manager, (386) 517-2000
6. Martin County – Neighborhood Revitalization Application, $750,000.00
   Contact Person: Eric Brent, Planner, (561) 288-5495

FFY 2001

As part of the 2001 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Interlachen – Neighborhood Revitalization Application, $500,000.00
   Contact Person: Pamela Wilburn, Town Clerk, (386) 684-3811
2. City of Dade City – Neighborhood Revitalization Application, $600,000.00
   Contact Person: Laura Beagles, Assistant City Manager, (352) 523-5050
3. City of Bowling Green – Neighborhood Revitalization Application, $550,000.00
   Contact Person: David Elbertson, City Manager, (863) 375-2255
4. City of Crescent City – Neighborhood Revitalization Application, $436,597.00
   Contact Person: Marcus Collins, City Manager, (386) 698-2525
5. City of Palatka – Neighborhood Revitalization Application, $750,000.00
   Contact Person: Allen Bush, City Manager, (386) 329-0100
6. City of Cottondale – Neighborhood Revitalization Application, $497,282.00
   Contact Person: Judy Powell, City Clerk, (850) 352-4361
7. Town of Lake Placid – Neighborhood Revitalization Application, $550,000.00
   Contact Person: Arlene Tuck, Town Clerk, (863) 699-3747
8. City of Crystal River – Commercial Revitalization Application, $600,000.00
   Contact Person: Roger Goettelmann, CRA Manager, (352) 795-4216

FFY 2000

As part of the 2000 Small Cities Community Development Block Grant cycle, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Neighborhood Revitalization Application, $550,000.00
   Contact Person: Doug Drymon, City Manager, (352) 495-2880
2. Clay County – Housing Revitalization Application, $750,000.00
   Contact Person: Barbara Taylor, SHIP Coordinator, (904) 284-6376
3. City of Clermont – Commercial Revitalization Application, $600,000.00
   Contact Person: Wayne Saunders, City Manager, (352) 394-4081

4. City of Green Cove Springs – Neighborhood Revitalization Application, $600,000.00
   Contact Person: Karen Ingle, Planning, (904) 529-2200
5. City of Williston – Neighborhood Revitalization Application, $550,000.00
   Contact Person: James F. Coleman, City Manager, (352) 825-1005
6. City of Zephyrhills – Commercial Revitalization Application, $600,000.00
   Contact Person: Todd Vande Berg, Director of Development, (813) 788-2313
7. City of Kissimmee – Commercial Application, $750,000.00
   Contact: Gail Hamilton, Main Street Director, (407) 931-1370
8. City of St. Cloud – Economic Development Application, $750,000.00
   Contact Person: Mr. Robert MacKichan, Dir. of Gen. Services, (407) 957-7301
9. Highlands County – Economic Development Application, $750,000.00
   Contact Person: Jim Polatty, Director of Development Services, (863) 386-6653

FFY 1999

As part of the 1999 Small Cities Economic Development cycle, Fred Fox Enterprises, Inc. received funding for the following Economic Development Projects:

1. Highlands County – Economic Development Application, $750,000.00
   Contact Person: Jim Polatty, Development Director, (941) 385-2581
2. City of Palatka – Economic Development Application, $750,000.00
   Contact: Allen Bush, City Manager, (904) 329-0100
3. City of St. Augustine – Economic Development Application, $700,000.00
   Contact Person: Wm B. Harriss, City Manager, (904) 825-1005
4. Town of Welaka – Economic Development Application, $500,000.00
   Contact: Gordon Sands, Mayor, (904) 467-9800
5. City of Williston – Economic Development Application, $550,000.00
   Contact: James F. Coleman, City Manager, (352) 528-3060
6. City of Crystal River – Economic Development Application, $600,000.00
   Contact: Roger Goettelmann, CR Manager (352) 795-4216

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc., prepared the application for the following two (2) communities; both applications were funded.

1. City of Center Hill – Housing Elevation and Drainage Improvement Application, $500,000.00
   Contact Person: Diane Lamb, City Clerk, (352) 793-4431
2. Town of Welaka – Drainage Improvements Application, $500,000.00
   Contact: Gordon Sands, Mayor, (904) 467-9800

During the round of applications for Federal Fiscal Year 1999, Fred Fox Enterprises, Inc. prepared the applications for the following funded communities:

1. City of Avon Park – Neighborhood Revitalization and Commercial Revitalization Application, $600,000.00 (each)
   Contact Person: C. B. Shirey, City Manager, (941) 452-4400
2. City of Bushnell – Neighborhood Revitalization Application, $500,000.00
   Contact Person: Vincente Ruano, City Manager, (352) 793-2591
3. City of Center Hill – Neighborhood Revitalization Application, $500,000.00
   Contact Person: Diane Lamb, City Clerk, (352) 793-4431
4. City of Chiefland – Neighborhood Revitalization Application, $550,000.00
   Contact Person: Bill Hammond Jr., City Manager, (352) 493-6711
5. City of Crestview – Commercial Revitalization Application, $750,000.00
   Contact Person: Don Morrison, Admin Assistant, (850) 682-1618
6. Town of Oakland – Neighborhood Revitalization Application, $500,000.00
   Contact Person: Jay Evans, Town Manager, (407) 656-1117
7. Town of Welaka – Housing Application, $500,000.00
   Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1998

During the round of applications for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Town of Bowling Green – Neighborhood Application, $550,000.00
   Contact: David Elbertson, City Manager, (941) 375-3362
2. City of Graceville – Neighborhood Application, $600,000.00
   Contact: Eugene Adams, City Manager, (904) 263-3250
3. Town of Grand Ridge – Neighborhood Application, $500,000.00
   Contact: Clyde Moneyham, Jr., City Manager, (904) 592-4621
4. Town of Interlachen – Neighborhood Application, $500,000.00
   Contact: Pamela S. Wilburn, Clerk, (904) 684-3811
5. City of Palatka – Neighborhood Application, $750,000.00
   Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Sebring – Commercial Application, $600,000.00
   Contact: Pete Pollard, CRA Director, (813) 471-5138
7. City of Williston – Economic Development Application, $550,000.00
   Contact: James F. Coleman, City Manager, (352) 528-3060

8. City of Zephyrhills – Commercial Application, $600,000.00
   Contact: Todd Vande Berg, Director of Development, (813) 788-2313

During the round of applications for the El Nino DR-1195 Disaster Relief for Federal Fiscal Year 1998, Fred Fox Enterprises, Inc. prepared the applications for the following three communities. All three applications were funded.

1. City of Archer – Housing Buy Out Application, $200,000.00
   Contact Person: Bruce Pagel, City Manager, (904) 495-2880
2. City of Crystal River – Housing Buy Out Application, $350,000.00
   Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216
3. City of Tarpon Springs – Housing Buyout Application, $350,000.00
   Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711

FFY 1997

During the round of applications for Federal Fiscal Year 1997, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. Osceola County – Housing Application, $750,000.00
   Contact: Anna Pinellas, Housing/Grants Admin., (407) 847-1297
2. Town of Welaka – Housing Application, $500,000.00
   Contact: Gordon Sands, Mayor, (904) 467-9800
3. City of Chiefland – Neighborhood Application, $550,000.00
   Contact: Bill Hammond Jr., City Manager, (352) 493-6711
4. City of Crescent City – Commercial Application, $550,000.00
   Contact: Carl Tankersley, Admin. Supervisor, (904) 698-2525
5. Town of Lake Placid – Neighborhood Application, $550,000.00
   Contact: Arlene Tuck, City Clerk, (941) 699-3747
6. City of Tarpon Springs – Commercial Application, $750,000.00
   Contact: Kathy Monahan, Grants Coordinator, (813) 938-3711
7. City of Tarpon Springs - Economic Development Application, $337,000.00
   Contact: Kathy Monahan, Grants Coordinator
8. City of Crystal River – Commercial Application, $600,000.00
   Contact: Roger Goettlemann, Main Street Manager, (352) 795-4216
9. City of Kissimmee – Commercial Application, $750,000.00
   Contact: Gail Hamilton, Main Street Director, (407) 931-1370
10. City of Palatka – Economic Development Application, $750,000.00
    Contact: Allen Bush, City Manager, (904) 329-0100

FFY 1996

During the round of applications for Federal Fiscal Year 1996, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Palatka – Neighborhood Application, $700,000.00
   Contact: Allen Bush, City Manager, (904) 329-0100
2. Town of Grand Ridge – Neighborhood Application, $500,000.00
   Contact: Clyde Moneyham, Jr., City Manager, (850) 592-4621
3. Town of Interlachen – Neighborhood Application, $500,000.00
   Contact: Pamela S. Wilburn, Clerk, (904) 684-3811
4. Town of Otter Creek – Neighborhood Application, $500,000.00
   Contact: Jeannie Welch, Clerk, (352) 486-1102
5. Town of Eatonville – Neighborhood Application, $600,000.00
   Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
6. City of Fellsmere – Neighborhood Application, $500,000.00
   Contact: Deborah C. Krages, City Clerk, (407) 571-1616
7. Martin County - Neighborhood Application, $750,000.00
   Contact: Hank Woollard, (561) 288-5459
8. City of Crestview – Commercial Application, $700,000.00
   Contact: Don Morrison, Admin. Assistant, (850) 682-1618
9. Martin County – Emergency Set-Aside Application, $750,000.00
   Contact: Hank Woollard, (561) 288-5459

FFY 1995

During the round of applications for Federal Fiscal Year 1995, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Sebring - Commercial Application, $600,000.00
   Contact Person: Pete Pollard, CRA Director, (941) 471-5140
2. City of Bushnell - Commercial Application, $500,000.00
   Contact Person: Vincente Ruano, City Manager, (352) 793-2591
3. City of Keystone Heights - Neighborhood Application, $500,000.00
   Contact Person: Karen N. McGill, City Clerk, (352) 473-4807
4. City of Starke - Neighborhood Application, $600,000.00
   Contact Person: Linda Johns, City Clerk, (904) 964-5027
5. Highlands County – Neighborhood Application, $750,000.00
   Contact Person: Jim Polatty, Development Director, (941) 385-2481

6. City of Lynn Haven – Neighborhood Application, $600,000.00
   Contact Person: Ricky Horst, City Manager, (850) 265-2121
7. Clay County – Neighborhood Application, $750,000.00
   Contact Person: Robert Wilson, County Administrator, (904) 284-6376
8. Town of Cedar Grove – Neighborhood Application, $500,000.00
   Contact Person: Nadine Kolmetz, City Clerk, (904) 763-2911
9. City of Williston – Neighborhood Application, $500,000.00
   Contact Person: James F. Coleman, City Manager, (352) 528-3060
10. City of St. Augustine – Neighborhood Application, $700,000.00
    Contact Person: Wm B. Harriss, Asst. City Manager, (904) 825-1005
11. City of Clermont – Housing Application, $600,000.00
    Contact Person: Wayne Saunders, City Manager, (352) 394-4081
12. City of Archer – Housing Application, $500,000.00
    Contact Person: Bruce Pagel, City Manager, (904) 495-2880

FFY 1994

During the round of applications for Federal Fiscal Year 1994, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Avon Park – Housing Application, $575,000.00
   Contact: C. B. Shirey, City Manager, (941) 452-4400
2. City of Center Hill – Neighborhood Application, $375,000.00
   Contact: Diane Lamb, City Clerk, (352) 793-4431
3. City of Chiefland – Neighborhood Application, $500,000.00
   Contact: Bill Hammond Jr., City Manager, (352) 493-4433
4. City of Crescent City – Housing Application, $500,000.00
   Contact: Carl Tankersley, Administrative Supervisor, (904) 698-2525
5. Town of Cross City – Housing Application, $500,000.00
   Contact: Gary Poore, Town Manager, (352) 498-3306
6. City of High Springs – Neighborhood Application, $500,000.00
   Contact: Leonard Withey, City Manager, (904) 454-1416
7. City of Kissimmee – Housing Application, $650,000.00
   Contact: Gail Hamilton, Main Street Director, (407) 847-2821
8. City of Okeechobee – Commercial Application, $575,000.00
   Contact: John Drago, City Administrator, (941) 763-3372
9. City of Sebring – Economic Development Application, $575,000.00
   Contact: Pete Pollard, CRA Director, (941) 471-5138

FFY 1993

During the round of applications for Federal Fiscal Year 1993, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Crestview – Housing Application, $575,000.00
   Contact: Don Morrison, Administrative Assistant, (850) 682-6131
2. City of Monticello – Neighborhood Application, $500,000.00
   Contact: Betty Bullock, City Clerk, (904) 997-3312
3. Osceola County – Housing Application, $650,000.00
   Contact: Anna Pinellas, Grants Housing, (407) 847-1297
4. City of Palatka – Commercial Application, $575,000.00
   Contact: Allen Bush, City Manager, (904) 329-0100
5. Town of Yankeetown – Neighborhood Application, $375,000.00
   Contact: Debra Stines, Town Clerk, (352) 447-2511

FFY 1992

During the round of applications for Federal Fiscal Year 1992, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Housing Application, $375,000.00
   Contact: Bruce Pagel, City Manager, (352) 495-2880
2. Town of Eatonville – Housing Application, $500,000.00
   Contact: Joe Stiso, Grants Coordinator, (407) 647-0061
3. Town of Grand Ridge – Neighborhood Application, $375,000.00
   Contact: J. R. Moneyham, Town Manager, (850) 592-4621
4. Town of Hastings - Housing Application, $375,000.00
   Contact: Shelby Jack, Town Manager, (904) 692-1420
5. Town of Hilliard – Neighborhood Application, $500,000.00
   Contact: Jeanine Orender, Town Clerk, (904) 846-3555
6. City of Homestead – Neighborhood Application, $650,000.00
   Contact: Tammy Reed, (305) 247-1801
7. Madison County – Neighborhood Application, $575,000.00
   Contact: Cohen Bond, County Coordinator, (904) 973-3179
8. City of Palatka – Economic Development Application, $108,000.00
   Contact: Allen Bush, City Manager, (904) 329-0100
9. City of Sebring – Commercial Application, $575,000.00
   Contact: Pete Pollard, Grants Coordinator, (941) 471-5104

10. Town of Welaka – Neighborhood Application, $375,000.00
    Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1991

During the round of applications for Federal Fiscal Year 1991, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Arcadia – Housing Application, $575,000.00
   Contact: Margaret Way, City Clerk, (941) 494-4114
2. City of Bushnell – Housing Application, $375,000.00
   Contact: Vincente Ruano, City Manager, (352) 793-2591
3. City of Cedar Key Neighborhood Application, $375,000.00
   Contact: Frances Hodges, City Clerk, (352) 543-5132
4. City of Chiefland – Housing Application, $500,000.00
   Contact: Bill Hammond Jr, City Manager, (352) 493-4433
5. City of Clermont – Housing Application, $575,000.00
   Contact: Wayne Saunders, City Manager, (352) 394-4081
6. Flagler County – Economic Development Application, $516,000.00
   Contact: Ken Koch, (904) 437-2170
7. Gilchrist County – Housing Application, $575,000.00
   Contact: Sheree Pitzarell, Deputy Clerk, (352) 463-2345
8. Hendry County – Neighborhood Application, $650,000.00
   Contact: Christine Pratt, Clerk of Court, (813) 675-5217
9. City of High Springs – Commercial Application, $500,000.00
   Contact: Leonard Withey, City Clerk, (904) 454-1415
10. City of Okeechobee – Neighborhood Application, $575,000.00
    Contact: John Drago, City Administrator, (941) 769-3372
11. Town of Otter Creek – Neighborhood Application, $375,000.00
    Contact: Jeannie Welch, Clerk, (904) 486-4460
12. City of Starke – Commercial Application, $575,000.00
    Contact: Linda Johns, City Clerk, (904) 964-5027
13. Sumter County – Housing Application, $650,000.00
    Contact: Bernard Dew, County Administrator, (352) 793-0200
14. City of Trenton – Housing Application, $375,000.00
    Contact: Kathryn Deen, City Clerk, (352) 463-2222
15. City of Williston – Housing Application, $500,000.00
    Contact: James F. Coleman, City Manager, (352) 528-3060

FFY 1990

During the round of applications for Federal Fiscal Year 1990, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Alachua – Housing Application, $575,000.00
   Contact: Mark Duchon, City Manager, (352) 461-1231
2. City of Avon Park – Housing Application, $575,000.00
   Contact: C. B. Shirey, City Manager, (941) 452-4400
3. Town of Cross City – Neighborhood Application, $500,000.00
   Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Revitalization Application, $500,000.00
   Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Neighborhood Application, $575,000.00
   Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Webster – Housing Application, $425,000.00
   Contact: Grace Croft, City Clerk, (904) 793-2073
7. Town of Welaka – Neighborhood Revitalization, $350,000.00
   Contact: Gordon Sands, Mayor, (904) 467-9800
8. City of Palatka – Commercial Revitalization, $493,478.00
   Contact: Allen Bush, City Manager, (904) 329-0100

FFY 1989

During the round of applications for Federal Fiscal Year 1989, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Archer – Housing Application, $425,000.00
   Contact: Bruce Pagel, City Manager, (352) 495-2880
2. City of Bunnell – Neighborhood Revitalization, $500,000.00
   Contact: Thomas Hutson, City Manager, (904) 437-2417
3. Town of Caryville – Housing Application, $425,000.00
   Contact: Ethel Lawrence, Town Clerk, (850) 548-5701
4. City of Crestview – Neighborhood Revitalization, $575,000.00
   Contact: Don Morrison, Administrative Assistant, (850) 682-6131
5. Town of Interlachen – Housing Application, $425,000.00
   Contact: Pamela Wilburn, Town Clerk, (904) 684-3811
6. Marion County – Housing Application, $650,000.00
   Contact: Brian Graff, Grants Official, (352) 622-0224

7. Town of Micanopy – Housing Application, $425,000.00
   Contact: Mary Sanders, Town Clerk, (352) 466-3121
8. City of Sebring – Housing Application, $575,000.00
   Contact: Pete Pollard, CRA Director, (941) 385-0549
9. Town of Zolfo Springs - Housing Application, $500,000.00
   Contact: Delena Rivers, Town Clerk, (813) 735-0405

FFY 1988

During the round of applications for Federal Fiscal Year 1988, Fred Fox Enterprises, Inc. received funding and provided project management for the following communities:

1. City of Alachua – Neighborhood Revitalization Application, $500,000.00
   Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Avon Park – Housing Application, $575,000.00
   Contact: C. B. Shirey, City Manager, (941) 452-2221
3. Town of Cross City – Housing Application, $500,000.00
   Contact: Gary Poore, Town Manager, (352) 498-3306
4. Town of Eatonville – Neighborhood Application, $500,000.00
   Contact: Joe Stiso, Grants Coordinator, (407) 623-1313
5. City of Palatka – Commercial Application, $575,000.00
   Contact: Allen Bush, City Manager, (904) 329-0100
6. City of Trenton – Neighborhood Application, $425,000.00
   Contact: Kathryn Deen, City Manager, (352) 463-2222
7. Town of Wausau – Neighborhood Application, $350,000.00
   Contact: Margaret Riley, Town Clerk, (904) 638-1781
8. City of Webster - Housing Application, $425,000.00
   Contact: Grace Croft, City Clerk, (904) 793-2073
9. Town of Welaka – Neighborhood Application, $350,000.00
   Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1987

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following commercial revitalization projects listed below:

1. City of Palatka – Commercial Revitalization, $575,000.00
   Contact: Allen Bush, City Manager, (386) 329-0100
2. City of Webster – Commercial Revitalization, $425,000.00
   Contact: Grace Croft, City Clerk, (352) 793-2073

During the Federal Fiscal Year 1987, Fred Fox Enterprises submitted, received funding for, and administered the following project listed below:

1. Town of Mayo – Economic Development, $353,880.00
   Contact: Mayor Taylor McGrew, (352) 294-2431

During the round of applications for Federal Fiscal Year 1987, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Arcadia – Housing Application, $575,000.00
   Contact: Edward Strube, City Administrator, (941) 494-2880
2. City of Bunnell – Housing Application, $500,000.00
   Contact: Thomas Hutson, City Manager, (386)437-2417
3. Town of Caryville – Housing Application, $362,136.00
   Contact: Ethel Lawrence, Town Clerk, (850) 538-5571
4. City of Sebring – Housing Application, $575,000.00
   Contact: Pete Pollard, Grants Coordinator, (941) 471-5104
5. City of Sebring – Commercial Application, $575,000.00
   Contact: Pete Pollard, Grants Coordinator, (941) 471-5104

FFY 1986

During the round of applications for Federal Fiscal Year 1986, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Alachua – Housing Application, $575,000.00
   Contact: Mark Duchon, City Manager, (352) 462-1231
2. City of Arcadia – Housing Application, $575,000.00
   Contact: Edward Strube, City Administrator, (941) 494-4114
3. Town of Baldwin – Housing Application, $500,000.00
   Contact: Lula Hill, Town Clerk, (904) 266-4221
4. City of Bunnell – Housing Application, $500,000.00
   Contact: Thomas Hutson, City Manager, (386) 437-2417
5. Clay County – Neighborhood Application, $485,000.00
   Contact: Tom Price, SHIP Coordinator, (904) 384-8772
6. Town of Hastings – Housing Application, $500,000.00
   Contact: Shelby Jack, Town Clerk, (904) 692-1420
7. Town of Interlachen – Neighborhood Revitalization, $500,000.00
   Contact: Pamela Wilburn, Town Clerk, (386) 684-3811
8. St. Johns County – Housing Application., $650,000.00
   Contact: Bud Markel, County Clerk, (904) 824-8131

9. City of Sebring – Housing Application, $575,000.00
   Contact: Pete Pollard, Grants Coordinator, (941) 471-5404
10. City of Sebring – Commercial Application, $575,000.00
    Contact: Pete Pollard, Grants Coordinator, (941) 385-0549
11. City of Webster – Housing Application, $500,000.00
    Contact: Grace Croft, City Clerk, (352) 793-2073
12. Town of Welaka – Housing Application, $500,000.00
    Contact: Gordon Sands, Mayor, (904) 467-9800

FFY 1985

During the round of applications for Federal Fiscal Year 1985, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. Town of Baldwin – Housing Application, $496,450.00
   Contact: Lula Hill, Town Clerk, (904) 266-4221
2. City of Crescent City – Housing Application, $500,000.00
   Contact: Carl Tankersley Administrative Assistant, (386) 698-2525
3. Marion County – Neighborhood and Commercial Applications, $650,000.00
   Contact: Brian Graff, Grants Official, (904) 622-0224
4. Marion County – Housing Application, $644,920.00
   Contact: Brian Graff, Grants Official, (904) 622-0224
5. St. Johns County – Housing Application, $645,800.00
   Contact: Bud Markel, County Clerk, (904) 824-8131

FFY 1984

During the round of applications for Federal Fiscal Year 1984, Fred Fox Enterprises, Inc. prepared the applications for the following communities:

1. City of Avon Park – Housing Application, $575,000.00
   (Administration Only) Contact: C. B. Shirey, City Manager, (941) 452-4400
2. City of Avon Park – Neighborhood and Commercial Applications, $575,000.00
   Contact: C. B. Shirey, City Manager, (941) 452-4400
3. City of Crescent City – Housing Application, $500,000.00
   Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
4. City of Crescent City – Jobs Bill Program, $750,000.00
   Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525
5. City of Crescent City – Neighborhood Application, $260,000.00
   Contact: Carl Tankersley, Administrative Assistant, (386) 698-2525

6. City of St. Augustine – Housing Application, $750,000.00
   Contact Person: Jason Sheffield, Grants Coordinator, (904) 825-1005

Staff Resumes

CITY OF HIGH SPRINGS'
NEIGHBORHOOD REVITALIZATION PROJECT
PRICE/FEE SCHEDULE (Cont.)

SERVICE	AMOUNT
4. **Coordination with the Engineer and Contractor (continued)**	
• Review and approve contractor payroll requests along with the engineer. • Review and recommend approval of all change orders as they relate to State contract compliance. • Insure all Release of Liens are obtained and all Notice of Commencements are filed.	$ 19,250.00
5. **Community Coordination**	
• Meet with the Citizen's Advisory Task Force to keep them updated on the progress of the project. • Meet with the City Council and City Staff on a regular basis to keep them updated on the progress of the project.	$ 3,500.00
6. **Coordination with State Staff**	
• Maintain continuous telephone and written coordination with State staff to insure a smooth flow of the project through the state system. • Walk any required amendments and approvals through the State to insure a quick approval.	$ 3,500.00
GRAND TOTAL ----------	$ 48,750.00

If the grant is funded for an amount less than Seven Hundred Thousand Dollars ($700,000.00), the fee for management of the project would be seven percent (7.0%) of the funded grant amount.

Please find enclosed a copy of our resume and work experience for the thirty (30) years since the Department of Economic Opportunity assumed administration of the CDBG program.

If you have any questions, please do not hesitate to call (904) 810-5183.

Sincerely,

Fred D. Fox
President

FDF/mff

Enclosures

Fred D. Fox, President

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084
Phone (904) 810-5183, Fax (904) 810-5302
Email: ***Fred.Fox@FredFoxEnterprises.com***

Mr. Fox is President and Owner of Fred Fox Enterprises, Inc. He is a State-certified building contractor and licensed real estate broker with almost 30 years experience in both fields. He has over 30 years experience in writing and managing CDBG Small Cities Grants, State and Federal Grants, including comprehensive and single purpose programs under HUD, and over 200 grants since the management of the CDBG Program has been assumed by the Florida Department of Community Affairs. For the convenience of our clients, Mr. Fox is also a Florida Notary.

Experience:

- The funding and administration of over one hundred (100) DEP-FRDAP Recreational improvement projects.
- The renovation of over 1100 housing units through the CDBG and 312 Programs.
- Placement of three of the State's largest Historical Districts on the National Register of Historical Places.
- Establishment of the State's largest Enterprise Zone under the Florida Enterprise Zone Program.
- Providing financing for the renovation of over 70 commercial structures in downtowns throughout the State totaling over $2,000,000.
- Establishment of seven (7) Downtown Community Redevelopment Agencies (CRA's).
- The funding of five (5) Florida Community Trust-Florida Forever projects totaling almost $10,000,000.
- The funding of five (5) transportation projects through the governors Office of Tourism, Trade and Economic Development (OTTED).
- Administrated and coordinated several DEP waste water State Revolving Fund (SRF) and Small Disadvantaged Communities (SDC) programs.
- Overseeing the management of 33 Small Cities (CDBG) Commercial Revitalization Projects since the State of Florida assumed the administration of the program in 1983.

- Overseeing the management of 40 Small City CDBG Economic Development Projects since the State of Florida assumed the administration of the project program in 1983.

- Overseeing the management of 102 Small Cities CDBG Neighborhood Revitalization Projects which have included the following activities:

  - The construction of over 200 blocks of paving, 12 miles of water and sewer line extension or refurbishment as well as numerous other infrastructure improvements;
  - The construction of 12 recreational complexes;
  - The construction of two (2) neighborhood centers;
  - The rehabilitation of 25 historical structures utilizing the Department of State-Division of Historical Resources grant program

Education:

- Bachelors Degree in Business Administration
  Jones College, Jacksonville, Florida

Other

- Past President of the Florida Community Development Association.
- A member of the Board of Directors of the Florida Community Development Association from 1978-1992.
- A former member of the HUD AD HOC Committee for selecting grantees and the Department of Community Affairs CDBG Advisory Council.

David A. Fox, Senior Project Manager

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084
Phone (904) 810-5183, Fax (904) 810-5302
Email: *David.Fox@FredFoxEnterprises.com*

Mr. David Fox has 24 years of CDBG Small Cities experience. Mr. Fox works as a Senior Project Manager in the CDBG Neighborhood Revitalization, Commercial Revitalization and Disaster Recovery Initiative Programs and Housing Specialist in the CDBG Housing Rehabilitation Programs. His extensive experience with home construction combined with his training makes Mr. Fox a very valuable member of the Fox team. For the convenience of our clients, Mr. Fox is also a Florida Notary.

Experience:

- The funding and administration of over 50 (50) DEP-FRDAP Recreational improvement projects.
- The renovation of over 1100 housing units through the CDBG and 312 Programs.
- Overseeing the management of 25 Small Cities CDBG Housing Rehabilitation Projects.
- Preparation of plans and specifications for numerous housing rehabilitation and replacement projects.
- Performs inspections on housing units before, during and after construction for housing projects.
- Overseeing the management of 23 Small Cities CDBG Neighborhood Revitalization Projects.
- Assists in the management of CDBG Commercial Revitalization, Economic Development and Disaster Recovery Projects.
- Extensive experience with Florida and ANSI building codes.

Education:

- Bachelors Degree in Business Administration
  University of Phoenix, Jacksonville, Florida

Melissa Fox, Grants Compliance Manager

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084
Phone (904) 810-5183, Fax (904) 810-5302
Email: *Melissa.Fox@FredFoxEnterprises.com*

Mrs. Fox has 23 years of CDBG Small Cities experience. Mrs. Fox coordinates with consultants, area managers, and local government officials in the preparation of Grant applications and the administration of numerous Grant programs. For the convenience of our clients, Ms. Fox is also a Florida Notary.

Experience:

- Grant bookkeeping procedures and CDBG project accounting to include preparation and tracking of project budget
- Coordination and implementation of Florida Recreation Development Assistance Program (FRDAP) projects
- Coordination and implementation of CDBG Home Again and SHIP Housing Rehabilitation Projects
- Assists in the management of CDBG Commercial Revitalization, Economic Development, Neighborhood Revitalization and Housing Projects.
- Assists in the communication with homeowners and project-related individuals, processing project-related information and documentation, compiling bid documents and maintaining program files.

Education:

- St. Johns River Community College
  Palatka, Florida

Marie Fox, Environmental Review Specialist

Fred Fox Enterprises, Inc., 26 Spanish Street, St. Augustine, FL 32084
Phone (904) 810-5183, Fax (904) 810-5302
Email: ***Marie.Fox@FredFoxEnterprises.com***

Ms. Fox has 27 years of CDBG Small Cities experience. Ms. Fox coordinates with consultants, area managers, and local government officials in the preparation of Grant applications and the administration of numerous Grant programs. Ms. Fox also prepares all Environmental Reviews. For the convenience of our clients, Ms. Fox is also a Florida Notary.

Experience:

- Environmental Review compliance procedures for CDBG projects
- Assists in the management of CDBG Commercial Revitalization, Economic Development, Neighborhood Revitalization and Housing Projects
- Assists in the communication with project-related individuals, processing project-related information and documentation and maintaining program files.

Education:

- Associate of Arts Degree
  St. Johns River Community College, Palatka, Florida

LETTERS OF REFERENCE

CITY OFFICIALS
Jerry Conerly, City Manager
Pamela S. Northup, City Clerk
John Scheel, Police Chief
Gerald Buhr, City Attorney

P.O. Box 608, 104 E. Main Street
Bowling Green, FL 33834-0608
(863) 375-2255, Fax (863) 375-3362

COMMISSIONERS
Perry Knight, Mayor
Richard Barone, Vice Mayor
Stuart Durastanti
Woody Caligan
Shirley Tucker

June 4, 2012

Re: Letter of Reference

To Whom It May Concern:

Fred Fox Enterprises, Inc. has provided grant procurement and administration services for the City of Bowling Green since 1998. Thanks to their knowledge and experience, Bowling Green has received several million dollars worth of grant funded improvements to our utilities.

The firm's staff members are very knowledgeable and professional. In addition, their working relationship with city staff and project engineers is very positive.

Our relationship with Fred Fox Enterprises Inc. has been a definite asset to the City of Bowling Green and I highly recommend the firm to any organization in need of grant services.

Sincerely,

Jerry Conerly
City Manager

TOWN OF BRANFORD

Office of the Mayor P.O. BOX 577 • BRANFORD, FLORIDA 32008 • (386) 935-1146 *Clerk's Office*

June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Branford is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team have assisted the Town with our Neighborhood Revitalization grant which deals with upgrades to the Town's Sewer Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Donna Hardin
Town Clerk

Don Owens
Mayor

On the Banks of the Suwannee River

TOWN OF CALLAHAN

Post Office Box 5016 • Callahan, Florida 32011

Chartered 1911

September 9, 2014

To Whom It May Concern

RE: Business Tax Receipt for Fiscal Year 2013 – 2014

Dear Sir/Madam:

The Town of Callahan is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the Town with our Neighborhood Revitalization Grant, which dealt with the construction of a new ground water tank and refurbishment of the existing ground water tank at the Town's Water Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity and the Florida Recreational Development Assistance Project (FRDAP) Programs.

Sincerely,

Michael A. Williams
City Manager

Telephone: 904-879-3801 • Fax: 94-879-6151 • admin2@townofcallahan-fl.gov
Website: townofcallahan-fl.gov

City of Chiefland

~ The Gem of the Suwannee Valley ~

Teal Pomeroy	Teresa Barron	Rollin Hudson	Chris Jones	Betty Walker
Mayor	*Vice Mayor*	*Commissioner*	*Commissioner*	*Commissioner*

September 3, 2014

To Whom It May Concern:

Re: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Chiefland is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team has assisted the City on several CDBG projects over the years; and the City has found them to be competent and pleasant to work with.

The Fox team assisted us with our 2009 Neighborhood Revitalization Grant, which dealt with installation of new sewer and roadway improvements in two residential areas in Chiefland. Mr. Fox's team was very helpful in the surveying of the residents, procurement of contractors for the project and close out activities. The Fox team is very knowledgeable and up-to-date on all of the regulations regarding environmental compliance, MBE vendors, Section II and Fair Housing rules.

I highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant consultant.

Sincerely,

Laurie Copeland

Laurie Copeland
Financial Project Coordinator

214 East Park Avenue, Chiefland, Florida 32626 * (352) 493-6711 * Facsimile (352) 493-6714 * cityhall@chieflandfla.com

City of Chipley

CITY HALL
1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6353

July 1, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The City of Chipley has worked with Fred Fox Enterprises since 2003. Fred Fox Enterprises, Inc. has helped the City of Chipley secure three (3) Small Cities CDBG Neighborhood Revitalization Grants totaling two million one hundred thousand dollars ($2,100,000.00) in funding. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all three (3) Small Cities CDBG projects they have obtained for the City.

Fred Fox Enterprises, Inc. has also worked with the City to obtain six (6) Florida Recreation Development Assistance Program (FRDAP) grants totaling over one million dollars ($1,000,000.00) for the phased expansion and development of PALS Park, the primary public outdoor recreational facility within the City.

In Addition, Fred Fox Enterprises, Inc. recently worked with the City to obtain two hundred fifty thousand dollars ($250,000.00) in funding from the Florida Department of Agriculture, State Energy Office to install more efficient light bulbs in the period lighting in downtown Chipley. The light bulb replacement project was recently completed.

The personnel at Fred Fox Enterprises, Inc. have worked closely with City's staff to carry out all of the projects referenced above. The City has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all the grant program referenced above. The staff at Fred Fox Enterprises has maintained a close working relationship with the staff at the state level administering the projects. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the City in developing Small Cities CDBG and other grant program applications that are both competitive and include activities which meet the City's needs. The grants obtained by the City with the assistance of Fred Fox Enterprises have resulted in a significant number of public infrastructure improvements.

Sincerely,

Dan Miner, City Administrator
City of Chipley, FL

CLAY COUNTY
FLORIDA

Purchasing Division
P.O. Box 1366
477 Houston Street
4th Floor, Admin Building
Green Cove Springs, FL
32043-0367

Area Code:	904
Phone:	278-3761
	529-3761
Fax:	278-3728

County Manager
Stephanie C. Kopelousos

Commissioners:
Wendell D. Davis
District 1
Douglas P. Conkey
District 2
Diane Hutchings
District 3
T. Chereese Stewart
District 4
Ronnie E. Robinson
District 5

Switchboard:

GCS	(904) 284-6300
KH	(352) 473-3711
KL	(904) 533-2111
OP/MBG	(904) 269-6300

www.claycountygov.com

Monday, July 1, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

Clay County is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the County with numerous Community Development Projects including but not limited to our recent Neighborhood Revitalization grant which dealt with the new paving in the Highridge Estates area. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact my office at 904-278-3735.

Sincerely,

Karen Thomas

Karen Thomas, CPPB, FCCN
Director of Administrative and Contractual Services

CLERMONT
Choice of Champions

September 4, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Clermont is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The City has worked with Mr. Fox and his team since 1990 on Community Development Block Grant (CDBG), Florida Forever and other grant projects. To date, Fred Fox Enterprises, Inc., in coordination with City staff, has been able to obtain and administer two CDBG grants in the Housing Rehabilitation Category, one CDBG grant in the Neighborhood Revitalization category and one CDBG grant in the Commercial Revitalization category. In addition, Fred Fox Enterprises worked with the City to obtain funding for two consecutive Florida Forever Recreational Property Acquisition grants totaling over seven million dollars ($7,000,000.00), enabling the City to acquire a large parcel of recreational property and save it from future commercial development.

Mr. Fox and his team have recently assisted the City with obtaining a FFY 2013 Community Development Block grant in the Neighborhood Revitalization category which will be used to construct flood and drainage improvements, water line replacement and sidewalk improvements in a low and moderate income neighborhood within our City. The grant was one of only fourteen (14) funded in the Neighborhood Revitalization category. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application process. The city anticipates requesting proposals for administration of the CDBG Neighborhood Revitalization grant in the next few weeks. Mr. Fox's firm is very informative and up to date on all of the regulations regarding all of the Community Development Block Grant funding categories. The CDBG program is administered through the Florida Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

James Kinzler
Director of Environmental Services

City of Crescent City
3 NORTH SUMMIT STREET
CRESCENT CITY, FLORIDA 32112-2599

City Hall: (386) 698-2525
Police: (386) 698-1211
Fire: (386) 698-1212
Gas Dept: (386) 698-1486
Water Dept: (386) 698-2525
FAX: (386) 698-3467

September 8, 2014

RE: Letter of Reference for Fred Fox Enterprises, Inc.

To Whom it May Concern:

The City of Crescent City is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The City worked with Mr. Fox and his team from 1984 until 2009 to obtain, and carry out, two *Community Development Block Grant* [CDBG] *Neighborhood Revitalization* projects; three *CDBG Housing Revitalization* projects; and one *CDBG Commercial Revitalization* project.

Recently, the City utilized the services of Fred Fox Enterprises to successfully apply for a *Community Development Block Grant* in the *Neighborhood Revitalization* category for drainage improvements in several service areas throughout the western half of the City. This project was one of only fourteen *CDBG Neighborhood Revitalization* projects funded by the Department of Economic Opportunity [DEO]. The Fox firm is now beginning the administration of this project.

Mr. Fox and his team were very helpful in guiding our staff through each required step of the grant application process. This firm is very informative and up-to-date on all of the regulations regarding the CDBG grant program funded through DEO.

I would highly recommend Fred Fox Enterprises, Inc. to any community looking for a knowledgeable and experienced granting writing firm and/or administrator.

Sincerely,

Patrick Kennedy
City Manager

CITY OF DADE CITY

"Proud Heritage, Promising Future"

Camille Hernandez, Mayor
Eunice M. Penix, Mayor Pro-Tem
Scott Black, Commissioner
William L. Dennis, Commissioner
James D. Shive, Commissioner

William C. Poe, Jr., City Manager
Leslie Porter, Finance Director
Suzanne DeAugustino, City Clerk
Karla S. Owens, City Attorney

September 5, 2014

Dear Sir or Madam:

The City recommends Fred Fox Enterprises, Inc. to anyone looking for grant funding from Florida's Department of Economic Opportunity. Recently, the City utilized their services for both application preparation and the administration of a Small Cities Community Development Block Grant. Their extensive knowledge of the grant application process and experience in meeting the challenging administration requirements has kept the City current with submittals and requests.

The City of Dade City looks forward to working with Fred Fox Enterprises, Inc. in the future.

Sincerely,

Gordon Onderdonk, P.E.
City Engineer / Public Works Director

TOWN OF EATONVILLE

"THE OLDEST BLACK INCORPORATED MUNICIPALITY IN AMERICA"

September 5, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Eatonville is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The Town has worked with Mr. Fox and his team for the past twenty-five (25) years on Community Development Block Grant (CDBG) projects. Mr. Fox and his team recently assisting the Town with the development and submission of a Community Development Block Grant application which deals with sewer line and lift station replacement. The Neighborhood Revitalization grant the Town recently obtained was one of only fourteen (14) Neighborhood Revitalization grants awarded by the Florida Department of Economic Opportunity during the recently completed FFY 2013 CDBG application cycle. Mr. Fox's team has been very helpful in guiding our staff through each required step of the CDBG grant's application and administration process.

Through the years, Mr. Fox's firm has helped the Town obtain and has administered four CDBG Neighborhood Revitalization grant projects and one CDBG Housing Rehabilitation grant project during this period of time. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer, administrator or consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Katrina Gibson

Katrina Gibson
Finance Director

TOWN HALL • 307 E. KENNEDY BOULEVARD • EATONVILLE, FLORIDA 32751
PHONE (407) 623-8900 • FAX (407) 623-8919

CITY OF GRACEVILLE

Post Office Box 637
Graceville, Florida 32440

J. Eugene Adams
City Manager

Michelle C. Watkins
City Clerk

Telephone
(850) 263-3250

FAX
(850) 263-7387

September 10, 2014

To Whom It May Concern,

The City of Graceville has had the opportunity to work with Fred Fox Enterprises Inc. for ongoing 17 years. During this time the City of Graceville has utilized Fred Fox Enterprise Inc. in both a grant writer and grant administration capacity. The City has been extremely pleased with the level of knowledge and support that this firm has afforded the City.

Mr. Fox and his staff have a thorough knowledge of the Small Disadvantaged Community Block Grant Program. This knowledge has been invaluable to the City of Graceville.

In addition to CDBG program involvement Fred Fox Enterprises Inc. has worked with the City with equal success and professionalism acquiring funding through the Florida Department of Environmental Protection FRDAP process.

If I can be of further assistance please feel free to contact me at 850-263-3250.

Sincerely,

E. Adams

Eugene Adams
City Manager

EAmw

Bobby Crosby
Gilchrist County Administrator
209 SE First Street
Trenton, FL 32693
352-463-3198 – Phone
352-463-3411 - Fax

June 28, 2013

To Whom It May Concern
Re: Letter of reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

Gilchrist County is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team have assisted the County with our Neighborhood Revitalization grant which deals with flood and drainage improvements. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Bobby Crosby Jr.
Gilchrist County Administrator
BC/th

Town of Grand Ridge

P.O. Drawer 180
Grand Ridge, FL 32442
Phone: (850) 592-4621

2086 Porter Avenue
Grand Ridge, FL 32442
Fax: (850) 592-5583

Email: townofgrandridge@embarqmail.com

October 10, 2014

To Whom It May Concern:

The Town of Grand Ridge would highly recommend Fred Fox Enterprises, Inc. for grant administration or grant writing. Fred Fox Enterprises, Inc. has helped the Town obtain (5) five CDBG grants to upgrade our water and wastewater collection systems. We are also in the process of applying for another CDBG Neighborhood Revitalization Grant with Mr. Fox's assistance.

The Town has maintained a prosperous working with Mr. Fox for over 25 years. Mr. Fox and his staff are very professional, and they possess the technical expertise needed in all phases of the grant process. We have found the staff to be very responsive to our inquiries and highly knowledgeable of the programs they administer for the Town. We have always received outstanding service and have been very pleased with his professionalism on behalf of the Town.

Should further information be required, please feel free to contact me at (850)592-4621. I would be happy to assist in way necessary.

Sincerely,

JR Moneyham
Town Manager

/alc

City of Haines City
Office of the Director of Development Services
620 East Main Street - Haines City, Florida
Telephone (863) 421-3230 - Fax (863) 419-3168

September 18, 2014

Fred Fox Enterprises Inc.
26 Spanish Street –PO Box 1047
St. Augustine, FL 32085-1047

To whom it may concern,

Since 2003, the City of Haines City has worked with Fred Fox Enterprises, Inc., to obtain five Community Development Block Grants. The knowledge and expertise that Fred Fox and his staff have in processing applications and administering grant are invaluable.

We would recommend Fred Fox Enterprise, Inc., in obtaining and administering grants for your organization.

Sincerely,

Richard Greenwood

Richard Greenwood
Development Services Director
City of Haines City
863-421-9933
rgreenwood@hainescity.com

HARDEE COUNTY
BOARD OF COUNTY COMMISSIONERS
Office of Community Development and General Services
Janet Gilliard, Director
412 West Orange Street, Room 201
Wauchula, Florida 33873
Telephone: 863-773-6349 * Fax: 863-773-5801***TDD:711**

September 9, 2014

Fred D. Fox, President
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, Florida 32085

Re: Reference

Dear Mr. Fox:

We are pleased to provide you with a letter of reference for your successful administration of our $2.25 million CDBG Disaster Recover Initiative Grant Program. This program resulted from the 2004 hurricane season as we were directly impacted from Charley, Frances and Jeanne. Fred Fox and his team brought forth a level of technical expertise during a time that we were trying to recover our hurricane-ravaged community. This program provided the means to implement our first endeavor of connecting individual homes to our public water and sewer systems. Retaining the Fox team to administer this program allowed County staff the time to focus our efforts on rebuilding.

Currently, Fred Fox Enterprises provides administration for the CDBG-DRI and CDBG-DREF funding contracts in a combined amount of $872,497.30. These programs are an extenuation of the CDBG Disaster Recovering Initiative and involves connecting additional individual homes to our public water and sewer systems. Approximately 190 total families will be provided safe drinking water as well as sewage disposal through public utilities.

The Fox team remains extremely valuable to our organization. Without hesitation, Hardee County would recommend Fred Fox Enterprises, Inc. to other organizations. We look forward to working with them again in the future.

Feel free to contact me at the address above should you wish to further discuss.

Sincerely,

Janet Gilliard

Janet Gilliard, Director
Community Development & General Services

JG/eb

"An Equal Opportunity Employer"

CITY OF HAWTHORNE
6700 SE 221st Street, PO Box 1270, Hawthorne, FL 32640 · (352) 481-2432 · cityhall@cityofhawthorne.net

June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Hawthorne is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the City with our Neighborhood Revitalization grant which dealt with upgrades to the City's Wastewater Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

We look forward to working with Mr. Fox and his firm on future projects. I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Ellen Vause
City Manager

City of High Springs
110 NW 1st Avenue
High Springs, Florida 32643

Telephone (386) 454-1416
Facsimile: (386) 454-4462
Web: www.highsprings.us

September 8, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of High Springs is pleased to offer this letter of reference for Fred fox Enterprises, Inc. The City has worked with Mr. Fox and his team for the past fifteen (15) years on Community Development Block Grant projects. Fred Fox Enterprises recently assisted the City with the preparation of a Small Cities Community Development Block Grant in the Neighborhood Revitalization category. The grant was one of only fourteen (14) grants awarded by the Department of Economic Opportunity in the Neighborhood Revitalization category. The grant deals with the replacement of a number of water lines within our City. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application process. Fred Fox Enterprises has helped the City of High Springs obtain several Community Development Block Grants over the years they have worked with the City including two grants in the Neighborhood Revitalization category and one grant in the Commercial Revitalization category. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for knowledgeable and experienced grant writer, administrator and consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely

Ed Booth
City Manager

EB/as

TOWN OF HILLIARD

A Florida Municipality

June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Hilliard is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the Town with our Neighborhood Revitalization grant which dealt with upgrades to the Town's Wastewater Treatment Plant. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

TOWN OF HILLIARD

Lisa Purvis

Lisa Purvis
Town Clerk

P.O. Box 249 Hilliard, Florida 32046 (904) 845-3555

INDIAN RIVER COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
1801 27th Street, Vero Beach FL 32960
772-226-1237 / 772-978-1806 fax
www.ircgov.com

August 27, 2014

To Whom It May Concern:

Be advised that Fred Fox Enterprises, Inc. (FFE) provided grant administration and consultant services for Indian River County's 2004 Disaster Recovery Initiative (DRI) Community Development Block Grant (CDBG) and Indian River County's 2008 Neighborhood Stabilization Program 1 (NSP1) CDBG. Funds from the DRI grant were used for the construction of a fire station, a vacuum sewer system, and two community waterline/water hook-up projects. Funds from the NSP1 were used for the acquisition, rehabilitation, and resale/rental of numerous single family housing units.

FFE administered the DRI grant from August 2005 through close-out approval on April 3, 2009 and administered the NSP1 grant from early 2009 through the present time (currently working on closing out this grant). FFE staff was responsible for the various administrative aspects of the grants, which include the activities listed in the below table.

Activity	DRI	NSP1
Maintaining CDBG records.	X	X
Preparing monthly progress (NSP1), quarterly progress (DRI), quarterly projection of contract payment, and MBE reports.	X	X
Preparing request for funds.	X	X
Reviewing and recommending changes to Request For Qualifications.	X	X
Preparing Department of Community Affairs/Department of Economic Opportunity monitoring packages.	X	X
Reviewing contractor pay requests.	X	X
Preparing and collecting intake applications for water hook-ups.	X	N/A
Preparing environmental reviews.	X	X
Conducting annual rental housing inspections.	N/A	X
Preparing grant agreement modifications.	X	X
Attending numerous grant related meetings.	X	X
Providing technical assistance to the county.	X	X

FFE staff has always been professional and courteous. Consequently, county staff has had a good working relationship with FFE.

To the best of my knowledge staff at FFE maintains the program standards required by federal and state regulations.

If you have any questions, please feel free to contact me at (772) 226 – 1243.

Sincerely,

Bill Schutt

Bill Schutt, AICP
Senior Economic Development Planner

TOWN OF INTERLACHEN
"Between the Lakes"
311 ATLANTIC AVENUE
INTERLACHEN, FLORIDA 32148
Phone: 386-684-3811 • Fax: 386-684-3812
www.interlachen-fl.gov

Mayor - Ken Larsen
Chairperson - Beverly Bakker
Vice-Chair - Judi Costanzo
Council - Wayne Corbin
Council - Larry Harris
Council - Carolyn Meadows

Celebrating 125 Years

September 8, 2014

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, Florida 32085-1047

Re: Letter of Reference

Dear Mr. Fox:

The Town of Interlachen has enjoyed a most prosperous working relationship with Fred Fox Enterprises, Inc., for the past twenty-eight (28) years. Fred Fox Enterprises has always worked in a most expedious manner in helping the Town to obtain Neighborhood Revitalization and Housing Community Development Block Grants. We have received approximately eleven (11) grants to improve our many dirt streets, establish a new water system, upgrade a water system and retrofit our Town Office to be used as our Emergency Operations Center. Fred Fox Enterprises, Inc., has always advised the Town of their possible points' score and his recommendation has always been right on the money.

Fred Fox Enterprises, Inc., has always been just a telephone call away from any inquiry that we have had even if they were not administering a grant for the Town at the time. They always have time to help with any problem and if by chance they can not help, they at least try to find someone that can help.

Mr. Fox and his staff stay up to date with the latest regulations and are professional in every aspect of their jobs. Rules and regulations change from grant period to grant period and Fred Fox Enterprises, Inc., seems to somehow stay abreast of all the changes no matter which type of grant it may be. Fred Fox Enterprises, Inc., secured and managed four (4) FRDAP, two (2) Historic Preservation Special Category grants and a FEMA Hazard Mitigation Grant for the Town.

If you have any questions, please contact our office at (386) 684-3811.

Sincerely,

Pamela S. Wilburn

Pamela S. Wilburn, Town Clerk
Town of Interlachen

(word/fox reference.doc)

BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, FLORIDA
THE KEYSTONE COUNTY-ESTABLISHED 1827
450 WEST WALNUT STREET; MONTICELLO, FLORIDA 32344
PHONE: (850)-342-0287

Benjamin Bishop	John Nelson	Hines E. Boyd	Betsy Barfield	Stephen Walker
District 1	District 2	District 3	District 4, Chair	District 5

October 15, 2014

To Whom It May Concern

Dear Sir/Madam:

Please accept this letter of reference for Fred Fox Enterprises, Inc. Jefferson County recently worked with Mr. Fox and his team to obtain a Community Development Block Grant in the Housing Rehabilitation Category. Fred Fox enterprises guided the County through the CDBG application process allowing the County to receive the maximum possible years on Community Development Block Grant application. Jefferson County was one of only six (6) communities funded in the Housing Rehabilitation category. Mr. Fox and his team are currently assisting the County with the administration of the Community Development Block Grant Housing Project which deals with housing rehabilitation/demolition/replacement and temporary relocation replacement of a minimum of ten (10) homes in our Community. Thus far, Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding all four funding categories of the Community Development Block Grant Program funded through the Florida Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer, administrator or consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Parrish Barwick
County Coordinator
Jefferson County, Florida

Kirk Reams	Parrish Barwick	T. Buckingham Bird
Clerk of Courts	County Coordinator	County Attorney

Municipal Complex, 409 Fennell Boulevard, Lady Lake, Florida 32159 USA

352-751-1500 FAX 352-751-1510 www.ladylake.org

September 8, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Lady Lake is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The Town began working with Mr. Fox and his team during the FFY 2012 Community Development Block Grant (CDBG) application cycle. Mr. Fox and his team are currently assisting the Town with carrying out a Community Development Block Grant Project funded in the Neighborhood Revitalization category. The project includes flood and drainage improvements, lift station renovation and sidewalk improvements within our community.

Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding the Community Development Block Grant Program funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer and/ or administrator.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

C. T. Eagle, Sr.
Director of Public Works
Town of Lady Lake

Town of Lake Hamilton

TELEPHONE (863) 439-1910
FAX (863) 439-1421

POST OFFICE BOX 126
LAKE HAMILTON, FL 33851-0126

September 5, 2014

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The Town of Lake Hamilton is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. The Town has worked with Mr. Fox and his team for the past few years on a Community Development Block Grant Neighborhood Revitalization project. Our initial experience with Mr. Fox's organization was when they were hired to administer a Disaster Recovery Initiative (DRI) Community Development Block Grant for Polk County. A portion of the funding from this grant was used to renovate a local recreational facility and provided some much needed storm water drainage improvements.

Based upon that that positive experience the Town of Lake Hamilton utilized Mr. Fox's firm to assist in the development of a Small Cities Community Development Block Grant (CDBG) in the Neighborhood Revitalization category. The application was submitted to the Department of Economic Opportunity during the FFY 2012 CDBG application cycle. The project includes water line and fire hydrant replacement in a low income neighborhood. The Florida Department of Economic Opportunity awarded funding for the project and construction of the project is nearly completed. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. The firm is very informative and up to date on all of the regulations regarding the Community Development Block Grant Program funded through the Florida Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Marlene M Wagner

Marlene M. Wagner
Mayor

June 5, 2012

Mr. Fred Fox
Fred Fox Enterprises, Inc.
26 Spanish Street
St. Augustine, FL 32805

Re: Letter of Reference

Dear Fred:

I want to thank you for the high quality work your firm has provided the City of Leesburg over the last several years. The millions of dollars in state grants you have assisted our City in receiving is a testimonial to your expertise and professionalism. The City of Leesburg hires dozen of firms annually to provide a variety of consulting services. Your firm is only one of a few that I feel has consistently met my expectations which you know is very high.

Thank you and keep up the good work!

Sincerely,

Kenneth L. Thomas, MPA
Director of Housing and Economic Development

LEESBURG

Post Office Box 490630 • Leesburg, Florida 34749-0630
352/728-9700 • Fax 352/728-9734 • TDD 352/728-4138
-AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER-

(863) 946-0711
FAX: (863) 946-2988

P. O. BOX 399

City of Moore Haven

MOORE HAVEN, FL 33471

June 28, 2013

To Whom It May Concern

RE: Letter of Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

The City of Moore Haven is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Mr. Fox and his team assisted the City with our Neighborhood Revitalization grant which dealt with upgrades to the City's Water Treatment Plant, the replacement of water lines within the City and the renovation of restrooms at the City's park to include handicap accessibility. Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process. Mr. Fox's firm is very informative and up to date on all of the regulations regarding Community Development Block Grant Projects funded through the Department of Economic Opportunity.

I would highly recommend Mr. Fox's firm to any other community looking for a knowledgeable and experienced grant writer/consultant.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Maxine Brantley, CMC
City Clerk

3467 Skipper Ave.
P.O. Box 160
Noma, Florida 32462
Telephone:
1-850-263-3449
Fax:
1-850-263-3449

COUNCILMEN:
Robert L. Skipper, Mayor
Donald R. McElwain
Terry Skipper
David Dozier
Kale Dixon

CLERK:
Mary Ann Hayes

Town of Noma

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The Town of Noma has worked with Fred Fox Enterprises since 2003. Beginning in 2003, Fred Fox Enterprises, Inc. has worked with the Town of Noma securing one million eight hundred thousand dollars ($1,800,000.00) in funding for three (3) Small Cities, Community Development Block Grant (CDBG) projects all in the Neighborhood Revitalization category. All three of these projects were funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all three (3) projects they obtained for the town.

Additionally; Fred Fox Enterprises has worked with the Town to secure several Florida Recreation Development Assistance Project (FRDAP) Grants to upgrade the Town's outdoor recreational facility. Fred Fox Enterprises has also worked with the Town to obtain a Florida Department of Agriculture Division of Energy grant which were used to renovate Town Hall and provide solar lighting in the Town's park.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the Town's elected officials and staff to carry out all of these projects. The Town has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the Town in developing Small Cities CDBG applications that are both competitive and include activities which meet the Town's needs. The grants obtained by the Town with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements, Town Hall renovations and upgrades to the Town's recreational park facility

Sincerely,

Robert L. Skipper, Mayor

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

CITY OF PALATKA
FLORIDA

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

September 16, 2014

To Whom It May Concern

RE: Letter of Reference – Grant Writing & Administration Services
Mr. Fred Fox, Fred Fox Enterprises, Inc.
P.O. Box 1047, St. Augustine, FL 32085-1047

Dear Sir/Madam:

The City of Palatka has utilized the services of Fred Fox and/or Fred Fox Enterprises, Inc. for approximately 31 years for both Grant Writing and Administration Services related to Community Development Block Grant and Florida Recreational Development Assistance Program projects. It has been our experience that the associates at Fred Fox Enterprises, Inc. are professional, knowledgeable and reliable in carrying out their responsibilities. Mr. Fox and his staff have proven their vast knowledge and expertise related to grant funding sources, the availability of funds within these programs, application preparation and program administration.

It is our pleasure to recommend Fred Fox Enterprises, Inc. and the knowledgeable and reliable service that they provide.

If you should have any questions, please do not hesitate to contact me at 386-329-0100.

Sincerely,

Michael J. Czymbor
City Manager

MJC:vwy

201 N. 2ND STREET • PALATKA, FLORIDA 32177
PHONE: (386) 329-0100 www.palatka-fl.gov FAX: (386) 329-0106

St. Johns County Board of County Commissioners

Housing & Community Development

July 1, 2013

To Whom It May Concern:

Over the years, St. Johns County has worked with Fred Fox Enterprises, Inc. on a number of successful Community Development Block Grant projects. They are currently working with us on two Disaster Recovery Initiative projects, the Neighborhood Stabilization Program (NSP-1), as well as a Small Cities CDBG Economic Development Project. We have always found their work to be of the highest quality and performed on a timely basis.

We would recommend Fred Fox Enterprises to any local government.

Sincerely,

Benjamin Coney

Benjamin Coney, Manager
Housing & Community Development
St. Johns County

1955 US 1 South, Suite B-1, St. Augustine, FL 32086
P: 904.827.6890 | F: 904.827.6899

www.sjcfl.us

City of St. Marks

P.O. Box 296 • 788 Port Leon Drive • St. Marks, FL 32355-0296
Phone: (850) 925-6224 • Fax: (850) 925-5657

September 9, 2014

Mr. Fred Fox
PO Box 1047
St Augustine FL 32085-1047

RE: Letter of Reference-Grant Writing & Administrative Services

To Whom It May Concern:

The City of St. Marks has benefitted from the services of Fred Fox Enterprises for approximately 14 years for both Grant Writing and Administrative Services related to **Community Development Block Grant and Florida Recreation Development Assistant** projects. It has been our experience that the Associates of Fred Fox Enterprises handle themselves professionally, knowledgeable and very reliable in carrying out their responsibilities. Mr. Fred Fox and his staff have proven their vast understanding and expertise related to grant funding sources, the availability of funds within these programs, application preparation and program administration. It is our pleasure to recommend Fred Fox Enterprises and the knowledge and reliable service they provide.

If you have any question, please do not hesitate to contact me at 850-925-6224.

Sincerely,

Zoe A Mansfield

Zoe A Mansfield
City Manager

KELLY COSGRAVE, Chair
MARK GOSE, Vice Chair

Commissioners:
GENE BRENNER
MARK STEWART
LORRIE SMITH
JOHN HAVILAND
KATHY DOHERTY

Community Redevelopment Agency
368 South Commerce Avenue
Sebring, Florida 33870
863-471-5104
863-471-5165 Fax
Downtownsebring.org

ROBIN HINOTE
Executive Director
Email: robinhinote@mysebring.com

NELLIE ALBARRAN
Administrative Secretary
Email: nelliealbarran@mysebring.com

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

July 3, 2013

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The City of Sebring has worked with Fred Fox Enterprises since 1986. Beginning in 1986, Fred Fox Enterprises, Inc. has helped the City of Sebring secure almost seven million six hundred thousand dollars ($7,600,000.00) in funding for twelve (12) Small Cities, Community Development Block Grant (CDBG) projects. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all twelve (12) projects they obtained for the City. The most recent projects include:

- 2012 Economic Development Project in the amount of Seven Hundred Fifty Thousand Dollars ($750,000.00). This project involves a water main extension, sewer main extension, lift station upgrades and road improvements to facilitate the development of the Newsom Eye Surgery Center;

- 2009 ARRA Commercial Revitalization Project in the amount of seven hundred fifty thousand dollars ($750,000.00). This project involved streetscape improvements along the following streets:
  1. Circle Park Drive for its entire circumference, a distance of 750 linear feet.
  2. South Ridgewood Drive between Circle Park Drive and Wall Street, a distance of 150 linear feet.
  3. North Ridgewood Drive between Circle Park Drive and Wall Street, a distance of 150 linear feet.
  4. North Commerce Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
  5. South Commerce Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.

6. West Center Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.
7. East Center Avenue between Circle Park Drive and Wall Street, a distance of 150 linear feet.

- 2005 Commercial Revitalization project in the amount of seven hundred fifty thousand dollars ($750,000). This project involved streetscape improvements and undergrounding of utilities along the following streets:
  1. North Ridgewood Avenue (Sebring Parkway to Helena Street)
  2. Lemon St. (Railroad Tracks to Martin Luther King Blvd./Highlands Ave.)
  3. East Side of Martin Luther King Blvd./Highlands Ave. (Sheriff's Tower Rd. to Grove St.)
  4. West Side of Martin Luther King Blvd. (Tangerine St. to Grand Ave.)

  Additionally, the 2005 Commercial Revitalization project involved only streetscape improvements along the following streets:
  1. Sebring Parkway (N. Ridgewood Ave. to Maple Ave.)
  2. Glenwood Avenue/Pear St. (Hawthorne Drive to Lemon St.)

- 2005 Economic Development project in the amount of seven hundred fifty thousand dollars ($750,000). This project involved the construction of the infrastructure improvements needed for the development of the Marriott Residence Inn located on the northwest corner of US 27 and Tubbs Road.

- 2004 Economic Development project in the amount of seven hundred fifty thousand dollars ($750,000). This project involved the infrastructure improvements needed for the development of the Amerikan plastic plant nursery container facility in the Sebring Industrial Park off of south US 27. The improvements included a water line extension, sewer line extension, street improvements, natural gas line extension, and the extension of three phase electrical power to the project site.

The personnel at Fred Fox Enterprises, Inc. have worked closely with City's staff to carry out all of these projects. The City has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the City in developing Small Cities CDBG applications that are both competitive and include activities which meet the City's needs. The grants obtained by the City with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements as well the creation of a significant number of new jobs in the City.

Sincerely,

Robin Hinote

Robin Hinote, Executive Director
City of Sebring, Florida CRA

City Of Vernon

Michelle Cook, Mayor
Joey Brock, Trey Hawkins, Gwen March, Shawn Sanders, Tina Sloan Council members
Sharon H. Cobb, City Clerk

June 28, 2013

To Whom It May Concern:

The City of Vernon has worked with Fred Fox Enterprises, Inc. since February, 2003. The entire staff of this organization has proven to demonstrate professionalism, expertise and timeliness in response to the needs of the City. Mr. Fox has assisted with acquisition of several CDBG grants, FRDAP grants and the submittal of a historical grant application. The most recent projects include the Department of Agriculture Energy Grant and the CDBG water line replacement project. We look forward to continuing to work with this firm on future projects and recommend Fred Fox Enterprises, Inc. to other agencies seeking grant writing and administration services. I might add that Mr. Fox came to us with outstanding references and we have not been disappointed with his service or that of his staff.

Sincerely,

Michelle Cook, Mayor

"The Heart of the Unspoiled Panhandle"
P.O. Box 340 2808 Yellow Jacket Drive Vernon, Florida 32462 850-535-2444 FAX 850-535-4286

Walton County Grants Department
176 Montgomery Circle
DeFuniak Springs, FL 32435
(850) 892-8401
Fax: (850) 892-8435

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. Walton County has worked with Fred Fox Enterprises for the past few years. Beginning in 2010, Fred Fox Enterprises, Inc. has worked with Walton County to securing two seven hundred and fifty thousand dollar ($750,000.00) Small Cities, Community Development Block Grant (CDBG) projects both of which were in the economic Development category. Both of these projects were funded through the State of Florida. The first project was funded through the Florida Department of Community Affairs, the second project was funded through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered both of the CDBG Economic Development projects they obtained for the County.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the County's staff project engineers to carry out both of these projects. The County has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of the Small Cities CDBG program Economic Development categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the County in developing Small Cities CDBG Economic Development applications that are both competitive and include activities which meet the County's needs. The two grants obtained by the County with the assistance of Fred Fox Enterprises have resulted in the construction of a significant number of infrastructure improvements as well as the creation of a number of new jobs.

Sincerely,

Angie Biddle

Angie Biddle, Grants Coordinator

Town of Welaka

P.O. Box 1098
WELAKA, FLORIDA 32193-1098

386-467-9800
386-467-2303

FAX
1-386-467-8863

UTILITIES DEPARTMENT
386-467-8677

July 3, 2013

Mr. Fred Fox
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

Please allow this letter to serve as a letter of reference for Fred Fox Enterprises, Inc. The Town of Welaka has worked with Fred Fox Enterprises since 1986. Beginning in 1986, Fred Fox Enterprises, Inc. has worked with the Town of Welaka securing five million dollars ($5,000,000.00) in funding for ten (10) Small Cities, Community Development Block Grant (CDBG) projects. The ten grants include six (6) Neighborhood Revitalization projects, three (3) Housing Revitalization projects and one (1) Economic Development project. All of these projects have been funded through the State of Florida. Initially the projects were funded through the Florida Department of Community Affairs and more recently through the Florida Department of Economic Opportunity. Fred Fox Enterprises has administered all ten (10) projects they obtained for the town.

Additionally; Fred Fox Enterprises has worked with the Town to secure several Florida Recreation Development Assistance Project (FRDAP) Grants to upgrade the Town's outdoor recreational facilities. Fred Fox Enterprises has also worked with the Town to obtain a Department of State Bureau of Historic Preservation grant and a Florida Department of Agriculture Division of Energy grant which were used to renovate Town Hall.

The personnel at Fred Fox Enterprises, Inc. have worked closely with the Town's elected officials and staff to carry out all of these projects. The Town has found the staff at Fred Fox Enterprises, Inc. to have an excellent working knowledge of all of the Small Cities CDBG program categories. Fred Fox Enterprises staff has maintained a close working relationship with the program staff at the state and federal level. Mr. Fox, with his excellent understanding of the state and federal grant programs, has been able to guild the Town in developing Small Cities CDBG applications that are both competitive and include activities which meet the Town's needs. The grants obtained by the Town with the assistance of Fred Fox Enterprises have resulted in significant public infrastructure improvements, Town Hall renovations and a significant upgrade to a large portion of the single family housing stock within the Town.

Sincerely,

Gordon Sands, Mayor

CITY OF
WILLISTON
FLORIDA

50 N.W. Main ST. • P.O. Drawer 160 • Williston, Florida 32696-0160
50 N.W. Main St. P.O. Drawer 160 Williston, Florida 32696-0160
Phone (352) 528-3060 Fax (352) 528-0390

October 31, 2014

RE: Mr. Fred Fox
26 Spanish Street
P.O. Box 1047
St. Augustine, FL 32085-1047

To Whom it may concern:

The City of Williston has used the services of Fred Fox Enterprises for many years to apply and procure grants that have significantly improved the quality of life here in our community. By helping us to obtain and manage Community Development Block Grants (CDBG), Florida Recreation Development Assistance Program grants (FRDAP), and United States Department of Agriculture grants (USDA), we have been able to construct new water and sewer facilities, a natural gas gate station, and additional recreational facilities.

The staff at Fred Fox Enterprises has always been professional, thorough and diligent when it comes to either applying for a grant or managing a grant that we have been awarded. Because of these traits their firm has helped the City to become a better place.

I would strongly recommend their firm to any community or potential client.

Thank you,

Adam Hall
City of Williston
Community Development and Grants Manager

Mayor - R. GERALD HETHCOAT / President – JASON CASON
Vice President – CHARLES GOODMAN
Council members / MATT BROOKS – CAL BYRD – ELIHU ROSS
Interim City Manager – SCOTT LIPPMANN / City Clerk – FRANCES TAYLOR

September 5, 2014

WINTER GARDEN

To Whom It May Concern

RE: Letter for Reference for Fred Fox Enterprises, Inc.

Dear Sir/Madam:

City of Winter Garden

P: 407.656.4111

300 West Plant Street
Winter Garden, FL
34787
wintergarden-fl.gov

The City of Winter Garden is pleased to offer this letter of reference for Fred Fox Enterprises, Inc. Several years ago the City worked with Mr. Fox and his team to successfully carry out a large housing weatherization project funded through the Florida Legislature in less than one year. During the FFY 2012 Community Development Block Grant (CDBG) application cycle the City worked with Fred Fox Enterprises to obtain a seven hundred and fifty thousand dollar ($750,000) grant in the housing rehabilitation category. Mr. Fox and his team are currently assisting the City with carrying out the CDBG Housing Revitalization Project which deals with the rehab/demolition/replacements and temporary relocation of a minimum of twelve (12) houses located in our City.

Mr. Fox's team has been very helpful in guiding our staff through each required step of the grant's application and administration process.

Mr. Fox's firm is very knowledgeable on all the regulations regarding the Community Development Block Grant Program funded through the Department of Economic Opportunity.

I would like to recommend their firm to any local government looking for a knowledgeable and experienced consultant, grant writer or administrator.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Mike Bollhoefer
City Manager

CITY OF ZEPHYRHILLS

"City of Pure Water"

5335 Eighth Street • Zephyrhills, Florida 33542-4312
(813) 780-0000 • Fax (813) 780-0005

DANIEL W. BURGESS, JR.
Mayor

CITY COUNCIL

LANCE A. SMITH
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KENNETH V. COMPTON

JODI WILKESON

JAMES D. DRUMM
City Manager

LINDA D. BOAN
City Clerk

JOSEPH A. POBLICK
City Attorney

July 1, 2013

Mr. Fred D. Fox, President
Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

Dear Mr. Fox:

This letter is to provide a reference for Fred Fox Enterprises, Inc. The City of Zephyrhills has had the privilege of working with Mr. Fox and his qualified staff for the past 15 years. During these fifteen years Mr. Fox and his staff have contributed the following to our community:

1) Successfully obtained #1 ranking for Zephyrhills for a CDBG Commercial Revitalization Grant ($600,000) in 1999-2000;

2) In late 2000, the City applied for and was successful in obtaining a second CDBG Commercial Revitalization Grant ($600,000) and an Economic Development Grant ($600,000) totaling $1,2000,000;

3) In fiscal years 2003 and 2004, Fred assisted the City in receiving two more Economic Development Grants, both in the amounts of $700,000 totaling $1,400,000;

4) In fiscal year 2005, Fred assisted the City in receiving a third CDBG Commercial Revitalization Grant for the amount of $750,000;

5) In fiscal year 2005-2007, Fred assisted the City in writing three FRDAP grants.

6) During Fiscal Year 2011, Mr. Fox assisted the City in obtaining a Neighborhood Revitalization Grant for the amount of $750,000.

7) Mr. Fox and his organization has always done an excellent job of preparing the grant application, administering the grant through the close-out report, and have attended the City's site visits and reviews; and

8) Mr. Fox and his staff have always been very professional and helpful in responding to all City inquiries.

Our staff feels that the City of Zephyrhills has been very fortunate to have established a relationship with Fred Fox Enterprises, Inc. and have found that they are very knowledgeable regarding various grants and state programs. Mr.

Fox has always done an excellent job in placing Zephyrhills in a very competitive setting to be successful in obtaining grants. These grants have made a tremendous difference physically and economically in our community. Should you have any questions, please feel free to contact me at (813) 780-0010.

Sincerely,

Todd H. Vande Berg
Director of Planning

FLORIDA RURAL WATER ASSOCIATION

2970 WELLINGTON CIRCLE • TALLAHASSEE, FL 32309-7813
(850) 668-2746

BOARD of DIRECTORS

MICHAEL MCKINNEY
Perry
President

ROBERT MUNRO
Orlando
Vice President

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Quincy
Secretary/Treasurer

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BRUCE MORRISON
Destin

DARRELL POLK
Boca Grande

SCOTT KELLY
Jacksonville

EXECUTIVE DIRECTOR

GARY WILLIAMS
Tallahassee

EMAIL
frwa@frwa.net

WEBSITE
www.frwa.net

September 7, 2012

Mr. Fred Fox
Fred Fox Enterprises
26 Spanish St
St. Augustine FL 32084

Dear Mr. Fox:

On behalf of the Florida Rural Water Association (FRWA), I would like to express my sincere appreciation and gratitude for your personal involvement at the recent FRWA Technical Training Conference. Taking time out of your busy schedule to prepare and present your presentation ensured the Conference was enjoyable, educational, and beneficial for the attendees.

So, whether the attendees were attending sessions, browsing the Exhibit Hall, or kept in suspense at the Best Tasting Water Contest, they all benefited from a positive experience – thanks to you! The attendees all "took something home with them" from dedicated professionals such as yourself, that will improve the water and wastewater industry for years to come.

We look forward to your involvement in future FRWA Conferences and training activities.

Sincerely,

Justin Strickland
Training Coordinator

JS/bc

Attachments

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Merwin's Insurance Center
P.O. Drawer 2079
Palatka, FL 32178-2079

CONTACT NAME: Webster C. Merwin
PHONE (A/C, No, Ext): (386) 325-1234 FAX (A/C, No): (386) 328-0566
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : RetailFirst Insurance Company	10700
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085-1047

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$
	POLICY PRO-JECT LOC						GENERAL AGGREGATE	$
	OTHER:						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		0520-23700	09/24/2014	09/24/2015	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Item 3. A.: Workers Compensation Insurance applies to the Workers Compensation Law of the states listed here: Florida

CERTIFICATE HOLDER

FRED FOX ENTERPRISES INC
PO Box 1047
St Augustine, FL 32085-1047

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carol Sipe Carol Sipe

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/03/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Merrill-Hancock & Turner Ins
1301 St Johns Avenue
Palatka, FL 32177

CONTACT NAME: Callie Mitchell
PHONE (A/C, No, Ext): 386-325-0100 FAX (A/C, No): 386-328-4068
E-MAIL ADDRESS: cmitchell@mhturnerins.com
PRODUCER CUSTOMER ID #: FREDFOX

INSURED
Fred Fox Enterprise, Inc. &
Fred & Susan Fox
P.O. Box 1047
St. Augustine, FL 32085

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Southern Owners Insurance Co.	10190
INSURER B: Agency Marketing Services Inc.	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 1 REVISION NUMBER: 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
A	X COMMERCIAL GENERAL LIABILITY			78608828	12/15/2013	12/15/2014	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 1,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	AUTOMOBILE LIABILITY							$
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	$
	ALL OWNED AUTOS						BODILY INJURY (Per person)	$
	SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS						PROPERTY DAMAGE (PER ACCIDENT)	$
	NON-OWNED AUTOS							$
								$
	UMBRELLA LIAB OCCUR							
	EXCESS LIAB X CLAIMS-MADE			82229714	11/30/2013	11/30/2014	EACH OCCURRENCE	$ 1,000,000
B	X DEDUCTIBLE						AGGREGATE	$
	RETENTION $ 2500						E&O	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

FREDFOX

Fred Fox Enterprises, Inc.
P.O. Box 1047
St. Augustine, FL 32085

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Callie Mitchell

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER
Edith Aldrich Insurance agency
1721 Reid St
StateFarm Palatka, Fl 32177

CONTACT NAME: Kathy Traina-McNeill
PHONE (A/C, No, Ext): 386-328-0610 FAX (A/C, No): 386-328-0620
E-MAIL ADDRESS: kathy@edithaldrich.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
FRED DAVID FOX
PO BOX 1047
ST AUGUSTINE FL 32085-1047

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
								$
A	AUTOMOBILE LIABILITY			065 3837-A04-59O	07/04/2014	01/04/2015	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			204 9847-F05-59J	06/05/2014	12/05/2014	BODILY INJURY (Per person)	$
	X ALL OWNED AUTOS / X SCHEDULED AUTOS			311 7195-A28-59H	07/28/2014	01/28/2015	BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS			781 0872-D08-59C	10/08/2014	04/08/2015	PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? Y/N	N/A					E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

2 TOYOTA TUNDRA
4 TOYOTA TUNDRA
5 HONDA ODYSSEY
1 HONDA ODYSSEY

CERTIFICATE HOLDER

FRED DAVID FOX
PO BOX 1047
ST AUGUSTINE FL 32085-1047

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kathy Traina McNeill

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/01/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER
Edith Aldrich Insurance agency
1721 Reid St
StateFarm Palatka, Fl 32177

CONTACT NAME: Kathy Traina-McNeill
PHONE (A/C, No, Ext): 386-328-0610
FAX (A/C, No): 386-328-0620
E-MAIL ADDRESS: kathy@edithaldrich.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Farm Mutual Automobile Insurance Company	25178
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
FRED DAVID FOX
PO BOX 1047
ST AUGUSTINE FL 32085-1047

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE / OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY / PRO-JECT / LOC						PRODUCTS - COMP/OP AGG	$
								$
A	AUTOMOBILE LIABILITY			416 6908-E27-59F	05/27/2014	11/27/2014	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO			130 7245-B18-59F	08/18/2014	02/18/2015	BODILY INJURY (Per person)	$
	X ALL OWNED AUTOS / X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? Y / N (Mandatory in NH)	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

07 JEEP WRANGLER

ENOL

CERTIFICATE HOLDER

FRED DAVID FOX
PO BOX 1047
ST AUGUSTINE FL 32085-1047

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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The ACORD name and logo are registered marks of ACORD

1001486 132849.8 01-23-2013

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/27/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Herbie Wiles Insurance
400 N Ponce de Leon Blvd

St Augustine FL 32084-3067

CONTACT NAME: Operations Center
PHONE (A/C, No, Ext): (904) 829-2201 FAX (A/C, No): (904) 829-2020
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: First Community Insurance Co	13990
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Fred Fox Enterprises, Inc.
PO Box 1047

St Augustine FL 32085-1047

COVERAGES CERTIFICATE NUMBER: 14-15 Certificate REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC			090004992149801	1/31/2014	1/31/2015	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ Included
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Master Copy

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Vincent Gallo Jr/VJG

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CITY OF HIGH SPRINGS'
NEIGHBORHOOD REVITALIZATION PROJECT
PRICE/FEE SCHEDULE

The fee schedule for the management of the City of High Springs' CDBG Project in the Neighborhood Revitalization project would be as follows:

SERVICE	AMOUNT
1. **Prepare the Environmental Review** • Prepare the Environmental Review, including all required mail-outs. • Prepare the required advertising.	$ 4,000.00
2. **Attendance at the Project Monitoring Visits as well as the Completion of all Required Reports** • Prepare Project Amendments (Estimate - 2). • Prepare all required advertisements. • Participate in all State Monitoring visits (Estimate - 2). • Prepare the Preliminary Contract and Final close-out documents for the project.	$ 6,500.00
3. **Project Administration/Financial Supervisor** • Create and maintain an independent set of financial records for the project. • Prepare all Request for Funds for the project. • Coordinate 504 (handicapped accessibility) requirements with the City. • Carry out required Fair Housing Activities. • Coordinate with the State on any new program requirements.	$ 12,000.00
4. **Coordination with the Engineer and Contractor** • Coordinate with the engineer on all Federal and State requirements associated with the project. • Participate in the Pre-bid conference for the project. • Obtain the contractor approval from the State. • Coordinate the Pre-construction conference with the engineer. • Review contractor package for grant information completion. • Insure Notice To Proceed is issued to the contractor. • Conduct required Employee Interviews.	

CITY OF HIGH SPRINGS' NEIGHBORHOOD REVITALIZATION PROJECT MANAGEMENT APPROACH

The work items and time line that would be utilized to carry out the City of High Springs' CDBG Neighborhood Revitalization project are as follows:

WORK ITEM	DATE OF COMPLETION
1. City selects project administrator	November 12, 2014
2. City receives CDBG contract from the State for completion and execution	Completed
3. The City returns a fully executed contract package To the state	Complete
4. Administrator working with the City begins Environmental Review process	November 13, 2014
5. City submits administrator desktop monitoring package and engineer sole source request package, along with contracts for both disciplines to DEO for approval	December 5, 2014
6. The City obtains approval for the administrator selection process and administrator contract, from the State. Additionally City obtains approval for engineer sole source procurement and the engineering contract from the State	December 15, 2014
7. The City receives a fully executed contract from the State	Complete
8. The Environmental Review process is completed	February 15, 2015
9. The City receives "Release of Funds" notification from the State	February 16, 2015
10. The State approves the plans and specifications for the project	February 20, 2015

CITY OF HIGH SPRINGS' NEIGHBORHOOD REVITALIZATION PROJECT MANAGEMENT APPROACH (continued)

WORK ITEM	DATE OF COMPLETION
11. The engineer is given "Notice to Proceed" with finalizing the design based upon permitting agency comments and bidding of the project	March 15, 2015
12. Construction of the project is bid out	April 1, 2015
13. The City awards the bids and obtains the State's approval of the contractor	June 1, 2015
14. The City holds the Pre-construction conferences and issues the "Notice to Proceed" to the contractor	June 15, 2015
15. The Contractor begins construction of the project	July 1, 2015
16. The Contractor completes construction of the project	December 1, 2015
17. The administrator prepares close-out documents for the project and the City submits the documents to the State	January 15, 2016

CITY OF HIGH SPRINGS' NEIGHBORHOOD REVITALIZATION PROJECT MANAGEMENT TEAM

The team that would be in charge of the administration of the City of High Springs' CDBG Project would be as follow:

1. **Fred D. Fox – Project Manager**

   Mr. Fox, with over thirty (30) years Small Cities CDBG experience, would work with the City's Citizen Advisory Task Force (CATF), City Council and City Staff to coordinate the general operation of the project including, but not limited to:

- Work with the City to develop an administrative contract that is acceptable to the State;
- Work with the City and the project engineer to coordinate the bidding, construction, contract award and pre-construction meeting for the project;
- Work with the City to carry out any archeological study of the property being requested by the Department of State, Division of Historical Resources;
- Insure that Davis Bacon and other federal employee tracking requirements are met;
- Conduct contractor and subcontractor employee interviews;
- Insure all record-keeping and reporting procedures are followed;
- Attend all State and Federal monitoring meetings regarding the project;
- Conduct Citizens Advisory Task Force (CATF) meetings as well as attend all City Council meetings where grant items are to be discussed.

2. **Melissa Fox – Grants Compliance/Bookkeeping Specialist**

   Ms. Fox, with over twenty-three (23) years Small Cities CDBG experience, would coordinate the financial administration of the program with the City including, but not limited to the following:

- Coordinate the establishment of the bookkeeping system required for the project with City staff;
- Prepare "Request for Funds" for the project;
- Review and approve all requests for payments from the contractors including obtaining appropriate Release of Liens;
- Prepare samples of required correspondence to the State and draft responses to State correspondence for City review and execution;
- Provide ongoing coordination of all required record-keeping for the project;
- Review all payrolls and employee interview forms for Davis Bacon and other Federal compliance.

CITY OF HIGH SPRINGS'
NEIGHBORHOOD REVITALIZATION PROJECT
PRICE/FEE SCHEDULE

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Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **NOVEMBER 20, 2014**

SUBJECT: **CONSIDER EXTENSION OF CONTRACT FOR ENGINEERING SERVICES WITH MITTAUER & ASSOCIATES, INC.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **CITY CLERK**

RECOMMENDED ACTION: **EXTEND CONTRACT WITH MITTAUER & ASSOCIATES, INC. FOR A PERIOD OF TWO (2) YEARS.**

Summary

IN 2011 THE CITY ADVERTISED A RFQ FOR ENGINEERING SERVICES. THE CITY SIGNED CONTRACTS WITH THREE FIRMS; GEORGE F. YOUNG, CHEN MOORE AND MITTAUER & ASSOCIATES. SINCE THAT TIME, TWO OF THE FIRMS HAVE BEEN USED FOR ONLY ONE PROJECT. ONE FIRM, MITTAUER & ASSOCIATES HAS BEEN UTILIZED MAINLY FOR WATER AND WASTEWATER PROJECTS. THE CITY MAY CHOOSE TO EXTEND ONE OR ALL THREE CONTRACTS OR REBID.

ATTACHMENTS: PROPOSED EXTENSION OF CONTRACT

REVIEWED BY CITY MANAGER:_____

MITTAUER
& ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS

580-1 WELLS ROAD
ORANGE PARK, FL 32073
PHONE: (904) 278-0030
FAX: (904) 278-0840
WWW.MITTAUER.COM

November 3, 2014

Mr. Ed Booth, City Manager
City of High Springs
110 NW 1st Avenue
High Springs, FL 32643

RE: Extension of Continuing Contract for Professional Engineering Services
City of High Springs, Florida
Mittauer & Associates, Inc. Project No. 1105-00-0

Dear Mr. Booth:

Our Continuing Contract for Professional Engineering Services dated January 17, 2012 expires on December 31, 2014. We respectfully request that it be extended for an additional three (3) years through December 31, 2017 under the same terms and conditions.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Extension on

_____, 2014.

CITY OF HIGH SPRINGS, FLORIDA

ATTEST:

_____
Byron Williams, Mayor

_____
Jenny L. Parham, City Clerk

(Municipal Seal)

Approved as to form and legal sufficiency:

_____
Scott Walker, City Attorney

MITTAUER & ASSOCIATES, INC.

ATTEST:

Elizabeth A. Brown
Elizabeth A. Brown

_____
Signature of President/Owner

Joseph A. Mittauer
Typed/Printed Name of President/Owner

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **NOVEMBER 20, 2014**

SUBJECT: **CONSIDER AWARDING BID TO SGS CONTRACTING SERVICES, INC. FOR THE FOUNDATION CONSTRUCTION AND PREPARATION TO INSTALL DEWATERING BOX FOR THE WASTEWATER PLANT.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **CITY CLERK**

RECOMMENDED ACTION: **ACCEPT BID FROM SGS CONTRACTING SERVICES, INC. IN THE AMOUNT OF $39,496**

Summary

THE CITY HAD ADVERTISED AN RFP FOR THE CONSTRUCTION OF THE FOUNDATION TO PLACE THE DEWATERING BOX AT THE WASTEWATER PLANT. ONE BID WAS RECEIVED FROM SGS CONTRACTING SERVICES, INC. IN THE AMOUNT OF $39,496.00

ATTACHMENTS: BID

REVIEWED BY CITY MANAGER:_____

MITTAUER
& ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS

580-1 WELLS ROAD
ORANGE PARK, FL 32073
PHONE: (904) 278-0030
FAX: (904) 278-0940
WWW.MITTAUER.COM

BID OPENING

SLUDGE DEWATERING BOX FOR WWTP
CITY OF HIGH SPRINGS, FLORIDA
MITTAUER & ASSOCIATES, INC. PROJECT NO. 1105-11-1
AUGUST 11, 2014: 3:00 PM

BIDDER'S NAME	Bid Bond	Add. No. 1	TOTAL BID AMOUNT
Osprey Constructors, LLC			
SGS Contracting Services, Inc.	✓	✓	$39,496.00
Worth Construction & Development			

SECTION 00300

BID FORM

SLUDGE DEWATERING BOX FOR WWTP

CITY OF HIGH SPRINGS, FLORIDA

SUBMITTED BY: SGS Contracting Services, Inc. DATE: 8/11/2014

14207 NW SR 45 TEL: 352-745-6950

High Springs, FL 32643 FAX: N/A

EMAIL ADDRESS: sgscontracting@gmail.com

The undersigned, as Bidder, hereby declares that the only person or persons interested in the proposal as Principals is, or are, named herein and that no other person that herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company, or parties making a bid or proposal; and that it is in all respects fair and in good faith, without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the places where the work is to be done; that he has examined the plans and specifications for the work and contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids, that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this proposal is accepted, to contract with the Owner in the form contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the contract in full and complete in accordance with the shown, noted, described and reasonable intended requirements of the plans and specifications and contract documents to the full satisfaction on the contract with the Owner with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and contract documents, as follows:

BID SCHEDULE

Bids are to be on a lump sum price basis and are to include all labor, materials, equipment, incidentals, and taxes necessary to perform the work as indicated in the contract documents.

BID AMOUNT: $ 39,496.00
(Numerals)

The Bidder further proposes and agrees to commence work under his contract on a date to be specified in a written order of the Owner and shall complete all work thereunder within the time schedule in Section 00500 "Standard Form of Agreement."

Addendum Receipt: Bidders shall acknowledge below the receipt of all addenda, if any, to plans and specifications.

ADDENDUM NO. 1 DATED 8/6/2014

ADDENDUM NO. _____ DATED _____

The full names; business addresses; business and emergency telephone numbers of persons and firms interested in the foregoing bid, as principals, are as follows:

(If Corporation, President, Secretary and Treasurer Identification)

SGS Contracting Services, Inc., 14207 NW 50-45, High Springs, FL 32643

Seth G Simmons - President 352-745-6950

Signed By: [signature]

Title: President

Date: 8/11/2014

SEAL (if Bid is by a Corporation)

Attest [signature] License Number: CGC 1514772

CUC 1225090

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

SGS Contracting Services, Inc., 14207 NW SR 45, High Springs, FL 32643
as Principal, hereinafter called the Principal, and

Developers Surety and Indemnity Company, PO BOx 19725, Irvine, CA 92623
a corporation duly organized under the laws of the State of **Iowa** as Surety, hereinafter called the Surety, are held and firmly bound unto

City of High Springs, 110 NW 1st Avenue, High Springs, FL 32643
as Obligee, hereinafter called the Obligee, in the sum of **FIVE Percent of the amount bid**

Dollars ($)

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for
Sludge Dewatering Box for WWTP

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this **11th** day of **August**, **2014**.

(Witness)

(Witness)

SGS Contracting Services, Inc.
(Principal) (Seal)

Developers Surety and Indemnity Company
(Surety) (Seal)

Paul A. Locascio, Attorney-in-Fact
& Florida Licensed Resident Agent

POWER OF ATTORNEY FOR
DEVELOPERS SURETY AND INDEMNITY COMPANY
PO Box 19725, IRVINE, CA 92623 (949) 263-3300

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby make, constitute and appoint:
Wayne Walker, Pamela L. Jarman, Dale Waldorff, Benjamin H. French, Paul A. Locascio, Clyde D. Hare, jointly or severally

as its true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporation, as surety, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporation could do, but reserving to each of said corporation full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolution adopted by the Board of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY, effective as of January 1st, 2008.

RESOLVED, that a combination of any two of the Chairman of the Board, the President, any Executive Vice-President, Senior Vice-President or Vice-President of the corporation be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporation, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of the corporation be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporation when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY has caused these presents to be signed by its officers and attested by its Secretary or Assistant Secretary this May 23, 2013.

By: Daniel Young
Daniel Young, Senior Vice-President

By: Gregg N. Okura
Gregg N. Okura, Vice-President

DEVELOPERS SURETY AND INDEMNITY COMPANY CORPORATE OCT. 10 1936 IOWA

State of California
County of Orange

On May 23, 2013 before me, Gina L. Garner, Notary Public
Date — Here Insert Name and Title of the Officer

personally appeared Daniel Young and Gregg N. Okura
Name(s) of Signer(s)

GINA L. GARNER
COMM. # 2021213
NOTARY PUBLIC CALIFORNIA
ORANGE COUNTY
My comm. expires May 18, 2017
WMD2

Place Notary Seal Above

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Gina L Garner
Gina L. Garner, Notary Public

CERTIFICATE

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolution of the Board of Directors of said corporation set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this 11th day of August, 2014.

By: _____
Mark J. Lansdon, Assistant Secretary

ID-1438(Rev.05/13)

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **NOVEMBER 20, 2014**

SUBJECT: **AUTHORIZE THE FOLLOWING PERSONNEL TO SIGN CHECKS AND INVESTMENT DOCUMENTS IN COMPLIANCE WITH SECTION 2-97 OF THE HIGH SPRINGS CODE OF ORDINANCES:**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY CLERK**

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION: **AUTHORIZE MAYOR, VICE MAYOR, CITY MANAGER AND CITY CLERK TO SIGN CHECKS AND INVESTMENTS DOCUMENTS PER SECTION 2 – 97.**

Summary

AT ITS REORGANIZATION MEETING EACH YEAR, THE CITY COMMISSION AUTHORIZES PERSONNEL TO SIGN CHECKS FOR THE CITY'S ACCOUNTS. SECTION 2-97 OF THE HIGH SPRINGS CODE OF ORDINANCES DESIGNATES THE CITY MANAGER AND THE CITY CLERK TO COUNTERSIGN ALL CHECKS. IN 2012 THE COMMISSION ADOPTED A RESOLUTION WHICH REQUIRED THE SIGNATURE OF EITHER THE MAYOR OR VICE MAYOR ***AND*** OF THE CITY MANAGER OR CITY CLERK ON ALL CHECKS.

ATTACHMENTS: **SECTION 2 – 97 OF THE HIGH SPRINGS CODE OF ORDINANCES**

REVIEWED BY CITY MANAGER:_____

Sec. 2-97. Signatures on checks.

(a) All checks for the payment of money by the city shall be signed by two officers of the city as provided in this section.

(b) The city manager and the city clerk are designated as the two officers to countersign all checks for payment of money by the city.

(c) If there should be a vacancy in the position of city manager or city clerk, the mayor-commissioner is authorized to countersign all checks for payment of money by the city, together with the city manager or city clerk, whichever position shall be occupied at that time.
(Ord. No. 79-19, §§ 1—3, 11-27-1979)

Sec. 2-98. Special assessment for solid waste management.

(a) Subject to the conditions provided in this section, the city commission consents to the inclusion of the city in the municipal service benefit unit for a non-ad-valorem special assessment for the provision of solid waste management as stated in Alachua County Resolution No. 01-04 adopted on January 9, 2001, a copy of which is attached to Ord. No. 2001-9 exhibit "A."

(b) This consent is granted subject to the following conditions:

(1) The total assessment in both the incorporated and unincorporated areas of the county does not exceed the maximum amount to be collected from the assessment which is printed on the first class notice distributed by the county, which amount will replace the costs previously included in the tipping fee of the Southwest Landfill for the county's hazardous waste program, waste alternatives office, and partial cost of the rural collection centers, plus administration and billing costs associated with the assessment;

(2) All residences in the mandatory collection area of the unincorporated area and incorporated areas of the county are assessed equally;

(3) All nonresidential property in the unincorporated area and incorporated areas of the county is assessed an amount based on factors other than its location in an incorporated or unincorporated area; and

(4) That the benefit of the programs provided for by this assessment equals or exceeds the amount assessed.

(c) This consent does not apply to assessments for collection, disposal or recycling costs other than specifically provided in this section.

(d) This consent is granted only for the assessments to be billed in November of the years 2001, 2002 and 2003, for services rendered from October 1, 2001, to September 30, 2002; October 1, 2002, to September 30, 2003; and October 1, 2003, to September 30, 2004, respectively.
(Ord. No. 2001-9, §§ 1—3, 8-23-2001)

RESOLUTION 2014-T

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS CHANGING THE DUE DATE FOR WATER AND WASTEWATER SERVICE BILLS AND AMENDING IN PART RESOLUTION 2011-B; PROVIDING FOR CONFLICT AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of High Spring adopted Resolution 2011-B setting the due dates for all water and waste water accounts in the City of High Springs; and

WHEREAS, the current due date is set on the twenty-first (21st) day of the month after which the City asses a late fee charge; and

WHEREAS, Resolution 2011-B does not provide for the payment on a water or wastewater account in the event the due date occurs on a weekend or holiday; and

WHEREAS, the City Commission desire to change the due date to be set on the fifteenth (15th) day of the month; and

WHEREAS, the City Commission desires that if the fifteenth (15th) day of the month falls on a holiday or weekend, to allow water and wastewater customers to pay on the next business day and not receive a late charge; and

WHEREAS, it is in the public interest and serves a public purpose that this Resolution be adopted adjusting the due date for water and wastewater bills in the City; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF HIGH SPRINGS, FLORIDA AS FOLLOWS:

SECTION ONE: The City of High Springs amends Resolution 2011-B as follows (deletions are indicated by ~~strike through~~, and additions indicated by <u>underline</u>):

"**Late Payment and Disconnection Service Charges.**

All water accounts that are not paid on or before the ~~twenty-first (21st)~~ <u>fifteenth (15th)</u> day of the month shall be charged a Late Charge of Five ($5.00) Dollars.

All solid waste accounts that are not paid on or before the ~~twenty-first (21st)~~ <u>fifteenth (15th)</u> day of the month shall be charged a Late Charge of Five ($5.00) Dollars.

If the fifteenth (15th) falls on a weekend or holiday the customer will have the ability to pay up to 6:00 pm on the business day following the weekend or holiday and not receive a late charge.

All water accounts that are not paid on or before the ~~twenty-eighth (28th)~~ twenty-second (22nd) day of the month shall be disconnected and shall be charged a Service Charge of Twenty-five ($25.00) Dollars. If the reconnection is made anytime outside of regular business hours, or on holidays or weekends, the Service Charge shall be Fifty ($50.00) Dollars. Prior to disconnecting service, the City shall send a second notice to all water accounts holders who have not paid their bills by the due date, which notice shall state the deadline for payment prior to service being disconnected.

If the twenty-second (22nd) day falls on a weekend or holiday the customer will have the ability to pay up to 6:00 pm on the business day following the weekend or holiday and not be charged the service charge.

Interest shall be charged on all delinquent accounts at the rate of one (1%) percent per month from the date of disconnection until the date the account is fully paid. Unless authorized by the City Manager in case of emergency, water service shall not be reconnected until all sums owed to the City for utility services are fully paid.

SECTION TWO: The remaining sections of Resolution 2011-B shall remain in full force and effect.

SECTION THREE: The City shall inform water and wastewater customers of the change in billing date by notice with the Customers bill in both the December 2014 and January 2015 bill.

SECTION FOUR: If any word, phrase, clause, paragraph, section or provision of this Resolution or the application hereof to any person or circumstances is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the resolution which can be given without the valid or unconstitutional provisions or application, and to this end the provisions of this Resolution are declared severable.

SECTION FIVE: All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict, but does not repeal any other resolution regarding sewer usage fees or sewer connection fees.

SECTION SIX: This Resolution shall become effective on January 1, 2015, and shall remain in effect until the effective date of any subsequent revisions to this Resolution.

PASSED in regular session of the High Springs City Commission this ____ day of _____, 2014.

CITY OF HIGH SPRINGS

_____
Byran Williams, Mayor

ATTEST, BY THE CLERK OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS, FLORIDA:

_____
Jenny Parham, City Clerk

(municipal seal)

APPROVED AS TO FORM AND LEGALITY:

_____
S. Scott Walker, City Attorney

RESOLUTION 2014-Q

A RESOLUTION SETTING THE MONTHLY SALARY FOR THE OFFICE OF CITY COMMISSIONER AND MAYOR; PROVIDING AN EFFECTIVE DATE

WHEREAS, the Charter of the City of High Springs, Section 2.03 "Compensation of the Commission" provides that the Mayor and Commissioners shall receive a reasonable monthly salary as determined annually by resolution of the City Commission; and

WHEREAS, the Commission has determined that the present salaries of the Mayor and Commissioners are reasonable; and

WHEREAS, the City Commission has adopted a budget for fiscal year 2014 – 2015, and budgeted an appropriate amount for payment of the salaries of the Mayor and Commissioners, which amount should not reserve these offices for only the wealthy who can afford to donate their time; and which amount should attract a diverse group of candidates for elected office that may include those that need financial compensation so as to be able to afford time away from their businesses, job and/or child care responsibilities.

NOW THEREFORE BE IT RESOLVED BY THE HIGH SPRINGS CITY COMMISSION THAT:

SECTION ONE. COMMISSION COMPENSATION. The monthly salary of City Commissioners and Vice Mayor for fiscal year 2014 – 2015 shall be $500.00 and the monthly salary of the Mayor shall be $550.00.

SECTION TWO. EFFECTIVE DATE. This resolution shall be effective upon passage.

PASSED in regular session of the High Springs City Commission this 20th day of November, 2014.

CITY OF HIGH SPRINGS, FLORIDA

ATTEST:

_____
Mayor

_____
Jenny L. Parham, City Clerk

(Municipal Seal)

Commission Agenda Item Request Form

MUST BE SUBMITTED TO THE CITY CLERK'S OFFICE BY NOON ON THE WEDNESDAY PRIOR TO THE COMMISSION MEETING

MEETING DATE: **NOVEMBER 20, 2014**

SUBJECT: **APPOINT/REAPPOINT MEMBERS TO THE PLAN BOARD, CODE ENFORCEMENT BOARD, TREE BOARD, HOUSING NEEDS & IMPROVEMENT COMMITTEE, PARKS & RECREATION ADVISORY BOARD.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY CLERK**

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION:

Summary

EACH YEAR AFTER THE SEATING OF THE NEW CITY COMMISSION, THE CITY COMMISSION CONSIDERS THE APPOINTMENT OF INDIVIDUALS TO VACANT AND EXPIRED SEATS ON THE CITY'S BOARDS AND COMMITTEES. BOARD MEMBERS HAVE BEEN CONTACTED TO SEE IF THEY ARE WILLING TO BE REAPPOINTED. THOSE WILLING TO BE REAPPOINTED HAVE PLACED THEIR NAMES IN FOR CONSIDERATION. AT THIS TIME, NO NEW APPLICATIONS FOR APPOINTMENT HAVE BEEN RECEIVED FOR CONSIDERATION. STAFF WILL PRESENT NAMES OF CITIZENS APPLYING UP UNTIL THE TIME OF APPOINTMENT THURSDAY NIGHT. ALL BOARDS AND COMMITTEES HAVE STAGGERED TERMS SO NOT TO LOSE A MAJORITY AT ONE TIME. ALL BOARD MEMBERS MUST BE RESIDENTS OF THE CITY WITH THE EXCEPTION OF THE HOUSING NEEDS AND IMPROVEMENT COMMITTEE WHICH ALLOWS FOR TWO MEMBERS TO RESIDE OUTSIDE THE CITY.

ATTACHMENTS: **LIST OF VACANT BOARD/COMMITTEE POSITIONS**

REVIEWED BY CITY MANAGER:_____

CITY OF HIGH SPRINGS
2013/2014 BOARD APPOINTMENTS-proposed

PLAN BOARD (3 YEAR TERM)

Member Current	Expires
Vacant (Rou Resigned)	***2014***
Gene Levine	***2014***
Eyvonne Andrews, Vice Chair	2015
Mike Kearney	2015
Thomas DePeter	2016

APPLICATIONS RECEIVED FOR THIS POSITION:
1.

CODE ENFORCEMENT BOARD (3 YEAR TERM)

Member Current	Expires
Brian Erb	***2014***
Herb Matelisky	***2014***
DeWitt Smith III	***2014***
Steven Morgan	2015
John Durr, Vice Chair	2015
Nancy Linkous	2016
Elaine Gudbrandsen	2016

Alternates

APPLICATIONS RECEIVED FOR THIS POSITION:
1.

HOUSING NEEDS & IMPROVEMENT COMMITTEE (3 YEAR TERM)

Member Current	Expires
Stanford Jackson	***2014***
Vacant	***2015***
Vacant	***2015***
Jessica Hall, Chair	2016
Mary Price	2016

Alternate	
Doris Wright	2015
VACANT	***2014***

APPLICATIONS RECEIVED FOR THIS POSITION:
1.

PARKS & RECREATION ADVISORY BOARD (3 YEAR TERM)

Member **Current**	**Expires**
Joyce Hallman	***2014***
David Beckerink	***2014***
Ross Ambrose, Chair	2015
Linda Hewlett	2016
Linda Schaladant	2016

Alternates	
Brandon Labonte	***2014***
Suzie Clark	2015

TREE BOARD (3 YEAR TERM)

William Ross	***2014***
Carol Daugherty	2015
Vacant	***2016***

APPLICATIONS RECEIVED FOR THIS POSITION:
1.

ORDINANCE 2014-08

AN ORDINANCE AMENDING THE CITY OF HIGH SPRINGS PERSONNEL POLICY AND PROCEDURE MANUAL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of High Springs adopted a Personnel Policy and Procedure Manual by Ordinance 2011-20, passed on November 3, 2011; and

WHEREAS, the City Commission has determined that it is appropriate and necessary to update and amend the Personnel Policy and Procedure Manual; and

WHEREAS, after proper notice and public hearing, the City Commission has determined that it is prudent to amend and adopt the City's Personnel Policy and Procedure Manual.

NOW THEREFORE BE IT ORDAINED BY THE HIGH SPRINGS CITY COMMISSION THAT:

SECTION ONE: Amendment. The City of High Springs Personnel Policy and Procedure Manual, attached hereto and incorporated herein by reference, is hereby amended and adopted.

SECTION TWO: Conflicts. Ordinance 2011-20, and all other ordinances, or parts of ordinances, in conflict herewith are hereby repealed to the extent of such conflict.

SECTION THREE: Severability. If any section, subsection, paragraph, sentence, clause, phrase, word or provision of this ordinance, or if any provision of the attached High Springs Personnel Policy and Procedure Manual is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or otherwise invalid, such holding shall not affect the remaining provisions of this ordinance.

SECTION FOUR: Effective Date. This ordinance shall take effect ten (10) days after its passage on second and final reading.

PASSED THIS 3rd DAY OF NOVEMBER, 2011.

First Reading:	November 20, 2014
Second Reading:	November 13, 2014
Date of Publication:	December 11, 2914

CITY OF HIGH SPRINGS, FLORIDA

ATTEST:

_____
Mayor

_____
Jenny L. Parham, City Clerk

(Municipal seal)

Changes to Personnel Policy Manual

2.1 Definitions

Deleted Activity Date

Changed Director to Department Director

Under Employees made each type its own definition and changed the definition for part-time employee

Changed the definition of Probationary Period

3.6 Probation Period was changed

4.3 Testing was changed

4.4 Drug Testing was changed

4.7 Nepotism-paragraph three was changed

6.2 Compensation Plan was changed.

6.8 Hours of Work

Recall was changed to Call Out Time

6.13 Holidays added New Year's Eve. Language was added that an employee must work or be on approved leave the scheduled day before and after the holiday.

7.0 Vacation was changed to Paid Time Off

7.2 Sick Leave was deleted combined with PTO.

7.3 Bereavement Leave was changed for the additional two days.

7.6 Domestic or Sexual Violence

A. Was changed from 24 hours to three days to comply with the law.

8.1 Employee Education/Training updated

11.0 Updated

12.02 Group 1 Offenses #7 the word catcalls was removed.

15.0 Drug Free Workplace Policy was changed.

16.0 Bloodborne Pathogen Policy and Exposure Control Plan was changed.

19.0 New Section

CITY OF HIGH SPRINGS

110 NW 1st AVENUE
HIGH SPRINGS, FLORIDA 32643
386-454-1416
WWW.HIGHSPRINGS.US

PERSONNEL POLICY AND PROCEDURE MANUAL

December 11, 2014

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SECTION 1 GENERAL PROVISIONS

1.1 PURPOSE

The purpose of these Personnel Rules and Regulations is to establish procedures which will serve as a guide to administrative actions covering most personnel actions which may arise. The final interpretation and application of these Personnel Rules and Regulations shall be made by the City of High Springs (hereafter "City") or its designee, the City Manager. The City reserves the right to amend, alter, modify, delete and add to these rules.

The information contained in these policies and procedures is intended as a general rule for employees. They do not constitute any form of employment contract or guarantee of continued employment or of any benefit contained herein. Rather, all employment with the City is at will and either the City or the employee may terminate the employment relationship at any time. This document is not intended to be a legally enforceable contract (either express or implied), nor is it intended to create any legally enforceable obligations on the part of the City.

1.2 OVERALL EMPLOYMENT POLICY

The City of High Springs is an equal opportunity employer and it is the policy of the City not to discriminate against any person in recruitment, examination, appointment, training, promotion, retention, or personnel action solely on the basis of race, color, national origin, gender, legally recognized disability, religion, age, marital status, unless one or more of the above constitute a bona fide occupational qualification within the meaning of the law.

1.3 COLLECTIVE BARGAINING AGREEMENT

Where these Personnel Rules and Regulations or department rules and regulations are in conflict with the express terms of a Collective Bargaining Agreement, the terms of the Collective Bargaining Agreement shall take precedence.

1.4 AMERICANS WITH DISABILITIES

Persons with known legally recognized disabilities will be given full consideration for employment and opportunities for advancement in all departments and divisions. The City will offer to such persons reasonable accommodation with respect to the essential functions of the job, provided the person is otherwise qualified to perform the job, and provided further such accommodation does not create undue hardship on City operations.

1.5 COVERED EMPLOYEES

All City employees shall be covered by the policies contained herein.

1.6 EMPLOYEE RESPONSIBILITY FOR PERSONNEL POLICIES

All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the City.

All employees are expected to report immediately to their supervisor any and all suspected violations of these policies or of any City regulation. Failure to do so may subject the employee to disciplinary action.

1.7 AMENDMENTS

Amendments to the Personnel Policy and Procedure Manual shall be approved by the City Commission upon the recommendation of the City Manager. Copies will be distributed to all departments and employees.

1.8 PRIOR MEMOS, POLICIES AND REGULATIONS

All prior memos, policies, procedures and regulations inconsistent with the Personnel Policy and Procedure Manual are null and void.

1.9 ADMINISTRATION

Departmental policies and standard operating procedures will be in writing and submitted to and reviewed by the City Manager for approval. In the event of conflict, the City Personnel Policy and Procedure Manual shall prevail.

The City Clerk is responsible for the administration of the City Personnel Policy and Procedure Manual and to ensure compliance with applicable federal and state personnel laws.

Department Directors are responsible for the proper and effective administration of these policies and procedures within their respective departments. Routine matters pertaining to enforcement may be delegated.

The City Clerk shall direct the maintenance of all personnel files. Every City employee shall have the right to inspect the employee's personnel file and obtain copies of any documents comprising the file. All such inspections shall be initiated at the employee's request, during normal business hours, in the presence of the official file custodian at the location where the file is stored. No original documents shall be removed from the file except by the custodian for copying.

Employees with questions or concerns regarding these policies and procedures shall contact their immediate supervisor.

SECTION 2 DEFINITIONS OF COMMONLY USED TERMS

2.1 DEFINITIONS

Active Pay Status – When an employee is working, on an authorized paid leave, paid holidays or other time where pay is being credited to employee.

ADA – Americans with Disabilities Act

Anniversary Date – The date an employee begins employment and the same date in following years. This is the date upon which entitlement to fringe benefits are based unless a specific benefit provides otherwise. The anniversary date may be changed in accordance with these Personnel Rules and Regulations.

At-Will Employee – Employees who serve at the pleasure of the City Manager and who may be removed from their positions and/or disciplined up to and including termination by the City Manager for any or no reason subject only to applicable law.

Calendar Year – Is the period from January 1 to December 31 of any given year.

Classification Plan – The official schedule of pay, assigning rates of pay to each position or job classification.

Seniority – The length of time an employee has been continuously employed in his current position classification.

City Clerk – The City Clerk or designee.

City Manager – The City Manager or designee.

Collective Bargaining Agreement (CBA) – An agreement between an employee organization and the High Springs City Commission negotiated and ratified as required by the Public Employees Relation Act.

Compensatory Time – (also referred to as Comp Time) – Compensatory time is paid time off granted to an exempt employee for working extra hours. Comp time should not be confused with "flex-time."

Confidential Employee – An employee, as defined in Florida Statutes Chapter 447, who is exempt from coverage of the Public Employee Relations Act.

Demotion - The assignment of an employee from one class to another class, which has a lower minimum and maximum rate of pay.

Department Director – An exempt managerial and confidential employee who is assigned the overall responsibility for the operation of a recognized department or area of City operation.

Employees - Are generic and used for reference purposes only to signal reference to both males and females.

Exempt Employee – An employee exempt from overtime under the Fair Labor Standards Act and paid a salary for all hours worked in a work week.

Flex-time – At the discretion of the Department Director, this time allows non-exempt employees to occasionally schedule their regular working hours for personal needs. All changes must occur within the same pay period.

FMLA – Family Medical Leave Act

Health Insurance Eligibility- Full Time employees are eligible for benefits, in determining eligibility a rolling twelve month average of a minimum of 30 hours per week is required.

Managerial Employee -_An employee, as defined in Florida Statutes Chapter 447, who is exempt from coverage of the Public Employee Relations Act.

Non-Exempt Employee - Nonexempt employees are entitled to overtime pay under the Fair Labor Standards Act. Overtime is typically defined as any time worked over 40 hours in a workweek.

Part-time employee – Is any employee who is assigned a regular schedule of less than thirty (30) hours, and in fact works less than 30 hours on a regular basis.

Pay Grade – The salary range assigned to a particular classification title expressed as a pay range number.

Probationary employee – Is any full-time or part-time employee who has not completed the initial probationary period or any extension thereof.

Probationary Period – The first 6 months (3 months for promoted employees) of continuous employment with the City, the probationary period is dependent on completion of training and probationary expectations, to be determined by the employee's supervisor. After successful completion of the probationary period, the employee will be classified as a regular full-time or part-time employee.

Promotion – A permanent assignment of an employee to a higher level job classification that is subject to the completion of a 3 month probationary period.

Reclassification – Movement of a job classification from one pay grade to another based on changes in the job duties, responsibilities, job market and/or other work related factors.

Reemployment – The hiring of a person who formerly worked for the City. Persons rehired will be considered new employees for all purposes.

Regular full-time employee – is an employee who is assigned a regular schedule of a minimum of thirty (30) hours or the regular Section 7(K) schedule, whichever applies, per week or per pay period and is classified as a regular full-time employee of the City.

Resignation – Act of voluntary withdrawing from City employment.

Section 7(K) – Section 7(K) of the Fair Labor Standards Act allowing certain employees in the Fire and Police Departments to be paid overtime based on a schedule other than after forty (40) hours in a seven (7) day period.

Shall – The word "shall" will be interpreted as mandatory.

Temporary employee – Is any employee that is not classified as a regular full-time, part-time or probationary employee, such as a part-time employee who does not work a regular schedule.

Transfer – The permanent reassignment of an employee from one position to another.

Work Day – The scheduled number of hours an employee is required to work per day.

Work Week or Work Period – The number of hours regularly scheduled to be worked during any seven (7) consecutive days or other work period allowed by the Fair Labor Standards Act and adopted by the City Commission for an employee or group of employees.

SECTION 3 JOB CLASSIFICATIONS/DESCRIPTIONS

3.1 GENERAL STATEMENT

A job classification plan and job descriptions are established and maintained by the City Manager. The Classification Plan provides a complete inventory of all positions in the City service as well as accurate descriptions for each position. The plan standardizes titles, each of which indicates a range of duties and responsibilities and has the same meaning throughout the classified service.

3.2 COMPOSITION OF THE PLAN

The Classification Plan consists of a set of job titles, along with their specifications, which identify, define and describe the type of work and level of difficulty and responsibility, and establishes the desirable qualifications of each class.

3.3 JOB TITLE

Job titles shall be used in all official City records. No person shall be appointed to, or employed in a position under a title not included in the classification plan.

3.4 MAINTENANCE OF THE PLAN

The City may add or delete positions or job classifications and may change job descriptions to expand, reduce or clarify the job dimensions and/or responsibilities of any classification. The City will attempt to provide employees with as much advance notice of any change as practicable.

Each City department head shall maintain a copy of current job descriptions for authorized job classifications assigned to that department for convenient review by the city employees of each department.

3.5 TYPES OF EMPLOYMENT

The City employs full-time, part-time, or temporary employees.

Part-time and full-time employees who have not successfully completed their initial probationary period serve at the will and pleasure of the City and may be dismissed for any reason or no reason, subject only to applicable law. Such employees shall not have access to the grievance procedure set forth in the Personnel Policy and Procedure Manual or any applicable collective bargaining agreement unless the collective bargaining agreement provides otherwise. All decisions concerning their wages, hours, and working conditions shall be made by the City, or its designee.

Full-time and part-time positions are those which are permanently budgeted and authorized for a period of six (6) months or longer. Persons employed to fill these positions on a full time or part time basis shall be deemed permanent employees after satisfactory completion of a probationary period. An employee filling a permanent position is not guaranteed continued employment.

Temporary Employment

A temporary position, established with approval of the City Manager, is a position not currently budgeted and cannot exceed six (6) months in duration. A temporary employee may be dismissed for any or no reason, subject only to applicable law.

A temporary employee may be hired to fill a regularly budgeted position when the employee normally assigned to the regular position is on approved leave of absence.

3.6 PROBATIONARY PERIOD

All newly hired employees, which include voluntary transfers and involuntary transfers, shall be on probation for a period of six (6) months. Promoted Employees are subject to the completion of a three month probationary period.

If the employee's service is unsatisfactory during the probationary period, the employee may be removed at any time during or at the end of the probationary period by the Department Director and City Manager. Said probationary period may be extended upon recommendation by their Director, for up to an additional ninety (90) days, with the approval of the City Manager.

When an employee is promoted to a higher level job classification where a license or certification is a City requirement for holding the position, the probationary period may be

extended, with approval by the City Manager, to successfully obtain the license or certification. During the probationary period, the employee shall serve in the position to which he was promoted at the will and pleasure of the City Manager.

3.7 PERFORMANCE EVALUATIONS

An evaluation is a series of observations by a supervisor about the performance of a job by an employee over a set period of time based on procedures, forms and standards as approved by the City Manager. It is a tool designed to give employees constructive feedback about their performance in an effort to improve and enhance that performance and to correct deficiencies. It helps familiarize supervisors with information designed to assist him/her in becoming an effective evaluator of employee performance.

Performance evaluations will be conducted annually for regular full-time and part-time employees and on other occasions as determined necessary by the Director and for other employees when and if the Director determines such evaluations are needed.

Performance evaluations are considered in determining advancement, disciplinary actions and other job actions.

Any employee who receives an overall rating of unsatisfactory shall be subject to further evaluation for a period not to exceed 180 days. The employee will be evaluated during this period to ensure performance is satisfactory. If performance does not reach satisfactory performance during the period the employee may be terminated.

SECTION 4 RECRUITMENT & SELECTION PROCESS

4.1 JOB VACANCIES

Requests to announce and fill job vacancies are initiated by the Department Director. Requests are made in writing to the City Manager.

Job vacancy announcements specify the job title, salary range, minimum qualifications, and any special requirements of the position.

All job vacancies shall be advertised internally for a period of not less than five (5) working days. If the position is not filled internally, the position will be advertised externally. Notwithstanding the foregoing, at the direction of the City Manager, a job vacancy may be simultaneously posted both internally and externally.

The City Clerk is responsible for the advertisement of the position. The City Clerk reserves the option of advertising the deadline as "position open until filled," depending on recruitment needs.

A job vacancy announcement may be postponed or canceled as requested by the Department Director or City Manager. In this event, applicants will be notified.

The City Clerk is responsible for the implementation and scoring of any employment examination. Further, the City Clerk, or designee is responsible for the initial screening of all applicants/employees and may reject an applicant/employee if minimum qualifications are not met or the application was not received by the advertised closing date.

4.2 BASIS FOR SELECTION

Employment with the City shall be based on skills, experience, training, education, ability, physical and mental ability to do the available work and other factors that are related to the performance of the job in question.

As part of the pre-employment procedure, the City may check references provided by the candidates. Reference checks made by personal or telephone contact will be documented and made part of the applicant's file.

Applicants for employment where driving is an essential function of the job that have more than twelve (12) points on their Florida Driver's record shall not be considered.

The City reserves the right to reject any applicant for any reason or no reason subject only to applicable law.

4.3 TESTING

At the option and expense of the City, the City may use physical, written or oral examinations and performance tests, or other testing methods as appropriate to assist in the selection process.

In the event the City institutes or uses any sort of testing for a position, all applicants for the position will be subjected to the same testing.

4.4 DRUG TESTING

The City will adhere to Section 15 Drug Free Workplace Policy in this Policy.

4.5 DISABILITY AND MEDICAL EXAMINATIONS

Applicants may be required to take a medical and/or psychological examination after they have been provided a conditional letter of hiring depending upon job requirements.

Employees may be required to take a medical and/or psychological examination at any time by the City for reasons connected with their job (e.g., an accident on the job or fitness for duty).

Applicants who refuse to take a medical examination as indicated above will be denied employment. Employees who refuse to take a medical examination as indicated above will be terminated.

Applicants and employees who are directed to take such examinations as indicated above shall not be employed, or if previously employed, shall be terminated immediately if (a) the results of

the examination show that they are either mentally or physically unable to perform the essential functions of the job; and (b) such mental or physical impairment cannot be remedied through a reasonable accommodation Such action shall be subject to applicable federal, state and local laws dealing with disability status.

Confidentiality-Medical examination results are confidential and exempt from public records and are not part of an employee's personnel file.

Costs - The City will be responsible for all expenses incurred as a result of any medical or psychological testing required by the City.

4.6 REFERENCE CHECKS

The City Clerk or designee is responsible for responding to inquiries concerning current and former employees. The City Clerk or designee will only provide information about current or former employees which can be disclosed in accordance with Florida Law, including, without limitation, any and all requests for public records.

Each Department which receives a request for an employment reference or recommendation concerning a former or current employee shall forward the request to the City Clerk or designee for response. The City Clerk or designee will not comment upon its perception of the current or former employee but will only verify dates of employment, rates of pay, position(s) held, and eligibility for rehire and will also respond to any public records requests related to such employees.

4.7 NEPOTISM

It is the policy of the City of High Springs that no employee shall be hired to work under the direct supervision of a relative as defined below except in accordance with the terms of this subsection.

If two employees change their family relationship by marriage, adoption, or other means so as to come in conflict with these prohibitions, one of the employees shall be transferred to a different department if possible, voluntarily reduced in position to a sufficient level such that neither party is in a direct supervisory role, or separated from City service.

The relative of an official or an employee shall be defined as an individual who is related as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

The policies of this section shall be guided by the provisions of Florida Statute 112.3135, as amended. Such provisions preclude the appointment, promotion, or advancement, of a relative in or to a position in the City by an elected official.

SECTION 5 SENIORITY, LAY OFF AND RECALL

5.1 LOSS OF SENIORITY

An employee shall lose seniority and be terminated from employment as the result of any of the following:

- Discharge
- Retirement
- Voluntary resignation
- Failure to report from military leave within the time limits prescribed by law or any other leave unless an extension has been approved in advance by a Department Director or the City Manager
- Failure to notify the immediate supervisor of absence for three (3) consecutive working days shall constitute a voluntary termination effective the last day worked

5.2 LAYOFF

The City Manager shall have the authority to lay off any employee(s) because of lack of funds, lack of work, or when there are insufficient funds or appropriations to meet salary requirements necessary to maintain existing personnel in any department. A reduction in the number of employees in a job classification shall be determined by the City Manager.

Layoffs shall be final and not subject to appeal. Laid off employees may apply for future open positions for which they qualify.

SECTION 6 COMPENSATION

6.1 INTRODUCTION

The City intends to provide a comprehensive Compensation Plan, which is designed to provide wages based on merit, performance and years of continuous service that are competitive in our area and which encourage continued employment with the City. The Compensation Plan will be updated periodically.

6.2 COMPENSATION PLAN:

The Compensation Plan will include a schedule of salary ranges for each title in the classification plan consisting of minimum and maximum rates of pay. Each employee shall be paid within the rates set forth in the pay plan for the group in which he or she is employed.

6.3 SALARY RANGES:

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences between positions and the qualifications of individuals, providing employees with incentives, and rewarding employees with meritorious service. The City Manager shall make or

cause to be made such comparative studies as necessary to maintain an accurate and current classification and compensation plan.

6.4 SALARY INCREASES:

Salary increases within appropriate pay ranges shall be based on:

Cost of Living:

Each year, during the budget process, the City Commission will determine what percent, if any, will be granted for cost of living increases. The percent increase will be calculated based on current base annual salary and the rate of pay will be adjusted beginning the first pay period in October of each year. Salary ranges will be adjusted by the percent determined.

Merit:

Employees may become eligible for merit salary increases, if any, depending on appropriations in the annual operating budget. Merit increases become effective on the employee's anniversary date and are based on the employee's performance evaluation as rated by his/her supervisor. The percentage of the merit increase will be applied to the employee's current rate of pay. If employee is at or near the maximum rate of pay for the position, the percentage of the merit increase that exceeds the maximum pay range will be given as a lump sum payment in lieu of increasing the current base hourly rate of pay beyond the set maximum rate. If funds are available the merit increase shall be based on the following scale or the rate set by the commission, whichever is less:

Unacceptable	0%
Needs Improvement	25% of approved total percentage increase
Meets Expectations	50% of approved total percentage increase
Exceeds Expectations	75% of approved total percentage increase
Clearly Outstanding	100% of approved total percentage increase

Longevity:

Effective October 1, 2011, longevity amounts, depending on appropriations in the annual operating budget, will be paid in a lump sum (less withholdings, etc.) in December of the anniversary year. This will <u>only</u> be paid on the year the employee achieves the year milestone listed below. This is not part of the employee's base salary, rather a bonus.

5 years of consecutive full-time employment $500.00
10 years of consecutive full-time employment $1,000.00
15 years of consecutive full-time employment $1,500.00
20 years of consecutive full-time employment $2,000.00
25 years of consecutive full-time employment $2,500.00
30 years of consecutive full-time employment $3,000.00

Other Salary Increases:

Participation in and successful completion of special training courses may be considered in making base salary adjustments. Salary adjustments shall not be automatic, but shall depend upon increased value of the employee to the City, as exemplified by recommendations, length of service, performance records, special training undertaken, increased responsibilities or other pertinent evidence. Salary adjustments may be made on the recommendation of the Department Director and approval of the City Manager.

6.5 ENTRANCE AT THE MINIMUM:

The minimum rate of pay for the job will be paid to qualified persons on their original appointment to a position; however, the Department Director may recommend to the City Manager a higher starting rate based on experience, training or education that warrants employment at a higher rate in the pay grade.

6.6 PAY RATES IN TRANSFER, PROMOTION OR DEMOTION:

If an employee is promoted, demoted or transferred, the rate of pay for the new position shall be determined as follows:

1. If the employee is promoted to a position having a higher pay range, the employee shall receive a five (5%) percent increase from the employee's current rate of pay, or the minimum rate for the new position, whichever is greater.

2. If an employee is transferred to a different position in the same pay range, the employee may receive a salary increase at the time of the transfer, to be determined by the Department Director and approved by the City Manager

3. If an employee is demoted to a position in a lower pay range, the employee shall be placed at an appropriate level within the lower pay range as recommended by the Department Director and approved by the City Manager. Voluntary demotion may require a reduction in pay.

6.7 TRAVEL AND OTHER OFFICIAL EXPENDITURES

The employee's rate of pay does not include allowances for official authorized travel or other expenditures incurred in the conduct of City business, or allowances provided to employees for the official use of privately owned automobiles. Employees will be reimbursed for such expenses as provided in other sections of this manual.

6.8 HOURS OF WORK

It is the policy of the City to provide a system of compensation for employees who work during assigned hours (non-emergency) and during times when a declared City Emergency exists.

Where a contract exists between the City and employees belonging to a collective bargaining unit the contract takes precedence over this policy. Employees are either designated as exempt or non-exempt based on state and federal laws.

Exempt employees are hired at an annual base salary to accomplish a job for the City. Although generally expected to be present and working for the total hours of the normal work week, exempt employees are allowed some latitude with respect to time spent at work. Compensatory time off for extended hours worked may be granted to exempt employees by their direct supervisor, and subject to approval by the Department Director.

The normal work week for non-exempt fulltime employees is 40 hours. Hours worked per day and work assigned is established by the Department Director.

The work week starts at 12:00 a.m. on Monday and ends at 11:59:59 p.m. on Sunday.

All full-time employees are required to be present at their assigned workplace for the total hours of their normal work week unless absence is authorized by the Department Director. All absences must be properly recorded and charged against the employee's appropriate leave.

Compensatory time off must be approved by the employee's supervisor prior to taking the time off. The supervisor must consider current and predicted working conditions and requirements before allowing an individual to take compensatory time off.

Part-time employees are required to be present at their assigned workplace for the total hours for which they are being compensated, unless absence is authorized by the Department Director. All absences must be properly recorded.

Required attendance at training courses will be considered as hours worked.

Travel to and from an employee's home and the employee's regularly assigned workplace will not be counted as hours worked.

Stand By

Employees who are on a standby status will be compensated in accordance with their department directives/policies.

Call Out Time - Non Exempt Employees Only

An employee called to return to work within one hour before or within one hour after the regular work shift is considered an extension of the work day and included in the total hours worked on that day. If recall (call-out time) is more than one hour before or more than one hour after the regular work shift, a minimum of two hours will be paid.

Employees will not be compensated with recall (call-out) pay when the duty involved is training or a meeting.

A minimum of two (2) hours will be paid for all call outs after normal working hours. If an employee works more than two (2) hours on the problem, the employee will be paid for the total hours actually worked.

When an employee is in official travel status for which travel expenses are reimbursable, time spent in travel beyond the normal workday on the first and last day of such travel will be considered as hours worked.

Non-exempt employees on a recognized lunch break of 30 minutes or longer are prohibited from performing any of their job functions during their lunch break. Employees are encouraged to take their lunch break away from their work area, but if they remain on the premises they shall not perform any duties while on lunch break.

Employees are prohibited from working at home unless authorized to do so by their Department Director.

Employees may not voluntarily perform their regular duties for the City without compensation.

6.9 OVERTIME:

It is the City's policy to avoid overtime work when possible. However, overtime work may be necessary to meet emergency situations, seasonal or peak workload requirements or to make accommodations when a department is understaffed. Department Directors are responsible for advance planning to minimize the need for overtime. Overtime is defined as the hours of authorized actual work performed by a non-exempt employee in excess of forty (40) hours during the established work week.

Overtime is compensated as follows:

Non-exempt employees must have supervisor approval prior to working overtime. The repeated performance of unauthorized overtime will result in disciplinary action.

Non-exempt employees shall be compensated for overtime at one and one-half (1.5) times the regular hourly rate of pay in accordance with Fair Labor Standards Act (FLSA). Only hours actually worked over forty (40) per work week will count as hours worked for the purpose of computing overtime. Paid time off, holiday, administrative leave or any other type of leave will not count as hours worked for overtime pay purposes.

6.10 Work Break

Each department may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:

- No single work break will exceed fifteen (15) minutes absence from the employee's work station.
- An employee may not accumulate unused work breaks.
- Work break time cannot be used to cover for employees' late arrivals or early departures from duty.
- Permission to take work breaks is based upon workload demands and may be withheld at the discretion of the supervisor.

Nothing in this Section will be deemed to require the City or any department to provide breaks to its employees.

6.11 Emergency Operations

During a declared City emergency procedures may be changed as required due to the circumstances and conditions.

A declared City emergency is a condition that may affect or does affect a large part of the City population, corporate limits, city property or resources available to the City. This condition may be a result of, but not limited to, a wind storm (hurricane, tornado), flood, fire, earthquake, hazardous materials and/or civil disobedience.

A City emergency may be declared by the Mayor or his/her designee, or the City Manager.

During a City emergency work schedules of individual employees may be altered without notice.

During times of declared emergencies scheduled leave time may be cancelled. After the emergency no longer exists an employee may re-schedule the employee's remaining leave time at the discretion of the Department Director.

Employees who are on leave during a declared emergency may be recalled to work at the Supervisor's discretion. After the emergency no longer exists an employee may re-schedule his/her remaining leave at the discretion of the Department Director.

During a declared emergency, employees may be temporarily released from normal duty and may be assigned to other needed tasks as determined by the City Manager. All employees will receive their normal straight time pay for their regular work period if released during the declared emergency.

Exempt employees who are recalled to duty or remain on duty during the declared emergency when City facilities are closed and other employees have been released from duty will receive their normal straight time pay in addition to receiving pay at their hourly rate of pay for any hours worked beyond their regular hours. Employees will continue on this pay schedule for the duration of the declared emergency. After the declared emergency no longer exists, employees pay schedules will revert back to the regular pay schedule.

Non-exempt employees who are recalled to duty or remain on duty during the declared emergency when city facilities are closed and other employees have been released from duty will receive their normal straight time pay in addition to receiving pay at 1.5 times their normal rate of pay for all hours worked. Employees will continue on this pay schedule for the duration of the declared emergency. After the declared emergency no longer exists, employees pay schedules will revert back to the regular pay schedule

6.12 ACTING PAY

Permanent fulltime employees temporarily assigned to a position in a higher pay grade shall receive the minimum starting pay for that position or 5% whichever is higher, retroactive to the first day of the transfer.

When an employee temporarily works in a lower paid job classification, they shall receive the rate of pay for their regular job classification.

A routine assumption of duties that occurs in the absence of another employee on PTO or with a short-term illness is not a transfer and does not affect salary.

Upon reinstatement to the employee's previous job classification, the employee will receive the hourly rate of pay earned prior to the time acting pay status was granted, in addition to any merit increase/wage adjustment that may be applicable.

6.13 HOLIDAYS

The following holidays and any such other days as the City Commission may declare are designated as official holidays for City employees:

New Year's Eve	(December 31)
New Year's Day	(January 1)
Martin Luther King, Jr. Day	(third Monday in January)
Memorial Day	(last Monday of May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Veteran's Day	(November as observed)
Thanksgiving Day	(fourth Thursday in November)
Day after Thanksgiving	(fourth Friday in November)
Christmas Eve	(December 24)
Christmas Day	(December 25)

When a holiday falls on Sunday, the following Monday shall be observed in lieu thereof. When a holiday falls on Saturday, the preceding Friday is observed. In certain instances where two days off are scheduled, i.e., Christmas Eve and Christmas Day, the City Manager may approve going forward or backward two days to insure a holiday does not fall on a Saturday or Sunday or change the actual day observed for the holiday to create a more effective work schedule.

All full time employees on the active payroll on the date of the holiday, including such employees who are receiving occupational injury or occupational illness pay through Workers' Compensation, are eligible for holiday pay at their regular rate of pay. When a holiday is observed on a scheduled work day, an eligible employee may be paid up to a maximum of eight (8) hours pay for that day. Employees must work, or otherwise be on pre-approved leave, the scheduled day before and after the holiday to be eligible for holiday pay.

Regular Full-time staff members working at least 1,560 hours per year will receive holiday pay on a pro-rated basis. The following formula is used to determine the pro-rated holiday hours a

part-time staff member will earn per year: ***(Total Budgeted Hours Worked per Year/Full-Time Equivalency Basis i.e. 2080) X 8 hours = Pro-rated Holiday Pay.***

Fire Department Part-time staff members working at least 2,178 hours per year will receive holiday pay on a pro-rated basis. The following formula is used to determine the pro-rated holiday hours a part-time staff member will earn per year: ***(Total Budgeted Hours Worked per Year/Full-Time Equivalency Basis i.e. 2904) X 8 hours = Pro-rated Holiday Pay.***

When a fulltime non-exempt employee works on a holiday, the employee is paid one and one-half (1.5) times regular rate of pay for actual hours worked on a holiday plus holiday pay at the regular rate of pay up to a maximum of eight (8) hours pay for that day.

ABSENCE DUE TO ILLNESS

An employee scheduled to work a holiday who fails to work because of sickness or injury shall not receive holiday pay unless:

The employee notifies the Director at least one (1) hour before the employee is scheduled to report for work and; upon request, the employee presents evidence satisfactory to the Director, which may be a medical excuse that the absence was due to a bona fide, unforeseen serious illness or injury.

The Director may excuse the above one hour requirement if the Director determines that a failure to notify as required was for a reason clearly beyond the employee's control.

HOLIDAY ON A PAID TIME OFF DAY

Employees on a scheduled PTO who meet the eligibility requirements for holiday pay will be paid for their regularly scheduled hours for the holiday(s) that fall within their PTO leave period. If a holiday falls during a leave of absence without pay, the employee shall receive no holiday pay.

The provisions of the Family Medical Leave Act (FMLA) may apply in certain situations. (See FMLA Section)

SECTION 7 BENEFITS

7.1 PAID TIME OFF

Paid time off (PTO) provides all full-time staff employees with paid time away from work that can be used for vacation, personal time, personal illness or time off to care for dependents. PTO must be scheduled in advance and have department head approval, except in the case of illness or emergency. The PTO policy takes the place of sick leave, personal time, floating holiday and vacation.

All accrued sick time that current employees have earned at the time of transition to PTO will be placed in individual sick banks for each employee. Employees can use their individual sick

leave bank for extended sick leave absences (more than 3 days) only, and they can use it for their own illness or for an FMLA leave for a dependent's illness. Upon cessation of employment by resignation, retirement, or death, the employee or employee's estate shall be compensated for unused accumulated sick leave in accordance with the following schedule at the rate of pay in effect at the time of cessation:

- Resignation after 15 years of continuous service up to 360 hours
- Retirement and/or death after five years of continuous service up to 720 hours

Employees who are terminated voluntarily without a two-week' notice and employees who are terminated involuntarily for any reason are not entitled to payment for accrued, unused PTO. Department Directors who resign without a 30 day notice are not entitled to payment for accrued, unused PTO, unless approved by the City Manager. Employees who resign or retire will be paid for all unused, accrued PTO up to 800 hours. Pay will be automatically reduced for any unearned PTO that has been taken. PTO cannot be paid out while employed. It is expected that a terminating employee will work the entire time designated by his or her notice, at the convenience of the City, without using PTO.

A maximum of 800 hours PTO can be carried over to the next calendar year. The total number of hours carried over from one year to the next can never exceed 800. Any PTO in excess of 800 hours will be lost if it is unused in the calendar year, unless extenuating business circumstances have prevented the employee from taking scheduled PTO. In such cases, PTO may be carried over and taken in the first half of the next year with the approval of the Department Director and the City Manager.

The Department Directors shall determine when paid time off shall be granted in their Departments. The City Manager shall have authority to approve or disapprove leave for Department Directors.

Employees will earn one day of PTO incentive for not calling out eight hours or less before their shift starts in a six month period of time, based on January 1 to June 30 and July 1 to December 31. An employee can earn up to a maximum of 2 days per year.

All regular full-time employees covered by this article shall earn Paid Time off in accordance with the following schedule:

Years of Service	Bi-Weekly Accrual	PTO Hours per Year
Less than One Year	5.55 Hours	144 Hours
One to Five Years	7.70 Hours	200 Hours
Five to Ten Years	8.63 Hours	224 Hours
Ten to Twenty Years	10.16 Hours	264 Hours
Over Twenty Years	11.70 Hours	304 Hours

Regular full-time staff members working at least 1,560 hours per year will accrue PTO on a pro-rated basis. The following formula is used to determine the pro-rated PTO hours a part-time staff member will earn per year: ***(Total Budgeted Hours Worked per Year/Full-Time Equivalency Basis i.e. 2080) X Full-time Accrual Rate = Pro-rated Annual PTO.***

Fire Department Part-time staff members working at least 2,178 hours per year will accrue PTO on a pro-rated basis. The following formula is used to determine the pro-rated PTO hours a part-time staff member will earn per year: ***(Total Budgeted Hours Worked per Year/Full-Time Equivalency Basis i.e. 2904) X Full-time Accrual Rate = Pro-rated Annual PTO.***

7.2 BEREAVEMENT LEAVE

Bereavement Leave is available to employees as a special privilege under circumstances established in this policy.

PROCEDURE

In order to determine eligibility for Bereavement Leave with pay, employees requesting Bereavement Leave are to complete the appropriate leave form. Upon receipt of the request, the employee's Supervisor and Department Director will review the information provided, obtain any other verification needed, and determine whether the employee meets established policy requirements to receive compensation for the absence incurred. If the requirements are met for compensation, the employee's Supervisor and Department Director will approve the request.

The request form, whether approved or denied, shall be filed in the payroll record.

GUIDELINES

When a death occurs in the immediate family of an employee, that employee shall receive three (3) days off without loss of pay or benefits.

The Department Director shall have discretion to grant up to two (2) additional days off, without loss of pay or benefits. Bereavement Leave will not be charged against PTO, holiday or overtime.

Immediate family as cited above shall be defined as father, mother, spouse, children, aunt, uncle, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, step-parents, step-children, or members of the family domiciled in the household to include foster relatives, or any relative who has been declared to be under a court appointed guardianship of the employee or the employee's spouse.

Bereavement leave is a leave benefit only and no compensation will be paid for unused bereavement leave. Verification of need may be required before bereavement leave is authorized.

7.3 LEAVE OF ABSENCE WITH PAY

Jury Duty

A full time employee who is summoned to jury duty shall be granted time off with pay for the time actually spent on jury duty or. The employee must:

- Notify his/her supervisor of the summons immediately upon receipt and provide the summons to his/her supervisor with an estimate of the duration of the absence; and

- Report to the supervisor immediately upon the conclusion or continuance of such jury duty or court appearance.

The City may reschedule the working hours and days of work of a part time employee who is summoned to jury duty. If it is not feasible or practical to reschedule the employee's hours of work, the City shall grant the employee time off with pay for the time actually spent on jury duty.

All monies received by employee for such services shall be remitted to the City.

In order to receive time off with pay for jury duty, the employee must abide by the provisions contained above.

Court Appearance

If any employee is subpoenaed as a witness unrelated to City business, the City will grant the employee leave without pay or accrued PTO leave to the extent that the Department Head approves.

Conversely, if any employee is subpoenaed as a witness related to City business, the time spent as a witness will be hours worked.

Meetings

With prior approval, an employee may be granted leave with pay to attend professional meetings or conferences which contribute to the effectiveness of the employee's work performance.

Certifications

With prior approval, employees may be granted leave with pay while taking examinations before a Federal, State or County agency, provided such examinations are pertinent to his/her City employment.

Military Leave

1. Military Leave will be granted in accordance with Chapters 115 and 250.48 of Florida Statutes.
2. An employee in the United States Reserve Forces or the Florida National Guard will be granted Military Leave for training purposes with full pay and without loss of benefits.
    a. Such military leave will not exceed 17 calendar days in a calendar year.
    b. An employee assigned to active military duty for training in the United States Reserve Forces or the Florida National Guard will be granted military leave without pay for any period extending beyond 17 calendar days in a calendar year.
3. Employees who are service members in the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave of absence from their respective offices and duties to perform active military service. The first 30 days of any such leave of absence to be with full pay.
4. Employees who are service members of the Florida National Guard are entitled to leave of absence from their respective duty without loss of pay or time on all days during which the officer or employee is engaged in active state duty for a named event, declared disaster, or operation pursuant to Florida Statutes 250.28 or s. 252.36. Such leave with pay shall not exceed 30 days.
5. A request for military leave will be:
    a. Submitted to the department director.
    b. Accompanied by proper military orders.
6. An employee serving on a Military Leave of Absence will retain seniority and continuous service rights.

7.5 LEAVE OF ABSENCE WITHOUT PAY

Military Leave

An employee called to compulsory military service is automatically placed on leave pursuant to state and federal law for the duration of his/her military duty. Upon completion of such service such employee shall be reinstated in the position held at the time of entry into the service, at the same salary the employee would have received had such leave not been taken, based on the following conditions:

1. That the position has not been abolished or the term thereof, if limited, has not expired.
2. That the employee is physically and mentally able to perform the duties of such position. If requested, the employee shall submit to appropriate medical examinations at the City's expense to evaluate physical and mental capabilities.
3. That the employee makes written application for reinstatement to the City within applicable statutory time limits after termination of such service.
4. That the employee submits an honorable discharge or other form of release by proper military authority establishing satisfactory service. Upon such reinstatement, the employee shall have the same rights with respect to accrued

and future seniority status and other benefits of permanent full-time employment as if the employee had been actually employed during the time of such leave.

5. The City will abide by all laws and guidelines.

Scheduling Leave of Absence Without Pay

Leaves of absence without pay may be authorized by Department Directors with approval of the City Manager for periods not to exceed sixty (60) calendar days. With the exception of across the board raises, no wage increases, PTO leave or retirement benefits shall be accrued while an employee is on leave without pay. Employee will be responsible for the entire premium for health, dental and life insurance.

All leave without pay must be approved in advance. The employee must request leave without pay by submitting a leave request to their immediate supervisor who will indicate recommendation for approval or rejection and forward the leave request to the next level supervisor, etc., with the ultimate approval or rejection by the City Manager.

Employees must request leave without pay at the earliest possible date. Untimely requests may result in a delay of the starting date for the requested leave.

7.6 Domestic or Sexual Violence

The City is committed to promoting the autonomy, safety and health of our employees and to providing leadership in recognizing the impact of domestic and sexual violence on staff and in the workplace. The purpose of this policy is to detail the support available to staff who are victims of domestic or sexual violence, and to detail the disciplinary consequences to staff members who commit, threaten or have been held legally responsible for committing acts of domestic or sexual violence.

It is the policy of the City to provide support and assistance to employees who are experiencing domestic or sexual violence. This support includes: confidential means for coming forward for help, resource and referral information, additional security at the workplace, work schedule adjustments and leave necessary to address the impact of domestic or sexual violence. Written resource and referral information is available in languages understood by all employees. Other appropriate assistance will be provided based on individual need.

Confidentiality

The City will respect the confidentiality and autonomy of the adult experiencing domestic violence to direct his or her own life. However, in accordance with Florida law reporting for certain populations is required. All information relating to leave taken under this policy will be kept confidential to the extent allowed by Florida's public records law.

Leave Options for Employees Who Experience Domestic or Sexual Violence:

A. Any employee may take up to three work days of unpaid leave from work in any 12-month period if the employee, or a family or household member of the employee, is the victim of domestic or sexual violence, for the purpose of:

1. Seeking an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence.
2. Obtaining medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the domestic or sexual violence.
3. Obtaining services from any victim-services organization.
4. Making the employee's home secure from the perpetrator of the domestic or sexual violence, or seeking new housing.
5. Seeking legal assistance in addressing issues arising from the act of domestic or sexual violence, or attending and preparing for court-related proceedings arising from the act of domestic or sexual violence.

B. The employee seeking leave under this paragraph should follow ordinary procedures for leave requests, or, in instances where a request in advance is either impracticable or unsafe, the employee should call his/her supervisor as soon as possible to inform the supervisor regarding the reason for his/her absence. Employees are not required to exhaust accrued leave time in advance of seeking leave under this paragraph.

C. Requests for additional hours of leave, or for other purposes than those recited above, will be considered on an individual basis on consultation with the employee, her/his supervisor and the approval of the City Manager. Additional hours of leave, beyond the three work days of leave authorized above, may be taken as unpaid leave or as accrued leave.

D. The employee, supervisor and the City Manager are encouraged to explore whether any other paid options can be arranged, including schedule accommodations, which will help the employee cope with a domestic or sexual violence situation without having to take an unpaid leave.

Procedures for Employees with Performance Issues Related to Domestic Violence:

A. The City recognizes that people experiencing domestic or sexual violence may have performance or conduct problems such as repeated absences from work, or inability to concentrate on work tasks, as a result of abuse. When an employee is subject to disciplinary action discloses that the job performance or conduct problem is caused by domestic or sexual violence, a referral for appropriate assistance should be offered to the employee.

B. The supervisor, in collaboration with the employee and Department Director, should allow a reasonable time for the employee to obtain assistance regarding the domestic or sexual violence.

Disciplinary Procedures for Employees Who Commit Acts or Threats of Violence:

A. The City is committed to a workplace in which the perpetration of domestic or sexual violence is neither tolerated nor excused. Any physical assault or threat made by an employee while on City premises, during work hours or at a City sponsored event is a serious violation of City policy. This policy applies not only to acts against other employees, but to acts against all other persons, including intimate partners. Employees found to have violated this policy will be subject to disciplinary action, up to and including discharge.

B. Employees who are convicted of a crime as a result of domestic or sexual violence, or who are subject to a Domestic Violence, Dating Violence, Sexual Violence, or Repeat Violence injunction, may be subject to disciplinary action, up to and including discharge, depending on the circumstances.

C. The City understands that there is the possibility of wrongful conviction of assault in the case of victims of domestic violence, who act in self-defense. The City will consider the context of the conviction before deciding on disciplinary action or discharge.

7.7 LIFE INSURANCE

Life insurance may be provided to all permanent full time employees as determined by the City.

7.8 PENSION

General Employees

The City of High Springs offers a retirement plan through the Florida Retirement System (FRS) for all eligible employees. The City reserves the right to change and/or eliminate this plan. Employees should contact the City Clerk's Office for more information regarding the FRS.

7.9 DEFERRED COMPENSATION

Deferred Compensation is a voluntary plan which may be provided by the City to assist employees in providing an option for additional retirement benefits. The total contribution is tax deferred and paid for by the employee. Contact the City Clerk's Office for enrollment information.

7.10 VOTING

During a primary or general election, an employee who is registered to vote and whose hours of work do not allow sufficient time for voting shall be allowed the necessary time off with pay for this purpose, upon notification and approval of their supervisor.

7.11 HEALTH INSURANCE

The City makes available comprehensive group insurance for medical, dental and vision for full time employees. The City's employer contribution rates will be determined annually by the City. The City shall make no contribution to dependent coverage. If an employee elects dependent coverage, the full group premium cost for dependents will be paid by the employee. The

dependent must fall within the City guidelines established for dependent coverage. Carrier and plan coverages are subject to modification at any time. Employees may temporarily extend health coverage at group rates upon separation in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA of 1985). Detailed provisions or current policies may be obtained from the City Clerk's Office.

Employees who retire may continue their group medical insurance coverage under the same terms and conditions of all then active city employees; provided, however, the retiree will pay the full premium for continued coverage.

All benefits granted in this section by the City are expressly conditioned upon budgetary consideration and subject to and limited by all of the rights granted to and reserved by the City, including the right to change and/or eliminate any and all benefits not required by law.

Additional benefits may be available at full cost to employees. Contact the City Clerk's Office to determine if any such additional benefits are offered.

SECTION 8 TRAINING AND DEVELOPMENT

8.1 Employee Education/Training:

The City encourages its employees to get job related advanced education and training in their respective fields of work. The City will assist employees with education and training under the following guidelines:

A. Mandated Training/Education - When the City requires an employee to participate in an education or training program, the City will bear the full costs of the employee's participation including: per diem, hourly pay, tuition, books, travel cost, etc, as it applies.

B. Voluntary Education - Employees may be reimbursed for tuition upon satisfactory completion of a pre-approved class at an accredited college or university. Reimbursement shall be based on availability of funds and in accordance with the following:

1. Application Procedure:
   a. The employee must submit a timely application to his/her supervisor prior to registering for the course. (Appendix A)
   c. Employee will only be reimbursed for the course if they are still employed by the City upon completion of the course.
   d. Employee must certify that they are not receiving any funds for reimbursement from any source other than the City of High Springs (i.e. grants or other source of financial aid, other than student loans).
   e. A grade of "C" or higher is required as a final grade for the course.
2. Reimbursement

a. No reimbursement will be made for an incomplete course and no employee will be reimbursed more than five hundred $500 dollars per fiscal year.

b. A pre-approved application form, accompanied by tuition receipt and evidence of satisfactory completion of the course with appropriate grade must be submitted through the City Manager to the Finance Department for reimbursement.

c. Reimbursement shall be as follows:
   i. Grade A or Pass in Pass/Fail = 100% reimbursement
   ii. Grade B = 90% reimbursement
   iii. Grade C = 80% reimbursement
   iv. Lower than C or failure = No reimbursement

Recipient agrees to remain in the employment of the City for a period of twelve months, other than by normal retirement or death, after completion of the course. In the event of voluntary resignation or involuntary termination, recipient authorizes The City to deduct required payback from payout of PTO and/or wages.

Tuition payback will be based on the amount of time remaining on your agreement as follows:

Months/Time Remaining	Amount Owed
12-9 months	100%
8-6 months	75%
5-3 months	50%
Less than 3 months	25%

SECTION 9 MEDICAL - ILLNESS OR INJURY

9.1 WORK RELATED INJURIES/WORKERS' COMPENSATION

All work related injury, regardless of severity, must be reported and documented whether medical treatment is waived or obtained by the employee. Any employee injured in the line of duty must make an immediate written report to the supervisor at the employee's first opportunity, regardless of the extent of the injury. The supervisor must report the injury to the City Clerk's Office immediately upon being advised that an injury to an employee has occurred.

In the event an employee refuses medical care, a signed statement to this effect should be obtained from the employee and submitted to the City Clerk's Office.

9.2 BENEFITS

An employee who misses work as a result of a work-related injury that is compensable under the Workers' Compensation Law, Chapter 440, Florida Statutes (or as subsequently amended), shall receive his/her normal salary for the time actually missed, up to a maximum of seven (7) calendar days, beginning with the date of injury. Injury time shall be cumulative and shall not exceed seven (7) calendar days.

This seven (7) calendar day benefit shall not be charged to the employee's accumulated PTO leave. Such leave shall continue to accrue during the initial seven (7) calendar day period of injury during the period of Workers' Compensation disability. PTO days earned shall be limited to amounts equal to one-third of those normally accrued. Once utilized, there will be no further accumulation of PTO leave.

If the employee is unable to resume work at the end of seven (7) calendar days, Workers' Compensation will begin on the eighth (8th) day at the rate of 66-2/3% of the employee's gross salary (computed on the average weekly wage paid for the thirteen (13) weeks prior to the date of injury), in accordance with the Workers' Compensation Law (or with statutory provisions if subsequently amended). In addition, an employee may receive PTO leave, if applicable, equivalent to one-third (1/3) the scheduled daily hours for each day of eligibility under Workers' Compensation. However, in no case shall an employee's benefits exceed the total amount an employee would have been paid in the absence of injury.

FOLLOW-UP TREATMENT

Those employees, upon returning to work, requiring follow-up treatment due to a work related injury may be allowed time from work with pay for such treatment provided treatment is not reasonably available during non-working hours. Each absence from the work place, due to follow-up treatment, may not exceed three (3) hours. Time away from the work place, in excess of three (3) hours, will be charged to the employee's PTO leave.

Treatment must be prescribed and/or recommended by a City authorized physician, Workers' Compensation physician or approved medical treatment facility. The employee shall provide written documentation of the prescribed and/or recommended treatment to the Supervisor/Department Director. Department Directors shall have the responsibility of monitoring an employee's use of City time for follow-up treatment. An employee may be denied use of City time for such treatment if abuse is determined.

In the event an employee is injured on the job, the following procedures apply:

A. First aid should be applied for all minor injuries not requiring professional medical attention. Drug screening will be ordered at the supervisor's discretion as set forth in the Drug Free Workplace policy.
B. *NOTIFY YOUR SUPERVISOR.* If an injury has not been reported to a supervisor, there may be no coverage by the City's Workers Compensation insurance program. All treatment must be pre-authorized except in the case of a life-threatening emergency.
C. If medical treatment other than minor first aid treatment is needed, the employee shall be sent immediately to the City's designated Workers Compensation medical provider. Drug screening may be required by the City's Drug Free Workplace policy.
D. Call 9-1-1 for all injuries that are serious in nature. When in doubt about seriousness, call 9-1-1. Employees with serious injuries should be transported immediately for treatment. Drug screening shall be required by the City's Drug Free Workplace policy.
E. Supervisors must complete a Supervisor's Report of Injury/Illness Form and forward it to the City Clerk's Office along with a completed the First Report of Injury or Illness Form by the end of the supervisor's workday.

F. Supervisors or the Department Director must contact the City Clerk's Office. All inquiries concerning any accident are to be referred to the City Clerk's Office. The City Clerk will report all incidents to the insurance carrier.

G. All medical treatment subsequent to the initial treatment must be approved by the City's insurance carrier. Only approved medical providers can treat employees for on the job injuries. Treatment by an employee's personal physician must be approved prior to any treatment by the City's insurance carrier. Employees must notify their supervisor and City Clerk's Office of all follow-up medical appointments.

9.3 MODIFIED/LIGHT DUTY

The City, at its sole discretion, retains the right to offer an employee who sustains a work related illness or injury a temporary light duty or modified duty assignment for a period not to exceed 120 days. Such duty shall be in accord with the restrictions set forth by the authorized treating physician. Unless the attending physician specifically documents that the employee cannot perform light duty work, all employees will be required to perform light duty work. While there is no employee entitlement to light or modified duty, an employee who is offered such a temporary duty assignment and declines shall not be compensated for time off. Department Directors will assign all light duty work. The attending physician will document any physical or mental restrictions and when or if the employee can return to his/her regular work.

A. Definitions:

1. Light/Modified Duty – Temporary job assignment, if available, within or without the employee's regular department, as more fully described in section C below.
2. Lost Time – When an employee is taken off of work by the authorized treating provider or when an assessment by the injured employee's supervisor, the Department Director and the City Manager concludes that the employee's work restrictions cannot currently be accommodated.

B. Follow-up:

1. The injured employee shall attend all scheduled follow up medical appointments. If an injured employee cannot attend an appointment, he/she shall notify the insurance provider and the medical provider at least 24 hours before the appointment.
2. The injured employee should schedule appointments after his/her normal working hours. If this is not possible, the employee can attend the medical appointment during work hours. Only the actual time for travel and the appointment will be allowed. The employee must return to work if the workday has not ended.
3. Following any appointment for treatment of a workplace injury, the employee shall immediately contact his supervisor and provide current work status documentation. The supervisor will send the work status documentation to the City Clerk's Office.

C. Light/Modified Duty:

1. Relates to employees whose illness or injury was job related.
2. Injured employees are often returned to work on light duty with specific restrictions. If an employee is returned to work, the supervisor will not assign duties that are beyond the employee's restrictions. If an injured employee willfully violates his work restrictions, he/she may be subject to progressive discipline that may include termination.
3. Supervisors shall review the restrictions placed on the employee and determine the ability of the employee to perform any needed work. If the supervisor feels that the employee's restrictions cannot be reasonably accommodated, the employee shall be sent home and the City Clerk's Office notified. The City Clerk's Office will schedule an assessment of the employee's work capabilities.
    a. The injured employee's supervisor and the Department Director will conduct the assessment.
    b. If it is found that the employee's restrictions cannot be reasonably accommodated, the employee will be placed on lost time status pending further assessment of restrictions or another position becomes available.
4. The light duty program requires the participation of all injured employees who are released to perform light duty work by the Authorized Treating Provider. If an injured employee refuses to participate in the program, certain workers compensation benefits may cease.
5. While on light duty, the injured employee will receive the normal hourly rate of pay and benefits. Scheduled hours of work may be reduced.
6. Light duty is temporary and is not considered a permanent accommodation to a workplace injury.
7. A light duty assignment may not extend beyond 120 days. When an employee has been in a light duty assignment for 10 days, an assessment will be made by the employee's supervisor regarding the employee's progress.
8. When an employee has reached Maximum Medical Improvement (MMI) as determined by the Authorized Treating Provider, an assessment will be made regarding the employee's ability to return to regular job duties.
    a. The injured employee's supervisor and the Department Director will conduct the assessment.
    b. If it is found the employee cannot perform his/her regular job duties with or without reasonable accommodation, posted jobs will be reviewed to determine the employee's ability to work in other positions. If the employee is qualified and meets the minimum physical requirements for a posted job, he/she will be considered for that job. If selected for the job, salary will be determined according to compensation guidelines.
        i. If an employee refuses to accept an offered job, the employee will be terminated.
        ii. If a position is not available for the employee, the employee will be terminated.

D. Lost Time:

1. The injured employee in lost time status is to contact his supervisor a minimum of once a week (not including weekends and holidays), to update the supervisor on his/her condition.
2. The injured employee in lost time status may be required to return all City owned equipment to his/her supervisor.
3. Once the employee has been released to return to work, he/she will notify the supervisor immediately. Failing to do so may subject the employee to discipline.
4. The injured employee will not accumulate PTO time while in lost time status..
5. Lost time due to a workplace injury will count toward the employee's Family and Medical Leave Act (FMLA) entitlement.

9.4 FAMILY/MEDICAL LEAVE

1. General Eligibility

Eligible employees may take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons.

Employee Eligibility
To be eligible for family or medical leave, you must

a. have worked at least 12 months for the City;
b. and have worked at least 1,250 hours for the City over the previous 12 months.

2. Conditions Triggering Leave

Family and medical leave must involve one or more of the following reasons:

a. For the birth of a child, to care for a newly-born child, or placement of a child with the employee for adoption or foster care.

b. To care for an immediate family member (spouse, child, or employee's parent) with a serious health condition.

c. Because of the employee's serious health condition which makes the employee unable to perform the functions of the employee's job.

d. To manage qualifying exigencies when a qualifying family member serves in the National Guard or Reserves while such member is on active duty.

e. To care for a covered military service member that is your spouse, child, parent, or next of kin with a serious illness or injury incurred in the line of duty on active duty (called Military Caregiver Leave).

3. Duration of Leave

Eligible employees that incur one of the first four triggering conditions set forth above may receive up to 12 workweeks of unpaid leave during any "rolling" 12 month period, measured backward from the date of any family or medical leave. Family and medical leave involving the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement. Eligible employees that qualify for Military Caregiver Leave are able to take up to 26 workweeks of leave in a single 12 month period.

a. You may take family and medical leave intermittently -- which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule -- whenever it is medically necessary to care for a seriously ill family member, or because you are seriously ill and unable to work. Intermittent leave is not permitted for birth of a child, to care for a newly-born child, or placement of a child for adoption or foster care.

b. Depending on the purpose of your leave request, you may choose (or the City may require you) to use accrued paid leave, if available, as a substitute for some or all of the family and medical leave.

4. Maintenance of Health Benefits

If you and/or your family participate in a group health plan, the City will maintain coverage under the plan during your family and medical leave. This coverage will be provided if you or your family were covered under the plan before the leave was taken and on the same terms as if you had continued to work. Where appropriate, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the City may recover premiums it paid to maintain health coverage for an employee and family.

5. Job Restoration

Upon returning from a family and medical leave, you will normally be restored to your original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. In addition, your use of family and medical leave will not result in the loss of any employment benefit that you earned or were entitled to before using family and medical leave.

6. Notice and Medical Certification

When seeking family and medical leave, you must:

a. Provide 30 days advance notice of the need to take family and medical leave, if the need is foreseeable.

b. Abide by usual and customary call-in procedures for reporting an absence when significant advance notice cannot be provided.

c. Provide medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member. Second or third medical opinions and periodic re-certifications at the City's expense may also be required. Any incomplete certifications will be returned to you with any such failures noted in writing and you will be provided with seven days to cure such deficiencies.

d. Such periodic reports as deemed appropriate during the leave regarding your status and intent to return to work.

e. Medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. You will be required to provide certification that you are able to perform the essential functions of your position. Furthermore, fitness for duty certification may be required during periods of intermittent leave if a reasonable job safety concern exists.

f. When leave is needed for a planned medical treatment for your own serious health condition or that of an immediate family member, you must try to schedule treatment so that it will not unduly disrupt the City's operation. Failure to comply with these requirements may result in delay or denial of leave.

7. Other Employment

Outside employment during your leave period is prohibited, and may result in disciplinary action, up to and including immediate termination of employment.

8. Exceeding FMLA Leave

Any employee who exceeds their FMLA entitlement may be subject to termination of employment.

9. Non-Contractual Nature Of This Policy

The duration of leave, availability of benefits, opportunity for job restoration, and other rights and privileges associated with FMLA Leave are limited by the requirements of applicable state and federal law. No express or implied contractual rights shall be inferred from this policy. The City reserves the right to modify this or any other policy, as necessary, in its sole discretion.

9.5 SAFETY PROGRAM

The City of High Springs is interested in the safety and well-being of every employee and the general public. It is the intent of the City to provide safe equipment, procedures, and surroundings for all employees. The City Manager shall be responsible for establishing and maintaining a comprehensive safety program.

SECTION 10 CODE OF CONDUCT

10.1 Code of Ethical Standards

A. Declaration of Policy:
To encourage employees to conscientiously maintain acceptably high ethical standards, the voters of Florida in 1976 approved Article II, Section 8, of the Florida Constitution entitled "Ethics in Government". In addition, the Florida Legislature enacted Florida Statutes Chapter 112, Part III, entitled "Code of Ethics for Public Officers and Employees". These provisions are general in nature and the Commission on Ethics, authorized by Section 8 of the Constitution and created by Florida Statutes, Chapter 112, encourages political subdivisions including municipalities to adopt ethical standards tailored to their particular needs. In accordance with these statutes and constitutional provisions, the City of High Springs hereby adopts this Code of Ethical Standards. Since it is neither desirable nor possible to list all possible activities that could result in a breach of the public trust, this code serves as a guideline and statement of policy. Each employee bears a personal responsibility for assessing his or her own compliance with these policies and procedures. The ethical connotations of every action shall be considered carefully and be directed toward enhancement rather than erosion of the public trust.

B. Administration of the Code of Ethics:
Where a question arises concerning whether or not any activity conforms to this Code of Ethics, the City Manager shall decide the question.

C. Fair and Equal Treatment:
Every employee must treat all citizens with courtesy, impartiality, fairness and equality under the law. No employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

D. Use of City Resources:
Use of City resources for other than City business is prohibited. Using City personnel, vehicles, equipment, material or funds (including expense accounts) for other than legitimate City business is prohibited and such prohibited use is considered a breach of ethics.

E. Conflict of Interest:
No employee shall solicit or accept free or discounted goods, services, prizes, gifts, favors, accommodations, entertainment, discounted loans or anything else of

value. This code must be read as proscribing the appearance of impropriety as well as actual conflicts of interest. No circumvention of this code is permitted by diverting free or discounted goods or services to family or associates of employees in order to avoid direct acceptance of gifts.

Exception: No breach of ethics is deemed to occur under the following circumstances:

i. Free or discounted goods, services, loans, premiums and gifts available to the general public are excepted. Discounts, loans, premiums or gifts offered to the general public or a representative group thereof (a representative public group shall not predominantly consist of public officers and employees) may be accepted by employees on the same terms as offered to the public, provided there is no evident intent to influence the decisions or performance standards of the employees in performing their official duties. (This exception is intended to permit participation in discounts offered to the public via coupons in newspapers and other publications, discount sales offered to the public, premiums and prizes offered certain open membership groups such as bank and credit cards and loans on terms offered to the public or to members of other credit unions, and the like, where no relationship exists between the official position of the recipient and the discounted goods or services received).

ii. Restricted exception to food and drink at meetings and public gatherings. Food and drink may be accepted infrequently by employees without breach of ethics providing there is no evident intent to influence official decisions or performance standards. (This exception is intended to permit attendance at breakfast, lunch and dinner meetings of organizations and committees and the like where the food is largely incidental to the occasion and expenditures per guest by the host are nominal).

iii. Promotional materials of inconsequential value are excepted. No breach of ethics occurs when the item accepted is unsolicited advertising promotional material or award and is of small resale value, such as a pen, pencil, note pad or calendar.

iv. Campaign contributions are excepted. No breach of ethics occurs when a campaign contribution is accepted and publicly reported in accordance with the applicable election laws.

v. Incentive and merit awards are excepted. If the City or any department, with the approval of the City Manager, offers or gives an award, prize, premium or such, no breach of ethics occurs when an employee accepts.

vi. Certain de minimis uses within the meaning set forth in the Internal Revenue Code.

F. Gratuities in General: Discretion and caution are recommended.

In accepting even nominal gifts, treats or benefits of any kind, all employees shall carefully refrain from incurring obligations expressed, implied or reasonably presumable by others. Therefore, ordinary discretion suggests a polite but firm refusal of even minor largess (including food or drink) from those having business relationships with the City, or from those who may be affected by the professional judgment and job performance of the gift recipient. This paragraph does not intend to inhibit normal gift giving among family and friends on festive occasions. It does aim to discourage business oriented or other gifts with even the subtlest connotations of reciprocal obligations that could be fulfilled with preferential treatment.

G. Contracts with the City:

Except for publicly recorded salary and benefits, no employee may receive any additional personal financial benefit (income, goods or service, or increase in equity or other value) from any transaction of the City, including contracts for construction and transactions for the sale or purchase of goods, services or real estate, except those indirect and incidental public benefits and conveniences accruing to all citizens under similar circumstances.

H. Policy or Legislative Matters before the City Commission:

Any employee who has a financial or other private interest in any matter before the City Commission requiring a decision and vote by the Commission or who contributes to the preparation, presentation or discussion of an official report or recommendation to the City Commission affecting such financial or other private interest shall disclose at the appropriate public meeting, orally or in writing, duly recorded in the minutes thereof, the nature and extent of such interest. This disclosure shall be made prior to any vote by the City Commission.

I. Penalties:

Violation of the provisions of this policy may result in disciplinary action, up to and including discharge.

Creed for Public Employee:

A. The public employee feels that the public business is respectable, efficient and honorable and that it is as essential as private business.
B. The public employee realizes that loyalty is the foundation upon which the public service rests. He/she speaks well of and stands by the City whose wages support him/her.
C. The public employee is governed by high ideals in his/her public and private activities in order that he/she may merit the respect and confidence of people with whom he/she works, and the public, which he/she serves. He/she is careful to conduct himself/herself, both on duty and off, so as to reflect credit upon the City.

D. The public employee renders efficient service to the best of his/her ability, for efficiency begets public confidence and assures economical operation of municipal activities.

E. The public employee is resourceful and considers it his/her duty to improve himself/herself continually, to increase his/her output of work and to expand the scope of his/her usefulness.

F. The public employee has a thorough knowledge of his/her own job and possesses a profound respect for its importance.

G. The public employee is tolerant of the opinions and conduct of others. He/she has a full recognition of the rights and honest misunderstandings of the average citizen and of his/her fellow employees.

H. The public employee believes that a dual responsibility exists between him/her and the municipal government. Since the City is responsible for the payment of adequate wages, fair labor relation policies and job security, the obligation rests upon him/her to render honest, efficient and economical service in the performance of his/her duties.

I. The public employee is courteous, pleasant and tactful in his/her contacts with the public and fellow employees, for courtesy builds good will that money cannot purchase.

J. The public employee recognizes that the chief function of government is to serve the best interest of all persons all the time.

10.2 EMPLOYEE RESPONSIBILITY FOR PERSONNEL POLICIES

All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the City.

All employees are expected to report immediately to their supervisor any and all suspected violations of these policies or of any City regulation. Failure to do so may subject the employee to disciplinary action.

10.3 PERSONAL CONDUCT:

A. All persons employed by the City must remain constantly aware of the responsibility to the public and of the fact that they are representatives of the City. It is expected that conduct and appearance shall be commensurate with the position held. Employees will be respectful and courteous to the citizens of this community and others that they may come in contact with during the course of their duties.

B. City employees are frequently called upon to express opinions and to provide information concerning the City government, its operations and its policies. Expressions of opinions shall be carefully weighed in the light of the probable effect and shall be based upon facts within the personal knowledge of the employee. A City employee is not deprived of the rights of citizenship which affords the right of free speech but shall be keenly aware of responsibilities and privileges as an employee of the City and understand that personal opinions will often be interpreted by others as representing the official position of the City.

C. Employees shall be informed concerning the policies and operations of City government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question is far superior to an incorrect answer, but, if the situation requires it, the employee, under such circumstances, shall refer the questioner to the proper source of information or obtain actual facts and inform the person making the inquiry.

D. Employees are to refrain from repeating rumors and from creating dissension within the organization.

10.4 NO SOLICITATION/DISTRIBUTION:

Solicitation on City property causes employees to neglect their own work and interferes with the work of fellow employees. The following rules shall apply to solicitation or distribution of literature by employees on City property:

A. There shall be no solicitation during working time.

B. There shall be no distribution of literature during working time or any other time in any working area. "Working time" means time designated for performing actual job duties, either by the person soliciting or distributing literature or the person being solicited or receiving literature.

C. Examples of "solicitation" include, but are not limited to, solicitations for magazines or periodical subscriptions, political contributions or membership in organizations. Examples of "distribution" include, but are not limited to, distribution of political literature, subscription forms or informational bulletins. Any such violation by an employee is grounds for disciplinary action, up to and including discharge.

D. Persons not employed by the City are forbidden from coming on City property to solicit or distribute material for any reason. All employees shall immediately report to their supervisor any solicitation or distribution of literature in violation of this rule by non-employees.

10.5 DISCLOSURE OF INFORMATION:

Except as otherwise required by public records laws, Information which is obtained in the course of official duties shall not be released by any employee unless the employee is charged with this responsibility as a part of his/her official duties. Employees may not, either directly or indirectly, use their official positions with the City or information obtained in connection with their employment for private gain or personal benefit.

10.6 OFFENSES OR VIOLATIONS OF LAW

Employees who are arrested, issued a criminal summons, issued a notice to appear, issued a criminal citation, or have their driver's license suspended, have an active warrant(s) or capiases against them, or are involved in a civil proceeding against the City will immediately notify their supervisor of the event and circumstances involved.

An employee in a driving position whose driver's license is revoked shall be terminated or, at the option of the City Manager, may be placed in a non-driving position under whatever conditions the City Manager considers appropriate, including disciplinary action.

An employee in a driving position whose driver's license is suspended shall be subject to disciplinary action, and if not terminated, may at the option of the City Manager, be placed in a non-driving position and shall not be allowed to hold a driving position until his/her driving record has not been charged with any additional points from the date of the suspension.

Return to a driving position above shall be at the discretion of the City Manager.

10.7 PROMOTION OF PRIVATE BUSINESS

Employees are prohibited from promoting or conducting personal or private business for gain or personal benefit on City time or using City owned resources or equipment.

10.8 POLITICAL ACTIVITY RESTRICTIONS

It is the City's intent to promote more efficient public service by relieving public employees of political pressure and to protect against a clear, substantial, and direct threat to the efficiency, integrity, or morale of City employees, by regulating the political activities of its employees subject to city policies:

A. No City employee shall use his/her official authority or influence for the purpose of interfering with an election or a nomination of office or coercing or influencing another person's vote or affecting the result thereof.

B. No City employee shall directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his salary, or any money or anything else of value to any party, committee, organization, agency or person for political purposes. Contributions which are strictly voluntary in nature for political purposes, are permitted.

C. No City employee shall directly or indirectly coerce or attempt to coerce, command or advise any such officer or employee as to where he might purchase commodities or to interfere in any other way with the personal right of said officer or employee.

D. All employees retain the right to vote as they may choose and to express their opinions on all political subjects and candidates.

E. Employees may express opinions on candidates or issues and participate in political campaigns only during off duty hours. No employee can take part in any political campaign while on duty, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from the city.

extent to which the lower-level employee feels free to choose whether or not to engage in such relationships. It is not the City's intention to attempt to legislate social behavior within the City. We do, however, recognize that encouraging and developing close social relationships, including dating, with employees makes any supervisor's job more difficult. Therefore, supervisors must refrain from dating and developing close romantic and/or sexual relationships with employees under their supervision. If a social relationship of this nature does develop the supervisor/subordinate role will be immediately resolved. The resolution may include transfer to another department or another option as deemed most appropriate by the City Manager and Department Director. This option may include discipline up to and including termination.

Individuals Covered Under the Policy

This policy applies to all applicants and employees whether related to conduct engaged in by fellow employees, supervisors, managers, or someone not directly connected to the City (e.g., an outside vendor, consultant, client, and volunteers).

Reporting an Incident of Harassment

The City encourages reporting all perceived incidents of harassment, regardless of the offender's identity or position. Individuals who believe they have been the victims of harassment shall discuss their concerns with either their immediate supervisor or the City Manager.

Complaint Procedure

The City strongly encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. Notifying the offender, however, is not a required first step. Any person who feels that he or she is being harassed must immediately report the offensive conduct to his or her direct supervisor. However, if the employee's direct supervisor is in any way involved in the alleged inappropriate behavior or is unavailable, the employee should report the conduct directly to the City Manager. If the City Manager is involved in the behavior, immediately contact the Mayor, and the City Attorney. The complainant may also report the incident(s) to the EEOC.

Notification of Appropriate Staff

As noted above, individuals who believe they have been the victim of harassment or believe they have witnessed harassment shall discuss their concerns with either their immediate supervisor or the City Manager or designee. If a supervisor receives information regarding harassment, the supervisor is obligated to report it immediately to the City Manager or designee.

Timeliness in Reporting Harassment

The City encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, while no fixed reporting period had been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment.

Investigatory Process

Any reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the complaining employee, the alleged offender involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint and investigation will be handled with sensitivity and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process.

Protection Against Retaliation

The City will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation shall be reported immediately in accordance with this policy and will be promptly investigated.

Responsive Action

Misconduct constituting harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments, or termination, as the City may believe appropriate under the circumstances. If the party to a complaint does not agree with its resolution that party may file written comments with the City Manager.

False Complaints

False and malicious complaints of harassment, as opposed to complaints which, even if erroneous, are made in good faith, may result in appropriate disciplinary action.

10.10 SMOKE FREE WORKPLACE

Employees will not smoke or use any tobacco products in any City vehicle or City building and will not smoke or use any tobacco product in any city, county, state or federal building where same is prohibited. Employees will not smoke, or in any way use smokeless tobacco products, when actively engaged in public contact work or when within 50 feet of an entrance or exit to any City building.

10.11 EMPLOYEES SERVING ON BOARDS AND COMMITTEES

Unless required by State Statute, City charter, or other applicable law, no employee shall serve as a member of any advisory, quasilegislative, quasi-judicial, or administrative Board or Committee of the City.

City Boards and Committees carry out important functions which must be accomplished without bias, prejudice, or conflicts of interest, especially on matters affecting employees. Employees likewise provide valuable service to the City, and proper channels of communication exist for

them to express their preferences and concerns. Employee membership on official boards and committees of the City tend to violate the organizational structure/chain of command, compromise the neutrality of city boards and committees, and detract from the employee's dedication and commitment to perform assigned duties.

SECTION 11 USE OF COMMUNICATION AND COMPUTER SYSTEMS

11.01 Policy Statement

This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, photocopiers, e-mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, internet and intranet) sent or received by employees using any City provided communication or computer systems (systems).

11.02 Confidentiality and Acceptable Systems Usage

A. The City systems are intended for City business only. All information transmitted or stored in City systems is the sole and exclusive property of the City. Such information may not be disclosed to any person outside City government nor may any such information be removed from City premises without the express permission of the City Clerk and pursuant to public record laws. Employees are strictly prohibited without prior authorization from accessing, reading and copying data or information stored in the systems and from accessing, reading and copying communications not directed to them. All systems messages are City of High Springs records. No message or communication is private.

B. Management's Right to Access Information.

Our computer, telephone, and communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these systems, they belong to the City and the contents of all communications are accessible by management for any business purpose. The City reserves the right to monitor, and will periodically monitor, its systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any City system for the purpose of preventing such monitoring. Employees should not consider any materials transmitted or stored in City systems to be private.

11.03 Personal Use of the City Communication and Computer Systems

A. General Usage

Because personal communications can be accessed without prior notice, employees should not use City systems to transmit any messages, or to access any information, which they would not want a third party to see. Although incidental and occasional personal use of City systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However,

employees are at all times restricted to de minimis use in accessing or downloading information from the Internet for personal use.

B. Wireless Policy (Phone and Tablet)

All City-provided mobile phone services and equipment are subject to the approval of department directors or their designee

1. Usage Policy

The City of High Springs audits all City-provided mobile phone services (voice minutes used, text messages sent/received, and data service use) which include a review of the monthly billing by the individual's supervisor.

Most wireless transmissions are not secure. Therefore, individuals using wireless services should use discretion in relaying confidential information. Reasonable precautions should be made to prevent equipment theft and vandalism to City issued mobile phones.

2. Personal Use of City-Provided Mobile Phones

The City of High Springs issues mobile phones or provides a monthly mobile phone stipend to allow efficient and cost effective execution of City business. Any extra costs incurred, above what the City would normally pay, for such personal use to be reimbursed to the City according to paragraph 5 below.

3. Shared and Vehicle-Installed City-Provided Mobile phones

Where a City-provided mobile phone is assigned to more than one individual, all individuals who make or receive personal calls on such phones shall make a record of such calls to assist in reconciling the mobile phone bill.

4. City paid monthly stipend for use of personal Mobile Phones (Exempt Employees only)

At the City Managers discretion employees who would otherwise be provided with a City issued mobile phone can request to receive a monthly stipend for using their personal mobile phone for City business. The monthly stipend is paid through the payroll system as a taxable benefit, and the amount of the monthly stipend is based on one of three plan options as determined appropriate by the employee's director, or designee:

A. Phone only	$45 / month
B. Data plan	$60 / month
C. Phone with data	$85 / month

Stipend amounts for data plan and phone with data factor in a device replacement cost.

Employees who receive a monthly stipend agree to purchase a device that meets the City's technical standards, adhere to the City's Smart Phone policy and use their personal phone for City business (Smartphone Policy "APPENDIX B.")

5. Reimbursing the City for Personal Calls

Individuals who use City-provided mobile phones for personal use (calls or text messages) are responsible for reimbursing the costs associated with the personal use. The amount of the reimbursement to the City will be equal to the increase in monthly charges to the City caused by the personal calls.

11.04 Prohibited Use and Content of Communications

Employees may not use City Systems in any way that may be seen as insulting, disruptive, offensive or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to:

A. Conveying insensitive, improper, derogatory, insulting, threatening or harassing language or remarks, or sexually-explicit messages, cartoons, jokes, or other potentially offensive material.

B. Sending propositions, love letters or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment.

C. Writing personal letters, resumes or other documents unrelated to City business;

D. Running computer games or other personal software or copy such software.

E. Using City Systems as a forum for gossip or personal communication.

This section or others set forth in this chapter are not intended to restrict or impede the use of the System as a part of a legal and authorized law enforcement or internal personnel investigation or inquiry.

11.05 Password and Encryption Key Security and Integrity

All Systems passwords and encryption keys must be available to the City at all times. Additionally, employees may not use passwords that are unknown to their supervisor, nor may they install encryption programs without first turning over encryption keys to their supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees.

11.06 Software, Personal Disks and Networking

Computer software, whether purchased, developed, or modified by the City, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior City authorization. Any such computer software is the property of the City and may not be copied or appropriated by employees for personal use during employment with the City or upon separation. Employees shall be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights. Copyright infringement is punishable by fines and/or imprisonment.

11.07 Photocopier

The photocopier is acquired, maintained and operated at City expense. Use for other than City business is prohibited. A supervisor may approve occasional *de minimis* use.

11.08 Additional Security Requirements

A. Employees shall be aware that the Internet does not guarantee the privacy and confidentiality of transactions or e-mail transmissions. Therefore, sensitive material transferred over the Internet or e-mail may be at risk of detection by a third party. Employees must exercise caution and care when transferring such information.

B. Any authorized files or software that are downloaded from the Internet or acquired from outside sources, including any files that have been accessed or manipulated on home computers or received as attachments to e-mail, must be scanned with a virus detection software before installation, execution or use of the file or software on to any City computers. All appropriate precautions shall be taken to detect a virus and, if necessary, prevent its spread.

C. Alternative Internet Service Provider connections to the City internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).

D. Employees shall notify their immediate supervisor upon learning of violations of this policy. Violations could result in discipline up to and including termination.

11.09 Social Networking Sites

The City recognizes the use of social networking sites such as Facebook, Twitter, or any other similar program has grown in popularity in recent years. The employee acknowledges and recognizes that the use of any website to post or distribute any information considered detrimental or harmful to the City, its employee, its citizens or any other person or entity is grounds for immediate termination. This includes all postings that are made, including those both during and after normal work hours. Examples of such inappropriate postings include photographs of the employee and other employees engaged in sexual activity, under the influence of alcohol or drugs, or engaged in other unbecoming behavior; comments reflecting negatively about the City, peers, supervisors, leadership or others; and all other content that opposes the mission and purpose of the City.

Section 12 DISCIPLINARY ACTION

12.01 Administration

A. It is the intent of the City of High Springs to follow a policy of progressive discipline for employees and supervisors that emphasizes personal choices that lead to good decision making and accountability. However, the City recognizes that each instance differs in many respects from somewhat similar situations and the City retains the right to treat each occurrence as an individual event without creating a precedent for other cases which may arise in the future. While it is the City's intent to normally follow progressive discipline, some conduct or behavior by its nature may warrant immediate dismissal.

B. Coaching and counseling are the expected methods for supervisors to use in discussing a problem with an employee in the areas of work performance, conduct, safety or work habits.

C. The objective of such counseling and coaching is to help an employee recognize that a problem exists, to develop effective solutions to the problem, while, at the same time, reinforcing and building the employee's commitment to the City.

12.02 TYPES OF OFFENSES

There are two (2) groups of example offenses for which employees may be disciplined up to and including termination and the guidelines for recommended penalties for those examples for unacceptable conduct are set forth below. Nothing herein shall be construed to limit disciplinary action to the sample offenses enumerated below, and suspension without pay, demotion or termination may be for any just cause as determined by the City Manager.

This paragraph provides recommended, but not mandatory penalties to apply to the specific example offenses listed here; however, the penalty utilized shall be discretionary with management in all matters of discipline and nothing herein shall require that a particular form of discipline be utilized in any case prior to the utilization of another form of discipline.

GROUP 1 OFFENSES

First Offense – Verbal or Written Reprimand
Second Offense – Up to ten (10) days suspension without pay
Third Offense – Up to and including termination

1. Not performing or refusal to perform assigned tasks, wasting time or leaving assigned work area during working hours without permission.

2. Taking more than allowable times for meal or rest periods.

3. Unacceptable productivity or incompetency.

4. Sleeping on the job unless authorized to do so.

5. Reporting to work or working while unfit for duty, either mentally or physically, unless the condition is a legally recognized disability in which case the matter will be dealt with in accordance with applicable law.

6. Violating a safety rule or practice or not wearing required safety clothing or equipment.

7. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the work of others, or other disorderly conduct.

8. Failure to report the loss of City equipment or other City property entrusted to the employee's custody.

9. Failure to keep the City and department notified of the employee's current proper address and telephone number.

10. Gambling or engaging in any other game of chance in any fashion that brings disrepute upon the City.

11. Violation of published City or departmental policies, rules, standards, orders, operating procedures or regulations.

12. Unexcused tardiness or absence.

13. Failure to report an on-the-job accident or personal injury.

14. Violation of the Code of Conduct.

GROUP II OFFENSES

First Offense – Up to and including termination

1. Conviction of a criminal offense.

2. Excessive tardiness and/or absenteeism.

3. Abuse of leave privileges.

4. Use of official position for personal advantage.

5. Deliberately or negligently misusing, destroying, losing or damaging any City property or property of an employee.

6. Falsification of personnel, City, or Departmental records, including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or document.

7. Making false claims or intentional misrepresentation in an attempt to obtain sickness or accident benefits, workers' compensation, or any other benefit.

8. Insubordination or the refusal to perform work assigned, or to comply with written or verbal instructions of a supervisor.

9. Unless authorized, the use, possession or display of firearms, explosives, or weapons on or in City property.

10. Removal or theft of City property or any employee's property from City locations without proper authorization.

11. Failure to return at the end of an authorized leave of absence.

12. Concerted curtailment, restriction of production, or interference with work in or about the City's work stations including, but not limited to, instigating, leading, or participating in any walkout, strike, sit down, stand-in, slowdown, or refusal to return to work at the scheduled time for the scheduled shift.

13. Absent without permission or leave (AWOL).

14. Acceptance of a gift, service, or anything of value in the performance of duty or under any other circumstances where the employee knew or should have known it was given with an expectancy of obtaining a service or favored treatment.

15. Possession, use, sale, attempt to sell, or procure illegal controlled substances at any time whether on or off City property or whether on or off duty; and possession, use, sale or attempt to sell or procure alcoholic beverages while on duty, on City property, or while operating or riding in or on City equipment.

16. Refusal to fully and truthfully cooperate in an investigation conducted by or at the direction of the City.

17. On or off the job conduct which adversely affects the ability of the employee to perform his duties and/or adversely affects the efficient operation of the City government or any department, division, or area of City government.

18. Discourteous, insulting, abusive, or inflammatory language or conduct toward the public or co-workers.

19. Improper racial or sexual comments, harassment or acts directed to any City employee or the general public.

20. Threatening, intimidating, coercing or interfering with, fellow employees or supervisors at any time.

21. Provoking or instigating a fight or fighting while on duty.

22. Unauthorized personal use of the exempt tax number for any reason.

23. Accepting a bribe or gratuity, committing an illegal act or accepting a gratuity while performing the normal duties as a City employee.

24. Failure to report in writing an offer of a bribe or gratuity to permit an illegal act.

25. Communicating or imparting confidential information either in writing or verbally to any unauthorized person.

26. Failure to possess and maintain a current and valid state motor vehicle operator's license, if driving a vehicle is required by the City as an essential part of the employee's job.

27. Failure to report a DUI or license suspension when the employee drives a vehicle as a condition of their normal job.

28. Loss of a license or certification required by the City, the State, or other entity to perform the job for which the employee is assigned.

The above list does not include all of the reasons for which an employee may be subjected to disciplinary action, but as stated earlier, is intended to provide examples of inappropriate conduct.

12.03 Disciplinary Action:

A. An employee may be given an oral warning/counseling, written warning, demotion, suspension or may be terminated when the employee's work or misconduct so warrants.
B. In all cases the employee shall be notified of the action taken and the effective date of the action.
C. Employees may be disciplined for actions including, but not limited to, violations of the Code of Conduct contained in these rules. In addition to the general offenses listed, infraction of departmental directives or rules and regulations will subject the employee to disciplinary action.
D. Where disciplinary action may result in demotion, reduction in pay, suspension or dismissal, the Department Director/Supervisor shall first notify the City Manager before taking action.

12.04 Types of Discipline

The following shall serve as a guide in aiding supervisors and employees in the disciplinary process:

A. Oral Warning/Counseling

Whenever an employee's performance, attitude, work habits, or personal conduct at any time falls below a desirable level, supervisors shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If

appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary measures.

This type of discipline shall be applied to an infraction of a relatively minor degree or to situations where the employee's performance needs to be discussed. The oral instruction shall be given in private. The employee shall be informed that the supervisor is ensuring an oral instruction, that the employee is given an opportunity to correct the condition and that, if the condition is not corrected, the employee may be subject to more severe disciplinary action. This puts the employee on formal notice that he/she is not meeting standards.

B. Written Reprimand

In situations where an oral warning/counseling has not resulted in the expected improvement, a written reprimand may be issued defining the nature of the infraction under the rules.

This reprimand will be issued in the event the employee continues to disregard an oral instruction and repeats the offense or for first time violations of a more serious nature. The notice shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline. Written reprimands must be issued within a reasonable time after the occurrence of the violation claimed by the supervisor unless there is cause for a reasonable delay due to employee or supervisor unavailability. The written reprimand will be given to the employee and a copy shall be placed in the employee's personnel file. The employee's immediate supervisor usually initiates a written reprimand.

A written reprimand documents what employee actions are not acceptable and what changes in performance or demeanor are expected. It is used when a serious problem occurs or a problem is made serious by reoccurrences. The employee will sign this form acknowledging understanding and willingness to comply with the proper policies and procedures. Any failure to sign will be noted and both documents filed appropriately. A copy of the form will be given to the employee and a copy placed in his/her personnel file. An employee reprimand is not grievable; however, a rebuttal from the employee may be attached to the employee reprimand.

C. Demotion

Any Department Director, with the approval of the city manager, may demote an employee to a lower pay grade with a decrease in salary and job responsibilities, as appropriate, for such time as is necessary to correct deficiencies in job performance or job qualifications. The duration of such demotion and reduction in pay and responsibilities may be temporary or permanent, as appropriate under the circumstances. A permanently demoted employee is entitled to advance under the pay plan as any other employee based upon job performance.

D. Suspension

A Department Director may recommend suspension for an employee without pay for violation of department rules or other disciplinary reasons. All suspensions must be in writing by the Department Director in accordance with administrative policies.

The length of suspension without pay may vary according to the severity of the incident and will be determined by the Department Director in a recommendation to the City Manager based on the facts of the case. This form shall be signed by the employee acknowledging receipt of a copy. Any failure to sign will be noted and both documents filed appropriately.

E. Terminations

1. Voluntary Terminations (Resignation)

Employees who wish to depart the City service in good standing shall file with the Department Director a written resignation stating the reasons for voluntarily terminating and giving the date of termination. Unless waived by the City, non-exempt employees shall give a minimum of two weeks written notice and exempt employees shall give a minimum of 30 days, in order to resign from City service in good standing. Failure to comply with this provision may be cause for denying such employee future employment with the City and may cause loss of leave payouts. PTO time shall not be considered to be a part of this notification period.

2. Involuntary Terminations

Employees who are involuntarily terminated from the City shall be given written notice of their termination by the Department Director in accordance with administrative policies promulgated by the City Manager.

Any employee may seek review of termination under this section by proceeding directly to step 3 of the grievance procedures.

a. Layoffs

The City Manager or designated Department Director may lay off any employee of the City whenever such action becomes necessary by reason of a shortage of work or funds, the abolishment of a position or other changes in organization.

12.05 PREDETERMINATION HEARING

An employee will be offered a pre-determination hearing prior to any involuntary termination. All such decisions must have the concurrence of the City Manager.

Prior to any involuntary termination of employment, the affected employee will receive written notice of proposed action, which shall include a statement of the reasons for such action. The affected employee will thereafter have the opportunity to respond in writing to the proposed action and the reason therefore, and to respond orally to such matters before the person having the responsibility for making the decision.

Following completion of the pre-determination hearing and concurrence of the City Manager, the person responsible for the decision will notify the affected employee in writing of the decision.

12.06 Name Clearing Hearing:

When a non-permanent City employee (e.g., part-time, temporary, probationary) is terminated and the employee contends that in relation to the termination, false statements that are damaging to the employees reputation have been made public, the employee will have an opportunity to clear his/her name by responding to the statements. These procedures will not serve as an appeal of any disciplinary action or to gain reinstatement.

12.07. Absences

No employee, temporary or regular, may absent himself from his job without notifying the immediate supervisor in accordance with City policies. Failure to comply with this requirement may result in disciplinary action. Failure to notify the immediate supervisor of absence for three consecutive working days shall constitute a voluntary termination without appropriate notice effective the last day worked.

12.08 Exit Interviews

It is the policy of the City to determine why employees leave the City. An exit interview will be scheduled by the City Manager for the purpose of determining the cause and possible solutions to turnover of City personnel.

SECTION 13 Grievance Policy

13.01 Policy

All employees serve at the will and pleasure of the City throughout the course of their employment and may be terminated at any time, with or without cause. The City, nevertheless, wishes to alleviate employee concern about arbitrary termination or discipline. While recognizing that all employees of the City are at will and can be separated with or without cause, this grievance procedure is nonetheless established to provide full opportunity to an employee to bring a disciplinary matter that he or she may have to the attention of management.

The City will try to resolve problems as they arise. However, it is recognized that grievances may arise. The submission of a grievance by an employee shall not adversely affect the employee or his/her employment with the City. Newly hired probationary employees have no right to file a grievance in connection with a discharge or other discipline imposed during his or her probationary period, except a name clearing hearing for discipline of a stigmatizing nature. Oral warnings are also not subject to the grievance process. Accordingly, and in the interest of fostering good labor relations, any regular City employee who is discharged for misconduct or otherwise disciplined may question the discharge or other disciplinary action through the grievance procedure.

13.02 Definition of a Grievance

A grievance is any disciplinary dispute or conflict between the aggrieved employee and other party(s) involved in a conflict that does not include matters regulated by federal, state or municipal law. Grievances handled under this procedure shall be restricted to matters in which the designated city administrator has the authority and discretion to resolve.

13.03 Procedure for filing a Grievance

An employee may file a grievance to register a complaint, to solve a problem, to redress an alleged wrong, or to modify or question any disciplinary action including, but not limited to, suspension or dismissal. Oral warnings are not subject to this process. In order to assure every employee a method in which he/she can get a particular grievance considered rapidly, fairly and without reprisal, the following steps are provided:

Step 1

The employee shall orally discuss and explain the grievance with the immediate supervisor who may call higher-level supervision into the discussion in an effort to achieve a prompt and satisfactory resolution. The immediate supervisor will make a decision and notify the employee within five (5) business days after the discussion with the employee. The employee must initiate step 1 within five (5) business days after the effective date of the action or event being questioned.

Step 2

If the employee feels that the matter has not been settled or adjusted satisfactorily by the immediate supervisor, the matter may be submitted in writing to the Department Director within five (5) business days of the employee receiving notice of the supervisor's decision. Within five (5) business days after receiving the written grievance, the Department Director must reply to the grievance in writing.

Step 3

If the grievance is not resolved to the satisfaction of the employee by the decision of the Department Director, the employee may submit the issue, in writing to the City Manager within five (5) business days after the Step 2 written answer is received or termination pursuant City policy. The City Manager may, at his/her discretion, schedule a supplementary meeting with the

employee and/or Department Director. The employee will be notified in writing within five (5) business days of the decision of the City Manager, unless the time is extended pursuant to 13.04. The City Manager may seek the counsel of any other City official or employee for information, interpretations, comments and guidance in arriving at a fair, equitable and just decision of the issue for both the employee and the City. The decision of the City Manager in this grievance procedure shall be final and binding, unless otherwise provided for in labor agreements.

13.04 General Provisions of Grievance Procedures

The time limits of this grievance procedure may be extended by the City Manager due to illness, PTO, business trips, emergency or other reasonable cause. If an extension is required, the employee will be notified. Under this grievance procedure, the employee and the City have the opportunity to call witnesses and be represented by legal counsel. If the grieving employee's immediate supervisor is a Department Director, the procedure shall follow the procedure outlined above, omitting step 2. In cases where a grievance involves a Department Director, said grievance shall proceed directly to Step 3.

Any grievance not submitted and processed by an employee within the time limits provided above shall be considered abandoned and barred for all purposes. Any grievance not answered by the City within the time limits provided above shall be considered denied. The employee may then proceed to the next step.

The aggrieved employee and any other employee(s) required to participate in a grievance hearing during their scheduled working hours shall be compensated at their regular rate of pay; however, no compensation shall be made for participation during an employee's non-work hours.

An employee electing to use this grievance procedure expressly waives any further statutory, constitutional, or common law right to pursue a matter being grieved in any other form to the extent permitted by law.

Decisions shall not be construed to be precedent setting in any other case(s).

SECTION 14 Guns, Weapons and Dangerous Materials

It is City policy to strictly prohibit any employee, vendor or member of the public from carrying any sort of weapon or dangerous device into our offices or workplace areas. Employees are permitted to bring legal weapons in their vehicles into our parking lots if they remain locked and secured within such vehicle and the employee maintains a current and legal permit to carry the weapon. Such legal weapons may not be used for any inappropriate or illegal use. No material, whether liquid, solid, gas or combination, which can or does cause harm to person or property shall be brought on or near City property by any employee. Any violation of this policy will result in immediate termination of such employee as well as other legal action, including criminal prosecution, when appropriate.

SECTION 15 Drug Free Workplace Policy

15.01 Purpose

The City holds the safety and health of its employees and the public in highest regard. Employees are expected and required to report to work on time and in appropriate mental and physical condition. In addition, public employees are entrusted with public resources and by the nature of their jobs affect the health, safety and welfare of citizens.

Drug and alcohol abuse is a tremendous problem in our society from a legal, economic, social, medical, political and managerial perspective. Substance abuse results in increased absenteeism, tardiness, on-the-job accidents and is a potential danger to fellow employees and the public. In accordance with the Federal Drug-Free Workplace Act of 1988, unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drug, or use of alcoholic beverages is prohibited.

In order to comply with the Drug-Free Workplace requirements, the City has established a drug free workplace policy. Action will be taken against employees for violation of such policy.

15.02 Policy

It is a standard of conduct that no City employee shall report to work with the presence of illegal drugs or alcohol in his or her body. It is also a violation of City policy for any employee to possess, sell, trade, or offer for sale illegal drugs or drug paraphernalia, or otherwise engage in the use of alcohol, intoxicants, or illegal drugs on the job, on City property, or in City vehicles. The off-duty manufacture, possession, use, purchase, or distribution of illegal drugs or mind-altering or controlled substances is also prohibited. Nothing in this policy precludes the appropriate use of legally prescribed medications. However, it is a violation of City policy for any employee to use prescription drugs illegally or to misuse or abuse such drugs. If you are taking prescription or nonprescription drugs which could affect your ability to perform your job in a safe and efficient manner, you must notify your supervisor of this fact when you report to work. It is the employee's responsibility to determine and know the effect of any legal drugs he or she ingests.

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration. Any employee determined to be in violation of this policy is subject to disciplinary action, up to and including termination, even for the first offense.

15.03 Definitions

A. "Legal Drug" – Prescribed drug or over-the-counter drug which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.

B. "Illegal Drug" – Any drug which is not legally obtainable, which may be legally obtainable but has not been legally obtained, or which is being used in a manner or for a purpose other than as prescribed or manufactured.

15.04 Drug Testing

A. Applicants

All job applicants will undergo illegal drug testing as a condition for employment. Any applicant with a positive test result will be denied employment for a period of twelve (12) months. Any applicant who refuses drug testing will not be considered for employment.

B. Employees

The City will maintain screening practices to identify employees who use illegal drugs or abuse alcohol, either on or off the job. It is a condition of employment for all employees to submit to a drug screen as follows:

1. When involved in, causing, or contributing to an accident while at work, while on City property, or while in a City vehicle. "Accident" includes injury to person(s) and/or damage to vehicles, equipment or property (As defined by City drug testing matrix).
2. When there is reasonable suspicion to believe an employee is using or has used illegal drugs or is abusing or has abused alcohol. Circumstances that are considered reasonably suspicious include:

    a. Direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
    b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
    c. A report of drug use provided by a reliable and credible source and independently corroborated.
    d. Evidence that an employee has tampered with a drug test during his or her employment with the City.
    e. Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on City premises or while operating a City vehicle, machinery or equipment.
3. As a follow-up to an employee assistance or drug rehabilitation program. Testing will be conducted at least once a year for a two-year period after completion of the program. Advance notice of a follow-up testing date will not be given.
4. At other times and under such circumstances as deemed appropriate by the City or current state and/or federal standards. Employees will be given adequate notice of any addition/change/deletion in the City's drug testing requirements.

Any employee who refuses substance testing will be terminated and forfeit workers compensation medical and indemnity benefits. The City will be responsible for determining the local facility to be used as the collection site. Upon notification the employee must report to the collection site with a valid picture ID. If the collection site staff discovers that the employee has not followed collection procedures or has altered the specimen in any way, the employee is in violation of this policy. Employees or job applicants may confidentially report to the City's medical review officer the use of prescription or nonprescription medications both before and after being tested.

Employees or job applicants who receive a positive confirmed test result will be notified in writing. The employee may obtain the results of a screen by contacting the City Manager's Office.

15.05 Drugs Tested For

The City may test, but is not limited to, any or all of the following:

Drugs Trade or Common Name

Amphetamines Biphetamine, Desoxyn, Dexedrine
Cannabinoids (THC) - Marijuana, Pot, Grass
Cocaine-Coke, Flake, Snow, Crack
Phencyclidine HCI-PCP, Angel Dust
Methaqualone HCI-Quaalude
Opiates- Paregoric, Morphine, Tylenol with Codeine
Barbiturates Phenobarbital, Amytal, Nembutal, Seconal
Benzodiazepines Librium, Valium, Halcion, Restoril
Synthetic Narcotics Methadone-Polophine, Methadose Propoxyphene, Darvocet, Darvon-N, Dolene

15.06 Over-The-Counter and Prescription Drugs Which Could Alter or Affect Drug Test(s) Results

This information is a notice of the possible influence that prescription drugs, over the counter and other controlled substances, may have on the outcome of a drug test. If necessary, any question about the outcome of a drug test will be addressed by a licensed physician. It is always the responsibility of the employee to know the content and effect of any substance ingested.

Alcohol - All liquid medication containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example: Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contact Severe Cold Formula Night Strength is 25% (50 proof); Listerine is 26.9% (54 proof).

Amphetamines-Obetrol, Biphetamine, Desoxyn, Didrex, Ionamine, Fastin.

Cannabinoids-Marinol (Dronabinol, THC).

Cocaine -Cocaine HCL topical solution (Roxznne).

Phencyclidine Not legal by prescription.

Methaqualone Not legal by prescription.

Opiates Paregoric, Parapectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine

DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.

Barbiturates Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Florinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.

Benzodiazepines Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

Methadone Dolophine, Metadose.

Propoxyphene Darvocet, Darvon N, Dolene, etc.

This is not an exhaustive list of substances that may affect a drug test.

15.07 Challenges to Test Results

Employees or job applicants who receive a positive confirmed test result may contest or explain the result to the City's medical review officer (MRO) within five (5) working days after receiving written notification of the test result (contact information available in the City Manager's Office). If the explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the City. Within five (5) working days after receiving the notice of a positive test result, an employee or job applicant may also submit information to the City explaining or contesting the test result and why the result does not constitute a violation of this policy. If the individual's explanation or challenge of the positive test result is unsatisfactory to the City, a written response as to why the explanation is unsatisfactory, along with the report of positive result, will be provided to the employee or applicant.

All such documentation shall be kept confidential pursuant to the confidentiality provisions outlined below, and shall be maintained by the City for at least one (1) year. The employee also has the right, within 180 days of the employee's challenge to the drug test result, to have the original specimen retested at another Agency for Health Care Administration certified laboratory. Arrangements and cost will be the employee's responsibility. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or, if no workplace injury has occurred, the employee may challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge to the result of a test, it shall be the employee's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is settled.

15.08 Employee Assistance Program

The City does not maintain an Employee Assistance Program (EAP). The employee may contact the City's health care provider for available services. The employee is responsible for the full cost of these services. Conscientious efforts to seek such help will not jeopardize the employee's job if they have not previously tested positive for alcohol or drug use.

It is the employee's responsibility to seek assistance from an assistance program before alcohol and drug problems lead to disciplinary action. The employee may be granted leave with a conditional return to work, depending on successful completion of the agreed upon treatment regimen, including follow-up testing.

15.09 Grounds for Termination or Discipline

The following are considered violations of the City's drug free workplace policy and are subject to discipline, including termination and loss of Workers Compensation benefits, even for the first offense:

A. Violation of any aspect of the City drug and alcohol policy
B. Refusing to take a City required drug or alcohol test
C. Failing a City required drug or alcohol test (a positive test result)
D. Bringing illegal drugs or alcohol onto City premises or property or in City vehicles
E. Possessing illegal drugs or drug paraphernalia
F. Using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on City business or at any time during the workday, whether on City property or not;
G. Being under the influence of alcoholic beverages or illegal drugs at any time while on City business or at any time during the workday, whether on City property or not (including City vehicles). An employee shall be determined to be under the influence of alcohol if the employee's normal faculties are impaired due to the consumption of alcohol or if the employee has a blood-alcohol level of .04 or higher (.02 or higher below age 21). Additionally, a violation of these policies may be reason for referral for prosecution consistent with local, state or federal criminal law. Disciplinary action against an employee by the City does not preclude the possibility of criminal charges against the individual. The filing of criminal charges similarly does not preclude action by the City.

15.10 Other Employee Responsibilities

Each employee shares responsibility for maintaining a safe work environment and shall report co-workers who use alcohol or other drugs in the workplace. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off City premises while conducting City business. A report of a conviction must be made within five (5) days after the conviction.

15.11 Confidentiality

City administration will handle all information, interviews, reports, statement memoranda and drug-test results, written or otherwise, received pursuant to our drug-testing program as confidential communications. Under no circumstances will the results of an employee test be discussed with anyone except for personnel or legal counsel authorized to deal with this confidential information and in accordance with this policy or in determining compensability under chapter 440, F.S. (Workers Compensation).

Should an employee fail a drug test, his/her supervisor will be told the employee did not successfully complete the drug and alcohol test, but will not be told the cause of the failure to pass the test.

An employee has the right to appeal any disciplinary decisions resulting from a verified positive drug or alcohol test in accordance with the City Grievance Policy.

15.12 Medical Review Officer

Employees and applicants have the right to consult the City medical review officer (MRO) for technical information regarding prescription and nonprescription medication. The MRO will be designated by the City Clerk's Office.

15.13 **DRUG TESTING MATRIX**

Type of Incident	No Injuries	Employee Injured	Citizen Injured
Traffic crash with no damage.	**No**	**N/A**	**N/A**
Traffic crash with employee driving. Damages at or over $100.	**Yes**	**N/A**	**N/A**
Traffic Crash w/employee not driving. Damages over $100.	**Yes**	**N/A**	**N/A**
Traffic crash w/injuries. Employee not driving.	**N/A**	**Yes**	**Yes**
Traffic crash with injuries. Employee driving.	**N/A**	**Yes**	**Yes**
Employee injured on duty. Medical assistance required.	**N/A**	**Yes**	**N/A**
Employee injured on duty. No medical assistance needed (to be determined by supervisor).	**N/A**	**No**	**N/A**
City equipment damaged by employee. Damage over $100.	**Yes**	**N/A**	**N/A**
Property damaged by employee. Damage over $100.	**Yes**	**N/A**	**N/A**
Citizen injured by employee. Medical attention required.	**N/A**	**N/A**	**Yes**

Citizen injured by employee. No medical attention required.	**N/A**	**N/A**	**N/A**
Employee injured by citizen.	**N/A**	**Yes**	**N/A**
Employee under the influence. Reasonable suspicion.	**Yes**	**N/A**	**N/A**
Animal bite.	**No**	**Yes**	**N/A**
Pre-employment drug test.	**Yes**	**N/A**	**N/A**
Use of Deadly Force.	**Yes**	**Yes**	**Yes**
Pursuit resulting in crash with damages less than $100.	**No**	**Yes**	**Yes**

SECTION 16 BLOODBORNE PATHOGEN POLICY AND EXPOSURE CONTROL PLAN

The purpose of this policy is eliminate or minimize occupational exposure to blood and other potentially infectious materials which could result in exposure and transmission of hepatitis B virus (HBV), the human immunodeficiency virus (HIV), or other potentially dangerous pathogens to the City employees who may incur occupational exposure to such pathogens in the performance of their duties.

The City reserves the right to change this policy at any future time. A current copy of the "City of High Springs Bloodborne Pathogen Policy and Exposure Control Plan" shall be maintained by the City Manager and a copy of said policy shall be attached hereto and incorporated herein as "APPENDIX C."

SECTION 17 UNION CONTRACTS.

The policies and procedures governing City police department employees are contained in the City of High Springs Police Department's written directives. The collective bargaining agreements between the City of High Springs and the authorized collective bargaining agent are contained in the Agreement between City of High Springs and the bargaining agent.

The policies and procedures governing City General employees are contained in the City of High Springs Personnel Manual unless otherwise stated in the agreement between General Employees and AFSCME (American Federation of State, County and Municipal Employees). The bargaining agreements between the City of High Springs and the authorized collective bargaining agent are contained in the Agreement between City of High Springs and the bargaining agent.

SECTION 18 FIRE DEPARTMENT PERSONNEL POLICY

The personnel policies and procedures governing the City fire department employees and volunteers are contained in the City of High Springs Personnel Policy Manual.

Section 19 Public Employee Oath

19.01 Purpose

The purpose of this chapter is to comply with the clear requirements of Florida Statue 876 which reads in pertinent part as follows:

F.S.S. 876.05. Public employees; oath

(1) All persons who now or hereafter are employed by or who now or hereafter are on the payroll of the state, or any of its departments and agencies, subdivisions, counties, cities, school board and districts of the free public school system of the state or counties, or institutions of higher learning, and all candidates for public office, except candidates for federal office, are required to take an oath before any person duly authorized to take acknowledgments of instruments for public record in the state in the following form:

I, _____, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of _____ and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

(2) Said oath shall be filed with the records of the governing official or employing governmental agency prior to the approval of any voucher for the payment of salary, expenses, or other compensation.

- and -

F.S.S. 876.06. Discharge for refusal to execute

If any person required by ss. 876.05-876.10 to take the oath herein provided for fails to execute the same, the governing authority under which such person is employed shall cause said person to be immediately discharged, and his or her name removed from the payroll, and such person shall not be permitted to receive any payment as an employee or as an officer where he or she was serving.

19.02 Implementation

A Current Employees

Each current employee shall take the forgoing oath when issued a copy of these Policies and Procedures by:

1. Signing an original before a notary. The original shall be made part of the employee's file maintained in the Human Resources Department.

B. New Employees

All new employees shall sign and take the oath as a part of the hiring process and as a perquisite to employment.

Receipt of Personnel Policies and Procedures

The Personnel Policies and Procedures (sometimes called the Employee Handbook and referred to as the Manual) is a compilation of City of High Springs personnel policies, practices and procedures currently in effect.

The Manual is designed to introduce employees to the organization, familiarize each with City policies as they pertain to each as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment and to help answer many of the questions that may arise.

This manual is not a contract. The Manual is intended solely to describe the present policies and working conditions at the City of High Springs. The Manual does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state and/or local laws will take precedence over City polices, where applicable.

Personnel Policies are applied at the discretion of the City. The City reserves the right to change, withdraw, apply or amend any of its policies or benefits, including those covered in this Manual, at any time. The City may notify employees of such changes via e-mail, posting on the city's Intranet, Portal or website, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion, make such changes at any time, with or without notice.

By signing below, you acknowledge that you have received a copy of the City Personnel Policies and Procedures, and understand that it is your responsibility to read and understand the contents and that you commit to comply with the policies and procedures contained and to any revisions made. Furthermore, you acknowledge that this Manual is not a contract of employment.

_____ _____

Signature Date

_____

Please print full name

Sign and date two duplicate originals, one which is bound in this (your) copy of the Manual and the second which will be made part of your personnel file. Both signed in the presence of:

Witness:

_____

APPROVED AND ADOPTED BY THE CITY COMMISSION OF HIGH SPRINGS BY RESOLUTION 2015-_____, THIS _____ DAY OF _____, 2014.

_____
Mayor

Attest:

_____
Jenny L. Parham,
City Clerk

Tuition Reimbursement Request Form

Appendix A

The following constitutes the Tuition Reimbursement Agreement between_____ and The City of High Springs.

Section I. General Information

Last Name:_____ First Name_____

Position Title:_____ Department_____

DOH:_____

Section II: Educational Institution & Course Work

College/University/Trade:_____ Term_____

Dates:_____ this agreement covers the upcoming term or semester. A new form must be completed each semester/term.

Course Name	Course #	Credits/Units	Tuition Cost
1._____	_____	_____	_____
2._____	_____	_____	_____

What degree or certification does this course work lead to?_____

How will the course work provided improve your performance with the City of High Springs?

_____

Section III. Reimbursement Terms and Conditions

City of High Springs agrees to reimburse Employee based on the percentages in Section 8 of the Personnel Policy and Procedure Manual.

Employee agrees to comply with all conditions under Section 8 of the Personnel Policy and Procedure Manual.

_____ _____

Printed Name of Employee Signature of Employee

_____ _____

City Clerk (Printed Name) City Clerk Signature

SMART PHONE POLICY

Policy Area	Information Technology
Approved Date	December 11, 22014
Approved By	City Manager
Effective Date	January 1, 2015
Current Version	1.0

I. OVERVIEW

Today's Smartphones include advanced features such as the ability to connect to the Internet, download applications, take videos, use wireless connectivity, access network data, etc. While Smartphones increase productivity, they also come with risks.

II. PURPOSE

The purpose of this Policy is to help manage Smartphone related risks and establish the rules for the use of City and Staff owned devices and technologies that utilize and access City of High Springs Information Resources.

III. SCOPE

This policy applies to all City of High Springs Staff that utilize City and Staff owned devices and technologies that utilize and access City of High Springs Information Resources.

IV. POLICY

Only IT Department approved Smartphones may be used to access City of High Springs networks and Information Resources.

The City of High Springs uses a multi-layered approach to protecting Smartphones and related "information assets". Securing Smartphones is the responsibility of both the phone user as well as The City of High Springs' IT Department.

User activities can download malware to a Smartphone. Once installed, the malware can launch attacks against The City of High Springs' internal network. Staff security education and awareness training should be provided on a regular basis. Staff should only download and install applications from trusted sources. In addition, Staff should not click on message links from unknown senders or visit unknown web sites.

To reduce IT administration costs and offer better protection for the enterprise, The City of High Springs' IT Department shall establish standards for Smartphones and security protection software.

On an annual basis the IT Department shall survey City of High Springs Staff about devices, operating systems, applications, browsers, tools, utilities, scripts, software development kits, cloud services, and related technologies used. The IT Department shall perform an analysis to determine:

- If the devices and/or technologies used pose a risk to City of High Springs's Information Systems.
- Changes or configurations necessary to minimize risks to City of High Springs's Information Resources.
- Mandatory security components needed as a condition for allowing Personal devices and technologies to access City of High Springs Information Resources.
- Prohibited devices and technologies.
- Devices and technologies allowed to access City of High Springs's Information Resources.
- Level of access (e.g. restricted, full, guest, admin) granted to the devices and technologies.

The IT Department shall implement controls that mitigate risks:

- The IT Department shall ensure Staff access to sensitive data from Personal devices and technologies have strict password and encryption controls in place
- Anti-malware software shall be used and updated on a regular basis.
- In some instances, the IT Department may identify applications that, due to their sensitive nature, may not be accessed by Staff Personal devices and technologies.
- Limit Staff activities performed on City devices and technologies (e.g. no access to Personal e-mail or social media).
- The IT Department may restrict access to City of High Springs Information Resources based upon Staff position responsibilities, geographical location, and lack of management approval.
- The IT Department will keep the Chief Security Officer (CSO) informed of Personal threats so that the security awareness and training program can be updated.

In the event a device is lost or stolen, the IT Department shall quickly block access to Information Resources from the device. In addition, the IT Department shall:

- Wipe City of High Springs data and applications, and/or
- Wipe the entire device if deemed necessary to ensure the security of City of High Springs Information Resources. Wiping the entire personal device may have Staff implications including the inability to make calls, loss of contacts, need to have the device restored, etc.

City of High Springs shall not be held liable for the loss of use or restoring of device, operating system, software applications, tools, scripts, data, etc. Staff should take the proper precautions (e.g. physical controls over devices, backing up of contacts and files, etc.) to minimize any disruptions.

Personal devices and technologies shall employ controls that meet the following requirements:

- Password required at start up (power on).
- Inactivity timeout
- Password change frequency
- Safeguards ensure only approved users of Personal devices and technologies can access City of High Springs Information Resources.

Staff shall not:

- "Root" or "jailbreak" a Personal device and technology to free it from pre-defined limitations. This process modifies the system files and can result in an unstable and insecure device.
- Modify Personal device and technology hardware and/or software beyond installation of updates provided by the device maker or service provider.
- Disable Personal device and technology protection systems including passwords, encryption, firewalls, and anti-malware without the approval of the IT Department.

Staff shall be responsible for adhering to the requirements of this Policy. Staff shall notify the IT Department when:

- A new Personal device or technology is acquired and needs access to City of High Springs Information Resources.
- A Personal device or technology is taken out of service and is no longer used.
- The Staff member's role changes requiring a change in access (e.g. Staff member changes positions, Staff member on a leave of absence).

When choosing an acceptable plan, Staff should consider the additional voice minutes and data traffic that may be incurred. Except as otherwise consistent with this Policy, City of High Springs does not assume any financial responsibility for Personal devices or technologies. City of High Springs shall not reimburse Staff for the following expenses:

- Personal device or technology initial cost, maintenance, or replacement
- Recurring costs related to voice and data usage, roaming, etc.
- Connectivity charges including Wi-Fi hotspots usage
- Insurance
- Expenses related to restoring Personal devices or technologies if lost, corrupted (e.g. Malware, incompatible applications, changes to operating system), or damaged.

City of High Springs shall reimburse Staff for the following expenses related to Personal devices or technologies:

- Approved app software for use with corporate systems (e.g. e-mail apps).
- Approved anti-malware software.
- Approved encryption software for use with corporate systems (e.g. VPN software).

The City of High Springs IT Department shall perform periodic risk assessments to identify, manage, and reduce Personal device and technology related risks and access to Information Resources.

V. Enforcement

Any Staff found to have violated this policy may be subject to disciplinary action, up to and including termination.

VI. Distribution

This policy is to be distributed to all City of High Springs Staff.

Policy History

Version	Date	Description	Approved By
1.0	1/1/2015	Initial policy release	

Blood borne Pathogen Policy and Exposure Control Plan
Attachment C

Policy

Personnel will adhere to this Exposure Control Plan and practice the procedures outlined within the plan.

The City of High Springs is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following exposure control plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030,

The ECP is a key document to assist our organization in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- Determination of employee exposure
- Implementation of various methods of exposure control, including:
    - Universal precautions
    - Engineering and work practice controls
    - Personal protective equipment
    - Housekeeping
- Hepatitis B vaccination
- Post-exposure evaluation and follow-up
- Communication of hazards to employees and training
- Recordkeeping
- Procedures for evaluating circumstances surrounding exposure incidents

Implementation methods for these elements of the standard are discussed in subsequent pages of this ECP.

PROGRAM ADMINISTRATION

Human Resources are responsible for the implementation of the ECP. Human Resources will maintain, review and update the ECP at least annually, and whenever necessary to include modified tasks and procedures.

The City will provide and maintain all necessary personal protective equipment (PPE), engineering controls (e.g. sharps containers), labels, and red bags as required by the standard.

The City will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes and will be responsible for ensuring that all medical actions required by the standard are performed and that appropriate employee health and OSHA records are maintained.

The City will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA and NIOSH representatives.

Those employees who are determined to have occupational blood exposure or other potentially infectious materials (OPIM) which includes semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva and any body fluid visibly contaminated with blood must comply with the procedures and work practices outlined in this ECP.

Contact location/phone number for the Human Resources: 110 NW 1st Ave / 386-454-1416 Ext.7237.

EMPLOYEE EXPOSURE DETERMINATION

Exposure risk, defined as ***the assessment of the potential risk of an infectious exposure***, is determined by job classification and duties. The following is a list of all job classifications at our establishment in which all employees have occupational exposure:

Fire Chief	205 NW 1st Ave.
Fire Lieutenant	205 NW 1st Ave.
Firefighter/EMT	205 NW 1st Ave.
Part Time Firefighter	205 NW 1st Ave.
Volunteer Firefighter	205 NW 1st Ave.
Sewer Service Worker	235 NW 2nd St.
Water Service Worker	235 NW 2nd St.
Streets Service Worker	235 NW 2nd St.
Facilities Service Worker	235 NW 2nd St.
Public Works Supervisor	235 NW 2nd St.
Police Chief	110 NW 2nd St.
Police Lieutenant	110 NW 2nd St.
Police Sergeant	110 NW 2nd St.
Police Officer	110 NW 2nd St.

Risk assessment will be performed when new positions are created or when duties of existing positions change.

METHODS OF IMPLEMENTATION AND CONTROL

Universal Precautions

All employees will utilize universal precautions.

Exposure Control Plan

Employees covered by the bloodborne pathogens standard receive an explanation of this ECP during their initial training session and it will also be reviewed in their annual refresher training. All employees can review this plan at any time during their work shifts by contacting Human Resources.

Human Resources is responsible for reviewing and updating the ECP annually or more frequently if necessary to reflect any new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls:

- physical or mechanical processes implemented to improve efficiency and safety while decreasing exposure risk,

Work practice controls:

- the reporting of any exposure to infectious disease, utilizing all personal protective equipment (PPE) provided, and to clean and disinfect any reusable equipment according to the guidelines set forth in this plan.

Will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls are listed below:

- Use of appropriate personal protective equipment.
- Use of available respiratory protection devices when required.
- Use of available antiseptic and disinfection products.
- Limit the number of members who make direct contact when practical
- Limit exposure time when possible

This facility identifies the need for changes in engineering controls and work practices through standard reviews, employee input and equipment review. We evaluate new procedures and new products regularly by reviewing protocol changes, literature review and new products.

Both front-line workers and management officials are involved in this process in the following manner. Employees can bring new procedures, equipment and ideas to management for evaluation.

New procedures and equipment that have been presented and accepted and meet the guidelines of this ECP will be implemented by Human Resources.

Personal Protective Equipment (PPE)

PPE is provided to our employees at no cost to them. Training in the use of the appropriate PPE for specific asks or procedures is provided by the Human Resources.

The types of PPE available to employees are as follows: gloves, eye protection, face splash protection, tyvek sleeves, tyvek suits, and tyvek aprons. Job dependent.

PPE is located in each vehicle and may be obtained through the department head by completing an equipment request.

All employees using PPE must observe the following precautions:

- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Remove PPE after it becomes contaminated and before leaving the work area.

- Used PPE may be disposed of in red bags located in each medical response kit or on county ambulances. These red bags will be disposed of in the appropriate container located on the county ambulance.
- Wear appropriate gloves when it is anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.
- Utility gloves can be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing or deterioration.
- Never wash or decontaminate disposable gloves for reuse.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose or mouth.
- Remove immediately or as soon as feasible any garment contaminated with blood or OPIM, in such a way as to avoid contact with the outer surface.

The procedure for handling used PPE is as follows:

Medical supplies – bandaging, gloves, sleeves, masks, etc. - used during an incident which has been contaminated with blood or other OPIM will be placed in the red bag. Uniforms which have been contaminated need to be removed at the earliest opportunity and placed in a black bag. The contaminated items will be laundered at the department following established guidelines.

DISINFECTION AND DECONTAMINATION

Non-disposable Medical Equipment will be cleaned and disinfected with provided disinfecting agents and appropriate PPE will be worn when performing cleaning and disinfection.

- Insure appropriate stocking cleaning and disinfection products on units.
- All fire apparatus should have antiseptic hand wipe dispensers located in the medical bags available for use.
- Cleaning and decontamination should be done in appropriate areas at stations and away from living, sleeping or food preparation/eating areas.
- Black bags will be used to contain uniforms or bunker gear contaminated during an incident for transport to cleaning areas.
- When contaminated uniforms, bunker gear or other items have been washed in station washers, a cleaning cycle shall be done afterward using bleach and hot water.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or colored (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

HEPATITUS B VACCINATION

The City of High Springs will provide training to employees on Hepatitis B vaccinations, addressing safety, benefits, efficacy, methods of administration and availability.

The hepatitis B vaccination series is available at no cost after the initial employee training and within 10 days of initial assignment to all employees identified in the exposure determination section of this plan. Vaccination is encouraged unless:

1. Documentation exists that the employee has previously received the series
2. Antibody testing reveals that the employee is immune
3. Medical evaluation shows that vaccination is contraindicated

However, if an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the vaccination is kept at the Personnel Department located at City Hall.

Vaccination will be provided by at the facility designated by the City of High Springs. Employees wishing to have the Hepatitis B vaccination will contact the Human Resources who will make the necessary arrangements.

Following the medical evaluation, a copy of the health care professional's written opinion will be obtained and provided to the employee within 15 days of the completion of the evaluation. It will be limited to whether the employee requires the hepatitis vaccine and whether the vaccine was administered.

POST EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, contact your department head immediately or their designee.

An immediately available confidential medical evaluation and follow-up will be conducted at the facility designated by the City of High Springs. Following initial first aid (clean wound, flush eyes or other mucosa membranes, etc.); the following activities will be performed:

- Document the routes of exposure and how the exposure occurred.
- Identify and document the source individual (unless the employer can establish that identification is infeasible or prohibited by state or local law).
- Obtain consent and make arrangements to have source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the employee's health care provider.
- If the source individual is already know to be HIV, HCV, and/or HBV positive, new testing need not be performed.
- Assure that the exposed employee is provided with the source individual's test results and with information about applicable laws and regulations concerning identity and infectious status of the source individual (e.g., laws protecting confidentiality).

- After obtaining consent, collect exposed employee's blood as soon as feasible after exposure incident, and test blood for HBV and HIV serological status.
- If the employee does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed employee elects to have the baseline sample tested during this waiting period, perform testing as soon as possible.

ADMINISTRATION OF POST-EXPOSURE EVALUATION AND FOLLOW-UP

The City of High Springs ensures that the health care professional(s) responsible for employee's hepatitis B vaccination and post-exposure evaluation and follow-up are given a copy of OSHA's bloodborne pathogens standard.

The City of High Springs ire Chief ensures that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident.
- Routes of exposure
- Circumstances of exposure
- If possible, results of the source individual's blood test
- Relevant employee medical records, including vaccination status.

The City of High Springs provides employee with a copy of the evaluating health care professional's written opinion within 15 days after completion of the evaluation.

PROCEDURES FOR EVALUATING THE CIRCUMSTANCES SURROUNDING AN EXPOSURE INCIDENT

Human Resources will review the circumstances of all exposure incidents to determine:

- Engineering controls in use at the time
- Work practices followed
- A description of the device being used (including the type and brand)
- Protective equipment or clothing that was used at the time of the exposure incident (gloves, eye shields, etc.)
- Location of the incident
- Procedure being performed when the incident occurred
- Employee's training

If revisions to this ECP are necessary Human Resources will ensure that appropriate changes are made. (Changes may include an evaluation of safer devices, adding employees to the exposure determination list, etc.)

EMPLOYEE TRAINING

All employees who have occupational exposure to bloodborne pathogens receive initial and annual training.

All employees who have occupational exposure to bloodborne pathogens receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases. In addition, the training program covers, at a minimum, the following elements:

- A copy and explanation of the OSHA bloodborne pathogen standard
- An explanation of our ECP and how to obtain a copy
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and OPIM, including what constitutes and exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE
- An explanation of the types, uses, locations, removal , handling, decontamination, and disposal of PPE
- An explanation of the basis for PPE selection
- Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of being vaccinated, and that the vaccine will be offered free of charge
- Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available
- Information on the post-exposure evaluation and follow-up that an employer is required to provide for the employee following an exposure incident
- An explanation of the signs and labels and/or color coding required by the standard and used at this facility
- An opportunity for interactive questions and answers with the person conducting the training session.

RECORDKEEPING

Training Records

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years at 110 NW 1st. Av e.

The training records include:

- The dates of the training sessions
- The contents or a summary of the training sessions
- The names and qualifications of persons conducting the training
- The names and job titles of all persons attending the training sessions

Employee training records are provided upon request to the employee or the employee's authorized representative within 15 working days. Such requests should be address to Human Resources.

Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1919.1020, "Access to Employee Exposure and Medical Records."

The Human resource department is responsible for maintenance of the required medical records. These confidential records are kept in the City Storage vault for at least the duration of employment plus 30 years.

Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within 15 working days. Such requests should be sent to the Fire Chief at 205 NW 1st. Ave.

OSHA Recordkeeping

An exposure incident is evaluated to determine if the case meets OSHA's Recordkeeping Requirements (29 CFR 1904). This determination and the recordkeeping activities are done by the Fire Chief and the Human resource department.

CITY OF HIGH SPRINGS

110 NW 1st AVENUE
HIGH SPRINGS, FLORIDA 32643
386-454-1416
WWW.HIGHSPRINGS.US

PERSONNEL POLICY AND PROCEDURE MANUAL

MAY 2011

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SECTION 1 GENERAL PROVISIONS

1.1 PURPOSE

The purpose of these Personnel Rules and Regulations is to establish procedures which will serve as a guide to administrative actions covering most personnel actions which may arise. The final interpretation and application of these Personnel Rules and Regulations shall be made by the City of High Springs (hereafter "City") or its designee. The City reserves the right to amend, alter, modify, delete and add to these rules.

The information contained in these policies and procedures is intended as a general rule for employees. They do not constitute any form of employment contract or guarantee of continued employment or of any benefit contained herein. Rather, all employment with the City is at will and either the City or the employee may terminate the employment relationship at anytime. This document is not intended to be a legally enforceable contract (either express or implied), nor it is intended to create any legally enforceable obligations on the part of the City.

1.2 OVERALL EMPLOYMENT POLICY

The City of High Springs is an equal opportunity employer and it is the policy of the City not to discriminate against any person in recruitment, examination, appointment, training, promotion, retention, or personnel action solely on the basis of race, color, national origin, gender, legally recognized disability, religion, age, marital status, unless one or more of the above constitute a bona fide occupational qualification within the meaning of the law.

1.3 COLLECTIVE BARGAINING AGREEMENT

Where these Personnel Rules and Regulations or department rules and regulations are in conflict with the express terms of a Collective Bargaining Agreement, the terms of the Collective Bargaining Agreement shall take precedence.

1.4 AMERICANS WITH DISABILITIES

Persons with known legally recognized disabilities will be given full consideration for employment and opportunities for advancement in all departments and divisions. The City will offer to such persons reasonable accommodation with respect to the essential functions of the job, provided the person is otherwise qualified to perform the job, and provided further such accommodation does not create undue hardship on City operations.

1.5 COVERED EMPLOYEES

All city employees, except as stated in 1.3 above, shall be covered by the policies contained herein.

1.6 EMPLOYEE RESPONSIBILITY FOR PERSONNEL POLICIES

All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the City.

All employees are expected to report immediately to their supervisor any and all suspected violations of these policies or of any City regulation. Failure to do so may subject the employee to disciplinary action.

1.7 AMENDMENTS

Amendments to the Personnel Policy and Procedure Manual shall be approved by the City Commission upon the recommendation of the City Manager. Copies will be distributed to all departments and employees.

1.8 PRIOR MEMOS, POLICIES AND REGULATIONS

All prior memos, policies, procedures and regulations inconsistent with the Personnel Policy and Procedure Manual are null and void.

1.9 ADMINISTRATION

Departmental policies and standard operating procedures will be in writing and submitted to and reviewed by the City Manager for approval. In the event of conflict, the City Personnel Policy and Procedure Manual shall prevail.

The City Manager is responsible for the administration of the City Personnel Policy and Procedure Manual and to ensure compliance with applicable federal and state personnel laws.

Department Directors are responsible for the proper and effective administration of these policies and procedures within their respective departments. Routine matters pertaining to enforcement may be delegated.

The City Manager shall direct the maintenance of all personnel files. Every City employee shall have the right to inspect the employee's personnel file and obtain copies of any documents comprising the file. All such inspections shall be initiated at the employee's request, during normal business hours, in the presence of the official file custodian at the location where the file is stored. No original documents shall be removed from the file except by the custodian for copying.

Employees with questions or concerns regarding these policies and procedures shall contact their immediate supervisor.

SECTION 2 DEFINITIONS OF COMMONLY USED TERMS

2.1 DEFINITIONS

Active Pay Status – When an employee is working, on an authorized paid leave, paid holidays or other time where pay is being credited to employee.

Activity Date – The day an employee entered, was permanently transferred, promoted or demoted to his current position and is the date from which classification seniority is computed.

ADA – Americans with Disabilities Act

Anniversary Date – The date an employee begins employment and the same date in following years. This is the date upon which entitlement to fringe benefits are based unless a specific benefit provides otherwise. The anniversary date may be changed in accordance with these Personnel Rules and Regulations.

At-Will Employee – Employees who serve at the pleasure of the City Manager and who may be removed from their positions and/or disciplined up to and including termination by the City Manager for any or no reason subject only to applicable law.

Calendar Year – Is the period from January 1 to December 31 of any given year.

Classification Plan – The official schedule of pay assigning rates of pay to each position or job classification.

Seniority – The length of time an employee has been continuously employed in his current position classification.

City Clerk – The City Clerk or designee.

City Manager – The City Manager or his designee.

Collective Bargaining Agreement (CBA) – An agreement between an employee organization and the High Springs City Commission negotiated and ratified as required by the Public Employees Relation Act.

Compensatory Time – (also referred to as Comp Time) – Compensatory time is paid time off granted to an exempt employee for working extra hours. Comp time should not be confused with "flex-time."

Confidential Employee – An employee, as defined in FSS 447, exempt from coverage of the Public Employee Relations Act.

Demotion - The assignment of an employee from one class to another class, which has a lower minimum and maximum rate of pay.

Director – An exempt managerial and confidential employee who is assigned the overall responsibility for the operation of a recognized department or area of City operation.

Employee:

A. *Regular full-time employee* – is an employee who is non-probationary who is assigned a regular schedule of a minimum of forty (40) hours or the regular Section 7(K) schedule, whichever applies, per week or per pay period and is classified as a regular full-time employee of the City.

B. *Part-time employee* – is any employee who is assigned a regular schedule of less than forty (40) hours.

C. *Probationary employee* – is any full-time or part-time employee who has not completed the initial probationary period or any extension thereof.

D. *Temporary employee* – is any employee that is not classified as a regular full-time, part-time or probationary employee, such as a part-time employee who does not work a regular schedule.

Exempt Employee – An employee exempt from the minimum wage and/or overtime under the Fair Labor Standards Act and paid a salary for all hours worked in a work week.

Flex-time – At the discretion of the Department Director, this time allows non-exempt employees to occasionally schedule their regular working hours for personal needs. All changes must occur within the same pay period.

FMLA – Family Medical Leave Act

He/His/Him – Are generic and used for reference purposes only to signal reference to both males and females.

Managerial Employee -_An employee, as defined in FSS 447, exempt from coverage of the Public Employee Relations Act.

Pay Grade – The salary range assigned to a particular classification title expressed as a pay range number.

Probationary Period – The first 12 months of continuous employment with the City. After successful completion of the probationary period, the employee will be classified as a regular full-time or part-time employee.

Promotion – A permanent assignment of an employee to a higher level job classification that is subject to the completion of a 12 month probationary period.

Reclassification – Movement of a job classification from one pay grade to another based on changes in the job duties, responsibilities, job market and/or other work related factors.

Reemployment – The hiring of a person who formerly worked for the City. Persons rehired will be considered new employees for all purposes.

Resignation – Act of voluntary withdrawing from City employment.

Section 7(K) – Section 7(K) of the Fair Labor Standards Act allowing certain employees in the Fire and Police Departments to be paid overtime based on a schedule other than after forty (40) hours in a seven (7) day period.

Shall – The word "shall" will be interpreted as mandatory.

Transfer – The permanent reassignment of an employee from one position to another.

Work Day – The scheduled number of hours an employee is required to work per day.

Work Week or Work Period – The number of hours regularly scheduled to be worked during any seven (7) consecutive days or other work period allowed by the Fair Labor Standards Act and adopted by the City Commission for an employee or group of employees.

SECTION 3 JOB CLASSIFICATIONS/DESCRIPTIONS

3.1 GENERAL STATEMENT

A job classification plan and job descriptions are established and maintained by the City Manager. The Classification Plan provides a complete inventory of all positions in the City service as well as accurate descriptions for each position. The plan standardizes titles, each of which indicates a range of duties and responsibilities and has the same meaning throughout the classified service.

3.2 COMPOSITION OF THE PLAN

The Classification Plan consists of a set of job titles, along with their specifications, which identify, define and describe the type of work and level of difficulty and responsibility, and establishes the desirable qualifications of each class.

3.3 JOB TITLE

Job titles shall be used in all official City records. No person shall be appointed to, or employed in a position under a title not included in the classification plan.

3.4 MAINTENANCE OF THE PLAN

The City may add or delete positions or job classifications and may change job descriptions to expand, reduce or clarify the job dimensions and/or responsibilities of any classification. The City will attempt to provide employees with as much advance notice of any change as practicable.

Each City department head shall maintain a copy of current job descriptions for authorized job classifications assigned to that department for convenient review by the city employees of each department.

3.5 TYPES OF EMPLOYMENT

The City employs full-time, part-time, or temporary employees.

Part-time and full-time employees who have not successfully completed their initial probationary period serve at the will and pleasure of the City and may be dismissed for any reason or no reason, subject only to applicable law. Such employees shall not have access to the grievance procedure set forth in the Personnel Policy and Procedure Manual or any applicable collective bargaining agreement unless the agreement provides otherwise. All decisions concerning their wages, hours, and working conditions shall be made by the City, or its designee.

Full-time and part-time positions are those which are permanently budgeted and authorized for a period of six (6) months or longer. Persons employed to fill these positions on a full time or part time basis shall be deemed permanent employees after satisfactory completion of a probationary period. An employee filling a permanent position is not guaranteed continued employment.

Temporary Employment

A temporary position, established with approval of the City Commission, is a position not currently budgeted and cannot exceed six (6) months in duration. A temporary employee may be dismissed for any or no reason, subject only to applicable law.

A temporary employee may be hired to fill a regularly budgeted position when the employee normally assigned to the regular position is on approved leave of absence.

3.6 PROBATIONARY PERIOD

With the exception of temporary employees, all newly hired and promoted employees, which shall include voluntary transfers and involuntary transfers, shall be on probation for a period of twelve (12) months.

If the employee's service is unsatisfactory during the probationary period, the employee may be removed at anytime during or at the end of the probationary period by the Department Director and City Manager. Said probationary period may be extended upon recommendation by their Director, for up to an additional ninety (90) days, with the approval of the City Manager.

When an employee is promoted to a higher level job classification where a license or certification is a City requirement for holding the position, the probationary period may be extended, with approval by the City Manager, to successfully obtain the license or certification. During the probationary period, the employee shall serve in the position to which he was promoted at the will and pleasure of the City Manager.

3.7 PERFORMANCE EVALUATIONS

An evaluation is a series of observations by a supervisor about the performance of a job by an employee over a set period of time based on procedures, forms and standards as approved by the City Manager. It is a tool designed to give employees constructive feedback about their performance in an effort to improve and enhance that performance and to correct deficiencies. It helps familiarize supervisors with information designed to assist him/her in becoming an effective evaluator of employee performance.

Performance evaluations will be conducted annually for regular full-time and part-time employees and on other occasions as determined necessary by the Director and for other employees when and if the Director determines such evaluations are needed.

Performance evaluations are considered in determining advancement, disciplinary actions and other job actions.

Any employee not on probation who receives an overall rating of unsatisfactory shall be placed on probation not to exceed 180 days. The employee will be evaluated during this probationary period to ensure performance is satisfactory. If performance does not reach satisfactory performance during the probationary period the employee will terminated.

SECTION 4 RECRUITMENT & SELECTION PROCESS

4.1 JOB VACANCIES

Requests to announce and fill job vacancies are initiated by the Department Director. Requests are made in writing to the City Manager.

Job vacancy announcements specify the job title, salary range, minimum qualifications, and any special requirements of the position.

All job vacancies, not filled by reassignment of existing employees, shall be advertised internally for a period of not less than five (5) working days. If the position is not filled internally, the position will be advertised externally.

If qualified, employees on the recall list will be notified by the City Manager at the time of the internal advertisement. The laid off employee will have five (5) days from the receipt of a letter, to apply for the vacancy.

The City Clerk is responsible for the advertisement of the position. The City Clerk reserves the option of advertising the deadline as "position open until filled," depending on recruitment needs.

A job vacancy announcement may be postponed or canceled as requested by the Department Director or City Manager. In this event, applicants will be notified.

The City Clerk is responsible for the implementation and scoring of any employment examination. Further, the City Clerk, or designee is responsible for the initial screening of all applicants/employees and may reject an applicant/employee if minimum qualifications are not met or the application was not received by the advertised closing date.

4.2 BASIS FOR SELECTION

Employment with the City shall be based on skills, experience, training, education, ability, physical and mental ability to do the available work and other factors that are related to the performance of the job in question.

As part of the pre-employment procedure, the City, as a precaution against obtaining undesirable employees, shall check former supervisors, employers and references provided by the candidates. Reference checks made by personal or telephone contact will be documented and made part of the applicant's file.

Applicants for employment that have more than twelve (12) points on their Florida Driver's record shall not be considered.

The City reserves the right to reject any applicant for any reason or no reason subject only to applicable law.

4.3 TESTING

At the option and expense of the City, the City may use physical, written or oral examinations and performance tests, or other testing methods as appropriate to assist in the selection process.

4.4 DRUG TESTING

Subject to applicable laws, the City will require testing for the use of illegal controlled substances as a condition for consideration for employment or continued employment with the City. A positive test result or refusal to submit to drug testing will result in the applicant being denied employment or the employee being subjected to disciplinary action in accordance with the City's drug policy.

4.5 DISABILITY AND MEDICAL EXAMINATIONS

Applicants will be required to take a medical and/or psychological examination after they have been provided a conditional letter of hiring.

If with the prior approval of the City Manager, an applicant is placed on the payroll prior to having completed a required medical and/or psychological examination; such employment will be conditioned upon passing such examinations.

Employees may be required to take a medical and/or psychological examination at any time by the City for reasons connected with their job (e.g., an accident on the job or fitness for duty).

Applicants who refuse to take a medical examination as indicated above will be denied employment. Employees who refuse to take a medical examination as indicated above will be terminated.

Applicants and employees who are directed to take such examinations as indicated above shall not be employed, or if previously employed, shall be terminated immediately if the results of the examination show that they are either mentally or physically unable to perform the essential functions of the job. However, if they have a legally recognized disability, they will be terminated only if they cannot be reasonably accommodated to perform the essential job functions of the job without undue hardship on the City and such action shall be subject to applicable federal, state and local laws dealing with handicap status.

Subject to applicable laws, all medical examinations required to be taken as indicated above shall include testing to determine the presence or absence of illegal controlled substance(s) in their body. Drug testing will be conducted under the Drug and Alcohol Policy of the City.

Confidentiality

Medical examination results are confidential and are not part of an employee's personnel file.

Costs

The City of High Springs will absorb expenses incurred as a result of any re-examinations required by the City.

4.6 REFERENCE CHECKS

The City Manager or designee is responsible for responding to inquiries concerning current and former employees. The City Manager or designee will only provide information about current or former employees which can be disclosed in accordance with Florida Law.

Each Department which receives a request for an employment reference or recommendation concerning a former or current employee shall forward the request to the City Manager or designee for response. The City Manager or designee will not comment upon its perception of the current or former employee but will only verify dates of employment, rates of pay, position(s) held, and eligibility for rehire.

4.7 NEPOTISM

It is the policy of the City of High Springs that no employee shall be hired to work under the direct supervision of a relative as defined below except in accordance with the terms of this subsection.

If two employees change their family relationship by marriage, adoption, or other means so as to come in conflict with these prohibitions, one of the employees shall be transferred to a different department if possible, voluntarily reduced in position to a sufficient level such that neither party is in a direct supervisory role, or separated from City service.

The relative of an official or an employee shall be defined as an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

The policies of this section shall be guided by the provisions of Florida Statute 112.3135, as amended. Such provisions preclude the appointment, promotion, or advancement, of a City employee in or to a position in the City by an elected official.

SECTION 5 SENIORITY, LAY OFF AND RECALL

5.1 LOSS OF SENIORITY

An employee shall lose seniority and be terminated from employment as the result of any of the following:

- Discharge
- Retirement
- Voluntary resignation
- Layoff exceeding one (1) year

- Failure to report to the Director the intention to return to work within three (3) calendar days of receipt of a recall notice
- Failure to report from military leave within the time limits prescribed by law or any other leave unless an extension has been approved in advance by management
- Failure to notify the immediate supervisor of absence for three (3) consecutive working days shall constitute a voluntary termination effective the last day worked

5.2 LAYOFF

The City Manager shall have the authority to lay off any employee(s) because of lack of funds, lack of work, or when there are insufficient funds or appropriations to meet salary requirements necessary to maintain existing personnel in any department. A reduction in the number of employees in a job classification shall be determined by the City Manager.

Layoffs shall be final and not subject to appeal. Laid off employees may apply for future open positions for which they qualify.

SECTION 6 COMPENSATION

6.1 INTRODUCTION

The City provides a comprehensive Compensation Plan, which is designed to provide wages based on merit, performance and years of continuous service that are competitive in our area and which encourage continued employment with the City. The Compensation Plan will be updated periodically.

6.2 COMPENSATION PLAN:

The Compensation Plan shall include a schedule of salary ranges for each title in the classification plan consisting of minimum and maximum rates of pay. Each employee shall be paid within the rates set forth in the pay plan for the group in which he or she is employed.

6.3 SALARY RANGES:

Salary ranges are intended to furnish administrative flexibility in recognizing individual differences between positions and the qualifications of individuals, providing employees with incentives, and rewarding employees with meritorious service. The City Manager shall make or cause to be made such comparative studies as necessary to maintain an accurate and current classification and compensation plan.

6.4 SALARY INCREASES:

Salary increases within appropriate pay ranges shall be based on:

Cost of Living:

Each year, during the budget process, the City Commission will determine what percent, if any, will be granted for cost of living increases. The percent increase will be calculated based on current base annual salary and the rate of pay will be adjusted beginning the first pay period in October of each year. Salary ranges will be adjusted by the percent determined.

Merit:

Employees may become eligible for merit salary increases, if any, depending on appropriations in the annual operating budget. Merit increases become effective on the employee's anniversary date and are based on the employee's performance evaluation as rated by his/her supervisor. The percentage of the merit increase will be applied to the employee's current hourly rate of pay. If employee is at or near the maximum rate of pay for the position, the percentage of the merit increase that exceeds the maximum pay range will be given as a lump sum payment in lieu of increasing the current base hourly rate of pay beyond the set maximum rate. If funds are available the merit increase shall be based on the following scale or the rate set by the commission, whichever is less:

Unacceptable	0%
Needs Improvement	25% of approved total percentage increase
Meets Expectations	50% of approved total percentage increase
Exceeds Expectations	75% of approved total percentage increase
Clearly Outstanding	100% of approved total percentage increase

Longevity:

Effective October 1, 2011, longevity amounts, depending on appropriations in the annual operating budget, will be paid in a lump sum (less withholdings, etc.) in December of the anniversary year. This will **only** be paid on the year the employee achieves the year milestone listed below. This is not part of the employee's base salary, rather a bonus.

5 years of consecutive full-time employment $500.00
10 years of consecutive full-time employment $1,000.00
15 years of consecutive full-time employment $1,500.00
20 years of consecutive full-time employment $2,000.00
25 years of consecutive full-time employment $2,500.00
30 years of consecutive full-time employment $3,000.00

Other Salary Increases:

Participation in and successful completion of special training courses may be considered in making base salary adjustments. Salary adjustments shall not be automatic, but shall depend

upon increased value of the employee to the City, as exemplified by recommendations, length of service, performance records, special training undertaken, increased responsibilities or other pertinent evidence. Salary adjustments may be made on the recommendation of the Department Director and approval of the City Manager.

6.5 ENTRANCE AT THE MINIMUM:

The minimum rate of pay for the job will be paid to qualified persons on their original appointment to a position; however, the Department Director may recommend to the City Manager a higher starting rate based on experience, training or education that warrants employment at a higher rate in the pay grade.

6.6 PAY RATES IN TRANSFER, PROMOTION OR DEMOTION:

If an employee is promoted, demoted or transferred, the rate of pay for the new position shall be determined as follows:

1. If the employee is promoted to a position having a higher pay range, the employee shall receive a five (5%) percent increase within the new pay range, or the minimum rate for the new position, whichever is greater.

2. If an employee is transferred to a different position in the same pay range, the employee shall receive no salary increase at the time of the transfer.

3. If an employee is demoted to a position in a lower pay range, the employee shall be placed at an appropriate level within the lower pay range as recommended by the Department Director and approved by the City Manager. Voluntary demotion may require a reduction in pay.

6.7 TRAVEL AND OTHER OFFICIAL EXPENDITURES

The employee's rate of pay does not include allowances for official authorized travel or other expenditures incurred in the conduct of City business, or allowances provided to employees for the official use of privately owned automobiles. Employees will be reimbursed for such expenses as provided in other sections of this manual. (Identify the section)

6.8 HOURS OF WORK

It is the policy of the City to provide a system of compensation for employees who work during assigned hours (non-emergency) and during times when a declared City Emergency exists.

Where a contract exists between the City and employees belonging to a bargaining unit the contract takes precedence over this policy. Employees are either designated as exempt or non-exempt based on state and federal laws.

Exempt employees are hired at an annual base salary to accomplish a job for the City. Although generally expected to be present and working for the total hours of the normal work week, exempt employees are allowed some latitude with respect to time spent at work. Compensatory time off for extended hours worked may be granted to exempt employees by their direct supervisor.

The normal work week for non-exempt fulltime employees is 40 hours. Hours worked per day and work assigned is established by the Department Director.

The work week starts at 12:01 a.m. on Monday and ends at 12:00 a.m. on Sunday.

All full-time employees are required to be present at their assigned workplace for the total hours of their normal work week unless absence is authorized by the Department Director. All absences must be properly recorded and charged against the employee's appropriate leave.

Compensatory time off must be approved by the employee's supervisor prior to taking the time off. The supervisor must consider current and predicted working conditions and requirements before allowing an individual to take compensatory time off.

Part-time employees are required to be present at their assigned workplace for the total hours for which they are being compensated, unless absence is authorized by the Department Director. All absences must be properly recorded.

Required attendance at training courses will be considered as hours worked.

Travel to and from an employee's home and the employee's regularly assigned workplace will not be counted as hours worked.

Stand By

Employees who are on a standby status will be compensated in accordance with their department directives/policies. (Create PW standby policy)

Recall

An employee called to return to work within one hour before or within one hour after the regular work shift is considered an extension of the work day and included in the total hours worked on that day. If recall (call-out time) is more than one hour before or more than one hour after the regular work shift, a minimum of two hours will be paid.

Employees will not be compensated with recall (call-out) pay when the duty involved is training or a meeting.

A minimum of two (2) hours will be paid for all call outs after normal working hours. If an employee works more than two (2) hours on the problem, the employee will be paid for the total hours actually worked.

When an employee is in official travel status for which travel expenses are reimbursable, time spent in travel beyond the normal workday on the first and last day of such travel will be considered as hours worked.

Non exempt employees on a recognized lunch break of 30 minutes or longer are prohibited from performing any of their job functions during their lunch break. Employees are encouraged to take their lunch break away from their work area, but if they remain on the premises they shall not perform any duties while on lunch break.

Employees are prohibited from working at home unless authorized to do so by their Department Director.

Employees may not voluntarily perform their regular duties for the City without compensation.

6.9 OVERTIME:

It is the City's policy to avoid overtime work when possible. However, overtime work may be necessary to meet emergency situations, seasonal or peak workload requirements or to make accommodations when a department is understaffed. Department Directors are responsible for advance planning to minimize the need for overtime. Overtime is defined as the hours of authorized actual work preformed by a non-exempt employee in excess of forty (40) hours during the established work week.

Overtime is compensated as follows:

Non-exempt employees must have supervisor approval prior to working overtime. The repeated performance of unauthorized overtime will result in disciplinary action.

Non-exempt employees shall be compensated for overtime at one and one-half (1.5) times the regular hourly rate of pay in accordance with Fair Labor Standards Act (FLSA). Only hours actually worked over forty (40) per work week will count as hours worked for the purpose of computing overtime. Therefore sick leave, annual leave, administrative leave or any other type of leave will not count as hours worked for overtime pay purposes.

When an employee does not work on a holiday, but receives holiday pay, these hours are considered as time worked to determine if an employee has satisfied the minimum hours per week required to be eligible for overtime pay.

6.10 Work Break

Each administrative area may allow employees one work break during the first half of their work shift and one work break during the second half of their work shift, provided that:

No single work break will exceed fifteen (15) minutes absence from the employee's work station.

An employee may not accumulate unused work breaks.

Work break time can not be used to cover for employees' late arrivals or early departures from duty.

Permission to take work breaks is based upon workload demands and may be withheld at the discretion of the supervisor.

6.11 Emergency Operations

During a declared City emergency procedures may be changed as required due to the circumstances and conditions.

A declared City emergency is a condition that may affect or does affect a large part of the City population, corporate limits, city property or resources available to the City. This condition may be a result of, but not limited to, a wind storm (hurricane, tornado), flood, fire, earthquake, hazardous materials and/or civil disobedience.

A City emergency may be declared by the Mayor or his/her designee, or the City Manager.

During a City emergency work schedules of individual employees may be altered without notice.

During times of declared emergencies scheduled leave time may be cancelled. After the emergency no longer exists an employee may re-schedule the employee's remaining leave time at the discretion of the Department Director.

Employees who are on leave during a declared emergency may be recalled to work at the Supervisor's discretion. After the emergency no longer exists an employee may re-schedule his/her remaining leave at the discretion of the Department Director.

During a declared emergency, employees may be temporarily released from normal duty and may be assigned to other needed tasks as determined by the City Manager. All employees will receive their normal straight time pay for their regular work period if released during the declared emergency.

Exempt employees who are recalled to duty or remain on duty during the declared emergency when city facilities are closed and other employees have been released from duty will receive their normal straight time pay in addition to receiving pay at their hourly rate of pay for any hours worked beyond their regular hours. Employees will continue on this pay schedule for the duration of the declared emergency. After the declared emergency no longer exists, employees pay schedules will revert back to the regular pay schedule.

Non-exempt employees who are recalled to duty or remain on duty during the declared emergency when city facilities are closed and other employees have been released from duty will receive their normal straight time pay in addition to receiving pay at 1.5 times their normal rate

of pay for all hours worked. Employees will continue on this pay schedule for the duration of the declared emergency. After the declared emergency no longer exists, employees pay schedules will revert back to the regular pay schedule

6.12 ACTING PAY

Permanent fulltime employees assigned for thirty (30) calendar days or more to a position in a higher pay grade shall receive a 5% increase retroactive to the first day of the transfer.

When an employee temporarily works in a lower paid job classification, they shall receive the rate of pay for their regular job classification.

A routine assumption of duties that occurs in the absence of another employee on vacation or with a short-term illness is not a transfer and does not affect salary.

Upon reinstatement to the employee's previous job classification, the employee will receive the hourly rate of pay earned prior to the time acting pay status was granted, in addition to any merit increase/wage adjustment that may be applicable.

6.13 HOLIDAYS

The following holidays and any such other days as the City Commission may declare are designated as official holidays for City employees:

New Years Day	(January 1)
Martin Luther King, Kr. Day	(third Monday in January)
Memorial Day	(last Monday of May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Veteran's Day	(November as observed)
Thanksgiving Day	(fourth Thursday in November)
Day after Thanksgiving	(fourth Friday in November)
Christmas Eve	(December 24)
Christmas Day	(December 25)
Floating Holiday	(Can be taken off throughout the calendar year with supervisor approval)

When a holiday falls on Sunday, the following Monday shall be observed in lieu thereof. When a holiday falls on Saturday, the preceding Friday is observed. In certain instances where two days off are scheduled, i.e., Christmas Eve and Christmas Day, the City Manager may approve going forward or backward two days to insure a holiday does not fall on a Saturday or Sunday or change the actual day observed for the holiday to create a more effective work schedule.

All full time employees on the active payroll on the date of the holiday, including such employees who are receiving occupational injury or occupational illness pay through Workers' Compensation, are eligible for holiday pay at their regular rate of pay. When a holiday is

observed on a scheduled work day, an eligible employee may be paid up to a maximum of eight (8) hours pay for that day.

When a fulltime non-exempt employee works on a holiday, the employee is paid one and one-half (1.5) times regular rate of pay for actual hours worked on a holiday plus holiday pay at the regular rate of pay up to a maximum of eight (8) hours pay for that day. Hours paid as holiday pay are counted toward the minimum hours per week required to be eligible for overtime pay.

ABSENCE DUE TO ILLNESS

An employee scheduled to work a holiday who fails to work because of sickness or injury shall not receive holiday pay unless:

The employee notifies the Director at least one (1) hour before the employee is scheduled to report for work and; upon request, the employee presents evidence satisfactory to the Director, which may be a medical excuse that the absence was due to a bona fide, unforeseen serious illness or injury.

The Director may excuse the above one hour requirement if the Director determines that a failure to notify as required was for a reason clearly beyond the employee's control.

HOLIDAY ON A VACATION DAY

Employees on a scheduled vacation who meet the eligibility requirements for holiday pay will be paid for their regularly scheduled hours for the holiday(s) that fall within their vacation leave period. If a holiday falls during a leave of absence without pay, the employee shall receive no holiday pay.

The provisions of the Family Medical Leave Act (FMLA) may apply in certain situations. (See FMLA Section)

SECTION 7 BENEFITS

7.1 VACATION LEAVE

The Department Heads shall determine when vacation leave shall be granted in their Departments. The City Manager shall have authority to approve or disapprove leave for Department Heads.

All regular full-time employees covered by this article shall earn Vacation Leave in accordance with the following schedule:

Years of Service	Bi-Weekly	Vacation Hours per Year
Less than One Year	1.539 Hours	40 Hours
Over One to Six Years	3.693 Hours	96 Hours

Over Six to Eleven Years	4.616 Hours	120 Hours
Over Eleven to Twenty Years	6.154 Hours	160 Hours
Over Twenty Years	7.693 Hours	200 Hours

Paid vacation will be earned, but may not be taken during the first six (6) months of employment.

Vacation leave will be paid at the employee's current base rate of pay. As vacation leave is for a period of recreation and rest, no employee shall be permitted to waive such leave for the purpose of receiving double pay or for the purpose of accumulating separation pay. All employees are encouraged to take vacation leave as earned yearly. However, an employee may carry over one-half vacation leave to a succeeding year. No more than one-half of earned vacation leave may be carried over to a succeeding year without written approval from both the employee's Department Head and City Manager. Vacation leave may be accumulated to a maximum of 240 hours. Department Directors may earn up to a maximum of 320 hours.

Helen to check on highlighted portion

Vacation Leave in excess of the maximum allowed hours will not be carried over unless:

Employees who have their request for leave denied or canceled by their supervisor, can request those hours be carried over.

Requests to carry over leave in excess of the maximum must be submitted in writing to the City Manager, via the employee's chain-of-command. Denied or canceled leave slips must accompany the written request.

All carried over hours must be utilized within three months of approval, or be forfeited.

Unless the employee resigns without providing the City at least two weeks notice, or is terminated for violation of City policies and procedures, the employee shall be paid for granted and unused annual leave in the regular scheduled final paycheck at the current rate up to the maximum hours allowed. For employees hired after October 1, 2011, the employee must work five continuous years of service before being eligible for a payout of annual leave.

REQUEST FOR VACATION

A. The request for vacation leave shall be submitted to the employee's Director on City approved forms.

B. Vacation leave may be taken only after approval by the Department Director, but every employee shall be encouraged to take leave during the year.

C. Leave may not be taken prior to the time it is credited. Leave will not be used in increments of less than one-half hour.

D. Where two (2) or more employees request the same vacation period, the employee with the most City seniority will be given preference; except where a junior employee's vacation time has already been approved.

7.2 SICK LEAVE

1. A regular, full-time non-union employee shall accrue sick leave at the rate of eight (8) hours per month, which shall be credited on the second pay period of the month. Sick leave which accrued at the end of the second pay period is not available for use until the following pay period. Sick leave must be used in increments of no less than one-half hour, and may not be taken prior to the time of accrual. There is a 1040 hour maximum amount of sick leave which the employee may accumulate during his/her entire period of employment.

2. Sick leave may only be used by an employee for the following reasons:

    a. Illness or injury which prevents the employee from performing his/her duties
    b. Medical, dental, psychological or optical consultation or treatment
    c. Maternity
    d. Legal quarantine due to exposure to contagious diseases.
    e. Sick leave may be used for medical or health treatment, which cannot be arranged outside of working hours, for the employee and immediate family. For the purpose of this section, employee's immediate family is defined as the employee's father, mother, spouse, children, grandparents, grandchildren, step parents, step children, or members of the family domiciled in the household to include foster relatives, or any relative who has been declared to be under court appointed guardianship of the employee or the employee's spouse.

3. An employee who has either requested or taken sick leave in excess of three (3) consecutive work days may be required to provide a physician's certificate or other medical verification which documents the reason for the employee's absence, the date the employee or family member was under the physician's care and the date on which the employee was able to return to work. The failure of an employee to provide this written verification shall result in the leave being unexcused and shall result in the employee either having the necessary vacation deducted or, if there is inadequate vacation time, being granted the leave without pay.

4. Any employee whose use of sick leave appears to be excessive or to form a pattern indicating possible abuse may be disciplined in accordance with the city's discipline policy.

5. The employee will earn eight (8) hours of annual leave incentive for not taking any sick leave in a 6 month period of time, based on the employee's anniversary date. An employee can earn up to a maximum of 16 hours for the year, but will not be awarded the incentive time until their next anniversary date in which they did not take any sick leave.

6. While on sick leave, employees are expected during their normal duty hours to remain at their:

    a. Respective residences
    b. Immediate family's residence
    c. Medical care provider's office
    d. Hospital
    e. Emergency care center
    f. Pharmacy
    g. Enroute to or from one of these locations.
    h. Members may leave their residence for such time as is necessary to obtain food and sustenance.

7. The employee should be prepared to have a supervisor check on his/her condition or whereabouts during their normally scheduled work day.

8. Requesting sick leave:

    a. Use of sick leave for more than three consecutive workdays may require medical documentation.

    b. Employees are required to notify their immediate supervisor on the first day of sick leave one hour before their scheduled shift. This procedure shall be followed for each day the employee is unable to work, unless prior approval waiving this requirement is given by the Department Director. Failure to comply may result in disciplinary action.

    c. Unless medical documentation has detailed a certain number of day's an employee will miss, the notification procedure will be the same for each subsequent missed work day.

    d. Sick Leave will not be authorized when a request for other leave is denied, unless the employee provides medical documentation.

    e. Employees who are absent from work due to sickness and who have not accrued sufficient Sick Leave to cover the absence, will be allowed to use vacation leave. If they have exhausted all forms

of leave, they will be carried on the time sheet as leave without pay for the number of hours not covered.

10. Documentation:

    a. If not already completed, upon returning to work, the employee will complete a leave request slip in full.

    b. When using sick leave and advance notice is known (medical/dental appointments, etc.), the time off request will be completed before the leave is taken.

11. Supervisory duties:

    a. Supervisors will ensure the employee is eligible for the leave requested before the leave is taken.
    b. After more than a week of sick leave, the supervisor will notify the City Clerk's Office via the chain of command of the employee's status.

Upon cessation of employment by resignation, retirement, or death, the employee or employee's estate shall be compensated for unused accumulated sick leave in accordance with the following schedule at the rate of pay in effect at the time of cessation:

- Resignation after 15 years of continuous service up to 360 hours
- Retirement and/or death after five years of continuous service up to 720 hours

7.3 BEREAVEMENT LEAVE

Bereavement Leave is available to employees as a special privilege under circumstances established in this policy.

PROCEDURE

In order to determine eligibility for leave with pay, employees requesting leave are to complete the appropriate leave form. Upon receipt of the request, the employee's Supervisor and Department Head will review the information provided, obtain any other verification needed, and determine whether the employee meets established policy requirements to receive compensation for the absence incurred. If the requirements are met for compensation, the employee's Supervisor and Department Head will approve the request and forward the documentation to the Finance Department.

If approval is denied, the employee shall be informed and the finance department shall make appropriate payroll adjustments.

The request form, whether approved or denied, shall be filed in the payroll record.

GUIDELINES

When a death occurs in the immediate family of an employee, that employee shall receive three (3) days off without loss of pay or benefits.

If the funeral occurs outside of the State of Florida, the department director shall have discretion to grant up to two (2) additional days off, without loss of pay or benefits. Bereavement Leave will not be charged against sick leave, vacation, holiday or overtime.

Immediate family as cited above shall be defined as father, mother, spouse, children, father-in-law, mother-in-law, brother, sister, grandparents, grandchildren, step-parents, step-children, or members of the family domiciled in the household to include foster relatives, or any relative who has been declared to be under a court appointed guardianship of the employee or the employee's spouse.

Bereavement leave is a leave benefit only and no compensation will be paid for unused bereavement leave. Verification of need may be required before bereavement leave is authorized.

7.4 LEAVE OF ABSENCE WITH PAY

Jury Duty

A full time employee who is summoned to jury duty shall be granted time off with pay for the time actually spent on jury duty or. The employee must:

- Notify his/her supervisor of the summons immediately upon receipt and provide the summons to his/her supervisor with an estimate of the duration of the absence; and

- Report to the supervisor immediately upon the conclusion or continuance of such jury duty or court appearance.

The City may reschedule the working hours and days of work of a part time employee who is summoned to jury duty. If it is not feasible or practical to reschedule the employee's hours of work, the City shall grant the employee time off with pay for the time actually spent on jury duty.

All monies received by employee for such services shall be remitted to the City.

In order to receive time off with pay for jury duty, the employee must abide by the provisions contained above.

Court Appearance

If any employee is subpoenaed as a witness unrelated to City business, the City will grant the employee leave without pay or accrued vacation leave to the extent that the Department Head approves.

Meetings

With prior approval, an employee may be granted leave with pay to attend professional meetings or conferences which contribute to the effectiveness of the employee's work performance.

Examinations

With prior approval, employees may be granted leave with pay while taking examinations before a Federal, State or County agency, provided such examinations are pertinent to his/her City employment.

Military Leave

1. Military Leave will be granted in accordance with Chapter 115 and 250.48 of Florida Statutes.
2. An employee in the United States Reserve Forces or the Florida National Guard will be granted Military Leave for training purposes with full pay and without loss of benefits.
    a. Such military leave will not exceed 17 calendar days in a calendar year.
    b. An employee assigned to active military duty for training in the United States Reserve Forces or the Florida National Guard will be granted military leave without pay for any period extending beyond 17 calendar days in a calendar year.
3. Employees who are service members in the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave of absence from their respective offices and duties to perform active military service. The first 30 days of any such leave of absence to be with full pay.
4. Employees who are service members of the Florida National Guard are entitled to leave of absence from their respective duty without loss of pay or time on all days during which the officer or employee is engaged in active state duty for a named event, declared disaster, or operation pursuant to Florida statutes. 250.28 or s. 252.36. Such leave with pay shall not exceed 30 days.

5. A request for military leave will be:

a. Submitted to the department director.
b. Accompanied by proper military orders.

6. An employee serving on a Military Leave of Absence will retain seniority and continuous service rights.

7.5 LEAVE OF ABSENCE WITHOUT PAY

Military Leave

An employee called to compulsory military service is automatically placed on leave pursuant to state and federal law for the duration of his/her military duty. Upon completion of such service such employee shall be reinstated in the position held at the time of entry into the service, at the same salary the employee would have received had such leave not been taken, based on the following conditions:

1. That the position has not been abolished or the term thereof, if limited, has not expired.
2. That the employee is physically and mentally able to perform the duties of such position. If requested, the employee shall submit to appropriate medical examinations at the City's expense to evaluate physical and mental capabilities.
3. That the employee makes written application for reinstatement to the City within applicable statutory time limits after termination of such service.
4. That the employee submits an honorable discharge or other form of release by proper military authority establishing satisfactory service. Upon such reinstatement, the employee shall have the same rights with respect to accrued and future seniority status and other benefits of permanent full-time employment as if the employee had been actually employed during the time of such leave.
5. The City will abide by all laws and guidelines.

Scheduling Leave of Absence Without Pay

Leaves of absence without pay may be authorized by Department Directors with approval of the City Manager for periods not to exceed sixty (60) calendar days. With the exception of an across the board raises, no wage increases, vacation/sick leave or retirement benefits shall be accrued while an employee is on leave without pay. Employee will be responsible for the entire premium for health, dental and life insurance.

All leave without pay must be approved in advance. The employee must request leave without pay by submitting a leave request to their immediate supervisor who will indicate recommendation for approval or rejection and forward the leave request to the next level supervisor, etc., with the ultimate approval or rejection by the City Manager.

Employees must request leave without pay at the earliest possible date. Untimely requests may result in a delay of the starting date for the requested leave.

This action may result in demotion, lay off, or reclassification of any employee equivalent or junior to the returning employee. It is City policy to avoid termination of employment of any City employee so displaced if reasonably possible and within the constraints of sound fiscal policy.

7.6 Domestic or Sexual Violence

The City is committed to promoting the autonomy, safety and health of our employees and to providing leadership in recognizing the impact of domestic and sexual violence on staff and in the workplace. The purpose of this policy is to detail the support available to staff who are victims of domestic or sexual violence, and to detail the disciplinary consequences to staff members who commit, threaten or have been held legally responsible for committing acts of domestic or sexual violence.

It is the policy of the City to provide support and assistance to employees who are experiencing domestic or sexual violence. This support includes: confidential means for coming forward for help, resource and referral information, additional security at the workplace, work schedule adjustments and leave necessary to address the impact of domestic or sexual violence. Written resource and referral information is available in languages understood by all employees. Other appropriate assistance will be provided based on individual need.

Confidentiality

The City will respect the confidentiality and autonomy of the adult experiencing domestic violence to direct his or her own life. However, in accordance with Florida law reporting for certain populations is required. All information relating to leave taken under this policy will be kept confidential.

Leave Options for Employees Who Experience Domestic or Sexual Violence:

A. Any employee may take up to 24 hours of unpaid leave from work in any 12-month period if the employee, or a family or household member of the employee, is the victim of domestic or sexual violence, for the purpose of:

   1. Seeking an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence.

   2. Obtaining medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the domestic or sexual violence.

   3. Obtaining services from any victim-services organization.

4. Making the employee's home secure from the perpetrator of the domestic or sexual violence, or seeking new housing.

5. Seeking legal assistance in addressing issues arising from the act of domestic or sexual violence, or attending and preparing for court-related proceedings arising from the act of domestic or sexual violence.

B. The employee seeking leave under this paragraph should follow ordinary procedures for leave requests, or, in instances where a request in advance is either impracticable or unsafe, the employee should call his/her supervisor as soon as possible to inform the supervisor regarding the reason for his/her absence. Employees are not required to exhaust accrued leave time in advance of seeking leave under this paragraph.

C. Requests for additional hours of leave, or for other purposes than those recited above, will be considered on an individual basis on consultation with the employee, her/his supervisor and the approval of the City Manager. Additional hours of leave, beyond the 24 hours of leave authorized above, may be taken as unpaid leave or as accrued leave.

D. The employee, supervisor and the City Manager are encouraged to explore whether any other paid options can be arranged, including schedule accommodations, which will help the employee cope with a domestic or sexual violence situation without having to take an unpaid leave.

Procedures for Employees with Performance Issues Related to Domestic Violence:

A. The City recognizes that people experiencing domestic or sexual violence may have performance or conduct problems such as repeated absences from work, or inability to concentrate on work tasks, as a result of abuse. When an employee is subject to disciplinary action discloses that the job performance or conduct problem is caused by domestic or sexual violence, a referral for appropriate assistance should be offered to the employee.

B. The supervisor, in collaboration with the employee and Department Director, should allow a reasonable time for the employee to obtain assistance regarding the domestic or sexual violence.

Disciplinary Procedures for Employees Who Commit Acts or Threats of Violence:

A. The City is committed to a workplace in which the perpetration of domestic or sexual violence is neither tolerated nor excused. Any physical assault or threat made by an employee while on City premises, during work hours or at a City sponsored event is a serious violation of City policy. This policy applies not only to acts against other employees, but to acts against all other persons, including intimate partners. Employees found to have violated this policy will be subject to disciplinary action, up to and including discharge.

B. Employees who are convicted of a crime as a result of domestic or sexual violence, or who are subject to a Domestic Violence, Dating Violence, Sexual Violence, or Repeat Violence injunction, may be subject to disciplinary action, up to and including discharge, depending on the circumstances.

C. The City understands that there is the possibility of wrongful conviction of assault in the case of victims of domestic violence, who act in self-defense. The City will consider the context of the conviction before deciding on disciplinary action or discharge.

7.7 LIFE INSURANCE

Life insurance may be provided to all permanent full time employees as determined by the City.

7.8 PENSION

General Employees

The City of High Springs offers a retirement plan through the Florida Retirement System (FRS) for all full time eligible employees. The City reserves the right to change and/or eliminate this plan. Employees should contact the City Clerk's Office for more information regarding the FRS.

7.9 DEFERRED COMPENSATION

Deferred Compensation is a voluntary plan which may be provided by the City to assist employees in providing an option for additional retirement benefits. The total contribution is tax deferred and paid for by the employee. Contact the City Clerk's Office for enrollment information.

7.10 VOTING

During a primary or general election, an employee who is registered to vote and whose hours of work do not allow sufficient time for voting shall be allowed the necessary time off with pay for this purpose, upon notification and approval of their supervisor.

7.11 HEALTH INSURANCE

The City makes available comprehensive group insurance for medical, dental and vision for full time employees. The City's employer contribution rates will be determined annually by the City. The City shall make no contribution to dependent coverage. If an employee elects dependent coverage, the full group premium cost for dependents will be paid by the employee. The dependent must fall within the City guidelines established for dependent coverage. Carrier and plan coverages are subject to modification at any time. Employees may temporarily extend health coverage at group rates upon separation in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA of 1985). Detailed provisions or current policies may be obtained from the City Clerk's Office.

Employees who retire may continue their group medical insurance coverage. The retiree will pay the full premium for continued coverage.

All benefits granted in this section by the City are expressly conditioned upon budgetary consideration and subject to and limited by all of the rights granted to and reserved by the City, including the right to change and/or eliminate any and all benefits not required by law.

Additional benefits may be available at full cost to employees. Contact the City Clerk's Office to determine if any such additional benefits are offered.

SECTION 8 TRAINING AND DEVELOPMENT

8.1 Employee Education/Training:

The City encourages its employees to get job related advanced education and training in their respective fields of work. The City will assist employees with education and training under the following guidelines:

A. Mandated Training/Education - When the City requires an employee to participate in an education or training program, the City will bear the full costs of the employee's participation including: per diem, hourly pay, tuition, books, travel cost, etc, as it applies.

B. Voluntary Education - Employees will be reimbursed for tuition upon satisfactory completion of a pre-approved class at an accredited college or university. Reimbursement shall be based on availability of funds and in accordance with the following:

1. Application Procedure:
   a. The employee must submit a timely application to his/her supervisor prior to registering for the course.
   c. Employee will only be reimbursed for the course if they are still employed by the City upon completion of the course.
   d. Employee must certify that they are not receiving any funds for reimbursement from any source other than the City of High Springs (i.e. grants or other source of financial aid).
   e. A grade of "C" or higher is required as a final grade for the course.
2. Reimbursement
   a. No reimbursement will be made for an incomplete course and no employee will be reimbursed more than five hundred $500 dollars per fiscal year.
   b. A pre-approved application form, accompanied by tuition receipt and evidence of satisfactory completion of the course with

appropriate grade must be submitted through the City Manager to the Finance Department for reimbursement.

c. Reimbursement shall be as follows:
   i. Grade A or Pass in Pass/Fail = 100% reimbursement
   ii. Grade B = 90% reimbursement
   iii. Grade C = 80% reimbursement
   iv. Lower than C or failure = No reimbursement

Should an employee leave City employment, other than by normal retirement or death, prior to two (2) years, after completion of the course, the employee shall reimburse the City within six (6) months after termination for any reimbursement costs due. Payment shall be taken from the employee's benefits, if any, accrued at the time of termination.

SECTION 9 MEDICAL - ILLNESS OR INJURY

9.1 WORK RELATED INJURIES/WORKERS' COMPENSATION

All work related injury, regardless of severity, must be reported and documented whether medical treatment is waived or obtained by the employee. Any employee injured in the line of duty must make an immediate written report to the supervisor at the employee's first opportunity, regardless of the extent of the injury. The supervisor must report the injury to the City Clerk's Office immediately upon being advised that an injury to an employee has occurred.

In the event an employee refuses medical care, a signed statement to this effect should be obtained from the employee and submitted to the City Clerk's Office.

9.2 BENEFITS

An employee who misses work as a result of a work-related injury that is compensable under the Workers' Compensation Law, Chapter 440, Florida Statutes (or as subsequently amended), shall receive his/her normal salary for the time actually missed, up to a maximum of seven (7) calendar days, beginning with the date of injury. Injury time shall be cumulative and shall not exceed seven (7) calendar days.

This seven (7) calendar day benefit shall not be charged to the employee's accumulated vacation leave or sick leave. Such leave shall continue to accrue during the initial seven (7) calendar day period of injury during the period of Workers' Compensation disability. Sick leave, and vacation days earned shall be limited to amounts equal to one-third of those normally accrued. Once utilized, there will be no further accumulation of vacation and sick leave. Helen to check out

If the employee is unable to resume work at the end of seven (7) calendar days, Workers' Compensation will begin on the eighth (8th) day at the rate of 66-2/3% of the employee's gross salary (computed on the average weekly wage paid for the thirteen (13) weeks prior to the date of injury), in accordance with the Workers' Compensation Law (or with statutory provisions if subsequently amended). In addition, an employee may receive sick leave, or vacation leave, if

applicable, equivalent to one-third (1/3) the scheduled daily hours for each day of eligibility under Workers' Compensation. However, in no case shall an employee's benefits exceed the total amount an employee would have been paid in the absence of injury.

FOLLOW-UP TREATMENT

Those employees, upon returning to work, requiring follow-up treatment due to a work related injury may be allowed time from work with pay for such treatment provided treatment is not reasonably available during non-working hours. Each absence from the work place, due to follow-up treatment, may not exceed three (3) hours. Time away from the work place, in excess of three (3) hours, will be charged to the employee's vacation leave.

Treatment must be prescribed and/or recommended by a City authorized physician, Workers' Compensation physician or approved medical treatment facility. The employee shall provide written documentation of the prescribed and/or recommended treatment to the Supervisor/Department Director. Department Directors shall have the responsibility of monitoring an employee's use of City time for follow-up treatment. An employee may be denied use of City time for such treatment if abuse is determined.

In the event an employee is injured on the job, the following procedures apply:

A. First aid should be applied for all minor injuries not requiring professional medical attention. Drug screening will be ordered at the supervisor's discretion as set forth in the Drug Free Workplace policy.
B. *NOTIFY YOUR SUPERVISOR.* If an injury has not been reported to a supervisor, there may be no coverage by the City's Workers Compensation insurance program. All treatment must be pre-authorized except in the case of a life-threatening emergency.
C. If medical treatment other than minor first aid treatment is needed, the employee shall be sent immediately to the City's designated Workers Compensation medical provider. Drug screening may be required by the City's Drug Free Workplace policy.
D. Call 9-1-1 for all injuries that are serious in nature. When in doubt about seriousness, call 9-1-1. Employees with serious injuries should be transported immediately for treatment. Drug screening shall be required by the City's Drug Free Workplace policy.
E. Supervisors must complete a Supervisor's Report of Injury/Illness Form and forward it to the City Clerk's Office along with a completed the First Report of Injury or Illness Form by the end of the supervisor's workday.
F. Supervisors or the Department Director must contact the City Clerk's Office. All inquiries concerning any accident are to be referred to the City Clerk's Office. The City Clerk will report all incidents to the insurance carrier.
G. All medical treatment subsequent to the initial treatment must be approved by the City's insurance carrier. Only approved medical providers can treat employees for on the job injuries. Treatment by an employee's personal physician must be approved prior to any treatment by the City's insurance carrier. Employees must notify their supervisor and City Clerk's Office of all follow-up medical appointments.

9.3 MODIFIED/LIGHT DUTY

The City, at its sole discretion, retains the right to offer an employee who sustains a work related illness or injury a temporary light duty or modified duty assignment for a period not to exceed 120 days. Such duty shall be in accord with the restrictions set forth by the authorized treating physician. Unless the attending physician specifically documents that the employee cannot perform light duty work, all employees will be required to perform light duty work. While there is no employee entitlement to light or modified duty, an employee who is offered such a temporary duty assignment and declines shall not be compensated for time off. Department Directors will assign all light duty work. The attending physician will document any physical or mental restrictions and when or if the employee can return to his/her regular work.

A. Definitions:

1. Light/Modified Duty – Temporary job assignment, if available, within or without the employee's regular department, as more fully described in section C below.
2. Lost Time – When an employee is taken off of work by the authorized treating provider or when an assessment by the injured employee's supervisor, the Department Director and the City Manager concludes that the employee's work restrictions cannot currently be accommodated.

B. Follow-up:

1. The injured employee shall attend all scheduled follow up medical appointments. If an injured employee cannot attend an appointment, he/she shall notify the insurance provider and the medical provider at least 24 hours before the appointment.
2. The injured employee should schedule appointments after his/her normal working hours. If this is not possible, the employee can attend the medical appointment during work hours. Only the actual time for travel and the appointment will be allowed. The employee must return to work if the workday has not ended.
3. Following any appointment for treatment of a workplace injury, the employee shall immediately contact his supervisor and provide current work status documentation. The supervisor will send the work status documentation to the City Clerk's Office.

C. Light/Modified Duty:

1. Relates to employees whose illness or injury was job related.
2. Injured employees are often returned to work on light duty with specific restrictions. If an employee is returned to work, the supervisor will not assign duties that are beyond the employee's restrictions. If an injured employee willfully violates his work restrictions, he/she may be subject to progressive discipline that may include termination.
3. Supervisors shall review the restrictions placed on the employee and determine the ability of the employee to perform any needed work. If the supervisor feels

that the employee's restrictions cannot be reasonably accommodated, the employee shall be sent home and the City Clerk's Office notified. The City Clerk's Office will schedule an assessment of the employee's work capabilities.

a. The injured employee's supervisor and the Department Director will conduct the assessment.

b. If it is found that the employee's restrictions cannot be reasonably accommodated, the employee will be placed on lost time status pending further assessment of restrictions or another position becomes available.

4. The light duty program requires the participation of all injured employees who are released to perform light duty work by the Authorized Treating Provider. If an injured employee refuses to participate in the program, certain workers compensation benefits may cease.
5. While on light duty, the injured employee will receive the normal hourly rate of pay and benefits. Scheduled hours of work may be reduced.
6. Light duty is temporary and is not considered a permanent accommodation to a workplace injury.
7. A light duty assignment may not extend beyond 120 days. When an employee has been in a light duty assignment for 10 days, an assessment will be made by the employee's supervisor regarding the employee's progress.
8. When an employee has reached Maximum Medical Improvement (MMI) as determined by the Authorized Treating Provider, an assessment will be made regarding the employee's ability to return to regular job duties.

    a. The injured employee's supervisor and the Department Director will conduct the assessment.

    b. If it is found the employee cannot perform his/her regular job duties with or without reasonable accommodation, posted jobs will be reviewed to determine the employee's ability to work in other positions. If the employee is qualified and meets the minimum physical requirements for a posted job, he/she will be considered for that job. If selected for the job, salary will be determined according to compensation guidelines.

        i. If an employee refuses to accept an offered job, the employee will be terminated.

        ii. If a position is not available for the employee, the employee will be terminated.

D. Lost Time:

1. The injured employee in lost time status is to contact his supervisor a minimum of once a week (not including weekends and holidays), to update the supervisor on his/her condition.
2. The injured employee in lost time status may be required to return all City owned equipment to his/her supervisor.
3. Once the employee has been released to return to work, he/she will notify the supervisor immediately. Failing to do so may subject the employee to discipline.

4. The injured employee will not accumulate leave or sick time while in lost time status. Helen to research.
5. Lost time due to a workplace injury will count toward the employee's Family and Medical Leave Act (FMLA) entitlement.

9.4 FAMILY/MEDICAL LEAVE

The Family/Medical Leave Policy of the City of High Springs provides eligible employees up to twelve (12) weeks of leave per calendar year for specified family and medical reasons, in accordance with the Family Medical Leave Act (FMLA). Helen-will research eligibility period.

9.5 SAFETY PROGRAM

The City of High Springs is interested in the safety and well being of every employee and the general public. It is the intent of the City to provide safe equipment, procedures, and surroundings for all employees. The City Manager shall be responsible for establishing and maintaining a comprehensive safety program.

SECTION 10 CODE OF CONDUCT

10.1 Code of Ethical Standards

A. Declaration of Policy:
To encourage employees to conscientiously maintain acceptably high ethical standards, the voters of Florida in 1976 approved Article II, Section 8, of the Florida Constitution entitled "Ethics in Government". In addition, the Florida Legislature enacted Florida Statutes Chapter 112, Part III, entitled "Code of Ethics for Public Officers and Employees". These provisions are general in nature and the Commission on Ethics, authorized by Section 8 of the Constitution and created by Florida Statutes, Chapter 112, encourages political subdivisions including municipalities to adopt ethical standards tailored to their particular needs. In accordance with these statutes and constitutional provisions, the City of High Springs hereby adopts this Code of Ethical Standards. Since it is neither desirable nor possible to list all possible activities that could result in a breach of the public trust, this code serves as a guideline and statement of policy. Each employee bears a personal responsibility for assessing his or her own compliance with these policies and procedures. The ethical connotations of every action shall be considered carefully and be directed toward enhancement rather than erosion of the public trust.

B. Administration of the Code of Ethics:
Where a question arises concerning whether or not any activity conforms to this Code of Ethics, the City Manager shall decide the question.

C. Fair and Equal Treatment:
Every employee must treat all citizens with courtesy, impartiality, fairness and equality under the law. No employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

D. Use of City Resources:
Use of City resources for other than City business is prohibited. Using City personnel, vehicles, equipment, material or funds (including expense accounts) for other than legitimate City business is prohibited and such prohibited use is considered a breach of ethics.

E. Conflict of Interest:
No employee shall solicit or accept free or discounted goods, services, prizes, gifts, favors, accommodations, entertainment, discounted loans or anything else of value. This code must be read as proscribing the appearance of impropriety as well as actual conflicts of interest. No circumvention of this code is permitted by diverting free or discounted goods or services to family or associates of employees in order to avoid direct acceptance of gifts.

Exception: No breach of ethics is deemed to occur under the following circumstances:

i. Free or discounted goods, services, loans, premiums and gifts available to the general public are excepted. Discounts, loans, premiums or gifts offered to the general public or a representative group thereof (a representative public group shall not predominantly consist of public officers and employees) may be accepted by employees on the same terms as offered to the public, provided there is no evident intent to influence the decisions or performance standards of the employees in performing their official duties. (This exception is intended to permit participation in discounts offered to the public via coupons in newspapers and other publications, discount sales offered to the public, premiums and prizes offered certain open membership groups such as bank and credit cards and loans on terms offered to the public or to members of other credit unions, and the like, where no relationship exists between the official position of the recipient and the discounted goods or services received).

ii. Restricted exception to food and drink at meetings and public gatherings. Food and drink may be accepted infrequently by employees without breach of ethics providing there is no evident intent to influence official decisions or performance standards. (This exception is intended to permit attendance at breakfast, lunch and dinner meetings of organizations and committees and the like

where the food is largely incidental to the occasion and expenditures per guest by the host are nominal).

iii. Promotional materials of inconsequential value are excepted. No breach of ethics occurs when the item accepted is unsolicited advertising promotional material or award and is of small resale value, such as a pen, pencil, note pad or calendar.

iv. Campaign contributions are excepted. No breach of ethics occurs when a campaign contribution is accepted and publicly reported in accordance with the applicable election laws.

v. Incentive and merit awards are excepted. If the City or any department, with the approval of the City Manager, offers or gives an award, prize, premium or such, no breach of ethics occurs when an employee accepts.

vi. Certain de minimis uses within the meaning set forth in the Internal Revenue Code.

F. Gratuities in General: Discretion and caution are recommended.
In accepting even nominal gifts, treats or benefits of any kind, all employees shall carefully refrain from incurring obligations expressed, implied or reasonably presumable by others. Therefore, ordinary discretion suggests a polite but firm refusal of even minor largess (including food or drink) from those having business relationships with the City, or from those who may be affected by the professional judgment and job performance of the gift recipient. This paragraph does not intend to inhibit normal gift giving among family and friends on festive occasions. It does aim to discourage business oriented or other gifts with even the subtlest connotations of reciprocal obligations that could be fulfilled with preferential treatment.

G. Contracts with the City:
Except for publicly recorded salary and benefits, no employee may receive any additional personal financial benefit (income, goods or service, or increase in equity or other value) from any transaction of the City, including contracts for construction and transactions for the sale or purchase of goods, services or real estate, except those indirect and incidental public benefits and conveniences accruing to all citizens under similar circumstances.

H. Policy or Legislative Matters Before the City Commission:
Any employee who has a financial or other private interest in any matter before the City Commission requiring a decision and vote by the Commission or who contributes to the preparation, presentation or discussion of an official report or recommendation to the City Commission affecting such financial or other private interest shall disclose at the appropriate public meeting, orally or in writing, duly recorded in the minutes thereof, the nature and extent of such interest. This disclosure shall be made prior to any vote by the City Commission.

I. Penalties:
Violation of the provisions of this policy may result in disciplinary action, up to and including discharge.

Creed for Public Employee:

A. The public employee feels that the public business is respectable, efficient and honorable and that it is as essential as private business.
B. The public employee realizes that loyalty is the foundation upon which the public service rests. He/she speaks well of and stands by the City whose wages support him/her.
C. The public employee is governed by high ideals in his/her public and private activities in order that he/she may merit the respect and confidence of people with whom he/she works, and the public, which he/she serves. He/she is careful to conduct himself/herself, both on duty and off, so as to reflect credit upon the City.
D. The public employee renders efficient service to the best of his/her ability, for efficiency begets public confidence and assures economical operation of municipal activities.
E. The public employee is resourceful and considers it his/her duty to improve himself/herself continually, to increase his/her output of work and to expand the scope of his/her usefulness.
F. The public employee has a thorough knowledge of his/her own job and possesses a profound respect for its importance.
G. The public employee is tolerant of the opinions and conduct of others. He/she has a full recognition of the rights and honest misunderstandings of the average citizen and of his/her fellow employees.
H. The public employee believes that a dual responsibility exists between him/her and the municipal government. Since the City is responsible for the payment of adequate wages, fair labor relation policies and job security, the obligation rests upon him/her to render honest, efficient and economical service in the performance of his/her duties.
I. The public employee is courteous, pleasant and tactful in his/her contacts with the public and fellow employees, for courtesy builds good will that money cannot purchase.
J. The public employee recognizes that the chief function of government is to serve the best interest of all persons all the time.

10.2 EMPLOYEE RESPONSIBILITY FOR PERSONNEL POLICIES

All employees are responsible for becoming aware of and familiar with the policies and procedures which govern their employment with the City.

All employees are expected to report immediately to their supervisor any and all suspected violations of these policies or of any City regulation. Failure to do so may subject the employee to disciplinary action.

10.3 Personal Conduct:

A. All persons employed by the City must remain constantly aware of the responsibility to the public and of the fact that they are representatives of the City. It is expected that conduct and appearance shall be commensurate with the position held. Employees will be respectful and courteous to the citizens of this community and others that they may come in contact with during the course of their duties.

B. City employees are frequently called upon to express opinions and to provide information concerning the City government its operations and its policies. Expressions of opinions shall be carefully weighed in the light of the probable effect and shall be based upon facts within the personal knowledge of the employee. A City employee is not deprived of the rights of citizenship which affords the right of free speech but shall be keenly aware of responsibilities and privileges as an employee of the City and understand that personal opinions will often be interpreted by others as representing the official position of the City.

C. Employees shall be informed concerning the policies and operations of City government. Such responsibilities increase with the importance of the position held. Admitting lack of knowledge concerning a question is far superior to an incorrect answer, but, if the situation requires it, the employee, under such circumstances, shall refer the questioner to the proper source of information or obtain actual facts and inform the person making the inquiry.

D. Employees are to refrain from repeating rumors and from creating dissension within the organization.

10.4 No Solicitation/Distribution:

Solicitation on City property causes employees to neglect their own work and interferes with the work of fellow employees. The following rules shall apply to solicitation or distribution of literature by employees on City property:

A. There shall be no solicitation during working time.

B. There shall be no distribution of literature during working time or any other time in any working area. "working time" means time designated for performing actual job duties, either by the person soliciting or distributing literature or the person being solicited or receiving literature.

C. Examples of "solicitation" include, but are not limited to, solicitations for magazines or periodical subscriptions, political contributions or membership in organizations. Examples of "distribution" include, but are not limited to, distribution of political literature, subscription forms or informational bulletins. Any such violation by an employee is grounds for disciplinary action, up to and including discharge.

D. Persons not employed by the City are forbidden from coming on City property to solicit or distribute material for any reason. All employees shall immediately report to their supervisor any solicitation or distribution of literature in violation of this rule by non-employees.

10.5 DISCLOSURE OF INFORMATION:

Information which is obtained in the course of official duties shall not be released by any employee unless the employee is charged with this responsibility as a part of his/her official duties. Employees may not, either directly or indirectly, use their official positions with the City or information obtained in connection with their employment for private gain or personal benefit.

10.6 OFFENSES OR VIOLATIONS OF LAW

Employees who are arrested, issued a criminal summons, issued a notice to appear, issued a criminal citation, or have their driver's license suspended, have an active warrant(s) or capiases against them, or are involved in a civil proceeding against the city will immediately notify their supervisor of the event and circumstances involved.

An employee in a driving position whose driver's license is revoked shall be terminated or, at the option of the City Manager, may be placed in a non-driving position under whatever conditions the City Manager considers appropriate, including disciplinary action.

An employee in a driving position whose driver's license is suspended shall be subject to disciplinary action, and if not terminated, may at the option of the City Manager, be placed in a non-driving position and shall not be allowed to hold a driving position until his/her driving record has not been charged with any additional points from the date of the suspension as follows:

Return to a driving position above shall be at the discretion of the City Manager.

10.7 PROMOTION OF PRIVATE BUSINESS

Employees are prohibited from promoting or conducting personal or private business for gain or personal benefit on City time or using City owned resources or equipment.

10.8 POLITICAL ACTIVITY RESTRICTIONS

It is the City's intent to promote more efficient public service by relieving public employees of political pressure and to protect against a clear, substantial, and direct threat to the efficiency, integrity, or morale of City employees, by regulating the political activities of its employees subject to city policies:

A. No City employee shall use his/her official authority or influence for the purpose of interfering with an election or a nomination of office or coercing or influencing another person's vote or affecting the result thereof.

B. No City employee shall directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his salary, or any money or anything else of value to any party, committee, organization, agency or person for political purposes. Contributions which are strictly voluntary in nature for political purposes, are permitted.

C. No City employee shall directly or indirectly coerce or attempt to coerce, command or advise any such officer or employee as to where he might purchase commodities or to interfere in any other way with the personal right of said officer or employee.

D. All employees retain the right to vote as they may choose and to express their opinions on all political subjects and candidates.

E. Employees may express opinions on candidates or issues and participate in political campaigns only during off duty hours. No employee can take part in any political campaign while on duty, or within any period of time during which the employee is expected to perform services for which the employee receives compensation from the city. Tom to research

F. The use of employee work time or equipment, supplies or funds to assist political parties or candidates for public offices is prohibited.

10.9 SEXUAL AND OTHER FORMS OF HARASSMENT

Statement of Policy

The City is committed to a collegial work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual and other forms of unlawful harassment. Therefore, the City expects that all relationships among persons in the office be businesslike and free of bias, prejudice and harassment. In keeping with this commitment, the City maintains a strict policy prohibiting harassment of employees based on race, color, sex, religion, national origin, age, handicap or other protected status by other employees, vendors, contractors or guests.

Sexual Harassment Defined

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined in the Equal Employment Opportunity Commission's Guidelines as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to the following if they are unwelcome to any employee exposed to the behavior: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes; innuendoes; advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting or obscene comments or gestures; display in the workplace of sexual suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature. This kind of behavior is unacceptable in the workplace and in any work-related setting outside the workplace such as during business trips and business-related social events.

It is also essential to understand that consenting romantic and sexual relationships between managers or supervisors in senior or supervisory positions and less-senior or lower-level employees, or between co-workers, may lead to unforeseen complications. The respect and trust accorded a more senior/supervisory person by a lower-level employee, as well as the position of the senior person to evaluate or otherwise supervise the lower-level person, could diminish the extent to which the lower-level employee feels free to choose whether or not to engage in such relationships. It is not the City's intention to attempt to legislate social behavior within the City. We do, however, recognize that encouraging and developing close social relationships, including dating, with employees makes any supervisor's job more difficult. Therefore, supervisors must refrain from dating and developing close romantic and/or sexual relationships with employees under their supervision. If a social relationship of this nature does develop the supervisor/subordinate role will be immediately resolved. The resolution may include transfer to another department or another option as deemed most appropriate by the City Manager and Department Director. This option may include discipline up to and including termination.

Individuals Covered Under the Policy

This policy applies to all applicants and employees whether related to conduct engaged in by fellow employees, supervisors, managers, or someone not directly connected to the City (e.g., an outside vendor, consultant, client, and volunteers).

Reporting an Incident of Harassment

The City encourages reporting all perceived incidents of harassment, regardless of the offender's identity or position. Individuals who believe they have been the victims of harassment shall discuss their concerns with either their immediate supervisor or the City Manager.

Complaint Procedure

The City strongly encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. Notifying the offender, however, is not a required first step. Any person who feels that he or she is being harassed must immediately report the offensive conduct to his or her direct supervisor. However, if the employee's direct supervisor is in any way involved in the alleged inappropriate behavior or is unavailable, the

employee should report the conduct directly to the City Manager. If the City Manager is involved in the behavior, immediately contact the Mayor. The complainant may also report the incident(s) to the EEOC.

Notification of Appropriate Staff

As noted above, individuals who believe they have been the victim of harassment or believe they have witnessed harassment shall discuss their concerns with either their immediate supervisor or the City Manager or designee. If a supervisor receives information regarding harassment, the supervisor is obligated to report it immediately to the City Manager or designee.

Timeliness in Reporting Harassment

The City encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, while no fixed reporting period had been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment.

Investigatory Process

Any reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the complaining employee, the alleged offender involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint and investigation will be handled with sensitivity and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigatory process.

Protection Against Retaliation

The City will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation shall be reported immediately in accordance with this policy and will be promptly investigated.

Responsive Action

Misconduct constituting harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and disciplinary actions such as warnings, reprimands, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments, or termination, as the City may believe appropriate under the circumstances. If the party to a complaint does not agree with its resolution that party may file written comments with the City Manager.

False Complaints

False and malicious complaints of harassment, as opposed to complaints which, even if erroneous, are made in good faith, may result in appropriate disciplinary action.

10.10 SMOKE FREE WORKPLACE

Employees will not smoke or use any tobacco products in any CITY vehicle or CITY building and will not smoke or use any tobacco product in any city, county, state or federal building where same is prohibited. Employees will not smoke, or in any way use smokeless tobacco products, when actively engaged in public contact work or when within 50 feet of an entrance or exit to any CITY building. Jim T to acquire Largo Policy

10.11 EMPLOYEES SERVING ON BOARDS AND COMMITTEES

Unless required by State Statute, City charter, or other applicable law, no employee shall serve as a member of any advisory, quasi legislative, quasi judicial, or administrative Board or Committee of the City.

City Boards and Committees carry out important functions which must be accomplished without bias, prejudice, or conflicts of interest, especially on matters affecting employees. Employees likewise provide valuable service to the City, and proper channels of communication exist for them to express their preferences and concerns. Employee membership on official boards and committees of the City tend to violate the organizational structure/chain of command, compromise the neutrality of city boards and committees, and detract from the employee's dedication and commitment to perform assigned duties.

SECTION 11 USE OF COMMUNICATION AND COMPUTER SYSTEMS

11.01 Policy Statement

This policy contains guidelines for the use, access, and disclosure of communications (including, among other things, telephone, mail, photocopiers, e-mail, voice mail, desk and laptop computers, pagers, mobile phones, faxes or facsimiles, internet and intranet) sent or received by employees using any City provided communication or computer systems (systems).

11.02 Confidentiality and Acceptable Systems Usage

A. The City systems are intended for City business only. All information transmitted or stored in City systems is the sole and exclusive property of the City. Such information may not be disclosed to any person outside City government nor may any such information be removed from City premises without the express permission of the City Clerk and pursuant to public record laws. Employees are strictly prohibited without prior authorization from accessing, reading and

copying data or information stored in the systems and from accessing, reading and copying communications not directed to them. All systems messages are City of High Springs records. No message or communication is private.

B. Our computer, telephone, and communication hardware and software systems have been installed and are used to facilitate business communications. Although each employee has an individual password to access these systems, they belong to the City and the contents of all communications are accessible by management for any business purpose. The City reserves the right to monitor, and will periodically monitor, its systems in order to ensure compliance with this Policy. Employees are strictly prohibited from placing personal passwords on any City system for the purpose of preventing such monitoring. Employees should not consider any materials transmitted or stored in City systems to be private.

11.03 Personal Use of the City Communication and Computer Systems

A. General Usage

Because personal communications can be accessed without prior notice, employees should not use City systems to transmit any messages, or to access any information, which they would not want a third party to see. Although incidental and occasional personal use of City systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times restricted to de minimis use in accessing or downloading information from the Internet for personal use.

B. Telephone Usage

The Telephone Systems (including voicemail, wireless and air cards) at the City are the property of the City and are provided for business purposes only unless an emergency situation occurs. The City may periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees shall not consider conversations on the City telephone systems to be private.

C. Personal Mail

All mail which is delivered to the City is presumed to be related to City business. Mail sent to employees at the City may be opened prior to delivery to the employee(s) department. Employees that do not wish to have their correspondence handled in this manner should not have it delivered to the City.

11.04 Prohibited Use and Content of Communications

Employees may not use City Systems in any way that may be seen as insulting, disruptive, offensive or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to:

1. Conveying insensitive, improper, derogatory, insulting, threatening or harassing language or remarks, or sexually-explicit messages, cartoons, jokes, or other potentially offensive material.
2. Sending propositions, love letters or any other message that could be construed to be harassment or disparagement of others in violation of our policy against harassment.
3. Writing personal letters, resumes or other documents unrelated to City business;
4. Running computer games or other personal software or copy such software.
5. Using City Systems as a forum for gossip or personal communication.

This section or others set forth in this chapter are not intended to restrict or impede the use of the System as a part of a legal and authorized law enforcement or internal personnel investigation or inquiry.

11.05 Password and Encryption Key Security and Integrity

All Systems passwords and encryption keys must be available to the City at all times. Additionally, employees may not use passwords that are unknown to their supervisor, nor may they install encryption programs without first turning over encryption keys to their supervisor. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages.

11.06 Software, Personal Disks and Networking

Computer software, whether purchased, developed, or modified by the City, may not be downloaded, copied, reproduced, altered or appropriated by employees without prior City authorization. Any such computer software is the property of the City and may not be copied or appropriated by employees for personal use during employment with the City or upon separation. Employees shall be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights. Copyright infringement is punishable by fines and/or imprisonment.

11.07 Photocopier

The photocopier is acquired, maintained and operated at City expense. Use for other than City business is prohibited. A supervisor may approve occasional de minimis use.

11.08 Additional Security Requirements

A. Employees shall be aware that the Internet does not guarantee the privacy and confidentiality of transactions or e-mail transmissions. Therefore, sensitive material transferred over the Internet or e-mail may be at risk of detection by a third party. Employees must exercise caution and care when transferring such information.
B. Any authorized files or software that are downloaded from the Internet or acquired from outside sources, including any files that have been accessed or manipulated on home computers or received as attachments to e-mail, must be scanned with a virus detection software before

installation, execution or use of the file or software on to any City computers. All appropriate precautions shall be taken to detect a virus and, if necessary, prevent its spread.
C. Alternative Internet Service Provider connections to the City internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).
D. Employees shall notify their immediate supervisor upon learning of violations of this policy. Violations could result in discipline up to and including termination.

11.09 Social Networking Sites

The City recognizes the use of social networking sites such as MySpace, Facebook, Twitter, or any other similar program has grown in popularity in recent years. The employee acknowledges and recognizes that the use of any website to post or distribute any information considered detrimental or harmful to the City, its employee, its citizens or any other person or entity is grounds for immediate termination. This includes all postings that are made, including those both during and after normal work hours. Examples of such inappropriate postings include photographs of the employee and other employees engaged in sexual activity, under the influence of alcohol or drugs, or engaged in other unbecoming behavior; comments reflecting negatively about the City, peers, supervisors, leadership or others; and all other content that opposes the mission and purpose of the City. Jim to have Leonard D. look at this policy.

Section 12 DISCIPLINARY ACTION

12.01 Administration

A. It is the intent of the City of High Springs to follow a policy of progressive discipline for employees and supervisors that emphasizes personal choices that lead to good decision making and accountability. However, the City recognizes that each instance differs in many respects from somewhat similar situations and the City retains the right to treat each occurrence as an individual event without creating a precedent for other cases which may arise in the future. While it is the City's intent to normally follow progressive discipline, some conduct or behavior by its nature may warrant immediate dismissal.

B. Coaching and counseling are the expected methods for supervisors to use in discussing a problem with an employee in the areas of work performance, conduct, safety or work habits.

C. The objective of such counseling and coaching is to help an employee recognize that a problem exists, to develop effective solutions to the problem, while, at the same time, reinforcing and building the employee's commitment to the City.

12.02 TYPES OF OFFENSES

There are two (2) groups of example offenses for which employees may be disciplined up to and including termination and the guidelines for recommended penalties for those examples for

unacceptable conduct are set forth below. Nothing herein shall be construed to limit disciplinary action to the sample offenses enumerated below, and suspension without pay, demotion or termination may be for any just cause as determined by the City Manager.

This paragraph provides recommended, but not mandatory penalties to apply to the specific example offenses listed here; however, the penalty utilized shall be discretionary with management in all matters of discipline and nothing herein shall require that a particular form of discipline be utilized in any case prior to the utilization of another form of discipline.

GROUP 1 OFFENSES

First Offense – Verbal or Written Reprimand
Second Offense – Up to ten (10) days suspension without pay
Third Offense – Up to and including termination

1. Not performing or refusal to perform assigned tasks, wasting time or leaving assigned work area during working hours without permission.

2. Taking more than allowable times for meal or rest periods.

3. Unacceptable productivity or incompetency.

4. Sleeping on the job unless authorized to do so.

5. Reporting to work or working while unfit for duty, either mentally or physically, unless the condition is a legally recognized disability in which case the matter will be dealt with in accordance with applicable law.

6. Violating a safety rule or practice or not wearing required safety clothing or equipment.

7. Engaging in horseplay, scuffling, wrestling, throwing things, malicious mischief, distracting the work of others, catcalls, or other disorderly conduct.

8. Failure to report the loss of City equipment or other City property entrusted to the employee's custody.

9. Failure to keep the City and department notified of the employee's current proper address and telephone number.

10. Gambling or engaging in any other game of chance in any fashion that brings disrepute upon the City.

11. Violation of published City or departmental policies, rules, standards, orders, operating procedures or regulations.

12. Unexcused tardiness or absence.

13. Failure to report an on-the-job accident or personal injury.

14. Violation of the Code of Conduct.

GROUP II OFFENSES

First Offense – Up to and including termination

1. Conviction of a criminal offense.

2. Excessive tardiness and/or absenteeism.

3. Abuse of leave privileges.

4. Use of official position for personal advantage.

5. Deliberately or negligently misusing, destroying, losing or damaging any City property or property of an employee.

6. Falsification of personnel, City, or Departmental records, including employment applications, accident records, work records, purchase orders, time sheets, or any other report, record, or document.

7. Making false claims or intentional misrepresentation in an attempt to obtain sickness or accident benefits, workers' compensation, or any other benefit.

8. Insubordination or the refusal to perform work assigned, or to comply with written or verbal instructions of a supervisor.

9. Unless authorized, the use, possession or display of firearms, explosives, or weapons on or in City property. Tom to look up.

10. Removal or theft of City property or any employee's property from City locations without proper authorization.

11. Failure to return at the end of an authorized leave of absence.

12. Concerted curtailment, restriction of production, or interference with work in or about the City's work stations including, but not limited to, instigating, leading, or participating in any walkout, strike, sit down, stand-in, slowdown, or refusal to return to work at the scheduled time for the scheduled shift.

13. Absent without permission or leave (AWOL).

14. Acceptance of a gift, service, or anything of value in the performance of duty or under any other circumstances where the employee knew or should have known it was given with an expectancy of obtaining a service or favored treatment.

15. Possession, use, sale, attempt to sell, or procure illegal controlled substances at any time whether on or off City property or whether on or off duty; and possession, use, sale or attempt to sell or procure alcoholic beverages while on duty, on City property, or while operating or riding in or on City equipment.

16. Refusal to fully and truthfully cooperate in an investigation conducted by or at the direction of the City.

17. On or off the job conduct which adversely affects the ability of the employee to perform his duties and/or adversely affects the efficient operation of the City government or any department, division, or area of City government.

18. Discourteous, insulting, abusive, or inflammatory language or conduct toward the public or co-workers.

19. Improper racial or sexual comments, harassment or acts directed to any City employee or the general public.

20. Threatening, intimidating, coercing or interfering with, fellow employees or supervisors at any time.

21. Provoking or instigating a fight or fighting while on duty.

22. Unauthorized personal use of the exempt tax number for any reason.

23. Accepting a bribe or gratuity, committing an illegal act or accepting a gratuity while performing the normal duties as a City employee.

24. Failure to report in writing an offer of a bribe or gratuity to permit an illegal act.

25. Communicating or imparting confidential information either in writing or verbally to any unauthorized person.

26. Failure to possess and maintain a current and valid state motor vehicle operator's license, if driving a vehicle is required by the City as an essential part of the employee's job.

27. Failure to report a DUI or license suspension when the employee drives a vehicle as a condition of their normal job.

28. Loss of a license or certification required by the City, the State, or other entity to perform the job for which the employee is assigned.

The above list does not include all of the reasons for which an employee may be subjected to disciplinary action, but as stated earlier, is intended to provide examples of inappropriate conduct.

12.03 Disciplinary Action:

A. An employee may be given an oral warning/counseling, written warning, demotion, suspension or may be terminated when the employee's work or misconduct so warrants.

B. In all cases the employee shall be notified of the action taken and the effective date of the action.

C. Employees may be disciplined for actions including, but not limited to, violations of the Code of Conduct contained in these rules. In addition to the general offenses listed, infraction of departmental directives or rules and regulations will subject the employee to disciplinary action.

D. Where disciplinary action may result in demotion, reduction in pay, suspension or dismissal, the Department Director/Supervisor shall first notify the City Manager before taking action.

12.04 Types of Discipline

The following shall serve as a guide in aiding supervisors and employees in the disciplinary process:

A. Oral Warning/Counseling

Whenever an employee's performance, attitude, work habits, or personal conduct at any time falls below a desirable level, supervisors shall inform the employee promptly and specifically of such lapses and give counsel and assistance. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary measures.

This type of discipline shall be applied to an infraction of a relatively minor degree or to situations where the employee's performance needs to be discussed. The oral instruction shall be given in private. The employee shall be informed that the supervisor is ensuring an oral instruction, that the employee is given an opportunity to correct the condition and that, if the condition is not corrected, the employee may be subject to more severe disciplinary action. This puts the employee on formal notice that he/she is not meeting standards.

B. Written Reprimand

In situations where an oral warning/counseling has not resulted in the expected improvement, a written reprimand may be issued defining the nature of the infraction under the rules.

This reprimand will be issued in the event the employee continues to disregard an oral instruction and repeats the offense or for first time violations of a more serious nature. The notice shall state the nature of the infraction in detail and what corrective action must be taken by the employee to avoid further discipline. Written reprimands must be issued within a reasonable time after the occurrence of the violation claimed by the supervisor unless there is cause for a reasonable delay due to employee or supervisor unavailability. The written reprimand will be given to the employee and a copy shall be placed in the employee's personnel file. The employee's immediate supervisor usually initiates a written reprimand.

A written reprimand documents what employee actions are not acceptable and what changes in performance or demeanor are expected. It is used when a serious problem occurs or a problem is made serious by reoccurrences. The employee will sign this form acknowledging understanding and willingness to comply with the proper policies and procedures. Any failure to sign will be noted and both documents filed appropriately. A copy of the form will be given to the employee and a copy placed in his/her personnel file. An employee reprimand is not grievable; however, a rebuttal from the employee may be attached to the employee reprimand.

C. Demotion

Any Department Director, with the approval of the city manager, may demote an employee to a lower pay grade with a decrease in salary and job responsibilities, as appropriate, for such time as is necessary to correct deficiencies in job performance or job qualifications. The duration of such demotion and reduction in pay and responsibilities may be temporary or permanent, as appropriate under the circumstances. A permanently demoted employee is entitled to advance under the pay plan as any other employee based upon job performance.

D. Suspension

A Department Director may recommend suspension for an employee without pay for violation of department rules or other disciplinary reasons. All suspensions must be in writing by the Department Director in accordance with administrative policies.

The length of suspension without pay may vary according to the severity of the incident and will be determined by the Department Director in a recommendation to the City Manager based on the facts of the case. This form shall be signed by the employee acknowledging receipt of a copy. Any failure to sign will be noted and both documents filed appropriately.

E. Terminations

1. Voluntary Terminations (Resignation)

Employees who wish to depart the City service in good standing shall file with the Department Director a written resignation stating the reasons for voluntarily terminating and giving the date of termination. Unless waived by the City, employees shall give a minimum of two weeks written notice in order to resign from City service in good standing. Failure to comply with this provision may be cause for denying such employee future employment with the City and may cause loss of leave payouts. Vacation time shall not be considered to be a part of this notification period.

2. Involuntary Terminations

Employees who are involuntarily terminated from the City shall be given written notice of their termination by the Department Director in accordance with administrative policies promulgated by the City Manager.

Any employee may seek review of termination under this section by proceeding directly to step 3 of the grievance procedures.

a. Layoffs

The City Manager or designated Department Director may lay off any employee of the City whenever such action becomes necessary by reason of a shortage of work or funds, the abolishment of a position or other changes in organization.

12.05 PREDETERMINATION HEARING

An employee will be offered a pre-determination hearing prior to termination. All such decisions must have the concurrence of the City Manager.

Prior to any involuntary termination of employment, the affected employee will receive written notice of proposed action, which shall include a statement of the reasons for such action. The affected employee will thereafter have the opportunity to respond in writing to the proposed action and the reason therefore, and to respond orally to such matters before the person having the responsibility for making the decision.

Following completion of the pre-determination hearing and concurrence of the City Manager, the person responsible for the decision will notify the affected employee in writing of the decision.

12.06 Name Clearing Hearing:

When a non-permanent City employee (e.g., part-time, temporary, probationary) is terminated and the employee contends that in relation to the termination, false statements that are damaging to the employees reputation have been made public, the employee will have an opportunity to clear his/her name by responding to the statements. These procedures will not serve as an appeal of any disciplinary action or to gain reinstatement.

12.07. Absences

No employee, temporary or regular, may absent himself from his job without notifying the immediate supervisor in accordance with City policies. Failure to comply with this requirement may result in disciplinary action. Failure to notify the immediate supervisor of absence for three consecutive working days shall constitute a voluntary termination without appropriate notice effective the last day worked.

12.08 Exit Interviews

It is the policy of the City to determine why employees leave the City. An exit interview will be scheduled by the City Manager for the purpose of determining the cause and possible solutions to turnover of City personnel.

SECTION 13 Grievance Policy

13.01 Policy

All employees serve at the will and pleasure of the City throughout the course of their employment and may be terminated at any time, with or without cause. The City, nevertheless, wishes to alleviate employee concern about arbitrary termination or discipline. While recognizing that all employees of the City are at will and can be separated with or without cause, this grievance procedure is nonetheless established to provide full opportunity to an employee to bring a disciplinary matter that he or she may have to the attention of management.

The City will try to resolve problems as they arise. However, it is recognized that grievances may arise. The submission of a grievance by an employee shall not adversely affect the employee or his/her employment with the City. Newly hired probationary employees have no right to file a grievance in connection with a discharge or other discipline imposed during his or her probationary period, except a name clearing hearing for discipline of a stigmatizing nature. Oral warnings are also not subject to the grievance process. Accordingly, and in the interest of fostering good labor relations, any regular City employee who is discharged for misconduct or otherwise disciplined may question the discharge or other disciplinary action through the grievance procedure.

13.02 Definition of a Grievance

A grievance is any disciplinary dispute or conflict between the aggrieved employee and other party(s) involved in a conflict that does not include matters regulated by federal, state or municipal law. Grievances handled under this procedure shall be restricted to matters in which the designated city administrator has the authority and discretion to resolve.

13.03 Procedure for filing a Grievance

An employee may file a grievance to register a complaint, to solve a problem, to redress an alleged wrong, or to modify or question any disciplinary action including, but not limited to, suspension or dismissal. Oral warnings are not subject to this process. In order to assure every employee a method in which he/she can get a particular grievance considered rapidly, fairly and without reprisal, the following steps are provided:

Step 1

The employee shall orally discuss and explain the grievance with the immediate supervisor who may call higher-level supervision into the discussion in an effort to achieve a prompt and satisfactory resolution. The immediate supervisor will make a decision and notify the employee within five (5) business days after the discussion with the employee. The employee must initiate step 1 within five (5) business days after the effective date of the action or event being questioned.

Step 2

If the employee feels that the matter has not been settled or adjusted satisfactorily by the immediate supervisor, the matter may be submitted in writing to the Department Director within five (5) business days of the employee receiving notice of the supervisor's decision. Within five (5) business days after receiving the written grievance, the Department Director must reply to the grievance in writing.

Step 3

If the grievance is not resolved to the satisfaction of the employee by the decision of the Department Director, the employee may submit the issue, in writing to the City Manager within five (5) business days after the Step 2 written answer is received or termination pursuant City policy. The City Manager may, at his/her discretion, schedule a supplementary meeting with the employee and/or Department Director. The employee will be notified in writing within five (5) business days of the decision of the City Manager, unless the time is extended pursuant to 12.04. The City Manager may seek the counsel of any other City official or employee for information, interpretations, comments and guidance in arriving at a fair, equitable and just decision of the issue for both the employee and the City. The decision of the City Manager in this grievance procedure shall be final and binding, unless otherwise provided for in labor agreements.

13.04 General Provisions of Grievance Procedures

The time limits of this grievance procedure may be extended by the City Manager due to illness, vacations, business trips, emergency or other reasonable cause. If an extension is required, the employee will be notified. Under this grievance procedure, the employee and the City have the opportunity to call witnesses and be represented by legal council. If the grieving employee's immediate supervisor is a Department Director, the procedure shall follow the procedure outlined above, omitting step 2. In cases where a grievance involves a Department Director, said grievance shall proceed directly to Step 3.

Any grievance not submitted and processed by an employee within the time limits provided above shall be considered abandoned and barred for all purposes. Any grievance not answered by the City within the time limits provided above shall be considered denied. The employee may then proceed to the next step.

The aggrieved employee and any other employee(s) required to participate in a grievance hearing during their scheduled working hours shall be compensated at their regular rate of pay; however, no compensation shall be made for participation during an employee's non-work hours.

An employee electing to use this grievance procedure expressly waives any further statutory, constitutional, or common law right to pursue a matter being grieved in any other form to the extent permitted by law.

Decisions shall not be construed to be precedent setting in any other case(s).

SECTION 14 Guns, Weapons and Dangerous Materials

It is City policy to strictly prohibit any employee, vendor or member of the public from carrying any sort of weapon or dangerous device into our offices or workplace areas. Employees are permitted to bring legal weapons in their vehicles into our parking lots if they remain locked and secured within such vehicle and the employee maintains a current and legal permit to carry the weapon. Such legal weapons may not be used for any inappropriate or illegal use. No material, whether liquid, solid, gas or combination, which can or does cause harm to person or property shall be brought on or near City property by any employee. Any violation of this policy will result in immediate termination of such employee as well as other legal action, including criminal prosecution, when appropriate. Tom to research

SECTION 15 Drug Free Workplace Policy

15.01 Purpose

The City holds the safety and health of its employees and the public in highest regard. Employees are expected and required to report to work on time and in appropriate mental and

physical condition. In addition, public employees are entrusted with public resources and by the nature of their jobs affect the health, safety and welfare of citizens.

Drug and alcohol abuse is a tremendous problem in our society from a legal, economic, social, medical, political and managerial perspective. Substance abuse results in increased absenteeism, tardiness, on-the-job accidents and is a potential danger to fellow employees and the public. In accordance with the Federal Drug-Free Workplace Act of 1988, unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drug, or use of alcoholic beverages is prohibited.

In order to comply with the Drug-Free Workplace requirements, the City has established a drug free workplace policy. Action will be taken against employees for violation of such policy.

15.02 Policy

It is a standard of conduct that no City employee shall report to work with the presence of illegal drugs or alcohol in his or her body. It is also a violation of City policy for any employee to possess, sell, trade, or offer for sale illegal drugs or drug paraphernalia, or otherwise engage in the use of alcohol, intoxicants, illegal drugs on the job, on City property, or in City vehicles. The off-duty manufacture, possession, use, purchase, or distribution of illegal drugs or mind-altering or controlled substances is also prohibited. Nothing in this policy precludes the appropriate use of legally prescribed medications. However, it is a violation of City policy for any employee to use prescription drugs illegally or to misuse or abuse such drugs. If you are taking prescription or nonprescription drugs which could affect your ability to perform your job in a safe and efficient manner, you must notify your supervisor of this fact when you report to work. It is the employee's responsibility to determine and know the effect of any legal drugs he or she ingests.

This policy is implemented pursuant to the drug-free workplace program requirements under Florida Statute 440.102 and Administrative Rule 59A-24 of the State of Florida Agency for Health Care Administration. Any employee determined to be in violation of this policy is subject to disciplinary action, up to and including termination, even for the first offense.

15.03 Definitions

A. "Legal Drug" – Prescribed drug or over-the-counter drug which has been legally obtained and is being used solely for the purpose for which it was prescribed or manufactured.

B. "Illegal Drug" – Any drug which is not legally obtainable, which may be legally obtainable but has not been legally obtained, or which is being used in a manner or for a purpose other than as prescribed or manufactured.

15.04 Drug Testing

A. Applicants

All job applicants will undergo alcohol and illegal drug testing as a condition for employment. Any applicant with a positive test result will be denied employment for a period of twelve (12) months. Any applicant who refuses drug and alcohol testing will not be considered for employment.

B. Employees

The City will maintain screening practices to identify employees who use illegal drugs or abuse alcohol, either on or off the job. It is a condition of employment for all employees to submit to a drug screen as follows:

1. When involved in, causing, or contributing to an accident while at work, while on City property, or while in a City vehicle. "Accident" includes injury to person(s) and/or damage to vehicles, equipment or property (As defined by City drug testing matrix).
2. When there is reasonable suspicion to believe an employee is using or has used illegal drugs or is abusing or has abused alcohol. Circumstances that are considered reasonably suspicious include:

    a. Direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
    b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
    c. A report of drug use provided by a reliable and credible source and independently corroborated.
    d. Evidence that an employee has tampered with a drug test during his or her employment with the City.
    e. Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on City premises or while operating a City vehicle, machinery or equipment.
3. As a follow-up to an employee assistance or drug rehabilitation program. Testing will be conducted at least once a year for a two-year period after completion of the program. Advance notice of a follow-up testing date will not be given.
4. At other times and under such circumstances as deemed appropriate by the City or current state and/or federal standards. Employees will be given adequate notice of any addition/change/deletion in the City's drug testing requirements.

Any employee who refuses substance testing will be terminated and forfeit workers compensation medical and indemnity benefits. The City will be responsible for determining the local facility to be used as the collection site. Upon notification the employee must report to the collection site with a valid picture ID. If the collection site staff discovers that the employee has not followed collection procedures or has altered

the specimen in any way, the employee is in violation of this policy. Employees or job applicants may confidentially report to the City's medical review officer the use of prescription or nonprescription medications both before and after being tested.

Employees or job applicants who receive a positive confirmed test result will be notified in writing. The employee may obtain the results of a screen by contacting the City Manager's Office.

15.05 Drugs Tested For

The City may test, but is not limited to, any or all of the following:

Drugs Trade or Common Name

Alcohol- Liquor, Beer, Wine, Booze
Amphetamines Biphetamine, Desoxyn, Dexedrine
Cannabinoids (THC) - Marijuana, Pot, Grass
Cocaine-Coke, Flake, Snow, Crack
Phencyclidine HCI-PCP, Angel Dust
Methaqualone HCI-Quaalude
Opiates- Paregoric, Morphine, Tylenol with Codeine
Barbiturates Phenobarbital, Amytal, Nembutal, Seconal
Benzodiazepines Librium, Valium, Halcion, Restoril
Synthetic Narcotics Methadone-Polophine, Methadose Propoxyphene, Darvocet, Darvon-N, Dolene

15.06 Over-The-Counter and Prescription Drugs Which Could Alter or Affect Drug Test(s) Results

This information is a notice of the possible influence that prescription drugs, over the counter and other controlled substances, may have on the outcome of a drug test. If necessary, any question about the outcome of a drug test will be addressed by a licensed physician. It is always the responsibility of the employee to know the content and effect of any substance ingested.

Alcohol - All liquid medication containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example: Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contact Severe Cold Formula Night Strength is 25% (50 proof); Listerine is 26.9% (54 proof).

Amphetamines-Obetrol, Biphetamine, Desoxyn, Didrex, Ionamine, Fastin.

Cannabinoids-Marinol (Dronabinol, THC).

Cocaine -Cocaine HCL topical solution (Roxznne).

Phencyclidine Not legal by prescription.

Methaqualone Not legal by prescription.

Opiates Paregoric, Parapectolin, Donnagel PG, Morphine, Tylenol with Codeine, Emprin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.

Barbiturates Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Florinal, Fioricet, Esgic, Butisol, Mebral, Butabarbital, Butalbital, Phenrinin, Triad, etc.

Benzodiazepines Ativan, Azene, Clonopin, Dalmine, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax.

Methadone Dolophine, Metadose.

Propoxyphene Darvocet, Darvon N, Dolene, etc.

This is not an exhaustive list of substances that may affect a drug test.

15.07 Challenges to Test Results

Employees or job applicants who receive a positive confirmed test result may contest or explain the result to the City's medical review officer (MRO) within five (5) working days after receiving written notification of the test result. (contact information available in the City Manager's Office) If the explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the City. Within five (5) working days after receiving the notice of a positive test result, an employee or job applicant may also submit information to the City explaining or contesting the test result and why the result does not constitute a violation of this policy. If the individual's explanation or challenge of the positive test result is unsatisfactory to the City, a written response as to why the explanation is unsatisfactory, along with the report of positive result, will be provided to the employee or applicant.

All such documentation shall be kept confidential pursuant to the confidentiality provisions outlined below, and shall be maintained by the City for at least one (1) year. The employee also has the right, within 180 days of the employee's challenge to the drug test result, to have the original specimen retested at another Agency for Health Care Administration certified laboratory. Arrangements and cost will be the employee's responsibility. An employee or job applicant may undertake an administrative challenge by filing a claim for benefits with a Judge of Compensation Claims pursuant to Chapter 440, Florida Statutes, or, if no workplace injury has occurred, the employee may challenge the test result in a court of competent jurisdiction. When an employee undertakes a challenge to the result of a test, it shall be the employee's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is settled.

15.08 Employee Assistance Program

The City does not maintain an Employee Assistance Program (EAP). The City does not maintain a list of providers of assistance relating to alcohol and drug abuse, mental health, and family problems that employees may access without City involvement. The employee may contact the City's health care provider for available services. The employee is responsible for the full cost of these services. Conscientious efforts to seek such help will not jeopardize the employee's job if they have not previously tested positive for alcohol or drug use.

It is the employee's responsibility to seek assistance from an assistance program before alcohol and drug problems lead to disciplinary action. The employee may be granted leave with a conditional return to work, depending on successful completion of the agreed upon treatment regimen, including follow-up testing.

15.09 Grounds for Termination or Discipline

The following are considered violations of the City's drug free workplace policy and are subject to discipline, including termination and loss of Workers Compensation benefits, even for the first offense:

A. Violation of any aspect of the City drug and alcohol policy
B. Refusing to take a City required drug or alcohol test
C. Failing a City required drug or alcohol test (a positive test result)
D. Bringing illegal drugs or alcohol onto City premises or property or in City vehicles
E. Possessing illegal drugs or drug paraphernalia
F. Using, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug while on City business or at any time during the workday, whether on City property or not;
G. Being under the influence of alcoholic beverages or illegal drugs at any time while on City business or at any time during the workday, whether on City property or not (including City vehicles). An employee shall be determined to be under the influence of alcohol if the employee's normal faculties are impaired due to the consumption of alcohol or if the employee has a blood-alcohol level of .04 or higher (.02 or higher below age 21). Additionally, a violation of these policies may be reason for referral for prosecution consistent with local, state or federal criminal law. Disciplinary action against an employee by the City does not preclude the possibility of criminal charges against the individual. The filing of criminal charges similarly does not preclude action by the City.

15.10 Other Employee Responsibilities

Each employee shares responsibility for maintaining a safe work environment and shall report co-workers who use alcohol or other drugs in the workplace. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug

statute for violations occurring on or off City premises while conducting City business. A report of a conviction must be made within five (5) days after the conviction.

15.11 Confidentiality

City administration will handle all information, interviews, reports, statement memoranda and drug-test results, written or otherwise, received pursuant to our drug-testing program as confidential communications. Under no circumstances will the results of an employee test be discussed with anyone except for personnel or legal counsel authorized to deal with this confidential information and in accordance with this policy or in determining compensability under chapter 440, F.S. (Workers Compensation).

Should an employee fail a drug test, his/her supervisor will be told the employee did not successfully complete the drug and alcohol test, but will not be told the cause of the failure to pass the test.

An employee has the right to appeal any disciplinary decisions resulting from a verified positive drug or alcohol test in accordance with the City Grievance Policy.

15.12 Medical Review Officer

Employees and applicants have the right to consult the City medical review officer (MRO) for technical information regarding prescription and nonprescription medication. The MRO will be designated by the City Manager's Office.

15.13 **DRUG TESTING MATRIX**

Type of Incident	No Injuries	Employee Injured	Citizen Injured
Traffic crash with no damage.	**No**	**N/A**	**N/A**
Traffic crash with employee driving. Damages at or over $100.	**Yes**	**N/A**	**N/A**
Traffic Crash w/employee not driving. Damages over $100.	**Yes**	**N/A**	**N/A**
Traffic crash w/injuries. Employee not driving.	**N/A**	**Yes**	**Yes**
Traffic crash with injuries. Employee driving.	**N/A**	**Yes**	**Yes**
Employee injured on duty. Medical assistance required.	**N/A**	**Yes**	**N/A**

Employee injured on duty. No medical assistance needed (to be determined by supervisor).	**N/A**	**No**	**N/A**
City equipment damaged by employee. Damage over $100.	**Yes**	**N/A**	**N/A**
Property damaged by employee. Damage over $100.	**Yes**	**N/A**	**N/A**
Citizen injured by employee. Medical attention required.	**N/A**	**N/A**	**Yes**
Citizen injured by employee. No medical attention required.	**N/A**	**N/A**	**N/A**
Employee injured by citizen.	**N/A**	**Yes**	**N/A**
Employee under the influence. Reasonable suspicion.	**Yes**	**N/A**	**N/A**
Animal bite.	**No**	**Yes**	**N/A**
Pre-employment drug test.	**Yes**	**N/A**	**N/A**
Use of Deadly Force.	**Yes**	**Yes**	**Yes**
Pursuit resulting in crash with damages less than $100.	**No**	**Yes**	**Yes**

SECTION 16 BLOODBORNE PATHOGEN PROTECTION

The purpose of this policy is eliminate or minimize occupational exposure to blood and other potentially infectious materials which could result in exposure and transmission of hepatitis B virus (HBV), the human immunodeficiency virus (HIV), or other potentially dangerous pathogens to the City employees who may incur occupational exposure to such pathogens in the performance of their duties.

The City reserves the right to change this policy at any future time. A current copy of the "City of High Springs Bloodborne Pathogen Policy and Exposure Control Plan" shall be maintained by the City Manager and a copy of said policy shall be attached hereto and incorporated herein as "APPENDIX A."

SECTION 17 POLICE DEPARTMENT WRITTEN DIRETIVES

The policies and procedures governing City police department employees are contained in the City of High Springs Police Department's written directives. The bargaining agreements between the City of High Springs and the authorized collective bargaining agent are contained in the Agreement between City of High Springs and the bargaining agent.

SECTION 18 FIRE DEPARTMENT PERSONNEL POLICY

The personnel policies and procedures governing the City fire department employees and volunteers are contained in the City of High Springs Fire Department's Personnel Policy Manual.

APPROVED AND ADOPTED BY THE CITY COMMISSION OF HIGH SPRINGS BY RESOLUTION 2011-_____, THIS _____ DAY OF _____, 2011.

_____
Larry L. Travis, Mayor

Attest:

_____
Jenny L. Parham,
City Manager

City of High Springs
110 NW 1st Avenue
High Springs, Florida 32643

Telephone (386) 454-1416 x 6
Facsimile: (386) 454-2126
Web: www.highsprings.us

OFFICE OF THE CITY MANAGER

TO: Commissioners

FROM: Ed Booth
City Manager

DATE: 11/13/2014

RE: Waldo Police Department Vehicles

The following are vehicles from the Waldo Police Department that I feel would be a good fit at a reasonable price. The High Springs Police Department has $36,000 in their budget for a vehicle.

If the offer is accepted this would represent only a small amount over the Police Departments budget and the amount can be made up in fuel budgets.

- **2007 Chev Tahoe - Black -VIN: 1GNEC03007R375635 XD2568.
  Mileage 141,620. Will Offer $5,000.**

- **2010 Ford CV – W/B – VIN: 2FABP7BVOAX140872 XB7707.
  Mileage 54,760. Will Offer $8,000.
  FDOT FLASHLIGHT, FDOT SPOTLIGHT, NUMEROUS LIGHTS VERTEX, SLIM LIGHTERS, TIR 1 LIGHTS, DOMINATOR 2, RED & BLUE FOG LIGHTS, DIGITAL ALI 750 CAMERA 01E4OFDA, GOLDEN EAGLE RADAR, NOT GRANT.**

- **2009 Chev Tahoe - Dbl – VIN: 1GNECOX9R277487 -212934.
  Mileage 113,181. Will Offer $10,000.
  FDOT FLASHLIGHT 511, FDOT SPOTLIGHT, NUMEROUS LIGHTS, ENTER EDGE FRONT AND REAR, FOG LIGHTS RED AND BLUE, GUN RACK, RADAR STALKER DSR 2X DPO17891, WHALEN CENT GOLD SWITCHER BOX, DIGITAL ALI CAMERA 750 01E4155A. HAS SECURE REAR CARGO BOX FOR WEAPONS (NOT GRANT).**

- **2010 Chev Tahoe – W/B - VIN: 1GNMCAE05AR142890 XA1298**
  Mileage 71, 4687. – Will Offer $15,000.
  GUN RACK FDLE GRANT, NUMBEROUS LIGHTS FDOT INCLUDING FOUR (4) ARRAY LIGHTS, RED AND BLUE FOG LIGHTS, FDOT SPOT LIGHT, STALKER DSR 2X –DP010595, SWITCHER BOX WHELEN CENT COM GOLD, DIGITAL ALI CAMERA 01E40B35, AS SECURE REAR CARGO BOX FOR WEAPONS (NOT GRANT).

- **2010 Ford CV - B/W – VIN: 2FABP7BV6AX140875 XA1297.**
  Mileage 69,484. Will Offer $8000.
  STARTER OR BATTERY PROPLEM.
  GUN RACK, FDOT SPOTLIGHT, CAMERA DIGITAL ALI 750 O1E40B36, GOLDEN EAGLE RADAR (CITY NOT GRANT), WHALEN BOX, VARIOUS LIGHTS FDOT.

- **2013 Chev Tahoe – GOLD – VIN: 1GNLC2E02DR188778 212937.**
  Mileage 42,625. Will Offer $10,000.

Sincerely,

Ed Booth
City Manager

ED/ld

NOV 20?

Courtney Odum

From: Angela Stone
Sent: Tuesday, October 21, 2014 10:28 AM
To: Courtney Odum
Subject: FW: Water Supply Planning

Angela Stone
Assistant City Clerk
City of High Springs
110 N.W. 1st Avenue
High Springs, FL 32643
(386) 454-1416 Ext. 7224
(386) 454-4462 – Fax

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Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: StillPE@aol.com [mailto:StillPE@aol.com]
Sent: Tuesday, October 21, 2014 10:23 AM
To: KFAIR@ALACHUACOUNTY.US; TODD_HARRIS@DOH.STATE.FL.US; VLW@ALACHUACOUNTY.US; ROBERTSS@LCFLA.COM; STEWART.DUNCAN@CH2M.COM; MNEW@CITYOFALACHUA.ORG; SROANE@CITYOFALACHUA.ORG; MACCWWTP@CITYOFMACCLENNY.COM; MOODY@CITYOFSTARKE.ORG; BLAINE.SUGGS@CI.NEWBERRY.FL.US; TONY.LOPEZ@CI.NEWBERRY.FL.US; CITYMANAGER@CITYOFARCHER.COM; TWOFOLD@GMAIL.COM; ASTONE@HIGHSPRINGS.US; TROY.CASSIDY@YAHOO.COM; JENNINGSMANAGER@YAHOO.COM; MICANOPYTOWN@BELLSOUTH.NET; TWOFOLDWATER@GMAIL.COM; GLENSTMARY@NEFCOM.NET; KIM@WALDO-FL.COM; JA.GREENE@WHITESPRINGSFL.US; DISMISSEDDUST3@OUTLOOK.COM; JSCHENCK@ACVILLAGE.NET; DBALL@ACVILLAGE.NET; DAVID_KRAUS@COLUMBIACOUNTYFLA.COM; JOHN.ROWE@FGC.EDU; JCONNOLLY@GOVMSERV.COM; PTHOMPSON@USWATERCORP.NET; PASCOJ@WINDSTREAM.NET; CITYOFLAWTEY@EMBARQMAIL.COM; TGATAGW@WINDSTREAM.NET; BGOFF@YOUTHRANCHES.ORG; RHIGGINS@USWATERCORP.NET; BROOKER1022@WINDSTREAM.NET; ESHIPCONSOLIDATED@GMAIL.COM
Subject: Water Supply Planning

The Suwannee River Water Management District (SRWMD) and the St Johns River Water Management District (SJRWMD) are in the process of developing a joint Water Supply Plan for the North Florida Region. Your county or city is in the SRWMD part of that plan. The Water Supply Plan will have a significant impact on economic development and the environment in our region for at least the next 6 to 10 years and maybe even longer. The plan will determine how much water is available for future growth in all sectors of the economy in our area. The plan will determine the cost of water in our area. The plan will also determine if our springs and rivers will be protected.

The North Florida Regional Water Supply Partnership Stakeholder Advisory Committee (SAC) is beginning to make recommendations about how that plan will be developed and what data will be used in the planning process.

It is critical that local governments in the SRWMD part of the Water Supply Plan be represented by someone from the planning region with some experience in the area of water management or water utilities. Currently SRWMD local governments are represented by Wade Higginbotham a County Commissioner from Dixie County. Dixie County is not in the planning region. Lee Pinkoson an Alachua County Commissioner represents local governments in the SJRWMD part of the planning region.

Because of the importance of the water supply plan to future development in our area I suggest that you contact the Executive Director of the SRWMD Ann Shortelle at 800 226 1066 or abs@srwmd.org, and ask that the SRWMD allow the local governments in the SRWMD part of the planning region to select the person who will represent them on the Stakeholder Advisory Committee. This representation is critical to the development of the Water Supply Plan and the future of our region.

It is also going to be very important that SRWMD and SJRWMD local governments have technical support to evaluate the information that is being presented by the water management districts. This may require the local governments hire a consultant to provide that technical support. If all the counties and cities in the SRWMD part of the Water Supply Plan were willing to provide some financial support the cost of the consultant should not be a burden on any one local government.

For cities with a water utility, the Water Supply Plan is even more important because again it will determine the cost and amount of water you will be able to provide in the future. The SRWMD utilities are represented on the SAC by Steve Roberts from Lake City Utilities. Again the utilities from the SRWMD need to have a consultant to provide technical support to evaluate the Water Supply Plan. To reduce costs this consult could be the same consultant as the local government consultant.

The utilities from the SJRWMD part of the planning region have a consultant to evaluate the impacts of the Water Supply Plan. The information produced by the utilities consultant allows them to make science based recommendations to the SAC and eventually to the water management governing boards.

Getting the North Florida Regional Water Supply Plan right is going to be very important to the future of our region.

I would be glad to provide any information about the process that I have developed. I have been following this process from its beginning as the Administrator of the Bradford Soil and Water Conservation District and represented Bradford County on the FLOW group before it was disbanded. The Bradford Soil and Water Conservation District elected Supervisors recognize the significance of water availability to the future development in Bradford County.

Thanks,
Paul Still
14167 SW 101st Ave
Starke, FL 32091

904 368-0291.

CITY OF HIGH SPRINGS
110 N.W. 1st AVENUE
HIGH SPRINGS, FLORIDA 32643

MERCHANTS & SOUTHERN BANK
HIGH SPRINGS, FLORIDA

83-673
831

042699

Pay: *** Six thousand two hundred twenty-three dollars and Zero cents

Date
10/15/2014

Amount
$6,223.00

CITY OF HIGH SPRINGS - CLEARING ACCOUNT

To the order of:
Folds & Walker, LLC
Attorneys at Law
527 East University Avenue
Gainesville, FL 32601

⑈042699⑈ ⑆063106734⑆ 5 00 561 8⑈

FOLSOM BUSINESS FORMS, OCALA FL 352-629-1001

ITEM	QTY	U/M	DESCRIPTION / TASK	PRD CODE	ACCOUNT	UNIT PRICE	AMOUNT
1	1.00	EA	Northend Developement for September 2014	over budget $90,418	001-04-01-514-310-20-00	1,832.0000	1,832.00
2	1.00	EA	PBA for September 2014		001-04-01-514-310-20-00	1,195.0000	1,195.00
3	1.00	EA	Captial City Bank for September 2014		001-04-01-514-310-20-00	1,600.0000	1,600.00
4	1.00	EA	Police Chief Steve Holley- Personnel Matter for September 2014		001-04-01-514-310-20-00	1,596.0000	1,596.00

Mr. Booth would like a general consenus to pay Attorney As the account is $90,418 over budget.

SUBTOTAL:	6,223.00
TAX:	0.00
SHIPPING:	0.00
TOTAL:	**6,223.00**

TAXABLE: No
CONFIRMING: No

AUTHORIZED SIGNATURE

SPECIAL INSTRUCTIONS:

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE

This order is given upon the representation and guaranty of the manufacturer or seller that no breach of any State or Federal Law or Regulation has occurred in connection with the manufacturing, processing, branding, labeling or transportation of the merchandise herein mentioned. If such breach occurs or is charged by any legally constituted State or Federal authority, the buyer shall be entitled to rescind the order and return the unused merchandise and shall also be held harmless by the manufacturer or seller against any penalty incurred and/or the cost of defense of any proceeding designed to penalize the buyer therefor.

Total $10,453.40

PURCHASE ORDER
No. 00006699

VENDOR:

Folds & Walker, LLC
Attorneys at Law
527 East University Avenue
Gainesville, FL 32601-

SHIP TO:

City of High Springs
110 NW 1st Avenue
110 NW 1st Avenue
High Springs, FL 32643-

BILL TO:

City of High Springs
110 NW 1st Avenue
110 NW 1st Avenue
High Springs, FL 32643

VENDOR NO.	VENDOR PHONE NUMBER	TERMS	DATE	REQUIRED DELIVERY DATE
F00180	(352) 372-1282	0	11/11/2014	

SHIPPING INSTRUCTIONS

(none)

ITEM	QTY	U/M	DESCRIPTION / TASK	PRD CODE	ACCOUNT	UNIT PRICE	AMOUNT
1	1.00	EA	Northend Development October		001-04-01-514-310-20-00	634.0000	634.00
2	1.00	EA	PBA for October		001-04-01-514-310-20-00	80.0000	80.00
3	1.00	EA	Steve Holley Personnel Matter for October		001-04-01-514-310-20-00	336.0000	336.00
4	1.00	EA	Capital City for October		001-04-01-514-310-20-00	2,660.4000	2,660.40
5	1.00	EA	Attorney fees for October		108-38-01-552-310-00-00	520.0000	520.00

SUBTOTAL:	4,230.40
TAX:	0.00
SHIPPING:	0.00
TOTAL:	**4,230.40**

TAXABLE: No
CONFIRMING: No

AUTHORIZED SIGNATURE

SPECIAL INSTRUCTIONS:

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE

This order is given upon the representation and guaranty of the manufacturer or seller that no breach of any State or Federal Law or Regulation has occurred in connection with the manufacturing, processing, branding, labeling or transportation of the merchandise herein mentioned. If such breach occurs or is charged by any legally constituted State or Federal authority, the buyer shall be entitled to rescind the order and return the unused merchandise and shall also be held harmless by the manufacturer or seller against any penalty incurred and/or the cost of defense of any proceeding designed to penalize the buyer thereof.

FOLDS & WALKER, LLC

527 E. University Avenue
Gainesville, FL 32601

352-372-1282

CITY OF HIGH SPRINGS
110 NW 1st AVENUE
HIGH SPRINGS, FL 32643

Statement Date: November 6, 2014
Statement No. 16
Account No. 5402.10
Page: 1

RE: NORTHEND DEVELOPMENT

			HOURS	
10/01/2014	SSW	PREPARE FOR AND ATTEND CASE MANAGEMENT CONFERENCE	0.80	
	CWJ	PREPARATION FOR CASE MANAGEMENT CONFERENCE	1.20	
10/08/2014	CWJ	DRAFT EMAIL TO JEFF BRASWELL REGARDING REIMBURSEMENT AMOUNT	0.10	
10/09/2014	CWJ	EMAIL CORRESPONDENCE WITH JEFF BRASWELL REGARDING CLIENT'S OFFER OF SETTLEMENT (.4); TELEPHONE CONFERENCES (X4) REGARDING CLIENT'S POSITION FOR SPECIAL MEETING AND SETTLEMENT (.8)	1.20	
10/10/2014	CWJ	EMAIL CORRESPONDENCE FROM JEFF BRASWELL REGARDING SPECIAL MEETING (.1); TELEPHONE CONFERENCE WITH JEFF BRASWELL REGARDING CLIENT'S SETTLEMENT OFFER (.3)	0.40	
10/16/2014	CWJ	EMAIL CORRESPONDENCE WITH JEFF BRASWELL REGARDING CAPACITY REPORT; EMAIL CORRESPONDENCE WITH JEFF BRASWELL REGARDING NORTHEND'S PROPOSAL FINAL SETTLEMENT OFFER TO CITY COMMISSION	0.40	
		FOR CURRENT SERVICES RENDERED	4.10	884.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
STUART SCOTT WALKER	0.80	$280.00	$224.00
COURTNEY W. JOHNSON	3.30	200.00	660.00

	TOTAL CURRENT WORK	884.00
	PREVIOUS BALANCE	$428.00
10/31/2014	COURTESY FEE REDUCTION	-250.00
	BALANCE DUE	$1,062.00

FOLDS & WALKER, LLC

527 E. University Avenue
Gainesville, FL 32601

352-372-1282

CITY OF HIGH SPRINGS
110 NW 1st AVENUE
HIGH SPRINGS, FL 32643

Statement Date: November 6, 2014
Statement No. 13
Account No. 5402.16
Page: 1

RE: FLORIDA POLICE BENEVOLENT ASSOCIATION

SSW

			HOURS	
10/01/2014	CWJ	TELEPHONE CONFERENCE WITH JACK SOULE REGARDING EXECUTION OF AGREEMENT	0.10	
10/06/2014	CWJ	EMAIL CORRESPONDENCE WITH JACK SOULE REGARDING SIGNATURES	0.30	
		FOR CURRENT SERVICES RENDERED	0.40	80.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
COURTNEY W. JOHNSON	0.40	$200.00	$80.00

TOTAL CURRENT WORK	80.00
PREVIOUS BALANCE	$1,195.00
BALANCE DUE	$1,275.00

PAST DUE AMOUNTS

0-30	31-60	61-90	91-120	121-180	181+
80.00	1,195.00	0.00	0.00	0.00	0.00

SUBJECT TO 1% PER MONTH FINANCE CHARGE AFTER 30 DAYS
In the event the balance of this invoice is submitted for collection, the Plaintiff shall be entitled to a reasonable attorney's fee and costs.

FOLDS & WALKER, LLC

527 E. University Avenue
Gainesville, FL 32601

352-372-1282

CITY OF HIGH SPRINGS
110 NW 1st AVENUE
HIGH SPRINGS, FL 32643

Statement Date: November 6, 2014
Statement No. 8
Account No. 5402.17

RE: POLICE CHIEF STEVE HOLLEY - Personnel Matter

SSW

			HOURS	
10/01/2014	SSW	REVIEW EMAIL CORRESPONDENCE AND DISCUSSION WITH CWJ REGARDING LEONARD DIETZEN AND ATTORNEY CLIENT PRIVILEGE	0.50	
10/06/2014	CWJ	TELEPHONE CONFERENCE WITH L. DIETZEN REGARDING PERSONNEL POLICY; DRAFT EMAIL TO L. DIETZEN WITH REQUESTED DOCUMENTS FROM CITY	0.50	
10/08/2014	SSW	REVIEW EMAIL CORRESPONDENCE REGARDING DEFAMATION CLAIMS	0.20	
10/14/2014	CWJ	TELEPHONE CONFERENCE WITH L. DIETZEN REGARDING CITY'S OFFER TO HOLLEY	0.20	
		FOR CURRENT SERVICES RENDERED	1.40	336.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
STUART SCOTT WALKER	0.70	$280.00	$196.00
COURTNEY W. JOHNSON	0.70	200.00	140.00

TOTAL CURRENT WORK	336.00
PREVIOUS BALANCE	$1,596.00
BALANCE DUE	$1,932.00

PAST DUE AMOUNTS

0-30	31-60	61-90	91-120	121-180	181+
336.00	1,596.00	0.00	0.00	0.00	0.00

SUBJECT TO 1% PER MONTH FINANCE CHARGE AFTER 30 DAYS
In the event the balance of this invoice is submitted for collection, the Plaintiff shall be entitled to a reasonable attorney's fee and costs.

FOLDS & WALKER, LLC

527 E. University Avenue
Gainesville, FL 32601

352-372-1282

CITY OF HIGH SPRINGS
110 NW 1st AVENUE
HIGH SPRINGS, FL 32643

Statement Date: November 6, 2014
Statement No. 6
Account No. 5402.18

RE: CAPITAL CITY BANK

SSW

			HOURS
10/01/2014	CWJ	EMAIL CORRESPONDENCE WITH ROB CLARKE; EMAIL CORRESPONDENCE WITH DAVID FREEDMAN; REVIEW RECORDS PREPARED BY CITY(GINGER) REGARDING CONNECTION TO SEWER SYSTEM	0.70
10/02/2014	LKK	TELEPHONE CONFERENCE WITH STEVEN HOGAN REGARDING ACCEPTANCE OF SERVICE	0.10
10/03/2014	CWJ	EMAIL CORRESPONDENCE WITH ROB CLARKE; EMAIL CORRESPONDENCE WITH DAVID FREEDMAN	0.40
10/06/2014	CWJ	DRAFT EMAIL TO DAVID FREEDMAN REGARDING COMPLAINT FROM CAPITAL CITY; PREPARATION FOR SPECIAL MEETING; REVIEW CAPITAL CITY COMPLAINT	2.20
10/07/2014	CWJ	TELEPHONE CONFERENCE WITH DAVID FREEDMAN REGARDING CLIENT'S DEMANDS ON CITY (.1); EMAIL CORRESPONDENCE WITH DAVID FREEDMAN REGARDING HIS CLIENT'S REQUEST (.3); OFFICE CONFERENCE WITH SSW REGARDING THE SAME (.2)	0.50
	SSW	OFFICE CONFERENCE WITH CWJ REGARDING DAVID FREEDMAN EMAIL WITH SETTLEMENT OFFER	0.20
10/08/2014	CWJ	PREPARATION OF TIMELINE FOR SPECIAL MEETING (.8); TELEPHONE CONFERENCE WITH FINANCE DIRECTOR REGARDING REIMBURSEMENTS (.4); TELEPHONE CONFERENCE WITH DAVID FREEDMAN REGARDING REIMBURSEMENT LOTS (LEFT MESSAGE)(.1); DRAFT EMAIL TO DAVID FREEDMAN REGARDING REIMBURSEMENTS (.1); DRAFT OUTLINE OF SETTLEMENT PROPOSALS FOR SPECIAL MEETING	2.20
10/09/2014	SSW	REVIEW TIMELINE FOR DEVELOPER AGREEMENTS MEMORANDUM FROM CWJ AND PREPARE FOR MEETING	0.60
	SSW	ATTEND SPECIAL MEETING WITH CITY COMMISSION REGARDING SETTLEMENT OF DEVELOPER AGREEMENTS	1.20
	CWJ	ATTEND SPECIAL CITY COMMISSION MEETING WITH CITY COMMISSION REGARDING SETTLEMENT OF	

			HOURS	
		DEVELOPERS AGREEMENTS (1.2); PREPARATION FOR SPECIAL MEETING (.5)	1.70	
10/13/2014	SSW			
10/17/2014	CWJ	TELEPHONE CONFERENCE WITH DAVID FREEDMAN (RETURNING HIS CALL)	0.10	
10/23/2014	CWJ	PREPARATION FOR SHADE MEETING; ATTEND SHADE MEETING	1.80	
	SSW	ATTEND SHADE MEETING	1.80	
10/24/2014	SSW	TELEPHONE CONFERENCE WITH DAVID FREEDMAN REGARDING LITIGATION	0.50	
10/30/2014	CLK	RESEARCH ON MOTION TO DISMISS AND DRAFT MOTION TO DISMISS	2.10	
		FOR CURRENT SERVICES RENDERED	16.10	3,340.40

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
STUART SCOTT WALKER	4.30	$280.00	$1,204.00
CLERK	2.10	100.00	210.00
COURTNEY W. JOHNSON	9.60	200.00	1,920.00
LISA K. KNOX	0.10	64.00	6.40

	TOTAL CURRENT WORK	3,340.40
	PREVIOUS BALANCE	$1,600.00
10/31/2014	COURTESY FEE REDUCTION	-680.00
	BALANCE DUE	$4,260.40

PAST DUE AMOUNTS

0-30	31-60	61-90	91-120	121-180	181+
3,340.40	920.00	0.00	0.00	0.00	0.00

SUBJECT TO 1% PER MONTH FINANCE CHARGE AFTER 30 DAYS
In the event the balance of this invoice is submitted for collection, the Plaintiff shall be entitled to a reasonable attorney's fee and costs.

FOLDS & WALKER, LLC

527 E. University Avenue
Gainesville, FL 32601

352-372-1282

CITY OF HIGH SPRINGS
110 NW 1st AVENUE
HIGH SPRINGS, FL 32643

Statement Date: November 6, 2014
Statement No. 16
Account No. 5402.14
Page: 1

RE: CRA

SSW

			HOURS	
10/10/2014	CWJ	TELEPHONE CONFERENCE WITH LEAGUE OF CITIES REGARDING HIRING PROCEDURES (LEFT MESSAGE) (.1); RESEARCH INTERVIEW GUIDELINES (.5)	0.60	
10/14/2014	CWJ	PREPARATION FOR CRA MEETING (.5); ATTEND CRA MEETING (1.5)	2.00	
		FOR CURRENT SERVICES RENDERED	2.60	520.00

RECAPITULATION

TIMEKEEPER	HOURS	HOURLY RATE	TOTAL
COURTNEY W. JOHNSON	2.60	$200.00	$520.00

TOTAL CURRENT WORK	520.00
PREVIOUS BALANCE	$1,832.00
BALANCE DUE	$2,352.00

PAST DUE AMOUNTS

0-30	31-60	61-90	91-120	121-180	181+
520.00	1,832.00	0.00	0.00	0.00	0.00

SUBJECT TO 1% PER MONTH FINANCE CHARGE AFTER 30 DAYS
In the event the balance of this invoice is submitted for collection, the Plaintiff shall be entitled to a reasonable attorney's fee and costs.