

110 NW 1st Avenue
High Springs, Florida 32643



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

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

JANUARY 22, 2015

6:30 PM

CALL TO ORDER:	MAYOR SUE WELLER
INVOCATION:	PASTOR MIKE BRECHEEN FT. WHITE METHODIST CHURCH
PLEDGE OF ALLEGIANCE:	MAYOR SUE WELLER
ROLL CALL:	JENNY L. PARHAM, CITY CLERK
APPROVAL OF AGENDA	
APPROVAL OF MINUTES:	DECEMBER 11, 2014 AND JANUARY 8 & 13, 2015 MINUTES

UNFINISHED BUSINESS

- 1. REVIEW AND CONSIDER APPROVAL OF REVISION TO COMMISSION'S RULES AND PROCEDURES.**
- 2. CONSIDER RESOLUTION 2015-A, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS ADOPTING A PUBLIC RECORDS POLICY FOR THE CITY OF HIGH SPRINGS WHICH GOVERNS PUBLIC RECORDS REQUESTS FOR CITY EMPLOYEES; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

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

NEW BUSINESS

- 1. CONSIDER AWARDED CDBG GRANT ADMINISTRATION SERVICES TO FRED FOX ENTERPRISES, INC.**

**AGENDA
CITY COMMISSION MEETING
JANUARY 22, 2015
PAGE 2 OF 2**

- 2. REVIEW NOVEMBER & DECEMBER 2014 FINANCIAL STATEMENTS.**
- 3. DISCUSS POST EMPLOYMENT BENEFITS PLAN (OPEB).**
- 4. REVIEW OF EXISTING CITY CONTRACTS.**
- 5. DISCUSS AND DETERMINE COMMISSIONER GOALS FOR 2015.**

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.

110 NW 1st Avenue
High Springs, Florida 32643



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

CITY COMMISSION MEETING
MINUTES
December 11, 2014

Mayor Weller called the meeting to order at 6:31 p.m.

Invocation by Pastor Terry Hull, High Springs Church of God.

Pledge of Allegiance

Roll Call: Mayor Sue Weller – Present
Vice Mayor Scott Jamison – Present
Commissioner Jason Evans - Present
Commissioner Gloria James – Present
Commissioner Byran Williams - Present

Staff Present: Ed Booth, City Manager
Jenny Parham, City Clerk
Scott Walker, City Attorney
Courtney Johnson, City Attorney
Antoine Sheppard, Acting Police Chief
Jennifer Stull, Finance Director

APPROVAL OF AGENDA

Motion Commissioner Evans to approve the agenda.

Second Commissioner James.

Motion carried 5 – 0.

APPROVAL OF MINUTES: SEPTEMBER 25, 2014, OCTOBER 9, 2014 REGULAR & SPECIAL

Motion Commissioner Jamison to approve the minutes of September 25 and October 9, 2014 Regular and Special Commission Meetings.

Second Commissioner Evans.

Motion carried 5 – 0.

PROCLAMATION FOR JEFFREY A. MEANS, RETIRING PRINCIPAL OF HIGH SPRINGS COMMUNITY SCHOOL

Mayor Weller read and presented a proclamation for retiring principal Jeff Means declaring December 19, 2014 as Jeffrey A. Means Day.

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 2 OF 9**

PRESENTATION ON THE FDLE TECHNICAL AUDIT OF THE HIGH SPRINGS POLICE DEPARTMENT.

Eric May, Emerald Data Partners, presented a report on compliance with FDLE Technical Audit for the High Springs Police Department.

Mayor Weller questioned the five concerns. Mr. May gave an overview of the concerns and how they are being or have been addressed.

Thomas DePeter stated this sounds like an improvement, someone should be recognized.

CONTINUED BUSINESS

1. **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.**

Ordinance 2014-08 was read by title only by Attorney Walker.

**Motion Vice Mayor Jamison to adopt Ordinance 2014-08 on first reading.
Second Commissioner Williams.**

Finance Director Stull outlined the changes to the personnel manual to include an increase of the tuition reimbursement to \$1,000.00 per semester.

Mr. Booth pointed out the PTO time was reduced.

Mayor Weller states she does not approve of the probationary time being reduced from one year to six months.

Eric May outlined the IT policy portion.

Mayor Weller addressed her concerns for the 5% increase for filling in for a higher position and being retroactive. Mr. Booth states that AFSCME pushed for this to be included.

Bob Barnas states he does not feel this was handled properly. Feels the Commission should have had input.

Thomas DePeter spoke on several of the changes.

Billye Dowdy questioned if there was sufficient review time.

Paul Regensdorf stated it would be helpful to highlight changes. Spoke of Smart Phone and Social Media Policy.

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 3 OF 9**

**Motion amended by Vice Mayor Jamison to change probationary period to one year.
Second amended by Commissioner Williams.**

Roll Call:

**Commissioner Evans - yes
Commissioner James - yes
Commissioner Williams - yes
Vice Mayor Jamison - yes
Mayor Weller- yes**

Motion carried 5 – 0.

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

Resolution 2014-Q was read by title only by Attorney Walker.

Vice Mayor Jamison recommended keeping the salary the same and addressing during the budget process.

**Motion Vice Mayor Jamison to adopt Resolution 2014-Q as presented.
Second Commissioner Evans**

Bob Barnas agrees this is a budget item and that it should be addressed during the budget.

Roll call vote:

**Commissioner James-yes
Commissioner Williams-yes
Vice Mayor Jamison- yes
Mayor Weller-yes
Commissioner Evans-yes**

Motion carried 5 – 0.

UNFINISHED BUSINESS

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

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 4 OF 9**

Motion Commissioner Evans to appoint David Graham and Lucie Regensdorf to the Plan Board for a three year term.

Second Commissioner Williams.

Motion Carried 5 – 0.

Motion Commissioner Evans to appoint Terry Maltby and Rick Testa to the Code Board for a three year term.

Second Commissioner James.

Motion Carried 5 - 0.

2. CONSIDER APPROVAL OF CONTRACT WITH EMERALD DATA PARTNERS FOR IT SERVICES.

Mr. Booth gave an overview.

Motion Vice Mayor Jamison to approve the contract with Emerald Data Partners.

Second Commissioner Williams.

Thomas DePeter asked if the minimum yearly cost was the \$2,500.00 a month with extra services charged additional. Mr. Booth advised that was correct.

Sylvia Newcomb asked when and where this was advertised. Mayor Weller advised in September and in the Alachua County Today.

Motion carried 5 – 0.

CITIZEN REQUESTS AND

Sylvia Newcomb asked about the package store and how far do they have to be to sell alcohol from a school. Mayor Weller states it is 500 feet, but remembers that she has been informed in the past when it comes to a package store the State sets the distance.

Ms. Newcomb questioned if the package store was brought before the commission? Mayor Weller states she had heard rumors that it was going in.

Ms. Newcomb states the problem she has with this being located there is with children walking from the community school. She states that she doesn't feel this is something the city needs.

Yvonne Andrews asked for something to be done on NE 225th; she spoke of all the issues with this road.

Mr. Booth states he will look into this next week.

Billye Dowdy asked if there was a procedure to opening a business. Mr. Booth explained the procedure and states the liquor store was in compliance.

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 5 OF 9**

NEW BUSINESS

- 1. CONSIDER RESOLUTION 2014 – U, A RESOLUTION OF CITY OF HIGH SPRINGS FLORIDA ELECTING TO USE THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM SPECIAL ASSESSMENTS LEVIED WITHIN THE INCORPORATED AREA OF THE CITY; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE MAILING OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Resolution 2014-U was read by Attorney Walker by title only.

Mr. Booth states our ordinances are very specific requiring that all residents must pay for garbage collection.

Mayor Weller explained this allows the annual amount to be placed on the tax bill.

Vice Mayor Jamison stated that in 2005 he told the city manager he didn't want to pay for garbage service, and was told he had to according to city ordinances.

**Motion Vice Mayor Jamison to adopt Resolution 2014-U as presented.
Second Commissioner Williams.**

Bob Barnas spoke of his concerns with this resolution. States that in the resolution it talks about costs and doing this at cost. States that we currently transfer funds from solid waste to sewer. He states the day you pass this you will lose \$200,000.00. Spoke of emails between the city and GSG and negotiations. He stated that this resolution was prepared by GSG not the city attorney. He asked regarding vacant properties and the prepayment.

Mayor Weller asked the city attorney about the section of the contract regarding costs. Attorney Walker states when you go for a special assessment the monies have to go to that, in this case solid waste. He states he can research this.

Thomas DePeter states this is a resolution so it is only heard once. He asks if there is a separate contract with GSG for this. Mrs. Parham, City Clerk, states that we do not have a contract with GSG at this time for this. She adds this is the beginning steps we need to meet deadlines. She states if we adopt this resolution it does not actually complete the assessment process. She states this is the notification to the public. Speaks of citizens on a fixed income having to pay a whole year of service up front.

Sylvia Newcomb spoke of coming to the city manager's office to report citizens that she knew did not have or pay for trash pickup. She states we live in a poor community, and she does not know how they could even think of telling people that they have to come up with \$234.00 all at once.

David Barrelle spoke against having to pay for this when he pays for it on his tax bill already.

Alex Soloan states if someone wants trash pickup, then charge them; but they should not be forced upon them.

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 6 OF 9**

Suzie Clark states she does not understand if people take their garbage to the dump, why they think They don't have to pay.

Scott Jansen spoke against having this being placed on the tax rolls.

Vice Mayor Jamison states we have a law; we can't pick and choose which to enforce.

Attorney Walker states what the city manager is trying to do is find an inexpensive way and effective way to get this done. He states that another way to collect would be a cause of action; it would be a small claims action, which would be a more expensive process. He speaks of the complicated special assessment process.

Commissioner Williams states would like to try other methods first.

Vice Mayor Jamison withdraws Motion.

**Motion Commissioner Evans to table this resolution and direct staff to come back with alternatives at the 2nd meeting in January.
Second Commissioner Williams.**

Bob Barnas states in the letter sent out it says that if this year you do not pay then it would be put on your tax bill; he does not think you can do that.

Sylvia Newcomb states that she wants the same deal as across the street at the TV place; she leaves the State of Florida for six months and does not want to have to pay that bill for the garbage collection.

Paul Regensdorf states there was information given at this meeting that if this resolution was not passed tonight you lose the right to implement this in October, and if there is an opportunity to stop it later; maybe you do not want to pass up this opportunity. The discussion tonight is not if we want everyone to pay for service, that is already the law.

Thomas DePeter states if you do not pass this tonight you will not be able to do this in 2015; if there is an expectation that you believe you may want to do this then perhaps you may want to keep it open.

Alex Soloan asked if he was going to be charged for 13 years of not having service. Mayor Weller advised no.

Mayor Weller acknowledges this will kill this for this year but feels we can take steps for other methods for collection.

Motion carried 5 – 0.

2. DISCUSS AND CONSIDER RENEWAL OF CITY MANAGER'S EMPLOYMENT CONTRACT.

Mayor Weller outlined the changes proposed by the city manager.

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 7 OF 9**

Motion Commissioner Evans to approve contract with Mr. Booth for City Manager for two years.

Second Vice Mayor Jamison.

Paul Regensdorf spoke about the comparisons presented.

Motion carried 5 - 0

Vice Mayor Jamison left the room at 8:46 p.m. and returned at 8:48 p.m.

3. REVIEW OF CITY'S FINANCIAL REPORTS.

Finance Director Stull states a \$200,000 CD is due for renewal in January and would like to look for options for reinvesting.

Ms. Stull presented revenues and expenditures through October.

Discussion on costs for staying open on Friday.

4. PRESENTATION OF POINT & PAY PAYMENT PROCESSING BY FINANCE DIRECTOR JENNIFER STULL.

Jennifer Stull, Finance Director, gave an over view of the service and cost. She stated that it is a three year agreement. Advised that the go live date would be January 5, 2015.

**Vice Mayor Jamison to approve Point & Pay Payment Processing system.
Second Commissioner Williams.**

Yvonne Andrews asked what the fee is for using a credit or debit card. Vice Mayor Jamison advised three percent.

Motion Carried 5-0.

5. CONSIDER APPOINTING REPRESENTATIVE TO REGIONAL PLANNING COUNCIL PREVIOUSLY HELD BY FORMER COMMISSIONER BOB BARNAS.

Mayor Weller stated that meetings are usually on the fourth Thursday of the month and that we have a voting interest on this board. We have our commission meeting on the fourth Thursday as well, so we cannot generally attend. Since the person we appoint cannot attend we appoint a nonvoting representative to come back and report back to the city.

Mr. Booth stated that Ginger Travers will, as part of her job position, attend all these meetings.

**Motion Vice Chair Jamison to appoint Commissioner Evans as Representative to the Regional Planning Council previously held by Former Commissioner Barnas.
Second Commissioner James.**

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 8 OF 9**

Motion carried 5 – 0.

6. APPOINT CHAIR AND VICE CHAIR TO TO CRA BOARD.

Mayor Weller introduced new CRA Executive Director Amanda Rodriguez.

Motion Commissioner Evans to appoint Vice Mayor Jamison; Jamison declined as job does not allow. Commissioner Evan withdrew motion.

**Motion Commissioner James to appoint Commissioner Williams as CRA Chair.
Second Vice Mayor Jamison.
Motion Carried 5-0.**

**Vice Mayor Jamison nominated Commissioner Evans as Vice Chair.
Second Commissioner James.
Motion carried 5 – 0.**

CITY ATTORNEY REPORT/UPDATE

Attorney Walker advised they have been working on the discovery request for Capital City lawsuit. Will be mediating the case at the beginning of the year.

Attorney Johnson pointed out that the City Clerk and Assistant City Clerk have been instrumental in obtaining the information that they have needed for this issue.

CITY MANAGER REPORT/UPDATE

Gave an update on street repairs.

Advised the railroad company will be here Monday to take up tracks, we will make sure they clean up after themselves.

Advised he has twin grandsons born December 2, 2014.

Advised that the police department has taken possession of 5 vehicles from the City of Waldo.

Advised he will be out about 5 days during Christmas week.

COMMENTS AND CONCERNS:

1. COMMISSIONERS

Commissioner James stated the only thing she had was about the package store. Mrs. Newcomb had come to her house about this upset, but she spoke on this already tonight.

**AGENDA
CITY COMMISSION MEETING
DECEMBER 11, 2014
PAGE 9 OF 9**

Commissioner Evans wished everyone a Happy Holiday and Good New Year.

Commissioner Williams advised he was impressed with the Alachua County School Board Superintendent report Tuesday night. Advised of a Meeting Monday with North Florida Regional Water Supply Partnership.

Questioned NW 13th Street right of way mowing and who is responsible. Mr. Booth advised we have a contract for 3 mowings and will take a look at the mowing contract. Commissioner Williams advise that they told him they have never mowed this and also Railroad Avenue.

Would like to schedule meeting with city manager to show him things around town.

Wished everyone a Merry Christmas and Happy New Year.

Commissioner Jamison stated he was happy to see the recognition for Mr. Means.

2. MAYOR

Will be placing on the agenda for January 8th, review of our rules and procedures, and request to direct city manager to look into planning for a new police department building.

Advised the Florida Babe Ruth Girls Explosion of Champions 2015 will be held in June and July for 15 softball teams at our park, Memorial Park, for the 8 and under participants from July 14th thru July 19th.

Advised of Music in the Park December 21st at the library.

Thanked the city manager for having lights installed in James Paul Park.

Reminded of Christmas Parade this Saturday.

Advised she will have put on the website a city synopsis, the Monday after each commission meeting, of what happened at the meeting in case someone does not want to listen to the entire meeting.

Wished everyone a Merry Christmas and a Happy New Year.

Mr. Booth advised we would close at noon on New Years Day.

Mayor Weller adjourned the meeting at 9:40 p.m.

110 NW 1st Avenue
High Springs, Florida 32643



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

CITY COMMISSION MEETING
MINUTES
January 8, 2015

Mayor Weller called the meeting to order at 6:31 p.m.

Invocation by Commissioner Byran Williams

Pledge of Allegiance

Roll Call: Mayor Sue Weller – Present
Vice Mayor Scott Jamison – Present
Commissioner Jason Evans - Present
Commissioner Gloria James – Present
Commissioner Byran Williams - Present

Staff Present: Ed Booth, City Manager
Jenny Parham, City Clerk
Scott Walker, City Attorney
Courtney Johnson, City Attorney
Antoine Sheppard, Acting Police Chief
Jennifer Stull, Finance Director

APPROVAL OF AGENDA

Mayor Weller states Item #5 of New Business has been requested by the city clerk to be tabled.

**Motion Commissioner Evans to approve the agenda and table item #5 under New Business.
Second Commissioner James.
Motion carried 5 – 0.**

APPROVAL OF MINUTES: OCTOBER 23 & 28 AND NOVEMBER 20, 2014

**Motion Commissioner Williams to approve the minutes of October 23 & 28, and November 20, 2014.
Second Commissioner Evans.
Motion carried 5 – 0.**

GOVERNOR RICK SCOTT'S PROCLAMATION HONORING FIRST RESPONDERS READ BY MAYOR WELLER.

Mayor Weller read a proclamation by Governor Rick Scott honoring first responders.

**AGENDA
CITY COMMISSION MEETING
JANUARY 8, 2015
PAGE 2 OF 6**

UNFINISHED BUSINESS

1. **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.**

Ordinance 2014-08 was read by title only by Attorney Walker.

Mayor Weller opened the public hearing and as there was no public input, closed the public hearing.

**Motion Vice Mayor Jamison to adopt Ordinance 2014-08 on second and final reading.
Second Commissioner Williams.**

Roll Call:

**Commissioner Evans - yes
Commissioner James - yes
Commissioner Williams - yes
Vice Mayor Jamison - yes
Mayor Weller- yes**

Motion carried 5 – 0.

CITIZEN REQUESTS AND

Sylvia Newcomb states that at the last meeting, in which the video did not record, the city attorney and city manager were whispering and does not feel that should be allowed. Ms. Newcomb states regarding the topic of allowing liquor stores she wrote to the governor; and read the response from the governor's office.

Mr. Booth states the State issues the license, and this was zoned properly.

Bob Barnas questioned if public comment would be allowed on item #6. Mayor Weller advised that it would be allowed. He also spoke of the location of his newspaper office and having to work from his home until the Building is available. Spoke of having to get a Special Use Permit for printing and publishing and asked the commission and city attorney to look at this as he is not printing the paper here, but at the Gainesville Sun office.

Mr. Booth states he has already signed off on it. Mr. Barnas stated there was a \$100 fee for the Special Use Permit. Mr. Booth states he will look at this and he has asked Ms. Travers to get different cities chart of uses for us to compare to ours.

**AGENDA
CITY COMMISSION MEETING
JANUARY 8, 2015
PAGE 3 OF 6**

NEW BUSINESS

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

Mr. Barber states this program has been very successful and requested permission to use the Civic Center for 90 days. Mr. Barber outlined the program.

Ms. Parham, City Clerk, stated the reservation book had not been checked for 90 days and we would need to double check it is available during that time.

**Motion Commissioner Williams to grant use of the Civic Center for 90 day period at no cost.
Second Commissioner James.**

Sylvia Newcomb asked the time so we could get the information out in the community.

Motion carried 5 – 0.

2. REVIEW AND CONSIDER APPROVAL OF REVISION TO COMMISSION'S RULES AND PROCEDURES

Attorney Walker presented the revised Commissioner's Rules and Procedures for the Commission's consideration.

Mayor Weller asked about deleting Commissioner's from the title page as it pertains also to Charter Officers and other boards. General Consensus to remove.

General review of amendments.

Terry Maltbie questioned quasi-judicial process with citizen comments. Attorney Walker gave an overview of the quasi-judicial process.

Attorney Walker to bring back amendments for approval.

3. CONSIDER DIRECTING CITY MANAGER TO EXPLORE OPTIONS FOR A NEW POLICE DEPARTMENT BUILDING.

Mayor Weller stated the police have been in the current building for 23 years and they are growing, would like the city manager to start exploring option for a new building.

**Motion Commissioner Evans to direct city manager to explore options of location, requirements and aspects of getting a new police department building and report back in six months.
Second Vice Mayor Jamison.**

Bob Barnas states he feels this is too broad. Spoke of a new chief coming on; stated we will be talking about dispatch. He adds he is not sure it is a good idea until you make decisions with your police chief and dispatch.

**AGENDA
CITY COMMISSION MEETING
JANUARY 8, 2015
PAGE 4 OF 6**

Mayor Weller stated the city manager will work with new chief; we are not giving him authority to commit the city, this is for inquiries.

Mr. Booth states it is for the possibilities to come before the commission and for a public hearing.

Motion carried 5 – 0.

4. CONSIDER AMENDMENT TO SECTION 5 OF THE CITY MANAGER'S EMPLOYMENT CONTRACT.

Mr. Booth explained this amendment was to make it similar to the personnel manual.

Mrs. Parham spoke of the manager's contract differing on leave; this is just clean up.

Motion Vice Mayor Jamison to approve the amendment to Section 5 of the City Manager's contract.

Second Commissioner Evans

Motion carried 5 – 0.

5. CONSIDER RESOLUTION 2015-A, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS ADOPTING A PUBLIC RECORDS POLICY FOR THE CITY OF HIGH SPRINGS WHICH GOVERNS PUBLIC RECORDS REQUESTS FOR CITY EMPLOYEES; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

Item was tabled.

6. UPDATE BY CITY MANAGER ON COLLECTION OF SOLID WASTE SERVICES FOR ALL CITY RESIDENTS.

Mr. Booth explained he had met with the city attorney, sent bill to customers and have received responses wanting the cans picked up. He explained if the customer does not pay within 60 days we will send a demand letter; if the demand letter is ignored we will go to small claims court.

Discussion on vacant or empty homes.

Mrs. Parham stated in the past there was a vacation status in the ordinance.

Mr. Booth stated we will come back within 45 days with options.

Sylvia Newcomb stated she noticed that trash cans were delivered to several residences. She states it was a pick and choose fashion. Spoke of son receiving cans and others on road not receiving cans. Mr. Booth to look into.

**AGENDA
CITY COMMISSION MEETING
JANUARY 8, 2015
PAGE 5 OF 6**

Bob Barnas stated he looked at the list. Speaks of revenue increase being incorrect. He states the commission has waived fees in the past. He read portions of solid waste ordinance; adds that we need to look at options.

CITY ATTORNEY REPORT/UPDATE

Mediation Northend/Oak Ridge case scheduled for February 4th. Will ask at the next meeting for representative from commission to attend.

Spoke to Lowell Garrett for part time planning work; will come back with report and recommendation.

CITY MANAGER REPORT/UPDATE

Update on Railroad Tracks. Had meeting today and they will be around for about three months.

February 2nd 10:00 a.m. will have swearing in ceremony for new Police Chief.

Upcoming Workshops: Dispatch Workshop will have panel here for information. Advises the interlocal agreement still stands, same rates; on the Alcohol Workshop the attorney will give options.

Dollar Tree will be building and relocating to the location of the old Alamo. They also own another lot and are looking into putting a fast food restaurant. We had a site committee look at this.

Advised two subdivisions wanting to come in; will have site committee meeting to review.

Advised that there is a way for foreigners to get a green card, if they donate a half a million dollars or more to a specified organization such as municipalities. He states he has been approached about this and will look into this.

Advised he has been a little disappointed in the planning group; looking into other avenues.

COMMENTS AND CONCERNS:

1. COMMISSIONERS

Commissioner James asked about code enforcement identifying city owned property and doing a tour and if we are we working on this. Mr. Booth states we are working on this. Commissioner James asked if Ms. Peterson's garbage issue has been addressed. Mr. Booth stated we have addressed this.

Commissioner Evans – Nothing at this time.

Commissioner Williams asked if The Dollar Tree will remove the big oak tree. Mr. Booth states it shows on the plans to remain. Commissioner Williams invited all to MLK Week; he outlined events. Mr. Booth to have bathrooms cleaned and opened at Catherine Taylor Park. Commissioner Williams

**AGENDA
CITY COMMISSION MEETING
JANUARY 8, 2015
PAGE 6 OF 6**

also advised that the bathroom doors are being opened when locked with a screw driver; may need to use a different lock.

Vice Mayor Jamison- Nothing at this time.

2. MAYOR

Reminded of Music in Park, January 18th at the Old School in Santa Fe Room.

**Motion Commissioner Williams to adjourn.
Mayor Weller adjourned the meeting at 8:33 p.m.**

110 NW 1st Avenue
High Springs, Florida 32643



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

CITY COMMISSION WORKSHOP
MINUTES
January 13, 2015

Mayor Weller called the workshop to order at 6:30 p.m.

Invocation by Commissioner James.

Pledge of Allegiance

Roll Call: Mayor Sue Weller – Present
Vice Mayor Scott Jamison - Present
Commissioner Jason Evans – Present
Commissioner Gloria James – Present
Commissioner Byran Williams - Present

Staff Present: Ed Booth, City Manager
Jenny Parham, City Clerk
Scott Walker, City Attorney
Courtney Johnson, City Attorney

BUSINESS ITEM

1. DISCUSSION ON CURRENT ALCOHOL ORDINANCE.

Mayor Weller stated our current alcohol ordinance does not allow the sale of alcohol on Sunday, only beer and wine.

Commissioner Evans asked if there is interest in changing the current ordinance.

Mayor Weller states the point of a workshop is to discuss the subject and determine the direction the Commission wishes to take.

Attorney Walker states the purpose of tonight is to get a general discussion and feel for what this collegial body wants. He adds that this is a hot button issue in small cities. He stated to try to keep this as simple and straight forward as you can. Read portion of the City of Alachua's alcohol ordinance.

**AGENDA
COMMISSION WORKSHOP
JANUARY 13, 2015
PAGE 2 OF 3**

Mayor Weller outlined the options prepared by Attorney Johnson. States she does not feel this should be limited to just the downtown area if it is going to be changed, feels it should be citywide.

Commissioner Evans states he does not feel it should be restricted to downtown.

Vice Mayor Jamison asked for clarification on option 3; it would allow liquor sales. Attorney Johnson gave clarification it would allow for the sale of liquor on Sundays, not just beer and wine.

Commissioner Williams stated, when discussed previously, we reached a compromise so why change it if it is working.

Mayor Weller states she has heard some complaints regarding not being able to purchase liquor on Sunday. Feels restaurants that sell liquor on Sundays will not come to town because we don't allow this on Sundays. States she sees no difference between beer and wine and liquor, they all contain alcohol.

Billye Dowdy states there is a difference between beer, wine and liquor. Spoke against the sale of alcohol on Sunday.

Sylvia Newcomb spoke of the resident's homes that back up to the downtown restaurants. Spoke of former Commissioner Diane Shupe and her husband moving out of town because they could not control the loudness of the music at the restaurants downtown. She stated to Commissioner Evans that he is a Commissioner for everybody not just the restaurants. She doubts that there are very many people that leave a restaurant because they cannot not get a certain drink with their meal.

Sylvia Lore questioned if there was a formal request for the ordinance to be changed. Complained on the noise from downtown, states maybe we should discuss the noise ordinance. She spoke against alcohol sales on Sunday.

Mayor Weller explained a restaurant owner requested a former commissioner to bring this up.

Ms. Lore spoke again and asked whose pocket are we padding; does the city really benefit. Mayor Weller stated that we are looking at economic development and bringing new business. She adds that it is not just about the current restaurants, it is about bringing new business.

Commissioner James states she was disappointed not to see more citizens in attendance. She states she would like to see Sunday be a clean day.

Continued discussion on this topic.

Sylvia Newcomb stated there is no school on Sunday but there is church service. Spoke of properties on HWY 441 being close to churches. Asked if the next step is to change the footage requirements.

**AGENDA
COMMISSION WORKSHOP
JANUARY 13, 2015
PAGE 3 OF 3**

Vice Mayor Jamison states we have to ask ourselves what is the difference in beer, wine and alcohol; if it is bad, why allow it at all. He states he feels we should bring it to an agenda to vote on it.

Motion Commissioner Evans to adjourn.

Second Commissioner James.

Mayor Weller adjourned the workshop at 7:17 p.m.



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: JANUARY 22, 2015

SUBJECT: REVIEW AND CONSIDER APPROVAL OF REVISION TO COMMISSION'S RULES AND PROCEDURES.

AGENDA SECTION: UNFINISHED BUSINESS

DEPARTMENT:

PREPARED BY: CITY CLERK

RECOMMENDED ACTION: APPROVAL OF CITY MEETING RULES AND PROCEDURES.

COST: NONE

Summary

THE CITY COMMISSION REVIEWED THE PROPOSED AMENDMENTS TO THE RULES AND PROCEDURES AT THE LAST COMMISSION MEETING AND MADE ADDITIONAL AMENDMENTS. THE COMPLETED RULES AND PROCEDURES ARE BEING PRESENTED FOR CONSIDERATION.

ATTACHMENTS:

REVIEWED BY CITY MANAGER: _____

A handwritten signature in black ink, appearing to be "ASA", written over a horizontal line.

RULES OF CIVILITY

Formatted: Width: 8.5", Height: 11", Different first page header

The City of High Springs encourages citizen participation in the democratic process and recognizes and protects the right of freedom of speech afforded to all. As the Commission conducts the business of the City, rules of civility shall apply. Commissioners, City officials and members of the public are to respectfully communicate according to the Commissioners' Rules of Procedure. Persons shall speak only when recognized by the Presiding Officer and, at that time, shall refrain from engaging in personal attacks and derogatory or offensive language. Comments from citizens being made at a time other than during the period titled "Citizens Requests and Comments" should be related to the topic of the agenda item focused on the issue at hand. Outbursts will not be tolerated and those who do not conduct themselves in a respectful and/or lawful manner shall be subject to removal as outlined in the Commissioners' Rules of Procedure. It shall be the responsibility of each individual to demonstrate civility. To ensure the integrity of the public meeting process and open government, Commissioners are encouraged to refrain from accepting or sending any text communications via cell phone or any other device during the course of the commission meeting.

To assure public confidence in the integrity of local government and its effective and fair operation, it is the policy of the City of High Springs to uphold, promote and demand the highest standards of civility and ethics from all of its officials, whether elected or appointed. Accordingly, members of the City Commission, Boards, Committees and Charter Officers shall, at all times, maintain the utmost standards of personal integrity, truthfulness, honesty, civility and fairness in carrying out their public duties.

PREFACE

The City of High Springs conducts municipal government, performs municipal functions, renders municipal services and exercises any power for municipal purposes according to the City Charter, except as otherwise provided by law. Any conflict or need for clarification arising out of the following Rules of Procedure shall be resolved, where applicable, by provisions of the City Charter which shall prevail, except as otherwise provided by law. Any Amendments to the City Charter which may require revisions to the Rules of Procedure shall be administratively prepared by the City Manager/City Clerk and adopted by the City Commission.

These Rules of Procedure are adopted by the City Commission to guide the Commission through its primary operations and functions. They are designed to provide the structure needed to conduct City business while also maintaining the flexibility needed to efficiently and effectively carry out the public business as circumstances may dictate.

SECTION I - GENERAL PROVISIONS

RULE 1: COMMISSION MEETINGS

All meetings of the City of High Springs Commission shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, F.S., and any other applicable laws.

(a) The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions - Section 447.605(1), F.S.; meetings regarding risk management claims - Section 768.28(15), F.S.; and litigation meetings pursuant to Section 286.011(8) F.S. The Commission shall follow all statutory requirements for exempt meetings.

(b) Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

limited.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

(c) Regular meetings of the Commission will be conducted in a public building. If possible, special and emergency meetings will also be conducted in public buildings.

(d) For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures will be allowed in City Commission meeting rooms. Other signs, placards, or banners shall not disrupt meetings or interfere with others' visual rights.

RULE 2: REGULAR COMMISSION MEETINGS

All regular meetings of the City of High Springs Commission will be conducted at 6:30 P.M. at the City Hall Commission Chambers - City of High Springs, 110 NW First Avenue High Springs, Florida, unless advertised otherwise. Regular Commission meetings are scheduled on the second and fourth Thursday of the month. The City Commission shall provide notice of its meetings in accordance with the requirements of Florida law.

From time-to-time, regular meetings may be adjusted by the Commission to accommodate a holiday schedule. ~~The City Clerk shall provide notice prior to the change to the public, City Manager, City Attorney, City Commission and the media. Prior notice of such change shall be provided to the public, City Manager/City Clerk and media.~~

RULE 3: SPECIAL COMMISSION MEETINGS

A special meeting may be called by the Mayor (also referred to as Presiding Officer) or, in his/~~her~~ absence, at the call of the Vice Mayor, or at the request of a majority of the Commission.

(a) The call for a special meeting shall contain the time, place and business to be conducted. The notice of special meeting shall be located at a designated area at City Hall. An agenda outlining the business to be conducted will be available prior to the meeting. ~~The City shall use best efforts to provide the public with notice.~~ No other business than that listed on the agenda shall be conducted.

(b) Each Commissioner will be given written notice served personally or left at his/her usual place of business and/or residence or by other electronic means, including but not limited to e-mail. If this means of contact is not achieved, notice will be provided orally, either in person or by telephone contact.

(c) Special meetings may be scheduled on days or evenings in addition to the second and fourth Thursday of the month. Meeting times should preferably be in the evening hours of weekdays.

(d) If there is no longer a need for a special meeting, the entity that called the meeting is authorized to cancel such meeting.

~~(e) Members of the public shall be provided the opportunity to comment on the topic of the emergency meeting. See Rule 11 regarding appearance before the Commission.~~

Commented [CWJ1]: Added per commission.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

RULE 4: EMERGENCY COMMISSION MEETINGS

An emergency meeting may be called orally or in writing by the Mayor, the Vice Mayor, or at the request of a majority of the Commission.

(a) The call for an emergency meeting if in writing shall contain the time, place, and business to be conducted. An agenda outlining the business to be conducted will be available prior to or at the meeting. No other business than that listed on the agenda shall be conducted. Emergency meetings may be held, when practicable, upon the most reasonable notice allowable under the circumstances to the public.

(b) Each Commissioner, the City Manager, City Clerk, the High Springs Police Department, and the City Attorney shall be given the most reasonable notice allowable under the circumstances. Such notice can be provided orally, in person or by telephone contact or by other electronic means, including but not limited to e-mail. If this means of contact is not achieved, a copy of the call for the emergency meeting may be delivered (which may be by facsimile transmission) to the person's residence, place of employment, or other location; whichever site is most likely to ensure the person's receipt of the notice.

(c) Emergency meetings may be scheduled on days or evenings in addition to the second and fourth Thursday of the month.

~~(d) There will not be a separate agenda item titled "Citizens Requests and Comments".~~

Formatted: Space Before: 0 pt

~~(de) If there is no longer a need for an emergency meeting, the entity that called the meeting is authorized to cancel such meeting.~~

~~(e) Members of the public shall be provided the opportunity to comment on the topic of the emergency meeting. See Rule 11 regarding appearance before the Commission.~~

Commented [CWJ2]: Added per commission.

RULE 5: COMMISSION WORKSHOPS

(a) Workshops are conducted in Commission Chambers, unless advertised otherwise, and are scheduled as needed. Meeting times should preferably be in the evening hours of weekdays. The Commission may initiate workshops that are public meetings to improve communication, to gain information and to create a stronger working relationship among the elected officials of the general city government. No formal action will occur at workshops.
workshops.

Commented [CWJ3]: Deleted per commission.

~~(c) An agenda outlining the business to be conducted will be available prior to the meeting. The City shall use best efforts to provide the public with notice.~~

~~(d) Public attendance and participation is encouraged and the Commission may allow for flexible rules for public comment. See also Rule 11.~~

Commented [CWJ4]: Added per commission to cross-reference.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

RULE 6: QUORUM

Pursuant to Section 2.08(b) of the City Charter, a majority of the Commission shall constitute a quorum for the transaction of business by the Commission. No action of the Commission, except as provided in Section 2.07 of the City Charter shall be valid unless adopted by the affirmative vote of at least three (3) members of the Commission, , unless by statute, ordinance or other regulation, an extraordinary majority (i.e. 4/5ths) of the Commission is required for approval.

RULE 7: ELECTION OF MAYOR

The City Manager/~~City Clerk~~ shall preside over the election of the mayor in accordance with Section 2.04(a) of the City Charter. Procedures for electing the Mayor are as follows:

(a) The City Manager/~~City Clerk~~ calls for nominations for a Mayor. Nominations do not require a second. A roll-call vote is conducted by the ~~City Clerk~~~~City Manager~~/~~City Clerk~~ if there is more than one nomination.

(b) The Mayor will then follow the same procedure to elect the Vice-Mayor.

RULE 8: PRESIDING OFFICER

The Presiding Officer (i.e. Mayor) shall be responsible for enforcing the Rules of Procedure and conducting meetings in a manner which preserves order and decorum, prevents attacks on personalities or the impugning of members' motives, and confine debate or comments to the question under discussion. The Presiding Officer shall endeavor to conduct the meetings in a fashion that draws a balance between the informality and congeniality possible in a small community while also maintaining the decorum and formality necessary to transact business in an orderly fashion. The Presiding Officer shall:

(a) Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present;

(b) Announce the business to come before the Commission, in accordance with the prescribed order of business (i.e. the agenda);

(c) Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Presiding Officer and restated by her/him, and she/he declares the results of all votes;

(d) Preserve order and call to order any member of the Commission who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal;

(e) Expedite business in every way compatible with the rights of members;

(f) On certain occasions the presiding officer may believe that a crucial factor relating to such a

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

question has been overlooked and that his/her obligation as a member to call attention to the point outweighs his/her duty to preside at that time. If the presiding officer wishes to place a motion, the gavel must be relinquished.

Based upon these Rules & Procedures, the gavel will be relinquished in the following order:

1. Vice Mayor;
2. Other Commissioners based upon seniority of tenure;
3. ~~City Manager/City Clerk~~;

Formatted: Indent: Left: 0.68", No bullets or numbering

Once a motion has been made and second received, the Presiding Officer shall hear comments from the other members of the Commission. Following the comments from other members of the Commission, the Presiding Officer shall be permitted to provide her/his input on the motion.

(g) Declare the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present.

RULE 9: RULES OF ORDER

Robert's Rules of Order, ~~Newly Revised~~, so long as they do not conflict with city ordinances, state statutes, these rules or the City of High Springs Charter, may be used as a guide in conducting commission meetings.

RULE 10: CLERK OF THE COMMISSION; PARLIAMENTARIAN; MINUTES

The City ~~Attorney/Manager/City Clerk~~, or her/his ~~Assistant City Attorney/Designee/Deputy Clerk~~, serves as parliamentarian, and advises the Presiding Officer as to correct rules of procedure or questions of specific rule application. The parliamentarian calls to the attention of the Presiding Officer any errors in the proceedings that may affect the substantive rights of any member, or may otherwise do harm. The ~~City Manager/City Clerk~~ or his/her designee shall be responsible for recording all Commission meetings and workshops and shall make correct minutes of the proceedings of each Commission meeting and workshop.

RULE 11: APPEARANCE BEFORE THE COMMISSION

The City Commission recognizes the importance of providing an opportunity for its citizens and taxpayers to express their opinions on the operation of City government and the Commission encourages citizen participation in the local government process pursuant to Section 286.0114, F.S. The City Commission also recognizes the necessity for conducting orderly and efficient meetings in order to complete City business in a timely and proper manner. To that end, the Commission may allow public comment on agenda items, at all regular, special, emergency, and workshop meetings, that do not afford citizens the right to comment.

(a) No citizen shall speak until duly recognized by the Presiding Officer, and she/he shall

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

immediately cease speaking and relinquish the podium when requested by the Presiding Officer.

After being recognized, the person should:

1. Step up to the speaker's podium and give her/his name;
2. State the topic or position (for/against) of the item under discussion;
3. Unless further time is granted by the Commission and/or the Presiding Officer, limit the address to three minutes; and
4. Address all remarks and questions to the Commission as a body, and not a member thereof, except through the Presiding Officer.

(b) The Commission may discuss the matter, refer it to the City Manager, ~~Clerk~~ City Clerk, or City Attorney for review and comment, question the speaker, and/or take other appropriate action.

(c) Speakers should make comments concise and to the point, and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the Presiding Officer.

(d) No person other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a member of the Commission, without permission of the Presiding Officer. No question may be asked except through the Presiding Officer.

(e) It shall be prohibited for any person to disturb or interrupt any meeting of the City Commission or otherwise fail to comport with the Rules and Procedure herein. The use of obscene or profane language, physical violence or the threat thereof, or other loud and boisterous behavior which the Presiding Officer or Commission shall determine is intended as a disruption of the meeting and a failure to comply with any lawful decision or order of the Presiding Officer or of the Commission, shall constitute a disturbance and that person is declared out-of-order, she/he should immediately relinquish the podium. If the person does not do so, she/he is subject to removal from the Commission Chambers or other meeting room and may be arrested by the High Springs Police Department, subject to Section 810.08(1), F.S.

(f) The Presiding Officer, subject to concurrence of the majority of the Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

(g) See also Rules 3, 4, and 5 regarding public comment.

Commented [CWJS]: Added per commission comment.

RULE 12: SERGEANT-AT-ARMS

The City Manager/~~City Clerk~~, or her/his designee, shall be sergeant-at-arms of the Commission meetings. The City Manager/~~City Clerk~~ shall carry out all orders and instructions given by the City Commission for the purpose of maintaining order and decorum at the Commission meeting.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

RULE 13: REQUIRED ATTENDANCE OF OFFICIALS

In addition to Commissioners, City officials whose regular attendance shall be required at meetings of the Commission are the City Manager, City Clerk, City Attorney, or their designees. Unless expressly excused by the Commission, a representative of the High Springs Police Department shall be present to provide security and assistance in maintaining order.

RULE 14: PUBLIC RECORDS

Requests for copies of public records regarding a meeting of the City Commission should be made through the ~~City Manager~~/City Clerk's office. The cost shall be in accordance with Florida's public records law. For more information, please see the City of High Springs's Public Records Policy.

RULE 15: COMMISSION MAIL

All mail addressed to the Mayor and any Commissioner shall be handled as follows:

- (a) All mail addressed to the Mayor or Commissioner will be opened by the public records custodian, or designee, and stamped with the date received on the front page and copied for public records review within 24 hours (weekdays) of receipt of the mail.
- (b) Each Commissioner will receive the original of items addressed to her/him without an official title unopened. If the addressee determines that the mail should be public record, he/she will provide a copy to the ~~City Manager~~/City Clerk for records retention purposes.

RULE 16: SEATING ARRANGEMENT

Commissioners shall occupy respective seats in the Commission Chambers to be based on seniority, with the Mayor in the center of the dais, the Vice Mayor seated to the Mayor's right, and remaining Commissioners seated to the Mayor's left, in order of seniority (if equal in seniority, then Commissioners will be seated alphabetically). For purposes of this section, seniority is defined as consecutive, continued service on the City Commission.

Commented [CWJ6]: Added per the commission.

RULE 17: PRESS CONFERENCES

All press conferences officially sponsored by the City of High Springs will be open to all media representatives and to the general public. Press conferences will be conducted in a location that is publicly accessible. Press releases are to be issued by the City Manager or designee. It is the responsibility of the City Manager to keep the Commission apprised of such releases.

SECTION II - PREPARATION OF AGENDA; ORDER OF BUSINESS

RULE 18: PREPARATION OF AGENDA

The ~~City Manager~~/City Clerk is responsible for the preparation of the agenda. The Mayor or any

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Commissioner may place an item on the agenda. The City Manager, City Clerk or City Attorney may also place an item on the agenda.

As a general practice, all supporting documentation must be provided to the ~~City Manager~~/City Clerk prior to agenda review on the Wednesday in the week prior to the meeting by 12:00 p.m. or the item(s) may not be included on the agenda.

RULE 19: AGENDA MATERIAL

A copy of the agenda and supporting materials will be prepared for Commissioners, the public and the media by 5:00 PM on the Monday prior to the regular Commission meeting or Public Hearing except when legally observed holidays or exigent circumstances delay copying and distribution. The agenda, as well as lengthy reports that are part of agenda documentation, shall be available for review in the ~~City Manager~~/City Clerk's office. The ~~City Manager~~/City Clerk shall make every effort to have the agenda and supporting materials available on the City's website prior to meetings. Commissioners desiring to place an item on the agenda shall provide the City Clerk with an Agenda Request Form.

Commented [CWJ7]: Added per commission comment.

RULE 20: ORDER OF BUSINESS OF MEETING

The business of all regular meetings of the Commission should be transacted as specified below. However, the Presiding Officer may, by simple majority vote or consensus of the Commission, re-arrange items on the agenda to more expeditiously conduct the business before the Commission.

- (a) Call to Order
- (b) Invocation and Pledge of Allegiance

The City Commission may will maintain a clergy rotational roster from diverse faiths, which may be used to rotate among the local clergy the presentation of the invocation at the regular meetings. Members of the Commission or citizens may also be designated to present the invocation. The Presiding Officer shall lead the pledge or delegate to another party.

Commented [CWJ8]: Adjusted per commission comment.

- (c) Approval of the Agenda;

Except for items advertised for public hearings, items may be added to, or removed from, the agenda. Agenda items may be reordered.

A motion to approve the agenda will have the following effects:

- 1. Approves any amendments to the Agenda;
- 2. Adopts the Agenda.

- (d) Special Presentations:

Items under this section include Proclamations, Special Award Presentations, Scheduled Citizen or Group

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Presentations.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

The number of proclamations read during the regular meeting may be limited.

Any citizen may request that an item be placed on the agenda under this section. Those who wish to agenda an item should submit a written request (stating the general nature of the matter) to the ~~City Manager~~/City Clerk before the agenda packet deadline. (Currently the deadline is the ~~Wednesday~~~~Thursday before~~following the ~~next~~~~previous~~ City Commission Meeting.)

Scheduled presentations are a maximum of fifteen (15) minutes in length. The City Commission shall not take final action at the same meeting on items addressed under this section. Final action can only be taken if the City Commission waives its Rules of Procedure.

(e) Unfinished Business:

(f) Citizens Requests and Comments:

During this time, anyone from the audience can come to discuss an issue that is not on the agenda and will be allowed up to five (5) minutes. All remarks will be made to the Mayor/~~Presiding Officer~~ and no abusive or defamatory language will be tolerated.

(g) New Business;

The Commission may assign issues that require additional examination to an advisory board or committee. If assigned, the advisory board or committee will provide a report to the City Commission when the examination of the issue is complete.

(j) City Attorney Report/Update:

(k) City Manager Report/Update:

(l) Commissioner Comments and Concerns:

During this section, each Commissioner will have the opportunity to make comments or discuss any items of concern and answer questions from citizen comments. The Commission shall not take final action at the same meeting on items addressed under this section. Final action can only be taken if the City Commission waives its Rules of Procedures. The Commission can direct staff to place any item requiring final action on an upcoming Commission Workshop or Meeting or the Commission may assign the issue to an advisory board or committee for additional examination. The exceptions are items of an emergency nature.

(m) Adjournment

No meeting should be permitted to continue beyond 11:00 P.M. without the approval of a majority of the Commission. A new time limit must be established before taking a Commission vote to extend the

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

meeting. In the event that a meeting has not been closed or continued by Commission vote prior to 11:00 P.M., the items not acted on are to be continued to 8:30 a.m. on the following day, unless state law requires hearing at a different time or unless the Commission, by a majority vote, determines otherwise.

SECTION III - COMMISSION PROCEDURES

RULE 21: PUBLIC HEARING:

Public hearings shall be held on the second and fourth Thursday of the month unless otherwise determined by the Commission. The procedures to be followed for public hearings are generally as follows:

(a) ~~(a)~~—The City Manager or designee should describe the agenda item to be considered, and provide the staff recommendation. The Presiding Officer should then inquire as to whether any Commissioners have questions for administration. After Commissioners' questions are answered, the Presiding Officer requests any Commissioner to put forth a motion.

Formatted: Indent: Left: 0"

(a)(b) ~~Following the motion and its second, discussion occurs among Commissioners.~~

Formatted: Indent: Left: 0"

(cb) Following public comment (if any), the Presiding Officer closes the public hearing ~~and inquires if any Commissioner wishes to put forth a motion. Following the motion and its second, discussion occurs among Commissioners.~~

Commented [CWJ9]: Adjusted per commission comment.

(c) The Presiding Officer inquires if there is any further discussion by the Commissioners and any final comments or recommendations from administration.

(d) ~~The Presiding Officer inquires of the Commissioners as to whether they are ready for the question. The Presiding Officer Any Commissioner may call~~ the question and restates the vote.

Commented [CWJ10]: Adjusted per commission comment.

(e) For quasi-judicial hearings/proceedings, the Presiding Officer will abide by procedures in the City's Land Development Regulations. ~~A copy of which is attached hereto.~~

Commented [CWJ11]: Added per commission comment.

RULE 22: VOTING:

The votes during all Commission meetings should be transacted as follows:

Voting on ordinances and resolutions shall be by roll call and shall be declared by the Presiding Officer and recorded in the minutes.

Every ~~Commissioner~~member who was in the Commission chambers when the question was called ~~put~~ must give their vote, unless the member has publicly stated that he/she is abstaining from voting due to a conflict of interest, pursuant to Section 112.3143 or Section 286.011, Florida Statutes. If any Commissioner declines to vote "aye" or "nay" by voice, their vote shall be counted as an "aye" vote.

Commented [CWJ12]: Adjusted per commission comment.

Pursuant to Section 2.08(b) of the City Charter, the passage of any motion, policy or resolution shall require the affirmative vote of at least three (3) members of the Commissioner. In case of a tie in votes on

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

any proposal, the proposal shall be considered lost.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Any Commissioner shall have the right to express dissent from or protests against any ordinance, resolution or policy of the Commission, and to have the reason therefore entered in the minutes.

RULE 23: RULES OF DEBATE:

Every Commissioner~~member~~ desiring to speak should address the Presiding Officer and upon said recognition by the Presiding Officer, should be confined to the question under debate.

(a) A Commissioner~~member~~ once recognized should not be interrupted when speaking unless to call said Commissioner ~~member~~ to order. The member should then cease speaking until the question of order is determined, without debate, by the Presiding Officer. If in order, said member will be at liberty to proceed.

(b) The Commissioner~~member~~ making the motion should be entitled to the floor first for debate.

(c) The following motions are not debatable:

To Adjourn;
To take from the table;

To lay on the table;
To call the question;

(d) Commissioners may speak again on a topic after all Commissioners have had an opportunity to speak.

Formatted: Indent: First line: 0"

RULE 24: CONFLICT OF INTEREST AS SPECIFIED IN 112.3143 OR SECTION 286.011, FLORIDA STATUTES;

Pursuant to F.S. 112.3143, or any amendment thereto, no Commissioner shall vote in an official capacity upon a matter which would inure to his or her special private gain or loss; which the Commissioner knows would inure to the special private gain or loss of any principal by whom he or she is retained or to the parent organization or subsidiary of a corporate principal by which he or she is retained, other than an agency as defined in F.S. 112.312(2); or which he or she knows would inure to the special private gain or loss of a relative or business associate of the Commissioner. The Commissioner in conflict shall, prior to the vote being taken, publicly state to the assembly the nature of the Commissioner's interest in the matter from which he or she is abstaining from voting and, within fifteen (15) days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum (Form 8B) filed with the City Clerk, who shall incorporate the memorandum in the minutes of the meeting.

RULE 25: ORDINANCES:

An enacted ordinance is a legislative act that prescribes general, uniform, and permanent rules of conduct relating to the corporate affairs of the city. Commission action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty. All ordinances shall be introduced in writing, and scheduled for public

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

hearing after advertisement.

(a) Emergency Ordinances. Pursuant to F.S. 166.041(3)(b), the Commission may, by a two-thirds vote, enact an emergency ordinance without complying with the requirements F.S. 166.041(3)(a). The emergency ordinance shall contain a declaration describing that the emergency exists and describing it in clear and specific terms. It shall become effective upon adoption or at such other date as may be specified in the ordinance. Every emergency ordinance except emergency appropriations shall automatically stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent re-enactment of the ordinance under regular procedures, or if the emergency still exists. However, no emergency ordinance shall be enacted which establishes or amends the actual zoning map designation of a parcel or parcels of land or that changes the actual list of permitted, conditional, or prohibited uses within a zoning category.

(b) If a Motion to pass an ordinance fails, the ordinance shall be considered lost.

RULE 26: RESOLUTIONS:

Generally, an enacted resolution is an internal legislative act that is a formal statement of policy concerning matters of special or temporary character. Commission action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired. All resolutions shall be reduced to writing. A resolution may be put to its final passage on the same day on which it was introduced.

RULE 27: MOTIONS:

An enacted motion is a form of action taken by the Commission to direct that a specific action be taken on behalf of the city. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law. All motions shall be made and seconded before debate.

RULE 28: RECONSIDERATION:

A motion to reconsider shall be allowed at any time during a meeting, except when a motion on some other subject is pending. No motion to reconsider shall be made more than once on any subject at the same meeting. A motion to reconsider may be made:

(a) At the same meeting during which an action was taken, provided that the motion to reconsider is made by a member of the prevailing side on the original motion.

(b) At a subsequent meeting by any Commissioner.

Upon passage of a motion to reconsider, no substantive action on the matter may be taken at that meeting so that the public and media may be on notice of the matter to be reconsidered. The subject matter shall be scheduled at the next regular Commission meeting for any action the Commission deems advisable.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

RULE 29: RESCINDING ACTION PREVIOUSLY TAKEN

Commission action may be rescinded by a majority vote. The motion may be made by any Commissioner after a motion to reconsider has been adopted.

RULE 30: COMMISSION APPOINTMENTS TO BOARDS AND COMMITTEES

Members of the City Commission serve on various boards and committees (e.g., North Central Florida Regional Planning Council, etc.). Appointments are reviewed and made each year as soon after the City Election as practicable.

- (a) If there is no nominee or volunteer for a vacancy, the Chair will appoint a Commissioner to serve.
- (b) A listing of appointments will be disseminated to the City Commission in advance of the appropriate meeting so that each Commissioner can determine his/her interest in serving on various boards/committees.

RULE 31: CITIZEN ADVISORY BOARDS/COMMITTEES

Citizen advisory boards and committees may be created and dissolved by resolution, ordinance or other act adopted by the Commission. Committee members are appointed by the Commission after advertising vacancies at least (2) two weeks prior to appointment in a local newspaper. Citizen advisory board openings shall also be posted on the City's website. All members shall serve at the pleasure of the Commission.

The mission of advisory boards shall be to examine various policy issues referred by the Commission, staff or as determined in the work plan. Boards shall provide guidance to the Commission in the development of policy recommendations. Boards shall not attempt to manage the administrative operations of the City. The Boards will not be involved in directing staff.

- (a) The ~~City Manager~~/City Clerk's office shall furnish the chair of each advisory board copies of all resolutions or ordinances that pertain to that advisory board or committee. Such information shall be delivered to the advisory board or committee chair within one (1) week after adoption by the Commission, or as soon thereafter as possible.
- (b) Appointment to citizen advisory boards shall be by voice vote or written ballot during a regular Commission meeting.
- (c) All appointed advisory boards and other bodies shall be subject to Florida's Sunshine laws and shall meet in public buildings after required public notice is given.
- (d) All ~~advisory~~ advisory boards and committees shall provide the minutes taken at each meeting. Communications to the Commission from such boards, committees and bodies shall be received in the mail of the Commission Chair.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

All Chairpersons of advisory boards may provide updates to the City Commission at its regularly scheduled meetings during Committee Reports/Committee Appointments/City Announcements. All requests for presentations shall be submitted to the Office of the City Manager/~~City Clerk~~.

Appointees personal and business affairs conducted within the City of High Springs must be in substantial compliance with all City regulatory and taxing authorities' rules and regulations. Appointees deemed to be in chronic violation of any City rule, regulation, or policy may be disallowed from membership on citizen advisory boards or committees by a majority vote of the Commission.

(e) Citizen advisory boards and committees are required to adhere to the "Guidelines for Citizen Advisory Boards & Committees" as approved by the City Commission. These guidelines are incorporated herein.

(f) Citizen advisory boards and committees created by or in response to federal or state statutory requirements shall conduct business consistent with these guidelines unless otherwise provided for by such federal or state statutory requirements.

RULE 33: NON-AGENDA INQUIRIES AT COMMISSION MEETINGS

(a) At regularly scheduled City Commission meetings, the Commission shall provide a comment period for citizens and taxpayers of the City to speak on non-agenda items. This public comment period is denoted on the agenda as "Citizens Requests and Comments". The remarks of each speaker shall be limited to five minutes, unless more time is granted by the Presiding Officer of the Commission.

(b) The purpose of the public comment portion of the meeting is to receive citizen input pertaining to matters over which the City Commission has jurisdiction or control. This period of time is for comments and not for questions directed to the City Commission or staff for immediate answer. Questions directed to the City Commission may be referred to staff to be answered within a reasonable period of time following the date of the meeting.

(c) Citizens are encouraged to call the appropriate City department during regular business hours. If you have contacted the department and for some reason results were not satisfactory, please call the director of the department or the City Manager's office.

RULE 34: SUSPENSION AND CONSTRUCTION OF RULES

These rules may be amended or temporarily suspended at any meeting of the Commission with an affirmative vote of a super-majority of the Commission. These rules are for the efficient and orderly conduct of Commission business only. No violation of such rules shall invalidate any action of the Commission when approved by a majority vote required by law and in compliance with the City Charter.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

GUIDELINES FOR CITIZENS ADVISORY BOARDS & COMMITTEES

1. Advisory Boards and committees are to be designated as standing or special. Standing advisory boards or committees shall be permanent in nature and special advisory boards or committees shall be temporary in nature.

2. A sunset date will be specified for special committees.

3. Transition Between Members. By-laws, enacting ordinances, guiding document, etc. will include language, which provides for members (whose terms have expired) to continue serving until the appropriate appointments are made.

4. Term Length for serving on any standing committee will be a minimum of two years unless otherwise specified (e.g. State Statute may require term lengths of less than two years, board/committee enacting ordinance provisions).

5. Attendance:

a. Reports/notices of absences are to be made to the board or committee Chair (or staff liaison if the Chair is unavailable).

b. The board or committee liaison will provide written notice of attendance violations to the City ~~Manager who will report to the City Commission-Commission Chair~~. Unless otherwise provided for in the enacting ordinance creating the advisory board or committee, the Commission will be responsible for removing members who do not meet the attendance requirement.

c. Absence from ~~threefour~~ (34) consecutive regular meetings of the advisory board or committees shall operate to vacate the seat of a member, unless such absence is excused by the City Commission by resolution setting forth the fact of such excuse duly entered into the minutes.

6. Elections of Officers: All advisory board and committee officers (i.e. Chair, Vice Chair, etc) shall be elected by the membership of the advisory board or committee, unless otherwise specified.

7. Meeting Frequency:

a. At a minimum, all boards and committees shall meet once per year.

b. The names of those boards or committees that do not meet this minimum requirement shall be submitted to the City Manager's Office.

c. Recommendations to dissolve committees or other recommended action will be submitted to the City Commission for consideration.

d. Any advisory board or committee whose officers are elected/appointed as prescribed in federal and/or state statute shall be exempted from Guideline 6.

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

Formatted: Font: Times New Roman, Italic

Formatted: Space After: 0 pt

8. Parliamentary Procedure: As appropriate, Robert's Rules of Order may be used as a guide in conducting board and committee meeting.

9. The Rules of Civility as outlined in the Rules of Procedure apply to all Citizen Advisory Boards and Committees.



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: JANUARY 22, 2015

SUBJECT: CONSIDER RESOLUTION 2015-A, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS ADOPTING A PUBLIC RECORDS POLICY FOR THE CITY OF HIGH SPRINGS WHICH GOVERNS PUBLIC RECORDS REQUESTS FOR CITY EMPLOYEES; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

AGENDA SECTION: UNFINISHED BUSINESS

DEPARTMENT: CITY CLERK

PREPARED BY: CITY CLERK

RECOMMENDED ACTION: ADOPTION OF RESOLUTION 2015-A.

COST: NONE

Summary

THE COMMISSION WILL CONSIDER A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY. THIS PUBLIC RECORDS POLICY WILL ESTABLISH GUIDELINES AND PROCEDURES FOR PUBLIC RECORDS REQUESTS FOR ALL CITY EMPLOYEES.

THIS ITEM WAS TABLED AT THE JANUARY 8, 2015 MEETING TO ALLOW FOR MINOR AMENDMENTS.

ATTACHMENTS: RESOLUTION 2015-A

REVIEWED BY CITY MANAGER: 

RESOLUTION 2015-A

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS ADOPTING A PUBLIC RECORDS POLICY FOR THE CITY OF HIGH SPRINGS WHICH GOVERNS PUBLIC RECORDS REQUESTS FOR CITY EMPLOYEES; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of High Springs desires to have an updated policy establishing guidelines and procedures for public records requests; and

WHEREAS, responding to a public records request is an important governmental service and there is responsibility to act accordingly; and

WHEREAS, the City of High Springs is committed to providing a high level of service, in an open and transparent setting to assist the public in their right to inspect and obtain copies of City records;

WHEREAS, to more fully and effectively carry out the City's powers and responsibilities, the City Commission, by resolution wishes to adopt this "Public Records Policy."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF HIGH SPRINGS, FLORIDA AS FOLLOWS:

SECTION ONE: The City of High Springs Public Records Policy is hereby adopted in its entirety to read as set forth in **Exhibit A**.

SECTION TWO: 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 THREE: All resolutions and parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION FOUR: This Resolution shall become effective immediately upon final adoption.

PASSED in regular session of the High Springs City Commission this 22nd day of January, 2015.

CITY OF HIGH SPRINGS

Sue Weller, Mayor

ATTEST, BY THE CLERK OF THE CITY
COMMISSION OF THE CITY OF HIGH
SPRINGS, FLORIDA:

Jenny Parham, City Clerk

APPROVED AS TO FORM AND LEGALITY:

S. Scott Walker, City Attorney

CITY OF HIGH SPRINGS
PUBLIC RECORDS POLICY

I. Policy

This policy establishes the City of High Springs's guidelines and procedures for public records requests. It is the policy to retain public records in accordance with Florida law, Chapter 119, also known as the Public Records Act. The City of High Springs is committed to providing a high level of service in an open, transparent setting to assist the public in their right to inspect and obtain copies of City records.

II. Scope

A. This Policy shall apply to all City of High Springs employees. All City employees should understand that responding to a public records request is a governmental service and there is a responsibility to act accordingly. The public's right to access public records is "virtually unfettered." Without an exemption, records shall be produced no matter how inconvenient or burdensome.

B. Supervisors should inform all affected employees within their supervision of this policy and its requirements. Department Heads should know and train their employees on which public records are available in their department and what sensitive information those records may contain.

C. The City Clerk is the municipal officer charged with the responsibility of ensuring the City's public records program meets the mandates of the Public Records law. The City Clerk is the Public Records Custodian. This Public Records Custodian shall be responsible for arranging training and compliance with the Public Records Act. The City's Public Records Custodian will coordinate the City's response to public records requests submitted to the City as necessary. Department Heads shall act as Public Records Custodian for their respective departments and will assist the City's Public Records Custodian where necessary.

III. Definitions

A. Actual cost of duplication: Defined by Florida Statutes Section 119.011(1), and as may amended from time to time by the Florida Legislature. The "actual cost of duplication" means the cost of the material and supplies used to duplicate the public record, but does not include labor cost or overhead cost associated with such duplication. See also subsection VIII. S. regarding extensive use of information technology and/or personnel costs.

- B. Public records:** Defined by Florida Statutes Section 119.011(12), as may be amended from time to time by the Florida Legislature. “Public record” means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. The Florida Supreme Court has interpreted this definition to include “any material prepared in connection with official agency business which is intended to perpetuate, communicate, or formalize knowledge of some type.” Examples include computer records, e-mails, Facebook entries, tape recordings, text messages, voicemails, and instant messages are public records when they are made or received by a City employee in connection with official City business and are used to perpetuate, communicate, or formalize knowledge.
- C. Public records request:** This shall be defined as a request submitted to any City employee by any person, either orally or in writing, to inspect or copy the City’s public records.
- D. Redact:** Defined by Florida Statute Section 119.011(13), as may be amended from time to time by the Florida Legislature. “Redact” means to conceal from a copy of an original public record, or to conceal from an electronic image that is available for public viewing, that portion of the record exempt or confidential information.

IV. Retention

- A.** Each City of High Springs employee is the custodian of any public record under his or her supervision and control, such as the public records located in an employee's office desk drawer or any City e-mail accounts under an employee’s control. As such, each City employee who has public records in his or her custody is required to retain such records in accordance with the records retention schedules established by the Florida Department of State. For example, the current record retention schedule provides the administrative correspondence and memoranda, the record category which many e-mails will fall into, must be maintained until obsolete, superseded, or until their administrative value is lost. The records retention schedules, which may be amend from time to time are currently available online at http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm.

- B.** Significant advances in information technology have allowed City employees to perform their job functions through the use of numerous electronic devices and systems. For instance, many City employees are equipped with mobile handheld devices on which they can access their City e-mail, send and receive text messages, access the internet, and receive voicemails. In addition, some City employees may use instant messaging, chat rooms, social networking pages, or other internet-based tools to accomplish their job that may create or receive public records. If public records are in fact created or received on such devices or systems, City employees are required to retain such records in accordance with Florida's public records law. All devices and systems used to conduct City business shall have the capability to retain public records created or received by such. For example, if a City employee's mobile handheld device is unable to retain copies of text messages in accordance with the state retention schedule so that they are available for inspection and copying, the City employee is prohibited from using the text messaging function to conduct City business.

- C.** City employees' email and other electronic records are backed up by the City's information technology personnel. Generally, this is done in the event of disaster recovery. The City's information technology personnel are not the custodian of electronic public records for individual City employees or departments, and City employees shall not rely on information technology personnel to retain public records for which they are custodian.

V. Public Records on Personal Electronic Devices

- A.** City employees are prohibited from conducting City business on their personal computers other than through the use of an encrypted connection to the City's network, and they are prohibited from downloading City information or data onto their personal computers, personal storage devices or other personal electronic devices or systems. City employees are also prohibited from using personal e-mail accounts to conduct City business.

- B.** The City recognizes that a person or entity may communicate with a City employee regarding official City business on personal systems through no fault of the City employee. Such communications are not a violation of this policy; however, City employees shall request the person or entity to communicate with the City employee on the City IT Systems and, if possible copy the electronic communication onto the City IT Systems. In addition, due to work requirements, it may be occasionally necessary to use personal IT systems to conduct official City business.

Such occasional use is not a violation of this policy; however, City employees shall, if possible, copy all electronic information related to official City business onto the City IT Systems. In addition, if public records are in fact created or received, City employees are required to retain such records and make them available for inspection and copying in accordance with Florida's public records law.

C. To the extent that City employees conduct City business on personal electronic devices or systems outside of the boundaries of any City information system, such electronic information is fully owned by the City and such conduct will cause employees to lose any expectation of privacy in their personal electronic devices or systems. For example, in such a case, an employee's personal computer may be seized by the City to respond to a public records request or for discovery purposes during a lawsuit involving City business.

VI. Disposal of Public Records

Each Charter Officer shall ensure that public records are disposed of in compliance with Florida Statutes Sections 119.021(2) and 257.36 (2009), as may be amended from time to time, and Florida Administrative Code Rule 1B-24 (2008), as may be amended from time to time.

VII. Public Records of Terminated City Employees

When an employee's employment with the City is terminated, such employee shall deliver all public records, for which he or she is the custodian, to his or her successor, or, if there is none, to his or her supervisor.

VIII. Access to Public Records

A. When City employees receive a public records request, they shall permit the requested records to be inspected and copied by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian (or designee) of the public records. Inspection of records may be limited to the hours during which the office of the City employee is open to the public.

B. Any person who submits a public records request is not required to submit such a request in writing. Requests can be made verbally, in person, over the telephone, or by email or regular mail. The City may require the custodian to complete an appropriate form acknowledging and/or describing the request, but not the individual making the request.

- C. Nor shall the employee require the requester to provide his or her name or other personal information, sign for the receipt of the records, or provide a reason for requesting the records. In addition, City employees are not required to give out information from public records or answer questions about public records. City employees are also not required to create new public records in response to a public records request or reformat the City's public records.
- D. City employees may designate another employee of the City to permit the inspection and copying of public records, but they must disclose the identity of the designee to the person requesting records. For example, a manager may request for his or her executive assistant to supervise a citizen's inspection of the manager's public records, but he or she should disclose the name of the executive assistant to the person requesting records.
- E. City employees must acknowledge requests to inspect or copy records promptly and respond to such requests in good faith. A good faith response includes making reasonable efforts to determine from other City departments or employees whether such a record exists and, if so, the location at which the record can be accessed. City employees should include in the acknowledgment any circumstances that may delay a response, i.e. required redaction. After verifying whether or not other City departments or employees have records pertaining to the public records request, the City employee shall notify the person requesting records if other City departments or employees have public records related to his/her request. In addition, the contact information of the other City department or employees who possess public records responsive to the public records request shall be provided.
- F. Prior to allowing a person to inspect or copy a public record, City employees (or designees) must review the records to determine if any contents of the record are exempt from inspection or copying. If a City employee asserts that an exemption applies to a part of such record, he or she shall redact that portion of the record to which an exemption has been asserted and validly applies, and such employee shall produce the remainder of such record for inspection and copying. If requested by the person seeking to inspect or copy the record, the City employee shall state in writing and with particularity the reasons for the conclusion that the record is exempt.

- G.** Florida law also provides that certain public records are confidential. For example, medical records of City employees are confidential pursuant to Florida Statute Section 112.08(7). If a record is confidential, City employees shall not disclose the entire record (i.e. redaction is not necessary) unless the disclosure of such a record to certain entities or persons is permissible by law.
- H.** If the records contain both exempt and non-exempt information, redact that portion for which an exemption is asserted, whether or not it is impractical or burdensome. The City may not ordinarily charge for the cost to review the records for exempt information, but it may impose a special service charge if the volume of records or number of potential exemptions makes it a “time-consuming task.”
- I.** When a public records request is made of an employee, the employee shall respond professionally.
- J.** For this policy, reasonable time to provide access to public records is during normal working hours.
- K.** An employee shall not refuse to allow a person to inspect or copy public records because the request lacks specificity, nor may the employee insist on precision from the requestor. If a request is too vague to respond to, the employee should respond as follows:

 - “This acknowledges receipt of your request for insert description of documents requested for the City of High Springs. The state public records law requires a person requesting to copy or inspect a public record to identify the record with sufficient specificity to enable the custodian to locate it and provide you with a cost estimate to product it. Please identify the requested documents with more specificity to so that the City may fulfill your request if such a record exists. This may include the date, author, subject, title or recipient of the document, or other details that may aid the City in locating the document.”
- L.** In addition, if a City employee is providing documents for copying or inspecting in response to a vague public records request, the employee may attach the following:

“The attached records are provided as a good faith response to your public records request. The request is open-ended, vague, and/or lacks specificity, therefore if you believe there may be other records in the possession of the City within the parameters of your request, please identify the records with sufficient specificity to enable us to locate it. This may include the date, author, subject, title or recipient of the documents, or any other details.”

- M.** City employees shall not require public records requestors to provide or disclose their name, address, telephone number, email address or the like, unless the employee is required by law obtain this information prior to releasing the record. Records must be provided to an anonymous requestor.
- N.** The City shall not impose an automatic or arbitrary delay, no matter how short, in responding to a public records request. The only delay permitted pursuant to Florida law “is the reasonable time allowed the custodian to retrieve the record and delete those portions of the record the custodian asserts are exempt.”
- O.** The City's goal is to respond to every requester within 24 business hours acknowledging receipt of his or her request, and when possible fill requests within 24 business hours.
- P.** If needed, an employee shall seek assistance from other employees or his/her supervisor to timely respond to a request.
- Q.** If a request is made for records in the possession or custody of a private contractor and not the City, an employee should offer to obtain the records from the contractor and provide them to the individual making the request.
- R.** An employee may not fail to respond to a request because of the perceived or stated motives/intentions of the requestor. An employee shall not inquire into the motives or purpose. A requestor is not required to show any legitimate interest in the records.
- S.** If a request extends over a long period of time and requires extensive use of information technology and/or personnel, the City may impose a special service charge in conformity with state statute. See also Subsection XI. C. for special service charge.

- T. In the event of an extensive request, the City should strive to provide copies as they become available rather than waiting until all the documents are produced.

IX. Procedures

Upon receiving a public records request, the following procedures shall apply:

- A. Notify the Public Records Custodian of the request and provide a copy of any written request and/or completed Public Records Request Form.
- B. Upon receipt of the public records request, whether written or oral, the employee shall complete the Public Records Request Form to the extent possible based on information known. The employee shall then forward the completed Form to the Public Records Custodian for data input.
- C. Acknowledge the request. The Public Records Custodian will direct and provide all correspondence to the requester unless the first employee who took the request can provide the records immediately or make other arrangements.
- D. The Public Records Custodian may document and maintain communication with the employee possessing the public record through to completion and will document and notify the department when all aspects of the public records request have been satisfied.
- E. If litigation is pending or reasonably anticipated, records relating to that particular litigation should not be disposed of any manner, the City Manager and City Attorney should be provided notice.
- F. When a public records request is received for emails or other records relating to a City Commissioner or City employee, the individual may be notified that such a request was received. This notice and opportunity to review records cannot delay responding to the public records request.
- G. The City is required to provide access to public records; it is not required to provide information from the records.
- H. The City is not obligated to provide records on a continuing basis to a requestor.

X. Public Records Custodians

- A.** The City shall designate a public records custodian(s), however all City employees are responsible for public records and should respond as outlined in this policy. Custodian refers to all agency personnel who have it within their power to release or communicate public records.
- B.** The following public announcement (or substantially similar) shall be posted on the City's web site:
- Public Records Requests
Requests for public records in this office should be
Directed to the following custodian located in this building:
Name
Physical Location
Mailing Address
Phone Number
Email Address
- C.** All employees shall know who the records custodian is for public records located within their office and, if not the records custodian, shall know who to contact if they received a public records request.
- D.** If a requester approaches an employee in person who is not the custodian of a public record, and asks about a record, the employee should direct to the appropriate custodian.
- E.** An employee should not direct a requester to another location to request a public record that is located in the building in which the initial request is made. All public records should be kept in the building in which they are ordinarily used other than records located in storage.
- F.** The Public Records Custodian and City Clerk shall ensure that all employees adhere to this policy.
- G.** Florida law does not require agencies to generate, create or convert records to another format. The City is obligated to provide the records the City has, not to create a record or change the format.

XI. Copy Fees

- A. Any person may inspect public records in the presence of a City employee (or designee), and he or she may tab, clip, or in some other form, identify which documents he or she would like copied. The City employee shall attempt to compute the cost of the requested copies and collect all copy costs from the person requesting copies of public records prior to making any copies when possible.

- B. City employees shall charge for all copies of public records the rates allowable by Florida law, as may be amended from time to time; provided, however, that the first ten (10) copies per week, per person shall be without charge. Currently, the rates allowable by Florida law (these rates are subject to change) and this Policy are as follows:

Copy Types	Cost
Copies of not more than 14 inches by 8 1/2 inches	15 cents per one-sided copy, but no more than an additional 5 cents for each two-sided copy
Certified copies of a public record	\$1 per copy
For all other copies	Actual cost of duplication

- C. If the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by the City employees involved, City employees shall charge, in addition to copy costs, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the City employees providing the service that is actually incurred by the City or attributable to the City for the clerical and supervisory assistance required, or both. See also Subsection VIII. S.

- D. For the purpose of this section, "extensive" shall be defined as taking more than 15 minutes to locate, review for exempt or confidential information, copy and re-file the requested material. The special service charge shall be computed to the nearest quarter of an hour exceeding 15 minutes based on the current rate of pay and benefits for the pay grade of the person who performed the service (and was the lowest paid employee capable of fulfilling the request) and will be assessed when appropriate regardless of the number of individual copies made.

exempt. The employee should also refer to Florida law and the Government-In-The-Sunshine Manual.

XIII. Training

- A.** All City of High Springs employees are required to attend training on public records. Current City of High Springs employees shall attend at least one public records training sessions within one year of the effective date of this policy.
- B.** New employees shall receive public records training upon hiring.
- C.** The City Clerk and City Attorney shall be responsible for implementation of these training requirements.
- D.** As Florida's public records laws are updated or amended, training will be provided for all City of High Springs employees.

XIV. Non-Compliance

- A.** Failure to comply with this policy may result in disciplinary action and possibly termination of employment.
- B.** Additionally, pursuant to Section 119.10, Florida Statutes, violations are punishable by fine not exceeding \$500.00, and willful and knowing violations are subject to additional criminal penalties.

XV. City Attorney

If a City employee has any questions regarding this policy or any request for public records, the employee should confer with the designated Public Records Custodian, who if necessary shall contact the Office of the City Attorney. The Office of the City Attorney can assist with: (1) determination of what is a public record; (2) provide guidance on public records laws; (3) produce public records; and (4) providing assistance in determination of exceptions. Routine public records requests do not require clearance from the City Attorney's Office.



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: JANUARY 22, 2015

SUBJECT: CONSIDER AWARDING CDBG GRANT ADMINISTRATION SERVICES TO FRED FOX ENTERPRISES, INC.

AGENDA SECTION: NEW BUSINESS

DEPARTMENT:

PREPARED BY: CITY CLERK

RECOMMENDED ACTION: AWARD CDBG GRANT SERVICES ADMINISTRATION TO FRED FOX ENTERPRISES, INC.

COST: NONE

Summary

THE CITY WAS AWARDED A \$700,000 CDBG NEIGHBORHOOD REVITALIZATION GRANT FOR WATER LINE REPAIR/REPLACEMENT. THE CITY SENT OUT A RFQ FOR THE ADMINISTRATION FOR THE GRANT. THE FOLLOWING THREE COMPANIES SUBMITTED PROPOSALS:

FRED FOX ENTERPRISES, INC.
GOVERNMENT SERVICES GROUP, INC
GUARDIAN COMMUNITY RESOURCE MANAGEMENT INC.

THE THREE PROPOSALS WERE REVIEWED BY STAFF AND RANKED IN ORDER OF REQUIRED CRITERIA WITH FRED FOX ENTERPRISES PLACING FIRST.

ATTACHMENTS: PROPOSAL RANKING

REVIEWED BY CITY MANAGER: _____

A handwritten signature in black ink, appearing to be "M. J. ...", written over a horizontal line.

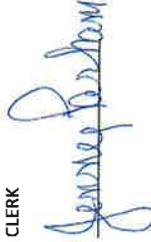
CDBG GRANT #15DB-01-03-11-02-NS1 - \$700,000

PROPOSAL RECEIVED BY:	EVALUATION CRITERIA #1 20 PTS. STAFF'S YEARS EXPERIENCE IN ADMINISTERING CDBG PROJECTS	EVALUATION CRITERIA #2 20 PTS. YEARS OF EXPERIENCE IN MANAGEMENT GROUP WITH CDBG	EVALUATION CRITERIA #3 20 PTS. PROPOSED APPROACH TO ADMINISTRATION OF GRANT	EVALUATION CRITERIA #4 20 PTS. NUMBER OF FAVORABLE CLIENT REFERENCE LETTERS	EVALUATION CRITERIA #5 15 PTS. QUALITY OF THE RESPONSE FROM CLIENT REFERENCES	EVALUATION CRITERIA #6 5 PTS. FEE OR PROPOSED FEE BASIS
FRED FOX ENTERPRISES	20 1024 hrs	20	80	20 36	15	5 48,750
GSG	15	15	80	15 9	15	5 49,000
GUARDIAN CRM, INC	20 150	20	15	15 9	15	5 49,000

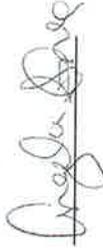
PROPOSALS RANKED BY:
ED BOOTH, CITY MANAGER



JENNY PARHAM, CITY
CLERK



ANGELA STONE, ASST.
CITY CLERK





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: JANUARY 22, 2015

SUBJECT: REVIEW NOVEMBER & DECEMBER 2014 FINANCIAL STATEMENTS.

AGENDA SECTION: NEW BUSINESS

DEPARTMENT: FINANCE

PREPARED BY: CITY CLERK

RECOMMENDED ACTION: NO ACTION REQUIRED

COST: NONE

Summary

FINANCE DIRECTOR JENNIFER STULL WILL PRESENT THE NOVEMBER AND DECEMBER 2014 FINANCIAL STATEMENTS AND OUTLINE THE REVENUES AND EXPENDITURES.

ATTACHMENTS: NOVEMBER & DECEMBER 2104 FINANCIAL STATEMENTS.

REVIEWED BY CITY MANAGER: 

**DECEMBER 2014
FINANCIAL
STATEMENTS**

General Ledger

General Revenue Fund Report



User: jstull
 Printed: 01/15/15 12:47:34
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015	2015	2015	2015	2015	2015	2015
	Budget	Month to Date	YTD Actual	Uncollected	YTD Bgt	Var %	Collected %
							Uncollected
Taxes							
Ad Valorem Taxes	1,302,000.00	777,305.13	777,305.13	524,694.87	-451,805.13	59.70	40.30
Ad Valorem Taxes-Delinquent	59,800.00	3,247.67	3,247.67	56,552.33	11,702.33	5.43	94.57
Local Option Gas Tax	239,038.00	39,736.46	39,736.46	199,301.54	20,023.04	16.62	83.38
Local Govt Infrastructure Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electric Utility Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Tax-Clay Electric	67,739.00	6,965.30	6,965.30	60,773.70	9,969.45	10.28	89.72
Utility Tax-Duke Energy	226,778.00	62,952.56	62,952.56	163,825.44	-6,258.06	27.76	72.24
Telecommunications Tax-Alltel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telecommunication Tax-AT&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telecommunications Service Tax	150,083.00	24,547.88	24,547.88	125,535.12	12,972.87	16.36	83.64
Telecommunication Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Tax Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-CVS	250.00	0.00	0.00	250.00	62.50	0.00	100.00
Gas Utility Svc Tax-Crescent P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-Davis Gas	250.00	47.01	47.01	202.99	15.49	18.80	81.20
Gas Utility Svc Tax-Ferrel Gas	1,500.00	551.65	551.65	948.35	-176.65	36.78	63.22
Gas Utility Svc Tax-Heritage L	3,000.00	646.24	646.24	2,353.76	103.76	21.54	78.46
Gas Utility Svc Tax-Tru-Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-Suburban P	4,500.00	199.74	199.74	4,300.26	925.26	4.44	95.56
Gas Utility Svc Tax-Pantry/Lil	500.00	84.17	84.17	415.83	40.83	16.83	83.17
Gas Utility Svc Tax-William Ga	1,000.00	61.21	61.21	938.79	188.79	6.12	93.88
Gas Utility Svc Tax-Winn Dixie	2,000.00	597.98	597.98	1,402.02	-97.98	29.90	70.10
Gas Utility Svc Tax-Misc	1,000.00	176.83	176.83	823.17	73.17	17.68	82.32
Local Govt 1/2 Cent Sales Tax	295,967.00	49,869.48	49,869.48	246,097.52	24,122.27	16.85	83.15
Taxes	2,355,405.00	966,989.31	966,989.31	1,388,415.69	-378,138.06	41.05	58.95
Licenses and Permits							
Occupational Licenses	26,500.00	18,543.29	18,543.29	7,956.71	-11,918.29	69.97	30.03
Building Permits	175,000.00	24,320.45	24,320.45	150,679.55	19,429.55	13.90	86.10
Building Permit Surcharge	2,000.00	-8.43	-8.43	2,008.43	508.43	-0.42	100.42
Reinstatement-Expired Pmt. Fee	200.00	131.54	131.54	68.46	-81.54	65.77	34.23
Re-Inspection Fee	400.00	50.00	50.00	350.00	50.00	12.50	87.50
Conditional Use Permit Fee	2,000.00	705.00	705.00	1,295.00	-205.00	35.25	64.75
Application for Variance Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses and Permits	206,100.00	43,741.85	43,741.85	162,358.15	7,783.15	21.22	78.78
Intergovernmental							
State Revenue Sharing Proceeds	155,000.00	38,774.68	38,774.68	116,225.32	-24.68	25.02	74.98
Mobile Home Licenses	2,000.00	604.25	604.25	1,395.75	-104.25	30.21	69.79
Alcoholic Beverage Licenses	3,442.00	0.00	0.00	3,442.00	860.50	0.00	100.00
FDOT Sign Maintenance	5,164.00	0.00	0.00	5,164.00	1,291.00	0.00	100.00
FDOT Street Light Maintenance	16,511.00	0.00	0.00	16,511.00	4,127.75	0.00	100.00
CRA-Admin Svcs/Maintenance	64,000.00	0.00	0.00	64,000.00	16,000.00	0.00	100.00
Tag Agency Commission	63,388.00	5,307.95	5,307.95	58,080.05	10,539.05	8.37	91.63
Intergovernmental	309,505.00	44,686.88	44,686.88	264,818.12	32,689.37	14.44	85.56

Description	2015	2015	2015	2015	2015	2015	2015
	Budget	Month to Date	YTD Actual	Uncollected	YTD Bgt	Var %	Collected %
						Uncollected	
Grants							
Intergovernmental Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Byrne Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FRDAP Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Government Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Franchise Fees							
Franchise Fees-Clay Electric	42,900.00	7,896.30	7,896.30	35,003.70	2,828.70	18.41	81.59
Franchise Fees-Duke Energy	298,157.00	75,520.48	75,520.48	222,636.52	-981.23	25.33	74.67
Franchise Fees-Communicomm Sv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Franchise Fees	341,057.00	83,416.78	83,416.78	257,640.22	1,847.47	24.46	75.54
Charges For Services							
Police Dispatch Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Filing Fee-City Election	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Services	500.00	388.50	388.50	111.50	-263.50	77.70	22.30
Police Department-Fingerprint	700.00	0.00	0.00	700.00	175.00	0.00	100.00
Park Entrance Fees-Poe Springs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec - Softball Fees	800.00	0.00	0.00	800.00	200.00	0.00	100.00
Parks & Rec - Volleyball Fees	1,000.00	165.00	165.00	835.00	85.00	16.50	83.50
Parks and Rec - Soccer Fees	7,000.00	0.00	0.00	7,000.00	1,750.00	0.00	100.00
Parks & Rec - Flag Football Fe	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec - Tennis Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec-General Income Spo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks and Rec-Sponsor Fees	550.00	950.00	950.00	-400.00	-812.50	172.73	-72.73
Parks and Rec-Basketball Fees	3,000.00	900.00	900.00	2,100.00	-150.00	30.00	70.00
Canoe/Kayak/Concess-Poe Spring	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zoning Fees	2,000.00	-5,050.00	-5,050.00	7,050.00	5,550.00	-252.50	352.50
Development Review Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales of Maps and Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Copying and Research Fees	2,000.00	551.00	551.00	1,449.00	-51.00	27.55	72.45
Police Reports & Services	100.00	0.00	0.00	100.00	25.00	0.00	100.00
Street Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Closing Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charges For Services	17,650.00	-2,095.50	-2,095.50	19,745.50	6,508.00	-11.87	111.87
Fines & Forfeitures							
Court Fines and Forfeitures	15,000.00	3,210.25	3,210.25	11,789.75	539.75	21.40	78.60
Municipal Ordinance Fines	1,000.00	14.00	14.00	986.00	236.00	1.40	98.60
Code Enforcement Fines	4,000.00	202.50	202.50	3,797.50	797.50	5.06	94.94
2nd Dollar Training-Police	2,000.00	404.00	404.00	1,596.00	96.00	20.20	79.80
Fines & Forfeitures	22,000.00	3,830.75	3,830.75	18,169.25	1,669.25	17.41	82.59
Rentals							
Civic Center Rental	6,000.00	1,375.00	1,375.00	4,625.00	125.00	22.92	77.08
Post Office Rent	5,333.00	1,000.00	1,000.00	4,333.00	333.25	18.75	81.25
Day Care Rental	2,040.00	340.00	340.00	1,700.00	170.00	16.67	83.33
Farmers Market Rents	19,247.00	3,734.04	3,734.04	15,512.96	1,077.71	19.40	80.60
Residential Property Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rentals - Poe Springs Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rentals	32,620.00	6,449.04	6,449.04	26,170.96	1,705.96	19.77	80.23

Description	2015 Budget	2015 Month to Date	2015 YTD Actual	2015 Uncollected YTD	2015 Bgt Var	2015 % Collected	2015 % Uncollected
Interest Earned							
Interest Earned-Bank Accounts	2,000.00	220.75	220.75	1,779.25	279.25	11.04	88.96
Interest Earned on Investments	300.00	0.00	0.00	300.00	75.00	0.00	100.00
Interest Earned Ad Valorem Tax	5,000.00	812.42	812.42	4,187.58	437.58	16.25	83.75
Interest Tax Collector	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	7,300.00	1,033.17	1,033.17	6,266.83	791.83	14.15	85.85
Misc Revenue							
Forfeiture Fund Police Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales of Fixed Assets	2,000.00	0.00	0.00	2,000.00	500.00	0.00	100.00
Sale of Scrap	750.00	0.00	0.00	750.00	187.50	0.00	100.00
Contributions Non-Government	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Farmers Mkt Fundraising/Donati	753.00	5.35	5.35	747.65	182.90	0.71	99.29
Community Garden	1,000.00	0.00	0.00	1,000.00	250.00	0.00	100.00
Youth Council Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Motor Fuel Tax Refunds	2,500.00	0.00	0.00	2,500.00	625.00	0.00	100.00
Police Dept. Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Recovery	12,000.00	0.00	0.00	12,000.00	3,000.00	0.00	100.00
Miscellaneous Revenue	3,000.00	685.37	685.37	2,314.63	64.63	22.85	77.15
Misc Revenue	22,003.00	690.72	690.72	21,312.28	4,810.03	3.14	96.86
Loan Proceeds							
Debt Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In							
Interfund Transfer-Sewer Fund	137,586.00	0.00	0.00	137,586.00	34,396.50	0.00	100.00
Interfund Transfer-Water Fund	301,356.00	0.00	0.00	301,356.00	75,339.00	0.00	100.00
Interfund Transfer-Fire Fund	25,000.00	0.00	0.00	25,000.00	6,250.00	0.00	100.00
Interfund Transfer-Cemetery Tr	3,190.00	0.00	0.00	3,190.00	797.50	0.00	100.00
Interfund Transfer-Solid Waste	209,263.00	0.00	0.00	209,263.00	52,315.75	0.00	100.00
Transfers In	676,395.00	0.00	0.00	676,395.00	169,098.75	0.00	100.00
Appropriated Funds							
Approp of Prior Yr Fund-Restr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Approp of Prior Yr Funds-Unres	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Fund Balance-Res.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	3,990,035.00	1,148,743.00	1,148,743.00	2,841,292.00	-151,234.25	28.79	71.21

General Ledger

City Attorney Monthly Report



User: jstull
 Printed: 01/15/15 12:48:00
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
FICA-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Retirement-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Life & Health Ins-City Attorne	0.00	0.00	0.00	0.00	0.00	0.00
Workers Comp-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Professional Svcs-City Attorne	54,000.00	13,519.44	0.00	40,480.56	74.96	25.04
Professional Svcs-Code BD Atty	0.00	0.00	0.00	0.00	0.00	0.00
Prof Svcs-Non Routine Legal	40,000.00	6,957.90	0.00	33,042.10	82.61	17.39
Training & Travel-City Attorne	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svc-City Attorn	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Comm-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maint-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-City Attorn	0.00	0.00	0.00	0.00	0.00	0.00
Dues, Subs & Member-City Attor	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	94,000.00	20,477.34	0.00	73,522.66	78.22	21.78
Capital Outlay						
Furniture-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Comp/Printers/Sware-City Attor	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Contingency						
CONTINGENCY-LEGAL	75,000.00	0.00	0.00	75,000.00	100.00	0.00
Contingency	75,000.00	0.00	0.00	75,000.00	100.00	0.00
Expense Total	169,000.00	20,477.34	0.00	148,522.66	87.88	12.12

General Ledger

City Clerk Monthly Report



User: jstull
 Printed: 01/15/15 12:48:20
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Clerk	87,000.00	21,025.23	0.00	65,974.77	75.83	24.17
Overtime-City Clerk	600.00	329.34	0.00	270.66	45.11	54.89
FICA-City Clerk	6,657.00	1,570.29	0.00	5,086.71	76.41	23.59
Retirement-City Clerk	13,000.00	4,514.32	0.00	8,485.68	65.27	34.73
Life & Health-City Clerk	11,000.00	3,064.65	0.00	7,935.35	72.14	27.86
Workers Comp-City Clerk	250.00	64.07	0.00	185.93	74.37	25.63
Unemployment-City Clerk	1,900.00	523.70	0.00	1,376.30	72.44	27.56
Personnel	120,407.00	31,091.60	0.00	89,315.40	74.18	25.82
Operating Expenditures						
Professional Svcs-City Clerk	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Professional Svcs-IT Consul.	0.00	0.00	0.00	0.00	0.00	0.00
Professional Svcs-Web Consul.	0.00	0.00	0.00	0.00	0.00	0.00
Municipal Code Exp-City Clerk	3,000.00	0.00	0.00	3,000.00	100.00	0.00
Training & Travel-City Clerk	2,500.00	1,190.83	0.00	1,309.17	52.37	47.63
Communications Svc-City Clerk	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-City C	0.00	0.00	0.00	0.00	0.00	0.00
Copier Lease-City Clerk	1,800.00	784.92	0.00	1,015.08	56.39	43.61
Repairs & Maint-City Clerk	1,000.00	370.89	0.00	629.11	62.91	37.09
Legal Advertisements-City Clk	10,000.00	2,223.06	0.00	7,776.94	77.77	22.23
City Election Expense-City Clk	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Office Supplies-City Clerk	1,500.00	555.99	0.00	944.01	62.93	37.07
Operating Supplies-City Clerk	3,500.00	304.46	0.00	3,195.54	91.30	8.70
Dues, Subs, Memberships-City C	500.00	250.00	0.00	250.00	50.00	50.00
Web Page Expense	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	26,800.00	5,680.15	0.00	21,119.85	78.81	21.19
Capital Outlay						
Furniture - City Clerk	0.00	0.00	0.00	0.00	0.00	0.00
Machinery & Equipment-City Clk	0.00	0.00	0.00	0.00	0.00	0.00
Comp, Printers, Sware-City Clk	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	147,207.00	36,771.75	0.00	110,435.25	75.02	24.98

General Ledger

City Commission Monthly Report



User: jstull
 Printed: 01/15/15 12:48:37
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Adopted	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Commiss	30,600.00	7,650.00	0.00	22,950.00	75.00	25.00
FICA-City Commission	2,341.00	585.24	0.00	1,755.76	75.00	25.00
Workers Comp-City Commission	83.00	20.66	0.00	62.34	75.11	24.89
Unemployment -City Commission	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	33,024.00	8,255.90	0.00	24,768.10	75.00	25.00
Operating Expenditures						
Training & Travel-City Commiss	6,000.00	1,106.76	552.00	4,341.24	72.35	18.45
Insurance Public Officials-CC	49,650.00	39,147.26	0.00	10,502.74	21.15	78.85
Office Supplies-City Commissio	1,600.00	172.07	0.00	1,427.93	89.25	10.75
Operating Supplies-City Commis	3,655.00	617.34	6.51	3,031.15	82.93	16.89
Dues, Subs, Memberships-City C	1,500.00	1,414.00	0.00	86.00	5.73	94.27
Chamber Grant-City Commission	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses-City Commission	0.00	0.00	0.00	0.00	0.00	0.00
Youth Council Expense-City Com	0.00	0.00	0.00	0.00	0.00	0.00
Employee Recognition-City Comm	0.00	0.00	0.00	0.00	0.00	0.00
Alachua League of Cities Expen	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	62,405.00	42,457.43	558.51	19,389.06	31.07	68.04
Expense Total	95,429.00	50,713.33	558.51	44,157.16	46.27	53.14

General Ledger

City Manager Monthly Report



User: jstull
 Printed: 01/15/15 12:48:57
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Manager	88,535.00	21,963.48	0.00	66,571.52	75.19	24.81
Overtime-City Manager	0.00	0.00	0.00	0.00	0.00	0.00
FICA-City Manager	6,773.00	1,724.34	0.00	5,048.66	74.54	25.46
Retirement-City Manager	14,215.00	2,243.88	0.00	11,971.12	84.21	15.79
Life & Health Ins-City Manager	9,240.00	1,906.55	0.00	7,333.45	79.37	20.63
Workers Comp-City Manager	240.00	68.74	0.00	171.26	71.36	28.64
Unemployment-City Manager	2,090.00	464.42	0.00	1,625.58	77.78	22.22
Personnel	121,093.00	28,371.41	0.00	92,721.59	76.57	23.43
Operating Expenditures						
Professional Services-City Mgr	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-City Manager	1,500.00	1,073.31	0.00	426.69	28.45	71.55
Auto Allowance-City Manager	3,000.00	807.66	0.00	2,192.34	73.08	26.92
Employee Meetings-City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-City Mgr	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-City M	0.00	0.00	0.00	0.00	0.00	0.00
Copier Lease-City Manager	1,800.00	784.92	0.00	1,015.08	56.39	43.61
Repairs & Maintenance-City Mgr	250.00	0.00	0.00	250.00	100.00	0.00
Office Supplies-City Manager	400.00	347.58	0.00	52.42	13.11	86.90
Operating Supplies-City Manage	400.00	282.72	0.00	117.28	29.32	70.68
Fuel & Oil - City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Dues, Subs, Memberships-City M	0.00	0.00	0.00	0.00	0.00	0.00
Youth ouncil Expense	500.00	0.00	0.00	500.00	100.00	0.00
Operating Expenditures	7,850.00	3,296.19	0.00	4,553.81	58.01	41.99
Capital Outlay						
Furniture-City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Computers/Printers/Software-CM	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Contingency						
Merit Pay Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	128,943.00	31,667.60	0.00	97,275.40	75.44	24.56

General Ledger Information Technology Report



User: jstull
 Printed: 01/15/15 12:49:21
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Operating Expenditures						
Prof Services-IT Consulting	30,000.00	11,009.34	0.00	18,990.66	63.30	36.70
Prof Services-Web Consulting-IT	500.00	68.52	0.00	431.48	86.30	13.70
Communication Service-IT	32,350.00	3,512.75	0.00	28,837.25	89.14	10.86
Wireless Communications-IT	10,313.00	2,539.65	0.00	7,773.35	75.37	24.63
Repairs & Maintenance-IT	4,000.00	1,325.41	99.95	2,574.64	64.37	33.14
Maintenance Agreemnts Comp-IT	7,200.00	5,945.80	0.00	1,254.20	17.42	82.58
Operating Supplies-IT	2,000.00	602.97	0.00	1,397.03	69.85	30.15
Web Page Expense-IT	1,200.00	34.26	0.00	1,165.74	97.15	2.86
E-Mail Expense	4,000.00	1,867.80	0.00	2,132.20	53.31	46.70
Software Annual Maintenance-IT	30,658.00	29,773.45	0.00	884.55	2.89	97.11
Non-Routine Serv/Audit (PD)-IT	1,200.00	0.00	0.00	1,200.00	100.00	0.00
Operating Expenditures	123,421.00	56,679.95	99.95	66,641.10	53.99	45.92
Capital Outlay						
Computers/Printers/Software-IT	54,200.00	3,630.00	0.00	50,570.00	93.30	6.70
Capital Outlay	54,200.00	3,630.00	0.00	50,570.00	93.30	6.70
Expense Total	177,621.00	60,309.95	99.95	117,211.10	65.99	33.95

General Ledger Finance Monthly Report



User: jstull
 Printed: 01/15/15 12:49:42
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Finance	115,430.00	27,007.62	0.00	88,422.38	76.60	23.40
Overtime-Finance	0.00	30.14	0.00	-30.14	0.00	0.00
FICA-Finance	8,831.00	2,054.15	0.00	6,776.85	76.74	23.26
Retirement-Finance	17,000.00	4,415.89	0.00	12,584.11	74.02	25.98
Life & Health Ins-Finance	13,200.00	3,136.95	0.00	10,063.05	76.24	23.76
Workers Comp-Finance	310.00	93.86	0.00	216.14	69.72	30.28
Unemployment-Finance	2,710.00	710.29	0.00	1,999.71	73.79	26.21
Personnel	157,481.00	37,448.90	0.00	120,032.10	76.22	23.78
Operating Expenditures						
Professional Services-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Accounting & Auditing-Finance	22,000.00	0.00	0.00	22,000.00	100.00	0.00
Training & Travel-Finance	1,500.00	81.90	0.00	1,418.10	94.54	5.46
Communications Svc-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Wireless-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance-Finance	400.00	223.87	0.00	176.13	44.03	55.97
Software Maintenance-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Agreements Compute	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Finance	2,500.00	467.82	0.00	2,032.18	81.29	18.71
Operating Supplies-Finance	2,000.00	345.55	0.00	1,654.45	82.72	17.28
Dues, Subs & Membership-Financ	100.00	0.00	0.00	100.00	100.00	0.00
Operating Expenditures	28,500.00	1,119.14	0.00	27,380.86	96.07	3.93
Capital Outlay						
Comp/Printers/Sware-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Springbrook	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	185,981.00	38,568.04	0.00	147,412.96	79.26	20.74

General Ledger Lic & Billing Monthly Report



User: jstull
 Printed: 01/15/15 12:50:04
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Lic & Billing	78,500.00	17,391.19	0.00	61,108.81	77.85	22.15
Overtime-Lic & Billing	750.00	3,244.47	0.00	-2,494.47	-332.60	432.60
FICA-Lic & Billing	6,006.00	1,529.57	0.00	4,476.43	74.53	25.47
Retirement-Lic & Billing	5,755.00	1,387.55	0.00	4,367.45	75.89	24.11
Life & Health Ins-Lic & Billin	13,200.00	3,045.69	0.00	10,154.31	76.93	23.07
Workers Com-Lic & Billing	210.00	49.23	0.00	160.77	76.56	23.44
Unemployment-Lic & Billing	1,836.00	488.19	0.00	1,347.81	73.41	26.59
Personnel	106,257.00	27,135.89	0.00	79,121.11	74.46	25.54
Operating Expenditures						
Professional Svcs-Lic & Billin	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-Lic & Billin	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-Lic & Bill	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Lic &	0.00	0.00	0.00	0.00	0.00	0.00
Copier Lease-Lic & Billing	750.00	348.93	0.00	401.07	53.48	46.52
Repairs & Maintenance-Lic & Bi	250.00	1,124.06	0.00	-874.06	-349.62	449.62
Software Maintenance - L & B	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maint Comps-Lic & B	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Lic & Billing	1,000.00	358.50	0.00	641.50	64.15	35.85
Operating Supplies-Lic & Billi	12,000.00	4,176.33	0.00	7,823.67	65.20	34.80
Dues, Subs & Memberships-Lic & B	0.00	0.00	0.00	0.00	0.00	0.00
Cash Short & Over-Lic & Bill	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	14,000.00	6,007.82	0.00	7,992.18	57.09	42.91
Capital Outlay						
Machinery & Equipment-Lic & Bi	0.00	0.00	0.00	0.00	0.00	0.00
Comp, Print, Softw-Lic & Bill	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	120,257.00	33,143.71	0.00	87,113.29	72.44	27.56

General Ledger

PW-Parks & Rec Monthly

Report



User: jstull
 Printed: 01/15/15 13:43:41
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Parks & Rec	32,500.00	7,800.00	0.00	24,700.00	76.00	24.00
Overtime-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
FICA-Parks & Rec	2,459.00	598.64	0.00	1,860.36	75.66	24.34
Retirement-Parks & Rec	2,369.00	574.87	0.00	1,794.13	75.73	24.27
Life & Health Ins-Parks & Rec	5,280.00	1,072.36	0.00	4,207.64	79.69	20.31
Workers Comp-Parks & Rec	870.00	359.05	0.00	510.95	58.73	41.27
Unemployment-Parks & Rec	758.00	200.83	0.00	557.17	73.51	26.49
Personnel	44,236.00	10,605.75	0.00	33,630.25	76.02	23.98
Operating Expenditures						
Employee Exams-Parks & Rec	395.00	0.00	0.00	395.00	100.00	0.00
Contractual Services-Parks & R	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-Parks & Rec	1,000.00	902.75	0.00	97.25	9.73	90.28
Communications Svcs-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications -Parks	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Parks & Rec	12,000.00	3,351.01	0.00	8,648.99	72.07	27.93
Rental Equipment-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Prop & Gen Liab Ins-Parks & Re	2,000.00	1,313.84	0.00	686.16	34.31	65.69
Repairs & Maintenance-Parks&Re	12,000.00	3,755.37	0.00	8,244.63	68.71	31.29
Operating Supplies-Recreation	14,500.00	3,584.60	0.00	10,915.40	75.28	24.72
Operating Supplies-Parks Maint	8,000.00	6,827.71	0.00	1,172.29	14.65	85.35
Operating Supplies-Comm Garden	0.00	46.46	0.00	-46.46	0.00	0.00
Uniforms	13,000.00	1,282.00	0.00	11,718.00	90.14	9.86
Fuel and Oil-Parks and Rec	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Dues, Subs & Memberships-P & R	100.00	0.00	0.00	100.00	100.00	0.00
Operating Expenditures	63,995.00	21,063.74	0.00	42,931.26	67.09	32.91
Capital Outlay						
Building Improve-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Improve other than Bldg-P&R	0.00	0.00	0.00	0.00	0.00	0.00
Machinery and Equip-Parks & Re	0.00	0.00	0.00	0.00	0.00	0.00
Sports Complex Lighting	0.00	0.00	0.00	0.00	0.00	0.00
Grant Match-FRDAP-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service						
Debt Service-Principal- P & R	29,894.00	0.00	0.00	29,894.00	100.00	0.00
Debt Service-Interest P & R	1,189.00	0.00	0.00	1,189.00	100.00	0.00
Debt Svc-Howard Park-P & R	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	31,083.00	0.00	0.00	31,083.00	100.00	0.00
Expense Total	139,314.00	31,669.49	0.00	107,644.51	77.27	22.73

General Ledger Day Care Monthly Report



User: jstull
 Printed: 01/15/15 12:50:47
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Avaiable	2015 % Available	2015 % Spent
Operating Expenditures						
Professional Services- DayCare	0.00	0.00	0.00	0.00	0.00	0.00
Utility Services- DayCare	2,500.00	761.05	0.00	1,738.95	69.56	30.44
Property & Liability Ins- DCar	1,377.00	688.70	0.00	688.30	49.99	50.01
Repair & Maintenance-DayCare	1,500.00	1,205.65	0.00	294.35	19.62	80.38
Operating Expenditures	5,377.00	2,655.40	0.00	2,721.60	50.62	49.38
Capital Outlay						
Building Improvement-Day Care	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	5,377.00	2,655.40	0.00	2,721.60	50.62	49.38

General Ledger

Farmers Market Monthly

Report



User: jstull
 Printed: 01/15/15 12:51:48
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-FM	0.00	0.00	0.00	0.00	0.00	0.00
FICA - FM	0.00	0.00	0.00	0.00	0.00	0.00
Retirement - FM	0.00	0.00	0.00	0.00	0.00	0.00
Life & Health Insurance - FM	0.00	0.00	0.00	0.00	0.00	0.00
Work Comp-Farmers Market	249.00	6.45	0.00	242.55	97.41	2.59
Unemployment Comp. - FM	218.00	0.00	0.00	218.00	100.00	0.00
Personnel	467.00	6.45	0.00	460.55	98.62	1.38
Operating Expenditures						
Professional Svcs-Farmers Mkt	10,533.00	2,387.86	0.00	8,145.14	77.33	22.67
Training & Travel-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Promotional Act-Farmers Mkt	4,000.00	170.00	0.00	3,830.00	95.75	4.25
Advertising Farmers Market	2,000.00	438.40	0.00	1,561.60	78.08	21.92
Office Supplies-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-Farmers Mkt	3,000.00	525.93	0.00	2,474.07	82.47	17.53
Other Expenses-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	19,533.00	3,522.19	0.00	16,010.81	81.97	18.03
Capital Outlay						
Machinery & Equip-Farmers Mark	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	20,000.00	3,528.64	0.00	16,471.36	82.36	17.64

General Ledger PDC Monthly Report



User: jstull
 Printed: 01/15/15 12:52:09
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PDC	75,000.00	11,289.40	0.00	63,710.60	84.95	15.05
Overtime-PDC	400.00	30.42	0.00	369.58	92.40	7.61
FICA-PDC	7,859.00	865.95	0.00	6,993.05	88.98	11.02
Retirement-PDC	7,124.00	1,236.78	0.00	5,887.22	82.64	17.36
Life & Health Ins-PDC	10,560.00	1,524.00	0.00	9,036.00	85.57	14.43
Workers Comp-PDC	1,525.00	474.36	0.00	1,050.64	68.89	31.11
Unemployment-PDC	2,425.00	215.40	0.00	2,209.60	91.12	8.88
Personnel	104,893.00	15,636.31	0.00	89,256.69	85.09	14.91
Operating Expenditures						
Professional Services-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Contractual Services-PDC	10,000.00	0.00	0.00	10,000.00	100.00	0.00
Planning Board Service Fee-PDC	7,500.00	2,500.00	0.00	5,000.00	66.67	33.33
Contract Svc Bldg Official-PDC	35,000.00	14,850.00	0.00	20,150.00	57.57	42.43
Training & Travel-PDC	1,000.00	975.32	0.00	24.68	2.47	97.53
Communications Service-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-PDC	500.00	242.77	0.00	257.23	51.45	48.55
Copier Lease-PDC	800.00	391.73	0.00	408.27	51.03	48.97
Prop & Gen Liab Ins-PDC	910.00	204.94	0.00	705.06	77.48	22.52
Repairs & Maintenance-PDC	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Repairs & Maint Vehicles-PDC	500.00	20.00	0.00	480.00	96.00	4.00
Software Maint Agr.-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-PDC	2,000.00	719.28	0.00	1,280.72	64.04	35.96
Operating Supplies-PDC	2,000.00	760.27	0.00	1,239.73	61.99	38.01
Fuel & Oil - PDC	1,000.00	216.26	0.00	783.74	78.37	21.63
Dues, Subs & Memberships-PDC	1,500.00	0.00	0.00	1,500.00	100.00	0.00
Bad Debt Expense - PDC	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	63,710.00	20,880.57	0.00	42,829.43	67.23	32.77
Capital Outlay						
Comp/Printers/Sware-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	168,603.00	36,516.88	0.00	132,086.12	78.34	21.66

General Ledger

Police Disp Monthly Report



User: jstull
 Printed: 01/15/15 12:52:26
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Police Disp	165,269.00	44,077.54	0.00	121,191.46	73.33	26.67
Overtime-Police Dispatch	4,000.00	4,918.36	0.00	-918.36	-22.96	122.96
FICA-Police Dispatch	12,643.00	3,702.55	0.00	8,940.45	70.71	29.29
Retirement-Police Dispatch	12,115.00	3,605.08	0.00	8,509.92	70.24	29.76
Life & Health Ins-Police Dispa	31,680.00	7,496.49	0.00	24,183.51	76.34	23.66
Workers Comp-Police Dispatch	510.00	109.15	0.00	400.85	78.60	21.40
Unemployment-Police Dispatch	3,281.00	1,200.72	0.00	2,080.28	63.40	36.60
Personnel	229,498.00	65,109.89	0.00	164,388.11	71.63	28.37
Operating Expenditures						
Professional Svcs - Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams - Police Dispat	0.00	0.00	0.00	0.00	0.00	0.00
Contract Services-Police Disp	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel - Police Dis	1,500.00	169.06	0.00	1,330.94	88.73	11.27
Communications Svcs-Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Police	0.00	0.00	0.00	0.00	0.00	0.00
Comm Svcs-Radio Svc Agr-Pol Co	13,600.00	3,438.60	0.00	10,161.40	74.72	25.28
Prop & Gen Liab Ins-Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance-Police D	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Repairs & Maint Equip-Police	500.00	0.00	0.00	500.00	100.00	0.00
Software Maintenance-Police Di	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-Police Disp	1,500.00	550.19	0.00	949.81	63.32	36.68
Uniforms - Police Dispatch	0.00	0.00	0.00	0.00	0.00	0.00
Other Expense-Police Dispatch	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	19,100.00	4,157.85	0.00	14,942.15	78.23	21.77
Capital Outlay						
Machinery & Equipment-Police D	0.00	0.00	0.00	0.00	0.00	0.00
Comp/Printers/Sware-Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service						
Debt Svc. Principal - Motorola	22,967.00	24,757.28	0.00	-1,790.28	-7.80	107.80
Debt Svc. Interest - Motorola	5,951.00	4,160.71	0.00	1,790.29	30.08	69.92
Debt Service	28,918.00	28,917.99	0.00	0.01	0.00	100.00
Expense Total	277,516.00	98,185.73	0.00	179,330.27	64.62	35.38

General Ledger

Police Ops Monthly Report



User: jstull
 Printed: 01/15/15 12:52:40
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Police Oper	550,074.00	111,642.00	0.00	438,432.00	79.70	20.30
Overtime-Police Operations	19,000.00	20,216.92	0.00	-1,216.92	-6.40	106.40
FICA-Police Operations	42,675.00	9,864.13	0.00	32,810.87	76.89	23.11
Retirement-Police Operations	110,340.00	18,060.63	0.00	92,279.37	83.63	16.37
Life & Health Ins-Police Opera	79,200.00	14,787.77	0.00	64,412.23	81.33	18.67
Workers Comp-Police Operations	18,500.00	5,776.28	0.00	12,723.72	68.78	31.22
Unemployment-Police Operations	11,502.00	3,008.76	0.00	8,493.24	73.84	26.16
Personnel	831,291.00	183,356.49	0.00	647,934.51	77.94	22.06
Operating Expenditures						
Professional Services - Police	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams-Police Ops	1,500.00	1,145.00	0.00	355.00	23.67	76.33
Drug Buy Money-Police Operatio	500.00	0.00	0.00	500.00	100.00	0.00
Training & Travel-Police Opera	1,000.00	2,068.71	0.00	-1,068.71	-106.87	206.87
Education Reimbursement-Pol Op	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-Police Ope	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Police	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Police Operations	8,500.00	2,091.35	0.00	6,408.65	75.40	24.60
Copier Lease-Police Operations	1,500.00	357.67	0.00	1,142.33	76.16	23.84
Prop & Gen Liab Ins-Police Ope	40,263.00	9,216.18	0.00	31,046.82	77.11	22.89
Repairs & Maintenance-Police O	4,000.00	513.75	0.00	3,486.25	87.16	12.84
Rep and Maint-Vehicles-Pol Op	40,000.00	10,629.79	0.00	29,370.21	73.43	26.57
Repairs & Maint Equip-Police O	6,500.00	24.49	0.00	6,475.51	99.62	0.38
Software Maintenance - Police	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Police Operati	5,000.00	521.74	0.00	4,478.26	89.57	10.43
Operating Supplies-Police Oper	10,000.00	2,888.74	684.40	6,426.86	64.27	28.89
Uniforms-Police Operations	5,000.00	10,829.00	800.00	-6,629.00	-132.58	216.58
Fuel & Oil-Police Operations	50,000.00	10,767.57	0.00	39,232.43	78.46	21.54
Dues, Subs & Memships-Police O	200.00	0.00	0.00	200.00	100.00	0.00
Police Training Exp-Police Ope	6,000.00	0.00	0.00	6,000.00	100.00	0.00
Grant Match Exp-Police Operati	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Operating Expenditures	180,963.00	51,053.99	1,484.40	128,424.61	70.97	28.21
Capital Outlay						
Building Improvements-Police O	0.00	0.00	0.00	0.00	0.00	0.00
Machinery & Equip-Police Opera	0.00	0.00	0.00	0.00	0.00	0.00
Comp/Printers/Sware-Police Ope	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles-Police Operations	30,000.00	38,000.00	0.00	-8,000.00	-26.67	126.67
Capital Outlay	30,000.00	38,000.00	0.00	-8,000.00	-26.67	126.67
Debt Service						
Debt Svc-Principal-Police Oper	14,207.00	2,775.20	0.00	11,431.80	80.47	19.53
Debt Svc-Interest-Police Opera	1,573.00	462.31	0.00	1,110.69	70.61	29.39
Debt Service	15,780.00	3,237.51	0.00	12,542.49	79.48	20.52

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Expense Total	1,058,034.00	275,647.99	1,484.40	780,901.61	73.81	26.05

General Ledger

PW Facilities Monthly Report



User: jstull
 Printed: 01/15/15 12:53:10
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PW Facilities	52,600.00	12,867.59	0.00	39,732.41	75.54	24.46
Overtime-PW Facilities	0.00	0.00	0.00	0.00	0.00	0.00
FICA-PW Facilities	4,025.00	964.26	0.00	3,060.74	76.04	23.96
Retirement-PW Facilities	3,856.00	1,287.97	0.00	2,568.03	66.60	33.40
Life & Health Ins-PW Facilitie	10,560.00	3,038.88	0.00	7,521.12	71.22	28.78
Workers Comp-PW Facilities	168.00	336.47	0.00	-168.47	-100.28	200.28
Unemployment-PW-Facilities	1,505.00	328.94	0.00	1,176.06	78.14	21.86
Personnel	72,714.00	18,824.11	0.00	53,889.89	74.11	25.89
Operating Expenditures						
Professional Services-PW-Facil	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams-PW-Facilities	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-PW Facilit	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-PW Fac	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-PW Facilities	18,000.00	5,221.22	0.00	12,778.78	70.99	29.01
Phone System Lease-PW Faciliti	2,000.00	863.10	0.00	1,136.90	56.85	43.16
Property & Gen Liab Ins-PW Fac	12,863.00	3,931.46	0.00	8,931.54	69.44	30.56
Repairs & Maintenance-PW Facil	15,000.00	3,534.42	179.01	11,286.57	75.24	23.56
Repairs & Maint Vehicles-PW Fa	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Operating Supplies-PW Faciliti	3,000.00	1,158.91	0.00	1,841.09	61.37	38.63
Uniforms-PW Facilities	0.00	0.00	0.00	0.00	0.00	0.00
Fuel & Oil-PW Facilities	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Operating Expenditures	53,863.00	14,709.11	179.01	38,974.88	72.36	27.31
Capital Outlay						
Land Acquisition-PW Facilities	0.00	0.00	0.00	0.00	0.00	0.00
Building Improvements-PW Facil	15,000.00	0.00	0.00	15,000.00	100.00	0.00
Capital Outlay	15,000.00	0.00	0.00	15,000.00	100.00	0.00
Expense Total	141,577.00	33,533.22	179.01	107,864.77	76.19	23.69

General Ledger

PW Cemetery Monthly Report



User: jstull
 Printed: 01/15/15 12:53:39
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PW Cemeteries	7,500.00	546.56	0.00	6,953.44	92.71	7.29
Overtime-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
FICA-PW Cemetery	574.00	41.83	0.00	532.17	92.71	7.29
Retirement-PW Cemetery	550.00	40.28	0.00	509.72	92.68	7.32
Life & Health Ins-PW Cemetery	3,000.00	0.00	0.00	3,000.00	100.00	0.00
Workers Comp-PW Cemetery	1,643.00	53.30	0.00	1,589.70	96.76	3.24
Unemployment-PW Cemetery	399.00	0.00	0.00	399.00	100.00	0.00
Personnel	13,666.00	681.97	0.00	12,984.03	95.01	4.99
Operating Expenditures						
Professional Services-PW Cemeteries	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Utility Services	800.00	182.61	0.00	617.39	77.17	22.83
Repairs & Maintenance-PW Cemetery	1,500.00	0.00	0.00	1,500.00	100.00	0.00
Repairs & Maint Vehicles-PW Cemetery	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Operating Supplies-PW Cemetery	200.00	0.00	0.00	200.00	100.00	0.00
Uniforms-PW Cemetery	200.00	0.00	0.00	200.00	100.00	0.00
Fuel & Oil-PW Cemetery	2,000.00	397.53	0.00	1,602.47	80.12	19.88
Operating Expenditures	5,700.00	580.14	0.00	5,119.86	89.82	10.18
Capital Outlay						
Machinery & Equipment-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	19,366.00	1,262.11	0.00	18,103.89	93.48	6.52

General Ledger

Roads & Streets Monthly

Report



User: jstull
 Printed: 01/15/15 12:54:01
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PW Road/Str	101,000.00	24,326.38	0.00	76,673.62	75.91	24.09
Overtime-Roads & Streets	500.00	258.12	0.00	241.88	48.38	51.62
FICA-Roads & Streets	7,765.00	1,878.08	0.00	5,886.92	75.81	24.19
Retirement-Roads & Streets	7,440.00	1,811.88	0.00	5,628.12	75.65	24.35
Life & Health Ins-Roads & Stre	15,840.00	4,556.67	0.00	11,283.33	71.23	28.77
Workers Comp-Roads & Streets	7,715.00	2,670.61	0.00	5,044.39	65.38	34.62
Unemployment-Roads & Streets	2,312.00	628.73	0.00	1,683.27	72.81	27.19
Personnel	142,572.00	36,130.47	0.00	106,441.53	74.66	25.34
Operating Expenditures						
Professional Services-Road & S	1,500.00	0.00	0.00	1,500.00	100.00	0.00
Employee Exams- Roads & Street	0.00	0.00	0.00	0.00	0.00	0.00
Contractual Services-Roads & S	46,000.00	12,266.90	0.00	33,733.10	73.33	26.67
Training & Travel-Roads & Stre	400.00	0.00	0.00	400.00	100.00	0.00
Communication Svcs-Roads & Str	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Road &	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Roads & Streets	80,000.00	22,379.62	0.00	57,620.38	72.03	27.97
Rental Equipment-Roads & Stree	1,000.00	0.00	629.64	370.36	37.04	0.00
Prop & Gen Liab Ins-Roads & St	26,400.00	11,703.76	0.00	14,696.24	55.67	44.33
Repairs & Maintenance-Roads &	1,000.00	89.07	4.09	906.84	90.68	8.91
Rep & Maint Vehicles-Roads & S	4,500.00	1,079.63	22.45	3,397.92	75.51	23.99
Rep & Maint Equip-Roads & Stre	15,000.00	1,568.06	2,163.09	11,268.85	75.13	10.45
Rep & Maint-Traffic Signs-R&S	10,000.00	1,341.27	600.46	8,058.27	80.58	13.41
Rep & Maint-Traffic Signal-R&S	2,500.00	0.00	0.00	2,500.00	100.00	0.00
Rep & Maint-Trees-Roads & Stre	15,000.00	3,575.00	0.00	11,425.00	76.17	23.83
Operating Supplies-Roads & Str	4,000.00	407.75	0.00	3,592.25	89.81	10.19
Uniforms-Roads & Streets	1,200.00	0.00	0.00	1,200.00	100.00	0.00
Fuel & Oil-Roads & Streets	14,000.00	2,460.25	0.00	11,539.75	82.43	17.57
Tree Replacement-Roads & Stree	700.00	0.00	0.00	700.00	100.00	0.00
Road & Sidewalk Rep-Roads & St	30,000.00	1,939.07	0.00	28,060.93	93.54	6.46
Bad Debt Expense - Streets	0.00	0.00	0.00	0.00	0.00	0.00
Loss on Investment	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	253,200.00	58,810.38	3,419.73	190,969.89	75.42	23.23
Capital Outlay						
Land Acquisition-Roads & Stree	0.00	0.00	0.00	0.00	0.00	0.00
Building Improvements-Roads&St	0.00	0.00	0.00	0.00	0.00	0.00
Imp Other Bldg-Paving-Roads&St	100,000.00	0.00	0.00	100,000.00	100.00	0.00
Machinery & Equipment-Roads&St	8,000.00	0.00	0.00	8,000.00	100.00	0.00
Vehicles-Roads & Streets	23,000.00	0.00	0.00	23,000.00	100.00	0.00
Capital Outlay	131,000.00	0.00	0.00	131,000.00	100.00	0.00
Debt Service						
Debt Service-Principal-R&S	0.00	0.00	0.00	0.00	0.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Debt Service Interest - R&S	0.00	0.00	0.00	0.00	0.00	0.00
Debt Svc-Other Costs-R&S	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	526,772.00	94,940.85	3,419.73	428,411.42	81.33	18.02

General Ledger

Sewer Const Fund Monthly

Rept



User: jstull
 Printed: 01/15/15 12:54:20
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Available	2015 % Available	2015 % Spent
Cash					
Cash in Bank-Construction Acct	0.00	10,827.30	-10,827.30	0.00	0.00
Cash In Bank-Bond Anti Acct	0.00	0.00	0.00	0.00	0.00
Cash Due To/From General Fund	0.00	2,068,879.76	-2,068,879.76	0.00	0.00
Cash	0.00	2,079,707.06	-2,079,707.06	0.00	0.00
Receivables					
Miscellaneous Rec - Sewer Cons	0.00	0.00	0.00	0.00	0.00
Receivables	0.00	0.00	0.00	0.00	0.00
Intergovernmental Receivables					
Due From Other Governments	0.00	0.00	0.00	0.00	0.00
Intergovernmental Receivables	0.00	0.00	0.00	0.00	0.00
Cash					
CD's Regions Bank - Sewer Cons	0.00	0.00	0.00	0.00	0.00
Cash	0.00	0.00	0.00	0.00	0.00
Cash					
Construction in Progress	0.00	1,418,201.02	-1,418,201.02	0.00	0.00
Cash	0.00	1,418,201.02	-1,418,201.02	0.00	0.00
Liabilities					
Accounts Payable-Sewer Const	0.00	0.00	0.00	0.00	0.00
Other accrued expenses	0.00	0.00	0.00	0.00	0.00
Liabilities	0.00	0.00	0.00	0.00	0.00
Liabilities					
Note Payable-Short Term-SC	0.00	0.00	0.00	0.00	0.00
Note Pay-Bond Antic Note	0.00	0.00	0.00	0.00	0.00
Notes Payable Long Term-SC	0.00	0.00	0.00	0.00	0.00
Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Fund Balance-Unrestricted-SC	0.00	-3,497,908.08	3,497,908.08	0.00	0.00
Fund Balance	0.00	-3,497,908.08	3,497,908.08	0.00	0.00
Grants					
Rural Dev Grant	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00
Loan Proceeds					
Rural Dev Loan	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Available	2015 % Available	2015 % Spent
Interest Earned					
Interest Earned Bank Accts-SC	0.00	0.00	0.00	0.00	0.00
Interest Earned	0.00	0.00	0.00	0.00	0.00
Transfers In					
Transfers From Sewer-SC	0.00	0.00	0.00	0.00	0.00
Transfers From Impact Fees-SC	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Appropriated Funds					
Appropriation of Prior Funds	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00
Loan Proceeds					
Debt Proceeds-SC	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00
Operating Expenditures					
Professional Services-SC	0.00	0.00	0.00	0.00	0.00
Prof Svc Engineering-SC	0.00	0.00	0.00	0.00	0.00
Office Supplies-SC	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	0.00	0.00	0.00	0.00	0.00
Capital Outlay					
Construction Phase 2&3	0.00	0.00	0.00	0.00	0.00
SRWMD Reclaimed Proj	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00
Debt Service					
Debt Service-SC	0.00	0.00	0.00	0.00	0.00
Debt Servies-Interest-SC	0.00	0.00	0.00	0.00	0.00
SRWMD Interim Loan	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00
Revenue Total	0.00	0.00	0.00	0.00	0.00
Expense Total	0.00	0.00	0.00	0.00	0.00
Grand Total	0.00	0.00	0.00	0.00	0.00

General Ledger

Sewer Fund Monthly Report



User: jstull
 Printed: 01/15/15 12:54:41
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget YTD	2015 Actual Encumbered	2015 Available	2015 % Available	2015 % Spent
Grants					
State Grant-Sewer	0.00	0.00	0.00	0.00	0.00
Rural Development Grant-Sewer	0.00	0.00	0.00	0.00	0.00
Suwannee River Mgt Grant-Sewer	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00
Utility Revenue					
Sewer Service Fees	725,000.00	161,984.24	0.00	563,015.76	77.66
Sewer Adjustments	0.00	0.00	0.00	0.00	0.00
Penalties-Sewer	0.00	0.00	0.00	0.00	0.00
Sewer Installations	30,000.00	800.00	0.00	29,200.00	97.33
Sewer Connections	30,000.00	4,000.00	0.00	26,000.00	86.67
Fee Grinder Pump Replacement	28,536.00	0.00	0.00	28,536.00	100.00
Utility Revenue	813,536.00	166,784.24	0.00	646,751.76	79.50
Interest Earned					
Interest Earned on Bank Acct	600.00	161.22	0.00	438.78	73.13
Interest Earned	600.00	161.22	0.00	438.78	73.13
Misc Revenue					
Miscellaneous Revenue-Sewer	0.00	0.00	0.00	0.00	0.00
Misc Revenue	0.00	0.00	0.00	0.00	0.00
Appropriated Funds					
Sewer Reserve	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00
Transfers In					
Transfer from General Fund-Sew	0.00	0.00	0.00	0.00	0.00
Transfer from Water Fund-Sewer	58,595.00	0.00	0.00	58,595.00	100.00
Transfer from Solid Waste	0.00	0.00	0.00	0.00	0.00
Transfer from Sewer Impact Fee	58,494.00	0.00	0.00	58,494.00	100.00
Transfers In	117,089.00	0.00	0.00	117,089.00	100.00
Appropriated Funds					
Appropriation of Prior Yr Fund	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00
Personnel					
Regular Salaries-Sewer	64,269.00	11,767.10	0.00	52,501.90	81.69
Overtime-Sewer	4,000.00	1,912.19	0.00	2,087.81	52.20
FICA-Sewer	5,222.00	1,046.45	0.00	4,175.55	79.96
Retirement-Sewer	5,077.00	1,008.16	0.00	4,068.84	80.14
Life & Health Ins-Sewer	10,560.00	2,007.71	0.00	8,552.29	80.99
OPEB Expense - Sewer	1,795.00	0.00	0.00	1,795.00	100.00
Workers Comp-Sewer	2,861.00	500.80	0.00	2,360.20	82.50

Description	2015 Budget YTD	2015 Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Unemployment-Sewer	2,028.00	358.86	0.00	1,669.14	82.30	17.70
Personnel	95,812.00	18,601.27	0.00	77,210.73	80.59	19.41
Operating Expenditures						
Professional Services-Sewer	14,000.00	4,365.00	0.00	9,635.00	68.82	31.18
Prof Services Engineering-Sewe	15,000.00	0.00	0.00	15,000.00	100.00	0.00
Employee Exams-Sewer	200.00	250.00	0.00	-50.00	-25.00	125.00
Contractual Services-GRU-Sewer	20,000.00	7,242.00	0.00	12,758.00	63.79	36.21
Contractual Svcs Grinder Insta	20,000.00	0.00	0.00	20,000.00	100.00	0.00
Travel & Training-Sewer	1,200.00	560.00	0.00	640.00	53.33	46.67
Communication Services-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Services-Sewer	0.00	72.42	0.00	-72.42	0.00	0.00
Utilities-Sewer	43,000.00	10,630.34	0.00	32,369.66	75.28	24.72
Rental Equipment-Sewer	500.00	0.00	0.00	500.00	100.00	0.00
Phone System Lease-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Prop & Gen Liab Ins-Sewer	8,490.00	3,025.88	0.00	5,464.12	64.36	35.64
Repairs & Maintenance-Sewer	30,000.00	6,384.18	7,550.14	16,065.68	53.55	21.28
Repairs & Maint Vehicles-Sewer	2,000.00	277.24	0.00	1,722.76	86.14	13.86
Rep & Maint Grinder Pumps-Sewe	40,000.00	15,382.49	0.00	24,617.51	61.54	38.46
Refund of PriorYr.Rev.-Sew.Ins	0.00	0.00	0.00	0.00	0.00	0.00
Refund of PriorYr.Rev.-Sew.Con	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-Sewer	15,000.00	5,891.35	0.00	9,108.65	60.72	39.28
Uniforms-Sewer	1,250.00	40.00	0.00	1,210.00	96.80	3.20
Fuel & Oil-Sewer	3,500.00	813.39	0.00	2,686.61	76.76	23.24
Op Supply-New Grinder Pumps-Se	0.00	1,140.00	0.00	-1,140.00	0.00	0.00
Bank Charges & Fees - Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	214,140.00	56,074.29	7,550.14	150,515.57	70.29	26.19
Capital Outlay						
Machinery & Equipment - Sewer	0.00	0.00	49,000.00	-49,000.00	0.00	0.00
Capital Outlay	0.00	0.00	49,000.00	-49,000.00	0.00	0.00
Debt Service						
Debt Service-Interest-Sewer	301,436.00	0.00	0.00	301,436.00	100.00	0.00
Debt Svs-Rural Dev Const-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Debt Svs-2003 Bonds-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	301,436.00	0.00	0.00	301,436.00	100.00	0.00
Transfers						
Transfer to General Fund-Sewer	137,586.00	0.00	0.00	137,586.00	100.00	0.00
Transfer To Water Fund-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Sewer Const-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Transfers	137,586.00	0.00	0.00	137,586.00	100.00	0.00
Contingency						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY-SEWER	24,835.00	0.00	0.00	24,835.00	100.00	0.00
Reserve for FB Rollfwd-Pirncip	0.00	0.00	0.00	0.00	0.00	0.00
Reserve for FB Rollfwd-Reserve	0.00	0.00	0.00	0.00	0.00	0.00
CONTGY GRINDER PUMP REPLACEMNT	28,536.00	0.00	0.00	28,536.00	100.00	0.00
Contingency	53,371.00	0.00	0.00	53,371.00	100.00	0.00
Depreciation						
Depreciation Expense-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Building Depreciation-Sewer	0.00	0.00	0.00	0.00	0.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Deprec Improvements-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Deprec Eq, Mach & Furn-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Amortization-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	931,225.00	166,945.46	0.00	764,279.54	82.07	17.93
Expense Total	802,345.00	74,675.56	56,550.14	671,119.30	83.64	9.31
Grand Total	128,880.00	92,269.90	-56,550.14	93,160.24	72.28	71.59

General Ledger

Solid Waste Fund Monthly

Rept



User: jstull
 Printed: 01/15/15 12:55:02
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Grants						
Reimbursement from FEMA-SW	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Utility Revenue						
Collection Fees-Solid Waste	690,800.00	174,591.63	0.00	516,208.37	74.73	25.27
Garbage Adjustments-Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00
Penalties-Solid Waste	9,600.00	5,895.00	0.00	3,705.00	38.59	61.41
Utility Revenue	700,400.00	180,486.63	0.00	519,913.37	74.23	25.77
Misc Revenue						
Miscellaneous Revenue-SW	0.00	418.05	0.00	-418.05	0.00	0.00
Misc Revenue	0.00	418.05	0.00	-418.05	0.00	0.00
Interest Earned						
Interest Earned Bank Accts-SW	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned on Invest-SW	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In						
Transfer From General Fund-SW	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds						
Appropriation of Prior Funds	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Professional Fees-Solid Waste	479,269.00	119,143.42	0.00	360,125.58	75.14	24.86
Accounting & Auditing-SW	9,500.00	0.00	0.00	9,500.00	100.00	0.00
Prop & Gen Liab Ins-SW	1,068.00	533.94	0.00	534.06	50.01	49.99
Repairs & Maintenance-SW	100.00	0.00	0.00	100.00	100.00	0.00
Repairs & Maint Vehicles-SW	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Solid Waste	100.00	0.00	0.00	100.00	100.00	0.00
Operating Supplies-Solid Waste	100.00	0.00	0.00	100.00	100.00	0.00
Fuel & Oil-Solid Waste	1,000.00	258.30	0.00	741.70	74.17	25.83
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	491,137.00	119,935.66	0.00	371,201.34	75.58	24.42
Transfers						
Transfer to General Fund-Sw	209,263.00	0.00	0.00	209,263.00	100.00	0.00
Transfer to Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Transfers	209,263.00	0.00	0.00	209,263.00	100.00	0.00

Contingency

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation						
Depreciation-Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00
Deprec-Eq, Mach & Furn-SW	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	700,400.00	180,904.68	0.00	519,495.32	74.17	25.83
Expense Total	700,400.00	119,935.66	0.00	580,464.34	82.88	17.12
Grand Total	0.00	60,969.02	0.00	-60,969.02	0.00	0.00

General Ledger Water Fund Monthly Report



User: jstull
 Printed: 01/15/15 12:55:26
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Grants						
Grant Revenue - Water	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Utility Revenue						
Water Service Fees	600,000.00	127,149.99	0.00	472,850.01	78.81	21.19
Water Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Meter Installations-Water	85,000.00	13,848.00	0.00	71,152.00	83.71	16.29
Cutoff Charges-Water	60,000.00	9,700.00	0.00	50,300.00	83.83	16.17
Irrigation Meter Charges	0.00	0.00	0.00	0.00	0.00	0.00
Penalties-Water	21,000.00	5,290.00	0.00	15,710.00	74.81	25.19
Utility Revenue	766,000.00	155,987.99	0.00	610,012.01	79.64	20.36
Interest Earned						
Interest Earned Bank Accounts	5,000.00	1,195.93	0.00	3,804.07	76.08	23.92
Interest Earned on Investments	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	5,000.00	1,195.93	0.00	3,804.07	76.08	23.92
Misc Revenue						
Miscellaneous Income-Water	0.00	5,332.19	0.00	-5,332.19	0.00	0.00
Misc Revenue	0.00	5,332.19	0.00	-5,332.19	0.00	0.00
Transfers In						
Transfer from General Fund	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from Sewer Fund	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds						
Approp of Prior Year Funds	28,000.00	0.00	0.00	28,000.00	100.00	0.00
Appropriated Funds	28,000.00	0.00	0.00	28,000.00	100.00	0.00
Personnel						
Regular Salaries-Water	94,000.00	20,599.36	0.00	73,400.64	78.09	21.91
Overtime-Water	5,000.00	1,181.98	0.00	3,818.02	76.36	23.64
FICA-Water	7,574.00	1,617.03	0.00	5,956.97	78.65	21.35
Retirement-Water	7,257.00	1,605.27	0.00	5,651.73	77.88	22.12
Life and Health Ins-Water	15,840.00	3,540.59	0.00	12,299.41	77.65	22.35
OPEB Expense - Water	5,849.00	0.00	0.00	5,849.00	100.00	0.00
Workers Comp-Water	4,149.00	1,125.22	0.00	3,023.78	72.88	27.12
Unemployment-Water	2,040.00	528.29	0.00	1,511.71	74.10	25.90
Personnel	141,709.00	30,197.74	0.00	111,511.26	78.69	21.31
Operating Expenditures						
Professional Services-Water	0.00	0.00	0.00	0.00	0.00	0.00
Prof Services Engineering-Wate	5,000.00	3,205.00	0.00	1,795.00	35.90	64.10
Prof. Services - Water Study	35,000.00	0.00	0.00	35,000.00	100.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Employee Exams-Water	100.00	125.00	0.00	-25.00	-25.00	125.00
Accounting & Auditing-Water	5,440.00	0.00	0.00	5,440.00	100.00	0.00
Contractual Services-Water	5,000.00	0.00	0.00	5,000.00	100.00	0.00
Training & Travel	2,000.00	35.00	0.00	1,965.00	98.25	1.75
Communications Services-Water	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Services-Water	0.00	36.21	0.00	-36.21	0.00	0.00
Utilities-Water	20,000.00	5,579.78	0.00	14,420.22	72.10	27.90
Rental Equipment-Water	500.00	91.65	0.00	408.35	81.67	18.33
Phone System Lease-Water	0.00	0.00	0.00	0.00	0.00	0.00
Prop & Gen Liab Ins-Water	8,900.00	2,997.00	0.00	5,903.00	66.33	33.67
Repairs & Maintenance-Water	40,000.00	9,142.73	15.58	30,841.69	77.10	22.86
Repairs & Maint Vehicles-Water	1,500.00	803.36	0.00	696.64	46.44	53.56
Repair & Maintenance Equipment	3,200.00	0.00	0.00	3,200.00	100.00	0.00
Repairs & Maint Bldg-Water	10,000.00	0.00	0.00	10,000.00	100.00	0.00
Operating Supplies-Water	20,000.00	3,273.16	202.00	16,524.84	82.62	16.37
Uniforms-Water	1,300.00	0.00	0.00	1,300.00	100.00	0.00
Fuel & Oil-Water	7,000.00	947.27	0.00	6,052.73	86.47	13.53
Op Supplies-New Meter Inst-Wat	8,000.00	3,486.00	0.00	4,514.00	56.43	43.58
Operating Supplies Meter Repla	4,000.00	0.00	0.00	4,000.00	100.00	0.00
Dues, Subs & Memberships-Water	1,000.00	560.00	0.00	440.00	44.00	56.00
Bad Debt-Water	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	177,940.00	30,282.16	217.58	147,440.26	82.86	17.02
Capital Outlay						
Building Improvements-Water	0.00	0.00	0.00	0.00	0.00	0.00
Machinery, Equipment & Furn-Wa	40,000.00	0.00	0.00	40,000.00	100.00	0.00
Capital Outlay	40,000.00	0.00	0.00	40,000.00	100.00	0.00
Debt Service						
Debt Service-1976 Bonds-Water	28,000.00	0.00	0.00	28,000.00	100.00	0.00
Debt Service	28,000.00	0.00	0.00	28,000.00	100.00	0.00
Transfers						
Transfer to General Fund-Water	301,356.00	0.00	0.00	301,356.00	100.00	0.00
Tranfers To Sewer Fund-Water	58,595.00	0.00	0.00	58,595.00	100.00	0.00
Transfers	359,951.00	0.00	0.00	359,951.00	100.00	0.00
Contingency						
Contingency	50,000.00	0.00	0.00	50,000.00	100.00	0.00
Reserve for FB Rollfwd-Princip	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	50,000.00	0.00	0.00	50,000.00	100.00	0.00
Depreciation						
Depreciation Expense-Water	0.00	0.00	0.00	0.00	0.00	0.00
Building Depreciation-Water	0.00	0.00	0.00	0.00	0.00	0.00
Improvements Depreciation-Wate	0.00	0.00	0.00	0.00	0.00	0.00
Equip, Mach & Furn Depr-Water	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	799,000.00	162,516.11	0.00	636,483.89	79.66	20.34
Expense Total	797,600.00	60,479.90	217.58	736,902.52	92.39	7.58
Grand Total	1,400.00	102,036.21	-217.58	-100,418.63	-7,172.76	7,288.30

General Ledger

Impact Fee Fund Monthly

Report



User: jstull
 Printed: 01/15/15 12:55:49
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Grants						
Rural Development Grant	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned						
Interest Earned on Bank Accts	0.00	0.00	0.00	0.00	0.00	0.00
Int Earned on Bank Acct-Water	100.00	4.38	0.00	95.62	95.62	4.38
Int Earned on Bank Acct-Sewer	200.00	37.01	0.00	162.99	81.50	18.51
Interest Earned on Investments	0.00	0.00	0.00	0.00	0.00	0.00
Interest earned on Inv-Water	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned on Inv.-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned-Ad Valorem Tax	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	300.00	41.39	0.00	258.61	86.20	13.80
Impact Fees						
Water Impact Fee Revenue	125,000.00	1,500.00	0.00	123,500.00	98.80	1.20
Sewer Impact Fee Revenue	125,000.00	12,720.00	0.00	112,280.00	89.82	10.18
Impact Fees	250,000.00	14,220.00	0.00	235,780.00	94.31	5.69
Transfers In						
Contribs from Enterprise Opers	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds						
Approp of Prior Year Funds	0.00	0.00	0.00	0.00	0.00	0.00
Approp of Prior Yr Funds-Water	0.00	0.00	0.00	0.00	0.00	0.00
Approp of Prior Yr Funds-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Refund of PriorYr.Rev.-Sew.Imp	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay						
Water Sys Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Sewer System Improv	60,000.00	0.00	0.00	60,000.00	100.00	0.00
202 Street Water Reimb	0.00	0.00	0.00	0.00	0.00	0.00
202 Street Sewer Reimb	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Lift Station	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	60,000.00	0.00	0.00	60,000.00	100.00	0.00
Transfers						
Transfer to Sewer	58,494.00	0.00	0.00	58,494.00	100.00	0.00
Transfer to Sewer Const Fund	0.00	0.00	0.00	0.00	0.00	0.00
Transfers	58,494.00	0.00	0.00	58,494.00	100.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Contingency						
Water Contingency	65,903.00	0.00	0.00	65,903.00	100.00	0.00
Sewer Contingency	65,903.00	0.00	0.00	65,903.00	100.00	0.00
Contingency	131,806.00	0.00	0.00	131,806.00	100.00	0.00
Depreciation						
Depreciation Expense-Water	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Exepnse-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	250,300.00	14,261.39	0.00	236,038.61	94.30	5.70
Expense Total	250,300.00	0.00	0.00	250,300.00	100.00	0.00
Grand Total	0.00	14,261.39	0.00	-14,261.39	0.00	0.00

General Ledger

Fire Fund Monthly Report



User: jstull
 Printed: 01/15/15 12:56:12
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Taxes						
Fire Assessments	220,000.00	132,926.43	0.00	87,073.57	39.58	60.42
Taxes	220,000.00	132,926.43	0.00	87,073.57	39.58	60.42
Grants						
Grants-DOI-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Misc Grants	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Intergovernmental						
State Rev Share-Firefgt Sup Co	0.00	0.00	0.00	0.00	0.00	0.00
Intergovernmental	0.00	0.00	0.00	0.00	0.00	0.00
Fire Fees						
Fire Contract Payments	0.00	0.00	0.00	0.00	0.00	0.00
Alachua County Agreement	145,000.00	36,250.02	0.00	108,749.98	75.00	25.00
Columbia County Agreement	0.00	0.00	0.00	0.00	0.00	0.00
Fire Inspection Fees	3,000.00	1,268.80	0.00	1,731.20	57.71	42.29
Fire Plan Review Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fire Fees	148,000.00	37,518.82	0.00	110,481.18	74.65	25.35
Interest Earned						
Interest Earned on Bank Accts	300.00	18.81	0.00	281.19	93.73	6.27
Interest Earned	300.00	18.81	0.00	281.19	93.73	6.27
Misc Revenue						
Miscellaneous Revenue-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Donations-Fire	0.00	684.00	0.00	-684.00	0.00	0.00
Misc Revenue	0.00	684.00	0.00	-684.00	0.00	0.00
Transfers In						
Transfer from General Fund	420,781.00	0.00	0.00	420,781.00	100.00	0.00
Transfers In	420,781.00	0.00	0.00	420,781.00	100.00	0.00
Appropriated Funds						
Approp of Prior Year Funds-Fir	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Loan Proceeds						
Loan Proceeds-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
Personnel						
Regular Salaries-Fire	362,365.00	103,633.31	0.00	258,731.69	71.40	28.60
Overtime-Fire	0.00	16,328.74	0.00	-16,328.74	0.00	0.00
Holiday Pay-Fire	47,841.00	0.00	0.00	47,841.00	100.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Fire Fees	8,000.00	1,585.00	0.00	6,415.00	80.19	19.81
FICA-Fire	31,381.00	8,815.42	0.00	22,565.58	71.91	28.09
Retirement-Fire	81,303.00	23,776.49	0.00	57,526.51	70.76	29.24
Life & Health Ins-Fire	48,000.00	18,883.94	0.00	29,116.06	60.66	39.34
Workers Comp-Fire	20,475.00	6,632.17	0.00	13,842.83	67.61	32.39
Unemployment-Fire	9,292.00	3,166.70	0.00	6,125.30	65.92	34.08
Personnel	608,657.00	182,821.77	0.00	425,835.23	69.96	30.04
Operating Expenditures						
Professional Services-Fire	2,000.00	185.00	0.00	1,815.00	90.75	9.25
Training & Travel-Fire	5,000.00	2,031.93	210.00	2,758.07	55.16	40.64
Communications Svcs-Fire	0.00	1,094.10	0.00	-1,094.10	0.00	0.00
Wireless Communications-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Fire	8,000.00	2,517.44	0.00	5,482.56	68.53	31.47
Phone System Lease-Fire	675.00	150.12	0.00	524.88	77.76	22.24
Prop & Gen Liab Ins-Fire	11,354.00	2,356.44	0.00	8,997.56	79.25	20.75
Repairs & Maint Vehicles-Fire	20,000.00	3,397.33	0.00	16,602.67	83.01	16.99
Repairs & Maint Equip-Fire	8,000.00	3,927.94	0.00	4,072.06	50.90	49.10
Software Maint Agr-Fire	4,200.00	4,200.00	0.00	0.00	0.00	100.00
Repairs & Maint Bldg-Fire	6,500.00	5,211.47	0.00	1,288.53	19.82	80.18
Assesment Study	7,500.00	0.00	0.00	7,500.00	100.00	0.00
Office Supplies-Fire	3,000.00	2,111.27	0.00	888.73	29.62	70.38
Operating Supplies-Fire	7,200.00	2,207.52	0.00	4,992.48	69.34	30.66
Uniforms-Fire	4,000.00	1,956.09	0.00	2,043.91	51.10	48.90
Fuel & Oil-Fire	16,000.00	3,042.88	0.00	12,957.12	80.98	19.02
Dues, Subs & Memberships-Fire	2,000.00	124.95	98.76	1,776.29	88.81	6.25
Operating Expenditures	105,429.00	34,514.48	308.76	70,605.76	66.97	32.74
Capital Outlay						
Building Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Machinery & Equipment-Fire	4,000.00	0.00	0.00	4,000.00	100.00	0.00
Comp/Printers/Sware-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	4,000.00	0.00	0.00	4,000.00	100.00	0.00
Debt Service						
Debt Service-Principal-Fire	36,176.00	30,575.57	0.00	5,600.43	15.48	84.52
Debt Service-Interest-Fire	9,819.00	9,042.79	0.00	776.21	7.91	92.09
Debt Service	45,995.00	39,618.36	0.00	6,376.64	13.86	86.14
Transfers						
Transfer to General Fund	25,000.00	0.00	0.00	25,000.00	100.00	0.00
Transfers	25,000.00	0.00	0.00	25,000.00	100.00	0.00
Contingency						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	789,081.00	171,148.06	0.00	617,932.94	78.31	21.69
Expense Total	789,081.00	256,954.61	308.76	531,817.63	67.40	32.56
Grand Total	0.00	-85,806.55	-308.76	86,115.31	0.00	0.00

General Ledger CRA Monthly Report



User: jstull
 Printed: 01/15/15 12:56:37
 Period 01 - 03
 Fiscal Year 2015 - 2015

Description	2015 Budget YTD	2015 Actual Encumbered	2015 Available	2015 % Available	2015 % Spent
Taxes					
Ad Valorem Taxes COHS	80,000.00	0.00	0.00	80,000.00	100.00 0.00
Ad Valorem Tax-CRA	110,000.00	0.00	0.00	110,000.00	100.00 0.00
Taxes	190,000.00	0.00	0.00	190,000.00	100.00 0.00
Interest Earned					
Interest Earned Bank Account	50.00	10.07	0.00	39.93	79.86 20.14
Interest Earned	50.00	10.07	0.00	39.93	79.86 20.14
Appropriated Funds					
Approp of Prior Year Funds	72,000.00	0.00	0.00	72,000.00	100.00 0.00
Appropriated Funds	72,000.00	0.00	0.00	72,000.00	100.00 0.00
Personnel					
Regular Salaries - CRA	40,000.00	2,735.59	0.00	37,264.41	93.16 6.84
FICA - CRA	3,060.00	209.27	0.00	2,850.73	93.16 6.84
Retirement - CRA	2,948.00	201.61	0.00	2,746.39	93.16 6.84
Life & Health Insurance-CRA	3,000.00	0.00	0.00	3,000.00	100.00 0.00
Worker's Comp - CRA	2,000.00	129.78	0.00	1,870.22	93.51 6.49
Unemployment Comp - CRA	944.00	75.13	0.00	868.87	92.04 7.96
Contingency - CRA	18,390.00	0.00	0.00	18,390.00	100.00 0.00
Personnel	70,342.00	3,351.38	0.00	66,990.62	95.24 4.76
Operating Expenditures					
Professional Services-CRA	4,000.00	2,816.00	0.00	1,184.00	29.60 70.40
Contractual Services-CRA	5,000.00	0.00	0.00	5,000.00	100.00 0.00
Contractual Svcs COHS	50,000.00	0.00	0.00	50,000.00	100.00 0.00
Training and Travel-CRA	2,500.00	0.00	0.00	2,500.00	100.00 0.00
Prop & Gen Liab Ins-CRA	4,655.00	1,827.50	0.00	2,827.50	60.74 39.26
Repairs & Maintenance-CRA	6,000.00	4,381.51	0.00	1,618.49	26.97 73.03
Promotional Activities-CRA	2,500.00	0.00	0.00	2,500.00	100.00 0.00
Operating Supplies	0.00	2,257.96	0.00	-2,257.96	0.00 0.00
Dues, Subs, Memberships-CRA	500.00	670.00	0.00	-170.00	-34.00 134.00
Billboard Advertising - CRA	15,000.00	0.00	0.00	15,000.00	100.00 0.00
Music in the Park Advert.-CRA	1,500.00	50.00	0.00	1,450.00	96.67 3.33
Grants to Others-CRA	60,000.00	0.00	0.00	60,000.00	100.00 0.00
Operating Expenditures	151,655.00	12,002.97	0.00	139,652.03	92.09 7.91
Capital Outlay					
Downtown Projects	25,000.00	0.00	0.00	25,000.00	100.00 0.00
Capital Outlay	25,000.00	0.00	0.00	25,000.00	100.00 0.00
Contingency					
RESERVED FOR BALANCE FORWARD	15,053.00	0.00	0.00	15,053.00	100.00 0.00
Contingency	15,053.00	0.00	0.00	15,053.00	100.00 0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Revenue Total	262,050.00	10.07	0.00	262,039.93	100.00	0.00
Expense Total	262,050.00	15,354.35	0.00	246,695.65	94.14	5.86
Grand Total	0.00	-15,344.28	0.00	15,344.28	0.00	0.00

NOVEMBER 2014
FINANCIAL
STATEMENTS

General Ledger

General Revenue Fund Report



User: jstull
 Printed: 01/15/15 07:57:03
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 Month to Date	2015 YTD Actual	2015 YTD Uncollected	2015 Bgt Var %	2015 Collected %	2015 Uncollected
Taxes							
Ad Valorem Taxes	1,302,000.00	21,833.37	21,833.37	1,280,166.63	195,166.63	1.68	98.32
Ad Valorem Taxes-Delinquent	59,800.00	768.24	768.24	59,031.76	9,198.43	1.28	98.72
Local Option Gas Tax	239,038.00	39,736.46	39,736.46	199,301.54	103.21	16.62	83.38
Local Govt Infrastructure Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electric Utility Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Tax-Clay Electric	67,739.00	6,965.30	6,965.30	60,773.70	4,324.53	10.28	89.72
Utility Tax-Duke Energy	226,778.00	40,006.13	40,006.13	186,771.87	-2,209.80	17.64	82.36
Telecommunications Tax-Alltel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telecommunication Tax-AT&T	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telecommunications Service Tax	150,083.00	24,547.88	24,547.88	125,535.12	465.95	16.36	83.64
Telecommunication Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Tax Water	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-CVS	250.00	0.00	0.00	250.00	41.67	0.00	100.00
Gas Utility Svc Tax-Crescent P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-Davis Gas	250.00	47.01	47.01	202.99	-5.34	18.80	81.20
Gas Utility Svc Tax-Ferrel Gas	1,500.00	427.88	427.88	1,072.12	-177.88	28.53	71.47
Gas Utility Svc Tax-Heritage L	3,000.00	646.24	646.24	2,353.76	-146.24	21.54	78.46
Gas Utility Svc Tax-Tru-Gas	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-Suburban P	4,500.00	199.74	199.74	4,300.26	550.26	4.44	95.56
Gas Utility Svc Tax-Pantry/Lil	500.00	84.17	84.17	415.83	-0.84	16.83	83.17
Gas Utility Svc Tax-William Ga	1,000.00	23.38	23.38	976.62	143.29	2.34	97.66
Gas Utility Svc Tax-Winn Dixie	2,000.00	597.98	597.98	1,402.02	-264.65	29.90	70.10
Gas Utility Svc Tax-Misc	1,000.00	176.83	176.83	823.17	-10.16	17.68	82.32
Local Govt 1/2 Cent Sales Tax	295,967.00	49,869.48	49,869.48	246,097.52	-541.65	16.85	83.15
Taxes	2,355,405.00	185,930.09	185,930.09	2,169,474.91	206,637.41	7.89	92.11
Licenses and Permits							
Occupational Licenses	26,500.00	20,347.18	20,347.18	6,152.82	-15,930.51	76.78	23.22
Building Permits	175,000.00	16,516.15	16,516.15	158,483.85	12,650.52	9.44	90.56
Building Permit Surcharge	2,000.00	91.46	91.46	1,908.54	241.87	4.57	95.43
Reinstatement-Expired Pmt. Fee	200.00	44.50	44.50	155.50	-11.17	22.25	77.75
Re-Inspection Fee	400.00	50.00	50.00	350.00	16.67	12.50	87.50
Conditional Use Permit Fee	2,000.00	470.00	470.00	1,530.00	-136.67	23.50	76.50
Application for Variance Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Licenses and Permits	206,100.00	37,519.29	37,519.29	168,580.71	-3,169.29	18.20	81.80
Intergovernmental							
State Revenue Sharing Proceeds	155,000.00	25,849.79	25,849.79	129,150.21	-16.46	16.68	83.32
Mobile Home Licenses	2,000.00	519.00	519.00	1,481.00	-185.67	25.95	74.05
Alcoholic Beverage Licenses	3,442.00	0.00	0.00	3,442.00	573.67	0.00	100.00
FDOT Sign Maintenance	5,164.00	0.00	0.00	5,164.00	860.67	0.00	100.00
FDOT Street Light Maintenance	16,511.00	0.00	0.00	16,511.00	2,751.83	0.00	100.00
CRA-Admin Svcs/Maintenance	64,000.00	0.00	0.00	64,000.00	10,666.67	0.00	100.00
Tag Agency Commission	63,388.00	5,307.95	5,307.95	58,080.05	5,256.72	8.37	91.63
Intergovernmental	309,505.00	31,676.74	31,676.74	277,828.26	19,907.43	10.23	89.77

Description	2015 Budget	2015 Month to Date	2015 YTD Actual	2015 YTD Uncollected	2015 Bgt Var %	2015 Collected %	2015 Uncollected
Grants							
Intergovernmental Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
State Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Byrne Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FRDAP Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Government Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Franchise Fees							
Franchise Fees-Clay Electric	42,900.00	7,896.30	7,896.30	35,003.70	-746.30	18.41	81.59
Franchise Fees-Duke Energy	298,157.00	49,334.89	49,334.89	248,822.11	357.94	16.55	83.45
Franchise Fees-Communicomm Sv	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Franchise Fees	341,057.00	57,231.19	57,231.19	283,825.81	-388.36	16.78	83.22
Charges For Services							
Police Dispatch Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Filing Fee-City Election	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Police Services	500.00	388.50	388.50	111.50	-305.17	77.70	22.30
Police Department-Fingerprint	700.00	0.00	0.00	700.00	116.67	0.00	100.00
Park Entrance Fees-Poe Springs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec - Softball Fees	800.00	0.00	0.00	800.00	133.33	0.00	100.00
Parks & Rec - Volleyball Fees	1,000.00	165.00	165.00	835.00	1.67	16.50	83.50
Parks and Rec - Soccer Fees	7,000.00	0.00	0.00	7,000.00	1,166.67	0.00	100.00
Parks & Rec - Flag Football Fe	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec - Tennis Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec-General Income Spo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Parks and Rec-Sponsor Fees	550.00	750.00	750.00	-200.00	-658.33	136.36	-36.36
Parks and Rec-Basketball Fees	3,000.00	60.00	60.00	2,940.00	440.00	2.00	98.00
Canoe/Kayak/Concess-Poe Spring	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zoning Fees	2,000.00	0.00	0.00	2,000.00	333.33	0.00	100.00
Development Review Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales of Maps and Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Copying and Research Fees	2,000.00	426.00	426.00	1,574.00	-92.67	21.30	78.70
Police Reports & Services	100.00	0.00	0.00	100.00	16.67	0.00	100.00
Street Assessments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Street Closing Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Charges For Services	17,650.00	1,789.50	1,789.50	15,860.50	1,152.17	10.14	89.86
Fines & Forfeitures							
Court Fines and Forfeitures	15,000.00	1,446.25	1,446.25	13,553.75	1,053.75	9.64	90.36
Municipal Ordinance Fines	1,000.00	14.00	14.00	986.00	152.67	1.40	98.60
Code Enforcement Fines	4,000.00	0.00	0.00	4,000.00	666.67	0.00	100.00
2nd Dollar Training-Police	2,000.00	166.00	166.00	1,834.00	167.33	8.30	91.70
Fines & Forfeitures	22,000.00	1,626.25	1,626.25	20,373.75	2,040.42	7.39	92.61
Rentals							
Civic Center Rental	6,000.00	1,000.00	1,000.00	5,000.00	0.00	16.67	83.33
Post Office Rent	5,333.00	1,000.00	1,000.00	4,333.00	-111.17	18.75	81.25
Day Care Rental	2,040.00	340.00	340.00	1,700.00	0.00	16.67	83.33
Farmers Market Rents	19,247.00	2,512.04	2,512.04	16,734.96	695.79	13.05	86.95
Residential Property Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rentals - Poe Springs Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Rents	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rentals	32,620.00	4,852.04	4,852.04	27,767.96	584.63	14.87	85.13

Description	2015 Budget	2015 Month to Date	2015 YTD Actual	2015 Uncollected YTD	2015 Bgt Var	2015 % Collected	2015 % Uncollected
Interest Earned							
Interest Earned-Bank Accounts	2,000.00	138.04	138.04	1,861.96	195.29	6.90	93.10
Interest Earned on Investments	300.00	0.00	0.00	300.00	50.00	0.00	100.00
Interest Earned Ad Valorem Tax	5,000.00	71.36	71.36	4,928.64	761.97	1.43	98.57
Interest Tax Collector	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	7,300.00	209.40	209.40	7,090.60	1,007.27	2.87	97.13
Misc Revenue							
Forfeiture Fund Police Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sales of Fixed Assets	2,000.00	0.00	0.00	2,000.00	333.33	0.00	100.00
Sale of Scrap	750.00	0.00	0.00	750.00	125.00	0.00	100.00
Contributions Non-Government	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Farmers Mkt Fundraising/Donati	753.00	3.84	3.84	749.16	121.66	0.51	99.49
Community Garden	1,000.00	0.00	0.00	1,000.00	166.67	0.00	100.00
Youth Council Fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Motor Fuel Tax Refunds	2,500.00	0.00	0.00	2,500.00	416.67	0.00	100.00
Police Dept. Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Insurance Recovery	12,000.00	0.00	0.00	12,000.00	2,000.00	0.00	100.00
Miscellaneous Revenue	3,000.00	384.82	384.82	2,615.18	115.18	12.83	87.17
Misc Revenue	22,003.00	388.66	388.66	21,614.34	3,278.51	1.77	98.23
Loan Proceeds							
Debt Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In							
Interfund Transfer-Sewer Fund	137,586.00	0.00	0.00	137,586.00	22,931.00	0.00	100.00
Interfund Transfer-Water Fund	301,356.00	0.00	0.00	301,356.00	50,226.00	0.00	100.00
Interfund Transfer-Fire Fund	25,000.00	0.00	0.00	25,000.00	4,166.67	0.00	100.00
Interfund Transfer-Cemetery Tr	3,190.00	0.00	0.00	3,190.00	531.67	0.00	100.00
Interfund Transfer-Solid Waste	209,263.00	0.00	0.00	209,263.00	34,877.17	0.00	100.00
Transfers In	676,395.00	0.00	0.00	676,395.00	112,732.50	0.00	100.00
Appropriated Funds							
Approp of Prior Yr Fund-Restr	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Approp of Prior Yr Funds-Unres	0.00	0.00	0.00	0.00	0.00	0.00	0.00
- Appropriated Fund Balance-Res.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	3,990,035.00	321,223.16	321,223.16	3,668,811.84	343,782.68	8.05	91.95

General Ledger

City Attorney Monthly Report



User: jstull
 Printed: 01/15/15 07:49:04
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
FICA-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Retirement-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Life & Health Ins-City Attorne	0.00	0.00	0.00	0.00	0.00	0.00
Workers Comp-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Unemployment-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Professional Svcs-City Attorne	54,000.00	9,019.44	0.00	44,980.56	83.30	16.70
Professional Svcs-Code BD Atty	0.00	0.00	0.00	0.00	0.00	0.00
Prof Svcs-Non Routine Legal	40,000.00	3,710.40	0.00	36,289.60	90.72	9.28
Training & Travel-City Attorne	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svc-City Attorn	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Comm-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maint-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-City Attorn	0.00	0.00	0.00	0.00	0.00	0.00
Dues, Subs & Member-City Attor	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	94,000.00	12,729.84	0.00	81,270.16	86.46	13.54
Capital Outlay						
Furniture-City Attorney	0.00	0.00	0.00	0.00	0.00	0.00
Comp/Printers/Sware-City Attor	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Contingency						
CONTINGENCY-LEGAL	75,000.00	0.00	0.00	75,000.00	100.00	0.00
Contingency	75,000.00	0.00	0.00	75,000.00	100.00	0.00
Expense Total	169,000.00	12,729.84	0.00	156,270.16	92.47	7.53

General Ledger

City Clerk Monthly Report



User: jstull
 Printed: 01/15/15 08:04:50
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Clerk	87,000.00	10,895.49	0.00	76,104.51	87.48	12.52
Overtime-City Clerk	600.00	205.84	0.00	394.16	65.69	34.31
FICA-City Clerk	6,657.00	814.34	0.00	5,842.66	87.77	12.23
Retirement-City Clerk	13,000.00	2,346.80	0.00	10,653.20	81.95	18.05
Life & Health-City Clerk	11,000.00	2,043.10	0.00	8,956.90	81.43	18.57
Workers Comp-City Clerk	250.00	36.70	0.00	213.30	85.32	14.68
Unemployment-City Clerk	1,900.00	0.00	0.00	1,900.00	100.00	0.00
Personnel	120,407.00	16,342.27	0.00	104,064.73	86.43	13.57
Operating Expenditures						
Professional Svcs-City Clerk	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Professional Svcs-IT Consul.	0.00	0.00	0.00	0.00	0.00	0.00
Professional Svcs-Web Consul.	0.00	0.00	0.00	0.00	0.00	0.00
Municipal Code Exp-City Clerk	3,000.00	0.00	0.00	3,000.00	100.00	0.00
Training & Travel-City Clerk	2,500.00	1,190.83	0.00	1,309.17	52.37	47.63
Communications Svc-City Clerk	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-City C	0.00	0.00	0.00	0.00	0.00	0.00
Copier Lease-City Clerk	1,800.00	505.73	0.00	1,294.27	71.90	28.10
Repairs & Maint-City Clerk	1,000.00	370.89	0.00	629.11	62.91	37.09
Legal Advertisements-City Clk	10,000.00	1,487.13	0.00	8,512.87	85.13	14.87
City Election Expense-City Clk	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Office Supplies-City Clerk	1,500.00	472.82	0.00	1,027.18	68.48	31.52
Operating Supplies-City Clerk	3,500.00	304.46	0.00	3,195.54	91.30	8.70
Dues, Subs, Memberships-City C	500.00	250.00	0.00	250.00	50.00	50.00
Web Page Expense	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	26,800.00	4,581.86	0.00	22,218.14	82.90	17.10
Capital Outlay						
Furniture - City Clerk	0.00	0.00	0.00	0.00	0.00	0.00
Machinery & Equipment-City Clk	0.00	0.00	0.00	0.00	0.00	0.00
Comp, Printers, Sware-City Clk	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	147,207.00	20,924.13	0.00	126,282.87	85.79	14.21

General Ledger

City Commission Monthly Report



User: jstull
 Printed: 01/15/15 07:52:27
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Adopted	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Commiss	30,600.00	5,100.00	0.00	25,500.00	83.33	16.67
FICA-City Commission	2,341.00	390.16	0.00	1,950.84	83.33	16.67
Workers Comp-City Commission	83.00	13.77	0.00	69.23	83.41	16.59
Unemployment -City Commission	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	33,024.00	5,503.93	0.00	27,520.07	83.33	16.67
Operating Expenditures						
Training & Travel-City Commiss	6,000.00	1,106.76	552.00	4,341.24	72.35	18.45
Insurance Public Officials-CC	49,650.00	19,573.63	0.00	30,076.37	60.58	39.42
Office Supplies-City Commissio	1,600.00	159.16	0.00	1,440.84	90.05	9.95
Operating Supplies-City Commis	3,655.00	119.36	0.00	3,535.64	96.73	3.27
Dues, Subs, Memberships-City C	1,500.00	1,414.00	0.00	86.00	5.73	94.27
Chamber Grant-City Commission	0.00	0.00	0.00	0.00	0.00	0.00
Other Expenses-City Commission	0.00	0.00	0.00	0.00	0.00	0.00
Youth Council Expense-City Com	0.00	0.00	0.00	0.00	0.00	0.00
Employee Recognition-City Comm	0.00	0.00	0.00	0.00	0.00	0.00
Alachua League of Cities Expen	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	62,405.00	22,372.91	552.00	39,480.09	63.26	35.85
Expense Total	95,429.00	27,876.84	552.00	67,000.16	70.21	29.21

General Ledger

City Manager Monthly Report



User: jstull
 Printed: 01/15/15 07:52:47
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-City Manager	88,535.00	11,230.68	0.00	77,304.32	87.31	12.69
Overtime-City Manager	0.00	0.00	0.00	0.00	0.00	0.00
FICA-City Manager	6,773.00	879.03	0.00	5,893.97	87.02	12.98
Retirement-City Manager	14,215.00	1,101.55	0.00	13,113.45	92.25	7.75
Life & Health Ins-City Manager	9,240.00	1,377.88	0.00	7,862.12	85.09	14.91
Workers Comp-City Manager	240.00	39.14	0.00	200.86	83.69	16.31
Unemployment-City Manager	2,090.00	0.00	0.00	2,090.00	100.00	0.00
Personnel	121,093.00	14,628.28	0.00	106,464.72	87.92	12.08
Operating Expenditures						
Professional Services-City Mgr	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-City Manager	1,500.00	1,073.31	0.00	426.69	28.45	71.55
Auto Allowance-City Manager	3,000.00	461.52	0.00	2,538.48	84.62	15.38
Employee Meetings-City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-City Mgr	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-City M	0.00	0.00	0.00	0.00	0.00	0.00
Copier Lease-City Manager	1,800.00	505.73	0.00	1,294.27	71.90	28.10
Repairs & Maintenance-City Mgr	250.00	0.00	0.00	250.00	100.00	0.00
Office Supplies-City Manager	400.00	334.66	0.00	65.34	16.34	83.67
Operating Supplies-City Manage	400.00	32.24	0.00	367.76	91.94	8.06
Fuel & Oil - City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Dues, Subs, Memberships-City M	0.00	0.00	0.00	0.00	0.00	0.00
Youth ouncil Expense	500.00	0.00	0.00	500.00	100.00	0.00
Operating Expenditures	7,850.00	2,407.46	0.00	5,442.54	69.33	30.67
Capital Outlay						
Furniture-City Manager	0.00	0.00	0.00	0.00	0.00	0.00
Computers/Printers/Software-CM	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Contingency						
Merit Pay Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	128,943.00	17,035.74	0.00	111,907.26	86.79	13.21

General Ledger Information Technology Report



User: jstull
 Printed: 01/15/15 07:57:29
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Operating Expenditures						
Prof Services-IT Consulting	30,000.00	6,939.70	0.00	23,060.30	76.87	23.13
Prof Services-Web Consulting-IT	500.00	34.26	0.00	465.74	93.15	6.85
Communication Service-IT	32,350.00	2,320.36	0.00	30,029.64	92.83	7.17
Wireless Communications-IT	10,313.00	1,755.66	0.00	8,557.34	82.98	17.02
Repairs & Maintenance-IT	4,000.00	1,306.46	0.00	2,693.54	67.34	32.66
Maintenance Agreemnts Comp-IT	7,200.00	5,945.80	0.00	1,254.20	17.42	82.58
Operating Supplies-IT	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Web Page Expense-IT	1,200.00	34.26	0.00	1,165.74	97.15	2.86
E-Mail Expense	4,000.00	2,830.30	0.00	1,169.70	29.24	70.76
Software Annual Maintenance-IT	30,658.00	18,272.05	0.00	12,385.95	40.40	59.60
Non-Routine Serv/Audit (PD)-IT	1,200.00	0.00	0.00	1,200.00	100.00	0.00
Operating Expenditures	123,421.00	39,438.85	0.00	83,982.15	68.05	31.95
Capital Outlay						
Computers/Printers/Software-IT	54,200.00	1,105.00	0.00	53,095.00	97.96	2.04
Capital Outlay	54,200.00	1,105.00	0.00	53,095.00	97.96	2.04
Expense Total	<u>177,621.00</u>	<u>40,543.85</u>	<u>0.00</u>	<u>137,077.15</u>	<u>77.17</u>	<u>22.83</u>

General Ledger Finance Monthly Report



User: jstull
 Printed: 01/15/15 11:39:06
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Finance	115,430.00	13,619.83	0.00	101,810.17	88.20	11.80
Overtime-Finance	0.00	16.38	0.00	-16.38	0.00	0.00
FICA-Finance	8,831.00	1,035.46	0.00	7,795.54	88.27	11.73
Retirement-Finance	17,000.00	2,354.13	0.00	14,645.87	86.15	13.85
Life & Health Ins-Finance	13,200.00	2,091.30	0.00	11,108.70	84.16	15.84
Workers Comp-Finance	310.00	54.99	0.00	255.01	82.26	17.74
Unemployment-Finance	2,710.00	0.00	0.00	2,710.00	100.00	0.00
Personnel	157,481.00	19,172.09	0.00	138,308.91	87.83	12.17
Operating Expenditures						
Professional Services-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Accounting & Auditing-Finance	22,000.00	0.00	0.00	22,000.00	100.00	0.00
Training & Travel-Finance	1,500.00	76.90	0.00	1,423.10	94.87	5.13
Communications Svc-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Wireless-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance-Finance	400.00	223.87	0.00	176.13	44.03	55.97
Software Maintenance-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Agreements Compute	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Finance	2,500.00	424.94	27.40	2,047.66	81.91	17.00
Operating Supplies-Finance	2,000.00	215.68	0.00	1,784.32	89.22	10.78
Dues, Subs & Membership-Financ	100.00	0.00	0.00	100.00	100.00	0.00
Operating Expenditures	28,500.00	941.39	27.40	27,531.21	96.60	3.30
Capital Outlay						
Comp/Printers/Sware-Finance	0.00	0.00	0.00	0.00	0.00	0.00
Springbrook	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	185,981.00	20,113.48	27.40	165,840.12	89.17	10.81

General Ledger Lic & Billing Monthly Report



User: jstull
 Printed: 01/15/15 07:58:03
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Lic & Billing	78,500.00	9,840.82	0.00	68,659.18	87.46	12.54
Overtime-Lic & Billing	750.00	1,325.18	0.00	-575.18	-76.69	176.69
FICA-Lic & Billing	6,006.00	824.14	0.00	5,181.86	86.28	13.72
Retirement-Lic & Billing	5,755.00	689.62	0.00	5,065.38	88.02	11.98
Life & Health Ins-Lic & Billin	13,200.00	2,030.46	0.00	11,169.54	84.62	15.38
Workers Com-Lic & Billing	210.00	28.94	0.00	181.06	86.22	13.78
Unemployment-Lic & Billing	1,836.00	0.00	0.00	1,836.00	100.00	0.00
Personnel	106,257.00	14,739.16	0.00	91,517.84	86.13	13.87
Operating Expenditures						
Professional Svcs-Lic & Billin	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-Lic & Billin	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-Lic & Bill	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Lic &	0.00	0.00	0.00	0.00	0.00	0.00
Copier Lease-Lic & Billing	750.00	233.46	0.00	516.54	68.87	31.13
Repairs & Maintenance-Lic & Bi	250.00	1,124.06	0.00	-874.06	-349.62	449.62
Software Maintenance - L & B	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maint Comps-Lic & B	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Lic & Billing	1,000.00	358.50	0.00	641.50	64.15	35.85
Operating Supplies-Lic & Billi	12,000.00	2,470.52	963.60	8,565.88	71.38	20.59
Dues, Subs & Memberships-Lic & B	0.00	0.00	0.00	0.00	0.00	0.00
Cash Short & Over-Lic & Bill	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	14,000.00	4,186.54	963.60	8,849.86	63.21	29.90
Capital Outlay						
Machinery & Equipment-Lic & Bi	0.00	0.00	0.00	0.00	0.00	0.00
Comp, Print, Softw-Lic & Bill	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	120,257.00	18,925.70	963.60	100,367.70	83.46	15.74

General Ledger

PW-Parks & Rec Monthly Report



User: jstull
 Printed: 01/15/15 13:41:36
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Parks & Rec	32,500.00	4,056.00	0.00	28,444.00	87.52	12.48
Overtime-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
FICA-Parks & Rec	2,459.00	315.53	0.00	2,143.47	87.17	12.83
Retirement-Parks & Rec	2,369.00	298.93	0.00	2,070.07	87.38	12.62
Life & Health Ins-Parks & Rec	5,280.00	551.73	0.00	4,728.27	89.55	10.45
Workers Comp-Parks & Rec	870.00	205.17	0.00	664.83	76.42	23.58
Unemployment-Parks & Rec	758.00	0.00	0.00	758.00	100.00	0.00
Personnel	44,236.00	5,427.36	0.00	38,808.64	87.73	12.27
Operating Expenditures						
Employee Exams-Parks & Rec	395.00	0.00	0.00	395.00	100.00	0.00
Contractual Services-Parks & R	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-Parks & Rec	1,000.00	902.75	0.00	97.25	9.73	90.28
Communications Svcs-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications -Parks	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Parks & Rec	12,000.00	1,819.86	0.00	10,180.14	84.83	15.17
Rental Equipment-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Prop & Gen Liab Ins-Parks & Rec	2,000.00	656.92	0.00	1,343.08	67.15	32.85
Repairs & Maintenance-Parks&Re	12,000.00	1,010.48	2,250.00	8,739.52	72.83	8.42
Operating Supplies-Recreation	14,500.00	3,584.60	0.00	10,915.40	75.28	24.72
Operating Supplies-Parks Maint	8,000.00	3,731.95	3,095.76	1,172.29	14.65	46.65
Operating Supplies-Comm Garden	0.00	38.38	0.00	-38.38	0.00	0.00
Uniforms	13,000.00	1,282.00	0.00	11,718.00	90.14	9.86
Fuel and Oil-Parks and Rec	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Dues, Subs & Memberships-P & R	100.00	0.00	0.00	100.00	100.00	0.00
Operating Expenditures	63,995.00	13,026.94	5,345.76	45,622.30	71.29	20.36
Capital Outlay						
Building Improve-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Improve other than Bldg-P&R	0.00	0.00	0.00	0.00	0.00	0.00
Machinery and Equip-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Sports Complex Lighting	0.00	0.00	0.00	0.00	0.00	0.00
Grant Match-FRDAP-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service						
Debt Service-Principal- P & R	29,894.00	0.00	0.00	29,894.00	100.00	0.00
Debt Service-Interest P & R	1,189.00	0.00	0.00	1,189.00	100.00	0.00
Debt Svc-Howard Park-P & R	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	31,083.00	0.00	0.00	31,083.00	100.00	0.00
Expense Total	139,314.00	18,454.30	5,345.76	115,513.94	82.92	13.25

General Ledger Day Care Monthly Report



User: jstull
 Printed: 01/15/15 07:56:08
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Avaiable	2015 % Available	2015 % Spent
Operating Expenditures						
Professional Services- DayCare	0.00	0.00	0.00	0.00	0.00	0.00
Utility Services- DayCare	2,500.00	527.85	0.00	1,972.15	78.89	21.11
Property & Liability Ins- DCar	1,377.00	344.35	0.00	1,032.65	74.99	25.01
Repair & Maintenance-DayCare	1,500.00	1,054.65	0.00	445.35	29.69	70.31
Operating Expenditures	5,377.00	1,926.85	0.00	3,450.15	64.16	35.84
Capital Outlay						
Building Improvement-Day Care	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	5,377.00	1,926.85	0.00	3,450.15	64.16	35.84

General Ledger

Farmers Market Monthly

Report



User: jstull
 Printed: 01/15/15 07:56:29
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-FM	0.00	0.00	0.00	0.00	0.00	0.00
FICA - FM	0.00	0.00	0.00	0.00	0.00	0.00
Retirement - FM	0.00	0.00	0.00	0.00	0.00	0.00
Life & Health Insurance - FM	0.00	0.00	0.00	0.00	0.00	0.00
Work Comp-Farmers Market	249.00	5.20	0.00	243.80	97.91	2.09
Unemployment Comp. - FM	218.00	0.00	0.00	218.00	100.00	0.00
Personnel	467.00	5.20	0.00	461.80	98.89	1.11
Operating Expenditures						
Professional Svcs-Farmers Mkt	10,533.00	1,924.47	0.00	8,608.53	81.73	18.27
Training & Travel-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Promotional Act-Farmers Mkt	4,000.00	170.00	0.00	3,830.00	95.75	4.25
Advertising Farmers Market	2,000.00	438.40	0.00	1,561.60	78.08	21.92
Office Supplies-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-Farmers Mkt	3,000.00	409.77	0.00	2,590.23	86.34	13.66
Other Expenses-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	19,533.00	2,942.64	0.00	16,590.36	84.94	15.06
Capital Outlay						
Machinery & Equip-Farmers Mark	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	20,000.00	2,947.84	0.00	17,052.16	85.26	14.74

General Ledger PDC Monthly Report



User: jstull
 Printed: 01/15/15 07:58:39
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PDC	75,000.00	5,966.47	0.00	69,033.53	92.04	7.96
Overtime-PDC	400.00	30.42	0.00	369.58	92.40	7.61
FICA-PDC	7,859.00	458.74	0.00	7,400.26	94.16	5.84
Retirement-PDC	7,124.00	652.70	0.00	6,471.30	90.84	9.16
Life & Health Ins-PDC	10,560.00	1,016.00	0.00	9,544.00	90.38	9.62
Workers Comp-PDC	1,525.00	289.76	0.00	1,235.24	81.00	19.00
Unemployment-PDC	2,425.00	0.00	0.00	2,425.00	100.00	0.00
Personnel	104,893.00	8,414.09	0.00	96,478.91	91.98	8.02
Operating Expenditures						
Professional Services-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Contractual Services-PDC	10,000.00	0.00	0.00	10,000.00	100.00	0.00
Planning Board Service Fee-PDC	7,500.00	0.00	0.00	7,500.00	100.00	0.00
Contract Svc Bldg Official-PDC	35,000.00	9,270.00	0.00	25,730.00	73.51	26.49
Training & Travel-PDC	1,000.00	975.32	0.00	24.68	2.47	97.53
Communications Service-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-PDC	500.00	161.02	0.00	338.98	67.80	32.20
Copier Lease-PDC	800.00	252.50	0.00	547.50	68.44	31.56
Prop & Gen Liab Ins-PDC	910.00	102.47	0.00	807.53	88.74	11.26
Repairs & Maintenance-PDC	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Repairs & Maint Vehicles-PDC	500.00	20.00	0.00	480.00	96.00	4.00
Software Maint Agr.-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-PDC	2,000.00	318.31	335.86	1,345.83	67.29	15.92
Operating Supplies-PDC	2,000.00	614.28	0.00	1,385.72	69.29	30.71
Fuel & Oil - PDC	1,000.00	155.61	0.00	844.39	84.44	15.56
Dues, Subs & Memberships-PDC	1,500.00	0.00	0.00	1,500.00	100.00	0.00
Bad Debt Expense - PDC	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	63,710.00	11,869.51	335.86	51,504.63	80.84	18.63
Capital Outlay						
Comp/Printers/Sware-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	168,603.00	20,283.60	335.86	147,983.54	87.77	12.03

General Ledger

Police Disp Monthly Report



User: jstull
 Printed: 01/15/15 07:58:56
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Police Disp	165,269.00	21,776.38	0.00	143,492.62	86.82	13.18
Overtime-Police Dispatch	4,000.00	3,246.84	0.00	753.16	18.83	81.17
FICA-Police Dispatch	12,643.00	1,883.57	0.00	10,759.43	85.10	14.90
Retirement-Police Dispatch	12,115.00	1,838.30	0.00	10,276.70	84.83	15.17
Life & Health Ins-Police Dispa	31,680.00	4,508.13	0.00	27,171.87	85.77	14.23
Workers Comp-Police Dispatch	510.00	55.76	0.00	454.24	89.07	10.93
Unemployment-Police Dispatch	3,281.00	0.00	0.00	3,281.00	100.00	0.00
Personnel	229,498.00	33,308.98	0.00	196,189.02	85.49	14.51
Operating Expenditures						
Professional Svcs - Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams - Police Dispat	0.00	0.00	0.00	0.00	0.00	0.00
Contract Services-Police Disp	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel - Police Dis	1,500.00	169.06	0.00	1,330.94	88.73	11.27
Communications Svcs-Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Police	0.00	0.00	0.00	0.00	0.00	0.00
Comm Svcs-Radio Svc Agr-Pol Co	13,600.00	2,240.30	0.00	11,359.70	83.53	16.47
Prop & Gen Liab Ins-Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Repairs & Maintenance-Police D	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Repairs & Maint Equip-Police	500.00	0.00	0.00	500.00	100.00	0.00
Software Maintenance-Police Di	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-Police Disp	1,500.00	550.19	0.00	949.81	63.32	36.68
Uniforms - Police Dispatch	0.00	0.00	0.00	0.00	0.00	0.00
Other Expense-Police Dispatch	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	19,100.00	2,959.55	0.00	16,140.45	84.50	15.50
Capital Outlay						
Machinery & Equipment-Police D	0.00	0.00	0.00	0.00	0.00	0.00
Comp/Printers/Sware-Police Dis	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service						
Debt Svc. Principal - Motorola	22,967.00	24,757.28	0.00	-1,790.28	-7.80	107.80
Debt Svc. Interest - Motorola	5,951.00	4,160.71	0.00	1,790.29	30.08	69.92
Debt Service	28,918.00	28,917.99	0.00	0.01	0.00	100.00
Expense Total	277,516.00	65,186.52	0.00	212,329.48	76.51	23.49

General Ledger

Police Ops Monthly Report



User: jstull
 Printed: 01/15/15 07:59:11
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-Police Oper	550,074.00	51,657.46	0.00	498,416.54	90.61	9.39
Overtime-Police Operations	19,000.00	11,237.39	0.00	7,762.61	40.86	59.14
FICA-Police Operations	42,675.00	4,670.20	0.00	38,004.80	89.06	10.94
Retirement-Police Operations	110,340.00	8,172.10	0.00	102,167.90	92.59	7.41
Life & Health Ins-Police Opera	79,200.00	9,675.13	0.00	69,524.87	87.78	12.22
Workers Comp-Police Operations	18,500.00	3,211.73	0.00	15,288.27	82.64	17.36
Unemployment-Police Operations	11,502.00	0.00	0.00	11,502.00	100.00	0.00
Personnel	831,291.00	88,624.01	0.00	742,666.99	89.34	10.66
Operating Expenditures						
Professional Services - Police	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams-Police Ops	1,500.00	1,125.00	0.00	375.00	25.00	75.00
Drug Buy Money-Police Operatio	500.00	0.00	0.00	500.00	100.00	0.00
Training & Travel-Police Opera	1,000.00	2,068.71	0.00	-1,068.71	-106.87	206.87
Education Reimbursement-Pol Op	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-Police Ope	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Police	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Police Operations	8,500.00	1,348.97	0.00	7,151.03	84.13	15.87
Copier Lease-Police Operations	1,500.00	235.68	0.00	1,264.32	84.29	15.71
Prop & Gen Liab Ins-Police Ope	40,263.00	4,608.09	0.00	35,654.91	88.56	11.44
Repairs & Maintenance-Police O	4,000.00	255.00	148.75	3,596.25	89.91	6.38
Rep and Maint-Vehicles-Pol Op	40,000.00	6,647.40	0.00	33,352.60	83.38	16.62
Repairs & Maint Equip-Police O	6,500.00	0.00	0.00	6,500.00	100.00	0.00
Software Maintenance - Police	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Police Operati	5,000.00	506.52	0.00	4,493.48	89.87	10.13
Operating Supplies-Police Oper	10,000.00	2,412.66	684.40	6,902.94	69.03	24.13
Uniforms-Police Operations	5,000.00	553.00	11,076.00	-6,629.00	-132.58	11.06
Fuel & Oil-Police Operations	50,000.00	7,037.71	0.00	42,962.29	85.92	14.08
Dues, Subs & Memships-Police O	200.00	0.00	0.00	200.00	100.00	0.00
Police Training Exp-Police Ope	6,000.00	0.00	0.00	6,000.00	100.00	0.00
Grant Match Exp-Police Operati	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Operating Expenditures	180,963.00	26,798.74	11,909.15	142,255.11	78.61	14.81
Capital Outlay						
Building Improvements-Police O	0.00	0.00	0.00	0.00	0.00	0.00
Machinery & Equip-Police Opera	0.00	0.00	0.00	0.00	0.00	0.00
Comp/Printers/Sware-Police Ope	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles-Police Operations	30,000.00	38,000.00	0.00	-8,000.00	-26.67	126.67
Capital Outlay	30,000.00	38,000.00	0.00	-8,000.00	-26.67	126.67
Debt Service						
Debt Svc-Principal-Police Oper	14,207.00	0.00	0.00	14,207.00	100.00	0.00
Debt Svc-Interest-Police Opera	1,573.00	0.00	0.00	1,573.00	100.00	0.00
Debt Service	15,780.00	0.00	0.00	15,780.00	100.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Expense Total	1,058,034.00	153,422.75	11,909.15	892,702.10	84.37	14.50

General Ledger

PW Facilities Monthly Report



User: jstull
 Printed: 01/15/15 07:59:49
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PW Facilities	52,600.00	6,677.51	0.00	45,922.49	87.31	12.69
Overtime-PW Facilities	0.00	0.00	0.00	0.00	0.00	0.00
FICA-PW Facilities	4,025.00	497.37	0.00	3,527.63	87.64	12.36
Retirement-PW Facilities	3,856.00	668.74	0.00	3,187.26	82.66	17.34
Life & Health Ins-PW Facilitie	10,560.00	2,025.92	0.00	8,534.08	80.82	19.18
Workers Comp-PW Facilities	168.00	192.28	0.00	-24.28	-14.45	114.45
Unemployment-PW-Facilities	1,505.00	0.00	0.00	1,505.00	100.00	0.00
Personnel	72,714.00	10,061.82	0.00	62,652.18	86.16	13.84
Operating Expenditures						
Professional Services-PW-Facil	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams-PW-Facilities	0.00	0.00	0.00	0.00	0.00	0.00
Communications Svcs-PW Facilit	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-PW PW	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-PW Facilities	18,000.00	3,716.62	0.00	14,283.38	79.35	20.65
Phone System Lease-PW Faciliti	2,000.00	575.40	0.00	1,424.60	71.23	28.77
Property & Gen Liab Ins-PW Fac	12,863.00	1,965.73	0.00	10,897.27	84.72	15.28
Repairs & Maintenance-PW Facil	15,000.00	1,982.17	0.00	13,017.83	86.79	13.21
Repairs & Maint Vehicles-PW Fa	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Operating Supplies-PW Faciliti	3,000.00	739.88	0.00	2,260.12	75.34	24.66
Uniforms-PW Facilities	0.00	0.00	0.00	0.00	0.00	0.00
Fuel & Oil-PW Facilities	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Operating Expenditures	53,863.00	8,979.80	0.00	44,883.20	83.33	16.67
Capital Outlay						
Land Acquisition-PW Facilities	0.00	0.00	0.00	0.00	0.00	0.00
Building Improvements-PW Facil	15,000.00	0.00	0.00	15,000.00	100.00	0.00
Capital Outlay	15,000.00	0.00	0.00	15,000.00	100.00	0.00
Expense Total	141,577.00	19,041.62	0.00	122,535.38	86.55	13.45

General Ledger

PW Cemetery Monthly Report



User: jstull
 Printed: 01/15/15 07:59:31
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PW Cemeteries	7,500.00	136.81	0.00	7,363.19	98.18	1.82
Overtime-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
FICA-PW Cemetery	574.00	10.46	0.00	563.54	98.18	1.82
Retirement-PW Cemetery	550.00	10.08	0.00	539.92	98.17	1.83
Life & Health Ins-PW Cemetery	3,000.00	0.00	0.00	3,000.00	100.00	0.00
Workers Comp-PW Cemetery	1,643.00	53.30	0.00	1,589.70	96.76	3.24
Unemployment-PW Cemetery	399.00	0.00	0.00	399.00	100.00	0.00
Personnel	13,666.00	210.65	0.00	13,455.35	98.46	1.54
Operating Expenditures						
Professional Services-PW Cemeteries	0.00	0.00	0.00	0.00	0.00	0.00
Employee Exams-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Training & Travel-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Utility Services	800.00	121.70	0.00	678.30	84.79	15.21
Repairs & Maintenance-PW Cemetery	1,500.00	0.00	0.00	1,500.00	100.00	0.00
Repairs & Maint Vehicles-PW Cemetery	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Operating Supplies-PW Cemetery	200.00	0.00	0.00	200.00	100.00	0.00
Uniforms-PW Cemetery	200.00	0.00	0.00	200.00	100.00	0.00
Fuel & Oil-PW Cemetery	2,000.00	339.39	0.00	1,660.61	83.03	16.97
Operating Expenditures	5,700.00	461.09	0.00	5,238.91	91.91	8.09
Capital Outlay						
Machinery & Equipment-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	19,366.00	671.74	0.00	18,694.26	96.53	3.47

General Ledger Roads & Streets Monthly Report



User: jstull
 Printed: 01/15/15 08:00:26
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Personnel						
Regular Salaries-PW Road/Str	101,000.00	12,644.22	0.00	88,355.78	87.48	12.52
Overtime-Roads & Streets	500.00	86.52	0.00	413.48	82.70	17.30
FICA-Roads & Streets	7,765.00	972.27	0.00	6,792.73	87.48	12.52
Retirement-Roads & Streets	7,440.00	938.26	0.00	6,501.74	87.39	12.61
Life & Health Ins-Roads & Stre	15,840.00	3,037.78	0.00	12,802.22	80.82	19.18
Workers Comp-Roads & Streets	7,715.00	1,528.73	0.00	6,186.27	80.18	19.82
Unemployment-Roads & Streets	2,312.00	0.00	0.00	2,312.00	100.00	0.00
Personnel	142,572.00	19,207.78	0.00	123,364.22	86.53	13.47
Operating Expenditures						
Professional Services-Road & S	1,500.00	0.00	0.00	1,500.00	100.00	0.00
Employee Exams- Roads & Street	0.00	0.00	0.00	0.00	0.00	0.00
Contractual Services-Roads & S	46,000.00	8,399.74	0.00	37,600.26	81.74	18.26
Training & Travel-Roads & Stre	400.00	0.00	0.00	400.00	100.00	0.00
Communication Svcs-Roads & Str	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Communications-Road &	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Roads & Streets	80,000.00	15,003.07	0.00	64,996.93	81.25	18.75
Rental Equipment-Roads & Stree	1,000.00	0.00	629.64	370.36	37.04	0.00
Prop & Gen Liab Ins-Roads & St	26,400.00	5,851.88	0.00	20,548.12	77.83	22.17
Repairs & Maintenance-Roads &	1,000.00	89.07	0.00	910.93	91.09	8.91
Rep & Maint Vehicles-Roads & S	4,500.00	1,079.63	0.00	3,420.37	76.01	23.99
Rep & Maint Equip-Roads & Stre	15,000.00	1,546.39	0.00	13,453.61	89.69	10.31
Rep & Maint-Traffic Signs-R&S	10,000.00	469.53	134.54	9,395.93	93.96	4.70
Rep & Maint-Traffic Signal-R&S	2,500.00	0.00	0.00	2,500.00	100.00	0.00
Rep & Maint-Trees-Roads & Stre	15,000.00	1,125.00	0.00	13,875.00	92.50	7.50
Operating Supplies-Roads & Str	4,000.00	407.75	0.00	3,592.25	89.81	10.19
Uniforms-Roads & Streets	1,200.00	0.00	0.00	1,200.00	100.00	0.00
Fuel & Oil-Roads & Streets	14,000.00	1,686.75	0.00	12,313.25	87.95	12.05
Tree Replacement-Roads & Stree	700.00	0.00	0.00	700.00	100.00	0.00
Road & Sidewalk Rep-Roads & St	30,000.00	1,694.67	244.40	28,060.93	93.54	5.65
Bad Debt Expense - Streets	0.00	0.00	0.00	0.00	0.00	0.00
Loss on Investment	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	253,200.00	37,353.48	1,008.58	214,837.94	84.85	14.75
Capital Outlay						
Land Acquisition-Roads & Stree	0.00	0.00	0.00	0.00	0.00	0.00
Building Improvements-Roads&St	0.00	0.00	0.00	0.00	0.00	0.00
Imp Other Bldg-Paving-Roads&St	100,000.00	0.00	0.00	100,000.00	100.00	0.00
Machinery & Equipment-Roads&St	8,000.00	0.00	0.00	8,000.00	100.00	0.00
Vehicles-Roads & Streets	23,000.00	0.00	0.00	23,000.00	100.00	0.00
Capital Outlay	131,000.00	0.00	0.00	131,000.00	100.00	0.00
Debt Service						
Debt Service-Principal-R&S	0.00	0.00	0.00	0.00	0.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Debt Service Interest - R&S	0.00	0.00	0.00	0.00	0.00	0.00
Debt Svc-Other Costs-R&S	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
Expense Total	526,772.00	56,561.26	1,008.58	469,202.16	89.07	10.74

General Ledger

Sewer Const Fund Monthly

Rept



User: jstull
 Printed: 01/15/15 08:00:41
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Available	2015 % Available	2015 % Spent
Cash					
Cash in Bank-Construction Acct	0.00	10,825.92	-10,825.92	0.00	0.00
Cash In Bank-Bond Anti Acct	0.00	0.00	0.00	0.00	0.00
Cash Due To/From General Fund	0.00	2,068,852.21	-2,068,852.21	0.00	0.00
Cash	0.00	2,079,678.13	-2,079,678.13	0.00	0.00
Receivables					
Miscellaneous Rec - Sewer Cons	0.00	0.00	0.00	0.00	0.00
Receivables	0.00	0.00	0.00	0.00	0.00
Intergovernmental Receivables					
Due From Other Governments	0.00	0.00	0.00	0.00	0.00
Intergovernmental Receivables	0.00	0.00	0.00	0.00	0.00
Cash					
CD's Regions Bank - Sewer Cons	0.00	0.00	0.00	0.00	0.00
Cash	0.00	0.00	0.00	0.00	0.00
Cash					
Construction in Progress	0.00	1,418,202.40	-1,418,202.40	0.00	0.00
Cash	0.00	1,418,202.40	-1,418,202.40	0.00	0.00
Liabilities					
Accounts Payable-Sewer Const	0.00	0.00	0.00	0.00	0.00
Other accrued expenses	0.00	0.00	0.00	0.00	0.00
Liabilities	0.00	0.00	0.00	0.00	0.00
Liabilities					
Note Payable-Short Term-SC	0.00	0.00	0.00	0.00	0.00
Note Pay-Bond Antic Note	0.00	0.00	0.00	0.00	0.00
Notes Payable Long Term-SC	0.00	0.00	0.00	0.00	0.00
Liabilities	0.00	0.00	0.00	0.00	0.00
Fund Balance					
Fund Balance-Unrestricted-SC	0.00	-3,497,908.08	3,497,908.08	0.00	0.00
Fund Balance	0.00	-3,497,908.08	3,497,908.08	0.00	0.00
Grants					
Rural Dev Grant	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00
Loan Proceeds					
Rural Dev Loan	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Available	2015 % Available	2015 % Spent
Interest Earned					
Interest Earned Bank Accts-SC	0.00	0.00	0.00	0.00	0.00
Interest Earned	0.00	0.00	0.00	0.00	0.00
Transfers In					
Transfers From Sewer-SC	0.00	0.00	0.00	0.00	0.00
Transfers From Impact Fees-SC	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00
Appropriated Funds					
Appropriation of Prior Funds	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00
Loan Proceeds					
Debt Proceeds-SC	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00
Operating Expenditures					
Professional Services-SC	0.00	0.00	0.00	0.00	0.00
Prof Svc Engineering-SC	0.00	0.00	0.00	0.00	0.00
Office Supplies-SC	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	0.00	0.00	0.00	0.00	0.00
Capital Outlay					
Construction Phase 2&3	0.00	0.00	0.00	0.00	0.00
SRWMD Reclaimed Proj	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00
Debt Service					
Debt Service-SC	0.00	27.55	-27.55	0.00	0.00
Debt Servies-Interest-SC	0.00	0.00	0.00	0.00	0.00
SRWMD Interim Loan	0.00	0.00	0.00	0.00	0.00
Debt Service	0.00	27.55	-27.55	0.00	0.00
Revenue Total	0.00	0.00	0.00	0.00	0.00
Expense Total	0.00	27.55	-27.55	0.00	0.00
Grand Total	0.00	0.00	0.00	0.00	0.00

General Ledger

Sewer Fund Monthly Report



User: jstull
 Printed: 01/15/15 08:00:57
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget YTD	2015 Actual Encumbered	2015 Available	2015 %	2015 Available	2015 % Spent
Grants						
State Grant-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Rural Development Grant-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Suwannee River Mgt Grant-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Utility Revenue						
Sewer Service Fees	725,000.00	107,381.00	0.00	617,619.00	85.19	14.81
Sewer Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Penalties-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Installations	30,000.00	800.00	0.00	29,200.00	97.33	2.67
Sewer Connections	30,000.00	1,600.00	0.00	28,400.00	94.67	5.33
Fee Grinder Pump Replacement	28,536.00	0.00	0.00	28,536.00	100.00	0.00
Utility Revenue	813,536.00	109,781.00	0.00	703,755.00	86.51	13.49
Interest Earned						
Interest Earned on Bank Acct	600.00	104.63	0.00	495.37	82.56	17.44
Interest Earned	600.00	104.63	0.00	495.37	82.56	17.44
Misc Revenue						
Miscellaneous Revenue-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Misc Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds						
Sewer Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In						
Transfer from General Fund-Sew	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from Water Fund-Sewer	58,595.00	0.00	0.00	58,595.00	100.00	0.00
Transfer from Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from Sewer Impact Fee	58,494.00	0.00	0.00	58,494.00	100.00	0.00
Transfers In	117,089.00	0.00	0.00	117,089.00	100.00	0.00
Appropriated Funds						
Appropriation of Prior Yr Fund	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Personnel						
Regular Salaries-Sewer	64,269.00	5,961.08	0.00	58,307.92	90.72	9.28
Overtime-Sewer	4,000.00	712.14	0.00	3,287.86	82.20	17.80
FICA-Sewer	5,222.00	510.48	0.00	4,711.52	90.22	9.78
Retirement-Sewer	5,077.00	491.82	0.00	4,585.18	90.31	9.69
Life & Health Ins-Sewer	10,560.00	1,012.12	0.00	9,547.88	90.42	9.58
OPEB Expense - Sewer	1,795.00	0.00	0.00	1,795.00	100.00	0.00
Workers Comp-Sewer	2,861.00	295.20	0.00	2,565.80	89.68	10.32

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Unemployment-Sewer	2,028.00	0.00	0.00	2,028.00	100.00	0.00
Personnel	95,812.00	8,982.84	0.00	86,829.16	90.62	9.38
Operating Expenditures						
Professional Services-Sewer	14,000.00	0.00	0.00	14,000.00	100.00	0.00
Prof Services Engineering-Sewer	15,000.00	0.00	0.00	15,000.00	100.00	0.00
Employee Exams-Sewer	200.00	250.00	0.00	-50.00	-25.00	125.00
Contractual Services-GRU-Sewer	20,000.00	5,310.80	0.00	14,689.20	73.45	26.55
Contractual Svcs Grinder Insta	20,000.00	0.00	0.00	20,000.00	100.00	0.00
Travel & Training-Sewer	1,200.00	0.00	0.00	1,200.00	100.00	0.00
Communication Services-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Services-Sewer	0.00	48.28	0.00	-48.28	0.00	0.00
Utilities-Sewer	43,000.00	10,236.56	0.00	32,763.44	76.19	23.81
Rental Equipment-Sewer	500.00	0.00	0.00	500.00	100.00	0.00
Phone System Lease-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Prop & Gen Liab Ins-Sewer	8,490.00	1,209.94	0.00	7,280.06	85.75	14.25
Repairs & Maintenance-Sewer	30,000.00	6,102.90	1,163.37	22,733.73	75.78	20.34
Repairs & Maint Vehicles-Sewer	2,000.00	153.57	33.72	1,812.71	90.64	7.68
Rep & Maint Grinder Pumps-Sewer	40,000.00	12,866.55	1,632.71	25,500.74	63.75	32.17
Refund of Prior Yr. Rev.-Sew. Ins	0.00	0.00	0.00	0.00	0.00	0.00
Refund of Prior Yr. Rev.-Sew. Con	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-Sewer	15,000.00	5,787.26	85.14	9,127.60	60.85	38.58
Uniforms-Sewer	1,250.00	40.00	0.00	1,210.00	96.80	3.20
Fuel & Oil-Sewer	3,500.00	441.02	0.00	3,058.98	87.40	12.60
Op Supply-New Grinder Pumps-Se	0.00	1,140.00	0.00	-1,140.00	0.00	0.00
Bank Charges & Fees - Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	214,140.00	43,586.88	2,914.94	167,638.18	78.28	20.35
Capital Outlay						
Machinery & Equipment - Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service						
Debt Service-Interest-Sewer	301,436.00	0.00	0.00	301,436.00	100.00	0.00
Debt Svcs-Rural Dev Const-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Debt Svcs-2003 Bonds-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Debt Service	301,436.00	0.00	0.00	301,436.00	100.00	0.00
Transfers						
Transfer to General Fund-Sewer	137,586.00	0.00	0.00	137,586.00	100.00	0.00
Transfer To Water Fund-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Transfer to Sewer Const-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Transfers	137,586.00	0.00	0.00	137,586.00	100.00	0.00
Contingency						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY-SEWER	24,835.00	0.00	0.00	24,835.00	100.00	0.00
Reserve for FB Rollfwd-Pirncip	0.00	0.00	0.00	0.00	0.00	0.00
Reserve for FB Rollfwd-Reserve	0.00	0.00	0.00	0.00	0.00	0.00
CONTGY GRINDER PUMP REPLACEMNT	28,536.00	0.00	0.00	28,536.00	100.00	0.00
Contingency	53,371.00	0.00	0.00	53,371.00	100.00	0.00
Depreciation						
Depreciation Expense-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Building Depreciation-Sewer	0.00	0.00	0.00	0.00	0.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Deprec Improvements-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Deprec Eq, Mach & Furn-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Amortization-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	931,225.00	109,885.63	0.00	821,339.37	88.20	11.80
Expense Total	802,345.00	52,569.72	2,914.94	746,860.34	93.08	6.55
Grand Total	128,880.00	57,315.91	-2,914.94	74,479.03	57.79	44.47

General Ledger
Solid Waste Fund Monthly
Rept



User: jstull
Printed: 01/15/15 08:01:12
Period 01 - 02
Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Grants						
Reimbursement from FEMA-SW	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Utility Revenue						
Collection Fees-Solid Waste	690,800.00	115,479.85	0.00	575,320.15	83.28	16.72
Garbage Adjustments-Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00
Penalties-Solid Waste	9,600.00	3,650.00	0.00	5,950.00	61.98	38.02
Utility Revenue	700,400.00	119,129.85	0.00	581,270.15	82.99	17.01
Misc Revenue						
Miscellaneous Revenu-SW	0.00	260.95	0.00	-260.95	0.00	0.00
Misc Revenue	0.00	260.95	0.00	-260.95	0.00	0.00
Interest Earned						
Interest Earned Bank Accts-SW	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned on Invest-SW	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In						
Transfer From General Fund-SW	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds						
Appropriation of Prior Funds	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Professional Fees-Solid Waste	479,269.00	79,157.66	0.00	400,111.34	83.48	16.52
Accounting & Auditing-SW	9,500.00	0.00	0.00	9,500.00	100.00	0.00
Prop & Gen Liab Ins-SW	1,068.00	266.97	0.00	801.03	75.00	25.00
Repairs & Maintenance-SW	100.00	0.00	0.00	100.00	100.00	0.00
Repairs & Maint Vehicles-SW	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Solid Waste	100.00	0.00	0.00	100.00	100.00	0.00
Operating Supplies-Solid Waste	100.00	0.00	0.00	100.00	100.00	0.00
Fuel & Oil-Solid Waste	1,000.00	85.66	0.00	914.34	91.43	8.57
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	491,137.00	79,510.29	0.00	411,626.71	83.81	16.19
Transfers						
Transfer to General Fund-Sw	209,263.00	0.00	0.00	209,263.00	100.00	0.00
Transfer to Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Transfers	209,263.00	0.00	0.00	209,263.00	100.00	0.00

Contingency

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation						
Depreciation-Solid Waste	0.00	0.00	0.00	0.00	0.00	0.00
Deprec-Eq, Mach & Furn-SW	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	700,400.00	119,390.80	0.00	581,009.20	82.95	17.05
Expense Total	700,400.00	79,510.29	0.00	620,889.71	88.65	11.35
Grand Total	0.00	39,880.51	0.00	-39,880.51	0.00	0.00

General Ledger Water Fund Monthly Report



User: jstull
 Printed: 01/15/15 08:01:27
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Grants						
Grant Revenue - Water	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Utility Revenue						
Water Service Fees	600,000.00	86,213.49	0.00	513,786.51	85.63	14.37
Water Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Meter Installations-Water	85,000.00	9,168.00	0.00	75,832.00	89.21	10.79
Cutoff Charges-Water	60,000.00	7,000.00	0.00	53,000.00	88.33	11.67
Irrigation Meter Charges	0.00	0.00	0.00	0.00	0.00	0.00
Penalties-Water	21,000.00	3,280.00	0.00	17,720.00	84.38	15.62
Utility Revenue	766,000.00	105,661.49	0.00	660,338.51	86.21	13.79
Interest Earned						
Interest Earned Bank Accounts	5,000.00	800.34	0.00	4,199.66	83.99	16.01
Interest Earned on Investments	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	5,000.00	800.34	0.00	4,199.66	83.99	16.01
Misc Revenue						
Miscellaneous Income-Water	0.00	0.00	0.00	0.00	0.00	0.00
Misc Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In						
Transfer from General Fund	0.00	0.00	0.00	0.00	0.00	0.00
Transfer from Sewer Fund	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds						
Approp of Prior Year Funds	28,000.00	0.00	0.00	28,000.00	100.00	0.00
Appropriated Funds	28,000.00	0.00	0.00	28,000.00	100.00	0.00
Personnel						
Regular Salaries-Water	94,000.00	9,362.78	0.00	84,637.22	90.04	9.96
Overtime-Water	5,000.00	442.20	0.00	4,557.80	91.16	8.84
FICA-Water	7,574.00	719.45	0.00	6,854.55	90.50	9.50
Retirement-Water	7,257.00	722.62	0.00	6,534.38	90.04	9.96
Life and Health Ins-Water	15,840.00	2,034.04	0.00	13,805.96	87.16	12.84
OPEB Expense - Water	5,849.00	0.00	0.00	5,849.00	100.00	0.00
Workers Comp-Water	4,149.00	579.82	0.00	3,569.18	86.03	13.97
Unemployment-Water	2,040.00	0.00	0.00	2,040.00	100.00	0.00
Personnel	141,709.00	13,860.91	0.00	127,848.09	90.22	9.78
Operating Expenditures						
Professional Services-Water	0.00	0.00	0.00	0.00	0.00	0.00
Prof Services Engineering-Wate	5,000.00	3,030.00	0.00	1,970.00	39.40	60.60
Prof. Services - Water Study	35,000.00	0.00	0.00	35,000.00	100.00	0.00

General Ledger

Impact Fee Fund Monthly

Report



User: jstull
 Printed: 01/15/15 07:57:17
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Grants						
Rural Development Grant	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned						
Interest Earned on Bank Accts	0.00	0.00	0.00	0.00	0.00	0.00
Int Earned on Bank Acct-Water	100.00	2.83	0.00	97.17	97.17	2.83
Int Earned on Bank Acct-Sewer	200.00	23.91	0.00	176.09	88.05	11.96
Interest Earned on Investments	0.00	0.00	0.00	0.00	0.00	0.00
Interest earned on Inv-Water	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned on Inv.-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned-Ad Valorem Tax	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	300.00	26.74	0.00	273.26	91.09	8.91
Impact Fees						
Water Impact Fee Revenue	125,000.00	1,250.00	0.00	123,750.00	99.00	1.00
Sewer Impact Fee Revenue	125,000.00	10,600.00	0.00	114,400.00	91.52	8.48
Impact Fees	250,000.00	11,850.00	0.00	238,150.00	95.26	4.74
Transfers In						
Contribs from Enterprise Opers	0.00	0.00	0.00	0.00	0.00	0.00
Transfers In	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds						
Approp of Prior Year Funds	0.00	0.00	0.00	0.00	0.00	0.00
Approp of Prior Yr Funds-Water	0.00	0.00	0.00	0.00	0.00	0.00
Approp of Prior Yr Funds-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures						
Refund of PriorYr.Rev.-Sew.Imp	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay						
Water Sys Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Sewer System Improv	60,000.00	0.00	0.00	60,000.00	100.00	0.00
202 Street Water Reimb	0.00	0.00	0.00	0.00	0.00	0.00
202 Street Sewer Reimb	0.00	0.00	0.00	0.00	0.00	0.00
Sewer Lift Station	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	60,000.00	0.00	0.00	60,000.00	100.00	0.00
Transfers						
Transfer to Sewer	58,494.00	0.00	0.00	58,494.00	100.00	0.00
Transfer to Sewer Const Fund	0.00	0.00	0.00	0.00	0.00	0.00
Transfers	58,494.00	0.00	0.00	58,494.00	100.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Contingency						
Water Contingency	65,903.00	0.00	0.00	65,903.00	100.00	0.00
Sewer Contingency	65,903.00	0.00	0.00	65,903.00	100.00	0.00
Contingency	131,806.00	0.00	0.00	131,806.00	100.00	0.00
Depreciation						
Depreciation Expense-Water	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation Expense-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	250,300.00	11,876.74	0.00	238,423.26	95.25	4.75
Expense Total	250,300.00	0.00	0.00	250,300.00	100.00	0.00
Grand Total	0.00	11,876.74	0.00	-11,876.74	0.00	0.00

General Ledger

Fire Fund Monthly Report



User: jstull
 Printed: 01/15/15 07:56:44
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Taxes						
Fire Assessments	220,000.00	4,551.88	0.00	215,448.12	97.93	2.07
Taxes	220,000.00	4,551.88	0.00	215,448.12	97.93	2.07
Grants						
Grants-DOI-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Misc Grants	0.00	0.00	0.00	0.00	0.00	0.00
Grants	0.00	0.00	0.00	0.00	0.00	0.00
Intergovernmental						
State Rev Share-Firefgt Sup Co	0.00	0.00	0.00	0.00	0.00	0.00
Intergovernmental	0.00	0.00	0.00	0.00	0.00	0.00
Fire Fees						
Fire Contract Payments	0.00	0.00	0.00	0.00	0.00	0.00
Alachua County Agreement	145,000.00	24,166.68	0.00	120,833.32	83.33	16.67
Columbia County Agreement	0.00	0.00	0.00	0.00	0.00	0.00
Fire Inspection Fees	3,000.00	1,118.80	0.00	1,881.20	62.71	37.29
Fire Plan Review Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fire Fees	148,000.00	25,285.48	0.00	122,714.52	82.92	17.08
Interest Earned						
Interest Earned on Bank Accts	300.00	11.77	0.00	288.23	96.08	3.92
Interest Earned	300.00	11.77	0.00	288.23	96.08	3.92
Misc Revenue						
Miscellaneous Revenue-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Donations-Fire	0.00	684.00	0.00	-684.00	0.00	0.00
Misc Revenue	0.00	684.00	0.00	-684.00	0.00	0.00
Transfers In						
Transfer from General Fund	420,781.00	0.00	0.00	420,781.00	100.00	0.00
Transfers In	420,781.00	0.00	0.00	420,781.00	100.00	0.00
Appropriated Funds						
Approp of Prior Year Funds-Fir	0.00	0.00	0.00	0.00	0.00	0.00
Appropriated Funds	0.00	0.00	0.00	0.00	0.00	0.00
Loan Proceeds						
Loan Proceeds-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Loan Proceeds	0.00	0.00	0.00	0.00	0.00	0.00
Personnel						
Regular Salaries-Fire	362,365.00	52,870.17	0.00	309,494.83	85.41	14.59
Overtime-Fire	0.00	8,341.68	0.00	-8,341.68	0.00	0.00
Holiday Pay-Fire	47,841.00	0.00	0.00	47,841.00	100.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Fire Fees	8,000.00	1,030.00	0.00	6,970.00	87.13	12.88
FICA-Fire	31,381.00	4,469.53	0.00	26,911.47	85.76	14.24
Retirement-Fire	81,303.00	12,132.19	0.00	69,170.81	85.08	14.92
Life & Health Ins-Fire	48,000.00	12,771.99	0.00	35,228.01	73.39	26.61
Workers Comp-Fire	20,475.00	3,822.26	0.00	16,652.74	81.33	18.67
Unemployment-Fire	9,292.00	0.00	0.00	9,292.00	100.00	0.00
Personnel	608,657.00	95,437.82	0.00	513,219.18	84.32	15.68
Operating Expenditures						
Professional Services-Fire	2,000.00	185.00	0.00	1,815.00	90.75	9.25
Training & Travel-Fire	5,000.00	1,791.93	0.00	3,208.07	64.16	35.84
Communications Svcs-Fire	0.00	729.40	0.00	-729.40	0.00	0.00
Wireless Communications-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Fire	8,000.00	1,643.01	0.00	6,356.99	79.46	20.54
Phone System Lease-Fire	675.00	100.08	0.00	574.92	85.17	14.83
Prop & Gen Liab Ins-Fire	11,354.00	1,178.22	0.00	10,175.78	89.62	10.38
Repairs & Maint Vehicles-Fire	20,000.00	3,362.79	0.00	16,637.21	83.19	16.81
Repairs & Maint Equip-Fire	8,000.00	3,842.94	0.00	4,157.06	51.96	48.04
Software Maint Agr-Fire	4,200.00	4,200.00	0.00	0.00	0.00	100.00
Repairs & Maint Bldg-Fire	6,500.00	4,083.47	0.00	2,416.53	37.18	62.82
Assesment Study	7,500.00	0.00	0.00	7,500.00	100.00	0.00
Office Supplies-Fire	3,000.00	1,848.52	0.00	1,151.48	38.38	61.62
Operating Supplies-Fire	7,200.00	1,323.75	0.00	5,876.25	81.61	18.39
Uniforms-Fire	4,000.00	1,015.08	0.00	2,984.92	74.62	25.38
Fuel & Oil-Fire	16,000.00	1,907.87	0.00	14,092.13	88.08	11.92
Dues, Subs & Memberships-Fire	2,000.00	124.95	0.00	1,875.05	93.75	6.25
Operating Expenditures	105,429.00	27,337.01	0.00	78,091.99	74.07	25.93
Capital Outlay						
Building Improvements	0.00	0.00	0.00	0.00	0.00	0.00
Machinery & Equipment-Fire	4,000.00	0.00	0.00	4,000.00	100.00	0.00
Comp/Printers/Sware-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	4,000.00	0.00	0.00	4,000.00	100.00	0.00
Debt Service						
Debt Service-Principal-Fire	36,176.00	28,817.26	0.00	7,358.74	20.34	79.66
Debt Service-Interest-Fire	9,819.00	8,749.89	0.00	1,069.11	10.89	89.11
Debt Service	45,995.00	37,567.15	0.00	8,427.85	18.32	81.68
Transfers						
Transfer to General Fund	25,000.00	0.00	0.00	25,000.00	100.00	0.00
Transfers	25,000.00	0.00	0.00	25,000.00	100.00	0.00
Contingency						
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
Revenue Total	789,081.00	30,533.13	0.00	758,547.87	96.13	3.87
Expense Total	789,081.00	160,341.98	0.00	628,739.02	79.68	20.32
Grand Total	0.00	-129,808.85	0.00	129,808.85	0.00	0.00

General Ledger CRA Monthly Report



User: jstull
 Printed: 01/15/15 07:55:49
 Period 01 - 02
 Fiscal Year 2015 - 2015

Description	2015 Budget YTD	2015 Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Taxes						
Ad Valorem Taxes COHS	80,000.00	0.00	0.00	80,000.00	100.00	0.00
Ad Valorem Tax-CRA	110,000.00	0.00	0.00	110,000.00	100.00	0.00
Taxes	190,000.00	0.00	0.00	190,000.00	100.00	0.00
Interest Earned						
Interest Earned Bank Account	50.00	6.30	0.00	43.70	87.40	12.60
Interest Earned	50.00	6.30	0.00	43.70	87.40	12.60
Appropriated Funds						
Approp of Prior Year Funds	72,000.00	0.00	0.00	72,000.00	100.00	0.00
Appropriated Funds	72,000.00	0.00	0.00	72,000.00	100.00	0.00
Personnel						
Regular Salaries - CRA	40,000.00	410.44	0.00	39,589.56	98.97	1.03
FICA - CRA	3,060.00	31.41	0.00	3,028.59	98.97	1.03
Retirement - CRA	2,948.00	30.25	0.00	2,917.75	98.97	1.03
Life & Health Insurance-CRA	3,000.00	0.00	0.00	3,000.00	100.00	0.00
Worker's Comp - CRA	2,000.00	0.00	0.00	2,000.00	100.00	0.00
Unemployment Comp - CRA	944.00	0.00	0.00	944.00	100.00	0.00
Contingency - CRA	18,390.00	0.00	0.00	18,390.00	100.00	0.00
Personnel	70,342.00	472.10	0.00	69,869.90	99.33	0.67
Operating Expenditures						
Professional Services-CRA	4,000.00	770.00	0.00	3,230.00	80.75	19.25
Contractual Services-CRA	5,000.00	0.00	0.00	5,000.00	100.00	0.00
Contractual Svcs COHS	50,000.00	0.00	0.00	50,000.00	100.00	0.00
Training and Travel-CRA	2,500.00	0.00	0.00	2,500.00	100.00	0.00
Prop & Gen Liab Ins-CRA	4,655.00	913.75	0.00	3,741.25	80.37	19.63
Repairs & Maintenance-CRA	6,000.00	4,203.39	0.00	1,796.61	29.94	70.06
Promotional Activities-CRA	2,500.00	0.00	0.00	2,500.00	100.00	0.00
Operating Supplies	0.00	1,661.58	0.00	-1,661.58	0.00	0.00
Dues, Subs, Memberships-CRA	500.00	175.00	0.00	325.00	65.00	35.00
Billboard Advertising - CRA	15,000.00	0.00	0.00	15,000.00	100.00	0.00
Music in the Park Advert.-CRA	1,500.00	50.00	0.00	1,450.00	96.67	3.33
Grants to Others-CRA	60,000.00	0.00	0.00	60,000.00	100.00	0.00
Operating Expenditures	151,655.00	7,773.72	0.00	143,881.28	94.87	5.13
Capital Outlay						
Downtown Projects	25,000.00	0.00	0.00	25,000.00	100.00	0.00
Capital Outlay	25,000.00	0.00	0.00	25,000.00	100.00	0.00
Contingency						
RESERVED FOR BALANCE FORWARD	15,053.00	0.00	0.00	15,053.00	100.00	0.00
Contingency	15,053.00	0.00	0.00	15,053.00	100.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	% Available	2015 % Spent
Revenue Total	262,050.00	6.30	0.00	262,043.70	100.00	0.00
Expense Total	262,050.00	8,245.82	0.00	253,804.18	96.85	3.15
Grand Total	0.00	-8,239.52	0.00	8,239.52	0.00	0.00



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: JANUARY 22, 2015

SUBJECT: Other Post-Employment Benefits Plan (OPEB)

AGENDA SECTION: UNFINISHED BUSINESS

DEPARTMENT: CITY MANAGER

PREPARED BY: FINANCE DIRECTOR

RECOMMENDED ACTION: To Use attached statement in FY 2013-2014 Financial Statements.

COST: COST REDUCTION

Summary

See Attached

ATTACHMENTS: Statement for Financial Statements.

REVIEWED BY CITY MANAGER: _____

NOTE: OTHER POST-EMPLOYMENT BENEFITS PLAN (OPEB)

The City is legally required to include any retirees for whom it provides health insurance coverage in the same insurance pool as its active employees, whether the premiums are paid by the City or the retiree. Participating retirees are considered to receive a secondary benefit known as an "implicit rate subsidy." This benefit relates to the assumption that the retiree is receiving a more favorable premium rate than they would otherwise be able to obtain purchasing insurance on their own, due to being included in the same pool with the City's younger and statistically healthier active employees. GASB Statement 45 requires governments to report this cost and related liability in its financial statements.

Due to the fact that no retirees participated in the plan during the year and that it is anticipated that this situation will continue in the future because most employees work until they are eligible for Medicare benefits, management had determined that the City's OPEB obligation at year end would be of a de minimis amount. Management will monitor this situation in the future and take appropriate steps to properly comply with this GASB Statement.



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: January 22, 2015

SUBJECT: 2015 Contracts

AGENDA SECTION: New Business

DEPARTMENT:

PREPARED BY: Sue Weller

RECOMMENDED ACTION: Review 2015 Contracts that are due to expire or up for renewal during 2015 and provide direction to staff if necessary.

Summary

Every year there should be an annual review identifying contracts that are due to expire or up for renewal so that timely advertising, negotiations, discussion of issues, etc. can occur and, if necessary, direction from City Commission can be accomplished.

ATTACHMENTS:

REVIEWED BY CITY MANAGER: _____

City of High Springs Current Contracts

<u>Company/Vendor</u>	<u>Date Started</u>	<u>Date Ended</u>	<u>Services</u>	<u>Revenue / Expense</u>
Western States Contracting Alliance / T-Mobile	4/12/2012	4/12/2017	Alarm Services for Old School	Expense
WCA Waste Corporation	5/1/2014	4/30/2019	Solid Waste Services	Expense
Basti Gonzales & Carol Rowan	8/2/2014	8/2/2016	Farmer's Market Manager	Expense
Leasing 2 / SunTrust Equipment Finance	10/1/2012	10/1/2022	FD: Pierce Pumper Truck	Expense
Boone Improvements	10/1/2014	3/31/2015	Mowing	Expense
Pitney Bowes	2/26/2013	2/26/2018	Postage Meter	Expense
Government Services Group	2/1/2013	8/30/2015	Fire Assessments Billing	Expense
Santander Leasing	1/25/2014	10/25/2018	FD Tahoe / PD: Chargers	Expense
Windstream / Mitel / Great American	6/19/2012	6/19/2017	Telephone System	Expense
Motorola Credit Corporation	10/1/2013	10/1/2017	PD Disp.: console/radio system	Expense
Canon / B & B Office Systems	1/11/2013	1/11/2017	Copiers	Expense
Gainesville Regional Utilities	7/13/2006	7/31/2031	Gas Franchise Fee Taxes	Revenue
Clay Electric	1/15/2013	1/15/2023	Electric Franchise Fees	Revenue
Alachua County Tax Collector	4/30/1964	ongoing	Tag Fees	Revenue
Alachua County Emergency Services	10/1/2014	10/1/2015	Fire Assistance	Revenue
Duke Energy	11/3/2011	11/3/2026	Electric Franchise Fees	Revenue



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: January 22, 2015

SUBJECT: Discuss and Determine Commissioner Goals for 2015

AGENDA SECTION: New Business

DEPARTMENT:

PREPARED BY: Sue Weller

RECOMMENDED ACTION: Identify and provide direction to City Manager on goals Commissioners want addressed for 2015

Summary

Requesting each Commissioner to determine the goals they would like to see addressed in 2015. Review the goals and identify goals of mutual concern and provide direction to City Manager to implement the identified goals.

ATTACHMENTS:

REVIEWED BY CITY MANAGER: _____