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

MAY 28, 2015 **6:30 PM**

CALL TO ORDER: MAYOR SUE WELLER

INVOCATION: DEACON ANGEL CUESTA,
ST. MADELEINE CATHOLIC CHURCH

PLEDGE OF ALLEGIANCE: MAYOR SUE WELLER

ROLL CALL: JENNY L. PARHAM, CITY CLERK

APPROVAL OF AGENDA

APPROVAL OF MINUTES: MAY 14, 2015 MINUTES

CITY OF ALACHUA RECREATION DIRECTOR, HAL BRADY ON THE ALACHUA COUNTY EXPLOSION OF CHAMPIONS 2015.

UNFINISHED BUSINESS

1. **REPORT AND RECOMMENDATIONS FOR GARBAGE SERVICE EXEMPTIONS.**

2. **CONSIDER COLLECTION SERVICES AGREEMENT FOR REVENUE RECOVERY.**

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

NEW BUSINESS

1. **CONSIDERATION AND APPROVAL OF CONTRACT WITH SANTA FE BABE RUTH CAL RIPKEN, INC, FOR USE OF BASEBALL FIELD.**

2. **CONSIDER PROPOSAL FROM MAXIMUS TO UPDATE THE CENTRAL SERVICES COST ALLOCATION PLAN.**

3. **REVIEW APRIL 2015 FINANCIAL STATEMENTS.**

4. **CONSIDER DECLARING CERTAIN ITEMS AS SURPLUS.**

5. **CONSIDER RESOLUTION 2015-E,** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS APPROVING THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT BETWEEN THE CITY OF HIGH SPRINGS AND THE FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING THE APPROPRIATE CITY STAFF AND OFFICIALS TO EXECUTE THE TRAFFIC OPERATIONS SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT; AND PROVIDING THAT THE CITY OF HIGH SPRINGS ACCEPT THE RESPONSIBILITIES OUTLINED IN THE ATTACHED AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

6. **CONSIDER RESOLUTION 2015-F,** A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; RELATING TO THE PROVISION OF FIRE SERVICES, FACILITIES AND PROGRAMS IN THE CITY OF HIGH SPRINGS, FLORIDA; ESTABLISHING THE ESTIMATED ASSESSMENT RATE FOR FIRE SERVICES ASSESSMENTS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING AN EFFECTIVE DATE.

7. **CONSIDER ORDINANCE 2015-05,** AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF HIGH SPRINGS COMPREHENSIVE PLAN, AS AMENDED, RELATING TO AN AMENDMENT OF MORE THAN TEN ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 15-02, BY THE CITY COMMISSION, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR A CHANGE IN THE LAND USE CLASSIFICATION FROM CONSERVATION TO RESIDENTIAL MIXED (1 TO 4 DWELLING UNITS PER GROSS ACRE) ON CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

   A. MAYOR OPENS PUBLIC HEARING FOR PUBLIC INPUT.
   B. MAYOR CLOSES PUBLIC HEARING.
   C. DISCUSSION AND CONSIDERATION IN PASSING OF ORDINANCE 2015-05 ON FIRST READING.

8. **CONSIDER ORDINANCE 2015-06,** AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HIGH SPRINGS LAND DEVELOPMENT CODE, AS AMENDED; RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, LDC 15-02, BY THE CITY COMMISSION; PROVIDING FOR REZONING FROM

(CONTINUED ON PAGE 3)

CONSERVATION TO R-2 RESIDENTIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

A. MAYOR OPENS PUBLIC HEARING FOR PUBLIC INPUT.
B. MAYOR CLOSES PUBLIC HEARING.
C. DISCUSSION AND CONSIDERATION IN PASSING OF ORDINANCE 2015-06 ON FIRST READING.

9. CONSIDER AND APPROVE ASSIGNMENT OF SETTLEMENT AGREEMENT WITH CAPITAL CITY BANK TO INNOVATIVE HOME BUILDERS OF NORTH FLORIDA, INC.

CITY ATTORNEY REPORT/UPDATE

CITY MANAGER REPORT/UPDATE

COMMENTS AND CONCERNS:

1. COMMISSIONERS
2. MAYOR

MOTION TO ADJOURN

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

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CITY COMMISSION MEETING
MINUTES
May 14, 2015

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

Invocation by Deacon Angel Cuesta, St. Madeleine Catholic Church.

Pledge of Allegiance

Roll Call:

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

Staff Present:

Ed Booth, City Manager
Jenny Parham, City Clerk
Jennifer Stull, Finance Director
Angela Stone, Assistant City Clerk
Scott Walker, City Attorney
Courtney Johnson, City Attorney

APPROVAL OF AGENDA

Motion Commissioner James to approve the agenda as presented.
Second Vice Mayor Jamison.
Motion carries 4-0.

APPROVAL OF MINUTES

Motion Vice Mayor Jamison to approve minutes of April 23, 2015 Commission Meeting.
Second Commissioner James.
Motion carries 4-0.

PROCLAMATION DECLARING MAY 17 – 23, 2015 AS "PUBLIC WORKS WEEK"

Mayor Weller read a proclamation declaring the week of May 17 – 23, 2015 as "Public Works Week" and expressed appreciation to our Public Works Department.

PRESENTATION BY THE HIGH SPRINGS POLICE DEPARTMENT ON TRAFFIC SAFETY.

Chief Anterio gave a power point presentation on the DUI challenge and the Click it and Ticket Campaign that the High Springs Police Department participates in.

Officer Yakubsin spoke of placing third in the DUI Challenge; they were awarded $15,000.00 in public safety equipment.

Mayor Weller thanked them for their efforts.

UNFINISHED BUSINESS

1. CONSIDER ORDINANCE 2015-04, AN ORDINANCE ESTABLISHING THE CITY OF HIGH SPRINGS PARKS AND RECREATION ADVISORY BOARD AS THE TREE BOARD IN HIGH SPRINGS; ASSIGNING AUTHORITY AND RESPONSIBILITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING FOR CODIFICATION.

Ordinance 2015-04 was read by title only by Attorney Johnson.

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

Motion Commissioner Williams to adopt Ordinance 2015-04 on second reading and final reading. Second Commissioner James.

Roll call vote:

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

Motion carried 4-0.

CITIZEN REQUESTS AND COMMENTS

Andrew Weitz spoke of his desire to annex into the City of High Springs and has applied to do so. He is here to find out where he is in the process on annexing his property.

Attorney Johnson explained the annexation process and the Urban Service Report. She adds that this report is something a planner would normally do, but High Springs has not had a planner for some time. She has been in contact with North Central Florida Planning Council, which the city has a contract with for planning services, regarding this annexation.

Attorney Walker spoke of the Boundary Adjustment Act and it being in the process of repeal or may have already been repealed. He explained the Urban Service Report.

Mr. Booth stated it was his hope that his property will be annexed within the next 6 months.

Mr. Weitz stated we would like to move forward with this as soon as possible. He stated that he did have the High Springs Police Department out at his property with ASO and they were very professional.

Betty Shumpert spoke of the Pine Hill Cemetery. She stated over the Mother's Day Weekend she went out there and it has not looked better.

NEW BUSINESS

1. CONSIDER RESOLUTION 2015-D, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS CREATING AND ESTABLISHING THE HIGH SPRINGS HISTORICAL REVIEW COMMITTEE; ESTABLISHING THE SELECTION OF OFFICERS; VACANCIES; MEETINGS; RECORDS; DUTIES AND RESPONSIBILITIES; REVIEW BY THE CITY COMMISSION; AND PROVIDING AN EFFECTIVE DATE.

Resolution 2015-D was read by title only by Attorney Johnson.

Mayor Weller stated the previous names submitted for this committee were:

1. Ron Wilson
2. Linda Jones
3. Paul Regensdorf
4. Patricia Dixon

Motion Commissioner James to adopt Resolution 2015-D.
Second Commissioner Williams.

Roll call vote:

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

Motion carried 4-0.

Motion Commissioner Williams to appoint James "Jimmy" Thomas to the High Springs Historical Review Committee.
Second Commissioner James.
Motion carried 4-0.

Mayor Weller stated she will send out a letter to all the members of the committee, along with a copy of the resolution and then we can set up a time for them to receive public records training.

2. DISCUSSION ON NEEDS OF THE PLANNING DEVELOPMENT AND CODES DEPARTMENT.

Mr. Booth spoke of the need for a planner, but that we will address this during the budget process.

He spoke of rezoning and annexations. He stated that the North Florida Regional Planning Council is not proactive.

Attorney Walker stated they support the City Manager on this issue. He spoke of the increased number of zoning requests that will come in with growth.

Attorney Walker spoke of the position of a planner and its necessity for support.

Mayor Weller asked if a planner from the North Central Florida Regional Planning Council will be present at the Planning and Zoning Board meeting. Mr. Booth stated they would be, but he has to send it to them in writing. Mayor Weller spoke of wanting information on hiring a part-time planner for when we do this year's budget amendment; so we can address this at that time.

Commissioner Williams spoke of the need for a planner even if it is just Part-Time.

CITY ATTORNEY REPORT/UPDATE

Attorney Johnson spoke of the Capital City Bank settlement and the assignment clause; and advised that there is a possibility of a sale of the property and this may be brought to the commission for assignment.

Attorney Johnson stated a memo has been sent to them on the upcoming litigation with Northend with important dates pertaining to that.

CITY MANAGER REPORT/UPDATE

Mr. Booth advised he would like to move an employee in Public Works from the water department position to a position of repairing grinder pumps. He spoke of the savings by having him do the repairs versus sending them out.

Advised we are on the last phase of getting the dewatering box installed.

Spoke of a meeting that he and the Mayor will have with a representative from Cox Communications.

Spoke of a joint project with Santa Fe Babe Ruth to build bathrooms, and he will bring this before the commission. He spoke of the screens on the fence at Memorial Park.

Spoke of a certification letter that was sent to USDA on the security assessment of the Water and Sewer Plant.

Spoke of being out of town and appointing Chief Jack Anterio as Interim City Manager until the 25th of May.

Spoke of the County Economic Development assisting us with putting on a forum on Economic Development to give information and get information.

He stated there was a sentence in the newspaper that he did not go to a meeting because he did not know about it, and he wanted to clarify that he does not attend other government's board meetings and speak unless directed to by the commission.

Spoke of revising the process of the CRA Façade Grants; he states that the Historic Board should approve the renovations.

Spoke of locating the "High Springs" and marking for a visit from Suwannee River Water Management.

COMMENTS AND CONCERNS:

1. COMMISSIONERS

Commissioner James spoke of the overgrown Fire Hydrant and it has been located and reported; there is also a hydrant on the corner of 3rd Street and 2nd Avenue that needs to be trimmed back. She mentioned a citizen complaining about a neighbor leaving trash everywhere, but she called and reported to the Police Department today.

Commissioner Williams stated the past Saturday was National Train Day and there were about 50 or 60 people that came through.

Vice Mayor Jamison had nothing at this time.

2. MAYOR

Advised that Music in the Park will be this Sunday and the High Springs Community School Band will be performing.

Motion Commissioner Williams to adjourn.
Second Commissioner James
Mayor Weller adjourned the meeting at 7:29 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: **MAY 28, 2015**

SUBJECT: **REPORT AND RECOMMENDATIONS FOR GARBAGE SERVICE EXEMPTIONS.**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **CITY CLERK**

RECOMMENDED ACTION:

COST: **NONE**

Summary

THE CITY MANAGER AND FINANCE DIRECTOR WERE TASKED WITH DETERMINING POSSIBLE EXEMPTIONS FOR GARBAGE/TRASH SERVICES. RECOMMENDATIONS WILL BE MADE AT THE MEETING.

ATTACHMENTS:

REVIEWED BY CITY MANAGER: _____

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: **May 28, 2015**

SUBJECT: **COLLECTION OF BAD DEBT**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY MANAGER**

PREPARED BY: **FINANCE DIRECTOR**

RECOMMENDED ACTION: **CONTRACT WITH COMPANY**

COST: **REVENUE RECOVERY**

Summary

See Attached

ATTACHMENTS: **Collection Services Agreement**

REVIEWED BY CITY MANAGER: _____

Collection Policy

City of High Springs collection policy is designed to assess the credit risk associated with all applications for new or continued service, while protecting the assets of our utility.

It is important that every employee of City of High Springs understands and supports our policy of treating those customers who act responsibly and pay their bills on time with the respect their actions deserve. Likewise, we must also appreciate that it is not fair that those good-paying customers pay the financial burden of those who act irresponsibly and do not pay for their service as agreed. Thus, it is vital to our success that we adopt and strictly adhere to the policy of shifting the financial burden of potential bad debt away from our best customer to those who pose credit risk. This policy is aimed at accomplishing that task.

Deposit Criteria

City of High Springs shall consider the status of the applicant and act according to the following criteria:

Residential Service Applicants

New-service applicants must file out an application for services and shall be required to provide a valid social security number as well as additional proof of identity i.e. valid driver's license, Social Security Card, etc. before service will be activated. A service applicant who provides a social security number that is returned as deceased, non-issued, belonging to a person under the age of 18, or belonging to a person other than the applicant, or is fraudulent, shall be required to provide a valid social security number as well as additional proof of identity and will be denied service until that person supplies a valid social security number.

Deposits to open new account are as follows:

- Home with water, sewer and garbage: $100.00
- Homes with water and garbage: $100.00
- Homes with garbage only: $ 50.00

Commercial Service Applicants

New-service applicants must file out an application for services and shall be required to provide a valid federal ID number as well as additional proof of identity i.e. valid

4. Any remaining balance will be returned to the consumer.
5. Customers who terminate service and have an unpaid balance that is delinquent by more than 60 days from their final bill date shall be turned over to a collection agency.

Your understanding that each customer is, in fact, applying for us to sell them services on credit is important to protecting our utility.

It cannot be stressed enough that proper identification begins with the person taking the application. The more demographic information we receive, such as home telephone number, place of employment, work telephone number, cell numbers, spouses employer and their work number, and a nearby relative not living with them and their phone number, the less we will charge off. Good demographic information leads not only to assuring that we identify fraudulent applicants, but also are able to pursue individuals who do not pay their bill and become bad debt. The elimination of bad debt begins with the detail you provide during application screening. Collecting bad debts from charged-off accounts is virtually impossible if we provide service to an applicant using improper identity at the point of application.

Residential Customer Deposit Policy

Methods of Payment

It is required that The City of High Springs collect all monies owed (service charges and deposits) on the account prior to the connection of service.

1. Monies on the charges settled between the service rep and the customer must be paid before connection via any of the two payment methods:
    A. Coming in the office
    B. Making payment online by credit card or echeck.

2. All deposits may be subject to review based on the actual experience of the customer. The amount of the deposit may be adjusted upward or downward to reflect the actual billing experience and the payment habits of the customer.

3. Where such deposit has been made and service has been disconnected because of nonpayment of account, and then unless the customer shall, within 10 days after service has been disconnected, apply for reconnection of service and pay the account, the account may be discontinued. If the utility discontinues the account, the utility shall apply the deposit of such customer toward the discharge of such account and shall refund to the customer any excess. In the event that a Balance remains on the account, The City of High Springs will begin Collection Activities (see Delinquent Accounts/ Collection Activities).

Meters are read once a month. The bill is then mailed no more than 7 business days after all meters are read with payment due on a fixed date thereafter, making the net amount due approximately 25 days after the meter is read.

UTILITY SERVICE APPLICATION

Account# _____

Date Opened: _____ Scheduled turn on date: _____

Name: _____ DL# _____

Physical Address: _____

_____

Mailing Address: _____

_____

Home Phone #: _____ Work Phone# _____

Social Security#: _____

E-mail Address: _____

Service Request ☐ Water ☐ Sewer ☐ Garbage

Hand Pickup _____
Dumpster _____ No. _____

Residential ☐
Commercial ☐
Construction ☐

Meter Cost/Sewer Conn. $ _____
Total $ _____

Own ☐ Rent ☐ Name & Phone# of Owner or Rental Company _____

Do you currently have utilities with the City of High Springs? _____

If you do have a current utility account, do you wish to close this account? _____

What is the date that the utility service is to be terminated? _____

Parties authorized to make changes to this account, other than the applicant. _____

_____ Relationship _____

I hereby make application to the City of High Springs for utility services and upon approval of this application I agree to abide by all ordinances, provisions, and applicable rules of the City of High Springs in regards to service of the utility system, and agree to pay for such services in accordance with rates and regulations in effect at the time of delivery. The City of High Springs collects your social security number for the following purposes: classification of accounts; customer identification and verification; customer billing and payment; creditworthiness; and other lawful purposes necessary in the conduct of our public utilities business. The City of High Springs may also release your SSN to other commercial entities engaged in the performance of commercial activities as required or permitted by law. I will be personally responsible for the payment of the utility bills rendered under this account. A deposit of $50.00 for water, $50.00 for garbage is required for residential service and $100.00 for water, $100.00 for garbage for commercial service.

The City of High Springs reserves the right to require additional deposit funds if the customer's account appears on the cut-off list within 30 days of the service or anytime thereafter if the record necessitates.

You agree, in order for us to service your account or to collect any amounts you may owe, we may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We may also contact you by sending text messages or emails, using any email address you provide us. Methods of contact may include using pre-recorded or artificial voice messages and/or the use of an automatic dialing device, as applicable. The City of High Springs reserves the right to begin collection activities which may include: 30, 60 or 90 day notices, door hanger, referral to the Consumer's Credit File, and a Third Party Collection Agency, or legal action.

I/We have read this disclosure and agree that The City of High Springs may contact me/us as described above.

Sign:_____**Date:**_____

****

FOR CITY USE ONLY: Opened by: _____ Turn on:_____

New customer: Yes: _____ No_____ Transferred Acct #_____

Final Date & WO#_____

Special Warning Notes:_____

AN AGREEMENT FOR BASEBALL FIELD USE BETWEEN THE CITY OF HIGH SPRINGS AND SANTA FE BABE RUTH CAL RIPKEN, INC. (BASEBALL LEAGUE)

This Agreement is made and entered into on this ____ day of _____, 20154, by and between SANTA FE BABE RUTH CAL RIPKEN, INC., a 501(c)3 organization, hereinafter referred to as the "BASEBALL LEAGUE," whose mailing address is _____ and the CITY OF HIGH SPRINGS, a municipal subdivision of the State of Florida, which City Hall is located at 110 NW 1st Avenue, High Springs, Florida 32643, hereinafter referred to as the "CITY."

WITNESSETH:

WHEREAS, the CITY has made a significant investment in the development of many parks and recreation facilities;

WHEREAS, the CITY wishes to maximize the utilization of the Citizen investment in these parks and facilities;

WHEREAS, the CITY believes that organized recreational opportunities are important for the youth and families of High Springs;

WHEREAS, the CITY supports the outstanding 32 year history of the Santa Fe Babe Ruth organization;

WHEREAS, Santa Fe Babe Ruth is a nationally organized and governed youth sports organization with defined purposes and goals; and

WHEREAS, Santa Fe Babe Ruth provides the opportunity for any youth seeking to play ball regardless of skill level or financial commitment;

WHEREAS, Santa Fe Babe Ruth will make improvements to the City's parks and recreation facilities by constructing restroom facilities; and

NOW, THEREFORE, in consideration of these premises, the BASEBALL LEAGUE and the CITY do hereby agree as follows:

SECTION 1. Operation of Baseball League

The BASEBALL LEAGUE will establish, operate and manage a baseball program at the designated CITY fields and facilities. These designated CITY fields and facilities include the fields commonly known as: (1) memorial fields 1 through 4, (2) the fruit stand, and (3) the cemetery, and (4) Catherine Taylor Park. The City shall have the right to designate additional fields if necessary. Said baseball program will be open to all youth consistent with the standards of the National Babe Ruth Cal Ripken

Program. No later than February 1st each year, the BASEBALL LEAGUE will provide notice to the CITY of the specifics of the upcoming "season." Said notice shall include a list of specific fields and other facilities that will be utilized by the BASEBALL LEAGUE, a specified start and end date for the seasonal activities. The BASEBALL LEAGUE shall pay special attention to holidays, special events and other CITY community commitments to avoid conflicts. The CITY shall approve or request changes to the specified "season" on or before the 10th business day after receipt of notice.

Commented [CWJ1]: Need a copy of this to attach to agreement.

The BASEBALL LEAGUE will notify the CITY Manager promptly in the event that changes to the season, designated fields or facilities, or other changes affecting the BASEBALL LEAGUE'S use of the CITY property are necessary.

SECTION 2. Maintenance of Fields and Equipment Used by Baseball League

The BASEBALL LEAGUE and CITY will share in the responsibilities required to maintain the baseball fields and facilities utilized by program participants, so that at all times such fields and facilities will be in good operating condition; will be available and equipped for the uses intended; will be neat, clean, attractive and safe; and will constitute high quality facilities for baseball activities.

The BASEBALL LEAGUE will be responsible for the following:

- General clean-up of field areas, parking lot, bleachers, concession buildings, restrooms and other facilities utilized by program participants, as needed.
- General clean-up of the restrooms shall not include routine, required cleaning of the restroom such as cleaning toilets and/or floors, but does include any clean up in the restrooms caused by the BASEBALL LEAGUE or its guests beyond normal, routine use.
- Perform routine maintenance of the designated fields used by the BASEBALL LEAGUE.

The CITY will be responsible for all other general maintenance to include, but not be limited to:

- Mow playing fields to maintain playing condition and mow other grass areas, as needed.
- Provide the use of common tools, such as rakes, hoses and drags to the BASEBALL LEAGUE use when maintaining the fields utilized by the BASEBALL LEAGUE.
- Maintain and provide access to water at the designated fields utilized by the BASEBALL LEAGUE.
- Maintain and provide access to the lighting equipment for the designated fields and facilities utilized by the BASEBALL LEAGUE. Specifically, the BASEBALL LEAGUE shall have access to turn on and off the lighting equipment at the designated fields and facilities.

The BASEBALL LEAGUE will notify the CITY promptly of any maintenance problems that occur which could threaten health or safety.

THE BASEBALL LEAGUE will be responsible for any and all equipment needed by players and coaches involved in events organized by the BASEBALL LEAGUE.

Section 3. Improvements to the Designated Fields and Facilities Utilized

The BASEBALL LEAGUE must submit or request design improvements to the designated fields and obtain written approval of the CITY Manager prior implementing said improvements.

In consideration for the use of CITY fields free of charge, by February 1 of each year, the BASESBALL LEAGUE will provide a list to the CITY for approval of physical improvements or maintenance ~~planned forplanned for~~ the coming year. This list shall include specific projects and projected expenditures, including volunteer time. The value of volunteer time and expenditures shall average no less than $5,000 per year for any three-year period, not to include the value of the restroom facility discussed below. Any such list shall not include improvements that are not to the benefit of the CITY or specifically support fundraising activities of the BASEBALL LEAGUE. Upon the CITY'S approval of the BASEBALL LEAGUE'S list of improvements or maintenance, the BASEBALL LEAGUE shall complete the itemized improvements and maintenance within the timeframes provided for in the list. This list may be revised and submitted to the CITY at any time during the season and will be approved or declined within 30 calendar days of being presented to the CITY. **Exhibit A** is an example of a one-year proposal.

Commented [CWJ2]: This is for last year, do we have a new Exhibit A?

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At all times the designated fields and facilities, including all real property improvements and fixtures constructed within the CITY parks, shall be and will remain the sole property of the CITY. The BASEBALL LEAGUE shall have no right to the CITY fields or facilities, its improvements and fixtures, other than the rights granted in Section 1 above.

Section 4. City Staff Support

The BASEBALL LEAGUE may request the CITY to provide staff assistance for special events, tournaments and presentations. Any cost associated with same shall be the responsibility of the BASEBALL LEAGUE.

Section 5. Costs

The parties recognize that the CITY has budgeted only for limited operation and maintenance of the City Parks. Therefore, should there be significant increases in operation costs, specifically utilities, as the BASEBALL LEAGUE program grows the sharing of these costs will be negotiated and included as part of the average annual expenditure of the BASEBALL LEAGUE program.

Section 6. Restroom Facilities

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The BASEBALL LEAGUE agrees to design, plan and construct additional restroom facilities with storage to be located at Memorial Park. These restroom facilities shall be designed to be in keeping with the current buildings located at Memorial Park, including the concession building.

The CITY shall have final approval of the plans prior to construction commencing.

The BASEBALL LEAGUE shall follow all applicable federal, state, county, and city, laws, ordinances, codes, and regulations.

All improvements constructed on the property and any fixtures therein shall vest in the CITY. The BASEBALL LEAGUE may remove any personal property (not fixtures) within the structure provided that said removal is accomplished prior to the expiration of this Agreement without damage to the property. The BASEBALL LEAGUE, at its sole expense, shall repair any damage that may be caused by such removal. The BASEBALL LEAGUE'S right to remove said personal property shall not be construed to include removal of support equipment or fixtures.

The ownership interest of the CITY in the premises shall not be subject to liens for improvements or construction made by the BASEBALL LEAGUE to or on the property. The BASEBALL LEAGUE shall have no power or authority to create any lien or permit any lien to attach to the property.

The BASEBALL LEAGUE shall be responsible for obtaining, at their own expense, all federal, state and local licenses, permits, inspections and approvals and for complying with all restrictions thereby made, that are necessary for the repairs, renovations, and construction of the facility.

The CITY shall install the grinder pump at the facility. The BASEBALL LEAGUE shall pay for the cost of the grinder pump and the cost of installation.

The anticipated costs of the entire project, including, the installation of the grinder pump is approximately $42,000.00 to $47,000.00. After completion of the project, and successful inspection thereof, the City shall donate to the BASEBALL LEAGUE the sum of ten thousand ($10,000.00) to offset the costs of the restroom facilities.

After construction of the facilities, the CITY shall be responsible for all maintenance and repairs of the facilities. In addition, the CITY shall pay for all of the utility bills at the facility.

Section 76. Term of Agreement.

This Agreement will commence on June 1, 2015~~4~~, and will continue in effect for ten~~one~~ (10) years until May 30, 2021~~5~~. ~~This Agreement will automatically renew on June 1, 2015 for a period of four (4) years unless either party provides notice to the other of its intent not to renew at least 60 days in advance of the renewal date. Should the CITY choose not to renew this Agreement prior to April 30, 2018, the CITY shall reimburse the BASEBALL LEAGUE'S expenditures by the BASEBALL LEAGUE which are in excess of $3,000.00 annual average made by the BASEBALL LEAGUE pursuant to the list of physical improvements or maintenance planned.~~

~~This Agreement terminates on April 30, 2018 at which time the parties may negotiate a new agreement.~~

Section 87. Termination.

This Agreement may be terminated by either party at any time, without cause. Should a party choose to unilaterally terminate this Agreement, 30 days written notice shall be provided.

Section 98. Authority to Contract and Contact Persons

The City Commission of the City of High Springs by majority vote approved entry into this Agreement with the BASEBALL LEAGUE on _____(date). The BASEBALL LEAGUE covenants

to the CITY that the person signing the contract below has the authority to enter this contract on behalf of the BASEBALL LEAGUE and bind the BASEBALL LEAGUE to the obligation provided for in this Agreement.

The CITY designates the CITY Recreation Director (at the time of the signing of this Agreement, Robert Basford is the Director) to be the CITY'S contact person. The BASEBALL LEAGUE designates Daniel Bell~~Al Beckelheimer~~ to be the contact person with the BASEBALL LEAGUE. All communications between the parties that pertain to this Agreement will be through the designated contact persons. Either party may change its designated contact person at any time by giving written notice to the other party.

The BASEBALL LEAGUE will regularly communicate with the City Recreation Director or their designee to keep the CITY fully informed of program schedule, and any and all potential litigation immediately upon learning of same.

Section 109. Insurance and Liability.

BASEBALL LEAGUE will provide insurance coverage for all of its players, coaches and volunteers associated with its baseball program. ~~Upon request,~~ T~~t~~he BASEBALL LEAGUE will provide a copy of its insurance certificate, with a minimum of Two Million Dollars ($2,000,000.00) general liability coverage, per occurrence, with an "A" rated insurance provider. BASEBALL LEAGUE will name the CITY as an additional insured on all policies procured by the BASEBALL LEAGUE with respect to the operation of its baseball program and use of the CITY fields and facilities.

In addition, to the extent not otherwise covered by insurance, the BASEBALL LEAGUE agrees to and shall defend, indemnify and hold CITY harmless from and against all liability, loss, damage, costs, or expenses (including reasonable attorneys' fees and court costs) arising from or as a result of the death of any person or any accident, injury, loss, or damage whatsoever caused to any person or to the property of any person resulting from the negligent or intentional acts or omissions of the BASEBALL LEAGUE, its officers, agents or employees in the performance of this Agreement.

To the extent not otherwise covered by insurance, the BASEBALL LEAGUE agrees to protect, defend, indemnify, and hold the CITY, its officers, employees and agents, free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character ("Claims") in connection with or arising directly or indirectly out of the BASEBALL LEAGUE'S performance of this Agreement. Without limiting the generality of the foregoing, any and all such Claims, including but not limited to personal injury, death, damage to property (including destruction) defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation or decree of any court, shall be included in the indemnity hereunder. BASEBALL LEAGUE further agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such Claim at its sole cost and expense and agrees to bear all other costs and expenses related thereto, even if

such Claims are groundless, false, or fraudulent. BASEBALL LEAGUE agrees that indemnification of the CITY shall extend to any and all actions performed under this Agreement by BASEBALL LEAGUE, its subcontractors, employees, agents, servants or assigns. BASEBALL LEAGUE'S indemnification obligation under this Paragraph shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Contractor's insurance coverage and shall survive the termination of this Agreement.

Section 110. Compliance with Federal, State and Local Laws.

Both Parties shall carry out their responsibilities in connection with this Agreement in conformity with all application Federal, State and local laws.

Section 111. No Assignment.

The BASEBALL LEAGUE will not assign this Agreement without prior written consent of the CITY.

Section 132. Jurisdiction and Venue.

In the events of legal dispute regarding this Contract the State of Florida shall have jurisdiction of the same and venue shall be in Alachua County, Florida.

Section 143. Entire Agreement.

This Agreement constitutes the entire agreement and supersedes all prior written or oral agreements, understandings, or representations.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives on the day and year shown above.

CITY OF HIGH SPRINGS

By: _____
Edwin Booth Date
City Manager

Attest: _____
Jenny Parham Date
City Clerk

SANTA FE BABE RUTH
CAL RIPKEN, INC.,

By: _____
_____ Date
Daniel Bell~~Al Beckelheimer~~, President

Attest: _____
_____ Date
_____
_____

Approved as to Form and Legality:

By: _____

S. Scott Walker Date
City Attorney

Exhibit A (Example)

Commented [CWJ3]: Update for new year?

Annual Report to City of High Springs
Provided by Santa Fe Babe Ruth Cal Ripken, Inc.
Year 2015~~4~~

Work day on xx/xx/xx – 20 volunteers @ $8.00 for three hours	$480.00
Painting of fences and grooming fields – Materials	$250.00
Work day on xx/xx/xx – 30 volunteers @ $8.00 for four hours	$960.00
Weed control, three loads of clay, four new picnic tables	$1,500.00
Labor and materials to construct shed	$1,500.00
Volunteer labor to remove fence line/bleacher grass and weeds	$150.00
Total year ended July 1, 2014	$4,830.00*

*In this example the total does not reach the required $5,000. However, if this was acceptable to the CITY it would fulfill the agreement as long as expenditures in any group of three year periods *averaged* $5,000 per year.

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: **May 28, 2015**

SUBJECT: **MAXIMUS SERVICES CONTRACT-UPDATE STUDY**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **CITY MANAGER**

PREPARED BY: **FINANCE DIRECTOR**

RECOMMENDED ACTION: **CONTRACT WITH COMPANY**

COST: **$5000**

Summary

See Attached

ATTACHMENTS: **MAXIMUS Technical Proposal**

REVIEWED BY CITY MANAGER: _____

MAXIMUS

HELPING GOVERNMENT SERVE THE PEOPLE®

Via email

May 18th, 2015

Jennifer Stull
Finance Director
City of High Springs
110 NW 1st Avenue
High Springs, FL 32643

RE: Proposal – FY2015 Central Services Cost Allocation Plan

Dear Ms. Stull:

MAXIMUS Consulting Services, Inc. (MAXIMUS), a wholly owned subsidiary of MAXIMUS, Inc., is pleased to provide a quote to update the previously prepared Central Services Cost Allocation Plan for the City of High Springs. The cost plan will be prepared based on budgeted expenditures for the Fiscal Year ending September 30, 2015. This letter and the accompanying **TECHNICAL PROPOSAL** will serve to identify the price for the study, the services that will be provided, and the framework for developing a timeline for completion.

Cost Allocation Plan

The City of High Springs incurs costs to provide central services such as accounting, budget, purchasing, human resources, information systems, facilities management, etc. to other City departments. A City-wide Central Services Cost Allocation Plan prepared in accordance with full costing principles will provide many beneficial uses to the City. A Full Cost Allocation Plan may be used:

- as supporting documentation for inter-fund transfers between Enterprise and Special Revenue Funds and the General Fund;
- for indirect cost analyses, which when combined with direct costs, is useful in determining fully-absorbed fees-for-service;
- as a management tool to provide City managers with relevant cost data as to how much it actually costs to provide specific services;
- in the budgeting process by identifying which departments are being served and the level of service provided; and
- for identifying costs shared between agencies, such as buildings or services.

Experienced and Qualified Staff

MAXIMUS also offers the City of High Springs a well qualified staff with extensive years of cost allocation plan preparation experience. Our staff has significant experience working collaboratively with City management and staff to develop quality deliverables that both parties are proud and confident to present to the City Commission. The Project Director for this engagement would be Troy Tangen. Mr. Tangen is a Certified Public Accountant and Certified Government Financial Manager. Mr. Tangen has over 23 years of experience preparing cost allocation plans for state and local governments and has prepared hundreds of cost allocation plans. Prior to joining MAXIMUS in 1991, Mr. Tangen performed financial, operational, and compliance audits with the State of Florida Office of the Auditor General.

Mr. Keith Frazier will be the Project Manager for this engagement. Mr. Frazier has extensive experience with MAXIMUS preparing cost allocation and cost of service studies for several large local governments in Florida and Georgia. Mr. Frazier will have on-site responsibilities and be available to City management and staff to respond to questions and address issues that may arise throughout the cost plan development process. Mr. Frazier will be primarily responsible for staff interviews, data collection efforts, data compilation and tabulation, and the preparation of supporting schedules and work paper documentation.

Please refer to the **EXPERIENCE AND QUALIFICATIONS** section of the attached **TECHNICAL PROPOSAL** for more information on our proposed staff.

Industry Leading Cost Allocation Tools

MAXIMUS will utilize our proprietary cost allocation system, MAXCARS™ to develop and prepare the City's cost allocation plans. It should be noted that MAXIMUS developed the first computerized cost allocation system specifically for governmental agencies. MAXCARS™ is the result of over 20 years of continuous development and refinement. Unlike other spreadsheet cost allocation applications, our system has been designed specifically for indirect cost allocation plan preparation. MAXCARS™ allows us to evaluate alternative allocation bases and to quickly assess the impact of changes during the negotiation process.

The MAXIMUS methodology and computerized double step down cost allocation system has been reviewed and accepted by all cognizant agencies to which our plans have been submitted and ensures the equitable allocation of costs to all benefiting departments.

Moreover, MAXCARS™ provides for reports that clearly document the cost pools established for allocation, the object level expenditures comprising the cost pools, the allocation bases developed to distribute indirect cost pools, and summary and detail reports that clearly identify the apportionment of costs to

14-01 for Management Consulting Services. The text of this contract is available online at the following web site:

http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/management_consulting_services2

Please ensure that the State Contract Number 973-000-14-01 is included on the Purchase Order. Additionally, please include the following paragraph on any resulting P.O. in order to give precedence of the State Term Contract and this proposal to any conflicting terms:

"MAXIMUS Consulting Services, Inc. ("MAXIMUS") shall provide to the City of High Springs the services listed in its proposal dated May 18, 2015 (the "Proposal"), in accordance with the terms and conditions of the Florida State Term Contract #973-561-10-1 (the "Contract"). The term of this purchase order shall be from June 1, 2015 through September 30, 2015. The terms and conditions of both the Proposal and the Contract are incorporated by reference as if fully set forth herein and shall control in the event of any conflict of terms with this purchase order."

* * *

We are very appreciative of the opportunity to provide services to the City and would look forward to working with the City of High Springs again on this important project. Should you have any questions, need additional information, or if the scope of services requires modification, please contact me at 850.386.1101 ext. 404 or via email at troytangen@maximus.com.

Sincerely,
MAXIMUS Consulting Services, Inc.

Troy Tangen

Troy Tangen
Vice President

A cost allocation plan identifies the cost of service so that those you serve may pay their fair share.

The City has requested a proposal to develop and prepare a "cost allocation plan." Our study will:

- Stand up to scrutiny with clear documentation
- Be consistent with laws and regulations about cost recovery
- Increase revenue to the General Fund

MAXIMUS has the fiscal and technical ability to do this work correctly and quickly.

APPROACH AND METHODOLOGY

We have provided consulting services to state and local governments since 1975. Many of these services have focused on analysis of costs eligible for reimbursement from other funds, departments, levels of government or overhead rates and user fees.

Cost allocation plan

A cost allocation plan distributes costs of "central services" overhead departments. Central services are administrative units that serve operating departments. Examples include accounting, human resources, purchasing, facility management, data processing and general legal.

Our job is to develop a cost allocation plan and explain to you how to use it. The best way to accomplish this is to:

1. **Provide solid, defensible calculations.** The numbers have to be right and the documentation has to be easy for non-technical staff to follow. We have to tell a complex story in plain English.
2. **Involve client staff** so that the analysis is sound, more likely to be implemented and more useful to managers.
3. **Follow applicable rules and regulations.**
4. **Coach on implementation**. We have seen good studies wait for months to be enacted because clients need coaching on implementation. We can help, if you wish.

determine the costs related to each function. This task may also involve a review of the major expenditure objects, contracts, etc. in overhead units to determine the allowability and allocability of such costs.

Task 5. Eliminate unallowable costs from City overhead units and determine cost allocation adjustments. We will eliminate all unallowable costs such as capital outlays, and then determine any cost inclusions such as building use and equipment use charges or depreciation expenses that may not be reflected within the expenditure reports.

MAXIMUS utilizes a "double step-down" cross-allocation methodology to accurately and equitably account for all true costs of a program or service.

Task 6. Determine method for cross-allocation. This step involves deciding upon a method of cross-charging overhead costs between overhead units. For example, an accounting office may serve a personnel office and vice versa. Each office should have the ability to add to its costs the services provided to it by the other.

Task 7. Develop allocation data for each basis. Overhead service units must be measurable. For example, the payroll section provides payroll services to all other departments that have employees to be paid. Therefore, the number of personnel each program has on its payroll measures payroll services effort, and data must be collected on the percentage of payroll checks issued to each. For some clients, we may use well over one hundred different methods of allocation to ensure proper cost recovery and appropriate bases for equitable allocations.

MAXIMUS cost allocation schedules and report provide for a comprehensive, clear, and concise audit trail, which documents all costs and allocations.

Task 8. Prepare cost allocation worksheets. For each overhead unit, a worksheet showing the allowable expenditures of each overhead unit during the fiscal year is prepared (see Tasks 4 – 6). The resulting amount is allocated to benefiting programs based upon units of service identified in Task 7. The worksheets will identify cost elements including fund, department, and object code. Any amounts that are "direct billed" to departments will result in an adjustment so that overhead costs that are billed are not duplicated in the Cost Allocation Plan.

The "Full Cost" Allocation Plan is most beneficial for documenting and supporting central service charges to enterprise and internal service funds, and special service districts.

Task 9. Summarize costs by benefiting organization unit. Summary schedules will be prepared that delineate the amount of indirect costs allocated from each central service department to each receiving fund/department. These schedules will enable the CAP users to quickly identify the amount of indirect costs attributable to each receiving department. The CAP will provide an audit trail that permit individual cost allocation methods to be reviewed for accuracy and provide detail to support the amounts allocated.

PROJECT SCHEDULE

We anticipate the project to take approximately four to five weeks to finalize the cost allocation plan. A proposed project schedule and timeline is provided below.

Task	Week	1	2	3	4	5
Task 1.	Project Initiation and Orientation.					
Task 2.	Determine available financial information.					
Task 3.	Classify County organization units.					
Task 4.	Determine indirect cost pools.					
Task 5.	Eliminate unallowable costs from overhead units and determine cost adjustments.					
Task 6.	Determine method for cross-allocation.					
Task 7.	Develop allocation data for each basis.					
Task 8.	Prepare cost allocation worksheets.					
Task 9.	Summarize costs by benefiting organization unit.					
Task 10.	Prepare written documentation.					
Task 11.	Submit draft version of cost allocation plan.					
Task 12.	Finalize Cost Allocation Plans.					

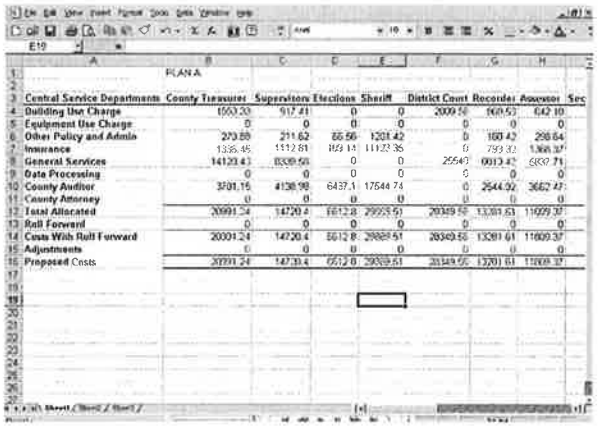
	Indicates Project Task work being performed (includes MAXIMUS and City Staff if applicable)
	Indicates date that all cost and statistical data has been provided by departments, reviewed and validated by City Project staffs, and submitted to MAXIMUS in order to achieve Project Schedule deliverable dates
	Indicates dependent task; work on subsequent tasks cannot be performed until this task has completed
	Indicates completion of project phase.

such data in a timely manner sufficient to allow MAXIMUS to provide the Services. MAXIMUS shall have no liability to the City whatsoever if the City provides incomplete or inaccurate data or provides data in an untimely manner.

The City represents that all financial and statistical information provided to MAXIMUS by the City, its employees and/or agents is accurate and complete to the best of the City's knowledge. MAXIMUS shall, upon notice of audit, make work papers and other records available to the auditors. MAXIMUS' sole responsibility under an audit shall be to provide reasonable assistance to the City through the audit and to make those changes to the work product as required as a result of the audit. MAXIMUS shall not be liable for any audit disallowances or any missed or lost revenue associated with, or related to, the services, regardless of cause.

The Spreadsheet Interface

MAXCARS™ comes with a spreadsheet interface for easy importing and editing of financial data. This interface can be used with standard cut and paste functions for editing and quick importing. The interface can also be used to design import templates for large volumes of data.



PLAN A

Central Service Departments	County Treasurer	Supervisors	Elections	Sheriff	District Court	Recorder	Assessor	Sec
Building Use Charge	1553.20	917.41	0	0	2009.54	160.53	642.10	
Equipment Use Charge	0	0	0	0	0	0	0	
Other Policy and Admin	279.88	211.62	85.56	1201.42	0	160.42	298.64	
Insurance	1335.45	1112.81	169.13	11123.36	0	799.32	1366.37	
General Services	14123.41	8309.50	0	0	25540	6013.42	6837.71	
Data Processing	0	0	0	0	0	0	0	
County Auditor	3781.16	4138.98	6437.1	17544.74	0	2544.02	3662.47	
County Attorney	0	0	0	0	0	0	0	
Total Allocated	20991.24	14720.4	6612.8	29889.51	28349.50	13281.61	11009.37	
Roll Forward	0	0	0	0	0	0	0	
Costs With Roll Forward	20991.24	14720.4	6612.8	29889.51	28349.50	13281.61	11009.37	
Adjustments	0	0	0	0	0	0	0	
Proposed Costs	20991.24	14720.4	6612.8	29889.51	28349.50	13281.61	11009.37	

Standard Reports

MAXCARS™ comes with 38 standard reports, most of which are required for Federal submission purposes. Among the many standard reports are comparative reports which provide for the comparison of up to four (4) separate cost allocation plans for several attributes, including allocated costs, detailed allocated costs, pre-allocated expenses, and allocation statistics. These reports are pivotal as management tools in reviewing the cost allocation plans and ensuring the consistency and quality of the results. Additional custom reports can be developed with standard query editors.

A Mature System

On its 5th release, MAXCARS™ is a mature system. It has passed the test of the most rigorous users in the country and its results have passed audits by Federal and State reviewers coast-to-coast. It has been successfully used to develop over 12,000 cost plans for over 4,000 governmental clients throughout the United States.

MAXIMUS developed and perfected most of the cost allocation and labor cost distribution methodologies in use by other consultants today. We continue to maintain our leading position by staying abreast of the latest developments at the federal level, where cost allocation policies related to grants are set, and by continuously investing in our systems and procedures.

MAXIMUS provides a broad array of consulting services. Consulting services provided by the Division include:

- Government-wide cost allocation plans in accordance with GAAP and federal cost principles
- Department/agency cost allocation plans in accordance with GAAP and federal cost principles
- Indirect cost rate proposals in accordance with federal cost principles
- Local government rate studies and rate setting
- Internal service fund rate development, including expertise in Information Technology Services and Fleet Operations
- Cost of service studies

Accordingly, should the City require similar or comparable services for other City departments and governmental agencies, MAXIMUS has the requisite expertise and resources to take on such work.

The City of High Springs can be sure that MAXIMUS will be available to assist in case of follow-up questions to this project. In short, no other firm in the nation can match the experience, the resources and the staff of MAXIMUS.

Project Manager – Keith Frazier

Keith Frazier will be the Project Manager. Mr. Frazier brings over nine years of cost allocation experience to the engagement, with particular focus on Florida cities and counties. Mr. Frazier's range of experience includes preparation of cost allocation plans for a multitude of large local government clients in Florida, including Hernando County, Hillsborough County, Manatee County, Marion County, Miami-Dade County, Okaloosa County, Pasco County, Sarasota County and the Cities of Boca Raton, Green Cove Springs, Hallandale Beach, Jacksonville, Miramar, Port St. Lucie, and Venice. Mr. Frazier will be responsible for data collection and tabulation efforts, schedule preparation, and analytical reviews of resulting cost allocation data.

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: **MAY 28, 2015**

SUBJECT: **REVIEW APRIL 2015 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 APRIL 2015 FINANCIAL STATEMENTS AND OUTLINE THE REVENUES AND EXPENDITURES.

ATTACHMENTS: **FINANCIAL STATEMENTS.**

REVIEWED BY CITY MANAGER: _____

General Ledger
General Revenue Fund Report

User: jstull
Printed: 05/20/15 08:01:51
Period 01 - 07
Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Uncollected	2015 YTD Bgt Var	2015 % Collected	2015 % Uncollected
Taxes						
Ad Valorem Taxes	1,302,000.00	1,190,843.57	111,156.43	-431,343.57	91.46	8.54
Ad Valorem Taxes-Delinquent	59,800.00	11,479.83	48,320.17	23,403.50	19.20	80.80
Local Option Gas Tax	239,038.00	141,084.73	97,953.27	-1,645.90	59.02	40.98
Local Govt Infrastructure Tax	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
Utility Tax-Clay Electric	67,739.00	24,971.63	42,767.37	14,542.79	36.86	63.14
Utility Tax-Duke Energy	226,778.00	151,055.45	75,722.55	-18,768.28	66.61	33.39
Telecommunications Tax-Alltel	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
Telecommunications Service Tax	150,083.00	78,637.95	71,445.05	8,910.47	52.40	47.60
Telecommunication Services	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
Gas Utility Svc Tax-CVS	250.00	471.63	-221.63	-325.80	188.65	-88.65
Gas Utility Svc Tax-Crescent P	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-Davis Gas	250.00	243.91	6.09	-98.08	97.56	2.44
Gas Utility Svc Tax-Ferrel Gas	1,500.00	1,239.03	260.97	-364.03	82.60	17.40
Gas Utility Svc Tax-Heritage L	3,000.00	2,331.93	668.07	-581.93	77.73	22.27
Gas Utility Svc Tax-Tru-Gas	0.00	0.00	0.00	0.00	0.00	0.00
Gas Utility Svc Tax-Suburban P	4,500.00	484.35	4,015.65	2,140.65	10.76	89.24
Gas Utility Svc Tax-Pantry/Lil	500.00	152.34	347.66	139.33	30.47	69.53
Gas Utility Svc Tax-William Ga	1,000.00	485.26	514.74	98.07	48.53	51.47
Gas Utility Svc Tax-Winn Dixie	2,000.00	1,614.98	385.02	-448.31	80.75	19.25
Gas Utility Svc Tax-Misc	1,000.00	931.71	68.29	-348.38	93.17	6.83
Local Govt 1/2 Cent Sales Tax	295,967.00	176,783.84	119,183.16	-4,136.42	59.73	40.27
Taxes	**2,355,405.00**	**1,782,812.14**	**572,592.86**	**-408,825.89**	**75.69**	**24.31**
Licenses and Permits						
Occupational Licenses	26,500.00	18,820.29	7,679.71	-3,361.96	71.02	28.98
Building Permits	175,000.00	69,645.70	105,354.30	32,437.63	39.80	60.20
Building Permit Surcharge	2,000.00	2,415.29	-415.29	-1,248.62	120.76	-20.76
Reinstatement-Expired Pmt. Fee	200.00	592.44	-392.44	-475.77	296.22	-196.22
Re-Inspection Fee	400.00	50.00	350.00	183.33	12.50	87.50
Conditional Use Permit Fee	2,000.00	2,858.25	-858.25	-1,691.58	142.91	-42.91
Application for Variance Fee	0.00	0.00	0.00	0.00	0.00	0.00
Licenses and Permits	**206,100.00**	**94,381.97**	**111,718.03**	**25,843.03**	**45.79**	**54.21**
Intergovernmental						
State Revenue Sharing Proceeds	155,000.00	90,381.52	64,618.48	35.15	58.31	41.69
Mobile Home Licenses	2,000.00	1,487.49	512.51	-320.82	74.37	25.63
Alcoholic Beverage Licenses	3,442.00	0.00	3,442.00	2,007.83	0.00	100.00
FDOT Sign Maintenance	5,164.00	0.00	5,164.00	3,012.33	0.00	100.00
FDOT Street Light Maintenance	16,511.00	0.00	16,511.00	9,631.42	0.00	100.00
CRA-Admin Svcs/Maintenance	64,000.00	50,000.00	14,000.00	-12,666.67	78.13	21.88
Tag Agency Commission	63,388.00	42,748.90	20,639.10	-5,772.57	67.44	32.56
Intergovernmental	**309,505.00**	**184,617.91**	**124,887.09**	**-4,073.33**	**59.65**	**40.35**

Description	2015 Budget	2015 YTD Actual	2015 Uncollected	2015 YTD Bgt Var	2015 % Collected	2015 % Uncollected
Grants						
Intergovernmental Grants	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
State Grants	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
FRDAP Grants	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
Grants	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Franchise Fees						
Franchise Fees-Clay Electric	42,900.00	27,474.79	15,425.21	-2,449.79	64.04	35.96
Franchise Fees-Duke Energy	298,157.00	178,625.66	119,531.34	-4,700.74	59.91	40.09
Franchise Fees-Communicomm Sv	0.00	0.00	0.00	0.00	0.00	0.00
Franchise Fees	**341,057.00**	**206,100.45**	**134,956.55**	**-7,150.53**	**60.43**	**39.57**
Charges For Services						
Police Dispatch Fees	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
Filing Fee-City Election	0.00	0.00	0.00	0.00	0.00	0.00
Police Services	500.00	1,202.50	-702.50	-910.83	240.50	-140.50
Police Department-Fingerprint	700.00	10.00	690.00	398.33	1.43	98.57
Park Entrance Fees-Poe Springs	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec - Softball Fees	800.00	0.00	800.00	466.67	0.00	100.00
Parks & Rec - Volleyball Fees	1,000.00	1,595.00	-595.00	-1,011.67	159.50	-59.50
Parks & Rec - Soccer Fees	7,000.00	8,400.00	-1,400.00	-4,316.67	120.00	-20.00
Parks & Rec - 3V3 Soccer Fees	0.00	0.00	0.00	0.00	0.00	0.00
Parks & Rec - Flag Football Fe	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
Parks & Rec-General Income Spo	0.00	221.00	-221.00	-221.00	0.00	0.00
Parks and Rec-Sponsor Fees	550.00	2,450.00	-1,900.00	-2,129.17	445.45	-345.45
Parks and Rec-Basketball Fees	3,000.00	1,560.00	1,440.00	190.00	52.00	48.00
Canoe/Kayak/Concess-Poe Spring	0.00	0.00	0.00	0.00	0.00	0.00
Zoning Fees	2,000.00	635.00	1,365.00	531.67	31.75	68.25
Development Review Fees	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
Copying and Research Fees	2,000.00	1,470.10	529.90	-303.43	73.51	26.50
Police Reports & Services	100.00	15.90	84.10	42.43	15.90	84.10
Street Assessments	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
Charges For Services	**17,650.00**	**17,559.50**	**90.50**	**-7,263.67**	**99.49**	**0.51**
Fines & Forfeitures						
Court Fines and Forfeitures	15,000.00	8,084.48	6,915.52	665.52	53.90	46.10
Municipal Ordinance Fines	1,000.00	42.00	958.00	541.33	4.20	95.80
Code Enforcement Fines	4,000.00	202.50	3,797.50	2,130.83	5.06	94.94
2nd Dollar Training-Police	2,000.00	964.00	1,036.00	202.67	48.20	51.80
Fines & Forfeitures	**22,000.00**	**9,292.98**	**12,707.02**	**3,540.35**	**42.24**	**57.76**
Rentals						
Civic Center Rental	6,000.00	3,750.00	2,250.00	-250.00	62.50	37.50
Post Office Rent	5,333.00	3,500.00	1,833.00	-389.08	65.63	34.37
Day Care Rental	2,040.00	1,020.00	1,020.00	170.00	50.00	50.00
Farmers Market Rents	19,247.00	8,624.29	10,622.71	2,603.13	44.81	55.19
Residential Property Rent	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
Miscellaneous Rents	0.00	0.00	0.00	0.00	0.00	0.00

Description	2015 Budget	2015 YTD Actual	2015 Uncollected	2015 YTD Bgt Var	2015 % Collected	2015 % Uncollected
Rentals	**32,620.00**	**16,894.29**	**15,725.71**	**2,134.04**	**51.79**	**48.21**
Interest Earned						
Interest Earned-Bank Accounts	2,000.00	647.68	1,352.32	518.99	32.38	67.62
Interest Earned on Investments	300.00	717.67	-417.67	-542.67	239.22	-139.22
Interest Earned Ad Valorem Tax	5,000.00	3,362.79	1,637.21	-446.12	67.26	32.74
Interest Tax Collector	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	**7,300.00**	**4,728.14**	**2,571.86**	**-469.81**	**64.77**	**35.23**
Misc Revenue						
Forfeiture Fund Police Dept	0.00	0.00	0.00	0.00	0.00	0.00
Misc. Revenue - Police Dept.	0.00	100.00	-100.00	-100.00	0.00	0.00
Sales of Fixed Assets	2,000.00	0.00	2,000.00	1,166.67	0.00	100.00
Sale of Scrap	750.00	0.00	750.00	437.50	0.00	100.00
Contributions Non-Government	0.00	0.00	0.00	0.00	0.00	0.00
Farmers Mkt Fundraising/Donati	753.00	11.44	741.56	427.81	1.52	98.48
Community Garden	1,000.00	25.00	975.00	558.33	2.50	97.50
Youth Council Fundraising	0.00	0.00	0.00	0.00	0.00	0.00
Motor Fuel Tax Refunds	2,500.00	1,657.57	842.43	-199.24	66.30	33.70
Police Dept. Donations	0.00	375.00	-375.00	-375.00	0.00	0.00
Insurance Recovery	12,000.00	0.00	12,000.00	7,000.00	0.00	100.00
Miscellaneous Revenue	3,000.00	1,656.26	1,343.74	93.74	55.21	44.79
Misc Revenue	**22,003.00**	**3,825.27**	**18,177.73**	**9,009.81**	**17.39**	**82.61**
Loan Proceeds						
Debt Proceeds	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**
Transfers In						
Interfund Transfer-Sewer Fund	137,586.00	0.00	137,586.00	80,258.50	0.00	100.00
Interfund Transfer-Water Fund	301,356.00	0.00	301,356.00	175,791.00	0.00	100.00
Interfund Transfer-Fire Fund	25,000.00	0.00	25,000.00	14,583.33	0.00	100.00
Interfund Transfer-Cemetery Tr	3,190.00	0.00	3,190.00	1,860.83	0.00	100.00
Interfund Transfer-Solid Waste	209,263.00	0.00	209,263.00	122,070.08	0.00	100.00
Transfers In	**676,395.00**	**0.00**	**676,395.00**	**394,563.75**	**0.00**	**100.00**
Appropriated Funds						
Approp of Prior Yr Fund-Restr	0.00	0.00	0.00	0.00	0.00	0.00
Approp of Prior Yr Funds-Unres	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
Appropriated Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Revenue Total	3,990,035.00	2,320,212.65	1,669,822.35	7,307.76	58.15	41.85

General Ledger
City Commission Monthly Report

User: jstull
Printed: 05/19/15 11:08:02
Period 01 - 07
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	17,900.00	0.00	12,700.00	41.50	58.50
FICA-City Commission	2,341.00	1,369.39	0.00	971.61	41.50	58.50
Workers Comp-City Commission	83.00	48.33	0.00	34.67	41.77	58.23
Unemployment -City Commission	0.00	0.00	0.00	0.00	0.00	0.00
Personnel	**33,024.00**	**19,317.72**	**0.00**	**13,706.28**	**41.50**	**58.50**
Operating Expenditures						
Training & Travel-City Commiss	6,000.00	1,699.28	0.00	4,300.72	71.68	28.32
Insurance Public Officials-CC	49,650.00	37,237.50	0.00	12,412.50	25.00	75.00
Office Supplies-City Commissio	1,600.00	199.96	0.00	1,400.04	87.50	12.50
Operating Supplies-City Commis	3,655.00	2,650.43	0.00	1,004.57	27.48	72.52
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**	**43,201.17**	**0.00**	**19,203.83**	**30.77**	**69.23**
Expense Total	95,429.00	62,518.89	0.00	32,910.11	34.49	65.51

General Ledger
City Manager Monthly Report

User: jstull
Printed: 05/19/15 11:10:15
Period 01 - 07
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	50,975.23	0.00	37,559.77	42.42	57.58
Overtime-City Manager	0.00	0.00	0.00	0.00	0.00	0.00
FICA-City Manager	6,773.00	4,005.44	0.00	2,767.56	40.86	59.14
Retirement-City Manager	14,215.00	11,698.88	0.00	2,516.12	17.70	82.30
Life & Health Ins-City Manager	9,240.00	4,021.23	0.00	5,218.77	56.48	43.52
Workers Comp-City Manager	240.00	149.57	0.00	90.43	37.68	62.32
Unemployment-City Manager	2,090.00	464.42	0.00	1,625.58	77.78	22.22
Personnel	**121,093.00**	**71,314.77**	**0.00**	**49,778.23**	**41.11**	**58.89**
Operating Expenditures						
Professional Services-City Mgr	0.00	244.82	0.00	-244.82	0.00	0.00
Training & Travel-City Manager	1,500.00	2,506.10	596.26	-1,602.36	-106.82	167.07
Auto Allowance-City Manager	3,000.00	1,730.70	0.00	1,269.30	42.31	57.69
Employee Meetings-City Manager	0.00	141.50	0.00	-141.50	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	1,407.77	0.00	392.23	21.79	78.21
Repairs & Maintenance-City Mgr	250.00	50.82	0.00	199.18	79.67	20.33
Office Supplies-City Manager	400.00	356.89	0.00	43.11	10.78	89.22
Operating Supplies-City Manage	400.00	479.57	0.00	-79.57	-19.89	119.89
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**	**6,918.17**	**596.26**	**335.57**	**4.27**	**88.13**
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	78,232.94	596.26	50,113.80	38.87	60.67

General Ledger
Finance Monthly Report

User: jstull
Printed: 05/19/15 11:11:30
Period 01 - 07
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	62,853.70	0.00	52,576.30	45.55	54.45
Overtime-Finance	0.00	138.23	0.00	-138.23	0.00	0.00
FICA-Finance	8,831.00	4,787.09	0.00	4,043.91	45.79	54.21
Retirement-Finance	17,000.00	10,154.32	0.00	6,845.68	40.27	59.73
Life & Health Ins-Finance	13,200.00	10,226.61	0.00	2,973.39	22.53	77.47
Workers Comp-Finance	310.00	201.82	0.00	108.18	34.90	65.10
Unemployment-Finance	2,710.00	710.29	0.00	1,999.71	73.79	26.21
Personnel	**157,481.00**	**89,072.06**	**0.00**	**68,408.94**	**43.44**	**56.56**
Operating Expenditures						
Professional Services-Finance	0.00	62.03	0.00	-62.03	0.00	0.00
Accounting & Auditing-Finance	22,000.00	16,890.00	0.00	5,110.00	23.23	76.77
Training & Travel-Finance	1,500.00	972.30	20.00	507.70	33.85	64.82
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	274.69	0.00	125.31	31.33	68.67
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	480.31	25.00	1,994.69	79.79	19.21
Operating Supplies-Finance	2,000.00	1,098.10	0.00	901.90	45.10	54.91
Dues, Subs & Membership-Financ	100.00	0.00	0.00	100.00	100.00	0.00
Operating Expenditures	**28,500.00**	**19,777.43**	**45.00**	**8,677.57**	**30.45**	**69.39**
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	108,849.49	45.00	77,086.51	41.45	58.53

General Ledger
City Clerk Monthly Report

User: jstull
Printed: 05/19/15 11:07:49
Period 01 - 07
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	48,377.92	0.00	38,622.08	44.39	55.61
Overtime-City Clerk	600.00	564.00	0.00	36.00	6.00	94.00
FICA-City Clerk	6,657.00	3,595.23	0.00	3,061.77	45.99	54.01
Retirement-City Clerk	13,000.00	10,274.39	0.00	2,725.61	20.97	79.03
Life & Health-City Clerk	11,000.00	7,150.85	0.00	3,849.15	34.99	65.01
Workers Comp-City Clerk	250.00	138.54	0.00	111.46	44.58	55.42
Unemployment-City Clerk	1,900.00	523.70	0.00	1,376.30	72.44	27.56
Personnel	**120,407.00**	**70,624.63**	**0.00**	**49,782.37**	**41.35**	**58.65**
Operating Expenditures						
Professional Svcs-City Clerk	1,000.00	244.82	0.00	755.18	75.52	24.48
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	2,985.51	0.00	-485.51	-19.42	119.42
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	1,407.76	0.00	392.24	21.79	78.21
Repairs & Maint-City Clerk	1,000.00	421.71	0.00	578.29	57.83	42.17
Legal Advertisements-City Clk	10,000.00	5,009.53	0.00	4,990.47	49.90	50.10
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	887.35	50.00	562.65	37.51	59.16
Operating Supplies-City Clerk	3,500.00	1,145.39	0.00	2,354.61	67.27	32.73
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**	**12,352.07**	**50.00**	**14,397.93**	**53.72**	**46.09**
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	82,976.70	50.00	64,180.30	43.60	56.37

General Ledger
Information Technology
Report

User: jstull
Printed: 05/19/15 11:12:47
Period 01 - 07
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	36,594.12	4,906.99	-11,501.11	-38.34	121.98
Prof Servces-Web Consulting-IT	500.00	239.82	34.26	225.92	45.18	47.96
Training & Travel - IT	0.00	0.00	0.00	0.00	0.00	0.00
Communication Service-IT	32,350.00	30,338.47	0.00	2,011.53	6.22	93.78
Wireless Communications-IT	10,313.00	6,132.54	0.00	4,180.46	40.54	59.46
Repairs & Maintenance-IT	4,000.00	1,421.54	0.00	2,578.46	64.46	35.54
Maintenance Agreemnts Comp-IT	7,200.00	4,920.00	0.00	2,280.00	31.67	68.33
Operating Supplies-IT	2,000.00	1,875.97	1.00	123.03	6.15	93.80
Web Page Expense-IT	1,200.00	19.99	0.00	1,180.01	98.33	1.67
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	27,273.45	0.00	3,384.55	11.04	88.96
Non-Routine Serv/Audit (PD)-IT	1,200.00	225.00	0.00	975.00	81.25	18.75
Operating Expenditures	**123,421.00**	**110,908.70**	**4,942.25**	**7,570.05**	**6.13**	**89.86**
Capital Outlay						
Computers/Printers/Software-IT	54,200.00	11,705.00	0.00	42,495.00	78.40	21.60
Capital Outlay	**54,200.00**	**11,705.00**	**0.00**	**42,495.00**	**78.40**	**21.60**
Expense Total	177,621.00	122,613.70	4,942.25	50,065.05	28.19	69.03

General Ledger
City Attorney Monthly Report

User: jstull
Printed: 05/19/15 11:07:35
Period 01 - 07
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	32,399.44	0.00	21,600.56	40.00	60.00
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	47,593.95	0.00	-7,593.95	-18.98	118.98
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**	**79,993.39**	**0.00**	**14,006.61**	**14.90**	**85.10**
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	79,993.39	0.00	89,006.61	52.67	47.33

General Ledger
PDC Monthly Report

User: jstull
Printed: 05/20/15 08:27:54
Period 01 - 07
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	24,727.89	0.00	50,272.11	67.03	32.97
Overtime-PDC	400.00	79.09	0.00	320.91	80.23	19.77
FICA-PDC	7,859.00	1,897.74	0.00	5,961.26	75.85	24.15
Retirement-PDC	7,124.00	2,742.96	0.00	4,381.04	61.50	38.50
Life & Health Ins-PDC	10,560.00	3,556.00	0.00	7,004.00	66.33	33.67
Workers Comp-PDC	1,525.00	1,078.51	0.00	446.49	29.28	70.72
Unemployment-PDC	2,425.00	215.40	0.00	2,209.60	91.12	8.88
Personnel	**104,893.00**	**34,297.59**	**0.00**	**70,595.41**	**67.30**	**32.70**
Operating Expenditures						
Professional Services-PDC	0.00	539.60	0.00	-539.60	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	36,675.00	0.00	-1,675.00	-4.79	104.79
Training & Travel-PDC	1,000.00	1,540.32	509.04	-1,049.36	-104.94	154.03
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	569.77	0.00	-69.77	-13.95	113.95
Copier Lease-PDC	800.00	888.94	0.00	-88.94	-11.12	111.12
Prop & Gen Liab Ins-PDC	910.00	307.41	0.00	602.59	66.22	33.78
Repairs & Maintenance-PDC	1,000.00	138.62	0.00	861.38	86.14	13.86
Repairs & Maint Vehicles-PDC	500.00	1,155.55	0.00	-655.55	-131.11	231.11
Refund of PDC Fees	0.00	5,150.60	0.00	-5,150.60	0.00	0.00
Software Maint Agr.-PDC	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-PDC	2,000.00	1,405.19	0.00	594.81	29.74	70.26
Operating Supplies-PDC	2,000.00	1,099.96	0.00	900.04	45.00	55.00
Fuel & Oil - PDC	1,000.00	407.39	0.00	592.61	59.26	40.74
Dues, Subs & Memberships-PDC	1,500.00	1,224.00	0.00	276.00	18.40	81.60
Bad Debt Expense - PDC	0.00	0.00	0.00	0.00	0.00	0.00
Building Permit Surcharge Exp.	0.00	2,220.26	0.00	-2,220.26	0.00	0.00
Operating Expenditures	**63,710.00**	**55,822.61**	**509.04**	**7,378.35**	**11.58**	**87.62**
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	90,120.20	509.04	77,973.76	46.25	53.45

General Ledger
Lic & Billing Monthly Report

User: jstull
Printed: 05/19/15 11:13:02
Period 01 - 07
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	37,617.98	0.00	40,882.02	52.08	47.92
Overtime-Lic & Billing	750.00	8,022.89	0.00	-7,272.89	-969.72	1,069.72
FICA-Lic & Billing	6,006.00	3,377.72	0.00	2,628.28	43.76	56.24
Retirement-Lic & Billing	5,755.00	3,230.44	0.00	2,524.56	43.87	56.13
Life & Health Ins-Lic & Billin	13,200.00	7,106.61	0.00	6,093.39	46.16	53.84
Workers Com-Lic & Billing	210.00	104.90	0.00	105.10	50.05	49.95
Unemployment-Lic & Billing	1,836.00	488.19	0.00	1,347.81	73.41	26.59
Personnel	**106,257.00**	**59,948.73**	**0.00**	**46,308.27**	**43.58**	**56.42**
Operating Expenditures						
Professional Svcs-Lic & Billin	0.00	62.03	0.00	-62.03	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	837.02	0.00	-87.02	-11.60	111.60
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	437.10	0.00	562.90	56.29	43.71
Operating Supplies-Lic & Billi	12,000.00	9,916.14	0.00	2,083.86	17.37	82.63
Dues, Subs & Membships-Lic & B	0.00	0.00	0.00	0.00	0.00	0.00
Cash Short & Over-Lic & Bill	0.00	100.00	0.00	-100.00	0.00	0.00
Operating Expenditures	**14,000.00**	**12,476.35**	**0.00**	**1,523.65**	**10.88**	**89.12**
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	72,425.08	0.00	47,831.92	39.77	60.23

General Ledger
PW-Parks & Rec Monthly Report

User: jstull
Printed: 05/19/15 11:13:20
Period 01 - 07
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	17,954.00	0.00	14,546.00	44.76	55.24
Overtime-Parks & Rec	0.00	0.00	0.00	0.00	0.00	0.00
FICA-Parks & Rec	2,459.00	1,375.48	0.00	1,083.52	44.06	55.94
Retirement-Parks & Rec	2,369.00	1,310.71	0.00	1,058.29	44.67	55.33
Life & Health Ins-Parks & Rec	5,280.00	3,134.80	0.00	2,145.20	40.63	59.37
Workers Comp-Parks & Rec	870.00	776.38	0.00	93.62	10.76	89.24
Unemployment-Parks & Rec	758.00	200.83	0.00	557.17	73.51	26.49
Personnel	**44,236.00**	**24,752.20**	**0.00**	**19,483.80**	**44.05**	**55.95**
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 & Re	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	8,721.22	0.00	3,278.78	27.32	72.68
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	1,970.76	0.00	29.24	1.46	98.54
Repairs & Maintenance-Parks&Re	12,000.00	7,272.63	0.00	4,727.37	39.39	60.61
Operating Supplies-Recreation	14,500.00	10,476.98	0.00	4,023.02	27.74	72.26
Operating Supplies-Parks Maint	8,000.00	6,909.54	200.00	890.46	11.13	86.37
Operating Supplies-Comm Garden	0.00	84.16	0.00	-84.16	0.00	0.00
Uniforms	13,000.00	6,826.00	0.00	6,174.00	47.49	52.51
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**	**43,164.04**	**200.00**	**20,630.96**	**32.24**	**67.45**
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	67,916.24	200.00	71,197.76	51.11	48.75

General Ledger
Civic Center Monthly Report

User: jstull
Printed: 05/19/15 11:10:28
Period 01 - 07
Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Operating Expenditures						
Professional Svc-Civic Ctr-P&R	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Civic Ctr-P&R	6,500.00	4,876.94	0.00	1,623.06	24.97	75.03
Prop & Gen Liab Ins-Civic Ctr	2,670.00	1,253.40	0.00	1,416.60	53.06	46.94
Repairs & Maint-Civic Ctr-P&R	3,500.00	1,076.29	0.00	2,423.71	69.25	30.75
Operating Supplies-Civic Cente	5,000.00	1,080.04	0.00	3,919.96	78.40	21.60
Operating Expenditures	**17,670.00**	**8,286.67**	**0.00**	**9,383.33**	**53.10**	**46.90**
Capital Outlay						
Building Improve-Civic Center	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	17,670.00	8,286.67	0.00	9,383.33	53.10	46.90

General Ledger
Day Care Monthly Report

User: jstull
Printed: 05/19/15 11:10:58
Period 01 - 07
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	1,703.25	0.00	796.75	31.87	68.13
Property & Liability Ins- DCar	1,377.00	1,033.05	0.00	343.95	24.98	75.02
Repair & Maintenance-DayCare	1,500.00	1,465.65	0.00	34.35	2.29	97.71
Operating Expenditures	**5,377.00**	**4,201.95**	**0.00**	**1,175.05**	**21.85**	**78.15**
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	4,201.95	0.00	1,175.05	21.85	78.15

General Ledger
Farmers Market Monthly Report

User: jstull
Printed: 05/19/15 11:11:17
Period 01 - 07
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	17.54	0.00	231.46	92.96	7.04
Unemployment Comp. - FM	218.00	0.00	0.00	218.00	100.00	0.00
Personnel	**467.00**	**17.54**	**0.00**	**449.46**	**96.24**	**3.76**
Operating Expenditures						
Professional Svcs-Farmers Mkt	10,533.00	7,056.35	0.00	3,476.65	33.01	66.99
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	513.40	0.00	1,486.60	74.33	25.67
Office Supplies-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Supplies-Farmers Mkt	3,000.00	1,266.15	0.00	1,733.85	57.80	42.21
Other Expenses-Farmers Mkt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	**19,533.00**	**9,005.90**	**0.00**	**10,527.10**	**53.89**	**46.11**
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	9,023.44	0.00	10,976.56	54.88	45.12

General Ledger
Police Ops Monthly Report

User: jstull
Printed: 05/19/15 11:14:21
Period 01 - 07
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	260,093.53	0.00	289,980.47	52.72	47.28
Overtime-Police Operations	19,000.00	36,705.60	0.00	-17,705.60	-93.19	193.19
FICA-Police Operations	42,675.00	22,187.74	0.00	20,487.26	48.01	51.99
Retirement-Police Operations	110,340.00	46,157.96	0.00	64,182.04	58.17	41.83
Life & Health Ins-Police Opera	79,200.00	34,368.78	0.00	44,831.22	56.61	43.39
Workers Comp-Police Operations	18,500.00	12,515.94	0.00	5,984.06	32.35	67.65
Unemployment-Police Operations	11,502.00	3,008.76	0.00	8,493.24	73.84	26.16
Personnel	**831,291.00**	**415,038.31**	**0.00**	**416,252.69**	**50.07**	**49.93**
Operating Expenditures						
Professional Services - Police	0.00	822.34	0.00	-822.34	0.00	0.00
Employee Exams-Police Ops	1,500.00	1,195.00	0.00	305.00	20.33	79.67
Drug Buy Money-Police Operatio	500.00	0.00	0.00	500.00	100.00	0.00
Training & Travel-Police Opera	1,000.00	1,481.71	0.00	-481.71	-48.17	148.17
Education Reimbursement-Pol Op	0.00	2,101.49	0.00	-2,101.49	0.00	0.00
Communications Svcs-Police Ope	0.00	483.25	0.00	-483.25	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	5,077.83	0.00	3,422.17	40.26	59.74
Copier Lease-Police Operations	1,500.00	841.40	0.00	658.60	43.91	56.09
Prop & Gen Liab Ins-Police Ope	40,263.00	34,924.52	0.00	5,338.48	13.26	86.74
Repairs & Maintenance-Police O	4,000.00	5,244.37	3,581.07	-4,825.44	-120.64	131.11
Rep and Maint-Vehicles-Pol Op	40,000.00	20,663.58	175.00	19,161.42	47.90	51.66
Repairs & Maint Equip-Police O	6,500.00	483.21	0.00	6,016.79	92.57	7.43
Software Maintenance - Police	0.00	0.00	0.00	0.00	0.00	0.00
Office Supplies-Police Operati	5,000.00	1,403.02	36.02	3,560.96	71.22	28.06
Operating Supplies-Police Oper	10,000.00	6,835.09	343.96	2,820.95	28.21	68.35
Uniforms-Police Operations	5,000.00	13,035.01	863.11	-8,898.12	-177.96	260.70
Fuel & Oil-Police Operations	50,000.00	23,318.70	0.00	26,681.30	53.36	46.64
Dues, Subs & Memships-Police O	200.00	300.00	0.00	-100.00	-50.00	150.00
Police Training Exp-Police Ope	6,000.00	950.00	0.00	5,050.00	84.17	15.83
Grant Match Exp-Police Operati	1,000.00	0.00	0.00	1,000.00	100.00	0.00
Operating Expenditures	**180,963.00**	**119,160.52**	**4,999.16**	**56,803.32**	**31.39**	**65.85**
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	40,500.00	0.00	-10,500.00	-35.00	135.00
Capital Outlay	**30,000.00**	**40,500.00**	**0.00**	**-10,500.00**	**-35.00**	**135.00**
Debt Service						
Debt Svc-Principal-Police Oper	14,207.00	5,577.25	0.00	8,629.75	60.74	39.26
Debt Svc-Interest-Police Opera	1,573.00	897.77	0.00	675.23	42.93	57.07
Debt Service	**15,780.00**	**6,475.02**	**0.00**	**9,304.98**	**58.97**	**41.03**

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Expense Total	1,058,034.00	581,173.85	4,999.16	471,860.99	44.60	54.93

General Ledger
Police Disp Monthly Report

User: jstull
Printed: 05/19/15 11:14:04
Period 01 - 07
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	100,608.63	0.00	64,660.37	39.12	60.88
Overtime-Police Dispatch	4,000.00	9,080.36	0.00	-5,080.36	-127.01	227.01
FICA-Police Dispatch	12,643.00	8,311.45	0.00	4,331.55	34.26	65.74
Retirement-Police Dispatch	12,115.00	8,035.13	0.00	4,079.87	33.68	66.32
Life & Health Ins-Police Dispa	31,680.00	16,618.99	0.00	15,061.01	47.54	52.46
Workers Comp-Police Dispatch	510.00	239.26	0.00	270.74	53.09	46.91
Unemployment-Police Dispatch	3,281.00	1,200.72	0.00	2,080.28	63.40	36.60
Personnel	**229,498.00**	**144,094.54**	**0.00**	**85,403.46**	**37.21**	**62.79**
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	26,502.62	0.00	-26,502.62	0.00	0.00
Training & Travel - Police Dis	1,500.00	495.84	0.00	1,004.16	66.94	33.06
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	8,388.10	0.00	5,211.90	38.32	61.68
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	1,055.19	0.00	444.81	29.65	70.35
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**	**36,441.75**	**0.00**	**-17,341.75**	**-90.79**	**190.79**
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	209,454.28	0.00	68,061.72	24.53	75.47

General Ledger
PW Facilities Monthly Report

User: jstull
Printed: 05/19/15 11:14:53
Period 01 - 07
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	29,365.50	0.00	23,234.50	44.17	55.83
Overtime-PW Facilities	0.00	35.89	0.00	-35.89	0.00	0.00
FICA-PW Facilities	4,025.00	2,202.62	0.00	1,822.38	45.28	54.72
Retirement-PW Facilities	3,856.00	2,941.23	0.00	914.77	23.72	76.28
Life & Health Ins-PW Facilitie	10,560.00	7,090.72	0.00	3,469.28	32.85	67.15
Workers Comp-PW Facilities	168.00	721.16	0.00	-553.16	-329.26	429.26
Unemployment-PW-Facilities	1,505.00	328.94	0.00	1,176.06	78.14	21.86
Personnel	**72,714.00**	**42,686.06**	**0.00**	**30,027.94**	**41.30**	**58.70**
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	12,005.25	0.00	5,994.75	33.30	66.70
Phone System Lease-PW Faciliti	2,000.00	2,208.12	0.00	-208.12	-10.41	110.41
Property & Gen Liab Ins-PW Fac	12,863.00	6,492.57	0.00	6,370.43	49.53	50.47
Repairs & Maintenance-PW Facil	15,000.00	8,240.30	0.00	6,759.70	45.06	54.94
Repairs & Maint Vehicles-PW Fa	1,000.00	584.14	0.00	415.86	41.59	58.41
Operating Supplies-PW Faciliti	3,000.00	2,321.05	0.00	678.95	22.63	77.37
Uniforms-PW Facilities	0.00	81.45	0.00	-81.45	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**	**31,932.88**	**0.00**	**21,930.12**	**40.71**	**59.29**
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	74,618.94	0.00	66,958.06	47.29	52.71

General Ledger
PW Cemetery Monthly Report

User: jstull
Printed: 05/19/15 11:14:37
Period 01 - 07
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	686.11	0.00	6,813.89	90.85	9.15
Overtime-PW Cemetery	0.00	0.00	0.00	0.00	0.00	0.00
FICA-PW Cemetery	574.00	52.50	0.00	521.50	90.85	9.15
Retirement-PW Cemetery	550.00	50.56	0.00	499.44	90.81	9.19
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**	**842.47**	**0.00**	**12,823.53**	**93.84**	**6.16**
Operating Expenditures						
Professional Services-PW Cemet	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 Cem	0.00	0.00	0.00	0.00	0.00	0.00
Utility Services	800.00	424.69	0.00	375.31	46.91	53.09
Repairs & Maintenance-PW Cemet	1,500.00	0.00	0.00	1,500.00	100.00	0.00
Repairs & Maint Vehicles-PW Ce	1,000.00	33.19	0.00	966.81	96.68	3.32
Operating Supplies-PW Cemetery	200.00	0.00	0.00	200.00	100.00	0.00
Uniforms-PW Cemetery	200.00	62.81	0.00	137.19	68.60	31.41
Fuel & Oil-PW Cemetery	2,000.00	709.73	0.00	1,290.27	64.51	35.49
Operating Expenditures	**5,700.00**	**1,230.42**	**0.00**	**4,469.58**	**78.41**	**21.59**
Capital Outlay						
Machinery & Equipment-PW Cemet	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	2,072.89	0.00	17,293.11	89.30	10.70

General Ledger
Roads & Streets Monthly Report

User: jstull
Printed: 05/19/15 11:15:08
Period 01 - 07
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	55,648.78	0.00	45,351.22	44.90	55.10
Overtime-Roads & Streets	500.00	1,091.96	0.00	-591.96	-118.39	218.39
FICA-Roads & Streets	7,765.00	4,334.00	0.00	3,431.00	44.19	55.81
Retirement-Roads & Streets	7,440.00	4,169.26	0.00	3,270.74	43.96	56.04
Life & Health Ins-Roads & Stre	15,840.00	10,652.31	0.00	5,187.69	32.75	67.25
Workers Comp-Roads & Streets	7,715.00	5,775.56	0.00	1,939.44	25.14	74.86
Unemployment-Roads & Streets	2,312.00	628.73	0.00	1,683.27	72.81	27.19
Personnel	**142,572.00**	**82,300.60**	**0.00**	**60,271.40**	**42.27**	**57.73**
Operating Expenditures						
Professional Services-Road & S	1,500.00	650.00	0.00	850.00	56.67	43.33
Employee Exams- Roads & Street	0.00	0.00	0.00	0.00	0.00	0.00
Contractual Services-Roads & S	46,000.00	16,134.06	0.00	29,865.94	64.93	35.07
Training & Travel-Roads & Stre	400.00	115.61	0.00	284.39	71.10	28.90
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	52,806.20	0.00	27,193.80	33.99	66.01
Rental Equipment-Roads & Stree	1,000.00	312.16	0.00	687.84	68.78	31.22
Prop & Gen Liab Ins-Roads & St	26,400.00	18,150.90	0.00	8,249.10	31.25	68.75
Repairs & Maintenance-Roads &	1,000.00	296.51	0.00	703.49	70.35	29.65
Rep & Maint Vehicles-Roads & S	4,500.00	6,549.40	0.00	-2,049.40	-45.54	145.54
Rep & Maint Equip-Roads & Stre	15,000.00	5,078.16	500.00	9,421.84	62.81	33.85
Rep & Maint-Traffic Signs-R&S	10,000.00	2,704.09	0.00	7,295.91	72.96	27.04
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	1,016.66	0.00	2,983.34	74.58	25.42
Uniforms-Roads & Streets	1,200.00	291.37	0.00	908.63	75.72	24.28
Fuel & Oil-Roads & Streets	14,000.00	5,165.45	0.00	8,834.55	63.10	36.90
Tree Replacement-Roads & Stree	700.00	49.50	0.00	650.50	92.93	7.07
Road & Sidewalk Rep-Roads & St	30,000.00	24,932.92	0.00	5,067.08	16.89	83.11
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**	**137,827.99**	**500.00**	**114,872.01**	**45.37**	**54.43**
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 Blgd-Paving-Roads&St	100,000.00	265,303.17	0.00	-165,303.17	-165.30	265.30
Machinery & Equipment-Roads&St	8,000.00	9,129.00	0.00	-1,129.00	-14.11	114.11
Vehicles-Roads & Streets	23,000.00	0.00	22,950.50	49.50	0.22	0.00
Capital Outlay	**131,000.00**	**274,432.17**	**22,950.50**	**-166,382.67**	**-127.01**	**209.49**
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	494,560.76	23,450.50	8,760.74	1.66	93.89

General Ledger
Water Fund Monthly Report

User: jstull
Printed: 05/19/15 11:16:07
Period 01 - 07
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	286,989.28	0.00	313,010.72	52.17	47.83
Water Adjustments	0.00	0.00	0.00	0.00	0.00	0.00
Meter Installations-Water	85,000.00	38,848.00	0.00	46,152.00	54.30	45.70
Cutoff Charges-Water	60,000.00	19,727.47	0.00	40,272.53	67.12	32.88
Irrigation Meter Charges	0.00	0.00	0.00	0.00	0.00	0.00
Penalties-Water	21,000.00	11,897.53	0.00	9,102.47	43.35	56.65
Utility Revenue	**766,000.00**	**357,462.28**	**0.00**	**408,537.72**	**53.33**	**46.67**
Interest Earned						
Interest Earned Bank Accounts	5,000.00	2,938.92	0.00	2,061.08	41.22	58.78
Interest Earned on Investments	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	**5,000.00**	**2,938.92**	**0.00**	**2,061.08**	**41.22**	**58.78**
Misc Revenue						
Miscellaneous Income-Water	0.00	8,581.10	0.00	-8,581.10	0.00	0.00
Misc Revenue	**0.00**	**8,581.10**	**0.00**	**-8,581.10**	**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	50,393.82	0.00	43,606.18	46.39	53.61
Overtime-Water	5,000.00	2,594.69	0.00	2,405.31	48.11	51.89
FICA-Water	7,574.00	3,959.64	0.00	3,614.36	47.72	52.28
Retirement-Water	7,257.00	3,905.22	0.00	3,351.78	46.19	53.81
Life and Health Ins-Water	15,840.00	9,649.44	0.00	6,190.56	39.08	60.92
OPEB Expense - Water	5,849.00	0.00	0.00	5,849.00	100.00	0.00
Workers Comp-Water	4,149.00	2,600.57	0.00	1,548.43	37.32	62.68
Unemployment-Water	2,040.00	528.29	0.00	1,511.71	74.10	25.90
Personnel	**141,709.00**	**73,631.67**	**0.00**	**68,077.33**	**48.04**	**51.96**
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	4,504.00	0.00	936.00	17.21	82.79
Contractual Services-Water	5,000.00	0.00	0.00	5,000.00	100.00	0.00
Training & Travel	2,000.00	567.24	900.00	532.76	26.64	28.36
Communications Services-Water	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Services-Water	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Water	20,000.00	12,319.72	0.00	7,680.28	38.40	61.60
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	4,495.50	0.00	4,404.50	49.49	50.51
Repairs & Maintenance-Water	40,000.00	20,835.67	150.00	19,014.33	47.54	52.09
Repairs & Maint Vehicles-Water	1,500.00	1,881.87	0.00	-381.87	-25.46	125.46
Repair & Maintenance Equipment	3,200.00	1,177.74	0.00	2,022.26	63.20	36.80
Repairs & Maint Bldg-Water	10,000.00	0.00	10,450.00	-450.00	-4.50	0.00
Operating Supplies-Water	20,000.00	10,579.75	398.31	9,021.94	45.11	52.90
Uniforms-Water	1,300.00	411.24	0.00	888.76	68.37	31.63
Fuel & Oil-Water	7,000.00	1,980.26	0.00	5,019.74	71.71	28.29
Op Supplies-New Meter Inst-Wat	8,000.00	7,351.50	0.00	648.50	8.11	91.89
Operating Supplies Meter Repla	4,000.00	2,280.00	0.00	1,720.00	43.00	57.00
Dues, Subs & Memberships-Water	1,000.00	914.00	0.00	86.00	8.60	91.40
Bad Debt-Water	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	**177,940.00**	**72,720.14**	**11,898.31**	**93,321.55**	**52.45**	**40.87**
Capital Outlay						
Building Improvements-Water	0.00	0.00	0.00	0.00	0.00	0.00
Machinery, Equipment & Furn-Wa	40,000.00	34,735.00	0.00	5,265.00	13.16	86.84
Capital Outlay	**40,000.00**	**34,735.00**	**0.00**	**5,265.00**	**13.16**	**86.84**
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	17,552.59	-17,552.59	0.00	0.00
Contingency	**50,000.00**	**0.00**	**17,552.59**	**32,447.41**	**64.89**	**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	368,982.30	0.00	430,017.70	53.82	46.18
Expense Total	797,600.00	181,086.81	29,450.90	587,062.29	73.60	22.70
Grand Total	1,400.00	187,895.49	-29,450.90	-157,044.59	9,999,999.99	9,999,999.99

General Ledger
Sewer Fund Monthly Report

User: jstull
Printed: 05/19/15 11:15:29
Period 01 - 07
Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	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	368,615.61	0.00	356,384.39	49.16	50.84
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	1,600.00	0.00	28,400.00	94.67	5.33
Sewer Connections	30,000.00	15,200.00	0.00	14,800.00	49.33	50.67
Fee Grinder Pump Replacement	28,536.00	0.00	0.00	28,536.00	100.00	0.00
Utility Revenue	**813,536.00**	**385,415.61**	**0.00**	**428,120.39**	**52.62**	**47.38**
Interest Earned						
Interest Earned on Bank Acct	600.00	407.72	0.00	192.28	32.05	67.95
Interest Earned	**600.00**	**407.72**	**0.00**	**192.28**	**32.05**	**67.95**
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	27,135.64	0.00	37,133.36	57.78	42.22
Overtime-Sewer	4,000.00	3,676.05	0.00	323.95	8.10	91.90
FICA-Sewer	5,222.00	2,357.09	0.00	2,864.91	54.86	45.14
Retirement-Sewer	5,077.00	2,270.80	0.00	2,806.20	55.27	44.73
Life & Health Ins-Sewer	10,560.00	5,990.07	0.00	4,569.93	43.28	56.72
OPEB Expense - Sewer	1,795.00	0.00	0.00	1,795.00	100.00	0.00
Workers Comp-Sewer	2,861.00	1,051.73	0.00	1,809.27	63.24	36.76

Description	2015 Budget	2015 YTD 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**	**42,840.24**	**0.00**	**52,971.76**	**55.29**	**44.71**
Operating Expenditures						
Professional Services-Sewer	14,000.00	16,580.00	2,205.00	-4,785.00	-34.18	118.43
Prof Services Engineering-Sewe	15,000.00	-14,983.81	14,983.81	15,000.00	100.00	-99.89
Employee Exams-Sewer	200.00	250.00	0.00	-50.00	-25.00	125.00
Contractual Services-GRU-Sewer	20,000.00	23,777.90	11,104.40	-14,882.30	-74.41	118.89
Contractual Svcs Grinder Insta	20,000.00	1,900.00	3,470.25	14,629.75	73.15	9.50
Travel & Training-Sewer	1,200.00	709.00	900.00	-409.00	-34.08	59.08
Communication Services-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Wireless Services-Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Sewer	43,000.00	35,726.85	0.00	7,273.15	16.91	83.09
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	4,235.82	0.00	4,254.18	50.11	49.89
Repairs & Maintenance-Sewer	30,000.00	23,098.69	3,790.00	3,111.31	10.37	77.00
Repairs & Maint Vehicles-Sewer	2,000.00	1,843.52	0.00	156.48	7.82	92.18
Rep & Maint Grinder Pumps-Sewe	40,000.00	21,008.03	1,198.56	17,793.41	44.48	52.52
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	10,872.55	835.31	3,292.14	21.95	72.48
Uniforms-Sewer	1,250.00	374.10	0.00	875.90	70.07	29.93
Fuel & Oil-Sewer	3,500.00	1,765.82	0.00	1,734.18	49.55	50.45
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**	**128,298.47**	**38,487.33**	**47,354.20**	**22.11**	**59.91**
Capital Outlay						
Machinery & Equipment - Sewer	0.00	49,000.00	0.00	-49,000.00	0.00	0.00
Capital Outlay	**0.00**	**49,000.00**	**0.00**	**-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	385,823.33	0.00	545,401.67	58.57	41.43
Expense Total	802,345.00	220,138.71	38,487.33	543,718.96	67.77	27.44
Grand Total	128,880.00	165,684.62	-38,487.33	1,682.71	1.31	128.56

General Ledger
Solid Waste Fund Monthly Rept

User: jstull
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Period 01 - 07
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	415,439.08	0.00	275,360.92	39.86	60.14
Garbage Adjustments-Solid Wast	0.00	0.00	0.00	0.00	0.00	0.00
Penalties-Solid Waste	9,600.00	13,280.00	0.00	-3,680.00	-38.33	138.33
Utility Revenue	**700,400.00**	**428,719.08**	**0.00**	**271,680.92**	**38.79**	**61.21**
Misc Revenue						
Miscellaneous Revenu-SW	0.00	1,213.41	0.00	-1,213.41	0.00	0.00
Misc Revenue	**0.00**	**1,213.41**	**0.00**	**-1,213.41**	**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	279,361.30	0.00	199,907.70	41.71	58.29
Accounting & Auditing-SW	9,500.00	6,756.00	0.00	2,744.00	28.88	71.12
Prop & Gen Liab Ins-SW	1,068.00	800.91	0.00	267.09	25.01	74.99
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	190.93	0.00	-90.93	-90.93	190.93
Fuel & Oil-Solid Waste	1,000.00	551.31	0.00	448.69	44.87	55.13
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00
Operating Expenditures	**491,137.00**	**287,660.45**	**0.00**	**203,476.55**	**41.43**	**58.57**
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	429,932.49	0.00	270,467.51	38.62	61.38
Expense Total	700,400.00	287,660.45	0.00	412,739.55	58.93	41.07
Grand Total	0.00	142,272.04	0.00	-142,272.04	0.00	0.00

General Ledger
Fire Fund Monthly Report

User: jstull
Printed: 05/19/15 11:11:53
Period 01 - 07
Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Taxes						
Fire Assessments	220,000.00	197,792.72	0.00	22,207.28	10.09	89.91
Taxes	**220,000.00**	**197,792.72**	**0.00**	**22,207.28**	**10.09**	**89.91**
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	1,320.00	0.00	-1,320.00	0.00	0.00
Intergovernmental	**0.00**	**1,320.00**	**0.00**	**-1,320.00**	**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	84,583.38	0.00	60,416.62	41.67	58.33
Columbia County Agreement	0.00	0.00	0.00	0.00	0.00	0.00
Fire Inspection Fees	3,000.00	2,911.20	0.00	88.80	2.96	97.04
Fire Plan Review Fees	0.00	0.00	0.00	0.00	0.00	0.00
Fire Fees	**148,000.00**	**87,494.58**	**0.00**	**60,505.42**	**40.88**	**59.12**
Interest Earned						
Interest Earned on Bank Accts	300.00	55.20	0.00	244.80	81.60	18.40
Interest Earned	**300.00**	**55.20**	**0.00**	**244.80**	**81.60**	**18.40**
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	231,464.11	0.00	130,900.89	36.12	63.88
Overtime-Fire	0.00	40,429.12	0.00	-40,429.12	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	4,780.00	0.00	3,220.00	40.25	59.75
FICA-Fire	31,381.00	20,003.67	0.00	11,377.33	36.26	63.74
Retirement-Fire	81,303.00	53,889.25	0.00	27,413.75	33.72	66.28
Life & Health Ins-Fire	48,000.00	41,931.75	0.00	6,068.25	12.64	87.36
Workers Comp-Fire	20,475.00	14,257.85	0.00	6,217.15	30.36	69.64
Unemployment-Fire	9,292.00	3,166.70	0.00	6,125.30	65.92	34.08
Personnel	**608,657.00**	**409,922.45**	**0.00**	**198,734.55**	**32.65**	**67.35**
Operating Expenditures						
Professional Services-Fire	2,000.00	760.00	0.00	1,240.00	62.00	38.00
Training & Travel-Fire	5,000.00	3,564.83	0.00	1,435.17	28.70	71.30
Communications Svcs-Fire	0.00	2,396.60	0.00	-2,396.60	0.00	0.00
Wireless Communications-Fire	0.00	0.00	0.00	0.00	0.00	0.00
Utilities-Fire	8,000.00	5,525.48	0.00	2,474.52	30.93	69.07
Phone System Lease-Fire	675.00	350.28	0.00	324.72	48.11	51.89
Prop & Gen Liab Ins-Fire	11,354.00	3,534.66	0.00	7,819.34	68.87	31.13
Repairs & Maint Vehicles-Fire	20,000.00	15,248.98	500.00	4,251.02	21.26	76.24
Repairs & Maint Equip-Fire	8,000.00	7,309.30	350.00	340.70	4.26	91.37
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	6,257.90	0.00	242.10	3.72	96.28
Assesment Study	7,500.00	5,250.00	0.00	2,250.00	30.00	70.00
Office Supplies-Fire	3,000.00	2,209.22	0.00	790.78	26.36	73.64
Operating Supplies-Fire	7,200.00	4,666.26	2.00	2,531.74	35.16	64.81
Uniforms-Fire	4,000.00	1,927.09	0.00	2,072.91	51.82	48.18
Fuel & Oil-Fire	16,000.00	6,710.11	0.00	9,289.89	58.06	41.94
Dues, Subs & Memberships-Fire	2,000.00	1,993.66	0.00	6.34	0.32	99.68
Operating Expenditures	**105,429.00**	**71,904.37**	**852.00**	**32,672.63**	**30.99**	**68.20**
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	32,350.89	0.00	3,825.11	10.57	89.43
Debt Service-Interest-Fire	9,819.00	9,318.68	0.00	500.32	5.10	94.90
Debt Service	**45,995.00**	**41,669.57**	**0.00**	**4,325.43**	**9.40**	**90.60**
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	287,346.50	0.00	501,734.50	63.58	36.42
Expense Total	789,081.00	523,496.39	852.00	264,732.61	33.55	66.34
Grand Total	0.00	-236,149.89	-852.00	237,001.89	0.00	0.00

General Ledger
Cemetery Reserve Fund
Monthly

User: jstull
Printed: 05/19/15 11:01:10
Period 01 - 07
Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Cemtetery Fees						
Cemetery Fees	15,000.00	3,600.00	0.00	11,400.00	76.00	24.00
Cemtetery Fees	**15,000.00**	**3,600.00**	**0.00**	**11,400.00**	**76.00**	**24.00**
Interest Earned						
Interest Earned Bank Acct-Ceme	100.00	73.59	0.00	26.41	26.41	73.59
Interest Earned	**100.00**	**73.59**	**0.00**	**26.41**	**26.41**	**73.59**
Misc Revenue						
Sale of Fixed Assets-Cemetery	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-Cem	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
Appropriated Funds	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Operating Expenditures						
Repairs & Maintenance - Cemete	0.00	727.00	0.00	-727.00	0.00	0.00
Operating Supplies-Cemetery	3,200.00	0.00	0.00	3,200.00	100.00	0.00
Repurchase Cemetery Lots	4,000.00	0.00	0.00	4,000.00	100.00	0.00
Operating Expenditures	**7,200.00**	**727.00**	**0.00**	**6,473.00**	**89.90**	**10.10**
Capital Outlay						
Improve Other than Bldg-Cemete	1,200.00	0.00	0.00	1,200.00	100.00	0.00
Comp, Print, Software - Cemete	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	**1,200.00**	**0.00**	**0.00**	**1,200.00**	**100.00**	**0.00**
Transfers						
Transfer to General Fund-Cemet	3,190.00	0.00	0.00	3,190.00	100.00	0.00
Transfers	**3,190.00**	**0.00**	**0.00**	**3,190.00**	**100.00**	**0.00**
Contingency						
Contingency	3,610.00	0.00	0.00	3,610.00	100.00	0.00
Contingency	**3,610.00**	**0.00**	**0.00**	**3,610.00**	**100.00**	**0.00**
Revenue Total	15,100.00	3,673.59	0.00	11,426.41	75.67	24.33
Expense Total	15,200.00	727.00	0.00	14,473.00	95.22	4.78
Grand Total	-100.00	2,946.59	0.00	-3,046.59	3,046.59	-2,946.59

General Ledger
Impact Fee Fund Monthly Report

User: jstull
Printed: 05/19/15 11:12:35
Period 01 - 07
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	7.15	0.00	92.85	92.85	7.15
Int Earned on Bank Acct-Sewer	200.00	99.88	0.00	100.12	50.06	49.94
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**	**107.03**	**0.00**	**192.97**	**64.32**	**35.68**
Impact Fees						
Water Impact Fee Revenue	125,000.00	4,750.00	0.00	120,250.00	96.20	3.80
Sewer Impact Fee Revenue	125,000.00	40,280.00	0.00	84,720.00	67.78	32.22
Impact Fees	**250,000.00**	**45,030.00**	**0.00**	**204,970.00**	**81.99**	**18.01**
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
Development Water Reimb	0.00	4,702.00	0.00	-4,702.00	0.00	0.00
Development Sewer Reimb	0.00	18,388.00	0.00	-18,388.00	0.00	0.00
Sewer Lift Station	0.00	0.00	0.00	0.00	0.00	0.00
Capital Outlay	**60,000.00**	**23,090.00**	**0.00**	**36,910.00**	**61.52**	**38.48**
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	45,137.03	0.00	205,162.97	81.97	18.03
Expense Total	250,300.00	23,090.00	0.00	227,210.00	90.78	9.22
Grand Total	0.00	22,047.03	0.00	-22,047.03	0.00	0.00

General Ledger
CRA Monthly Report

User: jstull
Printed: 05/19/15 11:10:46
Period 01 - 07
Fiscal Year 2015 - 2015

Description	2015 Budget	2015 YTD Actual	2015 Encumbered	2015 Available	2015 % Available	2015 % Spent
Taxes						
Ad Valorem Taxes COHS	80,000.00	72,933.00	0.00	7,067.00	8.83	91.17
Ad Valorem Tax-CRA	110,000.00	104,643.00	0.00	5,357.00	4.87	95.13
Taxes	**190,000.00**	**177,576.00**	**0.00**	**12,424.00**	**6.54**	**93.46**
Interest Earned						
Interest Earned Bank Account	50.00	29.52	0.00	20.48	40.96	59.04
Interest Earned	**50.00**	**29.52**	**0.00**	**20.48**	**40.96**	**59.04**
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	10,847.09	0.00	29,152.91	72.88	27.12
FICA - CRA	3,060.00	829.79	0.00	2,230.21	72.88	27.12
Retirement - CRA	2,948.00	799.43	0.00	2,148.57	72.88	27.12
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	204.94	0.00	1,795.06	89.75	10.25
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**	**12,756.38**	**0.00**	**57,585.62**	**81.87**	**18.13**
Operating Expenditures						
Professional Services-CRA	4,000.00	3,654.48	0.00	345.52	8.64	91.36
Contractual Services-CRA	5,000.00	0.00	0.00	5,000.00	100.00	0.00
Contractual Svcs COHS	50,000.00	50,000.00	0.00	0.00	0.00	100.00
Training and Travel-CRA	2,500.00	19.58	0.00	2,480.42	99.22	0.78
Prop & Gen Liab Ins-CRA	4,655.00	2,741.25	0.00	1,913.75	41.11	58.89
Repairs & Maintenance-CRA	6,000.00	6,615.73	0.00	-615.73	-10.26	110.26
Promotional Activities-CRA	2,500.00	269.83	0.00	2,230.17	89.21	10.79
Operating Supplies	0.00	2,280.21	0.00	-2,280.21	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	522.24	0.00	977.76	65.18	34.82
Grants to Others-CRA	60,000.00	5,925.00	0.00	54,075.00	90.13	9.88
Operating Expenditures	**151,655.00**	**72,698.32**	**0.00**	**78,956.68**	**52.06**	**47.94**
Capital Outlay						
Downtown Projects	25,000.00	2,995.00	0.00	22,005.00	88.02	11.98
Capital Outlay	**25,000.00**	**2,995.00**	**0.00**	**22,005.00**	**88.02**	**11.98**
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	177,605.52	0.00	84,444.48	32.22	67.78
Expense Total	262,050.00	88,449.70	0.00	173,600.30	66.25	33.75
Grand Total	0.00	89,155.82	0.00	-89,155.82	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: **MAY 28, 2015**

SUBJECT: **CONSIDER DECLARING PROPERTY SURPLUS**

AGENDA SECTION: **NEW**

DEPARTMENT: **CITY MANAGER**

PREPARED BY: **FINANCE DIRECTOR**

RECOMMENDED ACTION: **DECLARE PROPETY SURPLUS**

COST: **None**

Summary

Discuss and consider declaring property surplus

ATTACHMENTS: **PROPERTY DESCRIPTION**

REVIEWED BY CITY MANAGER: _____

CITY OF HIGH SPRINGS SURPLUS VEHICLES & EQUIPMENT

As of 5/19/15

VEHICLES:

YEAR	MAKE	MODEL	VIN	DEPARTMENT
1995	Ford	Explorer	1FMDU34X5SUC02550	Public Works
1996	Chevy	Monte Carlo	2G1WW12M1T9132055	Police
1998	Ford	Crown Vic	2FAFP71W8WX110943	Police
1998	Ford	Crown Vic	2FAFP71W1WX164620	Police
1998	Chevy	Impala	1GNEC13R7WR109189	Police
2003	Ford	Crown Vic	2FAFP71W83X119122	Police
2003	Ford	Crown Vic	2FAFP71W23X132772	Police
2004	Ford	Crown Vic	2FAFP71W24X126701	Police-at Gainey's-parts car
2004	Ford	Crown Vic	2FAFP71W64X114530	Police
2004	Ford	Crown Vic	2FAFP71W44X154542	Police
2004	Chevy	Impala	2G1WF52E749286237	PDC

EQUIPMENT:

COMPUTER ID	AGENT NAME	AGENT TYPE	AGENT MANUFACTURER	AGENT MAINBOARD	AGENT SERIAL NUMBER
76	HSPD-XFR3-01	Laptop	Dell	Latitude E6420	6JL27W1
92	HSPD-XFR-2	Laptop	Dell	Latitude E6420	87L27W1
99	HSPD-XFR3-03	Laptop	Dell	Latitude E6420	H0M27W1

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: **MAY 28, 2015**

SUBJECT: CONSIDER RESOLUTION 2015-E, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS APPROVING THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT BETWEEN THE CITY OF HIGH SPRINGS AND THE FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING THE APPROPRIATE CITY STAFF AND OFFICIALS TO EXECUTE THE TRAFFIC OPERATIONS SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT; AND PROVIDING THAT THE CITY OF HIGH SPRINGS ACCEPT THE RESPONSIBILITIES OUTLINED IN THE ATTACHED AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **CITY CLERK**

RECOMMENDED ACTION: **ADOPTION OF RESOLUTION 2015-E.**

Summary

THE TRAFFIC SIGNAL AND COMPENSATION AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION IS APPROVED ANNUALLY ALONG WITH A RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF THE AGREEMENT.

ATTACHMENTS: **RESOLUTION 2015-E**

REVIEWED BY CITY MANAGER:_____

RESOLUTION 2015-E

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS APPROVING THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT BETWEEN THE CITY OF HIGH SPRINGS AND THE FLORIDA DEPARTMENT OF TRANSPORTATION; AUTHORIZING THE APPROPRIATE CITY STAFF AND OFFICIALS TO EXECUTE THE TRAFFIC OPERATIONS SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT; AND PROVIDING THAT THE CITY OF HIGH SPRINGS ACCEPT THE RESPONSIBILITIES OUTLINED IN THE ATTACHED AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, it is in the best interests of the City of High Springs to have functioning and operational traffic signals; and

WHEREAS, the City of High Springs desires to undertake certain maintenance and operational responsibilities for specified traffic signals; and

WHEREAS, the City Commission has determined it is in the City's best interests to authorize City of High Springs staff and officials to execute the Traffic Operations Signal Maintenance and Compensation Agreement, an unexecuted copy of which is attached hereto as **Exhibit A**; and

WHEREAS, the City Commission has determined that the responsibilities of the City of High Springs articulated in the above mentioned agreement are acceptable;

WHEREAS, the City Commission has determined it is in the best interests of the City of High Springs to execute this agreement.

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

SECTION ONE: City of High Springs staff and officials are hereby authorized to execute the attached Traffic Operations Signal Maintenance and Compensation Agreement, **Exhibit A**.

SECTION TWO: The City of High Springs will accept and adhere to the responsibilities concerning the City of High Springs outlined in the attached Traffic Operations Signal Maintenance and Compensation Agreement.

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

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

PASSED in regular session of the High Springs City Commission this 28th day of May, 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

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: **MAY 28, 2015**

SUBJECT: **CONSIDER RESOLUTION 2015 – F, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; RELATING TO THE PROVISION OF FIRE SERVICES, FACILITIES AND PROGRAMS IN THE CITY OF HIGH SPRINGS, FLORIDA; ESTABLISHING THE ESTIMATED ASSESSMENT RATE FOR FIRE SERVICES ASSESSMENTS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING AN EFFECTIVE DATE**

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT: **FIRE**

PREPARED BY: **JENNY L. PARHAM**

RECOMMENDED ACTION: **ADOPTION OF RESOLUTION 2015-F.**

Summary

IN COMPLIANCE WITH FIRE ASSESSMENT GUIDELINES, THE CITY COMMISSION MUST ESTABLISH THE FIRE SERVICES RATE EACH YEAR. THIS IS THE INITIAL RESOLUTION DIRECTING THE PREPARATION OF THE ASSESSMENT ROLL. A SEPARATE RESOLUTION ESTABLISHING THE FINAL ASSESSMENT FEES WILL BE CONSIDERED AT THE JULY 9TH CITY COMMISSION MEETING.

ATTACHMENTS: **RESOLUTION 2015-F**

REVIEWED BY CITY MANAGER:_____

RESOLUTION 2015-F

A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; RELATING TO THE PROVISION OF FIRE SERVICES, FACILITIES AND PROGRAMS IN THE CITY OF HIGH SPRINGS, FLORIDA; ESTABLISHING THE ESTIMATED ASSESSMENT RATE FOR FIRE SERVICES ASSESSMENTS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2015; DIRECTING THE PREPARATION OF AN ASSESSMENT ROLL; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; PROVIDING AN EFFECTIVE DATE

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

SECTION ONE. AUTHORITY. This resolution is adopted pursuant to the provisions of the Fire Services Assessment Ordinance (Ordinance 2008-26), Resolution 2008-K (the "2008 Initial Assessment Resolution"), Resolution 2008-L (the "2008 Final Assessment Resolution"), sections 166.021 and 166.041, Florida Statues, and other applicable provisions of law.

SECTION TWO. PURPOSE AND DEFINITIONS. This resolution constitutes the Preliminary Rate Resolution as defined in the Ordinance which initiates the annual process for updating the Assessment Roll and directs the imposition of Fire Services Assessments for the Fiscal Year beginning October 1, 2015. All capitalized words and terms not otherwise defined herein shall have the meanings set forth in the Ordinance, the 2008 Initial Assessment Resolution or the 2008 Final Assessment Resolution. Unless the context indicates otherwise, words imparting the singular number include the plural number and vice versa.

SECTION THREE. PROVISION AND FUNDING OF FIRE SERVICES.

(A) Upon the imposition of a Fire Services Assessment for fire services, facilities and programs against the Assessed Property located within the City, the City shall provide fire services to such Assessed Property. A portion of the cost to provide such fire services, facilities and programs shall be funded from proceeds of the Fire Services Assessments. The remaining cost required to provide fire services, facilities and programs shall be funded by legally available City revenues other than Fire Services Assessment proceeds.

(B) It is hereby ascertained, determined, and declared that each parcel of Assessed Property located within the City will be benefited by the City's provision of fire services, facilities and programs in an amount not less than the Fire Services Assessment imposed against such parcel, computed in the manner set forth in this Preliminary Rate Resolution.

SECTION FOUR. IMPOSITION AND COMPUTATION OF FIRE SERVICES ASSESSMENTS. Unless otherwise exempted herein, Fire Services Assessments shall be imposed against all Tax Parcels within the Property Use Categories. Fire Services Assessments shall be computed in the manner set forth in this Preliminary Rate Resolution.

SECTION FIVE. LEGISLATIVE DETERMINATION OF SPECIAL BENEFIT AND FAIR APPORTIONMENT. The legislative determinations of special benefit and fair apportionment embodied in the Ordinance, the 2008 Initial Assessment Resolution and the 2008 Final Assessment Resolution are affirmed and incorporated herein by reference.

SECTION SIX. COST APPORTIONMENT METHODOLOGY. The Cost Apportionment embodied in Section 6 of the 2008 Initial Assessment Resolution is affirmed and incorporated herein by reference.

SECTION SEVEN. PARCEL APPORTIONMENT METHODOLOGY. The Parcel Apportionment embodied in Section 7 and Appendix E of the 2008 Initial Assessment Resolution is hereby affirmed and incorporated herein by reference.

SECTION EIGHT. DETERMINATION OF FIRE SERVICES ASSESSED COSTS; ESTABLISHMENT OF ANNUAL FIRE SERVICE ASSESSMENTS.

(A) The Fire Services Assessed Costs to be assessed and apportioned among benefited parcels pursuant to the Cost Apportionment and the Parcel Apportionment for the Fiscal Year commencing October 1, 2015, is the amount determined in the Estimated Fire Services Assessment Rate Schedule, attached hereto as Appendix A. The approval of the Estimated Fire Services Assessment Rate Schedule by the adoption of this Preliminary Rate Resolution determines the amount of the Fire Services Assessed Costs. The remainder of such Fiscal Year budget for fire services, facilities and programs shall be funded from legally available City revenues other than Fire Services Assessment proceeds.

(B) The estimated Fire Services Assessments specified in the Estimated Fire Services Assessment Rate Schedule are hereby established to fund the specified Fire Services Assessed Costs determined to be assessed in the Fiscal Year commencing October 1, 2015. No portion of such Fire Services Assessed Costs is attributable to impact fee revenue that funds capital improvements necessitated by new growth or development.

(C) The estimated Fire Services Assessments established in this Preliminary Rate Resolution shall be the estimated assessment rates applied by the Mayor in the preparation of the updated Assessment Roll for the Fiscal Year commencing on October 1, 2015, as provided in Section 9 of this Preliminary Rate Resolution.

SECTION NINE. ASSESSMENT ROLL.

(A) The Mayor is hereby directed to prepare, or cause to be prepared, an updated Assessment Roll for the Fiscal Year commencing October 1, 2015, in the manner provided in the Ordinance. The updated Assessment Roll shall include all Tax Parcels within the Property Use Categories. The Mayor shall apportion the estimated Fire Services Assessed Costs to be recovered through Fire Services Assessments in the manner set forth in this Preliminary Rate Resolution.

(B) A copy of this Preliminary Rate Resolution, the Ordinance, the 2008 Initial Assessment Resolution, the 2008 Final Assessment Resolution, documentation related to the estimated amount of the Fire Services Assessed Costs to be recovered through the imposition of Fire Services Assessments, and the updated Assessment Roll shall be maintained on file in the office of the City Clerk and open to public inspection. The foregoing shall not be construed to require that the updated Assessment Roll for the Fiscal Year beginning October 1, 2015, be in printed form if the amount of the Fire Services Assessment for each parcel of property can be determined by the use of a computer terminal available to the public.

(C) It is hereby ascertained, determined, and declared that the method of determining the Fire Services Assessments for fire services, facilities and programs as set forth in this Preliminary Rate Resolution is a fair and reasonable method of apportioning the Fire Services Assessed Costs among parcels of Assessed Property located within the City.

(D) The estimated Maximum Assessment Rates specified in the Estimated Fire Services Assessment Rate Schedule are hereby established.

SECTION TEN. AUTHORIZATION OF PUBLIC HEARING. There is hereby authorized a public hearing to be held at 6:30 p.m. on July 9, 2015, in the Commission Chambers of City Hall, 110 NW 1st Avenue, High Springs, Florida, at which time the City Commission will receive and consider any comments on the Fire Services Assessments from the public and affected property owners and consider imposing Fire Services Assessments for the Fiscal Year beginning October 1, 2015, and collecting such assessments on the same bill as ad valorem taxes.

SECTION ELEVEN. NOTICE BY PUBLICAION. The Mayor shall publish a notice of the public hearing authorized by Section 10 of this Preliminary Rate Resolution in the manner and time provided in Section 2.04 of the Ordinance. The notice shall be published no later than June 18, 2015, in substantially the form attached hereto as Appendix B.

SECTION TWELVE. NOTICE BY MAIL. The Mayor shall also provide notice by first class mail to the Owner of each parcel of Assessed Property in the event circumstances described in Section 2.08(F) of the Ordinance so require. Such notice shall be in substantially the form attached hereto as Appendix C. Such notices shall be mailed no later than June 18, 2015.

SECTION THIRTEEN. APPLICATION OF ASSESSMENT PROCEEDS. The revenue derived from the City's Fire Services Assessments shall be used for the provision of fire services, facilities and programs, as reflected by the Fire Services Assessed Costs. In the event there is any fund balance remaining at the end of the Fiscal Year, such balance shall be carried forward and used only to fund fire services, facilities and programs.

SECTION FOURTEEN. EFFECTIVE DATE. This Preliminary Rate Resolution shall become effective immediately upon passage.

PASSED, ADOPTED AND APPROVED on this 28th day of May, 2015.

CITY OF HIGH SPRINGS, FLORIDA

By: _____
SUE WELLER
MAYOR

Attest:

(MUNICIPAL SEAL)

By: _____
JENNY L. PARHAM
CITY CLERK

APPENDIX A
ESTIMATED FIRE SERVICES ASSESSMENT RATE SCHEDULE

SECTION A-1. DETERMINATION OF FIRE SERVICES ASSESSED COSTS. The estimated Fire Services Assessed Costs to be assessed for the Fiscal Year commencing October 1, 2015, is $228,724.

SECTION A-2. ESTIMATED FIRE SERVICES ASSESSMENTS.

(A) The estimated Fire Services Assessments to be assessed and apportioned among benefited parcels pursuant to the Cost Apportionment and Parcel Apportionment to generate the estimated Fire Services Assessed Costs for the Fiscal Year commencing October 1, 2015, are hereby established as follows for the purpose of this Preliminary Rate Resolution:

RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Dwelling Unit
Residential	$83.00
NON-RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Square Foot (capped at 40,000 sq ft)
Commercial	$0.04
Industrial/Warehouse	$0.01
Institutional	$0.07

The maximum Fire Services Assessments to be assessed and apportioned among benefited parcels pursuant to the Cost Apportionment and Parcel Apportionment to generate the maximum Fire Services Assessed Costs for future Fiscal Years, without additional notice, are hereby established as follows for the purpose of this Initial Assessment Resolution:

RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Dwelling Unit
Residential	$112.00
NON-RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Square Foot (capped at 40,000 sq ft)
Commercial	$0.05
Industrial/Warehouse	$0.01
Institutional	$0.08

(B) No Fire Services Assessment shall be imposed upon a parcel of Government Property or upon Buildings located on a parcel of Institutional Property whose use is wholly exempt from ad valorem taxation under Florida law.

(C) A program is hereby authorized to provide a hardship assistance to City residents who are living below or close to the poverty level and who are at risk of losing title to their homes as a result of the imposition of the Fire Services Assessment. The hardship program shall apply only to owner-occupied Residential Property. Requests for hardship assistance shall be filed in the Office of the City Clerk on or before September 1, 2015, on a form provided by the City.

(D) Any shortfall in the expected Fire Services proceeds due to any reduction or exemption from payment of the Fire Services Assessments required by law or authorized by the Commission shall be supplemented by any legally available funds, or combination of such funds, and shall not be paid for by proceeds or funds derived from the Fire Services Assessments. In the event a court of competent jurisdiction determines any exemption or reduction by the Commission is improper or otherwise adversely affects the validity of the Fire Services Assessment imposed for this Fiscal Year, the sole and exclusive remedy shall be the imposition of a Fire Services Assessment upon each affected Tax Parcel in the amount of the Fire Services Assessment that would have been otherwise imposed save for such reduction or exemption afforded to such Tax Parcel by the Commission.

APPENDIX B
FORM OF NOTICE TO BE PUBLISHED

To Be Published by June 18, 2015

NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF FIRE SERVICES SPECIAL ASSESSMENTS

Notice is hereby given that the City Commission of the City of High Springs, Florida, will conduct a public hearing to consider the reimposition of annual fire services special assessments for the provision of fire services, facilities and programs within the municipal boundaries of the City of High Springs for the Fiscal Year beginning October 1, 2015.

The hearing will be held at 6:30 pm on July 9, 2015, in the Commission Chambers of City Hall, 110 NW 1st Avenue, High Springs, Florida, for the purpose of receiving public comment on the proposed assessments. All affected property owners have a right to appear at the hearing and to file written objections with the City Commission within 20 days of this notice. If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk's Office at 386-454-1416, option 6, at least (7) days prior to the date of the hearing.

The assessment for each parcel of property will be based upon each parcel's classification and the total number of billing units attributed to that parcel. The following table reflects the proposed fire services assessments schedule:

FIRE SERVICES ASSESSMENT FISCAL YEAR 2015-16

RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Dwelling Unit
Residential	$83.00
NON-RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Square Foot (capped at 40,000 sq ft)
Commercial	$0.04
Industrial/Warehouse	$0.01
Institutional	$0.07

The maximum Fire Services Assessments to be assessed and apportioned among benefited parcels pursuant to the Cost Apportionment and Parcel Apportionment to generate the maximum Fire Services Assessed Costs for future Fiscal Years, without additional notice, are hereby established as follows for the purpose of this Initial Assessment Resolution:

RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Dwelling Unit
Residential	$112.00
NON-RESIDENTIAL PROPERTY USE CATEGORIES	Rate Per Square Foot (capped at 40,000 sq ft)
Commercial	$0.05
Industrial/Warehouse	$0.01
Institutional	$0.08

Copies of the Fire Services Assessment Ordinance (Ordinance 2008-26), the Preliminary Rate Resolution initiating the annual process of updating the Assessment Roll and reimposing the Fire Services Assessments, and the updated Assessment Roll for the upcoming fiscal year are available for inspection at the City Clerk's office, City Hall, located at 110 NW 1st Avenue, High Springs, Florida.

The fire services non-ad valorem assessment will be collected on the annual property ad valorem tax bill that is mailed in November by the Alachua County Tax Collector, as authorized by section 197.3632, Florida Statutes. Failure to pay the assessments would cause a tax certificate to be issued against the property which may result in a loss of title.

If you have any questions, please contact the City Clerk's office at 386-454-1416, option 6, Monday through Thursday between 7:30 a.m. and 6:00 p.m.

CITY COMMISSION
CITY OF HIGH SPRINGS, FLORIDA

APPENDIX C
FORM OF NOTICE TO BE MAILED

*****NOTICE TO PROPERTY OWNER*****

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

Owner Name
Address
City, State Zip

CITY OF HIGH SPRINGS, FLORIDA

NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF FIRE SERVICES NON-AD VALOREM ASSESSMENTS

NOTICE DATE: June 18, 2015

Tax Parcel #_____
Legal Description: _____

_____

As required by Section 197.3632, Florida Statutes, and City Ordinance 2008-26, notice is given by the City of High Springs that an annual assessment for fire services, facilities and programs using the tax bill collection method, may be levied on your property for the fiscal year October 1, 2015 – September 30, 2016. The purpose of this assessment is to fund fire services benefiting improved property located within the City of High Springs. The total annual fire services assessment revenue to be collected within the City of High Springs is estimated to be $228,724. The annual fire services assessment is based on the classification of each parcel of property and number of billing units contained therein.

The above parcel is classified as _____

The total number of billing units on the above parcel is _____

The type of billing units on the above parcel is _____

The annual fire services assessment for the above parcel for Fiscal Year 2015-16 is $_____.

The maximum annual Fire Services Assessment that can be imposed in future fiscal years without additional notice for the above parcel is $_____.

A public hearing will be held at 6:30 pm on June 9, 2015, in the Commission Chambers of City Hall, 110 NW 1st Avenue, High Springs, Florida, for the purpose of receiving public comment on the proposed assessments. You and all other affected property owners have a right to appear at the hearing and to file written objections with the City Commission within 20 days of this

notice. If you decide to appeal any decision made by the City Commission with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Clerk's Office at 386-454-1416, ext. 6, at least (7) days prior to the date of the hearing.

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Commission action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

Copies of the Fire Services Assessment Ordinance, the Preliminary Rate Resolution initiating the annual process of updating the Assessment Roll and reimposing the Fire Services Assessments, and the updated Assessment Roll for the upcoming Fiscal Year are available for inspection at the City Clerk's office, located at City Hall, 110 NW 1st Avenue, High Springs, Florida.

The fire services non-ad valorem assessment amount shown on this notice for the above parcel will be collected on your property's annual ad valorem tax bill that will be mailed to you in November by the Alachua County Tax Collector. Failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title.

If there is a mistake on this notice, it will be corrected. If you have any questions regarding your fire services assessment, please contact the City Clerk's office at 386-454-1416, option 6, Monday through Thursday between 7:30 a.m. and 6:00 p.m.

******* THIS IS NOT A BILL *******

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: **MAY 28, 2015**

SUBJECT: **CONSIDER ORDINANCE 2015-05,** AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF HIGH SPRINGS COMPREHENSIVE PLAN, AS AMENDED, RELATING TO AN AMENDMENT OF MORE THAN TEN ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 15-02, BY THE CITY COMMISSION, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR A CHANGE IN THE LAND USE CLASSIFICATION FROM CONSERVATION TO RESIDENTIAL MIXED (1 TO 4 DWELLING UNITS PER GROSS ACRE) ON CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **CITY CLERK**

RECOMMENDED ACTION: **ADOPTION OF ORDINANCE 2015-05 ON FIRST READING.**

COST:

Summary

THE CITY COMMISSION WILL CONSIDER AN ORDINANCE AMENDING THE FUTURE LAND USE PLAN MAP OF THE COMPREHENSIVE PLAN AND A CHANGE IN THE LAND USE CLASSIFICATION OF CERTAIN LANDS FROM CONSERVATION TO RESIDENTIAL MIXED. THIS ORDINANCE IS BEING PRESENTED FOR FIRST READING.

ATTACHMENTS: ORDINANCE 2015-05
PLAN BOARD MINUTES

REVIEWED BY CITY MANAGER: _____

North Central Florida Regional Planning Council

Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 14, 2015

Mr. Edwin Booth
City Manager
City of High Springs
110 NW First Avenue
High Springs, FL 32643-1000

TRANSMITTED VIA ELECTRONIC MAIL ONLY
SIGNED ORIGINAL ON FILE

RE: Application No. CPA 15-02 (City Commission)

Ordinance
Concerning an Amendment to the
Future Land Plan Map of the Comprehensive Plan

Dear Ed:

Please find enclosed the above referenced ordinance for first reading only. Prior to the second reading of the ordinance, an ordinance for adoption and signature will be sent to the City.

The City Attorney should review the ordinance as to legal form and sufficiency.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, of the Planning Council's Regional and Local Government Program staff at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

SRK/cf

xc: Jenny L. Parham, City Clerk
Ginger D. Travis, Permit Technician
S. Scott Walker, City Attorney

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ORDINANCE NO. 2015-05

AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE FUTURE LAND USE PLAN MAP OF THE CITY OF HIGH SPRINGS COMPREHENSIVE PLAN, AS AMENDED, RELATING TO AN AMENDMENT OF MORE THAN TEN ACRES OF LAND, PURSUANT TO AN APPLICATION, CPA 15-02, BY THE CITY COMMISSION, UNDER THE AMENDMENT PROCEDURES ESTABLISHED IN SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUTES, AS AMENDED; PROVIDING FOR A CHANGE IN THE LAND USE CLASSIFICATION FROM CONSERVATION TO RESIDENTIAL MIXED (1 TO 4 DWELLING UNITS PER GROSS ACRE) ON CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Commission of the City of High Springs, Florida, hereinafter referred to as the City Commission, to prepare, adopt and implement a comprehensive plan;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, empowers and requires the City Commission to prepare, adopt and implement a comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the Plan Board of the City of High Springs, Florida, hereinafter referred to as the Plan Board, has been designated as the Local Planning Agency of the City of High Springs, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to Sections 163.374, Florida Statutes, as amended, the Land Development Code, as amended, the Plan Board, serving as the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Plan Board, serving as the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Commission approval of said application for an amendment, as described below;

WHEREAS, the City Commission held the required public hearings, with public notice having been provided, under the procedures established in Sections 163.3161 to 163.3248, Florida Statutes, as amended, on said application for an amendment, as described below, and at said public hearings, the City Commission reviewed and considered all comments received during said public hearings, including the recommendation of the Plan Board, serving as the Local Planning Agency, and the Concurrency Management Assessment concerning said application for an amendment, as described below;

WHEREAS, the City Commission has determined and found said application for an amendment, as described below, to be compatible with the Land Use Element objectives and policies, and those of other affected elements of the Comprehensive Plan;

WHEREAS, the City Commission, has determined and found that approval of said application for amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

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

Section 1. Pursuant to an application, CPA 15-02, by the City Commission, to amend the Future Land Use Plan Map of the Comprehensive Plan by changing the future land use classification of certain lands, the land use classification is hereby changed from CONSERVATION to RESIDENTIAL MIXED (1 to 4 dwelling units per gross acre) on property described, as follows:

A parcel of land lying within Section 35, Township 7 South, Range 17 East, Alachua County, Florida. Being more particularly described, as follows: Commence at the Northeast corner of the West 1/2 of said Section 35; thence South 00°51'19" West, along the East line of the West 1/2 of said Section 35, a distance of 1,319.04 feet; thence South 00°53'19" West, along the East line of the West 1/2 of said Section 35, a distance of 4,001.20 feet to the Southeast corner of the West 1/2 of said Section 35; thence South 89°39'40" West, along the South line of the West 1/2 of said Section 35, a distance of 323.43 feet; thence South 89°18'35" West, along the South line of the West 1/2 of said Section 35, a distance of 1,034.58 feet to the Point of Beginning; thence continue South 89°18'35" West, along the South line of the West 1/2 of said Section 35, a distance of 508.73 feet; thence North 83°20'56" West 132.88 feet; thence North 00°08'38" West 222.04 feet; thence North 89°51'22" East 208.71 feet; thence North 00°08'38" West 208.71 feet; thence South 89°51'22" West 208.71 feet; thence North 00°08'38" West 778.75 feet; thence South 86°55'55" East 249.09 feet; thence North 89°00'00" East 298.49 feet to the Westerly right-of-way line of NW 230th Street; thence South 01°00'00" East, along the Westerly right-of-way line of said NW 230th Street, a distance of 957.08 feet to the point of a curve concave to the east having a radius of 530.00 feet and a central angle of 14°59'34"; thence Southerly, along the arc of said curve and the Westerly right-of-way line of said NW 230th Street, 138.69 feet; thence South 15°59'34" East, along the Westerly right-of-way line of said NW 230th Street, 167.63 feet to the Point of Beginning.

Containing 15.16 acres, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall be effective upon adoption.

The effective date of this plan amendment, if the amendment is not timely challenged, shall be thirty-one (31) days after the Department of Economic Opportunity notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the Department of Economic Opportunity or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the Department of Economic Opportunity.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED UPON FIRST READING on the _____ day of _____ 2015.

PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING, in regular session with a quorum present and voting, by the City Commission this _____ day of _____ 2015.

Attest:

CITY COMMISSION OF THE
CITY OF HIGH SPRINGS, FLORIDA

_____
Jenny L. Parham, City Clerk

_____
Sue Weller, Mayor

110 NW 1st Avenue
High Springs, Florida 32643

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

HIGH SPRINGS PLAN BOARD
MINUTES
APRIL 28, 2015

Meeting called to order at 6:34 p.m.

Pledge of Allegiance.

Present: Board Member Lucie Regensdorf
Board Member Mike Kearney
Board Vice-Chair Tom DePeter
Board Chair Eyvonne Andrews
City Manager Ed Booth
City Attorney Courtney Johnson
City Attorney Scott Walker (late)
Planner Lowell Garrett
Permit Technician Ginger Travers

Absent: Board Member David Graham

Motion Member Regensdorf to approve minutes from March 3, 2015. Second Member DePeter. Motion carried 4-0.

After looking over the agenda, Vice-Chair DePeter asked if #1 and #2 under Unfinished Business should be flip-flopped. Attorney Johnson acknowledged it should and so decided.

CONSIDER LAND USE CHANGE by JFL Holdings, classification from Conservation to Residential Mixed, Alachua County Tax Parcel #00236-032-000 read by Chair Andrews.

Joe Londono, owner of JFL Holdings, spoke and said this property had been zoned residential for a number of years and it was changed to conservation without his knowledge and he is asking to bring it back to its original land use and zoning. City Manager Booth said the city will try to obtain monies once again from the "Trust" to purchase the property, spoke as to the topography of the land, and said that the North Central Florida Regional Planning Center personnel say that without major work, only 6-8 homes could be built there. He also spoke of the one acre possibly being set up as a park.

Vice-Chair DePeter said this board is here to make a recommendation to the City Commission. He wanted the persons in attendance to be familiar with the process. Mr. Booth proceeded to explain that cities don't usually own conservation lands. DePeter read a letter dated May 8, 2006 (in the agenda packet) addressed to Ramesh Buch, Program Director of Alachua County Forever from Jack Londono that spoke of the potential purchase/arrangement. He also spoke about Amendment 1 which will provide monies for conservation lands. He would suggest the city ask about getting a portion of this money. Joe Londono says he does not have an agenda about this property but believes it was putting

the cart before the horse in changing the zoning and land use without the city actually owning the property. DePeter says "taking" is something that a court would be to conclude. Member Kearney this was a very unfortunate set of circumstances that took place and using some of the terms such as "taking" is harsh. In the end, the transaction did not go through and believes the cart was placed before the horse. Member Regensdorf asked to hear counsel's position. Attorney Walker said it is hard to know exactly what transpired since all of the records cannot be located. He would really like to know if the Londono's ever actually asked for a change and further stated he never saw a sales agreement. It appears everything was moving in "good faith" but never got it to the finality. It seems if we were to purchase the property or Alachua County Forever Trust, we would want to buy it at the best value and that would be under the residential category. He further said the zoning and land use could go back to its original of residence and then be changed back to conservation, if needed. If the Londono's own the property and if we are interested in possibly purchasing it, we need to come to a resolution with them. Vice-Chair DePeter asked Mr. Garrett to speak as to the process that is required. Mr. Garrett stated that state laws have changed since the original request and we can amend anything over 10 acres and it can be an expedited request in 45-60 days. He said it is a simple change with our Comprehensive Plan. Attorney Walker asked if we were to get a Contract for Sale with JFL Holdings for the property, how difficult it would be to change back to conservation. Mr. Garrett said it a fairly straight forward process that would take about 6 months. Vice-Chair DePeter asked Mr. Garrett if he has been hearing anything about Amendment 1 funds. Mr. Garrett recommended going back to the Alachua County Forever. Motion Member Kearney to recommend changing the land use back to Residential from Conservation to include recommending the city attempt to continue to try to obtain this property. Second Member Regensdorf. Public comments: Cindy Burgett says she walks by and lives near and is wondering why the Plan Board is in a hurry to change this if they aren't sure what the zoning was previously and why, if nothing is planned for the property, why a rush to make the change. She also eluded to "High Springs" being on the property. Member Kearney agreed this has been going on for quite a while and he doesn't feel this has anything to do with the property being zoned conservation, it has to do with the zoning and land use go back to what it was prior, what it was when the city was talking about purchasing the property but the deal was never completed. Attorney Walker said that if the land owner was to develop the property in a mixed unit basis, there would be a number of steps they would have to go through before that could happen. He also said we can get the property appraised and work toward the goal of obtaining the property, if that be the case. Member Regensdorf said we may not have all of the paperwork and paper trail but obviously it was never purchased and is still owned by the Londono's. Vice-Chair DePeter said the owner may have a tax benefit with it being conservation and it is apparent the property is sensitive as far as the features. He also said the city owns the acre with the "High Springs" on it and believes that should be conservation but questions if more property around it should also be conservation. He said there should be minutes somewhere from meetings that were held concerning the land use and zoning change and wonders where that paperwork could be. Motion carried 3-1 (DePeter against).

CONSIDER REZONING as requested by JFL Holdings, for rezoning 15.16 acres of land from Conservation (CON) back to Residential-2 (R2), Alachua County Tax Parcel #00236-032-000 read by Chair Andrews. Attorney Walker said the city had the legal right to do what they did in changing the zoning but sometimes there are consequences. The Londono family said they did not know about the change. Joe Londono said he learned of it accidentally when looking at an adjacent property on a map and saw the change. Member Kearney asked what the next step would be. Mr. Garrett said the first

issue is to recommend to the commission the land use change. The second issue would be to recommend the zoning change. Vice-Chair DePeter asked what we just voted on. Mr. Garrett stated that would be to change the land use from Conservation to Residential Mixed. Vice-Chair DePeter asked about the options under Residential Mixed. Mr. Garrett read from the Comprehensive Plan and says there are all indications this was Residential-2 under the previous zoning. He said he went back to the map genius in Alachua County and they never received the change and maintains the same zoning that is being requested. Vice-Chair DePeter again says he would like some type of documentation. Mr. Garrett spoke to Sandra Joseph's memorandum dated September 17, 2014 that is in the agenda packet concerning the zoning change. Attorney Walked said that working with the planner, they will make sure all documents are sent to the appropriate agencies. Mr. Garrett said the recommendation would go to the city commission for consideration as well as the land use request, an ordinance would be prepared and then submitted to the state and once back from the state, it would be voted on for the 2nd reading. Member Kearney asked if the board should go ahead and consider the rezoning now. Mr. Garrett recommends to consider land use and rezoning at the same time. Vice-Chair DePeter said the recommendation could wait. Attorney Walker said he has no problem with sending both recommendations together to the commission. Mr. Garrett will draw up the ordinance, there will be notices, etc. Motion Member Kearney to recommend to the city commission the property is rezoned to Residential-2. Member Regensdorf again asked for the legal opinion. Attorney Walker says it would make sense to do them together, however, no contract for sale was ever completed and with not having that, even though there is an expectation to purchase/sell the property, the owner had no consideration with the property being rezoned. Joe Londono says he has been paying taxes per residential zoning, he checked with Alachua County earlier today. Vice-Chair DePeter says he believes the Plan Board is the steward of the land in our city. He read "conservation" definition from the LDC. He also read definition of Residential-2 zoning. Attorney Walker spoke of eminent domain in which the city can take the property for conservation. Eminent domain has to be done through a court. He also spoke about downgrading property and compensatory damage due to this matter. He recommends the board recommend the rezoning to the commission and hopes that, since this property does appear to be sensitive, the city will consider trying to pursue it. Member Regensdorf requests the commission pursue the property makes a 2nd to the motion with the added verbiage. Public comment: none. Attorney Walker again spoke of the process that will have to take place. Member Kearney said this does not mean he can begin building immediately, this is just a baseline. A citizen from the audience says she thinks we are putting the cart before the horse, saying we may want to actually keep it as conservation. She would hate to have something built there and then have second thoughts. Member Kearney asked about the contract actually being dead. Attorney Walker said this is twofold – to recommend land use change as well as zoning change, but also recommend to pursue ascertaining the property. He said we can get an appraisal done to get fair market value to begin any conversation. Bruce Borders said the city does not own the property and spoke of laws concerning conserved properties. Cindy Burgett said she has seen running water and it is not contained on the one acre. Motion carried 3-1 (DePeter against). Explanation of the motion is to recommend JFL Holdings 15.16 acres be rezoned from Conservation (CON) to Residential-2 (R2), #00236-032-000, as recommended by the Planning & Zoning Board. Also added to the motion that the city work with the Londono family to pursue purchase of property, appraisal, and all steps necessary.

CONSIDER REZONING as requested by Limited Access Properties LLC, for rezoning 8.13 acres of land from Residential-1 (R1) to Commercial-3 (C3) for future development, Alachua County Tax

Parcel #00115-002-000 and #00180-000-000. No change in land use classification "Mixed Use" required as read by Chair Andrews. Mr. Booth spoke on the request and the city's recommendation, alluding to the photographs. The owner, Paul Barcia, came to the podium. He stated this is family owned property whereby taxes have been paid since 2001. He explained the actions they want to take to remove the RV's and boats from their present location. He further stated persons have inquired with him about such storage. Questions came from the board as to why the applicant would not just change the zoning on the portion of the property he wants to use and not the entire property. Member Regensdorf asked about fencing he would propose to use. He said he intends to use a 6' or 8' black fence and plans to landscape the entire property, add trees, and leave the as much as he can of the natural buffer. Vice-Chair DePeter asks where access to the property would be. Mr. Barcia showed him and the entire board an aerial photograph and said he hopes to give access across the street from his current location, High Springs Mini Storage. Member Kearney stated the present location is kept very neat and then provided a history whereby Mr. Barcia had requested before to expand and was met with negative results by the Plan Board. He later requested to place a wholesale nursery and but it did not pass the Plan Board. He then went before the Commission but it was also turned down there. In the meantime, the land use has changed on the property and does allow of C3 zoning along that corridor. General discussion of buffers being required. Attorney Walker spoke of the Mixed Use Comprehensive Land Use definitions. Mr. Barcia, applicant, was sworn in, along with anyone else wishing to speak. Joe Webster, Riverland Estates resident – he said road is semi-owned by residents and city and he just wants to defend his property rights. Ellen Womble has owned property since 1991, built home in 1992, wants to go on record this has been a great place to live. There are animals and she fears bright lights will invade the nature and her personal space. If C3 is granted, there is no guarantee he will go forth with his current plans. Judy Kearney said this property is pristine and beautiful and fears the deer would need some type of corridor between this property and the river property. Christin Grubin said she moved here from Miami, had stayed in a house here prior, and it is just heaven with deer everywhere and fears this will change, fears it will become blight and would like to see it kept pristine. Barbara Webster moved here 17 years ago. She investigated the rezoning of residential and would like it to remain. Valoria Kelly has family who has lived here since the late 1800's and would like to see the property remain residential. Dorothy Phenicie, NW 259th Terrace, has been here since 1997. When she moved here, there was a home there and it was zoned residential. They would have never bought the property it this was commercial. She said the aerial photo Mr. Barcia was using is the same one he was using in 2003 and you can see straight through the trees due to the aerial photo showing tree tops. She also alluded to the current property's landscape, comparing what it looks like with the storage facility going toward Newberry. Leonard Rivera said he has been there since 1995, on 5 acres, and is worried about what may happen in the future since he had a 13 year old son. He wants to get to his home where it is dark and no traffic. Steve Borchers said he is deeply concerned about the speed, traffic, agility of RV's. Candice Coates, NW 259th Terrace, is concerned due to this being a somewhat deed restricted property and is worried about crime due to valuable vehicles being there. Bruce Borders said he was asked to attend for Jerry Sullivan and spoke of traffic, property values, and what would be allowed if the zoning is changed. Mary Borchers, NW 259th Terrace, is very concerned about property values. Member Kearney said all comments are highly appreciated, again stating there are still several steps that would be required before any building could begin. Borchers stated this area is where the speed limit changes and says there would be more hazards. Persons asked the difference between C2 and C3 zonings. Vice-Chair DePeter asked about the street being owned by city and property owners. It was explained the street was under the street

assessment type paving with each owner of their side of the street paying 1/3 and the city paying the middle 1/3 and that the money was loaned to the city by former Riverland Estate resident Jim Edson. DePeter pointed out we are only voting on the rezoning, not the RV storage the applicant has planned and thinks the Allowable Use table needs to be considered. He further said the Land Development Code says the Plan Board only makes a recommendation to the city commission. He would like to have a full detailed plan report. He went on to say there are numerous items of criteria in the LDC that are to be considered. Attorney Walker said there are three options: the board can deny the request, table the request, or approve the request. Motion Member Regensdorf to recommend denying the change from R1 to C3. Vice-Chair DePeter asked if the city staff agrees. City Manager Booth says he cannot answer as to why this was not zoned commercial when all of the surrounding property was zoned commercial but this request is compatible for the area. Vice Chair DePeter asked why not C2 like the surrounding area. Mr. Booth said C3 is compatible by the Comprehensive Plan. Attorney Walker pointed out issues will come up during site plan approval as far as the "A-N" criteria listed in the LDC. Mr. Booth asked the board who "the staff" is that Vice-Chair DePeter is referring to. Member Regensdorf stated her motion is based on testimony of surrounding property owners and she says she believes property values would be affected, adverse traffic issues, as well as many factors believed to apply. Motion dies due to lack of second. Mr. Barcia, applicant, aid if he was to denote a piece of property along the street (NW 259th Terrace) for buffering, would that satisfy the concerned persons in the audience. Attorney Walker suggests Mr. Garrett, through Folds & Walker, work with this request and provide a report. Chair Andrews asks if this can be done. Mr. Booth said he will need to consult with the commission. Motion Vice-Chair DePeter to continue this item until the next meeting, May 26, 2015, and further request staff, if possible, provide a staff report. Concerned citizens say that is the day after Memorial Day and it is not convenient. Date changed to next meeting date of June 23, 2015. Second Member Regensdorf. Motion carried 4-0. Mr. Booth said he would have a more detailed report and report to the commission we need to increase monies for planning.

DISCUSSION on mobile home requirements and placement with the City of High Springs, as read by Chair Andrews. Mr. Booth said he put this on the agenda due to problems with current mobile home allowed locations. Another problem is there is no good definition of a Class A mobile home. Apparently a definition was used when the zoning and land use major changes but is now outdated. He already told the commission we will be rewriting this portion. He further stated he will not sign any Special/Provisional Use applications unless it meets a newer definition that has been seen from other cities and only to be placed in certain locations. Chair Andrews asked about the number of mobile homes in town that fall below standard. Mr. Booth said that money will be placed in the budget for these problems. This is just information for the board.

Motion discussion among the board and staff concerning asking questions about staff reports, quasi-judicial hearings, etc. Member Regensdorf asked why we would need the whole analysis. Vice-Chair DePeter pointed out this will only be a recommendation to the commission and they can approve or deny. Attorney Walker spoke to how having a full report could assist and you cannot make a decision on just what the audience wants. Member Kearney asked if the gavel can be passed to another member if the chair wants to second a motion. This was explained that the chair to allowed to pass the gavel to the vice-chair. Attorney Johnson concurred and said, according to the rules, the gavel must be relinquished to second a motion.

Motion to adjourn at 9:58 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: **MAY 28, 2015**

SUBJECT: **CONSIDER ORDINANCE 2015-06,** AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HIGH SPRINGS LAND DEVELOPMENT CODE, AS AMENDED; RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, LDC 15-02, BY THE CITY COMMISSION; PROVIDING FOR REZONING FROM CONSERVATION TO R-2 RESIDENTIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

AGENDA SECTION: **NEW BUSINESS**

DEPARTMENT:

PREPARED BY: **CITY CLERK**

RECOMMENDED ACTION: **ADOPTION OF ORDINANCE 2015-06 ON FIRST READING.**

COST: _____

Summary

THE CITY COMMISSION WILL CONSIDER AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HIGH SPRINGS LAND DEVELOPMENT CODES AND REZONING CERTAIN LANDS FROM CONSERVATION TO R2 RESIDENTIAL. THIS ORDINANCE IS BEING PRESENTED FOR FIRST READING.

ATTACHMENTS: ORDINANCE 2015-6
PLAN BOARD MINUTES

REVIEWED BY CITY MANAGER: _____

North Central Florida Regional Planning Council

Serving
Alachua • Bradford
Columbia • Dixie • Gilchrist
Hamilton • Lafayette • Madison
Suwannee • Taylor • Union Counties

2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

May 14, 2015

Mr. Edwin Booth
City Manager
City of High Springs
110 NW 1st Avenue
High Springs, FL 32643-1000

TRANSMITTED VIA ELECTRONIC MAIL ONLY
SIGNED ORIGINAL ON FILE

RE: Application No. LDC 15-02 (City Commission)

Ordinance
Concerning an Amendment to the
Official Zoning Map of the Land Development Code

Dear Ed:

Please find enclosed the above referenced ordinance for first reading only. Prior to the second reading of the ordinance, an ordinance for adoption and signature will be sent to the City.

The City Attorney should review the ordinance as to legal form and sufficiency.

If you have any questions concerning the matter, please do not hesitate to contact Sandra Joseph, Senior Planner, of the Planning Council's Regional and Local Government Program staff at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

SRK/cf

xc: Jenny L. Parham, City Clerk
Ginger D. Travis, Permit Technician
S. Scott Walker, City Attorney

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ORDINANCE NO. 2015-06

AN ORDINANCE OF THE CITY OF HIGH SPRINGS, FLORIDA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF HIGH SPRINGS LAND DEVELOPMENT CODE, AS AMENDED; RELATING TO THE REZONING OF TEN OR MORE CONTIGUOUS ACRES OF LAND, PURSUANT TO AN APPLICATION, LDC 15-02, BY THE CITY COMMISSION; PROVIDING FOR REZONING FROM CONSERVATION TO R-2 RESIDENTIAL OF CERTAIN LANDS WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGH SPRINGS, FLORIDA; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Commission of the City of High Springs, Florida, hereinafter referred to as the City Commission, to prepare, adopt and enforce land development regulations;

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, requires the City Commission to prepare and adopt regulations concerning the use of land and water to implement a comprehensive plan;

WHEREAS, an application for an amendment, as described below, has been filed with the City;

WHEREAS, the Plan Board of the City of High Springs, Florida, hereinafter referred to as the Plan Board, has been designated as the Local Planning Agency of the City of High Springs, Florida, hereinafter referred to as the Local Planning Agency;

WHEREAS, pursuant to the Section 163.3174, Florida Statutes, as amended, and the Local Development Code, as amended, the Plan Board, serving also as the Local Planning Agency, held the required public hearing, with public notice having been provided, on said application for an amendment, as described below, and at said public hearing, the Plan Board, serving as the Local Planning Agency, reviewed and considered all comments received during said public hearing and the Concurrency Management Assessment concerning said application for an amendment, as described below, and recommended to the City Commission approval of said application for amendment, as described below;

WHEREAS, pursuant to the Section 166.041, Florida Statutes, as amended, and the Land Development Code, the City Commission held the required public hearings, with public notice having been provided, on said application for an amendment, as described below, and at said public hearings, the City Commission reviewed and considered all comments received during said public hearings, including the recommendation of the Plan Board, serving as the Local Planning Agency, and the Concurrency Management Assessment concerning said application for an amendment, as described below; and

WHEREAS, the City Commission has determined and found that approval of said application for an amendment, as described below, would promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

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

Section 1. Pursuant to an application, LDC 15-02, by the City Commission, to amend the Official Zoning Map of the Land Development Code by changing the zoning district on certain lands, the zoning district is hereby changed from CONSERVATION to R-2 RESIDENTIAL to on property described, as follows:

A parcel of land lying within Section 35, Township 7 South, Range 17 East, Alachua County, Florida. Being more particularly described, as follows: Commence at the Northeast corner of the West 1/2 of said Section 35; thence South 00°51'19" West, along the East line of the West 1/2 of said Section 35, a distance of 1,319.04 feet; thence South 00°53'19" West, along the East line of the West 1/2 of said Section 35, a distance of 4,001.20 feet to the Southeast corner of the West 1/2 of said Section 35; thence South 89°39'40" West, along the South line of the West 1/2 of said Section 35, a distance of 323.43 feet; thence South 89°18'35" West, along the South line of the West 1/2 of said Section 35, a distance of 1,034.58 feet to the Point of Beginning; thence continue South 89°18'35" West, along the South line of the West 1/2 of said Section 35, a distance of 508.73 feet; thence North 83°20'56" West 132.88 feet; thence North 00°08'38" West 222.04 feet; thence North 89°51'22" East 208.71 feet; thence North 00°08'38" West 208.71 feet; thence South 89°51'22" West 208.71 feet; thence North 00°08'38" West 778.75 feet; thence South 86°55'55" East 249.09 feet; thence North 89°00'00" East 298.49 feet to the Westerly right-of-way line of NW 230th Street; thence South 01°00'00" East, along the Westerly right-of-way line of said NW 230th Street, a distance of 957.08 feet to the point of a curve concave to the east having a radius of 530.00 feet and a central angle of 14°59'34"; thence Southerly, along the arc of said curve and the Westerly right-of-way line of said NW 230th Street, 138.69 feet; thence South 15°59'34" East, along the Westerly right-of-way line of said NW 230th Street, 167.63 feet to the Point of Beginning.

Containing 15.16 acres, more or less.

Section 2. Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

Section 3. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

The effective date of this amendment, LDC 15-02, to the Official Zoning Map shall be the same date as the effective date of Future Land Use Plan Map Amendment, CPA 15-02. If Future Land Use Plan Map Amendment, CPA 15-02, does not become effective, this amendment, LDC 15-02, to the Official Zoning Map shall not become effective. No development orders, development permits or land uses dependent on this amendment, LDC 15-02, to the Official Zoning Map may be issued or commence before it has become effective.

Section 5. Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

PASSED UPON FIRST READING on the _____ day of _____2015.

PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING, in regular session with a quorum present and voting, by the City Commission this _____ day of _____ 2015.

Attest:

CITY COMMISSION OF THE
CITY OF HIGH SPRINGS, FLORIDA

_____
Jenny L. Parham, City Clerk

_____
Sue Weller, Mayor

AUSLEY MCMULLEN

ATTORNEYS AND COUNSELORS AT LAW

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TALLAHASSEE, FLORIDA 32301
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www.ausley.com

May 18, 2015

Via Electronic Mail
Ms. Courtney Johnson, Esq.
Folds & Walker, LLC
527 East University Avenue
Gainesville, Florida 32601
Email: Courtney@foldsandwalker.com

Re: Assignment of Settlement Agreement

Dear Ms. Johnson:

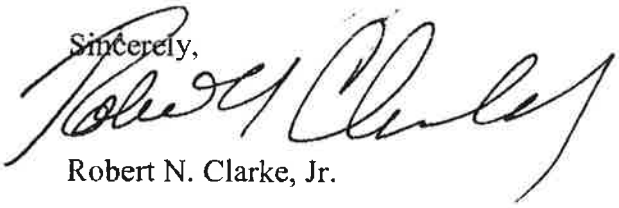
On February 9, 2015, Capital City Bank and the City of High Springs, Florida, executed a Settlement Agreement related to a lawsuit filed in the Eight Judicial Circuit entitled, *Capital City Bank, Inc. v. City of High Springs*, Case Number 2014-CA-3546.

Under paragraph 7 of the Settlement Agreement (the "Agreement"), Capital City Bank may assign its rights in the Agreement to a third party upon the written consent of the City of High Springs.

Capital City Bank hereby requests that the City of High Springs consent to Capital City Bank's assignment of its rights in the Agreement to Innovative Home Builders of North Florida, Inc. ("Innovative"). This assignment is contingent upon Capital City Bank closing on a sale of property covered by the Settlement Agreement to Innovative.

Thank you for your continued professional courtesies in this matter.

Sincerely,



Robert N. Clarke, Jr.

Ausley McMullen, P.A.

Combine two or more columns by using a function

Suppose you have two or more columns of data that you want to combine in a single column, such as the name and phone number of a person. To combine two or more columns, use the **CONCATENATE** function in a formula in a nearby cell (typically to the right of the last column of data that you want to combine), and then drag that formula down through the rows that contain the data. When you create your formula, you can add a space or comma to cleanly separate names and addresses in the new column by enclosing them in quotation marks (" "). You can also specify an ASCII code in the **CHAR** function to insert a special character, such as a line break, when you're combining the data so that names are on a separate line from street addresses and city, state, and postal codes.

Example 1

The formula in the following example uses the **CONCATENATE** function to combine the contents of three cells in columns A, B, and C. In the function, you separate the strings that you want combined by commas. To add a space between the strings, include a space enclosed in quotation marks (" "). If you look closely at the **CONCATENATE** function in the formula, you'll see that the contents of A2 are combined with a space, the contents of B2, another space, and the contents of C2.

Copy the example data in the following table, and paste it in cell A1 of a new Excel worksheet. For formulas to show results, select them, press F2, and then press Enter. If you need to, you can adjust the column widths to see all the data.

First Name	Last Name	Phone	Results	Formula
Terry	Adams	555-2306	=CONCATENATE(A2," ",B2," ",C2)	=CONCATENATE(A2," ",B2," ",C2)
Steve	Riley	555-1875 ext. 2007	Steve Riley 555-1875 ext. 2007	=CONCATENATE(A3," ",B3," ",C3)

The CONCATENATE function combines column A, a space character (enclosed in quotation marks, like this: " "), column B, another space character, and column C into column D.

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Example 2

Here's a similar example that uses the **CHAR** function to insert a new line. These results are better suited for a mailing label.

The examples use the **CHAR** function inside the **CONCATENATE** function to insert a character that can be difficult to type in a formula (such as a comma or a space character, because either one might make the formula hard to read), or some other non-alphanumeric character, such as a line break or symbol. In the example, the CHAR function is used to enter line breaks in the cell. The entire formula is shown in cell A5, and the actual result is in cell F2.

Last Name	Address	City	State	ZIP Code	Result
Riley	4567 Main St.	Buffalo	NY	12554	=CONCATENATE("The ", A2, " Family", CHAR(10), B2, CHAR(10), C2, ", ", D2, " ", E2)

Formula
'=CONCATENATE("The ", A2, " Family", CHAR(10), B2, CHAR(10), C2, ", ", D2, " ", E2)

The CONCATENATE function combines "The " with the Last Name in A2, " Family," a line break, which is CHAR(10), the Address in B2, another line break, the City in C2, a space (" "), the State in D2, a space, and the ZIP Code in E2.

The **CHAR** function requires a number value between a pair of parentheses. The function passes this number to Excel, which returns the character that corresponds to that number. The line break character is represented by the number 10, so to create a line break use the **CHAR** function in the formula like this: CHAR(10).

For more information about these functions, see CONCATENATE function and CHAR function.

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Applies To: Excel 2013

Create and print mailing labels for an address list in Excel

If you want to send a mass mailing to an address list that you maintain in a Microsoft Excel worksheet, you can use a Microsoft Word mail merge. The mail merge process creates a sheet of mailing labels that you can print, and each label on the sheet contains an address from the list.

To create and print the mailing labels, you must first prepare the worksheet data in Excel, and then use Word to configure, organize, review, and print the mailing labels. When you want to use address labels to send a mass mailing to your address list, you can use mail merge to create a sheet of address labels. Each label contains an address from your list.

The mail merge process entails the following overall steps:

1. **Prepare the worksheet data in Excel for the mail merge** Before you begin the mail merge process, your address list must match the tabular structure that mail merge requires.
2. **Set up the labels for the mail merge in Word** You set up the layout of the labels one time, for all of the labels in the mail merge. In a mail merge, the document that you use to do this is called the main document. In the label main document, you can also set up any content that you want repeated on each label, such as a company logo or your return address on shipping labels.
3. **Connect the labels to your worksheet data** Your address list is the data source that Microsoft Word uses in the mail merge. In this case, it is an Excel worksheet that contains the addresses to be printed on the labels.
4. **Refine the list of recipients that you want to include on the labels** Word generates a label for each address in your mailing list. If you want to generate labels for only certain addresses in your mailing list, you can choose which addresses, or records, to include.
5. **Add placeholders, called mail merge fields, to the labels** When you perform the mail merge, the mail merge fields are filled with information from your address list.
6. **Preview, complete the merge, and print the labels** You can preview each label before you print the whole set.
7. **Save the labels for future use**

In this article

Step 1: Prepare the worksheet data in Excel for the mail merge

In Excel, your address list must match the tabular structure that mail merge requires.

1. On a worksheet, do the following to arrange the address list:

   a. Use column headers that clearly identify the type of data that each column contains.

      TIP For example, use column headers such as **First Name**, **Last Name**, **Address**, and **City** instead of **Column 1**, **Column 2**, **Column 3**, and **Column 4**.

   b. Use a separate column for each element that you want to include in the mail merge.

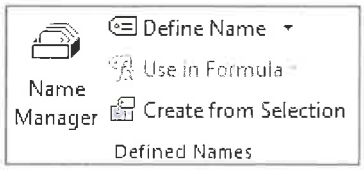
      TIP If you store first and last names in separate columns, you can also use the mail merge to create form letters that address each recipient by their first name. You can also add a separate column for a title, such as Mr. or Mrs.

   c. Include only rows and columns that contain data. Do not include blank rows or columns in the address list, because the list of labels that is created might not be complete beyond the blank rows and columns when you set up the labels for the mail merge in Word.

2. To help locate and select the address list during the mail merge, do the following to define a name for the address list:

   a. On the worksheet, select the whole address list, including the cells that contain column headers.

   b. On the **Formulas** tab, in the **Defined Names** group, click **Define Name**.



   c. In the **Name** box, type a name for the address list, such as **Holiday_Cards**, and then click **OK**.

      TIP The first character of a name must be a letter, and you cannot use a space between words. Instead of a space, use an underscore character (_).

3. Save and close the workbook.

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Step 2: Set up the labels for the mail merge in Word

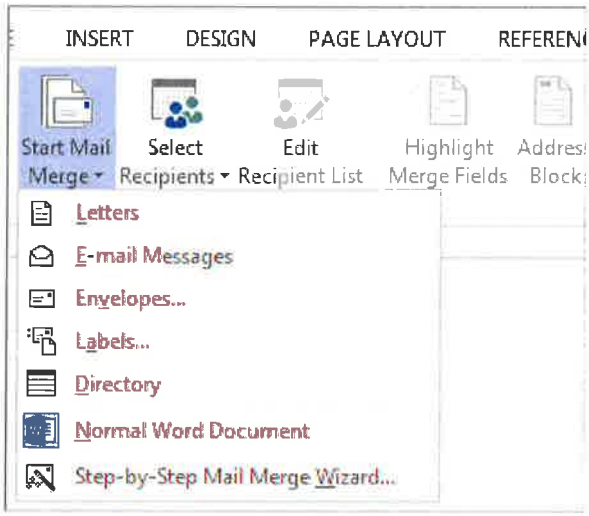
You configure the layout of the labels just once, for all the labels in the mail merge. In a mail merge, the document that you configure for the layout is referred to as the main document for labels (or label main document). In this document, you can also configure any content that you want repeated on each label, such as a company logo or your return address on shipping labels.

Chances are that you already have a package of label sheets from one of the label sheet suppliers such as Avery, AOne, or Formtec. Each label sheet is a certain size and contains a certain number of labels with specific dimensions.

To configure the label main document, you match its dimensions with the dimensions of the labels on the worksheets that you plan to use.

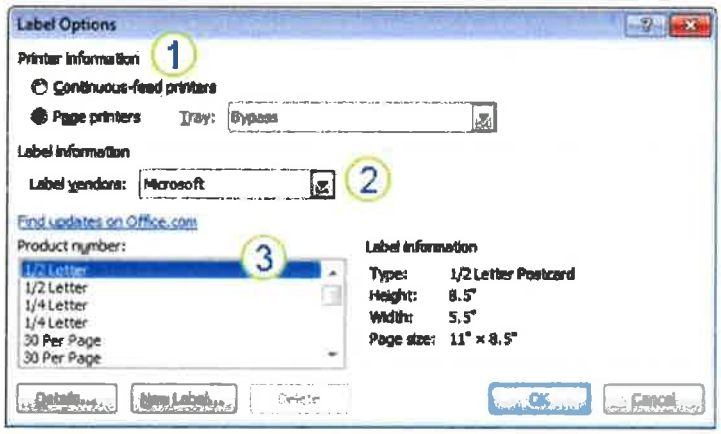
1. Start Word, and open a blank document.
   Without a blank document, the commands in the next step are not available.

2. On the **Mailings** tab, in the **Start Mail Merge** group, click **Start Mail Merge**.



3. Click **Labels**.

4. In the **Label Options** dialog box, you have several choices to make.



   1. The type of printer that you are using to print the labels.

   2. The supplier that produced your label sheets.

   3. The number that corresponds to the product number listed on your package of label sheets.

5. Under **Printer information**, click the type of printer that you will use to print the labels.

6. In the **Label vendors** list, click the name of the company that made the label sheets that you are using.

7. In the **Product number** list, click the product number that is listed on the box of label sheets.

If the product number for my label sheets doesn't match any of the choices in the **Label Options** dialog box, you can still print your labels. You just have to do some customizing:

a. Measure the labels on the sheet you have, and note the measurements and how many labels fit on a single sheet.

   NOTE Measure the labels carefully. The actual label size might be smaller than the size that is indicated by the label manufacturer. For example, a 1-by-2-inch label might actually be 15/16-inch high and 1 15/16-inches wide.

b. In the **Product number** list, select a label type that is similar in size to your labels.

   If you don't see the label type that you want in the **Product number** box, you may be able to use another of the listed labels, or you can create a new label size.

c. Click **Details**, and then compare the label dimensions and the number of labels per sheet (for labels printed on laser and ink-jet printers) or the number of columns on the label form (for labels printed on dot-matrix printers).

d. Do one of the following:

   - If the dimensions and label layout match those of your labels, use the selected label.
   - If the dimensions and layout do not match yours, click **Cancel**, and continue to step 5.

e. In the **Label Options** dialog box, click the printer type (either **Continuous-feed printers** or **Page printers**), and then click **New Label**.

f. Type a name in the **Label name** box, select the height, width, margins, and other options for your label, and then click **OK**.

The new label appears in the **Other/Custom** category. The next time you use your custom labels, be sure to select **Other/Custom** in the **Label vendors** list.

1. After you select the label options that you want, click **OK**.

   Word creates a document that uses a table to lay out the labels. If you do not see lines separating the labels in the layout, click the **Layout** tab under **Table Tools**, and then in the **Table** group, click **View Gridlines**.

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Interrupt and resume a mail merge

If you need to stop working on a mail merge, you can save the label main document you are working on and resume the merge later. Word retains the data source and field information in the document that you save. If you were using the **Mail Merge** task pane when you stopped working on the merge, Word returns to your place in the task pane when you resume the merge.

1. When you are ready to resume the merge, open the label main document that you saved.

   Word displays a message box that asks you to confirm that you want to open the document and run an SQL command (the SQL command connects Word to your Excel source file).

2. Click **Yes** to connect to your Excel source file and retrieve your address list.

   The text of your label main document, along with any fields that you inserted, appears.

3. Click the **Mailings** tab, and resume your work.

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Step 3: Connect the labels to your worksheet data

To merge the address information into your labels, you must connect the labels to the worksheet that contains your address list.

1. If this is the first time that you have ever connected to a worksheet, do the following:

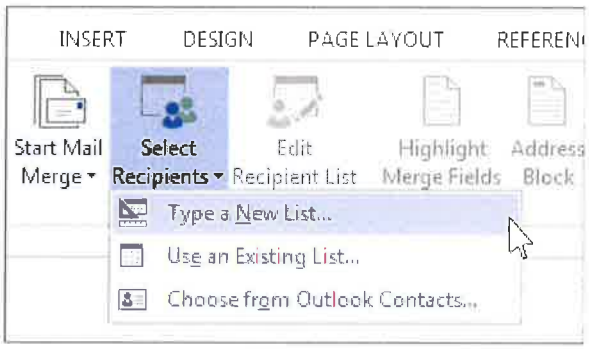
   a. On the **File** menu, click **Options**.

   b. Click **Advanced**.

   c. Scroll to the **General** section, and select the **Confirm file format conversion on open** check box.

   d. Click **OK**.

2. With the mail merge main document open, on the **Mailings** tab, in the **Start Mail Merge** group, click **Select Recipients**, and then click **Use Existing List**.



3. Locate the Excel worksheet in the **Select Data Source** dialog box, and double-click it.

4. In the **Confirm Data Source** dialog box, select the **Show all** check box, then click **MS Excel Worksheets via DDE (*.xls)** in the **Open data source** box, and then click **OK**.

   NOTE If you do not see **MS Excel Worksheets via DDE (*.xls)** in the list, you need to make sure that the **Show all** check box is selected.

5. In the **Microsoft Office Excel** dialog box, for **Named or cell range**, select the cell range or worksheet that contains the information that you want to merge, and then click **OK**.

NOTE The labels are now connected to the worksheet data, but the sheet of labels is still blank. If needed, you can define the list of recipients as described in step 4, or you can start populating the labels with placeholders for the address information, as described in step 5.

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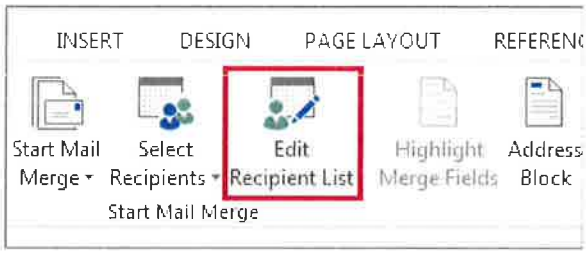
Step 4: Refine the list of recipients that you want to include on the labels

Word generates a label for each address in your mailing list. If you want to generate labels for only certain addresses in your mailing list, you can choose which addresses (records) to include.

To narrow the list of recipients or to use a subset of the records in your data file, do the following:

1. On the **Mailings** tab, in the **Start Mail Merge** group, click **Edit Recipient List.**



2. In the **Mail Merge Recipients** dialog box, do one of the following:

   - **Select individual records** This method is most useful if the list is short. Select the check boxes next to the recipients that you want to include, and clear the check boxes next to the recipients that you want to exclude.

     TIP If you know that you want to include only a few records in your merge, you can clear the check box in the header row, and then select only those records that you want. Similarly, if you want to include most of the list, select the check box in the header row, and then clear the check boxes for the records that you do not want to include.

   - **Sort records** Click the heading of the column that you want to sort by. Word sorts the list in ascending alphabetical order (from A to Z). Click the column heading again to sort the list in descending alphabetical order (Z to A).

     To specify more advanced sorting options, click **Sort** under **Refine recipient list**, and then select your sorting preferences on the **Sort Records** tab in the **Filter and Sort** dialog box. For example, you can specify that recipient addresses must be alphabetized by last name within each postal code, and that postal codes are listed in numeric order.

   - **Filter records** This method is useful if the list contains records that you do not want to see or include in the merge. After you filter the list, you can select or clear the check boxes to include or exclude specific records.

     To filter records, do the following:

i. Under **Refine recipient list**, click **Filter**.

ii. On the **Filter Records** tab in the **Query Options** dialog box, select the criteria that you want to use to filter your records.

    For example, to generate labels only for addresses in Australia, click **Country or Region** in the **Field** list, **Equal to** in the **Comparison** list, and **Australia** in the **Compare to** list.

iii. To further refine the filter, click **And** or **Or**, and then select more criteria.

    For example, to generate labels only for businesses in Munich, you specify records whose **City** field contains **Munich** and whose **Company Name** field is not blank. If you use **Or** instead of **And** in this filter, your mail merge includes all Munich addresses in addition to all addresses that include a company name, regardless of city.

NOTE If you have installed address validation software on your computer, you can click **Validate addresses** in the **Mail Merge Recipients** dialog box to validate your recipients' addresses.

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Step 5: Add placeholders (mail merge fields) to the labels

After you connect your labels to your address list, you are ready to add placeholders that indicate where the addresses will appear on each label. You can also type text that you want repeated on each label, such as a company logo or your return address on a shipping label.

The placeholders for the addresses are called *mail merge fields*. When you perform the mail merge, the mail merge fields are filled with information from your address list. Mail merge fields in Word correspond to the column headers in your Excel worksheet.

1. Columns in a data file represent categories of information. Mail merge fields that you add to the labels are placeholders for these categories.

2. Rows in a data file represent records of information. Word generates a label for each record when you perform a mail merge.

By putting a mail merge field in the original label that you configured in the label main document, you indicate that you want a certain category of information, such as name or address, to appear in that location.

NOTE When you insert a mail merge field into the label main document, the field name is always surrounded by chevrons (« »). These chevrons do not show up on the final labels — they just help you distinguish the fields in the label main document from the regular text.

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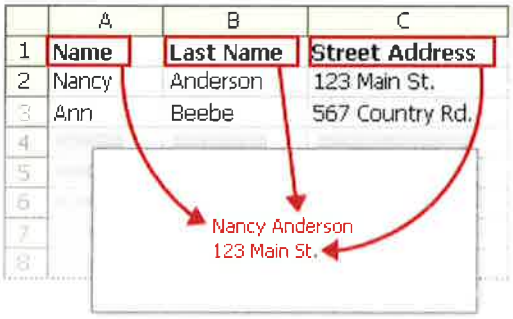
What happens when you merge?

When you perform the mail merge, information from the first row in the data file replaces the fields in the first label. Then, information from the second row in the data file replaces the fields in the second label, and so on.



Working with fields: Examples

When you design labels, you can link any column heading from your data file to a field in a label.

For example, suppose your mailing list is for subscribers to your newsletter, and your data file includes a column, called ExpireDate, which stores the date that each subscription expires. If you insert an «ExpireDate» field in the label main document before you run the merge, subscribers will each see their own expiration date on their mailing label.

You can combine fields and separate them with punctuation marks. For example, to create an address, you can configure the fields in the label main document as follows:

«First Name» «Last Name»

«Street Address»

«City», «State» «Postal code»

For combinations that you use frequently, like address blocks and greeting lines, Word provides composite fields that group a number of fields together. For example, the Address Block field is a combination of several fields, including first name, last name, street address, city, and postal code.

You can customize the content in each of these composite fields. For example, in the address, you may want to select a formal name format (**Mr. Roger Harui**). In the greeting, you might prefer to use "To" instead of "Dear."

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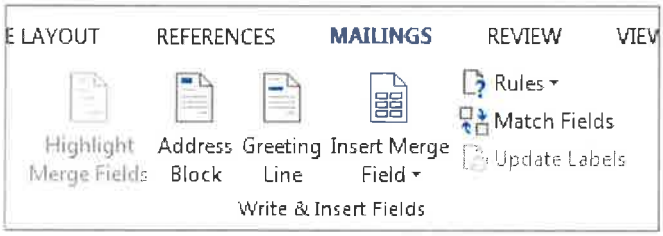
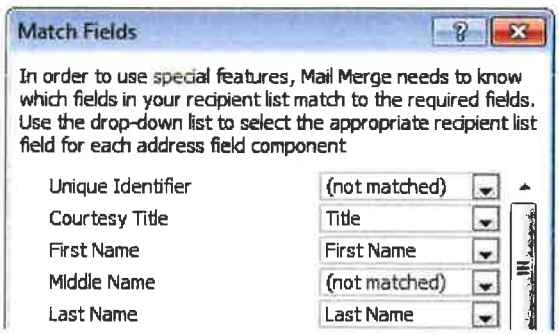
Map the mail merge fields to your data file

To make sure that Word can find a column in your data file that corresponds to every address element, you might need to map the mail merge fields in Word to the columns in your Excel spreadsheet.

To map the fields, click **Match Fields** in the **Write & Insert Fields** group on the **Mailings** tab.



The **Match Fields** dialog box appears.



The elements of an address are listed on the left. Column headings from your data file are listed on the right.

Word searches for the column that best matches each element. As the graphic illustrates, Word automatically matched the data file's **Title** column to **Courtesy Title**, but Word was unable to match other elements, such as **Middle Name**.

In the list on the right, you can select the column from your data file that matches the element on the left. It is okay that **Unique Identifier** and **Middle Name** are not matched, because the mail merge label does not need to use every field. If you add a field that does not contain data from your data file, it will appear in the merged document as an empty placeholder — usually a blank line or an empty block of space.

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Type the content and add the placeholders, or fields

1. In the initial label that you set up (in the label main document), type any content that you want to appear on every label.

   To add a picture, such as a logo, click **Picture** in the **Illustrations** group on the **Insert** tab.

2. Click where you want to insert the field.

3. Use the **Write & Insert Fields** group on the **Mailings** tab.

4. Add any of the following:

   - Address Block with name, address, and other information

   - Click **Address Block**.

   - In the **Insert Address Block** dialog box, select the address elements that you want to include and the formats that you want to apply, and then click **OK**.

   - If the **Match Fields** dialog box appears, this means that Word is unable to find some of the information that it requires to complete the address block. Click the arrow next to **(not matched)**, and then select the field from your data source that corresponds to the field that is required for the mail merge.

   - Individual fields

You can insert information from individual fields, such as first name, telephone number, or the amount of a contribution from a list of donors. To quickly add a field from your data file to the label main document, click the arrow next to **Insert Merge Field**, and then click the field name.

To insert other optional fields in the document, do the following:

- On the **Mailings** tab, in the **Write & Insert Fields** group, click **Insert Merge Field**.
- In the **Insert Merge Field** dialog box, do one of the following:
  - To select address fields that will automatically correspond to fields in your data source, even if the names of those fields are not the same as the field names in Word, click **Address Fields**.
  - To select fields that always take data directly from a column in your data file, click **Database Fields**.
- In the **Fields** box, click the field that you want.
- Click **Insert**, and then click **Close**.
- If the **Match Fields** dialog box appears, this means that Word is unable to find some of the information that it requires to insert the field. Click the arrow next to **(not matched)**, and then select the field from your data source that corresponds to the field that is required for the mail merge.

  NOTE If you insert a field from the **Database Fields** list and then later switch to a data source that does not contain a column with the same name, Word will be unable to insert that field information into the merged document.

- Custom fields from Microsoft Office Outlook contacts

  The only way to include custom contact fields in your main document is to start the mail merge from within Outlook. First set up a view of your contacts with the fields that you want to use in the merge. Then start the mail merge. After you choose the settings that you want, Word automatically starts, and you can complete the merge.

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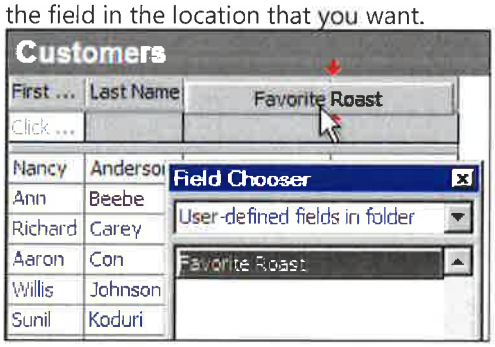
Set up a view of your contacts that includes custom fields

1. In Outlook Contacts, on the **View** tab, click **Change View**, and then click **List**.
2. Right-click a column heading, and then click **Field Chooser** on the shortcut menu.
3. In the drop-down list at the top of the **Field Chooser** dialog box, select **User-defined fields in folder**.
4. Drag the field that you to add from the dialog box to the column headings. A little red arrow helps you place the field in the location that you want.



NOTE You can add a new field in the **Field Chooser** dialog box by clicking **New** at the bottom.

5. After you add all of your custom fields to the view, close the **Field Chooser** dialog box.

6. To remove a field that you do not want included in the mail merge, click the field name in the column heading in List view, and drag it off the column heading.

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Run the mail merge from Outlook

1. In Outlook Contacts, select individual contacts by holding down Shift and clicking to select a range or by holding down Ctrl and clicking to select individuals. If you want to include all the contacts currently visible in the view, do not click any contacts.
2. On the **Home** tab, click **Mail Merge**.
3. If you selected individual contacts to include in the mail merge, click **Only selected contacts**. If you want to include all the contacts that are currently visible in the view, click **All contacts in current view**.
4. If you configured the List view so that it displays exactly the fields that you want to use in the mail merge, click **Contact fields in current view**. Otherwise, click **All contact fields** to make all of the contact fields available in the mail merge.
5. If you want to generate a new main document for the mail merge, click **New document**. Otherwise, click **Existing document**, and then click **Browse** to locate the document to use as the main document.
6. If you want to save the contacts and fields that you selected so that they can be reused, select the **Permanent file** check box, and then click **Browse** to save the file. The data is saved in a Word document as comma-delimited data.
7. Under **Document type**, click **Mailing Labels**.
8. Click **OK**. When the document opens in Word, on the **Mailings** tab in the **Write & Insert Fields** group, click the arrow next to **Insert Merge Field**, and then click the fields that you want to add to the label main document.

- After you finish setting up the first label the way you want it, in the **Write & Insert Fields** group, click **Update Labels**.

  Word replicates the layout of the first label to all the other labels.

NOTE

- You cannot type merge field characters (**«« »»**) manually or use the **Symbol** command on the **Insert** menu in Word. You must use mail merge.
- If the merge fields appear inside braces, such as **{***MERGEFIELD* City **}**, Word is displaying field codes instead of field results. This doesn't affect the mail merge, but if you want to display the results instead, right-click the field code, and then click **Toggle Field Codes**

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Format the merged data

Database and spreadsheet programs, such as Access and Excel, store the information that you type in cells as *raw data*. Formatting, such as fonts and colors, that you apply in Access or Excel is not stored with the raw data. When you merge information from a data file into a Word document, you are merging the raw data without the applied formatting.

To format the data in the document, select the mail merge field and format it, just as you would format any text. Make sure that the selection includes the chevron characters (**« »**) that surround the field.

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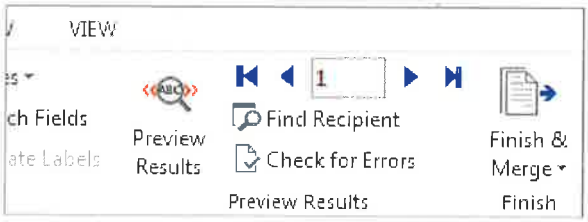
Step 6: Preview and print the labels

After you have added the fields to the original label that you configured in the label main document, you are ready to preview the mail merge results. After you are satisfied with the preview, you complete the mail merge and print the labels. You can then save the label main document for future use.

Preview the mail merge

You can preview your labels and make changes before you actually complete the mail merge.

To preview, do any of the following in the **Preview Results** group of the **Mailings** tab:



- Click **Preview Results**.
- Page through each label by clicking the **Next Record** and **Previous Record** buttons in the **Preview Results** group on the **Mailings** tab.
- Preview a specific label document by clicking **Find Recipient**.

NOTE Click **Edit Recipient List** in the **Start Mail Merge** group on the **Mailings** tab to open the **Mail Merge Recipients** dialog box, where you can filter the list or remove recipients from the merge if you see records that you do not want to include.

NOTE Word uses a table to lay out a sheet of labels on the page. As you page through the labels, the active record is displayed in the first cell of the table, with the following records displayed in subsequent cells.

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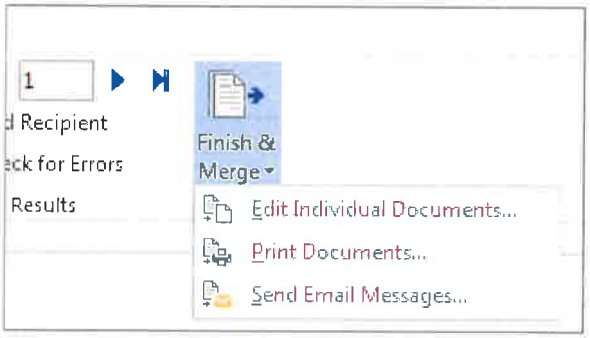
Complete the mail merge

To print the labels, do the following:

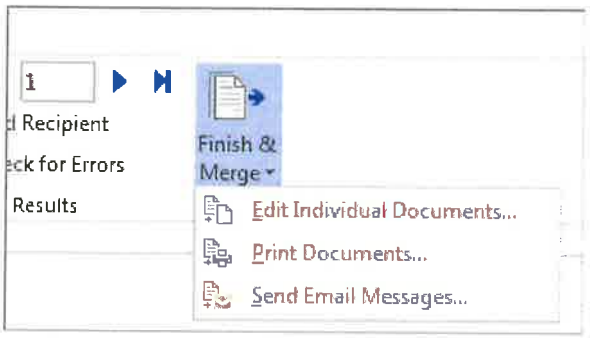
1. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**, and then click **Print Documents**.



1. Choose whether to print the whole set of labels, only the label that is currently visible, or a specific subset of the labels.

To change individual labels, do the following:

1. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**, and then click **Edit Individual Documents**.



2. Choose whether you want to edit the whole set of labels, only the label that is currently visible, or a specific subset of the labels. Word saves the labels that you want to edit to a separate file.

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Step 7: Save the labels for future use

Remember that the merged labels that you save are separate from the original label that you configured in the label main document. It is a good idea to save the label main document itself if you plan to use it for another mail merge.

When you save the label main document, you also save its connection to the data file. The next time that you open the label main document, Word will prompt you to choose whether or not to merge the information from the data file into the label main document again.

- Click **Yes** to open the document with the information from the first record that was merged in.
- Click **No** to have Word break the connection between the label main document and the data file, reformat the label main document as a standard Word document, and replace the fields with the unique information from the first record.

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Applies To: Excel 2013