

23718 W US HWY 27
High Springs, Florida 32643



Telephone: (386) 454-1416
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**CITY COMMISSION MEETING
AGENDA
City Hall
23718 WEST US HWY 27**

SEPTEMBER 8, 2016

6:30 PM

-
- | | |
|------------------------------|--|
| CALL TO ORDER: | MAYOR BYRAN D. WILLIAMS |
| INVOCATION: | PASTOR TERRY HULL,
HIGH SPRINGS CHURCH OF GOD |
| PLEDGE OF ALLEGIANCE: | MAYOR BYRAN D. WILLIAMS |
| ROLL CALL: | JENNY L. PARHAM, CITY CLERK |
| APPROVAL OF AGENDA | |
| APPROVAL OF MINUTES: | AUGUST 11 & 25, 2016 COMMISSION
MEETINGS |

PROCLAMATION DECLARING SEPTEMBER 17 – 23, 2016 AS “CONSTITUTION WEEK”

BUDGET

- 1. CONSIDER RESOLUTION 2016-V, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; DETERMINING THE AMOUNT OF AND FIXING THE TENTATIVE RATE OF AD VALOREM TAXATION FOR FISCAL YEAR 2016/2017; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE**
- 2. CONSIDER ORDINANCE 2016-08, AN ORDINANCE ADOPTING THE 2016/2017 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING AN EFFECTIVE DATE.**
 - A. DISCUSSION AND CONSIDERATION IN PASSAGE OF ORDINANCE 2016-08 ON FIRST READING.**

UNFINISHED BUSINESS

- 1. DISCUSS AND CONSIDER COMPENSATION TO JOHN AND GERTIE KELLY FOR HOME DAMAGE.**

**AGENDA
CITY COMMISSION MEETING
SEPTEMBER 8, 2016
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CITIZEN REQUESTS AND COMMENTS – FOR ISSUES NOT ON AGENDA (PLEASE STATE NAME FOR THE RECORD – LIMIT COMMENTS TO 5 MINUTES)

NEW BUSINESS

- 1. CONSIDER A REQUEST FROM A. L. MEBANE ALUMNI ASSOCIATION INC., FOR USE OF THE CIVIC CENTER ON NOVEMBER 25, 2016 AND A WAIVER OF ASSOCIATED COSTS.**
- 2. CONSIDER APPROVAL OF AGREEMENT WITH NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL TO PROVIDE LOCAL GOVERNMENT COMPREHENSIVE PLANNING SERVICES FOR FISCAL YEAR 2016/2017.**
- 3. CONSIDER APPROVAL OF MEMORANDUM OF AGREEMENT WITH SUWANNEE RIVER WATER MANAGEMENT DISTRICT FOR THE HORNSBY SPRINGS WATER QUALITY IMPROVEMENT PROJECT/CAMP KULAQUA WASTEWATER TREATMENT PLANT.**
- 4. CONSIDER CONSOLIDATING SEPTEMBER MEETING DATES.**
- 5. CONSIDER APPROVAL OF CITY ATTORNEY CONTRACT.**

CITY ATTORNEY REPORT/UPDATE

CITY MANAGER REPORT/UPDATE

- 1. UPDATE ON IRRIGATION METERS.**
- 2. UPDATE ON CODE COMPLAINT (BARBER'S)**

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, 237187 WEST US HWY 27, HIGH SPRINGS, FLORIDA 32643, TELEPHONE (386) 454-1416.

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CITY COMMISSION MEETING
MINUTES
AUGUST 11, 2016

Vice Mayor Gloria James called the meeting to order at 6:31 p.m.

Invocation by Pastor Tim Spivey, High Springs, Church Of Christ.

Pledge of Allegiance.

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

Staff Present: Ed Booth, City Manager
Jenny L. Parham, City Clerk
Angela Stone, Assistant City Clerk
Scott Walker, City Attorney
Courtney Johnson, Assistant City Attorney
Joel Decoursey, Police Chief
Antoine Sheppard, Police Department Lieutenant
Amanda Rodriguez, CRA Executive Director
Jennifer Stull, Finance Director
Bruce Gillingham, Fire Chief
Robert Basford, Parks and Recreation Director

APPROVAL OF AGENDA:

Vice Mayor James stated that there has been a request to move Item #11 to Item #1 under New Business.

Motion Commissioner Evans to approve the amended agenda with moving Item# 11, Resolution 2016-T, to Item #1 under New Business.

Second Commissioner Weller.

Motion carried 4-0.

APPROVAL OF MINUTES:

Motion Commissioner Weller to approve the minutes of July 12, 2016 Commission Workshop as presented.
Second Commissioner Evans.
Motion carried 4 -0.

UNFINISHED BUSINESS

DISCUSS AND CONSIDER MEMORIAL GARDEN LETTER.

Commissioner Weller presented the proposed letter for Ms. Leda Carrera to use in order to move forward with establishing a Memorial Garden at the Fire Department.

Motion Commissioner Jamison to approve the Memorial Garden Letter.
Second Commissioner Evans.
Motion carried 4-0.

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

No one came forward.

NEW BUSINESS

CONSIDER RESOLUTION 2016-T, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS APPROVING AND AUTHORIZING THE CITY MANGER TO SUBMIT A GRANT APPLICATION WITH THE STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION FLORIDA RECREATIONAL DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) FOR A PROJECT FOR PUBLIC RECREATIONAL PROJECT OF A WATER PARK; REPEALING ALL RESOLUTIONS IN CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.

Attorney Walker read Resolution 2016-T by title only.

Robert Basford, Recreation Director, stated that they would like to add a fully ADA accessible playground structure at the Civic Center Park, instead of a water park, as the \$145,000.00 would not cover anything but the pad for a water park. He stated that it would be in the same fenced area of the park.

Motion Commissioner Weller to approve Resolution 2016-T with the suggested change.
Second Commissioner Evans.

Roll Call:

Commissioner Evans- yes
Commissioner Jamison-yes

**Commissioner Weller-yes
Vice Mayor James-yes**

Motion carried 4-0.

PRESENTATION BY MR. BOOTH AND TIM NORMAN OF MITTAUER & ASSOCIATES ON THE SEWER.

Tim Norman and Greg Lang, Mittauer and Associates, gave a presentation on the City's Wastewater and Water system. Spoke of the Camp Kulaqua connection project we are currently working to connect them to our system, and one of hooking up missed connections to our current grinder system. Spoke of a project they are proposing, they call Phase A1 Gravity Sewer, this would be in the Northwest Section. They gave an overview of a proposed sewer expansion project that they would like to do when the time comes, they will not go with the Jones Edmonds design. The gave an estimated cost and timeline for the next five year proposed projects for the City Sewer System. Greg Lang, Mittauer and Associates, spoke of the need to plan ahead for funding.

Tim Norman gave some recommendations; having a water system plan, resolve the disinfection byproduct issue, and the need to replace water lines over time.

Commissioner Jamison stepped out at 7:13 p.m., returned 7:15 p.m.

PRESENTATION OF US HWY 27 TRAFFIC STUDY CONDUCTED BY THE HIGH SPRINGS POLICE DEPARTMENT.

Chief Decoursey stated that the a study of US HWY 27 Traffic showed that speeding was not a problem. He stated that the accident that occurred with the semi running into the Grady House was an issue of the Driver being distracted.

Chief Decoursey stated that we have appropriated a motorcycle from the City of Alachua, that they Declared surplus, that we will use for certain areas of the city.

CONSIDER RESOLUTION 2106-R, 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 RATE OF ASSESSMENT; IMPOSING FIRE SERVICES ASSESSMENTS AGAINST ASSESSED PROPERTY LOCATED WITHIN THE CITY OF HIGH SPRINGS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016; APPROVING THE ASSESSMENT ROLL; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING AN EFFECTIVE DATE

Attorney Walker read Resolution 2016-R by title only.

Commissioner Weller asked the recommended assessment. Mr. Booth stated \$93.00, he states we would like to slowly increase.

Chief Gillingham stated that the budget was budgeted at \$93.00. He states that the preliminary

resolution set the maximum at \$100.00.

Commissioner Jamison stated he would like us to look at what Newberry has done. He states he would like citizens to know that as the assessment is increased, that money is designated for the fire department, then less money comes from the general fund which would reduce that budget. Chief Gillingham states that historically that is how it happened.

**Motion Commissioner Weller to approve Resolution 2016-R as read by title only, with the change that the Fire Assessment is set at \$93.00.
Second Commissioner Jamison.**

Roll Call:

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

Motion carried 4-0.

DISCUSS AND CONSIDER PRO-RATING FIRE ASSESSMENT.

Chief Gillingham spoke of the Original Fire Assessment Ordinance allowing for the proration of the Fire Assessment. He states there are times with new construction we are not collecting anything for the Fire Assessment for up to 18 months. He states that with the increase in the construction they would like to look at starting to pro-rated Fire Assessments, which is part of the Original Ordinance passed in 2007.

Commissioner Jamison asked what the timing for this would be. Mrs. Stull stated that they could work with PDC and when builders apply for a permit they will be notified, but it is up to the commission. Chief Gillingham stated it is a prorated scale.

Commissioner Evans stated that we are providing services, and they should have to pay on the prorated scale.

Chief Gillingham stated that it applies to commercial and residential.

Commissioner Jamison asked what kind of notification would be required.

Attorney Walker stated that there could be a standard statement. He states that the way the Ordinance Reads is that it would be the full calendar months remaining in the year.

Commissioner Weller asked what information is given when you apply for a building permit, she is concerned with that the builders have not been notified when the permit was pulled.

Commissioner Weller would like for it to start with new building permits. Commissioner Jamison

agrees.

Commissioner Evans states he is for all new C.O.'s and not just the people pulling new permits.

Consensus to start with new permits on Monday August 15th.

CONSIDER APPROVAL OF ARCHITECTURAL AND ENGINEERING SERVICES WITH BRAME HECK ARCHITECTS, INC. FOR THE FARMER'S MARKET PAVILION.

Mrs. Stull stated that Brame Heck Architects has put together what they thought would be a budget to build; this is a base bid, with a metal building, but we can go up from there

Commissioner Weller stated she would like to have some alternates. Commissioner Evans agrees that we should have some alternates.

Commissioner Weller would like to see the poles wrapped, multiple water sources, enough electricity not to blow the fuses, and make sure there are fans.

Motion Commissioner Weller to approve Architectural and Engineering Services with Brame Heck Architects, Inc. for the Farmer's Market Pavilion and request alternate plans.

Second Commissioner Evans.

Motion carried 4-0.

REVIEW AND DISCUSSION ON THE ANNUAL FARMER'S MARKET REPORT.

CRA Director Amanda Rodriguez spoke of the year for the Farmer's Market. She stated in the past few months there has been a steady increase in the number of vendors. She states they have had a lot of local farmers. She states that they have had a total of 63 vendors in the last year. She stated in the month of June 12 to 13 vendors were farmers out of the 21. She states that we are very fortunate to have the ability to take credit card and EBT.

Vice Mayor James stated that she did not realize that there was such a variety, and stated that she would like to see them keep up the good work.

Commissioner Weller would like to see more produce. Mrs. Rodriguez stated that usually 50% on average are produce vendors.

Mrs. Rodriguez spoke of the grant where we will no longer have to pay the Credit and EBT fees for the next three years.

Mrs. Rodriguez spoke of the grant where EBT can be doubled with the purchase of eggs, produce and dairy. She stated that they will have an informative meeting for citizens in September.

CONSIDER APPROVAL OF AMENDED EMPLOYMENT AGREEMENT WITH CITY MANAGER ED BOOTH.

Attorney Walker gave an overview of the proposed agreement. He stated that the Attorney's office has

reviewed and approved.

Mr. Booth stated he would like to be a part of the good things he sees coming to this city.

Commissioner Evans stated that we are raising the salary \$10,000.00 over the next two years. He states he does not want this to be something that is expected each time.

Motion Commissioner Weller to approve the amended Employment Agreement with City Manager Ed Booth.

Second Commissioner Evans.

Motion carried 4-0.

DISCUSSION AND DIRECTION TO STAFF REGARDING INTERNET CAFES.

Mr. Booth advised that the building department wanted clarification on this.

Attorney Johnson stated that for many years this was a gray area. She stated that for many years some cities were making their own rules. She stated that in 2013 the legislature tightened up so there were less loop holes. She states that it seems the internet cafes are coming to smaller cities, with less staff; so smaller cities have seen an uptick in internet café requests.

Attorney Walker read the provision from 2013.

DISCUSS AND AUTHORIZE SUBMITTAL OF LETTER FROM ALACHUA COUNTY MUNICIPALITIES REQUESTING INFORMATION REGARDING THE ALACHUA COUNTY STORMWATER TREATMENT ORDINANCE.

Mr. Booth advised that the county wants to regulate Storm Water.

Attorney Johnson stated that there is a modified letter on the Dias with the addition of Paragraph 3, that The City of Alachua would like to have included.

Motion Commissioner Weller to authorize the submittal of letter from Alachua County Municipalities requesting information on the Alachua County Stormwater Treatment Ordinance.
Second Commissioner Evans.

Motion Commissioner Weller amended the motion to authorize the Vice Mayor to sign the letter.
Second Commissioner Evans.
Motion carried 4-0.

CONSIDER RESOLUTION 2016-S, 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.

Attorney Walker read Resolution 2016-S by title only.

**Motion Commissioner Weller to approve Resolution 2016-S as read by title only.
Second Commissioner Evans.**

Roll Call:

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

Motion carried 4-0.

CITY ATTORNEY REPORT/UPDATE

Attorney Johnson stated that the mandatory ethics four hour training will be November 15th 1:00 p.m. – 5:00 p.m. here at City Hall.

CITY MANAGER REPORT/UPDATE

Advised that we had a food give away. He stated that they will come back every other month.

Advised that our Police Department had their Night Out.

Advised that the Playgrounds are in, and they are working on the mulching.

Advised that we received the permit to add the hydrogen peroxide to our water system. He states this is really only a few molecules in the system. He states that the water is safe to drink. He states the Fire Department is helping to flush the lines.

COMMENTS AND CONCERNS:

COMMISSIONERS

Commissioner Evans-nothing at this time.

Commissioner Jamison thanked his colleagues for being willing to gather information, discuss issues, bounce ideas back and forth and come up with a reasonable conclusion.

Commissioner Weller stated the Music in the Park is the 21st at the Women's Club. Spoke of the Waterways Exhibit and that it will only be there 2 more weeks; recommended everyone take the opportunity to go and see.

Vice Mayor James spoke of all the visitors coming to the Waterways Exhibit.

MAYOR

Mayor Williams-absent.

Motion Commissioner Weller to adjourn.

Second Commissioner Evans.

Mayor Williams adjourned the meeting at 8:30 p.m.

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CITY COMMISSION MEETING
MINUTES
AUGUST 25, 2016

Vice Mayor Gloria called the meeting to order at 6:32 p.m.

Invocation by Commissioner Jason Evans.

Pledge of Allegiance.

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

Staff Present: Ed Booth, City Manager
Jenny L. Parham, City Clerk
Angela Stone, Assistant City Clerk
Scott Walker, City Attorney
Courtney Johnson, Assistant City Attorney
Joel Decoursey, Police Chief
Antoine Sheppard, Police Department Lieutenant
Scott Thomason, Building Official

APPROVAL OF AGENDA:

**Motion Commissioner Evans to approve the Amended Agenda, as presented.
Second Commissioner Weller.
Motion carried 4-0.**

APPROVAL OF MINUTES:

**Motion Commissioner Weller to approve the minutes as presented for July 14, 2016 Commission Workshop August 9, 2016 Budget Workshop.
Second Commissioner Evans.**

Motion carried 4-0.

PRESENTATION OF FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM (FRDAP) GRANT CHECK FOR PHASE 1 OF WALTER HOWARD PARK GRANT PROJECT BY PARK MANAGER GEORGE PAXTON.

Park Manager George Paxton presented the City, Vice Mayor James and City Manager Ed Booth, with a Grant Check for Phase 1 of Walter Howard Park.

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

Mike Davis spoke of the trucking of HK Logistics. He stated he was here and spoke to the commission about this issue in May and wants the issue heard by the codes board. Mr. Davis stated that there are six unhappy neighbors. He asked that something be done for the citizens that live in the neighbor. Attorney Walker stated he will get with the City Manager and evaluate the situation and will advise of where we are at with this issue.

NEW BUSINESS

DISCUSS AND CONSIDER COMPENSATION TO JOHN AND GERTIE KELLY FOR HOME DAMAGE.

Mr. Booth spoke of the issue with the Kelly's home. He states that the permit was issued a few years ago and they built this home on their own; after an old building was torn down. He adds that the new home has been built over a sewer line. He states that one of footings was near the sewer line and appears to have clipped the line causing a leak. He states there is damage to the home. He states he does not see where the city is liable for the home repairs, but we did pay for the repair to the sewer line and we have rerouted the line.

John and Gertrie Kelly gave an overview. Mrs. Kelly states that there were leaks that caused water damage, and they had a their plumber come out. After putting three holes in their floor, they find out it was a leak in the sewer line. She spoke of meeting with the City Manager and being blown off about their issue, but was told to contact Vice Mayor James to be put on the agenda. She states they have done everything that they were supposed to do.

Commissioner Evans asked if was a sewer main or the line from the grinder pump.

Mrs. Kelly stated that even after the sewer line was rerouted they had an issue with the breaker at the box being off.

David Benton, Public Works Director, stated that the line that goes from the grinder to the road was the leaking line. He states that the plumber rerouted the line and he is not sure why the breaker was off.

Commissioner Weller asked if the home was bigger than the previous home. Mr. Benton stated he did not know.

Commissioner Weller asked if there is anything that requires the City to locate the line. Mr. Benton stated that by law you have to call Sunshine before you dig.

Scott Thomason stated that the contractor of record is to do the line locate prior to. He states that the city is required by State Statue to provide an owner builder with an Owner Builder Disclosure Statement. He states that the city provides the owner builders with this statement; he adds that in 2014 it was a Florida State Statute requirement. Mrs. Kelly stated she has been through the paperwork and did not receive this owner builder statement.

Jerome Mazon stated he assisted the Kelly's with the building of the home. He spoke of the issue with the line and that if the location of the line was an issue this should have been brought up by the city.

Attorney Walker states that when the line goes from the City right-of-way to the house it is the land owners responsibility. Mr. Thomason stated in a Gravity System that is so. Mr. Benton stated with the grinder pump system that the owner is responsible for the line from the house to the grinder. Attorney Walker stated that the city will not know if someone inadvertently nicked a line. He asked when the problem began. Mrs. Kelly stated in July.

Attorney Walker stated what this family went through is terrible. He states that the City has to treat everyone the same. He states that the city is not legally responsible for this situation. He states that we have rerouted the line at the city's expense and he does not even know if we were legally responsible for that.

Mrs. Kelly stated that the city should have known there was a line there.

Motion Commissioner Evans to table until the next commission meeting.

Second Commissioner Weller.

Motion carried 4-0.

CONSIDER RESOLUTION 2016-U, A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HIGH SPRINGS ADOPTING UPDATED MUNICIPAL FEES FOR THE BUILDING DEPARTMENT SERVICES; AND PROVIDING AN EFFECTIVE DATE.

Scott Thomason, Building Official, gave an overview of the fees that have been changed.

Commissioner Weller asked if he compared to municipalities in our area. Mr. Thomason stated yes, and Cities of the same size.

Attorney Walker Read Resolution 2016-U by title only.

Motion Commissioner Evans to approve Resolution 2016-U by title only.

Second Commissioner Weller.

Roll call:

Vice Mayor James- yes

Commissioner Evans- yes

Commissioner Jamison- yes
Commissioner Weller- yes

Motion Carried 4-0.

**REVIEW AND CONSIDER AGREEMENT WITH CAROL ROWAN FOR THE
MANAGEMENT OF THE HIGH SPRINGS FARMER'S MARKET.**

Motion Commissioner Weller to approve the agreement with Carol Rowan for the management of the High Springs Farmer's Market.

Second Commissioner Jamison.

Motion carried 4-0.

**CONSIDER APPROVAL OF ENGINEERING SERVICES AGREEMENT WITH MITTAUER
& ASSOCIATES, INC. FOR THE CAMP KULAQUA/SRWMD PROJECT.**

Motion Commissioner Jamison to approve the Engineering Services Agreement with Mittauer & Associates, Inc. for the Camp Kulaqua\SRWMD Project.

Second Commissioner Evans.

Motion carried 4-0.

**AUTHORIZATION TO PROVIDE LEGAL SERVICES PERTAINING TO ETHICS
COMPLAINT.**

Attorney Walker stated that the City Attorney's office cannot represent this. They would request to enter into the reimbursement process with an outside office through our insurance company. He states that this issue is currently confidential and cannot go into the details.

Mr. Booth stated he contacted the Ethics Commission and they would have the report in about two weeks.

Motion Commissioner Evans to give authorization to provide Legal Services pertaining to the Ethics Complaint.

Second Commissioner Weller.

Motion carried 4-0.

REVIEW FINANCIAL REPORTS FOR JUNE, 2016.

Mr. Booth gave an overview of the financial reports for June 2016.

Commissioner Weller asked if there are any departments that are looking to be over. Mrs. Stull stated that some of the departments are under and we will be paying off some of their outstanding loans.

Commissioner Jamison stated that he would like us to stay conservative; we need to live within our means.

CONSIDER APPROVAL OF ENGINEERING SERVICES AGREEMENT WITH MITTAUER & ASSOCIATES, INC. FOR SEPTIC TANK ABATEMENT GRANT PROJECT.

Mr. Booth stated that the City has been granted \$144,000.00 in grants to install 14 grinder pumps, and we will need to have engineering done for this project.

Commissioner Weller asked if there are impact fees. Mr. Booth stated that the impact fees are \$2,120.00.

Mr. Booth advised that all 14 property owners have been notified, and they were informed that we were looking for grant funding, that we have now have located and it is time to move forward.

Motion Commissioner Evans to approve the Engineering Services Agreement with Mittauer & Associates, Inc. for the Septic Tank Abatement Grant Project.

Second Commissioner Weller.

Motion carried 4-0.

CONSIDER APPROVAL OF AGREEMENT FOR ARCHITECTURAL SERVICES WITH BRAME HECK ARCHITECTS, INC. FOR THE FARMER'S MARKET PAVILION.

Attorney Walker stated this is a standard AIA contract.

Mrs. Stull states that this architect has done projects with the USDA. She added that approving this will help us move forward.

Motion Commissioner Weller to approve the Agreement for Architectural Services with Brame Heck Architects, Inc. for the Farmer's Market Pavilion.

Second Commissioner Evans.

Motion carried 4-0.

CITY ATTORNEY REPORT/UPDATE

Nothing at this time.

CITY MANAGER REPORT/UPDATE

Presented pictures of the playground equipment at the Civic Center and Catherine Taylor Park that has been updated with grant funding.

Advised that we had a successful FLC Conference in Hollywood, Fl. He states that on the 31st the Vice President of PNC Bank, which he met at the conference, will be here to discuss our bond and possible

options. Mrs. Stull states that there are usually upfront costs with refinancing. She states that we will bring the numbers to the commission once we have the information.

Presented pictures of the Water Plant and the new improvements in order to go from gas chlorine to liquid and adding the hydrogen peroxide.

COMMENTS AND CONCERNS:

COMMISSIONERS

Commissioner Evans-Attended the FLC Conference in Hollywood.

Commissioner Jamison- Spoke of all the projects going on and wants to make sure we stay on top of them, and we keep communicating to the public. He states these are a lot of projects for a city this size to take on, and wants to make sure we are doing this all the right way.

Commissioner Weller- thanked Scott Thomason and Commissioner Evans for participating in the Kiwanis Murder Mystery Dinner.

Vice Mayor James- thanked the staff for all their good work.

Motion Commissioner Evans to adjourn.

Second Commissioner Weller.

Mayor Williams adjourned the meeting at 7:55 p.m.



**PROCLAMATION
CITY OF HIGH SPRINGS
STATE OF FLORIDA**

Whereas, September 17, 2016, marks the two hundred twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

Whereas; Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 – 23 as Constitution Week.

NOW, THEREFORE, I, Byran D. Williams, Mayor of the City of High Springs, to hereby proclaim the week of September 17 – 23, 2016 as

“CONSTITUTION WEEK”

and ask our citizens to reaffirm the ideals which the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

I have set my hand and caused the seal of
the City of High Springs to be affixed this
8th day of September, 2016

ATTEST

Byran D. Williams, Mayor

Jenny L. Parham, City Clerk



Commission Agenda Item Request Form

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

MEETING DATE: SEPTEMBER 08, 2016

SUBJECT: CONSIDER RESOLUTION 2016-V, A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA; DETERMINING THE AMOUNT OF AND FIXING THE TENTATIVE RATE OF AD VALOREM TAXATION FOR FISCAL YEAR 2016/2017; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE

AGENDA SECTION: NEW BUSINESS

DEPARTMENT:

PREPARED BY: CITY CLERK

RECOMMENDED ACTION: APPROVAL OF RESOLUTION 2016-V.

Summary

THE CITY COMMISSION ADOPTED RESOLUTION 2016-P, ADOPTING THE PROPOSED TENTATIVE MILLAGE RATE OF 6.1326 ON JULY 14, 2016. RESOLUTION 2016-V ADOPTS THE TENTATIVE MILLAGE RATE. THE CITY COMMISSION MAY VOTE AT THIS TIME TO DECREASE THE RATE BUT MAY NOT INCREASE THE RATE ANY HIGHER THAN WAS APPROVED AS THE PROPOSED TENTATIVE MILLAGE RATE OF 6.1326. THE RESOLUTION TO PASS THE FINAL MILLAGE RATE WILL BE READ AT THE SEPTEMBER 19, 2016 BUDGET HEARING.

ATTACHMENTS: RESOLUTION 2016-V

REVIEWED BY CITY MANAGER: _____

RESOLUTION 2016-V

**A RESOLUTION OF THE CITY OF HIGH SPRINGS, FLORIDA;
DETERMINING THE AMOUNT OF AND FIXING THE
TENTATIVE RATE OF AD VALOREM TAXATION FOR FISCAL
YEAR 2016/2017; PROVIDING FOR CONFLICTS,
SEVERABILITY AND AN EFFECTIVE DATE**

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

SECTION ONE. TAX DECREASE. That the tentative millage for Fiscal Year 2016/2017 is fixed at 6.1326 mills which is a .89% *increase* from the current rolled-back rate of 6.0785 mills.

SECTION TWO. MILLAGE RATE. That there shall be levied and collected by the City of High Springs, Florida for the Fiscal Year 2016/2017 upon all **NON-EXEMPT TAXABLE PROPERTY** within the corporate limits of said City, a tentative tax rate of 6.1326 mills on each dollar of non-exempt appraised value for the purpose of realizing a sum sufficient to fund the budget and meet and defray the necessary operating expenses of said City for the ensuing Fiscal Year.

SECTION THREE. CONFLICTS. All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION FOUR. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful or unconstitutional, it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution.

SECTION FIVE. EFFECTIVE DATE. This Resolution shall become effective immediately upon passage and adoption this 8th day of September, 2016.

CITY OF HIGH SPRINGS, FLORIDA

Byran D. Williams, Mayor

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

Jenny Parham, City Clerk

SEAL



Commission Agenda Item Request Form

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

MEETING DATE: SEPTEMBER 08, 2016

SUBJECT: CONSIDER ORDINANCE 2016-08, AN ORDINANCE ADOPTING THE 2016/2017 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING AN EFFECTIVE DATE.

AGENDA SECTION: NEW BUSINESS

DEPARTMENT: FINANCE

PREPARED BY: CITY CLERK

RECOMMENDED ACTION: APPROVAL OF ORDINANCE 2016-08 ON FIRST READING.

Summary

THE CITY COMMISSION WILL CONSIDER AN ORDINANCE ADOPTING THE FISCAL YEAR 2016/2017 BUDGET. THIS ORDINANCE IS BEING PRESENTED FOR FIRST READING. ORDINANCE 2016-08 WILL BE PRESENTED FOR SECOND READING AT THE SEPTEMBER 19TH MEETING.

ATTACHMENTS: ORDINANCE 2016-08.

REVIEWED BY CITY MANAGER: _____

ORDINANCE 2016 - 08

AN ORDINANCE ADOPTING THE 2016/2017 FISCAL YEAR BUDGET OF THE CITY OF HIGH SPRINGS, FLORIDA; PROVIDING AN EFFECTIVE DATE

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

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

WHEREAS, the City Commission has determined the level of taxation for Fiscal Year 2016/2017 and the necessary expenditures for Fiscal Year 2016/2017.

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

SECTION ONE. The Budget for the City of High Springs, Florida, for the Fiscal Year October 1, 2016 through September 30, 2017, as attached hereto and incorporated herein, is hereby adopted.

SECTION TWO. This ordinance shall take effect on October 1, 2016.

PASSED on first reading on the 8th day of September, 2016.

PASSED on second and final reading the 19th day of September, 2016.

Date of Publication: September 8, 2016 (legal ad) September 15, 2016 (display ad).

CITY OF HIGH SPRINGS, FLORIDA

Byran D. Williams, Mayor

ATTEST:

(Municipal Seal)

Jenny L. Parham
City Clerk

**CITY OF HIGH SPRINGS
General Fund Revenues
Proposed Year 2016-2017**

GL CODES	REVENUES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
TAXES				
001-00-00-311-100-00-00	Ad Valorem	1,325,000.00	1,291,841.04	1,334,000.00
001-00-00-311-200-00-00	Ad Valorem - Delinquent	75,200.00	95,467.60	85,000.00
001-00-00-314-100-00-00	Utility Tax - Electric	300,000.00	193,446.15	310,000.00
001-00-00-314-400-00-00	Utility Tax - Gas	17,250.00	15,266.54	17,500.00
001-00-00-314-300-00-00	Utility Tax - Water	0.00	0.00	0.00
001-00-00-312-410-00-00	Local Option Diesel/Gas Tax	259,000.00	163,167.11	260,000.00
001-00-00-312-600-00-00	Local Gov't Infrastructure Tax	0.00	0.00	0.00
001-00-00-335-180-00-00	Local Gov't Half-Cent Sales Tax	317,897.00	189,715.15	317,000.00
001-00-00-314-203-00-00	Telecommunications Svc Tax	130,083.00	79,270.83	130,000.00
	TOTAL TAXES	2,424,430.00	2,028,174.42	2,453,500.00
LICENSES AND PERMITS				
001-00-00-321-000-00-00	City Occupational Licenses - Current	19,000.00	19,039.00	19,000.00
001-00-00-322-000-00-00	Building Permits	250,000.00	226,264.83	325,000.00
001-00-00-322-100-00-00	Building Permits Surcharge	2,500.00	3,784.58	5,000.00
	Planned Unit Development	0.00	0.00	8,000.00
001-00-00-329-100-00-00	Application for Variance	300.00	300.00	300.00
001-00-00-329-200-00-00	Tree Permits	2,000.00	2,925.00	3,000.00
001-00-00-329-300-00-00	Contractor Registration	0.00	0.00	0.00
001-00-00-323-000-00-00	Reinstatement-Expired Permit Fee	600.00	362.54	600.00
001-00-00-324-000-00-00	Re-Inspection Fee	3,000.00	2,900.00	4,000.00
001-00-00-329-000-00-00	Conditional Use Permit Fees	500.00	440.00	500.00
001-00-00-329-400-00-00	Vacant Property Registration	3,000.00	3,400.00	4,000.00
	TOTAL LICENSES AND PERMITS	280,900.00	259,415.95	369,400.00
INTERGOVERNMENTAL				
001-00-00-335-120-00-00	State Revenue Sharing	175,000.00	114,584.84	180,000.00
001-00-00-335-140-00-00	Mobile Home Licenses	2,000.00	1,754.00	2,000.00
001-00-00-335-150-00-00	Alcoholic Beverage Licenses	0.00	288.66	0.00
001-00-00-340-100-00-00	CRA - Admin/Maintenance	24,590.00	0.00	24,590.00
001-00-00-337-100-00-00	General Government Grants	0.00	0.00	0.00
001-00-00-330-000-00-00	Intergovernmental Grants	0.00	0.00	0.00
001-00-00-334-100-00-00	FRDAP Grants	150,000.00	0.00	50,000.00
001-00-00-331-000-00-00	Federal Grants	199,441.00	0.00	199,441.00
001-00-00-334-000-00-00	State Grants	0.00	0.00	0.00
001-00-00-334-001-00-00	Byrne Grant	12,000.00	0.00	12,000.00
001-00-00-336-200-00-00	FDOT - Signaling Maintenance	5,164.00	6,080.00	5,164.00
001-00-00-336-300-00-00	FDOT - Street Light Maintenance	16,511.00	17,007.10	16,511.00
	Farmers Market Grants	0.00	0.00	7,000.00
001-00-00-341-910-00-00	Tag Agency Commissions	69,388.00	46,715.50	69,388.00
	TOTAL INTERGOVERNMENTAL	654,094.00	186,430.10	566,094.00
FRANCHISE FEES				
001-00-00-313-110-00-00	Electric-Progress Energy	305,000.00	211,136.61	325,000.00
001-00-00-313-100-00-00	Clay Electric	45,000.00	35,092.79	50,000.00
	TOTAL FRANCHISE FEES	350,000.00	246,229.40	375,000.00

**CITY OF HIGH SPRINGS
General Fund Revenues
Proposed Year 2016-2017**

GL CODES	REVENUES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
CHARGES FOR SERVICES				
001-00-00-349-100-00-00	Zoning Fees	0.00	140.00	0.00
001-00-00-349-111-00-00	Development Review fees	0.00	0.00	0.00
001-00-00-363-100-00-00	Street Assessments	0.00	0.00	0.00
001-00-00-363-110-00-00	Street Closing Revenue	0.00	0.00	0.00
001-00-00-349-112-00-00	Sale of Maps and Publications	0.00	0.00	0.00
001-00-00-349-113-00-00	Copying and Research	2,000.00	1,819.55	2,000.00
001-00-00-341-911-00-00	Filing Fee - City Election	0.00	0.00	0.00
001-00-00-342-100-00-00	Police Services	21,800.00	21,552.20	25,000.00
001-00-00-342-101-00-00	Police Fingerprinting	50.00	0.00	50.00
001-00-00-349-114-00-00	Police Reports and Services	50.00	57.20	50.00
001-00-00-347-211-00-00	Softball Fees	0.00	0.00	0.00
001-00-00-347-212-00-00	Volleyball Fees	1,600.00	1,920.00	2,000.00
001-00-00-347-213-00-00	Soccer Fees	8,400.00	9,561.52	9,000.00
001-00-00-347-216-00-01	General Income Sports	220.00	271.00	220.00
001-00-00-347-217-00-00	Sponsor Fees	3,700.00	4,739.00	5,000.00
001-00-00-347-218-00-00	Basketball Fees	1,900.00	2,120.19	3,000.00
	TOTAL CHARGES FOR SERVICES	39,720.00	42,180.66	46,320.00
FINES AND FORFEITURES				
001-00-00-351-100-00-00	Court Fines and Forfeitures	7,000.00	6,997.74	7,000.00
001-00-00-351-200-00-00	Municipal Ordinance Fines	50.00	0.00	50.00
001-00-00-354-100-00-00	Code Enforcement Fines	300.00	0.00	300.00
001-00-00-359-100-00-00	Second Dollar Training - Police Dept	1,000.00	1,122.82	1,000.00
	TOTAL FINES AND FORFEITURES	8,350.00	8,120.56	8,350.00
RENTALS				
001-00-00-362-100-00-00	Rentals - Civic Center	4,000.00	3,030.00	4,000.00
001-00-00-362-111-00-00	Rentals - Post Office	5,333.00	4,500.00	5,333.00
001-00-00-362-112-00-00	Rentals - Day Care	2,040.00	1,020.00	2,040.00
001-00-00-362-113-00-00	Rentals - Farmers Market	10,000.00	6,418.87	10,000.00
001-00-00-362-119-00-00	Rentals - Misc.	0.00	110.00	0.00
	TOTAL RENTALS	21,373.00	15,078.87	21,373.00
INTEREST EARNED				
001-00-00-361-100-00-00	Interest Earned-Bank Accounts	100.00	499.59	200.00
001-00-00-361-110-00-00	Interest on Investments	0.00	0.00	0.00
001-00-00-361-111-00-00	Interest on Ad Valorem Taxes	9,000.00	14,877.88	12,000.00
	TOTAL INTEREST EARNED	9,100.00	15,377.47	12,200.00
MISCELLANEOUS				
001-00-00-359-112-0000	Miscellaneous Revenue-Police Department	0.00	555.00	20,200.00
001-00-00-364-100-00-00	Sale of Fixed Assets	30,500.00	22,226.05	30,500.00
001-00-00-365-000-00-00	Sale of Scrap	750.00	1,798.67	750.00
001-00-00-366-110-00-00	Farmers' Market Donations/Fundraising	50.00	0.00	50.00
001-00-00-366-111-00-00	Community Garden	50.00	0.00	50.00
001-00-00-366-100-00-00	Contributions Non-Government	0.00	250.00	0.00
001-00-00-369-912-00-00	Other - Motor Fuel Tax Refunds	2,500.00	3,265.04	4,000.00
001-00-00-369-916-00-00	Insurance Recovery	0.00	0.00	0.00
001-00-00-369-990-00-00	Other - Miscellaneous Revenue	4,000.00	4,357.99	4,000.00
001-00-00-366-120-00-00	Youth Council Donations	0.00	0.00	0.00
001-00-00-359-111-00-00	Forfeiture Fund - Police Dept	0.00	0.00	0.00
001-00-00-384-100-00-00	Debt Proceeds	0.00	0.00	0.00
001-00-00-369-915-00-00	Police Department Donations	12,955.00	12,955.00	0.00
	TOTAL MISCELLANEOUS	50,805.00	45,407.75	59,550.00
	SUB TOTAL PRIOR TO TRANSFERS	3,838,772.00	2,846,415.18	3,911,787.00

**CITY OF HIGH SPRINGS
General Fund Revenues
Proposed Year 2016-2017**

GL CODES	REVENUES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
TRANSFERS IN				
001-00-00-381-115-00-00	From Solid Waste Fund	202,167.00	0.00	202,167.00
001-00-00-381-111-00-00	From Sewer Fund	192,802.00	0.00	192,802.00
001-00-00-381-112-00-00	From Water Fund	222,965.00	0.00	222,965.00
001-00-00-381-113-00-00	From Fire Control Fund	152,223.00	0.00	152,223.00
001-00-00-381-114-00-00	From Cemetery Reserve Fund	8,938.00	600.00	8,938.00
001-00-00-381-116-00-00	From Impact Fee Fund	2,726.00	0.00	2,726.00
	TOTAL TRANSFERS	781,821.00	600.00	781,821.00
001-00-00-271-000-00-00	APPROP FUND BALANCE-Restricted	0.00	0.00	75,000.00
001-00-00-271-000-00-00	APPROP FUND BALANCE-Unrestricted	0.00	0.00	0.00
	TOTAL ALL GF REVENUES	4,620,593.00	2,847,015.18	4,768,608.00

CITY OF HIGH SPRINGS
OVERVIEW OF REVENUES AND EXPENDITURES-General Fund
Proposed FY 2016-2017

General Fund Revenue	4,768,608.00
General Fund Expenditures	4,768,608.00
City Commission	102,418.00
City Manager	172,340.00
Finance	180,195.00
City Clerk	126,423.00
Human Resources	72,965.00
Information Technology	175,956.00
City Attorney	114,000.00
Planning, Development & Codes	196,295.00
Licensing & Billing	215,112.00
PW - Parks & Recreation	216,838.00
PW - P&R - Civic Center	12,250.00
PW - P&R - Daycare	4,000.00
Farmers Market	215,151.00
Police - Operations	1,232,058.00
Police - Communications	128,600.00
Public Works - Facilities	137,955.00
Public Works - Cemetery	25,345.00
Public Works - Roads & Streets	504,335.00
Transfer to Fire Control Fund	559,847.00
Transfer to C. R. A. - TIF	115,718.00
Transfer to Sewer Fund	160,689.00
General Fund Contingency	100,118.00
Reserve for Fund Balance Rollforward	0.00
Total Expenditures	4,768,608.00
Revenues Less Expenditures	0.00

CITY COMMISSION

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing Amendment #1	Proposed 16/17 Staffing Amendment #1
Mayor	S	1.0	1.0
Vice Mayor	S	1.0	1.0
Commissioner	S	3.0	3.0
TOTAL		5.0	5.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015 2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
001-01-01-511-121-00-00	Regular Salaries	30,600.00	22,950.00	46,200.00
001-01-01-511-210-00-00	FICA	2,350.00	1,755.72	3,535.00
001-01-01-511-240-00-00	Worker's Comp	83.00	74.90	83.00
001-01-01-511-250-00-00	Unemployment Comp	0.00	0.00	0.00
	Total Personnel Service Costs	33,033.00	24,780.62	49,818.00

CITY COMMISSION

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016- 2017
001-01-01-511-400-00-00	Training & Travel	6,000.00	1,420.82	6,000.00
001-01-01-511-451-00-00	Insurance - Public Officials	50,000.00	38,509.00	40,000.00
001-01-01-511-480-00-00	Promotional Activities	0.00	0.00	2,000.00
001-01-01-511-510-00-00	Office Supplies	1,600.00	129.42	1,600.00
001-01-01-511-520-00-00	Operating Supplies	3,500.00	2,709.66	1,500.00
001-01-01-511-540-00-00	Subscriptions & Dues	1,500.00	1,109.00	1,500.00
001-01-01-511-820-00-00	Chamber Grant	0.00	0.00	0.00
001-01-01-511-900-00-00	Other Charges	0.00	360.50	0.00
001-01-01-511-901-00-00	Youth Council	0.00	0.00	0.00
001-01-01-511-902-00-00	Employee Recognition	0.00	0.00	0.00
001-01-01-511-903-00-00	League of Cities Expense	0.00	0.00	0.00
	Total Operating Costs	62,600.00	44,238.40	52,600.00
	Total Capital Outlay Costs	0.00	0.00	0.00
	Total Expenditures	95,633.00	69,019.02	102,418.00

CITY COMMISSION

CITY COMMISSION
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

CITY MANAGER

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing Amendment #1	Proposed 16/17 Staffing Amendment #1
City Manager	S	1	1.00
Administrative Assistant	H	1	1.00
TOTAL		2.0	2.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-02-01-512-121-00-00	Regular Salaries	93,500.00	83,011.66	123,200.00
001-02-01-512-141-00-00	Overtime	0.00	19.66	0.00
001-02-01-512-210-00-00	FICA	7,153.00	6,580.86	9,500.00
001-02-01-512-220-00-00	Retirement	25,000.00	27,256.64	21,800.00
001-02-01-512-230-00-00	Life & Health Insurance	6,600.00	6,426.00	7,200.00
001-02-01-512-240-00-00	Worker's Comp	240.00	75.98	240.00
001-02-01-512-250-00-00	Unemployment Comp	1,000.00	582.59	800.00
	Total Personnel Service Costs	133,493.00	123,953.39	162,740.00

CITY MANAGER

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015 2016 Actuals	Proposed FY 2016-2017
001-02-01-512-301-00-00	Merit Pay Contingency	0.00	0.00	0.00
001-02-01-512-310-00-00	Professional Services	250.00	137.19	250.00
001-02-01-512-400-00-00	Training & Travel	3,000.00	2,179.19	3,000.00
001-02-01-512-401-00-00	Auto Allowance	3,000.00	2,307.60	3,000.00
001-02-01-512-402-00-00	Employee Meetings	0.00	0.00	0.00
001-02-01-512-410-00-00	Communication Service	0.00	0.00	0.00
001-02-01-512-411-00-00	Wireless Communications	0.00	0.00	0.00
001-02-01-512-440-00-00	Copier Lease	1,800.00	1,076.31	1,800.00
001-02-01-512-460-00-00	Repair & Maintenance	100.00	41.67	100.00
001-02-01-512-510-00-00	Office Supplies	200.00	100.95	200.00
001-02-01-512-520-00-00	Operating Supplies	1,500.00	1,200.75	1,000.00
001-02-01-512-522-00-00	Fuel & Oil	0.00	0.00	0.00
001-02-01-512-540-00-00	Subscriptions & Dues	0.00	0.00	0.00
001-02-01-512-901-00-00	Youth Council Expense	250.00	0.00	250.00
Total Operating Costs		10,100.00	7,043.66	9,600.00
CAPITAL OUTLAY				
001-02-01-512-640-00-00	Furniture-City Manager	0.00	0.00	0.00
001-02-01-512-642-00-00	Computers/Printers/Software-CM	0.00	0.00	0.00
Total Capital Outlay Costs		0.00	0.00	0.00
Total Expenditures		143,593.00	130,997.05	172,340.00

CITY MANAGER

CITY MANAGER
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

FINANCIAL SERVICES - ACCOUNTING

STAFFING/WAGES		Type of Pay	Adopted 15/16 Staffing Amendment #1	Proposed 16/17 Staffing Amendment #1
Finance Director		S	1.0	1.0
Accountant I		H	1.0	1.0
TOTAL			2.0	2.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
001-03-01-513-121-00-00	Regular Salaries	113,000.00	80,529.37	109,800.00
001-03-01-513-141-00-00	Overtime	0.00	157.07	0.00
001-03-01-513-210-00-00	FICA	9,107.00	6,160.40	8,440.00
001-03-01-513-220-00-00	Retirement	20,000.00	17,448.71	19,355.00
001-03-01-513-230-00-00	Life & Health Insurance	18,000.00	13,101.94	14,400.00
001-03-01-513-240-00-00	Worker's Comp	310.00	157.94	310.00
001-03-01-513-250-00-00	Unemployment Comp	1,330.00	654.07	830.00
Total Personnel Service Costs		161,747.00	118,209.50	153,135.00

FINANCIAL SERVICES - ACCOUNTING

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-03-01-513-310-00-00	Professional Services	0.00	3,214.18	0.00
001-03-01-513-320-00-00	Accounting & Auditing 60%	22,060.00	18,060.00	22,060.00
001-03-01-513-400-00-00	Training & Travel	3,000.00	126.81	2,500.00
001-03-01-513-410-00-00	Communication Service	0.00	0.00	0.00
001-03-01-513-411-00-00	Wireless Communications	0.00	0.00	0.00
001-03-01-513-460-00-00	Repair & Maintenance	400.00	41.67	400.00
001-03-01-513-466-00-00	Acct Software Annual Maintenance	0.00	0.00	0.00
001-03-01-513-468-00-00	Maintenance Agreement Computers	0.00	0.00	0.00
001-03-01-513-510-00-00	Office Supplies	1,000.00	819.50	1,000.00
001-03-01-513-520-00-00	Operating Supplies	1,000.00	1,260.33	1,000.00
001-03-01-513-540-00-00	Subscriptions, Memberships, & Books	100.00	35.00	100.00
	Total Operating Costs	27,560.00	23,557.49	27,060.00
	CAPITAL OUTLAY			
001-03-01-513-642-00-00	Comp/Printers/Sware-Finance	0.00	0.00	0.00
	Total Capital Outlay Costs	0.00	0.00	0.00
	Total Expenditures	189,307.00	141,766.99	180,195.00

FINANCIAL SERVICES - ACCOUNTING

**FINANCIAL SERVICES - ACCOUNTING
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

CITY CLERK

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing Amendment	Proposed 16/17 Staffing Amendment
City Clerk	S	0.67	0.67
Assistant City Clerk	H	0.67	0.67
TOTAL		1.34	1.34

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
001-02-02-512-121-00-00	Regular Salaries-City Clerk	58,700.00	73,556.19	69,388.00
001-02-02-512-141-00-00	Overtime-City Clerk	1,000.00	662.81	1,000.00
	Longevity	2,500.00	0.00	0.00
001-02-02-512-210-00-00	FICA	4,490.00	5,547.99	5,309.00
001-02-02-512-220-00-00	Retirement-City Clerk	12,600.00	15,656.88	15,106.00
001-02-02-512-230-00-00	Life & Health-City Clerk	7,920.00	13,445.84	9,648.00
001-02-02-512-240-00-00	Workers Comp-City Clerk	167.00	147.93	167.00
001-02-02-512-250-00-00	Unemployment-City Clerk	640.00	605.24	485.00
	Total Personnel Service Costs	88,017.00	109,622.88	101,103.00

CITY CLERK

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-02-02-512-310-00-00	Professional Services	500.00	137.19	500.00
001-02-02-512-310-20-00	Professional Services-IT Consul.	0.00	0.00	0.00
001-02-02-512-310-30-00	Professional Services-Web Consul.	0.00	0.00	0.00
001-02-02-512-341-00-00	Contractual Svc-Municipal Code	3,000.00	0.00	3,000.00
001-02-02-512-400-00-00	Training & Travel	3,500.00	2,616.14	3,500.00
001-02-02-512-410-00-00	Communication Service	0.00	0.00	0.00
001-02-02-512-411-00-00	Wireless Communications	0.00	0.00	0.00
001-02-02-512-440-00-00	Copier Lease City Clerk	1,320.00	1,130.37	1,320.00
001-02-02-512-460-00-00	Repair & Maintenance	500.00	421.67	500.00
001-02-02-512-490-00-00	Legal Advertisement	8,000.00	5,585.21	8,000.00
001-02-02-512-491-00-00	City Election Expense	2,000.00	1,973.37	2,000.00
001-02-02-512-510-00-00	Office Supplies	1,500.00	550.39	1,500.00
001-02-02-512-520-00-00	Operating Supplies	3,000.00	1,170.51	3,000.00
001-02-02-512-540-00-00	Subscriptions & Memberships	500.00	447.50	500.00
001-02-02-512-541-00-00	Web Page Expense	0.00	0.00	0.00
Total Operating Costs		23,820.00	14,032.35	23,820.00
CAPITAL OUTLAY				
001-02-02-512-640-00-00	Furniture-City Clerk	0.00	0.00	0.00
001-02-02-512-641-00-00	Machinery & Equipment-City Clk	4,200.00	3,082.60	1,500.00
001-02-02-512-642-00-00	Comp, Printers, Sware-City Clk	0.00	0.00	0.00
Total Capital Outlay Costs		4,200.00	3,082.60	1,500.00
Total Expenditures		116,037.00	126,737.83	126,423.00

CITY CLERK

CITY CLERK
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

<u>Costs:</u>	<u>Description:</u>
1,500.00	Update Sound System

Total: 1,500.00

Human Resources

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
HR Director	S	0.33	0.33
Assistant HR Director	H	0.33	0.33
TOTAL		0.66	0.66

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
001-02-03-512-121-00-00	Regular Salaries-City Clerk	39,200.00	1,499.08	34,176.00
001-02-03-512-141-00-00	Overtime-City Clerk	0.00	0.00	0.00
001-02-03-512-210-00-00	FICA	3,000.00	111.90	2,615.00
001-02-03-512-220-00-00	Retirement-City Clerk	8,400.00	321.26	7,440.00
001-02-03-512-230-00-00	Life & Health-City Clerk	5,280.00	0.00	4,752.00
001-02-03-512-240-00-00	Workers Comp-City Clerk	112.00	0.00	112.00
001-02-03-512-250-00-00	Unemployment-City Clerk	430.00	0.00	235.00
	Total Personnel Service Costs	56,422.00	1,932.24	49,330.00

Human Resources

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-02-03-512-310-00-00	Professional Services	4,500.00	485.00	4,500.00
001-02-03-512-310-20-00	Professional Services-IT Consul.	0.00	0.00	0.00
001-02-03-512-310-30-00	Professional Services-Web Consul.	0.00	0.00	0.00
001-02-03-512-310-40-00	Professional Services-Job Descriptions	0.00	0.00	10,000.00
001-02-03-512-341-00-00	Contractual Svc-Municipal Code	0.00	0.00	0.00
001-02-03-512-400-00-00	Training & Travel	2,500.00	0.00	2,500.00
001-02-03-512-410-00-00	Communication Service	0.00	0.00	0.00
001-02-03-512-411-00-00	Wireless Communications	0.00	0.00	0.00
001-02-03-512-440-00-00	Copier Lease City Clerk	885.00	0.00	885.00
001-02-03-512-460-00-00	Repair & Maintenance	500.00	0.00	500.00
001-02-03-512-490-00-00	Legal Advertisement	4,000.00	0.00	4,000.00
001-02-03-512-491-00-00	City Election Expense	0.00	0.00	0.00
001-02-03-512-510-00-00	Office Supplies	500.00	0.00	500.00
001-02-03-512-520-00-00	Operating Supplies	500.00	0.00	500.00
001-02-03-512-540-00-00	Subscriptions & Memberships	250.00	0.00	250.00
001-02-03-512-541-00-00	Web Page Expense	0.00	0.00	0.00
Total Operating Costs		13,635.00	485.00	23,635.00
CAPITAL OUTLAY				
001-02-03-512-640-00-00	Furniture-City Clerk	0.00	0.00	0.00
001-02-03-512-641-00-00	Machinery & Equipment-City Clk	0.00	0.00	0.00
001-02-03-512-642-00-00	Comp, Printers, Sware-City Clk	0.00	0.00	0.00
Total Capital Outlay Costs		0.00	0.00	0.00
Total Expenditures		70,057.00	2,417.24	72,965.00

Human Resources

CITY CLERK
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

	<u>Costs:</u>	<u>Description:</u>
	0.00	
Total:	<u>0.00</u>	

INFORMATION TECHNOLOGY

STAFFING/WAGES	Type of Pay	15/16 Staffing Amendment	16/17 Staffing Amendment
IT	S	0.0	0.0
TOTAL		0.0	0.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-03-02-513-121-00-00	Regular Salaries	0.00	0.00	0.00
001-03-02-513-210-00-00	FICA	0.00	0.00	0.00
001-03-02-513-220-00-00	Retirement	0.00	0.00	0.00
001-03-02-513-230-00-00	Life & Health Ins	0.00	0.00	0.00
001-03-02-513-240-00-00	Workers Comp	0.00	0.00	0.00
001-03-02-513-250-00-00	Unemployment	0.00	0.00	0.00
	Total Personnel Service Costs	0.00	0.00	0.00

INFORMATION TECHNOLOGY

Acct #	Account Name	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016- 2017
<u>OPERATING EXPENSES</u>				
001-03-02-513-310-00-00	Professional Services - IT Consulting	52,428.00	48,665.46	60,000.00
001-03-02-513-311-00-00	Professional Services - Web Consulting	500.00	-	500.00
001-03-02-513-410-00-00	Communication Service	43,000.00	32,948.47	43,000.00
001-03-02-513-411-00-00	Wireless Communications	11,885.00	11,631.09	11,885.00
001-03-02-513-460-00-00	Repair & Maintenance	4,000.00	4,541.79	4,000.00
001-03-02-513-468-00-00	Maintenance Agreement Computers	7,200.00	4,764.60	7,200.00
001-03-02-513-520-00-00	Operating Supplies	3,000.00	733.53	2,200.00
001-03-02-513-541-00-00	Web Page Expense	1,200.00	19.99	1,200.00
001-03-02-513-542-00-00	E-Mail Expense	4,000.00	277.05	4,000.00
001-03-02-513-543-00-00	Software Annual Maintenance	30,658.00	19,933.63	30,658.00
001-03-02-513-544-00-00	Non-Routine Services / Audit (PD)	1,200.00	-	0.00
			-	
			0.00	
	Sub-total	<u>159,071.00</u>	<u>123,515.61</u>	<u>164,643.00</u>
<u>CAPITAL EXPENDITURES</u>				
001-03-02-513-642-00-00	Computers/Printers/Software	9,113.00	1,056.32	11,313.00
	Sub-total	<u>9,113.00</u>	<u>1,056.32</u>	<u>11,313.00</u>
	Total Expenditures	<u>168,184.00</u>	<u>124,571.93</u>	<u>175,956.00</u>

INFORMATION TECHNOLOGY

Information Technology

CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

<u>Costs:</u>	<u>Description:</u>	
6,313.00	001-03-02-513-642-00-00	Springbrook
2,800.00	001-03-02-513-642-00-00	
2,200.00		Aircards-PD
Total:	<u>11,313.00</u>	

CITY ATTORNEY

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing Amendment
City Attorney	S	0.0	1.0
TOTAL		0.0	0.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-04-01-514-121-00-00	Regular Salaries-City Attorney	0.00	0.00	0.00
001-04-01-514-210-00-00	FICA-City Attorney	0.00	0.00	0.00
001-04-01-514-220-00-00	Retirement-City Attorney	0.00	0.00	0.00
001-04-01-514-230-00-00	Life & Health Ins-City Attorne	0.00	0.00	0.00
001-04-01-514-240-00-00	Workers Comp-City Attorney	0.00	0.00	0.00
001-04-01-514-250-00-00	Unemployment-City Attorney	0.00	0.00	0.00
	Total Personnel Service Costs	0.00	0.00	0.00

CITY ATTORNEY

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-04-01-514-310-00-00	Professional Svcs-City Attorne	54,000.00	41,410.90	64,000.00
001-04-01-514-310-10-00	Professional Svcs-Code Bd Atty	0.00	0.00	8,000.00
001-04-01-514-310-20-00	Professional Svcs-Non routine legal	20,000.00	3,075.00	22,000.00
001-04-01-514-400-00-00	Training & Travel-City Attorney	0.00	0.00	0.00
001-04-01-514-410-00-00	Communications Svc-City Attorney	0.00	0.00	0.00
001-04-01-514-411-00-00	Wireless Comm-City Attorney	0.00	0.00	0.00
001-04-01-514-450-00-00	Property & Liability Insurance	0.00	0.00	20,000.00
001-04-01-514-460-00-00	Repairs & Maint-City Attorney	0.00	0.00	0.00
001-04-01-514-510-00-00	Office Supplies-City Attorney	0.00	30.68	0.00
001-04-01-514-520-00-00	Operating Supplies-City Attorn	0.00	0.00	0.00
001-04-01-514-540-00-00	Dues, Subs & Member-City Attor	0.00	0.00	0.00
Total Operating Costs		74,000.00	44,516.58	114,000.00
CAPITAL OUTLAY				
001-04-01-514-640-00-00	Furniture-City Attorney	0.00	0.00	0.00
001-04-01-514-642-00-00	Comp/Printers/Sware-City Attor	0.00	0.00	0.00
Total Capital Outlay Costs		0.00	0.00	0.00
CONTINGENCY				
001-04-01-514-301-00-00	Contingency	0.00	0.00	0.00
Total Contingency		0.00	0.00	0.00
Total Expenditures		74,000.00	44,516.58	114,000.00

CITY ATTORNEY

CITY ATTORNEY
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

PLANNING, DEVELOPMENT AND CODES

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing Amendment #1	Proposed 16/17 Staffing Amendment #1
Building Official	S	1.00	1.00
Adm Assistant	H	0.00	0.50
Permit Technician	H	1.00	1.00
TOTAL		2.00	2.50

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
001-13-01-524-121-00-00	Regular Salaries-PDC	110,026.00	76,399.92	116,758.00
001-13-01-524-141-00-00	Overtime	400.00	320.71	400.00
	Longevity	0.00	0.00	0.00
001-13-01-524-210-00-00	FICA-PDC	8371.00	5,796.75	8,932.00
001-13-01-524-220-00-00	Retirement-PDC	9,812.00	5,488.11	8,780.00
001-13-01-524-230-00-00	Life & Health Ins-PDC	13,200.00	12,382.16	18,000.00
001-13-01-524-240-00-00	Workers Comp-PDC	1,525.00	258.49	1,525.00
001-13-01-524-250-00-00	Unemployment-PDC	2,425.00	671.42	850.00
	Total Personnel Service Costs	145,759.00	101,317.56	155,245.00

PLANNING, DEVELOPMENT AND CODES

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-13-01-524-310-00-00	Professional Services	1,000.00	728.62	0.00
001-13-01-524-340-00-00	Contractual Services	15,000.00	12,165.44	0.00
001-13-01-524-341-00-00	Regional Planning Board Service	2,500.00	750.00	15,000.00
001-13-01-524-342-00-00	Contractual Services - Bldg Offic	0.00	0.00	0.00
001-13-01-524-400-00-00	Training & Travel	2,000.00	496.82	2,500.00
001-13-01-524-410-00-00	Communications Services	400.00	0.00	400.00
001-13-01-524-411-00-00	Wireless Communications	0.00	72.63	0.00
001-13-01-524-430-00-00	Utility Services	1,000.00	767.75	1,000.00
001-13-01-524-440-00-00	Copier Lease	1,600.00	1,019.49	1,600.00
001-13-01-524-450-00-00	Property & Liability Insurance	910.00	928.00	950.00
001-13-01-524-460-00-00	Repair & Maintenance	1,000.00	395.25	1,000.00
001-13-01-524-461-00-00	Repair & Maintenance - Vehicle	500.00	461.79	500.00
001-13-01-524-466-00-00	Software Maintenance Agr	0.00	0.00	3,600.00
001-13-01-524-510-00-00	Office Supplies	4,000.00	2,128.98	3,000.00
001-13-01-524-520-00-00	Operating supplies	5,500.00	4,281.18	5,500.00
001-13-01-524-522-00-00	Fuel and Oil	1,000.00	1,629.27	2,000.00
001-13-01-524-545-00-00	Subscriptions & Memberships	1,500.00	1,305.00	1,500.00
001-13-01-524-540-00-00	Building Permit Surcharge	1,500.00	(756.23)	2,500.00
	Total Operating Costs	39,410.00	26,373.99	41,050.00
	CAPITAL OUTLAY			
001-13-01-524-642-00-00	Comp/Printers/Sware-PDC	0.00	8,400.00	0.00
001-13-01-524-643-00-00	Vehicles-PDC	20,000.00	19,388.00	0.00
	Total Capital Outlay Costs	20,000.00	27,788.00	0.00
	Total Expenditures	205,169.00	155,479.55	196,295.00

PLANNING, DEVELOPMENT AND CODES

**PLANNING, DEVELOPMENT AND CODES DEPARTMENT
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

FINANCIAL SERVICES - LICENSING AND BILLING

STAFFING/WAGES	Type of Pay	Adopted	Proposed
		15/16 Staffing	16/17 Staffing
Customer Service Rep	H	1.0	1.0
Customer Service Rep	H	1.0	1.0
Customer Service Rep	H	1.0	1.0
Billing Specialist	H	1.0	1.0
TOTAL		4.0	4.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015- 2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-08-03-519-121-00-00	Regular Salaries-Lic & Billing	97,340.00	62,851.07	134,300.00
001-08-03-519-141-00-00	Overtime-Lic & Billing	1,000.00	564.10	1,000.00
	Longevity	3,000.00	0.00	0.00
001-08-03-519-210-00-00	FICA	7,526.00	4,802.13	10,300.00
001-08-03-519-220-00-00	Retirement-Lic & Billing	7,251.00	6,050.55	12,500.00
001-08-03-519-230-00-00	Life & Health Ins-Lic & Billin	19,800.00	18,045.62	28,800.00
001-08-03-519-240-00-00	Workers Com-Lic & Billing	210.00	149.63	350.00
001-08-03-519-250-00-00	Unemployment-Lic & Billing	900.00	624.44	1,000.00
	Total Personnel Service Costs	137,027.00	93,087.54	188,250.00

FINANCIAL SERVICES - LICENSING AND BILLING

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendme nt #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-08-03-519-310-00-00	Professional Services	0.00	137.19	0.00
001-08-03-519-400-00-00	Training & Travel	1,000.00	66.72	1,000.00
001-08-03-519-410-00-00	Communications Service	0.00	0.21	0.00
001-08-03-519-411-00-00	Wireless Communications	0.00	0.00	0.00
001-08-03-519-440-00-00	Copier Lease	1,500.00	959.23	1,500.00
001-08-03-519-460-00-00	Repair & Maintenance	1,250.00	41.67	1,250.00
001-08-03-519-466-00-00	Software Maintenance - Computers	0.00	0.00	0.00
001-08-03-519-468-00-00	Maintenance Agreements - Computers	0.00	0.00	0.00
001-08-03-519-510-00-00	Office Supplies	5,000.00	1,689.19	5,000.00
001-08-03-519-520-00-00	Operating Supplies	15,350.00	12,660.72	18,112.00
001-08-03-519-540-00-00	Subscriptions, Memberships, & Books	0.00	0.00	0.00
	Total Operating Costs	24,100.00	15,554.93	26,862.00
	CAPITAL OUTLAY			
001-08-03-519-641-00-00	Machinery & Equipment-Lic & Bi	0.00	0.00	0.00
001-08-03-519-642-00-00	Comp, Print, Softw-Lic & Bill	0.00	0.00	0.00
	Total Capital Outlay Costs	0.00	0.00	0.00
	Total Expenditures	161,127.00	108,642.47	215,112.00

FINANCIAL SERVICES - LICENSING AND BILLING

FINANCIAL SERVICES - LICENSING AND BILLING
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

PUBLIC WORKS- PARKS & RECREATION DIVISION

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Recreation Director	S	1.00	1.00
Admin Assistant	H	0.0	0.10
	H	0.0	0.40
TOTAL		1.00	1.50

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-51-01-572-121-00-00	Regular Salaries-Parks & Rec	35,000.00	27,478.83	53,053.00
001-51-01-572-141-00-00	Overtime-Parks & Rec	0.00	18.00	500.00
001-51-01-572-210-00-00	FICA-Parks & Rec	2,678.00	2,570.66	4,060.00
001-51-01-572-220-00-00	Retirement-Parks & Rec	2,685.00	1,926.08	4,005.00
001-51-01-572-230-00-00	Life & Health Ins-Parks & Rec	6,600.00	7,542.05	720.00
001-51-01-572-240-00-00	Workers Comp-Parks & Rec	1,000.00	1,300.73	1,000.00
001-51-01-572-250-00-00	Unemployment-Parks & Rec	400.00	240.50	300.00
Total Personnel Service Costs		48,363.00	41,076.85	63,638.00

PUBLIC WORKS- PARKS & RECREATION DIVISION

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-51-01-572-311-00-00	Employee Exams	0.00	0.00	0.00
001-51-01-572-340-00-00	Contractual Services	3,000.00	3,000.00	3,000.00
001-51-01-572-400-00-00	Training & Travel	0.00	0.00	1,000.00
001-51-01-572-410-00-00	Communications Service	0.00	0.00	0.00
001-51-01-572-411-00-00	Wireless Communications	0.00	0.00	0.00
001-51-01-572-430-00-00	Utility Services	14,000.00	9,515.83	16,000.00
001-51-01-572-440-00-00	Rental Equipment	0.00	0.00	0.00
001-51-01-572-450-00-00	Property & Liability Insurance	4,000.00	13,203.52	13,300.00
001-51-01-572-460-00-00	Repair & Maintenance	14,700.00	12,763.69	17,700.00
001-51-01-572-520-10-00	Recreation Operating Supplies	14,318.00	16,062.99	16,000.00
001-51-01-572-520-20-00	Park Maintenance Operating Supplies	9,000.00	9,291.63	10,000.00
001-51-01-572-520-30-00	Operating Supplies-Community Garden	0.00	86.79	0.00
001-51-01-572-521-00-00	Uniforms	11,000.00	10,497.18	12,000.00
001-51-01-572-522-00-00	Fuel and Oil	0.00	0.00	100.00
001-51-01-572-540-00-00	Subscriptions & Memberships	100.00	0.00	100.00
Total Operating Costs		70,118.00	74,421.63	89,200.00
CAPITAL OUTLAY				
001-51-01-572-620-00-00	Equipment	0.00	0.00	0.00
001-51-01-572-731-00-00	Grant Match-Parks & Rec	0.00	0.00	0.00
001-51-01-572-630-00-00	Improve other than Bldg-P&R	155,000.00	3,750.00	64,000.00
001-51-01-572-630-00-01	Building Improvements	0.00	0.00	0.00
Total Capital Outlay Costs		155,000.00	3,750.00	64,000.00
DEBT SERVICE				
001-51-01-572-710-00-00	Debt Service-Principal- P & R	0.00	0.00	0.00
001-51-01-572-720-00-00	Debt Service-Interest P & R	0.00	0.00	0.00
Total Debt Service		0.00	0.00	0.00
Total Expenditures		273,481.00	119,248.48	216,838.00

PUBLIC WORKS- PARKS & RECREATION DIVISION

**PUBLIC WORKS- PARKS & RECREATION DIVISION
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

50,000.00

Improvements other than Buildings (Includes 1 \$50,000 FRDAP Grants)

14,000.00

Fence Ball Field

Total: 64,000.00

PUBLIC WORKS - P & R - CIVIC CENTER

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
TOTAL		0.0	0.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015- 2016 Amendme nt #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
	Regular Salaries	0.00	0.00	0.00
	Overtime	0.00	0.00	0.00
	FICA	0.00	0.00	0.00
	Retirement	0.00	0.00	0.00
	Life & Health Insurance	0.00	0.00	0.00
	Worker's Comp/Claims	0.00	0.00	0.00
	Unemployment Comp	0.00	0.00	0.00
	Total Personnel Service Costs	0.00	0.00	0.00

PUBLIC WORKS - P & R - CIVIC CENTER

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-51-02-572-310-00-00	Professional Svc-Civic Ctr-P&R	0.00	0.00	0.00
001-51-02-572-430-00-00	Utilities-Civic Ctr-P&R	7,250.00	3,364.49	7,250.00
001-51-02-572-450-00-00	Prop & Gen Liab Ins-Civic Ctr	2,100.00	0.00	0.00
001-51-02-572-460-00-00	Repairs & Maint-Civic Ctr-P&R	4,000.00	3,885.00	4,000.00
001-51-02-572-520-00-00	Operating Supplies-Civic Cente	1,000.00	1,008.95	1,000.00
	Total Operating Costs	14,350.00	8,258.44	12,250.00
	CAPITAL OUTLAY			
001-51-02-572-620-00-00	Building Improvements	0.00	0.00	0.00
	Total Capital Outlay Costs	0.00	0.00	0.00
	Total Expenditures	14,350.00	8,258.44	12,250.00

PUBLIC WORKS - P & R - CIVIC CENTER

**PUBLIC WORKS - P & R - CIVIC CENTER
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

PUBLIC WORKS - P & R - DAYCARE

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
TOTAL		0.0	0.0
S=Salaried H=Hourly			

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015- 2016 Amendme nt #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
	Regular Salaries	0.00	0.00	0.00
	Overtime	0.00	0.00	0.00
	FICA	0.00	0.00	0.00
	Retirement	0.00	0.00	0.00
	Life & Health Insurance	0.00	0.00	0.00
	Worker's Comp/Claims	0.00	0.00	0.00
	Unemployment Comp	0.00	0.00	0.00
	Total Personnel Service Costs	0.00	0.00	0.00

PUBLIC WORKS - P & R - DAYCARE

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-56-02-579-310-00-00	Professional Services- DayCare	0.00	0.00	0.00
001-56-02-579-430-00-00	Utility Services- DayCare	2,500.00	2,016.89	2,500.00
001-56-02-579-450-00-00	Property & Liability Ins- DayCare	1,377.00	0.00	0.00
001-56-02-579-460-00-00	Repair & Maintenance-DayCare	1,500.00	462.09	1,500.00
	Total Operating Costs	5,377.00	2,478.98	4,000.00
CAPITAL OUTLAY				
001-56-02-579-620-00-00	Building Improvement-DayCare	0.00	0.00	0.00
	Total Capital Outlay Costs	0.00	0.00	0.00
	Total Expenditures	5,377.00	2,478.98	4,000.00

PUBLIC WORKS - P & R - DAYCARE

PUBLIC WORKS - P & R - DAYCARE
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

FARMER MARKET

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Director		0.05	0
Service Worker		0.25	0.00
TOTAL		0.0	0.0

S=Salaried H=Hourly

PERSONNEL SERVICES

	Adopted FY 2015- 2016 Amendme nt #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-56-01-579-121-00-00 Regular Salaries	2,500.00	0.00	0.00
001-56-01-579-141-00-00 Overtime	0.00	0.00	0.00
001-56-01-579-210-00-00 FICA	192.00	0.00	0.00
001-56-01-579-220-00-00 Retirement	192.00	0.00	0.00
001-56-01-579-230-00-00 Life & Health Insurance	0.00	0.00	0.00
001-56-01-579-240-00-00 Work Comp-Farmers Market	50.00	0.00	0.00
001-56-01-579-250-00-00 Unemployment Comp	50.00	0.00	0.00
Total Personnel Service Costs	2,984.00	0.00	0.00

FARMERS MARKET

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendmen t #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
001-56-01-579-310-00-00	Professional Services	5,262.00	5,529.91	7,500.00
001-56-01-579-400-00-00	Training and Travel	160.00	80.00	160.00
001-56-01-579-480-00-00	Promotional Activities	150.00	25.00	5,200.00
001-56-01-579-481-00-00	Advertising	100.00	50.06	100.00
001-56-01-579-510-00-00	Office Supplies	0.00	91.12	0.00
001-56-01-579-520-00-00	Operating Supplies	1,344.00	1,560.48	2,750.00
001-56-01-579-900-00-00	Other Current Charges		0.00	
	Total Operating Costs	7,016.00	7,336.57	15,710.00
CAPITAL OUTLAY				
001-56-01-579-641-00-00	Machinery & Equip-Farmers Mark	0.00	0.00	0.00
001-56-01-579-630-00-01	Building Improvements	199,441.00	0.00	199,441.00
	Total Capital Outlay Costs	199,441.00	0.00	199,441.00
	Total Expenditures	209,441.00	7,336.57	215,151.00

FARMERS MARKET

**FARMERS MARKET
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Costs:

199,441.00

Description:

Pavilion

Total: 199,441.00

POLICE DEPARTMENT - OPERATIONS

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Records/Evidence Manager	H	1.00	1.00
Police Chief	S	1.00	1.00
Police Lt	S	1.00	1.00
Resource Officer	H	0.50	0.50
Police Sergeant - Patrol	H	3.00	4.00
Police Detective	H	0.00	0.00
Police Officer - Patrol	H	9.00	8.00
Police Officer - Reserve	H	2.00	2.00
TOTAL		17.50	17.50

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-10-01-521-121-00-00	Regular Salaries	553,532.00	437,542.36	616,258.00
001-10-01-521-141-00-00	Overtime	39,000.00	34,059.87	35,000.00
	Longevity	1,500.00	0.00	2,500.00
001-10-01-521-210-00-00	FICA	43,799.00	42,341.19	47,200.00
001-10-01-521-220-00-00	Retirement	126,186.00	74,504.04	132,900.00
001-10-01-521-230-00-00	Life & Health Insurance	99,000.00	77,998.59	108,000.00
001-10-01-521-240-00-00	Worker's Comp	19,100.00	14,096.12	19,100.00
001-10-01-521-250-00-00	Unemployment Comp	12,254.00	4,160.34	6,100.00
Total Personnel Service Costs		894,371.00	684,702.51	967,058.00

POLICE DEPARTMENT - OPERATIONS

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-10-01-521-310-00-00	Professional Services	0.00	857.58	0.00
001-10-01-521-311-00-00	Professional Services-Employee Exams	1,500.00	135.00	1,500.00
001-10-01-521-350-00-00	Drug/Buy Money	500.00	0.00	500.00
001-10-01-521-400-00-00	Travel & Training	8,000.00	3,628.72	8,000.00
001-10-01-521-401-00-00	Education Reimbursement	3,000.00	1,000.00	3,000.00
001-10-01-521-410-00-00	Communications	0.00	1,667.75	0.00
001-10-01-521-411-00-00	Wireless Communications	0.00	0.00	0.00
001-10-01-521-430-00-00	Utilities	8,925.00	4,387.98	8,000.00
001-10-01-521-440-00-00	Copier Lease	1,500.00	865.94	1,500.00
001-10-01-521-450-00-00	Property & Liability Insurance	40,263.00	59,431.15	47,000.00
001-10-01-521-460-00-00	Repair & Maintenance - General	4,000.00	587.22	4,000.00
001-10-01-521-461-00-00	Repair & Maintenance - Vehicles	40,000.00	21,427.43	35,000.00
001-10-01-521-462-00-00	Repair & Maintenance - Equipment	6,500.00	288.42	5,000.00
001-10-01-521-466-00-00	Software Maintenance	0.00	3,072.06	0.00
001-10-01-521-510-00-00	Office Supplies	5,000.00	1,364.88	5,000.00
001-10-01-521-520-00-00	Operating Supplies	20,000.00	21,439.96	20,000.00
	K-9 Operating	0.00	0.00	3,500.00
	Explorers Operating	0.00	0.00	500.00
001-10-01-521-521-00-00	Uniforms	10,000.00	6,482.26	10,000.00
001-10-01-521-522-00-00	Fuel & Oil	35,000.00	21,711.65	35,000.00
001-10-01-521-540-00-00	Subscriptions & Dues	500.00	320.62	500.00
001-10-01-521-541-00-00	Police Training Expenses	6,000.00	0.00	6,000.00
001-10-01-521-830-00-00	Match - Grants	1,000.00	0.00	1,000.00
	Total Operating Costs	191,688.00	148,668.62	195,000.00
DEBT SERVICE				
001-10-01-521-710-00-00	Debt Svc-Principal-Police Oper	11,705.00	5,392.36	-
001-10-01-521-720-00-00	Debt Svc-Interest-Police Opera	1,245.00	1,082.66	-
	Total Debt Service Costs	12,950.00	6,475.02	0.00
CAPITAL OUTLAY				
001-10-01-521-620-00-00	Building Improvements-Police O	0.00	0.00	0.00
001-10-01-521-641-00-00	Machinery & Equip-Police Opera	12,000.00	6,100.00	70,000.00
001-10-01-521-642-00-00	Comp/Printers/Sware-Police Ope	0.00	3,385.00	0.00
001-10-01-521-643-00-00	Vehicles-Police Operations	0.00	0.00	0.00
001-10-01-521-630-0000	Infrastructure	12,000.00	8,500.00	0.00
	Total Capital Outlay Costs	24,000.00	17,985.00	70,000.00
	Total Expenditures	1,123,009.00	857,831.15	1,232,058.00

POLICE DEPARTMENT - OPERATIONS

**POLICE DEPARTMENT - OPERATIONS
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Cost: Description:

60,000.00 2 Vehicles

10,000.00 Car Radios

Total: 70,000.00

POLICE DEPARTMENT - COMMUNICATIONS

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Comm Supervisor	S	0.00	0.00
Dispatchers - FT	H	0.00	0.00
Dispatchers - PT	H	0.00	0.00
TOTAL		0.00	0.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-10-02-521-121-00-00	Regular Salaries	0.00	0.00	0.00
001-10-02-521-141-00-00	Overtime	0.00	0.00	0.00
001-10-02-521-210-00-00	FICA	0.00	0.00	0.00
001-10-02-521-220-00-00	Retirement	0.00	0.00	0.00
001-10-02-521-230-00-00	Life & Health Insurance	0.00	0.00	0.00
001-10-02-521-240-00-00	Worker's Comp	0.00	0.00	0.00
001-10-02-521-250-00-00	Unemployment Comp	0.00	0.00	0.00
Total Personnel Service Costs		0.00	0.00	0.00

POLICE DEPARTMENT - COMMUNICATIONS

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-10-02-521-340-00-00	Contractual Services	124,000.00	83,804.57	115,000.00
001-10-02-521-400-00-00	Training and Travel	0.00	0.00	0.00
001-10-02-521-410-00-00	Communications	0.00	0.00	0.00
001-10-02-521-411-00-00	Wireless Communications	0.00	0.00	0.00
001-10-02-521-412-00-00	Comm Svcs-Radio Svc Agree	13,600.00	10,041.60	13,600.00
001-10-02-521-460-00-00	Repair & Maintenance General	0.00	0.00	0.00
001-10-02-521-462-00-00	Repair & Maintenance Equipment	0.00	0.00	0.00
001-10-02-521-466-00-00	Software Maintenance	0.00	0.00	0.00
001-10-02-521-520-00-00	Operating Supplies	0.00	0.00	0.00
001-10-02-521-900-00-00	Other Expenses	0.00	0.00	0.00
Total Operating Costs		137,600.00	93,846.17	128,600.00
CAPITAL OUTLAY				
001-10-02-521-641-00-00	Machinery & Equipment-Police D	0.00	0.00	0.00
001-10-02-521-642-00-00	Comp/Printers/Sware-Police Dis	0.00	0.00	0.00
Total Capital Outlay Costs		0.00	0.00	0.00
DEBT SERVICE				
001-10-02-521-710-00-00	Debt Service-Principal	28,000.00	30,000.00	0.00
001-10-02-521-720-00-00	Debt Service-Interest	0.00	0.00	0.00
Total Debt Service		28,000.00	30,000.00	0.00
Total Expenditures		165,600.00	123,846.17	128,600.00

POLICE DEPARTMENT - COMMUNICATIONS

**POLICE DEPARTMENT - COMMUNICATIONS
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

PUBLIC WORKS - FACILITIES

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Facilities Maintenance Worker	H	1.0	1.00
Admin Assistant	H	0.5	0.65
TOTAL		1.5	1.65
**			
S=Salaried H=Hourly			

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015- 2016 Amendme nt #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-08-01-519-121-00-00	Regular Salaries	41,210.00	47,382.42	49,475.00
001-08-01-519-141-00-00	Overtime	0.00	122.07	500.00
	Longevity	2,000.00	0.00	0.00
001-08-01-519-210-00-00	FICA	3,153.00	3,979.12	3,800.00
001-08-01-519-220-00-00	Retirement	2,992.00	4,782.95	5,500.00
001-08-01-519-230-00-00	Life & Health Insurance	9,900.00	17,131.35	11,880.00
001-08-01-519-240-00-00	Worker's Comp	168.00	436.87	200.00
001-08-01-519-250-00-00	Unemployment Comp	1,505.00	399.14	600.00
Total Personnel Service Costs		60,928.00	74,233.92	71,955.00

PUBLIC WORKS - FACILITIES

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-08-01-519-310-00-00	Professional Services	0.00	119.55	0.00
001-08-01-519-311-00-00	Professional Services - Employee Exams	0.00	0.00	0.00
001-08-01-513-410-00-00	Communications Svcs	0.00	0.00	0.00
001-08-01-519-411-00-00	Wireless Communications	0.00	0.00	0.00
001-08-01-519-430-00-00	Utilities	25,000.00	21,418.38	25,000.00
001-08-01-519-441-00-00	Phone System Lease	4,000.00	2,928.56	4,000.00
001-08-01-519-450-00-00	Property & Liability Insurance	12,863.00	14,238.28	14,000.00
001-08-01-519-460-00-00	Repair & Maintenance	10,500.00	4,846.16	10,500.00
001-08-01-519-461-00-00	Repair & Maintenance - Vehicles	1,000.00	926.37	1,000.00
001-08-01-519-520-00-00	Operating Supplies	5,000.00	4,538.15	5,000.00
001-08-01-519-522-00-00	Fuel & Oil	2,000.00	186.50	2,000.00
001-08-01-519-521-00-00	Uniforms	500.00	1,003.35	500.00
	Total Operating Costs	60,863.00	50,205.30	62,000.00
Capital Outlay				
001-08-01-519-610-00-00	Land Acquisition-PW Facilities	0.00	0.00	0.00
001-08-01-519-620-00-00	Building Improvements-PW Facil	8,000.00	36.00	4,000.00
	Total Capital Outlay Costs	8,000.00	36.00	4,000.00
	Total Expenditures	129,791.00	124,475.22	137,955.00

PUBLIC WORKS - FACILITIES

**PUBLIC WORKS - FACILITIES
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

<u>Costs:</u>	<u>Description:</u>	
4,000.00	001-08-01-519-620-00-00	Building Improvements-PW Facility
Total:		<u>4,000.00</u>

PUBLIC WORKS - CEMETERIES

STAFFING/WAGES		Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Service Worker II		H	0.50	0.50
TOTAL			0.50	0.50

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015- 2016 Amendme nt #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
001-28-01-539-121-00-00	Regular Salaries	11,440.00	8,169.50	11,800.00
001-28-01-539-141-00-00	Overtime	0.00	82.49	0.00
001-28-01-539-210-00-00	FICA	895.00	971.35	900.00
001-28-01-539-220-00-00	Retirement	860.00	591.83	890.00
001-28-01-539-230-00-00	Life & Health Insurance	3,000.00	2,792.04	3,600.00
001-28-01-539-240-00-00	Worker's Comp	1,643.00	688.19	1,643.00
001-28-01-539-250-00-00	Unemployment Comp	399.00	80.04	150.00
	Total Personnel Service Costs	18,237.00	13,375.44	18,983.00

PUBLIC WORKS- CEMETERIES

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-28-01-539-310-00-00	Professional Services	0.00	0.00	0.00
001-28-01-539-311-00-00	Professional Services - Employee Exams	0.00	0.00	0.00
001-28-01-539-400-00-00	Training & Travel	0.00	0.00	0.00
001-28-01-539-411-00-00	Wireless Communications	0.00	1.50	0.00
001-28-01-539-430-00-00	Utility Services	1,700.00	1,173.70	1,700.00
001-28-01-539-450-00-00	Property & Liability Insurance	0.00	262.00	262.00
001-28-01-539-460-00-00	Repair & Maintenance	1,500.00	1,037.81	1,500.00
001-28-01-539-461-00-00	Repair & Maintenance - Vehicles	1,000.00	909.01	1,000.00
001-28-01-539-520-00-00	Operating Supplies	200.00	64.34	200.00
001-28-01-539-521-00-00	Uniforms	200.00	145.22	200.00
001-28-01-539-522-00-00	Fuel & Oil	2,000.00	897.26	1,500.00
	Total Operating Costs	6,600.00	4,490.84	6,362.00
CAPITAL OUTLAY				
001-28-01-539-641-00-00	Machinery & Equipment-PW Cemet	8,100.00	8,009.00	0.00
	Total Capital Outlay Costs	8,100.00	8,009.00	0.00
	Total Expenditures	32,937.00	25,875.28	25,345.00

PUBLIC WORKS- CEMETERIES

PUBLIC WORKS - CEMETERIES
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

\$0.00

Total: **0.00**

PUBLIC WORKS - ROADS & STREETS DIVISION

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing Amendment	Proposed 16/17 Staffing Amendment
Public Works Director	S	1.0	1.0
Service Worker II	H	1.5	1.5
TOTAL		2.5	2.5

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
001-30-01-541-121-00-00	Regular Salaries	88,240.00	71,197.68	107,700.00
001-30-01-541-141-00-00	Overtime	500.00	44.28	500.00
	Longevity	2,000.00	0.00	750.00
001-30-01-541-210-00-00	FICA	6,924.00	8,265.77	8,237.00
001-30-01-541-220-00-00	Retirement	6,670.00	5,080.01	8,105.00
001-30-01-541-230-00-00	Life & Health Insurance	16,500.00	18,945.90	21,600.00
001-30-01-541-240-00-00	Worker's Comp	5,000.00	5,321.46	6,643.00
001-30-01-541-250-00-00	Unemployment Comp	1,812.00	709.10	1,000.00
	Total Personnel Service Costs	127,646.00	109,564.20	154,535.00

PUBLIC WORKS - ROADS & STREETS DIVISION

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016-2017
001-30-01-541-310-00-00	Professional Services - Engineering	1,500.00	0.00	1,500.00
001-30-01-541-311-00-00	Professional Services - Employee Exams	0.00	0.00	0.00
001-30-01-541-340-00-00	Contractual Services	35,000.00	39,777.77	50,000.00
001-30-01-541-400-00-00	Training and Travel	400.00	128.00	400.00
001-30-01-541-410-00-00	Communications Services	0.00	0.00	0.00
001-30-01-541-411-00-00	Wireless Communications	0.00	2.48	0.00
001-30-01-541-430-00-00	Utility Services	80,000.00	56,891.66	70,000.00
001-30-01-541-440-00-00	Rental Equipment	1,000.00	311.08	1,000.00
001-30-01-541-450-00-00	Property & Liability Insurance	26,400.00	24,946.96	21,000.00
001-30-01-541-460-00-00	Repair & Maintenance	3,000.00	1,514.40	10,000.00
001-30-01-541-461-00-00	Repair & Maintenance - Vehicles	5,050.00	2,755.70	5,050.00
001-30-01-541-462-00-00	Repair & Maintenance - Equipment	15,000.00	3,240.72	3,000.00
001-30-01-541-463-00-00	Repair & Maintenance - Traffic Signs	10,000.00	7,555.93	8,000.00
001-30-01-541-464-00-00	Repair & Maintenance - Traffic Signal	2,500.00	924.64	2,500.00
001-30-01-541-465-00-00	Repair & Maintenance - Tree	10,000.00	6,900.00	12,000.00
001-30-01-541-520-00-00	Operating Supplies	4,000.00	2,225.54	4,000.00
001-30-01-541-521-00-00	Uniforms	1,200.00	569.54	1,200.00
001-30-01-541-522-00-00	Fuel & Oil	14,000.00	4,977.49	9,000.00
001-30-01-541-523-00-00	Tree Replacement	150.00	0.00	150.00
001-30-01-541-530-00-00	Road & Sidewalk Repair	28,000.00	5,071.56	18,000.00
Total Operating Costs		237,200.00	157,793.47	216,800.00
CAPITAL OUTLAY				
001-30-01-541-610-00-00	Land Acquisition-Roads & Stree	0.00	0.00	0.00
001-30-01-541-620-00-00	Building Improvements-Roads&St	0.00	0.00	0.00
001-30-01-541-631-00-00	Imp Other Bldg-Paving-Roads&St	0.00	0.00	75,000.00
001-30-01-541-641-00-00	Machinery & Equipment-Roads&St	0.00	0.00	0.00
001-30-01-541-643-00-00	Vehicles-Roads & Streets	0.00	0.00	58,000.00
Total Capital Outlay Costs		0.00	0.00	133,000.00
Total Expenditures		364,846.00	267,357.67	504,335.00

PUBLIC WORKS - ROADS & STREETS DIVISION

**PUBLIC WORKS - ROADS & STREETS DIVISION
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

<u>Costs:</u>	<u>Description:</u>
58,000.00	Bucket Truck
75,000.00	Paving

Total: 133,000.00

PUBLIC UTILITIES - WATER FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
402-00-00-334-000-00-00	CDBG Grant	700,000.00	0.00	100,000.00
402-00-00-343-301-00-00	Water Service Fees	515,000.00	364,857.89	530,000.00
402-00-00-343-302-00-00	Water Adjustments	0.00	0.00	0.00
402-00-00-343-303-00-00	Meter Installations-Water	95,000.00	73,360.00	110,000.00
402-00-00-343-304-00-00	Cutoff Charges-Water	23,000.00	10,354.91	10,000.00
402-00-00-343-305-00-04	Irrigation Meter Charges	0.00	0.00	0.00
402-00-00-343-306-00-00	Penalties-Water	17,000.00	12,054.22	17,000.00
402-00-00-361-100-00-00	Interest Earned Bank Accounts	5,000.00	1,761.30	5,000.00
402-00-00-381-100-00-00	Transfer from General Fund-Water	75,500.00	0.00	0.00
402-00-00-361-110-00-00	Interest Earned on Investments	0.00	0.00	0.00
402-00-00-369-990-00-00	Miscellaneous Income-Water	0.00	0.00	0.00
402-00-00-382-100-00-00	Appropriation of Prior Year Funds	0.00	0.00	100,000.00
Total Operating Revenues		1,430,500.00	462,388.32	872,000.00

PUBLIC UTILITIES - WATER FUND

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Public Works Supt.	S	1.0	1.0
Service Worker II	H	1.0	1.0
Service Worker II-New	H	0.0	1.0
Service Worker I	H	1.0	1.0
TOTAL		3.0	4.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015-2016 Actuals	Proposed FY 2016- 2017
402-22-01-533-121-00-00	Regular Salaries	91,015.00	51,219.62	124,712.00
402-22-01-533-141-00-00	Overtime	5,000.00	3,105.40	5,000.00
	Longevity	1,000.00	0.00	1,000.00
402-22-01-533-141-00-01	Overtime Meter Installation	10,000.00	0.00	10,000.00
402-22-01-533-210-00-00	FICA	8,148.00	5,600.88	10,775.00
402-22-01-533-220-00-00	Retirement	7,733.00	3,900.11	13,250.00
402-22-01-533-230-00-00	Life & Health Insurance	19,800.00	12,641.42	28,800.00
402-22-01-533-235-00-00	OPEB	5,849.00	0.00	5,849.00
402-22-01-533-240-00-00	Worker's Comp	4,149.00	1,577.81	5,000.00
402-22-01-533-250-00-00	Unemployment Comp	2,040.00	540.39	1,000.00
Total Personnel Service Costs		154,734.00	78,585.63	205,386.00

PUBLIC UTILITIES - WATER FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
402-22-01-533-310-00-00	Professional Services	0.00	0.00	0.00
402-22-01-533-310-10-00	Professional Services - Engineering	5,000.00	8,915.00	9,000.00
402-22-01-533-310-20-00	Professional Services - Water Study	0.00	0.00	0.00
402-22-01-533-311-00-00	Professional Services - Employee Exams	100.00	0.00	100.00
402-22-01-533-320-00-00	Accounting & Auditing 16%	5,440.00	5,440.00	5,440.00
402-22-01-533-340-00-00	Contractual Services	5,000.00	3,044.82	5,000.00
402-22-01-533-400-00-00	Training & Travel	2,000.00	595.00	2,000.00
402-22-01-533-410-00-00	Communications	0.00	0.00	0.00
402-22-01-533-411-00-00	Wireless Communications	0.00	105.77	0.00
402-22-01-533-430-00-00	Utilities	20,000.00	7,621.53	18,000.00
402-22-01-533-440-00-00	Rental Equipment	250.00	0.00	250.00
402-22-01-533-450-00-00	Property & Liability Insurance	6,000.00	1,500.00	6,000.00
402-22-01-533-460-00-00	Repair & Maintenance	35,000.00	24,083.75	40,000.00
402-22-01-533-461-00-00	Repair & Maintenance - Vehicle	2,000.00	669.02	2,000.00
402-22-01-533-462-00-00	Repair & Maintenance-Equipment	1,500.00	1,370.95	1,500.00
402-22-01-533-467-00-00	Repair & Maintenance - Bldg Improvement	0.00	0.00	0.00
402-22-01-533-520-00-00	Operating Supplies	23,000.00	11,643.18	23,000.00
402-22-01-533-521-00-00	Uniforms	500.00	612.85	500.00
402-22-01-533-522-00-00	Fuel & Oil	3,500.00	1,700.88	3,500.00
402-22-01-533-526-00-00	Operating Supplies - New Meter/Install	9,000.00	5,381.75	9,000.00
402-22-01-533-529-00-00	Operating Supplies - Meter Replacement	4,000.00	0.00	4,000.00
402-22-01-533-540-00-00	Subscriptions & Memberships	1,000.00	1,104.00	1,000.00
402-22-01-533-780-00-00	Bad Debt	0.00	0.00	0.00
402-22-01-533-441-00-00	Phone System Lease	0.00	0.00	0.00
Total Operating Costs		123,290.00	73,788.50	130,290.00
CAPITAL OUTLAY				
402-22-01-533-620-00-00	Building Improvements-Water	10,000.00	0.00	0.00
402-22-01-533-641-00-00	Machinery, Equipment & Furn-Wa	125,000.00	18,530.00	0.00
402-00-00-164-900-00-00	Improvements-Other than Buildings	786,450.00	0.00	250,000.00
Total Capital Outlay Costs		921,450.00	18,530.00	250,000.00
DEBT SERVICE				
402-22-01-533-730-00-00	Debt Service-1976 Bonds-Water-Principal	0.00	0.00	0.00
402-22-01-533-730-00-00	Debt Service-1976 Bonds-Water-Interest	0.00	0.00	0.00
Total Debt Service		0.00	0.00	0.00
TRANSFERS				
402-22-01-533-911-00-00	Transfer to General Fund-Water	222,965.00	0.00	222,965.00
402-22-01-533-912-00-00	Transfers To Sewer Fund-Water	0.00	0.00	61,359.00
Total Transfers		222,965.00	0.00	284,324.00
CONTINGENCY				
402-22-01-533-301-00-00	Contingency	8,061.00	0.00	0.00
402-22-01-533-990-00-00	Reserve for Fund Balance Rollforward	0.00	0.00	0.00
Total Contingencies		8,061.00	0.00	0.00
Total Expenditures		1,430,500.00	170,904.13	870,000.00
Total Revenues		1,430,500.00	462,388.32	872,000.00
Revenues Less Expenditures		0.00	291,484.19	2,000.00

PUBLIC UTILITIES - WATER FUND

PUBLIC UTILITIES - WATER FUND
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

<u>Cost:</u>	<u>Description:</u>		
0.00	402-22-01-533-641-00-00	Building Improvements-Water	Metal Building w/ Roll up door-for PVC pipe
0.00	402-22-01-533-641-00-00	Building Improvements-Water	Roof over Wells
200,000.00	402-00-00-164-900-00-00	Improvements-Other than Buildings	CDBG Matching
50,000.00	402-22-01-533-641-00-00	Machinery, Equipment & Furn-Wa	Radio Meters
Total:			
<u>250,000.00</u>			

PUBLIC UTILITIES - SEWER FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
403-00-00-334-350-00-00	State Grant-Sewer	0.00	0.00	0.00
403-00-00-334-351-00-00	Rural Development Grant-Sewer	0.00	0.00	0.00
403-00-00-334-352-00-00	Suwannee River Mgt Grant-Sewer	0.00	0.00	644,000.00
403-00-00-343-501-00-00	Sewer Service Fees	671,625.00	469,891.73	671,625.00
403-00-00-343-502-00-00	Sewer Adjustments	0.00	0.00	0.00
403-00-00-343-503-00-00	Penalties-Sewer	0.00	0.00	0.00
403-00-00-343-504-00-00	Sewer Installations	60,000.00	51,847.00	65,000.00
403-00-00-343-505-00-00	Sewer Connections	35,000.00	24,800.00	40,000.00
403-00-00-361-100-00-00	Interest Earned on Bank Acct	600.00	498.25	600.00
403-00-00-369-990-00-00	Miscellaneous Revenue-Sewer	0.00	0.00	0.00
403-00-00-381-100-00-00	Transfer from General Fund-Sew	165,500.00	0.00	160,689.00
403-00-00-381-112-00-00	Transfer from Water Fund-Sewer	0.00	0.00	61,359.00
403-00-00-381-115-00-00	Transfer from Solid Waste	0.00	0.00	0.00
403-00-00-381-116-00-00	Transfer from Sewer Impact Fee Debt Service	94,784.00	0.00	83,266.00
403-00-00-380-100-00-00	Sewer Reserve	0.00	0.00	0.00
403-00-00-382-100-00-00	Appropriation of Prior Year Funds	0.00	0.00	0.00
	Total Operating Revenues	1,027,509.00	547,036.98	1,726,539.00

PUBLIC UTILITIES - SEWER FUND

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Service Worker III	H	1.00	1.00
Service Worker I	H	2.00	2.00
TOTAL		3.00	3.00

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015 2016 Actuals	Proposed FY 2016- 2017
403-24-01-535-121-00-00	Regular Salaries	78,375.00	58,109.23	77,875.00
403-24-01-535-141-00-00	Overtime	6,000.00	3,764.68	6,000.00
	Longevity	0.00	0.00	500.00
403-24-01-535-210-00-00	FICA	6,417.00	5,300.69	6,417.00
403-24-01-535-220-00-00	Retirement	6,089.00	4,447.38	6,089.00
403-24-01-535-230-00-00	Life & Health Insurance	19,800.00	17,014.38	21,600.00
403-24-01-535-235-00-00	OPEB	1,795.00	0.00	1,795.00
403-24-01-535-240-00-00	Worker's Comp	2,900.00	1,562.22	1,800.00
403-24-01-535-250-00-00	Unemployment Comp	1,000.00	561.22	600.00
Total Personnel Service Costs		122,376.00	90,759.80	122,676.00

PUBLIC UTILITIES - SEWER FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
403-24-01-535-310-00-00	Professional Services	30,000.00	21,350.00	20,000.00
403-24-01-535-310-10-00	Professional Services - Engineering	5,000.00	5,125.00	5,000.00
403-24-01-535-311-00-00	Professional Services - Employee Exams	200.00	0.00	200.00
403-24-01-535-340-00-00	Contractual Services - GRU	5,000.00	5,768.80	0.00
403-24-01-535-341-00-00	Contractual Services	0.00	0.00	20,000.00
403-24-01-535-345-00-00	Contractual Services - Grinder installs	15,000.00	12,280.00	18,000.00
403-24-01-535-400-00-00	Training & Travel	1,200.00	706.00	1,200.00
403-24-01-535-410-00-00	Communication Services	0.00	0.00	0.00
403-24-01-535-411-00-00	Wireless Communications	0.00	3.07	0.00
403-24-01-535-430-00-00	Utilities	49,000.00	39,042.08	49,000.00
403-24-01-535-440-00-00	Rental Equipment	500.00	0.00	500.00
403-24-01-535-441-00-00	Phone System Lease	0.00	0.00	0.00
403-24-01-535-450-00-00	Property & Liability Insurance	8,490.00	4,517.88	5,500.00
403-24-01-535-460-00-00	Repair & Maintenance	30,000.00	22,132.93	30,000.00
403-24-01-535-461-00-00	Repair & Maintenance - Vehicle	2,000.00	2,752.51	2,000.00
403-24-01-535-469-00-00	Repair & Maintenance - Grinder Pumps	25,000.00	18,232.46	25,000.00
403-24-01-535-504-00-00	Refund of Prior Yr. Rev.-Sewer Installs	0.00	0.00	0.00
403-24-01-535-520-00-00	Operating Supplies	15,000.00	14,282.54	20,000.00
403-24-01-535-521-00-00	Uniforms	1,250.00	1,194.64	1,250.00
403-24-01-535-522-00-00	Fuel & Oil	3,500.00	2,048.05	3,200.00
403-24-01-535-525-00-00	Operating Supplies-new Grinder Stations	30,000.00	33,750.00	40,000.00
403-24-01-535-526-00-00	Bank Charges & Fees - Sewer	0.00	0.00	0.00
403-24-01-535-732-00-00	Bad Debt	0.00	0.00	0.00
Total Operating Costs		221,140.00	183,185.96	240,850.00
CAPITAL OUTLAY				
403-00-00-166-900-00-00	Machinery & Equipment	0.00	0.00	35,000.00
403-00-00-164-900-00-00	Improvements-Other than Buildings	0.00	0.00	644,000.00
Total Capital Outlay Costs		0.00	0.00	679,000.00
DEBT SERVICE				
403-24-01-535-720-00-00	Debt Service Bonds-Interest	337,181.00	0.00	332,071.00
403-24-01-535-720-00-00	Debt Service Bonds-Principal	120,610.00	0.00	125,740.00
403-00-00-103-112-00-00	Reserve Account for Bond Series 2004/2009	33,400.00	0.00	33,400.00
405-00-00-203-100-00-00	Debt Service- RD-Regions-Principal	0.00	0.00	0.00
405-00-00-169-990-00-00	Debt Service-RD-Regions-Interest	0.00	0.00	0.00
Total Debt Service		491,191.00	0.00	491,211.00
TRANSFERS				
403-24-01-535-911-00-00	Transfer to General Fund	192,802.00	0.00	192,802.00
403-24-01-535-914-00-00	Transfer to Sewer Construction Fund	0.00	0.00	0.00
Total Transfers		192,802.00	0.00	192,802.00
CONTINGENCY				
403-22-01-533-301-00-00	Contingency	0.00	0.00	0.00
403-24-01-535-001-00-00	Reserve for Fund Balance Rollforward	0.00	0.00	0.00
Total Contingencies		0.00	0.00	0.00
Total Expenditures		1,027,509.00	273,945.76	1,726,539.00
Total Revenues		1,027,509.00	547,036.98	1,726,539.00
Revenues Less Expenditures		0.00	273,091.22	0.00

PUBLIC UTILITIES - SEWER FUND

PUBLIC UTILITIES - SEWER FUND
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

<u>Cost:</u>	<u>Description:</u>
35,000.00	Machinery & Equipment
644,000.00	Improvements-Other than Buildings

Total: 679,000.00

PUBLIC UTILITIES - SOLID WASTE FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016-2017
404-00-00-343-404-00-00	Reimbursement from FEMA-SW	0.00	0.00	0.00
404-00-00-343-405-00-00	Miscellaneous Revenue	0.00	0.00	0.00
404-00-00-343-401-00-00	Collection Fees-Solid Waste	715,238.00	503,614.24	715,238.00
404-00-00-343-402-00-00	Garbage Adjustments-Solid Wast	0.00	0.00	0.00
404-00-00-343-403-00-00	Penalties-Solid Waste	22,905.00	13,153.29	18,000.00
404-00-00-361-100-00-00	Interest Earned Bank Accts-SW	0.00	71.92	0.00
404-00-00-361-110-00-00	Interest Earned on Invest-SW	0.00	0.00	0.00
404-00-00-381-100-00-00	Transfer From General Fund-SW	0.00	0.00	0.00
404-00-00-382-990-00-00	Appropriation of Prior Funds	0.00	0.00	0.00
	Total Operating Revenues	738,143.00	516,839.45	733,238.00

PUBLIC UTILITIES - SOLID WASTE FUND

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
Admin Assistant	H	0.5	0.25
Service Worker II	H	0.5	0.5
TOTAL		1.0	0.75

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2015 2016 Actuals	Proposed FY 2016- 2017
	Regular Salaries	25,461.00	16,569.26	21,776.00
	Overtime	0.00	50.75	0.00
	FICA	1,947.00	1,690.12	1,670.00
	Retirement	1,850.00	1,192.10	1,640.00
	Life & Health Insurance	6,600.00	1,250.81	5,400.00
	Worker's Comp/Claims	1,000.00	0.00	1,000.00
	Unemployment Comp	250.00	0.00	0.00
	Total Personnel Service Costs	37,108.00	20,753.04	31,486.00

PUBLIC UTILITIES - SOLID WASTE

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2015- 2016 Actuals	Proposed FY 2016- 2017
404-23-01-534-310-00-00	Professional Fees-Solid Waste	485,000.00	330,498.64	485,000.00
404-23-01-534-320-00-00	Accounting & Auditing-SW	9,500.00	9,500.00	9,500.00
404-23-01-534-450-00-00	Prop & Gen Liab Ins-SW	1,068.00	0.00	1,068.00
404-23-01-534-460-00-00	Repairs & Maintenance-SW	100.00	41.66	100.00
404-23-01-534-461-00-00	Repairs & Maint Vehicles-SW	1,000.00	0.00	1,467.00
404-23-01-534-510-00-00	Office Supplies-Solid Waste	200.00	142.30	200.00
404-23-01-534-520-00-00	Operating Supplies-Solid Waste	1,000.00	131.67	1,000.00
404-23-01-534-522-00-00	Fuel & Oil-Solid Waste	1,000.00	420.78	1,000.00
	Total Operating Costs	498,868.00	340,735.05	499,335.00
CAPITAL OUTLAY				
404-23-01-534-591-00-00	Equip, Mach & Furn Depr	0.00	0.00	0.00
	Total Capital Outlay Costs	0.00	0.00	0.00
TRANSFERS				
404-23-01-534-911-00-00	Transfer to General Fund-Sw	202,167.00	0.00	202,167.00
	Total Transfers	202,167.00	0.00	202,167.00
CONTINGENCY				
404-23-01-534-301-00-00	Contingency	0.00	0.00	0.00
	Total Contingency	0.00	0.00	0.00
	Total Expenditures	738,143.00	361,488.09	732,988.00
	Total Revenues	738,143.00	516,839.45	733,238.00
	Revenues Less Expenditures	0.00	155,351.36	250.00

PUBLIC UTILITIES - SOLID WASTE

**PUBLIC UTILITIES - SOLID WASTE
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Cost:

Description:

Total: 0.00

FIRE CONTROL FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted FY 2015-2016 Amendment #1	YTD FY 2014-2015 Actuals	Proposed FY 2016-2017
105-00-00-334-201-00-00	Grants-DOI-Fire	0.00	0.00	5,000.00
105-00-00-334-202-00-00	Misc Grants	0.00	0.00	0.00
105-00-00-338-111-00-00	Alachua County Agreement	145,000.00	120,833.40	175,000.00
105-00-00-311-300-00-00	Fire Assessments	245,000.00	240,477.49	260,104.00
105-00-00-338-113-00-00	Fire Inspection Fees	3,500.00	3,621.80	4,500.00
105-00-00-361-100-00-00	Interest Earned on Bank Accts	300.00	62.94	300.00
105-00-00-369-100-00-00	Miscellaneous Revenue-Fire	0.00	660.00	0.00
105-00-00-369-110-00-00	Donations-Fire	0.00	0.00	0.00
105-00-00-384-000-00-00	Loan Proceeds-Fire	0.00	0.00	0.00
105-00-00-381-100-00-00	Transfer from General Fund	568,890.00	0.00	559,847.00
105-00-00-382-100-00-00	Approp of Prior Year Funds-Fire	0.00	0.00	0.00
Total Operating Revenues		962,690.00	365,655.63	1,004,751.00

FIRE CONTROL FUND

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing Amendment #1	Proposed 16/17 Staffing Amendment #1
Fire Chief	S	1.0	1.0
Fire Lieutenant	H	3.0	3.0
Fire Fighter - FT	H	3.0	3.0
Fire Fighter - PT (8)	H	6.0	6.0
Admin Asst	H	0.0	0.5
TOTAL		13.0	13.5

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2014- 2015 Actuals	Proposed FY 2016-2017
105-11-01-522-121-00-00	Regular Salaries	426,693.00	278,861.59	451,510.00
105-11-01-522-150-00-00	Overtime	33,317.00	21,969.83	36,947.00
	Longevity	0.00	0.00	500.00
105-11-01-522-200-00-00	Fire Fees	8,000.00	3,425.00	8,000.00
105-11-01-522-210-00-00	FICA	35,706.00	29,146.66	37,500.00
105-11-01-522-220-00-00	Retirement	101,506.00	65,465.44	108,366.00
105-11-01-522-230-00-00	Life & Health Insurance	46,200.00	39,923.41	50,400.00
105-11-01-522-240-00-00	Worker's Comp	18,000.00	11,130.57	16,862.00
105-11-01-522-250-00-00	Unemployment Comp	6,000.00	2,541.50	4,500.00
Total Personnel Service Costs		675,422.00	452,464.00	714,585.00

FIRE CONTROL FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015-2016 Amendment #1	YTD FY 2014 2015 Actuals	Proposed FY 2016-2017
105-11-01-522-310-00-00	Professional Services	8,500.00	6,410.00	8,500.00
105-11-01-522-400-00-00	Training and Travel	2,500.00	1,775.00	4,000.00
105-11-01-522-410-00-00	Communications Services	0.00	0.00	0.00
105-11-01-522-411-00-00	Wireless Communications	0.00	108.83	0.00
105-11-01-522-430-00-00	Utility Services	8,000.00	6,654.53	8,000.00
105-11-01-522-441-00-00	Phone Lease	675.00	354.28	675.00
105-11-01-522-450-00-00	Property & Liability Insurance	6,300.00	4,628.96	4,700.00
105-11-01-522-461-00-00	Repair & Maintenance - Vehicles	19,175.00	17,649.68	25,000.00
105-11-01-522-462-00-00	Repair & Maintenance - Equipment	8,000.00	6,903.09	8,000.00
105-11-01-522-466-00-00	Software Maintenance Agr-Fire	4,200.00	4,740.00	4,800.00
105-11-01-522-467-00-00	Repair & Maint Building	6,500.00	4,577.27	6,500.00
105-11-01-522-490-00-00	Assessment Studies	0.00	0.00	0.00
105-11-01-522-510-00-00	Office Supplies	3,000.00	1,048.27	3,000.00
105-11-01-522-520-00-00	Operating Supplies	6,000.00	2,266.17	6,000.00
105-11-01-522-521-00-00	Uniforms	2,500.00	2,759.39	2,500.00
105-11-01-522-522-00-00	Fuel & Oil	11,700.00	5,988.70	11,700.00
105-11-01-522-540-00-00	Subscriptions & Dues	2,000.00	1,622.00	2,000.00
	Total Operating Costs	89,050.00	67,486.17	95,375.00
DEBT SERVICE				
105-11-01-522-710-00-00	Debt Service-Principal-Fire	36,176.00	33,095.38	31,481.00
105-11-01-522-720-00-00	Debt Service-Interest-Fire	9,819.00	8,574.19	6,087.00
	Total Debt Service Costs	45,995.00	41,669.57	37,568.00
CAPITAL OUTLAY				
105-11-01-522-620-00-00	Building Improvements	0.00	4,600.00	0.00
105-11-01-522-641-00-00	Machinery & Equipment-Fire	0.00	0.00	5,000.00
105-11-01-522-642-00-00	Comp/Printers/Sware-Fire	0.00	0.00	0.00
105-11-01-522-643-00-00	Vehicles	0.00	0.00	0.00
	Total Capital Outlay Costs	0.00	4,600.00	5,000.00
TRANSFERS				
105-11-01-522-911-00-00	Transfer to General Fund	152,223.00	0.00	152,223.00
	Total Transfers	152,223.00	0.00	152,223.00
CONTINGENCY				
105-11-01-522-301-00-00	Contingency	0.00	0.00	0.00
	Total Contingency	0.00	0.00	0.00
	Total Expenditures	962,690.00	566,219.74	1,004,751.00
	Total Revenues	962,690.00	365,655.63	1,004,751.00
	Revenues Less Expenditures	0.00	(200,564.11)	0.00

FIRE CONTROL FUND

FIRE CONTROL FUND
CAPITAL OUTLAYS

Proposed Year 2016/2017 Capital Outlays

<u>Costs:</u>	<u>Description:</u>
5,000.00	Machinery & Equipment-Fire

Total: 5,000.00

CEMETERY RESERVE FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2014- 2015 Actuals	Proposed FY 2016- 2017
601-00-00-361-100-00-00	Interest Earned Bank Acct-Ceme	100.00	103.63	0.00
601-00-00-364-100-00-00	Sale of Fixed Assets-Cemetery	0.00	0.00	0.00
601-00-00-381-100-00-00	Transfer From General Fund-Cem	0.00	0.00	0.00
601-00-00-382-990-00-00	Approp of Prior Year Funds	0.00	0.00	0.00
601-00-00-343-800-00-00	Cemetery Fees	10,338.00	4,200.00	9,238.00
	Total Operating Revenues	10,438.00	4,303.63	9,238.00

CEMETERY RESERVE FUND

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
TOTAL	0.0	0.0	0.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2014 2015 Actuals	Proposed FY 2016- 2017
	Regular Salaries	0.00	0.00	0.00
	Overtime	0.00	0.00	0.00
	FICA	0.00	0.00	0.00
	Retirement	0.00	0.00	0.00
	Life & Health Insurance	0.00	0.00	0.00
	Worker's Comp/Claims	0.00	0.00	0.00
	Unemployment Comp	0.00	0.00	0.00
	Total Personnel Service Costs	0.00	0.00	0.00

CEMETERY RESERVE FUND

OPERATING GL CODES	OPERATING EXPENDITURES	Adopted FY 2015- 2016 Amendmen t #1	YTD FY 2014- 2015 Actuals	Proposed FY 2016- 2017
601-28-01-539-520-00-00	Operating Supplies-Cemetery	100.00	0.00	200.00
601-28-01-539-520-90-00	Repurchase Cemetery Lots	200.00	0.00	100.00
601-28-01-539-520-00-00	Operating Expense	0.00	727.00	0.00
	Total Operating Costs	300.00	727.00	300.00
CAPITAL OUTLAY				
601-28-01-539-630-00-00	Improve Other than Bldg-Cemete	0.00	0.00	0.00
	Total Capital Outlay Costs	0.00	0.00	0.00
TRANSFERS				
601-28-01-539-911-00-00	Transfer to General Fund-Cemet	8,938.00	0.00	8,938.00
	Total Transfers	8,938.00	0.00	8,938.00
CONTINGENCY				
601-28-01-539-001-00-00	Contingency	0.00	0.00	0.00
	Total Contingency	0.00	0.00	0.00
	Total Expenditures	9,238.00	727.00	9,238.00
	Total Revenues	10,438.00	4,303.63	9,238.00
	Revenues Less Expenditures	1,200.00	3,576.63	0.00

CEMETERY RESERVE FUND

**CEMETERY RESERVE FUND
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Cost:

Description:

Total: 0.00

IMPACT FEE FUND

OPERATING GL CODES	OPERATING REVENUES	Adopted FY 2015-2016 Amendment #1	YTD FY 2014-2015 Actuals	Proposed FY 2016-2017
101-00-00-363-231-00-00	Water Impact Fee Revenue	20,529.00	9,120.00	12,500.00
101-00-00-363-232-00-00	Sewer Impact Fee Revenue	144,489.00	57,490.00	106,000.00
101-00-00-361-100-00-00	Interest Earned on Bank Accts	0.00	0.00	0.00
101-00-00-361-100-02-00	Int Earned on Bank Acct-Water	100.00	27.63	100.00
101-00-00-361-100-03-00	Int Earned on Bank Acct-Sewer	200.00	231.03	200.00
101-00-00-361-110-00-00	Interest Earned on Investments	0.00	0.00	0.00
101-00-00-361-111-00-00	Interest Earned-Ad Valorem Tax	0.00	0.00	0.00
101-00-00-382-000-00-00	Contribs from Enterprise Opers	0.00	0.00	0.00
101-00-00-382-100-02-00	Approp of Prior Year Funds-Water	0.00	0.00	0.00
101-00-00-382-100-03-00	Approp of Prior Year Funds-Sewer	0.00	0.00	0.00
	Total Operating Revenues	165,318.00	66,868.66	118,800.00

IMPACT FEE FUND

STAFFING/WAGES	Type of Pay	Adopted 15/16 Staffing	Proposed 16/17 Staffing
TOTAL	0.0	0.0	0.0

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Adopted FY 2015-2016 Amendment #1	YTD FY 2014 2015 Actuals	Proposed FY 2016- 2017
	Regular Salaries	0.00	0.00	0.00
	Overtime	0.00	0.00	0.00
	FICA	0.00	0.00	0.00
	Retirement	0.00	0.00	0.00
	Life & Health Insurance	0.00	0.00	0.00
	Worker's Comp	0.00	0.00	0.00
	Unemployment Comp	0.00	0.00	0.00
	Total Personnel Service Costs	0.00	0.00	0.00

IMPACT FEE FUND

OPERATING GL CODES	CAPITAL OUTLAY	Adopted FY 2015-2016 Amendment #1	YTD FY 2014-2015 Actuals	Proposed FY 2016-2017
101-28-01-539-632-00-00	Water System Improvements	0.00	0.00	0.00
101-28-01-539-633-00-00	Sewer System Improvements	0.00	0.00	0.00
101-28-01-539-634-00-00	Development Water Reimb	5,000.00	0.00	5,000.00
101-28-01-539-635-00-00	Development Sewer Reimb 222/RR Ave Lift Station(Sewer)	12,808.00 0.00	0.00 0.00	12,808.00 0.00
	Total Capital Outlay Costs	17,808.00	0.00	17,808.00
TRANSFERS				
101-28-01-539-912-00-00	Transfer to Sewer Debt Service	94,784.00	-	83,266.00
101-28-01-539-914-00-00	Transfer to Sewer Construction Fund	-	-	-
101-28-01-539-911-00-00	Transfer to General Fund	2,726.00	-	2,726.00
	Total Debt Service	97,510.00	0.00	85,992.00
CONTINGENCY				
101-00-00-539-100-00-00	Water Contingency	25,000.00	0.00	7,500.00
101-00-00-539-200-00-00	Sewer Contingency	25,000.00	0.00	7,500.00
	Total Contingencies	50,000.00	0.00	15,000.00
	Total Expenditures	165,318.00	0.00	118,800.00
	Total Revenues	165,318.00	66,868.66	118,800.00
	Revenues Less Expenditures	0.00	66,868.66	0.00

IMPACT FEE FUND

**IMPACT FEE FUND
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

Costs:

Description:

Total: 0.00

COMMUNITY REDEVELOPMENT AGENCY

OPERATING GL CODES	OPERATING REVENUES	Approved FY 2015- 2016	YTD FY 2014-2015 Actuals	Proposed Amended FY 2015- 2016
108-00-00-311-000-00-00	Ad Valorem Taxes COHS TIF	73,000.00	72,933.00	75,718.00
108-00-00-311-100-00-00	Ad Valorem County TIF	105,000.00	104,643.00	75,718.00
	COHS Gneral Appropriations	0.00	0.00	39,965.00
108-00-00-384-100-00-00	Loan Proceeds	0.00	0.00	0.00
108-00-00-366-100-00-00	Contributions Non-Governmental	0.00	350.00	0.00
108-00-00-382-100-00-00	Approp of Prior Year Funds	234,515.00	0.00	235,693.00
108-00-00-361-100-00-00	Interest Earnings	-	0.06	40.00
	Total Operating Revenues	412,515.00	177,926.06	427,134.00

COMMUNITY REDEVELOPMENT AGENCY

STAFFING/WAGES		Type of Pay	Adopted 15/16 Staffing Amendment #1	Proposed 16/17 Staffing Amendment #1
Executive Director		S	0.5	0.75
Service Worker II		H	0.25	0.5
TOTAL			0.75	1.25

S=Salaried H=Hourly

OPERATING GL CODES	PERSONNEL SERVICES	Approved FY 2015- 2016	YTD FY 2014- 2015 Actuals	Proposed Amended FY 2015-2016
108-38-01-552-121-00-00	Regular Salaries-Administrative	48,500.00	35,880.33	42,500.00
108-38-01-552-121-00-00	Regular Salaries			12,500.00
108-38-01-552-141-00-00	Overtime	0.00	185.65	3,000.00
108-38-01-552-210-00-00	FICA	3,725.00	3,143.02	4,450.00
108-38-01-552-220-00-00	Retirement	3,575.00	2,603.76	4,500.00
108-38-01-552-230-00-00	Life & Health Insurance	9,000.00	5,708.00	7,200.00
108-38-01-552-240-00-00	Worker's Comp	1,200.00	52.28	600.00
108-38-01-552-250-00-00	Unemployment Comp	1,100.00	286.71	400.00
Total Personnel Service Costs		67,100.00	47,859.75	75,150.00

COMMUNITY REDEVELOPMENT AGENCY

OPERATING GL CODES	OPERATING EXPENDITURES	Approved FY 2015- 2016	YTD FY 2014- 2015 Actuals	Proposed Amended FY 2015- 2016
108-38-01-552-310-00-00	Professional Services	13,000.00	4,233.61	8,000.00
108-38-01-552-340-00-00	Contractual Services-Attorney	4,700.00	0.00	7,000.00
108-38-01-552-341-00-00	Contractual Services-COHS	24,590.00	0.00	22,303.00
108-38-01-552-400-00-00	Training and Travel	3,000.00	774.11	2,500.00
108-38-01-552-450-00-00	Property & Liability Insurance	5,000.00	3,003.12	3,010.00
108-38-01-552-460-00-00	Repair and Maintenance	14,000.00	12,747.28	10,000.00
108-38-01-552-467-00-00	Repair and Maintenance-Bldg	1,000.00	640.25	1,000.00
108-38-01-552-480-00-00	Promotional Activities	3,000.00	2,052.50	2,000.00
108-38-01-552-520-00-00	Operating Supplies	1,200.00	1,142.25	1,200.00
108-38-01-552-540-00-00	Subscriptions & Dues	700.00	670.00	700.00
108-38-01-552-540-10-00	Billboard Advertising/Mural- CRA	10,000.00	5,493.98	2,000.00
108-38-01-552-540-20-00	Pamphlets - CRA	200.00	52.50	200.00
108-38-01-552-540-30-00	Music in the Park	2,500.00	1,321.46	2,500.00
108-38-01-552-550-00-00	Building Remodel & Repair	0.00	0.00	0.00
108-38-01-552-430-00-00	Utilities	1,000.00	0.00	0.00
Total Operating Costs		83,890.00	32,131.06	62,413.00
CAPITAL OUTLAY				
108-38-01-552-630-00-00	Improvements Other Than Buildings	0.00	0.00	24,000.00
108-38-01-552-632-00-00	School Renovation	0.00	0.00	0.00
108-38-01-552-632-10-00	Downtown Sidewalk	112,010.00	28.99	113,050.00
108-38-01-552-633-00-00	Downtown Parking Project	63,746.00	2,324.01	57,253.00
108-38-01-552-641-00-00	Machinery and Equipment	0.00	0.00	11,693.00
Total Capital Outlay Costs		175,756.00	2,353.00	205,996.00
GRANTS				
108-38-01-552-820-00-00	Grants to Others	85,769.00	20,490.70	83,575.00
Total Debt Service		85,769.00	20,490.70	83,575.00
CONTINGENCY				
108-38-01-552-000-00-00	Contingency	0.00	0.00	0.00
	Reserve for Fund Balance Carry Forward	0.00	0.00	0.00
Total Contingencies		0.00	0.00	0.00
Total Expenditures		412,515.00	102,834.51	427,134.00
Total Revenues		412,515.00	177,926.06	427,134.00
Revenues Less Expenditures		0.00	75,091.55	0.00

COMMUNITY REDEVELOPMENT AGENCY

**COMMUNITY REDEVELOPMENT AGENCY
CAPITAL OUTLAYS**

Proposed Year 2016/2017 Capital Outlays

<u>Costs:</u>	<u>Description:</u>
57,253.00	Downtown Parking/Sidewalks Project
113,050.00	Sidewalk Project
24,000.00	Other Projects
<u>11,693.00</u>	Machinery and Equipment-Polaris
Total: <u>205,996.00</u>	

*A. L. Mebane Alumni Association Incorporated
P. O. Box 628
Alachua, FL 32616*

August 24, 2016

Mayor Byran Williams
110 N. W. 1st Ave
High Springs, FL 32643

Dear Mayor Williams:

I write to you as the Co-Chairman of the A. L. Mebane Alumni Association Incorporated Green & Gold Scholarship Ball Committee. Currently, the Alumni Association is preparing for their 2016 Annual Reunion and would like to include as a component of the Reunion the Green & Gold Scholarship Ball. We seek a location to host the ball that has a low rental expense or even better a "no cost" expense to our organization.

We would like to ask permission of your office to please allow us to use the High Springs Civic Center Building located at 330 N.W. Sante Fe Blvd, High Springs, Florida. The date of this request is for Friday, November 25, 2016 from 4:00 p.m. until 11:00 p.m. We feel that this location would be the perfect place to host our event! We also request that the rental fee for the facility is waived as any rental expense is not affordable to our organization at this time. Of course, It goes without saying that we would highlight the City of High Springs as our major sponsor of this event and any and all net proceeds raised during the event will be contributed to the scholarship fund of the Alumni Association.

The A. L. Mebane Alumni Association was established in 1997 with the primary purpose of providing scholarships to high school graduates, host social events for the varying communities and build on as well as highlight the legacies of the historically black schools of northwest Alachua County. Serving as a county non-profit organization we have held events such as the Green & Gold Scholarship Ball to help raise money for our scholarship fund. We have done a stellar job in providing scholarships and providing cultural enrichment and social services to our communities. This year, we would like to meet or even exceed our previous services and performance.

Your favorable response regarding this request will be highly appreciated.

Thank you.

Respectfully yours,

Aleatha Pautz

Aleatha Roberts-Stroman Pautz, Co-Chairperson

Green & Gold Scholarship Ball

**Green & Gold
Scholarship Ball
Committee**

Co-Chairpersons

*Aleatha Pautz
Ruthie Moore*

Members

*Shirley Hill
Pansy Parks
Viola Fleming
Jesse Fleming
Michael Pautz
Deborah Sledge
Delores Coney*



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August 26, 2016

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

RE: Fiscal Year 2017
Agreement Between the City and the Planning Council
for Local Government Comprehensive Planning Services

Dear Ed:

Please find enclosed two copies, with original Planning Council signatures, of the above referenced proposed agreement between the City and the Planning Council for the Planning Council to provide comprehensive planning services to the City for Fiscal Year 2017 in the amount of \$10,000. Please note that the method of compensation for comprehensive planning services provided pursuant to this Agreement is on a fixed fee basis.

Subsequent to approval of the above referenced agreement by the City, please have both copies dated on Page 1 and signed on Page 4, retain one copy of the Agreement with original signatures for the City's files and return one signed copy of the Agreement with original signatures to me for the Planning Council's files.

If you have any questions concerning this Agreement, please do not hesitate to contact me at 352.955.2200, ext. 101.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosures

xc: Jenny I. Parham, City Clerk (letter only)

L:\LGA Contracts\2017\2017 agreeletterfinalmerge.doc

FISCAL YEAR 2017
LOCAL GOVERNMENT COMPREHENSIVE PLANNING SERVICES
AGREEMENT
BETWEEN THE
CITY OF HIGH SPRINGS
AND THE
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

This Agreement made and entered into this _____ day of _____ 2016, by and between the City of High Springs, hereinafter referred to as the "Purchaser" and the North Central Florida Regional Planning Council, hereinafter referred to as the "Planning Council".

This AGREEMENT/CONTRACT IS ENTERED INTO BASED UPON THE FOLLOWING FACTS: The Purchaser desires to engage the Planning Council to render certain technical or professional services; and

The Planning Council possesses the qualifications and expertise to perform the services required.

NOW THEREFORE, THE PURCHASER AND THE PLANNING COUNCIL DO MUTUALLY AGREE AS FOLLOWS:

ARTICLE I - SCOPE OF SERVICES

The Planning Council agrees to provide services to the Purchaser in accordance with the terms and conditions set forth in Appendix A, Scope of Services, of this Agreement which is incorporated by reference herein and considered as an integral part of this Agreement.

ARTICLE II - COMPENSATION

The Planning Council shall be paid by the Purchaser a fixed fee of Ten Thousand Dollars and No Cents (\$10,000.00) for services provided in completing the Scope of Services described in Appendix A, which is incorporated by reference.

Payment to the Planning Council for services rendered in accordance with the Scope of Services as set forth in Appendix A, Scope of Services, of this Agreement, which is incorporated by reference herein and considered as an integral part of this Agreement, will become due within thirty (30) days following receipt by the Purchaser of a requisition of payment. Requisitions may be made on a monthly basis.

ARTICLE III - TIME COMPLETION

This Agreement shall begin on October 1, 2016 and shall end on September 30, 2017. Any allowable costs incurred by the Planning Council during the period covered by this Agreement in providing services in performing the work described in Appendix A, Scope of Services, of this Agreement, which is incorporated by reference herein and considered as an integral part of this Agreement are eligible expenses chargeable to the Purchaser. However, if this Agreement is not executed by all parties, the Purchaser shall not be liable for any such costs incurred by the Planning Council.

ARTICLE IV - TERMINATION WITHOUT CAUSE

Each party may terminate this Agreement without cause providing fifteen (15) days written notice to the other. Written notice shall be via U.S. Mail, first class mail, postage prepaid, by certified mail, return receipt requested. In such an event, all finished or unfinished documents and other materials prepared by the Planning Council pursuant to this Agreement shall become the property of the Purchaser. Upon termination as provided in this Article, the Planning Council shall be reimbursed for all of its actual costs incurred in providing services hereunder this Agreement as the same are defined in Article II of this Agreement.

ARTICLE V - DEFAULT AND TERMINATION

The failure of either party to comply with any provision of this Agreement shall place that party at default. Prior to terminating this Agreement, the nondefaulting party shall notify the defaulting party in writing. Written notice shall be via U.S. Mail, first class mail, postage prepaid, by certified mail, return receipt requested. The notification shall make specific reference to the provision which gave rise to the default. The defaulting party shall then be entitled to a period of ten (10) days in which to cure the default. In the event said default is not cured within the ten (10) day period, the Agreement may be terminated. The failure of either party to exercise this right shall not be considered a waiver of such right in the event of any further default or noncompliance. Upon default and termination as provided in this Article, the Planning Council shall be reimbursed for all of its actual costs incurred in providing services hereunder this Agreement as the same are defined in Article II of this Agreement and all finished or unfinished documents and other materials prepared by the Planning Council pursuant to this Agreement shall become the property of the Purchaser.

ARTICLE VI - NONDISCRIMINATION

In carrying out the work of this Agreement, the Planning Council shall not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin or handicapped status. The Planning Council shall take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, creed, color, sex, national origin or handicapped status. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Planning Council agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Planning Council shall, in all solicitations or advertisements for employees placed by or on behalf of the Planning Council, state that it is an Equal Opportunity/Affirmative Action Employer. The Planning Council shall incorporate the foregoing requirement of this paragraph in all subcontracts for services covered by this Agreement.

ARTICLE VII - PUBLIC RECORDS

Pursuant to Florida Statute Section 119.0701, the parties agree to the following:

- (a) During the term of this Agreement, the Planning Council shall comply with the Florida Public Records Law, to the extent such law is applicable to the Planning Council. If Section 119.0701, Florida Statutes is applicable, the Planning Council shall do the following: (1) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform this service; (2) Provide the public with access to the public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost allowed by law; (3) Keep from disclosure those public records that are exempt or confidential; (4) Meet all requirements for retaining public records and upon termination of this Agreement, transfer, at no cost, all public records to the City, and destroy any duplicate public records that are confidential or exempt from disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.
- (b) The Planning Council shall keep and make available to the City for inspection and copying, upon written request by the City, all records in the Planning Council's possession relating to this Agreement. Any document submitted to the City may be a public record and is open for inspection or copying by any person or entity unless considered confidential and exempt. Public records are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by an agency. Any document in the Planning Council's possession is subject to inspection and copying unless exempted under Chapter 119, Florida Statutes.
- (c) During the term of this Agreement, the Planning Council may claim that some or all of the Planning Council information, including, but not limited to, software, documentation, manuals, written methodologies and processes, pricing, discounts, proprietary information, technical data, trade secrets, including, but not limited to research, product plans, products, services, customer lists and customers, markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances, or other considerations (hereafter collectively referred to as "Confidential Information"), is, or has been treated as, confidential and proprietary by the Planning Council in accordance with Section 812.081, Florida Statutes, or other law, and is exempt from disclosure under the Public Records Act. The Planning Council shall clearly identify and mark Confidential Information as "Confidential Information" and the City shall use its best efforts to maintain the confidentiality of the information properly identified by the Planning Council as "Confidential Information." Confidential information does not include any of the foregoing items that have become publicly known and made generally available through no wrongful act or omission of either party or others who were under confidentiality obligations as to the item or items involved or improvements or new versions thereof.

- (d) The City shall promptly notify the Planning Council in writing of any request received by the City for disclosure of the Planning Council Confidential Information and the Planning Council may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. The Planning Council shall protect, defend, indemnify, and hold the City, its officers, employees and agents free and harmless from and against any claims or judgments arising out of a request for disclosure of Confidential Information. The Planning Council shall investigate, handle, respond to, and defend, using counsel chosen by the City, at the Planning Council's sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. The Planning Council shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorney fees, court costs, and expert witness fees and expenses. Upon completion of this Agreement, the provisions of this section shall continue to survive. The Planning Council releases the City from all claims and damages related to any disclosure of documents by the City.
- (e) If the Planning Council refuses to perform its duties under this section within fourteen (14) calendar days of notification by the City that a demand has been made to disclose the Planning Council's Confidential Information, then the Planning Council waives its claim that any information is Confidential Information, and releases the City from claims or damages related to the subsequent disclosure by the City.

If the Planning Council fails to comply with the Public Records Law, the Planning Council shall be deemed to have breached a material provision of this Agreement.

ARTICLE VIII - LIABILITY

The Planning Council hereby agrees to hold harmless the Purchaser, to the extent allowed and required by law, from all claims, demands, liabilities and suits of third persons or entities not a party to this Agreement arising out of, or due to any act, occurrence, or omission of the Planning Council, its subcontractors or agents, if any, that is related to the Planning Council's performance under this Agreement.

ARTICLE IX - ASSIGNABILITY

The Planning Council shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior consent of the Purchaser.

ARTICLE X - REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this Agreement, the City Manager of the Purchaser shall represent and act for the Purchaser and the Executive Director of the Planning Council shall represent and act for the Planning Council.

ARTICLE XI - VENUE AND JURISDICTION FOR LITIGATION BETWEEN THE PARTIES

This Agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in Alachua County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Alachua County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the Agreement.

ARTICLE XII - AMENDMENT OF AGREEMENT

The Planning Council and the Purchaser by mutual agreement may amend, extend, or modify this Agreement. Any such modification shall be mutually agreed upon by and between the Planning Council and Purchaser and shall be incorporated in a written amendment to this Agreement, duly signed by both parties.

ARTICLE XIII - COMPLETE CONTRACT

This Agreement, including Appendix A, Scope of Services, of this Agreement, which is incorporated by reference herein and considered as an integral part of this Agreement, constitutes the entire contract between the parties, and any changes, amendments, or modifications hereof shall be void unless the same are reduced to writing and signed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized on the date first above written.

CITY OF HIGH SPRINGS

Attest:

Seal

X 
Edwin Booth
City Manager

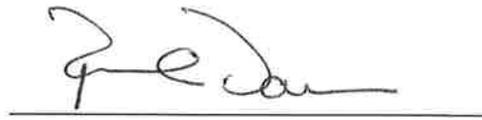
Byran Williams
Mayor

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

Attest:

Seal


Scott R. Koons
Executive Director


Rick Davis
Chair

APPENDIX A
SCOPE OF SERVICES
FOR THE
FISCAL YEAR 2017
LOCAL GOVERNMENT COMPREHENSIVE PLANNING SERVICES AGREEMENT

The following services will be provided by the Planning Council to the Purchaser.

- I. General Technical Assistance - conducting research, answering questions and assisting with comprehensive plan and land development regulations interpretations;
- II. Amendment Assistance - preparing public notices, draft ordinances, data and analysis and concurrency review for comprehensive plan text and map and land development regulations text and zoning map amendments; and
- III. Development Review Assistance - reviewing site and development plans, subdivision plats and other development proposals for comprehensive plan and land development regulations compliance.



SUWANNEE RIVER WATER MANAGEMENT DISTRICT

August 26, 2016

DON QUINCEY
Chairman
Chiefland, Florida

ALPHONAS ALEXANDER
Vice Chairman
Madison, Florida

VIRGINIA H. JOHNS
Secretary/Treasurer
Alachua, Florida

KEVIN BROWN
Alachua, Florida

GARY F. JONES
Old Town, Florida

VIRGINIA M. SANCHEZ
Old Town, Florida

RICHARD SCHWAB
Perry, Florida

BRADLEY WILLIAMS
Monticello, Florida

VACANT
At Large

NOAH VALENSTEIN
Executive Director

Ed Booth, City Manager
City of High Springs
110 NW 1st Avenue
High Springs, FL 32643

Subject: River Cost Share Agreement

Dear Mr. Booth:

Enclosed in duplicate is the River Cost Share Agreement for the Hornsby Springs Water Quality Improvement Project. Please obtain the appropriate signature on this agreement and return both originals to my attention. One original will be returned to you after it is fully executed by the District.

We at the Suwannee River Water Management District look forward to working with you on this project. If you have any questions, please contact the project manager Jamie Bell at 386.647.3147.

Sincerely,

A handwritten signature in blue ink that reads "Gwen Lord".

Gwendolyn A. Lord, CPPB, FCCM
Contracts and Procurement Coordinator

/gal

cc: Jamie Bell

MEMORANDUM OF AGREEMENT
BETWEEN
SUWANNEE RIVER WATER MANAGEMENT DISTRICT
AND
CITY OF HIGH SPRINGS
FOR
PROJECT FUNDING

THIS MEMORANDUM OF AGREEMENT (hereinafter called this "MOA"), by and between the SUWANNEE RIVER WATER MANAGEMENT DISTRICT, a special taxing District organized under Chapter 373, Florida Statutes, whose address is 9225 County Road 49, Live Oak, Florida 32060, (hereinafter called "DISTRICT"), and the City of High Springs, whose address is 110 NW 1st Avenue, High Springs, Florida, 32643 (hereinafter called "CITY"), is entered into two originals this _____ day of _____, 2016.

WITNESSETH:

WHEREAS, DISTRICT and CITY desire to implement the Hornsby Springs Water Quality Improvement Project to reduce nutrient discharges from the Camp Kulaqua wastewater treatment plant (hereinafter called the PROJECT) as shown in Attachment A; and,

WHEREAS, DISTRICT and CITY desire to fund said PROJECT; and

WHEREAS, the DISTRICT and the CITY have determined that the PROJECT would be of benefit and desire to have the PROJECT implemented, and

WHEREAS, the DISTRICT is willing to fund the implementation of the PROJECT and the DISTRICT and CITY have agreed to a method for doing so and have committed their agreement to writing to create a binding contractual obligation between them.

NOW THEREFORE, the parties hereby agree as follows:

1. PURPOSE OF THE MOA. The purpose of this MOA is to set forth the responsibilities of DISTRICT and CITY in the implementation and funding of the PROJECT.

3. FUNDING OF THE PROJECT. The total cost for the PROJECT shall be \$500,000, which amount shall be divided between the parties and FDEP as follows:

Funding provided by FDEP:	\$450,000
Funding provided by the DISTRICT:	\$50,000
Total cost of the PROJECT:	\$500,000

4. FDEP FUNDS TO FLOW THROUGH DISTRICT: FDEP will be providing funding as set out above by reimbursement to the DISTRICT. The DISTRICT shall then pay both FDEP's funding and the DISTRICT's funding to the CITY as provided herein. Provided that the DISTRICT's obligations under this MOA are contingent upon the DISTRICT's receipt of such payment from FDEP, and the DISTRICT shall not be obligated under this MOA for any matter whatsoever unless and until such payment is received.

5. IMPLEMENTATION OF THE PROJECT.

- A. Immediately upon execution of this MOA, the DISTRICT and the CITY shall discuss and coordinate the implementation of the PROJECT.
- B. Upon mutual agreement of the method of implementation of the PROJECT, work shall commence on the implementation of the PROJECT.

6. DISTRICT'S PAYMENTS TO THE CITY:

- A. After the commencement of the implementation of the PROJECT, the CITY shall submit invoices to DISTRICT monthly, on a deliverable basis showing all work completed and costs incurred in the implementation of the PROJECT during the immediately preceding month.
- B. All invoices must include supporting documentation necessary to satisfy auditing purposes, for cost and project completion.
- C. Upon verification of the matters set out in the invoice, the DISTRICT shall pay to the CITY the verified amount. Provided that under no circumstances shall the total amount paid by the DISTRICT to the CITY under this MOA exceed \$500,000, which figure includes both the DISTRICT's \$50,000 and FDEP's \$450,000.
- D. CITY shall submit a final report to DISTRICT summarizing expenditures and activities. This report shall be submitted to the contract manager by March 30, 2018.

7. PROJECT REPRESENTATIVES. DISTRICT and CITY agree that the following persons are the designated Project Representatives and are to have direct, primary, and continuing responsibility for the work under this Agreement. Each Party's representative shall have authority to interpret this agreement for its Party and to give all approvals for its Party as follows:

DISTRICT:

Jamie S. Bell, Project Manager
9225 CR 49
Live Oak, Florida 32060
386.362.1001
JLS@srwmd.org

CITY:

Ed Booth, City Manager
110 NW 1st Avenue
High Springs, FL 32643
386.454.1416
ebooth@highsprings.us

8. MISCELLANEOUS.

- A. This MOA shall become effective on the date of execution by both parties and shall remain in effect until the earlier of March 30, 2018, or the date the DISTRICT and CITY deem the project complete in writing.
- B. CITY shall maintain books, records and documents directly pertinent to performance under this Agreement in accordance with generally accepted accounting principles consistently applied. DISTRICT, or its authorized representative, shall have access to such records for audit purposes during the term of this MOA and for three years following completion.

- C. DISTRICT and CITY agree to enter into good faith negotiations with respect to any terms, amendments or changes to this MOA that may be necessary to provide for continued cooperation to achieve the goals described herein. Provided that no modification of this MOA shall be effective until and unless executed by both parties in writing.
- D. Nothing in this MOA shall be construed as either limiting or extending the statutory jurisdiction of any of the signatories hereto.
- E. This MOA is between DISTRICT and CITY and shall not be interpreted to be for the benefit of any party or entity not a signatory hereto.

(The remainder of this page is intentionally left blank.)

ATTACHMENT A WORK PLAN

PROJECT TITLE: Hornsby Springs Water Quality Improvement Project

PROJECT FUNDING: The Suwannee River Water Management District received \$450,000 from the Florida Department of Environmental Protection (FDEP) for the purpose of improving water quality. The District has awarded those funds along with an additional \$50,000 to the City of High Springs for the Hornsby Springs Water Quality Improvement Project

PROJECT LOCATION: The Project will be located near Hornsby Springs which is adjacent to the Santa Fe River within the City of High Springs (City) in northwest Alachua County, Florida and within parcels owned by Camp Kulaqua (Camp). The Camp is privately owned and also within the City. See Figure 1, an aerial view of Camp Kulaqua, the package plant, Hornsby Springs and the Hornsby Springs cave system, and Figure 2, site map.

PROJECT BACKGROUND: The Camp processes its wastewater with an extended aeration activated sludge treatment plant. The amount of waste handled by the package plant varies due to the number of campers and visitors using the Camp. The average amount of waste handled is approximately 1,300 gallons per day.

The plant discharges its treated wastewater to rapid infiltration basin systems (RIBs). Due to the nature of RIBs, the treated effluent travels through the RIBs and is recharged to the Upper Floridan aquifer. The package plant and RIBs are located approximately 1,700 feet from Hornsby Springs and appear to be directly above known subterranean caves connected to Hornsby Springs.

The FDEP issued an Administrative Order (#AO 175 NE) for the Camp to address the package plant's poor treatment performance and the discharge of concentrations of nitrate above the permit limits. It has been estimated that 97 pounds of nitrate/year are discharged to the groundwater, which is believed to travel toward Hornsby Springs.

Since 1992, 192 water quality samples have been collected from Hornsby Springs, and the average nitrate-nitrite value was 0.51 mg N-NOx/l. This exceeds the FDEP's numeric nutrient criteria for nitrate-nitrite of 0.35 mg/l.

This project is part of the City's multi-phased wastewater program to reduce nitrogen loading to the springs and the Santa Fe River.

PROJECT DESCRIPTION: This project involves confirming the right of way, surveying locations of wastewater line and lift station, developing the specifications and drawings, permitting the project and bid package assistance, installing a lift station and a wastewater main from the Camp to one of the City's existing wastewater lines, and decommissioning the Camp's wastewater treatment plant. The lift station is tentatively planned to be located at the intersection of NW CR 236 and NW 227th Drive. An estimated 6,000 feet of 6-inch main will be installed and buried along a right-of way. The Camp's wastewater will then be routed to the City's wastewater treatment plant for treatment and disposal. Once installation and construction

are complete, the City will restore the impacted sites associated with installing the lift station and pipe. The existing Camp wastewater treatment plant and RIBs will then be decommissioned per minimum FDEP standards and requirements.

If any grant funds remain after the preconstruction activities are complete, the City will use those funds towards construction of the items identified in the preconstruction activities. An amendment will be required to address the reallocation of funds. Such an Amendment will require a revised work plan to identify and describe in detail the tasks that the City would need to complete in order to implement those recommendations.

TASKS and DELIVERABLES:

Task 1: Design and Permitting Task Description: The City will procure professional engineering services and surveying in accordance with state law. The City will complete the design of a lift station, wastewater line, and package plant decommissioning and obtain all necessary permits for construction of the project. The City will submit documentation of preconstruction activities, as described below.

Payment Request Schedule: City may submit a payment request for cost reimbursement no more frequently than once per month. The outlined Interim Deliverable(s) and/or Final Deliverable(s) must have been submitted and accepted in writing by the District's Project Manager prior to payment request submittal.

Deliverable 1a: The City's contracted engineering service as described in this task and as evidenced by a copy of the survey, including professional certification as applicable. Upon request, the City will provide a paper copy survey.

Performance Standard: The District's Project Manager will review the survey to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the City for incorporation. Upon review and written acceptance of each interim deliverables submittal by the District's Project Manager, the City may proceed with the payment request submittal for costs associated with that submittal period under this task.

Deliverable 1b: An electronic copy of the draft design at 30% completion submitted to the District's Project Manager for review prior to submittal of the draft design at 60% completion.

Performance Standard: The District's Project Manager will review the draft design at 30% completion to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the City for incorporation. Upon review and written acceptance of this submittal by the District's Project Manager, the City may proceed with the payment request submittal for costs associated with this design document.

Deliverable 1c: An electronic copy of the draft design at 60% completion submitted to the District's Project Manager for review prior to submittal of the final design.

Performance Standard: The District's Project Manager will review the draft design at 60%

completion to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the City for incorporation. Upon review and written acceptance of this submittal by the District's Project Manager, the City may proceed with the payment request submittal for costs associated with this design document

Deliverable 1d: An electronic copy of the final design, including professional certification as applicable. Upon request, the City will provide a paper copy of the final design submittal.

Performance Standard: The District's Project Manager will review the final design to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the City for incorporation. Upon review and written acceptance of this submittal by the District's Project Manager, the City may proceed with the payment request submittal for costs associated with this design document.

Deliverable 1e: A list of all required permits identifying issue dates and issuing authorities submitted to the District's Project Manager. Upon request, the City will provide copies of obtained permits or permit related correspondence or documentation.

Performance Standard: The District's Project Manager will review the list of all issued permits to verify that it meets the specifications in the Grant Work Plan and this task description, and provide any comments to the City for incorporation. Upon review and written acceptance of the list of all issued permits by the District's Project Manager, the City may proceed with payment request submittal for costs associated with permitting.

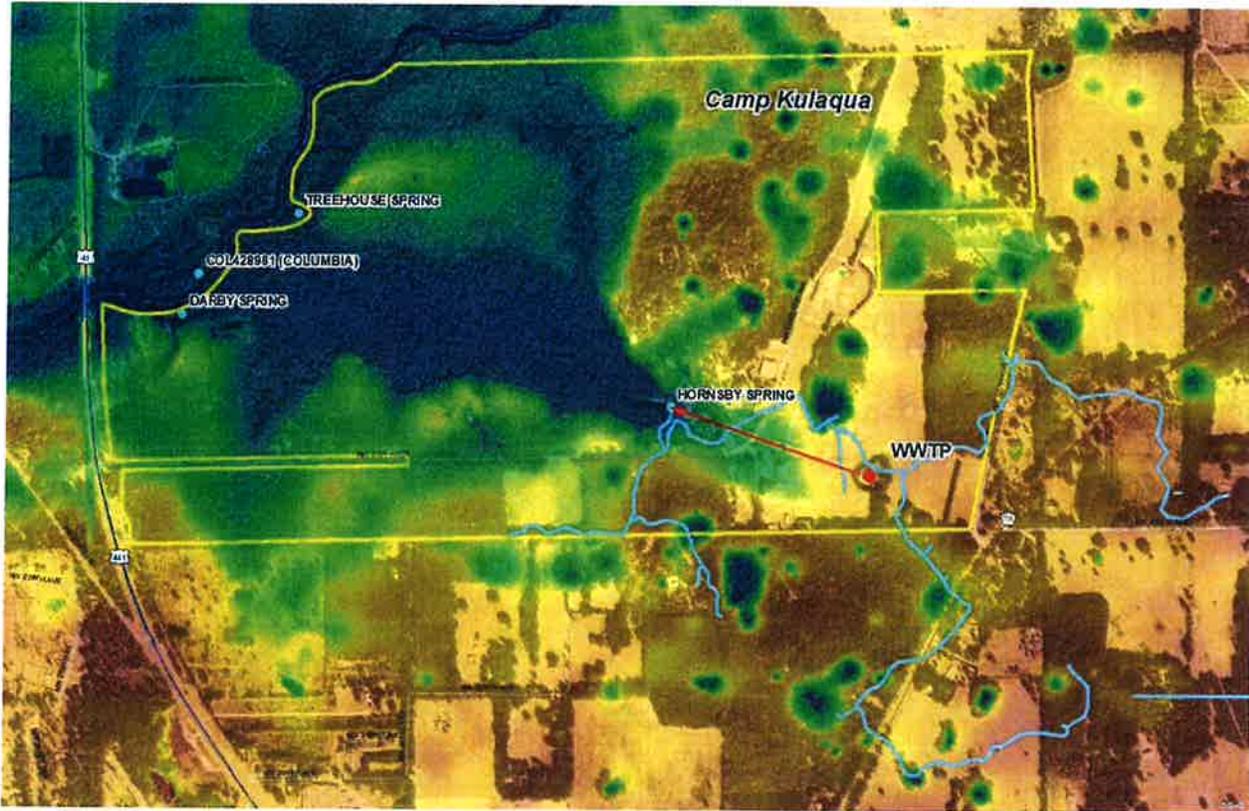
PROJECT TIMELINE: The tasks must be completed by the end of each task timeline and all deliverables must be received by the designated due date.

Task/ Deliverable No.	Task or Deliverable Title	Task Start Date	Task End Date	Deliverable Due Date/ Frequency
1	Design and Permitting	9/1/16	5/31/17	
1a	Survey			10/28/16
1b	30% design			1/29/17
1c	60% design			3/18/17
1d	Final design			5/31/17
1e	Permitting			5/31/17

BUDGET DETAIL BY TASK:

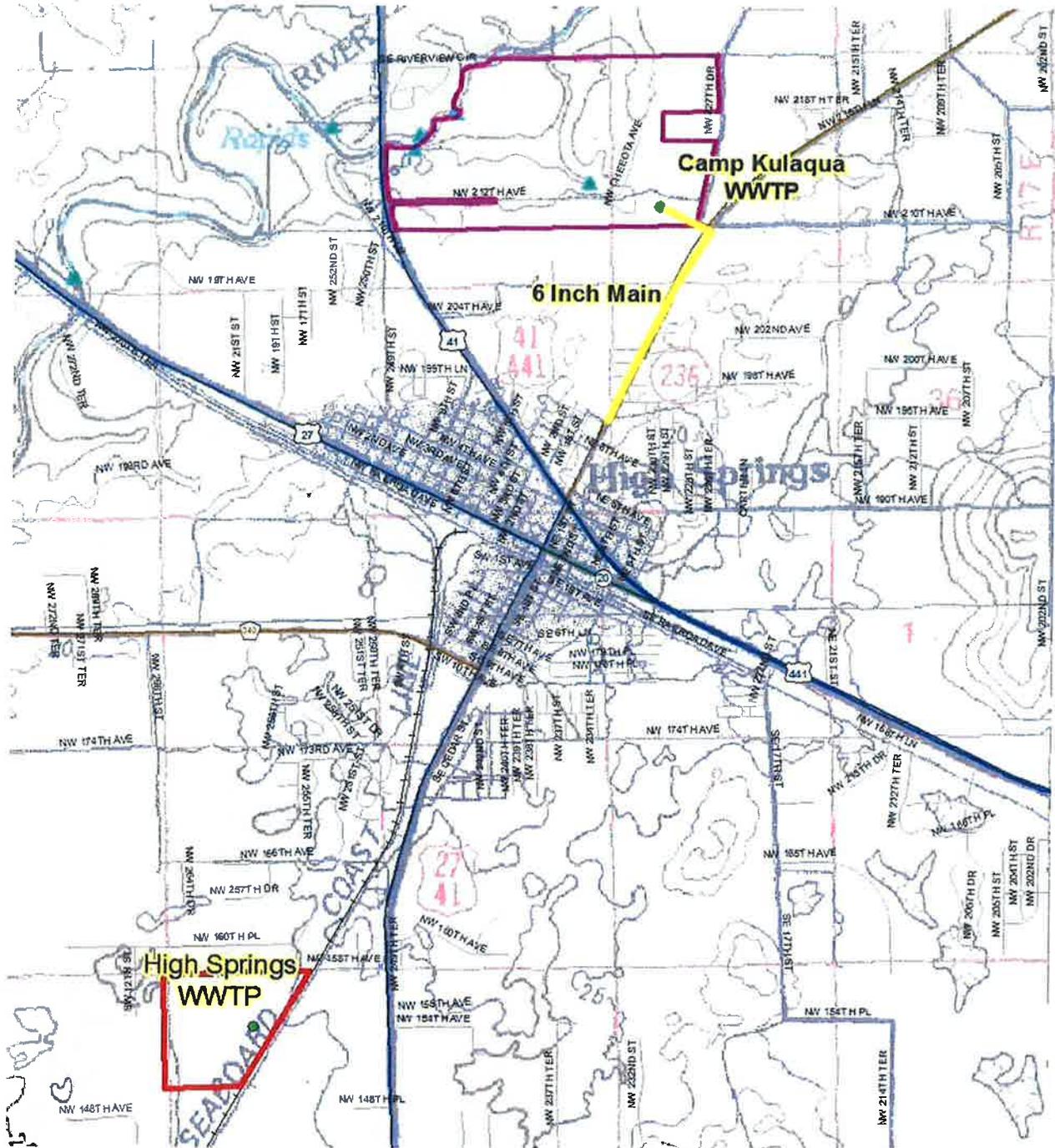
Task No.	Budget Category	Budget Amount	Total
1	Contractual Services	\$500,000	\$500,000
	Total Project Cost:		\$500,000

FIGURE 1, AERIAL VIEW



The boundary of Camp Kulaqua is represented by the yellow line while the line blue line represents the Hornsby Spring cave system. Also shown is the wastewater treatment plant (WWTP) and its relative location to Hornsby Springs which is approximately 1,700 feet away. The background colors represent the elevation of the landscape. Orange-red near the WWTP represents elevations around 60 feet while the green-blue near the springs represents elevations around 32 feet.

FIGURE 2, SITE MAP



The City of High Springs, the High Springs Wastewater Treatment Plant, the Camp Kulaqua Wastewater Treatment Plant and the approximate location of the 6 inch main are depicted on this map.

IN WITNESS WHEREOF, DISTRICT and CITY have hereto set their hands and seals on the day and year indicated below.

CITY OF HIGH SPRINGS

EXECUTED this _____ day of _____, 2016, by CITY.

By: 
Print Name:
As its:

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

EXECUTED this _____ day of _____, 2016, by DISTRICT.

By: _____
Noah D. Valenstein
Executive Director



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: SEPTEMBER 08, 2016

SUBJECT: CONSIDER CONSOLIDATING SEPTEMBER MEETING DATES.

AGENDA SECTION: NEW BUSINESS

DEPARTMENT: COMMISSION

PREPARED BY: CITY CLERK

RECOMMENDED ACTION: APPROVE MEETING DATES OF SEPTEMBER 8TH & 19TH FOR SEPTEMBER MEETING DATES.

Summary

THE CITY COMMISSION WILL CONSIDER CONSOLIDATING THE SECOND SCHEDULED MEETING OF THE MONTH (22ND) INTO THE SCHEDULED BUDGET HEARING ON THE 19TH. THIS WILL STILL PROVIDE FOR TWO MEETINGS IN THE MONTH OF SEPTEMBER.

ATTACHMENTS: CALENDAR

REVIEWED BY CITY MANAGER: _____



September 2016

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
				1	2	3
4	5 CITY HALL CLOSED FOR LABOR DAY	6	7	8 COMMISSION MEETING 6:30	9	10
11	12	13	14	15 CRA MEETING 6:30	16	17
18	19 COMM/BUDGET MEETING 6:30	20	21	22 NO COMM MTG	23	24
25	26	27	28	29	30	

Notes

LEGAL SERVICES AGREEMENT

THIS AGREEMENT, dated this ____ day of _____, 2016⁴, is made by and between the **CITY OF HIGH SPRINGS, FLORIDA**, a municipal corporation ("City"), and **FOLDS & WALKER, LLC**, Attorneys at Law ("Attorneys" or "Firm") to serve as the City Attorney for the City of High Springs.

WHEREAS, Folds & Walker, LLC is a law firm located in Alachua County, who provides legal services to local municipalities and possess unique knowledge and expertise in Florida local government law;

WHEREAS, the Partners of Folds & Walker, LLC and other attorneys employed by the firm are duly licensed, authorized and admitted to practice law in the State of Florida and are members of The Florida Bar;

WHEREAS, the City is a Florida municipality in need of legal services in order to serve the public and provide quality municipal governance;

WHEREAS, the *City Charter of the City of High Springs* requires that the City Commission appoint the City Attorney;

WHEREAS, the City Commission has appointed S. Scott Walker of the law firm of Folds & Walker, LLC to provide legal services as City Attorney for the City;

WHEREAS, S. Scott Walker of Folds & Walker, LLC has agreed to accept this appointment and will serve as City Attorney;

WHEREAS, the *City Charter of the City of High Springs* declares the City Attorney to be a Charter Officer;

WHEREAS, S. Scott Walker of Folds & Walker, LLC by agreeing to serve as City Attorney will also serve as a Charter Officer and be given all the powers and duties assigned to the City Attorney and charter officers under the *City Charter of the City of High Springs*; and

WHEREAS, Folds & Walker, LLC is an independent contractor not an employee of the City.

NOW THEREFORE, in recognition of the above recitals, the parties hereto agree as

follows:

SECTION 1. Scope of Services.

The Firm will provide General Legal Services to the City under the direction of the City Commission. Attorneys will provide legal consultation and advice to the City and its principals at the rate for General Legal Services under the scope of regular services, which will include:

1. Serve as the legal advisor to the City Commission during the conduct of all regular City Commission meetings;
2. Prepare and/or Review all City Ordinances, Resolutions, Contracts and other documents as requested;
3. Perform such other duties in accordance with City Charter, City Ordinances or as may be required by the City Commission;
4. Coordinate and provide direction and oversight with regard to the legal affairs of the City including, but not limited to, recommending and initiating the engagement of special counsel when needed; and
5. Provide legal assessment and analysis of planning and zoning issues based upon and in conjunction with the recommendations of planning personnel.

Legal services provided in anticipation of civil litigation and the conduct of all civil litigation (including, but not limited to, coordination with outside counsel), appeals, employment disputes and other requests for services which are designated as Special Projects are not included in the monthly fee for General Legal Services. Generally, task assignments, including, but not limited to, drafting Ordinances, negotiating and/or drafting Contracts, and negotiations regarding developments which are reasonably expected to require more than ten (10) hours of attorney time would be considered Special Projects and would be compensated on an hourly basis in accordance with Section 2(B) below. Nothing in this Agreement shall prevent the City from contracting with Attorneys for duties outside the scope of regular services.

SECTION 2. Compensation.

(A) For these services enumerated above in Section 1, the City shall pay the Firm the amount of ~~Five~~Four Thousand ~~Three~~Five Hundred Dollars (~~\$5,300.00~~~~4,500.00~~) per month. At or near the beginning of each month, the Firm shall provide the City an invoice in the amount set forth above, for those services that were provided during that month. Upon receipt of the invoice, the City shall promptly pay the amount owed. Said payments shall begin for the month of October, 2016. Except as provided below, all services provided to the City as City Attorney shall be included in the above amount and shall not be separately

itemized or billed. Further, matters which have previously been assigned to the Firm prior to this Agreement shall continue to be separately billed to the City in accordance with the rates as outlined below.

~~This monthly fee shall increase each year by three (3) percent, unless otherwise negotiated by the parties, in accordance with the Consumer Price Index ("CPI"). To escalate the base payment, price adjustments for the parties will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, U.S. City Average. The parties agree to use the standard base reference of 1982-1984=100. The parties agree to use October as the reference period from which changes in the CPI will be measured and understand that such information may not be available immediately. The price adjustment rate will be determined by comparing the percentage difference between the CPA in effect for October 2014 and October 2015. The percentage difference between those two CPA issues will be the price adjustment rate. The parties agree that the monthly amount listed in this agreement is the minimum monthly amount the City shall pay and represents a floor amount which cannot be lowered.~~

(B) Matters which are outside the scope of General Legal Services will be billed at 80% of the Attorneys' current normal hourly rate:

	Normal Hourly Rate	80% of Hourly Rate
Partner/Of Counsel	\$ 395.00	\$ 316.00
Senior Associate	\$ 350.00	\$ 280.00
Associate Attorney	\$ 275.00	\$ 220.00
Certified Paralegal	\$ 150.00	\$ 120.00
Law Clerk	\$ 125.00	\$ 100.00
Legal Assistant	\$ 100.00	\$ 80.00

The normal hourly rates shall be adjusted from time-to-time as necessary to reflect the attorney's then current billing rate (you will receive notice of any hourly rate increase 30 days before it becomes effective to you).

SECTION 3. Reimbursement of Costs.

In addition to the legal fees or other compensation provided in this General Retainer Agreement, The Firm shall be separately reimbursed for actual costs incurred which are directly related to the providing of services, including, but not limited to, copy costs, long distance telephone costs and express mail. Attorneys shall not charge the City for travel except during the provision of services being compensated in accordance with paragraph 2(B) above.

SECTION 4. Primary Contact.

The primary contact attorney for the services to be provided shall be S. SCOTT WALKER,

ESQ. Assistant City Attorneys shall be designated from time to time at the discretion of the Firm.

SECTION 5. Term.

This Agreement shall be for one (1) year period beginning October 1, 2016⁴ and ending on September 30, 2017⁵. The term of this Legal Services Agreement may be extended on a year to year basis upon the consent of all parties.

SECTION 6. Conflicts.

It is recognized by the parties that the Attorneys are dedicated to providing legal services throughout the State of Florida. As a consequence, a conflict may arise by the providing of the described services to the City. In the event a conflict arises between a client of the firm and the City of High Springs, the Firm shall immediately advise the City of the existence of the conflict, resign from such conflicting representation and assist the conflicting governmental client in obtaining other counsel.

SECTION 7. Termination.

The Firm shall serve as City Attorney at the pleasure of the City. This General Retainer Agreement may be terminated by either party. The City may terminate this agreement through the methods described in the *City Charter of the City of High Springs*. The Firm may terminate this Agreement by providing the City with written notice of termination. In the event that this General Retainer Agreement is terminated by the Firm, they shall provide the City notice of the termination thirty (30) days prior to its effective date.

SECTION 8. [Public Records](#)Documents

All papers, records, documents, or other items delivered to the Firm by the City shall be returned to the City at the conclusion of representation in each particular matter, at the request of the City. All papers produced by the Attorneys and all research and other work done by the Attorneys shall remain the property of the Firm.

Pursuant to Florida Statute Section 119.0701, the parties agree to the following:

- (a) During the term of this Agreement, the Firm shall comply with the Florida Public Records Law, to the extent such law is applicable to the Firm. If Section 119.0701, Florida Statutes is applicable, the Firm shall do the following:
- (1) Keep and maintain public records require by the City to perform this service;
 - (2) Upon request from the City, provide the City with a copy of the requested records or allow the record to be inspected or copied within a reasonable time at a cost that does not exceed the cost allowed by law;
 - (3) Keep from disclosure those public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following

completion of the Agreement if the Firm does not transfer the records to the City:

(4) Upon completion of the Agreement, the Firm will transfer, at no cost, all public records to the City, or keep and maintain public records required by the City to perform the service.

If the Firm transfers to the City all public records upon completion of the Agreement, the Firm shall destroy any duplicate public records that are exempt or confidential from public records disclosure requirements. If the Firm keeps and maintains the public records upon completion of the Agreement, the Firm shall meet all applicable requirements for retaining public records.

(b) The Firm shall keep and make available to the City for inspection and copying, upon written request by the City, all records in the Firm's possession relating to this Agreement. Any document submitted to the City may be a public record and is open for inspection or copying by any person or entity unless considered confidential and exempt. Public records are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound records, data process software, or other material, regardless of physical form, characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by an agency. Any document in the Firm's possession is subject to inspection and copying unless except from Chapter 119, Florida Statutes.

(c) During the term of the Agreement the Firm may claim that some or all of the Firm's information, including, but not limited to, software, documentation, manuals, written methodologies and processes, pricing, discounts or other considerations (hereinafter collectively referred to as "Confidential Information"), is, or has been treated as, confidential and proprietary by the Firm in accordance with Section 812.081, Florida Statutes, or other law, and is exempt from disclosure under the Public Records Law. The Firm shall clearly identify and mark Confidential Information as "Confidential Information" and the City shall use its best efforts to maintain the confidentiality of the information properly identified by the Firm as "Confidential Information."

(d) The City shall promptly notify the Firm in writing of any request received by the City for disclosure of the Firm's Confidential Information and the Firm may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. The Firm shall protect, defend, indemnify, and hold the City, its officers, employees and agents free and harmless from and against any claims or judgments arising out of a request for disclosure of Confidential Information. The Firm shall investigate, handle, respond to, and defend, any such claim. The Firm releases the City from all claims and damages related to any disclosure of documents by the City.

(e) If the Firm refuses to perform its duties under this section within 14 calendar days of notification by the City that a demand has been made to disclose the Firm's Confidential Information, then the Firm waives its claim that any information is Confidential Information, and releases the City from claims or

damages related to the subsequent disclosure by the City.

- (f) A request to inspect or copy public records relating to this Agreement must be made directly to the City. If the City does not possess the requested records, the City shall immediately notify the Firm of the request, and the Firm must provide the records to the City or allow the records to be inspected or copied within a reasonable time.
- (g) If the Firm fails to comply with the Public Records Law, the Firm shall be deemed to have breached a material provision of this Agreement, and the City shall enforce this Agreement, and may be subject to penalties pursuant to Chapter 119.
- (h) IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT JENNY PARHAM 386-454-1416, JPARHAM@HIGHSPINRGS.US OR 23718 W. US HWY 27, HIGH SPRINGS, FLORIDA,

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SECTION 9: General Provisions

(A) This Agreement sets forth and establishes the entire understanding between the City and the Firm relating to the Firm's legal representation of the City. Any prior discussions or representations by or between the parties are merged into and rendered null and void by this Agreement. The parties by mutual written Agreement may amend any provision of this Agreement during the life of the Agreement. Such amendments shall be incorporated and made a part of this Agreement.

(B) The invalidity or partial invalidity of any portion of this Agreement will not affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the remaining provisions shall be deemed to be in full force and effect as if they have been executed by both parties subsequent to the expungement or judicial modification of the invalid provision.

DATED this _____ day of _____.

FOLDS & WALKER, LLC

S. Scott Walker, Esq.

CITY OF HIGH SPRINGS

Byran Williams, Mayor

ATTEST:

Jenny Parham, City Clerk

