



# HISTORIC TOWN OF EATONVILLE, FLORIDA BUDGET WORKSHOPS - AUGUST 6, 12-14, 2024 AGENDA

Tuesday, August 06, 2024 at 6:00 PM

Denton Johnson Center - 400 Ruffel Street

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Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

## I. CALL TO ORDER

[1.](#) EnterTextHere

## II. BUDGET PRESENTATIONS

## III. ADJOURNMENT

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### **\*\*PUBLIC NOTICE\*\***

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# HISTORIC TOWN OF EATONVILLE, FLORIDA COUNCIL WORKSHOP AGENDA

Tuesday, August 06, 2024, at 6:00 PM (ADJUSTED TIME)

Denton Johnson Center 400 Ruffel Str. (ADJUSTED LOCATION)

Please note that the HTML versions of the agenda and agenda packet may not reflect changes or amendments made to the agenda.

- I. CALL TO ORDER
- II. CITIZEN PARTICIPATION (Three minutes strictly enforced)
- III. COUNCIL DISCUSSION
  - 1. Discussion of the Bruce and Winnie Mount Scholarship Candidates (Clerk Office)
  - 2. Discussion of Budget Workshop for the FY 2024-25 (Administration)
- IV. COMMENTS
- 3. Staff Comments
- V. ADJOURNMENT

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BUDGET  
WORKSHOP  
FY 2024-25

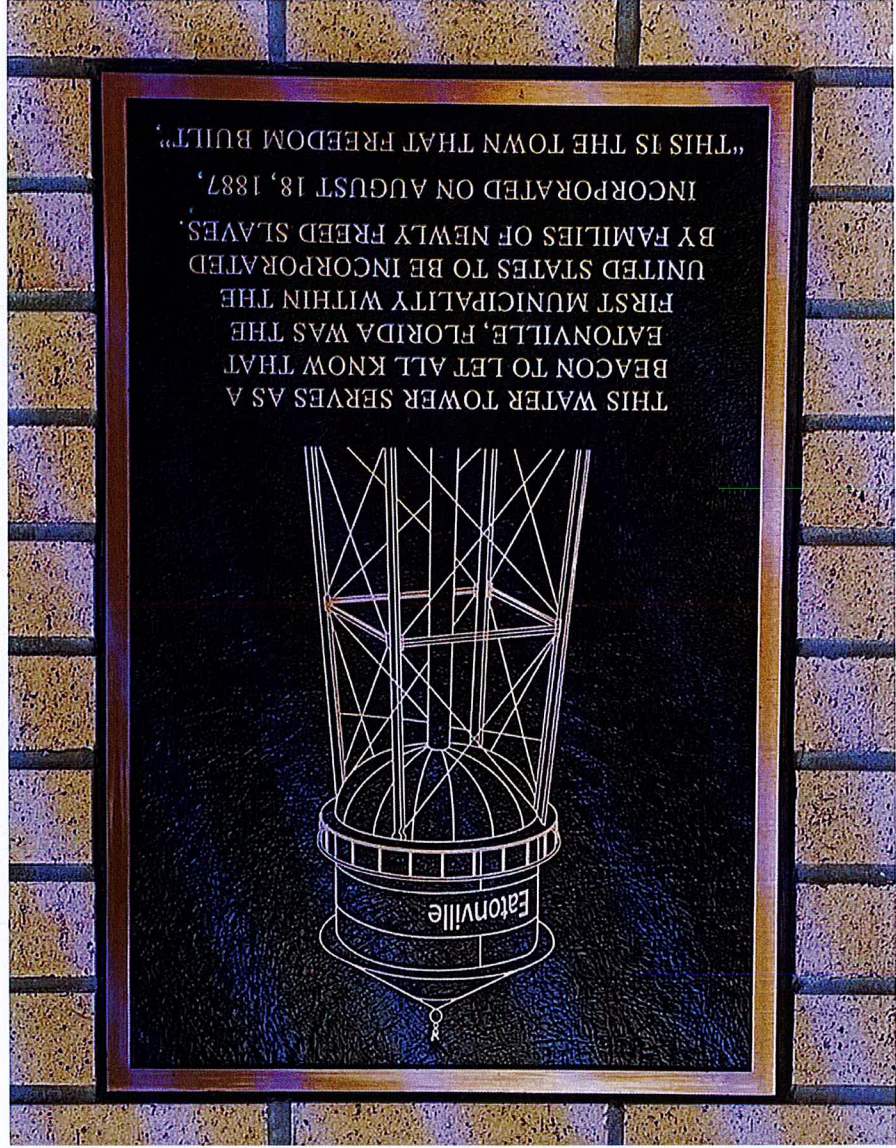




# COMMUNITY.

TO MANAGE TOWN DEPARTMENTS  
 EFFECTIVELY AND EFFICIENTLY WITHIN A  
 BALANCED AND AFFORDABLE BUDGET TO  
 ACHIEVE THE TOWN'S STRATEGIC PLAN AND  
 ENSURE QUALITY & TIMELY SERVICES FOR  
 CITIZENS, ALL WHILE PROVIDING TIMELY,  
 ACCURATE AND TRANSPARENT  
 COMMUNICATION TO CITIZENS AND ELECTED  
 OFFICIALS TO FACILITATE THE DEVELOPMENT  
 OF POLICY WHICH MEETS THE NEEDS OF THE

# FOCUS



# HIGHLIGHTS

Roles: Who's Who

## ESTABLISH:

- ❖ Established New Culture of Accountability
- ❖ The major components of the budget include the following:

❖ Implementation of State Revolving Funds for Drinking & Clean Water Projects 34 Million.

❖ Moderate projection of decreases in revenue

❖ The goal to re-invest a minimum of \$100,000 in the Town's Reserve Account

❖ Grants and Special Funded Projects \$15,531,105.00

❖ Critical Facilities Renovation and Improvement Projects

❖ Impact Fee Study Implementation

❖ New Solid Waste Contract – Slight Increase

❖ Execute Master Plan for the Town of Eatonville<sup>59</sup>

**STAKEHOLDERS MEETING**

THE HISTORIC TOWN OF EATONVILLE

**MONDAY 07/22/2024**

5:30PM TO 7:00PM

AT TOWN HALL  
307 E KENNEDY BLVD

FOR MORE INFORMATION EMAIL  
MEDIA@TOWNOFEATONVILLE.ORG

**TOPICS INCLUDE:**

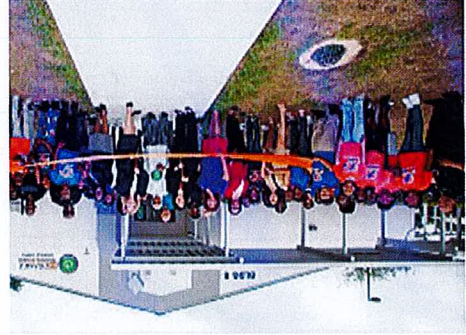
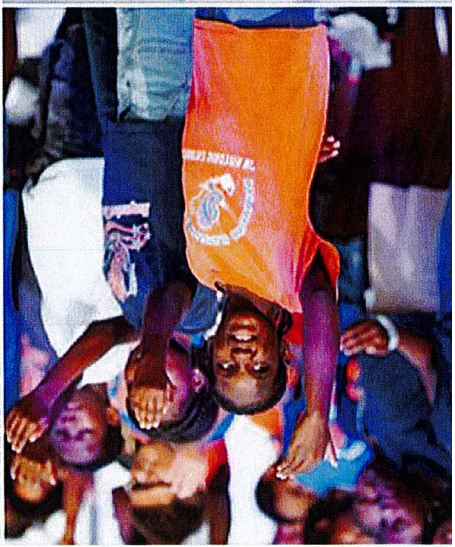
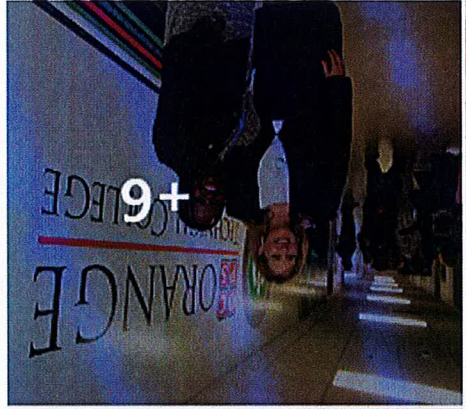
- KENNEDY WIDENING PROJECT
- HOMELESSNESS // UNSHELTERED IN EATONVILLE
- TOE MASTER PLAN DRAFT
- MINORITY BUSINESSES
- OPPORTUNITIES
- PROJECT UPDATES:
- EKOS
- INSCRIBE
- HOST DIME
- CLUB EATON
- COMMUNITY ROOM

# HIGHLIGHTS

## Council's Takeaways

### ESTABLISH:

- ❖ Personnel Request
- ❖ H.R. Coordinator – Full-time
- ❖ Special Event Coordinator – Part-time
- ❖ Additional Items
  - ❖ Reassessment of Finance Operation
  - ❖ Update Procurement Procedure
  - ❖ Compensation Study – Neo-Gov
  - ❖ IT Upgrades for Efficiencies
  - ❖ FLOC – Review GL/WC/Y/ Auto
  - ❖ Library Renewal
  - ❖ New Solid Waste Contract
  - ❖ CIP Request



# FINANCIAL FORECAST

<b>OVERVIEW – REVENUE</b>
General Fund \$ 5,241,960 (% Decrease) = \$5,559,650
Eatonville CRA Fund \$ 1,978,015 (Includes FL HP Grant 1 Mil)
Grants & Special Revenue Fund \$ 15,531,105
Water & Sewer Fund \$1,464,711 (6% Increase) = \$1,398,258
Refuse Collection Fund \$396,000
Stormwater Fund \$223,014
Permits & Inspections Fund \$200,000
<b>OVERVIEW MAJOR EXPENDITURES</b>
Grant Projects \$15,531,105
Health Insurance Fund\$ 293,381 (5-7% Increase)
GL, WC, Auto, PL = \$280,845
Debt Service Fund \$71,500
Capital Projects Fund \$TBD

LET'S DIVE IN



# A SATISFIED COMMUNITY

- West Kennedy Streetscape Pilot Project: Landscape Improvements
- Community Pool Re-open and in Operation.





## A SATISFIED COMMUNITY

The millage rate is the ad valorem tax rate levied per \$1,000 of a property's taxable value. The rate is expressed in mills, which is equal to 0.1% of the taxable value. Each taxing authority adopts a millage rate every year that appears on the property tax bill. To calculate the tax levy using a given millage rate, the formula is: Taxable Value/1,000 X Millage Rate = \$ Ad Valorem Tax For example, Eatonville property with an assessed value of \$450,000 and exemptions of \$50,000 has a taxable value of \$400,000. The ad valorem property tax for Eatonville would then be:

$$\$400,000/1,000 \times 7.2398 \text{ Mills} = \$2896$$

### AD VALOREM TAX Calculation

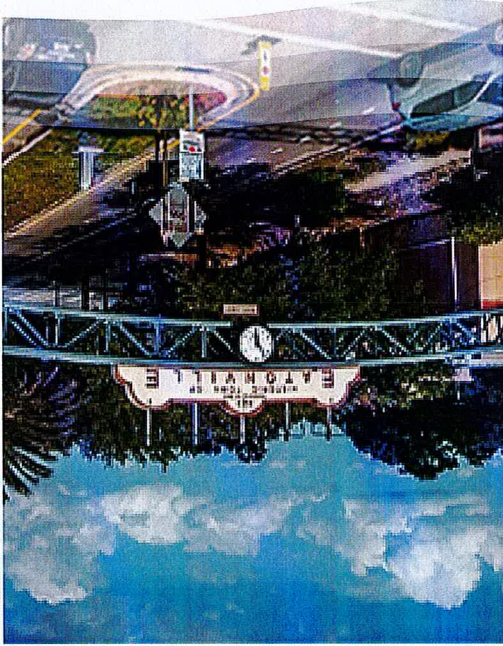
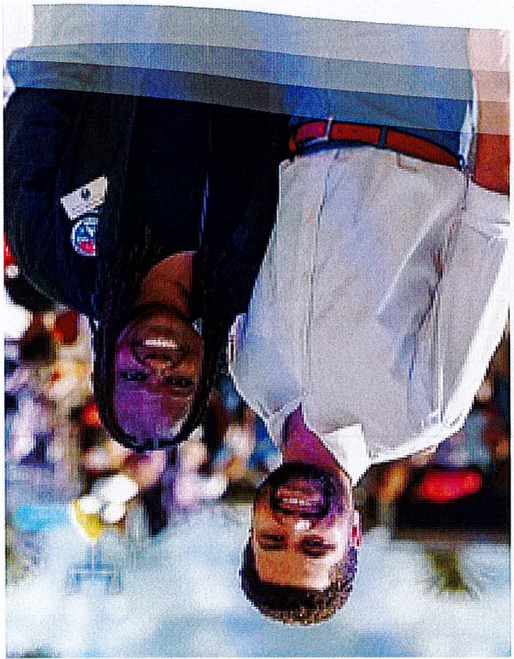
**Rolled Back Rate = 7.4079 → \$2,859,920**

**Current = 7.2938 → \$2,815,870**

**Proposed Millage Rate:**

# Q & A

## LOOKING AHEAD





# HISTORIC TOWN OF EATONVILLE, FLORIDA 1<sup>ST</sup> BUDGET WORKSHOP

Monday, August 12, 2024, at 5:30 PM  
Town Hall - 307 E Kennedy Blvd

NOTE: Items scheduled for particular nights, which are not completed on that night, may be rescheduled for anytime later in the week.

- I. CALL TO ORDER
- II. Introduction and Overview of General Fund
- III. Mayor and Town Council
- IV. Capital Improvement Program
- V. Administrative Services
  - A. Town Clerk
  - B. Legal
  - C. Finance
    - 1. Customer Service
    - 2. Post Office
  - D. Information Technology
  - E. Planning and Community Development
    - 1. Code Enforcement
- VI. General Government
- VII. ADJOURNMENT

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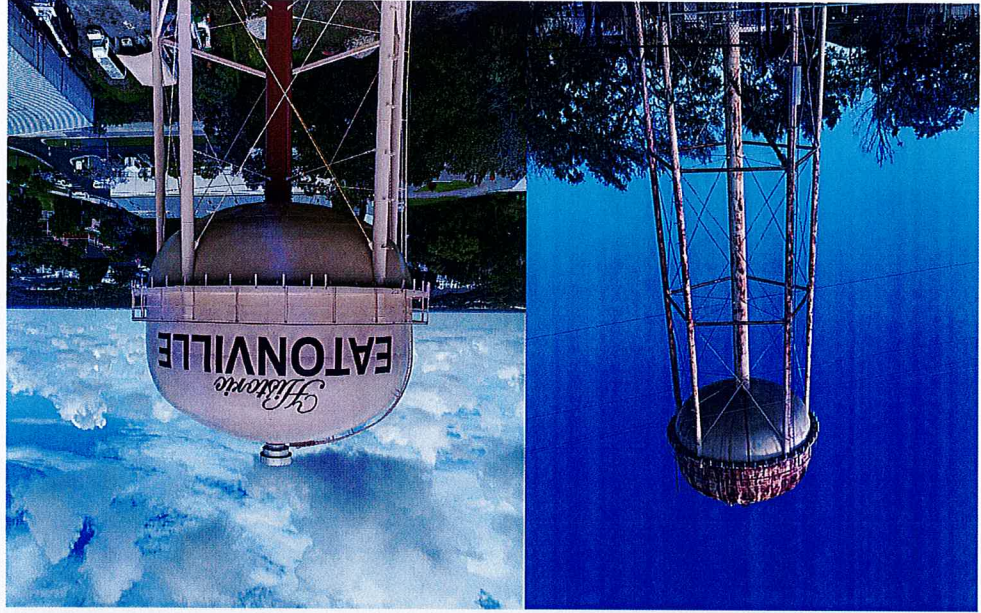
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August 12, 2024

**FY 24-25  
BUDGET  
PUBLIC WORKS**



- 1. Completed West Water Tower Renovation
- 2. Completed Katherine Ditch Maintenance Project
- 3. Activated Emergency Generators
- 4. Exercised Water Valves



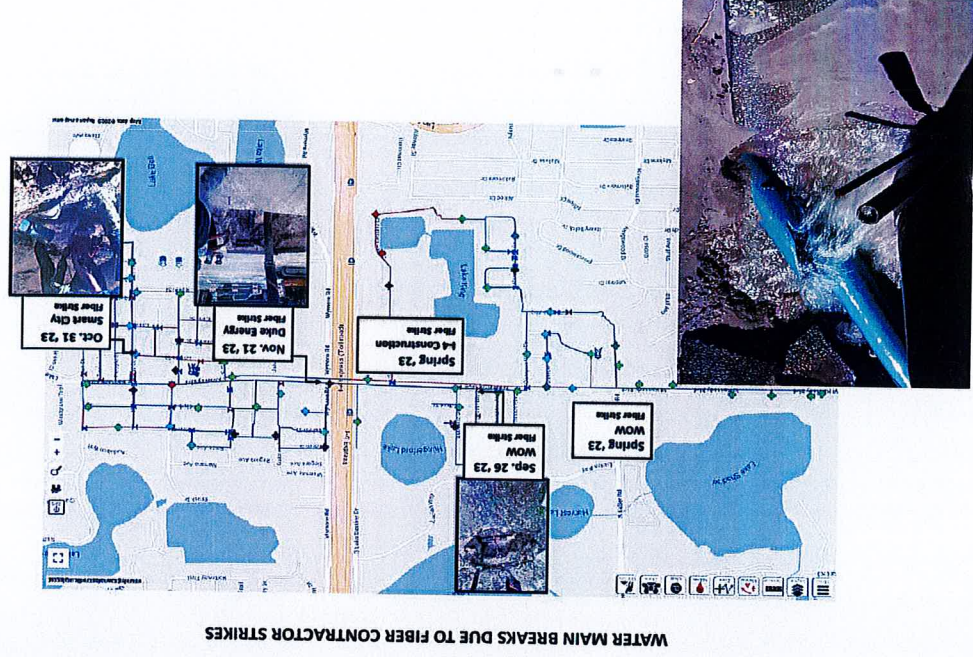
# FY 23-24 YEAR END SUCCESSES

5. Restored Pool Building
6. Built new sidewalks in Francis Jerry Park
7. Built break room in Public Works Building
8. Installed Fiber Optics at Town Hall, Denton Johnson, and Police Station.
9. Completed asset management plan
10. Secured over \$46 million in capital improvement grants.

**FY 23-24  
YEAR END SUCCESSES**

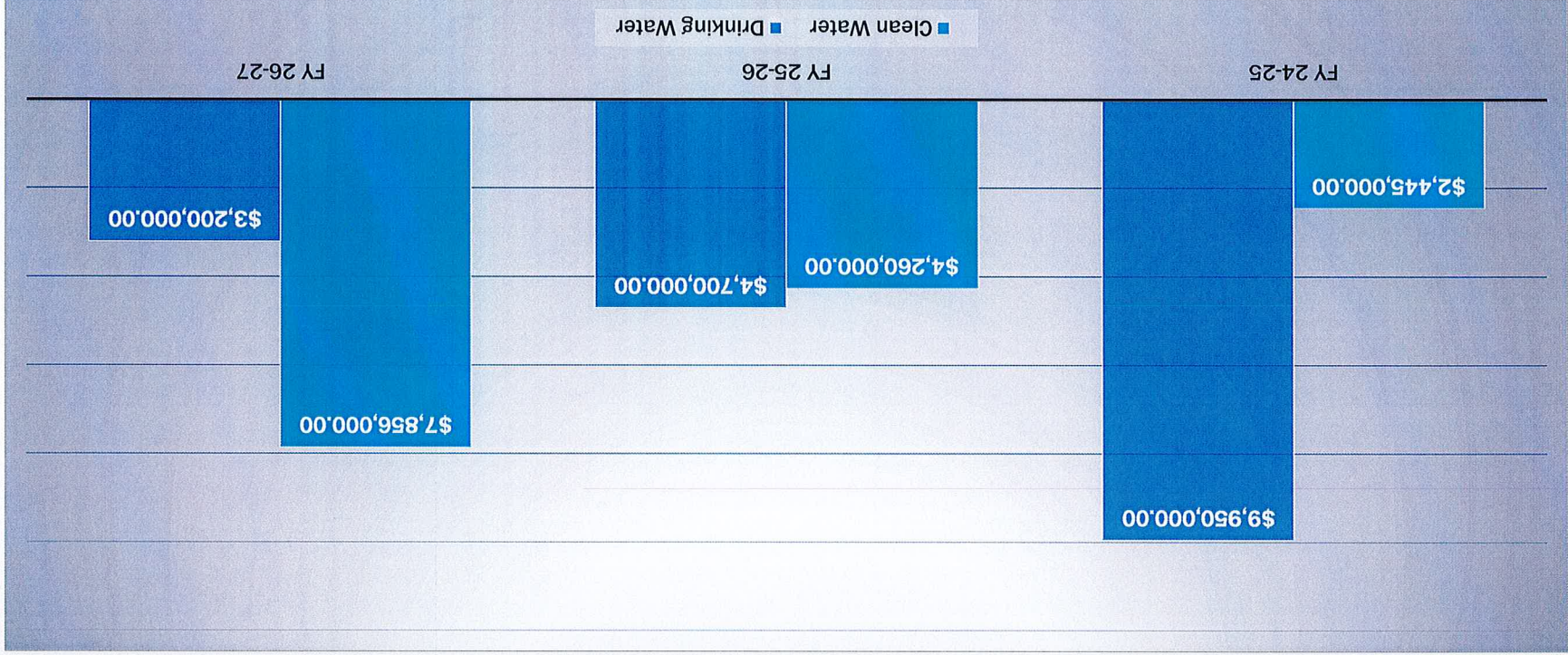
# FY 23-24 YEAR END CHALLENGES

1. Fiber optic drillers striking water, sewer and HVAC Failures in Town Buildings
2. Fiber optic drillers striking water, sewer and HVAC Failures in Town Buildings



# UTILITIES CAPITAL IMPROVEMENTS

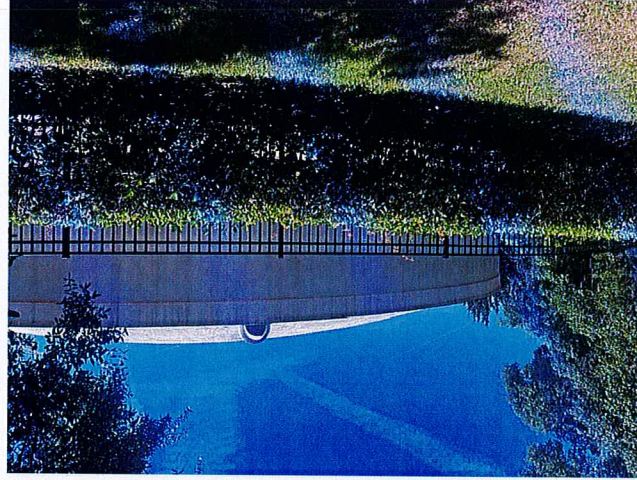




**WATER AND SEWER INFRASTRUCTURE IMPROVEMENTS FUNDING**  
**CLEAN WATER (SANITARY SEWER) - \$19,823,317 + \$665,000**  
**DRINKING WATER - \$14,565,300 + \$5,900,000**

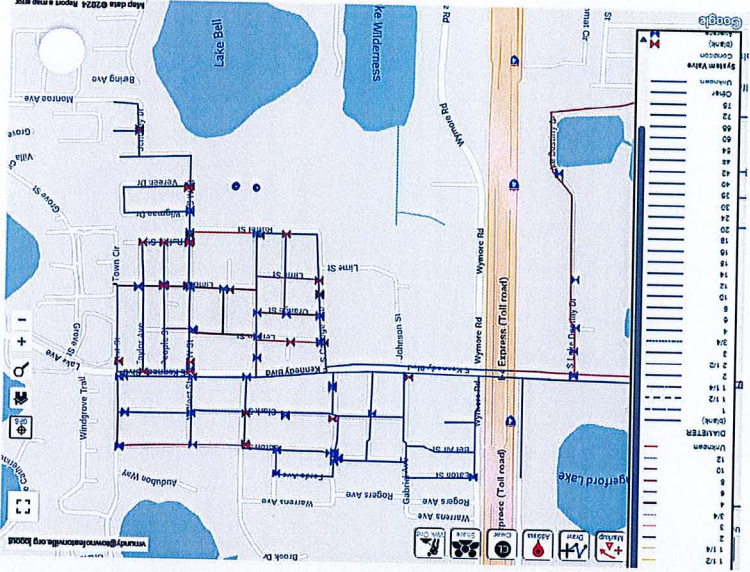
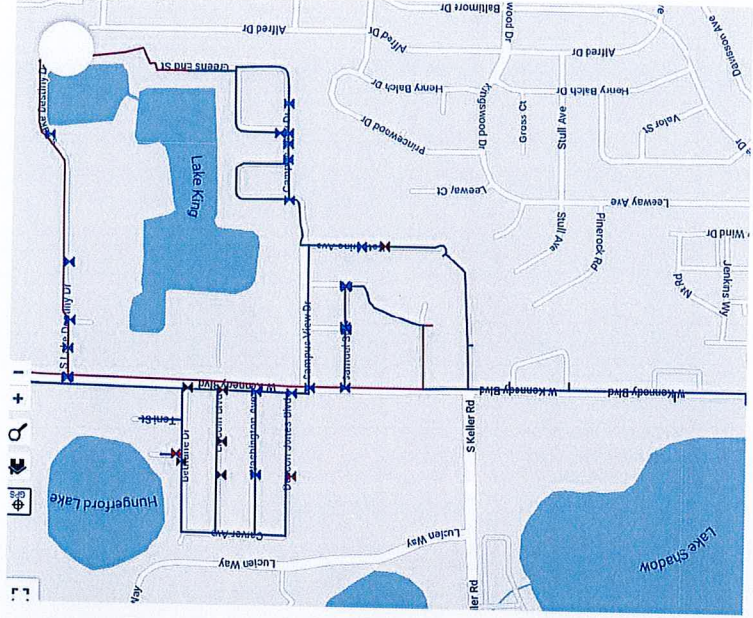


New Water Treatment Plant



New 500,000 gallon Water Storage Tank

# WATER AND SEWER UTILITIES INFRASTRUCTURE



**WATER MAIN DISTRIBUTION REPLACEMENT  
PIPES, VALVES, HYDRANTS**

1) Sewer pipe lining and replacement to reduce infiltration.

2) Manhole replacement

3) Verren Lift Station



# SEWER SYSTEM IMPROVEMENTS LAKE LOVELY AND EASTERN SERVICE SECTORS

- DENTON JOHNSON CENTER - NEW TECHNOLOGY HUB
- AND BUSINESS INCUBATOR
- 330 E. Kennedy - NEW EMPLOYMENT CENTER
- JERRY PARK/CATALINA - NEW COMMUNITY BUILDING

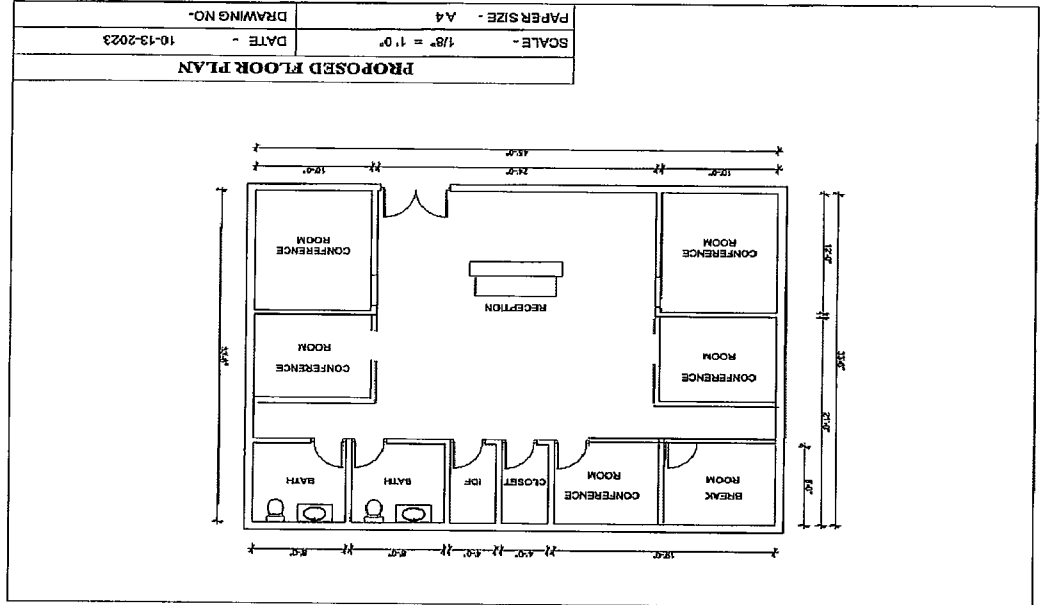
# FUNDED CAPITAL IMPROVEMENTS

# JERRY PARK COMMUNITY FACILITY & RESTROOMS JUSTICE GRANT - \$700K

Features:

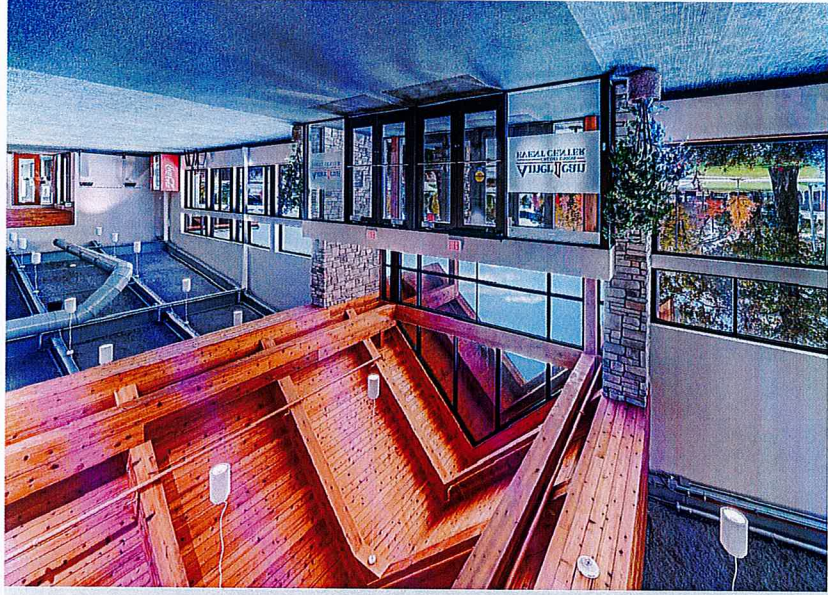
- Lakelfront and playground facing
- Lobby
- Meeting Room
- Wrap Around Deck
- Outdoor & Indoor Restrooms





Funding by Orange  
 County CDBG for new  
 employment center and  
 business incubator  
 Partnership with Career  
 Source

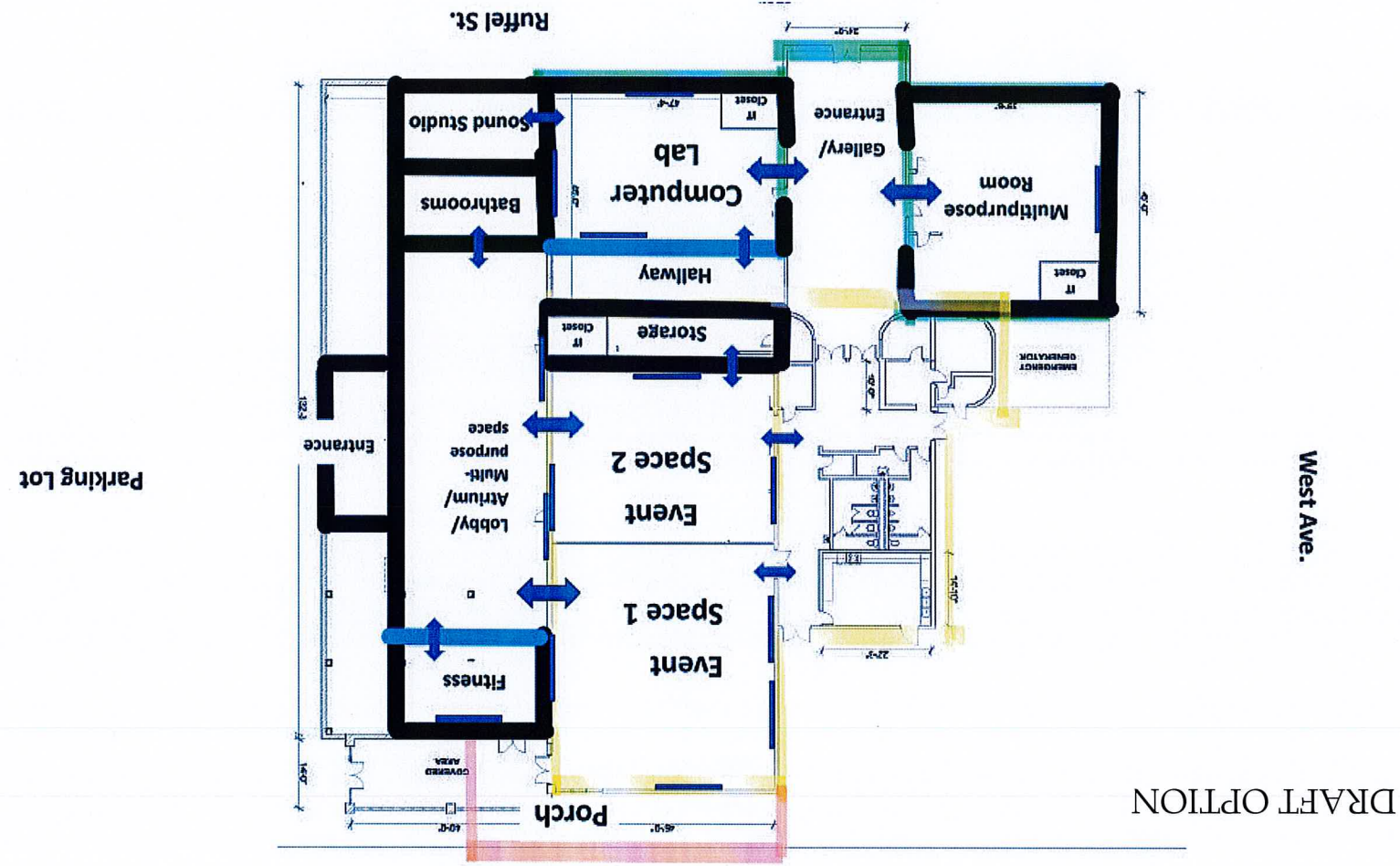
**EMPLOYMENT AND BUSINESS INCUBATOR -  
 330 E KENNEDY - \$400K CDBG GRANT**



- Scope:
- 1) Addition of Lobby on West Face
  - 2) Double event space
  - 3) Add bathrooms
  - 4) Add computer lab with desktop computers
  - 5) Add flexible training room
  - 6) Add gallery entrance on North Face
  - 7) Video Displays

**DENTON JOHNSON COMMUNITY CENTER -  
TECHNOLOGY HUB -  
\$2.5M CONGRESSIONAL APPROPRIATION (FROST)**





DRAFT OPTION

# PUBLIC WORKS PERSONNEL






1. Continue to work toward Water Treatment Plant licensing among personnel
2. Additional training
3. Consistent maintenance

**Town of Eatonville  
Facilities Capital Improvements FY 24-25**

<b>Building Summary</b>		
	Improvements Cost	
Town Hall	\$	119,200.00
Clerk's Office	\$	53,590.00
Police Department	\$	44,000.00
Denton Johnson CC	\$	2,513,000.00
Post Office	\$	37,000.00
330 E Kennedy	\$	425,000.00
Jerry Park Community Bldg and Bathrooms	\$	765,000.00
<b>Grand Total</b>	<b>\$</b>	<b>3,956,790.00</b>

Facilities Improvements

Building: Town Hall

System	Status	Photo	Improvements	2024-25 Labor and Material Cost	2025-26	2026-27	Total
Air Conditioning	New units added in 2023-24. One existing unit is not cooling (chambers)		Replace the A/C unit	\$ 31,000.00	\$ -	\$ -	\$ 31,000.00
Roof	New roof		No activity	\$ -	\$ -	\$ -	\$ -
Doors	1) Portico maintenance door needs replacement. Door doesn't close or lock and often gets stuck. Potential hazard		Replace interior doors leading to offices with commercial doors and access control. Doors should be matching	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Windows	Window in CAO office needs replacement		Install new window	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00
Flooring	Carpet in Chambers requires replacement		Upgrade carpet	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Construction	Create conference room out of storage area		1) construct walls for new storage area outside finance 2) construct new conference room.	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
New Chamber Furniture	Clerks Office new furniture request			\$ -	\$ -	\$ -	\$ -
Video Monitors	Need video monitors in conference rooms		Install (3) video monitors in conference space with one smart monitor	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
Security and Access Control	1) Incomplete security camera system around building		Upgrade camera system	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
	2) Customers at Front desk need to be seen and heard at all times.		Install surveillance monitor with sound at service counter	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00
	3) Doors need access control system. Eliminates reprogramming of doors every time employee leaves		Install proximity card readers and controller for front door and access into controlled space. Also front desk clerk needs pushbutton door release.	\$ 8,500.00	\$ -	\$ -	\$ 8,500.00
	4) In the event of future lockdown of building, install video camera door release system		Install video camera door release system. Product called alphone	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Communications	There is a demand for information system for Town. This type of broadcast device will allow passerbys to know additional information about the town		Install digital signage message board outside town hall for driveby information	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00
<b>Total</b>				\$ 119,200.00	\$ -	\$ -	\$ 119,200.00

**Facilities Improvements  
Building: Office of the Clerk**

System		Status	Photo	Improvements	2024-25	2025-26	2026-27	Total
New Storage Vault Area	see Clerk's report				\$ 11,455.00	\$ -	\$ -	\$ 11,455.00
Record Management	see Clerk's report				\$ 9,135.00	\$ -	\$ -	\$ 9,135.00
Equipment and Furniture	see Clerk's report				\$ 33,000.00	\$ -	\$ -	\$ 33,000.00
<b>Total</b>					\$ 53,590.00	\$ -	\$ -	\$ 53,590.00
<b>Labor and Material Cost</b>								
<b>Total</b>								


**Facilities Improvements**

**Building: Police Department**

System	Status	Photo	Improvements	2024-25	2025-26	2026-27	Total
Air Conditioning	Older Unit Needs replacement		Replace the A/C unit	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
Roof	Needs a new roof		New roof	\$ 35,000.00	\$ -	\$ -	\$ 35,000.00
Doors	No known improvements needed			\$ -	\$ -	\$ -	\$ -
<b>Total</b>				\$ 44,000.00	\$ -	\$ -	\$ 44,000.00

Labor and Material Cost

**Facilities Improvements  
Building: Denton Johnson Community Center**

System	Status	Photo	Improvements	2024-25	2025-26	2026-27	Total	Funding
Air Conditioning	Older unit needs upgrading		Replace the A/C unit	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	General
Roof	New roof		Replace roof	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	FEMA
Construction of technology hub	1) Remodel existing event room		Install new flooring, lighting, walls, IT wiring, AV system	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	Tech Hub Grant
	2) Remodel existing spaces		New flooring, lighting, IT wiring, monitors	\$ 250,000.00	\$ -	\$ -	\$ 250,000.00	Tech Hub Grant
	3) Add 2 new event training rooms			\$ 540,000.00	\$ -	\$ -	\$ 540,000.00	Tech Hub Grant
	4) Remodel existing bathrooms		Level floors, new tile, new fixtures, paint	\$ 75,000.00			\$ 75,000.00	Tech Hub Grant
	5) Add new entrance and porch facing rear			\$ 550,000.00			\$ 550,000.00	Tech Hub Grant
	Upgrade fire sprinkler system			\$ 200,000.00			\$ 200,000.00	Tech Hub Grant
Sitework			Landscape, hardscape, lighting	\$ 50,000.00			\$ 50,000.00	Tech Hub Grant
New IT Infrastructure			Upgrade IT room	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	Tech Hub Grant
New computers, and monitors				\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	Tech Hub Grant
Architectural and Engineering services				\$ 350,000.00	\$ -	\$ -	\$ 350,000.00	Tech Hub Grant
Communications			Install digital signage message board outside town hall	\$ 18,000.00	\$ -	\$ -	\$ 18,000.00	Tech Hub Grant
<b>Total</b>				\$ 2,513,000.00	\$ -	\$ -	\$ 2,513,000.00	

**Facilities Improvements**

**Building: Post Office**

System	Status	Photo	Improvements	2024-25	2025-26	2026-27	Total
Air Conditioning	Older Unit Needs replacement		Replace the A/C unit	\$ 9,000.00	\$ -	\$ -	\$ 9,000.00
Roof	Needs a new roof		New roof	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Exterior Painting	Paint building			\$ 8,000.00	\$ -	\$ -	\$ 8,000.00
<b>Total</b>				\$ 37,000.00	\$ -	\$ -	\$ 37,000.00

Labor and Material Cost



### Facilities Improvements Building: 330 E Kennedy

System	Status	Photo	Improvements	Labor and Material Cost			Funding
				2024-25	2025-26	2026-27	
Remodel building	Remodel building to be employment and small business hub			\$ 400,000.00	\$ -	\$ -	\$ 400,000.00
IT Equipment				\$ 25,000.00	\$ -	\$ -	\$ 25,000.00
<b>Total</b>				\$ 425,000.00	\$ -	\$ -	\$ 425,000.00

**Facilities Improvements  
Building: Jerry Park Community Bldg**

System	Status	Photo	Improvements	Labor and Material Cost			Total
				2024-25	2025-26	2026-27	
New Building and bathrooms	New community Building with wrap around deck		1750 sf	\$ 575,000.00	\$ -	\$ -	\$ 575,000.00
Site Development	Fill and Grade bldg			\$ 40,000.00	\$ -	\$ -	\$ 40,000.00
A/E services				\$ 150,000.00	\$ -	\$ -	\$ 150,000.00
<b>Total</b>				\$ 765,000.00	\$ -	\$ -	\$ 765,000.00

Funding  
Justice Grant  
Justice Grant

**CAPITAL IMPROVEMENTS PLAN**

<b>Drinking Water CIP</b>					<b>Cost</b>			<b>CDBG MIT - Total</b>	<b>SRF DW Total</b>	<b>Grand Total</b>
<b>CIP #</b>	<b>Description</b>	<b>Priority</b>	<b>Funded</b>	<b>Source</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>			
DW-1	Design/Permit/Construct 500,000 gallon Water Storage Tank and water treatment plant buildings.	1	yes	CDBG-MIT	\$ 2,900,000.00	\$ 1,200,000.00	\$ 550,000.00	\$ 4,650,000.00		\$ 4,650,000.00
DW-2	Design/Permit/Construct water main and service to businesses on Forest City Rd. to S Keller	1	yes	SRF	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,500,000.00	\$ 1,500,000.00
DW-3	Design/Permit/Construct Water Treatment Plant and site grading and restoration. Construct new WTP operations building to include new HSPs, chemical feed systems and diesel generator. Including site grading and restoration.	2	yes	SRF	\$ 4,500,000.00	\$ 1,450,000.00	\$ -	\$ -	\$ 5,950,000.00	\$ 5,950,000.00
DW-4	Design/Permit/Construct water main and service to businesses from Keller Rd. to Wymore	2	yes	SRF	\$ 350,000.00	\$ 1,200,000.00	\$ -	\$ -	\$ 1,550,000.00	\$ 1,550,000.00
DW-5	Design/Permit/Construct water main and service to businesses from Wymore to West	3	yes	SRF	\$ 350,000.00	\$ 600,000.00	\$ 600,000.00	\$ -	\$ 1,550,000.00	\$ 1,550,000.00
DW-6	Design/Permit/Construct water main and service to businesses from West to new WTP	3	yes	SRF	\$ 350,000.00	\$ 250,000.00	\$ 1,800,000.00	\$ -	\$ 2,400,000.00	\$ 2,400,000.00
DW-7	Demo existing WTP	4	yes	SRF	\$ -	\$ -	\$ 250,000.00	\$ -	\$ 250,000.00	\$ 250,000.00
<b>Total</b>					<b>\$ 9,950,000.00</b>	<b>\$ 4,700,000.00</b>	<b>\$ 3,200,000.00</b>	<b>\$ 4,650,000.00</b>	<b>\$ 13,200,000.00</b>	<b>\$ 17,850,000.00</b>

**CAPITAL IMPROVEMENTS PLAN**

<b>Clean Water CIP</b>					<b>Cost</b>					
<b>CIP #</b>	<b>Description</b>	<b>Priority</b>	<b>Funded</b>	<b>Source</b>	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>FY 26-27</b>	<b>STAG Total</b>	<b>SRF CW Total</b>	<b>Grand Total</b>
CW-1	Vereen Lift Station Design	1	yes	SRF	\$ 80,000.00		\$ -	\$ -	\$ 80,000.00	\$ 80,000.00
CW-1	Vereen Lift Station Construction	1	yes	STAG	\$ 665,000.00	\$ -	\$ -	\$ 665,000.00	\$ -	\$ 665,000.00
CW-3	Survey/Design/Permit/Construct lining point repair/partial replacement sewer Lake Lovely Service Area	2	yes	SRF	\$ 850,000.00	\$ 2,710,000.00	\$ -	\$ -	\$ 3,560,000.00	\$ 3,560,000.00
CW-4	Survey/Design/Permit/Construct lining point repair/partial replacement sewer Eastern Service Area	2	yes	SRF	\$ 850,000.00	\$ 1,550,000.00	\$ 7,856,000.00	\$ -	\$ 10,256,000.00	\$ 10,256,000.00
					\$ -	\$ -		\$ -	\$ -	\$ -
<b>Total</b>					<b>\$ 2,445,000.00</b>	<b>\$ 4,260,000.00</b>	<b>\$ 7,856,000.00</b>	<b>\$ 665,000.00</b>	<b>\$ 13,896,000.00</b>	<b>\$ 14,561,000.00</b>

# OFFICE OF THE CLERK

## PROPOSED BUDGET

### ACCOUNT 001-0511-511-5211

TRAVEL & PER DIEM		FY 24/25 PROPOSED	\$2,500.00
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### ACCOUNT 001-0511-511-5211

TRAINING & DEVELOPMENT		FY 24/25 PROPOSED	\$3,628.00
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### ACCOUNT 001-0511-511-5211

PROFESSIONAL SERVICES   PRODUCTS		FY 24/25 PROPOSED	\$10,000.00
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### ACCOUNT 001-0511-511-5211

COMMUNICATION SERVICES		FY 24/25 PROPOSED	\$500.00
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### ACCOUNT 001-0511-511-5211

MAILING   FREIGHT		FY 24/25 PROPOSED	\$500.00
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### ACCOUNT 001-0511-511-5211

MEMBERSHIP/BOOK/RESOURCES 1,500.00+400.00 (+ Membership) FACC & IIMC Memberships and MuniDocs		FY 24/25 PROPOSED	\$1,900.00
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**\*\*NOTE: \*\*FILEBANK/TEXTMYGOV/NEXT REQUEST Departmental Shared Cost is not factored into this proposed budget breakdown**

# OFFICE OF THE CLERK

## PROPOSED BUDGET

### ACCOUNT 001-05111-511-5211

OFFICE SUPPLIES		FY 24/25 PROPOSED	\$1,500.00
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### ACCOUNT 001-05111-511-5211

OPERATING SUPPLIES		FY 24/25 PROPOSED	\$1,500.00
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### ACCOUNT 001-05111-511-5211

LEGAL ADVERTISEMENT		FY 24/25 PROPOSED	\$15,000.00
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### ACCOUNT 001-05111-511-5211

ELECTION   CONTRACTUAL SERVICES		FY 24/25 PROPOSED	**\$10,000.00
**2025 Election + <b>SPECIAL</b> (If Needed For Charter Review)			

### ACCOUNT 001-05111-511-5211

PRINTING & BINDING		FY 24/25 PROPOSED	\$1,000.00
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### ACCOUNT 001-05111-511-5211

PERSONNEL SUPPORT		FY 24/25 PROPOSED	\$19,032.00
<b>PROPOSED BUDGET FY2024-2025</b>			<b>\$67,060.00</b>

# OFFICE OF THE CLERK

## 2024-2025 Proposed Budget (Itemized)

### MUNICIPAL CHARTER OFFICER: Town Clerk

**PURPOSE:** To Advance Quality Performance and Efficiency of The Clerk’s Office by Staying Current Through Digital Products, Services, and Technology to Include High-Quality Educational, Training and Leadership Development Opportunities Ranging From But Not Limited To Seminars, Forums, Conferences, and Workshops.

#### TRAINING | DEVELOPMENT | MEMBERSHIP:

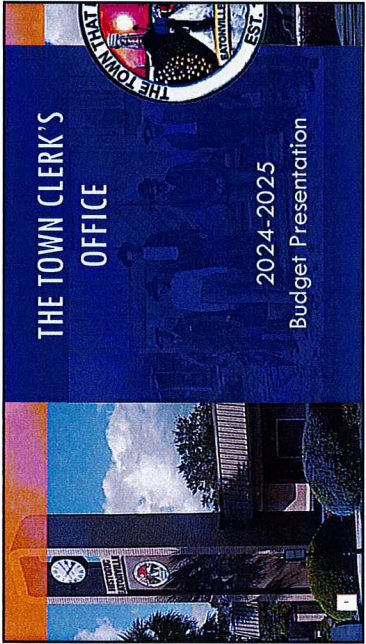
1. TRAVEL & PER DIEM	<b>\$2500.00</b>
2. T & D OPPORTUNITIES:	
a. 2024 Fall Academy, Marriott Orlando Lake Mary, October 13-17, 2024, Transportation (\$100)   Food Per Diem (\$100)   Hotel Lodging (\$528)	<b>\$1128.00</b>
b. 2025 IIMC Region III Conference, Orlando, Florida, January 7-10, 2025	<b>\$1128.00</b>
c. 2025 Summer Conference and Academy, Location - TBD	<b>\$550.00</b>
(or)	
d. **2025 Fall Academy, , Location - TBD	<b>FY2024-2025</b>
e. Local e-Learning / Training	
i. State-Mandated Continuing Education in Ethics	<b>\$0.00</b>
ii. eLearning courses \$75/course	<b>\$300.00</b>
1. FLC Online Learning Library	
2. OTHER T&D OPPORTUNITIES	<b>\$522.00</b>
<b>TOTAL</b>	<b>\$ 6,128.00</b>

# OFFICE OF THE CLERK

## OPERATING EXPENSES:

3. PROFESSIONAL PRODUCTS   SERVICES (Online Code Hosting/Codification/Ord Bank/MuniDocs/Meeting Ultimate)	\$10,000.00
4. COMMUNICATION SERVICES	\$500.00
5. MAILING   FREIGHT	\$500.00
6. MEMBERSHIPS, BOOKS AND RESOURCES	\$1,900.00
7. OFFICE SUPPLIES	\$1,500.00
8. OPERATING SUPPLIES	\$1,500.00
9. LEGAL ADVERTISEMENT	\$15,000.00
10. ELECTION   CONTRACTUAL SERVICES (Election Year + Special Election) **Subject To Changes	\$10,000.00
11. PRINTING & BINDING	\$1,000.00
12. PERSONNEL (Records Coordinator) - **20 hours (No Fringe Benefits)	\$19,032.00
<b>TOTAL PROPOSED BUDGET FY2024-2025</b>	<b>\$ 60,932.00</b>
<b>SUBTOTAL PROPOSED BUDGET FY2023-2024</b>	<b>\$ 67,060.00</b>






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**PROFESSIONAL DEVELOPMENT/TRAINING:**

- ➔ 2024 FACCC Fall Academy, Marriott Orlando Lake Mary Hotel, Lake Mary, October 13-17, 2024
- ➔ 2023 IMC Region III Conference, Orlando, Florida, January 7-10, 2023
- ➔ 2024 FACCC Seminars (w/ Fall Academy Dates) (Location - TBD)
- ➔ Local e-Learning / Training, Online Training in State-Mandated Continuing Education in the following courses (Ongoing Training):
  - o F.L.C. Online Learning Library (Ongoing Training)

**RELATED CERTIFICATIONS:**

- o Certified Municipal Clerk Certification (CMCC) - Extended Date: Fall 2024 - Onsite
- o Masters Managerial Clerk Certification (MMCC) - Extended Date: Fall 2024 - Onsite

**The Clerk's Office**

**➔ PRIORITIES:**

- IMPROVE Records & Document Management
- IMPROVE Record Retention
- IMPROVE Public Board Requests
- IMPROVE Response Time
- IMPROVE Productivity

**➔ OBJECTIVES:**

- Technology | Staffing | Professionalism
- To Increase Capacity
- To Enhance Productivity
- To Improve Quality Service
- To Improve Customer Service
- To Provide Best Practices for Streamlining our Processes

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**PROJECT 1 (SHORT TERM) – 2024 (PENDING)**

Secure Storage Area for Retention Records - \$13,551.91 - 18,051.91

- Secure and Protect Records
- Management and Accountability of Retention Records
- Ensure the Integrity of the Historical Records



Diagram 1



Diagram 2

Retention Area  
Server Room

**SPECIAL NOTE:**

- Room will be isolated and secure at all times, not visible to the public and away from windows and doors to prevent moisture and humidity for preservation of records.
- The Town Clerk and/or Record's Clerk will be responsible for access, inventory, archiving and management of onsite retention records.
- Records will be managed utilizing a check out system to ensure sustainability of records (for copying purposes).
- The room will serve as a storage hub, location for record reviewing, with a computer to search digital files.

**Itemized Project Costs: (\$6,955 - 11,455.00) + (\$6,596.91)**

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**PROJECT 2 (SHORT TERM) – 2024 (PENDING)**

Printing Copy Area/ Work Area - \$3,986.98

- A Dedicated Copy Center For The Legislative Side of Town Hall.
- Area will provide a workspace for staff/volunteers from the Clerk's Office.
- Increase Proficiency and Efficiency within the Clerk's Office.

**MINIMIZES...**

- The Waiting Back and Forth
- The Wait
- No Ink
- No Paper
- Misplacement of Content
- Interferences

**Itemized Project Costs: \$2,850 + \$887 + \$249.98**

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**PROJECT 3 (SHORT TERM) - 2024 (NEW)**  
Council Chambers Furniture (Minor Construction) - \$8,276.02 - \$8,499.26

With over 40 years of experience, our professional team is here to promptly assist and answer all your questions, ensuring your workspace reflects yours to perfection.

• Council Chambers furniture by atWork offers durability, comfort and aesthetics; the atWork team along with a Canadian furniture manufacturer helped create an environment that is functional, durable, safe, secure and chic pride. The process of getting it easy. With your room measurements, and some consultation and Q&A, we tailor the space to fit your needs. In your order, you will have a 30-day trial period for order setup. Installation is clean and smooth as all pieces are factory-built and can be professionally assembled onsite inside of a facility.

**SPACE PLANNING**  
Looking for an ideal solution for your space? Our team can help you find the right furniture for your needs. We'll work with you to create a custom solution that fits your space perfectly.

**DELIVERY & INSTALLATION**  
We'll handle the heavy lifting and ensure your furniture is delivered and installed correctly. We'll also take care of any minor repairs or adjustments.

**REVIEWS**  
DON'T JUST LISTEN TO US  
Read the feedback from former & current customers.

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**Invest Today In The Vision You Want To See Fulfilled Tomorrow!**

**THE FY24/25 BUDGET REQUEST**

Overall Budget: **\$67,040.00**     Capital Improvement Plan: **\$11,238.22** — **15,309.459**

- Next Request (Fiscal Year 2024): Public Record Request Electronic Retention & Management-Max. \$9,888.00     →     **\$8,388.00 - \$9,888.00**
- Secure Storage Records Rooms: for Records Rooms with vaulted door. (Fiscal Year 2024) \$6,955     →     **\$6,955 - \$11,455.00**
- Common Work area with Large Capacity Printer (Fiscal Year 2024) 5,766.98     →
- Chamber Stakeable Chairs: Upgrade the Council Chambers with 6 functional, durable chairs for the public. \$435     →     **NEW 3229.99**
- Custom Council Chamber Desk (Din): Upgrade Council Chambers with 6 durable, lockable, custom, professional look. \$8,276.02 - \$8,499.26     →     **NEW \$2,327.20 - \$3,380.20**
- Decorative Document Management     →

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**THE TOWN CLERK'S OFFICE**

**2024-2025 Budget Presentation**

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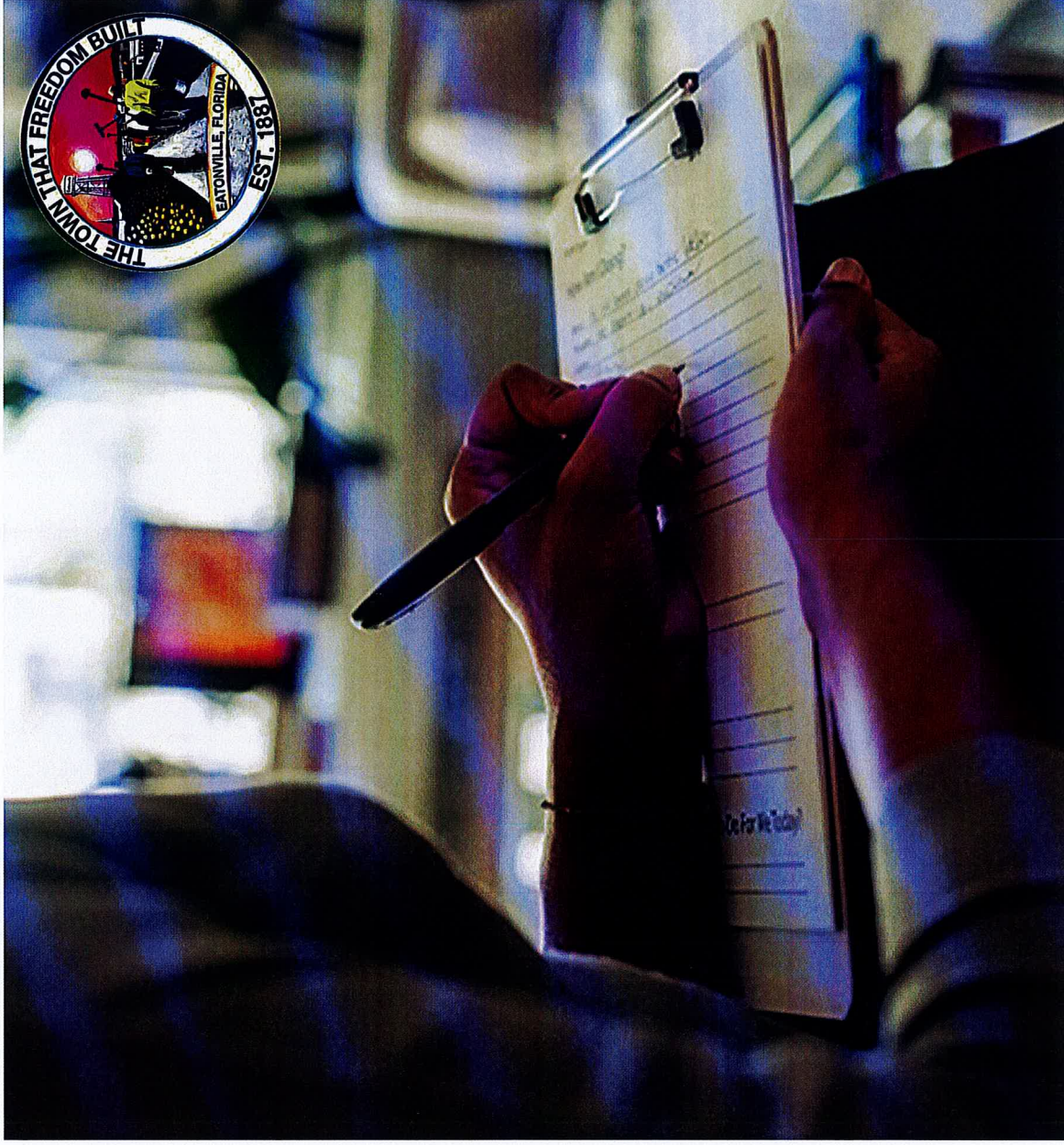
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Section I. Item #1.

# OFFICE OF THE CLERK



# 2024-2025 PROPOSED BUDGET PLAN

# OFFICE OF THE CLERK

## CONTENTS

Department Description	3
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• FACC Fall Academy (2024) - Information	
• IIMC Region III Conference (2025) - Information	
• FACC Fall Academy (2025) - Information	
• FACC eLearning Webinars - Information	
• Smith Security Safes (Vault Room/Door) - Quote with Diagram	
• DocuSign - Quote - Q01520745	
• DocuSign - Quote - Q01520753	
• Records Coordinator Position Description - Information - Job Description (PENDING from 2023-2024)	

# OFFICE OF THE CLERK

## DEPARTMENT DESCRIPTION

The Office of the Town Clerk is committed to providing professional and efficient services in ways that are responsive to the needs of the Town of Eatonville and the public is dedicated to providing an array of quality services to the public.

The Town Clerk Office serves as the hub of the Town of Eatonville's custodian of public records where all official records of the Town of Eatonville, are routinely sent, received, and maintained and ensures the accurate preservation, and dissemination of information in compliance with Florida Statutes, and the Town of Eatonville code of ordinances. Ensuring compliance by all departments with records, retention, and destruction requirements in accordance with Florida law.

In addition, the clerk prepares and publishes legal advertisements as required by law.

The Town Clerk Office

### SERVICES PROVIDED:

- Agendas and Minutes
- Charter and Code of Ordinances
- Municipal Liens and Special Assessments
- Records Management
- Supervisor of the Town's Elections

### ADDITIONAL RESPONSIBILITIES

- Administers and records oaths-of-office
- Attests to and signs official contracts and documents
- Maintains custody of the municipal seal
- Maintains receipt of legal documents
- Receives applications of the various town boards within the Town of Eatonville

## CLERKS OFFICE PROFESSIONAL (About The Clerk)

**VERONICA L. KING** has over 27 years as an accomplished Administrator with over 7 years of municipal experience. Her professional influence is recognized in many areas such as leadership, accountability, strategic planning, organization, and training and development to include many years of experience in overseeing and coordinating systems of accountability. She is noted as a professional who is results-oriented, well-organized, innovative, and well able to handle diverse projects while efficiently prioritizing multiple assignments. Her ability to implement vision by accomplishing the established goals and objectives in the workplace has allowed her to collaborate successfully with professionals, non-profit agencies, and the public. Veronica's work life has prepared her to excel in demanding environments while remaining pragmatic and focused. Her accomplishments and affiliations demonstrate her forward progress in developing as a proficient and effective professional in any work environment.

- Associates of Arts, Tallahassee Community College
- Bachelor of Arts, Florida State University
- Former Board Member, The Life Academy of Excellence
- Member of the Florida Association of City Clerks (FACC)
- Member of the Member of the International Institute of Municipal Clerks (IIMC)
- Actively Pursuing the Clerk Municipal Certification (CMC), to be completed the Fall of 2024.

## TRAINING AND DEVELOPMENT (FY2024-2025)

**\*\*Subject To Change\*\***

**2024 FACC Fall Academy**, Marriott Orlando Lake Mary Hotel, Lake Mary  
October 13-17, 2024

**2025 IIMC Region III Conference, Orlando, Florida**  
January 7-10, 2025

**2025 FACC Summer (or) Fall Academy**  
Dates/Location - TBD

### **Local e-Learning / Training, Online Training**

- State-Mandated Continuing Education in Ethics
- eLearning courses (Ongoing Training)
- FLC Online Learning Library (Ongoing Training)



## PROPOSED PROJECTS (Continuation from 2024)

### PROJECT 1: Secure Storage Vault Area for Retention Records

(Construction Required)

#### RECOMMENDATION:

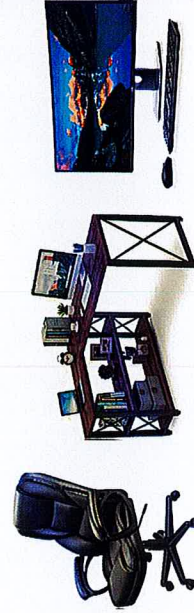
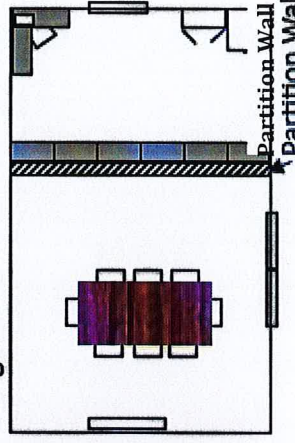
- PENDING** • Partition a section of the current conference room (Approximately 12X8 room dimensions-8ft high) (2024) **Approximate Cost:** \$2,100 - 6,600.00  
**\*\*See Dry Wall Specs on next page.**
- PENDING** • Add a vault door only (2024) **Approximate Cost:** \$4,855.00
- Adding a camera outside/inside the space (2024) **\*To be factored into overall security plan for Town Hall**
- PENDING** • Computer for digital files (Dell Computer) - (2024) **Approximate Cost:** \$887.00
- Workstation with chair for reviewing files - (2024) **Approximate Cost:** \$249.98 (\$149.99+\$99.99)
- WorkPro® 36"W Lateral 5-Drawer File Cabinet **Approximate Cost:** \$5,069.94 (\$829.99/each/6 total)
- Realspace® 36"W Steel 5-Shelf Cabinet - (2024) **Approximate Cost:** \$389.99

**NOTE:** Room will always be isolated and secure, not visible to the public and away from windows and doors to prevent moisture and humidity for preservation of records. The Town Clerk and/or Record's Clerk will be responsible for access, inventory, archiving and management of onsite retention records. Records will be managed utilizing a check out system to ensure sustainability of records (for copying purposes). The room will serve as a storage hub, location for record reviewing, with a computer to search digital files.

Diagram 1



Diagram 2



Most Type X drywall has a one-hour fire rating. The fire rating.

5/8 in. x 4 ft. x 8 ft. Firecode X Drywall

★★★★★ (592) ▼



### Dimensions

Drywall Product Thickness (in.)	5/8 in.
Product Length (ft.)	8
Product Width (ft.)	4
Width (ft) x Length (ft)	4x8

### Details

Drywall Features	Fire Resistant
Product Weight (lb.)	70.4 lb

## PROPOSED PROJECTS

### PROJECT 2: Council Chambers Furniture (Minor Construction)

RECOMMENDATION: (Recommending Portable)

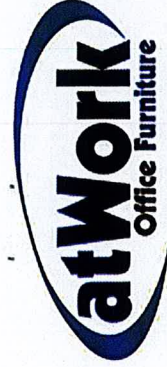
<https://atwork.ca/gallery/council-chambers/>

Approximate Cost:

#### Inside the Design.

Council Chamber furniture by atWork offers a blending of the required functionality, durability, comfort and aesthetics, the atWork team along with a Canadian furniture manufacturer helped create an environment that inspires collaboration, decision-making, and civic pride. The process of quoting is easy. With your room measurements, and some consultation and Q&A, we tailor the specifications to your needs. In short order, you will have pricing for a completed turnkey setup. Installation is clean and smooth as all pieces are factory-built and can be professionally assembled onsite inside of a workday.

# OFFICE OF THE CLERK



Lovers atWork Office Furniture  
 200 ADELAIDE ST S  
 LONDON ON N5Z 3L1  
 P: (519) 681-2254  
 SALES@ATWORK.CA  
 WWW.ATWORK.CA

## Quote

Q0009887-0  
 Date June 27, 2024  
 Customer 22755

**Bill To:** TOWN OF EATONVILLE  
 307 E. KENNEDY BOULEVARD  
 EATONVILLE FLORIDA 32751  
 United States of America  
 Ph. (407) 623-8900

**Ship To:** TOWN OF EATONVILLE  
 307 E. KENNEDY BOULEVARD  
 EATONVILLE FLORIDA 32751  
 United States of America  
 Ph. (407) 623-8900

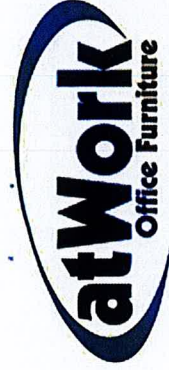
Page 1 of 2

Part Number	Description	Quantity	Unit Price	Extended Price	Quote Number
<b>***COUNCIL CHAMBERS***</b>					
<b>*OPTION #1:</b>					
BELAIR CUSTOM KIT	*CUSTOM COUNCIL CHAMBERS DESK	1	3,840.48 EA	3,840.48	
BEL 3355SP-2455L-G1	-24"D X 55"W X 29/36"H DESK	1	0.00 EA	Included	
BEL 3355SP-2455R-G1	-24"D X 55"W X 29/36"H DESK	1	0.00 EA	Included	
BEL 3355SP-2474CB-G1	-23-1/4"D X 41/4"W X 29/36"H DESK	2	0.00 EA	Included	
BEL 3355SP-2442CB-G1	-24"D X 42"W X 29/36"H DESK	1	0.00 EA	Included	
BEL BEPM1	-2 POWER, 2 OPEN PORTS, POWER MODULE	5	0.00 EA	Included	
BEL B02460	24"Dx60"Wx29"H STRAIGHT DESK SHELL, GROMMET & FLUSH MODesty	1	0.00 EA	Included	
BEL 3071-2546	18"Dx25"Wx46"H COMPLETE PODIUM	1	0.00 EA	Included	
BELAIR SKID	BELAIR SKID	2	0.00 EA	Included	
ASSEMBLY INSTRUCTIONS	ASSEMBLY INSTRUCTIONS	1	0.00 EA	Included	
<b>*OPTION #2:</b>					
BELAIR CUSTOM KIT	*CUSTOM COUNCIL CHAMBERS DESK	0	4,063.72 EA		
BEL 3355SP-24104L-G1	-24"D X 104"W X 29/36"H DESK	0	0.00 EA	Included	
BEL 3355SP-2484CB-G1	-24"D X 84"W X 29/36"H DESK	0	0.00 EA	Included	
BEL 3355SP-2472R-G1	-24"D X 72"W X 29/36"H DESK	0	0.00 EA	Included	
BEL 3355SP-2466R-G1	-24"D X 66"W X 29/36"H DESK	0	0.00 EA	Included	
BEL BEPM1	-2 POWER, 2 OPEN PORTS, POWER MODULE	0	0.00 EA	Included	

... Continued

Quotes valid for 30 days. 50% deposit to place order.  
 Our effort is to exceed expectations - Our heart is to help workplaces work well.

# OFFICE OF THE CLERK



Lovers atWork Office Furniture  
 200 ADELAIDE ST S  
 LONDON ON N5Z 3L1  
 P: (519) 681-2254  
 SALES@ATWORK.CA  
 WWW.ATWORK.CA

## Quote

Q0009887-0  
 Date June 27, 2024  
 Customer 22755

**Bill To:** TOWN OF EATONVILLE  
 307 E. KENNEDY BOULEVARD  
 EATONVILLE FLORIDA 32751  
 United States of America  
 Ph. (407) 623-8900

**Ship To:** TOWN OF EATONVILLE  
 307 E. KENNEDY BOULEVARD  
 EATONVILLE FLORIDA 32751  
 United States of America  
 Ph. (407) 623-8900

Page 2 of 2

Ship Via	Payment Terms	Salesperson	Quote Date	Quote Number	
SHIP DIRECT	DUJ UPON RECEIPT	ERIC WILLIAMS	June 27, 2024	Q0009887-0	
Buyer: VERONICA KING (407) 623-8910		Site Contact: VERONICA KING (407) 623-8910			
Part Number	Description	Quantity	Unit Price	Extended Price	
BEL 8D2460	24"Dx60"Wx29"H STRAIGHT DESK SHELL, GROMMET & FLUSH MODESTY	0	0.00 EA	Included	
BEL 3071-2546	18"Dx25"Wx46"H COMPLETE PODIUM	0	0.00 EA	Included	
BELAIR SKID	BELAIR SKID	0	0.00 EA	Included	
ASSEMBLY INSTRUCTIONS	ASSEMBLY INSTRUCTIONS	0	0.00 EA	Included	
<b>*FINISHES:</b> ^ALL FINISHES TO BE CONFIRMED					
<b>*SHIPPING &amp; INSTALLATION:</b>					
STANDARD SHIPPING	STANDARD SHIPPING	1	1,183.23 EA	1,183.23	
LOCAL INSTALL	LOCAL INSTALL	1	3,252.31 EA	3,252.31	
***ALL PRICING IN USD***					
Approval to proceed with order				Net Amount	8,276.02
Date:				Total	8,276.02
Client Name:					
Client Signature:					
Auth. Init:					
Deposit:					

Quotes valid for 30 days - 50% deposit to place order.  
 Our effort is to exceed expectations - Our heart is to help workplaces work well.

# OFFICE OF THE CLERK



## Terms and Conditions

The following terms and conditions shall apply to all orders by Customers for the purchase of office furniture and related products supplied by Lovers atWork Office Furniture (Lover 1996 Ltd.).

**Purchase:** Upon Lovers atWork Office Furniture's acceptance of a Customer's order, a firm contract for the purchase and sale of the furniture will be formed and shall incorporate all the terms set forth herein. These terms and conditions shall not be altered or amended by the use of any documents(s). Any attempt to alter this document shall void the contract unless otherwise agreed upon by the parties in writing.

**Warranty:** Lovers atWork Office Furniture is the legal and rightful owner of the supplies or that it is, legally licensed and/or distributor of furniture being purchased hereunder. All furniture delivered hereunder will be free and clear of any and all encumbrances of any kind. Customer acknowledges that Lovers atWork Office Furniture is not the manufacturer of any of the furniture purchased hereunder. Other than the warranties set forth above, any warranty with respect to the furniture must come from the manufacturer. Lovers atWork Office Furniture will pass through to the Customer any applicable warranties of the manufacturer to the extent permissible. Notwithstanding anything to the contrary, Lovers atWork Office Furniture's liability is limited to the replacement value of the furniture.

This warranty supersedes all inconsistent provisions of any and all purchase orders, invoices, acknowledgements or other writing or statements, written or otherwise. Lovers atWork Office Furniture disclaims all other express or implied warranties and product liability specifically including the implied warranties of non-infringement, merchantability and fitness for a particular purpose.

**Limitation of Liability:** Notwithstanding anything to the contrary, in no event will Lovers atWork Office Furniture be liable for any indirect, special, incidental or consequential damages whether based on contract, tort, or any other legal theory, including, without limitation, loss of date or its use, loss of profits, loss of business, or other economic damages, even if advised of the possibility of such loss or damage.

**Delivery, Install & Chargeable Services:** Unless otherwise agreed, rates of services are - Delivery, Installation and Reconfiguration of New or Existing Furniture Onsite \$150.00/hour/2 man-team. Move of Existing Furniture Onsite \$150.00/hour/2 man-team. All items quoted are F.O.B. our facility unless otherwise noted or agreed upon in writing.

**Design & Chargeable Services:** Unless otherwise agreed, rates of services are - Basic building drawings, Space Planning and Design \$95.00/hour/designer, Inventorying Existing Furniture Onsite \$95.00/hour/person. At our discretion, design services incurred during quoting may be discounted or provided at no cost. Three revisions to a drawing are provided at no fee. All design by Lovers atWork Office Furniture is property of the company and is not to be shared with competitors unless otherwise agreed.

**Returns:** Except for custom, special and/or non-inventoried items, Lovers atWork Office Furniture shall accept returns of furniture if in resalable condition and if made within 30 days of original shipment. For returns of special or non-inventoried items, Lovers atWork Office Furniture Inc. shall accept returns on a case-by-case basis. This may involve a restocking charge up to 80% of original value.

**Taxes:** Customer shall be responsible for any tax that results from the transfer of title or sale or delivery of the supplies purchased.

**Credit Terms:** Credit limits and terms shall be subject at all times to Lovers atWork Office Furniture (Lover 1996 Ltd.)'s credit policies, as amended from time to time.

**Reservation of Rights:** Lovers atWork Office Furniture reserves the right to change at any time without notice these terms and conditions of sale.

**Payment:** Unless otherwise noted or agreed upon, full payment of order is due at time order is placed.

**Storage:** Any order received at our warehouse and not delivered within four weeks will be subject to storage charges calculated at a rate of 1% of the order total per month.

To place this order, I will supply \_\_\_\_\_ Purchase Order and \_\_\_\_\_ Full payment  
I have confirmed intended delivery date with my sales representative. I have read and agree to the terms above terms.

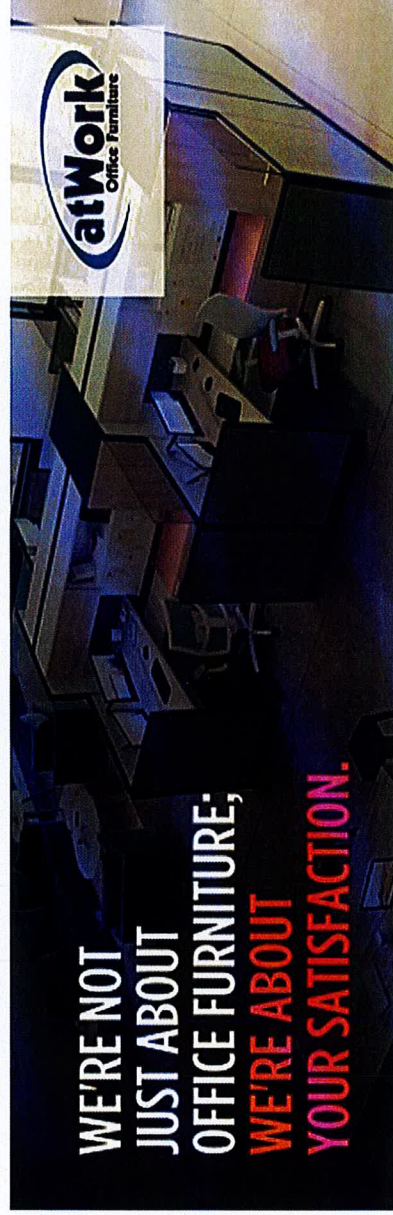
Customer Signature \_\_\_\_\_ Date \_\_\_\_\_



FOR E-TRANSFER USE: ACCOUNTING.LOVERS@ATWORK.CA  
FOR EFT INFO GO TO WWW.ATWORK.CA/EFT  
FOR CREDIT CARD LINK EMAIL REQUEST TO: ACCOUNTING.LOVERS@ATWORK.CA

PAY BY CASH, DEBIT, CHEQUE, EFT, E-TRANSFER, VISA, MASTERCARD, AMERICAN EXPRESS

# OFFICE OF THE CLERK

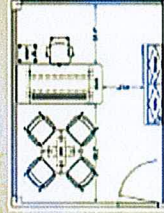


**WE'RE NOT  
JUST ABOUT  
OFFICE FURNITURE;  
WE'RE ABOUT  
YOUR SATISFACTION.**

With over 40 years of experience, our professional team is here to promptly assist and answer all your questions, ensuring your workspace refresh comes out perfect.

## SPACE PLANNING

Included in your quote is space planning by our interior designers. 2D and 3D drawings will help you visualize your space before you make decisions.



## DELIVERY & INSTALLATION

YOU WON'T NEED TO LIFT A FINGER.

Our experienced crew can simply deliver or fully install your furniture.



WITH INSTALL PARTNERS ACROSS CANADA, ASSISTANCE IS LOCAL AND PROFESSIONAL.

## REVIEWS

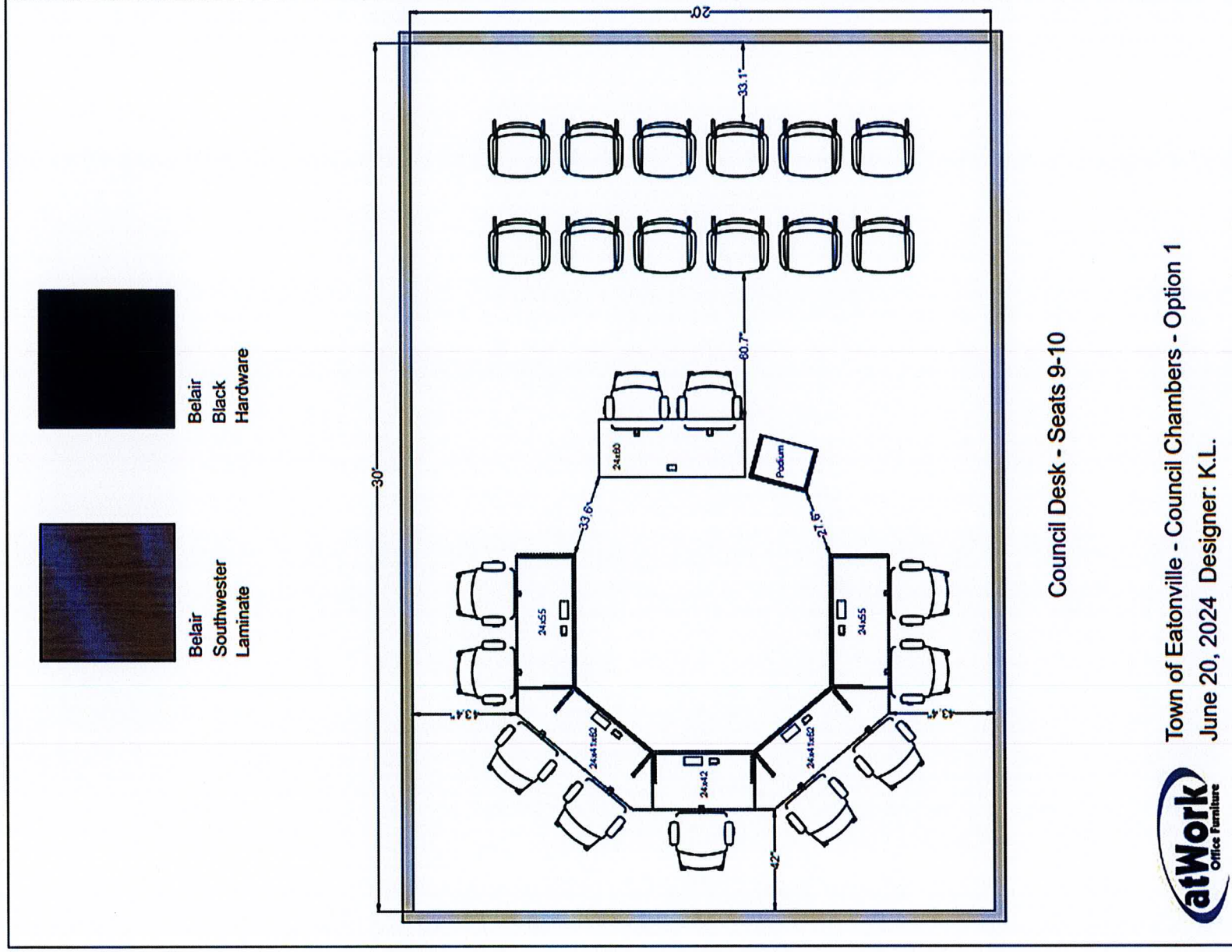
DON'T JUST LISTEN TO US. Read the hundreds of recent reviews by satisfied customers.



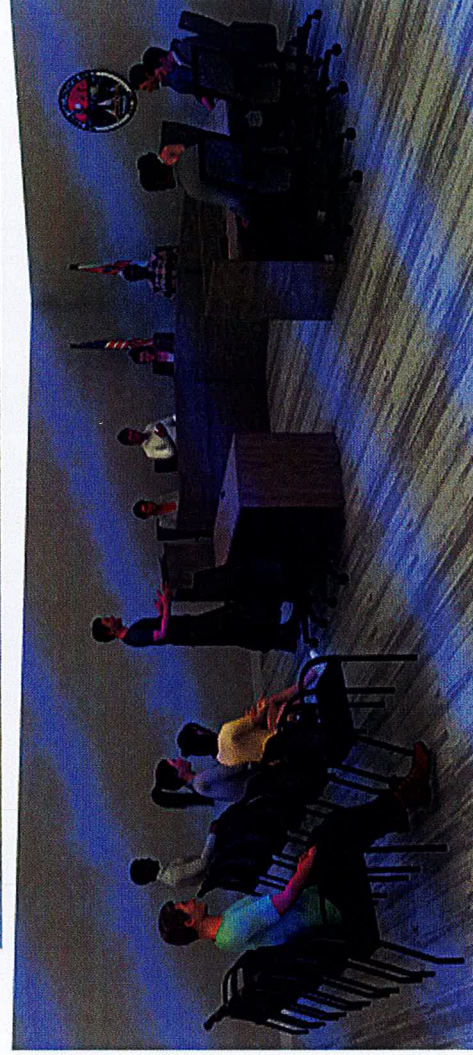
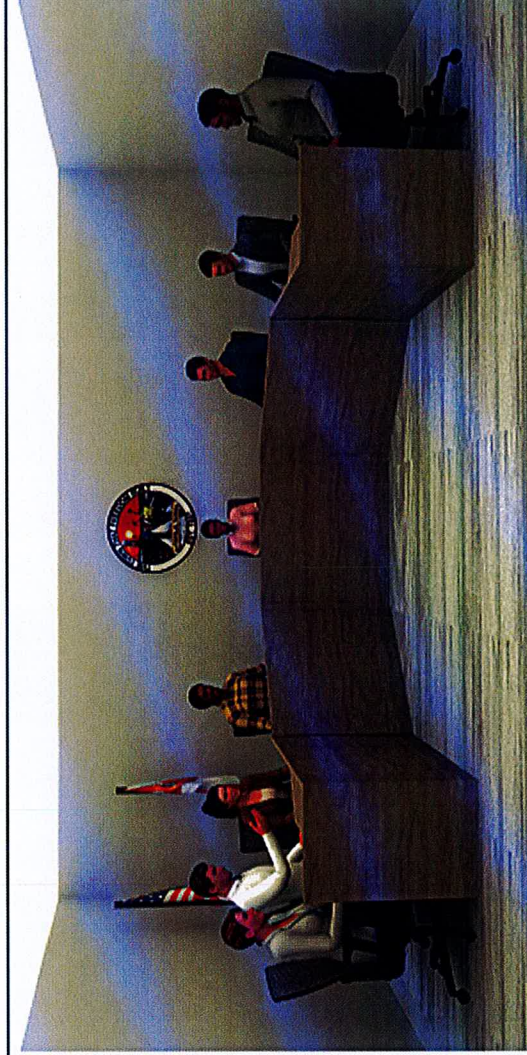
[atwork.ca/reviews/](http://atwork.ca/reviews/)



# OFFICE OF THE CLERK



# OFFICE OF THE CLERK

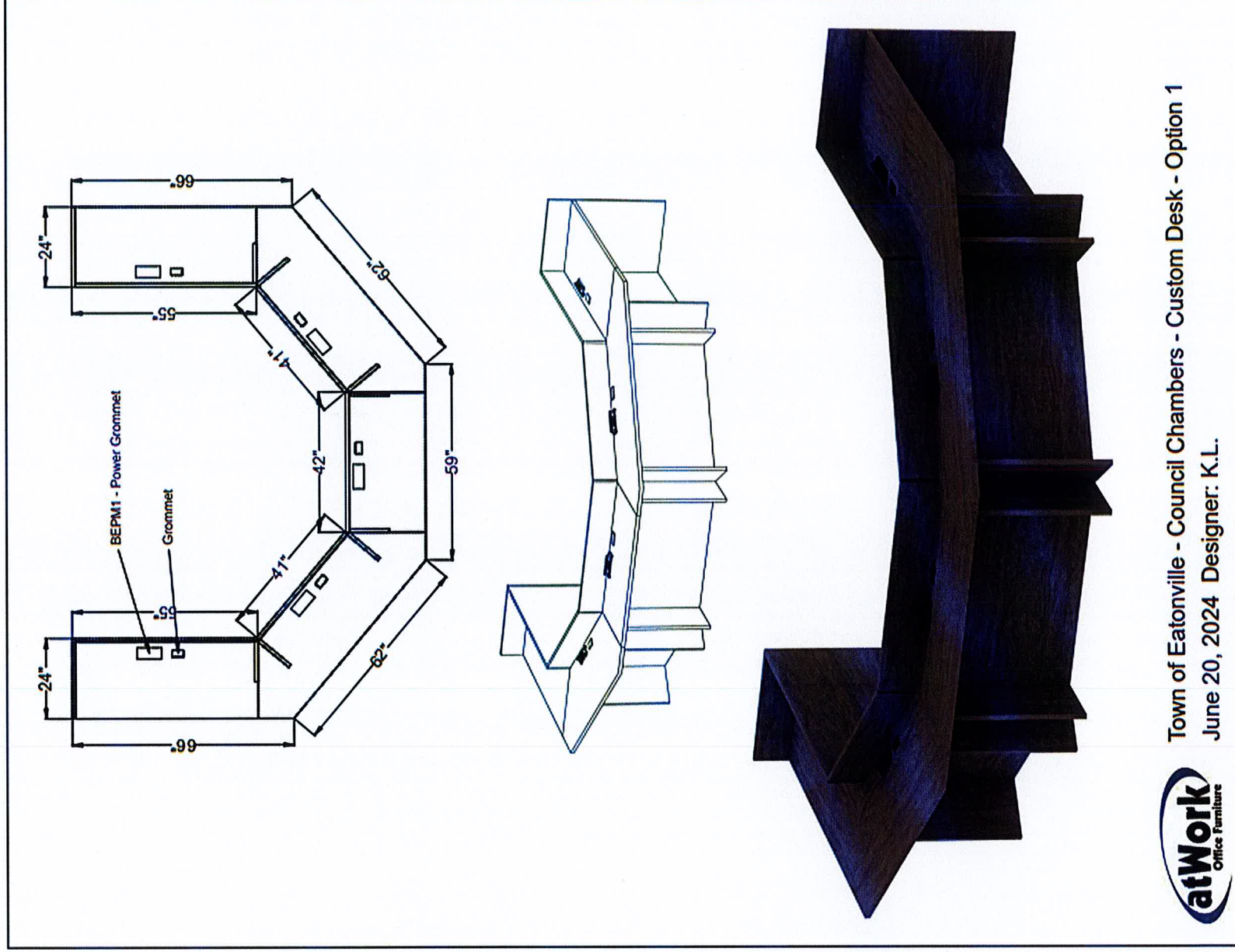


Town of Eatonville - Council Chambers - Option 1  
June 20, 2024 Designer: K.L.





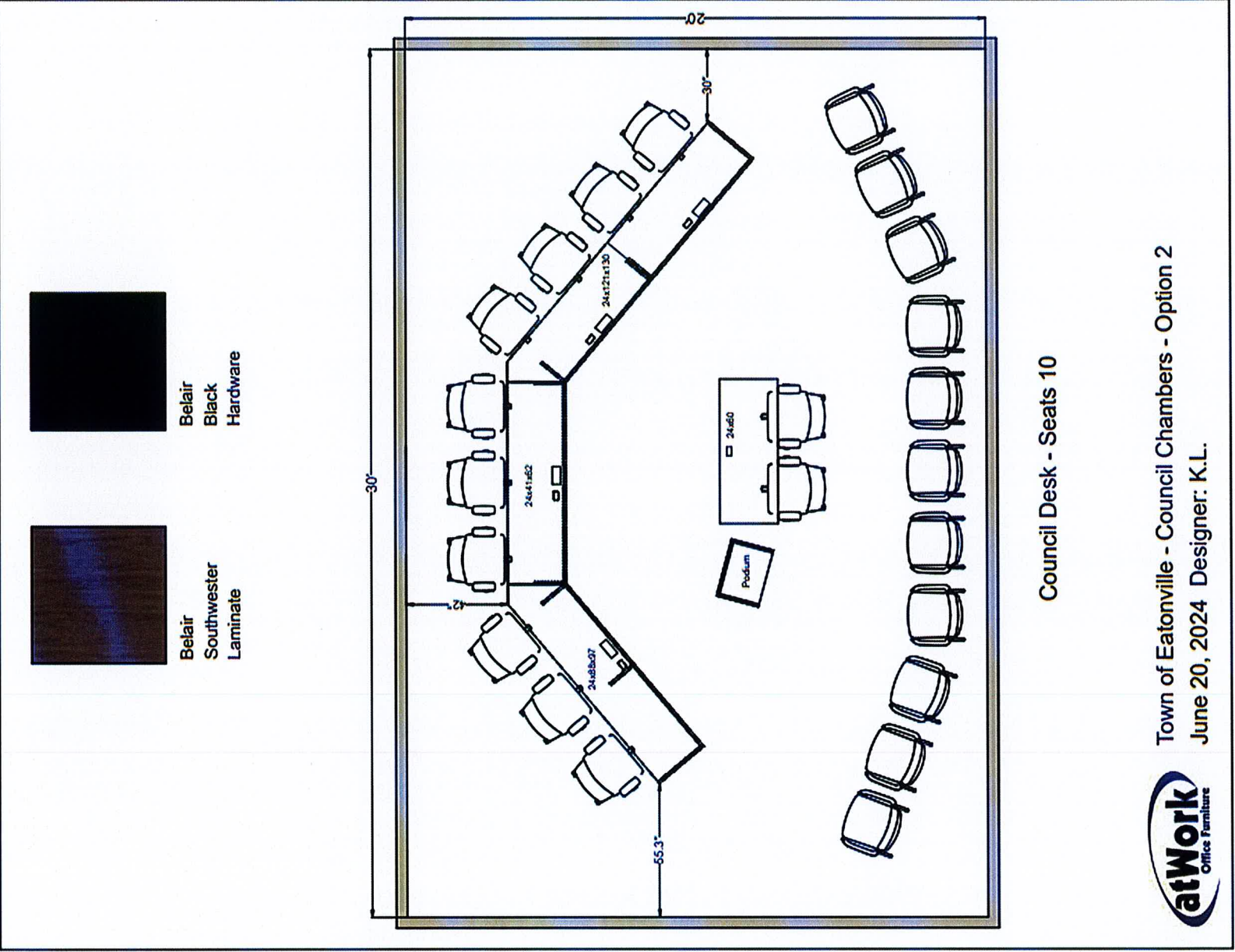
# OFFICE OF THE CLERK



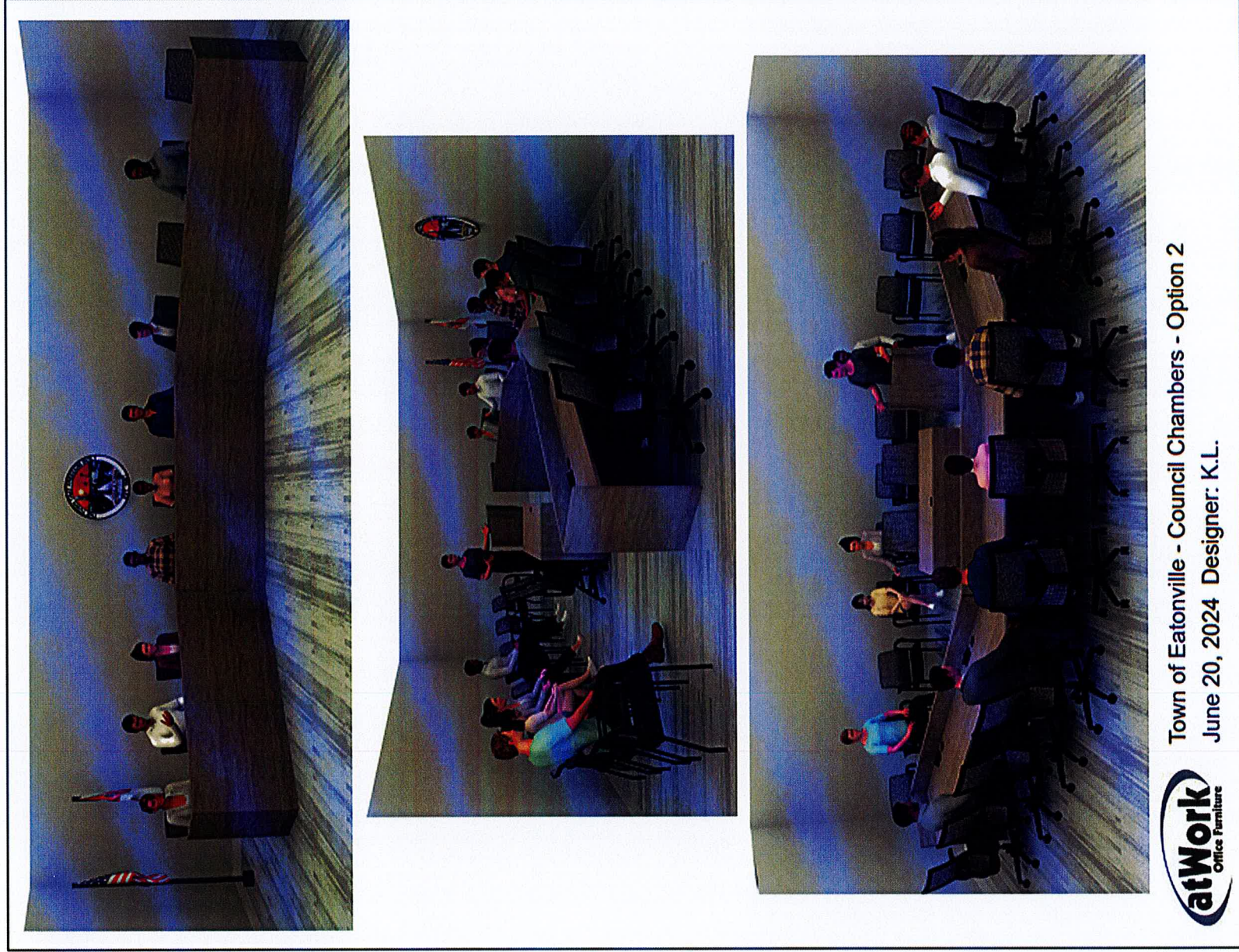
14 | Page

Section I. Item #1.

# OFFICE OF THE CLERK

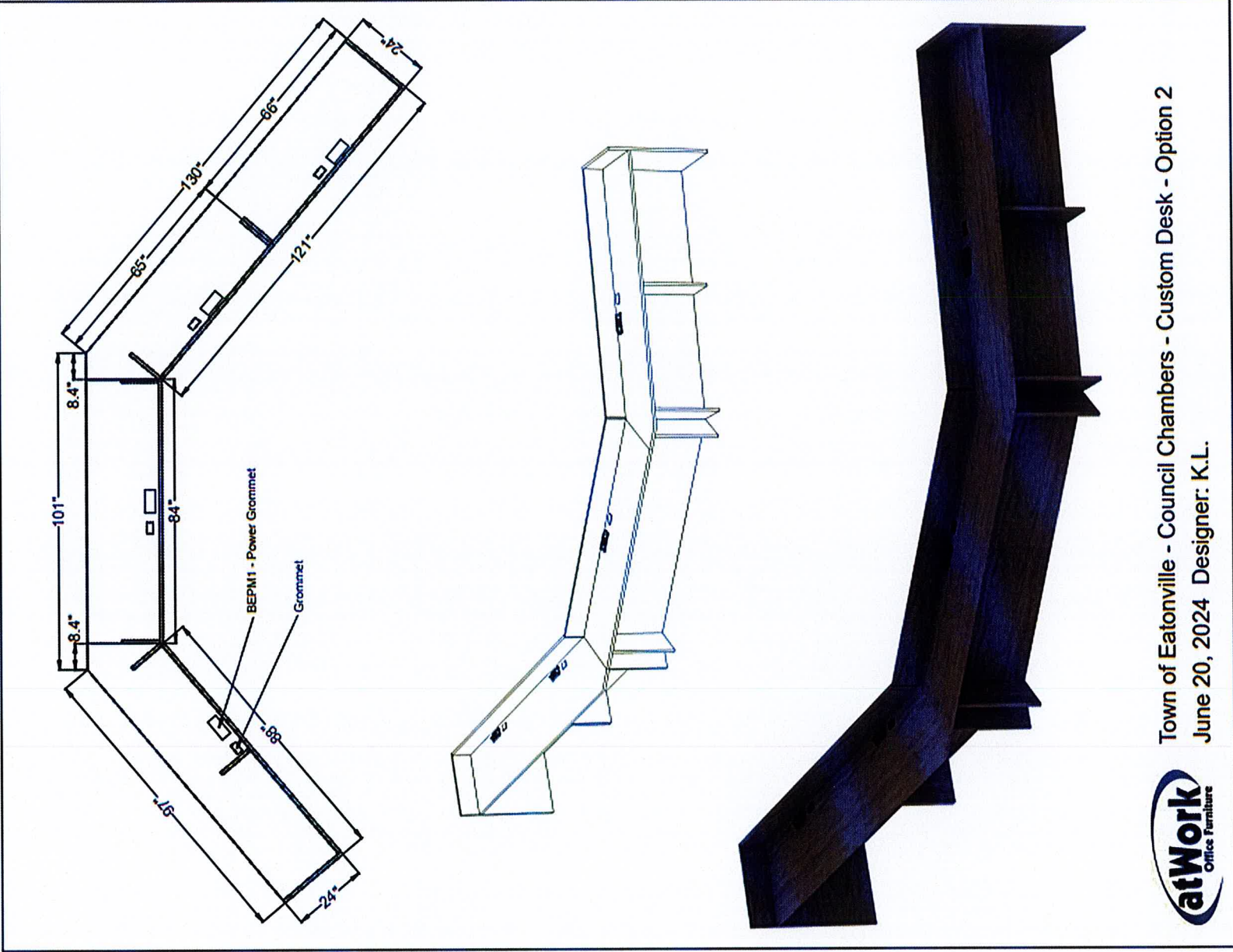


# OFFICE OF THE CLERK



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# OFFICE OF THE CLERK



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Section I. Item #1.

# OFFICE OF THE CLERK



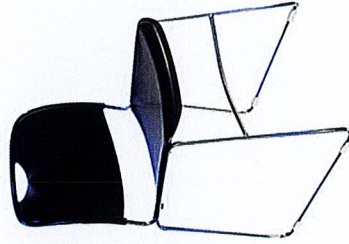
## AMAZON

VINGLI Waiting Room Chairs, 10-Pack Black Mesh  
Church Chairs Conference Room Stackable Armless  
Chairs Set, Office Guest Chairs & Reception Chairs  
Stacking Chairs for Meeting Room, Office Lobby

Visit the VINGLI Store

\$379.99 (10 Count) x 4

**TOTAL: \$1519.96**



## SCHOOL OUTFITTERS

Pack of Forty 8500 Series School Chairs w/ Dolly  
by National Public Seating

SKU: NPS-8500-40-DY85-1 **TOTAL \$3,229.99**

# OFFICE OF THE CLERK

## PROPOSED CIP PLAN

ACCOUNT 001-0511-5111-5211

FY 2024-2029 CAPITAL IMPROVEMENT PROJECTS						
PROJECT NAMES:	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	
Secure Storage Vault Area for Retention Records with vaulted door.	IN PROGRESS \$6,955 - 11,455.00	N/A	N/A	N/A	N/A	
Record Management- Inventory/Disposal/Organize/ Digitalization/indexes (with in-house scanner configured to the digital database)	COMPLETED \$9,135.40 <small>(\$6,280.00 + \$951,150.9)</small>	N/A	N/A	N/A	N/A	
Records Management Equipment	IN PROGRESS \$6,596.91	N/A	N/A	N/A	N/A	
Public Record Request Electronic Retention & Management (Next Request-Civic Plus)	IN PROGRESS \$8,388.00 - \$9,888.00	N/A	N/A	N/A	N/A	
Common Work area with Large Capacity Printer (East side Administration Area)	IN PROGRESS \$3,986.98	N/A	N/A	N/A	N/A	
Long Term Multimedia System	COMPLETED \$12,535.00	N/A	N/A	N/A	N/A	
Custom Council Chamber Desk (Dias)	N/A	\$8,276.02 - 8,499.26	N/A	N/A	N/A	
Chamber Stackable Chairs	N/A	\$435 - 3,229.99	N/A	N/A	N/A	
DocuSign	N/A	\$2,527.20 - \$3,580.20	N/A	N/A	N/A	
<b>YEARLY TOTALS</b>	\$ 47,597.29 - 53,597.29	\$11,238.22 - \$15,309.45	N/A	N/A	N/A	

# OFFICE OF THE CLERK

## PROPOSED STAFFING RECOMMENDATIONS

(One Proposed Staff Recommendation For FY24-25)

**(CONTINUATION FROM 2024)**

Hire a Record's Coordinator at part-time.

**Position Summary:** Responsible for organizing all Town records and ensuring compliance with State and statutory requirements and guidelines pertaining to proper access, inspection, and disposition of records, be a certified Passport Acceptance Agent for the Department of State Passport Acceptance Program. All work is performed under the general supervision of the Town Clerk.

<b>Position Title:</b> Records Coordinator	<b>Job Code No.:</b>
<b>Department:</b> Administration	<b>Classification:</b> Non-Exempt
<b>Full-Time</b> <input type="checkbox"/> <b>or Part-Time</b> <input checked="" type="checkbox"/> (check one)	<b>Hours/wk or Shift:</b> 20
<b>Reports to:</b> Town Clerk	<b>Effective Date:</b>
<b>Directly supervises:</b> N/A	<b>Revised:</b>
<b>Part-Time Salary Range:</b> \$15,470 - \$26,930	<b>Hourly Rate:</b> \$15.47 - \$26.93

# OFFICE OF THE CLERK

## POSITION DESCRIPTION: Record's Coordinator

**Essential Duties and Responsibilities:** (The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)

- Maintains the division records including scanning and filing of documents in compliance with Town and statutory requirements and completes the annual records destruction.
- Assists the Town Clerk with managing the Town's electronic documents; content management program; creates and updates policies and procedures for use of the Records Management Program
- Assist with scheduling and coordinating disposal of records Town-wide according to State guidelines.
- Assist with public records requests as needed.
- Maintain database of onsite records inventory and performs quality checks to ensure compliance with records retention laws and standards.
- Assist in the development of regulations, standards, and procedures relating to records management.
- Acts as the record liaison to all Town departments and coordinate meetings with departments to identify and address records retention and destruction schedules in accordance with State, Town, and statutory requirements.
- Provides training to staff regarding records management, public records law and implementation of policies and procedures; provides training to system users regarding electronic imaging/content managing software; creates procedural documentation to assist users.
- Performs indexing, tracking official records, agreements, compiles and distributes recorded documents, ordinances, resolutions, and proclamations.
- Records documents into the Town of Eatonville Official Records.
- Organizes and prepares files of official records and department records for the document imaging process including ordinances, resolutions, agreements, deeds, liens, performance bonds, minutes, and agendas.
- Assist with the Municipal Election process as needed.



# OFFICE OF THE CLERK

- Research and provide recommendation regarding purchases, dispositions or acquisitions of document imaging equipment and related supplies.
- Maintains an active membership in records management professional organizations to maintain a sound understanding of records developments.
- Serve as back up to the Town Clerk.
- Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.
- Performs other duties as assigned.

## **Knowledge, Skills, and Abilities Requirements:**

### **Knowledge Of:**

- Current Florida Public Records laws and new products, technologies, trends, and advances in the records management profession.
- Office terminology, methods, practices, and procedures.
- Information systems, spreadsheets, and computer software including Microsoft Word, Excel, PowerPoint, and Publisher.
- Departmental and municipal rules, regulations, policies, and procedures.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.
- Record keeping systems.
- Customer Service Procedures

### **Ability To:**

- Organize, set priorities, and maintain confidentiality.
- Work independently on complex and confidential assignments and analyze a wide variety of data.
- Develop and implement policies and procedures.
- Prepare reports, memoranda, letters, recommendations, and other documents.
- Manage and supervise fostering team building and trust as records liaison.

# OFFICE OF THE CLERK

- Maintain confidential and sensitive information demonstrating a high degree of professional integrity.
- Plan and organize work assignments and resources to provide timely, effective, and efficient operations.
- Identify issues, generate, and evaluate alternate solutions and make sound recommendations.
- Maintain a professional and courteous demeanor.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers, public agencies, vendors, and the general public.
- Maintain high standards for professional and ethical conduct.
- Interpret, apply, and adhere to State and Town regulations and policies.
- Maintain clear, concise, and accurate records.
- Follow the safety rules and regulations of the Department and the Town.
- Support the Department's and Town's Mission, Values, and Goals.

## **Education And Experience Requirements:**

- Accredited High school diploma or equivalent required, Associate's degree preferred.
- Minimum of two (2) years 'of professional experience maintaining filing systems and records for a governmental agency; or an equivalent combination of education, training and experience that meets the minimum requirements.
- Certified Records Manager (CRM) designation highly preferred.
- Possess and maintain a valid Florida Driver's license.

## **Physical Requirements/Working Conditions:**

- Frequent hand and finger manipulation to use computer keyboards and office machines.
- Primary working conditions are typical for an indoor/office environment requiring sitting for an extended period of time; frequent use of computers and standard office equipment.
- Regularly walk, sit, stand reach with hands and arms, and talk and hear.

# OFFICE OF THE CLERK

- Occasionally kneel, bend, crouch, and lift and/or carry office equipment, and boxes up to 15 pounds.
- Specific vision abilities including close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional driving to various sites.

## **Tools And Equipment Used:**

- Computer/printer/various software programs
- Telephones/Fax machines/Calculator/Scanner/Copier
- Town Vehicle

*The position description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.*

# **Appendix Section**

*The Appendix Section will provide support documents to support the 2024-2025 Proposed Budget for the Office of the Clerk.*

**2024-2025  
PROPOSED BUDGET PLAN**

# OFFICE OF THE CLERK

2024 Fall Academy, Marriott Orlando Lake Mary Hotel, Lake Mary



**#FACCFall2024**

**October 13-17, 2024**

**Marriott Orlando Lake Mary Hotel  
1501 International Parkway  
Lake Mary, FL 32746**

**The hotel room rate is \$159 per night.**

**FACC First/Second/Third Year Member registration rate is \$400.**

**FACC Advanced (MMC) Year Member registration rate is \$425.**

**Attendee registration is planned to open on or around August 26, 2024.**

# OFFICE OF THE CLERK

## 2025 IIMC Region III Conference, Orlando



Join FACC for the 2025 International Institute of Municipal Clerks (IIMC) Region III Conference.

#FACCRegionIII

January 7-10, 2025

The Florida Hotel & Conference Center

1500 Sand Lake Road

Orlando, FL 32809

Room Rate: \$179.00 per night.

Early Registration \$400

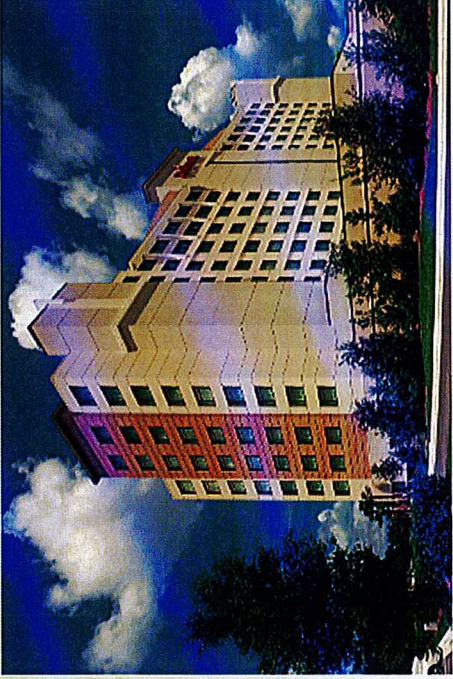
Regular Registration \$425

Late Registration \$440

Attendee registration is planned to open on September 30, 2024.

# OFFICE OF THE CLERK

## 2025 Florida Association Certified Clerks Fall Academy



#FACCFall2025

October 2025

The hotel room rate is \$159 per night.

FACC First/Second/Third Year Member registration rate is \$400.

FACC Advanced (MMC) Year Member registration rate is \$425.

Dates/Times/Location – TBD

## FACC eLearning

### Frequently Asked Questions

**Q: What is FACC eLearning?**

FACC eLearning is a convenient and affordable way to gain continuing education credits by watching recorded webinar courses. The education curriculum has been developed, reviewed and approved by the Florida Institute of Government at Florida State University as an IIMC-approved Institute, in cooperation with the FACC Professional Education Committee and FACC Board of Directors.

**Q: How many credits can I earn?**

Each course has been approved by IIMC for 2 hours (1 point) of CMC/IMMC credit.

**Q: How much do eLearning courses cost?**

FACC members: \$75.00

Non-members: \$100.00

**Q: How does eLearning work?**

After you purchase a course, the course link is emailed to you within 3-5 business days. You will have 10 business days from when you receive the email link to complete the course and then email an Ideas to Action (ITA) form to [Amy Brewer](mailto:amy.brewer@iogg.org) at the Florida Institute of Government. Credit cannot be awarded until your order is paid and a fully completed ITA is received from you by IOG.

**Q: How do I get education credit for watching a recording?**

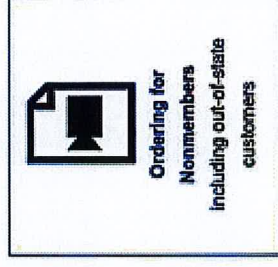
You are granted 10 business days from the date we deliver the viewing instructions to you by email to watch your recorded webinar. You must submit a completed Ideas to Action (ITA) form for each recording you've watched. The Florida Institute of Government will review your ITA for completion and accuracy before awarding your education credit. Submit ITAs to [Amy Brewer](mailto:amy.brewer@iogg.org) at IOG.

**Q: Multiple people in my office want to view a webinar - can we do that?**

The FACC courses are for individual use only. Access to a course is provided to participants who have completed payment. All FACC courses were developed and delivered using FACC funds, are considered copyrighted material, and not intended to be shared. Also, all proceeds from the courses help the association recover their initial development costs while also investing in future educational programming.

**Q: What if I need more time to complete the course?**

An extension of up to 30 days can be provided upon request, contact [Amy Brewer](mailto:amy.brewer@iogg.org) at IOG to discuss an extension.





# OFFICE OF THE CLERK



## Order Form

Order Date  
Name  
Address  
Phone  
Email

Town of Eastonville (Veronica King)  
407 623 8910  
vking@townofeastonville.org

Due date  
Grand Total  
Payment  
Balance Due

009720  
\$4,855  
\$4,855

Vault Door	Standard Door and Frame	Swing	Outswing	Hinge on	Right - when facing door	
<input type="checkbox"/> High Gloss						\$3,115
<input checked="" type="checkbox"/> Standard Color			HAMMERED BLACK			\$600
<input type="checkbox"/> Steampunk Look						\$-
<input type="checkbox"/> Pinstripes						\$-
<input checked="" type="checkbox"/> Print Name on Door			NAME/LOGO			\$200
<input type="checkbox"/> Pull Handle						\$-
<input type="checkbox"/> 5 Spoke Handle (US) Solid Brass						\$-
<input checked="" type="checkbox"/> 5 Spoke Handle (US) Chrome						\$175
<input type="checkbox"/> 5 Spoke Handle (US) Steampunk						\$-
<input type="checkbox"/> 5 Spoke Handle (China) All Styles						\$-
<input type="checkbox"/> 1.4 ga Brushed Stainless Steel Laminate						\$-
<input checked="" type="checkbox"/> Inside Handle						\$160
<input checked="" type="checkbox"/> Easy Installation - Wall Thickness						\$160
<input type="checkbox"/> Full Inside Flange						\$-
<input type="checkbox"/> Ceramic Fiber						\$-
<input type="checkbox"/> Plunger Cover						\$-
<input type="checkbox"/> Honeycomb						\$-
<input checked="" type="checkbox"/> Thermal Relocker						\$95
<input type="checkbox"/> LinkShield						\$-
<input type="checkbox"/> 1/2" Manganese						\$-
<input type="checkbox"/> Roller Rods						\$-
<input checked="" type="checkbox"/> Bypass Lock						\$200
<input type="checkbox"/> Bypass Handle						\$-
<input checked="" type="checkbox"/> Standard Digital Lock		Chrome				\$150
<input type="checkbox"/> Deluxe Digital Lock						\$-
<input type="checkbox"/> Spyproof lock with Key Insert						\$-
<input type="checkbox"/> Drill Full Flange and Supply Bolts						\$-
<input type="checkbox"/> Biometric Digital Lock						\$-
<input type="checkbox"/>						\$-
<input type="checkbox"/>						\$-
<input type="checkbox"/>						\$-
<input type="checkbox"/>						\$-
<input type="checkbox"/> ROUGH OPENING	80 x 40					\$-
SUB TOTAL						\$4,855
S & H						
TAX						
GRAND TOTAL						\$4,855



# OFFICE OF THE CLERK

**DocuSign**

DocuSign, Inc.  
221 Main Street, Suite 1550  
San Francisco, CA 94105

Offer Valid Through: Jun 3,  
2024  
Prepared By: John Conlon  
Quote Number: Q-01520745  
**SUBJECT TO APPROVAL**

## ORDER FORM

### Address Information

**Bill To:**  
Town of Eatonville  
307 E Kennedy Blvd,  
Maitland, FL, 32751  
United States

**Billing Contact Name:**  
Veronica King  
**Billing Email Address:**  
vking@townofeatonville.org  
**Billing Phone:**  
(407) 623-8910

**Ship To:**  
Town of Eatonville  
P.O. BOX 2298  
Eatonville, FL, 32751-2002  
United States

**Shipping Contact Name:**  
Veronica King  
**Shipping Email Address:**  
vking@townofeatonville.org  
**Shipping Phone:**  
(407) 623-8910

### Order Details

**Order Start Date:** Jun 3, 2024  
**Order End Date:** Jun 2, 2025  
**Billing Frequency:** Annual

**Payment Method:** Check  
**Payment Terms:** Net 30  
**Currency:** USD

### Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	SUB-3049654-1	Jun 3, 2024	Jun 2, 2025	500	\$2,160.00
Silver Success Pack: Support Services	SUB-3049654-1	Jun 3, 2024	Jun 2, 2025	1	\$216.00
Silver Success Pack: Adoption Services	SUB-3049654-1	Jun 3, 2024	Jun 2, 2025	1	\$75.60
Silver Success Pack: Campus Pass Individual	SUB-3049654-1	Jun 3, 2024	Jun 2, 2025	1	\$75.60

**Grand Total: \$2,527.20**

### Product Details

eSignature Envelope Allowance: 500

# OFFICE OF THE CLERK

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## Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

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## Order Special Terms

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## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docuSign.com/legal/terms-and-conditions/misa/pub-sec> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docuSign.com/legal/terms-and-conditions/misa-service-schedules>.

Each DSU Campus Pass Individual Subscription includes the following benefits over a 12-month period: 1) Access to all public, instructor-led DSU classroom courses for 1 named user; and 2) Access to curated Learning Plans to support enablement. The named administrator on the Customer record will be the named individual on the Campus Pass Individual Subscription.

---

## Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to [taxexempt@docuSign.com](mailto:taxexempt@docuSign.com).

Invoices for this order will be emailed automatically from [invoicing@erp.docuSign.com](mailto:invoicing@erp.docuSign.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

---

## Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order

# OFFICE OF THE CLERK

Form?

Please select:      Yes      No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to [POSubmission@docuSign.com](mailto:POSubmission@docuSign.com) referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

---

**DRAFT**

# OFFICE OF THE CLERK

**DocuSign**

DocuSign, Inc.  
221 Main Street, Suite 1550  
San Francisco, CA 94105

Offer Valid Through: Jun 10,  
2024  
Prepared By: John Conlon  
Quote Number: Q-01520753  
**SUBJECT TO APPROVAL**

## ORDER FORM

### Address Information

**Bill To:**  
Town of Eatonville- RON  
307 E Kennedy Blvd,  
Maitland, FL, 32751  
United States

**Billing Contact Name:**  
Veronica King  
**Billing Email Address:**  
vking@townofeatonville.org  
**Billing Phone:**  
(407) 623-8910

**Ship To:**  
Town of Eatonville- RON  
307 E Kennedy Blvd,  
Maitland, FL, 32751  
United States

**Shipping Contact Name:**  
Veronica King  
**Shipping Email Address:**  
vking@townofeatonville.org  
**Shipping Phone:**  
(407) 623-8910

### Order Details

**Order Start Date:** Jun 10, 2024  
**Order End Date:** Jun 9, 2025  
**Billing Frequency:** Annual

**Payment Method:** Check  
**Payment Terms:** Net 30  
**Currency:** USD

### Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
DocuSign Notary for RON- Per Notarized Signer	SUB-3154443-1	Jun 10, 2024	Jun 9, 2025	200	\$2,550.00
eSignature Standard Edition-Envelope Subs.	SUB-3154443-1	Jun 10, 2024	Jun 9, 2025	200	\$510.00
Silver Success Pack: Support Services	SUB-3154443-1	Jun 10, 2024	Jun 9, 2025	1	\$306.00
Silver Success Pack: Adoption Services	SUB-3154443-1	Jun 10, 2024	Jun 9, 2025	1	\$107.10
Silver Success Pack: Campus Pass Individual	SUB-3154443-1	Jun 10, 2024	Jun 9, 2025	1	\$107.10

**Grand Total: \$3,580.20**

### Product Details

# OFFICE OF THE CLERK

eSignature Envelope Allowance: 200

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## Overage/Usage Fees

DocuSign Notary for RON - Per Notarized Signer: \$25.00  
eSignature Standard Edition - Envelope Subs. (Per Transaction): \$4.00

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## Order Special Terms

## Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docuSign.com/legal/terms-and-conditions/msa/01b-sec> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docuSign.com/legal/terms-and-conditions/msa-service-schedules>.

Each DSU Campus Pass Individual Subscription includes the following benefits over a 12-month period: 1) Access to all public, instructor-led DSU classroom courses for 1 named user, and 2) Access to curated Learning Plans to support enablement. The named administrator on the Customer record will be the named individual on the Campus Pass Individual Subscription.

---

## Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to [taxexempt@docuSign.com](mailto:taxexempt@docuSign.com).

---

Invoices for this order will be emailed automatically from [invoicing@erp.docuSign.com](mailto:invoicing@erp.docuSign.com). Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

# OFFICE OF THE CLERK

## Purchase Order Information

Is a Purchase Order ("PO") required for the purchase or payment of the products on this Order Form?

Please select:      Yes      No

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to [POSubmission@docuSign.com](mailto:POSubmission@docuSign.com) referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

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# OFFICE OF THE CLERK

## POSITION DESCRIPTION

<b>Position Title:</b>	Records Coordinator	<b>Job Code No.:</b>	
<b>Department:</b>	Administration	<b>Classification:</b>	Non-Exempt
<b>Full-Time <input type="checkbox"/> or Part-Time <input checked="" type="checkbox"/> (check one)</b>		<b>Hours/wk or Shift:</b>	20
<b>Reports to:</b>	Town Clerk	<b>Effective Date:</b>	
<b>Directly supervises:</b>	N/A	<b>Revised:</b>	
<b>Part-Time Salary Range:</b>	\$15,470 - \$26,930	<b>Hourly Rate:</b>	\$15.47 - \$26.93

**Position Summary:** Responsible for organizing all Town records and ensuring compliance with State and statutory requirements and guidelines pertaining to proper access, inspection, and disposition of records, be a certified Passport Acceptance Agent for the Department of State Passport Acceptance Program. All work is performed under the general supervision of the Town Clerk.

### Essential Duties and Responsibilities:

*(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all-inclusive and will vary with assignments.)*

- Maintains the division records including scanning and filing of documents in compliance with Town and statutory requirements and completes the annual records destruction.
- Assists the Town Clerk with managing the Town's electronic documents; content management program; creates and updates policies and procedures for use of the Records Management Program
- Assist with scheduling and coordinating disposal of records Town-wide according to State guidelines.
- Assist with public records requests as needed.
- Maintain database of onsite records inventory and performs quality checks to ensure compliance with records retention laws and standards.
- Assist in the development of regulations, standards, and procedures relating to records management.
- Acts as the record liaison to all Town departments and coordinate meetings with departments to identify and address records retention and destruction schedules in accordance with State, Town, and statutory requirements.
- Provides training to staff regarding records management, public records law and implementation of policies and procedures; provides training to system users regarding electronic imaging/content managing software; creates procedural documentation to assist users.
- Performs indexing, tracking official records, agreements, compiles and distributes recorded documents, ordinances, resolutions, and proclamations.
- Records documents into the Town of Eatonville Official Records.
- Organizes and prepares files of official records and department records for the document imaging process including ordinances, resolutions, agreements, deeds, liens, performance bonds, minutes, and agendas.
- Assist with the Municipal Election process as needed.

# OFFICE OF THE CLERK

- Research and provide recommendation regarding purchases, dispositions or acquisitions of document imaging equipment and related supplies.
- Maintains an active membership in records management professional organizations to maintain a sound understanding of records developments.
- Serve as back up to the Town Clerk.
- Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.
- Performs other duties as assigned.

## **Knowledge, Skills, and Abilities Requirements:**

### **KNOWLEDGE OF:**

- Current Florida Public Records laws and new products, technologies, trends, and advances in the records management profession.
- Office terminology, methods, practices, and procedures.
- Information systems, spreadsheets, and computer software including Microsoft Word, Excel, PowerPoint, and Publisher.
- Departmental and municipal rules, regulations, policies, and procedures.
- Business English, grammar, punctuation, and spelling; the application of such to a variety of formats, styles, and editing principles and techniques.
- Record keeping systems.
- Customer Service Procedures

### **ABILITY TO:**

- Organize, set priorities, and maintain confidentiality.
- Work independently on complex and confidential assignments and analyze a wide variety of data.
- Develop and implement policies and procedures.
- Prepare reports, memoranda, letters, recommendations, and other documents.
- Manage and supervise fostering team building and trust as records liaison.
- Maintain confidential and sensitive information demonstrating a high degree of professional integrity.
- Plan and organize work assignments and resources to provide timely, effective, and efficient operations.
- Identify issues, generate, and evaluate alternate solutions and make sound recommendations.
- Maintain a professional and courteous demeanor.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with co-workers, public agencies, vendors, and the general public.
- Maintain high standards for professional and ethical conduct.
- Interpret, apply, and adhere to State and Town regulations and policies.
- Maintain clear, concise, and accurate records.
- Follow the safety rules and regulations of the Department and the Town.
- Support the Department's and Town's Mission, Values, and Goals.

# OFFICE OF THE CLERK

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Accredited High school diploma or equivalent required, Associate's degree preferred.
- Minimum of two (2) years 'of professional experience maintaining filing systems and records for a governmental agency; or an equivalent combination of education, training and experience that meets the minimum requirements.
- Certified Records Manager (CRM) designation highly preferred.
- Bi-lingual preferred.
- Possess and maintain a valid Florida Driver's license.

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

- Frequent hand and finger manipulation to use computer keyboards and office machines.
- Primary working conditions are typical for an indoor/office environment requiring sitting for an extended period of time; frequent use of computers and standard office equipment.
- Regularly walk, sit, stand reach with hands and arms, and talk and hear.
- Occasionally kneel, bend, crouch, and lift and/or carry office equipment, and boxes up to 15 pounds.
- Specific vision abilities including close vision, distant vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Occasional driving to various sites.

## **TOOLS AND EQUIPMENT USED:**

- Computer/printer/various software programs
- Telephones/Fax machines/Calculator/Scanner/Copier
- Town Vehicle

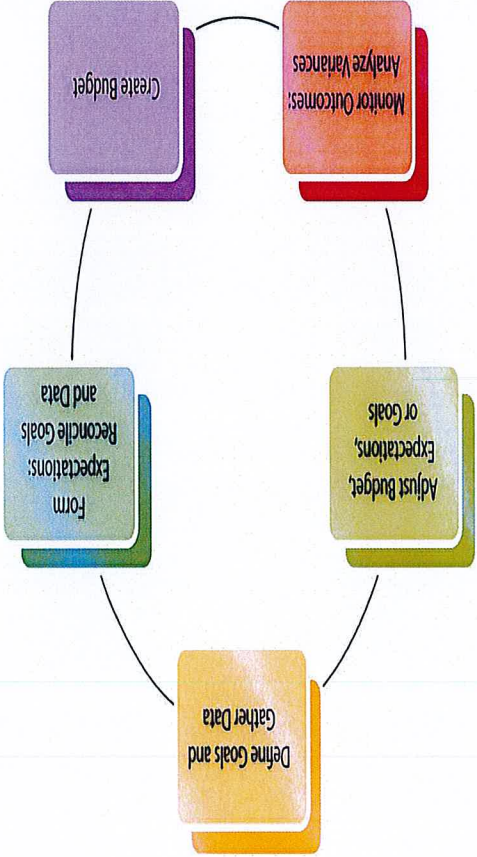
*The position description does not constitute an employment agreement and is subject to change by the employer as the needs of the employer and requirements of the job change.*



# STATUS quo

Currently, the Town of Eatonville Finance Department is working diligently with the Town Council, Administration and the Department Directors to improve:

- our cash flow
- increase and/or generate additional revenue
- critical decision making
- redefine fiscal procedures/operations
- To enhance our goals and gather data from internal and external customers
- best practices
- Eliminate repetitive tasks
- Implement additional efficient process to reduce the risk of human errors.



- ▶ The goal of the Town's Finance Department is to ensure the integrity and stability of the Town's finances. As a support function, the Finance Department partners with all other Town Departments to safeguard the assets of the Town through the execution of policies, procedures and control measures as well as to develop the annual operating budget and multi-year capital improvement program.

▶ Goals



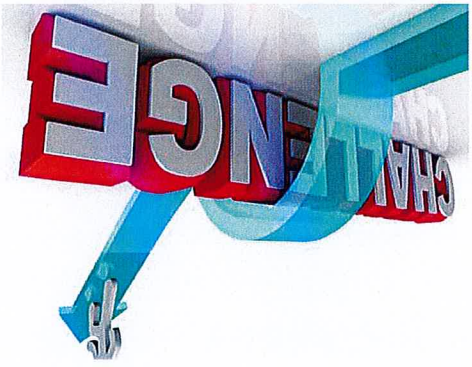
## Objectives

- ▶ Implement almost all our, accountability, and positive outcomes. vendors to ACH payment.
- ▶ Implement programs to support and enhance communication
- ▶ Pursue modifying the Town budget process to improve the efficiency of budget development while maintaining clarity and transparency.
- ▶ Our new software will allow both our internal and external customers to receive more comprehensive services and reports.
- ▶ Electronic Signature authority.
- ▶ To produce an Annual Comprehensive Financial Report that meets the GFOA Award for Excellence guidelines.

## Other

- ▶ In regards to personnel, the Finance Department needs two part-time positions.





## Challenges

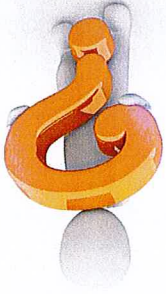
- ▶ Administer the contracting function with internal efficiency and ensuring that each procurement and contract is in the best interest of the Town.
- ▶ No merit or incentive pay for outstanding performance.
- ▶ Meeting with Directors on a monthly basis.
- ▶ Updating our Utility Billing Department procedure.
- ▶ To produce an Annual Comprehensive Financial Report that meets the GFOA Award for Excellence guidelines

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## Conclusion

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- ▶ The Finance Department continues to work tirelessly in a professional and responsible manner to ensure that the financial affairs of the Town of Eatonville operations are sedulity in accounting and budgeting. We take pride in providing a high quality of services that creates economic, environmental and social sustainability to our vendors, businesses as well as the Town's residents.
- ▶ At this time, are there any questions or comments pertaining to the Finance Department?



Account ID	Account Description	DRAFT FY 24-25	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Bal/Excess/Deficit	%Expd/%Real
001-311-1000	AD VALOREM TAXES - CURRENT	2,675,077.00	2,165,084.00	1,817,900.72	1,817,900.72	-347,183.28	83.9600
001-312-4100	LOCAL OPTION TAXES	71,783.00	71,783.00	60,335.43	60,335.43	-11,447.57	84.0500
001-314-1000	UTILITY SVC. TAX - ELECTRICITY	445,171.00	445,171.00	373,584.25	373,584.25	-71,586.75	83.9200
001-314-2000	UTILITY SVC. TAX - TELECOMMUNICATIONS	105,527.00	100,000.00	99,201.32	99,201.32	-798.68	99.2000
001-314-4000	UTILITY TAX - GAS	6,500.00	5,609.00	5,761.43	5,761.43	152.43	102.7200
001-316-0000	BUSINESS TAX LICENSES	12,500.00	16,000.00	9,949.75	9,949.75	-6,050.25	62.1900
001-316-2000	COUNTY SHARED REVENUES - OCC. LIC.	600.00	900.00	454.06	454.06	-445.94	50.4500
001-322-0000	BUILDING PERMITS	100,000.00	266,165.30	22,009.72	22,009.72	-244,155.58	8.2700
001-323-4000	FRANCHISE FEE - ELECTRIC	420,000.00	420,000.00	319,635.01	319,635.01	-100,364.99	76.1000
001-323-7000	FRANCHISE FEE - SOLID WASTE	10,000.00	10,000.00	14,650.00	14,650.00	4,650.00	146.5000
001-324-8100	OC IMPACT FEES - RESIDENTIAL	17,658.00	0.00	0.00	0.00	0.00	0
001-329-0000	OTHER LICENSES, PERMITS FEES	17,500.00	50,000.00	15,997.96	15,997.96	-34,002.04	32.0000
001-329-0001	RE-INSPECTION FEES	1,700.00	4,000.00	200.00	200.00	-3,800.00	5.0000
001-329-0002	SURCHARGES-BUILDING PERMIT	700.00	2,000.00	557.04	557.04	-1,442.96	27.8500
001-329-0003	SITE PLAN APPLICATION FEE	9,000.00	80,000.00	10,410.93	10,410.93	-69,589.07	13.0100
001-331-9000	FEDERAL GRANTS	10,000.00	10,000.00	10,000.00	10,000.00	0.00	100.0000
001-334-2000	STATE GRANT - JAG	1,497.00	0.00	0.00	0.00	0.00	0
001-334-2001	STATE GRANT - BRYNE	10,000.00	0.00	0.00	0.00	-6,650.00	103.4800
001-335-1800	LOCAL GOVERNMENT HALF CENT SALES TAX	393,044.00	380,000.00	343,602.84	343,602.84	-36,397.16	90.4200
001-335-2202	POLICE OFFICERS PREMIUM TAX	0.00	0.00	0.00	0.00	0.00	0
001-337-2001	POLICE LIAISON-ORANGE COUNTY	80,000.00	72,475.00	75,000.00	75,000.00	2,525.00	103.4800
001-341-9000	OTHER GENERAL GOVT CHARGES AND FEES	1,500.00	6,650.00	0.00	0.00	-6,650.00	0.0000
001-342-5000	FIRE SAFETY INSPECTION FEES	4,000.00	2,961.66	2,961.66	2,961.66	-100,000.00	0.0000
001-342-9000	OTHER CHARGES & FEES - SEIZED TAGS	200.00	200.00	140.00	140.00	-60.00	70.0000
001-342-9001	OTHER CHARGES & FEES - TOWING	1,500.00	500.00	1,250.00	1,250.00	750.00	250.0000
001-345-9001	EATONVILLE POST OFFICE	17,440.00	17,440.00	14,533.30	14,533.30	-2,906.70	83.3300
001-347-2100	RECREATION PROGRAM FEES	5,000.00	0.00	0.00	0.00	0.00	0
001-351-1000	COURT FINES	5,000.00	8,000.00	2,987.69	2,987.69	-5,012.31	37.3500
001-351-1100	PARKING FINES	200.00	200.00	0.00	0.00	-200.00	0.0000
001-354-1000	CODE VIOLATION PENALTIES	3,000.00	5,000.00	0.00	0.00	-5,000.00	0.0000
001-361-0000	INTEREST EARNINGS	1,000.00	200.00	25,791.53	25,791.53	25,591.53	12,895.7700
001-361-0002	INTEREST GF RESERVES	50.00	0.00	363,304.10	363,304.10	363,304.10	0
001-361-1000	MARTIN LUTHER KING JR. EVENT	25,000.00	25,000.00	15,100.00	15,100.00	-9,900.00	60.4000
001-362-0000	DENTON JOHNSON CTR RENTAL INCOME	15,000.00	10,000.00	17,735.90	17,735.90	7,735.90	177.3600
001-362-1000	RENTAL- WATER TOWER	37,452.00	68,580.00	58,372.07	58,372.07	-10,207.93	85.1200
001-363-2000	5% EDUCATION FEE BLDG PERMIT	1,200.00	2,000.00	1,095.27	1,095.27	-904.73	54.7600
001-366-0001	LIBRARY RENTAL	60,654.00	60,654.00	50,470.00	50,470.00	-10,184.00	83.2100
001-369-0000	OTHER MISCELLANEOUS REVENUE	15,000.00	508,500.00	577,367.58	577,367.58	68,867.58	113.5400
001-369-0001	MISC. REV. ROBERT WOOD JOHNSON	18,643.00	23,201.45	0.00	0.00	-23,201.45	0.0000
001-369-0003	POLICE -OFF DUTY DETAIL	4,000.00	4,000.00	1,310.98	1,310.98	-2,689.02	32.7700
001-369-0102	GEN. FUND RESERVE BAL. FORWARD	500,000.00	496,931.00	0.00	0.00	-496,931.00	0.0000
001-369-1000	ELECTION QUALIFICATION FEES	0	1,600.00	1,113.76	1,113.76	-486.24	69.6100
001-381-0536	TRANSFER TO WATER & SEWER	0	0	2,187.00	2,187.00	2,187.00	0
<b>General Revenue Totals</b>		<b>5,241,960.00</b>	<b>5,577,043.75</b>	<b>4,431,926.06</b>	<b>4,431,926.06</b>	<b>-1,141,117.69</b>	

Account Id	Account Description	DRAFT FY 24 25	Anticipated/Budgeted	Current Rev/Expd	TD Rev/Expd	Bal/Excess/Deficit	%Expd/%Real
001-0511-511-1100	EXECUTIVE SALARIES	98,414.00	98,414.00	83,080.41	83,080.41	15,333.59	84.4200
001-0511-511-1200	REGULAR WAGES	16,640.00	16,640.00	0	0	16,640.00	0.0000
001-0511-511-2100	FICA TAXES	8,802.00	8,802.00	6,228.66	6,228.66	2,573.34	70.7600
001-0511-511-2200	RETIREMENT	2,943.00	2,943.00	0	0	2,943.00	0.0000
001-0511-511-2300	HEALTH INSURANCE	9,893.00	9,893.00	5,672.76	5,672.76	4,220.24	57.3400
001-0511-511-2400	WORKERS COMPENSATION	1,909.00	1,909.00	1,431.75	1,431.75	477.25	75.0000
001-0511-511-3100	PROFESSIONAL SERVICES	3,500.00	3,500.00	1,549.00	1,549.00	1,951.00	44.2600
001-0511-511-3101	PROFESSIONAL SVCS. - CLERK	4,000.00	4,000.00	2,100.00	2,100.00	1,900.00	52.5000
001-0511-511-3400	CONTRACTUAL SERVICES	10,000.00	10,000.00	11,963.16	11,963.16	-1,963.16	119.6300
001-0511-511-3410	CRA - TOWN TIF PAYMENT	225,814.00	200,000.00	219,236.88	219,236.88	-19,236.88	109.6200
001-0511-511-4000	TRAVEL & PER DIEM - MAYOR	3,500.00	0	0	0	3,500.00	0.0000
001-0511-511-4001	TRAVEL & PER DIEM - TOWN COUNCIL	12,000.00	12,000.00	0	0	12,000.00	0.0000
001-0511-511-4002	TRAVEL & PER DIEM - CLERK	2,500.00	2,500.00	200.00	200.00	2,300.00	8.0000
001-0511-511-4100	COMMUNICATION	3,000.00	3,000.00	4,730.40	4,730.40	-1,730.40	157.6800
001-0511-511-4101	COMMUNICATION - CLERK	500.00	500.00	0	0	500.00	0.0000
001-0511-511-4200	MAIL AND FREIGHT	700.00	700.00	514.67	514.67	185.33	73.5200
001-0511-511-4201	MAIL & FREIGHT - CLERK	500.00	500.00	0	0	500.00	0.0000
001-0511-511-4400	RENTALS AND LEASES	1,000.00	1,000.00	1,071.15	1,071.15	-71.15	107.1200
001-0511-511-4700	PRINTING AND BINDING	1,000.00	1,000.00	100.00	100.00	900.00	10.0000
001-0511-511-4701	PRINTING & BINDING - CLERK	500.00	500.00	68.00	68.00	432.00	13.6000
001-0511-511-4800	PROMOTIONAL ACTIVITIES	5,000.00	1,000.00	2,715.47	2,715.47	-1,715.47	271.5500
001-0511-511-4801	LEGISLATIVE/COUNCIL SCHOLARSHIP	5,000.00	5,000.00	0	0	5,000.00	0.0000
001-0511-511-4802	COMMUNITY EVENT - VETERANS	100.00	100.00	0	0	100.00	0.0000
001-0511-511-4900	LEGAL ADVERTISEMENT-CLERK	10,000.00	10,000.00	3,949.74	3,949.74	6,050.26	39.5000
001-0511-511-4901	SPECIAL PROJECT - MAYOR	0.00	0.00	100.00	100.00	-100.00	0
001-0511-511-4902	SPECIAL PROJECT - COUNCIL	200.00	200.00	0	0	200.00	0.0000
001-0511-511-5100	OFFICE SUPPLIES	1,000.00	1,000.00	204.21	204.21	795.79	20.4200
001-0511-511-5101	OFFICE SUPPLIES - CLERK	1,200.00	1,200.00	5,288.88	5,288.88	-4,088.88	440.7400
001-0511-511-5210	OPERATING SUPPLIES	1,000.00	1,000.00	314.09	314.09	685.91	31.4100
001-0511-511-5211	OPERATING SUPPLIES - CLERK	1,200.00	1,200.00	151.96	151.96	1,048.04	12.6600
001-0511-511-5400	BOOKS, PUBLICATIONS, SUBS - MAYOR	1,500.00	1,500.00	13,637.64	13,637.64	-12,137.64	909.1800
001-0511-511-5401	BOOKS, PUBL., SUBN - TOWN COUNCIL	2,000.00	2,000.00	0	0	2,000.00	0.0000
001-0511-511-5402	REGISTRATION FEES - MAYOR	1,000.00	1,000.00	0	0	1,000.00	0.0000
001-0511-511-5403	REGISTRATION FEE - TOWN COUNCIL	4,000.00	4,000.00	150.00	150.00	3,850.00	3.7500
001-0511-511-5404	REGISTRATION - CLERK	1,000.00	1,000.00	0	0	1,000.00	0.0000
001-0511-511-5405	BOOKS, PUBL. SUBN. - CLERK	1,000.00	1,000.00	0	0	1,000.00	0.0000
001-0511-511-5800	CONTINGENCY	159,550.00	262,972.00	711.63	711.63	262,260.37	0.2700
001-0511-511-5900	MISCELLANEOUS EXPENSES	0.00	3,121.32	3,121.32	3,121.32	-3,121.32	0
001-0512-512-0000	EXECUTIVE/ADMIN	162,821.00	162,821.00	120,143.96	120,143.96	42,677.04	73.7900
001-0512-512-1200	REGULAR WAGES	24,496.00	24,496.00	27,312.11	27,312.11	-2,817.11	111.5000
001-0512-512-1400	OVERTIME	0.00	0.00	0	0	0.00	0
001-0512-512-1300	WAGES - PART - TIME	14,329.67	14,329.67	11,186.04	11,186.04	3,143.63	78.0600
001-0512-512-2100	FICA TAXES	2,141.00	2,141.00	2,541.74	2,541.74	-400.74	118.7200

Account ID	Account Description	DRAFT FY 24-25	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Bal/Excess/Deficit	%Expd/%Real
001-0512-512-2300	HEALTH & LIFE INSURANCE	19,786.00	19,786.00	9,948.96	9,837.04	9,837.04	50.2800
001-0512-512-2400	WORKERS COMPENSATION	1,200.00	1,200.00	900.00	900.00	300.00	75.0000
001-0512-512-2500	UNEMPLOYMENT COMPENSATION	2,000.00	2,000.00	0	0	2,000.00	0.0000
001-0512-512-3100	PROFESSIONAL SERVICES	9,500.00	9,500.00	14,206.88	14,206.88	-4,706.88	149.5500
001-0512-512-3400	CONTRACTUAL SERVICES	5,000.00	5,000.00	10,527.71	10,527.71	-5,527.71	210.5500
001-0512-512-3400	TRAVEL AND PER DIEM	2,500.00	2,500.00	355.64	355.64	2,144.36	14.2300
001-0512-512-4100	COMMUNICATION	3,000.00	3,000.00	3,835.57	3,835.57	-835.57	127.8500
001-0512-512-4200	MAIL AND FREIGHT	1,000.00	1,000.00	514.68	514.68	485.32	51.4700
001-0512-512-4300	UTILITY SERVICES	13,500.00	13,500.00	10,058.02	10,058.02	3,441.98	74.5000
001-0512-512-4400	RENTALS AND LEASES	3,209.00	3,209.00	2,061.19	2,061.19	1,147.81	64.2300
001-0512-512-4500	INSURANCE	250,000.00	196,200.00	244,957.47	244,957.47	-48,757.47	124.8500
001-0512-512-4700	PRINTING AND BINDING	3,000.00	3,000.00	1,043.46	1,043.46	1,956.54	34.7800
001-0512-512-4800	PROMOTIONAL ACTIVITIES	1,000.00	1,000.00	264.25	264.25	735.75	26.4300
001-0512-512-4900	LEGAL ADS	2,000.00	9,515.00	1,396.92	1,396.92	8,118.08	14.6800
001-0512-512-4915	OTHER CURRENT CHARGES	4,557.00	4,557.00	0	0	4,557.00	0.0000
001-0512-512-5100	OFFICE SUPPLIES	2,500.00	2,500.00	549.95	549.95	1,950.05	22.0000
001-0512-512-5210	OPERATING SUPPLIES	3,900.00	3,900.00	3,271.40	3,271.40	628.60	83.8800
001-0512-512-5290	GAS & OIL	950.00	950.00	2,527.53	2,527.53	-1,577.53	266.0600
001-0512-512-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,300.00	1,300.00	994.65	994.65	305.35	76.5100
001-0513-513-0000	FINANCE	0	0	0	0	0	0
001-0513-513-1200	REGULAR WAGES	245,208.00	245,208.00	239,680.64	239,680.64	5,527.36	97.7500
001-0513-513-2100	FICA TAXES	18,758.00	18,758.00	18,193.03	18,193.03	564.97	96.9900
001-0513-513-2200	RETIREMENT	12,260.00	12,260.00	4,339.96	4,339.96	7,920.04	35.4000
001-0513-513-2300	HEALTH & LIFE INSURANCE	39,572.00	39,572.00	16,581.52	16,581.52	22,990.48	41.9000
001-0513-513-2400	WORKERS COMPENSATION	865.00	865.00	648.75	648.75	216.25	75.0000
001-0513-513-2500	UNEMPLOYMENT COMPENSATION	2,000.00	2,000.00	0	0	2,000.00	0.0000
001-0513-513-3100	PROFESSIONAL SERVICES	5,000.00	2,000.00	4,020.82	4,020.82	-2,020.82	201.0400
001-0513-513-3200	ACCOUNTING & AUDITING	60,000.00	55,500.00	48,800.00	48,800.00	6,700.00	87.9300
001-0513-513-3400	CONTRACTUAL SERVICES	18,000.00	34,000.00	9,808.30	9,808.30	24,191.70	28.8500
001-0513-513-3411	CONTRACTUAL SERVICES - PAYROLL SERVICES	13,000.00	13,000.00	11,020.55	11,020.55	1,979.45	84.7700
001-0513-513-4000	TRAVEL AND PER DIEM	3,000.00	3,000.00	0	0	3,000.00	0.0000
001-0513-513-4100	COMMUNICATION	5,500.00	5,500.00	3,223.42	3,223.42	2,276.58	58.6100
001-0513-513-4200	MAIL AND FREIGHT	500.00	500.00	514.67	514.67	-14.67	102.9300
001-0513-513-4400	RENTALS AND LEASES	2,000.00	2,000.00	1,143.20	1,143.20	856.80	57.1600
001-0513-513-4700	PRINTING AND BINDING	500.00	500.00	468.00	32.00	468.00	93.6000
001-0513-513-5100	OFFICE SUPPLIES	2,000.00	2,000.00	2,118.45	2,118.45	-118.45	105.9200
001-0513-513-5210	OPERATING SUPPLIES	5,000.00	5,000.00	2,494.70	2,494.70	2,505.30	49.8900
001-0513-513-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	3,000.00	500.00	4,961.63	4,961.63	-4,461.63	992.3300
001-0513-513-6450	EQUIPMENT	5,500.00	10,000.00	4,511.91	4,511.91	5,488.09	45.1200
001-0514-514-0000	LEGAL COUNSEL	95,000.00	107,500.00	80,433.16	80,433.16	27,066.84	74.8200
001-0514-514-3100	PROFESSIONAL SERVICES	20,000.00	20,000.00	0	0	20,000.00	0.0000
001-0514-514-3400	CONTRACTUAL SERVICES	0	0	0	0	0	0.0000
001-0515-515-1200	REGULAR WAGES	134,315.00	101,790.50	101,790.50	101,790.50	32,524.50	75.7800
001-0515-515-2100	FICA TAXES	10,275.00	10,275.00	7,650.18	7,650.18	2,624.82	74.4500
001-0515-515-2300	HEALTH & LIFE INSURANCE	6,000.00	17,313.00	7,354.55	7,354.55	9,958.45	42.4800
001-0515-515-2400	WORKERS COMPENSATION	17,313.00	2,000.00	1,500.00	1,500.00	500.00	75.0000

Account #	Account Description	DRAFT FY 24-25	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Bal/Excess/Deficit	%Expd/%Real
001-0515-515-3100	PROFESSIONAL SERVICES	2,000.00	5,000.00	23,280.82	23,280.82	-18,280.82	465.00
001-0515-515-3400	CONTRACTUAL SERVICES	17,500.00	165,400.00	152,423.21	152,423.21	12,976.79	92.1500
001-0515-515-4000	TRAVEL AND PER DIEM	3,000.00	160,000.00	1,625.00	1,625.00	1,375.00	54.1700
001-0515-515-4100	COMMUNICATION	2,000.00	2,500.00	2,983.32	2,983.32	-483.32	119.3300
001-0515-515-4200	MAIL AND FREIGHT	3,000.00	1,500.00	780.28	780.28	719.72	52.0200
001-0515-515-4400	RENTALS AND LEASES	950.00	5,000.00	1,071.27	1,071.27	3,928.73	21.4300
001-0515-515-4610	REPAIR & MAINTENANCE - AUTO	1,200.00	2,000.00	56.92	56.92	1,943.08	2.8500
001-0515-515-4700	PRINTING AND BINDING	500.00	1,000.00	272.82	272.82	727.18	27.2800
001-0515-515-4900	LEGAL ADS	350.00	7,000.00	0	0	7,000.00	0.0000
001-0515-515-5100	OFFICE SUPPLIES	1,000.00	2,500.00	533.58	533.58	1,966.42	21.3400
001-0515-515-5210	OPERATING SUPPLIES	1,000.00	2,500.00	416.50	416.50	2,083.50	16.6600
001-0515-515-5220	UNIFORMS	1,500.00	2,000.00	0	0	2,000.00	0.0000
001-0515-515-5290	GAS & OIL	600.00	5,000.00	804.39	804.39	4,195.61	16.0900
001-0515-515-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,000.00	2,000.00	994.65	994.65	1,005.35	49.7300
001-0517-517-0000	DEBT SERVICE PAYMENTS	0.00	0.00	1,830.68	1,830.68	-1,830.68	0
001-0517-517-4915	OTHER CURRENT CHARGES	0.00	0.00	1,830.68	1,830.68	-1,830.68	0
001-0517-517-7100	PRINCIPAL	59,500.00	59,500.00	60,000.00	60,000.00	-500.00	100.8400
001-0517-517-7200	INTEREST	34,500.00	34,500.00	7,968.75	7,968.75	26,531.25	23.1000
001-0521-521-0000	POLICE DEPARTMENT	900,539.00	900,539.00	663,924.25	663,924.25	236,614.75	73.7300
001-0521-521-1200	REGULAR WAGES	69,434.00	69,434.00	42,431.70	42,431.70	27,002.30	61.1100
001-0521-521-1300	WAGES - PART - TIME	35,000.00	35,000.00	75,128.39	75,128.39	-40,128.39	214.6500
001-0521-521-1400	OVERTIME	7,800.00	7,800.00	4,530.00	4,530.00	3,270.00	58.0800
001-0521-521-1501	MERIT INCENTIVE PAY	10,000.00	10,000.00	0	0	10,000.00	0.0000
001-0521-521-1500	INCENTIVE PAY	7,800.00	7,800.00	4,530.00	4,530.00	3,270.00	58.0800
001-0521-521-1500	INCENTIVE PAY	7,800.00	7,800.00	4,530.00	4,530.00	3,270.00	58.0800
001-0521-521-1501	MERIT INCENTIVE PAY	10,000.00	10,000.00	0	0	10,000.00	0.0000
001-0521-521-2100	FICA TAXES	77,476.66	77,476.66	58,160.34	58,160.34	19,316.32	75.0700
001-0521-521-2200	RETIREMENT	4,512.00	4,512.00	2,255.80	2,255.80	2,256.20	50.0000
001-0521-521-2201	POLICE OFFICERS RETIREMENT	20,000.00	20,000.00	0	0	20,000.00	0.0000
001-0521-521-2300	HEALTH & LIFE INSURANCE	160,762.00	160,762.00	70,965.45	70,965.45	89,796.55	44.1400
001-0521-521-2400	WORKERS COMPENSATION	26,000.00	26,000.00	19,516.00	19,516.00	6,484.00	75.0600
001-0521-521-2500	UNEMPLOYMENT COMPENSATION	2,000.00	2,000.00	0	0	2,000.00	0.0000
001-0521-521-3100	PROFESSIONAL SERVICES	10,000.00	10,000.00	19,769.85	19,769.85	-9,769.85	197.7000
001-0521-521-3400	CONTRACTUAL SERVICES	80,000.00	65,000.00	76,302.54	76,302.54	-11,302.54	117.3900
001-0521-521-4000	TRAVEL AND PER DIEM	2,000.00	2,000.00	1,450.00	1,450.00	550.00	72.5000
001-0521-521-4100	COMMUNICATION	10,000.00	10,000.00	10,123.36	10,123.36	-123.36	101.2300
001-0521-521-4200	MAIL AND FREIGHT	500.00	500.00	57.38	57.38	442.62	11.4800
001-0521-521-4300	UTILITY SERVICES	12,000.00	12,000.00	11,268.11	11,268.11	731.89	93.9000
001-0521-521-4400	RENTALS AND LEASES	32,500.00	22,580.00	30,712.20	30,712.20	-8,132.20	136.0200
001-0521-521-4610	REPAIR & MAINTENANCE - AUTO	25,000.00	25,000.00	24,466.39	24,466.39	533.61	97.8700
001-0521-521-4700	PRINTING AND BINDING	500.00	1,000.00	210.00	210.00	790.00	21.0000
001-0521-521-4900	LEGAL ADS	0.00	700.00	0	0	700.00	0.0000
001-0521-521-4910	ALARM SYSTEM MONITORING	700.00	700.00	0	0	700.00	0.0000
001-0521-521-5100	OFFICE SUPPLIES	2,500.00	2,500.00	1,009.29	1,009.29	1,490.71	40.3700
001-0521-521-5210	OPERATING SUPPLIES	20,000.00	14,200.00	16,566.80	16,566.80	-2,366.80	116.6700
001-0521-521-5220	UNIFORMS & WORK SHOES	8,500.00	10,000.00	8,336.86	8,336.86	1,163.14	88.3700
001-0521-521-5290	GAS & OIL	43,000.00	43,000.00	31,690.22	31,690.22	11,309.78	73.7000
001-0521-521-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,000.00	1,000.00	643.88	643.88	356.12	64.3900
001-0521-521-5410	POLICE	7,500.00	7,500.00	2,700.00	2,700.00	4,800.00	36.0000

Account Id	Account Description	DRAFT FY 24-25	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Bal/Excess/Deficit	%Excpd/Real
001-0521-521-6200	BUILDING IMPROVEMENTS	0.00	225.00	225.00	225.00	-225.00	
001-0521-521-6410	VEHICLE	50,000.00	50,000.00	26,894.00	26,894.00	23,106.00	
001-0521-521-6420	EQUIPMENT	20,000.00	16,000.00	325.50	325.50	15,674.50	
001-0522-522-3400	CONTRACTUAL SERVICES	550,000.00	455,160.30	454,364.88	454,364.88	795.42	
001-0541-541-0000	<b>PUBLIC WORKS</b>						
001-0541-541-1200	REGULAR WAGES	66,829.00	66,829.00	30,971.13	30,971.13	35,857.87	
001-0541-541-1400	OVERTIME	0.00	0.00	1,350.10	1,350.10	-1,350.10	
001-0541-541-2100	FICA TAXES	5,112.00	5,112.00	2,415.72	2,415.72	2,696.28	
001-0541-541-2200	RETIREMENT	0.00	0.00	0	0	0.00	
001-0541-541-2300	HEALTH & LIFE INSURANCE	13,191.00	13,191.00	3,704.30	3,704.30	9,486.70	
001-0541-541-2400	WORKERS COMPENSATION	1,000.00	1,000.00	1,911.50	1,911.50	-911.50	
001-0541-541-3100	PROFESSIONAL SERVICES	10,000.00	15,000.00	5,209.29	5,209.29	9,790.71	
001-0541-541-3400	CONTRACTUAL SERVICES	25,000.00	30,000.00	16,336.09	16,336.09	13,663.91	
001-0541-541-3402	CONTRACTUAL SVCS-BLDG, MAINT	25,000.00	25,000.00	3,894.50	3,894.50	21,105.50	
001-0541-541-3403	CONTRACTUAL SVCS - TOWN'S ROW, PARKS, TR	25,000.00	25,000.00	12,168.52	12,168.52	12,831.48	
001-0541-541-3404	CONTRACTUAL SVCS, MAINT ALL TOWN VEHICLE	28,000.00	28,000.00	0	0	28,000.00	
001-0541-541-4000	TRAVEL AND PER DIEM	2,000.00	2,000.00	0	0	2,000.00	
001-0541-541-4100	COMMUNICATION	5,000.00	2,500.00	4,194.35	4,194.35	-1,694.35	
001-0541-541-4200	MAIL AND FREIGHT	1,000.00	1,000.00	514.68	514.68	485.32	
001-0541-541-4300	UTILITY SERVICES	71,400.00	71,400.00	55,786.12	55,786.12	15,613.88	
001-0541-541-4400	RENTALS AND LEASES	7,500.00	7,500.00	3,784.17	3,784.17	3,715.83	
001-0541-541-4610	REPAIR & MAINTENANCE - AUTO	4,000.00	5,000.00	7,171.51	7,171.51	-2,171.51	
001-0541-541-4611	BUILDING REPAIRS & MAINTENANCE	60,000.00	20,000.00	35,585.63	35,585.63	-15,585.63	
001-0541-541-4620	REPAIR & MAINTENANCE - OTHER	10,000.00	10,000.00	54,476.03	54,476.03	-44,476.03	
001-0541-541-4700	PRINTING AND BINDING	500.00	500.00	52.01	52.01	447.99	
001-0541-541-5100	OFFICE SUPPLIES	1,400.00	1,400.00	397.96	397.96	1,002.04	
001-0541-541-5210	OPERATING SUPPLIES	16,000.00	16,000.00	20,281.40	20,281.40	-4,281.40	
001-0541-541-5220	UNIFORMS & WORK SHOES	1,400.00	1,400.00	0	0	1,400.00	
001-0541-541-5290	GAS & OIL	1,500.00	1,500.00	0	0	1,500.00	
001-0541-541-5300	ROAD MATERIALS & SUPPLIES	50,000.00	250,000.00	244,945.27	244,945.27	-5,054.73	
001-0541-541-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	4,000.00	4,000.00	4,023.66	4,023.66	-23.66	
001-0541-541-6200	BUILDING IMPROVEMENTS	25,000.00	50,000.00	11,793.03	11,793.03	38,206.97	
001-0541-541-6300	IMPROVEMENTS OTHER	25,000.00	300,000.00	360,228.12	360,228.12	-60,228.12	
001-0541-541-6420	EQUIPMENT & MACHINERY	3,000.00	3,000.00	14,423.06	14,423.06	-11,423.06	
001-0550-550-0000	<b>POST OFFICE</b>						
001-0550-550-1200	REGULAR WAGES	25,038.00	25,038.00	20,191.50	20,191.50	4,846.50	
001-0550-550-2100	FICA TAXES	1,915.00	1,915.00	1,544.66	1,544.66	370.34	
001-0550-550-2200	RETIREMENT	1,252.00	1,252.00	1,795.96	1,795.96	-543.96	
001-0550-550-2300	HEALTH & LIFE INSURANCE	9,893.00	9,893.00	5,368.65	5,368.65	4,524.35	
001-0550-550-2400	WORKERS COMPENSATION	100.00	100.00	75.00	75.00	25.00	
001-0550-550-3400	CONTRACTUAL SERVICES	2,500.00	2,500.00	1,541.83	1,541.83	958.17	
001-0550-550-4100	COMMUNICATION	2,300.00	1,091.00	1,143.77	1,143.77	-52.77	
001-0550-550-4300	UTILITY SERVICES	3,100.00	3,100.00	3,110.62	3,110.62	-10.62	
001-0550-550-5210	OPERATING SUPPLIES	1,655.00	1,655.00	414.37	414.37	1,240.63	
001-0521-521-6200	BUILDING IMPROVEMENTS	0.00	225.00	225.00	225.00	-225.00	
001-0521-521-6410	VEHICLE	50,000.00	50,000.00	26,894.00	26,894.00	23,106.00	
001-0521-521-6420	EQUIPMENT	20,000.00	16,000.00	325.50	325.50	15,674.50	
001-0522-522-3400	CONTRACTUAL SERVICES	550,000.00	455,160.30	454,364.88	454,364.88	795.42	
001-0541-541-0000	<b>PUBLIC WORKS</b>						
001-0541-541-1200	REGULAR WAGES	66,829.00	66,829.00	30,971.13	30,971.13	35,857.87	
001-0541-541-1400	OVERTIME	0.00	0.00	1,350.10	1,350.10	-1,350.10	
001-0541-541-2100	FICA TAXES	5,112.00	5,112.00	2,415.72	2,415.72	2,696.28	
001-0541-541-2200	RETIREMENT	0.00	0.00	0	0	0.00	
001-0541-541-2300	HEALTH & LIFE INSURANCE	13,191.00	13,191.00	3,704.30	3,704.30	9,486.70	
001-0541-541-2400	WORKERS COMPENSATION	1,000.00	1,000.00	1,911.50	1,911.50	-911.50	
001-0541-541-3100	PROFESSIONAL SERVICES	10,000.00	15,000.00	5,209.29	5,209.29	9,790.71	
001-0541-541-3400	CONTRACTUAL SERVICES	25,000.00	30,000.00	16,336.09	16,336.09	13,663.91	
001-0541-541-3402	CONTRACTUAL SVCS-BLDG, MAINT	25,000.00	25,000.00	3,894.50	3,894.50	21,105.50	
001-0541-541-3403	CONTRACTUAL SVCS - TOWN'S ROW, PARKS, TR	25,000.00	25,000.00	12,168.52	12,168.52	12,831.48	
001-0541-541-3404	CONTRACTUAL SVCS, MAINT ALL TOWN VEHICLE	28,000.00	28,000.00	0	0	28,000.00	
001-0541-541-4000	TRAVEL AND PER DIEM	2,000.00	2,000.00	0	0	2,000.00	
001-0541-541-4100	COMMUNICATION	5,000.00	2,500.00	4,194.35	4,194.35	-1,694.35	
001-0541-541-4200	MAIL AND FREIGHT	1,000.00	1,000.00	514.68	514.68	485.32	
001-0541-541-4300	UTILITY SERVICES	71,400.00	71,400.00	55,786.12	55,786.12	15,613.88	
001-0541-541-4400	RENTALS AND LEASES	7,500.00	7,500.00	3,784.17	3,784.17	3,715.83	
001-0541-541-4610	REPAIR & MAINTENANCE - AUTO	4,000.00	5,000.00	7,171.51	7,171.51	-2,171.51	
001-0541-541-4611	BUILDING REPAIRS & MAINTENANCE	60,000.00	20,000.00	35,585.63	35,585.63	-15,585.63	
001-0541-541-4620	REPAIR & MAINTENANCE - OTHER	10,000.00	10,000.00	54,476.03	54,476.03	-44,476.03	
001-0541-541-4700	PRINTING AND BINDING	500.00	500.00	52.01	52.01	447.99	
001-0541-541-5100	OFFICE SUPPLIES	1,400.00	1,400.00	397.96	397.96	1,002.04	
001-0541-541-5210	OPERATING SUPPLIES	16,000.00	16,000.00	20,281.40	20,281.40	-4,281.40	
001-0541-541-5220	UNIFORMS & WORK SHOES	1,400.00	1,400.00	0	0	1,400.00	
001-0541-541-5290	GAS & OIL	1,500.00	1,500.00	0	0	1,500.00	
001-0541-541-5300	ROAD MATERIALS & SUPPLIES	50,000.00	250,000.00	244,945.27	244,945.27	-5,054.73	
001-0541-541-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	4,000.00	4,000.00	4,023.66	4,023.66	-23.66	
001-0541-541-6200	BUILDING IMPROVEMENTS	25,000.00	50,000.00	11,793.03	11,793.03	38,206.97	
001-0541-541-6300	IMPROVEMENTS OTHER	25,000.00	300,000.00	360,228.12	360,228.12	-60,228.12	
001-0541-541-6420	EQUIPMENT & MACHINERY	3,000.00	3,000.00	14,423.06	14,423.06	-11,423.06	
001-0550-550-0000	<b>POST OFFICE</b>						
001-0550-550-1200	REGULAR WAGES	25,038.00	25,038.00	20,191.50	20,191.50	4,846.50	
001-0550-550-2100	FICA TAXES	1,915.00	1,915.00	1,544.66	1,544.66	370.34	
001-0550-550-2200	RETIREMENT	1,252.00	1,252.00	1,795.96	1,795.96	-543.96	
001-0550-550-2300	HEALTH & LIFE INSURANCE	9,893.00	9,893.00	5,368.65	5,368.65	4,524.35	
001-0550-550-2400	WORKERS COMPENSATION	100.00	100.00	75.00	75.00	25.00	
001-0550-550-3400	CONTRACTUAL SERVICES	2,500.00	2,500.00	1,541.83	1,541.83	958.17	
001-0550-550-4100	COMMUNICATION	2,300.00	1,091.00	1,143.77	1,143.77	-52.77	
001-0550-550-4300	UTILITY SERVICES	3,100.00	3,100.00	3,110.62	3,110.62	-10.62	
001-0550-550-5210	OPERATING SUPPLIES	1,655.00	1,655.00	414.37	414.37	1,240.63	

Account Id	Account Description	DRAFT FY 24-25	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Bal/Excess/Deficit	%Expd/Real
001-0572-572-0000	RECREATION	38,503.00	38,503.00	33,093.58	33,093.58	5,409.42	85.9500
001-0572-572-1200	REGULAR WAGES	58,500.00	58,500.00	40,947.07	40,947.07	17,552.93	69.9900
001-0572-572-1300	WAGES - PART - TIME	12,164.00	7,421.00	5,604.92	5,604.92	1,816.08	75.5300
001-0572-572-2100	FICA TAXES	3,100.00	1,925.00	962.58	962.42	55,000.00	75.0000
001-0572-572-2300	HEALTH & LIFE INSURANCE	19,748.00	9,893.00	5,443.55	4,443.45	55,080.00	55.0800
001-0572-572-2400	WORKERS COMPENSATION	5,374.00	5,374.00	4,030.50	4,030.50	1,343.50	75.0000
001-0572-572-2500	UNEMPLOYMENT COMPENSATION	1,000.00	1,000.00	1,285.05	1,285.05	-285.05	128.5100
001-0572-572-3100	PROFESSIONAL SERVICES	5,000.00	2,000.00	10,246.88	10,246.88	-8,246.88	512.3400
001-0572-572-3400	CONTRACTUAL SERVICES	30,000.00	15,000.00	1,848.62	1,848.62	13,151.38	12.3200
001-0572-572-4000	TRAVEL AND PER DIEM	1,000.00	1,000.00	0	0	1,000.00	0.0000
001-0572-572-4100	COMMUNICATION	4,500.00	4,500.00	3,214.35	3,214.35	1,285.65	71.4300
001-0572-572-4200	MAIL AND FREIGHT	500.00	500.00	0	0	500.00	0.0000
001-0572-572-4300	UTILITY SERVICES	15,400.00	15,400.00	15,894.72	15,894.72	-494.72	103.2100
001-0572-572-4400	RENTALS AND LEASES	2,000.00	2,000.00	3,273.74	3,273.74	-1,273.74	163.6900
001-0572-572-4600	REPAIR AND MAINTENANCE	10,000.00	12,000.00	7,775.69	7,775.69	4,224.31	64.8000
001-0572-572-4610	REPAIR & MAINTENANCE - AUTO	1,000.00	1,000.00	0	0	1,000.00	0.0000
001-0572-572-4620	REPAIR & MAINTENANCE - OTHER	0.00	150.00	0	0	150.00	0.0000
001-0572-572-4700	PRINTING AND BINDING	500.00	500.00	0	0	500.00	0.0000
001-0572-572-4800	PROMOTIONAL ACTIVITIES	5,000.00	5,000.00	0	0	5,000.00	0.0000
001-0572-572-5100	OFFICE SUPPLIES	2,000.00	2,000.00	11.97	11.97	1,988.03	0.6000
001-0572-572-5210	OPERATING SUPPLIES	5,000.00	5,000.00	12,968.14	12,968.14	-7,968.14	259.3600
001-0572-572-5220	UNIFORMS & WORK SHOES	1,000.00	1,000.00	0	0	1,000.00	0.0000
001-0572-572-5252	YOUTH GROUPS/COMMUNITY EMPowerMENT	0.00	0.00	972.11	972.11	-972.11	0
001-0572-572-5290	GAS & OIL	1,200.00	1,200.00	160.16	160.16	1,039.84	13.3500
001-0572-572-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	500.00	500.00	0	0	500.00	0.0000
001-0572-572-5410	TRAINING	1,500.00	1,500.00	0	0	1,500.00	0.0000
001-0572-572-5600	SENIORS ACTIVITIES	5,000.00	6,500.00	0	0	6,500.00	0.0000
001-0572-572-5601	YOUTH ACTIVITIES	19,000.00	7,500.00	700.00	700.00	6,800.00	9.3300
001-0572-572-6200	BUILDING IMPROVEMENTS	2,000.00	0.00	975.00	975.00	-975.00	0
001-0574-574-0000	SPECIAL EVENTS	30,000.00	27,500.00	32,737.61	32,737.61	-5,237.61	119.0500
001-0574-574-4900	MARTIN LUTHER KING JR - MLK	18,642.67	23,201.45	4,558.78	4,558.78	18,642.67	19.6500
001-0574-574-4901	ROBERT WOOD JOHNSON FOUNDATION	15,000.00	15,000.00	0	0	15,000.00	0.0000
001-0574-574-4902	FOUNDER'S DAY	10,000.00	10,000.00	10,499.99	10,499.99	-499.99	105.0000
001-0574-574-4903	HOLIDAY SEASON	5,000.00	5,000.00	4,000.00	4,000.00	1,000.00	80.0000
001-0574-574-4904	JUNETEENTH	5,000.00	5,000.00	4,000.00	4,000.00	1,000.00	80.0000
<b>General Expenditure Totals</b>		<b>5,241,960.00</b>	<b>5,559,650.08</b>	<b>4,449,733.75</b>	<b>4,449,733.75</b>	<b>1,109,916.33</b>	
100-324.1100	PUBLIC SAFETY IMPACT FEES	16,000.00					
100-324.6100	CULTURE/RECREATION IMPACT FEES	2,750.00					
100-366.0104	SPECIAL EVENTS DONATION & CONTRIB						
<b>Fund 100 Special Revenue Totals</b>		<b>18,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
							0



Account Id	Account Description	DRAFT FY 24-25	Anticipated/Budgeted	Current Rev/Expend	YTD Rev/Expend	Bal/Excess/Deficit	%Expend/Real
300-331-0100	AARP	200,000.00	500,000.00	0	0	-500,000.00	0.0000
300-331-0200	FDOT - ARTS ENDOWMENT	180,000.00	180,000.00	0	0	-180,000.00	0.0000
300-337-9000	VEREEN LIFT STATION/LAKE LOVELY	665,000.00	665,000.00	0	0	0.0000	
300-337-9001	WATER SYSTEM HARDENING/RESILIENCY	5,986,105.00	5,986,105.00	0	0	0.0000	
300-337-9002	EATONVILLE AFFORDABLE HOUSING	2,000,000.00	2,000,000.00	0	0	0.0000	
300-337-9003	COMMUNITY POLICING	1,000,000.00	1,000,000.00	0	0	0.0000	
300-337-9004	TECHNOLOGY HUB PROJECT	2,500,000.00	2,500,000.00	0	0	0.0000	
300-337-9005	EAST KENNEDY STREETSCAPE PROJECT	3,000,000.00	3,000,000.00	0	0	-665,000.00	0.0000
<b>Capital Improvements Revenue Totals</b>		<b>15,531,105.00</b>	<b>1,945,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-1,345,000.00</b>	
300-0536-536-0000	ARPA- WATER AND SEWER	200,000.00	0	0	0	0	0
300-0536-536-3400	CONTRACTUAL SVCS. - VEREEN L/LAKE LOVELY	65,000.00	65,000.00	0	0	65,000.00	0.0000
300-0536-536-3401	CONTRACTUAL SERVICES- WATER SYSTEM HARDING	5,986,105.00	5,986,105.00	0	0	0.0000	
300-0515-515-3400	CONTRACTUAL SERVICES - EATONVILLE AFFORDABLE H	2,000,000.00	2,000,000.00	0	0	0.0000	
300-0536-536-6500	CONSTRUCTION IN PROGRESS- VEREEN/LK LOVELY	600,000.00	600,000.00	0	0	0.0000	
300-0541-541-3100	PROFESSIONAL SERVICES	0	0	0	0	0	0
300-0541-541-3400	CONTRACTUAL SERVICE-FDOT ARTS	50,000.00	50,000.00	0	0	0.0000	
300-0541-541-3401	CONTRACTUAL SERVICES - E KENNEDY ST PROJECT	3,000,000.00	600,000.00	0	0	600,000.00	0.0000
300-0541-541-3402	CONTRACTUAL SERVICES - TECHNOLOGY HUB	2,500,000.00	0	0	0	0	0
300-0521-521-3400	CONTRACTUAL SERVICES - COMMUNITY POLICING	1,000,000.00	50,000.00	0	0	50,000.00	0.0000
300-0541-541-6500	CONSTRUCTION IN PROGRESS - FDOT ARTS	130,000.00	130,000.00	0	0	130,000.00	0.0000
<b>Capital Improvements Expenditure Totals</b>		<b>15,531,105.00</b>	<b>845,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>845,000.00</b>	

Account Id	Account Description	DRAFT FY 24 -25	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Bal/Excess/Deficit	%Expd/%Real
303-0515-515-0000	COMMUNITY DEVELOPMENT DEPT.	75,000.00	75,000.00	36,547.77	36,547.77	38,452.23	48.7300
303-0515-515-1200	REGULAR WAGES - CRA	22,000.00	54,000.00	16,733.94	16,733.94	37,266.06	30.9900
303-0515-515-1300	CRA REGULAR SALARIES PART TIME	7,421.00	8,415.00	4,076.06	4,076.06	4,338.94	48.4400
303-0515-515-2100	FICA TAXES	9,888.00	9,888.00	0	0	9,888.00	0.0000
303-0515-515-2300	HEALTH & LIFE INSURANCE	50,000.00	50,000.00	3,563.39	3,563.39	46,436.61	7.1300
303-0515-515-3100	PROFESSIONAL SERVICES	10,000.00	10,000.00	7,800.00	7,800.00	2,200.00	78.0000
303-0515-515-3200	ACCOUNTING AND AUDITING	60,336.00	18,000.00	34,267.43	34,267.43	-16,267.43	190.3700
303-0515-515-3400	CONTRACTUAL SERVICES	50,000.00	50,000.00	0	0	50,000.00	0.0000
303-0515-515-3420	PLANNING & COMM DEMOLITION ASSISTANCE PG	60,000.00	60,000.00	0	0	60,000.00	0.0000
303-0515-515-3430	PLANNING & COMM SMALL BUS FACADE	3,750.00	3,750.00	523.79	523.79	3,226.21	13.9700
303-0515-515-4000	TRAVEL	3,000.00	3,000.00	2,431.77	2,431.77	568.23	81.0600
303-0515-515-4100	COMMUNICATION	2,000.00	2,000.00	50.00	50.00	1,950.00	2.5000
303-0515-515-4200	MAIL AND FREIGHT	2,900.00	2,900.00	2,694.18	2,694.18	205.82	92.9000
303-0515-515-4300	UTILITY SERVICES	3,047.00	3,047.00	928.93	928.93	2,118.07	30.4900
303-0515-515-4400	RENTALS AND LEASES	40,000.00	40,000.00	38,095.00	38,095.00	1,905.00	95.2400
303-0515-515-4500	INSURANCE	1,000.00	0.00	69.26	69.26	-69.26	0
303-0515-515-4600	REPAIRS & MAINTENANCE	50,000.00	50,000.00	0	0	50,000.00	0.0000
303-0515-515-4622	GRANT PROGRAM - PAINT, PLANT & PAVE	200,000.00	200,000.00	0	0	200,000.00	0.0000
303-0515-515-4632	HOME LOAN PROGRAM - THE PILOT INFILL	1,000.00	1,000.00	1,501.91	1,501.91	-501.91	150.1900
303-0515-515-4800	PROMOTIONAL ACTIVITIES	2,500.00	2,500.00	3,109.58	3,109.58	-609.58	124.3800
303-0515-515-4900	LEGAL ADS	3,000.00	3,000.00	3,027.20	3,027.20	-27.20	100.9100
303-0515-515-5100	OFFICE SUPPLIES	1,000.00	1,000.00	2,686.97	2,686.97	-1,686.97	268.7000
303-0515-515-5210	OPERATING SUPPLIES	1,500.00	1,500.00	35.00	35.00	1,465.00	2.3300
303-0515-515-5290	GAS & OIL	1,000.00	1,000.00	442.28	442.28	557.72	44.2300
303-0515-515-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	20,000.00	20,000.00	0.00	0.00	20,000.00	0.0000
303-0515-515-6202	REDEVELOPMENT & GRANT PROGRAMS	1,000.00	1,000.00	0	0	0.00	0
303-0515-515-6210	HISTORICAL GRANT PROGRAM	1,000,000.00	1,000,000.00	0.00	0.00	20,000.00	0.0000
303-0515-515-6301	INFRASTRUCTURE IMPROVEMENT	295,673.00	273,000.00	17,675.00	17,675.00	17,675.00	6.4700
<b>CRA Expenditure Totals</b>		<b>1,978,015.00</b>	<b>944,000.00</b>	<b>176,259.46</b>	<b>176,259.46</b>	<b>176,259.46</b>	<b>767,740.54</b>
303-311-1000	CRA TAXES - CURRENT	135,201.00	120,000.00	131,263.12	131,263.12	11,263.12	109.3900
303-319-0000	TIF PAYMENT FROM TOWN	225,814.00	230,000.00	219,236.88	219,236.88	-10,763.12	95.3200
303-361-0000	INTEREST EARNINGS	24,000.00	1,000.00	21,113.37	21,113.37	20,113.37	2,111.3400
303-369-0100	CRA BALANCE FORWARD	593,000.00	593,000.00	0	0	-593,000.00	0.0000
303-369-0110	HISTORICAL GRANT PROGRAM	1,000,000	593,000.00	0	0	-593,000.00	0.0000
303-369-1000	MISCELLANEOUS REVENUE	0.00	0.00	3,637.00	3,637.00	3,637.00	0
<b>CRA Revenue Totals</b>		<b>1,978,015.00</b>	<b>944,000.00</b>	<b>375,250.37</b>	<b>375,250.37</b>	<b>375,250.37</b>	<b>-568,749.63</b>

Account Id	Account Description	DRAFT FY 24 -25	Anticipated/Budgeted	Current Rev/Exp	YTD Rev/Exp	Bal/Excess/Deficit	%Expd/%Real
400-314-3000	Utility Service Tax - Water	24,000.00	0.00	23,138.29	23,138.29	23,138.29	0
400-329-0000	ALT. SPRINGS ERU FEE	0.00	0.00	0	0	0	0
400-343-3000	WATER UTILITY REVENUE	300,000.00	300,000.00	238,243.30	238,243.30	-61,756.70	79.4100
400-343-5000	SEWER UTILITY REVENUE	400,000.00	400,000.00	318,879.31	318,879.31	-81,120.69	79.2200
400-343-6310	CUT ON/OFF FEES	8,946.00	8,946.00	13,200.00	13,200.00	4,254.00	147.5500
400-343-6311	OVERTIME TURN ON FEE	0.00	0.00	150.00	150.00	150.00	0
400-343-6510	WATER & SEWER - CONNECTION FEES	0.00	145,000.00	0	0	-145,000.00	0.0000
400-343-6900	LATE PENALTY	20,000.00	20,000.00	13,277.24	13,277.24	-6,722.76	66.3900
400-343-6910	RETURN CHECK FEE	500.00	1,000.00	305.00	305.00	-695.00	30.5000
400-343-6930	MISCELLANEOUS-OTHER	0.00	7,000.00	0.00	0.00	-7,000.00	0.0000
400-343-9005	SERVICE CHARGES (S/B \$5.00)	700.00	2,000.00	630.00	630.00	-1,370.00	31.5000
400-343-9010	TAMPERING FEE	0.00	0.00	700.00	700.00	700.00	0
400-343-9040	MCF-Monthly Caster Fee	0.00	0.00	540.00	540.00	540.00	0
400-351-5100	ARPA - CORONA - LOCAL FISCAL REC. FD.	700,000.00	503,747.00	0	0	-503,747.00	0.0000
400-361-1000	INTEREST INCOME	565.00	565.00	79.00	79.00	-486.00	13.9800
400-369-0000	OTHER MISCELLANEOUS REVENUE	0.00	0.00	0	0	0.00	0
400-369-1000	ENTERPRISE FUND RESERVE BAL. FWD.	10,000.00	10,000.00	0	0	-10,000.00	0.0000
<b>Water and Sewer Revenue Totals</b>							
		<b>1,464,711.00</b>	<b>1,398,258.00</b>	<b>609,142.14</b>	<b>609,142.14</b>	<b>-789,115.86</b>	
400-0536-536-0000	WATER & SEWER	0	0	0	0	0	0
400-0536-536-1200	REGULAR WAGES	208,697.00	208,697.00	181,006.58	181,006.58	-27,690.42	86.7300
400-0536-536-1400	OVERTIME	7,000.00	7,000.00	15,099.09	15,099.09	-8,099.09	215.7000
400-0536-536-1700	STAND BY PAY	8,500.00	5,000.00	7,894.90	7,894.90	-2,894.90	157.9000
400-0536-536-2100	FICA TAXES	16,883.00	16,883.00	15,473.04	15,473.04	-1,409.96	91.6500
400-0536-536-2200	RETIREMENT	4,061.00	4,061.00	3,240.43	3,240.43	-820.57	79.7900
400-0536-536-2300	HEALTH & LIFE INSURANCE	52,763.00	52,763.00	25,630.74	25,630.74	-27,132.26	48.5800
400-0536-536-2400	WORKERS COMPENSATION	9,230.00	9,230.00	3,373.89	3,373.89	-5,856.11	36.5500
400-0536-536-3100	PROFESSIONAL SERVICES	55,000.00	55,000.00	36,617.00	36,617.00	-18,383.00	66.5800
400-0536-536-3400	CONTRACTUAL SERVICES	50,000.00	90,000.00	268,929.50	268,929.50	-178,929.50	298.8100
400-0536-536-3410	CONTRACTUAL SVC-ALTAMONTE SPRINGS	309,000.00	309,000.00	230,107.68	230,107.68	-78,892.32	74.7400
400-0536-536-4000	TRAVEL AND PER DIEM	2,000.00	2,000.00	453.58	453.58	-1,546.42	22.6800
400-0536-536-4100	COMMUNICATION	3,500.00	3,500.00	2,393.51	2,393.51	-1,106.49	68.3900
400-0536-536-4200	MAIL AND FREIGHT	5,000.00	5,000.00	3,855.00	3,855.00	-1,145.00	77.1000
400-0536-536-4300	UTILITY SERVICES	40,000.00	40,000.00	30,033.30	30,033.30	-9,966.70	75.0800
400-0536-536-4400	RENTALS AND LEASES	2,500.00	2,500.00	0	0	-2,500.00	0.0000
400-0536-536-4610	REPAIR & MAINTENANCE - AUTO	5,000.00	5,000.00	0	0	-5,000.00	0.0000
400-0536-536-4620	REPAIR & MAINTENANCE - OTHER	40,000.00	40,000.00	11,754.00	11,754.00	-28,246.00	29.3900
400-0536-536-4630	REPAIR & MAINT	25,000.00	25,000.00	10,649.97	10,649.97	-14,350.03	42.6000
400-0536-536-4650	REPAIR & MAINTENANCE WATER LINES	15,000.00	15,000.00	7,296.72	7,296.72	-7,703.28	48.6400
400-0536-536-4660	REPAIR & MAINTENANCE-SEWER LINE	15,000.00	15,000.00	14,895.00	14,895.00	-105.00	99.3000
400-0536-536-4700	PRINTING AND BINDING	1,000.00	1,000.00	317.50	317.50	-682.50	31.7500
400-0536-536-4900	LEGAL ADS	1,000.00	1,000.00	0	0	-1,000.00	0.0000
400-0536-536-5100	OFFICE SUPPLIES	2,000.00	2,000.00	0	0	-2,000.00	0.0000
400-0536-536-5210	OPERATING SUPPLIES	30,000.00	30,000.00	2,147.38	2,147.38	-27,852.62	7.1600
400-0536-536-5220	UNIFORMS & WORK SHOES	1,500.00	1,500.00	199.98	199.98	-1,300.02	13.3300
400-0536-536-5280	CHEMICALS	30,000.00	30,000.00	20,973.50	20,973.50	-9,026.50	69.9100
400-0536-536-5290	GAS & OIL	10,000.00	10,000.00	8,012.52	8,012.52	-1,987.48	80.1300

Account Id	Account Description	DRAFT FY 24-25	Anticipated/Budgeted	Current Rev/Expd	YTD Rev/Expd	Bal/Excess/Deficit	%Expd/%Real
400-0536-536-5400	BOOKS, PUBLICATIONS, SUBSCRIPTIONS & MEM	750.00	750.00	0	0	0	0.0000
400-0536-536-5800	CONTINGENCY	130,295.00	46,584.00	0	0	46,584.00	0.0000
400-0536-536-6201	W. WATER TOWER REPAIRS/RENOV.	254,242.00	45,757.84	45,757.84	254,242.16	0.0000	15,2500
400-0536-536-6202	METER REPL. PROGRAM	0.00	0	0	0	0.00	0
400-0536-536-6203	VALVE REPAIR/REPL. PROGRAM	21,000.00	25,000.00	25,000.00	21,000.00	0.00	54,3500
400-0536-536-6300	IMPROVEMENTS OTHER	17,600.00	10,605.25	10,605.25	6,994.75	60,2600	0.0000
400-0536-536-6410	VEHICLE	20,000.00	4,509.28	4,509.28	16,490.72	22,5500	0.0000
400-0536-536-6420	EQUIPMENT & MACHINERY	20,000.00	0	0	20,000.00	0.0000	0.0000
400-0536-536-7100	DEBT SVC. - SRF LOAN PRINCIPAL	41,325.00	71,500.23	71,500.23	-30,175.23	173,0200	100.0000
400-0536-536-7103	USDA	9,865.00	9,865.00	9,865.00	0.00	0.00	0.0000
<b>Water and Sewer Expenditure Totals</b>							
		1,464,711.00	1,488,258.00	1,067,592.41	1,067,592.41	420,665.59	
401-343-4000	RESIDENTIAL SOLID WASTE AND RECYCLING	396,000.00	396,000.00	1,467.50	1,467.50	-394,532.50	0.3700
401-343-4100	GARBAGE COLLECTION REVENUES	396,000.00	0.00	323,027.05	323,027.05	323,027.05	0
<b>Refuse Revenue Totals</b>							
		396,000.00	396,000.00	324,494.55	324,494.55	-71,505.45	
401-0534-534-0000	SOLID WASTE	0	0	0	0	0	0
401-0534-534-3400	CONTRACTUAL SERVICES	396,000.00	396,000.00	347,753.19	347,753.19	48,246.81	87,8200
<b>Refuse Expenditure Totals</b>							
		396,000.00	396,000.00	347,753.19	347,753.19	48,246.81	
402-343-0000	STORMWATER REVENUE	223,014.00	223,014.00	156,149.92	156,149.92	-66,864.08	70.0200
402-361-0000	INTEREST EARNINGS - STORMWATER	0.00	0.00	2.35	2.35	2.35	0
<b>Stormwater Revenue Totals</b>							
		223,014.00	223,014.00	156,152.27	156,152.27	-66,861.73	
402-0538-538-0000	STORMWATER	0	0	0	0	0	0
402-0538-538-1200	SALARIES & WAGES	97,095.00	62,279.43	62,279.43	34,815.57	64,1400	0.0000
402-0538-538-1400	WAGES OVERTIME	6,000.00	2,644.56	2,644.56	3,355.44	44,0800	0.0000
402-0538-538-1700	STANDBY PAY	3,000.00	2,181.99	2,181.99	818.01	72,7300	0.0000
402-0538-538-2100	FICA TAXES	8,116.00	5,039.71	5,039.71	3,076.29	62,1000	0.0000
402-0538-538-2200	RETIREMENT	1,931.00	965.30	965.30	965.70	49,9900	0.0000
402-0538-538-2300	HEALTH & LIFE INSURANCE	18,138.00	9,051.55	9,051.55	9,086.45	49,9000	0.0000
402-0538-538-2400	WORKERS COMPENSATION	5,998.00	5,191.89	5,191.89	806.11	86,5600	0.0000
402-0538-538-3100	PROFESSIONAL SERVICES	10,000.00	1,300.00	1,300.00	8,700.00	13,0000	0.0000
402-0538-538-3400	CONTRACTUAL SERVICES	15,000.00	15,000.00	25,232.00	-10,232.00	168,2100	0.0000
402-0538-538-4000	TRAVEL & PER DIEM	500.00	500.00	0	500.00	0.0000	0.0000
402-0538-538-4100	COMMUNICATION SERVICES	500.00	500.00	0	500.00	0.0000	0.0000
402-0538-538-4200	MAIL & FREIGHT	100.00	100.00	0	100.00	0.0000	0.0000
402-0538-538-4400	RENTALS & LEASES	15,000.00	15,000.00	0	15,000.00	0.0000	0.0000
402-0538-538-4610	REPAIRS & MAINTENANCE - AUTO	2,000.00	2,000.00	0	2,000.00	0.0000	0.0000
402-0538-538-4630	REPAIRS & MAINTENANCE - STORM SYSTEM	11,508.00	39,000.00	39,000.00	-27,492.00	338,8900	0.0000
402-0538-538-5100	OFFICE SUPPLIES	500.00	500.00	0	500.00	0.0000	0.0000
402-0538-538-5210	OPERATING SUPPLIES	4,041.00	4,041.00	0	4,041.00	0.0000	0.0000
402-0538-538-5220	UNIFORMS & SHOES	1,500.00	1,500.00	0	1,500.00	0.0000	0.0000
402-0538-538-5290	GAS & OIL	6,087.00	6,087.00	4,046.29	2,040.71	66,4700	0.0000
402-0538-538-5500	BAD DEBT EXPENSE	0.00	0.00	0	0.00	0.00	0
402-0538-538-6420	CAPITAL OUTLAYS - LIFT STN, HOIST & LIFT	15,000.00	15,000.00	0	15,000.00	0.0000	0.0000
<b>Stormwater Expenditure Totals</b>							
		222,014.00	222,014.00	156,932.72	156,932.72	65,081.28	



# HISTORIC TOWN OF EATONVILLE, FLORIDA

## 2<sup>ND</sup> BUDGET WORKSHOP

Tuesday, August 13, 2024, at 5:30 PM

Town Hall - 307 E Kennedy Blvd

**NOTE:** Items scheduled for particular nights, which are not completed on that night, may be rescheduled for anytime later in the week.

### I. CALL TO ORDER

### II. Planning and Community Development

A. Code Enforcement

### III. Human Resources

### IV. Police Department

### V. Parks and Recreation

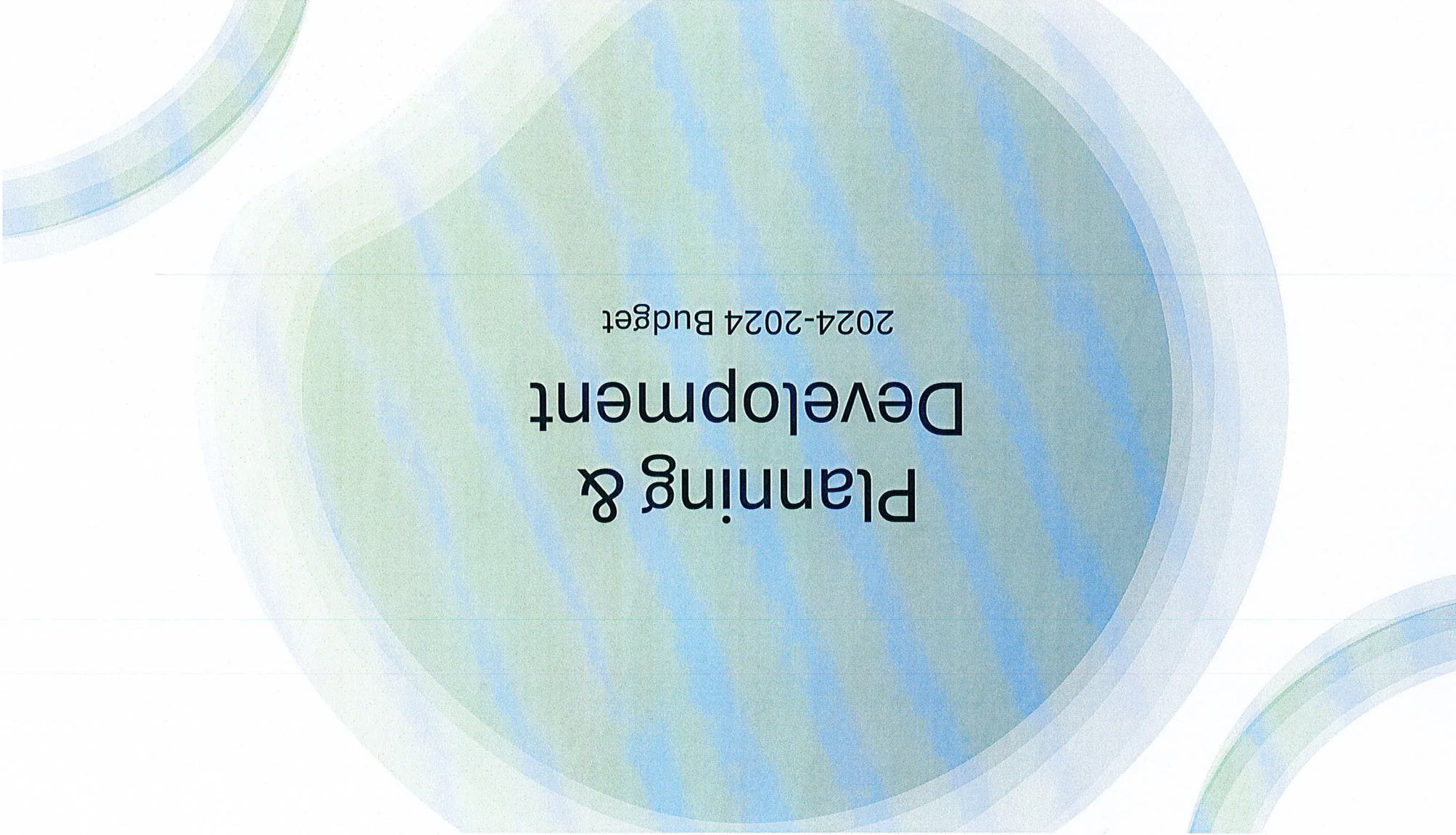
### VI. General Government

### VII. ADJOURNMENT

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#### **\*\*PUBLIC NOTICE\*\***

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# Planning & Development

2024-2024 Budget



FY '23-'24 YTD		FY '24-25 Proposed	
Operating Expenditures	\$91,825.91	\$127,500	\$9,000
Regular Wages	\$6,902.08	\$6,000	\$9,500
FICA Taxes	\$0.00	\$6,000	\$2,000
Retirement	\$7,293.97	\$1,500	\$15,500
Workers' Compensation	\$13,273.94	\$122,149.89	\$130,000
Contractual Services	\$0.00	\$2,000	\$3,000
Travel & Per Diem	\$2,368.72	\$730.28	\$950
Communication	\$947.59	\$56.92	\$1,200
Mail & Freight	\$56.92	\$272.82	\$350
Rentals & Leases	\$272.82	\$0	\$1,000
Repair & Maintenance	\$0	\$533.58	\$1,000
Printing & Binding	\$533.58	\$353.28	\$1,500
Legal Ads	\$353.28	\$0.00	\$600
Office Supplies	\$0.00	\$804.39	\$1,000
Operating Supplies	\$804.39	\$994.65	\$1,300
Gas & Oil	\$994.65	\$250,008.02	\$313,900
Books, Publications, Subscriptions	\$250,008.02		
Totals	\$313,900	\$250,008.02	\$313,900

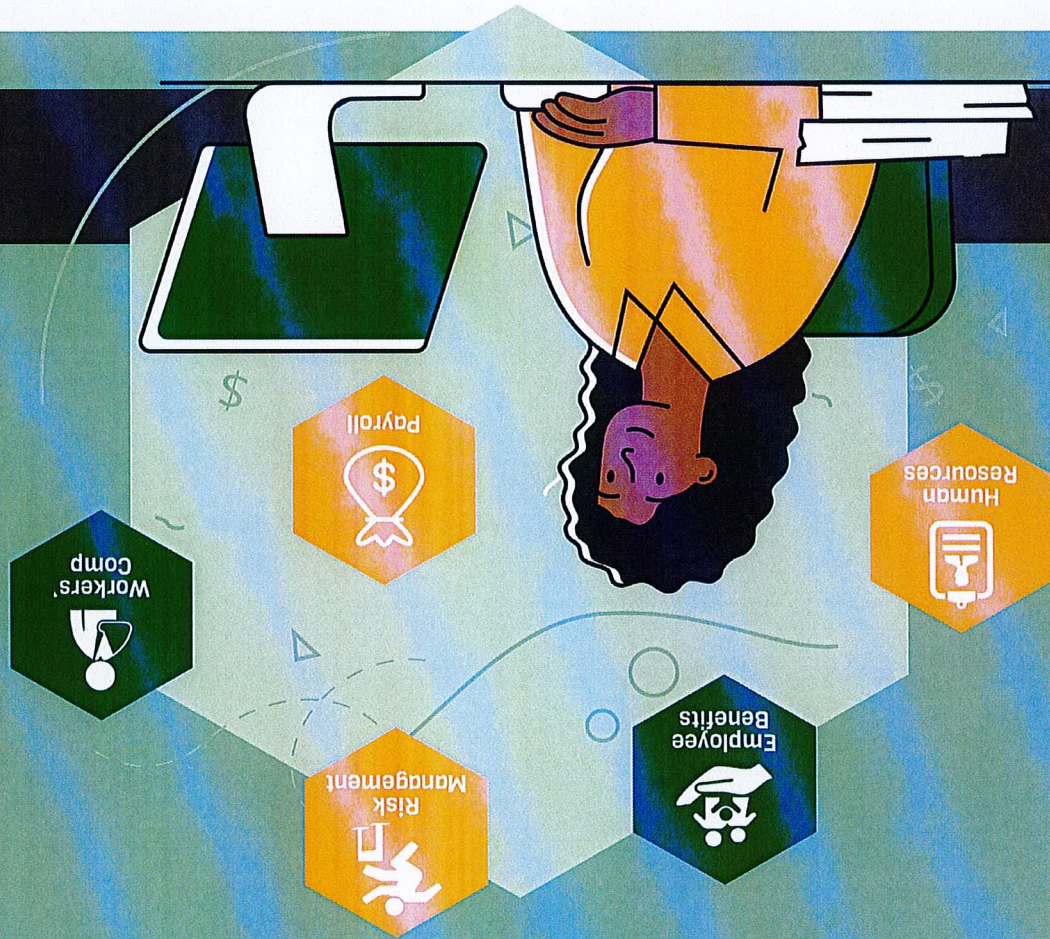


## Capital Improvements

Project \_\_\_\_\_  
Code Enforcement Laptop  
Diamond Maps Infrastructure Data Loading

Estimated Cost \_\_\_\_\_  
\$1,200 (included in Operating Supplies proposed budget)  
TBD

# Human Resources & Risk Management Division





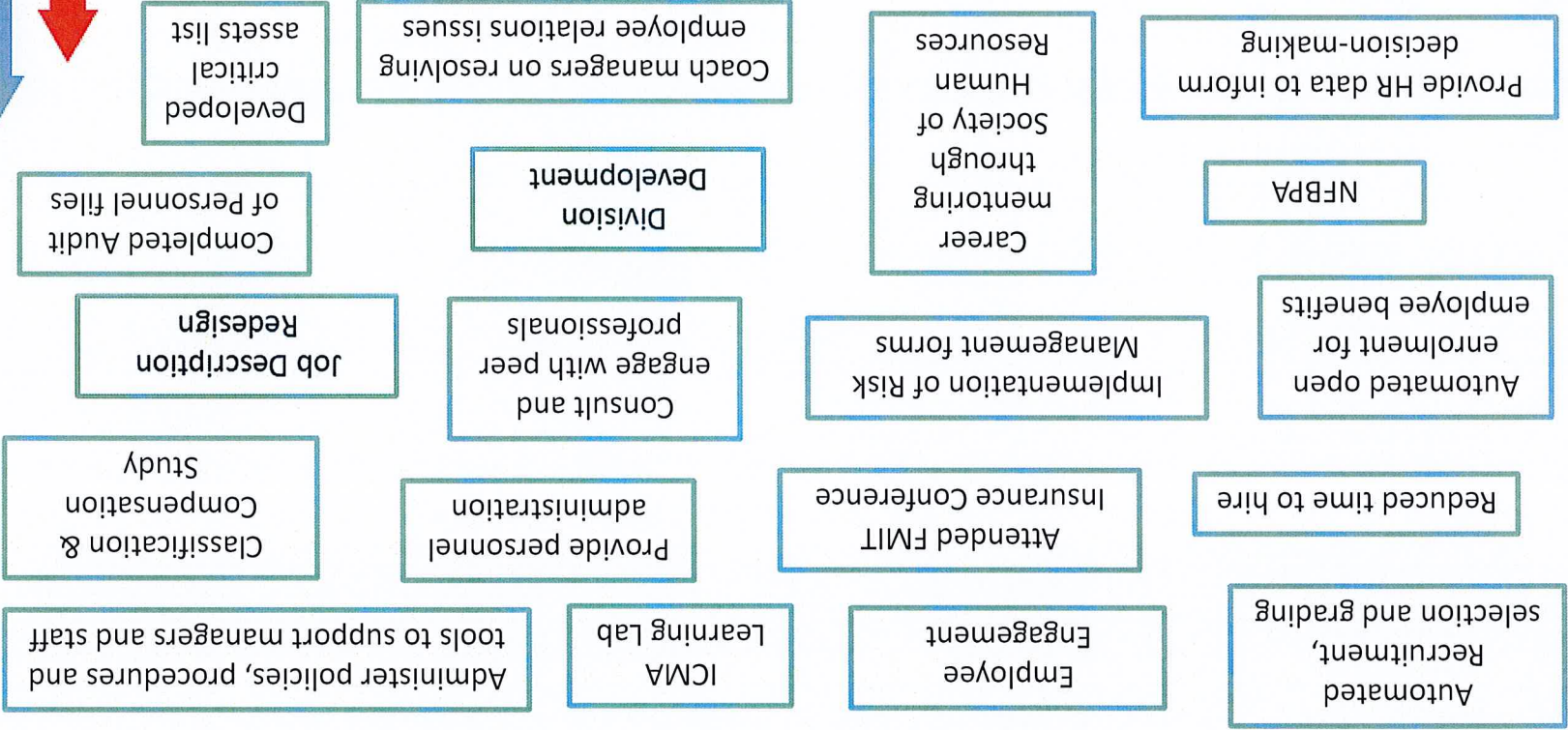
Provide the leadership and operational support needed to attract, retain and develop a qualified and diverse workforce so that all town departments can effectively and efficiently provide their core services to the community, meet their operational goals and provide exceptional service.

Protect the town's assets and promote sustainable management of the town's resources through effective risk management and long-term planning.

Preserve the town's investment in its workforce through higher retention rates by providing fair compensation, benefits, career development and training, and a respectful employee-friendly workplace.

Evaluate and improve processes, including rules and organization structure that inhibit our ability to staff critical functions and services.



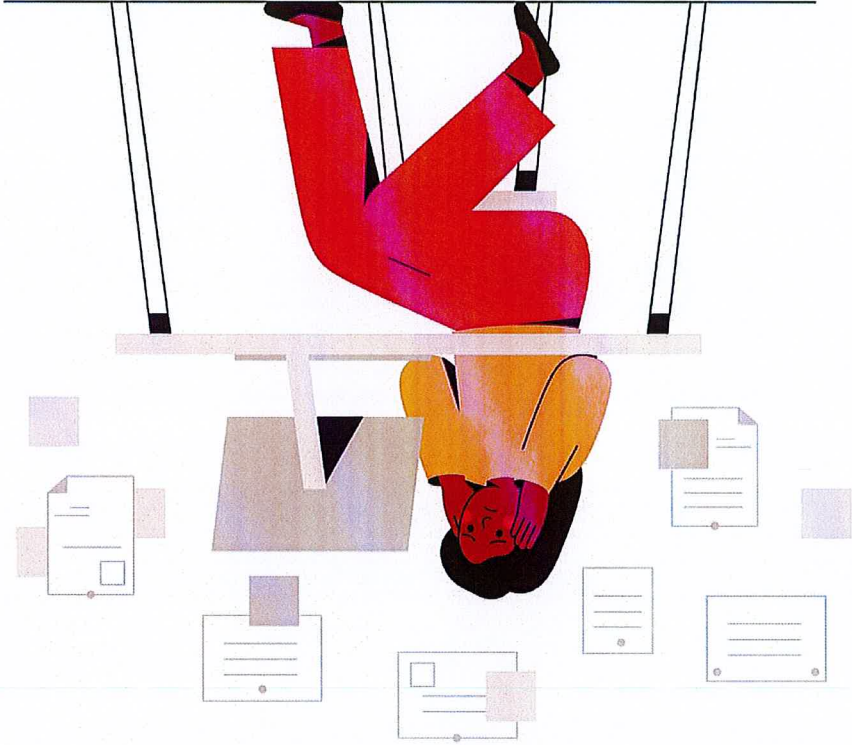




- Comprehensive Review of the Personnel & Policies Manual
- Create and Implement HR Strategic & Risk Management Plans

## Overcoming Budget Challenges

- A full-time HR/Risk position is an investment in our employees and the Town's future. It will allow us to proactively address challenges, mitigate risks, and improve employee morale.
- Technology adoption: Invest in HR and risk management technology to automate tasks and improve efficiency.



# PROPOSED BUDGET FY 2025

Presented by: Chief Stanley Murray

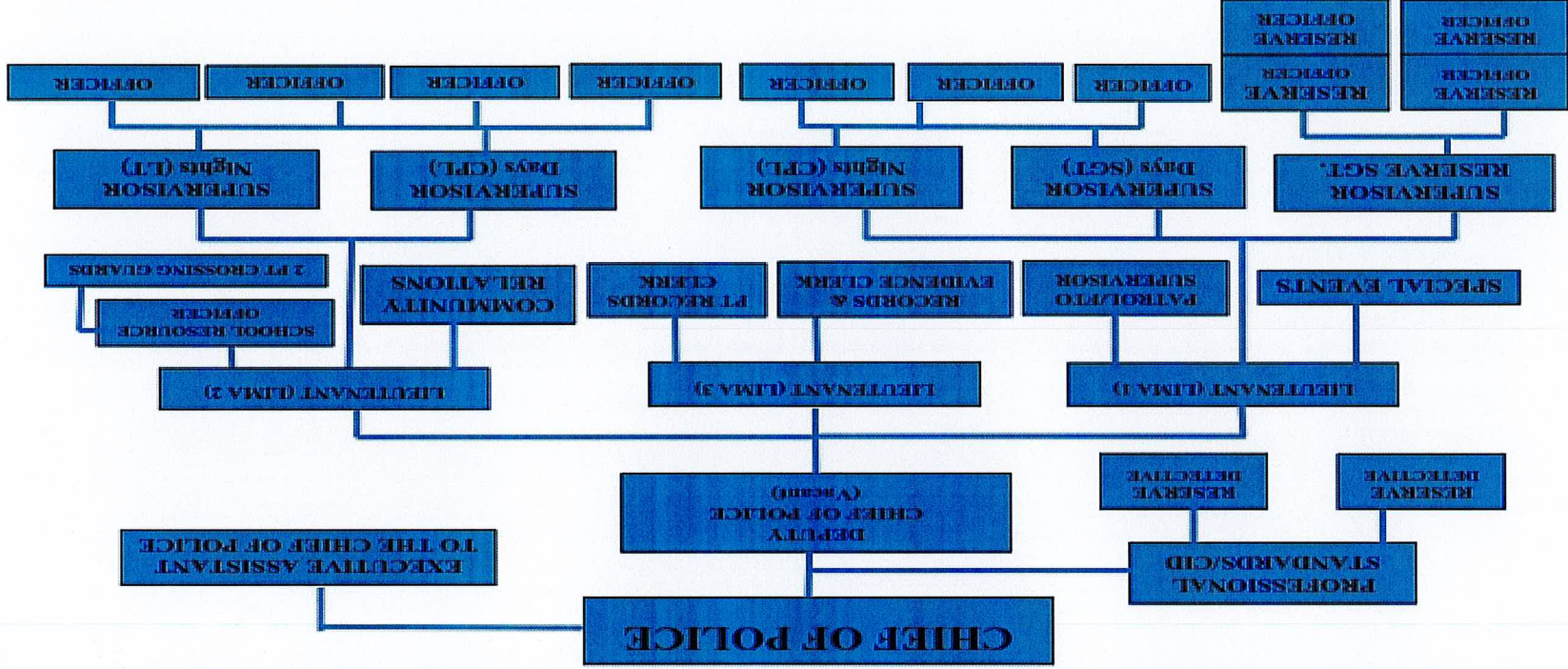


## Why is the Public Safety budget important?

- Public safety plays a very integral role in ensuring and preserving the safety, and security of the citizens and businesses in our town.
- The Police Department is essential to keeping positive community relations, and the reducing of crime. This method of operation will improve the quality of life and deter opportunities for criminal activity.
- Skilled and talented staff are the key elements to keeping a safe community while providing excellent public service to our guests and citizens.
- The challenge of a growing population and future building opportunities in Eatonville mandates effective and experienced staff retention to encourage competitive salaries and benefits.



# EATONVILLE POLICE DEPARTMENT ORGANIZATIONAL CHART



Revised 6/24/2024

# Staff Key Role and Responsibilities

Chief of Police- In-charge of running the overall day to day operation such as coordinating and directing the activities of the agency, manages resources and establish department goals, as well as monitoring proper safety protocols & compliance with State and Federal regulations.

Deputy Chief-Assist the Chief of Police in overall operation of the agency and second in command in the absence of the Chief of Police.

Executive Assistant-Assist the Chief of Police in all aspect of administration, payroll, compliance with FDLE mandatory training as well as FDLE technical audit, and provide immediate IT support for our all the staff in our department.

Records & Evidence Clerk-Maintain and process records and evidence for our agency.

Detective-Conduct interviews, examine records, monitor suspects and participate in raids and arrests.

Lieutenants-Assist the Chief in managing schedules and supervision of Sergeants and Corporals.

Sergeants-Assist the Lieutenants in carrying out orders and supervising of Officers.

Corporals-Assist the Sergeants with the addressing of staff concerns and day to day supervising of police officers.

Police Officers-Responds to calls for police service, conducts preliminary interview & follow-up criminal & traffic investigations. Self-initiates community contacts and positive interactions.

Crossing Guards-Helps children cross streets safely and reinforce safe street crossing practices for children.

# Revenues Projections & Changes

FY 2024 Budget	FY 2025 Proposed
\$ 72,475.00	\$ 80,000.00
\$ 200.00	\$ 200.00
\$ 500.00	\$ 1,500.00
\$ 8,000.00	\$ 5,000.00
\$ 200.00	\$ 200.00
\$ 2,500.00	\$ 3,500.00
\$ 10,000.00	\$ 1,011,497.00
\$ 4,000.00	\$ 4,000.00

- Police Liaison from Orange County
- Seized Tag fees
- Towing Fees
- Court Fines
- Parking Fines
- Citations/Fingerprinting Services/Accident Reports
- Police Grants
- Off-Duty Vehicle Fees

# Expenditures Projections & Changes

Description	FY 2024	Budget	FY 2025 Proposed
Professional Services	\$10,000.00	\$10,000.00	\$10,000.00
Contractual Services	\$65,000.00	\$65,000.00	\$80,000.00
Travel & Per Diem	\$2,000.00	\$2,000.00	\$2,000.00
Communication	\$10,000.00	\$10,000.00	\$10,000.00
Mail & Freight	\$500.00	\$500.00	\$500.00
Utility Services	\$12,000.00	\$12,000.00	\$12,000.00
Rental & Leases	\$22,580.00	\$22,580.00	\$32,500.00
Repair & Maintenance -Auto	\$25,000.00	\$25,000.00	\$25,000.00
Printing & Binding	\$1,000.00	\$1,000.00	\$500.00
Legal Ads	\$700.00	\$700.00	\$0.00
Alarm System Monitoring	\$700.00	\$700.00	\$3,927.23
Office Supplies	\$2,500.00	\$2,500.00	\$2,500.00
Operating Supplies	\$14,200.00	\$14,200.00	\$20,000.00
Uniforms & Shoes	\$6,000.00	\$6,000.00	\$8,500.00
Gas & Oil	\$43,000.00	\$43,000.00	\$43,000.00
Books, Publications, Subscriptions	\$1,000.00	\$1,000.00	\$1,000.00
Training	\$7,500.00	\$7,500.00	\$7,500.00
Vehicle	\$50,000.00	\$50,000.00	\$50,000.00
Equipment	\$20,000.00	\$20,000.00	\$20,000.00
Total	\$293,680.00	\$293,680.00	\$328,927.23

## Our Goals and Challenges

- With the growing population and future developments in Eatonville, we need to hire more people and retain effective and experienced staff to keep a safe environment in our town.
- We desire to continue investing in new technologies that will enhance production and work efficiency in our agency, such as digital fingerprinting, evidence handling and record keeping.
- We also need to renovate our main building as well as our Emergency Operating Center / Records & Evidence building, to enhance quality information sharing, quality control, and severe weather preparedness.
- We need new patrol cars to replace problematic vehicles in our fleet that will enhance response time and community presence while on duty.
- Continue working on our goals and projected capital improvement projects, as well as to seek out the help of other agencies in helping us gather pertinent equipment that assists a productive law enforcement role in the community.
- With all the goals and capital improvement projects that we need in our department, we are facing some challenges in getting more federal and state funding to meet our goals, but we are working hard to secure grant money to help us fill the budget gap.

Fiscal Year 2024/2025

Budget Presentation  
Darius Washington Sr., Director

# Community & Youth Services



# Department Mission Statement

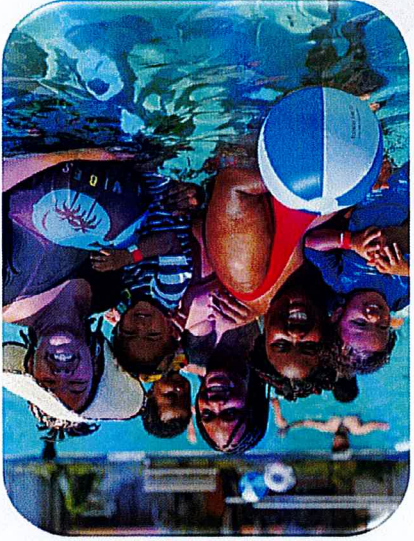
To provide a range of recreational programs such as youth sports, adult activities, and senior services to promote health, wellness, and community engagement.



# Priorities/Objectives

## FY 2024 Work Plan

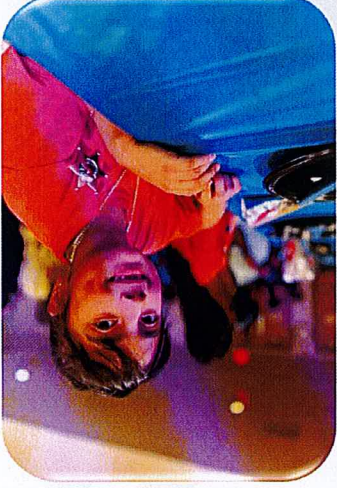
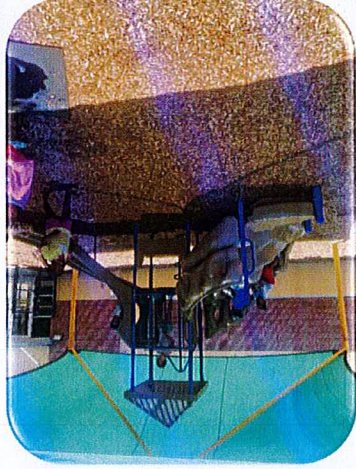
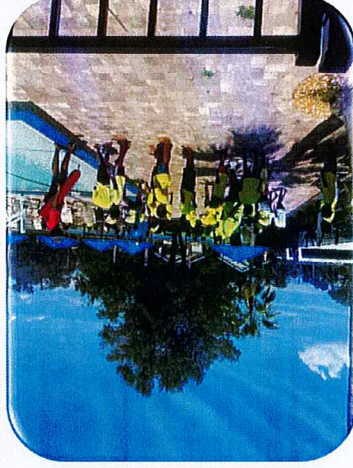
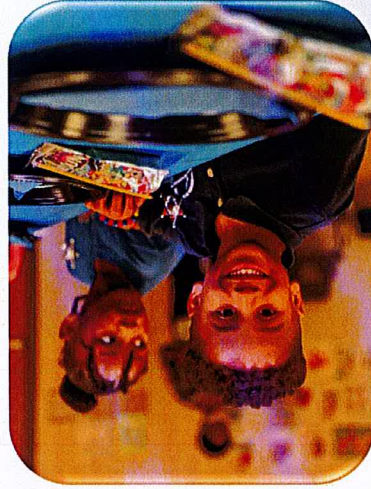
- Increase public/private programming
- Continue to strengthen collaborations with local agencies
- Examine current fee schedule
- Create Recreation plan
- Establish Park Ranger program with current staff
- Continue to address the backlog in facility maintenance



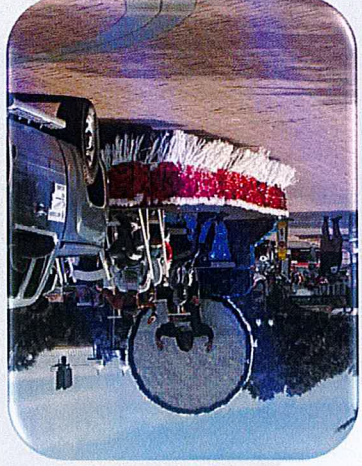


# Programs

- Senior Program
- Adult Swim Lessons
- Adult Water Aerobics
- Swim Lessons (Children)
- Afterschool Program
- Kindergarten afterschool program
- OCPs Afterschool feeding program
- Summer Program



# Special Events



Founder's Day  
MLK Parade  
Midnight Basketball  
Worlds Largest Swim Lesson  
Pool Grand Opening  
End of Year Tennis Program  
Christmas on the Blvd.  
Dive in (Pool)  
Movie in the Park

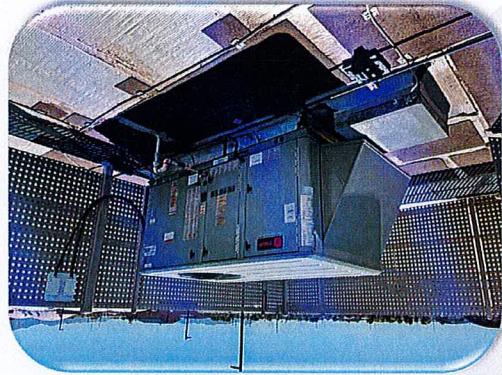
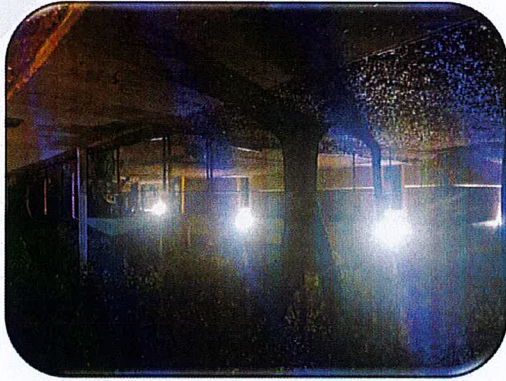


# Department Accomplishments

- Renovation of Community Pool
- Water Safety Day for Hungerford Elementary
- Funded Free Swim Lessons for Children and Adults
- Hot food program for afterschool program



7



- Neglected regular upkeep that has led to costly repairs and replacements
- Outdated facilities requiring significant investments to modernize

## Department Challenges





# HISTORIC TOWN OF EATONVILLE, FLORIDA

## 3<sup>RD</sup> BUDGET WORKSHOP

Tuesday, August 14, 2024, at 5:30 PM

Town Hall - 307 E Kennedy Blvd

**NOTE:** Items scheduled for particular nights, which are not completed on that night, may be rescheduled for anytime later in the week.

### I. CALL TO ORDER

### II. GENERAL GOVERNMENT

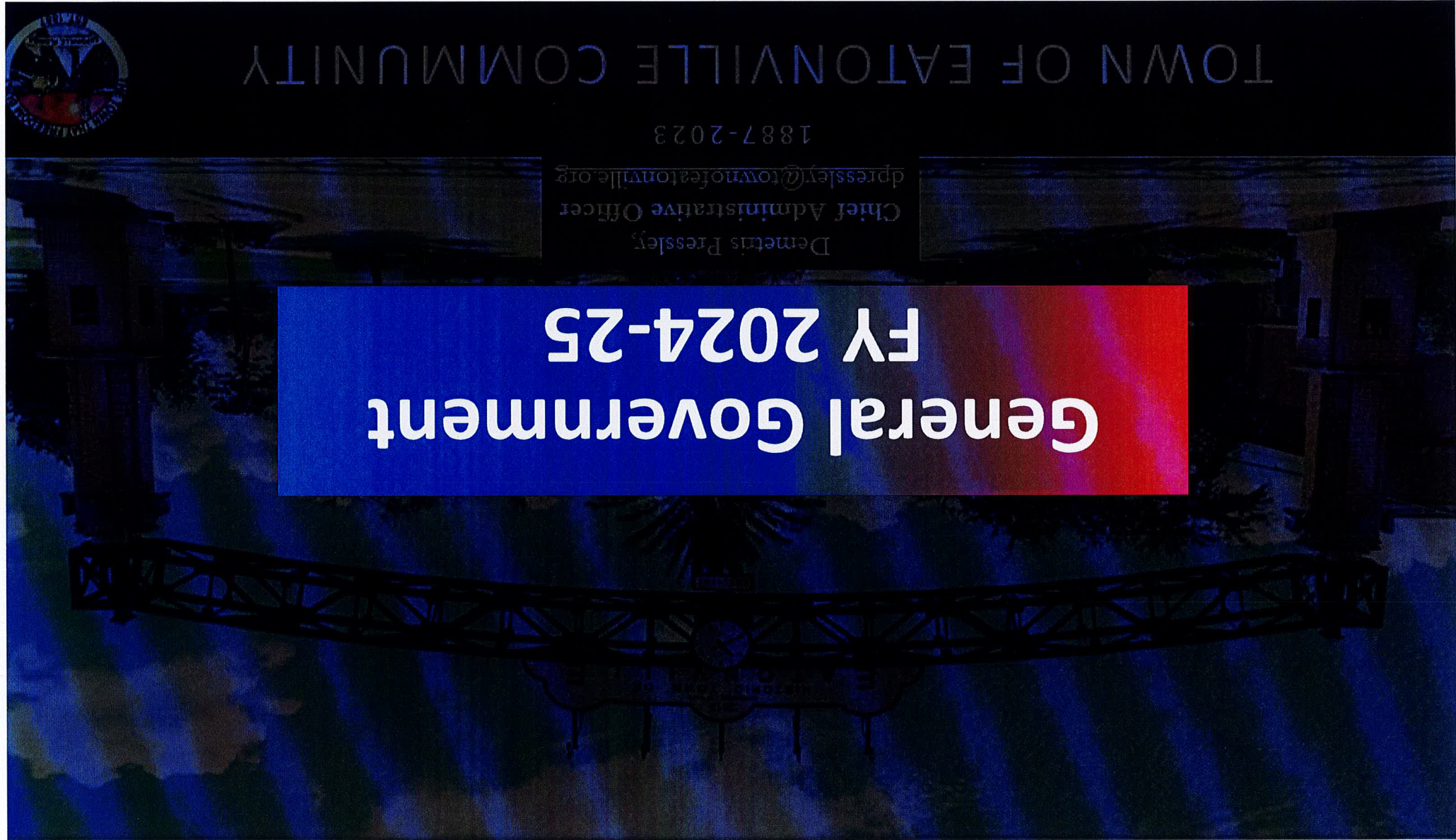
- A. Customer Service
- B. Post Office
- C. Information Technology
- D. Legal

### III. ADJOURNMENT

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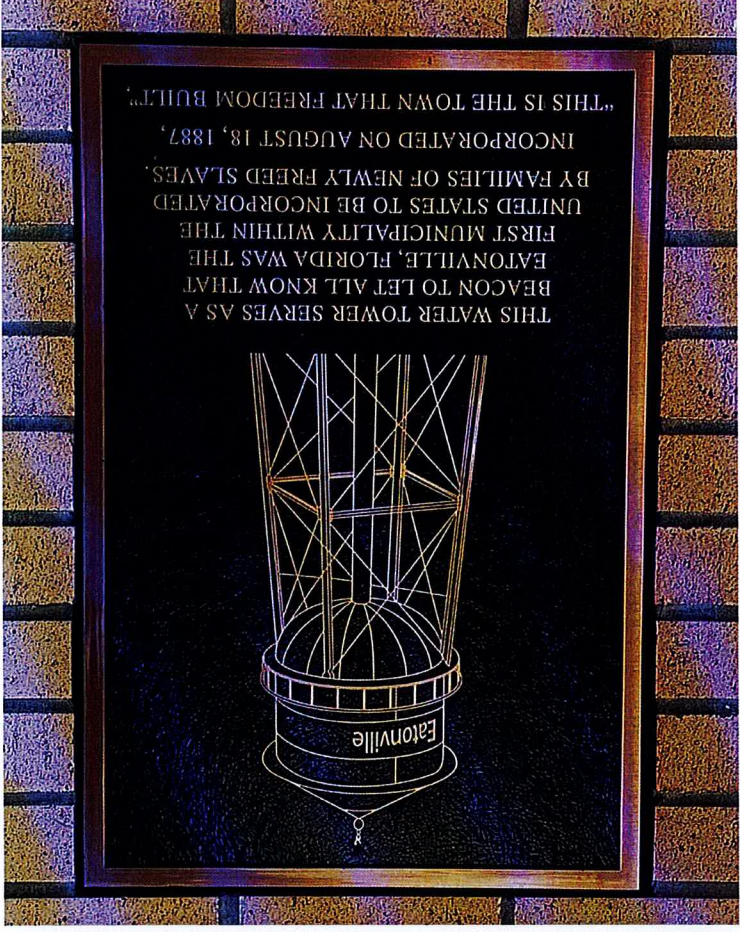


TOWN OF EATONVILLE COMMUNITY

1887-2023

Demetris Pressley  
Chief Administrative Officer  
dpressley@townofeatonsville.org

**General Government  
FY 2024-25**



# Strategic Plan Focus

ADDING A NEW GUIDING PRINCIPLE ON GROWTH: INTERNAL PROCEDURES, INFRASTRUCTURE & PARKS, CLEANUP OF OLDER POLICIES, ORDINANCES, AND ADDED DEFINITION.

☐ PRIORITIES FOR FY 24/25

- RETENTION AND EXPANSION OF BUSINESS ACTIVITY IN EATONVILLE
- COMMUNITY DEVELOPMENT CONSISTENTLY
- MASTER PLANNING
- PRESERVATION & PUBLIC SAFETY

Total Town Budget

Highlights

OVERVIEW FUND		FY 23/24	FY 24/25	%Change
General	\$5,559,650	5,241,960	5,241,960	5.7%
Eatonville CRA*	\$944,000	1,978,015	1,978,015	110%
Grants & Special Revenue	\$9,986,105	\$15,531,105	\$15,531,105	56%
Water & Sewer	\$1,398,258	\$1,464,711	\$1,464,711	6%
Refuse Collection	\$360,000	\$396,000	\$396,000	10%
Stormwater	\$201,500	\$223,014	\$223,014	10.7%
Permits & Inspections	\$200,000	\$220,000	\$220,000	10%
<b>OVERVIEW EXPENDITURES</b>				
Grant Projects	\$9,986,105	\$15,531,105	\$15,531,105	56%
Health Insurance	\$293,381	\$278,711.95	\$278,711.95	5%
GL, WC, Auto, PL	\$261,845	\$280,845	\$280,845	7.2%
Debt Service Fund	\$94,000	\$74,138	\$74,138	21%
Capital Projects Fund	\$1,345,000	\$3,956,790	\$3,956,790	194.2%



# Gross Taxable Valuation

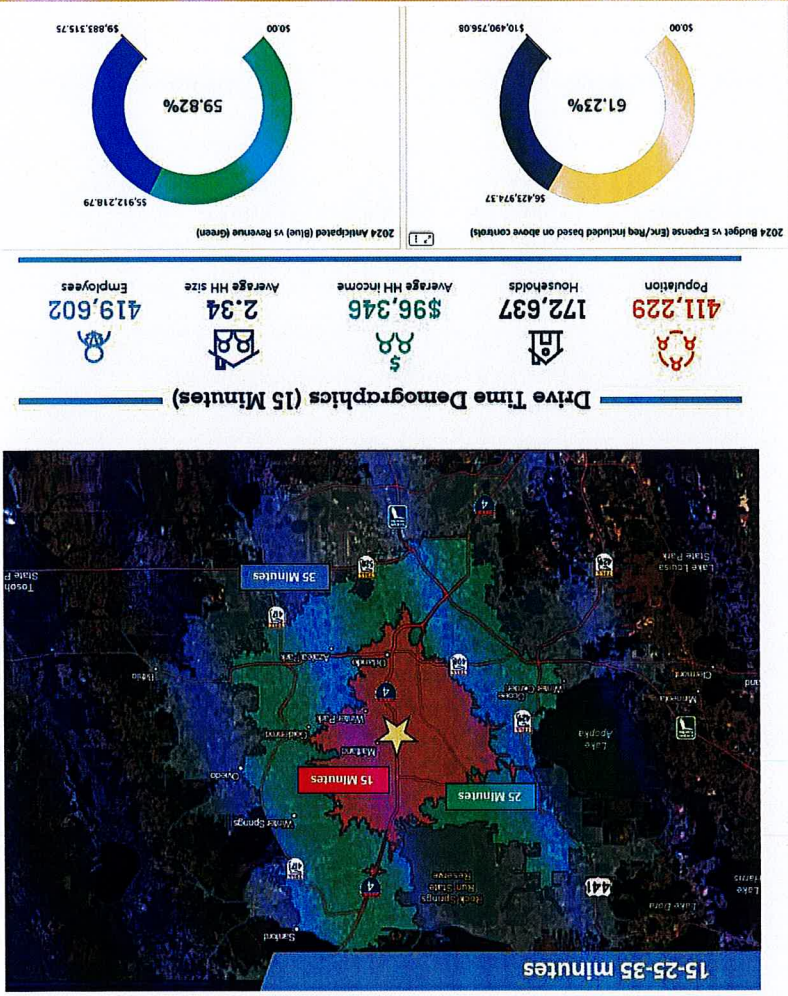
## Eatonville Property Value Analysis

Eatonville Total Taxable Value 2023	\$	315,243,299
Eatonville Total Taxable Value 2024	\$	386,063,550
Net increase Taxable Value	\$	70,820,251
New Taxable Value (115% from 2023)	\$	62 Mill
Exemptions of Just Value (%)		22.5%
Growth rate		

the 2024 Preliminary to the 2023 final because that is the most recent data available for each year

4

NEW



# What's Included

## MAJOR CAPITAL INVESTMENT

### □ PRIORITIES FOR FY 24/25

- JERRY PARK/CATALINA - NEW COMMUNITY BUILDING (\$700,000)
- 330 E. Kennedy - NEW EMPLOYMENT CENTER AND BUSINESS INCUBATOR (\$400,000)
- DENTON JOHNSON CENTER - NEW TECHNOLOGY HUB (\$2.5 Mil) \* NF
- Police Office (\$44,000)
- Town Hall (\$119,200)

# Highlights

## Council's Takeaways

### Establish:

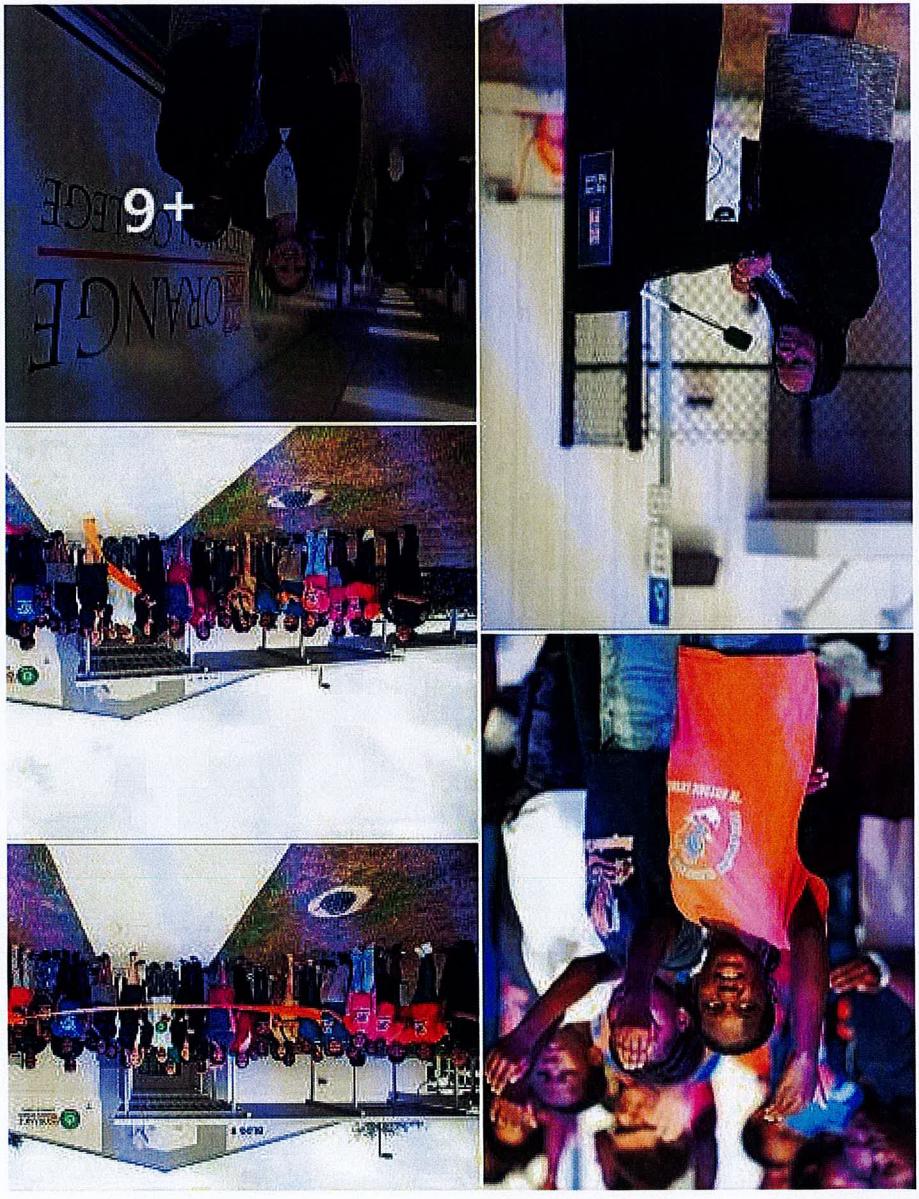
- ◆ Personnel Request
- ◆ H.R. Coordinator – Full-time
- ◆ Special Event Coordinator – Part-time
- ◆ Merit Increase 2%-3% (

### Additional Items

- ◆ Reassessment of Finance Operation
- ◆ Edmunds Update: Planning & Permits
- ◆ Update Procurement Procedure
- ◆ Compensation Study – Neo-Gov
- ◆ IT Upgrades for Efficiencies
- ◆ FLOC – Review GL/WC/Y/ Auto
- ◆ Library Renewal
- ◆ New Solid Waste Contract

### Legal

### Post Office



# A SATISFIED Community

- Life on the BLVD: Special Events & Business Activity
- Pursuit of Florida Museum of Black History (Still Possible)
- East Kennedy Streetscape Pilot Project: Landscape Improvements
- Community Pool Re-open and in Operation.
- Clean Water (Sanitary Sewer) - \$19,823,317 + \$665,000
- Drinking water - \$14,565,300 + \$5,900,000
- 37% Grants are Actively in Funded Meeting Deliverable Status
- Community Action Plan, NTHP, BBA – Eatonville Preservation Analysis



A SATISFIED Community

$$\$400,000/1,000 \times 7.2398 \text{ Mills} = \$2896$$

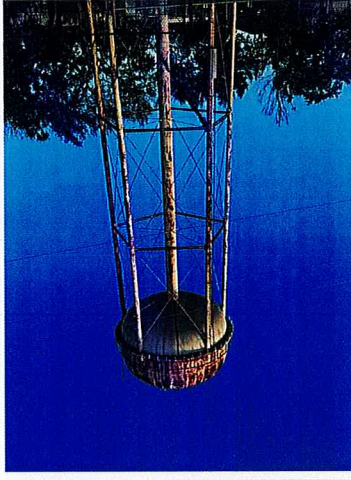
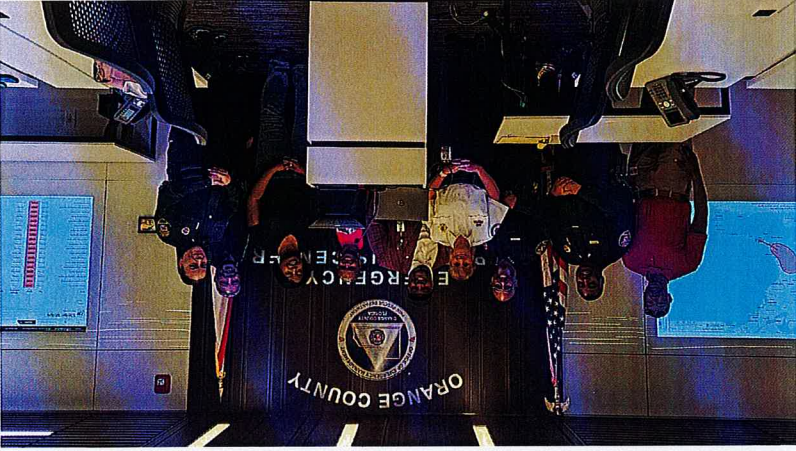
The millage rate is the ad valorem tax rate levied per \$1,000 of a property's taxable value. The rate is expressed in mills, which is equal to 0.1% of the taxable value. Each taxing authority adopts a millage rate every year that appears on the property tax bill. To calculate the tax levy using a given millage rate, the formula is: Taxable Value/1,000 X Millage Rate = \$ Ad Valorem Tax For example, Eatonville property with an assessed value of \$450,000 and exemptions of \$50,000 has a taxable value of \$400,000. The ad valorem property tax for Eatonville would then be:

**AD VALOREM TAX Calculation**

$$\text{Rolled Back Rate} = 7.4079 \text{ ? } \$2,859,920$$

$$\text{Current} = 7.2938 \text{ ? } \$2,815,870$$

**Proposed Millage Rate:**



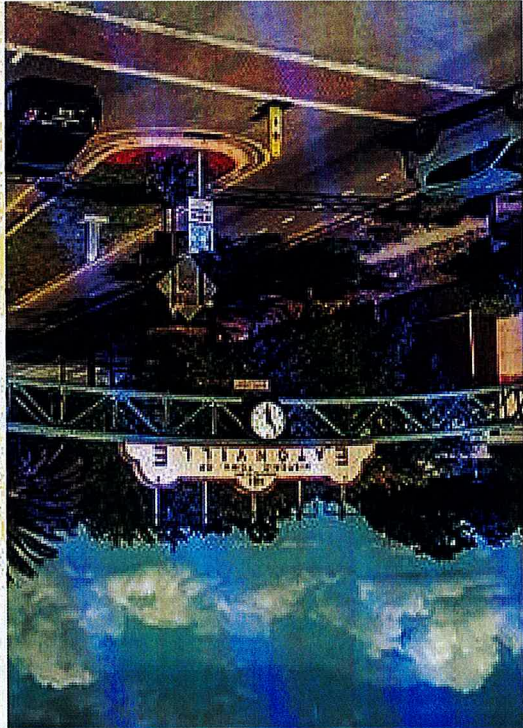
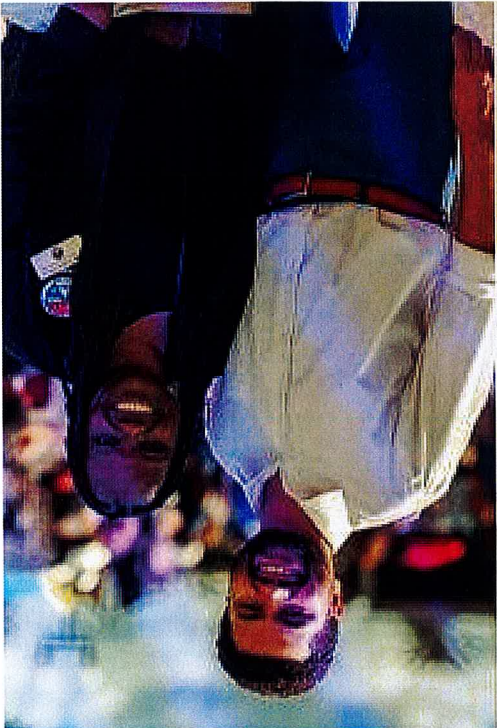
# FY 24-25

## AREAS OF FOCUS FOR THE ADMINISTRATION

- ◆ **ADOPT MASTER PLAN**
- ◆ **New Stormwater Rate Study (Move to Tax Roll)**
- ◆ **Implement the 2024 Utility Rate Study (Increase Substantial<sup>v/v</sup>)**
- ◆ **Incorporate Municipal & Utility Impact Fee**
- ◆ **COMPREHENSIVE PLAN, LAND USE, & ZONING REVIEW AND UPDATE**
- ◆ **VISION ZERO & SAFE ROUTE TO SCHOOL**

# Q & A

## LOOKING AHEAD



001	00	AD VALOREM TAXES - CURRENT	2,675,077.00	2,165,084.00	1,817,900.72	1,912,436.00	1,840,916.28	1,697,171.18
001-312-4100		LOCAL OPTION TAXES	71,783.00	71,783.00	60,335.43	71,783.00	60,864.36	49,031.59
001-312-1000		UTILITY SVC. TAX - ELECTRICITY	445,171.00	445,171.00	373,584.25	453,600.00	366,382.04	346,894.50
001-314-2000		UTILITY SVC. TAX - TELECOMMUNICATIONS	105,527.00	100,000.00	99,201.32	91,000.00	84,355.74	64,257.39
001-314-3000		UTILITY SVC. TAX - WATER	-	0.00	0	65,000.00	4,273.56	19,516.58
001-314-4000		UTILITY TAX - GAS	6,500.00	5,609.00	5,761.43	5,000.00	7,008.09	7,397.00
001-316-0000		BUSINESS TAX LICENSES	12,500.00	16,000.00	9,949.75	16,000.00	8,175.08	16,000.00
001-316-2000		COUNTY SHARED REVENUES - OCC. LIC.	600.00	900.00	454.06	500.00	847.37	433.87
001-322-0000		BUILDING PERMITS	100,000.00	266,165.30	22,009.72	300,000.00	174,534.08	133,146.34
001-322-4000		FRANCHISE FEE - ELECTRIC	420,000.00	420,000.00	319,635.01	401,000.00	332,933.52	269,404.89
001-323-7000		FRANCHISE FEE - SOLID WASTE	10,000.00	10,000.00	14,650.00	2,000.00	11,325.00	2,250.00
001-323-0003		SITE PLAN APPLICATION FEE	27,000.00	80,000.00	10,410.93	0.00	82,215.81	7,389.00
001-329-0002		SURCHARGES-BUILDING PERMIT	3,000.00	2,000.00	557.04	0.00	4,590.19	1,392.32
001-329-0001		RE-INSPECTION FEES	1,700.00	4,000.00	200.00	0.00	200.00	240.00
001-329-0000		OTHER LICENSES, PERMITS FEES	35,000.00	50,000.00	15,997.96	50,000.00	62,087.39	7,958.67
001-329-8100		OC IMPACT FEES - RESIDENTIAL	17,885.00	0.00	0.00	0.00	-309,644.31	0.00
001-324-8100		OC IMPACT FEES - RESIDENTIAL	17,885.00	0.00	0	0.00	-309,644.31	0
001-324-2000		STATE REVENUE - GRANT JAG	1,497.00	0.00	0.00	0.00	0.00	0.00
001-334-2001		STATE REVENUE - GRANT BRYNE	10,000.00	0.00	0.00	0.00	0.00	0.00
001-334-1200		STATE REVENUE SHARING PROCEEDS	141,614.00	135,000.00	119,720.64	119,581.00	101,539.56	87,958.06
001-335-1500		ALCOHOLIC BEVERAGE LICENSES	250.00	200.00	195.78	200.00	195.78	195.78
001-335-1800		LOCAL GOVERNMENT HALF CENT SALES TAX	393,044.00	380,000.00	343,602.84	330,557.00	348,629.57	291,304.55
001-335-2202		POLICE OFFICERS PREMIUM TAX	-	0.00	0	0.00	16,489.11	0
001-337-2001		POLICE LIAISON-ORANGE COUNTY	80,000.00	72,475.00	75,000.00	70,000.00	76,544.80	62,500.00
001-341-9000		OTHER GENERAL GOVT CHARGES AND FEES	1,500.00	6,650.00	0	20,000.00	0	6,650.00
001-342-5000		FIRE SAFETY INSPECTION FEES	-	4,000.00	2,961.66	8,000.00	2,160.00	6,020.00
001	00	Section I. Item #1.						



001	001	Section I. Item #1.								
175.00	1,000.00	OTHER CHARGES & FEES - SEIZED TAGS	200.00	200.00	140.00	300.00	210.00	300.00	300.00	175.00
		OTHER CHARGES & FEES - TOWING	1,500.00	500.00	1,250.00	2,000.00	250.00	2,000.00	2,000.00	1,000.00
001-345-9001	001	342 CHRGR FOR SERVSS-PUB SAFETY	1,700.00	104,700.00	4,351.66	110,300.00	2,620.00	109,800.00	109,800.00	7,195.00
		EATONVILLE POST OFFICE	17,400.00	17,440.00	14,533.30	17,440.00	15,986.63	17,440.00	17,440.00	14,533.30
001-347-2100		345 CHRGR FOR SERVSS-ECONOMIC ENV	17,400.00	17,440.00	14,533.30	17,440.00	15,986.63	17,440.00	17,440.00	14,533.30
		RECREATION PROGRAM FEES	5,000.00	0.00	0	0.00	200.00	0.00	0.00	0
001-351-1000		347 CHRGR FOR SERVSS-CULTURE/RECR	5,000.00	8,000.00	0.00	8,000.00	2,983.29	8,000.00	8,000.00	4,394.82
		COURT FINES	5,000.00	2,987.69	2,987.69	8,000.00	2,983.29	8,000.00	8,000.00	4,394.82
001-351-1100		351 COURT ORDERED JDMNTS & FINES	5,200.00	8,200.00	2,987.69	8,200.00	3,518.29	8,200.00	8,200.00	4,394.82
		CODE VIOLATION PENALTIES	3,000.00	5,000.00	0	5,000.00	17,180.00	5,000.00	5,000.00	0
001-361-0000		354 FINES-LOCAL ORDINANCE VIOLATIONS	3,000.00	5,000.00	0.00	5,000.00	17,180.00	5,000.00	5,000.00	0.00
		INTEREST EARNINGS	1,000.00	200.00	25,791.53	200.00	11,770.57	200.00	200.00	284.40
001-361-0002		GENERAL FUND RESERVES	50.00	0.00	363,304.10	0.00	41.47	0	0	0
001-361-1000		MARTIN LUTHER KING JR. EVENT	25,000.00	25,000.00	15,100.00	26,648.00	11,255.95	0.00	0.00	0
001-362-0000		361 INTEREST & OTHER EARNINGS	26,050.00	25,200.00	404,195.63	26,848.00	23,067.99	200.00	200.00	284.40
		DENTON JOHNSON CTR RENTAL INCOME	15,000.00	10,000.00	17,735.90	10,000.00	6,297.38	2,000.00	2,000.00	10,679.91
001-362-1000		RENTAL-WATER TOWER	37,452.00	68,580.00	58,372.07	27,469.00	57,764.40	27,469.00	20,984.83	
001-362-2000		362 RENTS & ROYALTIES	52,452.00	78,580.00	76,107.97	37,469.00	64,061.78	29,469.00	31,664.74	
		5% EDUCATION FEE BLDG PERMIT	1,200.00	2,000.00	1,095.27	0.00	8,629.75	0.00	0.00	7.90
001-366-0001		363 SPECIAL ASSMNTS & IMPACT FEES	1,200.00	2,000.00	1,095.27	0.00	8,629.75	0.00	0.00	7.90
		LIBRARY RENTAL	60,654.00	60,654.00	50,470.00	60,654.00	50,470.00	60,654.00	50,470.00	50,470.00
001-369-0000		366 CONTRIBUTIONS & DONATIONS	60,654.00	60,654.00	50,470.00	60,654.00	50,470.00	60,654.00	50,470.00	50,470.00
		OTHER MISCELLANEOUS REVENUE	15,000.00	508,500.00	577,367.58	3,000.00	142,102.04	3,000.00	3,000.00	18,728.74
001-369-0001		MISC. REV. ROBERT WOOD JOHNSON	18,643.00	23,201.45	0	25,000.00	0	0.00	0.00	0
001-369-0003		POLICE-OFF DUTY DETAIL	4,000.00	4,000.00	1,310.98	8,000.00	954.31	8,000.00	8,000.00	4,405.00
001-369-0102		GEN. FUND RESERVE BAL. FORWARD	500,000.00	496,931.00	0	496,931.00	0	342,406.00	0	0
001-369-1000		ELECTION QUALIFICATION FEES	-	1,600.00	1,113.76	0.00	0	3,000.00	3,630.38	0
001-381-0536		369 OTHER MISCELLANEOUS REVENUE	537,643.00	1,034,232.45	579,792.32	532,931.00	143,056.35	356,406.00	26,764.12	0
		TRANSFER TO WATER & SEWER	-	0	2,187.00	0	0	0	0	0
001-381-0536		381 OTHER SOURCES-NON-OPERATING	-	0.00	2,187.00	0.00	0.00	0.00	0.00	0.00
<b>General Revenue Totals</b>										
			5,279,747.00	5,577,043.75	4,434,887.72	4,782,499.00	3,603,253.81	4,056,234.00	3,222,585.47	
001-0511-511-0000		LEGISLATIVE		0	0	0	0	0	0	0
001-0511-511-1100		EXECUTIVE SALARIES	41,440.00	98,414.00	83,080.41	94,564.00	70,629.47	103,064.00	32,357.08	0
001-0511-511-1200		REGULAR WAGES	56,974.00		0	0.00	0.00	0	0	0
001-0511-511-1300		PART TIME WAGES	16,640.00	16,640.00	0	0.00	0.00	0	0	0
001-0511-511-2100		FICA TAXES	8,802.00	8,802.00	6,228.66	7,234.00	5,243.00	7,884.00	2,486.45	0
001-0511-511-2200		RETIREMENT	2,943.00	2,943.00	0	2,750.00	0	3,175.00	0	0
001-0511-511-2300		HEALTH INSURANCE	9,893.00	9,893.00	5,672.76	9,333.00	6,039.03	7,232.00	0	0
001-0511-511-2400		WORKERS COMPENSATION	1,909.00	1,909.00	1,431.75	2,500.00	1,875.00	1,909.00	1,909.00	0
001-0511-511-2400		PROFESSIONAL SERVICES	3,500.00	3,500.00	1,549.00	5,000.00	468.95	5,000.00	899.94	0



001		12-3100		9,500.00		14,206.88		4,000.00		4,000.00		10,899.63	
001		12-3101		4,000.00		0.00		0.00		0.00		0.00	
001-0512-512-3400		CONTRACTUAL SERVICES		5,000.00		10,527.71		3,000.00		2,072.85		3,000.00	
001-0512-512-4000		TRAVEL AND PER DIEM		2,500.00		594.22		3,000.00		0		1,500.00	
001-0512-512-4100		COMMUNICATION		3,000.00		3,835.57		3,000.00		2,173.77		3,000.00	
001-0512-512-4101		COMMUNICATION - HR		500.00		3,000.00		3,835.57		2,173.77		3,000.00	
001-0512-512-4200		MAIL AND FREIGHT		1,000.00		514.68		1,000.00		445.28		1,000.00	
001-0512-512-4201		MAIL AND FREIGHT - HR		150.00		0.00		0.00		0.00		0.00	
001-0512-512-4300		UTILITY SERVICES		13,500.00		10,058.02		14,000.00		6,631.96		14,000.00	
001-0512-512-4400		RENTALS AND LEASES		3,209.00		2,061.19		4,000.00		398.03		4,000.00	
001-0512-512-4500		INSURANCE		250,000.00		244,957.47		195,000.00		174,451.47		150,000.00	
001-0512-512-4700		PRINTING AND BINDING		3,000.00		1,043.46		3,000.00		349.72		1,000.00	
001-0512-512-4701		PRINTING AND BINDING - HR		500.00		0.00		0.00		0.00		0.00	
001-0512-512-4800		PROMOTIONAL ACTIVITIES		1,000.00		489.41		1,000.00		0		1,000.00	
001-0512-512-4801		PROMOTIONAL ACTIVITIES - HR		1,500.00									
001-0512-512-4900		LEGAL ADS		2,000.00		1,396.92		0.00		3,053.62		15,000.00	
001-0512-512-4915		OTHER CURRENT CHARGES		4,557.00		0		0.00		0		8,000.00	
001-0512-512-5100		OFFICE SUPPLIES		2,500.00		549.95		5,000.00		181.86		3,000.00	
001-0512-512-5101		OFFICE SUPPLIES - HR		500.00		0.00		0.00		0.00		0.00	
001-0512-512-5210		OPERATING SUPPLIES		3,900.00		3,271.40		5,000.00		6,555.59		5,000.00	
001-0512-512-5211		OPERATING SUPPLIES - HR		1,000.00		0.00		0.00		0.00		0.00	
001-0512-512-5290		GAS & OIL		950.00		2,527.53		1,200.00		196.44		1,200.00	
001-0512-512-5400		BOOKS, PUBLICATIONS, SUBSCRIPTS		1,300.00		0.00		0.00		0.00		0.00	
001-0512-512-5401		BOOKS, PUBLICATIONS, SUBSCRIPTS - HR		750.00		0.00		0.00		0.00		0.00	
001-0512-512-5402		REGISTRATION		-		1,000.00		0		561.00		0.00	
001-0512-512-5403		REGISTRATION - HR		2,300.00		0.00		0.00		0		0.00	
001-0512-512-5404		BOOKS, PUBLICATIONS, SUBSCRIPTS		1,300.00		0.00		0.00		0.00		0.00	
001-0512-512-5405		512 EXECUTIVE/ADMIN		533,777.50		491,403.67		311,094.00		296,681.00		290,460.00	
001-0512-512-5406		512 EXECUTIVE/ADMIN		533,777.50		491,403.67		311,094.00		296,681.00		290,460.00	
001-0513-513-0000		FINANCE		0		0		0		0		0	
001-0513-513-1200		REGULAR WAGES		245,208.00		239,680.64		212,470.00		142,473.67		198,165.00	
001-0513-513-2100		FICA TAXES		18,758.00		18,193.03		16,254.00		10,783.89		15,160.00	
001-0513-513-2200		RETIREMENT		12,260.00		4,339.96		9,724.00		6,115.93		6,920.00	
001-0513-513-2300		HEALTH & LIFE INSURANCE		39,572.00		16,581.52		37,331.00		23,621.86		30,628.00	
001-0513-513-2400		WORKERS COMPENSATION		865.00		648.75		1,200.00		1,500.00		865.00	
001-0513-513-2500		UNEMPLOYMENT COMPENSATION		2,000.00		0		2,000.00		0		2,000.00	
001-0513-513-3100		PROFESSIONAL SERVICES		5,000.00		4,020.82		3,500.00		9,644.44		500.00	
001-0513-513-3200		ACCOUNTING & AUDITING		60,000.00		48,800.00		65,000.00		52,000.00		51,000.00	
001-0513-513-3400		CONTRACTUAL SERVICES		18,000.00		9,808.30		45,000.00		149,284.41		30,000.00	
001-0513-513-3411		CONTRACTUAL SERVICES - PAYROLL SERVICES		13,000.00		11,020.55		10,000.00		9,082.60		10,000.00	
001		Section I. Item #1.		3,000.00		3,000.00		3,000.00		3,000.00		1,000.00	

001	13-4100	COMMUNICATION	5,500.00	5,500.00	3,223.42	2,600.00	1,422.89	2,600.00	1,227.32
001	13-4200	MAIL AND FREIGHT	500.00	500.00	514.67	1,500.00	513.28	1,500.00	614.47
001	0513-513-4400	RENTALS AND LEASES	2,000.00	2,000.00	1,143.20	2,000.00	398.03	2,000.00	-1,531.05
001	0513-513-4700	PRINTING AND BINDING	500.00	500.00	468.00	700.00	1,169.59	500.00	4,126.45
001	0513-513-5100	OFFICE SUPPLIES	3,000.00	2,000.00	2,118.45	2,500.00	593.44	2,500.00	1,790.23
001	0513-513-5210	OPERATING SUPPLIES	5,000.00	5,000.00	2,494.70	2,500.00	2,364.41	2,500.00	10,366.00
001	0513-513-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	3,000.00	500.00	4,961.63	2,500.00	34.98	1,000.00	0
001	0512-512-5402	REGISTRATION	2,300.00	0.00	0.00	0.00	0.00	0.00	0
001	0513-513-6450	EQUIPMENT	5,500.00	10,000.00	4,511.91	10,000.00	9,845.70	0.00	0
<b>513 FINANCE</b>			<b>444,963.00</b>	<b>452,163.00</b>	<b>372,529.55</b>	<b>429,779.00</b>	<b>420,849.12</b>	<b>358,838.00</b>	<b>322,338.54</b>
<b>0513 FINANCE</b>			<b>444,963.00</b>	<b>452,163.00</b>	<b>372,529.55</b>	<b>429,779.00</b>	<b>420,849.12</b>	<b>358,838.00</b>	<b>322,338.54</b>
001	0514-514-0000	LEGAL COUNSEL		0	0	0	0	0	0
001	0514-514-3100	PROFESSIONAL SERVICES	95,000.00	107,500.00	80,433.16	100,000.00	74,208.00	50,000.00	87,263.40
001	0514-514-3400	CONTRACTUAL SERVICES	-	20,000.00	0	20,000.00	0	14,000.00	2,497.50
001	0514-514-3401	LEGAL COUNCIL - TOWN COUNCIL	-	0.00	0	0.00	0	6,000.00	0
<b>514 LEGAL COUNSEL</b>			<b>95,000.00</b>	<b>127,500.00</b>	<b>80,433.16</b>	<b>120,000.00</b>	<b>74,208.00</b>	<b>70,000.00</b>	<b>89,760.90</b>
<b>0514 LEGAL COUNSEL</b>			<b>95,000.00</b>	<b>127,500.00</b>	<b>80,433.16</b>	<b>120,000.00</b>	<b>74,208.00</b>	<b>70,000.00</b>	<b>89,760.90</b>
001	0515-515-0000	PLANNING & COMMUNITY DEV.	-	0	0	0	0	0	0
001	0515-515-1200	REGULAR WAGES	134,315.00	134,315.00	101,790.50	127,663.00	40,742.68	5,868.00	26,074.43
001	0515-515-2100	FICA TAXES	10,275.00	10,275.00	7,650.18	9,766.00	3,116.85	449.00	1,964.55
001	0515-515-2200	RETIREMENT	6,000.00	0.00	0	0.00	0	352.00	3,378.75
001	0515-515-2300	HEALTH & LIFE INSURANCE	17,313.00	17,313.00	7,354.55	18,665.00	3,278.52	3,252.00	5,443.79
001	0515-515-2400	WORKERS COMPENSATION	2,000.00	2,000.00	1,500.00	2,000.00	1,500.00	2,000.00	2,000.00
001	0515-515-3100	PROFESSIONAL SERVICES	15,500.00	5,000.00	23,280.82	40,000.00	40,926.25	8,000.00	36,093.35
001	0515-515-3400	CONTRACTUAL SERVICES	130,000.00	165,400.00	152,423.21	75,000.00	160,345.27	90,000.00	105,037.76
001	0515-515-3401	CONTRACTUAL SVCS. - FL. MAIN STREET	-	0.00	0	0.00	0	25,000.00	25,000.00
001	0515-515-3402	CONTRACTUAL SVCS. - PLANNER/CODE COMPLIA	-	0.00	0	0.00	0	40,800.00	0
001	0515-515-3403	CONTRACTUAL SVCS. - PLANNER	-	0.00	0	0.00	0	55,692.00	0
001	0515-515-4000	TRAVEL AND PER DIEM	2,000.00	3,000.00	1,625.00	3,000.00	0	2,000.00	0
001	0515-515-4100	COMMUNICATION	3,000.00	2,500.00	2,983.32	2,500.00	1,177.74	2,300.00	952.23
001	0515-515-4200	MAIL AND FREIGHT	950.00	1,500.00	780.28	3,500.00	1,021.33	1,000.00	552.47
001	0515-515-4400	RENTALS AND LEASES	1,200.00	5,000.00	1,071.27	4,000.00	6,110.59	4,000.00	-1,531.13
001	0515-515-4610	REPAIR & MAINTENANCE - AUTO	500.00	2,000.00	56.92	2,000.00	0	2,000.00	0
001	0515-515-4700	PRINTING AND BINDING	350.00	1,000.00	272.82	1,000.00	995.66	1,000.00	0
001	0515-515-4900	LEGAL ADS	1,000.00	7,000.00	0	20,000.00	3,997.85	8,000.00	2,478.20
001	0515-515-5100	OFFICE SUPPLIES	1,000.00	2,500.00	533.58	2,500.00	1,497.71	500.00	99.18
001	0515-515-5210	OPERATING SUPPLIES	1,500.00	2,500.00	416.50	2,000.00	2,298.75	880.00	439.28
001	0515-515-5220	UNIFORMS	600.00	2,000.00	0	2,000.00	160.00	500.00	0
001	0515-515-5290	GAS & OIL	1,000.00	5,000.00	804.39	5,000.00	620.33	1,500.00	173.13
001	0515-515-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,300.00	2,000.00	994.65	2,300.00	210.00	1,150.00	0
<b>515 PLANNING &amp; COMMUNITY DEV.</b>			<b>329,803.00</b>	<b>370,303.00</b>	<b>303,537.99</b>	<b>322,894.00</b>	<b>267,999.53</b>	<b>256,243.00</b>	<b>208,155.99</b>
<b>0515 PLANNING &amp; COMMUNITY DEV.</b>			<b>329,803.00</b>	<b>370,303.00</b>	<b>303,537.99</b>	<b>322,894.00</b>	<b>267,999.53</b>	<b>256,243.00</b>	<b>208,155.99</b>

001	17-0000	DEBT SERVICE PAYMENTS	0	0	0	0	0	0	0
001	17-4915	OTHER CURRENT CHARGES	749.52	5,000.00	1,849.17	5,000.00	1,849.17	5,000.00	749.52
001-0517-517-7100		PRINCIPAL	0	50,000.00	55,000.00	55,000.00	55,000.00	50,000.00	0
001-0517-517-7200		INTEREST	9,068.75	30,750.00	9,068.75	32,000.00	9,068.75	30,750.00	9,068.75
<b>517 DEBT SERVICE PAYMENTS</b>			<b>74,138.00</b>	<b>94,000.00</b>	<b>69,799.43</b>	<b>92,000.00</b>	<b>65,917.92</b>	<b>85,750.00</b>	<b>9,818.27</b>
<b>0517 DEBT SERVICE PAYMENTS</b>			<b>74,138.00</b>	<b>94,000.00</b>	<b>69,799.43</b>	<b>92,000.00</b>	<b>65,917.92</b>	<b>85,750.00</b>	<b>9,818.27</b>
001-0521-521-0000		POLICE DEPARTMENT	0	0	0	0	0	0	0
001-0521-521-1200		REGULAR WAGES	900,539.00	900,539.00	663,924.25	704,707.00	511,995.54	636,209.00	543,742.21
001-0521-521-1300		WAGES - PART - TIME	69,434.00	69,434.00	42,431.70	51,200.00	0	30,028.00	17,887.97
001-0521-521-1400		OVERTIME	35,000.00	35,000.00	75,128.39	35,000.00	53,091.72	35,000.00	38,497.19
001-0521-521-1500		INCENTIVE PAY	7,800.00	7,800.00	4,530.00	7,800.00	4,210.00	7,800.00	5,190.00
001-0521-521-1501		MERIT INCENTIVE PAY	10,000.00	10,000.00	0	10,000.00	0	0.00	0
001-0521-521-2100		FICA TAXES	77,476.66	77,476.66	58,160.34	61,866.00	42,597.27	61,905.00	46,090.51
001-0521-521-2200		RETIREMENT	4,512.00	4,512.00	2,255.80	4,365.00	1,670.98	4,002.00	1,000.45
001-0521-521-2201		POLICE OFFICERS RETIREMENT	20,000.00	20,000.00	0	20,000.00	40,159.24	20,000.00	74.99
001-0521-521-2300		HEALTH & LIFE INSURANCE	160,762.00	160,762.00	70,965.45	139,990.00	94,297.46	115,616.00	79,342.91
001-0521-521-2400		WORKERS COMPENSATION	26,000.00	26,000.00	19,516.00	30,000.00	14,055.75	26,000.00	28,493.00
001-0521-521-2500		UNEMPLOYMENT COMPENSATION	2,000.00	2,000.00	0	2,000.00	0	2,000.00	-1,172.75
001-0521-521-3100		PROFESSIONAL SERVICES	10,000.00	10,000.00	19,769.85	10,000.00	9,688.33	10,000.00	5,182.76
001-0521-521-3400		CONTRACTUAL SERVICES	80,000.00	65,000.00	76,302.54	80,000.00	48,473.97	78,000.00	56,429.06
001-0521-521-4000		TRAVEL AND PER DIEM	2,000.00	2,000.00	1,450.00	2,000.00	1,643.10	2,000.00	0
001-0521-521-4100		COMMUNICATION	10,000.00	10,000.00	10,123.36	10,000.00	9,658.83	10,000.00	10,609.42
001-0521-521-4200		MAIL AND FREIGHT	500.00	500.00	57.38	500.00	0	500.00	507.36
001-0521-521-4300		UTILITY SERVICES	12,000.00	12,000.00	11,268.11	12,000.00	11,268.15	16,000.00	8,478.63
001-0521-521-4400		RENTALS AND LEASES	32,500.00	22,580.00	30,712.20	32,500.00	812.92	20,000.00	334.63
001-0521-521-4610		REPAIR & MAINTENANCE - AUTO	25,000.00	25,000.00	24,466.39	25,000.00	10,478.30	25,000.00	12,676.98
001-0521-521-4700		PRINTING AND BINDING	500.00	1,000.00	210.00	600.00	732.88	600.00	79.61
001-0521-521-4900		LEGAL ADS	-	700.00	0	700.00	0	700.00	0
001-0521-521-4910		ALARM SYSTEM MONITORING	3,927.23	700.00	0	700.00	250.00	700.00	0
001-0521-521-5100		OFFICE SUPPLIES	2,500.00	2,500.00	1,009.29	2,500.00	-4.98	2,500.00	1,413.39
001-0521-521-5210		OPERATING SUPPLIES	20,000.00	14,200.00	16,566.80	15,200.00	3,849.03	15,200.00	8,177.87
001-0521-521-5220		UNIFORMS & WORK SHOES	8,500.00	10,000.00	8,836.86	5,300.00	1,175.57	5,300.00	1,342.39
001-0521-521-5290		GAS & OIL	43,000.00	43,000.00	31,690.22	40,000.00	30,345.14	30,500.00	37,519.20
001-0521-521-5400		BOOKS, PUBLICATIONS, SUBSCRIPTS	1,000.00	1,000.00	643.88	1,000.00	275.00	1,000.00	955.05
001-0521-521-5410		POLICE	7,500.00	7,500.00	2,700.00	10,000.00	4,646.46	5,000.00	0
001-0521-521-6200		BUILDING IMPROVEMENTS	-	0.00	225.00	0.00	0	0.00	0
001-0521-521-6410		VEHICLE	50,000.00	50,000.00	26,894.00	50,000.00	80,634.00	25,000.00	0
001-0521-521-6420		EQUIPMENT	20,000.00	16,000.00	325.50	20,000.00	30,085.00	10,000.00	0
<b>521 POLICE DEPARTMENT</b>			<b>1,642,450.89</b>	<b>1,607,203.66</b>	<b>1,200,163.31</b>	<b>1,384,928.00</b>	<b>1,006,089.66</b>	<b>1,196,560.00</b>	<b>902,852.83</b>
<b>0521 POLICE DEPARTMENT</b>			<b>1,642,450.89</b>	<b>1,607,203.66</b>	<b>1,200,163.31</b>	<b>1,384,928.00</b>	<b>1,006,089.66</b>	<b>1,196,560.00</b>	<b>902,852.83</b>
<b>22 Total</b>			<b>550,000.00</b>	<b>455,160.30</b>	<b>454,364.88</b>	<b>390,945.00</b>	<b>386,974.83</b>	<b>342,035.00</b>	<b>341,545.20</b>

001	41-0000	0522 Total	550,000.00	455,160.30	454,364.88	390,945.00	386,974.83	342,035.00	341,545.20
001-0541-541-1200	REGULAR WAGES	66,829.00	66,829.00	30,971.13	36,236.00	33,646.95	30,368.00	28,838.12	0
001-0541-541-1212	BONUS	-	0.00	0	0.00	0	3,000.00	0	0
001-0541-541-1400	OVERTIME	5,112.00	0.00	1,350.10	0.00	16.32	0.00	0	0
001-0541-541-2100	FICA TAXES	-	5,112.00	2,415.72	2,772.00	2,535.74	2,323.00	2,166.34	0
001-0541-541-2200	RETIREMENT	13,191.00	0.00	0	1,812.00	918.63	345.00	293.40	0
001-0541-541-2300	HEALTH & LIFE INSURANCE	1,000.00	13,191.00	3,704.30	6,222.00	1,590.68	2,552.00	2,002.20	0
001-0541-541-2400	WORKERS COMPENSATION	2,000.00	1,000.00	1,911.50	1,000.00	750.00	822.00	822.00	0
001-0541-541-3100	PROFESSIONAL SERVICES	10,000.00	15,000.00	5,209.29	15,000.00	1,567.75	15,000.00	3,017.48	0
001-0541-541-3400	CONTRACTUAL SERVICES	25,000.00	30,000.00	16,336.09	20,000.00	49,035.20	20,000.00	43,012.66	0
001-0541-541-3402	CONTRACTUAL SVCS-BLDG, MAINT	25,000.00	25,000.00	3,894.50	25,000.00	4,413.00	0.00	0	0
001-0541-541-3403	CONTRACTUAL SVCS - TOWN'S ROW, PARKS, TR	25,000.00	25,000.00	12,168.52	35,000.00	0	0.00	0	0
001-0541-541-3404	CONTRACTUAL SVCS, MAINT ALL TOWN VEHICLE	28,000.00	28,000.00	0	38,000.00	0	0.00	0	0
001-0541-541-4000	TRAVEL AND PER DIEM	2,000.00	2,000.00	0	500.00	0	500.00	0	0
001-0541-541-4100	COMMUNICATION	5,000.00	2,500.00	4,194.35	2,200.00	1,552.99	2,200.00	1,193.22	0
001-0541-541-4200	MAIL AND FREIGHT	1,000.00	1,000.00	514.68	1,000.00	445.28	1,000.00	552.47	0
001-0541-541-4300	UTILITY SERVICES	71,400.00	71,400.00	55,786.12	105,000.00	61,643.85	105,000.00	64,427.14	0
001-0541-541-4400	RENTALS AND LEASES	7,500.00	7,500.00	3,784.17	7,500.00	2,046.03	7,500.00	-1,281.05	0
001-0541-541-4610	REPAIR & MAINTENANCE - AUTO	4,000.00	5,000.00	7,171.51	3,000.00	3,552.23	3,000.00	2,966.64	0
001-0541-541-4611	BUILDING REPAIRS & MAINTENANCE	60,000.00	20,000.00	35,585.63	11,000.00	18,579.69	11,000.00	15,448.43	0
001-0541-541-4620	REPAIR & MAINTENANCE - OTHER	10,000.00	10,000.00	54,476.03	0.00	11,417.31	0.00	4,307.26	0
001-0541-541-4700	PRINTING AND BINDING	500.00	500.00	52.01	500.00	0	500.00	0	0
001-0541-541-5100	OFFICE SUPPLIES	1,400.00	1,400.00	397.96	1,400.00	2,055.86	1,400.00	210.03	0
001-0541-541-5210	OPERATING SUPPLIES	16,000.00	16,000.00	20,281.40	16,000.00	16,551.80	16,000.00	29,983.13	0
001-0541-541-5220	UNIFORMS & WORK SHOES	1,400.00	1,400.00	0	1,000.00	0.00	750.00	0	0
001-0541-541-5290	GAS & OIL	1,500.00	1,500.00	0	1,500.00	1,269.13	1,500.00	3,003.13	0
001-0541-541-5300	ROAD MATERIALS & SUPPLIES	50,000.00	250,000.00	244,945.27	50,000.00	7,385.06	30,000.00	20,095.23	0
001-0541-541-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	4,000.00	4,000.00	4,023.66	200.00	0	200.00	0	0
001-0541-541-6200	BUILDING IMPROVEMENTS	25,000.00	50,000.00	11,793.03	0.00	12,432.98	300,000.00	0	0
001-0541-541-6300	IMPROVEMENTS OTHER	25,000.00	300,000.00	360,228.12	0.00	0	0.00	0	0
001-0541-541-6420	EQUIPMENT & MACHINERY	3,000.00	3,000.00	14,423.06	35,000.00	2,182.77	35,000.00	0	0
0541 PUBLIC WORKS		489,832.00	956,332.00	895,618.15	416,842.00	235,589.25	589,960.00	221,057.83	0
0541 PUBLIC WORKS		489,832.00	956,332.00	895,618.15	416,842.00	235,589.25	589,960.00	221,057.83	0
001-0550-550-0000	POST OFFICE		0	0	0	0	0	0	0
001-0550-550-1200	REGULAR WAGES	25,038.00	25,038.00	20,191.50	23,400.00	15,288.00	19,318.00	27,583.78	0
001-0550-550-2100	FICA TAXES	1,915.00	1,915.00	1,544.66	1,790.00	1,169.53	1,478.00	2,110.14	0
001-0550-550-2200	RETIREMENT	1,252.00	1,252.00	1,795.96	1,170.00	0	0.00	0	0
001-0550-550-2300	HEALTH & LIFE INSURANCE	9,893.00	9,893.00	5,368.65	9,333.00	6,149.46	0.00	0	0
001-0550-550-2400	WORKERS COMPENSATION	100.00	100.00	75.00	100.00	75.00	84.00	84.00	0
001-0550-550-3400	CONTRACTUAL SERVICES	2,500.00	2,500.00	1,541.83	2,500.00	983.52	2,000.00	1,587.34	0
001-0550-550-877.15	COMMUNICATION	2,300.00	1,091.00	1,143.77	800.00	870.81	800.00	877.15	0

001	50-4300	UTILITY SERVICES	3,100.00	3,100.00	3,110.62	3,100.00	3,100.00	2,444.00	2,800.00	2,653.52
001	50-5210	OPERATING SUPPLIES	1,655.00	1,655.00	414.37	1,655.00	0.00	287.24	2,000.00	1,740.69
<b>550 POST OFFICE</b>			<b>47,753.00</b>	<b>46,544.00</b>	<b>35,186.36</b>	<b>42,193.00</b>	<b>27,267.56</b>	<b>28,480.00</b>	<b>36,636.62</b>	<b>36,636.62</b>
<b>0550 POST OFFICE</b>			<b>47,753.00</b>	<b>46,544.00</b>	<b>35,186.36</b>	<b>42,193.00</b>	<b>27,267.56</b>	<b>28,480.00</b>	<b>36,636.62</b>	<b>36,636.62</b>
001-0572-572-0000	RECREATION		0	0	0	0	0	0	0	0
001-0572-572-1200	REGULAR WAGES		100,503.00	38,503.00	33,093.58	35,360.00	23,691.26	31,500.00	42,023.89	
001-0572-572-1300	WAGES - PART - TIME		58,500.00	58,500.00	40,947.07	54,600.00	9,055.00	20,000.00	2,659.83	
001-0572-572-2100	FICA TAXES		12,164.00	7,421.00	5,604.92	6,882.00	2,503.64	3,940.00	3,418.31	
001-0572-572-2200	RETIREMENT		3,100.00	1,925.00	962.58	1,768.00	0	0.00	0	
001-0572-572-2300	HEALTH & LIFE INSURANCE		19,748.00	9,893.00	5,449.55	9,333.00	5,249.12	7,657.00	6,896.10	
001-0572-572-2400	WORKERS COMPENSATION		5,374.00	5,374.00	4,030.50	6,000.00	4,500.00	5,374.00	5,374.00	
001-0572-572-2500	UNEMPLOYMENT COMPENSATION		1,000.00	1,000.00	1,285.05	1,000.00	1,925.00	1,000.00	0	
001-0572-572-3100	PROFESSIONAL SERVICES		5,000.00	2,000.00	10,246.88	7,000.00	908.00	2,100.00	929.36	
001-0572-572-3400	CONTRACTUAL SERVICES		30,000.00	15,000.00	1,848.62	35,000.00	1,602.28	25,000.00	4,513.85	
001-0572-572-3402	CONTRACTUAL SERVICES		-	0.00	0	0.00	0	0.00	-2,460.00	
001-0572-572-4000	TRAVEL AND PER DIEM		1,000.00	1,000.00	0	3,000.00	0	440.00	0	
001-0572-572-4100	COMMUNICATION		4,500.00	4,500.00	3,214.35	4,500.00	3,826.82	3,500.00	2,528.43	
001-0572-572-4200	MAIL AND FREIGHT		500.00	500.00	0	2,500.00	0	1,500.00	0	
001-0572-572-4300	UTILITY SERVICES		15,400.00	15,400.00	15,894.72	30,000.00	9,801.44	25,000.00	11,837.04	
001-0572-572-4400	RENTALS AND LEASES		2,000.00	2,000.00	3,273.74	10,000.00	150.00	7,000.00	-1,061.13	
001-0572-572-4600	REPAIR AND MAINTENANCE		10,000.00	12,000.00	7,775.69	25,000.00	1,242.50	6,000.00	3,482.40	
001-0572-572-4610	REPAIR & MAINTENANCE - AUTO		1,000.00	1,000.00	0	4,000.00	0	2,000.00	630.01	
001-0572-572-4620	REPAIR & MAINTENANCE - OTHER		150.00	150.00	0	0.00	149.90	0.00	475.00	
001-0572-572-4700	PRINTING AND BINDING		500.00	500.00	0	2,000.00	0	1,000.00	0	
001-0572-572-4800	PROMOTIONAL ACTIVITIES		5,000.00	5,000.00	0	7,500.00	0	5,000.00	486.00	
001-0572-572-5100	OFFICE SUPPLIES		2,000.00	2,000.00	11.97	5,000.00	-266.16	2,000.00	781.07	
001-0572-572-5210	OPERATING SUPPLIES		5,000.00	5,000.00	12,968.14	8,000.00	622.48	5,000.00	4,943.79	
001-0572-572-5220	UNIFORMS & WORK SHOES		1,000.00	1,000.00	0	1,000.00	0	500.00	0	
001-0572-572-5252	YOUTH GROUPS/COMMUNITY EMPowerMENT		-	0.00	972.11	0.00	4,410.00	10,000.00	808.22	
001-0572-572-5290	GAS & OIL		1,200.00	1,200.00	160.16	5,000.00	0	3,500.00	343.14	
001-0572-572-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS		500.00	500.00	0	500.00	0	200.00	80.00	
001-0572-572-5410	TRAINING		1,500.00	1,500.00	0	5,000.00	0	0.00	0	
001-0572-572-5600	SENIORS ACTIVITIES		5,000.00	6,500.00	0	7,000.00	0	5,500.00	0	
001-0572-572-5601	YOUTH ACTIVITIES		15,000.00	7,500.00	700.00	12,000.00	1,000.00	0.00	0	
001-0572-572-6200	BUILDING IMPROVEMENTS		-	0.00	975.00	15,000.00	31.41	0.00	9,650.00	
<b>572 RECREATION DEPT.</b>			<b>306,639.00</b>	<b>206,866.00</b>	<b>149,414.63</b>	<b>303,943.00</b>	<b>70,402.69</b>	<b>174,711.00</b>	<b>98,339.31</b>	<b>98,339.31</b>
<b>0572 RECREATION</b>			<b>306,639.00</b>	<b>206,866.00</b>	<b>149,414.63</b>	<b>303,943.00</b>	<b>70,402.69</b>	<b>174,711.00</b>	<b>98,339.31</b>	<b>98,339.31</b>
001-0574-574-0000	SPECIAL EVENTS			0	0	0	0	0	0	
001-0574-574-4900	MARTIN LUTHER KING JR - MLK		30,000.00	27,500.00	32,737.61	23,665.00	25,441.59	0.00	0	
001-0574-574-4901	ROBERT WOOD JOHNSON FOUNDATION - RWJF		23,201.45	23,201.45	4,558.78	25,000.00	1,798.55	0.00	0	
001-0574-574-4902	FOUNDER'S DAY		15,000.00	15,000.00	0	0	0	0	0	
001-0574-574-0000	OLDDAY SEASON		10,000.00	10,000.00	10,499.99	0	0	0	0	

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001	74-4904	144	JUNETEENTH	5,000.00	5,000.00	4,660.22	0	0	0	0
			574 SPECIAL EVENTS	83,201.45	80,701.45	52,456.60	48,665.00	27,240.14	0.00	0.00
			0574 SPECIAL EVENTS	83,201.45	80,701.45	52,456.60	48,665.00	27,240.14	0.00	0.00
			<b>General Expenditure Totals</b>	<b>5,197,386.84</b>	<b>5,563,650.08</b>	<b>4,454,693.28</b>	<b>4,765,266.00</b>	<b>3,199,970.40</b>	<b>4,038,440.00</b>	<b>3,416,374.12</b>
			100-347-0104	MLK - Revenue	15,000.00	0	0	100.00	0.00	0
			347 CHRG FOR SERVSS-CULTURE/RECR	0.00	0.00	0.00	0.00	100.00	0.00	0.00
	100-366-0104		Special Events Donation & Contr	-1.00	0.00	500.00	0.00	0	0.00	0
			366 CONTRIBUTIONS & DONATIONS	0.00	0.00	500.00	0.00	0.00	0.00	0.00
			<b>Fund 100 Revenue Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>
	100-0574-574-4700		SPECIAL EVEN SPECIAL EVEN PRINTING & BIN	16,000.00	0	0	0.00	93.87	0	0
	100-0574-574-4800		SPECIAL EVEN SPECIAL EVEN PROMOTIONAL AC	2,750.00	0	0	0.00	7,500.00	0	0
	100-0574-574-5400		SPECIAL EVEN SPECIAL EVEN BOOKS, PUBLICA		0	0	0.00	10.30	0	0
			574 SPECIAL EVENTS	18,750.00	0.00	0.00	0.00	7,604.17	0.00	0.00
			0574 SPECIAL EVENTS	18,750.00	0.00	0.00	0.00	7,604.17	0.00	0.00
			<b>Fund 100 Expenditure Totals</b>	<b>18,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,604.17</b>	<b>0.00</b>	<b>0.00</b>
	300-331-0100		AARP	200,000.00	500,000.00	0	0	-500,000.00	0.0000	
	300-331-0200		CDBG GRANT REVENUE	400,000.00	500,000.00	0	0	500,000.00	0.00	0
	300-331-0300		FDOT - ARTS ENDOWMENT	180,000.00	180,000.00	0	0	180,000.00	0.00	0
	300-337-9000		VEREEN LIFT STATION/LAKE LOVELY	665,000.00						
	300-337-9001		WATER SYSTEM HARDENING/RESILIENCY	5,986,105.00						
	300-337-9002		EATONVILLE AFFORDABLE HOUSING	2,000,000.00						
	300-337-9003		COMMUNITY POLICING	1,000,000.00						
	300-337-9004		TECHNOLOGY HUB PROJECT	2,500,000.00						
	300-337-9005		EAST KENNEDY STREETSCAPE PROJECT	3,000,000.00	0.00	0	0	-665,000.00	0.0000	
			331 FEDERAL GRANTS	15,531,105.00	500,000.00	0.00	0.00	500,000.00	-665,000.00	0.00
	300-337-9000		CRA MATCH - CDBG GRANT	665,000.00	665,000.00	0	0	665,000.00	0.00	0
			337 GRANTS FROM OTHER LOCAL UNITS	665,000.00	665,000.00	0.00	0.00	665,000.00	0.00	0.00
			<b>Capital Improvements Revenue Totals</b>	<b>16,196,105.00</b>	<b>1,165,000.00</b>	<b>0.00</b>	<b>1,165,000.00</b>	<b>0.00</b>	<b>-665,000.00</b>	<b>0.00</b>
			100 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	300-0533-533-0000		FLUORIDATION GRANT	0	0	0	0	0	0	0
	300-0533-533-6500		CONSTR. IN PROGRESS - Wells Project	0.00	0.00	0	0	500,000.00	0.00	0
			533 FLUORIDATION GRANT	0.00	0.00	0.00	0.00	500,000.00	0.00	0.00
	300-0536-536-0000		WATER AND SEWER	0	0	0	0	0	0	0
	300-0536-536-3400		CONTRACTUAL SVCS.	65,000.00	65,000.00	0	0	65,000.00	0.00	0
	300-0536-536-6500		CONSTRUCTION IN PROGRESS	600,000.00	600,000.00	0	0	600,000.00	0.00	0
			536 WATER & SEWER	0.00	665,000.00	0.00	0.00	665,000.00	0.00	0.00
			0536 WATER & SEWER	0.00	665,000.00	0.00	0.00	665,000.00	0.00	0.00
			Section I. Item #1.							
			STREETS & ROAD MAINTENANCE DE	0	0	0	0	0	0	0





303	15-5100	941	15-5210	303	15-5210	OPERATING SUPPLIES	3,000.00	3,000.00	3,027.20	3,000.00	0
303	15-5210			303	15-5210	OPERATING SUPPLIES	1,000.00	1,000.00	2,686.97	1,000.00	0.00
303	0515-515-5290			303	0515-515-5290	GAS & OIL	1,500.00	1,500.00	35.00	3,000.00	0.00
303	0515-515-5400			303	0515-515-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,000.00	1,000.00	442.28	7,000.00	1,007.51
303	0515-515-5800			303	0515-515-5800	CONTINGENCY FUND		0.00	0	62,984.00	0
303	0515-515-5900			303	0515-515-5900	MISCELLANEOUS EXPENSE	1,000.00	0.00	0	285.00	0.00
303	0515-515-6200			303	0515-515-6200	HISTORICAL GRANT PROGRAM	1,000,000.00	0.00	0	0	0.00
303	0515-515-6202			303	0515-515-6202	REDEVELOPMENT & GRANT PROGRAMS	-	20,000.00	0.00	0	0.00
303	0515-515-6301			303	0515-515-6301	INFRASTRUCTURE IMPROVEMENT	295,673.00	273,000.00	17,675.00	17,675.00	0.00
515	COMMUNITY DEVELOPMENT DEPT.			515	COMMUNITY DEVELOPMENT DEPT.		1,971,015.00	944,000.00	176,259.46	350,500.00	2,465.55
0515	PLANNING & COMMUNITY DEV.			0515	PLANNING & COMMUNITY DEV.		1,971,015.00	944,000.00	176,259.46	350,500.00	2,465.55
<b>CRA Expenditure Totals</b>							<b>1,971,015.00</b>	<b>944,000.00</b>	<b>176,259.46</b>	<b>350,500.00</b>	<b>2,465.55</b>
400	314-3000			400	314-3000	Utility Service Tax - Water	24,000.00	0.00	23,138.29	0.00	17,681.65
314	PUBLIC UTILITY SERVICE TAX			314	PUBLIC UTILITY SERVICE TAX		24,000.00	0.00	23,138.29	0.00	17,681.65
400	329-0000			400	329-0000	ALT. SPRINGS ERU FEE	-	0.00	0	0.00	2,315.00
329	OTHER PERMITS & SPEC ASSESSMENTS			329	OTHER PERMITS & SPEC ASSESSMENTS		0.00	0.00	0.00	0.00	2,315.00
400	343-3000			400	343-3000	WATER UTILITY REVENUE	300,000.00	300,000.00	238,243.30	300,000.00	132,167.09
400	343-5000			400	343-5000	SEWER UTILITY REVENUE	400,000.00	400,000.00	318,879.31	400,000.00	175,702.50
400	343-6310			400	343-6310	CUT ON/OFF FEES	8,946.00	8,946.00	13,200.00	8,946.00	11,140.00
400	343-6311			400	343-6311	OVERTIME TURN ON FEE	-	0.00	150.00	0.00	200.00
400	343-6510			400	343-6510	WATER & SEWER - CONNECTION FEES	-	145,000.00	0	300,000.00	527,900.00
400	343-6900			400	343-6900	LATE PENALTY	20,000.00	20,000.00	13,277.24	20,000.00	9,303.65
400	343-6910			400	343-6910	RETURN CHECK FEE	500.00	1,000.00	305.00	1,000.00	140.00
400	343-6930			400	343-6930	MISCELLANEOUS-OTHER	-	7,000.00	0.00	7,000.00	326.00
400	343-9005			400	343-9005	SERVICE CHARGES (S/B \$5.00)	700.00	2,000.00	630.00	2,000.00	350.00
400	343-9010			400	343-9010	TAMPERING FEE	-	0.00	700.00	0.00	263.26
400	343-9040			400	343-9040	MCF-Monthly Caster Fee	-	0.00	540.00	0.00	223.50
343	CHRG FOR SERVS-PHYSICAL ENV			343	CHRG FOR SERVS-PHYSICAL ENV		730,146.00	883,946.00	585,924.85	1,038,946.00	857,716.00
400	351-5100			400	351-5100	ARPA - CORONA -LOCAL FISCAL REC. FD.	503,747.00	503,747.00	503,747.00	0	503,747.00
351	COURT ORDERED JGDMNTS & FINES			351	COURT ORDERED JGDMNTS & FINES		503,747.00	503,747.00	0.00	503,747.00	0.00
400	361-1000			400	361-1000	INTEREST INCOME	565.00	565.00	79.00	565.00	55.19
361	INTEREST & OTHER EARNINGS			361	INTEREST & OTHER EARNINGS		565.00	565.00	79.00	565.00	55.19
400	369-0000			400	369-0000	OTHER MISCELLANEOUS REVENUE	-	0.00	0	0.00	2,990.00
400	369-1000			400	369-1000	ENTERPRISE FUND RESERVE BAL. FWD.	10,000.00	10,000.00	0	100,000.00	0
369	OTHER MISCELLANEOUS REVENUE			369	OTHER MISCELLANEOUS REVENUE		10,000.00	10,000.00	0.00	100,000.00	0.00
<b>Water and Sewer Revenue Totals</b>							<b>1,268,458.00</b>	<b>1,398,258.00</b>	<b>609,142.14</b>	<b>1,643,258.00</b>	<b>880,757.84</b>
400	0536-536-0000			400	0536-536-0000	WATER & SEWER	-	0	0	0	0
400	0536-536-1200			400	0536-536-1200	REGULAR WAGES	208,697.00	208,697.00	181,006.58	173,146.00	83,760.65
400	0536-536-1400			400	0536-536-1400	OVERTIME	7,000.00	7,000.00	15,099.09	6,000.00	6,283.24
400				400		LAND BY PAY	8,500.00	5,000.00	7,894.90	5,000.00	5,910.51

400	36-2100	147	FICA TAXES	16,883.00	16,883.00	15,473.04	14,087.00	7,306.23	16,111.00	5,887.85
400	36-2200		RETIREMENT	4,061.00	4,061.00	3,240.43	4,533.00	3,251.85	4,818.00	1,099.81
400	400-0536-536-2300		HEALTH & LIFE INSURANCE	52,763.00	52,763.00	25,630.74	40,441.00	27,815.30	38,537.00	17,399.25
400	400-0536-536-2400		WORKERS COMPENSATION	9,230.00	9,230.00	3,373.89	0.00	7,500.00	9,230.00	6,922.50
400	400-0536-536-2500		UNEMPLOYMENT COMPENSATION	-	0.00	0	10,000.00	0	0.00	0
400	400-0536-536-3100		PROFESSIONAL SERVICES	55,000.00	55,000.00	36,617.00	15,000.00	13,257.49	10,000.00	-114,139.73
400	400-0536-536-3400		CONTRACTUAL SERVICES	50,000.00	90,000.00	268,929.50	50,000.00	257,462.00	30,000.00	33,871.68
400	400-0536-536-3410		CONTRACTUAL SVC-ALTAMONTE SPRINGS	309,000.00	309,000.00	230,107.68	300,000.00	199,077.41	300,000.00	219,182.67
400	400-0536-536-3500		ADMINISTRATIVE EXPENSES	-	0.00	0	20,000.00	0	15,000.00	0
400	400-0536-536-4000		TRAVEL AND PER DIEM	2,000.00	2,000.00	453.58	2,000.00	0	2,000.00	0
400	400-0536-536-4100		COMMUNICATION	3,500.00	3,500.00	2,393.51	3,500.00	1,545.82	3,500.00	2,219.19
400	400-0536-536-4200		MAIL AND FREIGHT	5,000.00	5,000.00	3,855.00	5,000.00	3,790.00	5,000.00	6,765.00
400	400-0536-536-4300		UTILITY SERVICES	40,000.00	40,000.00	30,033.30	20,000.00	30,119.92	20,000.00	14,977.02
400	400-0536-536-4400		RENTALS AND LEASES	2,500.00	2,500.00	0	5,000.00	-694.00	3,000.00	19.97
400	400-0536-536-4610		REPAIR & MAINTENANCE - AUTO	5,000.00	5,000.00	0	5,000.00	1,341.35	5,000.00	5,251.19
400	400-0536-536-4620		REPAIR & MAINTENANCE - OTHER	30,000.00	40,000.00	11,754.00	25,000.00	80,720.01	3,500.00	8,774.95
400	400-0536-536-4630		REPAIR & MAINT	20,000.00	25,000.00	10,649.97	25,000.00	22,844.99	5,000.00	14,599.00
400	400-0536-536-4650		REPAIR & MAINTENANCE WATER LINES	15,000.00	15,000.00	7,296.72	25,000.00	76,065.96	5,000.00	17,640.75
400	400-0536-536-4660		REPAIR & MAINTENANCE-SEWER LINE	18,000.00	15,000.00	14,895.00	25,000.00	1,383.47	5,000.00	42,381.00
400	400-0536-536-4700		PRINTING AND BINDING	1,000.00	1,000.00	317.50	2,000.00	449.20	2,200.00	0
400	400-0536-536-4900		LEGAL ADS	500.00	1,000.00	0	1,000.00	189.42	1,000.00	518.12
400	400-0536-536-5100		OFFICE SUPPLIES	1,000.00	2,000.00	0	1,000.00	1,531.00	1,500.00	0
400	400-0536-536-5210		OPERATING SUPPLIES	20,000.00	30,000.00	2,147.38	25,000.00	23,733.47	5,000.00	24,915.14
400	400-0536-536-5220		UNIFORMS & WORK SHOES	1,500.00	1,500.00	199.98	1,100.00	1,125.45	750.00	1,758.99
400	400-0536-536-5280		CHEMICALS	30,000.00	30,000.00	20,973.50	30,000.00	19,507.96	20,000.00	21,234.53
400	400-0536-536-5290		GAS & OIL	10,000.00	10,000.00	8,012.52	10,000.00	4,718.85	8,600.00	3,935.70
400	400-0536-536-5400		BOOKS, PUBLICATIONS, SUBSCRIPTIONS & MEM	1,000.00	750.00	0	200.00	651.94	200.00	527.60
400	400-0536-536-5800		CONTINGENCY	130,295.00	46,584.00	0	199,314.00	0	24,103.00	9,485.00
400	400-0536-536-6201		W. WATER TOWER REPAIRS/RENOV.	254,242.00	300,000.00	45,757.84	300,000.00	0	300,000.00	0
400	400-0536-536-6202		METER REPL. PROGRAM	-	0.00	0	133,747.00	152,326.00	200,000.00	366,464.00
400	400-0536-536-6203		VALVE REPAIR/REPL. PROGRAM	21,000.00	46,000.00	25,000.00	50,000.00	4,000.00	70,000.00	0
400	400-0536-536-6300		IMPROVEMENTS OTHER	15,000.00	17,600.00	10,605.25	20,000.00	2,400.00	0.00	0
400	400-0536-536-6410		VEHICLE	20,000.00	20,000.00	4,509.28	20,000.00	35,765.86	40,000.00	1,701.64
400	400-0536-536-6420		EQUIPMENT & MACHINERY	15,000.00	20,000.00	0	20,000.00	0	0.00	0
400	400-0536-536-7100		DEBT SVC. -SRF LOAN PRINCIPAL	71,500.00	41,325.00	71,500.23	41,325.00	71,499.81	85,000.00	64,814.76
400	400-0536-536-7103		USDA	9,865.00	9,865.00	9,865.00	9,865.00	9,865.00	9,865.00	18,782.95
			<b>536 WATER &amp; SEWER</b>	<b>1,464,036.00</b>	<b>1,488,258.00</b>	<b>1,067,592.41</b>	<b>1,643,258.00</b>	<b>1,156,506.16</b>	<b>1,459,511.00</b>	<b>874,095.37</b>
			<b>0536 WATER &amp; SEWER</b>	<b>1,464,036.00</b>	<b>1,488,258.00</b>	<b>1,067,592.41</b>	<b>1,643,258.00</b>	<b>1,156,506.16</b>	<b>1,459,511.00</b>	<b>874,095.37</b>
			<b>Water and Sewer Expenditure Totals</b>	<b>1,464,036.00</b>	<b>1,488,258.00</b>	<b>1,067,592.41</b>	<b>1,643,258.00</b>	<b>1,156,506.16</b>	<b>1,459,511.00</b>	<b>874,095.37</b>
401	401-343-4000		RESIDENTIAL SOLID WASTE AND RECYCLING		396,000.00	1,467.50	360,000.00	67,186.80	360,000.00	338,315.25
401			ARBARGE COLLECTION REVENUES	396,000.00	0.00	323,027.05	0.00	128,206.96	0.00	0

343 CHRGR FOR SERVSS-PHYSICAL ENV		Refuse Revenue Totals					343 CHRGR FOR SERVSS-PHYSICAL ENV				
	338,315.25	360,000.00	195,393.76	360,000.00	324,494.55	396,000.00	396,000.00	324,494.55	360,000.00	195,393.76	360,000.00
401-0534-534-0000	SOLID WASTE	0	0	0	0	0	0	0	0	0	0
401-0534-534-3400	CONTRACTUAL SERVICES	396,000.00	396,000.00	347,753.19	396,000.00	396,000.00	396,000.00	347,753.19	396,000.00	0.00	150,051.33
401-0534-534-9100	EXCESS (DEFICIT) BEFORE TRANSFER	0.00	0.00	66,450.00	0.00	0.00	0.00	66,450.00	0.00	66,450.00	0
<b>Refuse Expenditure Totals</b>		<b>396,000.00</b>	<b>396,000.00</b>	<b>347,753.19</b>	<b>396,000.00</b>	<b>396,000.00</b>	<b>396,000.00</b>	<b>347,753.19</b>	<b>396,000.00</b>	<b>0.00</b>	<b>150,051.33</b>
402-343-0000	STORMWATER REVENUE	223,014.00	223,014.00	156,149.92	223,014.00	223,014.00	223,014.00	156,149.92	219,336.00	90,998.71	155,870.15
402-361-0000	INTEREST EARNINGS - STORMWATER	-	0.00	2.35	0.00	0.00	0.00	2.35	0.00	0.61	1.68
<b>361 INTEREST &amp; OTHER EARNINGS</b>		<b>0.00</b>	<b>0.00</b>	<b>2.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.35</b>	<b>0.00</b>	<b>0.61</b>	<b>1.68</b>
<b>Stormwater Revenue Totals</b>		<b>223,014.00</b>	<b>223,014.00</b>	<b>156,152.27</b>	<b>223,014.00</b>	<b>223,014.00</b>	<b>223,014.00</b>	<b>156,152.27</b>	<b>219,336.00</b>	<b>90,999.32</b>	<b>155,871.83</b>
402-0538-538-0000	STORMWATER	-	0	0	0	0	0	0	0	0	0
402-0538-538-1200	SALARIES & WAGES	97,095.00	97,095.00	62,279.43	97,095.00	97,095.00	97,095.00	62,279.43	100,404.00	39,215.00	53,045.14
402-0538-538-1400	WAGES OVERTIME	6,000.00	6,000.00	2,644.56	6,000.00	6,000.00	6,000.00	2,644.56	3,000.00	3,901.39	1,592.04
402-0538-538-1700	STANDBY PAY	3,000.00	3,000.00	2,181.99	3,000.00	3,000.00	3,000.00	2,181.99	0.00	2,602.38	4,024.97
402-0538-538-2100	FICA TAXES	8,116.00	8,116.00	5,039.71	8,116.00	8,116.00	8,116.00	5,039.71	7,910.00	3,234.92	4,398.23
402-0538-538-2200	RETIREMENT	1,931.00	1,931.00	965.30	1,931.00	1,931.00	1,931.00	965.30	3,029.00	2,271.84	1,195.51
402-0538-538-2300	HEALTH & LIFE INSURANCE	18,138.00	18,138.00	9,051.55	18,138.00	18,138.00	18,138.00	9,051.55	15,555.00	9,289.18	9,179.02
402-0538-538-2400	WORKER'S COMPENSATION	5,998.00	5,998.00	5,191.89	5,998.00	5,998.00	5,998.00	5,191.89	6,300.00	4,725.00	4,498.50
402-0538-538-2500	UNEMPLOYMENT COMPENSATION	-	0.00	0	0.00	0.00	0.00	0	0.00	0	61.21
402-0538-538-3100	PROFESSIONAL SERVICES	10,000.00	10,000.00	1,300.00	10,000.00	10,000.00	10,000.00	1,300.00	10,000.00	8,775.00	10,000.00
402-0538-538-3400	CONTRACTUAL SERVICES	15,000.00	15,000.00	25,232.00	15,000.00	15,000.00	15,000.00	25,232.00	15,000.00	5,157.29	19,500.00
402-0538-538-4000	TRAVEL & PER DIEM	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0	500.00
402-0538-538-4100	COMMUNICATION SERVICES	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0	500.00
402-0538-538-4200	MAIL & FREIGHT	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0	91.00
402-0538-538-4400	RENTALS & LEASES	12,000.00	12,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	-865.98	6,500.00
402-0538-538-4610	REPAIRS & MAINTENANCE - AUTO	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	1,000.00	1,671.77	5,000.00
402-0538-538-4630	REPAIRS & MAINTENANCE - STORM SYSTEM	11,508.00	11,508.00	39,000.00	11,508.00	11,508.00	11,508.00	39,000.00	10,000.00	11,507.81	11,500.00
402-0538-538-5100	OFFICE SUPPLIES	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0	485.00
402-0538-538-5210	OPERATING SUPPLIES	4,041.00	4,041.00	4,041.00	4,041.00	4,041.00	4,041.00	4,041.00	2,140.78	2,140.78	6,000.00
402-0538-538-5220	UNIFORMS & SHOES	1,500.00	1,500.00	0	1,500.00	1,500.00	1,500.00	0	1,500.00	427.50	1,500.00
402-0538-538-5290	GAS & OIL	5,000.00	5,000.00	4,046.29	6,087.00	6,087.00	5,000.00	4,046.29	5,000.00	6,087.20	4,000.00
402-0538-538-5500	BAD DEBT EXPENSE	-	0.00	0	0.00	0.00	0.00	0	0.00	72.00	0.00
402-0538-538-5800	CONTINGENCY	0.00	0.00	0	0.00	0.00	0.00	0	4,997.00	0	23,021.00
402-0538-538-6410	VEHICLE	20,000.00	20,000.00	0.00	0.00	0.00	0.00	0	0.00	0	25,000.00
402-0538-538-6420	CAPITAL OUTLAWS - LIFT STN, HOIST & LIFT	-	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0	0.00
<b>88 STORMWATER</b>		<b>222,927.00</b>	<b>222,014.00</b>	<b>156,932.72</b>	<b>222,014.00</b>	<b>222,927.00</b>	<b>222,014.00</b>	<b>156,932.72</b>	<b>219,336.00</b>	<b>100,213.08</b>	<b>219,336.00</b>
<b>90 STORMWATER</b>		<b>90,256.35</b>	<b>90,256.35</b>	<b>0.00</b>	<b>90,256.35</b>	<b>90,256.35</b>	<b>90,256.35</b>	<b>0.00</b>	<b>90,256.35</b>	<b>0.00</b>	<b>90,256.35</b>

Section I. Item #1.

0538 STORMWATER	222,927.00	222,014.00	156,932.72	219,336.00	100,213.08	219,336.00	90,256.35
Stormwater Expenditure Totals	222,927.00	222,014.00	156,932.72	219,336.00	100,213.08	219,336.00	90,256.35
Revenue							
Total General Funds	\$ 5,279,747.00						
Total Enterprise Fund	\$ 3,865,487.00						
Total Capital Projects	\$ 2,489,200.00						
Proposed Budget FY24-25	\$ 11,634,434.00						
Expenditure							
Total General Funds	\$ 5,197,386.84						
Total Enterprise Fund	\$ 2,701,713.00						
Total Capital Projects	\$ 3,956,790.00						
Proposed Budget FY24-25	\$ 11,855,889.84						
	\$ 221,455.84						

HR&Risk	Account Description	Projected 2025 Budget
001-0512-512-3100	PROFESSIONAL SERVICES	4,000.00
001-0512-512-3400	CONTRACTUAL SERVICES	0.00
001-0512-512-4000	TRAVEL AND PER DIEM	3,000.00
001-0512-512-4100	COMMUNICATION	500.00
001-0512-512-4200	MAIL AND FREIGHT	150.00
001-0512-512-4300	UTILITY SERVICES	0.00
001-0512-512-4400	RENTALS AND LEASES	0.00
001-0512-512-4700	PRINTING AND BINDING	500.00
001-0512-512-4800	PROMOTIONAL ACTIVITIES	1,500.00
001-0512-512-5100	OFFICE SUPPLIES	500.00
001-0512-512-5210	OPERATING SUPPLIES	1,000.00
001-0512-512-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	750.00
001-0512-515-5404	REGISTRATION	2,300.00
<b>Total</b>		<b>14,200.00</b>

Employee Training, Wellness Program, Lunch & Learn program

SHRM, NFBPA, ICMA memberships

FMT Insurance Conference & SHRM Conference

SECTION 900 - PERFORMANCE EVALUATIONS

900.00 PURPOSE

- A. The Mayor or designee shall establish and administer a program to evaluate the quality of each employee's work performance and work behavior.
- B. Employee performance evaluations shall be used for, but not limited to, the following purposes:
  - 1. Documenting the supervisor's perception of the quality of each employee's work performance and work behavior.
  - 2. Advising the employee of strengths and weaknesses of his work performance and work behavior.
  - 3. Providing the employee with the supervisor's recommendations and expectations for improvement.
  - 4. Aiding supervisors in improving the effectiveness and efficiency of their operations.
  - 5. Documenting the basis for employee promotion, counseling, demotion or disciplinary action. However, the performance evaluation should not be used as the sole preponderant document for disciplinary action.
  - 6. Aiding in determining an employee's eligibility for any merit increase.
  - 7. Aiding in determining an employee's training needs.
  - 8. Setting performance objectives for the next evaluation period.
- C. The Mayor or designee shall notify department directors one month prior to the date an evaluation is due.

900.01 PROCEDURES

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- A. Performance Evaluations shall be completed upon the following occasions:
  - 1. After the first five months of employment, or after the first five months following a change in position.
  - 2. Each anniversary date following the completion of probation, or from the last performance evaluation.
  - 3. When an employee is assigned to a new supervisor, the releasing supervisor shall complete a performance evaluation and forward it to the receiving supervisor.

Except in the case of probation or termination, if a performance evaluation has been completed within three (3) months prior to one of the above occasions, a new evaluation need not be completed.
- B. The job performance of each employee shall be evaluated on the basis of the degree of attainment of previously set objectives.
- C. Factors to be considered by supervisors in setting objectives of individual employees shall be:
  - 1. Goals of the department.
  - 2. Goals of the division/section.
  - 3. Objectives of the supervisor.
  - 4. Experience and training of the employee.
  - 5. The employee's job description.
  - 6. Quantity and quality of work.
  - 7. Promptness in completing assignments.
  - 8. Cooperation, initiative and judgment.
- D. Supervisors shall accomplish the following:

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1. During the employee's orientation outline for the employee the performance objectives of the job, give him written performance goals for the Job and explain the performance evaluation process.
2. Six months after setting the objectives, review the objectives with the employee and amend as necessary.
3. Anytime the employee is experiencing performance problems, review the objectives during coaching sessions, and discuss with the employee how he might improve performance.
4. During the probationary and/or annual performance evaluation, let the employee read the evaluation, explain to the employee how the performance evaluation for the period reflects the employee's success in meeting the objectives. Let the employee read the objectives for the next period, discuss them and answer questions about them.
5. Have the employee sign the performance evaluation and offer him the opportunity to make written comments if he desires. (If an employee refuses to sign the performance evaluation, so note this on the evaluation form).

E. Department directors will review and sign the performance evaluation, making comments if necessary, and forward it to the Mayor or designee for review and filing in the employee's personnel record.

F. Appeals:

A permanent employee may appeal an evaluation rating in writing to the Town Clerk and Mayor through the immediate supervisor within three (3) working days from the date the employee is advised of his/her evaluation rating.

The Town Clerk will hold a meeting with the immediate supervisor and the employee for the purpose of settling differences in the simplest and most direct manner. The Department Director will make a decision and communicate it to the employee, in writing, within five (5) working days from the date the complaint was received.

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If the complaint is not resolved to the employee's satisfaction by the Department Director, the employee may forward the written complaint to the

Chief Administrative Officer within three (3) working days of the date of notification from the Town Clerk.

The Chief Administrative Officer will hold a meeting with the employee, immediate Supervisor, Department Director/Town Clerk. The Chief Administrative Officer will make a decision and communicate it to the employee, in writing, within five (5) working days from the date the Director received the employee's complaint.

## 900.2 APPRAISAL AND MERIT INCREASE PROGRAM

### A. Definitions:

The following words or phrases, for the purpose of this procedure, are defined as follows:

Merit Increase - an annual increase in salary based on individual job performance.

Annual Review Period - from October 1st to September 31st.

Merit Adjustment Schedule - percentages of merit increases that may be granted based on level of performance and the location of the employee's salary in the range. This schedule is reviewed and approved each year based on employment market conditions, changes in cost of living, and budgetary and fiscal considerations.

Special Merit Award - a performance related award processed as one-time payment, not to become part of the employee's base pay.

Rater - an employee having direct authority over the employee rated herein referred to as a "Rater" or "Supervisor". The rater is designated by a Town Clerk, Department Director, the Chief Administrative Officer, or the Mayor.

Reviewer - Town Clerk, Department Director, Chief Administrative Officer, Mayor, or designee, responsible for the actions of the rater.

Performance Factor - a key job responsibility of major importance to the department that is identified and defined.

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Probationary Employee - an employee assigned to a permanent position who has not completed an approved probationary period of employment with the Town in that particular position. This period is six (6) months unless extended

for general employees and one (1) year for public safety employees (see D.3.b., Extended Probationary Ratings).

Regular Employee - an employee who has successfully completed the probationary period in a permanent position.

B. Policy:

1. Employees' performance is formally evaluated as stated in 900.01 PROCEDURES, A.
2. Employees who have completed six (6) months of services as of March 1st will be eligible to receive merit increase according to the Merit Adjustment Schedule. Employees with less than six (6) months of service as of April 1st (those employees hired on or before the last working day of April 1) are eligible to receive a merit increase after completion of six (6) months of service according to the Merit Adjustment Schedule.
3. Eligible employees who are in a probationary status as of April 1 may receive a merit increase upon completion of their probationary period.

Note that if these employees' pay fails below the minimum of their assigned pay grade their salary will be adjusted to the minimum of the grade. However, upon completion of their probationary period, if a merit increase is to be awarded, the employee will receive the difference between recommended merit amount and the range adjustment amount received.

4. Employees who receive an overall rating of Unsatisfactory may be compensated at rates that are less than the minimum of their assigned pay range (see D. 3.c, Overall Unsatisfactory Rating).
5. Twenty percent (20%) of each department's employees covered by this policy may also receive a Merit Award of three percent (3%) for outstanding performance.
6. Employees hired on or after April 1 are not eligible to receive a merit increase for this rating period. Note that employees hired between

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April 1 and the effective date of the new salary schedules may receive a pay increase to bring their salary to the minimum of the new salary range.

C. Description of Performance Appraisal Systems:

Employees occupying exempt (salaried) and non-exempt (hourly) positions are evaluated with different performance appraisal systems. The system utilized for exempt positions is goal driven wherein an employee's performance is evaluated on the basis of attainment of performance factors and goals mutually established by the employee and their supervisor. For non-exempt positions, job performance is evaluated by comparing it with established performance factors and defined performance levels. Each system is described below and forms are attached.

1. System for Employees in EXEMPT Positions

Establishing Performance Factors:

Employees in exempt positions are evaluated on the basis of performance factors and goals mutually established by the employee and their immediate supervisor.

Permanent employees develop the performance factors for their position with supervisory review for completeness and job coverage. For probationary employees, supervisors develop performance factors emphasizing development.

Most positions have three to five responsibilities identified as performance factors. In addition to performance factors specific to each position, employees are held accountable for certain Town wide performance requirements, which include:

Staff Development - training and counseling subordinates and appraising their performance;

Unit Management - establishing internal management systems conforming various reporting requirements and ensuring smooth unit operations); and

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Self Development - improving professional competence, enhancing the image of the Town, promoting Town programs, and expanding contacts. Staff Development and Unit Management are typically applied to employees with managerial responsibilities.

Supervisors and employees should make every effort to ensure that all performance factors are of equal importance.

Permanent employees develop their performance goals for each performance factor and discuss with supervisor to ensure conformity with unit objectives. Mutually agreed upon goals are submitted to reviewer to ensure consistency with bureau and departmental objectives. For probationary employees, supervisors develop goals for each performance factor.

Rating Employee's Performance:

An employee's performance is rated on the basis of attainment of performance goals. To obtain ratings, the supervisor determines the degree to which the employee meets performance goals. The five levels of performance used in ratings are:

Outstanding - Always exceeds goals. This is difficult to achieve and could be held as an example for others to follow.

Excellent - Consistently exceeds goals.

Fully Satisfactory - Consistently meets goals and the basic requirements for the position.

Minimally Satisfactory - Does not meet goals, but indicates potential to function effectively in the position.

Unsatisfactory - Consistently fails to meet goals and appears unable to function effectively in the position.

The rating for each factor is typically the rating most frequently given (the modal value). However:

If there are two modal values (a tie), the overall rating is at the lower level.

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If the lowest rating received is two or more levels below the modal, the overall rating is one level lower than the modal.

If the highest rating received is two or more levels above the modal, the rating is one level higher than the modal.

In determining the factor rating, the rater considers:

The rating most frequently given, and any unforeseen conditions affecting the achievement of the goals.

Establishing Overall Ratings:

As with factor ratings, the overall rating is the modal value and therefore the same decision rules apply.

If, however, one factor is considered significantly more important than the other, this must be signified on the form and can be taken into consideration when establishing overall ratings.

Sample appraisal forms used for exempt employees are included in Section 900.03.

2. System for Employees in NON-EXEMPT Positions

Performance Factors:

Employees in non-exempt positions are evaluated on the basis of standardized performance factors designed to measure significant dimensions of their positions:

There are six performance factors applicable to all non-exempt positions:

- Job Knowledge and Development
- Quality of Work
- Quantity of Work
- Interpersonal Relations
- Initiative
- Communication

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There are four additional performance factors for supervisory positions:

- Delegation
- Development of Others
- Task Direction
- Planning and Controlling

Rating Employee's Performance:

For each performance factor the rater selects the level which most closely describes the employee's performance. The five levels of performance used are:

Outstanding - An employee who receives this rating always demonstrates very effective levels of performance. Performance is seen as virtually flawless and could be held up as a model for others to follow. This rating is very difficult to achieve and signifies truly exceptional performance.

Excellent - An employee who receives this rating consistently demonstrates very effective performance above and beyond the normal expected level of achievement. Performance is seen as very strong although improvement could still occur. This improvement could involve an increase in the frequency of behavior or enhancement of the thoroughness or quality of the behavior.

Fully Satisfactory - An employee who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards but does not exceed them consistently enough to warrant a higher rating.

Minimally Satisfactory - An employee who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level and the supervisor should consider coaching sessions to enhance the employee's performance.

Unsatisfactory - An employee who receives this rating does not meet minimally acceptable standards of performance. Immediate improvement in this area is required.

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Establishing Overall Ratings:

The overall rating is typically the rating most frequently given (the modal value). However: If there are two modal values (a tie), the overall range is at the lower level.

If the lowest rating received is two or more levels below the modal, the overall rating is one level lower than the modal.

If the highest rating received is two or more levels above the modal, the rating is one level higher than the modal.

D. Processing Merit Increases and Special Merit Award:

At the end of the Annual Review Period, the Department Director or Chief Administrative Officer distributes the Merit Adjustment Schedule. Special Merit Nomination Forms, computer printouts, and any other information and documents to facilitate the processing of merit increases and awards.

Reviewers determine the percentage increase using the Merit Adjustment Schedule and enter the percentage increase, hourly increase, and annual increase on the computer printout. Increases are calculated using the hourly rate of pay.

To nominate an employee for a Special Merit Award, the Town Clerk, Department Director or General Administration Official completes the Special Merit Nomination Form. The Town Clerk submits his/her nomination(s) to their Department Director for review and approval. Nominations made by Department Directors and General Administration Officials will be submitted directly to the Mayor.

Departments duplicate and provide a copy of the Performance Appraisal Form and Special Merit Nomination Form to the employee/recipient, maintain a copy for their files, and send the originals to the Town Clerk and Mayor on or before September 15. The final page of the computer printout must be by an appointed official to signify approval.

The Classification and Pay Section reviews all documents for compliance with policy, and process the appropriate increases.

Increases are effective the beginning of the first pay period in October.

If the recommended increase would place the employee over the maximum of the salary range, that portion the maximum will be granted as one-time payment not become part of the base salary. Employees who are at or above the maximum of their pay range may receive an increase; however, this will be granted as a one-time payment not to become part of their base salary.

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The Town Clerk, Department Director, or General Administration Official will distribute Special Merit Awards.



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Name & Title

Rating Period

Performance Factors

Performance Goal	Result	Goal Rating	Rating
1. Special Projects (List each performance goal for this section)	O E FS M S U		
2. Current Projects (List each performance goal for this section)	O E FS M S U		
3. Self Development (List each performance goal for this section)	O E FS M S U		
4. Staff Development (List each performance goal for this section)	O E FS M S U		
5. Unit Management (List each performance goal for this section)	O E FS M S U		
(List each performance goal for this section)			
(List each performance goal for this section)			
(List each performance goal for this section)			
(List each performance goal for this section)			
(List each performance goal for this section)			
(List each performance goal for this section)			
(List each performance goal for this section)			

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Add Number of Ratings at each Performance Level

Overall Rating \_\_\_\_\_

Additional Comment:

Employee:

CAO:

Initial Planning

Employee's Signature/Date

CAO's Signature/Date

Reviewer's Signature/Date

Interim Review

Employee's Signature/Date

CAO's Signature/Date

Reviewer's Signature/Date

Final Review

Employee's Signature/Date

CAO's Signature/Date

Reviewer's Signature/Date

## 900.04 PERFORMANCE APPRAISAL FORM FOR NON-EXEMPT EMPLOYEES

### Directions:

This performance appraisal instrument is utilized to rate employees in non-exempt positions. With it, supervisors appraise work performance by comparing it with performance factors designed to reflect important observable and measurable dimensions of positions. Ratings are made by determining the degree to which employees demonstrate behaviors described within each factor. There are six performance factors for non-supervisory personnel, ten factors for supervisory personnel, and five performance levels ranging from outstanding to unsatisfactory.

During initial planning, supervisors meet with employees to review performance factors, discuss the types of behaviors that would result in favorable ratings, and if feasible, establish goals and objectives for the coming year. Supervisors, employees, and a higher level manager/reviewer sign the performance appraisal form to signify this process was accomplished.

During the interim review, supervisors meet with employees to provide feedback about performance demonstrated during the first half of the rating period. At this time, supervisors praise outstanding and excellent work performance and discuss areas in which behaviors are not meeting fully satisfactory standards. Employees, supervisors, and reviewers sign the form to signify this was accomplished. Although this formal meeting takes place in the middle of the rating period, to be most effective, supervisors provide feedback to employees throughout the year.

During the final review, supervisors rate employees on each performance factor. Supervisors must provide comments for each performance factor, and must include suggestions for development factor ratings that are less than fully satisfactory. Additional paper may be used if the space provided is insufficient.

Add the number of ratings at each performance level to obtain the overall rating. As a general rule, the most frequent rating (modal value) is the overall rating. If there are two (2) modal values (a tie), the overall rating is at the lower level. For additional explanations refer to Policy and Procedures - Rating Employee's Performance. After supervisors independently rate employees, discuss the rating with the reviewer other individuals providing input into the rating to insure concurrence.

Once this is completed, supervisors meet with the employee to apprise him/her of your rating and to get the employee's feedback. Employee, supervisor, and reviewer sign the form. Then determine the percentage of pay increase to be given to employee utilizing the pay adjustment guidelines provided by the Chief Administrative Officer, obtain reviewer's concurrence, and inform the employee of the recommended pay increase.

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If done properly, performance appraisal can provide accurate information about job performance and guidelines for development. Refer to Personnel Policy Performance Appraisal for additional

information.

The following should be kept in mind by all raters and reviewers:

1. Complete the Performance Evaluation Form without the employee being present.
2. Consider each factor separately, taking into account only that particular factor which is being rated. Do not be influenced by your general opinion of the employee's overall performance.
3. Be objective in evaluating the employee's performance so that each factor's rating accurately describes the level of performance in the particular area being considered. The usefulness of any performance review depends almost entirely upon the understanding, impartiality, and objectivity with which ratings are made. The care and skill used by supervisors in rating employee's performance are measures of supervisory ability to direct the work of subordinates.
4. Do not be influenced by one or two unusual incidents but rate in terms of the employee's regular day-to-day performance during the entire period being considered.
5. Consider the evaluation in terms of the employee's present duties, not in terms of the duties of a different, higher, or lower classification.
6. Do not consider potential value or personal abilities of the employee, except as they are actually revealed in and used on present work assignments. Ratings should reveal what the employee actually does in the present position.
7. In rating individual factors, remember that it is entirely possible for the ratings to differ between factors. An employee's performance in certain factors may be better than it is in other factors.
8. Ratings should reveal the rater's observations of the employee's work performance. The opinions of others should not influence the ratings, except when the rater has sought out such opinion from others for whom the employee performs work.
9. Raters always include written comments on the form Concrete and relevant comments should be provided to document and justify the rated level of

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performance. Supervisors are encouraged to use additional paper, as necessary, to describe more fully the employee's ratings, to outline a plan of action to improve or maintain performance, to commend exceptional work

efforts, etc.

10. It must be remembered that the evaluation of an employee's performance is a continuing process of day-to-day observance and not merely an extra activity when ratings are made. Supervisors are urged to keep a notebook or log for the purpose of documenting each subordinate's performance, thus maintaining accurate records to be used in the evaluation process.
11. Supervisors should not expect an employee to meet performance requirements unless the employee was made aware of all job requirements. Likewise, an employee cannot be held responsible for work assignments unless they have received understandable instructions from the supervisor. The supervisor has the direct responsibility to develop the employee with respect to total job performance. If the employee is not performing at an acceptable level, they should be told how and in what respect they are failing, and how to improve performance. This is one of the supervisor's most fundamental responsibilities.
12. It is mandatory that the rater discusses the evaluation thoroughly and completely with the employee after the reviewer has made comments. The evaluation interview provides the supervisor the opportunity to again review the position requirements with the employee and advise them as to the methods, procedures, techniques, and practices, which must be applied in order to bring performance up to an acceptable level. This is the supervisor opportunity also to praise the employee for good work. After the evaluation report has been discussed, the employee signs the form to indicate that the ratings have been discussed and reviewed, not to signify employee's concurrence with the ratings.
13. A performance evaluation is a personal matter and should never be discussed with the rated employee's fellow workers.

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## Performance Appraisal Form for Non-Exempt Employees

Employee's Name \_\_\_\_\_ Official Class Title \_\_\_\_\_  
Length of Time in Position \_\_\_\_\_ Rating Period \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Official Class Title \_\_\_\_\_  
Department \_\_\_\_\_ Division \_\_\_\_\_

### Performance Levels

Outstanding  
O - An employee who receives this rating consistently demonstrates very effective levels of performance. Performance is seen as virtually flawless and could be held up as a model for others to follow. This rating is very difficult to achieve and signifies truly exceptional performance.

Excellent  
E - An employee who receives this rating demonstrates very effective performance above and beyond the normal expected level of achievement. Performance is seen as very strong although improvement could still occur. This improvement could involve an increase in the frequency of behavior or enhancement of the thoroughness or quality of the behavior.

Fully Satisfactory  
FS - An employee who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards, but does not exceed them consistently enough to warrant a higher rating.

Minimally Satisfactory  
MS - An employee who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level and the supervisor should consider coaching sessions to enhance the employee's performance.

Unsatisfactory  
U - An employee who receives this rating does not meet minimally acceptable standards of performance. Immediate improvement in this area is required, and if improvements are not made, the employee will be subject to termination.

### Performance Factors

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**Performance**

**Level**

<p><b>1. Job Knowledge and Development</b> – The degree of demonstrated knowledge and understanding of operational policies, procedures and guidelines relative to area of responsibility. Also, consider the degree to which the employee keeps abreast of changes to policies, procedures, and practices that impact area of responsibility.</p>	O	E	FS	MS	U
<p>Suggestions for Development:</p>					

<p><b>2. Quality of Work</b> – The degree of thoroughness, accuracy, and presentability of employee’s work product relative to the basic requirements of the position.</p>	O	E	FS	MS	U
<p>Suggestions for Development:</p>					

<p><b>3. Quantity of Work</b> – The amount of work produced and the timeliness of work relative to the basic requirements of the position.</p>	O	E	FS	MS	U
<p>Suggestions for Development:</p>					

<p><b>4. Interpersonal Relationships</b> – The degree to which the employee understands and effectively responds to needs of others. Consider the degree to which the employee assists others when needed, gains cooperation from others when necessary to complete assignments, and effectively interacts with other employees and the general public.</p>	O	E	FS	MS	U
<p>Suggestions for Development:</p>					



**5. Initiative** – The degree to which the employee accomplishes work without frequent supervision, makes suggestions to improve operational procedures, and reacts effectively to problems and changing conditions. Consider the degree to which the employee completes assignments even under unusual conditions, takes the first step, manages times, establishes strategies to accomplish work, suggests and/or implements changes to improve output and/or quality.

O	E	FS	MS	U

Suggestions for Development:

**6. Communication** – The degree to which the employee clearly and concisely expresses information orally and/or in writing. Consider the effectiveness of communication in interactions with supervisors, subordinates, co-workers, and the general public. If applicable, consider the degree to which the employee utilizes effective writing skills, such as, correct grammar, punctuation, spelling, and sentence structure.

O	E	FS	MS	U

Suggestions for Development:

O	E	FS	MS	U

Add Number of Ratings at each Performance Level

Modal/Overall Rating: Factors 1 thru 6

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Additional Comments:

Employee Comments:

Supervisor Comments:

Additional Performance Factors for Supervisory Personnel

7. **Delegation** - The degree of which the employee utilizes subordinates on the basis of skills, abilities, and job assignment to order to accomplish a task. Consider supervisor's effective use of subordinates and understanding of where decisions can best be made.

O	E	FS	MS	U

Suggestions for Development:

8. **Development of Others** – The degree to which the employee trains, develops, and/or provides guidance to subordinates in an effort to enhance their skills and job performance. Also consider coaching and counseling subordinates.

O	E	FS	MS	U

Suggestions for Development:

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9. **Task Direction** – The degree to which the employee provides specific task direction, communicates job responsibilities and performance standards, and regulates output.

O	E	FS	MS	U

Suggestions for Development:

**10. Planning and Controlling** – The degree to which the employee establishes work methods and performance standards, organizes and coordinates section activities, schedules personnel and other resources, maintains records, monitors subordinates' performance, and identifies and resolves problems.

O	E	FS	MS	U

Suggestions for Development:

O	E	FS	MS	U

Add Number of Ratings at each Performance Level

Modal/Overall Ratings:      Factors 1 thru 10

Additional Comments:

Employee Comments:

Supervisor Comments:

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Initial Planning

Employee's Signature/Date

Interim Review

Employee's Signature/Date

Final Review

Employee's Signature/Date

Supervisor's Signature/Date                      Supervisor's Signature/Date                      Supervisor's Signature/Date

Reviewer's Signature/Date                      Reviewer's Signature/Date                      Reviewer's Signature/Date

Quartile

Employee's Location of Salary in Range      First      Second  
Third                      Fourth                      \_\_\_\_\_

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