SPECIAL CITY COMMISSION MEETING
TUESDAY, SEPTEMBER 27, 2022
6:00 P.M
COMMISSION CHAMBERS, CITY HALL
8 W. BROADWAY ST.
FORT MEADE, FLORIDA 33841

AGENDA

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1. **CALL TO ORDER**

2. **ROLL CALL – CITY CLERK**

3. **INVOCATION AND PLEDGE TO THE FLAG**

   Invocation – ***Bill Baldwin, First United Methodist Church***

   Pledge to the Flag of the United States of America – ***Mayor Robert Elliott***

4. **ADDITIONS AND/OR DELETIONS**

5. **PRESENTATIONS/AWARDS/REPORTS**

6. **PUBLIC FORUM: Citizen comments for items not on the agenda (3-minute maximum length)**

7. **PUBLIC HEARINGS:**

   A. **SECOND PUBLIC HEARING** and Final Reading on Ordinance 22-10 Adopting the Final Millage Rate for Fiscal Year 2022-2023 – ***Jan Bagnall, Mary Dimitroff***

   B. **SECOND PUBLIC HEARING** and Final Reading on Ordinance 22-11 Adopting the Final Budget for Fiscal Year 2022-2023 – ***Jan Bagnall*, Mary Dimitroff**

8. **CONSENT AGENDA:**

   A. Minutes of August 25, 2022, Special City Commission Meeting and September 13, 2022, Regular City Commission Meeting – ***Melissa Cannon***

   B. Contract for Mowing Services for the City Mobile Home Park – ***Melissa Cannon***

   C. Amended Planning Advisory Services Agreement for Fiscal Year 2021/2022 – ***Melissa Cannon***

   D. Planning Advisory Services Agreement for Fiscal Year 2022/2023 – ***Melissa Cannon***

   E. New Job Description – Administrative Assistant, Fire Department – ***Cherie Kercher***

9. **NEW BUSINESS:**

   A. Approve pay off of Irma Loan – ***Mary Dimitroff***

10. **CITY ATTORNEY COMMENTS:**

11. CITY MANAGER COMMENTS:

Solar

12. CITY COMMISSION COMMENTS:

13. STAFF REPORTS:

14. UPCOMING MEETINGS:

A. October 11, 2022, Regular City Commission Meeting at 6:00 PM
B. November 8, 2022, Regular City Commission Meeting at 6:00 PM

15. ADJOURNMENT:

NOTE: ***If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. §286.0105)***

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF SEPTEMBER 27, 2022
AGENDA ITEM 7.A.

SUBJECT:

Second Public Hearing and Final Reading on Ordinance No. 22-10 Adopting the Millage Rate of 8.0000 for Fiscal Year 2022-2023.

BACKGROUND:

The first item of discussion is regarding the final Millage Rate. The City Commission set the tentative Millage Rate at 8.6306 Mills on July 12, 2022, which was publicly noticed via the annual TRIM letters mailed by the Property Appraiser in August 2022. However, City administration would like to propose a **lower** rate of 8.0000 Mills.

The original advertised Millage Rate of 8.6306 Mills was an increase of 5.13% over the current year rolled-back rate of 8.2093 Mills. That Millage Rate would generate $1,441,433, but when discounted to 95% would generate $1,369,361 which is $192,447 more than the current budget year proceeds of $1,217,767. The proposed Millage Rate of 8.0000 Mills will generate $1,336,114 but when discounted to 95% will generate $1,269,308. This amount is $51,541 more that the current year budget.

The City administration and department heads were able to reduces General Fund expenses through utilization of the ARPA Grant. Therefore, this is a one-time opportunity to reduce the Millage Rate below the rolled-back rate.

In accordance with SS F.S. Chapter 200.065 4.(d.), in no event may the Millage Rate adopted exceed the millage rate tentatively adopted. If the rate tentatively adopted exceeds the proposed rate provided to the property appraiser, each taxpayer within the jurisdiction of the taxing authority shall be sent notice by first-class mail of his or her taxes under the tentatively adopted millage rate and his or her taxes under the previously proposed rate. The notice must be prepared by the Property Appraiser, at the expense of the taxing authority, and must generally conform to the requirements of s. 200.069. If such additional notice is necessary, its mailing must precede the final hearing by not less than 10 days and not more than 15 days.

At all public hearings, the City Commission shall hear comments regarding the Millage Rate and citizens shall be allowed to speak and ask questions, prior to the adoption of any measures by the City Commission.

FISCAL IMPACT/FUNDING SOURCE:

The City's Ad Valorem Taxes are budgeted in the General Fund for the City of Fort Meade. The adopted Millage Rate assessed on the current year property values determine the amount of taxes levied and received by the City.

RECOMMENDATION:

1. Adopt Ordinance No. 22-10 on Final Reading adopting 8.0000 Mills as the Millage Rate for Fiscal Year 2022-2023, which is 2.55 % less than the current year rolled-back rate of 8.2093 Mills.

MOTION:
Make a motion to:

l. Adopt Ordinance 22-10 on Final Reading adopting 8.0000 Mills as the Millage Rate for Fiscal Year 2022-2023, which is 2.55% less than the current year rolled-back rate of 8.2093 Mills.

Submitted By: Mary Dimitroff, Comptroller

Final Approval By: Jan A. Bagnall, City Manager

ORDINANCE NO. 22-10

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FORT MEADE, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE CITY OF FORT MEADE FOR FISCAL YEAR 2022-2023 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Fort Meade of Polk County, Florida, on September 13, 2022, adopted a tentative Fiscal Year 2022-2023 millage rate following a public hearing as required by Florida Statutes 200.065: and,

WHEREAS, the City Commission of the City of Fort Meade of Polk County, Florida, will hold a public hearing as required by Florida Statute 200.065 on September 27, 2022, to establish the final millage rate for Fiscal Year 2022-2023; and,

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Fort Meade has been certified by the County Property Appraiser to the City of Fort Meade as $167,014,235.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FORT MEADE, FLORIDA:

SECTION 1. The fiscal year 2022-2023 operating millage rate for the City of Fort Meade is 8.0000 mills, which is 2.62% less than the rolled back rate. The rolled back millage rate computed by the City of Fort Meade pursuant to the instructions furnished by the Polk County Property Appraiser for the fiscal year 2022-2023 is 8.2093 mills. The percentage by which the above specified final millage rate to be levied by the City of Fort Meade exceeds the rolled-back rate is 2.62% lower than the rolled-back millage rate.

SECTION 2. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its adoption.

PASSED ON FIRST READING this 13th day of September 2022.

PASSED ON SECOND READING this 27th day of September 2022.

CITY OF FORT MEADE, FLORIDA

_____
Robert Elliott, Mayor

ATTEST:

_____
Melissa Cannon, Deputy City Clerk

APPROVED:

_____
Jan Bagnall, City Manager

APPROVED AS TO FORM AND LEGALITY:

_____
Thomas A. Cloud, Esquire, City Attorney

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF SEPTEMBER 27, 2022
AGENDA ITEM 7.B.

SUBJECT:

Second Public Hearing and Final Reading on Ordinance No 22-11 Adopting the Final Annual Operating and Capital Budget for Fiscal Year 2022/2023.

BACKGROUND:

The second issue to be discussed at the public hearing on the millage rate and the budget is the Final Annual Operating and Capital Budget. The total proposed annual operating and capital budget for the City of Fort Meade for Fiscal Year 2022/2023 is $28,654,229 which is $6,076,167 more than Fiscal Year 2021/2022 and represents a 26.9% increase.

The attached Exhibit A — Budget All Funds reflects the proposed budget after several budget workshops held through the month of August 2022.

The significant increase in the budget is due to multiple large grants. One grant is the continuation of the ARPA grant for $2.4 M, plus new funds of $6.1 M and $1.4 M for Sewer infrastructure plus $1.05 M in anticipate State grants. Should the Commission enact these recommendations, the total operating and capital budget would become $28,654,229 as shown in Exhibit A.

At all hearings, the Commission shall hear comments regarding the tentative budget and citizens shall be allowed to speak and ask questions prior to the adoption of any measures by the Commission.

FISCAL IMPACT FUNDING SOURCE:

Not applicable.

RECOMMENDATION:

Adopt Ordinance No. 22-11 on Final Reading Adopting $28,654,229 as the Final Annual Operating and Capital Budget for the Fiscal Year 2022/2023.

MOTION:
To adopt Ordinance No. 22-11 on Final Reading adopting $28,654,229 as the Final Annual Operating and Capital Budget for the Fiscal Year 2022/2023.

Submitted By: Mary Dimitroff, Comptroller

Final Approval By: Jan Bagnall, City Manager

ORDINANCE NO. 22-11

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FORT MEADE, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022-2023; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Fort Meade, Florida, on September 13, 2022, and September 27, 2022, held public hearings as required by Section 200.065, Florida Statutes; and,

WHEREAS, the City Commission of the City of Fort Meade, Florida, set forth the appropriations and revenue estimate for the budget for fiscal year 2022-2023 in the amount of $28,654,229 as shown on the attached **Exhibit "A"** and incorporated herein.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FORT MEADE, FLORIDA, AS FOLLOWS:

SECTION 1. The sum of $28,654,229 is hereby appropriated out of all the various revenues accruing to the City of Fort Meade and set aside for the purpose of paying the expenses of and maintaining the government of the City of Fort Meade for the Fiscal Year 2022-2023. The Final Budget of the City of Fort Meade, Florida, for Fiscal Year commencing October 1, 2022, on file in the office of the City Clerk, a Budget Summary of which is attached hereto, is hereby adopted by reference as the Official Budget of the City of Fort Meade, Florida for Fiscal Year 2022-2023.

SECTION 2. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage.

PASSED ON FIRST READING this 13th day of September 2022.
PASSED ON SECOND READING this 27th day of September 2022.

CITY OF FORT MEADE, FLORIDA

_____
Robert Elliott, Mayor

ATTEST:

_____
Melissa Cannon, Deputy City Clerk

APPROVED:

_____
Jan Bagnall, City Manager

APPROVED AS TO FORM AND LEGALITY:

_____
Thomas A. Cloud, Esquire, City Attorney

BUDGET SUMMARY
CITY OF FORT MEADE FISCAL YEAR 2022-2023
THE PROPOSED OPERATING EXPENDITURES OF THE CITY OF FORT MEADE ARE 26.91 PERCENT MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES

Millage/$1,000 of Property Value

ESTIMATED REVENUES		GENERAL FUND	CRA FUND	STORMWATER FUND	FIRE FUND	ARPA	ENTERPRISE FUNDS	TOTAL BUDGET
Ad Valorem Tax (Millage/$1,000)	8.000	$1,269,308	$400,000	$0	$0	$0	$0	$1,669,308
Fuel Taxes		$435,000	$0	$0	$0	$0	$0	$435,000
City Taxes		$565,200	$0	$0	$0	$0	$0	$565,200
Communication Serv Tax		$100,000	$0	$0	$0	$0	$0	$100,000
Permits and Fees		$107,400	$0	$0	$0	$0	$0	$107,400
Franchise Fees		$104,400	$0	$0	$0	$0	$0	$104,400
Special Assessments		$0	$0	$224,917	$404,280	$0	$0	$629,197
Intergovernmental		$1,808,297	$0	$0	$0	$0	$7,525,000	$9,333,297
Culture and Recreation		$8,880	$0	$0	$0	$0	$0	$8,880
Fines and Forfeitures		$113,840	$0	$0	$0	$0	$0	$113,840
Charges for Services		$0	$0	$0	$0	$0	$9,851,940	$9,851,940
Other		$714,390	$0	$0	$0	$0	$12,160	$726,550
TOTAL SOURCES		**$5,226,715**	**$400,000**	**$224,917**	**$404,280**	**$0**	**$17,389,100**	**$23,645,012**
Transfers In		$1,188,715	$0	$0	$0	$0	$0	$1,188,715
Fund Balance/Reserves/Net Assets		$0	$1,025,450	$0	$0	$2,467,500	$327,552	$3,820,502
TOTAL REVENUE, TRANSFERS & BALANCES		**$6,415,430**	**$1,425,450**	**$224,917**	**$404,280**	**$2,467,500**	**$17,716,652**	**$28,654,229**
ESTIMATED EXPENDITURES								
General Government		$3,911,408	$0	$0	$0	$0	$0	$3,911,408
Public Safety		$45,000	$0	$0	$404,280	$700,000	$0	$1,149,280
Physical Environment		$603,136	$1,153,000	$209,877	$0	$1,650,000	$16,304,004	$19,920,017
Transportation		$74,028	$8,065	$0	$0	$0	$0	$82,093
Economic Environment		$28,750	$213,030	$0	$0	$0	$0	$241,780
Culture and Recreation		$45,250	$20,000	$0	$0	$0	$0	$65,250
Other Nonoperating		$1,546,933	$0	$0	$0	$0	$0	$1,546,933
Debt Service		$160,925	$31,355	$13,840	$0	$0	$342,633	$548,753
TOTAL EXPENDITURES		**$6,415,430**	**$1,425,450**	**$223,717**	**$404,280**	**$2,350,000**	**$16,646,637**	**$27,465,514**
Operating Transfers Out		$0	$0	$1,200	$0	$117,500	$1,070,015	$1,188,715
Fund Balance/Reserves/Net Assets		$0	$0	$0	$0	$0	$0	$0
TOTAL EXPENDITURES, TRANSFERS, AND FUND BALANCES		**$6,415,430**	**$1,425,450**	**$224,917**	**$404,280**	**$2,467,500**	**$17,716,652**	**$28,654,229**

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
AD VALOREM TAXES		
001-000.00-311.000	AD VALOREM TAX	1,269,308
AD VALOREM TAXES		1,269,308
LOCAL OPTION, USE & FUEL TAXES		
001-000.00-312.300	COUNTY 9TH CENT GAS TAX	30,000
001-000.00-312.310	LOCAL OPTION 6TH CENT TAX	225,000
001-000.00-312.400	NEW LOCAL OPTION FUEL TAX	180,000
LOCAL OPTION, USE & FUEL TAXES		435,000
UTILITY SERVICES TAXES		
001-000.00-314.120	ELECTRIC CITY TAXES	450,000
001-000.00-314.320	WATER CITY TAXES	75,000
001-000.00-314.400	UTIL TAX - NATURAL GAS	25,200
001-000.00-314.800	UTIL TAX - PROPANE	6,000
UTILITY SERVICES TAXES		556,200
COMMUNICATIONS SERVICES TAXES		
001-000.00-315.100	COMMUNICATIONS SERVICES TAX	100,000
COMMUNICATIONS SERVICES TAXES		100,000
LOCAL BUSINESS TAX		
001-000.00-316.100	LOCAL BUSINESS TAX	9,000
LOCAL BUSINESS TAX		9,000
BUILDING PERMIT FEES		
001-000.00-322.000	BUILDING PERMITS	100,000
BUILDING PERMIT FEES		100,000
OTHER PERMIT FEES		
001-000.00-322.009	RIGHT OF WAY PERMIT	500
OTHER PERMIT FEES		500
FRANCHISE FEES		
001-000.00-323.400	FRANCHISE FEES - NATURAL GAS	14,400
001-000.00-323.700	FRANCHISE FEES-SOLID WASTE	80,000
001-000.00-323.900	FRANCHISE FEES-WCA LANDFILL	10,000
FRANCHISE FEES		104,400
OTHER PERMITS AND SPECIAL ASSESSMENTS		
001-000.00-329.010	GOLF CART PERMITS	1,700
001-000.00-329.050	RENTAL PROPERTY PERMITS	3,200
001-000.00-329.060	ZONING FEES	2,000
OTHER PERMITS AND SPECIAL ASSESSMENTS		6,900
STATE GRANTS		
001-000.00-334.300	STATE GRANTS	1,053,380
STATE GRANTS		1,053,380
STATE SHARED REVENUES		
001-000.00-335.120	STATE REVENUE SHARING	316,354
001-000.00-335.140	MOBILE HOME LICENSE TAX	17,760
001-000.00-335.150	ALCOHOLIC BEV LICENSE TAX	2,880
001-000.00-335.180	HALF CENT SALES TAX	359,323
STATE SHARED REVENUES		696,317
SHARED REVENUES FROM OTHER LOCAL		
001-000.00-338.010	COUNTY BUSINESS TAX	3,600
001-000.00-338.040	COUNTY PUBL LIBR COOP FDS	45,000
001-000.00-338.060	FDOT HIGHWAY MAINTENANCE	10,000
SHARED REVENUES FROM OTHER LOCAL		58,600
GENERAL GOVERNMENT		
001-000.00-341.200	INTERNAL SERVICE FEES	704,590
001-000.00-341.900	ELECTION QUALIFYING FEE	200
GENERAL GOVERNMENT		704,790
CULTURE/RECREATION		
001-000.00-347.100	LIBRARY FEES	5,880
001-000.00-347.260	USER FEES-PARK FACILITIES	3,000
CULTURE/RECREATION		8,880
COURT-ORDERED JUDGMENTS AND FINES		
001-000.00-351.000	COURT FINES	3,840
COURT-ORDERED JUDGMENTS AND FINES		3,840

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
FINES - LOCAL ORDINANCE VIOLATIONS		
001-000.00-354.020	CODE ENFORCEMENT FINES	60,000
FINES - LOCAL ORDINANCE VIOLATIONS		60,000
OTHER JUDGMENTS, FINES, AND FORFEITS		
001-000.00-359.010	CUSTOMER SERVICE FINES	50,000
OTHER JUDGMENTS, FINES, AND FORFEITS		50,000
INTEREST AND OTHER EARNINGS		
001-000.00-361.010	INTEREST EARN ON INVEST	600
INTEREST AND OTHER EARNINGS		600
SALES - DISPOSITION OF FIXED ASSETS		
001-000.00-364.010	CEMETERY LOT SALES	1,000
SALES - DISPOSITION OF FIXED ASSETS		1,000
OTHER MISCELLANEOUS REVENUES		
001-000.00-369.010	OTHER MISC REVENUE	8,000
OTHER MISCELLANEOUS REVENUES		8,000
TRANSFERS IN ENTERPRISE CONTRIBUTIONS		
001-000.00-382.010	TRF FM ELECTRIC FUND	976,665
001-000.00-382.020	TRF FM WATER FUND	6,000
001-000.00-382.030	TRF FM SEWER FUND	6,000
001-000.00-382.050	TRF FM MOBILE HOME PARK	71,350
001-000.00-382.060	TRF FM STORM WATER	1,200
001-000.00-382.104	TRS FROM ARPA	117,500
001-000.00-382.150	TRF FM SOLID WASTE	10,000
TRANSFERS IN ENTERPRISE CONTRIBUTIONS		1,188,715
Totals for dept 000.00 - UNASSIGNED		6,415,430
TOTAL ESTIMATED REVENUES		6,415,430
APPROPRIATIONS		
Dept 511.00 - LEGISLATIVE		
COMPENSATION		
001-511.00-500.120	SALARIES & WAGES	6,600
COMPENSATION		6,600
BENEFITS		
001-511.00-500.210	FICA	505
001-511.00-500.240	WORKERS' COMPENSATION	400
BENEFITS		905
OPERATING EXPENDITURES		
001-511.00-500.310	PROFESSIONAL SERVICES	10,000
001-511.00-500.400	TRAVEL & PER DIEM	3,000
001-511.00-500.410	COMMUNICATIONS	450
001-511.00-500.411	POSTAGE	100
001-511.00-500.450	LIABILITY INSURANCE	250
001-511.00-500.462	EQUIP REPAIR & MAINT	1,000
001-511.00-500.480	PROMOTIONAL ACTIVITIES	2,500
001-511.00-500.490	OTHER CURRENT CHARGES	5,500
001-511.00-500.491	JULY 4TH EVENT	15,000
001-511.00-500.520	OPERATING SUPPLIES	1,500
001-511.00-500.522	UNIFORMS	350
001-511.00-500.540	BOOKS,PUBS & MEMBERSHIPS	2,000
001-511.00-500.541	TRAINING	7,500
OPERATING EXPENDITURES		49,150
CAPITAL OUTLAY		
001-511.00-500.640	CAPITAL-MACH & EQUIP	12,000
CAPITAL OUTLAY		12,000
GRANTS AND AIDS		
001-511.00-500.820	AID TO PRIVATE ORGANIZATIONS	15,000
001-511.00-500.822	AID TO HELP OF FORT MEADE	12,500
001-511.00-500.824	QTI TAX REFUND	1,250
GRANTS AND AIDS		28,750
Totals for dept 511.00 - LEGISLATIVE		97,405
Dept 512.01 - CITY MANAGER		
COMPENSATION		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 512.01 - CITY MANAGER		
COMPENSATION		
001-512.01-500.120	SALARIES & WAGES	92,255
COMPENSATION		92,255
BENEFITS		
001-512.01-500.210	FICA	7,060
001-512.01-500.220	RETIREMENT CONTRIBUTIONS	15,130
001-512.01-500.230	FLEX BENEFITS	6,000
001-512.01-500.240	WORKERS' COMPENSATION	5,540
BENEFITS		33,730
OPERATING EXPENDITURES		
001-512.01-500.310	PROFESSIONAL SERVICES	1,200
001-512.01-500.400	TRAVEL & PER DIEM	500
001-512.01-500.401	VEHICLE ALLOWANCE	6,500
001-512.01-500.410	COMMUNICATIONS	650
001-512.01-500.411	POSTAGE	50
001-512.01-500.440	RENTALS & LEASES	650
001-512.01-500.490	OTHER CURRENT CHARGES	500
001-512.01-500.520	OPERATING SUPPLIES	1,000
001-512.01-500.522	UNIFORMS	100
001-512.01-500.540	BOOKS,PUBS & MEMBERSHIPS	450
OPERATING EXPENDITURES		11,600
CAPITAL OUTLAY		
001-512.01-500.640	CAPITAL-MACH & EQUIP	1,500
CAPITAL OUTLAY		1,500
Totals for dept 512.01 - CITY MANAGER		139,085
Dept 512.02 - DEPUTY CITY CLERK		
COMPENSATION		
001-512.02-500.120	SALARIES & WAGES	71,145
COMPENSATION		71,145
BENEFITS		
001-512.02-500.210	FICA	5,440
001-512.02-500.220	RETIREMENT CONTRIBUTIONS	9,960
001-512.02-500.230	FLEX BENEFITS	8,640
001-512.02-500.240	WORKERS' COMPENSATION	4,270
BENEFITS		28,310
OPERATING EXPENDITURES		
001-512.02-500.310	PROFESSIONAL SERVICES	1,000
001-512.02-500.340	CONTRACT SERVICES	5,000
001-512.02-500.400	TRAVEL & PER DIEM	400
001-512.02-500.410	COMMUNICATIONS	40
001-512.02-500.440	RENTALS & LEASES	500
001-512.02-500.520	OPERATING SUPPLIES	1,500
001-512.02-500.522	UNIFORMS	100
001-512.02-500.540	BOOKS,PUBS & MEMBERSHIPS	600
001-512.02-500.541	TRAINING	1,500
OPERATING EXPENDITURES		10,640
Totals for dept 512.02 - DEPUTY CITY CLERK		110,095
Dept 512.03 - HUMAN RESOURCES		
COMPENSATION		
001-512.03-500.120	SALARIES & WAGES	77,216
COMPENSATION		77,216
BENEFITS		
001-512.03-500.210	FICA	5,910
001-512.03-500.220	RETIREMENT CONTRIBUTIONS	10,810
001-512.03-500.230	FLEX BENEFITS	3,600
001-512.03-500.240	WORKERS' COMPENSATION	4,630
BENEFITS		24,950
OPERATING EXPENDITURES		
001-512.03-500.310	PROFESSIONAL SERVICES	12,000
001-512.03-500.340	CONTRACT SERVICES	19,582
001-512.03-500.400	TRAVEL & PER DIEM	400
001-512.03-500.410	COMMUNICATIONS	510
001-512.03-500.411	POSTAGE	100
001-512.03-500.440	RENTALS & LEASES	500

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 512.03 - HUMAN RESOURCES		
OPERATING EXPENDITURES		
001-512.03-500.480	PROMOTIONAL ACTIVITIES	500
001-512.03-500.490	OTHER CURRENT CHARGES	500
001-512.03-500.492	EMPLOYEE REWARD/RECOGNITION	10,000
001-512.03-500.520	OPERATING SUPPLIES	2,000
001-512.03-500.522	UNIFORMS	120
001-512.03-500.540	BOOKS,PUBS & MEMBERSHIPS	975
001-512.03-500.541	TRAINING	4,000
OPERATING EXPENDITURES		51,187
CAPITAL OUTLAY		
001-512.03-500.640	CAPITAL-MACH & EQUIP	2,000
CAPITAL OUTLAY		2,000
Totals for dept 512.03 - HUMAN RESOURCES		155,353
Dept 514.00 - LEGAL COUNSEL		
OPERATING EXPENDITURES		
001-514.00-500.310	PROFESSIONAL SERVICES	60,000
OPERATING EXPENDITURES		60,000
Totals for dept 514.00 - LEGAL COUNSEL		60,000
Dept 515.01 - CODE ENFORCEMENT		
COMPENSATION		
001-515.01-500.120	SALARIES & WAGES	74,940
001-515.01-500.140	OVERTIME	300
COMPENSATION		75,240
BENEFITS		
001-515.01-500.210	FICA	5,760
001-515.01-500.220	RETIREMENT CONTRIBUTIONS	10,530
001-515.01-500.230	FLEX BENEFITS	16,620
001-515.01-500.240	WORKERS' COMPENSATION	4,510
BENEFITS		37,420
OPERATING EXPENDITURES		
001-515.01-500.310	PROFESSIONAL SERVICES	10,000
001-515.01-500.340	CONTRACT SERVICES	10,000
001-515.01-500.341	DEMOLITIONS	30,000
001-515.01-500.342	SOFTWARE MAINTENANCE	1,300
001-515.01-500.400	TRAVEL & PER DIEM	3,000
001-515.01-500.410	COMMUNICATIONS	1,700
001-515.01-500.411	POSTAGE	5,000
001-515.01-500.430	UTILITY SERVICES	1,300
001-515.01-500.440	RENTALS & LEASES	1,000
001-515.01-500.450	LIABILITY INSURANCE	10,000
001-515.01-500.461	BLDG REPAIR & MAINT	8,000
001-515.01-500.465	FLEET MAINT-OPER EXP TRF	1,000
001-515.01-500.467	TREE REMOVAL/REPLACEMENT	2,000
001-515.01-500.490	OTHER CURRENT CHARGES	3,000
001-515.01-500.520	OPERATING SUPPLIES	2,000
001-515.01-500.521	VEHICLE FUEL	2,000
001-515.01-500.522	UNIFORMS	400
001-515.01-500.540	BOOKS,PUBS & MEMBERSHIPS	500
001-515.01-500.541	TRAINING	2,500
OPERATING EXPENDITURES		94,700
CAPITAL OUTLAY		
001-515.01-500.630	CAPITAL - IMPROVEMENTS	2,000
001-515.01-500.640	CAPITAL-MACH & EQUIP	3,000
001-515.01-500.641	CAPITAL-OFFICE	800
CAPITAL OUTLAY		5,800
Totals for dept 515.01 - CODE ENFORCEMENT		213,160
Dept 515.02 - PLANNING		
OPERATING EXPENDITURES		
001-515.02-500.310	PROFESSIONAL SERVICES	12,000
001-515.02-500.340	CONTRACT SERVICES	30,000
001-515.02-500.490	OTHER CURRENT CHARGES	6,000
001-515.02-500.540	BOOKS,PUBS & MEMBERSHIPS	2,000
OPERATING EXPENDITURES		50,000
Totals for dept 515.02 - PLANNING		50,000

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 519.00 - OTHER GENERAL GOV'T		
OPERATING EXPENDITURES		
001-519.00-500.310	PROFESSIONAL SERVICES	5,500
001-519.00-500.340	CONTRACT SERVICES	14,400
001-519.00-500.341	IT SUPPORT SERVICES	90,000
001-519.00-500.410	COMMUNICATIONS	15,000
001-519.00-500.430	UTILITY SERVICES	9,000
001-519.00-500.440	RENTALS & LEASES	2,100
001-519.00-500.450	LIABILITY INSURANCE	40,000
001-519.00-500.461	CITY HALL BLDG REPAIR & MAINT	20,000
001-519.00-500.462	CITY HALL EQUIP REPAIR & MAINT	1,000
001-519.00-500.464	GROUNDS MAINTENANCE	600
001-519.00-500.465	FLEET MAINT-OPER EXP TRF	1,100
001-519.00-500.467	TREE REMOVAL/REPLACEMENT	1,000
001-519.00-500.480	PROMOTIONAL ACTIVITIES	750
001-519.00-500.490	OTHER CURRENT CHARGES	2,500
001-519.00-500.520	OPERATING SUPPLIES	2,500
001-519.00-500.521	VEHICLE FUEL	200
001-519.00-500.540	BOOKS,PUBS & MEMBERSHIPS	750
001-519.00-500.544	MASS TRANSIT SYSTEMS	18,000
OPERATING EXPENDITURES		224,400
CAPITAL OUTLAY		
001-519.00-500.630	CAPITAL - IMPROVEMENTS	10,000
CAPITAL OUTLAY		10,000
Totals for dept 519.00 - OTHER GENERAL GOV'T		234,400
Dept 521.00 - POLICE		
BENEFITS		
001-521.00-500.220	RETIREMENT CONTRIBUTIONS	19,000
BENEFITS		19,000
OPERATING EXPENDITURES		
001-521.00-500.340	CONTRACT SERVICES	1,310,219
001-521.00-500.410	COMMUNICATIONS	436
001-521.00-500.411	POSTAGE	35
001-521.00-500.430	UTILITY SERVICES	9,000
001-521.00-500.440	RENTALS & LEASES	1,500
001-521.00-500.450	LIABILITY INSURANCE	6,400
001-521.00-500.461	BLDG REPAIR & MAINT	2,500
001-521.00-500.462	EQUIP REPAIR & MAINT	1,500
001-521.00-500.464	GROUNDS MAINTENANCE	120
001-521.00-500.490	OTHER CURRENT CHARGES	100
001-521.00-500.520	OPERATING SUPPLIES	208
OPERATING EXPENDITURES		1,332,018
CAPITAL OUTLAY		
001-521.00-500.630	CAPITAL - IMPROVEMENTS	3,650
001-521.00-500.640	CAPITAL-MACH & EQUIP	12,000
CAPITAL OUTLAY		15,650
Totals for dept 521.00 - POLICE		1,366,668
Dept 522.00 - FIRE		
CAPITAL OUTLAY		
001-522.00-500.640	CAPITAL-EQUIP-STATE GRANT	700,000
CAPITAL OUTLAY		700,000
Totals for dept 522.00 - FIRE		700,000
Dept 524.00 - INSPECTION/BLDG		
COMPENSATION		
001-524.00-500.120	SALARIES & WAGES	31,110
001-524.00-500.140	OVERTIME	50
COMPENSATION		31,160
BENEFITS		
001-524.00-500.210	FICA	2,380
001-524.00-500.220	RETIREMENT CONTRIBUTIONS	4,360
001-524.00-500.230	FLEX BENEFITS	8,750
001-524.00-500.240	WORKERS' COMPENSATION	1,870
BENEFITS		17,360
OPERATING EXPENDITURES		
001-524.00-500.340	CONTRACT SERVICES	55,000

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 524.00 - INSPECTION/BLDG		
OPERATING EXPENDITURES		
001-524.00-500.342	SOFTWARE MAINTENANCE	800
001-524.00-500.410	COMMUNICATIONS	350
001-524.00-500.411	POSTAGE	300
001-524.00-500.430	UTILITY SERVICES	1,400
001-524.00-500.440	RENTALS & LEASES	900
001-524.00-500.450	LIABILITY INSURANCE	1,000
001-524.00-500.520	OPERATING SUPPLIES	1,000
001-524.00-500.522	UNIFORMS	100
OPERATING EXPENDITURES		60,850
CAPITAL OUTLAY		
001-524.00-500.630	CAPITAL - IMPROVEMENTS	5,000
CAPITAL OUTLAY		5,000
Totals for dept 524.00 - INSPECTION/BLDG		114,370
Dept 541.00 - STREETS		
COMPENSATION		
001-541.00-500.120	SALARIES & WAGES	134,190
001-541.00-500.140	OVERTIME	6,000
COMPENSATION		140,190
BENEFITS		
001-541.00-500.210	FICA	10,720
001-541.00-500.220	RETIREMENT CONTRIBUTIONS	19,630
001-541.00-500.230	FLEX BENEFITS	25,000
001-541.00-500.240	WORKERS' COMPENSATION	8,410
BENEFITS		63,760
OPERATING EXPENDITURES		
001-541.00-500.310	PROFESSIONAL SERVICES	1,000
001-541.00-500.340	CONTRACT SERVICES	3,500
001-541.00-500.400	TRAVEL & PER DIEM	100
001-541.00-500.410	COMMUNICATIONS	560
001-541.00-500.430	UTILITY SERVICES	952
001-541.00-500.440	RENTALS & LEASES	1,500
001-541.00-500.450	LIABILITY INSURANCE	10,000
001-541.00-500.461	BLDG REPAIR & MAINT	412
001-541.00-500.462	EQUIP REPAIR & MAINT	3,500
001-541.00-500.463	SIGNAL MAINTENANCE	5,000
001-541.00-500.464	SYSTEM/GROUNDS MAINTENANCE	5,000
001-541.00-500.465	FLEET MAINT-OPER EXP TRF	5,000
001-541.00-500.467	TREE REMOVAL/REPLACEMENT	20,000
001-541.00-500.490	OTHER CURRENT CHARGES	393
001-541.00-500.520	OPERATING SUPPLIES	3,492
001-541.00-500.521	VEHICLE FUEL	6,752
001-541.00-500.522	UNIFORMS	800
001-541.00-500.530	ROAD MATERIALS & SUPPLIES	40,000
001-541.00-500.540	BOOKS,PUBS & MEMBERSHIPS	200
001-541.00-500.541	TRAINING	500
OPERATING EXPENDITURES		108,661
CAPITAL OUTLAY		
001-541.00-500.638	CAPITAL IMPROVEMENTS-SYSTEM	100,000
001-541.00-500.640	CAPITAL-MACH & EQUIP	19,795
CAPITAL OUTLAY		119,795
DEBT SERVICE		
001-541.00-500.711	2012 FUEL TAX BONDS	121,500
001-541.00-500.713	NOTE/LEASE PAYMENTS	16,900
DEBT SERVICE		138,400
Totals for dept 541.00 - STREETS		570,806
Dept 571.00 - LIBRARY		
COMPENSATION		
001-571.00-500.120	SALARIES & WAGES	101,985
001-571.00-500.140	OVERTIME	100
COMPENSATION		102,085
BENEFITS		
001-571.00-500.210	FICA	7,810
001-571.00-500.220	RETIREMENT CONTRIBUTIONS	14,290
001-571.00-500.230	FLEX BENEFITS	21,000
001-571.00-500.240	WORKERS' COMPENSATION	6,130

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 571.00 - LIBRARY		
BENEFITS		
BENEFITS		49,230
OPERATING EXPENDITURES		
001-571.00-500.310	PROFESSIONAL SERVICES	500
001-571.00-500.340	CONTRACT SERVICES	6,000
001-571.00-500.342	SOFTWARE MAINTENANCE	300
001-571.00-500.400	TRAVEL & PER DIEM	150
001-571.00-500.410	COMMUNICATIONS	10,000
001-571.00-500.411	POSTAGE	300
001-571.00-500.430	UTILITY SERVICES	6,000
001-571.00-500.440	RENTALS & LEASES	2,000
001-571.00-500.450	LIABILITY INSURANCE	10,000
001-571.00-500.461	BLDG REPAIR & MAINT	17,500
001-571.00-500.462	EQUIP REPAIR & MAINT	250
001-571.00-500.464	GROUNDS MAINTENANCE	2,500
001-571.00-500.467	TREE REMOVAL/REPLACEMENT	1,000
001-571.00-500.480	PROMOTIONAL ACTIVITIES	500
001-571.00-500.490	OTHER CURRENT CHARGES	50
001-571.00-500.492	EMPLOYEE AWARD/RECOGNITION	200
001-571.00-500.520	OPERATING SUPPLIES	6,000
001-571.00-500.522	UNIFORMS	150
001-571.00-500.527	SUPPLIES - SPECIAL EVENTS	1,000
001-571.00-500.540	BOOKS,PUBS & MEMBERSHIPS	300
001-571.00-500.541	TRAINING	5,000
OPERATING EXPENDITURES		69,700
CAPITAL OUTLAY		
001-571.00-500.640	CAPITAL-MACH & EQUIP	5,000
001-571.00-500.660	CAPITAL - LIBRARY MATRL	25,000
CAPITAL OUTLAY		30,000
Totals for dept 571.00 - LIBRARY		251,015
Dept 572.00 - COMMUNITY CENTER		
COMPENSATION		
001-572.00-500.120	SALARIES & WAGES	2,720
COMPENSATION		2,720
BENEFITS		
001-572.00-500.210	FICA	210
001-572.00-500.220	RETIREMENT CONTRIBUTIONS	380
001-572.00-500.230	FLEX BENEFITS	200
001-572.00-500.240	WORKERS' COMPENSATION	160
BENEFITS		950
OPERATING EXPENDITURES		
001-572.00-500.310	PROFESSIONAL SERVICES	500
001-572.00-500.340	CONTRACT SERVICES	1,500
001-572.00-500.410	COMMUNICATIONS	7,800
001-572.00-500.411	POSTAGE	50
001-572.00-500.430	UTILITY SERVICES	12,000
001-572.00-500.450	LIABILITY INSURANCE	12,000
001-572.00-500.461	BLDG REPAIR & MAINT	10,000
001-572.00-500.462	EQUIP REPAIR & MAINT	5,000
001-572.00-500.464	GROUNDS MAINTENANCE	2,000
001-572.00-500.467	TREE REMOVAL/REPLACEMENT	2,000
001-572.00-500.520	OPERATING SUPPLIES	445
OPERATING EXPENDITURES		53,295
Totals for dept 572.00 - COMMUNITY CENTER		56,965
Dept 573.00 - HISTORICAL MUSEUM		
OPERATING EXPENDITURES		
001-573.00-500.430	UTILITY SERVICES	9,797
001-573.00-500.450	LIABILITY INSURANCE	9,800
001-573.00-500.461	BLDG REPAIR & MAINT	10,000
OPERATING EXPENDITURES		29,597
CAPITAL OUTLAY		
001-573.00-500.630	CAPITAL - IMPROVEMENTS	10,000
CAPITAL OUTLAY		10,000
Totals for dept 573.00 - HISTORICAL MUSEUM		39,597
Dept 578.00 - PARKS		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 578.00 - PARKS		
COMPENSATION		
001-578.00-500.120	SALARIES & WAGES	226,000
001-578.00-500.140	OVERTIME	9,000
COMPENSATION		235,000
BENEFITS		
001-578.00-500.210	FICA	17,980
001-578.00-500.220	RETIREMENT CONTRIBUTIONS	32,900
001-578.00-500.230	FLEX BENEFITS	48,000
001-578.00-500.240	WORKERS' COMPENSATION	14,100
BENEFITS		112,980
OPERATING EXPENDITURES		
001-578.00-500.310	PROFESSIONAL SERVICES	1,200
001-578.00-500.340	CONTRACT SERVICES	10,146
001-578.00-500.400	TRAVEL & PER DIEM	10
001-578.00-500.410	COMMUNICATIONS	947
001-578.00-500.430	UTILITY SERVICES	16,626
001-578.00-500.440	RENTALS & LEASES	3,300
001-578.00-500.450	LIABILITY INSURANCE	32,080
001-578.00-500.461	BLDG REPAIR & MAINT	5,657
001-578.00-500.462	EQUIP REPAIR & MAINT	4,808
001-578.00-500.464	SYSTEM/GROUNDS MAINTENANCE	3,209
001-578.00-500.465	FLEET MAINT-OPER EXP TRF	9,166
001-578.00-500.466	CEMETERY MAINTENANCE	1,200
001-578.00-500.467	TREE REMOVAL/REPLACEMENT	15,000
001-578.00-500.490	OTHER CURRENT CHARGES	713
001-578.00-500.520	OPERATING SUPPLIES	8,000
001-578.00-500.521	VEHICLE FUEL	15,000
001-578.00-500.522	UNIFORMS	2,082
001-578.00-500.541	TRAINING	1,696
OPERATING EXPENDITURES		130,840
CAPITAL OUTLAY		
001-578.00-500.630	CAPITAL - IMPROVEMENTS	310,000
001-578.00-500.638	CAPITAL IMPROVEMENTS-SYSTEM	103,380
001-578.00-500.640	CAPITAL-MACH & EQUIP	22,139
CAPITAL OUTLAY		435,519
DEBT SERVICE		
001-578.00-500.713	NOTE/LEASE PAYMENTS	9,165
001-578.00-500.720	FORD CREDIT LEASE PURCHASE	13,360
DEBT SERVICE		22,525
Totals for dept 578.00 - PARKS		936,864
Dept 590.00 - SUPPORT		
COMPENSATION		
001-590.00-500.120	SALARIES & WAGES	198,600
001-590.00-500.140	OVERTIME	500
COMPENSATION		199,100
BENEFITS		
001-590.00-500.210	FICA	15,230
001-590.00-500.220	RETIREMENT CONTRIBUTIONS	27,870
001-590.00-500.230	FLEX BENEFITS	42,000
001-590.00-500.240	WORKERS' COMPENSATION	11,950
BENEFITS		97,050
OPERATING EXPENDITURES		
001-590.00-500.310	PROFESSIONAL SERVICES	150
001-590.00-500.340	CONTRACT SERVICES	505
001-590.00-500.400	TRAVEL & PER DIEM	50
001-590.00-500.410	COMMUNICATIONS	550
001-590.00-500.430	UTILITY SERVICES	1,148
001-590.00-500.440	RENTALS & LEASES	1,000
001-590.00-500.450	LIABILITY INSURANCE	1,000
001-590.00-500.461	REPAIR & MAINT - BLDG	500
001-590.00-500.462	REPAIR & MAINT - EQUIP	1,850
001-590.00-500.465	FLEET MAINT-OPER EXP TRF	900
001-590.00-500.490	OTHER CURRENT CHARGES	150
001-590.00-500.520	OPERATING SUPPLIES	2,258
001-590.00-500.521	VEHICLE FUEL	3,800
001-590.00-500.522	UNIFORMS	698
001-590.00-500.541	TRAINING	1,000

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 590.00 - SUPPORT		
OPERATING EXPENDITURES		
OPERATING EXPENDITURES		15,559
CAPITAL OUTLAY		
001-590.00-500.630	CAPITAL - IMPROVEMENTS	7,500
001-590.00-500.640	NEW EQUIPMENT	4,700
CAPITAL OUTLAY		12,200
Totals for dept 590.00 - SUPPORT		323,909
TOTAL APPROPRIATIONS		5,419,692
NET OF REVENUES/APPROPRIATIONS - FUND 001		995,738

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
AD VALOREM TAXES		
101-000.00-311.000	AD VALOREM TAX	400,000
AD VALOREM TAXES		400,000
USE OF FUND BALANCE		
101-000.00-399.910	FUND BALANCE BROUGHT FORWARD	1,025,450
USE OF FUND BALANCE		1,025,450
Totals for dept 000.00 - UNASSIGNED		1,425,450
TOTAL ESTIMATED REVENUES		1,425,450
APPROPRIATIONS		
Dept 550.00 - COMMUNITY REDEVELOPMENT		
COMPENSATION		
101-550.00-500.120	SALARIES & WAGES	35,100
COMPENSATION		35,100
BENEFITS		
101-550.00-500.210	FICA	2,690
101-550.00-500.220	RETIREMENT CONTRIBUTIONS	4,910
101-550.00-500.230	FLEX BENEFITS	7,900
101-550.00-500.240	WORKERS' COMPENSATION	2,100
BENEFITS		17,600
OPERATING EXPENDITURES		
101-550.00-500.310	PROFESSIONAL SERVICES	37,000
101-550.00-500.320	ACCOUNTING & AUDITING	6,000
101-550.00-500.411	POSTAGE	20
101-550.00-500.430	UTILITY SERVICES	3,500
101-550.00-500.450	LIABILITY INSURANCE	1,200
101-550.00-500.464	SYSTEM/GROUNDS MAINTENANCE	500
101-550.00-500.467	TREE REMOVAL/REPLACEMENT	2,500
101-550.00-500.480	PROMOTIONAL ACTIVITIES	20,000
101-550.00-500.494	INTERNAL SERVICE CHARGES	34,110
101-550.00-500.520	OPERATING SUPPLIES	2,500
101-550.00-500.540	BOOKS, PUBS & MEMBERSHIPS	1,000
101-550.00-500.544	MASS TRANSIT SYSTEMS	8,065
OPERATING EXPENDITURES		116,395
CAPITAL OUTLAY		
101-550.00-500.620	CAPITAL - BUILDINGS	650,000
101-550.00-500.630	CAPITAL - IMPROVEMENTS	500,000
CAPITAL OUTLAY		1,150,000
GRANTS AND AIDS		
101-550.00-500.830	LOCAL GRANTS-FACADE	75,000
GRANTS AND AIDS		75,000
DEBT SERVICE		
101-550.00-500.713	NOTE/LEASE PAYMENTS	31,355
DEBT SERVICE		31,355
Totals for dept 550.00 - COMMUNITY REDEVELOPMENT		1,425,450
TOTAL APPROPRIATIONS		1,425,450
NET OF REVENUES/APPROPRIATIONS - FUND 101		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
SPECIAL ASSESSMENTS		
102-000.00-325.200	STORM WATER SPECIAL ASSESSMENT REV	224,917
SPECIAL ASSESSMENTS		224,917
Totals for dept 000.00 - UNASSIGNED		224,917
TOTAL ESTIMATED REVENUES		224,917
APPROPRIATIONS		
Dept 537.00 - STORM WATER		
COMPENSATION		
102-537.00-500.120	SALARIES & WAGES	77,600
102-537.00-500.140	OVERTIME	3,800
COMPENSATION		81,400
BENEFITS		
102-537.00-500.210	FICA	6,230
102-537.00-500.220	RETIREMENT CONTRIBUTION	11,400
102-537.00-500.230	FLEX BENEFITS	28,000
102-537.00-500.240	WORKERS' COMPENSATION	4,890
BENEFITS		50,520
OPERATING EXPENDITURES		
102-537.00-500.310	PROFESSIONAL SERVICES	1,000
102-537.00-500.340	CONTRACT SERVICES	3,951
102-537.00-500.400	TRAVEL & PER DIEM	200
102-537.00-500.410	COMMUNICATIONS	900
102-537.00-500.411	POSTAGE	2,500
102-537.00-500.430	UTILITY SERVICES	1,156
102-537.00-500.440	RENTALS & LEASES	2,000
102-537.00-500.450	LIABILITY INSURANCE	7,120
102-537.00-500.461	BLDG REPAIR & MAINT	412
102-537.00-500.462	EQUIP REPAIR & MAINT	1,810
102-537.00-500.463	SWEEPING DEBRIS DISPOSAL	5,000
102-537.00-500.464	SYSTEM MAINTENANCE	18,100
102-537.00-500.465	FLEET MAINT-OPER EXP TRF	4,300
102-537.00-500.467	TREE REMOVAL/REPLACEMENT	5,000
102-537.00-500.490	OTHER CURRENT CHARGES	1,346
102-537.00-500.494	INTERNAL SERVICE CHARGES	8,952
102-537.00-500.496	OTHER PERMITS	290
102-537.00-500.520	OPERATING SUPPLIES	2,007
102-537.00-500.521	VEHICLE FUEL	5,443
102-537.00-500.522	UNIFORMS	800
102-537.00-500.540	BOOKS, PUBS & MEMBERSHIPS	670
102-537.00-500.541	TRAINING	2,000
OPERATING EXPENDITURES		74,957
CAPITAL OUTLAY		
102-537.00-500.640	CAPITAL-MACH & EQUIPMENT	3,000
CAPITAL OUTLAY		3,000
DEBT SERVICE		
102-537.00-500.713	NOTE/LEASE PAYMENTS	8,335
102-537.00-500.720	FORD CREDIT LEASE PURCHASE	5,505
DEBT SERVICE		13,840
TRANSFERS OUT		
102-537.00-500.900	TRF TO GENERAL FUND	1,200
TRANSFERS OUT		1,200
Totals for dept 537.00 - STORM WATER		224,917
TOTAL APPROPRIATIONS		224,917
NET OF REVENUES/APPROPRIATIONS - FUND 102		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
SPECIAL ASSESSMENTS		
103-000.00-325.203	FIRE ASSESSMENT FEE REVENUE	404,280
SPECIAL ASSESSMENTS		404,280
Totals for dept 000.00 - UNASSIGNED		404,280
TOTAL ESTIMATED REVENUES		404,280
APPROPRIATIONS		
Dept 522.00 - FIRE		
COMPENSATION		
103-522.00-500.120	SALARIES & WAGES	70,000
COMPENSATION		70,000
BENEFITS		
103-522.00-500.210	FICA	5,360
103-522.00-500.220	RETIREMENT CONTRIBUTIONS	21,000
103-522.00-500.240	WORKERS' COMPENSATION	4,200
103-522.00-500.241	VFIS WORKERS COMP	2,300
BENEFITS		32,860
OPERATING EXPENDITURES		
103-522.00-500.310	PROFESSIONAL SERVICES	25,000
103-522.00-500.340	CONTRACT SERVICES	13,000
103-522.00-500.400	TRAVEL & PER DIEM	8,000
103-522.00-500.410	COMMUNICATIONS	8,000
103-522.00-500.411	POSTAGE	1,370
103-522.00-500.430	UTILITY SERVICES	9,500
103-522.00-500.440	RENTALS & LEASES	1,200
103-522.00-500.450	LIABILITY INSURANCE	15,000
103-522.00-500.461	BLDG REPAIR & MAINT	25,000
103-522.00-500.462	EQUIP REPAIR & MAINT	5,000
103-522.00-500.464	SYSTEM/GROUNDS MAINTENANCE	1,100
103-522.00-500.465	FLEET MAINT-OPER EXP TRF	30,000
103-522.00-500.480	PROMOTIONAL ACTIVITIES	1,500
103-522.00-500.490	OTHER CURRENT CHARGES	450
103-522.00-500.492	EMPLOYEE AWARD/RECOGNITION	1,000
103-522.00-500.494	INTERNAL SERVICE CHARGES	38,600
103-522.00-500.520	OPERATING SUPPLIES	2,500
103-522.00-500.521	VEHICLE FUEL	6,000
103-522.00-500.522	UNIFORMS	10,200
103-522.00-500.540	BOOKS,PUBS & MEMBERSHIPS	19,000
103-522.00-500.541	TRAINING	15,000
OPERATING EXPENDITURES		236,420
CAPITAL OUTLAY		
103-522.00-500.630	CAPITAL - IMPROVEMENTS	5,000
103-522.00-500.640	CAPITAL-MACH & EQUIP	60,000
CAPITAL OUTLAY		65,000
Totals for dept 522.00 - FIRE		404,280
TOTAL APPROPRIATIONS		404,280
NET OF REVENUES/APPROPRIATIONS - FUND 103		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
INTEREST AND OTHER EARNINGS		
401-000.00-361.100	INTEREST EARNED BBT MM	300
	INTEREST AND OTHER EARNINGS	300
OTHER MISCELLANEOUS REVENUES		
401-000.00-369.010	MISCELLANEOUS REVENUE	9,800
	OTHER MISCELLANEOUS REVENUES	9,800
USE OF FUND BALANCE		
401-000.00-399.910	FUND BALANCE BROUGHT FORWARD	259,612
	USE OF FUND BALANCE	259,612
PHYSICAL ENVIRONMENT		
401-000.00-343.110	RESIDENTIAL SALES	4,300,000
401-000.00-343.111	COMMERCIAL SALES	1,950,000
401-000.00-343.112	INDUSTRIAL SALES	100,000
401-000.00-343.115	STREET LIGHTING	39,000
401-000.00-343.116	AREA LIGHTING	72,000
401-000.00-343.119	SERVICE CONNECTION FEES	20,000
401-000.00-343.159	POLE ATTACH-CABLE & TELE	20,000
	PHYSICAL ENVIRONMENT	6,501,000
Totals for dept 000.00 - UNASSIGNED		6,770,712
TOTAL ESTIMATED REVENUES		6,770,712
APPROPRIATIONS		
Dept 531.00 - ELECTRIC		
COMPENSATION		
401-531.00-500.120	SALARIES & WAGES	492,200
401-531.00-500.140	OVERTIME	35,000
	COMPENSATION	527,200
BENEFITS		
401-531.00-500.210	FICA	40,340
401-531.00-500.220	RETIREMENT CONTRIBUTION	73,810
401-531.00-500.230	FLEX BENEFITS	60,000
401-531.00-500.240	WORKERS' COMPENSATION	31,640
	BENEFITS	205,790
OPERATING EXPENDITURES		
401-531.00-500.310	PROFESSIONAL SERVICES	6,000
401-531.00-500.315	BPCA ENGINEERING COSTS	17,000
401-531.00-500.340	CONTRACT SERVICES	125,000
401-531.00-500.342	SOFTWARE MAINTENANCE	2,400
401-531.00-500.400	TRAVEL & PER DIEM	3,000
401-531.00-500.410	COMMUNICATIONS	5,000
401-531.00-500.430	UTILITY SERVICES	2,500
401-531.00-500.431	STREET LIGHTS	70,000
401-531.00-500.432	ELEC WHOLESALE PURCHASES	3,900,000
401-531.00-500.433	ST LUCIE II PURCHASES	145,000
401-531.00-500.440	RENTALS & LEASES	5,000
401-531.00-500.450	LIABILITY INSURANCE	42,000
401-531.00-500.461	BLDG REPAIR & MAINT	1,000
401-531.00-500.462	REPAIR & MAINT - EQUIP	10,000
401-531.00-500.464	SYSTEM/GROUNDS MAINTENANCE	120,000
401-531.00-500.465	FLEET MTN OPER EXP TRF	40,000
401-531.00-500.467	TREE REMOVAL/REPLACEMENT	120,000
401-531.00-500.490	OTHER CURRENT CHARGES	3,000
401-531.00-500.494	INTERNAL SERVICE CHARGES	176,157
401-531.00-500.497	MISC STATE UTILITY TAX	1,000
401-531.00-500.520	OPERATING SUPPLIES	35,000
401-531.00-500.521	VEHICLE FUEL	15,000
401-531.00-500.522	UNIFORMS	8,000
401-531.00-500.540	BOOKS,PUBS & MEMBERSHIPS	10,500
401-531.00-500.541	TRAINING	7,500
	OPERATING EXPENDITURES	4,870,057
CAPITAL OUTLAY		
401-531.00-500.630	CAPITAL - IMPROVEMENTS	3,000
401-531.00-500.638	CAPITAL IMPROVEMENTS-SYSTEM	50,000
401-531.00-500.640	NEW EQUIPMENT	75,000
	CAPITAL OUTLAY	128,000
DEBT SERVICE		
401-531.00-500.711	1 MAN BUCKET TRUCK NOTE	49,000

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 531.00 - ELECTRIC		
DEBT SERVICE		
401-531.00-500.713	NOTE/LEASE PAYMENTS	8,500
401-531.00-500.720	FORD TRUCK PURCHASE	5,500
DEBT SERVICE		63,000
TRANSFERS OUT		
401-531.00-500.900	TRF TO GENERAL FUND	976,665
TRANSFERS OUT		976,665
Totals for dept 531.00 - ELECTRIC		6,770,712
TOTAL APPROPRIATIONS		6,770,712
NET OF REVENUES/APPROPRIATIONS - FUND 401		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
INTEREST AND OTHER EARNINGS		
402-000.00-361.100	INTEREST EARNED BBT MM	1,000
	INTEREST AND OTHER EARNINGS	1,000
OTHER MISCELLANEOUS REVENUES		
402-000.00-369.010	MISCELLANEOUS REVENUE	1,000
	OTHER MISCELLANEOUS REVENUES	1,000
PHYSICAL ENVIRONMENT		
402-000.00-343.305	WATER SALES-RESIDENTIAL	690,000
402-000.00-343.306	WATER SALES-COMMERCIAL	267,000
402-000.00-343.307	WATER SALES-INDUSTRIAL	7,500
402-000.00-343.311	WATER SERVICE CONNECTION	30,000
402-000.00-343.312	WATER MISCELLANEOUS	100
402-000.00-343.319	SERVICE CONNECTION FEES	3,000
	PHYSICAL ENVIRONMENT	997,600
	Totals for dept 000.00 - UNASSIGNED	999,600
TOTAL ESTIMATED REVENUES		999,600
APPROPRIATIONS		
Dept 533.00 - WATER		
COMPENSATION		
402-533.00-500.120	SALARIES & WAGES	198,290
402-533.00-500.140	OVERTIME	10,000
	COMPENSATION	208,290
BENEFITS		
402-533.00-500.210	FICA	15,940
402-533.00-500.220	RETIREMENT CONTRIBUTION	29,170
402-533.00-500.230	FLEX BENEFITS	34,000
402-533.00-500.240	WORKERS' COMPENSATION	12,500
	BENEFITS	91,610
OPERATING EXPENDITURES		
402-533.00-500.310	PROFESSIONAL SERVICES	60,000
402-533.00-500.340	CONTRACT SERVICES	29,805
402-533.00-500.400	TRAVEL & PER DIEM	975
402-533.00-500.410	COMMUNICATIONS	3,315
402-533.00-500.411	POSTAGE	116
402-533.00-500.430	UTILITY SERVICES	77,790
402-533.00-500.440	RENTALS & LEASES	4,855
402-533.00-500.450	LIABILITY INSURANCE	50,000
402-533.00-500.461	REPAIR & MAINT - BLDG	2,000
402-533.00-500.462	REPAIR & MAINT - EQUIP	8,325
402-533.00-500.464	SYSTEM/GROUNDS MAINTENANCE	25,000
402-533.00-500.465	FLEET MNT OPER EXP TRF	15,000
402-533.00-500.467	TREE REMOVAL/REPLACEMENT	1,300
402-533.00-500.490	OTHER CURRENT CHARGES	7,250
402-533.00-500.492	EMPLOYEE AWARD/RECOGNITION	1,000
402-533.00-500.494	INTERNAL SERVICE CHARGES	178,057
402-533.00-500.520	OPERATING SUPPLIES	13,672
402-533.00-500.521	VEHICLE FUEL	11,605
402-533.00-500.522	UNIFORMS	2,000
402-533.00-500.540	BOOKS,PUBS & MEMBERSHIPS	4,000
402-533.00-500.541	TRAINING	2,500
	OPERATING EXPENDITURES	498,565
CAPITAL OUTLAY		
402-533.00-500.630	CAPITAL - IMPROVEMENTS	30,000
402-533.00-500.638	CAPITAL IMPROVEMENTS-SYSTEM	55,000
402-533.00-500.640	CAPITAL - EQUIPMENT	30,000
	CAPITAL OUTLAY	115,000
DEBT SERVICE		
402-533.00-500.710	2009 BOND PRINCIPAL	37,135
402-533.00-500.712	2021 WATER SYSTEM REFUNDING BOND	43,000
	DEBT SERVICE	80,135
TRANSFERS OUT		
402-533.00-500.900	TRF TO GENERAL FUND	6,000
	TRANSFERS OUT	6,000
	Totals for dept 533.00 - WATER	999,600

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
TOTAL APPROPRIATIONS		999,600
NET OF REVENUES/APPROPRIATIONS - FUND 402		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
CULTURE/RECREATION		
404-000.00-347.910	MOBILE HOME LOT RENT	379,620
404-000.00-347.930	GROUNDS FEES	15,620
404-000.00-347.960	ACTIVITIES CENTER RENTAL	3,000
CULTURE/RECREATION		398,240
USE OF FUND BALANCE		
404-000.00-399.910	FUND BALANCE BROUGHT FORWARD	67,940
USE OF FUND BALANCE		67,940
Totals for dept 000.00 - UNASSIGNED		466,180
TOTAL ESTIMATED REVENUES		466,180
APPROPRIATIONS		
Dept 579.00 - MOBILE HOME PARK		
COMPENSATION		
404-579.00-500.120	SALARIES & WAGES	29,800
COMPENSATION		29,800
BENEFITS		
404-579.00-500.210	FICA	2,280
404-579.00-500.220	RETIREMENT CONTRIBUTIONS	590
404-579.00-500.230	FLEX BENEFITS	600
404-579.00-500.240	WORKERS' COMPENSATION	1,790
BENEFITS		5,260
OPERATING EXPENDITURES		
404-579.00-500.310	PROFESSIONAL SERVICES	8,000
404-579.00-500.340	CONTRACT SERVICES	4,000
404-579.00-500.410	COMMUNICATIONS	5,500
404-579.00-500.411	POSTAGE	600
404-579.00-500.430	UTILITY SERVICES	90,000
404-579.00-500.440	RENTALS & LEASES	2,000
404-579.00-500.450	LIABILITY INSURANCE	22,000
404-579.00-500.461	REPAIR & MAINT - BLDG	13,000
404-579.00-500.462	REPAIR & MAINT - EQUIP	2,000
404-579.00-500.464	SYSTEM/GROUNDS MAINTENANCE	28,000
404-579.00-500.467	TREE REMOVAL/REPLACEMENT	25,000
404-579.00-500.490	OTHER CURRENT CHARGES	600
404-579.00-500.491	PROPERTY TAXES & OTHER FEES	109,000
404-579.00-500.494	INTERNAL SERVICE CHARGES	30,320
404-579.00-500.496	OTHER PERMITS	1,000
404-579.00-500.520	OPERATING SUPPLIES	3,000
404-579.00-500.522	UNIFORMS	100
404-579.00-500.540	BOOKS, PUBS & MEMBERSHIPS	650
OPERATING EXPENDITURES		344,770
CAPITAL OUTLAY		
404-579.00-500.630	CAPITAL - IMPROVEMENTS	5,000
404-579.00-500.638	CAPITAL IMPROVEMENTS-SYSTEM	2,000
404-579.00-500.640	NEW EQUIPMENT	8,000
CAPITAL OUTLAY		15,000
TRANSFERS OUT		
404-579.00-500.900	TRF TO GENERAL FUND	71,350
TRANSFERS OUT		71,350
Totals for dept 579.00 - MOBILE HOME PARK		466,180
TOTAL APPROPRIATIONS		466,180
NET OF REVENUES/APPROPRIATIONS - FUND 404		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
PHYSICAL ENVIRONMENT		
405-000.00-343.410	RESIDENTIAL	620,000
	PHYSICAL ENVIRONMENT	620,000
	Totals for dept 000.00 - UNASSIGNED	620,000
TOTAL ESTIMATED REVENUES		620,000
APPROPRIATIONS		
Dept 534.00 - SOLID WASTE		
OPERATING EXPENDITURES		
405-534.00-500.340	CONTRACT SERVICES	557,100
405-534.00-500.490	OTHER CURRENT CHARGES	100
405-534.00-500.494	INTERNAL SERVICE CHARGES	52,800
	OPERATING EXPENDITURES	610,000
TRANSFERS OUT		
405-534.00-500.910	TRF TO GENERAL FUND	10,000
	TRANSFERS OUT	10,000
	Totals for dept 534.00 - SOLID WASTE	620,000
TOTAL APPROPRIATIONS		620,000
NET OF REVENUES/APPROPRIATIONS - FUND 405		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
ESTIMATED REVENUES		
Dept 000.00 - UNASSIGNED		
STATE GRANTS		
407-000.00-334.150	STATE REVOLVING FUND (SRF) GRANT	1,400,000
STATE GRANTS		1,400,000
INTEREST AND OTHER EARNINGS		
407-000.00-361.100	INTEREST EARNED BBT MM	60
INTEREST AND OTHER EARNINGS		60
PHYSICAL ENVIRONMENT		
407-000.00-343.505	SEWER SALES-RESIDENTIAL	1,082,000
407-000.00-343.506	SEWER SALES-COMMERCIAL	245,000
407-000.00-343.511	SEWER SERVICE CONNECTION	8,000
407-000.00-343.512	SEWER MISCELLANEOUS	100
PHYSICAL ENVIRONMENT		1,335,100
FEDERAL GRANTS		
407-000.00-331.350	CDBG GRANT CHEROKEE LIFT STATION	6,125,000
FEDERAL GRANTS		6,125,000
Totals for dept 000.00 - UNASSIGNED		8,860,160
TOTAL ESTIMATED REVENUES		8,860,160
APPROPRIATIONS		
Dept 535.00 - SEWER		
COMPENSATION		
407-535.00-500.120	SALARIES & WAGES	218,300
407-535.00-500.140	OVERTIME	5,000
COMPENSATION		223,300
BENEFITS		
407-535.00-500.210	FICA	17,090
407-535.00-500.220	RETIREMENT CONTRIBUTION	31,270
407-535.00-500.230	FLEX BENEFITS	28,000
407-535.00-500.240	WORKERS' COMPENSATION	13,400
BENEFITS		89,760
OPERATING EXPENDITURES		
407-535.00-500.310	PROFESSIONAL SERVICES	30,000
407-535.00-500.340	CONTRACT SERVICES	28,131
407-535.00-500.400	TRAVEL & PER DIEM	1,000
407-535.00-500.410	COMMUNICATIONS	6,041
407-535.00-500.411	POSTAGE	116
407-535.00-500.430	UTILITY SERVICES	134,694
407-535.00-500.440	RENTALS AND LEASES	5,728
407-535.00-500.450	LIABILITY INSURANCE	81,624
407-535.00-500.461	REPAIR & MAINT - BLDG	3,500
407-535.00-500.462	REPAIR & MAINT - EQUIP	6,300
407-535.00-500.464	SYSTEM/GROUNDS MAINTENANCE	134,400
407-535.00-500.465	FLEET MNT OPER EXP TRF	15,000
407-535.00-500.467	TREE REMOVAL/REPLACEMENT	825
407-535.00-500.490	OTHER CURRENT CHARGES	958
407-535.00-500.492	EMPLOYEE AWARD/RECOGNITION	1,000
407-535.00-500.494	INTERNAL SERVICE CHARGES	185,545
407-535.00-500.520	OPERATING SUPPLIES	13,800
407-535.00-500.521	VEHICLE FUEL	15,000
407-535.00-500.522	UNIFORMS	2,067
407-535.00-500.540	BOOKS, PUBS & MEMBERSHIPS	3,000
407-535.00-500.541	TRAINING	3,000
OPERATING EXPENDITURES		671,729
CAPITAL OUTLAY		
407-535.00-500.630	CAPITAL - IMPROVEMENTS	1,000
407-535.00-500.631	CDBG CAPITAL IMPROVEMENTS	6,125,000
407-535.00-500.635	SRF GRANT CAPITAL IMPROVEMENTS	1,400,000
407-535.00-500.638	CAPITAL IMPROVEMENTS-SYSTEM	138,873
407-535.00-500.640	CAPITAL - EQUIPMENT	5,000
CAPITAL OUTLAY		7,669,873
DEBT SERVICE		
407-535.00-500.712	2020 BOND PAYMENT	172,748
407-535.00-500.713	NOTE/LEASE PAYMENTS	26,750
DEBT SERVICE		199,498
TRANSFERS OUT		

GL NUMBER	DESCRIPTION	2022-23 COUNCIL APPROVED BUDGET
APPROPRIATIONS		
Dept 535.00 - SEWER		
TRANSFERS OUT		
407-535.00-500.900	TRF TO GENERAL FUND	6,000
TRANSFERS OUT		6,000
Totals for dept 535.00 - SEWER		8,860,160
TOTAL APPROPRIATIONS		8,860,160
NET OF REVENUES/APPROPRIATIONS - FUND 407		
ESTIMATED REVENUES - ALL FUNDS		26,186,729
APPROPRIATIONS - ALL FUNDS		25,190,991
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		995,738

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF SEPTEMBER 27, 2022
AGENDA ITEM 8-A

SUBJECT:

Minutes of the Special Commission Meeting of August 25, 2022, and Minutes of the Regular Commission Meeting of September 13, 2022.

BACKGROUND:

The commission held a special commission meeting on August 25, 2022, in commission chambers 8 W. Broadway St., Fort Meade, FL., at the CMHP Activity Center 1046 2nd St. SE, Fort Meade FL., and the regular commission meeting on September 13, 2022, in commission chambers 8 W. Broadway St., Fort Meade, FL.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approve the Minutes of the Special Commission Meeting of August 25, 2022, and the Minutes of the Regular Meeting of September 13, 2022.

MOTION: Approve the Minutes of the Special Commission Meeting of August 25, 2022, and the Minutes of the Regular Meeting of September 13, 2022.

Created/Initiated by: **Melissa Cannon 9/19/2022**

Final Approval by: **Jan Bagnall** _____

MINUTES
CITY OF FORT MEADE
SPECIAL COMMISSION MEETING
THURSDAY, AUGUST 25, 2022

A Special Meeting of the Fort Meade City Commission was held on Thursday, August 25, 2022, at 5:30 P.M. at the City Mobile Home Park Activity Center, Fort Meade, Florida.

1. CALL TO ORDER:

The Meeting was called to order at 5:30 PM by Mayor Elliott.

2. ROLL CALL:

Mayor	Robert Elliott	Present
Vice Mayor	James Watts	Present
Commissioner	Petrina McCutchen	Present
Commissioner	James Possum Schaill	Present
Commissioner	Barbara Arnold	Present

Staff Present

City Manager	Jan Bagnall	Present
City Attorney	Tom Cloud	Present
Asst. City Manager	Maria Sutherland	Present
Deputy City Clerk	Melissa Cannon	Present
Comptroller	Mary Dimitroff	Present
HR Director	Cherie Kercher	Present
Customer Billing Supervisor	Danelle Holder	Present
Customer Service Rep	Tracy Simmons	Present
Customer Service Rep	Jen Noe	Present
Accounts Receivable Clerk	Olivia Martin	Present
Accounts Payable Clerk	Stephanie Green	Present
CMHP Office Manager	Petrina Lampkin	Present
Water/Wastewater Director	Tommy King	Present
Electric Supervisor	Steve Doyle	Present

3. NEW BUSINESS:

A. City Manager Position Discussion

City Manager, Jan Bagnall thanked everyone for coming. Mr. Bagnall stated that the reason the meeting was called was to address his resignation letter stating that the position has become untenable and has impacted his home life and wanted to have an open honest discussion. Mr. Bagnall stated he needs the silent majority to show their support for him against the hate speech that has been going around and we all need to come together as a community.

Mayor Elliott stated that the commission needs to come together and support the current manager or hire a new manager and also, we need to come together as a community and stop the personal attacks.

Commissioner Schaill stated that he loves this city and does not want Mr. Bagnall fired, stating that is just a rumor.

Mayor Elliott stated that the commission has three options, to work on retaining the current city manager, to set timelines for and appoint an interim city manager or set timelines to hire a new city manager.
Vice Mayor Watts stated that he agrees with Mayor Elliott and would choose option one to work on retaining the current city manager. Vice Mayor Watts stated he has never seen the division of our city to this degree, and we need to support our city manager.

Mayor Elliott stated that Mr. Bagnall has agreed to extend his resignation 60 days and to take some due time off.

Commissioner McCutchen stated that she has talked to Mr. Bagnall and stated she has a few issues. Commissioner McCutchen stated that putting in a resignation to see who is behind you is not right, people are entitled to their own opinion, and another is how commissioners conduct themselves on social media, stating the commission needs to hold themselves to a higher standard than the ones who are dividing this city. Commissioner McCutchen stated that she believes that Mr. Bagnall gave great thought into submitting his resignation and if that is what he wants, then we should oblige, because it will start again and then what. Commissioner McCutchen stated she is not against Mr. Bagnall but has concerns of how things have conspired which was shown in his evaluation, its not personal, its business.

Mayor Elliott stated that he concurs with some of Commissioner McCutchen concerns about social media and committed to having a monthly town hall meeting to address any concerns and provide information about the city.

Commissioner Arnold stated that if someone on social media is bashing someone that she is friends with, she was brought up to have their back and that's what she will continue to do. Commissioner Arnold stated that Mr. Bagnall did not call all these people here to see who has his back, some of this starts with downtown.

Motion Vice Mayor Watts, second Commissioner Schaill to retain the current city manager and extend his resignation date 60 days.

Motion to retain the current city manager and extend his resignation date 60 days passed by a vote of 4-1 with Commissioner McCutchen opposed.

4. COMMENTS

The following residents spoke in favor of City Manager Bagnall:

Dale Snead, Sharon Steuerwald, Donnie True, Charles Pemberton, Lisa Rise, Valerie Cagle, Maurice Campbell, Stephanie Green, Rick Lewis, Rob Bullock, Terry Booker, Jordan Whatley, Danelle Holder, Jaret Williams, Cherie Kercher, Maria Sutherland, and Tommy King.

Amber Innis spoke about secrecy and transparency.
Sam Berrien spoke about social media, consistency, fairness, and respect.
Bob Sweeney requested the vote to be explained and spoke about using an arbitrator.
Jennifer Camp spoke about social media, community, and support.

5. ADJOURNMENT

There being no further business to conduct, Motion Vice Mayor Watts, second Commissioner Schaill to adjourn the Special Commission Meeting of Tuesday, August 2, 2022, at 8:56 PM.

Motion carried with all yeas.

_____
Robert Elliott, Mayor

ATTEST:

_____
Melissa Cannon, Deputy City Clerk

MINUTES
CITY OF FORT MEADE
REGULAR CITY COMMISSION MEETING
TUESDAY, SEPTEMBER 13, 2022

A Regular Meeting of the Fort Meade City Commission was held on Tuesday, September 13, 2022, at 6:00 P.M. at Commission Chambers, 8 W. Broadway Street, Fort Meade, Florida, and via Zoom Virtual Meeting.

1. CALL TO ORDER:

The Meeting was called to order at 6:20 PM by Mayor Elliott

2. ROLL CALL:

Mayor	Robert Elliott	Present
Vice Mayor	James Watts	Present
Commissioner	Petrina McCutchen	Present
Commissioner	James Possum Schaill	Present
Commissioner	Barbara Arnold	Present

Staff Present

City Manager	Jan Bagnall	Present
Asst. City Manager	Maria Sutherland	Present
City Attorney	Tom Cloud	Present
Deputy City Clerk	Melissa Cannon	Present
Human Resources Director	Cherie Kercher	Present
Comptroller	Mary Dimitroff	Present

Also, present PCSO Sgt. Warren Burgess

3. INVOCATION AND PLEDGE TO THE FLAG

Pastor Melvin Bass led the invocation. Mayor Elliott led the pledge to the flag.

4. ADDITIONS AND/OR DELETIONS

A. Add backup documents for Item 9-C Bid Award for RFQ22-07

B. Add item 9-D Engineer's Recommendation of Award for SRF Wastewater System Improvements, Phase I DEP Contract no. WW531121

Motion Commissioner McCutchen, second Commissioner Schaill to add backup documents for Items 9-C and 9-D to the agenda.

Motion to backup documents for Items 9-C and 9-D to the agenda passed by a unanimous vote of 5-0.

5. PRESENTATIONS/AWARDS/REPORTS

6. PUBLIC FORUM:

Citizen comments for items not on the agenda (3-minute maximum length).

None.

7. PUBLIC HEARINGS:

Open Public Hearings on the following items:

A. First Public Hearing and First Reading on Ordinance 22-10 Adopting the Tentative Millage Rate for Fiscal Year 2022-2023 –***Jan Bagnall***

Mr. Bagnall gave an overview of Ordinance 22-10 stating that the millage rate has been proposed at 8.0000, which is lower than the rolled back rate of 8.2093.

City Attorney Cloud read the title to Ordinance 22-10. Mayor Elliott opened the Public Hearing. With no one wishing to speak, Mayor Elliott closed the Public Hearing.

Motion Commissioner Schaill, second Commissioner Arnold to approve Ordinance 22-10 approving the millage rate of 8.0000 on first reading and set second reading for September 27, 2022.

Motion to approve Ordinance 22-10 approving the millage rate of 8.0000 on first reading and set second reading for September 27, 2022, passed by a unanimous vote of 5-0.

B. First Public Hearing and First Reading on Ordinance 22-11 Adopting the Tentative Budget for Fiscal Year 2022-2023 – ***Jan Bagnall***

Mr. Bagnall gave an overview of Ordinance 22-11 stating that the proposed budget was balanced with the 8.0000 millage rate and is $28,654,229 for FY 22-23.

City Attorney Cloud read the title to Ordinance 22-11.

Commissioner McCutchen asked what the percent increase of salary and wages was. Mr. Bagnall responded it was 8.4%.

Mayor Elliott opened the Public Hearing.

Mr. Ronald Martin, 825 S. Houston Ave., Fort Meade, asked if there was a reason the budget was done this way and why copies were not printed for residents.

Mr. Bagnall stated that the budget was prepared the same as it has been in previous years and the entire proposed budget was posted on the city website and is available to anyone who requests it.

Mayor Elliott closed the Public Hearing.

Motion Vice Mayor Watts, second Commissioner Schaill to approve Ordinance 22-11 approving the proposed budget of $28,654,229 on first reading and set second reading for September 27, 2022.

Motion to approve Ordinance 22-11 on first reading approving the proposed budget of $28,654,229 and set second reading for September 27, 2022, passed by a unanimous vote of 5-0.

C. Annual Stormwater Assessment Resolution No. R22-20 approving a final stormwater assessment roll – ***Melissa Cannon***

Mr. Bagnall gave an overview of Resolution No. R22-20 stating the final stormwater assessment would generate $224,917.68 to the Stormwater Fund.

City Attorney Cloud read the title to Resolution R22-20. Mayor Elliott opened the Public Hearing. With no one wishing to speak, Mayor Elliott closed the Public Hearing.

Motion Commissioner Schaill, second Commissioner Arnold to approve Resolution R22-20 approving the final stormwater assessment.

Motion to approve Resolution R22-20 approving the final stormwater assessment passed by a unanimous vote of 5-0.

D. Final Fire Protection Assessment Resolution No. R22-21 approving the final fire assessment roll – ***Melissa Cannon***

Mr. Bagnall gave an overview of Resolution R22-21 stating that the final assessment would generate $404,286.01 to the Fire Fund.

City Attorney Cloud read the title to Resolution R22-21.

Mayor Elliott opened the Public Hearing.

Ms. Shirley Davis, 216 NE 6th St, Fort Meade, stated that it is not right to pay a fire fee and have to pay for the fire too.

Mr. Ronald Martin, 825 S. Houston Ave., Fort Meade, asked how many firefighters we had, if they were paid regular wages and if they responded outside city limits.

Mr. Bagnall stated there are currently 16 volunteer firefighters who are paid per call and run calls inside the city limits.

Mayor Elliott closed the Public Hearing.

Motion Commissioner Schaill, second Commissioner Arnold to approve Resolution R22-21 approving the final fire assessment.

Motion to approve Resolution R22-21 approving the final fire assessment passed by a unanimous vote of 5-0.

E. Code Enforcement Assessment Resolution No. R22-22 approving the final code enforcement assessment roll – ***Melissa Cannon***

Mr. Bagnall gave an overview of Resolution R22-22 stating that the code enforcement assessment would generate $5,212.49 for actual costs incurred by the city for individual remedied properties to the Code Enforcement budget.

City Attorney Cloud read the title to Resolution R22-22. Mayor Elliott opened the Public Hearing. With no one wishing to speak, Mayor Elliott closed the Public Hearing.

Motion Vice Mayor Watts, second Commissioner Schaill to approve Resolution R22-22 approving the final code enforcement assessment.

Motion to approve Resolution R22-22 approving the code enforcement assessment passed by a unanimous vote of 5-0.

F. First Public Hearing and First Reading on Ordinance 22-06 Comprehensive Plan Amendments Water Supply Plan – ***Jan Bagnall***

Mr. Bagnall gave an overview of Ordinance 22-06 approving the 10-year water supply plan and transmittal to DEO for review and approval.

City Attorney Cloud read the title to Ordinance 22-06. Mayor Elliott opened the Public Hearing. With no one wishing to speak, Mayor Elliott closed the Public Hearing.

Motion Commissioner Schaill, second Commissioner Arnold to approve Ordinance 22-06 on first reading and approve transmittal to DEO.

Motion to approve Ordinance 22-06 on first reading and approve transmittal to DEO passed by a unanimous vote of 5-0.

Vice Mayor Watts asked for an update on the water tower project. Mr. Bagnall responded the pumps and control systems are in the process of being replaced which had to be done before the water tower can be done.

8. CONSENT AGENDA:

A. Minutes of August 2, 2022, Special Commission Meeting, Minutes of August 9, 2022, Regular Commission Meeting, Minutes of August 16-18, 2022, Budget Meetings – ***Melissa Cannon***

B. Contract for Mowing Services for the Water/Wastewater Treatment Plants – ***Melissa Cannon***

C. Extension of Memorandum of Understanding – Polk County Fleet Maintenance – ***Jackie cannon***

D. New job description Water/Wastewater Director – ***Cherie Kercher***

E. New job description Wastewater Plant Operator Trainee – ***Cherie Kercher***

Motion Vice Mayor Watts, second Commissioner Schaill to approve the consent agenda.

Motion to approve the consent agenda passed by a unanimous vote of 5-0.

9. NEW BUSINESS:

A. Bid award for RFP 22-04 Mowing Services for City Mobile Home Park – ***Melissa Cannon***

Motion Commissioner Schaill, second Commissioner McCutchen to approve the bid award to Home Grown Talent Lawn Care as the lowest responsive bidder.

Motion to approve the bid award to Home Grown Talent Lawn Care as the lowest responsive bidder passed by a unanimous vote of 5-0.

B. Re-Appointment of Library Board Members and Appointment of New Library Board Member – ***Kylie Shortt***

Motion Vice Mayor Watts, second Commissioner Arnold to re-affirm library board members and appoint Judith Hancock for a term of three years.

Motion to re-affirm library board members and appoint Judith Hancock for a term of three years passed by a unanimous vote of 5-0.

C. Bid award for RFQ22-07 Construction Manager Metal Building – ***Jan Bagnall***

Motion Commissioner Schaill, second Commissioner McCutchen to approve both L. Cobb Construction and Miller Construction Management into the city's library of contractors.

Motion to approve both L. Cobb Construction and Miller Construction Management into the city's library of contractors passed by a unanimous vote of 5-0.

D. Engineer's Recommendation of Award SRF Wastewater System Improvements, Phase I DEP Contract No. WW531121

Mr. Greg Lang, Mittauer & Associates, gave an overview of the engineer's recommendation of award of the SRF contract.

Motion Commissioner McCutchen, second Commissioner Schaill to approve the engineer's recommendation of award and award the projects for construction to Benchmark Construction Co. Inc. with contingencies.

Motion to approve the engineer's recommendation of award and award the projects for construction to Benchmark Construction Co. Inc. with contingencies passed by a unanimous vote of 5-0.

10. CITY ATTORNEY COMMENTS:

City Attorney Cloud stated that the Charter Review Committee has completed its task and has approved a draft ordinance. The ordinance is to modify the 97-year-old charter and hold a referendum for all city voters to vote on 9 questions to modify the charter. Mr. Cloud stated that it could be on the ballot for this November election and there would need to be a special meeting called on Tuesday, September 20, 2022, to have first reading of the ordinance and have second reading on Tuesday, September 27, 2022, which would mean we need to act fast. Mr. Cloud stated that there was a lot of debate about the commission salaries and the committee recommends having the commission set their salary by ordinance with a CPI increase contingent on city staff increases like most other cities do. Mr. Cloud requested the commission make a motion to authorize staff to take all actions necessary to schedule a charter referendum for November 2022.

Motion Vice Mayor Watts, second Commissioner Arnold to authorize staff to take all actions necessary to schedule a charter referendum for November 2022.

Motion to authorize staff to take all actions necessary to schedule a charter referendum for November 2022 passed by a unanimous vote of 5-0.

The consensus of the commission was to schedule a special meeting on Tuesday, September 20, 2022, at 5:30 at the city mobile home park activity center.

11. CITY MANAGER COMMENTS:

City Manager Bagnall thanked staff for their hard work on the budget.

City Manager Bagnall stated that the reason for his resignation letter was because of the personal in your face attacks affecting his home life and it was not about money. Mr. Bagnall thanked all for their support and respectively requested to withdraw his resignation.

Motion Vice Mayor Watts, second Commissioner Schaill to accept the withdrawal of the city manager's resignation.

Motion to accept the withdrawal of the city manager's resignation passed by a unanimous vote of 5-0.

City Manager Bagnall stated the Fire Department received donated equipment through the Fire College of South Florida as a grant, at no extra cost to the city.

12. CITY COMMISSION COMMENTS:

A. Vice Mayor Watts –

Vice Mayor Watts thanked the city manager and staff for their efforts of the budget process.

Vice Mayor Watts thanked the city manager for withdrawing his resignation.

Vice Mayor Watts asked for an update on the funding of the Peace River Park project. City Manager Bagnall stated that there is $250,000 offered by the state and $6.5 million dollars from Polk County and the city is waiting on a firm confirmation from both parties to use the funds, stating we do have a contract with the Lunz Group to start the next phase.

Vice Mayor Watts apologized for being late to the meeting.

Vice Mayor Watts thanked Mr. Bagnall for how good the moral of the staff has improved, stating he has not seen the support of staff like this before.

B. Commissioner Arnold –

Commissioner Arnold thanked Mr. Bagnall for pulling his resignation and gave him kudos for all the work that has been done at the fire department.

C. Commissioner McCutchen –

Commissioner McCutchen stated that the city is making progress and that is noted and it's good to see we are putting the past behind us and moving forward. Commissioner McCutchen stated she is excited to see funds becoming available and is curious to see how those funds will be dispersed especially in regard to the south side.

Commissioner McCutchen requested an update on the funds designated for the southside asking if there are any restrictions or limitations as to how those funds can be used. Mr. Bagnall stated that the grant is for the southside sewer system upgrade. Mr. Greg Lang stated that the southside area sewer improvement work plan identified the area of some of the oldest in the city along with the roads, stating that the grant has been approved and the city is waiting on the contract, and it will be very specific to what can be done.

D. Commissioner Schaill –

Commissioner Schaill thanked Mr. Bagnall for staying.

E. Mayor Elliott –

Mayor Elliott thanked Mr. Bagnall for withdrawing his resignation.

Mayor Elliott concurred with Commissioner McCutchen stating he is excited to see how the city will look a year from now.

13. STAFF REPORTS:

Mayor Elliott received the monthly staff reports.

14. UPCOMING MEETINGS:

Mayor Elliott announced the upcoming meetings.

A. September 27, 2022, Final TRIM Hearing at 6:00 PM
B. October 11, 2022, Regular City Commission Meeting at 6:00 PM
C. November 8, 2022, Regular City Commission Meeting at 6:00 PM

15. ADJOURNMENT

There being no further business to conduct, Motion Vice Mayor Watts, second Commissioner Schaill to adjourn the Regular Commission meeting of September 13, 2022, at 7:51 PM.

Motion to adjourn passed by unanimous vote of 5-0.

ATTEST:

Melissa Cannon, Deputy City Clerk

Robert Elliott, Mayor

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF SEPTEMBER 27, 2022
AGENDA ITEM 8-B

SUBJECT:

Lawn Maintenance Service Agreement with Home Grown Talent LLC. for lawn care services in the City Owned Mobile Home Park.

BACKGROUND:

City staff issued RFP22-05 and received two responses. Proposals were publicly opened on Tuesday, July 26, 2022, and evaluated. The results of the bid evaluation were presented to the Commission on September 13, 2022, and the Commission voted to award the bid to Home Grown Talent LLC.

FISCAL IMPACT/FUNDING SOURCE:

Mowing services for the CMHP will be charged to the CMHP Fund.

COMMITTEE RECOMMENDATION:

City staff is requesting the Commission's approval of the Lawn Maintenance Service Agreement with Home Grown Talent LLC. for lawn care services of the City Owned Mobile Home Park.

MOTION: to approve the Lawn Maintenance Service Agreement with Home Grown Talent LLC. for lawn care services of the City Owned Mobile Home Park.

Created/Initiated By: Melissa Cannon, Deputy City Clerk 9/20/22

Final Approval By: Jan Bagnall, City Manager _____

LAWN MAINTENANCE SERVICES AGREEMENT
City Owned Mobile Home Park

This Lawn Maintenance Service Agreement ("Agreement") is made and entered into this 27th day of September 2022, between Home Grown Talent LLC., a for profit corporation created under the laws of the State of Florida ("Service Provider") and the City of Fort Meade, Florida, a municipal corporation created under the laws of the State of Florida ("City"). Service Provider and City desire to enter into an Agreement for the performance by Service Provider of a specific scope of services for the Park described above (the "Park") and the payment for these services by the City.

RECITALS

1. The City owns a mobile home park located at 199 S. Edgewood Drive, Fort Meade, Florida ("mobile home park").

2. The Service Provider owns and operates a lawn maintenance service company in Polk County, Florida.

3. The Service Provider has previously provided lawn maintenance services to the City at its mobile home park.

4. The City issued a Request for Proposal RFP22-04 to mow, cut weeds, edge, and blow the mobile home lots and common area.

5. The Service Provider filed a response to RFP22-04, and the City has awarded the bid to Service Provider subject to the RFP documents and this Agreement

ACCORDINGLY, in consideration of the above state Recitals, and other good and valuable consideration of the receipt and sufficiency of which is acknowledged by the parties to this Agreement, the parties agree as follows**:**

SECTION 1. RECITALS. The above Recitals are true and correct and form a material part of this Agreement.

SECTION 2. TERM. The effective date of this Agreement shall be the day and year first written above ("Effective Date") and shall continue for three (3) calendar years therefrom. This Agreement shall terminate unless the City elects to extend the Agreement for one additional three (3) year term at a price to be mutually determined by the parties. If no agreement is reached as to price, then this Agreement shall terminate at the end of the three-year term.

SECTION 3. SCOPE OF SERVICES. Service Provider agrees to provide to City the following services normally attainable from typical "lawn care services" to include:

(1) mowing, trimming, and edging all mobile home lots and common areas of the residential areas of the mobile home park,

(2) site clean-up prior to mowing, which would include the pickup of glass, paper, metal cans and other items which could be propelled by mowers and damage surrounding persons, structures, or vehicles,

(3) the removal of all clippings, branches and other matter considered to be yard trash, which was collected during maintenance service,

(4) providing chemical applications to curbs, sidewalks and other areas to provide control of weeds and grasses, eliminating the need for "weed-eating of same,

(5) inspect the site on a regular basis to insure the mobile home park is kept in neat and trimmed condition throughout the term of the Agreement.

(6) all trimming debris, and general garden trash shall be collected and be removed from the common grounds property,

(7) the roadways are to be vacuumed or cleaned with a power blower after the areas have been serviced,

(8) all roadways within the mobile home park and common grounds area will be edged,

(9) ant hills will be treated as needed,

(10) all concrete joints will be sprayed with weed killer once a month,

(11) all sidewalks will be mechanically edged and vacuumed and or blown clean at each cutting, and,

(12) curbing will be edged and mechanically vacuumed or blown clean at each cutting.

The Service Provider shall provide 28 weekly cuts starting June 1 through September 30, and then one cut every three weeks from October 1 through May 31 each year of the term of this Agreement. The Service Provider shall provide the services as more fully described herein ("Services") in a timely, good, and workmanlike manner. Service Provider will submit a written report to notify the City of any issues that may require additional attention. Under no circumstances is the Service Provider to do any additional work without prior approval of City and without obtaining a Purchase Order. Failure to obtain prior written approval will result in non-payment. Unless prior

arrangements are made all scheduled work will be completed and the invoice sent to the Planning Department for review and payment issuance.

SECTION 4. ADDITIONAL TERMS; INSURANCE. Those additional terms as previously specified in RFP22-04 are hereby specifically incorporated in this Agreement. Service Provider shall be fully licensed and insured to include all employees, company liability, and insurance on licensed vehicles used in the delivery and performance of its obligations under this Agreement. Service Provider, its agents, subcontractors, and freight carriers utilized by Provider(s) are required to provide and maintain current copies of their General Liability, Vehicle Liability and Workers Compensation insurances on file with the City Purchasing Agent. (See attached terms and conditions for details). Failure to comply could be interpreted as a breach of contract by the Provider(s). Companies issuing the insurance policy or policies shall have no recourse against the City for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of the Service Provider.

SECTION 5. PAYMENT FOR SERVICES RENDERED. In return for the above-mentioned services, the City will compensate Service Provider on a monthly installment payment of $3,598.93. Payment will be made by check, issued only after receiving a monthly invoice from the service provider. The invoice shall reflect a true accounting of the number of services provided in that month. The Service Provider agrees to provide "Follow up" service, if needed to satisfy those residents of the Park receiving lawn service as well as the city. If any additional maintenance calls are required to sustain the mobile home park in a well-kept manner, over the services contracted for, the Service Provider may submit an invoice for charges at a rate of $1,542 per service (to include full-service responsibilities).

SECTION 6. LAWS AND REGULATIONS. Service Provider shall strictly comply with all local, state, and federal laws, orders, and regulations. Unless otherwise stipulated in the bid, all manufactured items, materials, chemicals, and fabricated assemblies shall comply with applicable requirement of Occupational Safety and Health Act, Environmental Protection Agency, State, County and Local Agencies and any standards thereunder.

SECTION 7. PERMITS AND LICENSES. Service Provider shall obtain at its own cost and expense all licenses (including professional licenses), permits, certificates and authorizations necessary for Service Provider to do business in Polk County, Florida. Service Provider shall also obtain all licenses, permits, certificates and authorizations necessary in connection with the Service Provider's performance of the Services hereunder.

SECTION 8. INDEMNIFICATION. Service Provider shall release, indemnify, defend and hold harmless City, its employees, consultants, successors and assigns, from and against any and all claims, counterclaims, suits, judgments, demands, causes of action, liabilities, damages, injuries, liens, costs and expenses (including without limitation reasonable attorneys' fees and costs) ("Claims") of any kind or nature

whatsoever arising out of or related in any way to the negligent acts, omissions, negligence or willful misconduct of Service Provider or its subservice providers, agents, servants or employees in the performance or non-performance of the obligations related to this Agreement, except to the extent that such Claims result from, in whole or in part, the negligence, unlawful or wrongful acts of City. This provision shall survive termination of this Agreement.

SECTION 9. LIST OF EMPLOYEES. Service Provider shall supply the City with a list of names for all employees, agents, subcontractors and hired carriers that will be entering the City properties in performance of the contract. This list will be updated at least quarterly or as changes in personnel require. Failure to keep the list updated could be interpreted as a breach of contract by the Service Provider.

SECTION 10. NOTICES; PROPER FORM. Any notice required or permitted under this Agreement shall be in writing and shall be sent by U.S. certified or registered mail, return receipt requested, postage prepaid. Any notice to the City or subsequent City of the Lot shall be delivered to the City Manager, 8 W. Broadway St., Fort Meade, FL. 33841. Any notice to the Service Provider shall be delivered to the mailing address of record for the Service Provider as identified by the State of Florida Division of Corporations.

SECTION 11. TERMINATION OF AGREEMENT. The City reserves the right to cancel this Agreement by giving the Service Provider thirty (30) day notice at no cost to the City.

SECTION 12. ASSIGNMENT. Service Provider shall not assign or transfer any interest, rights, or obligations under this Agreement, without prior written consent by City, such consent shall not unreasonably be withheld. Any assignment, without prior written consent by City, shall be void and of no effect.

SECTION 13. GOVERNING LAW/VENUE. This Agreement, the rights, and obligations of the Parties hereto, and any claims or disputes relating thereto shall be governed by, interpreted, construed and enforced in accordance with the laws of the State of Florida. Venue in any action to interpret, construe, enforce or otherwise involving this Agreement shall reside in Polk County, Florida and any action may only be brought in the appropriate State Courts of Florida, the parties hereby renouncing and waiving any and all rights and options they may have to bring or maintain any such litigation or action in the Federal Court system of the United States.

SECTION 14. WAIVER OF JURY TRIAL. City and Service Provider hereby knowingly, voluntarily, and intentionally waive the right any of them have to a trial by jury with respect to any litigation based hereon, or arising out of, under or in connection with this Agreement and any agreement contemplated to be executed in conjunction herewith, or any course of conduct, course of dealing, statements (whether verbal or written) or actions of either party.

SECTION 15. ENTIRE AGREEMENT. This Agreement together with each separately Supplemental Agreement and/or the exhibits thereto, constitute the entire and integrated Agreement between City and Service Provider and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement and said attachments may only be amended, supplemented, modified, or canceled by written instrument signed by an authorized representative of each party. The captions and numbers appearing herein are inserted only as a matter of convenience and are not intended to define, limit, construe or describe scope or intent of any paragraph nor in any way affect this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on their behalf by their duly authorized representatives, under seal, all as of the day and year first above written.

ATTEST:

Melissa Cannon, Deputy City Clerk

CITY OF FORT MEADE, FLORIDA

Robert Elliott, Mayor

APPROVED AS TO FORM:

Thomas A. Cloud, City Attorney
City of Fort Meade, Florida

Signed, sealed, and delivered before these witnesses:

By: _____

Print Name: _____

By: _____

Print Name: _____

Home Grown Talent A Florida For Profit Corporation

By: _____

Print Name: _____

Title: _____

Date: _____

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF SEPTEMBER 27, 2022
AGENDA ITEM 8-C

SUBJECT:

Amended Planning Advisory Services Agreement (PAS) with Central Florida Regional Planning Council (CFRPC) for Fiscal Year 2021/2022.

BACKGROUND:

The current year Planning Advisory Services Agreement for Fiscal Year 2021/2022 was approved with the additional water supply plan update in the amount of $40,000. The amended PAS was reduced by $15,000 to remove the water supply plan update fee as directed by the city.

FISCAL IMPACT/FUNDING SOURCE:

The expense to have professional planning services for the Fiscal Year 2021/2022 was included in the current year budget.

RECOMMENDATION:

Authorize the Mayor to execute the attached Amended Planning Advisory Services Agreement for FY21/22.

MOTION: Authorize the Mayor to execute the attached Amended Planning Advisory Services Agreement for FY21/22.

PLANNING ADVISORY SERVICES AGREEMENT

with

FORT MEADE

THIS AGREEMENT is made and entered into this _____ day of _____, 2021, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and the **City of Fort Meade** (hereinafter referred to as the "CITY").

BACKGROUND

A. The CITY desires to engage the COUNCIL to provide professional planning services to assist the CITY in complying with the requirements of growth management laws; to provide technical assistance to the Planning and Zoning Board, elected officials, and CITY staff members on the evaluation and processing of land development proposals including site plan review; and to update and maintain the Comprehensive Plan, Future Land Use Map, Unified Land Development Code, and Official Zoning Map; all of which is detailed in Attachment A, I-III – Scope of Work, and is a part of this Agreement.

B. The CITY desires to engage the COUNCIL to update the Capital Improvements Element (CIE) including the Five-Year Schedule of Capital Improvements Plan of the Comprehensive Plan as detailed in Attachment A, IV – Scope of Work, and is a part of this Agreement.

C. The CITY desires to engage the COUNCIL to assist in the preparation of grants as detailed in Attachment A, V – Scope of Work, and is a part of this Agreement.

D. The COUNCIL desires to provide such professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

I. GENERAL

The CITY engages the COUNCIL to assist the CITY in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the CITY.

II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

III. COMPENSATION

This is a fixed fee agreement. The fixed fee for General Planning Services (I-III in Attachment A), the Specialized Planning Service to prepare the Capital Improvement Element Update (IV in Attachment A), and to provide assistance in grant application preparation (V in Attachment A) is **$25,000 (twenty-five thousand dollars)**. As consideration for performance of all work rendered under this Agreement, the CITY agrees to pay a fixed fee for Generalized and Specialized Planning Services to be paid in four (4) payments, beginning October 1, 2021 with a final payment due July 1, 2022. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

October 1, 2021	$6,250.00
January 1, 2022	$6,250.00
April 1, 2022	$6,250.00
July 1, 2022	$6,250.00

All fees and payments for additional Scope of Work, if required, shall be negotiated.

IV. PERIOD OF AGREEMENT

The services of the COUNCIL are to commence upon execution of this agreement.

V. MODIFICATION OF AGREEMENT

A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the CITY and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.

B. Any extensions of the Agreement shall be mutually agreed upon by and between the CITY and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

VI. TERMINATION

A. This Agreement may be terminated by the written mutual consent of the parties.
B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

VII. COMPLIANCE WITH LAWS

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

VIII. PERSONNEL

A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.

B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

IX. DATA TO BE FURNISHED TO COUNCIL

Upon reasonable request of the COUNCIL, the CITY shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it, that are necessary for the execution of work of the COUNCIL under this Agreement.

X. RIGHT TO WORK PRODUCTS

Copies of all work products shall become the property of the CITY.

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

This Agreement and attachments incorporated by reference constitute all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the CITY and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

CITY OF FORT MEADE

By: _____

_____
Witness

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

By: _____
Patricia M. Steed, Executive Director

_____
Witness

Approved as to legal form and sufficiency:

_____
City Attorney

_____
Council Attorney

Attachment A

Fort Meade
SCOPE OF WORK FOR FY 2021-2022

GENERAL PLANNING SERVICES

I. GROWTH MANAGEMENT ADMINISTRATION

A. The COUNCIL shall advise and assist the CITY in the preparation of small scale and large scale Comprehensive Plan amendments made necessary by annexations, citizen requests, State statute changes, and CITY-initiated requests.

B. The COUNCIL shall provide technical assistance to the elected officials, Planning and Zoning Board and CITY staff members on the evaluation and processing of land development proposals (i.e., comprehensive plan amendments, zoning applications, site plans, subdivision plats, etc.).

C. The COUNCIL shall provide technical assistance on occasional and minor revisions to the Land Development Regulations.

D. The COUNCIL shall coordinate training sessions on State Statute and rule changes that effect the CITY'S compliance with Chapter 163, F.S., as necessary and requested.

E. The COUNCIL shall conduct one community visioning session to discuss priorities within the Community Redevelopment Area.

II. ROUTINE MAPPING (ON GIS BASE MAP)

A. The COUNCIL shall prepare updates to the Map Series for the Comprehensive Plan made necessary by annexations, land use changes and text amendments.

B. The COUNCIL shall prepare updates to the Official Zoning Map made necessary by annexations, requests for re-zonings and Comprehensive Plan amendments.

III. LARGE SCALE PLAN REVIEW

The COUNCIL shall advise and assist the CITY on matters concerning the review of proposed large scale development projects on such subjects as, (a) the contents of proposed plans, (b) the processes for development review, (c) the integration of the development and its infrastructure plans into the CITY'S Comprehensive Plan, (d) coordination of review and (e) consistency with the Land Development Regulations and Comprehensive Plan.

SPECIALIZED PLANNING SERVICES

IV. CAPITAL IMPROVEMENTS ELEMENT (CIE)

The COUNCIL will coordinate the tasks below in order to update the Capital Improvements Element of the Comprehensive Plan.

A. Prepare an updated Capital Improvements Element and five-year schedule.

B. Prepare a sample ordinance to be used for adoption of the Capital Improvements Element.

The COUNCIL will work with the CITY to obtain all necessary information in updating the Capital Improvements Element of the Comprehensive Plan, and attend public hearings related to the adoption of the Capital Improvements Element, as requested by the CITY.

V. GRANTS: ASSISTANCE

The COUNCIL shall assist the CITY in the preparation and submittal of up to two planning-related grant applications as part of this contract. Should the applications need to be revised in order to be resubmitted to another funding source, the COUNCIL will provide any necessary revisions for a period of up to one year under the terms of this agreement. Typical grants are those that fund planning studies, transportation improvements, and recreation or other public amenities.

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF SEPTEMBER 27, 2022
AGENDA ITEM 8-D

SUBJECT:

Planning Advisory Services Agreement with Central Florida Regional Planning Council (CFRPC) for Fiscal Year 2022/2023.

BACKGROUND:

During Fiscal Year 2018-2019, the city entered into an Interlocal Agreement for the CFRPC to provide planning services to the city. That relationship has proved to be successful over the years, and it is our recommendation that it continue again in this fiscal year. The attached Planning Advisory Services Agreement accomplishes that task.

FISCAL IMPACT/FUNDING SOURCE:

The expense to have professional planning services for the Fiscal Year 2022-2023 has been included in the budget for $30,000.

RECOMMENDATION:

Authorize the Mayor to execute the attached Planning Advisory Services Agreement.

MOTION: Authorize the Mayor to execute the attached Planning Advisory Services Agreement.

September 15, 2022

Mr. Jan Bagnall, City Manager
City of Fort Meade
8 West Broadway Street
Fort Meade, FL 33841
jbagnall@cityoffortmeade.com

Via Email

RE: FY 2022-2023 Planning Advisory Services Agreement

Dear Mr. Bagnall:

Enclosed please find a Planning Advisory Services (PAS) Agreement for the CFRPC to provide professional planning services to the City of Fort Meade for the 2022-2022 Fiscal Year.

The PAS Agreement is for $30,000. The PAS includes continued professional planning services to the City as indicated in Attachment A, I-III of the agreement including but not limited to assistance with the following:

- Comprehensive plan amendments;
- Rezonings;
- Large project reviews;
- Subdivision reviews;
- Minor revisions to the Code of Ordinances related to land development; and
- Comprehensive GIS mapping services.

Please contact me if you have any questions or concerns regarding the enclosed agreement. Please sign the enclosed agreement and return them to the CFRPC to my attention. We will return the agreement to your attention following signature of the CFRPC. Please note the signed agreement may be scanned and emailed to the CFRPC to my attention at jcodosalisbury@cfrpc.org. A hard copy is not necessary.

We greatly appreciate the opportunity to be of service to the City of Fort Meade.

Sincerely,

Jennifer J. Codo-Salisbury

Jennifer Codo-Salisbury, MPA, AICP
Deputy Director

Enclosure: Planning Advisory Services (PAS) Agreement

cc with enclosure: Jeff Schmucker, Panning Director, CFRPC

PLANNING ADVISORY SERVICES AGREEMENT

with

FORT MEADE

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between the **Central Florida Regional Planning Council** (hereinafter referred to as the "COUNCIL") and the **City of Fort Meade** (hereinafter referred to as the "CITY").

BACKGROUND

A. The CITY desires to engage the COUNCIL to provide professional planning services to assist the CITY in complying with the requirements of growth management laws; to provide technical assistance to the Planning and Zoning Board, elected officials, and CITY staff members on the evaluation and processing of land development proposals including site plan review; and to update and maintain the Comprehensive Plan, Future Land Use Map, Unified Land Development Code, and Official Zoning Map; all of which is detailed in Attachment A, I-III – Scope of Work, and is a part of this Agreement.

B. The CITY desires to engage the COUNCIL to update the Capital Improvements Element (CIE) including the Five-Year Schedule of Capital Improvements Plan of the Comprehensive Plan as detailed in Attachment A, IV – Scope of Work, and is a part of this Agreement.

C. The CITY desires to engage the COUNCIL to assist in the preparation of grants as detailed in Attachment A, V – Scope of Work, and is a part of this Agreement.

D. The COUNCIL desires to provide such professional services in accordance with this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto do mutually agree as follows:

I. GENERAL

The CITY engages the COUNCIL to assist the CITY in fulfilling the requirements of Chapter 163, Florida Statutes and all relevant amendments to these statutes, and any other pertinent state law or rule related to Growth Management; and the COUNCIL shall provide the professional services required under this Agreement with the CITY.

II. SCOPE OF WORK

The COUNCIL shall perform, in a satisfactory and proper manner, the work and services detailed in Attachment A - Scope of Work, and shall satisfy all requirements of the guidelines specified therein.

III. COMPENSATION

This is a fixed fee agreement. The fixed fee for General Planning Services (I-III in Attachment A), the Specialized Planning Service to prepare the Capital Improvement Element Update (IV in Attachment A), and to provide assistance in grant application preparation (V in Attachment A) is **$30,000 (twenty thousand dollars)**. As consideration for performance of all work rendered under this Agreement, the CITY agrees to pay a fixed fee for Generalized and Specialized Planning Services to be paid in four (4) payments, beginning October 1, 2022 with a final payment due July 1, 2023. Payment shall be made upon receipt of an acceptable completed invoice from the COUNCIL, which shall be presented to the CITY. Payments will be due as follows:

October 1, 2022	$7,500.00
January 1, 2023	$7,500.00
April 1, 2023	$7,500.00
July 1, 2023	$7,500.00

All fees and payments for additional Scope of Work, if required, shall be negotiated.

IV. PERIOD OF AGREEMENT

The services of the COUNCIL are to commence upon execution of this agreement.

V. MODIFICATION OF AGREEMENT

A. Either party may request changes in the services or Scope of Work to be performed by the COUNCIL pursuant to this Agreement, including adjustments in the funds provided under the Agreement if necessary and appropriate. Such changes mutually agreed upon by and between the CITY and the COUNCIL shall be incorporated in written amendments to this Agreement signed by both parties.

B. Any extensions of the Agreement shall be mutually agreed upon by and between the CITY and the COUNCIL and shall be incorporated in written amendments to this Agreement signed by both parties.

VI. TERMINATION

A. This Agreement may be terminated by the written mutual consent of the parties.
B. Either party may terminate this Agreement upon written notice of thirty (30) days. Written notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

C. In the event the Agreement is terminated, the COUNCIL shall be reimbursed in the amount commensurate with the work satisfactorily accomplished on the effective date of termination.

VII. COMPLIANCE WITH LAWS

The COUNCIL warrants, represents, and agrees that it will comply with all federal, state, and local laws, rules, and regulations applicable to the fulfillment of the requirements of this Agreement.

VIII. PERSONNEL

A. The COUNCIL represents that it has, or will secure at its own expense, personnel necessary to perform the services under this Agreement.

B. The COUNCIL shall continuously staff the project with personnel as deemed necessary by the COUNCIL to fulfill its obligations under this Agreement. Qualified persons may be added, deleted, or substituted at any time during the period of this Agreement, as the COUNCIL may deem necessary or appropriate.

IX. DATA TO BE FURNISHED TO COUNCIL

Upon reasonable request of the COUNCIL, the CITY shall provide to the COUNCIL, at no cost, all information, data reports, records, and maps in its possession, or which become available to it. that are necessary for the execution of work of the COUNCIL under this Agreement.

X. RIGHT TO WORK PRODUCTS

Copies of all work products shall become the property of the CITY.

XI. ASSIGNMENT

This Agreement shall not be assignable.

XII. TERMS AND CONDITIONS

This Agreement and attachments incorporated by reference constitute all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF, the CITY and the COUNCIL have caused this Agreement to be executed by their undersigned officials as duly authorized.

CITY OF FORT MEADE

By: _____

_____
Witness

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

By: _____
Patricia M. Steed, Executive Director

_____
Witness

Approved as to legal form and sufficiency:

_____
City Attorney

_____
Council Attorney

Attachment A

Fort Meade
SCOPE OF WORK FOR FY 2022-2023

GENERAL PLANNING SERVICES

I. GROWTH MANAGEMENT ADMINISTRATION

A. The COUNCIL shall advise and assist the CITY in the preparation of small scale and large scale Comprehensive Plan amendments made necessary by annexations, citizen requests, State statute changes, and CITY-initiated requests.

B. The COUNCIL shall provide technical assistance to the elected officials, Planning and Zoning Board and CITY staff members on the evaluation and processing of land development proposals (i.e., comprehensive plan amendments, zoning applications, site plans, subdivision plats, etc.).

C. The COUNCIL shall provide technical assistance on occasional and minor revisions to the Land Development Regulations.

D. The COUNCIL shall coordinate training sessions on State Statute and rule changes that effect the CITY'S compliance with Chapter 163, F.S., as necessary and requested.

E. The COUNCIL shall conduct one community visioning session to discuss priorities within the Community Redevelopment Area.

II. ROUTINE MAPPING (ON GIS BASE MAP)

A. The COUNCIL shall prepare updates to the Map Series for the Comprehensive Plan made necessary by annexations, land use changes and text amendments.

B. The COUNCIL shall prepare updates to the Official Zoning Map made necessary by annexations, requests for re-zonings and Comprehensive Plan amendments.

III. LARGE SCALE PLAN REVIEW

The COUNCIL shall advise and assist the CITY on matters concerning the review of proposed large scale development projects on such subjects as, (a) the contents of proposed plans, (b) the processes for development review, (c) the integration of the development and its infrastructure plans into the CITY'S Comprehensive Plan, (d) coordination of review and (e) consistency with the Land Development Regulations and Comprehensive Plan.

SPECIALIZED PLANNING SERVICES

IV. CAPITAL IMPROVEMENTS ELEMENT (CIE)

The COUNCIL will coordinate the tasks below in order to update the Capital Improvements Element of the Comprehensive Plan.

A. Prepare an updated Capital Improvements Element and five-year schedule.

B. Prepare a sample ordinance to be used for adoption of the Capital Improvements Element.

The COUNCIL will work with the CITY to obtain all necessary information in updating the Capital Improvements Element of the Comprehensive Plan, and attend public hearings related to the adoption of the Capital Improvements Element, as requested by the CITY.

V. GRANTS: ASSISTANCE

The COUNCIL shall assist the CITY in the preparation and submittal of up to two planning-related grant applications as part of this contract. Should the applications need to be revised in order to be resubmitted to another funding source, the COUNCIL will provide any necessary revisions for a period of up to one year under the terms of this agreement. Typical grants are those that fund planning studies, transportation improvements, and recreation or other public amenities.

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF SEPTEMBER 27, 2022
AGENDA ITEM 8-E

SUBJECT:

Approval of a new Job Description for Administrative Assistant, Fire Department.

BACKGROUND:

Currently, the City does not have this position.

The Administrative Assistant position will assist with the administrative support to the fire department to assure the timely and effective operation of the fire department. This position will be a part-time, non-exempt position. This position's pay range is $18.00 - $26.09 per hour; this position has a pay grade 9 classification. The only legislative action for the Commission at this juncture is to approve the new job description.

FISCAL IMPACT/FUNDING SOURCE:

Funding for this position will be provided within the fire department special assessment.

RECOMMENDATION:

Approve the new Job Description for Administrative Assistant, Fire Department.

MOTION: Approve the new Job Description for Administrative Assistant, Fire Department.

CITY OF FORT MEADE

JOB DESCRIPTION

Administrative Assistant, Fire Department

Job Title: Administrative Assistant, Fire Department

Department: Fire Department

Reporting Relationship: Fire Chief

General Purpose:
The Administrative Assistant provides administrative support to the fire department. The Administrative Assistant works under the general supervision of the Fire Chief and the City Manager to assure the timely and effective operation of the Fire Department. The Administrative Assistant is a part-time, non-exempt position.

Essential Functions:
These essential job functions are not to be construed as a complete statement of all duties. Employees will be required to perform other job-related duties, as required.

1. Cooperative working relationship with fellow employees to assure the smooth operation of the city including public relations, interdepartmental relations, and employee relations.
2. Coordinating compliance with purchasing requirements and the implementation of policy and procedures.
3. Maintaining the department's accounts and approval of payable(s).
4. Maintains inventory records of all items. Maintains daily, weekly, and monthly inventory transactions reports.
5. Accurate completion and timely submission of all required or requested reports.
6. Perform all secretarial duties associated with the administration of the fire department office and from time to time compose, prepare, and send routine correspondence.
7. Maintain, collects, and file all official reports, including incidents, civilian complaints, and accidents.
8. Handle and process departmental mail.
9. Responsible for department records and files.

10. Assist in preparing the initial department budget and monitoring the budget throughout the fiscal year.
11. Prepare and submit monthly payroll timesheets for department volunteers.
12. Assist with the recruitment, fire standards and training of volunteer firefighters.
13. Attend fire department meetings and record minutes.
14. Update FCDICE system and keep an accurate roster of the volunteer firefighters.
15. Perform other duties as assigned.

Qualifications:

Knowledge, Skills, and Abilities:

- Familiarity with various computer operating systems and software.
- Organizational skills of both electronic and paper documents.
- Demonstrate ability to manage confidential information.
- Knowledge of Federal, State, and local laws, ordinances, and regulations.
- Ability to write and review formal business communications.
- Ability to communicate clearly, concisely, in both verbal and written form.
- Work product is consistently accurate and timely.
- Demonstrates the ability to self-study, research, and problem solve.
- Organize work, coordinate projects, set priorities, meet time deadlines, and follow-up on assignments with a minimum of direction.
- Use tact, initiative, and independent judgment within general policy and legal guidelines in sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

The City evaluates an applicant's combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. At the sole discretion of the City, the City may choose to accept extensive relevant experience in lieu of education.

Education:

High school diploma or GED required. Associates Degree preferred or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

Experience:

Have a thorough knowledge of general office procedures. Familiarity with various computer operating systems and software.

Validation and Background:

Applicants certify the complete accuracy of all information provided, are subject to background checks, proof of educational degree(s) and certification(s) and may be asked for professional references.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid state of Florida driver's license.
- Must maintain a valid telephone number.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by the City Manager.

Physical and Mental Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents;

analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in an office environment.

_____ _____

Employee's Name (Please Print) Date

_____

Employee Signature

CITY OF FORT MEADE, FLORIDA
STAFF REPORT
FOR MEETING OF September 27, 2022
AGENDA ITEM 9.A.

SUBJECT:

Request to pay off the Citizens Bank and Trust (Citizens) loan number ending 2638.

BACKGROUND:

In May 2018, the City obtained a line of credit loan from Citizens to pay for damages from Hurricane Irma. The last draw on the line of credit was in April 2019 which brought the balance owed to $463,888.70. The City has been making monthly payments in the amount of $4,330.75 since July 2019. The interest rate is 3.40% and last calendar year the City paid $13,350.10 in interest.

The estimated payoff amount is $341,295 through 09/29/2022. Staff suggests using available general fund balance to pay off the loan and save future interest expense. The current estimated general fund balance is $2,590,000 of which approximately $1,860,000 is unrestricted.

FISCAL IMPACT/FUNDING SOURCE:

General fund reserves in the amount of $341,295.

RECOMMENDATION:

Approve the use of general fund reserves to pay off Citizens loan ending in 2638 in an amount not to exceed $342,000.

MOTION:
Approve the use of general fund reserves to pay off Citizens loan ending in 2638 in an amount not to exceed $342,000.

Created/Initiated By: Mary Dimitroff, Comptroller _____ _____

Final Approval By: Jan Bagnall, City Manager _____ _____
Date Initials