



HISTORIC TOWN OF EATONVILLE, FLORIDA

3RD BUDGET WORKSHOP

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

Town Hall - 307 E Kennedy Blvd

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

I. CALL TO ORDER

II. GENERAL GOVERNMENT

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

III. ADJOURNMENT

The Town of Eatonville is subject to the Public Records Law. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

****PUBLIC NOTICE****

This is a Public Meeting, and the public is invited to attend. This Agenda is subject to change. Please be advised that one (1) or more Members of any of the Town's Advisory Boards/Committees may attend this Meeting and may participate in discussions. Any person who desires to appeal any decision made at this meeting will need a verbatim record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is to be based – per Section 286.0105 Florida Statutes. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Town of Eatonville at (407) 623-8910 "at least 48 hours prior to the meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26

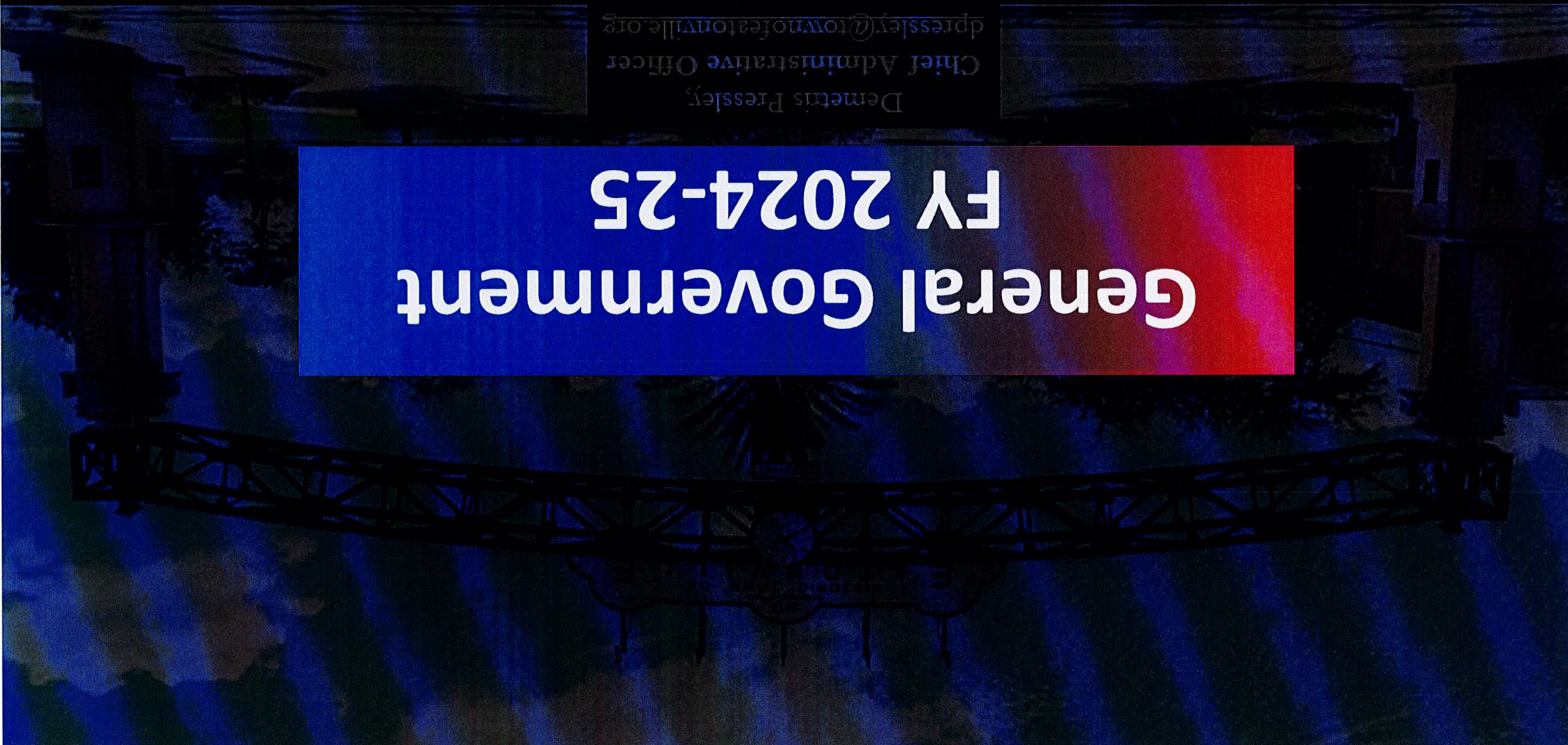


TOWN OF EATONVILLE COMMUNITY

1887-2023

Demetris Pressley
Chief Administrative Officer
dpressley@townofeatonsville.org

General Government FY 2024-25

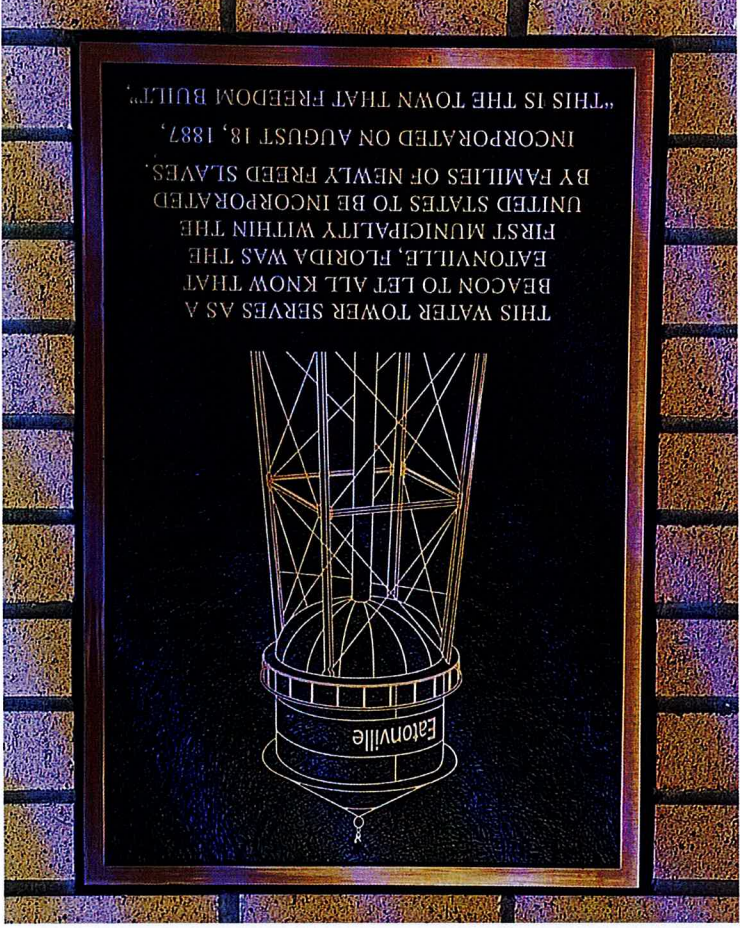


Strategic Plan Focus

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

□ PRIORITIES FOR FY 24/25

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



Total Town Budget

Highlights

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

Gross Taxable Valuation

Eatonville Property Value Analysis

Eatonville Total Taxable Value 2023

Eatonville Total Taxable Value 2024

Net increase Taxable Value

New Taxable Value (115% from 2023)

Exemptions of Just Value (%)

Growth rate

\$	315,243,299
\$	386,063,550
\$	<u>70,820,251</u>

62 Mill

22.5%



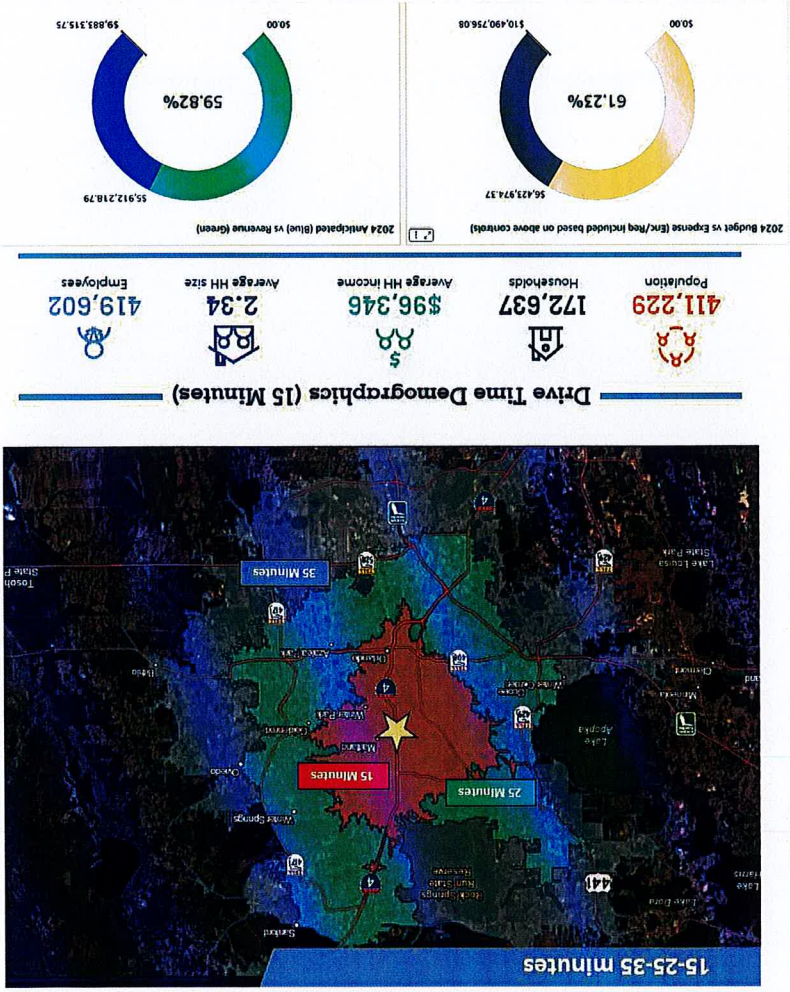
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 Preliminary to the 2023 final because that is the most recent data available for each year

What's Included

MAJOR CAPITAL INVESTMENT

PRIOIRITIES FOR FY 24/25

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



Highlights

Council's Takeaways

Establish:

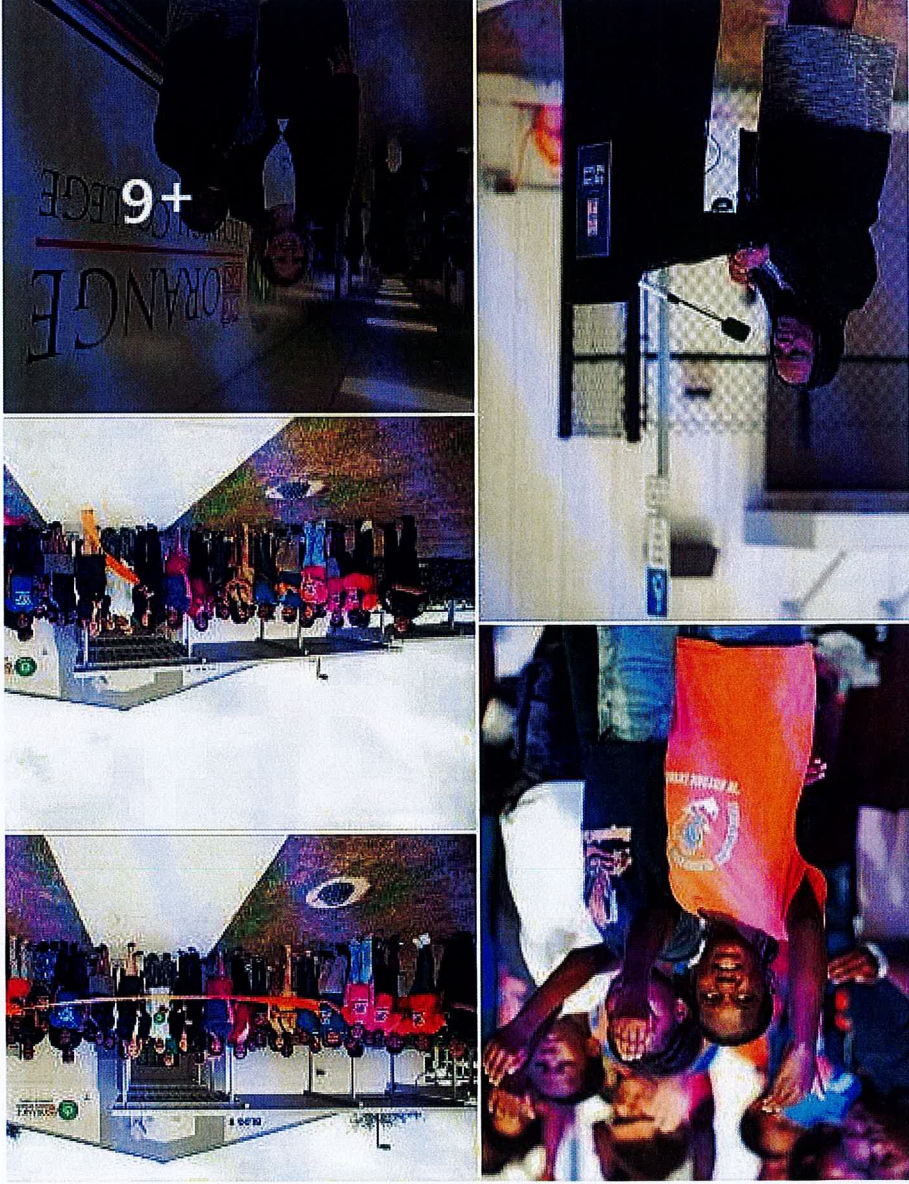
- ◆ **Personnel Request**
- ◆ H.R. Coordinator – Full-time
- ◆ Special Event Coordinator – Part-time
- ◆ Merit Increase 2%-3% (

◆ Additional Items

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

◆ Legal

◆ Post Office



A SATISFIED Community

• Life on the BLVD: Special Events & Business Activity

• Pursuit of Florida Museum of Black History (Still Possible)

• East Kennedy Streetscape Pilot Project: Landscape Improvements

• Community Pool Re-open and in Operation.

• Clean Water (Sanitary Sewer) - \$19,823,317 + \$665,000

• Drinking water - \$14,565,300 + \$5,900,000

• 37% Grants are Actively in Funded Meeting Deliverable Status
• Community Action Plan, NTHP, BBA – Eatonville Preservation Analysis



Proposed Millage Rate:

Current = 7.2938 ¢ \$2,815,870

Rolled Back Rate = 7.4079 ¢ \$2,859,920

AD VALOREM TAX Calculation

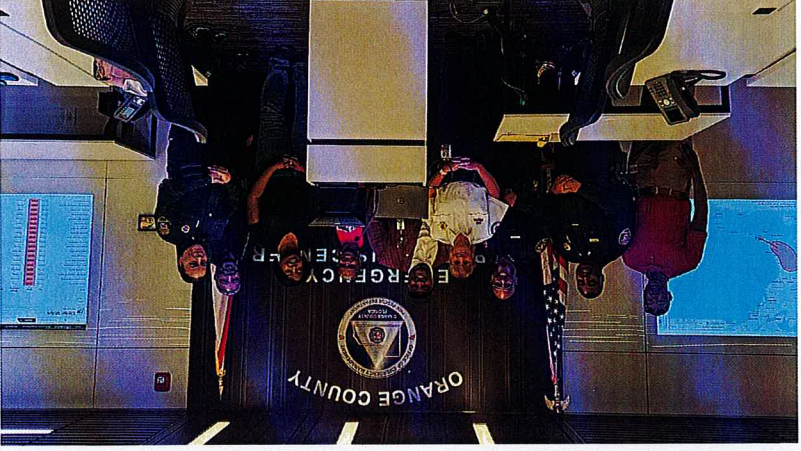
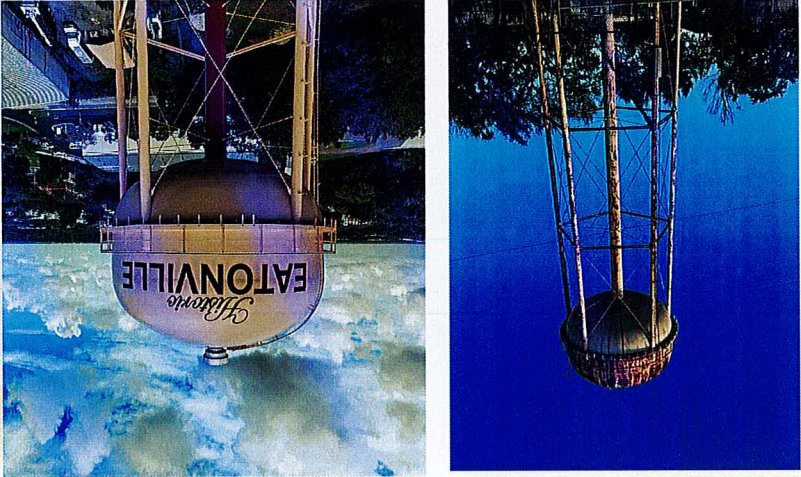
The millage rate is the ad valorem tax rate levied per \$1,000 of a property's taxable value. The rate is expressed in mills, which is equal to 0.1% of the taxable value. Each taxing authority adopts a millage rate every year that appears on the property tax bill. To calculate the tax levy using a given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

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

FY 24-25

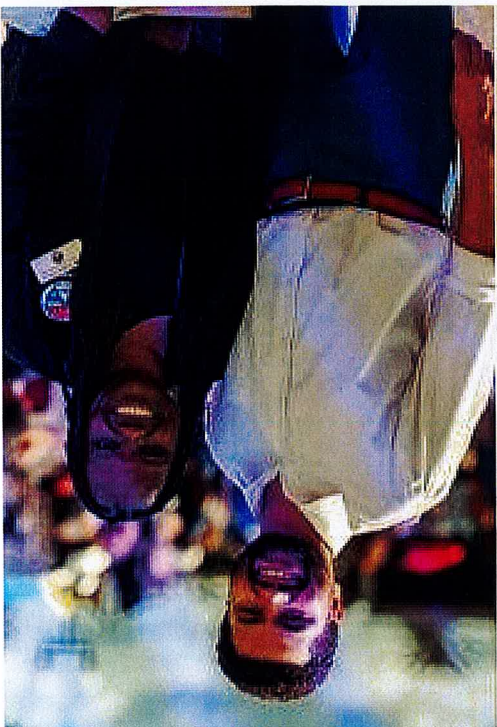
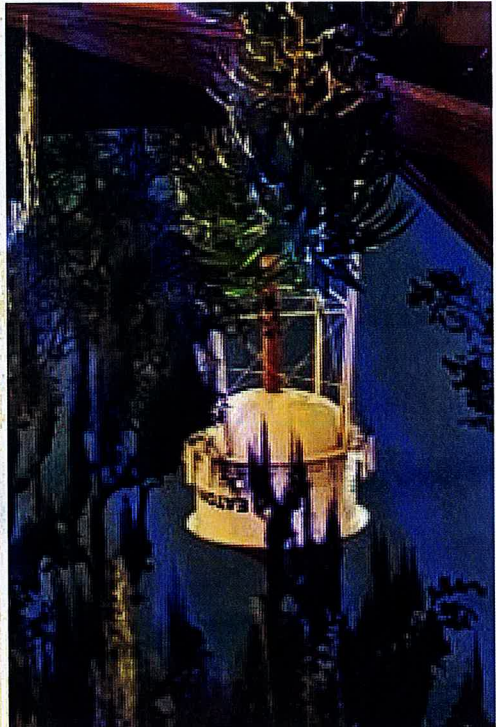
AREAS OF FOCUS FOR THE ADMINISTRATION

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



Q & A

LOOKING AHEAD



Account Id	Account Description	Proposed Budget: 2024 Budgeted	2024 Actual	2023 Budgeted	2023 Actual	2022 Budgeted	2022 Actual
001-311-1000	AD VALOREM TAXES - CURRENT	2,675,077.00	1,817,900.72	1,912,436.00	1,840,916.28	1,765,817.00	1,697,171.18
001-312-4100	LOCAL OPTION TAXES	71,783.00	71,783.00	71,783.00	60,864.36	68,595.00	49,031.59
001-312-1000	UTILITY SVC. TAX - ELECTRICITY	445,171.00	445,171.00	373,584.25	366,382.04	410,000.00	346,894.50
001-314-2000	UTILITY SVC. TAX - TELECOMMUNICATIONS	105,527.00	99,201.32	91,000.00	84,355.74	86,611.00	64,257.39
001-314-3000	UTILITY SVC. TAX - WATER	-	0.00	65,000.00	4,273.56	60,000.00	19,516.58
001-314-4000	UTILITY TAX - GAS	6,500.00	5,609.00	5,761.43	7,008.09	4,000.00	7,397.00
001-316-0000	BUSINESS TAX LICENSES	12,500.00	16,000.00	9,949.75	16,000.00	8,175.08	16,000.00
001-316-2000	COUNTY SHARED REVENUES - OCC. LIC.	600.00	900.00	454.06	500.00	847.37	500.00
001-322-0000	BUILDING PERMITS	100,000.00	266,165.30	22,009.72	300,000.00	174,534.08	133,146.34
001-322-4000	FRANCHISE FEE - ELECTRIC	420,000.00	420,000.00	319,635.01	401,000.00	332,933.52	392,688.00
001-323-7000	FRANCHISE FEE - SOLID WASTE	10,000.00	10,000.00	14,650.00	2,000.00	11,325.00	2,250.00
001-323-9000	323 FRANCHISE FEES	430,000.00	430,000.00	334,285.01	403,000.00	344,258.52	395,188.00
001-324-8100	OC IMPACT FEES - RESIDENTIAL	17,885.00	0.00	0.00	0.00	-309,644.31	0.00
001-329-0000	324 IMPACT FEES	17,885.00	0.00	0.00	0.00	-309,644.31	0.00
001-329-0001	OTHER LICENSES, PERMITS FEES	35,000.00	50,000.00	15,997.96	50,000.00	62,087.39	9,000.00
001-329-0002	RE-INSPECTION FEES	1,700.00	4,000.00	200.00	0.00	200.00	0.00
001-329-0003	SURCHARGES-BUILDING PERMIT	3,000.00	2,000.00	557.04	0.00	4,590.19	0.00
001-329-0003	SITE PLAN APPLICATION FEE	27,000.00	80,000.00	10,410.93	0.00	82,215.81	0.00
001-331-6200	HUMAN SERVICES-SUMMER FOOD PROGRAM	-	0.00	0.00	45,000.00	0.00	50,000.00
001-331-9000	FEDERAL GRANTS	10,000.00	10,000.00	10,000.00	30,000.00	0.00	10,000.00
001-334-2000	STATE REVENUE - GRANT JAG	1,497.00	0.00	0.00	0.00	0.00	0.00
001-334-2001	STATE REVENUE - GRANT BRYNE	10,000.00	0.00	0.00	0.00	0.00	0.00
001-334-1200	334 STATE GRANTS	11,497.00	0.00	0.00	0.00	0.00	0.00
001-335-1200	STATE REVENUE SHARING PROCEEDS	141,614.00	135,000.00	119,720.64	119,581.00	101,539.56	99,360.00
001-335-1500	ALCOHOLIC BEVERAGE LICENSES	250.00	200.00	195.78	200.00	195.78	500.00
001-335-1800	LOCAL GOVERNMENT HALF CENT SALES TAX	393,044.00	380,000.00	343,602.84	330,557.00	348,629.57	291,304.55
001-335-2202	POLICE OFFICERS PREMIUM TAX	-	0.00	0.00	0.00	16,489.11	0.00
001-337-2001	335 STATE SHARED SERVICES	534,908.00	515,200.00	463,519.26	450,338.00	466,854.02	337,104.00
001-341-9000	POLICE LIAISON-ORANGE COUNTY	80,000.00	72,475.00	75,000.00	70,000.00	76,544.80	61,250.00
001-341-9000	OTHER GENERAL GOVT CHARGES AND FEES	80,000.00	72,475.00	75,000.00	70,000.00	76,544.80	61,250.00
001-342-5000	337 GRANTS FROM OTHER LOCAL UNITS	1,500.00	6,650.00	0.00	20,000.00	0.00	15,000.00
001-342-5000	341 CHRG FOR SERVSS-GEN GOVT	1,500.00	6,650.00	0.00	20,000.00	0.00	15,000.00
001-342-5001	FIRE SAFETY INSPECTION FEES	-	4,000.00	2,961.66	8,000.00	2,160.00	7,500.00
001-342-5001	LINKAGE FEES	-	100,000.00	0.00	100,000.00	0.00	100,000.00

001-342-9000	OTHER CHARGES & FEES - SEIZED TAGS	200.00	200.00	140.00	300.00	210.00	300.00	175.00
001-342-9001	OTHER CHARGES & FEES - TOWING	1,500.00	500.00	1,250.00	2,000.00	250.00	2,000.00	1,000.00
001-345-9001	342 CHRGR FOR SERVSS-PUB SAFETY	1,700.00	104,700.00	4,351.66	110,300.00	2,620.00	109,800.00	7,195.00
	EATONVILLE POST OFFICE	17,400.00	17,440.00	14,533.30	17,440.00	15,986.63	17,440.00	14,533.30
001-347-2100	345 CHRGR FOR SERVSS-ECONOMIC ENV	17,400.00	17,440.00	14,533.30	17,440.00	15,986.63	17,440.00	14,533.30
	RECREATION PROGRAM FEES	5,000.00	0.00	0.00	200.00	200.00	0.00	0
001-351-1000	347 CHRGR FOR SERVSS-CULTURE/RECR	5,000.00	0.00	0.00	0.00	200.00	0.00	0.00
	COURT FINES	5,000.00	8,000.00	2,987.69	8,000.00	2,983.29	8,000.00	4,394.82
001-351-1100	351 COURT ORDERED JDMNTS & FINES	5,200.00	8,200.00	2,987.69	8,200.00	3,518.29	8,200.00	4,394.82
	CODE VIOLATION PENALTIES	3,000.00	5,000.00	0	5,000.00	17,180.00	5,000.00	0
001-361-0000	354 FINES-LOCAL ORDINANCE VIOLATIONS	3,000.00	5,000.00	0.00	5,000.00	17,180.00	5,000.00	0.00
	INTEREST EARNINGS	1,000.00	200.00	25,791.53	200.00	11,770.57	200.00	284.40
001-361-0002	GENERAL FUND RESERVES	50.00	0.00	363,304.10	0.00	41.47	0	0
001-361-1000	MARTIN LUTHER KING JR. EVENT	25,000.00	25,000.00	15,100.00	26,648.00	11,255.95	0.00	0
001-362-0000	361 INTEREST & OTHER EARNINGS	26,050.00	25,200.00	404,195.63	26,848.00	23,067.99	200.00	284.40
	DENTON JOHNSON CTR RENTAL INCOME	15,000.00	10,000.00	17,735.90	10,000.00	6,297.38	2,000.00	10,679.91
001-362-1000	RENTAL-WATER TOWER	37,452.00	68,580.00	58,372.07	27,469.00	57,764.40	27,469.00	20,984.83
001-362-2000	362 RENTS & ROYALTIES	52,452.00	78,580.00	76,107.97	37,469.00	64,061.78	29,469.00	31,664.74
	5% EDUCATION FEE BLDG PERMIT	1,200.00	2,000.00	1,095.27	0.00	8,629.75	0.00	7.90
001-366-0001	LIBRARY RENTAL	60,654.00	60,654.00	50,470.00	60,654.00	50,470.00	60,654.00	50,470.00
001-366-0000	366 CONTRIBUTIONS & DONATIONS	60,654.00	60,654.00	50,470.00	60,654.00	50,470.00	60,654.00	50,470.00
	OTHER MISCELLANEOUS REVENUE	15,000.00	508,500.00	577,367.58	3,000.00	142,102.04	3,000.00	18,728.74
001-369-0001	MISC. REV. ROBERT WOOD JOHNSON	18,643.00	23,201.45	0	25,000.00	0	0.00	0
001-369-0003	POLICE-OFF DUTY DETAIL	4,000.00	4,000.00	1,310.98	8,000.00	954.31	8,000.00	4,405.00
001-369-0102	GEN. FUND RESERVE BAL. FORWARD	500,000.00	496,931.00	0	496,931.00	0	342,406.00	0
001-369-1000	ELECTION QUALIFICATION FEES	-	1,600.00	1,113.76	0.00	0	3,000.00	3,630.38
001-381-0536	369 OTHER MISCELLANEOUS REVENUE	537,643.00	1,034,232.45	579,792.32	532,931.00	143,056.35	356,406.00	26,764.12
	TRANSFER TO WATER & SEWER	-	0	2,187.00	0	0	0	0
381 OTHER SOURCES-NON-OPERATING		-	0.00	2,187.00	0.00	0.00	0.00	0.00
General Revenue Totals								
		5,279,747.00	5,577,043.75	4,434,887.72	4,782,499.00	3,603,253.81	4,056,234.00	3,222,585.47
001-0511-511-0000	LEGISLATIVE		0	0	0	0	0	0
001-0511-511-1100	EXECUTIVE SALARIES	41,440.00	98,414.00	83,080.41	94,564.00	70,629.47	103,064.00	32,357.08
001-0511-511-1200	REGULAR WAGES	56,974.00		0	0.00	0.00	0	0
001-0511-511-1300	PART TIME WAGES	16,640.00	16,640.00	0	0.00	0.00	0	0
001-0511-511-2100	FICA TAXES	8,802.00	8,802.00	6,228.66	7,234.00	5,243.00	7,884.00	2,486.45
001-0511-511-2200	RETIREMENT	2,943.00	2,943.00	0	2,750.00	0	3,175.00	0
001-0511-511-2300	HEALTH INSURANCE	9,893.00	9,893.00	5,672.76	9,333.00	6,039.03	7,232.00	0
001-0511-511-2400	WORKERS COMPENSATION	1,909.00	1,909.00	1,431.75	2,500.00	1,875.00	1,909.00	1,909.00
001-0511-511-3100	PROFESSIONAL SERVICES	3,500.00	3,500.00	1,549.00	5,000.00	468.95	5,000.00	899.94

001-0511-511-3101	PROFESSIONAL SVCS - CLERK	4,000.00	4,000.00	2,100.00	4,000.00	0	0	0	0
001-0511-511-3400	CONTRACTUAL SERVICES	10,000.00	10,000.00	11,963.16	10,000.00	440.00	25,000.00	0	0
001-0511-511-3410	CRA - TOWN TIF PAYMENT	225,814.00	200,000.00	219,236.88	224,190.00	217,971.34	224,190.00	796,672.29	0
001-0511-511-4000	TRAVEL & PER DIEM- MAYOR	3,500.00	3,500.00	0	4,000.00	0	4,000.00	0	0
001-0511-511-4001	TRAVEL & PER DIEM - TOWN COUNCIL	12,000.00	12,000.00	0	12,000.00	24.43	6,000.00	269.00	0
001-0511-511-4002	TRAVEL & PER DIEM - CLERK	2,500.00	2,500.00	200.00	1,550.00	119.67	0.00	0	0
001-0511-511-4100	COMMUNICATION	3,000.00	3,000.00	4,730.40	4,000.00	2,667.51	3,600.00	2,597.06	0
001-0511-511-4101	COMMUNICATION - CLERK	500.00	500.00	0	500.00	0	0.00	0	0
001-0511-511-4200	MAIL AND FREIGHT	700.00	700.00	514.67	700.00	445.26	700.00	552.47	0
001-0511-511-4201	MAIL & FREIGHT - CLERK	500.00	500.00	0	500.00	0	0.00	0	0
001-0511-511-4400	RENTALS AND LEASES	1,000.00	1,000.00	1,071.15	500.00	397.97	300.00	-73.71	0
001-0511-511-4700	PRINTING AND BINDING	1,000.00	1,000.00	100.00	2,000.00	333.00	2,000.00	574.00	0
001-0511-511-4701	PRINTING & BINDING - CLERK	1,000.00	500.00	68.00	1,000.00	0.00	0.00	0	0
001-0511-511-4800	PROMOTIONAL ACTIVITIES	5,000.00	1,000.00	2,715.47	1,000.00	425.60	6,000.00	646.50	0
001-0511-511-4801	LEGISLATIVE/COUNCIL SCHOLARSHIP	5,000.00	5,000.00	0	5,000.00	0	5,000.00	0	0
001-0511-511-4802	COMMUNITY EVENT - VETERANS	100.00	100.00	0	100.00	0	500.00	0	0
001-0511-511-4900	LEGAL ADVERTISEMENT-CLERK	10,000.00	10,000.00	3,949.74	10,000.00	9,463.99	0.00	0	0
001-0511-511-4901	SPECIAL PROJECT - MAYOR	200.00	0.00	100.00	0.00	0	0.00	0	0
001-0511-511-4902	SPECIAL PROJECT - COUNCIL	200.00	200.00	0	0.00	0	0.00	0	0
001-0511-511-5100	OFFICE SUPPLIES	1,000.00	1,000.00	204.21	1,000.00	755.68	1,000.00	233.57	0
001-0511-511-5101	OFFICE SUPPLIES - CLERK	1,200.00	1,200.00	5,288.88	1,500.00	777.66	0.00	0	0
001-0511-511-5210	OPERATING SUPPLIES	1,000.00	1,000.00	314.09	1,000.00	930.62	1,000.00	657.70	0
001-0511-511-5211	OPERATING SUPPLIES - CLERK	1,500.00	1,200.00	151.96	1,500.00	882.52	0.00	0	0
001-0511-511-5400	BOOKS, PUBLICATIONS, SUBS - MAYOR	1,500.00	1,500.00	13,637.64	1,500.00	860.00	1,500.00	1,307.86	0
001-0511-511-5401	BOOKS, PUBL., SUBN - TOWN COUNCIL	2,000.00	2,000.00	0	4,000.00	0	3,000.00	0	0
001-0511-511-5402	REGISTRATION FEES - MAYOR	1,000.00	1,000.00	0	2,000.00	0	1,000.00	0	0
001-0511-511-5403	REGISTRATION FEE - TOWN COUNCIL	4,000.00	4,000.00	150.00	8,000.00	0	5,000.00	0	0
001-0511-511-5404	REGISTRATION - CLERK	1,000.00	1,000.00	0	561.00	0	0.00	0	0
001-0511-511-5405	BOOKS, PUBL. SUBN. - CLERK	1,900.00	1,900.00	0	1,900.00	0	0.00	0	0
001-0511-511-5800	CONTINGENCY	155,614.00	262,972.00	711.63	476,601.00	227,349.00	0	0	0
001-0511-511-5900	MISCELLANEOUS EXPENSES	-	0.00	3,121.32	0.00	0	0.00	0	0
511 LEGISLATIVE	599,829.00	675,473.00	368,291.78	901,983.00	320,750.70	645,403.00	840,429.21	840,429.21	0
0511 LEGISLATIVE	599,829.00	675,473.00	368,291.78	901,983.00	320,750.70	645,403.00	840,429.21	840,429.21	0
001-0512-512-0000	EXECUTIVE/ADMIN		0	0	40,000.00	76,510.47	45,006.00	87,617.53	0
001-0512-512-1200	REGULAR WAGES	173,000.00	162,821.00	120,143.96	120,143.96	40,000.00	0	0	0
001-0512-512-1300	WAGES - PART - TIME	-	24,495.00	27,312.11	0.00	0	0.00	0	0
001-0512-512-1400	OVERTIME	-	0.00	0	0.00	1,847.04	0.00	2,330.77	0
001-0512-512-2100	FICA TAXES	13,234.50	14,329.67	11,186.04	3,060.00	4,631.87	3,443.00	6,339.51	0
001-0512-512-2200	RETIREMENT	2,141.00	2,141.00	2,541.74	2,000.00	1,343.71	5,147.00	2,712.64	0
001-0512-512-2300	HEALTH & LIFE INSURANCE	19,786.00	19,786.00	9,948.96	14,773.00	10,400.37	14,464.00	12,945.14	0
001-0512-512-2400	WORKERS COMPENSATION	1,200.00	1,200.00	900.00	2,000.00	1,500.00	1,200.00	1,200.00	0
001-0512-512-2500	UNEMPLOYMENT COMPENSATION	2,000.00	2,000.00	0	2,000.00	0	2,000.00	5,000.00	0

001-0512-512-3100	PROFESSIONAL SERVICES	9,500.00	9,500.00	14,206.88	4,000.00	840.18	4,000.00	10,899.63	0.00
001-0512-512-3101	PROFESSIONAL SERVICES - HR	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-3400	CONTRACTUAL SERVICES	5,000.00	5,000.00	10,527.71	3,000.00	2,072.85	3,000.00	421.51	-498.00
001-0512-512-4000	TRAVEL AND PER DIEM	2,500.00	2,500.00	594.22	3,000.00	0	1,500.00	0.00	0.00
001-0512-512-4100	COMMUNICATION	3,000.00	3,000.00	3,835.57	3,000.00	2,173.77	3,000.00	2,266.06	0.00
001-0512-512-4101	COMMUNICATION - HR	500.00	3,000.00	3,835.57	3,000.00	2,173.77	3,000.00	2,266.06	0.00
001-0512-512-4200	MAIL AND FREIGHT	1,000.00	1,000.00	514.68	1,000.00	445.28	1,000.00	552.42	0.00
001-0512-512-4201	MAIL AND FREIGHT - HR	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-4300	UTILITY SERVICES	13,500.00	13,500.00	10,058.02	14,000.00	6,631.96	14,000.00	10,087.75	0.00
001-0512-512-4400	RENTALS AND LEASES	3,209.00	3,209.00	2,061.19	4,000.00	398.03	4,000.00	-1,376.65	0.00
001-0512-512-4500	INSURANCE	250,000.00	196,200.00	244,957.47	195,000.00	174,451.47	150,000.00	177,292.24	2,428.19
001-0512-512-4700	PRINTING AND BINDING	3,000.00	3,000.00	1,043.46	3,000.00	349.72	1,000.00	2,428.19	0.00
001-0512-512-4701	PRINTING AND BINDING - HR	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-4800	PROMOTIONAL ACTIVITIES	1,000.00	1,000.00	489.41	1,000.00	0	1,000.00	96.78	0.00
001-0512-512-4801	PROMOTIONAL ACTIVITIES - HR	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-4900	LEGAL ADS	2,000.00	9,515.00	1,396.92	0.00	3,053.62	15,000.00	9,944.63	0.00
001-0512-512-4915	OTHER CURRENT CHARGES	4,557.00	4,557.00	0	0.00	0	8,000.00	3,562.31	0.00
001-0512-512-5100	OFFICE SUPPLIES	2,500.00	2,500.00	549.95	5,000.00	181.86	3,000.00	886.51	0.00
001-0512-512-5101	OFFICE SUPPLIES - HR	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-5210	OPERATING SUPPLIES	3,900.00	3,900.00	3,271.40	5,000.00	6,555.59	5,000.00	8,171.53	0.00
001-0512-512-5211	OPERATING SUPPLIES - HR	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-5290	GAS & OIL	950.00	950.00	2,527.53	1,200.00	196.44	1,200.00	279.75	0.00
001-0512-512-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,300.00	1,300.00	994.65	1,500.00	923.00	1,500.00	13.11	0.00
001-0512-512-5401	BOOKS, PUBLICATIONS, SUBSCRIPTS - HR	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-5402	REGISTRATION	-	1,000.00	0	561.00	0	0.00	0.00	0.00
001-0512-512-5403	REGISTRATION - HR	2,300.00	0.00	0	0.00	0	0.00	0.00	0.00
001-0512-512-5404	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0512-512-5405	512 EXECUTIVE/ADMIN	533,777.50	491,403.67	472,897.44	311,094.00	296,681.00	290,460.00	345,439.42	0.00
001-0512-512-5406	512 EXECUTIVE/ADMIN	533,777.50	491,403.67	472,897.44	311,094.00	296,681.00	290,460.00	345,439.42	0.00
001-0513-513-0000	FINANCE	0	0	0	0	0	0	0	0
001-0513-513-1200	REGULAR WAGES	245,208.00	245,208.00	239,680.64	212,470.00	142,473.67	198,165.00	146,324.71	0.00
001-0513-513-2100	FICA TAXES	18,758.00	18,758.00	18,193.03	16,254.00	10,783.89	15,160.00	10,865.83	0.00
001-0513-513-2200	RETIREMENT	12,260.00	12,260.00	4,339.96	9,724.00	6,115.93	6,920.00	3,326.20	0.00
001-0513-513-2300	HEALTH & LIFE INSURANCE	39,572.00	39,572.00	16,581.52	37,331.00	23,621.86	30,628.00	18,403.84	0.00
001-0513-513-2400	WORKERS COMPENSATION	865.00	865.00	648.75	1,200.00	1,500.00	865.00	865.00	0.00
001-0513-513-2500	UNEMPLOYMENT COMPENSATION	2,000.00	2,000.00	0	2,000.00	0	2,000.00	0	0.00
001-0513-513-3100	PROFESSIONAL SERVICES	5,000.00	2,000.00	4,020.82	3,500.00	9,644.44	500.00	2,868.66	0.00
001-0513-513-3200	ACCOUNTING & AUDITING	60,000.00	55,500.00	48,800.00	65,000.00	52,000.00	51,000.00	102,500.00	0.00
001-0513-513-3400	CONTRACTUAL SERVICES	18,000.00	34,000.00	9,808.30	45,000.00	149,284.41	30,000.00	10,961.77	0.00
001-0513-513-3411	CONTRACTUAL SERVICES - PAYROLL SERVICES	13,000.00	13,000.00	11,020.55	10,000.00	9,082.60	10,000.00	9,629.11	0.00
001-0513-513-4000	TRAVEL AND PER DIEM	3,000.00	3,000.00	3,000.00	3,000.00	0	1,000.00	0	0.00

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

001-0517-517-0000	DEBT SERVICE PAYMENTS	0	0	0	0	0	0	0	0
001-0517-517-4915	OTHER CURRENT CHARGES	749.52	5,000.00	1,849.17	5,000.00	1,830.68	0.00	1,830.68	5,000.00
001-0517-517-7100	PRINCIPAL	0	50,000.00	55,000.00	55,000.00	60,000.00	59,500.00	60,000.00	50,000.00
001-0517-517-7200	INTEREST	9,068.75	30,750.00	9,068.75	32,000.00	7,968.75	34,500.00	7,968.75	30,750.00
517 DEBT SERVICE PAYMENTS		9,818.27	85,750.00	65,917.92	92,000.00	69,799.43	94,000.00	69,799.43	85,750.00
517 DEBT SERVICE PAYMENTS		9,818.27	85,750.00	65,917.92	92,000.00	69,799.43	94,000.00	69,799.43	85,750.00
001-0521-521-0000	POLICE DEPARTMENT	0	0	0	0	0	0	0	0
001-0521-521-1200	REGULAR WAGES	543,742.21	636,209.00	511,995.54	704,707.00	663,924.25	900,539.00	663,924.25	636,209.00
001-0521-521-1300	WAGES - PART - TIME	17,887.97	30,028.00	0	51,200.00	42,431.70	69,434.00	42,431.70	30,028.00
001-0521-521-1400	OVERTIME	38,497.19	35,000.00	53,091.72	35,000.00	75,128.39	35,000.00	75,128.39	35,000.00
001-0521-521-1500	INCENTIVE PAY	5,190.00	7,800.00	4,210.00	7,800.00	4,530.00	7,800.00	4,530.00	7,800.00
001-0521-521-1501	MERIT INCENTIVE PAY	0	0.00	0	10,000.00	0	10,000.00	0	0.00
001-0521-521-2100	FICA TAXES	46,090.51	61,905.00	42,597.27	61,866.00	58,160.34	77,476.66	58,160.34	61,905.00
001-0521-521-2200	RETIREMENT	1,000.45	4,002.00	1,670.98	4,365.00	2,255.80	4,512.00	2,255.80	4,002.00
001-0521-521-2201	POLICE OFFICERS RETIREMENT	74.99	20,000.00	40,159.24	20,000.00	0	20,000.00	0	20,000.00
001-0521-521-2300	HEALTH & LIFE INSURANCE	79,342.91	115,616.00	94,297.46	139,990.00	70,965.45	160,762.00	70,965.45	115,616.00
001-0521-521-2400	WORKERS COMPENSATION	28,493.00	26,000.00	14,055.75	30,000.00	19,516.00	26,000.00	19,516.00	26,000.00
001-0521-521-2500	UNEMPLOYMENT COMPENSATION	-1,172.75	2,000.00	0	2,000.00	0	2,000.00	0	2,000.00
001-0521-521-3100	PROFESSIONAL SERVICES	5,182.76	10,000.00	9,688.33	10,000.00	19,769.85	10,000.00	19,769.85	10,000.00
001-0521-521-3400	CONTRACTUAL SERVICES	56,429.06	78,000.00	48,473.97	80,000.00	76,302.54	65,000.00	76,302.54	78,000.00
001-0521-521-4000	TRAVEL AND PER DIEM	0	2,000.00	1,643.10	2,000.00	1,450.00	2,000.00	1,450.00	2,000.00
001-0521-521-4100	COMMUNICATION	10,609.42	10,000.00	9,658.83	10,000.00	10,123.36	10,000.00	10,123.36	10,000.00
001-0521-521-4200	MAIL AND FREIGHT	507.36	500.00	0	500.00	57.38	500.00	57.38	500.00
001-0521-521-4300	UTILITY SERVICES	8,478.63	16,000.00	11,268.15	12,000.00	11,268.11	12,000.00	11,268.11	16,000.00
001-0521-521-4400	RENTALS AND LEASES	334.63	20,000.00	812.92	32,500.00	30,712.20	22,580.00	30,712.20	20,000.00
001-0521-521-4610	REPAIR & MAINTENANCE - AUTO	12,676.98	25,000.00	10,478.30	25,000.00	24,466.39	25,000.00	24,466.39	25,000.00
001-0521-521-4700	PRINTING AND BINDING	79.61	600.00	732.88	600.00	210.00	1,000.00	210.00	600.00
001-0521-521-4900	LEGAL ADS	0	700.00	0	700.00	0	700.00	0	700.00
001-0521-521-4910	ALARM SYSTEM MONITORING	0	700.00	250.00	700.00	0	700.00	0	700.00
001-0521-521-5100	OFFICE SUPPLIES	1,413.39	2,500.00	-4.98	2,500.00	1,009.29	2,500.00	1,009.29	2,500.00
001-0521-521-5210	OPERATING SUPPLIES	8,177.87	15,200.00	3,849.03	15,200.00	16,566.80	14,200.00	16,566.80	15,200.00
001-0521-521-5220	UNIFORMS & WORK SHOES	1,342.39	5,300.00	1,175.57	5,300.00	8,836.86	10,000.00	8,836.86	5,300.00
001-0521-521-5290	GAS & OIL	37,519.20	30,500.00	30,345.14	40,000.00	31,690.22	43,000.00	31,690.22	30,500.00
001-0521-521-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	955.05	1,000.00	275.00	1,000.00	643.88	1,000.00	643.88	1,000.00
001-0521-521-5410	POLICE	0	5,000.00	4,646.46	10,000.00	2,700.00	7,500.00	2,700.00	5,000.00
001-0521-521-6200	BUILDING IMPROVEMENTS	0	0.00	0	0.00	225.00	0.00	225.00	0.00
001-0521-521-6410	VEHICLE	0	25,000.00	80,634.00	50,000.00	26,894.00	50,000.00	26,894.00	25,000.00
001-0521-521-6420	EQUIPMENT	0	10,000.00	30,085.00	20,000.00	325.50	16,000.00	325.50	10,000.00
001-0522-522-3400	CONTRACTUAL SERVICES	341,545.20	342,035.00	386,974.83	390,945.00	454,364.88	455,160.30	454,364.88	341,545.20
521 POLICE DEPARTMENT		902,852.83	1,196,560.00	1,006,089.66	1,384,928.00	1,200,163.31	1,607,203.66	1,200,163.31	1,196,560.00
521 POLICE DEPARTMENT		902,852.83	1,196,560.00	1,006,089.66	1,384,928.00	1,200,163.31	1,607,203.66	1,200,163.31	1,196,560.00
522 Total		341,545.20	342,035.00	386,974.83	390,945.00	454,364.88	455,160.30	454,364.88	341,545.20

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

001-0550-550-4300	UTILITY SERVICES	3,100.00	3,100.00	3,110.62	3,100.00	3,100.00	2,800.00	2,653.52
001-0550-550-5210	OPERATING SUPPLIES	1,655.00	1,655.00	414.37	1,655.00	1,655.00	2,000.00	1,740.69
550 POST OFFICE		47,753.00	46,544.00	35,186.36	42,193.00	27,267.56	28,480.00	36,636.62
0550 POST OFFICE		47,753.00	46,544.00	35,186.36	42,193.00	27,267.56	28,480.00	36,636.62
001-0572-572-0000	RECREATION	0	0	0	0	0	0	0
001-0572-572-1200	REGULAR WAGES	100,503.00	38,503.00	33,093.58	35,360.00	23,691.26	31,500.00	42,023.89
001-0572-572-1300	WAGES - PART - TIME	58,500.00	58,500.00	40,947.07	54,600.00	9,055.00	20,000.00	2,659.83
001-0572-572-2100	FICA TAXES	12,164.00	7,421.00	5,604.92	6,882.00	2,503.64	3,940.00	3,418.31
001-0572-572-2200	RETIREMENT	3,100.00	1,925.00	962.58	1,768.00	0	0.00	0
001-0572-572-2300	HEALTH & LIFE INSURANCE	19,748.00	9,893.00	5,449.55	9,333.00	5,249.12	7,657.00	6,896.10
001-0572-572-2400	WORKERS COMPENSATION	5,374.00	5,374.00	4,030.50	6,000.00	4,500.00	5,374.00	5,374.00
001-0572-572-2500	UNEMPLOYMENT COMPENSATION	1,000.00	1,000.00	1,285.05	1,000.00	1,925.00	1,000.00	0
001-0572-572-3100	PROFESSIONAL SERVICES	5,000.00	2,000.00	10,246.88	7,000.00	908.00	2,100.00	929.36
001-0572-572-3400	CONTRACTUAL SERVICES	30,000.00	15,000.00	1,848.62	35,000.00	1,602.28	25,000.00	4,513.85
001-0572-572-3402	CONTRACTUAL SERVICES	-	0.00	0	0.00	0	0.00	-2,460.00
001-0572-572-4000	TRAVEL AND PER DIEM	1,000.00	1,000.00	0	3,000.00	0	440.00	0
001-0572-572-4100	COMMUNICATION	4,500.00	4,500.00	3,214.35	4,500.00	3,826.82	3,500.00	2,528.43
001-0572-572-4200	MAIL AND FREIGHT	500.00	500.00	0	2,500.00	0	1,500.00	0
001-0572-572-4300	UTILITY SERVICES	15,400.00	15,400.00	15,894.72	30,000.00	9,801.44	25,000.00	11,837.04
001-0572-572-4400	RENTALS AND LEASES	2,000.00	2,000.00	3,273.74	10,000.00	150.00	7,000.00	-1,061.13
001-0572-572-4600	REPAIR AND MAINTENANCE	10,000.00	12,000.00	7,775.69	25,000.00	1,242.50	6,000.00	3,482.40
001-0572-572-4610	REPAIR & MAINTENANCE - AUTO	1,000.00	1,000.00	0	4,000.00	0	2,000.00	630.01
001-0572-572-4620	REPAIR & MAINTENANCE - OTHER	150.00	150.00	0	0.00	149.90	0.00	475.00
001-0572-572-4700	PRINTING AND BINDING	500.00	500.00	0	2,000.00	0	1,000.00	0
001-0572-572-4800	PROMOTIONAL ACTIVITIES	5,000.00	5,000.00	0	7,500.00	0	5,000.00	486.00
001-0572-572-5100	OFFICE SUPPLIES	2,000.00	2,000.00	11.97	5,000.00	-266.16	2,000.00	781.07
001-0572-572-5210	OPERATING SUPPLIES	5,000.00	5,000.00	12,968.14	8,000.00	622.48	5,000.00	4,943.79
001-0572-572-5220	UNIFORMS & WORK SHOES	1,000.00	1,000.00	0	1,000.00	0	500.00	0
001-0572-572-5252	YOUTH GROUPS/COMMUNITY EMPowerMENT	-	0.00	972.11	0.00	4,410.00	10,000.00	808.22
001-0572-572-5290	GAS & OIL	1,200.00	1,200.00	160.16	5,000.00	0	3,500.00	343.14
001-0572-572-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	500.00	500.00	0	500.00	0	200.00	80.00
001-0572-572-5410	TRAINING	1,500.00	1,500.00	0	5,000.00	0	0.00	0
001-0572-572-5600	SENIORS ACTIVITIES	5,000.00	6,500.00	0	7,000.00	0	5,500.00	0
001-0572-572-5601	YOUTH ACTIVITIES	15,000.00	7,500.00	700.00	12,000.00	1,000.00	0.00	0
001-0572-572-6200	BUILDING IMPROVEMENTS	-	0.00	975.00	15,000.00	31.41	0.00	9,650.00
572 RECREATION DEPT.		306,639.00	206,866.00	149,414.63	303,943.00	70,402.69	174,711.00	98,339.31
0572 RECREATION		306,639.00	206,866.00	149,414.63	303,943.00	70,402.69	174,711.00	98,339.31
001-0574-574-0000	SPECIAL EVENTS	0	0	0	0	0	0	0
001-0574-574-4900	MARTIN LUTHER KING JR - MLK	30,000.00	27,500.00	32,737.61	23,665.00	25,441.59	0.00	0
001-0574-574-4901	ROBERT WOOD JOHNSON FOUNDATION - RWJF	23,201.45	23,201.45	4,558.78	25,000.00	1,798.55	0.00	0
001-0574-574-4902	FOUNDER'S DAY	15,000.00	15,000.00	0	0	0	0	0
001-0574-574-4903	HOLIDAY SEASON	10,000.00	10,000.00	10,499.99	10,000.00	0	0	0

001-0574-574-4904	JUNETEENTH	5,000.00	5,000.00	4,660.22	0	0	0	0	0
574 SPECIAL EVENTS		83,201.45	80,701.45	52,456.60	48,665.00	27,240.14	0.00	0.00	0.00
574 SPECIAL EVENTS		83,201.45	80,701.45	52,456.60	48,665.00	27,240.14	0.00	0.00	0.00
General Expenditure Totals		5,197,386.84	5,563,650.08	4,454,693.28	4,765,266.00	3,199,970.40	4,038,440.00	3,416,374.12	
100-347-0104	MLK - Revenue	15,000.00	0.00	0	0.00	100.00	0.00	0	0
347 CHRGR FOR SERVSS-CULTURE/RECR		0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
100-366-0104	Special Events Donation & Contr	-1.00	0.00	500.00	0.00	0	0.00	0	0
366 CONTRIBUTIONS & DONATIONS		0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
Fund 100 Revenue Totals		0.00	0.00	500.00	0.00	100.00	0.00	0.00	0.00
100-0574-574-4700	SPECIAL EVEN SPECIAL EVEN PRINTING & BIN	16,000.00	0	0	0.00	93.87	0	0	0
100-0574-574-4800	SPECIAL EVEN SPECIAL EVEN PROMOTIONAL AC	2,750.00	0	0	0.00	7,500.00	0	0	0
100-0574-574-5400	SPECIAL EVEN SPECIAL EVEN BOOKS, PUBLICA		0	0	0.00	10.30	0	0	0
574 SPECIAL EVENTS		18,750.00	0.00	0.00	0.00	7,604.17	0.00	0.00	0.00
0574 SPECIAL EVENTS		18,750.00	0.00	0.00	0.00	7,604.17	0.00	0.00	0.00
Fund 100 Expenditure Totals		18,750.00	0.00	0.00	0.00	7,604.17	0.00	0.00	0.00
300-331-0100	AARP	200,000.00	500,000.00	0	0	-500,000.00	0.0000		
300-331-0200	CDBG GRANT REVENUE	400,000.00	500,000.00	0	0	500,000.00	0.00	0	0
300-331-0300	FDOT - ARTS ENDOWMENT	180,000.00	180,000.00	0	0	180,000.00	0.00	0	0
300-337-9000	VEREEN LIFT STATION/LAKE LOVELY	665,000.00							
300-337-9001	WATER SYSTEM HARDENING/RESILIENCY	5,986,105.00							
300-337-9002	EATONVILLE AFFORDABLE HOUSING	2,000,000.00							
300-337-9003	COMMUNITY POLICING	1,000,000.00							
300-337-9004	TECHNOLOGY HUB PROJECT	2,500,000.00							
300-337-9005	EAST KENNEDY STREETSCAPE PROJECT	3,000,000.00	0.00	0	0	-665,000.00	0.0000		
331 FEDERAL GRANTS		15,531,105.00	500,000.00	0.00	0.00	500,000.00	-665,000.00	0.00	0.00
300-337-9000	CRA MATCH - CDBG GRANT	665,000.00	665,000.00	0	0	665,000.00	0.00	0	0
337 GRANTS FROM OTHER LOCAL UNITS		665,000.00	665,000.00	0.00	0.00	665,000.00	0.00	0.00	0.00
Capital Improvements Revenue Totals		16,196,105.00	1,165,000.00	0.00	1,165,000.00	0.00	-665,000.00	0.00	0.00
100 CAPITAL PROJECTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-0533-533-0000	FLUORIDATION GRANT	0	0	0	0	0	0	0	0
300-0533-533-6500	CONSTR. IN PROGRESS - Wells Project	0.00	0.00	0	0	500,000.00	0.00	0	0
533 FLUORIDATION GRANT		0.00	0.00	0.00	0.00	500,000.00	0.00	0.00	0.00
533 FLUORIDATION GRANT		0.00	0.00	0.00	0.00	500,000.00	0.00	0.00	0.00
300-0536-536-0000	WATER AND SEWER	0	0	0	0	0	0	0	0
300-0536-536-3400	CONTRACTUAL SVCS.	65,000.00	65,000.00	0	0	65,000.00	0.00	0	0
300-0536-536-6500	CONSTRUCTION IN PROGRESS	600,000.00	600,000.00	0	0	600,000.00	0.00	0	0
536 WATER & SEWER		0.00	665,000.00	0.00	0.00	665,000.00	0.00	0.00	0.00
536 WATER & SEWER		0.00	665,000.00	0.00	0.00	665,000.00	0.00	0.00	0.00
300-0541-541-0000	STREETS & ROAD MAINTENANCE DE	0	0	0	0	0	0	0	0

300-0541-541-3400	CONTRACTUAL SERVICE-STREETSCAPE	50,000.00	50,000.00	0	50,000.00	0	50,000.00	0	0.00
300-0541-541-6500	CAPITAL OUTLAYS - FDOT ARTS	130,000.00	130,000.00	0	130,000.00	0	130,000.00	0	0.00
		180,000.00	180,000.00	0.00	180,000.00	0.00	180,000.00	0.00	0.00
	541 STREETS & ROAD MAINTENANCE DE	180,000.00	180,000.00	0.00	180,000.00	0.00	180,000.00	0.00	0.00
	0541 PUBLIC WORKS	0.00	180,000.00	0.00	180,000.00	0.00	180,000.00	0.00	0.00
	Capital Improvements Expenditure Totals	845,000.00	845,000.00	0.00	1,345,000.00	0.00	1,345,000.00	0.00	0.00
303-311-1000	CRA TAXES - CURRENT	135,201.00	120,000.00	131,263.12	150,000.00	576,691.00	150,000.00	576,691.00	0.00
303-319-0000	TIF PAYMENT FROM TOWN	225,814.00	230,000.00	219,236.88	200,000.00	948,889.91	200,000.00	948,889.91	0.00
	319 OTHER GENERAL TAXES	0.00	230,000.00	219,236.88	200,000.00	948,889.91	200,000.00	948,889.91	0.00
303-361-0000	INTEREST EARNINGS	24,000.00	1,000.00	21,113.37	500.00	15,014.13	500.00	15,014.13	0.00
	361 INTEREST & OTHER EARNINGS	0.00	1,000.00	21,113.37	500.00	15,014.13	500.00	15,014.13	0.00
303-369-0100	CRA BALANCE FORWARD	593,000.00	593,000.00	0	0.00	0	0.00	0	0.00
303-369-0110	HISTORICAL GRANT PROGRAM	1,000,000	0.00	0	0	-593,000.00	0	0	0.0000
303-369-1000	MISCELLANEOUS REVENUE	-	0.00	3,637.00	0.00	0	0.00	0	0.00
	369 OTHER MISCELLANEOUS REVENUE	0.00	593,000.00	3,637.00	0.00	0.00	0.00	0.00	0.00
	CRA Revenue Totals	1,978,015.00	944,000.00	375,250.37	350,500.00	1,540,595.04	350,500.00	1,540,595.04	0.00
303-0515-515-0000	COMMUNITY DEVELOPMENT DEPT.		0	0	0	0	0	0	0
303-0515-515-1200	REGULAR WAGES - CRA	75,000.00	75,000.00	36,547.77	56,000.00	0	0	0	0.00
303-0515-515-1300	CRA REGULAR SALARIES PART TIME	22,000.00	54,000.00	16,733.94	36,000.00	0	0	0	0.00
303-0515-515-2100	FICA TAXES	7,421.00	8,415.00	4,076.06	13,108.00	0	0	0	0.00
303-0515-515-2200	RETIREMENT	-	0.00	0	7,068.00	0	0	0	0.00
303-0515-515-2300	HEALTH & LIFE INSURANCE	9,888.00	9,888.00	0	16,000.00	0	0	0	0.00
303-0515-515-3100	PROFESSIONAL SERVICES	50,000.00	50,000.00	3,563.39	50,000.00	350.00	50,000.00	350.00	0.00
303-0515-515-3200	ACCOUNTING AND AUDITING	10,000.00	10,000.00	7,800.00	10,000.00	0	10,000.00	0	0.00
303-0515-515-3400	CONTRACTUAL SERVICES	63,336.00	18,000.00	34,267.43	1,000.00	74.85	1,000.00	74.85	0.00
303-0515-515-3420	PLANNING & COMM DEMOLITION ASSISTANCE PG	50,000.00	50,000.00	0	0	0	0	0	0
303-0515-515-3430	PLANNING & COMM SMALL BUS FACADE	60,000.00	60,000.00	0	0	0	0	0	0
303-0515-515-4000	TRAVEL	3,750.00	3,750.00	523.79	7,500.00	100.00	7,500.00	100.00	0.00
303-0515-515-4100	COMMUNICATION	3,000.00	3,000.00	2,431.77	3,000.00	315.95	3,000.00	315.95	0.00
303-0515-515-4200	MAIL AND FREIGHT	2,000.00	2,000.00	50.00	2,000.00	0	2,000.00	0	0.00
303-0515-515-4300	UTILITY SERVICES	2,900.00	2,900.00	2,694.18	7,340.00	0	7,340.00	0	0.00
303-0515-515-4400	RENTALS AND LEASES	3,047.00	3,047.00	928.93	10,000.00	0	10,000.00	0	0.00
303-0515-515-4500	INSURANCE	40,000.00	40,000.00	38,095.00	40,000.00	0	40,000.00	0	0.00
303-0515-515-4600	REPAIRS & MAINTENANCE	1,000.00	0.00	69.26	0.00	0	0.00	0	0.00
303-0515-515-4611	BLDG. REPAIR & MAINTENANCE	10,000.00	0.00	0	10,000.00	0	10,000.00	0	0.00
303-0515-515-4622	GRANT PROGRAM - PAINT, PLANT & PAVE	50,000.00	50,000.00	0	0	0	0	0	0
303-0515-515-4632	HOME LOAN PROGRAM - THE PILOT INFILL	200,000.00	200,000.00	0	0	0	0	0	0
303-0515-515-4700	PRINTING & BINDING	1,000.00	1,000.00	1,501.91	1,000.00	0	1,000.00	0	0.00
303-0515-515-4800	PROMOTIONAL ACTIVITIES	2,500.00	2,500.00	3,109.58	2,500.00	0	2,500.00	0	0.00
303-0515-515-4900	LEGAL ADS	1,000.00	1,000.00	0	1,000.00	0	1,000.00	0	0.00

303-0515-515-5100	OFFICE SUPPLIES	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0	0.00
303-0515-515-5210	OPERATING SUPPLIES	1,000.00	1,000.00	2,686.97	1,000.00	1,000.00	0	0.00
303-0515-515-5290	GAS & OIL	1,500.00	1,500.00	35.00	3,000.00	332.24	0	0.00
303-0515-515-5400	BOOKS, PUBLICATIONS, SUBSCRIPTS	1,000.00	1,000.00	442.28	7,000.00	1,007.51	0	0.00
303-0515-515-5800	CONTINGENCY FUND		0.00	0	62,984.00	0	0	0.00
303-0515-515-5900	MISCELLANEOUS EXPENSE	1,000.00	0.00	0	285.00	0	0	0.00
303-0515-515-6200	HISTORICAL GRANT PROGRAM	1,000,000.00	0.00	0	0	0	0	-25,000.00
303-0515-515-6202	REDEVELOPMENT & GRANT PROGRAMS	-	20,000.00	0.00	0	0	0	-3,000.00
303-0515-515-6301	INFRASTRUCTURE IMPROVEMENT	295,673.00	273,000.00	17,675.00	273,000.00	0	0	0.00
515 COMMUNITY DEVELOPMENT DEPT.		1,971,015.00	944,000.00	176,259.46	350,500.00	2,465.55	0.00	-28,000.00
0515 PLANNING & COMMUNITY DEV.		1,971,015.00	944,000.00	176,259.46	350,500.00	2,465.55	0.00	-28,000.00
CRA Expenditure Totals		1,971,015.00	944,000.00	176,259.46	350,500.00	2,465.55	0.00	-28,000.00
400-314-3000	Utility Service Tax - Water	24,000.00	0.00	23,138.29	0.00	17,681.65	0	0
314 PUBLIC UTILITY SERVICE TAX		24,000.00	0.00	23,138.29	0.00	17,681.65	0.00	0.00
400-329-0000	ALT. SPRINGS ERU FEE	-	0.00	0	0.00	2,315.00	0.00	6,945.00
329 OTHER PERMITS & SPEC ASSESSMENTS		0.00	0.00	0.00	0.00	2,315.00	0.00	6,945.00
400-343-3000	WATER UTILITY REVENUE	300,000.00	300,000.00	238,243.30	300,000.00	132,167.09	300,000.00	206,661.63
400-343-5000	SEWER UTILITY REVENUE	400,000.00	400,000.00	318,879.31	400,000.00	175,702.50	400,000.00	285,257.80
400-343-6310	CUT ON/OFF FEES	8,946.00	8,946.00	13,200.00	8,946.00	11,140.00	8,946.00	12,690.00
400-343-6311	OVERTIME TURN ON FEE	-	0.00	150.00	0.00	200.00	0.00	550.00
400-343-6510	WATER & SEWER - CONNECTION FEES	-	145,000.00	0	300,000.00	527,900.00	50,000.00	0
400-343-6900	LATE PENALTY	20,000.00	20,000.00	13,277.24	20,000.00	9,303.65	20,000.00	18,579.13
400-343-6910	RETURN CHECK FEE	500.00	1,000.00	305.00	1,000.00	140.00	1,000.00	29.56
400-343-6930	MISCELLANEOUS-OTHER	-	7,000.00	0.00	7,000.00	326.00	7,000.00	30.00
400-343-9005	SERVICE CHARGES (S/B \$5.00)	700.00	2,000.00	630.00	2,000.00	350.00	2,000.00	-40.92
400-343-9010	TAMPERING FEE	-	0.00	700.00	0.00	263.26	0.00	900.00
400-343-9040	MCF-Monthly Caster Fee	-	0.00	540.00	0.00	223.50	0.00	41.25
343 CHRG FOR SERVS-PHYSICAL ENV		730,146.00	883,946.00	585,924.85	1,038,946.00	857,716.00	788,946.00	524,698.45
400-351-5100	ARPA - CORONA -LOCAL FISCAL REC. FD.	503,747.00	503,747.00	0	503,747.00	0	570,000.00	554,195.00
351 COURT ORDERED JDMNTS & FINES		503,747.00	503,747.00	0.00	503,747.00	0.00	570,000.00	554,195.00
400-361-1000	INTEREST INCOME	565.00	565.00	79.00	565.00	55.19	565.00	13.67
361 INTEREST & OTHER EARNINGS		565.00	565.00	79.00	565.00	55.19	565.00	13.67
400-369-0000	OTHER MISCELLANEOUS REVENUE	-	0.00	0	0.00	2,990.00	0.00	0.00
400-369-1000	ENTERPRISE FUND RESERVE BAL. FWD.	10,000.00	10,000.00	0	100,000.00	0	100,000.00	0
369 OTHER MISCELLANEOUS REVENUE		10,000.00	10,000.00	0.00	100,000.00	2,990.00	100,000.00	0.00
Water and Sewer Revenue Totals		1,268,458.00	1,398,258.00	609,142.14	1,643,258.00	880,757.84	1,459,511.00	1,085,852.12
400-0536-536-0000	WATER & SEWER	-	0	0	0	0	0	0
400-0536-536-1200	REGULAR WAGES	208,697.00	208,697.00	181,006.58	173,146.00	83,760.65	193,597.00	69,104.32
400-0536-536-1400	OVERTIME	7,000.00	7,000.00	15,099.09	6,000.00	6,283.24	10,000.00	3,751.32
400-0536-536-1700	STAND BY PAY	8,500.00	5,000.00	7,894.90	5,000.00	5,910.51	7,000.00	4,249.20

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

402-0538-538-0000	STORMWATER	0	0	0	0	0	0	0	0
402-0538-538-1200	SALARIES & WAGES	97,095.00	97,095.00	62,279.43	100,404.00	39,215.00	72,324.00	53,045.14	1,592.04
402-0538-538-1400	WAGES OVERTIME	6,000.00	6,000.00	2,644.56	3,000.00	3,901.39	6,000.00	6,000.00	1,592.04
402-0538-538-1700	STANDBY PAY	3,000.00	3,000.00	2,181.99	0.00	2,602.38	0.00	4,024.97	0.00
402-0538-538-2100	FICA TAXES	8,116.00	8,116.00	5,039.71	7,910.00	3,234.92	5,992.00	4,398.23	4,398.23
402-0538-538-2200	RETIREMENT	1,931.00	1,931.00	965.30	3,029.00	2,271.84	3,425.00	1,195.51	1,195.51
402-0538-538-2300	HEALTH & LIFE INSURANCE	18,138.00	18,138.00	9,051.55	15,555.00	9,289.18	12,000.00	9,179.02	9,179.02
402-0538-538-2400	WORKER'S COMPENSATION	5,998.00	5,998.00	5,191.89	6,300.00	4,725.00	5,998.00	4,498.50	4,498.50
402-0538-538-2500	UNEMPLOYMENT COMPENSATION	-	0.00	0	0.00	0	0.00	61.21	61.21
402-0538-538-3100	PROFESSIONAL SERVICES	10,000.00	10,000.00	1,300.00	10,000.00	8,775.00	10,000.00	10,000.00	0
402-0538-538-3400	CONTRACTUAL SERVICES	15,000.00	15,000.00	25,232.00	15,000.00	5,157.29	19,500.00	19,500.00	0
402-0538-538-4000	TRAVEL & PER DIEM	500.00	500.00	500.00	500.00	0	500.00	500.00	0
402-0538-538-4100	COMMUNICATION SERVICES	500.00	500.00	500.00	500.00	0	500.00	500.00	0
402-0538-538-4200	MAIL & FREIGHT	100.00	100.00	100.00	100.00	0	91.00	0	0
402-0538-538-4400	RENTALS & LEASES	12,000.00	15,000.00	15,000.00	15,000.00	-865.98	6,500.00	0	0
402-0538-538-4610	REPAIRS & MAINTENANCE - AUTO	2,000.00	2,000.00	0	1,000.00	1,671.77	5,000.00	312.67	312.67
402-0538-538-4630	REPAIRS & MAINTENANCE - STORM SYSTEM	11,508.00	11,508.00	39,000.00	10,000.00	11,507.81	11,500.00	5,129.98	5,129.98
402-0538-538-5100	OFFICE SUPPLIES	500.00	500.00	500.00	500.00	0	485.00	0	0
402-0538-538-5210	OPERATING SUPPLIES	4,041.00	4,041.00	0	4,041.00	2,140.78	6,000.00	3,673.47	3,673.47
402-0538-538-5220	UNIFORMS & SHOES	1,500.00	1,500.00	0	1,500.00	427.50	1,500.00	-146.55	-146.55
402-0538-538-5290	GAS & OIL	5,000.00	6,087.00	4,046.29	5,000.00	6,087.20	4,000.00	3,292.16	3,292.16
402-0538-538-5500	BAD DEBT EXPENSE	-	0.00	0	0.00	72.00	0.00	0	0
402-0538-538-5800	CONTINGENCY	0.00	4,997.00	0	4,997.00	0	23,021.00	0	0
402-0538-538-6410	VEHICLE	20,000.00	0.00	0	0.00	0.00	25,000.00	0	0
402-0538-538-6420	CAPITAL OUTLAYS - LIFT STN, HOIST & LIFT	-	15,000.00	0	15,000.00	15,000.00	0.00	0.00	0
538 STORMWATER		222,927.00	222,014.00	156,932.72	219,336.00	100,213.08	219,336.00	90,256.35	90,256.35
343 CHRGR FOR SERVSS-PHYSICAL ENV		396,000.00	396,000.00	324,494.55	360,000.00	195,393.76	360,000.00	338,315.25	338,315.25
Refuse Revenue Totals		396,000.00	396,000.00	324,494.55	360,000.00	195,393.76	360,000.00	338,315.25	338,315.25
401-0534-534-0000	SOLID WASTE	-	0	0	0	0	0	0	0
401-0534-534-3400	CONTRACTUAL SERVICES	396,000.00	396,000.00	347,753.19	293,550.00	293,550.00	293,550.00	150,051.33	150,051.33
401-0534-534-9100	EXCESS (DEFICIT) BEFORE TRANSFER	0.00	66,450.00	0	66,450.00	0	66,450.00	0	0
534 SOLID WASTE		396,000.00	396,000.00	347,753.19	360,000.00	0.00	360,000.00	150,051.33	150,051.33
0534 SOLID WASTE		396,000.00	396,000.00	347,753.19	360,000.00	0.00	360,000.00	150,051.33	150,051.33
Refuse Expenditure Totals		396,000.00	396,000.00	347,753.19	360,000.00	0.00	360,000.00	150,051.33	150,051.33
402-343-0000	STORMWATER REVENUE	223,014.00	223,014.00	156,149.92	219,336.00	90,998.71	219,336.00	155,870.15	155,870.15
402-343-0000	343 CHRGR FOR SERVSS-PHYSICAL ENV	223,014.00	223,014.00	156,149.92	219,336.00	90,998.71	219,336.00	155,870.15	155,870.15
402-361-0000	INTEREST EARNINGS - STORMWATER	-	0.00	2.35	0.00	0.61	0.00	1.68	1.68
	361 INTEREST & OTHER EARNINGS	0.00	0.00	2.35	0.00	0.61	0.00	1.68	1.68
	Stormwater Revenue Totals	223,014.00	223,014.00	156,152.27	219,336.00	90,999.32	219,336.00	155,871.83	155,871.83

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

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

Employee Training,
Wellness Program,
Lunch & Learn
program

SHRM, NFBPA,
ICMA
memberships

FMT Insurance
Conference &
SHRM Conference

SECTION 900 - PERFORMANCE EVALUATIONS

900.00 PURPOSE

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

900.01 PROCEDURES

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A. Performance Evaluations shall be completed upon the following occasions:

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

Except in the case of probation or termination, if a performance evaluation has been completed within three (3) months prior to one of the above occasions, a new evaluation need not be completed.

B. The job performance of each employee shall be evaluated on the basis of the degree of attainment of previously set objectives.

C. Factors to be considered by supervisors in setting objectives of individual employees shall be:

1. Goals of the department.
2. Goals of the division/section.
3. Objectives of the supervisor.
4. Experience and training of the employee.
5. The employee's job description.
6. Quantity and quality of work.
7. Promptness in completing assignments.
8. Cooperation, initiative and judgment.

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D. Supervisors shall accomplish the following:

1. During the employee's orientation outline for the employee the performance objectives of the job, give him written performance goals for the Job and explain the performance evaluation process.
 2. Six months after setting the objectives, review the objectives with the employee and amend as necessary.
 3. Anytime the employee is experiencing performance problems, review the objectives during coaching sessions, and discuss with the employee how he might improve performance.
 4. During the probationary and/or annual performance evaluation, let the employee read the evaluation, explain to the employee how the performance evaluation for the period reflects the employee's success in meeting the objectives. Let the employee read the objectives for the next period, discuss them and answer questions about them.
 5. Have the employee sign the performance evaluation and offer him the opportunity to make written comments if he desires. (If an employee refuses to sign the performance evaluation, so note this on the evaluation form).
- E. Department directors will review and sign the performance evaluation, making comments if necessary, and forward it to the Mayor or designee for review and filing in the employee's personnel record.
- F. Appeals:
- A permanent employee may appeal an evaluation rating in writing to the Town Clerk and Mayor through the immediate supervisor within three (3) working days from the date the employee is advised of his/her evaluation rating.
- The Town Clerk will hold a meeting with the immediate supervisor and the employee for the purpose of settling differences in the simplest and most direct manner. The Department Director will make a decision and communicate it to the employee, in writing, within five (5) working days from the date the complaint was received.

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

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

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

900.2 APPRAISAL AND MERIT INCREASE PROGRAM

A. Definitions:

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

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

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

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

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

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

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

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

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

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

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

B. Policy:

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

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

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

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

C. Description of Performance Appraisal Systems:

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

1. System for Employees in EXEMPT Positions

Establishing Performance Factors:

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

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

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

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

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

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

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

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

Rating Employee's Performance:

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

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

Excellent - Consistently exceeds goals.

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

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

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

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

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

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

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

In determining the factor rating, the rater considers:

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

Establishing Overall Ratings:

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

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

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

2. System for Employees in NON-EXEMPT Positions

Performance Factors:

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

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

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

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There are four additional performance factors for supervisory positions:

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

Rating Employee's Performance:

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

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

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

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

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

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

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Establishing Overall Ratings:

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

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

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

D. Processing Merit Increases and Special Merit Award:

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

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

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

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

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

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

If the recommended increase would place the employee over the maximum of

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

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

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Name & Title

Rating Period

Performance Factors

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

Add Number of Ratings at each Performance Level

Overall Rating _____

Additional Comment:

Employee:

CAO:

Initial Planning

Employee's Signature/Date

CAO's Signature/Date

Reviewer's Signature/Date

Interim Review

Employee's Signature/Date

CAO's Signature/Date

Reviewer's Signature/Date

Final Review

Employee's Signature/Date

CAO's Signature/Date

Reviewer's Signature/Date

900.04 PERFORMANCE APPRAISAL FORM FOR NON-EXEMPT EMPLOYEES

Directions:

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

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

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

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

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

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

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

information.

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

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

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

efforts, etc.

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

Performance Appraisal Form for Non-Exempt Employees

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

Performance Levels

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

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

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

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

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

Level

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

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

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

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

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

O	E	FS	MS	U

Suggestions for Development:

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

O	E	FS	MS	U

Suggestions for Development:

O	E	FS	MS	U

Add Number of Ratings at each Performance Level

Modal/Overall Rating: Factors 1 thru 6

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Additional Comments:

Employee Comments:

Supervisor Comments:

Additional Performance Factors for Supervisory Personnel

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

O	E	FS	MS	U

Suggestions for Development:

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

O	E	FS	MS	U

Suggestions for Development:

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

O	E	FS	MS	U

<p>Suggestions for Development:</p>

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

O	E	FS	MS	U

<p>Suggestions for Development:</p>

O	E	FS	MS	U

Add Number of Ratings at each Performance Level

Modal/Overall Ratings: Factors 1 thru 10

Additional Comments:

Employee Comments:

Supervisor Comments:

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Initial Planning

Employee's Signature/Date

Interim Review

Employee's Signature/Date

Final Review

Employee's Signature/Date

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

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

Quartile

Employee's Location of Salary in Range First Second
Third _____