

**CITY COMMISSION  
REGULAR MEETING  
OFFICIAL AGENDA  
March 5, 2019  
6:00 p.m.**

**Municipal Administration Building  
Commission Chambers  
201 W. Central Avenue  
Lake Wales, FL 33853**

1. INVOCATION

2. PLEDGE OF ALLEGIANCE

3. CALL TO ORDER

4. ROLL CALL

5. COMMUNICATIONS AND PETITIONS

Public participation is encouraged. If you are addressing the Commission, step to the podium and state your name and whether your address resides inside or outside City limits. Please limit your discussions to five (5) minutes.

6. CONSENT AGENDA

Any member of the public can ask the City Commission to pull a consent item for separate discussion and vote that they would like to make comment on.

6.I. Minutes - February 19, 2019

The Minutes of [FEBRUARY 19, 2019](#)

6.II. Lease Agreement With Mears Motor Leasing/The Bancorp

Staff is requesting Commission approval to lease-purchase one (1) 2019 Ford Explorer under the existing master lease agreement with Mears Motor Leasing/The Bancorp.

Documents:

[LEASE MEMO 02-2019.PDF](#)

[SCHEDULE A - 2019 FORD EXPLORER LIMITED 2-13-2019.PDF](#)

6.III. Rescheduling First City Commission Meeting In April

It is necessary for the City Commission to reschedule its first meeting in April due to the April 2, 2019 Municipal Election

Documents:

[MEMO - MEETING DATE CHANGES.PDF](#)

6.IV. CITY COMMISSION FINANCIALS FOR JANUARY 2019

Documents:

[001 - AGENDA -COMMISSION FINANCIALS - JAN 2019.DOCX](#)  
[JANUARY 2019.PDF](#)

7. OLD BUSINESS

7.I. Ordinance 2019-03 Annexation – 2nd Reading And Public Hearing Right-Of-Way For Hunt Brothers Road

The annexation of the subject rights-of-way will bring into the incorporated city limits portions of both Hunt Brothers Road and Lake Bella Road for Public Safety jurisdictional purposes.

Documents:

[CC MEMO ORD 2019-03 2ND READING ANNEXATION OF A PORTION OF HUNT BROTHERS ROAD.PDF](#)  
[2019-03 HUNT BROS RD EAST OF US HWY 27.PDF](#)  
[ORD 2019-03 ATTACHMENT A.PDF](#)

8. NEW BUSINESS

8.I. ORDINANCE 2019-06, Amending Ordinance 2001-08 Personnel Administration Policies – First Reading

Ordinance 2019-06, Amending Ordinance 2001-08 Personnel Administration Policies – First Reading

Documents:

[MEMO ORDINANCE 2019-06 SOCIAL MEDIA POLICY.PDF](#)  
[ORDINANCE 2019-06.PDF](#)

8.II. Appointment - Alternate Canvassing Board Members

Documents:

[MEMO - APPOINTMENT OF CANVASSING BOARD MEMBERS.PDF](#)

9. CITY ATTORNEY

10. CITY MANAGER

10.I. Tracking Report

Documents:

[TRACKING.PDF](#)

10.II. Social Media Tracking Report

Documents:

[SOCIAL MEDIA TRACKING-2-28-2019.PDF](#)

10.III. Commission Meeting Schedule

Documents:

[COMMISSION MEETING CALENDAR, MAR-2019.PDF](#)

10.IV. Other Meetings & Events Calendar

Documents:

## MEETING AND EVENT CALENDAR.PDF

11. CITY COMMISSION COMMENTS

12. MAYOR COMMENTS

13. ADJOURNMENT

**(The staff memos are not incorporated into the official record)**

Minutes of the City Commission meeting can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

Appeals concerning decisions on issues requiring a public hearing:

Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

## MEMORANDUM

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**DATE:** February 18, 2019

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** James Slaton, Assistant City Manager

**SUBJECT:** Lease Agreement with Mears Motor Leasing/The Bancorp

**SYNOPSIS:** *Staff is requesting Commission approval to lease-purchase one (1) 2019 Ford Explorer under the existing master lease agreement with Mears Motor Leasing/The Bancorp.*

### RECOMMENDATION

It is recommended that the City Commission take the following action(s):

1. Approve the sixty (60) month lease-purchase of the vehicle on the attached Schedule A from Mears Motor Leasing/The Bancorp.
2. Authorize the City Manager to execute the necessary documents on behalf of the City.
3. Authorize a budget amendment in the amount of \$4,639.02.

### BACKGROUND

Staff recommends the lease-purchase of this vehicle for the following reasons:

- If this new vehicle were purchased outright under the Charlotte County, Florida contract, the total purchase price would be \$41,628.75. Under the Mears Motor Leasing/Bancorp agreement, this vehicle can be financed at an annual cost of \$9,278.04. An outright purchase would result in a current-year decrease in cash flow of \$41,628.75, compared to \$4,639.02 (payments for the remainder of FY19).
- As with all purchases, if the City were able to purchase items without the use of financing this would result in the lowest overall cost, but the greatest single annual cash flow decrease.

This vehicle will be purchased under the Charlotte County, Florida contract. Purchases made from the Charlotte County, Florida contract are exempted from the competitive sealed bid requirement outlined in the City's Purchasing Ordinance, Sec. 2-418, which allows the City to capitalize on Charlotte County's economy of scale and reduces the timeline of acquisition.

### OTHER OPTIONS

- 1) An outright purchase would result in a current year decrease of cash flow of \$41,628.75.

### FISCAL IMPACT

If the City Commission approves the vehicle lease agreement, the City is committed to yearly lease payments totaling \$9,278.04. If revenues are insufficient in future years, an option would be to return the vehicle under the non-appropriation of funds clause. If it becomes necessary to exercise this option, however, the City would suffer the loss of the vehicle.

A budget amendment is required in the amount of \$4,639.02 to cover the lease for the remainder of FY19.

### ATTACHMENTS

Schedule A (Mears Motor Leasing/The Bancorp)



**OPEN-END LEASE SCHEDULE**

The following vehicle is hereby added to the Master Lease Agreement dated \_\_\_\_\_, between The Bancorp Bank (Lessor) and \_\_\_\_\_ (Lessee).

Date \_\_\_\_\_ Customer # \_\_\_\_\_  
 Unit # \_\_\_\_\_

|                               |            |
|-------------------------------|------------|
| <b>Year, Make &amp; Model</b> | <b>VIN</b> |
|                               |            |

| <b>Exterior Color</b> | <b>Interior Color</b> | <b>Optional Equipment</b> | <b>State of Registration</b> | <b>Est. Annual Mileage</b> |
|-----------------------|-----------------------|---------------------------|------------------------------|----------------------------|
|                       |                       |                           |                              |                            |

|                             |       |   |       |
|-----------------------------|-------|---|-------|
| <b>Term &amp; Frequency</b> | _____ | <b>Security Deposit</b>                 | _____ |
| <b>Original Value</b>       | _____ |   | _____ |
| <b>Base Payment</b>         | _____ | <b>Termination Value</b>                | _____ |
| <b>Sales / Use Tax</b>      | _____ | <b>Estimated Initial Tax &amp; Tags</b> | _____ |
|                             | _____ |   | _____ |

Additional Terms and Conditions:

|               |                 |                 |
|---------------|-----------------|-----------------|
| <b>LESSEE</b> | Signature _____ | Signature _____ |
|               | Signature _____ | Signature _____ |
|               | Signature _____ | Signature _____ |
|               | Signature _____ | Signature _____ |
|               |                 | <b>LESSOR</b>   |
|               |                 | Signature _____ |
|               |                 | Signature _____ |

**MEMORANDUM**

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February 28, 2019

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Jennifer Nanek, City Clerk

**RE:** Rescheduling first City Commission Meeting in April

**SYNOPSIS:** It is necessary for the City Commission to reschedule its first meeting in April due to the April 2, 2019 Municipal Election

**RECOMMENDATION**

It is recommended that the City Commission take the following action:

1. Reschedule the first City Commission meeting in April from 6:00 p.m., Tuesday, April 2, 2019 to 6:00 p.m., Wednesday, April 3, 2019 due to the April 2, 2019 Municipal Election.

**BACKGROUND**

Pursuant to authority provided by F.S. § 100.3605, the City adopted the first Tuesday in April as the date for all regular city elections to fill the office of city commissioner. The City's election this year is on Tuesday, April 2, 2019, which is the same day as the first regular scheduled Commission meeting in April. It is necessary for the Commission to reschedule its first Commission meeting in April from 6:00 p.m., Tuesday, April 2, 2019 to 6:00 p.m., Wednesday, April 3, 2019.

**OTHER OPTIONS**

The Commission could choose another date.

**FISCAL IMPACT**

There is no fiscal Impact.

## MEMORANDUM

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February 14, 2019

TO: Honorable Mayor and City Commission  
VIA: Kenneth Fields, City Manager  
FROM: Patricia Sifuentes-Lopez, Assistant Finance Director

RE: City Commission Preliminary Financial Statements

SYNOPSIS: The preliminary financial statements report revenues received and expenditures made through the end of January 31, 2019.

The unaudited financial statements for the City of Lake Wales for the Period Ending January 31, 2019 are presented to the City Commission for review.

**General Fund (001), page 1:**

The General Fund appears to be materially on target with revenue and expenditure expectations.

**Transportation Fund (102), page 6:**

The Transportation Fund appears to be materially on target with revenue and expenditure expectations.

**CRA Fund (105), page 11:**

The CRA fund appears to be materially on target with revenue and expenditure expectations.

**Library Fund (110), page 16:**

The Library Fund appears to be materially on target with revenue and expenditure expectations.

**Utility System Fund (403), page 27:**

The Utility System Fund appears to be materially on target with revenue and expenditure expectations.

**Airport Authority (404), page 30:**

The Airport Authority appears to be materially on target with revenue and expenditure expectations.

**ATTACHMENTS**

Preliminary Financial Statements

PRELIMINARY - BALANCE SHEET  
GENERAL FUND - 001

| ACCOUNT #           | DESCRIPTION                      | CURRENT FY | PRIOR FY  | DIFFERENCE  |
|---------------------|----------------------------------|------------|-----------|-------------|
|                     | GENERAL FUND - 001               |            |           |             |
|                     | Cash - Unrestricted              | 2,231,461  | 3,353,714 | (1,122,253) |
| 001-101-096-000-000 | General Fund Emergency Fund 3706 | 2,310,094  | 1,554,778 | 755,316     |
| 001-101-097-000-000 | Police Merchant Services 4800    | 22,249     | 2,282     | 19,966      |
| 001-102-001-000-000 | Petty Cash (Finance Dept.)       | 500        | 500       | 0           |
| 001-102-002-000-000 | Petty Cash-Depot Museum          | 1,000      | 200       | 800         |
|                     | CASH                             | 4,565,304  | 4,911,474 | (346,171)   |
|                     | ACCOUNTS RECEIVABLE              | 720,056    | 769,565   | (49,510)    |
|                     | DUE FROM OTHER FUNDS             | 1,690,165  | 687,924   | 1,002,241   |
|                     | INVENTORY                        | (75,877)   | 94,138    | (170,016)   |
|                     | PREPAID                          | 104,369    | 97,656    | 6,713       |
|                     | TOTAL ASSETS                     | 7,004,016  | 6,560,758 | 443,258     |
|                     | ACCOUNTS PAYABLE                 | 354,519    | 219,357   | 135,162     |
|                     | DUE TO OTHER FUNDS               | 0          | 0         | 0           |
|                     | DEPOSIT & TRUST ACCOUNTS         | 1,004      | 3,408     | (2,405)     |
|                     | ACCRUED PAYROLL & WITHHOLDING    | 147,096    | 129,316   | 17,780      |
|                     | DEFERRED REVENUE                 | 0          | 923       | (923)       |
|                     | TOTAL LIABILITIES                | 502,618    | 353,004   | 149,615     |
| 001                 | EXCESS REV OVER/UNDER EXP        | 2,527,659  | 2,642,930 | (115,272)   |
| 001-271-001-000-000 | Fund Balance                     | 3,973,739  | 3,564,824 | 408,915     |
|                     | TOTAL FUND BALANCE               | 6,501,397  | 6,207,754 | 293,643     |
|                     | TOTAL LIAB. AND FUND BALANCE     | 7,004,016  | 6,560,758 | 443,258     |



PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

| ACCOUNT NO.                  | DESCRIPTION                         | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|------------------------------|-------------------------------------|----------------------|----------------------|--------------------|------------|--------|
| REVENUES                     |                                     |                      |                      |                    |            |        |
| TAXES                        |                                     |                      |                      |                    |            |        |
| 001-311-100-000-000          | Ad Valorem Taxes                    | 3,737,434            | 3,029,022            | 2,980,337          | 48,685     | 1.6%   |
| 001-314-100-000-000          | Utility Service Tax - Electric      | 950,000              | 375,750              | 390,349            | (14,599)   | -3.7%  |
| 001-314-300-000-000          | Utility Service Tax - Water         | 311,000              | 95,770               | 101,262            | (5,492)    | -5.4%  |
| 001-314-800-000-000          | Utility Service Tax - Propane       | 27,000               | 10,935               | 9,168              | 1,767      | 19.3%  |
| 001-315-000-000-000          | Communications Svc Tax              | 336,000              | 148,446              | 155,852            | (7,406)    | -4.8%  |
| 001-316-000-000-000          | Business Tax Receipts               | 70,000               | 63,752               | 62,789             | 963        | 1.5%   |
| TOTAL: TAXES                 |                                     | 5,431,434            | 3,723,676            | 3,699,758          | 23,918     | 0.0%   |
| LICENSES & PERMITS           |                                     |                      |                      |                    |            |        |
| 001-322-000-000-000          | Building Permits                    | 400,000              | 356,825              | 156,596            | 200,229    | 127.9% |
| 001-323-100-000-000          | Franchise Fees - Electric           | 995,000              | 405,126              | 359,774            | 45,352     | 12.6%  |
| 001-323-700-000-000          | Franchise Fees-Solid Waste-Flr      | 125,000              | 41,667               | 43,333             | (1,667)    | -3.9%  |
| 001-325-100-000-000          | Tree Removal Permit Fees            | 500                  | 3,000                | 0                  | 3,000      | 0.0%   |
| 001-325-400-000-000          | Site Develmt Permit & Inspect Fees  | 50,000               | 35,375               | 5,513              | 29,863     | 541.7% |
| TOTAL: LICENSES & PERMITS    |                                     | 1,570,500            | 841,993              | 565,215            | 276,777    | -48.0% |
| INTERGOVERNMENTAL REVENUE    |                                     |                      |                      |                    |            |        |
| 001-330-000-000-000          | Spcl Assessment - Fire              | 1,056,000            | 859,902              | 850,521            | 9,381      | 1.1%   |
| 001-331-150-000-000          | FEMA-Mutual Aid Reimbursement       | 0                    | 337,001              | 0                  | 337,001    | 0.0%   |
| 001-331-304-000-000          | Bullet Proof Vest Grant             | 0                    | 1,763                | 1,809              | (47)       | -2.6%  |
| 001-331-600-000-000          | HIDTA Award                         | 11,000               | 30,000               | 11,324             | 18,676     | 164.9% |
| 001-333-100-000-000          | PILOT-Lake Wales Housing Authority  | 2,500                | 0                    | 0                  | 0          | 0.0%   |
| 001-335-121-000-000          | State Rev. Sharing - from S/Tx      | 434,000              | 137,478              | 131,559            | 5,919      | 4.5%   |
| 001-335-140-000-000          | Mobile Home Licenses                | 35,000               | 30,712               | 30,952             | (240)      | -0.8%  |
| 001-335-150-000-000          | Alcoholic Beverage Licenses         | 10,600               | 685                  | 350                | 336        | 96.0%  |
| 001-335-160-000-000          | Casualty Ins Premiums (Police Pen)  | 110,000              | 0                    | 0                  | 0          | 0.0%   |
| 001-335-165-000-000          | Fire Ins Premium (Fire Pension)     | 135,000              | 0                    | 0                  | 0          | 0.0%   |
| 001-335-180-000-000          | Local Government 1/2 Sales Tax      | 982,400              | 317,324              | 310,773            | 6,552      | 2.1%   |
| 001-335-230-000-000          | Firemen'S Supplemental Comp         | 8,000                | 2,450                | 2,670              | (220)      | -8.2%  |
| 001-337-220-000-000          | Polk Sch Board - Sro                | 116,352              | 40,000               | 38,784             | 1,216      | 3.1%   |
| 001-337-225-000-000          | LW Charter Schools-Sro              | 60,000               | 20,152               | 19,392             | 760        | 3.9%   |
| 001-337-775-000-000          | Grant - Museum/Depot                | 39,700               | 0                    | 0                  | 0          | 0.0%   |
| 001-337-800-000-000          | Grant - Florida Humanities Council  | 5,000                | 1,000                | 2,250              | (1,250)    | -55.6% |
| 001-338-200-000-000          | County Business License             | 8,200                | 3,653                | 3,538              | 115        | 3.2%   |
| TOTAL: INTERGOVERNMENTAL REV |                                     | 3,013,752            | 1,782,120            | 1,403,923          | 378,198    | -26.0% |
| CHARGES FOR SERVICES         |                                     |                      |                      |                    |            |        |
| 001-341-100-000-000          | Recording, Copy & Certifying        | 500                  | 23                   | 3                  | 20         | 635.9% |
| 001-341-101-000-000          | Sale of Maps and Publications       | 500                  | 6                    | 0                  | 6          | 0.0%   |
| 001-341-102-000-000          | Police Verification-Investigations  | 30,000               | 10,875               | 12,738             | (1,863)    | -14.6% |
| 001-341-106-000-000          | Administrative Charge - Street Lght | 350                  | 0                    | 0                  | 0          | 0.0%   |
| 001-341-123-000-000          | Election Qualifying Fees            | 100                  | 0                    | 0                  | 0          | 0.0%   |

PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

| ACCOUNT NO.                 | DESCRIPTION                         | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %        |
|-----------------------------|-------------------------------------|----------------------|----------------------|--------------------|------------|----------|
| 001-341-403-000-000         | Management Fees - Water/Sewer       | 612,892              | 204,297              | 203,554            | 743        | 0.4%     |
| 001-341-510-000-000         | Planning & Zoning Board Fees        | 35,000               | 12,266               | 11,811             | 455        | 3.9%     |
| 001-341-520-000-000         | Comprehensive Planning Fees         | 2,000                | 0                    | 0                  | 0          | 0.0%     |
| 001-341-524-000-000         | Reimbursement-Building Fees         | 4,000                | 0                    | 0                  | 0          | 0.0%     |
| 001-341-900-000-000         | Reimbursement-Grove House Taxes     | 8,300                | 9,778                | 9,047              | 730        | 8.1%     |
| 001-341-901-000-000         | Polk Cnty Impact Fee-Coll Chrg      | 9,500                | 8,187                | 5,315              | 2,872      | 54.0%    |
| 001-341-902-000-000         | Polk Pub Svc Tx - Coll Fee          | 600                  | 257                  | 219                | 38         | 17.4%    |
| 001-341-905-000-000         | BCA/DCA Coll Fee for Education      | 600                  | 476                  | 892                | (416)      | -46.6%   |
| 001-342-199-000-000         | Miscellaneous Police Services       | 500                  | 350                  | 0                  | 350        | 0.0%     |
| 001-342-200-000-000         | Fire Service - Highland Park        | 16,000               | 16,018               | 0                  | 16,018     | 0.0%     |
| 001-343-400-000-000         | Garbage Fees                        | 1,215,000            | 430,766              | 405,390            | 25,376     | 6.3%     |
| 001-343-802-000-000         | Cemetery - Grave Locating Fees      | 10,000               | 3,070                | 4,011              | (941)      | -23.5%   |
| 001-343-803-000-000         | Cemetery - Lot Marking              | 350                  | 127                  | 10                 | 116        | 1,133.5% |
| 001-343-804-000-000         | Cemetery - Burial Space Lot         | 0                    | 2,154                | 2,768              | (614)      | -22.2%   |
| 001-343-805-000-000         | Cemetery - Burial Sp Mausoleum      | 0                    | 15,938               | 0                  | 15,938     | 0.0%     |
| 001-343-806-000-000         | Cemetery - Vault/Casket Id          | 400                  | 27                   | 191                | (165)      | -86.0%   |
| 001-343-809-000-000         | Cemetery - Misc Chgs For Svc        | 500                  | 0                    | 0                  | 0          | 0.0%     |
| 001-343-810-000-000         | Cemetery Installment Adm Fee        | 600                  | 0                    | 0                  | 0          | 0.0%     |
| 001-347-290-000-000         | Miscellaneous Recreation Fees       | 1,000                | 0                    | 0                  | 0          | 0.0%     |
| TOTAL: CHARGES FOR SERVICES |                                     | 1,948,692            | 714,615              | 655,949            | 58,666     | -8.0%    |
| FINES & FORFEITURES         |                                     |                      |                      |                    |            |          |
| 001-351-100-000-000         | Court Fines                         | 25,000               | 17,286               | 21,369             | (4,082)    | -19.1%   |
| 001-351-300-000-000         | Law Enforcement Education           | 3,000                | 1,574                | 1,399              | 176        | 12.6%    |
| 001-351-650-000-000         | Damage Restitution                  | 100                  | 0                    | 0                  | 0          | 0.0%     |
| 001-351-900-000-000         | Miscellaneous Fines                 | 150                  | 68                   | 0                  | 68         | 0.0%     |
| 001-354-100-000-000         | Parking Fines                       | 500                  | 680                  | 250                | 430        | 172.0%   |
| 001-354-200-000-000         | Code Enforcement Fines              | 40,000               | 18,362               | 7,860              | 10,503     | 133.6%   |
| TOTAL: FINES & FORFEITURES  |                                     | 68,750               | 37,971               | 30,877             | 7,094      | -22.0%   |
| MISCELLANEOUS REVENUES      |                                     |                      |                      |                    |            |          |
|                             | Interest Income                     | 13,000               | 6,378                | 6,782              | (404)      | 5.0%     |
| 001-362-701-000-000         | Community Center - Austin Kitchen R | 1,000                | 221                  | 74                 | 147        | 199.6%   |
| 001-362-704-000-000         | Ridge League Dinner-Receipts        | 0                    | 0                    | 2,025              | (2,025)    | -100.0%  |
| 001-362-706-000-000         | JP Austin Center Rental             | 4,000                | 1,995                | 1,948              | 47         | 2.4%     |
| 001-362-709-000-000         | Tourist Club Rental                 | 4,000                | 1,389                | 1,059              | 330        | 31.2%    |
| 001-362-790-000-000         | User Fees - Other Rental            | 2,000                | 509                  | 353                | 157        | 44.5%    |
| 001-362-800-000-000         | Rental-Mike LaRosa                  | 0                    | 0                    | 1,500              | (1,500)    | -100.0%  |
| 001-362-850-000-000         | RENTAL INCOME-DARREN SOTO           | 1,440                | 360                  | 480                | (120)      | -25.0%   |
| 001-364-002-000-000         | Loss Recoveries - Insured           | 0                    | 789                  | 14,503             | (13,714)   | -94.6%   |
| 001-364-175-000-000         | Gain on Sale of Capital Asset       | 2,000                | 5,929                | 27                 | 5,902      | 9,999.0% |
| 001-366-521-000-000         | Donations-Police Dept.              | 613                  | 0                    | 0                  | 0          | 0.0%     |
| 001-366-522-000-000         | Donations-Fire Dept                 | 1,000                | 1,000                | 0                  | 1,000      | 0.0%     |
| 001-366-573-000-000         | Donations - Depot Museum            | 7,500                | 8,429                | 1,234              | 7,195      | 583.1%   |
| 001-366-702-000-000         | Recycling Proceeds                  | 0                    | 0                    | 172                | (172)      | -100.0%  |
| 001-366-900-000-000         | Donations/Miscellaneous             | 1,000                | 0                    | 0                  | 0          | 0.0%     |
| 001-369-000-000-000         | Other Miscellaneous Revenues        | 5,000                | 0                    | 16                 | (16)       | -100.0%  |
| 001-369-006-000-000         | Public Notice Reimbrsmnts (Ads)     | 0                    | 90                   | 0                  | 90         | 0.0%     |
| 001-369-010-000-000         | Vendor Fees                         | 0                    | 30                   | 30                 | 0          | 0.0%     |

PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

| ACCOUNT NO.                    | DESCRIPTION                         | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %       |
|--------------------------------|-------------------------------------|----------------------|----------------------|--------------------|------------|---------|
| 001-369-012-000-000            | Reimbursement-Police Special Detail | 200                  | 0                    | 0                  | 0          | 0.0%    |
| 001-369-014-000-000            | Reimb-Special Events In-Kind        | 6,075                | 1,306                | 1,337              | (32)       | -2.4%   |
| 001-369-015-000-000            | Reimbursement-Staffing Comm Center  | 100                  | 1,287                | 916                | 371        | 40.5%   |
| 001-369-016-000-000            | Reimbursement - Ball Field Lights   | 100                  | 0                    | 0                  | 0          | 0.0%    |
| 001-369-017-000-000            | Reimb. - Ball Field Lining/Prep.    | 100                  | 0                    | 0                  | 0          | 0.0%    |
| 001-369-200-000-000            | Workers' Compensation Reimb         | 0                    | 729                  | 0                  | 729        | 0.0%    |
| 001-369-900-000-000            | Other Miscellaneous Revenue         | 0                    | 48,747               | 27,673             | 21,074     | 76.2%   |
| 001-369-999-000-000            | Other                               | 500                  | 0                    | 0                  | 0          | 0.0%    |
| 001-369-999-999-999            | Suspense - Cash Receipts            | 0                    | 0                    | 2,063              | (2,063)    | -100.0% |
| TOTAL: MISCELLANEOUS REVENUES  |                                     | 49,628               | 79,188               | 62,191             | 16,997     | -27.0%  |
| OTHER FINANCING SOURCES        |                                     |                      |                      |                    |            |         |
| INTER FUND TRANSFER            |                                     |                      |                      |                    |            |         |
| TOTAL: INTERFUND TRANSFER      |                                     | 0                    | 0                    | 0                  | 0          | 0.0%    |
| CONTRIBUTIONS FROM ENTERPRISE  |                                     |                      |                      |                    |            |         |
| 001-382-403-000-000            | Contribution from Water/Sewer       | 1,225,000            | 408,333              | 398,333            | 10,000     | 2.5%    |
| TOTAL: CONT FROM ENTERPRISE OP |                                     | 1,225,000            | 408,333              | 398,333            | 10,000     | -2.0%   |
| OTHER SOURCES                  |                                     |                      |                      |                    |            |         |
| 001-385-000-000-000            | Lease/Loan Proceeds                 | 910,152              | 581,875              | 0                  | 581,875    | 0.0%    |
| 001-385-200-000-000            | Loan Proceeds - Series 2019         | 836,000              | 0                    | 0                  | 0          | 0.0%    |
| TOTAL: OTHER FINANCING SOURCES |                                     | 1,746,152            | 581,875              | 0                  | 581,875    | 0.0%    |
| TOTAL REVENUES/OTHER FIN SRCS  |                                     | 15,053,908           | 8,169,771            | 6,816,247          | 1,353,524  | -19.0%  |

PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

| ACCOUNT NO. | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %        |
|-------------|--------------------------------|----------------------|----------------------|--------------------|------------|----------|
|             | CITY COMMISSION                | 139,656              | 36,642               | 26,369             | 10,273     | 39.0%    |
|             | CITY MANAGER                   | 255,799              | 86,278               | 73,402             | 12,875     | 17.5%    |
|             | CITY CLERK                     | 86,216               | 24,791               | 20,971             | 3,820      | 18.2%    |
|             | FINANCE                        | 374,621              | 123,518              | 104,485            | 19,033     | 18.2%    |
|             | PERSONNEL                      | 172,681              | 58,480               | 51,398             | 7,082      | 13.8%    |
|             | CITY ATTORNEY                  | 65,325               | 14,436               | 16,743             | (2,306)    | -13.8%   |
|             | PLANNING & ZONING              | 336,145              | 84,823               | 66,600             | 18,223     | 27.4%    |
|             | FLEET MAINTENANCE              | 23,813               | 4,712                | 3,836              | 876        | 22.8%    |
|             | FACILITIES MAINTENANCE         | 309,031              | 46,714               | 31,680             | 15,035     | 47.5%    |
|             | INFORMATION SERVICES           | 210,191              | 54,734               | 86,883             | (32,149)   | -37.0%   |
|             | INSURANCE/RISK MANAGEMENT      | 0                    | (0)                  | (0)                | (0)        | 1,366.7% |
|             | SUPPORT SERVICES               | 109,005              | 37,547               | 34,470             | 3,077      | 8.9%     |
|             | MUNICIPAL ADM BLDG             | 79,166               | 58,144               | 21,822             | 36,322     | 166.4%   |
|             | NON-DEPARTMENTAL               | 91,100               | 14,281               | 23,253             | (8,972)    | -38.6%   |
|             | POLICE DEPARTMENT              | 5,186,254            | 1,691,152            | 1,476,326          | 214,827    | 14.6%    |
|             | FIRE CONTROL                   | 3,711,999            | 1,623,694            | 904,509            | 719,184    | 79.5%    |
|             | BUILDING PERMITS & INSPEC      | 299,281              | 78,914               | 76,949             | 1,966      | 2.6%     |
|             | CODE ENFORCEMENT               | 165,689              | 44,553               | 39,372             | 5,181      | 13.2%    |
|             | WASTE DISPOSAL                 | 985,967              | 319,994              | 325,418            | (5,423)    | -1.7%    |
|             | LAKES CONSERVATION             | 0                    | 0                    | 0                  | 0          | 0.0%     |
|             | CEMETERY OP                    | 204,102              | 37,217               | 28,613             | 8,603      | 30.1%    |
|             | FIELD OPERATIONS               | 0                    | 0                    | 0                  | 0          | 0.0%     |
|             | PUBLIC SVC ADMIN               | 0                    | (0)                  | 93                 | (93)       | -100.3%  |
|             | OTHER TRANSPORTATION           | 63,820               | 63,821               | 34,627             | 29,194     | 84.3%    |
|             | ECONOMIC DEVELOPEMENT          | 138,037              | 67,000               | 65,000             | 2,000      | 3.1%     |
|             | OTHER HUMAN SERVICES           | 31,000               | 30,000               | 30,000             | 0          | 0.0%     |
|             | LIBRARY                        | 0                    | 0                    | 0                  | 0          | 0.0%     |
|             | PARKS DIVISION                 | 829,699              | 313,720              | 188,161            | 125,559    | 66.7%    |
|             | RECREATION FACILITIES          | 1,648,119            | 274,385              | 188,166            | 86,218     | 45.8%    |
|             | SPECIAL EVENTS                 | 75,456               | 19,636               | 23,116             | (3,480)    | -15.1%   |
|             | DEPOT                          | 278,843              | 102,665              | 51,234             | 51,430     | 100.4%   |
|             | INTERFUND TRANSFERS            | 493,467              | 330,245              | 179,821            | 150,424    | 83.7%    |
|             | TOTAL EXPENDITURES             | 16,364,482           | 5,642,095            | 4,173,317          | 1,468,778  | 35.2%    |
|             | REVENUE EXCESS OVER(UNDER) EXP | (1,310,574)          | 2,527,677            | 2,642,930          | (115,254)  | 4.0%     |

PRELIMINARY - BALANCE SHEET  
TRANSPORTATION FUND - 102

| ACCOUNT #           | DESCRIPTION                  | CURRENT FY | PRIOR FY | DIFFERENCE |
|---------------------|------------------------------|------------|----------|------------|
|                     | TRANSPORTATION FUND - 102    |            |          |            |
|                     | Cash - Unrestricted          | 253,721    | 398,779  | (145,058)  |
|                     | CASH                         | 253,721    | 398,779  | (145,058)  |
|                     | ACCOUNTS RECEIVABLE          | 138,155    | 132,366  | 5,789      |
|                     | DUE FROM OTHER FUNDS         | 0          | 0        | 0          |
|                     | TOTAL ASSETS                 | 391,875    | 531,145  | (139,270)  |
|                     | ACCOUNTS PAYABLE             | 6,408      | (712)    | 7,120      |
|                     | DUE TO OTHER FUNDS           | 0          | 0        | 0          |
|                     | DEFERRED REVENUE             | 0          | 0        | 0          |
|                     | TOTAL LIABILITIES            | 6,408      | (712)    | 7,120      |
| 102                 | EXCESS REV OVER/UNDER EXP    | (34,260)   | 23,385   | (57,646)   |
| 102-271-001-000-000 | Fund Balance                 | 419,728    | 508,472  | (88,744)   |
|                     | TOTAL FUND BALANCE           | 385,467    | 531,857  | (146,390)  |
|                     | TOTAL LIAB. AND FUND BALANCE | 391,875    | 531,145  | (139,270)  |

PRELIMINARY SCH. OF REV & EXP  
TRANSPORTATION FUND - 102

| ACCOUNT NO.                    | DESCRIPTION                     | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %     |
|--------------------------------|---------------------------------|----------------------|----------------------|--------------------|------------|-------|
| REVENUES                       |                                 |                      |                      |                    |            |       |
| TAXES                          |                                 |                      |                      |                    |            |       |
| 102-312-300-000-000            | Polk Ninth Cent Voted Gas Tax   | 80,000               | 19,985               | 21,351             | (1,366)    | -6.4% |
| 102-312-400-000-000            | Local Option Gas Tax            | 474,800              | 160,994              | 158,608            | 2,387      | 1.5%  |
| 102-312-405-000-000            | New Local Option Gas Tax - 5C   | 292,000              | 96,683               | 95,636             | 1,047      | 1.1%  |
| TOTAL: TAXES                   |                                 | 846,800              | 277,662              | 275,595            | 2,067      | 0.0%  |
| INTERGOVERNMENTAL REVENUE      |                                 |                      |                      |                    |            |       |
| 102-330-000-000-000            | Special Assessment - Stormwater | 550,000              | 0                    | 0                  | 0          | 0.0%  |
| 102-335-120-000-000            | 8Th Cent Motor Fuel (23.8%)     | 130,400              | 42,085               | 41,323             | 762        | 1.8%  |
| 102-335-490-000-000            | Motor Fuel Tax Rebate           | 14,000               | 3,804                | 3,912              | (108)      | -2.8% |
| TOTAL: INTERGOVERNMENTAL REV   |                                 | 694,400              | 45,889               | 45,235             | 654        | -1.0% |
| CHARGES FOR SERVICES           |                                 |                      |                      |                    |            |       |
| 102-344-901-000-000            | F.D.O.T. Right of Way Contract  | 26,000               | 6,553                | 6,553              | 0          | 0.0%  |
| 102-344-902-000-000            | FDOT Signal Maint Contract      | 34,048               | 0                    | 0                  | 0          | 0.0%  |
| 102-344-903-000-000            | FDOT LIght Maint Contract       | 75,018               | 0                    | 0                  | 0          | 0.0%  |
| TOTAL: CHARGES FOR SERVICES    |                                 | 135,066              | 6,553                | 6,553              | 0          | 0.0%  |
| MISCELLANEOUS REVENUES         |                                 |                      |                      |                    |            |       |
|                                | Interest Income                 | 1,000                | 0                    | 0                  | 0          | 0.0%  |
| 102-369-000-000-000            | Other Miscellaneous Revenues    | 500                  | 69                   | 0                  | 69         | 0.0%  |
| TOTAL: MISCELLANEOUS REVENUES  |                                 | 1,500                | 69                   | 0                  | 69         | 0.0%  |
| OTHER FINANCING SOURCES        |                                 |                      |                      |                    |            |       |
| INTER FUND TRANSFER            |                                 |                      |                      |                    |            |       |
| TOTAL: INTERFUND TRANSFER      |                                 | 0                    | 0                    | 0                  | 0          | 0.0%  |
| 102-385-000-000-000            | Lease/Loan Proceeds             | 297,000              | 0                    | 0                  | 0          | 0.0%  |
| TOTAL: OTHER FINANCING SOURCES |                                 | 297,000              | 0                    | 0                  | 0          | 0.0%  |
| TOTAL REVENUES/OTHER FIN SRCS  |                                 | 1,974,766            | 330,172              | 327,382            | 2,790      | 0.0%  |

PRELIMINARY SCH. OF REV & EXP  
 TRANSPORTATION FUND - 102

| ACCOUNT NO. | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|-------------|--------------------------------|----------------------|----------------------|--------------------|------------|--------|
|             | STREET OPERATION               | 828,505              | 259,668              | 225,088            | 34,580     | 15.4%  |
|             | STORMWATER DIVISION            | 387,667              | 83,367               | 78,909             | 4,458      | 5.7%   |
|             | STREET ADMIN.                  | 0                    | 0                    | 0                  | 0          | 0.0%   |
|             | DISASTER RECOVERY              | 0                    | 0                    | 0                  | 0          | 0.0%   |
|             | TRANSPORTATION PROJECTS        | 598,000              | 21,398               | 0                  | 21,398     | 0.0%   |
| -----       |                                |                      |                      |                    |            |        |
|             | TOTAL EXPENDITURES             | 1,814,172            | 364,433              | 303,997            | 60,436     | 19.9%  |
| -----       |                                |                      |                      |                    |            |        |
|             | REVENUE EXCESS OVER(UNDER) EXP | 160,594              | (34,260)             | 23,385             | (57,646)   | 246.0% |
| =====       |                                |                      |                      |                    |            |        |

PRELIMINARY - BALANCE SHEET  
STREET LIGHTING FUND - 103

| ACCOUNT #           | DESCRIPTION                  | CURRENT FY | PRIOR FY | DIFFERENCE |
|---------------------|------------------------------|------------|----------|------------|
|                     | STREET LIGHTING FUND - 103   |            |          |            |
|                     | CASH                         | 13,246     | 16,069   | (2,824)    |
|                     | TOTAL ASSETS                 | 13,246     | 16,069   | (2,824)    |
|                     | ACCOUNTS PAYABLE             | 0          | 1,091    | (1,091)    |
|                     | TOTAL LIABILITIES            | 0          | 1,091    | (1,091)    |
| 103                 | EXCESS REV OVER/UNDER EXP    | 7,454      | (4,340)  | 11,794     |
| 103-271-001-000-000 | Fund Balance                 | 5,792      | 19,318   | (13,526)   |
|                     | TOTAL FUND BALANCE           | 13,246     | 14,978   | (1,733)    |
|                     | TOTAL LIAB. AND FUND BALANCE | 13,246     | 16,069   | (2,824)    |



PRELIMINARY SCH. OF REV & EXP  
 STREET LIGHTING FUND - 103

| ACCOUNT NO.         | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|---------------------|--------------------------------|----------------------|----------------------|--------------------|------------|--------|
|                     | REVENUES                       |                      |                      |                    |            |        |
|                     | SPECIAL ASSESSMENT             |                      |                      |                    |            |        |
| 103-325-200-000-000 | Brookshire Street Lighting     | 13,485               | 10,732               | 0                  | 10,732     | 0.0%   |
|                     | TOTAL REVENUES/OTHER FIN SRCS  | 13,485               | 10,732               | 0                  | 10,732     | 0.0%   |
|                     | EXPENSES                       |                      |                      |                    |            |        |
|                     | STREET LIGHTING                | 13,555               | 3,278                | 4,340              | (1,061)    | -24.5% |
|                     | TOTAL EXPENDITURES             | 13,555               | 3,278                | 4,340              | (1,061)    | -24.5% |
|                     | REVENUE EXCESS OVER(UNDER) EXP | (70)                 | 7,454                | (4,340)            | 11,794     | 271.0% |

PRELIMINARY - BALANCE SHEET  
 CRA FUND -105

| ACCOUNT #           | DESCRIPTION                   | CURRENT FY | PRIOR FY  | DIFFERENCE |
|---------------------|-------------------------------|------------|-----------|------------|
|                     | CRA FUND - 105                |            |           |            |
|                     | Cash - Unrestricted           | 1,472,964  | 1,159,124 | 313,840    |
| 105-101-096-000-000 | Cash - CRV Dev. Land Purchase | 969,971    | 967,738   | 2,233      |
|                     | CASH                          | 2,442,935  | 2,126,862 | 316,073    |
|                     | ACCOUNTS RECEIVABLE           | 5,160      | 5,160     | 0          |
|                     | DUE FROM OTHER FUNDS          | 0          | 0         | 0          |
|                     | TOTAL ASSETS                  | 2,448,095  | 2,132,022 | 316,073    |
|                     | ACCOUNTS PAYABLE              | 0          | 0         | 0          |
|                     | DEPOSIT & TRUST ACCOUNTS      | 0          | 0         | 0          |
|                     | ACCRUED PAYROLL & WITHHOLDING | 2,160      | 0         | 2,160      |
|                     | DUE TO OTHER FUNDS            | 0          | 0         | 0          |
|                     | TOTAL LIABILITIES             | 2,160      | 0         | 2,160      |
| 105                 | EXCESS REV OVER/UNDER EXP     | 941,183    | 738,640   | 202,543    |
| 105-271-001-000-000 | Fund Balance                  | 1,504,753  | 1,393,382 | 111,370    |
|                     | TOTAL FUND BALANCE            | 2,445,935  | 2,132,022 | 313,913    |
|                     | TOTAL LIAB. AND FUND BALANCE  | 2,448,095  | 2,132,022 | 316,073    |

PRELIMINARY SCH. OF REV & EXP  
CRA FUND - 105

| ACCOUNT NO.                    | DESCRIPTION                 | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|--------------------------------|-----------------------------|----------------------|----------------------|--------------------|------------|--------|
| REVENUES                       |                             |                      |                      |                    |            |        |
| TAXES                          |                             |                      |                      |                    |            |        |
| 105-311-200-000-000            | City Tax Increment Area 1   | 68,882               | 68,845               | 65,492             | 3,353      | 5.1%   |
| 105-311-400-000-000            | City Tax Increment Area 3   | 35,324               | 35,279               | 25,663             | 9,616      | 37.5%  |
| 105-311-600-000-000            | City Tax Increment Area 2   | 798,530              | 775,529              | 679,278            | 96,251     | 14.2%  |
| TOTAL: TAXES                   |                             | 902,736              | 879,653              | 770,433            | 109,220    | -14.0% |
| INTERGOVERNMENTAL REVENUE      |                             |                      |                      |                    |            |        |
| 105-334-500-000-000            | Grant - Walking Trail       | 200,000              | 0                    | 0                  | 0          | 0.0%   |
| 105-337-220-000-000            | LWHA Officer Contribution   | 29,131               | 10,320               | 10,320             | 0          | 0.0%   |
| 105-338-300-000-000            | County Tax Increment Area 1 | 66,317               | 69,946               | 62,913             | 7,033      | 11.2%  |
| 105-338-500-000-000            | County Tax Increment Area 3 | 34,008               | 35,843               | 24,707             | 11,136     | 45.1%  |
| 105-338-700-000-000            | COUNTY TAX INCREMENT AREA 2 | 768,794              | 785,031              | 652,981            | 132,050    | 20.2%  |
| TOTAL: INTERGOVERNMENTAL REV   |                             | 1,098,250            | 901,140              | 750,921            | 150,219    | -20.0% |
| MISCELLANEOUS REVENUES         |                             |                      |                      |                    |            |        |
| Interest Income                |                             | 4,700                | 0                    | 0                  | 0          | 0.0%   |
| TOTAL: MISCELLANEOUS REVENUES  |                             | 4,700                | 0                    | 0                  | 0          | 0.0%   |
| OTHER FINANCING SOURCES        |                             |                      |                      |                    |            |        |
| INTER FUND TRANSFER            |                             |                      |                      |                    |            |        |
| TOTAL: INTERFUND TRANSFER      |                             | 0                    | 0                    | 0                  | 0          | 0.0%   |
| OTHER SOURCES                  |                             |                      |                      |                    |            |        |
| TOTAL: OTHER FINANCING SOURCES |                             | 0                    | 0                    | 0                  | 0          | 0.0%   |
| TOTAL REVENUES/OTHER FIN SRCS  |                             | 2,005,686            | 1,780,793            | 1,521,354          | 259,439    | -17.0% |
| EXPENDITURES                   |                             |                      |                      |                    |            |        |
| CRA - ECONOMIC DEVELOPMENT     |                             | 208,214              | 18,596               | 20,706             | (2,110)    | -10.2% |
| CRA - COMMUNITY REDEVELOPMENT  |                             | 564,418              | 88,110               | 80,288             | 7,822      | 9.7%   |
| CRA - COMMUNITY POLICING       |                             | 700                  | 0                    | 0                  | 0          | 0.0%   |
| CRA - CODE ENFORCEMENT         |                             | 0                    | 0                    | 0                  | 0          | 0.0%   |
| CAPITAL OUTLAY                 |                             | 687,500              | 24,850               | 11,235             | 13,615     | 121.2% |
| TRANSFERS                      |                             | 708,054              | 708,054              | 670,485            | 37,569     | 5.6%   |

PRELIMINARY SCH. OF REV & EXP  
 CRA FUND - 105

| ACCOUNT NO. | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|-------------|--------------------------------|----------------------|----------------------|--------------------|------------|--------|
|             | TOTAL EXPENDITURES             | 2,168,886            | 839,610              | 782,715            | 56,896     | 7.3%   |
|             | REVENUE EXCESS OVER(UNDER) EXP | (163,200)            | 941,183              | 738,640            | 202,543    | -27.0% |

PRELIMINARY - BALANCE SHEET  
 POLICE FORFEITURES FUND - 106

| ACCOUNT #           | DESCRIPTION                   | CURRENT FY | PRIOR FY | DIFFERENCE |
|---------------------|-------------------------------|------------|----------|------------|
|                     | POLICE FORFEITURE FUND - 106  |            |          |            |
|                     |                               | -----      |          |            |
|                     | CASH                          | 44,883     | 60,691   | (15,809)   |
|                     | ACCOUNTS RECEIVABLE           | 0          | 0        | 0          |
|                     | DUE FROM OTHER FUNDS          | 0          | 0        | 0          |
|                     |                               | -----      |          |            |
|                     | TOTAL ASSETS                  | 44,883     | 60,691   | (15,809)   |
|                     |                               | =====      |          |            |
|                     | ACCOUNTS PAYABLE              | 0          | 0        | 0          |
|                     | ACCRUED PAYROLL & WITHHOLDING | 0          | 0        | 0          |
|                     | DUE TO OTHER FUNDS            | 0          | 0        | 0          |
|                     |                               | -----      |          |            |
|                     | TOTAL LIABILITIES             | 0          | 0        | 0          |
| 106                 | EXCESS REV OVER/UNDER EXP     | 1,501      | 3,369    | (1,867)    |
| 106-271-001-000-000 | Fund Balance                  | 43,381     | 57,323   | (13,941)   |
|                     |                               | -----      |          |            |
|                     | TOTAL FUND BALANCE            | 44,883     | 60,691   | (15,809)   |
|                     |                               | -----      |          |            |
|                     | TOTAL LIAB. AND FUND BALANCE  | 44,883     | 60,691   | (15,809)   |
|                     |                               | =====      |          |            |

PRELIMINARY SCH. OF REV & EXP  
POLICE FORFEITURE FUND - 106

| ACCOUNT NO.         | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|---------------------|--------------------------------|----------------------|----------------------|--------------------|------------|--------|
|                     | REVENUES                       |                      |                      |                    |            |        |
|                     | FINES & FORFEITS               |                      |                      |                    |            |        |
| 106-351-900-000-000 | Forfeitures - Police Dept      | 20,000               | 2,454                | 3,319              | (865)      | -26.1% |
|                     | TOTAL: FINES & FORFEITURES     | 20,000               | 2,454                | 3,319              | (865)      | 26.0%  |
|                     | MISCELLANEOUS REVENUES         |                      |                      |                    |            |        |
|                     | Interest Income                | 0                    | 38                   | 50                 | (12)       | 24.0%  |
|                     | TOTAL: MISCELLANEOUS REVENUES  | 0                    | 38                   | 50                 | (12)       | 24.0%  |
|                     | OTHER FINANCING SOURCES        |                      |                      |                    |            |        |
|                     | INTER FUND TRANSFER            |                      |                      |                    |            |        |
|                     | TOTAL: INTERFUND TRANSFER      | 0                    | 0                    | 0                  | 0          | 0.0%   |
|                     | OTHER SOURCES                  |                      |                      |                    |            |        |
|                     | TOTAL: OTHER FINANCING SOURCES | 0                    | 0                    | 0                  | 0          | 0.0%   |
|                     | TOTAL REVENUES/OTHER FIN SRCS  | 20,000               | 2,491                | 3,369              | (877)      | 26.0%  |
|                     | EXPENDITURES                   |                      |                      |                    |            |        |
|                     | OPERATING                      | 37,640               | 990                  | 0                  | 990        | 0.0%   |
|                     | CAPITAL OUTLAY                 | 0                    | 0                    | 0                  | 0          | 0.0%   |
|                     | TRANSFERS                      | 0                    | 0                    | 0                  | 0          | 0.0%   |
|                     | TOTAL EXPENDITURES             | 37,640               | 990                  | 0                  | 990        | 0.0%   |
|                     | REVENUE EXCESS OVER(UNDER) EXP | (17,640)             | 1,501                | 3,369              | (1,867)    | 55.0%  |

PRELIMINARY - BALANCE SHEET  
LIBRARY FUND - 110

| ACCOUNT #           | DESCRIPTION                   | CURRENT FY | PRIOR FY | DIFFERENCE |
|---------------------|-------------------------------|------------|----------|------------|
|                     | LIBRARY FUND - 110            |            |          |            |
|                     | Cash - Unrestricted           | (8,665)    | 245,960  | (254,625)  |
| 110-102-001-000-000 | Petty Cash - Books By Mail    | 50         | 50       | 0          |
| 110-102-002-000-000 | PETTY CASH - BOOK MOBILE      | 100        | 100      | 0          |
| 110-101-062-000-000 | Library Impact Fees 3771      | 139,746    | 100,216  | 39,530     |
|                     |                               | -----      |          |            |
|                     | CASH                          | 131,230    | 346,326  | (215,095)  |
|                     | ACCOUNTS RECEIVABLE           | 0          | 0        | 0          |
|                     | DUE FROM OTHER FUNDS          | 0          | 0        | 0          |
|                     | PREPAID                       | 4,131      | 3,185    | 946        |
|                     |                               | -----      |          |            |
|                     | TOTAL ASSETS                  | 135,361    | 349,510  | (214,149)  |
|                     |                               | =====      |          |            |
|                     | ACCOUNTS PAYABLE              | 0          | 20,325   | (20,325)   |
|                     | ACCRUED PAYROLL & WITHHOLDING | 13,048     | 13,143   | (95)       |
|                     |                               | -----      |          |            |
|                     | TOTAL LIABILITIES             | 13,048     | 33,468   | (20,420)   |
| 110                 | EXCESS REV OVER/UNDER EXP     | (32,881)   | 174,545  | (207,426)  |
| 110-271-001-000-000 | Fund Balance                  | 155,194    | 141,497  | 13,697     |
|                     |                               | -----      |          |            |
|                     | TOTAL FUND BALANCE            | 122,313    | 316,042  | (193,729)  |
|                     |                               | -----      |          |            |
|                     | TOTAL LIAB. AND FUND BALANCE  | 135,361    | 349,510  | (214,149)  |
|                     |                               | =====      |          |            |

PRELIMINARY SCH. OF REV & EXP  
LIBRARY FUND - 110

| ACCOUNT NO.                   | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %        |
|-------------------------------|--------------------------------|----------------------|----------------------|--------------------|------------|----------|
| REVENUES                      |                                |                      |                      |                    |            |          |
| TAXES                         |                                |                      |                      |                    |            |          |
| 110-311-100-000-000           | Ad Valorem Taxes               | 372,315              | 300,671              | 295,839            | 4,832      | 1.6%     |
| TOTAL: TAXES                  |                                | 372,315              | 300,671              | 295,839            | 4,832      | -1.0%    |
| INTERGOVERNMENTAL REVENUE     |                                |                      |                      |                    |            |          |
| 110-338-001-000-000           | Polk County - Intergov. Rev.   | 245,000              | 0                    | 0                  | 0          | 0.0%     |
| 110-338-005-000-000           | Polk County Books By Mail      | 250,000              | 0                    | 125,000            | (125,000)  | -100.0%  |
| 110-338-006-000-000           | Polk County Bookmobile Rev.    | 105,000              | 0                    | 52,500             | (52,500)   | -100.0%  |
| TOTAL: INTERGOVERNMENTAL REV  |                                | 600,000              | 0                    | 177,500            | (177,500)  | 100.0%   |
| CHARGES FOR SERVICES          |                                |                      |                      |                    |            |          |
| 110-341-000-000-000           | Reimbursement of Expense       | 0                    | 407                  | 3                  | 405        | 9,999.0% |
| 110-347-250-000-000           | Special Interest Classes       | 6,500                | 1,626                | 1,976              | (350)      | -17.7%   |
| TOTAL: CHARGES FOR SERVICES   |                                | 6,500                | 2,033                | 1,979              | 55         | -2.0%    |
| IMPACT FEES                   |                                |                      |                      |                    |            |          |
| 110-363-221-000-000           | Impact Fees - Library          | 25,000               | 23,195               | 11,418             | 11,777     | 103.1%   |
| TOTAL IMPACT FEES             |                                | 25,000               | 23,195               | 11,418             | 11,777     | -103.0%  |
| MISCELLANEOUS REVENUES        |                                |                      |                      |                    |            |          |
|                               | Interest Income                | 1,350                | 107                  | 81                 | 25         | -31.0%   |
| 110-362-790-000-000           | User Fees -Library             | 50                   | 264                  | 0                  | 264        | 0.0%     |
| 110-366-001-000-000           | Contribution - LW Library Assn | 11,000               | 2,415                | 4,590              | (2,175)    | -47.4%   |
| 110-366-025-000-000           | Donations-Books By Mail        | 25                   | 0                    | 3                  | (3)        | -100.0%  |
| 110-369-000-000-000           | Other Miscellaneous Revenues   | 250                  | 1,565                | 0                  | 1,565      | 0.0%     |
| TOTAL: MISCELLANEOUS REVENUES |                                | 12,675               | 4,351                | 4,674              | (323)      | 6.0%     |
| OTHER FINANCING SOURCES       |                                |                      |                      |                    |            |          |
| INTER FUND TRANSFER           |                                |                      |                      |                    |            |          |
| 110-381-001-000-000           | Transfer From General Fund     | 53,522               | 0                    | 0                  | 0          | 0.0%     |
| TOTAL: INTERFUND TRANSFER     |                                | 53,522               | 0                    | 0                  | 0          | 0.0%     |
| TOTAL REVENUES/OTHER FIN SRCS |                                | 1,070,012            | 330,251              | 491,410            | (161,159)  | 32.0%    |



PRELIMINARY SCH. OF REV & EXP  
 LIBRARY FUND - 110

| ACCOUNT NO. | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|-------------|--------------------------------|----------------------|----------------------|--------------------|------------|--------|
|             | LIBRARY FUND                   | 1,025,270            | 328,953              | 299,600            | 29,353     | 9.8%   |
|             | CAPITAL OUTLAY                 | 107,500              | 34,180               | 17,265             | 16,915     | 98.0%  |
|             | TOTAL EXPENDITURES             | 1,132,770            | 363,132              | 316,864            | 46,268     | 14.6%  |
|             | REVENUE EXCESS OVER(UNDER) EXP | (62,758)             | (32,881)             | 174,545            | (207,426)  | 118.0% |

PRELIMINARY - BALANCE SHEET  
 LAW ENF BLOCK GRT FUND - 116

| ACCOUNT # | DESCRIPTION                   | CURRENT FY | PRIOR FY | DIFFERENCE |
|-----------|-------------------------------|------------|----------|------------|
|           | LAW ENFORCEMENT BLOCK GRANT   |            |          |            |
|           | CASH                          | 0          | 0        | 0          |
|           | ACCOUNTS RECEIVABLE           | 0          | 0        | 0          |
|           | DUE FROM OTHER FUNDS          | 0          | 0        | 0          |
|           | TOTAL ASSETS                  | 0          | 0        | 0          |
|           | ACCOUNTS PAYABLE              | 0          | 0        | 0          |
|           | ACCRUED PAYROLL & WITHHOLDING | 0          | 0        | 0          |
|           | DUE TO OTHER FUNDS            | 0          | 0        | 0          |
|           | TOTAL LIABILITIES             | 0          | 0        | 0          |
|           | TOTAL FUND BALANCE            | 0          | 0        | 0          |
|           | TOTAL LIAB. AND FUND BALANCE  | 0          | 0        | 0          |

PRELIMINARY SCH. OF REV & EXP  
LAW ENF BLOCK GRF FUND - 116

| ACCOUNT NO.                    | DESCRIPTION                        | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %    |
|--------------------------------|------------------------------------|----------------------|----------------------|--------------------|------------|------|
| REVENUES                       |                                    |                      |                      |                    |            |      |
| INTERGOVERNMENTAL              |                                    |                      |                      |                    |            |      |
| 116-331-300-000-000            | Byrne Grant - JAG D (Direct)       | 5,000                | 0                    | 0                  | 0          | 0.0% |
| 116-331-305-000-000            | Byrne Grant - JAG - C (Countywide) | 30,000               | 0                    | 0                  | 0          | 0.0% |
| TOTAL: INTERGOVERNMENTAL       |                                    | 35,000               | 0                    | 0                  | 0          | 0.0% |
| MISCELLANEOUS REVENUES         |                                    |                      |                      |                    |            |      |
|                                | Interest Income                    | 0                    | 0                    | 0                  | 0          | 0.0% |
| TOTAL: MISCELLANEOUS REVENUES  |                                    | 0                    | 0                    | 0                  | 0          | 0.0% |
| OTHER FINANCING SOURCES        |                                    |                      |                      |                    |            |      |
| INTER FUND TRANSFER            |                                    |                      |                      |                    |            |      |
| TOTAL: INTERFUND TRANSFER      |                                    | 0                    | 0                    | 0                  | 0          | 0.0% |
| OTHER SOURCES                  |                                    |                      |                      |                    |            |      |
| TOTAL: OTHER FINANCING SOURCES |                                    | 0                    | 0                    | 0                  | 0          | 0.0% |
| TOTAL REVENUES/OTHER FIN SRCS  |                                    | 35,000               | 0                    | 0                  | 0          | 0.0% |
| EXPENDITURES                   |                                    |                      |                      |                    |            |      |
| 116-521-000-664-990            | Other Equipment                    | 35,000               | 0                    | 0                  | 0          | 0.0% |
| TOTAL EXPENDITURES             |                                    | 35,000               | 0                    | 0                  | 0          | 0.0% |
| REVENUE EXCESS OVER(UNDER) EXP |                                    | 0                    | 0                    | 0                  | 0          | 0.0% |

PRELIMINARY - BALANCE SHEET  
 DEBT SERVICE FUND - 201

| ACCOUNT #           | DESCRIPTION                  | CURRENT FY | PRIOR FY  | DIFFERENCE |
|---------------------|------------------------------|------------|-----------|------------|
|                     | DEBT SERVICE FUND - 201      |            |           |            |
|                     |                              | -----      |           |            |
|                     | CASH                         | 896,234    | 1,123,604 | (227,369)  |
|                     | DUE FROM OTHER FUNDS         | 0          | 0         | 0          |
|                     |                              | -----      |           |            |
|                     | TOTAL ASSETS                 | 896,234    | 1,123,604 | (227,369)  |
|                     |                              | =====      |           |            |
|                     | DUE TO OTHER FUNDS           | 0          | 0         | 0          |
|                     |                              | -----      |           |            |
|                     | TOTAL LIABILITIES            | 0          | 0         | 0          |
| 201                 | EXCESS REV OVER/UNDER EXP    | (68,681)   | (30,749)  | (37,932)   |
| 201-271-001-000-000 | Fund Balance                 | 964,916    | 1,154,353 | (189,438)  |
|                     |                              | -----      |           |            |
|                     | TOTAL FUND BALANCE           | 896,234    | 1,123,604 | (227,369)  |
|                     |                              | -----      |           |            |
|                     | TOTAL LIAB. AND FUND BALANCE | 896,234    | 1,123,604 | (227,369)  |
|                     |                              | =====      |           |            |

PRELIMINARY SCH. OF REV & EXP  
DEBT SERVICE FUND - 201

| ACCOUNT NO.                    | DESCRIPTION                        | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %       |
|--------------------------------|------------------------------------|----------------------|----------------------|--------------------|------------|---------|
| REVENUES                       |                                    |                      |                      |                    |            |         |
| TAXES                          |                                    |                      |                      |                    |            |         |
| 201-314-100-000-000            | Utl Taxes-Elect(Leases)            | 405,000              | 135,000              | 80,733             | 54,267     | 67.2%   |
| 201-315-000-000-000            | Communication Svc Tax(Series 2013) | 111,300              | 0                    | 0                  | 0          | 0.0%    |
| TOTAL: TAXES                   |                                    | 516,300              | 135,000              | 80,733             | 54,267     | -67.0%  |
| LICENSES & PERMITS             |                                    |                      |                      |                    |            |         |
| TOTAL: LICENSES & PERMITS      |                                    | 0                    | 0                    | 0                  | 0          | 0.0%    |
| IMPACT FEES                    |                                    |                      |                      |                    |            |         |
| 201-363-222-000-000            | Impact Fees - Fire South           | 0                    | 0                    | 9,994              | (9,994)    | -100.0% |
| TOTAL: IMPACT FEES             |                                    | 0                    | 0                    | 9,994              | (9,994)    | 100.0%  |
| MISCELLANEOUS REVENUES         |                                    |                      |                      |                    |            |         |
|                                | Interest Income                    | 0                    | 0                    | 75                 | (75)       | 100.0%  |
| TOTAL: MISCELLANEOUS REVENUES  |                                    | 0                    | 0                    | 75                 | (75)       | 100.0%  |
| OTHER FINANCING SOURCES        |                                    |                      |                      |                    |            |         |
| INTER FUND TRANSFER            |                                    |                      |                      |                    |            |         |
| 201-381-105-000-000            | Transfer from CRA(Series 2007)     | 708,054              | 708,054              | 670,485            | 37,569     | 5.6%    |
| TOTAL: INTERFUND TRANSFER      |                                    | 708,054              | 708,054              | 670,485            | 37,569     | -5.0%   |
| TOTAL REVENUES/OTHER FIN SRCS  |                                    | 1,224,354            | 843,054              | 761,287            | 81,767     | -10.0%  |
| =====                          |                                    |                      |                      |                    |            |         |
|                                | DEBT SERVICE - PRINCIPAL           | 1,032,633            | 742,518              | 661,008            | 81,510     | 12.3%   |
|                                | DEBT SERVICE - INTEREST & FEES     | 309,381              | 169,217              | 131,028            | 38,189     | 29.2%   |
|                                | DEBT SERVICE - TRANSFER            | 0                    | 0                    | 0                  | 0          | 0.0%    |
| TOTAL EXPENDITURES             |                                    | 1,342,014            | 911,735              | 792,036            | 119,699    | 15.1%   |
| REVENUE EXCESS OVER(UNDER) EXP |                                    | (117,660)            | (68,681)             | (30,749)           | (37,932)   | -123.0% |
| =====                          |                                    |                      |                      |                    |            |         |

PRELIMINARY - BALANCE SHEET  
CAPITAL PROJECT FUND - 330

| ACCOUNT #           | DESCRIPTION                        | CURRENT FY | PRIOR FY | DIFFERENCE |
|---------------------|------------------------------------|------------|----------|------------|
|                     | CAPITAL PROJECT FUND - 330         |            |          |            |
|                     | Cash - Unrestricted                | 0          | 0        | 0          |
| 330-101-061-000-000 | Fire South Impact Fee              | 132,300    | 0        | 132,300    |
| 330-101-062-000-000 | Fire North Rescue Impact Fee 3755  | 45,666     | 6,381    | 39,285     |
| 330-101-063-000-000 | Police Services Impact Fee 1438    | 335,046    | 312,309  | 22,738     |
| 330-101-064-000-000 | Parks & Recreation Impact Fee 1420 | 244,012    | 305,488  | (61,477)   |
|                     |                                    |            |          |            |
|                     | CASH                               | 757,024    | 624,178  | 132,846    |
|                     | ACCOUNTS RECEIVABLE                | 0          | 0        | 0          |
|                     | DUE FROM OTHER FUNDS               | 0          | 0        | 0          |
|                     | TOTAL ASSETS                       | 757,024    | 624,178  | 132,846    |
|                     |                                    |            |          |            |
|                     | ACCOUNTS PAYABLE                   | 0          | 91,250   | (91,250)   |
|                     | DEFERRED REVENUE                   | 0          | 0        | 0          |
|                     | DUE TO OTHER FUNDS                 | 299,930    | 29,442   | 270,487    |
|                     | TOTAL LIABILITIES                  | 299,930    | 120,692  | 179,237    |
|                     |                                    |            |          |            |
| 330                 | EXCESS REV OVER/UNDER EXP          | (143,040)  | (49,485) | (93,555)   |
| 330-271-001-000-000 | Fund Balance                       | 600,135    | 552,970  | 47,164     |
|                     | TOTAL FUND BALANCE                 | 457,095    | 503,486  | (46,391)   |
|                     |                                    |            |          |            |
|                     | TOTAL LIAB. AND FUND BALANCE       | 757,024    | 624,178  | 132,846    |

PRELIMINARY SCH. OF REV & EXP  
CAPITAL PROJECT FUND - 330

| ACCOUNT NO.                    | DESCRIPTION                         | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %       |
|--------------------------------|-------------------------------------|----------------------|----------------------|--------------------|------------|---------|
| REVENUES                       |                                     |                      |                      |                    |            |         |
| INTERGOVERNMENTAL REVENUE      |                                     |                      |                      |                    |            |         |
| 330-334-720-000-000            | FRDAP Grant - Soccer Field          | 50,000               | 0                    | 0                  | 0          | 0.0%    |
| TOTAL: INTERGOVERNMENTAL REV   |                                     | 50,000               | 0                    | 0                  | 0          | 0.0%    |
| IMPACT FEES                    |                                     |                      |                      |                    |            |         |
| 330-363-220-000-000            | Impact Fees- Police                 | 30,000               | 27,509               | 12,602             | 14,907     | 118.3%  |
| 330-363-221-000-000            | Impact Fee - Fire South             | 20,000               | 27,466               | 0                  | 27,466     | 0.0%    |
| 330-363-222-000-000            | Impact Fees - Fire North            | 25,000               | 8,026                | 3,875              | 4,151      | 107.2%  |
| 330-363-270-000-000            | Impact Fees- Culture/Rec            | 50,000               | 50,323               | 24,772             | 25,551     | 103.1%  |
| TOTAL IMPACT FEES              |                                     | 125,000              | 113,324              | 41,248             | 72,076     | -174.0% |
| MISCELLANEOUS REVENUES         |                                     |                      |                      |                    |            |         |
|                                | Interest Income                     | 0                    | 584                  | 517                | 67         | -12.0%  |
| TOTAL: MISCELLANEOUS REVENUES  |                                     | 0                    | 584                  | 517                | 67         | -12.0%  |
| OTHER FINANCING SOURCES        |                                     |                      |                      |                    |            |         |
| INTER FUND TRANSFER            |                                     |                      |                      |                    |            |         |
| TOTAL: INTERFUND TRANSFER      |                                     | 0                    | 0                    | 0                  | 0          | 0.0%    |
| TOTAL REVENUES/OTHER FIN SRCS  |                                     | 175,000              | 113,908              | 41,765             | 72,143     | -172.0% |
| EXPENDITURES                   |                                     |                      |                      |                    |            |         |
| 330-521-000-662-002            | Motorcycle - Police Dept            | 0                    | 26,281               | 0                  | 26,281     | 0.0%    |
| 330-521-116-662-004            | PD Firing Range                     | 0                    | 146,004              | 0                  | 146,004    | 0.0%    |
| 330-521-200-664-900            | Police Car 2017Ford Interceptor AWD | 0                    | 44,496               | 0                  | 44,496     | 0.0%    |
| 330-572-663-024-000            | C/O - Electric Upgrades - LW Park   | 0                    | 23,366               | 0                  | 23,366     | 0.0%    |
| 330-572-663-026-000            | Soccer Complex - Field Lighting     | 0                    | 0                    | 91,250             | (91,250)   | -100.0% |
| 330-572-663-027-000            | Recreation Master Plan              | 50,000               | 16,800               | 0                  | 16,800     | 0.0%    |
| TOTAL EXPENDITURES             |                                     | 50,000               | 256,948              | 91,250             | 165,698    | 181.6%  |
| REVENUE EXCESS OVER(UNDER) EXP |                                     | 125,000              | (143,040)            | (49,485)           | (93,555)   | -189.0% |

PRELIMINARY - BALANCE SHEET  
LWMG CEMETERY - 402

| ACCOUNT #           | DESCRIPTION                  | CURRENT FY | PRIOR FY | DIFFERENCE |
|---------------------|------------------------------|------------|----------|------------|
|                     | CAPITAL PROJECT FUND - 330   |            |          |            |
|                     | CASH                         | 169,327    | 84,500   | 84,827     |
|                     | ACCOUNTS RECEIVABLE          | 2,357      | 5,511    | (3,153)    |
|                     | DUE FROM OTHER FUNDS         | 0          | 0        | 0          |
|                     | NET FIXED ASSETS             | 676,785    | 662,321  | 14,464     |
|                     | TOTAL ASSETS                 | 848,470    | 752,332  | 96,138     |
|                     |                              | =====      | =====    | =====      |
|                     | ACCOUNTS PAYABLE             | 421,787    | 440,695  | (18,908)   |
|                     | ACCRUED INTEREST             | 7,233      | 6,477    | 756        |
|                     | DEFERRED REVENUE             | 0          | 0        | 0          |
|                     | DUE TO OTHER FUNDS           | 9,448      | 0        | 9,448      |
|                     | TOTAL LIABILITIES            | 438,468    | 447,172  | (8,705)    |
| 402                 | EXCESS REV OVER/UNDER EXP    | 2,845      | (28,903) | 31,747     |
| 402-271-001-000-000 | Fund Balance                 | 407,157    | 334,062  | 73,095     |
|                     | TOTAL FUND BALANCE           | 410,002    | 305,160  | 104,842    |
|                     |                              | -----      | -----    | -----      |
|                     | TOTAL LIAB. AND FUND BALANCE | 848,470    | 752,332  | 96,138     |
|                     |                              | =====      | =====    | =====      |



PRELIMINARY SCH. OF REV & EXP  
LWMG CEMETERY - 402

| ACCOUNT NO. | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|-------------|--------------------------------|----------------------|----------------------|--------------------|------------|--------|
|             | REVENUES                       |                      |                      |                    |            |        |
|             | CHARGES FOR SERVICES           | 50,950               | 35,176               | 29,671             | 5,504      | -18.0% |
|             | INTEREST INCOME                | 0                    | (169)                | (53)               | (116)      | 217.5% |
|             | OTHER REVENUE                  | 0                    | 0                    | 0                  | 0          | 0.0%   |
|             | INTER FUND TRANSFER            | 109,700              | 0                    | 0                  | 0          | 0.0%   |
|             | TOTAL REVENUES/OTHER FIN SRCS  | 160,650              | 35,344               | 29,724             | 5,620      | -18.0% |
|             | EXPENDITURES                   | 109,700              | 32,500               | 58,627             | (26,127)   | -44.6% |
|             | REVENUE EXCESS OVER(UNDER) EXP | 50,950               | 2,845                | (28,903)           | 31,747     | 109.0% |
|             |                                | =====                | =====                | =====              | =====      | =====  |

PRELIMINARY - BALANCE SHEET  
UTILITY SYSTEM FUND - 403

| ACCOUNT #           | DESCRIPTION                         | CURRENT FY | PRIOR FY   | DIFFERENCE |
|---------------------|-------------------------------------|------------|------------|------------|
|                     | UTILITY SYSTEM - FUND 403           |            |            |            |
|                     | CASH & INV. - UNRESTRICTED          | 1,079,849  | 1,406,086  | (326,237)  |
|                     | CASH & INV. - SEWER IMPACT FEE      | 2,085,757  | 1,752,995  | 332,762    |
|                     | CASH & INV. - WATER IMPACT FEE      | 856,567    | 633,697    | 222,869    |
|                     | CASH & INV. - DEBT SERVICE SIN      | 773,617    | 768,123    | 5,493      |
| 403-103-010-000-000 | Utilities Emergency Sinking Fund 80 | 1,006,563  | 5,036      | 1,001,527  |
| 403-104-801-001-160 | Utility Cash-Customer Deposits      | 1,044,509  | 985,684    | 58,825     |
| 403-104-801-001-165 | C Street Sewer Project - Escrow     | 2,846      | 2,846      | 0          |
| 403-104-801-001-167 | C Street Sewer - Postage Escrow     | 34         | 34         | 0          |
|                     | CASH & INV. - RESERVE ACCOUNTS      | 2,053,952  | 993,600    | 1,060,353  |
|                     | TOTAL CASH & INVESTMENTS            | 6,849,742  | 5,554,501  | 1,295,240  |
|                     | ACCOUNTS RECEIVABLE                 | 1,114,918  | 1,101,276  | 13,642     |
|                     | DUE FROM OTHER FUNDS                | 0          | 0          | 0          |
|                     | INVENTORY                           | 740,691    | 447,502    | 293,189    |
|                     | PREPAID                             | 3,919      | 3,919      | 0          |
|                     | NET PENSION ASSET                   | 0          | 0          | 0          |
|                     | NET FIXED ASSETS                    | 44,183,403 | 43,879,206 | 304,197    |
|                     | DEFERRED OUTFLOW - PENSION          | 312,205    | 312,205    | 0          |
|                     | TOTAL ASSETS                        | 53,204,877 | 51,298,609 | 1,906,269  |
|                     | ACCOUNTS PAYABLE                    | 245,567    | 287,099    | (41,532)   |
|                     | ACCRUED LIABILITIES                 | 141,803    | 135,676    | 6,126      |
|                     | ACCRUED INTEREST                    | 120,177    | 28,567     | 91,609     |
|                     | CUSTOMER DEPOSITS                   | 1,047,098  | 987,501    | 59,597     |
|                     | ACCRUED PAYROLL & WITHHOLDING       | 102,743    | 109,318    | (6,575)    |
|                     | DEFERRED REVENUE                    | 370,652    | 382,568    | (11,915)   |
|                     | DEBT                                | 15,586,193 | 15,660,822 | (74,629)   |
|                     | TOTAL LIABILITIES                   | 17,614,232 | 17,591,551 | 22,681     |
| 403                 | EXCESS REV OVER/UNDER EXP           | 1,024,238  | 922,728    | 101,511    |
| 403-272-000-000-000 | Retained Earnings                   | 34,566,407 | 32,784,330 | 1,782,077  |

PRELIMINARY - BALANCE SHEET  
UTILITY SYSTEM FUND - 403

| ACCOUNT # | DESCRIPTION                  | CURRENT FY | PRIOR FY   | DIFFERENCE |  |
|-----------|------------------------------|------------|------------|------------|--|
|           | TOTAL FUND BALANCE           | 35,590,645 | 33,707,057 | 1,883,588  |  |
|           | TOTAL LIAB. AND FUND BALANCE | 53,204,877 | 51,298,609 | 1,906,269  |  |

PRELIMINARY SCH. OF REV & EXP  
UTILITY SYSTEM FUND - 403

| ACCOUNT NO.         | DESCRIPTION                    | CURRENT FY<br>BUDGET | CURRENT FY<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %       |
|---------------------|--------------------------------|----------------------|----------------------|--------------------|------------|---------|
|                     | REVENUES                       |                      |                      |                    |            |         |
|                     | CHARGES FOR SERVICES           | 8,374,500            | 2,835,051            | 2,774,183          | 60,869     | -2.0%   |
|                     | INTEREST INCOME                | 12,800               | 6,910                | 5,074              | 1,836      | -36.0%  |
|                     | GRANTS                         | 650,000              | 0                    | 0                  | 0          | 0.0%    |
|                     | DEBT PROCEEDS                  | 7,453,199            | 0                    | 0                  | 0          | 0.0%    |
|                     | OTHER REVENUE & SOURCES:       |                      |                      |                    |            |         |
| 403-362-200-000-000 | Lease - Telecommunication Site | 210,000              | 73,468               | 72,318             | 1,150      | 1.6%    |
| 403-363-230-000-000 | Water Impact Fees              | 100,000              | 118,726              | 67,385             | 51,341     | 76.2%   |
| 403-363-235-000-000 | Sewer Impact Fees              | 150,000              | 180,620              | 92,647             | 87,972     | 95.0%   |
| 403-369-902-000-000 | Bad Debt Recovery - Water      | 0                    | 30                   | 0                  | 30         | 0.0%    |
|                     | TOTAL: OTHER REV. & SOURCES    | 460,000              | 372,844              | 232,350            | 140,494    | -60.0%  |
|                     | TOTAL REVENUES/OTHER FIN SRCS  | 16,950,499           | 3,214,805            | 3,011,607          | 203,199    | -6.0%   |
|                     | =====                          |                      |                      |                    |            |         |
|                     | WATER PLANT OPERATION          | 1,137,447            | 227,621              | 405,034            | (177,413)  | -43.8%  |
|                     | SEWER PLANT OPERATION          | 1,083,488            | 198,092              | 217,354            | (19,262)   | -8.9%   |
|                     | REUSE WATER OPERATION          | 104,475              | 13,719               | 16,591             | (2,872)    | -17.3%  |
|                     | UTILITY ADMINISTRATION         | 1,190,676            | 309,719              | 337,899            | (28,181)   | -8.3%   |
|                     | UTILITY OPERATION PERSONNEL    | 1,281,844            | 426,429              | 384,677            | 41,752     | 10.9%   |
|                     | UTILITY BILLING                | 328,356              | 80,810               | 73,384             | 7,426      | 10.1%   |
|                     | UTILITY DEPRECIATION           | 0                    | 0                    | 0                  | 0          | 0.0%    |
|                     | WATER CAPITAL                  | 5,021,322            | 44,676               | 27,148             | 17,528     | 64.6%   |
|                     | SEWER CAPITAL                  | 2,848,000            | 340,760              | 153,547            | 187,213    | 121.9%  |
|                     | CDBG CAPITAL OUTLAY            | 650,000              | 0                    | 309                | (309)      | -100.0% |
|                     | REUSE CAPITAL                  | 998,385              | 458                  | 0                  | 458        | 0.0%    |
|                     | INTERFUND TRANSFERS            | 1,225,000            | 408,333              | 398,333            | 10,000     | 2.5%    |
|                     | OTHER NONOPERATION             | 0                    | 189                  | 187                | 2          | 1.1%    |
|                     | DEBT SERVICE                   | 1,448,513            | 139,760              | 74,416             | 65,345     | 87.8%   |
|                     | TOTAL EXPENDITURES             | 17,317,506           | 2,190,567            | 2,088,879          | 101,688    | 4.9%    |
|                     | REVENUE EXCESS OVER(UNDER) EXP | (367,007)            | 1,024,238            | 922,728            | 101,511    | -11.0%  |
|                     | =====                          |                      |                      |                    |            |         |

PRELIMINARY - BALANCE SHEET  
AIRPORT AUTHORITY FUND - 404

| ACCOUNT #           | DESCRIPTION                   | CURRENT FY | PRIOR FY   | DIFFERENCE |
|---------------------|-------------------------------|------------|------------|------------|
|                     | AIRPORT AUTHORITY - FUND 404  |            |            |            |
|                     | CASH                          | 108,008    | 81,810     | 26,198     |
|                     | CASH-CONSTRUCTION LOAN        | 1,320,679  | 1,828,955  | (508,275)  |
|                     | ACCOUNTS RECEIVABLE           | 361,299    | 155,648    | 205,651    |
|                     | DUE FROM OTHER FUNDS          | 0          | 0          | 0          |
|                     | PREPAID                       | 0          | 0          | 0          |
|                     | INVENTORY - FUEL              | 29,978     | 60,490     | (30,512)   |
|                     | NET FIXED ASSETS              | 14,190,621 | 10,415,802 | 3,774,819  |
|                     | TOTAL ASSETS                  | 16,010,584 | 12,542,704 | 3,467,880  |
|                     |                               | =====      | =====      | =====      |
|                     | ACCOUNTS PAYABLE              | 435,608    | 547,085    | (111,476)  |
|                     | ACCRUED PAYROLL & WITHHOLDING | 1,232      | 1,566      | (334)      |
|                     | CUSTOMER DEPOSITS             | 4,880      | 5,219      | (339)      |
|                     | DUE TO OTHER FUNDS            | 1,380,788  | 658,482    | 722,306    |
|                     | DEFERRED REVENUE              | 0          | 2,181      | (2,181)    |
|                     | PRIOR PERIOD ADJUSTMENT       | 0          | 0          | 0          |
|                     | DEBT                          | 1,854,883  | 1,825,000  | 29,883     |
|                     | TOTAL LIABILITIES             | 3,677,391  | 3,039,532  | 637,859    |
| 404                 | EXCESS REV OVER/UNDER EXP     | (536,197)  | (579,405)  | 43,207     |
| 404-272-000-000-000 | Retained Earnings             | 12,869,391 | 10,082,577 | 2,786,814  |
|                     | TOTAL FUND BALANCE            | 12,333,194 | 9,503,172  | 2,830,022  |
|                     |                               | -----      | -----      | -----      |
|                     | TOTAL LIAB. AND FUND BALANCE  | 16,010,584 | 12,542,704 | 3,467,880  |
|                     |                               | =====      | =====      | =====      |

PRELIMINARY SCH. OF REV & EXP  
AIRPORT AUTHORITY FUND - 404

| ACCOUNT NO.                   | DESCRIPTION                        | CURRENT FY<br>BUDGET | YEAR TO DATE<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %         |
|-------------------------------|------------------------------------|----------------------|------------------------|--------------------|------------|-----------|
| REVENUES                      |                                    |                      |                        |                    |            |           |
| INTERGOVERNMENTAL REVENUE     |                                    |                      |                        |                    |            |           |
| 404-331-419-000-000           | FAA - Airfield Improvements        | 719,165              | 0                      | 38,277             | (38,277)   | -100.0%   |
| 404-334-419-000-000           | FDOT - Airfield Improvements       | 1,464,015            | 0                      | 0                  | 0          | 0.0%      |
| TOTAL: INTERGOVERNMENTAL REV  |                                    | 2,183,180            | 0                      | 38,277             | (38,277)   | 100.0%    |
| CHARGES FOR SERVICES          |                                    |                      |                        |                    |            |           |
| 404-341-900-000-100           | Reimbursement - Electric-T Hangers | 800                  | 694                    | 644                | 50         | 7.8%      |
| 404-344-099-000-000           | Rental - Corp 1                    | 21,900               | 4,903                  | 8,421              | (3,518)    | -41.8%    |
| 404-344-100-000-000           | Rental - Corp 2                    | 5,500                | 900                    | 2,250              | (1,350)    | -60.0%    |
| 404-344-101-000-000           | T-Hangar Rentals                   | 53,100               | 16,047                 | 20,842             | (4,795)    | -23.0%    |
| 404-344-102-000-000           | Tie-Down Fees                      | 1,000                | 370                    | 217                | 153        | 70.2%     |
| 404-344-103-000-000           | Fuel - Aviation Fuel Revenue       | 157,000              | 65,510                 | 42,527             | 22,983     | 54.0%     |
| 404-344-103-100-000           | Fuel - Vendor Chg Revenue          | 38,000               | 12,944                 | 0                  | 12,944     | 0.0%      |
| 404-344-104-000-000           | Campground Rentals                 | 40,000               | 10,647                 | 17,322             | (6,676)    | -38.5%    |
| 404-344-104-200-000           | Campground - Water Reim.           | 0                    | 400                    | 500                | (100)      | -20.0%    |
| 404-344-106-000-000           | Sky Diving - Jump Fees             | 0                    | 1,534                  | 1,123              | 411        | 36.6%     |
| 404-344-200-000-000           | Rental - TRS Ag Sprayer            | 2,100                | 700                    | 875                | (175)      | -20.0%    |
| 404-344-300-000-000           | Rental - LW Aviation (BH)          | 40,000               | 13,423                 | 16,778             | (3,356)    | -20.0%    |
| 404-344-400-000-000           | Rental - Terry Short               | 0                    | 302                    | 378                | (76)       | -20.0%    |
| 404-344-500-000-000           | Rental - Aviator Ent               | 0                    | 271                    | 311                | (40)       | -12.8%    |
| TOTAL: CHARGES FOR SERVICES   |                                    | 359,400              | 128,644                | 112,187            | 16,456     | -14.0%    |
| OTHER REVENUES & SOURCES      |                                    |                      |                        |                    |            |           |
|                               | Interest Income                    | 0                    | 1,419                  | 85                 | 1,335      | -1,578.0% |
| 404-369-014-000-000           | Reim - Special Events Airport      | 0                    | 0                      | 2,119              | (2,119)    | -100.0%   |
| 404-369-900-000-000           | Other Miscellaneous Revenue        | 0                    | 0                      | 2,589              | (2,589)    | -100.0%   |
| TOTAL: OTHER REV. & SOURCES   |                                    | 0                    | 1,419                  | 4,792              | (3,373)    | 70.0%     |
| OTHER FINANCING SOURCES       |                                    |                      |                        |                    |            |           |
|                               |                                    | 0                    | 0                      | 0                  | 0          | 0.0%      |
| INTER FUND TRANSFER           |                                    |                      |                        |                    |            |           |
| 404-381-001-000-000           | Transfer from The General Fund     | 330,245              | 330,245                | 179,821            | 150,424    | 83.7%     |
| TOTAL: INTERFUND TRANSFER     |                                    | 330,245              | 330,245                | 179,821            | 150,424    | -83.0%    |
| TOTAL REVENUES/OTHER FIN SRCS |                                    | 2,872,825            | 460,308                | 335,077            | 125,230    | -37.0%    |
| =====                         |                                    |                      |                        |                    |            |           |
|                               | OPERATIONS                         | 460,148              | 148,784                | 94,877             | 53,907     | 56.8%     |
|                               | CAPITAL OUTLAY                     | 3,312,944            | 744,952                | 802,648            | (57,696)   | -7.2%     |
|                               | DEPRECIATION                       | 0                    | 0                      | 0                  | 0          | 0.0%      |

PRELIMINARY SCH. OF REV & EXP  
 AIRPORT AUTHORITY FUND - 404

| ACCOUNT NO. | DESCRIPTION                    | CURRENT FY<br>BUDGET | YEAR TO DATE<br>ACTUAL | PRIOR FY<br>ACTUAL | DIFFERENCE | %      |
|-------------|--------------------------------|----------------------|------------------------|--------------------|------------|--------|
|             | DEBT SERVICE                   | 126,000              | 102,769                | 16,957             | 85,812     | 506.1% |
|             | TOTAL EXPENDITURES             | 3,899,092            | 996,505                | 914,482            | 82,023     | 9.0%   |
|             | REVENUE EXCESS OVER(UNDER) EXP | (1,026,267)          | (536,197)              | (579,405)          | 43,207     | 7.0%   |

## MEMORANDUM

---

February 28, 2019

**TO:** Honorable Mayor and City Commissioners  
**VIA:** Kenneth Fields, City Manager  
**FROM:** Kathy Bangley, Director of Planning and Development Services  
**SUBJECT:** Ordinance 2019-03 Annexation – 2<sup>nd</sup> Reading and Public Hearing  
Right-of-way for Hunt Brothers Road

**SYNOPSIS:** The annexation of the subject rights-of-way will bring into the incorporated city limits portions of both Hunt Brothers Road and Lake Bella Road for Public Safety jurisdictional purposes.

### RECOMMENDATION

It is recommended that the City Commission take the following action:

Adopt after second reading and public hearing of Ordinance 2019-03 providing for the annexation of approximately 2,005 feet of right-of-way on Hunt Brothers Road and 200 feet of right-of-way on Lake Bella Road.

### BACKGROUND

Public notice requirements have been met.

There has been confusion regarding public safety enforcement along both of these roads. The properties abutting the subject rights-of-way on the north-side are in the corporate city limits. The Fire Chief and the Police Chief have requested that annexation be pursued so there is a clear demarcation between City and County jurisdictions.

### OTHER OPTION

City Commission could choose not to annex the rights-of-way.

### FISCAL IMPACT

None.

### ATTACHMENTS

Ordinance 2019-03 with Attachment A



**ORDINANCE 2019-03**

(Annexation - Right-of-way of a portion of Hunt Brothers Road east of US Highway 27)

**AN ORDINANCE PROVIDING FOR THE ANNEXATION FOR PUBLIC SAFETY JURISDICTIONAL PURPOSES OF APPROXIMATELY 2,005 FEET OF MAINTAINED RIGHT-OF-WAY CONTIGUOUS TO THE INCORPORATED TERRITORY OF THE CITY OF LAKE WALES, SHOWN ON "ATTACHMENT A" AND SPECIFICALLY DESCRIBED THEREIN; GIVING THE CITY OF LAKE WALES JURSDICTION OVER THE ROADWAY ANNEXED; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ENACTED** by the City Commission of the City of Lake Wales, Polk County, Florida:

**SECTION 1** The corporate territory of the City of Lake Wales, Polk County, Florida is hereby extended to include that portion of Hunt Brothers Road starting at the NW corner of parcel 273014-000000-023030 and heading East for approximately 2,005.6 feet to the NE corner of parcel 273014-000000-021030, to include 100 feet North and 100 feet South along Lake Bella Road for Public Safety jurisdictional purposes.

**SECTION 2** All of the public property, lots, easements, streets, roads, and public right-of-way, now located and dedicated, acquired, platted or conveyed to the public in the territory described in Section 1, shall be transferred to the City of Lake Wales without consideration for the same public uses as originally conveyed.

**SECTION 3** All ordinances of the City of Lake Wales and all laws heretofore passed by the legislature of the State of Florida, relating to and which now or hereafter constitute its charter, shall apply to and have the same force and effect in all of the territory described in Section 1 of this ordinance as if all of such territory had been part of the City of Lake Wales at the time of the passage and approval of such laws and ordinances.

**SECTION 4** All of the area to be annexed shall be entitled to the same rights and benefits as those which exist in the City of Lake Wales upon the effective date of the annexation.

**SECTION 5** If any portion or portions of this ordinance shall be declared to be invalid, the remaining portions shall have the same force and effect, as though such invalid portion or portions had not been included.

**SECTION 6** This ordinance shall become effective, and the territory shall be considered annexed, immediately upon passage by the City Commission

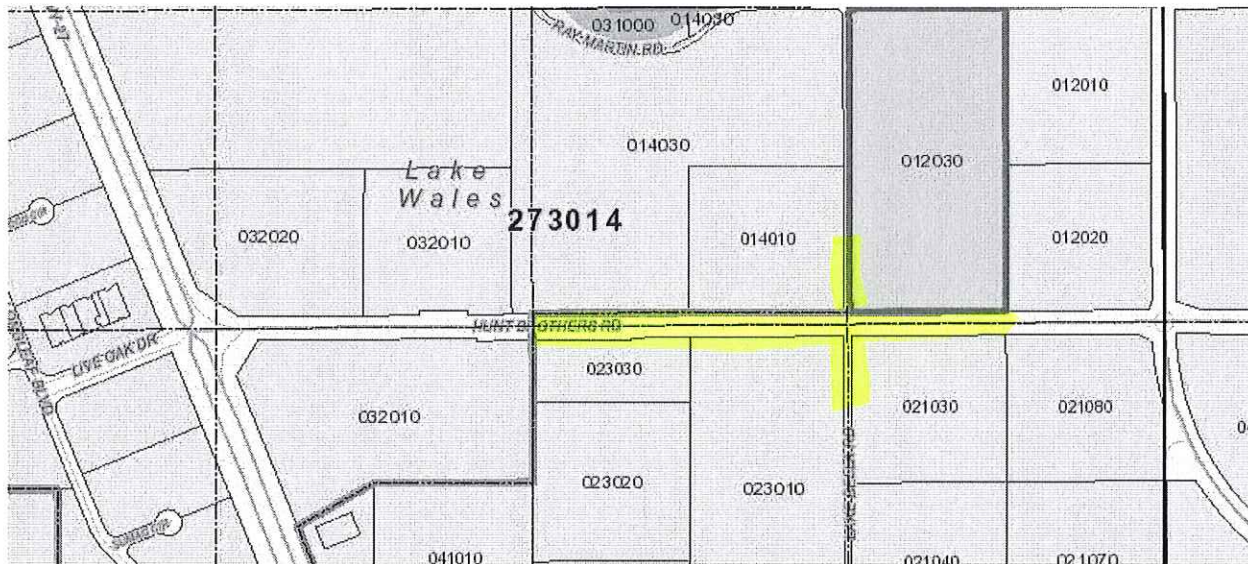
**CERTIFIED AS TO PASSAGE** this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
Mayor/Commissioner, City of Lake Wales

ATTEST:

\_\_\_\_\_  
City Clerk

**ATTACHMENT A**  
**Ordinance 2019-03**



## MEMORANDUM

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February 26, 2019

TO: Honorable Mayor & City Commission

VIA: Kenneth Fields, City Manager

FROM: Sandra D. Davis, Human Resources Director

SUBJECT: Ordinance 2019-06, Amending Ordinance 2001-08 Personnel Administration Policies – First Reading

### **RECOMMENDATION**

It is recommended that the City Commission approve Ordinance 2019-06 upon first reading.

### **BACKGROUND**

The City's social media usage has rapidly increased over the years. It has become a substantial medium to share information and communicate with citizens in support of the City's goals and objectives. City officials, whether appointed or elected, have the ability to publish articles, facilitate discussions and communicate information through such media to conduct official City business.

For the purposes of this policy, social media refers to the tools and technologies that allow a social media user to share communications, postings or information, or participate in social networking, including but not limited to: (e.g., Twitter, Tumblr), social networks (e.g. Facebook, LinkedIn, Google+), and websites (e.g., Instagram, Flickr).

Ordinance 2019-06 is proposed to provide guidance for employees and elected officials to permit those performing work on behalf of the city to take full advantage of social media while at the same time protecting the city and its employees.

### **FISCAL IMPACT**

None.

### **ATTACHMENT:**

Ordinance 2019-06

**ORDINANCE 2019-06**

**AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION, LAKE WALES CODE OF ORDINANCES; AMENDING THE INFORMATION SYSTEMS POLICIES TO INCLUDE SOCIAL MEDIA USE; AMENDING DEFINITIONS; CREATING GUIDELINES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ENACTED** by the City Commission of the City of Lake Wales, Polk County, Florida.

**SECTION 1.** Chapter 2, Administration, Lake Wales Code of Ordinances is hereby amended to read as follows:

**ARTICLE III PERSONNEL ADMINISTRATION.**

**DIVISION 1. GENERAL POLICIES.**

**Secs. 2-230.12 Social Media**

(a) The City of Lake Wales permits departments to utilize social media sites and social networking sites (collectively “social media sites”) to further enhance communications with its residents and various stakeholders in support of the City’s goals and objectives. City officials and City departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct official City business. Social media sites facilitate further discussion of City government business, operations and services by providing members of the public the opportunity to participate in many ways using the Internet. This policy sets forth general guidelines that must be adhered to with respect to utilization of social media sites for official City purposes. Questions regarding this Policy should be directed to the Human Resources Director. These guidelines may be supplemented by more specific administrative procedures and rules as may be issued. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the City of Lake Wales.

**Secs. 2-230.13 Definitions**

(a) *Social media sites and social networking sites* refer to websites that facilitate user participation, networking, and collaboration through the submission of user generated content. Social media in general includes tools such as: blogs, wikis, microblogging sites, such as Twitter; social networking sites, such as Facebook and LinkedIn; and video sharing sites, such as YouTube.

(b) *A social media identity* is a specific user identity or account that has been registered on a third party social media site.

(c) *A moderator* is an authorized City of Lake Wales official or employee, who reviews, authorizes and allows content submitted by the City officials, employees and public commentators to be posted to a City of Lake Wales social media site or sites.

**Secs. 2-230.14          Policy**

(a) All City social media sites shall be:

- 1) Approved by the City Manager or his designee: and
- 2) Published using social media platform and tools approved by the Information Technology Department (“IT”).

(b) The official posting for the City will be done by the Public Information Officer or their designee.

(c) Departments have the option of allowing employees to participate in existing social media sites as part of their job duties, or allowing employees to create social media sites as part of their job duties. Department Heads may allow or disallow employee participation in any social media activities in their departments.

(d) All City social media sites shall adhere to applicable state, federal and local laws, regulations and policies including the Public Records Law, Public Records retention schedules, Open Meeting Law, Copyright Law and other applicable City policies.

(e) Public Records Law and e-discovery laws and policies apply to social media content. Accordingly, such content must be able to be managed, stored and retrieved to comply with these laws. Furthermore, once such content is posted on a social media site, it should stay posted, unless it is removed for one of the reasons set forth below in paragraph (K) 1-11, or it is changed to fix spelling or grammar errors.

(f) All social media sites and entries shall clearly indicate that any content posted or submitted is subject to public disclosure.

(g) Each City social media site shall include an introductory statement which clearly specifies the purpose and scope of the social media/network site. Where possible, social media sites should link back to the official City of Lake Wales Internet site for forms, documents and other information.

(h) Each City social media site shall indicate to users that the site is subject to a third party’s website Terms of Service. Furthermore, each City social media site shall indicate that: the social media site provider could collect personal information through user’s use of the social media site; and that this personal information may be disseminated by the third party; and that such dissemination may not be governed or limited by any state, federal or local law or policy applicable to the City.

(I) All social media sites shall clearly indicate they are maintained by the City of Lake Wales and shall have the City contact information prominently displayed.

(j) The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

(k) City social media content and comments containing any of the following forms of content shall not be allowed for posting:

- 1) Comments or content not typically related to the particular site or blog article being commented upon;
- 2) Profane, obscene, or vulgar language or content;
- 3) Comments or content that promotes, fosters or perpetuates discrimination on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, maternity leave, genetic information, or active military status;
- 4) Comments or content that is threatening or harassing;
- 5) Sexual comments, content, or links to sexual content;
- 6) Conduct or encouragement of illegal activity;
- 7) Information that may tend to compromise the safety or security of the public or public systems;
- 8) Content that violates a legal ownership interest of any other party;
- 9) Protected health information;
- 10) Personal information; or
- 11) Other information that is not public record or is otherwise privileged from public disclosure.

(l) All City social media moderators shall be trained regarding the terms of this policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.

(m) Where appropriate, City IT security and/or computer use policies shall apply to all social media sites and articles.

(n) Officials (elected or appointed) and employees representing the City via social media sites must conduct themselves at all times as a representative of the City and in accordance with all applicable rules, regulations, and policies (including personnel policies) of the City.

(o) No City or department social media site can endorse or otherwise cite (either with approval or disapproval) vendors, suppliers, clients, citizens, co-workers or other stakeholders.

(p) Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

### **Secs. 2-230.15 Guidelines for Use of Social Media Sites**

(a) *Electronic Communications and Computer Usage Policy.* All employees are responsible for understanding and following the City's Electronic Communications and Computer Usage Policy, in addition to this Policy.

*(b) First Amendment Protected Speech.* Although the City can moderate the social media sites that accept comments from the public (such as blogs and wikis) to restrict speech that is obscene, threatening, discriminatory, harassing, or off topic, employees cannot use the moderation function to restrict speech with which the City merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced above.

*(c) Copyright Law.* Employees must abide by laws governing copyright and fair use of copyrighted material owned by others. Never reprint whole articles or publications without first receiving written permission from the publication owner. Never quote an excerpt of someone else's work without acknowledging the source, and, if possible, provide a link to the original.

*(d) Conflict of Interest.* Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for the City or any of its employees.

*(e) Protect Confidential Information.* Never post legally protected personal information that you have obtained from the City (e.g., information that is not public record under the Public Records Law or whose dissemination is restricted under applicable Federal or State privacy laws or regulations). Ask permission to publish or report on conversations that occur within the City. Never post information about policies or plans that have not been finalized by the City, unless you have received explicit permission from your supervisor to post draft policies or plans on the department's social media sites for public comment.

*(f) Consider Your Content.* As informal as social media sites are meant to be, if they are on a government domain or a government identity, they are official government communications. Social media sites will be sought out by mainstream media – so a great deal of thought needs to go into how you will use the social media in a way that benefits both the City and the public. Employees should not comment about rumors, political disputes, or personnel issues, for example.

*(g) Handling Negative Comments.* Because the purpose of many social media sites, particularly department blogs and wikis, is to get feedback from the public, you should expect that some of the feedback you receive will be negative. Some effective ways to respond to negative comments include:

- 1) Providing accurate information in the spirit of being helpful;
- 2) Respectfully disagreeing; and
- 3) Acknowledging that it is possible to hold different points of view.

*(h) Respect Your Audience and Your Coworkers.* Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in your department's workplace. Do not be afraid to be yourself, but do so respectfully. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, threats of violence, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory—such as party politics and religion. Do not use your department's social media presence to

communicate among fellow City employees. Do not air your differences with your fellow City employees on your department's social media's sites.

*(I) Use the Social Media Site or Identity Only to Contribute to your Department's Mission.* When you contribute to your department's social media site or identity, provide worthwhile information and perspective that contribute to your department's mission of serving the public. What you publish will reflect on the City. Social media sites and identities should be used in a way that contributes to the City's mission by:

- 1) Helping you and your co-workers perform their jobs better;
- 2) Informing citizens about government services and how to access them;
- 3) Making the operations of your department transparent and accessible to the public;
- 4) Creating a forum for the receipt of candid comments from residents about how government can be improved; and
- 5) Encouraging civic engagement.

*(j) Mistakes.* The City policy is that once something is posted, it should stay posted. Only spelling errors or grammar fixes should be made without making the change evident to users. If you choose to modify an earlier post, make it clear that you have done so—do not remove or delete the incorrect content; provide the correct information and apologize for the error. Ways to accomplish this include:

- 1) Strike through the error and correct; or
- 2) Create a new post with the correct information, and link to it from the post you need to correct or clarify.

Either method is acceptable. In order for the social media identity or site to achieve transparency, the City cannot change content that has already been published without making the changes clearly evident to users.

*(k) Media Inquiries.* City or department social media identities or sites may lead to increased inquiries from the media. If you are contacted directly by a reporter, you should refer media questions to the Public Information Officer.

*(l) Personal Comments.* Make it clear when you are speaking for yourself as a resident or stakeholder, and not on behalf of the City of Lake Wales. If you publish content on any website of the City and it has something to do with the work you do or subjects associated with the City, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent the City's positions or opinions."

*(m) Employee or Official Profile.* If you identify yourself as a City employee or official, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, residents and other stakeholders.

*(n) Defamation.* Be aware that employees acting in their individual capacity (not on behalf of the City) are not immune from defamation claims. Under the law, defamation is established by



showing that the defendant published a false, non-privileged statement about the plaintiff to a third party that either caused the plaintiff economic loss or was of the type that is actionable without proof of economic loss. Avoid statements that may be interpreted as defamatory.

*(o) Records Retention.* Social media sites will contain communications sent to or received by City officials and employees, and are therefore Public Records. Ensure that the City or department retains a copy of the social media content in accordance with Public Records Retention Schedules. Review the third party social media service provider’s terms of service for its record retention practices. Note that while third party social media providers will most likely save your content for some period of time, they generally will not save it indefinitely. To the extent their policies are inconsistent with Public Records Retention Schedules, the City or department should retain copies of social media posts such as by printing or otherwise storing periodic “snapshots” of the social media sites.

*(p) Open Meeting Law.* Be aware of the Open Meeting Law and possible violations for improper deliberations outside of a posted meeting. A series of individual postings on a social media site cumulatively may convey the position of a quorum of a governmental body regarding a subject within its jurisdiction, and may constitute improper deliberation among the members of a board or committee.

**SECTION 2.** All ordinances and parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3.** If any clause, section or provision of this ordinance shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said ordinance shall be in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

**SECTION 4.** This ordinance shall become effective immediately upon its passage by the City Commission.

CERTIFIED AS TO PASSAGE, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

CITY OF LAKE WALES, FLORIDA

\_\_\_\_\_  
Mayor/Commission

ATTEST:

\_\_\_\_\_  
City Clerk

2-230.12 Social Media

2-230.13 Definitions

2-230-14 Policy

2-230.15 Guidelines for Use of Social Media Sites

2-230.126 Take home vehicles

2-230.137 Employee Recognition

## MEMORANDUM

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March 5, 2019

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Jennifer Nanek, City Clerk

**RE:** Appointment of Alternate Canvassing Board members

**SYNOPSIS:** It is necessary for the Commission to appoint alternate members to serve on the City of Lake Wales Canvassing Board.

### RECOMMENDATION

It is recommended that the City Commission take the following action:

1. Appoint residents Jacque Hawkins and Pete Perez to serve as alternate members to the Lake Wales Canvassing Board.
2. Designate the City Clerk and/or Deputy City Clerk to represent the Canvassing Board at the Pre-election Logic and Accuracy Testing of Tabulating Equipment (L&A) on Tuesday, March 26, 2019 at 4:00 p.m. The City Clerk is required to attend the L&A Testing but if unavailable it is necessary to authorize a person to attend on behalf of the City Clerk if a Canvassing board member is unavailable to attend the L&A Testing.

### BACKGROUND

The City Commission serves as the Canvassing Board and has legal responsibilities related to the conduct of the Municipal Election. However, there are legal rules that apply. No member can serve if he or she is a candidate with opposition in the election being canvassed or is actively participating in the campaign or the candidacy of any candidate who has opposition in the election being canvassed. Actively participating means undertaking an intentional effort to demonstrate or generate public support for a candidate beyond merely making a campaign contribution. Refer to DE 8-10; 09-07.

There are two seats up for election and the Mayor and one of the Commission members are incumbents in the election so those members do not qualify to serve on the Canvassing Board. Although there are three Commission members available to serve as Canvassing Board members and only three are necessary for a quorum it is still necessary for the Commission to appoint alternate members to serve on the Canvassing Board if a lack of a quorum is created on the Canvassing Board due to the legal rules that applies or any other unavoidable cause. In accordance with Sec. 8-26, Lake Wales Code of Ordinances, the City Commission may appoint the city manager, city attorney, or a resident/s to serve as a member to the Canvassing Board in the absence of the Commission member creating the lack of quorum.

Jacque Hawkins and Pete Perez have served on the Canvassing Board in the past and have volunteered to serve again this year. The City Clerk recommends their appointment.

Per Florida Statute, Canvassing Board members are required to attend the following meetings.

**Pre-election Logic and Accuracy Testing of Tabulating Equipment (L&A)**

Tuesday, March 26, 2019; 4:00 p.m.

Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880 (behind the Auburndale Speedway).

*-At least 1 member of the Canvassing Board or representative must attend the L&A Testing.*

**Election Night Canvassing of Ballots**

Tuesday, April 2, 2019, time to be scheduled by SOE (5:00 p.m. or later)  
Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880  
*-A quorum must be present and must remain until all ballots are tabulated.*

**Certification of Election**

City of Lake Wales Municipal Administration Building  
Thursday, April 4, 2019; 5:00 p.m.  
*-A Quorum must be present.*

**Post-Election Manual Audit**

Date & Time to be determined – April 8, 2019 through April 10, 2019  
(Maybe Tuesday the 9<sup>th</sup> at 5pm?)  
Elections Operations Center, 70 Florida Citrus Blvd. Winter Haven, FL 33880  
*-A quorum must be present.*

**ATTACHMENTS**

None

| CITY OF LAKE WALES PROJECT TRACKING LIST 2018-2019 |               |            |            |  |           |
|--|---------------|------------|------------|--|-----------|
| PROJECT  | BUDGET        | COMMISSION | SCHEDULED  | CURRENT  | STATUS    |
| NAME   |               | APPROVAL   | COMPLETION | STATUS   | UPDATED   |
| <b>AIRPORT</b>                                     |               |            |            |  |           |
| Corporate Hangars at the Airport                   |               |            |            | Staff brought forward a proposal to construct four corporate aircraft hangars during the 12/4/18 City Commission meeting. The project was tabled during the meeting following a discussion regarding whether the City should build city-owned hangars vs only entering into ground leases with prospective tenants. Staff has subsequently met with interested parties and will bring back information to the City Commission at a later date. | 02/28/19  |
| Taxiway Alpha & Bravo Construction/Rehab           | \$4.9 million | 9/19/2018  | 06/01/19   | Construction has begun   | 2/28/2019 |
| <b>RECREATION</b>                                  |               |            |            |  |           |
| Recreation Master Plan                             |               |            |            | Phase one of the plan centered around a masterplan for Crystal Lake Park. City staff solicited input from citizens and has developed a conceptual site plan. Staff hold another public workshop to discuss the conceptual site plan with the City Commission.  | 2/28/2019 |
| NW Complex Improvements                            | \$41,950      | 12/18/2018 | 3/31/2019  | The City Commission authorized the demolition and reconstruction of two baseball dugouts at the NW complex during the 12/18/18 City Commission meeting. The cost was \$41,950.00. This is the final phase of a three-year plan to reconstruct all of the dugouts at the NW complex. Work has begun   | 2/28/2019 |
| Purchase of YMCA                                   |               |            |            | The business terms were discussed at workshop on October 31st and staff is working on a contract to bring forward to the City Commission.  | 2/28/2019 |
| <b>UTILITIES SYSTEM</b>                            |               |            |            |  |           |

|   |                 |                    |             |  |           |
|---|-----------------|--------------------|-------------|--|-----------|
| C Street Project Phase 3                            | \$2,240,443     | tentative 6/5/2018 | 9/30/2019   | Under construction - Approximately 30% Complete  | 2/28/2019 |
| Flexnet Upgrade                                     | \$ 175,000.00   | 4/3/2018           | 5/31/2019   | Going to a cloud storage based meter reading system. Equipment has been purchased and formatting is 75% complete.                | 2/28/2019 |
| Master Plan-Entire Collections and treatment system | \$ 107,000.00   | 12/2/2018          | 7/31/019    | Master study of the entire waste water system.   | 2/28/2019 |
| Master Plan-Water System                            | \$ 96,140.00    | 2/5/2019           | 9/30/2019   | Master study of the entire water system. Budget:   | 2/28/2019 |
| Reuse Upgrades                                      | \$ 965,000.00   | TBD                | TBD         | Reuse tank rehab, VFD's, builidng, pumps and tank rehab.   | 2/28/2019 |
| SR 60 Western Expansion                             | \$ 5,380,349.00 | 12/6/2016          | Phase 2 TBD | Phase 1 complete. Phase two will be completed when FDOT plans are approved for construction for the grade seperation.            | 2/28/2019 |
| SCADA Interconnect                                  | \$ 275,000.00   | TBD                | TBD         | Entertaing the lease option for the equipment need to interconnect all the city's water plants using the Data Flow SCADA system. | 2/28/2019 |
| Wastewater Plant Building Rehab                     | \$ 40,000.00    | 2/5/2019           | 6/30/2019   | Upgrade of the waste water plant building-Facilites has the PO and are scheduling the work with Semco.                           | 2/28/2019 |
| Wastewater Plant Filter Replacement                 | \$ 68,200.00    | 2/5/2019           | 5/31/2019   | Fine screen filters are being upgraded and replaced.   | 2/28/2019 |



|   |                 |            |           |   |           |
|---|-----------------|------------|-----------|---|-----------|
| Water High School Plant   | \$ 1,300,000.00 | TBD        | TBD       | The construction of additional ground storage tank at WTP #3  | 2/28/2019 |
| Water Main Replacement  | \$ 3,160,000.00 | TBD        | TBD       | Replacemet of old galvanized and a/c water mains in the distribution system.  | 2/28/2019 |
| Capital Improvement Work Plan                                   | \$71,740        | 12/20/2016 | TBD       | Project Completed   | 2/28/2019 |
| <b>Other items approved or discussed at Commission Meetings</b> |                 |            |           |   |           |
| Stormwater Utility  |                 | 2/5/2019   | 5/1/2019  | Ordinance and rate resolution adopted by the City Commission on 2/5/19. Staff is performing housekeeping work related to billing.   | 2/28/2019 |
| Street Resurfacing part 2                                       | \$560,950       | 2/5/2019   | 4/30/2019 | The City Commission authorized Asphalt Paving Systems to complete 6.6 miles of street resurfacing during the 2/5/19 City Commission meeting. The cost is \$560,949.60. The work is scheduled to begin 3/25 and will take 2-3 weeks to complete.   | 2/28/2019 |
| Facility Condition Assessment                                   | \$31,036        | 12/4/2018  | 3/30/2019 | The City Commission authorized Dude Solutions, Inc. to perform a facility condition assessment for all City-owned facility and integrate the data into the City's facility capital forecasting software program during the 12/4/18 City Commission meeting . The cost is \$31,035.75. The work is schedule to begin on 3/14/19 and will take approximately two weeks to complete. | 2/28/2019 |



|   |                              |                                       |            |   |           |
|---|------------------------------|---------------------------------------|------------|---|-----------|
| Police Department Roof Replacement                      | \$147,235                    | 12/4/2018                             | Complete   | The City Commission authorized SEMCO construction to replace the roof and soffit/fascia on the Lake Wales Police Department during the 12/4/18 City Commission meeting . The cost was \$147,235. Work began in early January and is now complete. | 2/28/2019 |
| Design of North Express Library                         | \$8,500                      |                                       | 12/31/2018 | Staff is requesting commission approval during the 7/3 city commission meeting for Parlier+Crews Architects to complete the architectural and civil engineering work on the project. Estimated completion date is December, 2018.                 | 2/28/2019 |
| Library Statistics (Jan)                                |                              |                                       |            | Total Circulation Books-by-Mail: 29,695<br>Total Circulation BookMobile: 9,080<br>Total In-house circulation: 93,600<br>new borrowers: 695<br>attendance at programs: 2,860<br>Computer users: 10,499<br>People Counter: 51,130<br>Total<br>Total | 2/28/2019 |
| <b>COMPLETED PROJECTS</b>                               |                              |                                       |            |   |           |
| Downtown Walking Trail                                  | \$252,963                    | 12/6/2016                             | 8/31/2018  | Project Complete  | 2/28/2019 |
| Runway Extension  | \$5,300,000 -<br>\$4,300,000 | Yes - Construction<br>Contract 8/2/16 | 12/07/18   | Complete.   | 2/28/2019 |
| Freight Room East Wall Repair (Lake Wales Museum)       | \$28,000                     | 7/3/2018                              | 9/30/2018  | Project is complete.  | 2/28/2019 |
| Central Ave. and Scenic. Hwy Parking Lot Rehabilitation | \$77,960                     | 12/6/2016                             | 8/31/2018  | This project is 100% complete.  | 2/28/2019 |



|   |           |            |            |   |           |
|---|-----------|------------|------------|---|-----------|
| Boat Ramp at Lake Wailes                                | \$23,573  | 4/17/2018  | 8/31/2018  | The project is 100% complete.   | 2/28/2019 |
| PD Server virtualization                                | \$30,000  |            | 8/31/2017  | This project is complete.   | 2/28/2019 |
| Public WiFi expansion                                   | \$25,000  |            | 11/30/2017 | This project is complete.   | 2/28/2019 |
| Repairs to the Fleet Operation facility roof            | \$25,000  | 2/21/2017  | 9/30/2017  | This project is complete.   | 2/28/2019 |
| Relocation of Water/Sewer Lines on HWY 27 near Vanguard | \$300,000 | 10/20/2015 | 9/30/2017  | Project complete and online.  | 2/28/2019 |
| Ridge Fertilizer Property ECMP                          | \$25,000  |            | 12/31/2016 | Received Site Rehabilitation Completion order from FDEP. This project is complete.  | 2/28/2019 |
| Dugout replacements at the NW complex                   | \$40,000  | 6/20/2017  | 9/30/2018  | This project is complete.   | 2/28/2019 |
| Spook Hill Sign   | \$20,000  |            | 7/6/2018   | Both the overhead and roadside signs have been installed. This project is complete.   | 2/28/2019 |
| Lincoln Park Fencing                                    | \$20,000  |            | TBD        | The project cost is \$16,762. This Project is complete.   | 2/28/2019 |
| Kiwanis Park - Barney's Dream                           | \$16,000  |            | 7/31/2018  | Barney's Dream: the new fence has been installed the and playground play surface has been repaired. The play surface was repaired the week of 7/23. This project is complete. | 2/28/2019 |
| Playground system installation at Mobley Park           | \$25,000  | 4/17/2018  | 9/30/2018  | Project is Complete.  | 2/28/2019 |
| Street Resurfacing                                      | \$200,000 | 3/6/2018   | 9/30/2018  | This project is complete  | 2/28/2019 |

|   |          |                           |           |                      |           |
|---|----------|---------------------------|-----------|----------------------|-----------|
| ADA Restroom Renovation (Lake Wales Museum) | \$20,000 | With 18/19 capital budget | 2/27/2019 | Project is complete. | 2/28/2019 |
|---|----------|---------------------------|-----------|----------------------|-----------|

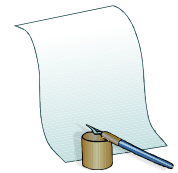
| SOCIAL MEDIA TRACKING REPORT  |                 |        | SINCE February 14, 2019 (Social media is now being archived)  |   |   |  |  |  |
|---|-----------------|--------|---|---|---|--|--|--|
| Name  | Likes/Followers | Change | Top Posts   | Comments  |   |  |  |  |
| <br>Facebook | 5,576           | +22    | February 15 - Posted pictures of the Lake Wales Live event - 50 likes, 2 comments, 6 shares, 329 engagements, 1,586 people reached  | " I hate FB sometimes, I am only now seeing this for the first time, 30 minutes before it is over 😞 😞 😞"  |   |  |  |  |
|   |                 |        | February 18 - Posted pictures of the Chow Down Food Truck Event event - 25 likes, 3 comments, 2 shares, 167 engagements, 985 people reached   | "Is the location and starting time a SECRET????????? WHY is it so hard to put the information here? Starting time and address sounds simple to me."                                   | "Stephon Van den Hof - I didn't remember seeing it either." "who ever has the job does not do the job well. they NEVER have complete information here." |  |  |  |
|   |                 |        | February 20 - Posted pictures as Mayor Fultz revealed 3 perpetual plaques at the 2/19/2019 Commission Meeting - 23 likes, 3 comments, 6 shares, 174 engagements, 1,322 people reached   | " I remember when Mrs. Blackmon was elected. I grew up with her son."<br>"Wow Jeanette, I never knew that!! I bet you were a great Mayor!!"   |   |  |  |  |
|   |                 |        | February 28- Shared the link to the ledger.com article "Lake wales to begin collecting stormwater fee - 12 likes, 1 comment, 9 shares, 175 engagements, 1,006 people reached  | " It is what it is. Nobody likes it, but it's a necessary evil! I'll pay my share."<br>"Between water and lights I'm ready to move to the country. Exactly what is storm water fee ?" |   |  |  |  |
| <br>Twitter  | 15              | +12    | Top Tweet: February 19- : "a non-resident said that there were problems with turn lanes at Central and Alt 27. He asked if County @PolkCoSheriff has jurisdiction in the City to pull people over. City Attorney Chuck Galloway says the County Sheriff has jurisdiction over all Polk County." - 1 like 1 reply, 785 impressions | "That is true, however, PCSO doesn't work in the cities that have police departments unless invited by, or asked for assistance, by the city department."                             |   |  |  |  |
| (Commission meetings are Live tweeted)  |                 |        | Top Media Tweet: Feb 19 "Last night as part of the City Commission meeting 3 perpetual plaques were unveiled honoring past Commission members and Mayors. Some of the past Mayors and Commissioners attended including our 1st woman mayor Jeanette Blackmon who was mayor from 1979-1980 and again in 1982." - 355 impressions   |   |   |  |  |  |

| SOCIAL MEDIA TRACKING REPORT SINCE February 14, 2019 (Social media is now being archived)      |                 |        |  |          |  |  |  |
|--|-----------------|--------|--|----------|--|--|--|
| Name   | Likes/Followers | Change | Top Posts  | Comments |  |  |  |
|  |                 |        | Top Mention: Feb 19: by @PolkCOSheriff :- "That is true, however, PCSO doesn't work in the cities that have police departments unless invited by, or asked for assistance, by the city department." - 5 likes , 14 engagements |          |  |  |  |
| <br>Instagram | 653             | +9     | Feb 23- Posted picture of Commissioner Curtis Gibson at the Art Show Barbecue - 11 likes   |          |  |  |  |
|  |                 |        | Feb 27- Posted picture of polk senior games basketball shooting event - 14 likes   |          |  |  |  |
| <br>LinkedIn  | 51              |        | Jan 28 -Posted picture of Mayor Fultz giving the State of the City Address - 2 impressions.  |          |  |  |  |

Approximate Seating Capacity:

- Commission Chamber **110**
- Employee Break Room **30**
- CM Conference Room **10**

## CITY COMMISSION MEETING CALENDAR



[Regular City Commission meetings are held at 6:00 p.m. on the first and third Tuesday of each month in the Commission Chambers. Workshops & Special meetings to be scheduled accordingly. Meeting dates & times are subject to Change.]

### City Commission Meetings – March 2019

|                      |         |           |                     |
|----------------------|---------|-----------|---------------------|
| Tues, March 5, 2019  | Regular | 6:00 p.m. | Commission Chambers |
| Tues, March 19, 2019 | Regular | 6:00 p.m. | Commission Chambers |

### City Commission Meetings – April 2019

|                      |                  |           |                         |
|----------------------|------------------|-----------|-------------------------|
| Tues, April 2, 2019  | Canvassing Board | 5:00 p.m. | Supervisor of Elections |
| Wed, April 3, 2019   | Regular          | 6:00 p.m. | Commission Chambers     |
| Thurs, April 4, 2019 | Canvassing Board | 5:00 p.m. | Commission Chambers     |
| Tues, April 9, 2019  | Canvassing Board | 5:00 p.m. | Commission Chambers     |
| Tues, April 16, 2019 | Regular          | 6:00 p.m. | Commission Chambers     |

Moved to Wednesday Due to Election on April 2.

### City Commission Meetings – May 2019

|                                |                 |           |                     |
|--------------------------------|-----------------|-----------|---------------------|
| Tues, May 7, 2019              | Regular         | 6:00 p.m. | Commission Chambers |
| Tues, May 14, 2019 (tentative) | Budget Workshop | 6:00 p.m. | Commission Chambers |
| Tues, May 21, 2019             | Regular         | 6:00 p.m. | Commission Chambers |

### City Commission Meetings - June 2019

|                     |         |           |                     |
|---------------------|---------|-----------|---------------------|
| Tues, June 4, 2019  | Regular | 6:00 p.m. | Commission Chambers |
| Tues, June 18, 2019 | Regular | 6:00 p.m. | Commission Chambers |

### City Commission Meetings - July 2019

|                     |                 |           |                     |
|---------------------|-----------------|-----------|---------------------|
| Tues, July 5, 2019  | Regular         | 6:00 p.m. | Commission Chambers |
| Tues, July 9, 2019  | Budget Workshop | 6:00 p.m. | Commission Chambers |
| Tues, July 16, 2019 | Regular         | 6:00 p.m. | Commission Chambers |

For City Commission meeting information please contact Jennifer Nanek, City Clerk, 863-678-4182, ext. 270 or [jnanek@cityoflakewales.com](mailto:jnanek@cityoflakewales.com).

City Commission Agenda Packets for workshop and regular meetings are generally posted on the City's website by 12:00 p.m., the Wednesday before the scheduled meeting.

Minutes of City Commission meetings can be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may arrange with the City Clerk to duplicate the recording, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be the expense of the requesting party.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.  
Appeals concerning decisions on issues requiring a public hearing:

Persons who wish to appeal any decision made by the City Commission with respect to any matter considered during a public hearing at this meeting will need a record of the proceedings, and for such purpose may need to ensure that verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

