

**CITY COMMISSION  
REGULAR MEETING  
OFFICIAL AGENDA  
March 19, 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. PRESENTATION/REPORT
  - 5.I. PRESENTATION - Main Street
  - 5.II. PRESENTATION - Chamber Of Commerce/EDC Highway 27 Corridor Update
6. 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.
7. 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.

  - 7.I. Minutes - February 15, 2019 And March 5, 2019

The minutes of the special meeting on [FEBRUARY 15, 2019](#) and the regular meeting on [MARCH 5, 2019](#).
  - 7.II. Approval Of Election Workers

It is necessary for the City Commission to approve a list of election workers provided by the Supervisor of Elections to work in the City of Lake Wales Municipal Election on April 2, 2019.

Documents:

[MEMO - APPOINTMENT OF ELECTION OFFICIALS.PDF](#)  
[ELECTION WORKER STAFFING AND CURRENT SOE PAY.PDF](#)
  - 7.III. Commission Financials For February 28 2019

Documents:

[001 - AGENDA -COMMISSION FINANCIALS - FEB 2019.PDF](#)  
[FEBRUARY 2019.PDF](#)
8. OLD BUSINESS
  - 8.I. ORDINANCE 2019-06, Amending Ordinance 2001-08 Personnel Administration Policies

– Second Reading And Public Hearing

Ordinance 2019-06, Amending Ordinance 2001-08 Personnel Administration Policies – Second Reading & Public Hearing

Documents:

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

- 9. NEW BUSINESS
- 10. CITY ATTORNEY
- 11. CITY MANAGER
  - 11.I. Tracking Report

Documents:

[TRACKING.PDF](#)

- 11.II. Social Media Tracking Report

Documents:

[SOCIAL MEDIA TRACKING-3-14-2019.PDF](#)

- 11.III. Commission Meeting Schedule

Documents:

[TRACKING.PDF](#)

- 11.IV. Other Meetings & Events Calendar

Documents:

[MEETING AND EVENT CALENDAR.PDF](#)

- 12. CITY COMMISSION COMMENTS
- 13. MAYOR COMMENTS
- 14. 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.

**MEMORANUM**

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March 14, 2019

**TO:** Honorable Mayor and City Commission

**VIA:** Kenneth Fields, City Manager

**FROM:** Jennifer Nanek, City Clerk

**RE:** Approval of Election Workers

**SYNOPSIS:** It is necessary for the City Commission to approve a list of election workers provided by the Supervisor of Elections to work in the City of Lake Wales Municipal Election on April 2, 2019.

**RECOMMENDATION**

It is necessary that the City Commission appoint the following list of election workers provided by the Supervisor of Elections to keep the polling places open from 7:00 a.m. to 7:00 p.m. for the City of Lake Wales Municipal Election on Tuesday, April 2, 2019 at the Municipal Administration Building and Lake Ashton Clubhouse:

**Working at Precinct 526 (Lake Ashton):**

Sandra Bowlin, Precinct Clerk  
Judy Duckett, Voter Information Specialist  
Wanda Koslap, Voting Equipment Operator  
Kathleen Gioffre, Deputy  
Stephen Duckett, Book Inspector  
Annie Ferraro, Book Inspector

**Working at Precinct 527 (City Administration Building):**

David Clemons, Precinct Clerk  
Jolene Birchfield, Voter Information Specialist  
Lois Howell, Voting Equipment Operator  
Horace Howell Sr, Deputy  
Diana Rivera, Book Inspector  
Mary Hourigan, Book Inspector  
Rosanna Rivera, Book Inspector

**Alternates:**

H. Borden Deane, Alternate Voter Information Specialist  
Richard Daisey, Alternate Book Inspector  
Doris Reynolds, Alternate Deputy  
James Boterf, Alternate Voting Equipment Operator  
Phyllis Brooks, Alternate Book Inspector

## **BACKGROUND**

On December 4, 2018, the City Commission approved the expansion of one polling location to two polling locations in the Municipal Administration Building and the Lake Ashton Clubhouse for City elections only. The persons selected by the Supervisor of Elections are registered voters and will receive mandatory training from the Supervisor of Elections prior to Election Day. The alternates will only work on Election Day if needed.

## **OTHER OPTIONS**

None

## **FISCAL IMPACT**

The total cost for election workers will be approximately \$2,220. This cost is in the FY2018-2019 Budget. In 2017 the total cost was \$1,923.

## **ATTACHMENTS**

Election Workers pay rates

## ELECTION WORKER STAFFING AND CURRENT SOE PAY RATES

Position	Quantity per Polling Location	Training*	Work	Total
Precinct Clerk	1	\$60	\$170	\$230**
Voter Information Specialist	1	\$60	\$150	\$210
Book Inspector	***	\$20	\$100	\$120
Voting Equipment Operator	1	\$30	\$130	\$160
Deputy	1	\$20	\$90	\$110
Alternate	****	****	****	****

\*Training is compensated at \$10 per hour.

\*\*A gas stipend is paid to the Precinct Clerk for picking up and returning election supplies. Rates range from \$15 to \$50 based on the distance from the polling location to the Election Operations Center.

\*\*\*A practical estimate for book inspector staffing is **at least** one for every 200 voters **expected** at the polling location.

\*\*\*\*Hire at least one alternate per position, per location. Costs are based on the type and quantity of training classes attended. If not called to work, alternates are paid for their training and an on-call rate of \$20. If called to work, they are paid for their training, and for the position they fill.

01/17/2019

## MEMORANDUM

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March 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 February 28, 2019.

The unaudited financial statements for the City of Lake Wales for the Period Ending February 28, 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	2,442,911	2,702,850	(259,939)
001-101-096-000-000	General Fund Emergency Fund 3706	2,310,537	1,555,076	755,460
001-101-097-000-000	Police Merchant Services 4800	22,210	22,324	(114)
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	4,777,158	4,280,951	496,207
	ACCOUNTS RECEIVABLE	725,436	776,481	(51,045)
	DUE FROM OTHER FUNDS	1,430,491	1,216,194	214,297
	INVENTORY	(76,963)	111,889	(188,852)
	PREPAID	81,507	54,968	26,538
	TOTAL ASSETS	6,937,628	6,440,483	497,145
	ACCOUNTS PAYABLE	353,304	207,206	146,098
	DUE TO OTHER FUNDS	0	0	0
	DEPOSIT & TRUST ACCOUNTS	2,396	4,463	(2,067)
	ACCRUED PAYROLL & WITHHOLDING	147,096	129,816	17,280
	DEFERRED REVENUE	0	923	(923)
	TOTAL LIABILITIES	502,796	342,407	160,389
001	EXCESS REV OVER/UNDER EXP	2,461,093	2,533,251	(72,159)
001-271-001-000-000	Fund Balance	3,973,739	3,564,824	408,915
	TOTAL FUND BALANCE	6,434,832	6,098,075	336,756
	TOTAL LIAB. AND FUND BALANCE	6,937,628	6,440,483	497,145



PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
REVENUES						
TAXES						
001-311-100-000-000	Ad Valorem Taxes	3,737,434	3,126,511	3,066,195	60,316	2.0%
001-314-100-000-000	Utility Service Tax - Electric	950,000	449,018	488,105	(39,087)	-8.0%
001-314-300-000-000	Utility Service Tax - Water	311,000	126,724	117,042	9,683	8.3%
001-314-800-000-000	Utility Service Tax - Propane	27,000	13,966	12,297	1,669	13.6%
001-315-000-000-000	Communications Svc Tax	336,000	186,189	192,301	(6,111)	-3.2%
001-316-000-000-000	Business Tax Receipts	70,000	65,053	63,288	1,766	2.8%
TOTAL: TAXES		5,431,434	3,967,463	3,939,227	28,235	0.0%
LICENSES & PERMITS						
001-322-000-000-000	Building Permits	400,000	412,816	191,073	221,743	116.1%
001-323-100-000-000	Franchise Fees - Electric	995,000	489,173	452,235	36,938	8.2%
001-323-700-000-000	Franchise Fees-Solid Waste-Flr	125,000	52,083	54,167	(2,083)	-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	35,750	9,023	26,727	296.2%
TOTAL: LICENSES & PERMITS		1,570,500	992,823	706,498	286,325	-40.0%
INTERGOVERNMENTAL REVENUE						
001-330-000-000-000	Spcl Assessment - Fire	1,056,000	886,101	881,380	4,721	0.5%
001-331-150-000-000	FEMA-Mutual Aid Reimbursement	0	347,403	0	347,403	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	0	11,324	(11,324)	-100.0%
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	171,685	164,407	7,278	4.4%
001-335-140-000-000	Mobile Home Licenses	35,000	32,582	32,653	(71)	-0.2%
001-335-150-000-000	Alcoholic Beverage Licenses	10,600	979	717	262	36.6%
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	409,974	403,084	6,890	1.7%
001-335-230-000-000	Firemen'S Supplemental Comp	8,000	5,120	2,670	2,450	91.8%
001-337-220-000-000	Polk Sch Board - Sro	116,352	50,000	48,480	1,520	3.1%
001-337-225-000-000	LW Charter Schools-Sro	60,000	25,152	24,240	912	3.8%
001-337-775-000-000	Grant - Museum/Depot	39,700	0	0	0	0.0%
001-337-780-000-000	Grant - Pioneer Day Advertisement	0	14,516	0	14,516	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	3,893	3,746	147	3.9%
TOTAL: INTERGOVERNMENTAL REV		3,013,752	1,950,168	1,576,760	373,408	-23.0%
CHARGES FOR SERVICES						
001-341-100-000-000	Recording, Copy & Certifying	500	2,126	4	2,123	9,999.0%
001-341-101-000-000	Sale of Maps and Publications	500	41	0	41	0.0%
001-341-102-000-000	Police Verification-Investigations	30,000	14,360	15,303	(943)	-6.2%
001-341-106-000-000	Administrative Charge - Street Lght	350	0	0	0	0.0%

PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
001-341-123-000-000	Election Qualifying Fees	100	409	97	312	322.2%
001-341-403-000-000	Management Fees - Water/Sewer	612,892	255,372	254,443	929	0.4%
001-341-510-000-000	Planning & Zoning Board Fees	35,000	15,134	16,056	(922)	-5.7%
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	11,016	5,541	5,475	98.8%
001-341-902-000-000	Polk Pub Svc Tx - Coll Fee	600	257	351	(93)	-26.6%
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	542,016	509,510	32,506	6.4%
001-343-802-000-000	Cemetery - Grave Locating Fees	10,000	3,070	4,247	(1,177)	-27.7%
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	202	(175)	-86.7%
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	888,668	818,470	70,198	-8.0%
FINES & FORFEITURES						
001-351-100-000-000	Court Fines	25,000	20,530	29,148	(8,618)	-29.6%
001-351-300-000-000	Law Enforcement Education	3,000	1,935	1,944	(9)	-0.5%
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	732	525	207	39.4%
001-354-200-000-000	Code Enforcement Fines	40,000	40,398	8,969	31,429	350.4%
TOTAL: FINES & FORFEITURES		68,750	63,664	40,587	23,077	-56.0%
MISCELLANEOUS REVENUES						
	Interest Income	13,000	8,490	8,964	(473)	5.0%
001-362-701-000-000	Community Center - Austin Kitchen R	1,000	219	74	145	197.1%
001-362-704-000-000	Ridge League Dinner-Receipts	0	0	6,750	(6,750)	-100.0%
001-362-706-000-000	JP Austin Center Rental	4,000	2,245	2,003	243	12.1%
001-362-709-000-000	Tourist Club Rental	4,000	1,536	1,560	(24)	-1.5%
001-362-790-000-000	User Fees - Other Rental	2,000	635	527	107	20.3%
001-362-800-000-000	Rental-Mike LaRosa	0	0	1,800	(1,800)	-100.0%
001-362-850-000-000	RENTAL INCOME-DARREN SOTO	1,440	600	600	0	0.0%
001-364-002-000-000	Loss Recoveries - Insured	0	789	24,943	(24,154)	-96.8%
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	1,250	0	1,250	0.0%
001-366-573-000-000	Donations - Depot Museum	7,500	9,441	1,234	8,207	665.1%
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	57	34	23	65.9%
001-369-006-000-000	Public Notice Reimbrsmts (Ads)	0	90	0	90	0.0%

PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
001-369-010-000-000	Vendor Fees	0	30	30	0	0.0%
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	6,043	(4,737)	-78.4%
001-369-015-000-000	Reimbursement-Staffing Comm Center	100	1,522	1,135	387	34.1%
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	48,978	34,662	14,316	41.3%
001-369-999-000-000	Other	500	0	0	0	0.0%
001-369-999-999-999	Suspense - Cash Receipts	0	132	2,304	(2,172)	-94.3%
TOTAL: MISCELLANEOUS REVENUES		49,628	83,978	92,862	(8,884)	9.0%
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	510,417	497,917	12,500	2.5%
TOTAL: CONT FROM ENTERPRISE OP		1,225,000	510,417	497,917	12,500	-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	9,039,054	7,672,320	1,366,734	-17.0%

PRELIMINARY SCH. OF REV & EXP  
GENERAL FUND - 001

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	CITY COMMISSION	139,656	42,999	42,263	737	1.7%
	CITY MANAGER	255,799	106,625	90,757	15,869	17.5%
	CITY CLERK	86,216	31,747	27,549	4,198	15.2%
	FINANCE	374,621	149,637	132,160	17,476	13.2%
	PERSONNEL	172,681	71,656	63,807	7,849	12.3%
	CITY ATTORNEY	65,325	20,804	21,813	(1,010)	-4.6%
	PLANNING & ZONING	336,145	102,448	83,661	18,788	22.5%
	FLEET MAINTENANCE	23,813	3,497	5,304	(1,807)	-34.1%
	FACILITIES MAINTENANCE	309,031	56,846	36,496	20,350	55.8%
	INFORMATION SERVICES	210,191	74,136	100,386	(26,250)	-26.2%
	INSURANCE/RISK MANAGEMENT	0	(0)	(0)	(0)	780.0%
	SUPPORT SERVICES	109,005	45,619	41,635	3,984	9.6%
	MUNICIPAL ADM BLDG	79,166	63,102	28,607	34,495	120.6%
	NON-DEPARTMENTAL	91,100	18,158	35,036	(16,878)	-48.2%
	POLICE DEPARTMENT	5,186,254	2,031,597	1,824,530	207,066	11.4%
	FIRE CONTROL	3,711,999	1,829,215	1,127,609	701,606	62.2%
	BUILDING PERMITS & INSPEC	299,281	98,227	99,657	(1,430)	-1.4%
	CODE ENFORCEMENT	165,689	56,894	49,828	7,066	14.2%
	WASTE DISPOSAL	985,967	407,534	410,750	(3,216)	-0.8%
	LAKES CONSERVATION	0	0	0	0	0.0%
	CEMETERY OP	204,102	46,770	35,877	10,894	30.4%
	FIELD OPERATIONS	0	0	0	0	0.0%
	PUBLIC SVC ADMIN	0	0	93	(92)	-99.6%
	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	322,597	234,726	87,870	37.4%
	RECREATION FACILITIES	1,648,119	356,088	237,703	118,385	49.8%
	SPECIAL EVENTS	75,456	19,899	33,638	(13,739)	-40.8%
	DEPOT	278,843	130,794	65,736	65,058	99.0%
	INTERFUND TRANSFERS	493,467	330,245	179,821	150,424	83.7%
	TOTAL EXPENDITURES	16,364,482	6,577,956	5,139,069	1,438,887	28.0%
	REVENUE EXCESS OVER(UNDER) EXP	(1,310,574)	2,461,099	2,533,251	(72,153)	2.0%

PRELIMINARY - BALANCE SHEET  
TRANSPORTATION FUND - 102

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	TRANSPORTATION FUND - 102			
	Cash - Unrestricted	248,274	410,485	(162,211)
	CASH	248,274	410,485	(162,211)
	ACCOUNTS RECEIVABLE	138,155	132,366	5,789
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	386,429	542,851	(156,423)
	ACCOUNTS PAYABLE	6,408	(1,315)	7,723
	DUE TO OTHER FUNDS	0	0	0
	DEFERRED REVENUE	0	0	0
	TOTAL LIABILITIES	6,408	(1,315)	7,723
102	EXCESS REV OVER/UNDER EXP	(39,707)	35,694	(75,401)
102-271-001-000-000	Fund Balance	419,728	508,472	(88,744)
	TOTAL FUND BALANCE	380,021	544,166	(164,145)
	TOTAL LIAB. AND FUND BALANCE	386,429	542,851	(156,423)

PRELIMINARY SCH. OF REV & EXP  
TRANSPORTATION FUND - 102

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
REVENUES						
TAXES						
102-312-300-000-000	Polk Ninth Cent Voted Gas Tax	80,000	28,959	28,639	319	1.1%
102-312-400-000-000	Local Option Gas Tax	474,800	202,336	198,801	3,535	1.8%
102-312-405-000-000	New Local Option Gas Tax - 5C	292,000	122,127	119,723	2,404	2.0%
TOTAL: TAXES		846,800	353,421	347,163	6,258	-1.0%
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	52,769	51,696	1,073	2.1%
102-335-490-000-000	Motor Fuel Tax Rebate	14,000	7,702	7,473	229	3.1%
TOTAL: INTERGOVERNMENTAL REV		694,400	60,471	59,169	1,302	-2.0%
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	420,514	412,885	7,629	-1.0%

PRELIMINARY SCH. OF REV & EXP  
 TRANSPORTATION FUND - 102

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	STREET OPERATION	828,505	336,909	297,662	39,247	13.2%
	STORMWATER DIVISION	387,667	101,914	79,529	22,385	28.2%
	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	460,221	377,191	83,030	22.0%
-----						
	REVENUE EXCESS OVER(UNDER) EXP	160,594	(39,707)	35,694	(75,401)	211.0%
=====						

PRELIMINARY - BALANCE SHEET  
 STREET LIGHTING FUND - 103

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	STREET LIGHTING FUND - 103			
	CASH	12,305	13,887	(1,582)
	TOTAL ASSETS	12,305	13,887	(1,582)
	ACCOUNTS PAYABLE	0	0	0
	TOTAL LIABILITIES	0	0	0
103	EXCESS REV OVER/UNDER EXP	6,513	(5,431)	11,944
103-271-001-000-000	Fund Balance	5,792	19,318	(13,526)
	TOTAL FUND BALANCE	12,305	13,887	(1,582)
	TOTAL LIAB. AND FUND BALANCE	12,305	13,887	(1,582)



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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	REVENUES					
	SPECIAL ASSESSMENT					
103-325-200-000-000	Brookshire Street Lighting	13,485	10,884	0	10,884	0.0%
	TOTAL REVENUES/OTHER FIN SRCS	13,485	10,884	0	10,884	0.0%
	EXPENSES					
	STREET LIGHTING	13,555	4,371	5,431	(1,060)	-19.5%
	TOTAL EXPENDITURES	13,555	4,371	5,431	(1,060)	-19.5%
	REVENUE EXCESS OVER(UNDER) EXP	(70)	6,513	(5,431)	11,944	219.0%

PRELIMINARY - BALANCE SHEET  
CRA FUND -105

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	CRA FUND - 105			
	Cash - Unrestricted	1,439,357	1,120,648	318,708
105-101-096-000-000	Cash - CRV Dev. Land Purchase	969,971	967,738	2,233
	CASH	2,409,328	2,088,387	320,941
	ACCOUNTS RECEIVABLE	2,580	5,160	(2,580)
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	2,411,908	2,093,547	318,361
	ACCOUNTS PAYABLE	0	3,399	(3,399)
	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	3,399	(1,239)
105	EXCESS REV OVER/UNDER EXP	904,995	696,765	208,230
105-271-001-000-000	Fund Balance	1,504,753	1,393,382	111,370
	TOTAL FUND BALANCE	2,409,748	2,090,148	319,600
	TOTAL LIAB. AND FUND BALANCE	2,411,908	2,093,547	318,361

PRELIMINARY SCH. OF REV & EXP  
CRA FUND - 105

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY 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	12,900	12,900	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	903,720	753,501	150,219	-19.0%
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	1,783,373	1,523,934	259,439	-17.0%
EXPENDITURES						
CRA - ECONOMIC DEVELOPMENT		208,214	24,029	25,928	(1,898)	-7.3%
CRA - COMMUNITY REDEVELOPMENT		564,418	121,444	95,662	25,783	27.0%
CRA - COMMUNITY POLICING		700	0	0	0	0.0%
CRA - CODE ENFORCEMENT		0	0	0	0	0.0%
CAPITAL OUTLAY		687,500	24,850	35,095	(10,245)	-29.2%
TRANSFERS		708,054	708,054	670,485	37,569	5.6%

PRELIMINARY SCH. OF REV & EXP  
 CRA FUND - 105

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	TOTAL EXPENDITURES	2,168,886	878,378	827,169	51,209	6.2%
	REVENUE EXCESS OVER(UNDER) EXP	(163,200)	904,995	696,765	208,230	-29.0%

PRELIMINARY - BALANCE SHEET  
 POLICE FORFEITURES FUND - 106

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	POLICE FORFEITURE FUND - 106			
		-----		
	CASH	45,386	55,623	(10,237)
	ACCOUNTS RECEIVABLE	0	0	0
	DUE FROM OTHER FUNDS	0	0	0
		-----		
	TOTAL ASSETS	45,386	55,623	(10,237)
		=====		
	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	2,005	(1,699)	3,704
106-271-001-000-000	Fund Balance	43,381	57,323	(13,941)
		-----		
	TOTAL FUND BALANCE	45,386	55,623	(10,237)
		-----		
	TOTAL LIAB. AND FUND BALANCE	45,386	55,623	(10,237)
		=====		

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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	REVENUES					
	FINES & FORFEITS					
106-351-900-000-000	Forfeitures - Police Dept	20,000	2,454	3,907	(1,454)	-37.2%
	TOTAL: FINES & FORFEITURES	20,000	2,454	3,907	(1,454)	37.0%
	MISCELLANEOUS REVENUES					
	Interest Income	0	46	61	(15)	24.0%
	TOTAL: MISCELLANEOUS REVENUES	0	46	61	(15)	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	2,500	3,969	(1,469)	37.0%
	EXPENDITURES					
	OPERATING	37,640	495	5,668	(5,173)	-91.3%
	CAPITAL OUTLAY	0	0	0	0	0.0%
	TRANSFERS	0	0	0	0	0.0%
	TOTAL EXPENDITURES	37,640	495	5,668	(5,173)	-91.3%
	REVENUE EXCESS OVER(UNDER) EXP	(17,640)	2,005	(1,699)	3,704	218.0%

PRELIMINARY - BALANCE SHEET  
LIBRARY FUND - 110

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	LIBRARY FUND - 110			
	Cash - Unrestricted	248,193	161,262	86,930
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	145,704	103,090	42,614
	CASH	394,047	264,502	129,545
	ACCOUNTS RECEIVABLE	0	0	0
	DUE FROM OTHER FUNDS	0	0	0
	PREPAID	14,297	10,565	3,731
	TOTAL ASSETS	408,344	275,067	133,276
	ACCOUNTS PAYABLE	0	0	0
	ACCRUED PAYROLL & WITHHOLDING	13,048	13,143	(95)
	TOTAL LIABILITIES	13,048	13,143	(95)
110	EXCESS REV OVER/UNDER EXP	240,101	120,428	119,674
110-271-001-000-000	Fund Balance	155,194	141,497	13,697
	TOTAL FUND BALANCE	395,296	261,924	133,371
	TOTAL LIAB. AND FUND BALANCE	408,344	275,067	133,276

PRELIMINARY SCH. OF REV & EXP  
LIBRARY FUND - 110

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
REVENUES						
TAXES						
110-311-100-000-000	Ad Valorem Taxes	372,315	310,348	304,361	5,987	2.0%
TOTAL: TAXES		372,315	310,348	304,361	5,987	-1.0%
INTERGOVERNMENTAL REVENUE						
110-338-001-000-000	Polk County - Intergov. Rev.	245,000	143,838	0	143,838	0.0%
110-338-005-000-000	Polk County Books By Mail	250,000	125,000	125,000	0	0.0%
110-338-006-000-000	Polk County Bookmobile Rev.	105,000	52,500	52,500	0	0.0%
TOTAL: INTERGOVERNMENTAL REV		600,000	321,338	177,500	143,838	-81.0%
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	2,204	2,368	(164)	-6.9%
TOTAL: CHARGES FOR SERVICES		6,500	2,611	2,371	241	-10.0%
IMPACT FEES						
110-363-221-000-000	Impact Fees - Library	25,000	29,127	14,273	14,854	104.1%
TOTAL IMPACT FEES		25,000	29,127	14,273	14,854	-104.0%
MISCELLANEOUS REVENUES						
	Interest Income	1,350	134	101	33	-32.0%
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	2,997	5,354	(2,357)	-44.0%
110-366-025-000-000	Donations-Books By Mail	25	0	103	(103)	-100.0%
110-369-000-000-000	Other Miscellaneous Revenues	250	1,565	0	1,565	0.0%
TOTAL: MISCELLANEOUS REVENUES		12,675	4,960	5,558	(598)	10.0%
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	668,385	504,062	164,323	-32.0%



PRELIMINARY SCH. OF REV & EXP  
 LIBRARY FUND - 110

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	LIBRARY FUND	1,025,270	388,970	361,730	27,240	7.5%
	CAPITAL OUTLAY	107,500	39,313	21,905	17,409	79.5%
	TOTAL EXPENDITURES	1,132,770	428,284	383,635	44,649	11.6%
	REVENUE EXCESS OVER(UNDER) EXP	(62,758)	240,101	120,428	119,674	-99.0%

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	3,807	0	3,807
	DUE FROM OTHER FUNDS	0	0	0
	TOTAL ASSETS	3,807	0	3,807
	ACCOUNTS PAYABLE	0	0	0
	ACCRUED PAYROLL & WITHHOLDING	0	0	0
	DUE TO OTHER FUNDS	3,807	0	3,807
	TOTAL LIABILITIES	3,807	0	3,807
	TOTAL FUND BALANCE	0	0	0
	TOTAL LIAB. AND FUND BALANCE	3,807	0	3,807

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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
REVENUES						
INTERGOVERNMENTAL						
116-331-300-000-000	Byrne Grant - JAG D (Direct)	5,000	3,807	0	3,807	0.0%
116-331-305-000-000	Byrne Grant - JAG - C (Countywide)	30,000	0	0	0	0.0%
TOTAL: INTERGOVERNMENTAL		35,000	3,807	0	3,807	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	3,807	0	3,807	0.0%
EXPENDITURES						
116-521-000-664-990	Other Equipment	35,000	3,807	0	3,807	0.0%
TOTAL EXPENDITURES		35,000	3,807	0	3,807	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	883,849	1,112,545	(228,697)
	DUE FROM OTHER FUNDS	0	0	0
		-----		
	TOTAL ASSETS	883,849	1,112,545	(228,697)
		=====		
	DUE TO OTHER FUNDS	0	0	0
		-----		
	TOTAL LIABILITIES	0	0	0
201	EXCESS REV OVER/UNDER EXP	(81,067)	(41,808)	(39,259)
201-271-001-000-000	Fund Balance	964,916	1,154,353	(189,438)
		-----		
	TOTAL FUND BALANCE	883,849	1,112,545	(228,697)
		-----		
	TOTAL LIAB. AND FUND BALANCE	883,849	1,112,545	(228,697)
		=====		

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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	REVENUES					
	TAXES					
201-314-100-000-000	Utl Taxes-Elect(Leases)	405,000	168,750	100,917	67,833	67.2%
201-315-000-000-000	Communication Svc Tax(Series 2013)	111,300	0	0	0	0.0%
	TOTAL: TAXES	516,300	168,750	100,917	67,833	-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	12,197	(12,197)	-100.0%
	TOTAL: IMPACT FEES	0	0	12,197	(12,197)	100.0%
	MISCELLANEOUS REVENUES					
	Interest Income	0	0	93	(93)	100.0%
	TOTAL: MISCELLANEOUS REVENUES	0	0	93	(93)	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	876,804	783,692	93,112	-11.0%
	DEBT SERVICE - PRINCIPAL	1,032,633	788,654	694,471	94,182	13.6%
	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	957,871	825,500	132,371	16.0%
	REVENUE EXCESS OVER(UNDER) EXP	(117,660)	(81,067)	(41,808)	(39,259)	-93.0%

PRELIMINARY - BALANCE SHEET  
CAPITAL PROJECT FUND - 330

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	CAPITAL PROJECT FUND - 330			
	Cash - Unrestricted	0	(101,380)	101,380
330-101-061-000-000	Fire South Impact Fee	138,800	0	138,800
330-101-062-000-000	Fire North Rescue Impact Fee 3755	22,031	7,674	14,357
330-101-063-000-000	Police Services Impact Fee 1438	100,553	315,393	(214,840)
330-101-064-000-000	Parks & Recreation Impact Fee 1420	221,697	311,740	(90,043)
		-----		
	CASH	483,082	533,427	(50,346)
	ACCOUNTS RECEIVABLE	0	0	0
	DUE FROM OTHER FUNDS	0	0	0
		-----		
	TOTAL ASSETS	483,082	533,427	(50,346)
		=====		
	ACCOUNTS PAYABLE	0	0	0
	DEFERRED REVENUE	0	0	0
	DUE TO OTHER FUNDS	0	29,442	(29,442)
		-----		
	TOTAL LIABILITIES	0	29,442	(29,442)
330	EXCESS REV OVER/UNDER EXP	(117,053)	(48,985)	(68,068)
330-271-001-000-000	Fund Balance	600,135	552,970	47,164
		-----		
	TOTAL FUND BALANCE	483,082	503,985	(20,904)
		-----		
	TOTAL LIAB. AND FUND BALANCE	483,082	533,427	(50,346)
		=====		

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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY 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	33,793	15,626	18,167	116.3%
330-363-221-000-000	Impact Fee - Fire South	20,000	33,941	0	33,941	0.0%
330-363-222-000-000	Impact Fees - Fire North	25,000	8,026	5,166	2,860	55.4%
330-363-270-000-000	Impact Fees- Culture/Rec	50,000	63,192	30,965	32,227	104.1%
TOTAL IMPACT FEES		125,000	138,953	51,757	87,196	-168.0%
MISCELLANEOUS REVENUES						
	Interest Income	0	708	638	71	-11.0%
TOTAL: MISCELLANEOUS REVENUES		0	708	638	71	-11.0%
OTHER FINANCING SOURCES						
INTER FUND TRANSFER						
TOTAL: INTERFUND TRANSFER		0	0	0	0	0.0%
TOTAL REVENUES/OTHER FIN SRCS		175,000	139,661	52,395	87,266	-166.0%
EXPENDITURES						
330-521-000-662-002	Motorcycle - Police Dept	0	26,048	0	26,048	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 Rec. Expansion - LW	0	23,366	0	23,366	0.0%
330-572-663-025-000	C/O - Walking Trail Phase I	0	0	10,130	(10,130)	-100.0%
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	256,714	101,380	155,334	153.2%
REVENUE EXCESS OVER(UNDER) EXP		125,000	(117,053)	(48,985)	(68,068)	-138.0%

PRELIMINARY - BALANCE SHEET  
 LWMG CEMETERY - 402

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	LWMG - 402			
	CASH	166,028	83,318	82,711
	ACCOUNTS RECEIVABLE	870	6,388	(5,518)
	DUE FROM OTHER FUNDS	0	0	0
	NET FIXED ASSETS	676,785	662,321	14,464
	TOTAL ASSETS	843,683	752,027	91,656
		=====	=====	=====
	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	(1,942)	(29,208)	27,266
402-271-001-000-000	Fund Balance	407,157	334,062	73,095
	TOTAL FUND BALANCE	405,215	304,855	100,361
		-----	-----	-----
	TOTAL LIAB. AND FUND BALANCE	843,683	752,027	91,656
		=====	=====	=====



PRELIMINARY SCH. OF REV & EXP  
 LWMG CEMETERY - 402

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	REVENUES					
	CHARGES FOR SERVICES	50,950	36,667	34,746	1,921	-5.0%
	INTEREST INCOME	0	(207)	(65)	(142)	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	36,874	34,811	2,063	-5.0%
	EXPENDITURES	109,700	38,816	64,019	(25,202)	-39.4%
	REVENUE EXCESS OVER(UNDER) EXP	50,950	(1,942)	(29,208)	27,266	93.0%

PRELIMINARY - BALANCE SHEET  
UTILITY SYSTEM FUND - 403

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	UTILITY SYSTEM - FUND 403			
	CASH & INV. - UNRESTRICTED	1,286,741	1,227,047	59,694
	CASH & INV. - SEWER IMPACT FEE	2,128,775	1,773,842	354,933
	CASH & INV. - WATER IMPACT FEE	882,535	646,238	236,297
	CASH & INV. - DEBT SERVICE SIN	774,217	768,488	5,729
403-103-010-000-000	Utilities Emergency Sinking Fund 80	1,006,756	5,037	1,001,719
403-104-801-001-160	Utility Cash-Customer Deposits	1,054,732	985,684	69,048
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	2,064,368	993,601	1,070,767
	TOTAL CASH & INVESTMENTS	7,136,636	5,409,216	1,727,421
	ACCOUNTS RECEIVABLE	1,247,375	1,172,684	74,692
	DUE FROM OTHER FUNDS	0	0	0
	INVENTORY	737,934	463,764	274,169
	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	53,621,472	51,240,994	2,380,478
	ACCOUNTS PAYABLE	244,323	231,341	12,982
	ACCRUED LIABILITIES	142,146	135,980	6,166
	ACCRUED INTEREST	120,177	32,943	87,234
	CUSTOMER DEPOSITS	1,057,314	983,882	73,432
	ACCRUED PAYROLL & WITHHOLDING	102,743	109,318	(6,575)
	DEFERRED REVENUE	370,652	382,568	(11,915)
	DEBT	15,602,223	15,588,806	13,417
	TOTAL LIABILITIES	17,639,578	17,464,839	174,739
403	EXCESS REV OVER/UNDER EXP	1,415,487	991,825	423,662
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	35,981,894	33,776,155	2,205,739	
	TOTAL LIAB. AND FUND BALANCE	53,621,472	51,240,994	2,380,478	

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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	CURRENT FY ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
	REVENUES					
	CHARGES FOR SERVICES	8,374,500	3,567,722	3,467,943	99,779	-2.0%
	INTEREST INCOME	12,800	8,606	6,074	2,531	-41.0%
	GRANTS	650,000	0	5,000	(5,000)	100.0%
	DEBT PROCEEDS	7,453,199	0	0	0	0.0%
	OTHER REVENUE & SOURCES:					
403-362-200-000-000	Lease - Telecommunication Site	210,000	91,835	90,397	1,437	1.6%
403-363-230-000-000	Water Impact Fees	100,000	144,531	79,803	64,728	81.1%
403-363-235-000-000	Sewer Impact Fees	150,000	222,931	113,009	109,922	97.3%
403-364-101-000-000	Water-Sale of Surplus Equip	0	1,767	0	1,767	0.0%
403-369-902-000-000	Bad Debt Recovery - Water	0	80	0	80	0.0%
	TOTAL: OTHER REV. & SOURCES	460,000	461,144	283,209	177,935	-62.0%
	TOTAL REVENUES/OTHER FIN SRCS	16,950,499	4,037,472	3,762,227	275,245	-7.0%
	=====					
	WATER PLANT OPERATION	1,136,447	272,219	452,080	(179,861)	-39.8%
	SEWER PLANT OPERATION	1,083,488	238,256	277,044	(38,788)	-14.0%
	REUSE WATER OPERATION	104,475	14,737	17,641	(2,904)	-16.5%
	UTILITY ADMINISTRATION	1,190,676	396,012	418,627	(22,614)	-5.4%
	UTILITY OPERATION PERSONNEL	1,281,844	524,346	482,184	42,162	8.7%
	UTILITY BILLING	328,356	111,485	89,054	22,431	25.2%
	UTILITY DEPRECIATION	0	0	0	0	0.0%
	WATER CAPITAL	5,021,322	49,034	68,547	(19,514)	-28.5%
	SEWER CAPITAL	2,848,000	344,703	368,715	(24,012)	-6.5%
	CDBG CAPITAL OUTLAY	650,000	0	5,309	(5,309)	-100.0%
	REUSE CAPITAL	998,385	2,341	0	2,341	0.0%
	INTERFUND TRANSFERS	1,225,000	510,417	497,917	12,500	2.5%
	OTHER NONOPERATION	0	212	264	(52)	-19.9%
	DEBT SERVICE	1,448,513	158,223	93,019	65,203	70.1%
	TOTAL EXPENDITURES	17,316,506	2,621,985	2,770,402	(148,417)	-5.4%
	REVENUE EXCESS OVER(UNDER) EXP	(366,007)	1,415,487	991,825	423,662	-42.0%
	=====					

PRELIMINARY - BALANCE SHEET  
AIRPORT AUTHORITY FUND - 404

ACCOUNT #	DESCRIPTION	CURRENT FY	PRIOR FY	DIFFERENCE
	AIRPORT AUTHORITY - FUND 404			
	CASH	134,599	96,729	37,870
	CASH-CONSTRUCTION LOAN	1,320,933	1,829,305	(508,373)
	ACCOUNTS RECEIVABLE	350,634	153,087	197,546
	DUE FROM OTHER FUNDS	0	0	0
	PREPAID	0	0	0
	INVENTORY - FUEL	39,152	27,604	11,548
	NET FIXED ASSETS	14,190,621	10,415,802	3,774,819
	TOTAL ASSETS	16,035,939	12,522,527	3,513,411
		=====	=====	=====
	ACCOUNTS PAYABLE	432,307	64,208	368,099
	ACCRUED PAYROLL & WITHHOLDING	1,232	1,566	(334)
	CUSTOMER DEPOSITS	5,807	5,369	439
	DUE TO OTHER FUNDS	1,417,236	1,186,752	230,484
	DEFERRED REVENUE	0	2,181	(2,181)
	PRIOR PERIOD ADJUSTMENT	0	0	0
	DEBT	1,854,883	1,825,000	29,883
	TOTAL LIABILITIES	3,711,465	3,085,075	626,390
404	EXCESS REV OVER/UNDER EXP	(544,917)	(645,125)	100,207
404-272-000-000-000	Retained Earnings	12,869,391	10,082,577	2,786,814
	TOTAL FUND BALANCE	12,324,474	9,437,452	2,887,021
		-----	-----	-----
	TOTAL LIAB. AND FUND BALANCE	16,035,939	12,522,527	3,513,411
		=====	=====	=====

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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%
REVENUES						
INTERGOVERNMENTAL REVENUE						
404-331-419-000-000	FAA - Extend/Rehab	719,165	0	38,277	(38,277)	-100.0%
404-334-419-000-000	FDOT - Extend/Rehab	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	904	805	99	12.3%
404-343-000-000-000	Penalty	0	53	0	53	0.0%
404-344-099-000-000	Rental - Corp 1	21,900	6,587	10,105	(3,518)	-34.8%
404-344-100-000-000	Rental - Corp 2	5,500	900	2,700	(1,800)	-66.7%
404-344-101-000-000	T-Hangar Rentals	53,100	20,029	24,596	(4,567)	-18.6%
404-344-102-000-000	Tie-Down Fees	1,000	474	217	257	118.2%
404-344-103-000-000	Fuel - Aviation Fuel Revenue	157,000	78,558	56,374	22,184	39.4%
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	14,576	21,029	(6,453)	-30.7%
404-344-104-200-000	Campground - Water Reim.	0	500	605	(105)	-17.4%
404-344-106-000-000	Sky Diving - Jump Fees	0	1,534	3,110	(1,576)	-50.7%
404-344-200-000-000	Rental - TRS Ag Sprayer	2,100	875	1,050	(175)	-16.7%
404-344-300-000-000	Rental - LW Aviation (BH)	40,000	16,778	20,134	(3,356)	-16.7%
404-344-400-000-000	Rental - Terry Short	0	378	454	(76)	-16.7%
404-344-500-000-000	Rental - Aviator Ent	0	339	378	(40)	-10.5%
TOTAL: CHARGES FOR SERVICES		359,400	155,429	141,556	13,873	-9.0%
OTHER REVENUES & SOURCES						
	Interest Income	0	1,694	452	1,242	-274.0%
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	3,144	(3,144)	-100.0%
TOTAL: OTHER REV. & SOURCES		0	1,694	5,715	(4,021)	70.0%
OTHER FINANCING SOURCES						
	INTER FUND TRANSFER	0	0	0	0	0.0%
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	487,368	365,369	121,999	-33.0%
=====						
	OPERATIONS	460,148	179,639	154,925	24,715	16.0%
	CAPITAL OUTLAY	3,312,944	749,059	838,612	(89,553)	-10.7%

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

ACCOUNT NO.	DESCRIPTION	CURRENT FY BUDGET	YEAR TO DATE ACTUAL	PRIOR FY ACTUAL	DIFFERENCE	%	
	DEPRECIATION	0	0	0	0	0.0%	
	DEBT SERVICE	126,000	103,587	16,957	86,630	510.9%	
	TOTAL EXPENDITURES	3,899,092	1,032,286	1,010,494	21,792	2.2%	
	REVENUE EXCESS OVER(UNDER) EXP	(1,026,267)	(544,917)	(645,125)	100,207	15.0%	

## MEMORANDUM

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March 13, 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 – Second Reading & Public Hearing

### **RECOMMENDATION**

It is recommended that the City Commission approve Ordinance 2019-06 upon second reading and public hearing.

### **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



## MEMORANDUM

---

March 13, 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 – Second Reading & Public Hearing

### **RECOMMENDATION**

It is recommended that the City Commission approve Ordinance 2019-06 upon second reading and public hearing.

### **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



# CITY OF LAKE WALES PROJECT TRACKING LIST 2018-2019


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Water Main Replacement	\$ 3,160,000.00	TBD	TBD	Replacemet of old galvanized and a/c water mains in the distribution system.	3/13/2019
Capital Improvement Work Plan	\$71,740	12/20/2016	TBD	Project Completed	3/13/2019



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Library Statistics (Jan)				Total Circulation Books-by-Mail: 29,695 Total Circulation BookMobile: 9,080 Total In-house circulation: 93,600 new borrowers: 695 attendance at programs: 2,860 Computer users: 10,499 People Counter: 51,130	Total Total	3/13/2019
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Downtown Walking Trail	\$252,963	12/6/2016	8/31/2018	Project Complete		3/13/2019
Runway Extension	\$5,300,000 - \$4,300,000	Yes - Construction Contract 8/2/16	12/07/18	Complete.		3/13/2019
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Spook Hill Sign	\$20,000		7/6/2018	Both the overhead and roadside signs have been installed. This project is complete.	3/13/2019
Lincoln Park Fencing	\$20,000		TBD	The project cost is \$16,762. This Project is complete.	3/13/2019
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<b>SOCIAL MEDIA TRACKING REPORT SINCE February 28, 2019</b> (Social media is now being archived)				
<b>Name</b>	<b>Likes/Followers</b>	<b>Change</b>	<b>Top Posts</b>	<b>Comments</b>
 Facebook	5,612	+47	<p>March 6- Shared the link to the lakewalesnews.net article "Museum celebrates busy year" - 135 likes, 2 comments, 19 shares, 285 engagements, 3,041 people reached</p>	<p>"The Depot Museum "lost" my childhood (c. 1940s) LIONEL TRAIN set, cars with their original boxes, track, etc., in the "confusion" just a few years back. I'll never get over that. It was loaned, along with a quilt from my Aunt Helen Jones Langford, a "pioneer" daughter of R.N. and Myrle Thullbery Jones. All "lost," despite my service on the Board for quite a few years in the 1980s. SO SAD."</p>
			<p>March 8 - Posted pictures the staff spring luncheon - 19 likes, 1 comment, 1 share, 395 engagements, 1,091 people reached</p>	
			<p>March 9 - Posted pictures as Mayor Fultz presented Lillie Mae Bagley with a Proclamation and Keys to the City On her 100th Birthday - 134 likes, 13 comments, 12 shares, 733 engagements, 3,289 people reached</p>	<p>"Oh wow this lady was next to my Aunt Sue at Grace happy birthday" "Happy Birthday Miss Lillie! Glad to have met this sweet lady!" "Thanks so much for coming!!!!"</p>
			<p>March 11- Shared the link to the lakewalesnews.net article "Vice Mayor criticizes City Manager car deal" - 10 likes, 7 comments, 6 shares, 550 engagements, 1,835 people reached</p>	<p>" Nip it in the bud. Who needs a \$40.plus vehicle? It's what he wants." " I'm glad the city admins are addressing this openly" "Wow, make him take it back or pay the difference. It's just not right."</p>

SOCIAL MEDIA TRACKING REPORT			SINCE February 28, 2019 (Social media is now being archived)	
Name	Likes/Followers	Change	Top Posts	Comments
  Twitter	1,560	+3	<p>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, 787 impressions</p>	<p>"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."</p>
(Commission meetings are Live tweeted)			<p>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." - 1 like, 1 reply, 367 impressions</p>	
			<p>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</p>	

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 Instagram	669	+16	March 2 - Posted picture of Mardi Gras parade - 23 likes  March 5 - Posted picture of the luncheon for community supporters at the Lake Wales Museum - 16 likes	
 LinkedIn	53	+2	Jan 28 -Posted flyer for Lake Wales Connected Event - 1 like , 29 impressions.	



"I just purchased a home in Lake Wales and I am looking forward to being part of such a nice community. Happy Birthday Miss Lillie Mae!"			
" My biggest concern is it doesn't sound like this vehicle was leased locally. Should not the city be supporting our own businesses?  I own a retail store in the community; it would be nice to see that in my store too. I'm confident my services could save the city money too. "			

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## OTHER MEETINGS & EVENTS

DATE	TIME	TITLE	DESCRIPTION	LOCATION	Event/Location Map; Agendas
Regular BOCC Meetings & Hearings	9am reg. meetings & 1:30pm public hearings	Polk County Board of County Commissioners Meetings	Regular BOCC meetings & public hearings are usually held Monthly; 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays	Neil Combee Administration Bldg., 330 West Church Street, Bartow	Public Hearing / Work Session List  (Note: Check Website Daily for Updates)  Information: 863-534-6090 <a href="http://www.polk-county.net">http://www.polk-county.net</a>
March 15th	6pm -10pm	Lake Wales Live	Live music and Food trucks	Downtown Trail/Tina Peak Gazebo	
March 18 <sup>th</sup>	5pm -9pm	Chow Down Food Trucks	Various food trucks	Lake Wailes Park	
March 22 <sup>nd</sup>	6:30pm – 8:30pm	Hops Shop and Stroll	Wine walk to various businesses	Downtown Lake Wales	
March 22nd	5pm	LakeNight Movie	Showing of family movie	Lake Wailes Lake	
March 23 <sup>rd</sup>	2pm -6pm	LW Care Center Food Distribution	Food Distribution	Stuart Park	
April 1st	6pm -9pm	Lake Wales Connected meeting	Hands On Session	Austin Community Center	
April 2 <sup>nd</sup>	7am -7pm	City Election Day	Voting on mayor, Seat 2 and Amendment	City Admin Bldg, Lake Ashton Clubhouse	
April 5th	6pm -9pm	Lake Wales Connected meeting	Work in Progress	Womens Club	