

LAKE PLACID TOWN COUNCIL
Regular Meeting
5/9/2016 5:30 PM
Town of Lake Placid
Town Hall

Call to Order – Mayor Holbrook

Roll Call

Mayor John Holbrook
Council Member Ray Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Donald Boyd

1. SELECTION OF VICE MAYOR

2. CONSENT AGENDA 1

- A. Approval of Agenda
- B. Approval of Minutes of the Regular meeting of the Lake Placid Town Council April 11, 2016.
- C. Approval of Department Head Reports
- D. Approval of Departmental Financial Reports for the month of April 2016
- E. Approval of all duly authorized monthly bills Less Royce Supply
- F. Approval of Resolution to terminate contract with FDOT regarding Green Dragon Drive 2014 Cycle Funding

3. CONSENT AGENDA 2

- A. Approval of all bills for the Home Royce Supply

4. PRESENTATIONS

- A. Tobacco Free Florida Week Proclamation
- B. Keep Lake Placid Beautiful Responsibility Discussion

5. Public Hearing

- A. Vacating and Closing Alleyway Considerations Jack Saceman Property

6. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCIL MEMBERS

A. Planning

B. Town Attorney

- 1. Eucalyptus Drive at Hibiscus Avenue Property Responsibility
- 2. Tangerine DEP Grant Discussion

C. Town Administrator

- 1. Creation of Field Supervisor position within the Utilities Department. (TABLE)
- 2. Personnel policy reviews: P7 Disability or Handicap Accommodation, P11 Decision Review, P22 Job Development – Training, P47 Workplace Harassment, P48 Leaves of Absence
- 3. Reclassification of Public Works Employees to Public Works Foreman
- 4. Request to speak Luke and Walt Johnson re Nuisance Ordinance

5. Nuisance Ordinance
6. Request to speak Jesse Taggart Lake June Point
7. Turn lane into McDonalds on Southbound US 27

D. Project updates

Green Dragon Drive patched

7. MAYOR/COUNCILMEMBERS

A.

8. CITIZENS NOT ON AGENDA (Comments are to be limited to 3 minutes, unless a longer period of time is Permitted by the presiding officer or by a majority of the Town Council)

9. AJOURNMENT

Additional Information:

Monday	May 16, 2016	5:30 PM	Local Planning Agency
Friday	May 20, 2016	1:30 PM	Special Magistrate
Tuesday	June 7, 2016	3:00 PM	Lake Placid Regional Utilities Advisory Commission
Monday	June 13, 2016	5:30 PM	Town Council Regular Meeting

Announcements advertised on the Town of Lake Placid Website

<http://www.lakeplacidfl.net/election2016.html>

**The Town of Lake Placid
 Commission and Board Openings
 for
 The Lake Placid Regional Utilities Commission
 And
 The Lake Placid Recreation Commission
 And
 The Lake Placid Watershed Advisory Board**

Lake Placid Regional Utilities Commission

The Town of Lake Placid is receiving resumes from persons who would like to volunteer to serve on the Lake Placid Regional Utilities Advisory Commission. The Commission meets, on average, once per month at the Town of Lake Placid Town Hall. The Commission is an important advisory function for the town regional utilities. Members serve at the direction of the town council. Generally, members should have experience related to utilities services. The administration of utilities services include but are not limited to - engineering experience, finance, governmental experience, public relations, planning, and utilities experience. The commission is an advisory board appointed by the Lake Placid Town Council and formed by town code Section 135. As such, the meetings and all commissioners are governed by Florida State Laws.

Lake Placid Recreation Commission

The Town of Lake Placid is receiving resumes from persons who would like to volunteer to serve on the Lake Placid Recreation Commission. The Commission meets, on average, quarterly, four times a year at the Town of Lake Placid Town Hall. The Commission is an important advisory function for the purpose of

recommending to the Town Council policies to enhance and coordinate athletic and recreational activities for the residents of the town and the Lake Placid Area, in accordance's with the Lake Placid Town Code Chapter 5, Article II. Members serve at the direction of the town council. As such, the meetings and all commissioners are governed by Florida State Laws.

Lake Placid Watershed Advisory Board

The Town of Lake Placid is receiving resumes from persons who would like to volunteer to serve on the Lake Placid Watershed Advisory Board. The Board meets, on average, once per month at the Town of Lake Placid Town Hall. The Board is an important advisory function for the purpose of recommending to the Town Council regarding issues related to watershed issues, in accordance's with the Lake Placid Town Code Chapter 5, Section 63. Members serve at the direction of the town council. As such, the meetings and all commissioners are governed by Florida State Laws.

Any applicant wishing to apply may contact the Town Administrator if they have a question regarding any legal aspect of serving on the one of the Town of Lake Placid's Commissions or Boards. Board Members and Commissioners are expected to maintain an email account wherein notices and materials can be received.

Interested persons should submit two-page resumes to Town Administrator, 311 West Interlake Boulevard, Lake Placid, Fl. 33852.

BID Requests, RFP's and RFQ advertised on the Town of Lake Placid Website
www.lakeplacidfl.net

Recognitions:

Work Anniversaries

Joseph R Barber, May 26th 2014

Commendations

MINUTES

**Town Hall
LAKE PLACID TOWN COUNCIL
Regular Meeting 4/11/2016 5:30 PM
Town of Lake Placid**

Vice Mayor Royce called the regular meeting of the Lake Placid Town Council to order on Monday, April 11, 2016, at 5:30 pm at Town Hall, 311 W. Interlake Boulevard, Lake Placid, Florida. Pastor Don Roberts, Leisure Lakes Baptist Church gave the invocation, led the Pledge of Allegiance. A quorum was present.

5:30 PM-Call to Order – Vice Mayor Royce

1. SWEARING IN NEWLY ELECTED AND RE-ELECTED - COUNCIL MEMBERS

- Town Clerk Eva Cooper-Hapeman officially swore in Mr. Boyd as a member of the Town of Lake Placid Town Council.

2. ROLL CALL

Present

Council Member Ray
Royce
Council Member Debra Worley
Council Member Arlene Tuck
Council Member Donald Boyd

Absent

Mayor John Holbrook

Others Present

Town Administrator Phil Williams
Town Attorney Bert Harris
Town Clerk Eva Cooper Hapeman
Finance Manager Rachel Osborne
Chief James Fansler
Joedene Thayer, Town Planner
Corbet Alday, Grant Administrator

3. CONSENT AGENDA 1

- Approval of Agenda
- Approval of Minutes of the Regular meeting of the Lake Placid Town Council March 14, 2016.
- Approval of Department Head Reports
- Approval of Departmental Financial Reports for the month of March 2016
- Approval of all duly authorized monthly bills Less Royce Supply
- Half-Year Budget Analysis For 2016
- Surplus Declaration of old police vehicle

Motion - Moved by Council Member Tuck, seconded by Council Member Bastardi, to approve Consent Agenda 1 Items A through I excluding Item F to be moved to the action agenda. **Roll Call Vote:** Unanimous approval.

4. CONSENT AGENDA 2

A. Approval of all bills for the Royce Supply

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Consent Agenda 4 Item A. **Roll Call Vote:** Yes – Worley, Tuck, Boyd, Abstain – Royce. The proper

paperwork has been filed with the Town Clerk. Motion Carried.

5. PRESENTATIONS

A. Resolution 2016-24 in Recognition of Highlands County Engineer Gavarrete (Heard after 6.A)

- Mr. Williams and Mr. Harris presented a Plaque expresses the Town's appreciation for the assistance that the Highlands County Engineer Ramon Gavarrete has given over the years to the Town of Lake Placid. In addition, Council Member Royce read into the record Resolution 2016-24 in recognition and appreciation to Engineer Gavarrete.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Adoption of Resolution No. 2016-24. **Roll Call Vote:** Unanimous approval.

B. Children's Advocacy Center Director (Heard after Item 5.A)

- Chief Fansler read into the record the Highlands County Resolution Proclamation, proclaiming April 2016 Child Abuse Prevention Month.
- Council Member Royce suggested the Town also do the same, and change the wording, to be the Town of Lake Placid, and to include Child Prevention Month in the Town of Lake Placid Florida.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve Adoption of a Proclamation declaring April Child Abuse Prevention Month in the Town of Lake Placid. **Roll Call Vote:** Unanimous approval.

6. PUBLIC HEARING

A. 2nd Reading Ordinance 2016-715 Sewer System Dev Charge Reduction Ordinance

- Town Attorney Harris read on 2nd reading Ordinance 2016-715 by Title only.
- Vice Mayor Royce, Town Attorney Harris, and Town Council discussed the Ordinance presented on 2nd hearing.
 - Mr. Harris responded to council questions, stated that the changes requested by the council on the 1st hearing of the Ordinance are included and that the time limit for the reduction in the charges to hook up to the sewer are stated in the ordinance.
 - Vice Mayor Royce asked for clarification that the option two would be excluded from the ordinance.
 - Mr. Harris confirmed that option two would be excluded.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to Pass and Adopt Ordinance 2016-715 including option one and removing option two. **Roll Call Vote:** Unanimous approval

B. Request for a Zoning Change from Highlands County Agricultural District to Town Planned Development/Development Concept for Aravilla Groves, LPTC.16.003RZ

- Town Planner Thayer presented the request for a Town Planned Development/Development concept and zoning change to the Town Council; the backup material was included in the agenda packet.
- Vice Mayor Royce, Town Council, Town Attorney Harris, Town Planner Thayer, Attorney Ms. Karlson representing the property owners discussed the request for a zoning change to a Town Planned Development/Development Concept.
 - Vice Mayor Royce and the Council, expressed concern that backage and frontage roads to the property were not addressed in the request. This was an issue council had dealt with during the growth management process.
 - Discussion on whether the applicant should come back with the issue of backage and frontage roads addressed was discussed, and council suggested that a condition that a dedication of a westerly 80 foot of frontage or backage roads is dedicated to the town.

- Ms. Karlson representing the property owner requested that the property owner be allowed to proceed with the process and will work out the details before the second hearing.
- Mr. Harris stated that the issue under the ordinance 2016-716 could be addressed under 160-12.5 dealing with infrastructure. Also, recommend to Council to pass on first reading addressing the issues and for the property owner to come back to council on second reading with a plan for access.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve on 1st hearing Ordinance 2016-716 with the stipulation amending on 1st reading adding in section 160-12.5 adding C which would read the stipulation that there will be 80ft of frontage or backage road both on the Westerly for backage would be , subject to council approval, amending Ordinance 160-12-5 adding C. **Roll Call Vote:** Unanimous approval

C. Variance Request for the proposed Nu-Hope addition LPSP.16.004

- Town Planner Thayer presented the request for an amendment change the rear setback of 20 foot to a 12-foot setback. The request is for a variance for a rear setback and variance for the addition of a stairwell.
- Council discussed the request.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve the 12 foot rear setback instead of the required 20 feet and to allow an exterior staircase to encroach 48 inches into the rear setback instead of the permitted 32 inches for the proposed addition to Nu-Hope Elder Care Services. **Roll Call Vote:** Unanimous approval

D. Amended Site Plan Review LPSP.15.007SP (Nu-Hope)

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve the amended Site Plan. **Roll Call Vote:** Unanimous approval

E. FFY2015 and/or FFY 2016 Community Development Block Grant Draft Application

- Mr. Alday noted that this was the 2nd public hearing. Mr. Alday presented a PowerPoint on the Revitalization Grant, which was included in the agenda packet. In addition, reviewed the scope of work and the timeline of the grant application process.
- Mr. Alday clarified that in section 5 of the resolution the \$50,000 can be for either local hookups to the system or the amount for the grant administration from Guardian CRM, Inc.
- Utilities Director Barber stated he had not had a chance to review but stated that everything that has been presented is in line. In addition, recommend that the payment for the grant administration be used as the leverage portion. Mr. Barber also reported that in the project area the one owner is hooking up 36 units, and there is an estimated four to five additional property owners to sign on to hookup.
- Mr. Harris stated that the language in section five seemed to be all right.
- Vice Mayor Royce asked if there was any public input.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve the resolution 2016-25 with attorney review. **Roll Call Vote:** Unanimous approval

7. TOWN ATTORNEY/PLANNING/DEPARTMENT HEADS/MAYOR/COUNCILMEMBERS

A. Planning (No Agenda Items for Discussion)

B. Town Attorney

1. Eucalyptus Right-of-Way (Heard after Item 8)

- Mr. Harris explained that the bank and college have agreed to work with the town, to assist with the water issue on Eucalyptus. Mr. Harris requested council approve the Town Administrator and Mr. Harris to move forward with what would be needed to move forward.

Motion - Moved by Council Member Boyd, seconded by Council Member Tuck, to approve t that the Town Administrator and Town Attorney are authorized to do the following:

1. Employ a surveyor to survey and prepare the legal descriptions for the portions of Eucalyptus to be conveyed to or by the Town.
2. Prepare the appropriate deeds and ordinance to convey the portion of land to Harbor

Community Bank in exchange for its portion of Eucalyptus right of way.

3. Search title to confirm ownership of the respective parcels.

4. Ask Harbor Community Bank to equally share in the cost of the transaction. **Roll Call Vote:** Unanimous approval

2. Saceman Road Closing

- Mr. Harris presented and discussed the Saceman Road closing Resolution and the process. The exchange was approved several months ago. Mr. Harris informed council the map of the areas was included in the agenda packet page 223 of 341.
- Council discussed the fee of \$800; Council consensus was to waive the fee.

Motion - Moved by Council Member Tuck, seconded by Council Member Boyd, to approve adoption of the resolution and to waive the fee of \$800.00. **Roll Call Vote:** Unanimous approval

C. Town Administrator

1. Discussion of Horticulture and Beautification Supervisor(Heard of Item 7.C.7)

- Council Member Royce stated that he had requested that this be placed on the agenda. The person that would be hired would take ownership of the beautification areas in the town and work with Keep Lake Placid Beautiful.
- Council discussed the position, and the various issues in some of the areas of the town.
- The consensus of Council was to include the position in the upcoming budget planning.

Motion - Moved by Council Member Boyd, seconded by Council Member Worley, to approve directing staff to consider a new position in the next budget cycle. **Roll Call Vote:** Unanimous approval

2. Personnel policy

- Mr. Williams stated that staff reviewed the policies presented, personnel policy P4 is being removed from consideration as some areas needed to be revised. Some changes that will be corrected are where the word "City" the word "Town" will be replaced and where Department Head appears that the word Director will replace.
- Council Member Royce requested clarification from Mr. Williams that the request is to have council adopt the policies presented and that staff is comfortable with the policies.
- Mr. Williams stated he agreed.
- Council Member Tuck suggested that where Town Administrator is listed to add "or designee."

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve the Town Policies as presented. **Roll Call Vote:** Unanimous approval

3. Placid Utilities agreement with Highlands County

- Mr. Barber overviews key points in the agreement, the previous requirement to build a water tower unless there was a need, and to use the funds for those systems.
- Council Member Royce asked Mr. Williams, Mr. Harris, and Mr. Barber if they were in agreement with the agreement presented and Highlands County Staff is in agreement.
- Mr. Harris stated that the agreement has been reviewed by Mr. Williams and Mr. Barber. Also, the County Attorney Mr. Macbeth has also reviewed the agreement with a couple of changes that he is in agreement.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve the Interlocal Agreement between Highlands County and the Town of Lake Placid **Roll Call Vote:** Unanimous approval

4. Purchase of used Mini Excavator from the auction.

- Mr. Barber requested to purchase a used mini excavator and would like approval from council to purchase at an auction. Mr. Barber commented that because it was an auction, it would be hard to go through the BID process.
- Council discussed on whether the purchase is required to go through the BID process and suggested that a BID request could ask for used equipment and the price range.

5. Approval Banking Services RFP Staff Recommendation (Heard after Item 7.B.2)

- Mr. Williams presented the Banking Services RFP and staff recommendations to council. The staff is recommending Harbor Bank for the Towns Banking Services.
- Mr. Shoop, a representative of Harbor Bank, responded to council that the interest rate is good for three years, and the variable rates go by the Federal Funds.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve the banking service agreement between the Town of Lake Placid and Harbor Bank for banking service.

Roll Call Vote: Unanimous approval

6. Regional Utilities Advisory Commission Town Council Liaison

- Mr. Williams requested council to name a new Council Liaison to the Regional Advisory Commission (LPRUAC) which is required under the LPRUAC.

Motion - Moved by Council Member Tuck, seconded by Council Member Boyd, to appoint Council Member Worley as the Council Liaison to the Lake Placid Regional Utilities Commission. **Roll Call**

Vote: Unanimous approval

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to appoint Council Member Boyd as the Alternate Council Liaison to the Lake Placid Regional Utilities Commission. **Roll Call**

Vote: Unanimous approval

7. Tangerine Reconstruction FDEP Recreation Grant Property (Heard after Item 7.B.2)

- Mayor Holbrook, Council, Mr. Harris and Mr. Williams discussed the Tangerine Reconstruction Project.
 - Mr. Harris discussed with council the issue of the land of the recreation area that would be needed for the roundabout, the grant that purchased the land does allow for a land swap, the town could swap another Town property to allow for the land needed for the project.
 - Mr. Williams commented that the project would be discussed at the county commission meeting on April 19th.
 - Council Member Royce has spoken to the county with Mr. Williams. The Highlands County Engineer is going to ask the county projecting the project at \$580,000 in state grants with the roundabout the funds are short an estimated \$118,000. A request from the Commission is to share the cost with a 50% share from the County and the 50%.
 - Council Member Tuck stated she would like to see the funds be used to fix Green Dragon Drive.
 - Council Member Royce clarified with the council that if the county did not want to participate in a cost-sharing for the Roundabout, then the project will come back to the council to decide on whether the town wants to absorb the entire cost overage for the project.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve staff to approach Highlands County with a request to participate in a cost-sharing for the roundabout for Tangerine. **Roll Call Vote:** Unanimous approval

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve staff to move forward with doing a land swap as discussed. **Roll Call Vote:** Unanimous approval

8. Discussion of Fire Department / EMS Property

- Mr. Williams presented a history of the Lake Placid Fire Department property; he reported that research has determined the Town approve and should have deeded the property to Highlands County, but that had not been done. Currently, Highlands County is wanting to pave the parking and Alleyway.

Motion - Moved by Council Member Worley, seconded by Council Member Boyd, to approve giving Highlands County permission to improve the alleyway and roadway. **Roll Call Vote:** Unanimous approval

9. Lake June Park Pavilion drain field approve to submit to Recreation and Parks Advisory Committee (RPAC) and Tourist Development Commission (TDC).

- Mr. Williams presented to council and estimate from All Around Septic. As this is an improvement to the Lake area drain fields and would like to request and RPAC and the TDC to cost share with town three-way split and add security cameras to the request.

Motion - Moved by Council Member Boyd, seconded by Council Member Tuck, to approve to approve the Town Administrator proceed to request funding from RPAC and the TDC, and allow the Administrator to fix the drain field problem if there is an emergency. **Roll Call Vote:** Unanimous approval

10. Florida Department of Economic Opportunity - Community Planning Technical Assistance Grant

- Mr. Williams stated that this grant is the same that was applied for in 2015, and there is no cost to the Town.

Motion - Moved by Council Member Worley, seconded by Council Member Tuck, to approve applying for the Grant. **Roll Call Vote:** Unanimous approval

D. Project updates (Discussed Under Item 7.C.7)

1. Green Dragon

- Mr. Williams stated that after the County Engineer had completed core samples, it was determined that Green Dragon would need a reconstruction of the road. FDOT has withdrawn the \$100,000 for Green Dragon since it was determined additional funds were needed. The town will be going for the 2017 grant application cycle for the \$350,000 required to fix the road properly.

8. MAYOR/COUNCILMEMBERS

- Council Member Worley commented that Lake Drive East looks good and suggested that temporary signs should be put up when there is a completed Town project.
- In response to Council Member Tucks inquiry on the remaining of eucalyptus to Waldorf Allif that the signs were put up prematurely and were taken down. The Family of Mayor Aliff would be contacted when the renaming ceremony will be held naming the road after the Mayor.
- Mr. Harris reported that the Land Development Regulations LDR's are near completion and will be coming before council soon.
- Council Member Boyd complimented Mr. Williams organization of the agenda packet and that it was well organized and easy to follow.
- Mr. Barber commented that the over Budget on the sewer is mainly because of hiring issues, as it pertains to operators and that Pugh has been called in to help during a shortage of operators.
- Council Member Royce commented that the Cemetery is looking good, but requested staff take a look at the dirt piles in the back and get them spread out.

CITIZENS NOT ON AGENDA (Heard before Item 7.B.1)

- Mr. Leblanc presented a request for a crosswalk and presented a visual showing the proposed crosswalk.
- Council discussed the area for the crosswalk.

Motion - Moved by Council Member Tuck, seconded by Council Member Worley, to approve staff to plan and determine a cost for a crosswalk. **Roll Call Vote:** Unanimous approval

9. Adjournment 8:13 PM

LAKE PLACID POLICE DEPARTMENT

Monthly Department Report

During the month of April, the police department:

- **Received new department vehicle. It has been striped and patrol ready. The new truck was issued to Code Enforcement to assist in towing the bicycle safety trailer and haul larger items determined to be violations.**
- **Presented proclamation for April's Child Abuse Awareness Month**
- **Made the community aware of potential scams in regards to a caller claiming to be from Anytime Fitness attempting to collect fees over the phone.**
- **Conducted one Women's Self-Defense Class and one Senior Self-Defense Class**
- **Conducted the annual Operation Medicine Cabinet. We turned over 20 boxes totaling nearly 460 pounds of discarded medications.**
- **Two supervisors completed extensive training. Lt. Schneider-40 Hour Crime Scene Investigations. Sgt Troutman-80 Hour Traffic Homicide course. This gives our department two very well cross trained supervisors which offers a greater service to our community. I am very proud of their development.**
- **Officers presented our Bicycle Safety Clinic at the YMCA's Healthy Kids Day. It was the first appearance of our LPPD Safety Pup. (Photo attached)**

Traffic Safety and Patrol:

- **Total Traffic Contacts: 74**

- **Total Citations: 19**
- **Total Warnings: 55**
- **Total Crash Responses: 17**
- **Total calls for service: 765 (Includes dispatched and officer initiated calls) This is a 0.77% decrease from last year.**
- **Officers made 12 arrests.**

Code Enforcement:

- Cases issued in April: 53
- Cases issued year to date: 185
- Open cases carried over from 2015: 21
- Cases closed in April: 37
- Cases closed/in compliance this year: 181
- 27 open cases (YTD compliance rate 88 %)
- Letters mailed: 13
- Contacted in person: 16
- Contacted by phone: 12
- Signs pulled: 11
- **Training** : Alzheimer's online training
- **Other**: Covered the road 3 days for new officers to attend radar/speed measurement course, Spring cleaning of old case files for destruction and/or record retention, covered office phones, out of office for 2 days, trip to Ft. Myers for incineration of old files, distributed flyers for Operation Medicine Cabinet-drug takeback,
- **Community Outreach** : 13 car seat installations, 1 car seat check, attended Relay for Life meeting, attended Drug Free Highlands

meeting, attended Keep Lake Placid Beautiful meeting, assisted with self-defense class at Tropical harbor

- Sign permit fees: \$125
- Donation: \$25



LAKE PLACID REGIONAL UTILITIES

DIRECTORS REPORT

May 2016

BUDGET

- No significant changes since last month's report.

PROJECTS:

- We have completed a study of sewer availability fees. There are approximately 35 accounts we believe have sewer available that are not being charged availability fees. After field verifying these, I plan on issuing a letter explaining this and then begin billing them next billing cycle.
- I have completed a first draft of the map of the towns system. I will be refining it as we continue to do more locates. We have completed GPS location of the valves.
- Cartegraph Software contract has been executed. We are in the process of implementation, there is significant data gathering and input that will have to occur to implement the software.
- We are going to install a bypass on the North Plant, which is allowed to be used in an emergency situation according to FDEP. We will also have to replace the sand in both filters as well.
- We are looking into the possibility of converting Tomoka WTP over to liquid chlorine disinfection and removing the gas system. This will need to be permitted as well. The benefits of doing this will be safer working environment for our employees and redundancy with our other water systems. They will all have the same systems so that we can use the same parts if something needs emergency repairs.
- Lagoni Lane line extension – When workload allows we plan on exploring project feasibility.

MAINTENANCE:

- Valve exercising and hydrant maintenance should be completed by end of month.

GRANTS:

- 2015 CDBG Grant Projects – Lake Blue Water Main Improvement – We have obtained the needed easement for the project and Envisors is currently working on finalizing the plans. We will begin the campaign of obtaining temporary easements from homeowners to reconnect their water service from the rear of their homes to the front. There are approximately 110 homes that will have to have their service relocated.
- 2016 Phase 1B Sewer Expansion – We have enough connection agreements to satisfy the grant requirements. The application has been submitted and we are awaiting a decision.

OTHER:

- Tomoka Ground Storage Tank – Amended agreement has been presented to council.
- The rate study is in progress. I intend on presenting two different rate structures, we can either switch over to the current town rate structure, or utilize the rate structure the county had.
- I will be beginning the process of compiling the highlands county utility codes with the town codes to propose a unified code to council to go along with the unified rate structure.

Joseph Barber, P.E.
Town Engineer/Utility Director

FINANCIAL
FUNDS: ALL
58.33 % Yr Complete

GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
	GOVERNMENTAL REVENUE							
001-311-000	GEN AD VALOREM TAXES	51,851.41	0.00	556,074.14	605,610.00	605,610.00	91.82 %	
001-312-400	GEN LOCAL OPTION GAS TAX-FIRST	0.00	0.00	25,542.35	52,452.00	52,452.00	48.70 %	
001-312-420	GEN LOCAL OPTION GAS TAX-SECON	0.00	0.00	14,183.44	28,896.00	28,896.00	49.08 %	
001-313-100	GEN FRANCHISE FEE: ELECTRIC	13,446.80	0.00	91,174.15	189,500.00	189,500.00	48.11 %	
001-314-100	GEN UTILITY SERVICE TAXES: ELE	16,232.69	0.00	103,669.99	211,102.00	211,102.00	49.11 %	
001-314-800	GEN UTILITY SERVICE TAXES: PRO	795.38	0.00	4,909.69	7,000.00	7,000.00	70.14 %	
001-315-000	GEN (CST) COMMUNICATION SERVIC	8,491.50	0.00	59,240.81	99,677.00	99,677.00	59.43 %	
001-316-012	GEN LOCAL BUSINESS TAX	70.00	0.00	3,858.25	6,000.00	6,000.00	64.30 %	
001-316-013	GEN PEDDLER TAX	0.00	0.00	0.00	0.00	0.00	0.00 %	
001-324-620	GEN RECREATON USER FEES	3,280.00	0.00	10,720.00	15,000.00	15,000.00	71.47 %	
001-329-000	GEN ZONING-VARIANCE PERMITS	0.00	0.00	1,000.00	2,500.00	2,500.00	40.00 %	
001-329-100	GEN SIGN PERMIT FEES	75.00	0.00	350.00	0.00	0.00	0.00 %	
001-331-210	GEN DRUG GRANT - STATE	0.00	0.00	0.00	500.00	500.00	0.00 %	
001-331-220	GEN GRANT DISBURSEMENT	0.00	0.00	0.00	2,000.00	2,000.00	0.00 %	
001-334-101	GEN FDOT-NORTH US MAINTENANCE	0.00	0.00	8,533.38	17,066.00	17,066.00	50.00 %	
001-334-400	GEN CDBG STATE GRANT DISBURSEM	0.00	0.00	0.00	0.00	0.00	0.00 %	
001-334-500	GEN ST GRANT - DEPT OF ECONOMI	0.00	0.00	0.00	0.00	0.00	0.00 %	
001-334-713	GEN COUNTY CULTURE/RECREATION	0.00	0.00	0.00	110,000.00	110,000.00	0.00 %	
001-335-120	GEN STATE REVENUE SHARING PROC	6,113.81	0.00	42,864.31	73,805.00	73,805.00	58.08 %	
001-335-130	GEN STATE LIGHT MAINTENANCE FE	0.00	0.00	0.00	10,484.00	10,484.00	0.00 %	
001-335-140	GEN MOBILE HOME LICENSES	11.75	0.00	1,284.47	1,500.00	1,500.00	85.63 %	
001-335-150	GEN ALCOHOLIC BEVERAGE LICENSE	3,499.50	0.00	4,212.68	3,500.00	3,500.00	120.36 %	
001-335-180	GEN LOCAL GOVT. HALF CENT SALE	10,797.74	0.00	68,418.67	115,728.00	115,728.00	59.12 %	
001-335-490	FUEL TAX REFUNDS & CREDITS	0.00	0.00	22.34	0.00	0.00	0.00 %	
001-341-900	GEN ELECTION ASSESSMENT	0.00	0.00	24.00	30.00	30.00	80.00 %	
001-342-100	P.D. REPORT FEE	21.00	0.00	245.75	200.00	200.00	122.88 %	
001-342-101	P.D. PARKING TICKET	0.00	0.00	160.00	200.00	200.00	80.00 %	
001-342-900	P.D. CODE PENALTIES	0.00	0.00	0.00	500.00	500.00	0.00 %	
001-342-907	P.D. (CE) MAGISTRATE FINES	0.00	0.00	0.00	750.00	750.00	0.00 %	
001-342-909	P.D. (CE) MAGISTRATE ADMINISTR	0.00	0.00	0.00	0.00	0.00	0.00 %	
001-351-100	P.D. FINES-FORFEITURES	1,612.47	0.00	9,447.67	8,000.00	8,000.00	118.10 %	
001-351-300	P.D. EDUCATION ASSESSMENT	57.52	0.00	457.90	1,500.00	1,500.00	30.53 %	
001-358-001	GEN REC. TOWN PARKS RENTAL -US	500.00	0.00	2,310.00	3,000.00	3,000.00	77.00 %	
001-361-000	ADM. INTEREST	0.00	0.00	2,062.82	2,500.00	2,500.00	82.51 %	
001-361-001	ADM. INTEREST: CD & MM	0.00	0.00	-708.21	1,000.00	1,000.00	70.82-%	
001-362-007	ADM. BUILDING RENT: WATER	1,475.00	0.00	10,325.00	17,700.00	17,700.00	58.33 %	

FINANCIAL
 FUNDS: ALL
 58.33 % Yr Complete

GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
001-362-008	ADM. BUILDING RENT: SANITATION	335.25	0.00	2,346.75	4,023.00	4,023.00	58.33	%
001-362-009	ADM. BUILDING RENT: WASTEWATER	768.34	0.00	5,378.38	9,220.00	9,220.00	58.33	%
001-362-010	ADM. BUILDING RENT: CEMETERY	88.34	0.00	618.38	1,060.00	1,060.00	58.34	%
001-364-005	P.D. DISPOSITION OF FIXED ASSE	0.00	0.00	0.00	0.00	0.00	0.00	%
001-365-002	ST & RD. SALE OF SURPLUS ASSET	0.00	0.00	0.00	0.00	0.00	0.00	%
001-365-005	P.D. SALE OF SURPLUS ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	%
001-366-000	ADM. DONATIONS FROM PRIVATE SO	0.00	0.00	0.00	0.00	0.00	0.00	%
001-366-200	P.D. DONATIONS FROM PRIVATE SO	1,796.00	0.00	11,366.21	0.00	0.00	0.00	%
001-366-202	P.D. DONATIONS FROM FINGERPRIN	52.50	0.00	2,228.50	0.00	0.00	0.00	%
001-366-710	REC. DONATIONS FROM PRIVATE SO	0.00	0.00	0.00	0.00	0.00	0.00	%
001-369-010	ADM. MISCELLANEOUS REVENUE	0.00	0.00	29,834.70	0.00	0.00	0.00	%
001-381-901	ADM. TRANSFER IN - SANIT. LOAN	0.00	0.00	0.00	40,827.00	40,827.00	0.00	%
001-381-999	ADM. TRANSFER-IN INFRA	0.00	0.00	0.00	72,000.00	72,000.00	0.00	%
001-392-000	ADM. INSURANCE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	%
101-312-600	INFRA SURTAX	16,908.48	0.00	99,765.52	221,617.00	221,617.00	45.02	%
101-361-010	INFRA INTEREST	0.00	0.00	1,927.38	2,000.00	2,000.00	96.37	%
101-381-016	INFRA OPERATING TRANSFER-IN	0.00	0.00	630.00	18,088.00	18,088.00	3.48	%
101-381-402	INFRA TRANSFER-IN SEWER	0.00	0.00	0.00	0.00	0.00	0.00	%
300-331-100	PRE-DISASTER MITIGATION GRANT	0.00	0.00	0.00	0.00	0.00	0.00	%
300-334-100	CDBG DISBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	%
300-361-000	GRANT INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	%
300-381-100	GRANT TRANSFER IN - ADMIN FEMA	0.00	0.00	0.00	0.00	0.00	0.00	%
300-381-101	GRANT TRANSFER IN - INFRA	0.00	0.00	0.00	0.00	0.00	0.00	%
300-381-401	GRANT TRANSFER IN - WATER SYS	0.00	0.00	0.00	0.00	0.00	0.00	%
300-381-402	GRANT TRANSFER IN - SEWER FEMA	0.00	0.00	0.00	0.00	0.00	0.00	%
401-324-210	WA IMPACT FEE- RESIDENTIAL (WA	0.00	0.00	750.00	0.00	0.00	0.00	%
401-324-212	WA PROMISSORY NOTE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-324-213	WA PROMISSORY INT	0.00	0.00	0.00	0.00	0.00	0.00	%
401-324-220	WA IMPACT FEE - COMMERCIAL	0.00	0.00	0.00	10,000.00	10,000.00	0.00	%
401-334-310	STATE GRANT - WATER SUPPLY SYS	0.00	0.00	0.00	0.00	0.00	0.00	%
401-334-311	10 YR WATER SUPPLY PLAN (DEO)	0.00	0.00	0.00	0.00	0.00	0.00	%
401-342-200	FIRE PROTECTION	0.00	0.00	0.00	0.00	0.00	0.00	%
401-343-300	WATER UTILITY REVENUE	-138,484.46	0.00	350,984.29	1,165,000.00	1,165,000.00	30.13	%
401-343-350	WATER PENALTIES	357.50	0.00	2,386.92	0.00	0.00	0.00	%
401-343-355	WA TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-343-900	SERVICE CONNECTION FEES	2,095.00	0.00	16,170.00	15,000.00	15,000.00	107.80	%
401-361-000	INTEREST INCOME	0.00	0.00	2,032.37	0.00	0.00	0.00	%
401-364-000	GAIN/LOSS ON DISPOSAL	0.00	0.00	0.00	0.00	0.00	0.00	%

FINANCIAL
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ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
401-365-000	SURPLUS MATERIAL & SCRAP	0.00	0.00	0.00	0.00	0.00	0.00	%
401-369-000	MISCELLANEOUS INCOME	100.00	0.00	5,180.00	0.00	0.00	0.00	%
401-369-200	SETTING/REPAIRING METERS	40.00	0.00	3,805.00	1,000.00	1,000.00	380.50	%
401-381-000	TRANSFER IN - CAP. IMPROV. ACC	0.00	0.00	0.00	0.00	0.00	0.00	%
401-381-001	WW CAPITAL CONTRIBUTION - CDBG	0.00	0.00	0.00	0.00	0.00	0.00	%
401-381-003	TRANSFER IN - SEWER	0.00	0.00	0.00	19,126.00	19,126.00	0.00	%
401-381-402	CONTRIB. CAPITAL - IN	0.00	0.00	0.00	0.00	0.00	0.00	%
402-300-000	FUND BALANCE	0.00	0.00	0.00	121,283.00	121,283.00	0.00	%
402-324-110	WW SDC RESIDENTIAL	0.00	0.00	0.00	16,000.00	16,000.00	0.00	%
402-324-120	WW SDC - COMMERCIAL	0.00	0.00	0.00	0.00	0.00	0.00	%
402-334-350	CDBG GRANT DISBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	%
402-343-350	SEWER PENALTIES	162.77	0.00	1,205.55	0.00	0.00	0.00	%
402-343-355	WW TAP FEE	0.00	0.00	0.00	0.00	0.00	0.00	%
402-343-500	SEWER SERVICE FEES	128,252.03	0.00	426,319.03	575,900.00	575,900.00	74.03	%
402-343-501	GREASE TRAP	0.00	0.00	0.00	0.00	0.00	0.00	%
402-343-504	SEWER AVAILABILITY FEE	1,595.83	0.00	11,125.05	15,000.00	15,000.00	74.17	%
402-361-000	INTEREST INCOME	0.00	0.00	159.30	300.00	300.00	53.10	%
403-300-000	FUND BALANCE	0.00	0.00	0.00	3,525.00	3,525.00	0.00	%
403-343-700	MAUSOLEUM SALES	0.00	0.00	2,800.00	0.00	0.00	0.00	%
403-343-800	CASH LOT SALE	0.00	0.00	0.00	25,000.00	25,000.00	0.00	%
403-343-801	CEM CREMAIN LOT 4X4	0.00	0.00	0.00	0.00	0.00	0.00	%
403-343-802	CEM MEMORIAL LOT 3.6X10	700.00	0.00	2,800.00	0.00	0.00	0.00	%
403-343-803	CEM TRADITIONAL 4X11	900.00	0.00	7,200.00	0.00	0.00	0.00	%
403-361-000	INTEREST ON C.D. & MONEY MARKE	0.00	0.00	54.25	100.00	100.00	54.25	%
403-369-020	PERPETUAL CARE FEES	1,200.00	0.00	7,800.00	16,800.00	16,800.00	46.43	%
403-369-040	VASE-EMBLEM INCOME	0.00	0.00	0.00	168.00	168.00	0.00	%
403-369-050	CEM OPENING-CLOSING CRYPTS	0.00	0.00	900.00	1,000.00	1,000.00	90.00	%
403-369-051	CEM OPENING-CLOSING NICHES	0.00	0.00	1,050.00	0.00	0.00	0.00	%
403-369-900	CEM MARKING	0.00	0.00	0.00	7,000.00	7,000.00	0.00	%
403-369-901	CEM MARKING FEE BURIAL	300.00	0.00	2,850.00	0.00	0.00	0.00	%
403-369-902	CEM MARKING FEE HEADSTONE	350.00	0.00	1,150.00	0.00	0.00	0.00	%
404-361-000	INTEREST	0.00	0.00	1,511.92	1,500.00	1,500.00	100.79	%
404-369-009	BACKHOE PURCHASE 2015 (2 YRS)	0.00	0.00	833.34	0.00	0.00	0.00	%
404-369-220	IMPACT FEES - WATER	0.00	0.00	2,250.00	10,000.00	10,000.00	22.50	%
404-369-221	IMPACT FEES - SEWER	0.00	0.00	0.00	5,000.00	5,000.00	0.00	%
404-381-000	TRANSFER IN - WATER REV	7,500.00	0.00	52,500.00	90,000.00	90,000.00	58.33	%
404-381-001	TRANSFER IN - REPYMT OF BOA LO	0.00	0.00	0.00	50,783.00	50,783.00	0.00	%
405-361-000	WATER CONT. INTEREST INCOME	0.00	0.00	142.15	200.00	200.00	71.08	%

FINANCIAL
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GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
405-369-006	WATER CONT. TRANSFER-IN WATER	1,666.67	0.00	11,666.69	20,000.00	20,000.00	58.33	%
405-369-007	WASTEWATER SYSTEM TRANSFER-IN	1,333.34	0.00	9,333.38	5,000.00	5,000.00	186.67	%
405-381-000	MISC REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	%
409-300-003	SA FUND BALANCE - 409	0.00	0.00	0.00	49,568.00	49,568.00	0.00	%
409-343-350	SANITATION PENALTIES	68.11	0.00	722.09	0.00	0.00	0.00	%
409-343-400	GARBAGE/SOLID WASTE DUMPSTER R	110,735.73	0.00	281,610.85	341,078.00	341,078.00	82.56	%
409-343-401	GARBAGE/SOLID WASTE RESIDENTIA	0.00	0.00	81,883.54	104,220.00	104,220.00	78.57	%
409-343-410	EXTRA/BULK TRASH PICKUP	0.00	0.00	0.00	0.00	0.00	0.00	%
409-343-430	SANIT. SETUP FEE	75.00	0.00	1,350.00	2,000.00	2,000.00	67.50	%
409-361-000	INTEREST INCOME	0.00	0.00	255.25	500.00	500.00	51.05	%
409-381-100	OPERATING TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	%
412-361-000	INTEREST	0.00	0.00	141.85	0.00	0.00	0.00	%
412-381-001	TRANSFER IN LOAN I	5,555.75	0.00	38,890.25	66,669.00	66,669.00	58.33	%
412-381-002	TRANSFER IN LOAN II	5,113.42	0.00	5,113.28	61,362.00	61,362.00	8.33	%
413-361-010	INTEREST	0.00	0.00	460.28	0.00	0.00	0.00	%
413-381-010	TRANSFER IN-CEMETERY	0.00	0.00	9,000.00	0.00	0.00	0.00	%
TOTAL GOVERNMENTAL REVENUE		267,897.17	0.00	2,518,866.05	4,756,617.00	4,756,617.00	52.95	%
GOVERNMENTAL EXPENSES								
001-511-500	ADM. CHAMBER DUES & DONATION	0.00	0.00	0.00	0.00	0.00	0.00	%
001-513-012	ADM REG WAGES	5,692.96	0.00	40,763.67	78,395.00	78,395.00	52.00	%
001-513-014	ADM OT WAGES	0.00	0.00	0.00	0.00	0.00	0.00	%
001-513-016	ADM VACATION LEAVE	48.37	0.00	1,939.57	0.00	0.00	0.00	%
001-513-017	ADM SICK LEAVE	140.71	0.00	1,366.32	0.00	0.00	0.00	%
001-513-023	ADM HEALTH-LIFE INSURANCE	3,506.86	0.00	25,806.13	44,888.00	44,888.00	57.49	%
001-513-024	ADM WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
001-513-120	ADM. SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	%
001-513-121	ADM AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
001-513-122	ADM. DEFERRED COMP.	0.00	0.00	0.00	0.00	0.00	0.00	%
001-513-210	ADM. SOCIAL SECURITY/MEDICARE	426.91	0.00	3,208.14	5,997.00	5,997.00	53.50	%
001-513-220	ADM. RETIREMENT	1,220.59	0.00	9,052.63	15,824.00	15,824.00	57.21	%
001-513-310	ADM. LEGALS	321.41	0.00	5,897.88	15,000.00	15,000.00	39.32	%
001-513-311	ADM. SIMPLEFILE E-RECORDING	29.70	0.00	2,248.40	5,000.00	5,000.00	44.97	%
001-513-312	ADM. RESEARCH (TLO)	0.00	0.00	0.00	360.00	360.00	0.00	%
001-513-320	ADM. ACCOUNTING & AUDITING	0.00	0.00	0.00	900.00	900.00	0.00	%

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ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
001-513-322	ADM. IT SERVICES	0.00	0.00	108.00	2,500.00	2,500.00	4.32	%
001-513-410	ADM. COMMUNICATION	99.69	0.00	853.46	3,500.00	3,500.00	24.38	%
001-513-420	ADM. POSTAGE	177.64	0.00	668.87	500.00	500.00	133.77	%
001-513-430	ADM. ELECTRICITY	43.08	0.00	313.88	3,000.00	3,000.00	10.46	%
001-513-440	ADM. CHAMBER PUBLIC RESTROOM	0.00	0.00	1,800.00	1,800.00	1,800.00	100.00	%
001-513-450	ADM. TOWN INSURANCE	486.02	0.00	2,493.86	2,513.00	2,513.00	99.24	%
001-513-461	ADM. REPAIR & MAINTENANCE	294.57	0.00	713.26	2,500.00	2,500.00	28.53	%
001-513-470	ADM. CODIFICATION	0.00	0.00	0.00	3,800.00	3,800.00	0.00	%
001-513-480	ADM. ADVERTISEMENT	533.51	0.00	6,351.33	0.00	0.00	0.00	%
001-513-490	ADM. OTHER CURRENT CHARGES	130.59	0.00	775.26	2,820.00	2,820.00	27.49	%
001-513-491	ADM. TRIBUTES	202.96	0.00	202.96	500.00	500.00	40.59	%
001-513-493	ADM. ELECTION	0.00	0.00	0.00	3,000.00	3,000.00	0.00	%
001-513-496	ADM. CHAMBER EVENTS	0.00	0.00	22.00	600.00	600.00	3.67	%
001-513-497	ADM. HIGHLANDS CTY HUMAN RES D	0.00	0.00	0.00	1,000.00	1,000.00	0.00	%
001-513-510	ADM. OFFICE SUPPLIES	67.09	0.00	312.49	2,000.00	2,000.00	15.62	%
001-513-520	ADM. OPERATING SUPPLIES	49.10	0.00	1,322.69	2,000.00	2,000.00	66.13	%
001-513-522	ADM. FUEL	21.15	0.00	143.94	500.00	500.00	28.79	%
001-513-527	ADM. SAFETY PROGRAM	0.00	0.00	0.00	300.00	300.00	0.00	%
001-513-540	ADM. BOOKS, DUES, PUB, TRAVEL,	0.00	0.00	148.46	6,500.00	6,500.00	2.28	%
001-513-550	ADM. TRAINING & EDUCATION	73.48	0.00	144.63	3,000.00	3,000.00	4.82	%
001-513-551	ADM. COUNCIL BOOKS, DUES, ED	0.00	0.00	0.00	3,000.00	3,000.00	0.00	%
001-513-580	ADM. KEEP LAKE PLACID BEAUTIFU	-20,000.00	0.00	0.00	20,000.00	20,000.00	0.00	%
001-513-600	ADM. CAPITAL IMPROVEMENTS	0.00	0.00	0.00	10,000.00	10,000.00	0.00	%
001-513-602	ADM. TOWN HALL UPGRADE	0.00	0.00	0.00	0.00	0.00	0.00	%
001-513-603	ADM. CAPITAL IMPROVEMENTS: OTH	0.00	0.00	0.00	2,500.00	2,500.00	0.00	%
001-513-910	ADM. INTRAGOV'T TRANSFER TO GEN	0.00	0.00	0.00	50,000.00	50,000.00	0.00	%
001-513-911	ADM. INTRAGOV'T TRANSFER OTHER	0.00	0.00	0.00	14,298.00	14,298.00	0.00	%
001-514-310	ADM. LEGAL COUNSEL	0.00	0.00	0.00	100.00	100.00	0.00	%
001-514-313	ADM. LEGAL COUNSEL: MAGISTRATE	0.00	0.00	0.00	400.00	400.00	0.00	%
001-515-000	ADM. ZONING/PLANNING CONSULTAN	5,000.00	0.00	36,300.00	35,000.00	35,000.00	103.71	%
001-515-100	ADM. ZONING/PLANNING: ENG. REV	982.50	0.00	-17.50	1,000.00	1,000.00	1.75	%
001-521-012	P.D. REG WAGES	31,192.66	0.00	233,295.93	416,782.00	416,782.00	55.98	%
001-521-013	P.D. OTHER PAY	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-014	P.D. OT WAGES	690.38	0.00	7,304.80	0.00	0.00	0.00	%
001-521-016	P.D. VACATION	950.64	0.00	9,251.92	0.00	0.00	0.00	%
001-521-017	P.D. SICK LEAVE	1,302.97	0.00	3,080.90	0.00	0.00	0.00	%
001-521-023	P.D. HEALTH-LIFE INSURANCE	6,673.85	0.00	43,995.58	79,865.00	79,865.00	55.09	%
001-521-024	P.D. WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%

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ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
001-521-025	P.D. UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-121	P.D. AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-210	P.D. SOCIAL SECURITY/MEDICARE	2,532.64	0.00	18,783.96	30,675.00	30,675.00	61.24	%
001-521-220	P.D. RETIREMENT	6,396.79	0.00	47,377.45	76,305.00	76,305.00	62.09	%
001-521-231	P.D. GARNISHMENT: CHILD SUPPOR	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-310	P.D. LEGAL COUNSEL	171.84	0.00	1,299.92	1,600.00	1,600.00	81.25	%
001-521-320	P.D. ACCOUNTING FEES & SERVICE	0.00	0.00	0.00	2,340.00	2,340.00	0.00	%
001-521-350	P.D. INVESTIGATION	0.00	0.00	1,223.61	1,400.00	1,400.00	87.40	%
001-521-410	P.D. COMMUNICATIONS	1,119.98	0.00	7,080.30	11,900.00	11,900.00	59.50	%
001-521-413	P.D. SMART COP CARDS	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-414	P.D. TELEPHONE SYSTEM MAIN. CO	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-416	P.D. SMART COP CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-420	P.D. POSTAGE	80.60	0.00	803.07	1,700.00	1,700.00	47.24	%
001-521-430	P.D. ELECTRICITY	373.30	0.00	2,857.40	5,300.00	5,300.00	53.91	%
001-521-450	P.D. TOWN INSURANCE	1,937.00	0.00	11,580.28	11,308.00	11,308.00	102.41	%
001-521-460	P.D. BUILDING REPAIR	118.94	0.00	2,936.96	5,000.00	5,000.00	58.74	%
001-521-463	P.D. EQUIPMENT REPAIR	1,634.47	0.00	5,556.11	10,000.00	10,000.00	55.56	%
001-521-480	P.D. ADVERTISEMENT	1.67	0.00	61.18	0.00	0.00	0.00	%
001-521-490	P.D. OTHER CURRENT CHARGES	28.50	0.00	28.50	560.00	560.00	5.09	%
001-521-492	P.D. TRIBUTES	0.00	0.00	74.90	300.00	300.00	24.97	%
001-521-493	P.D. OTHER CURRENT CHARGES	0.00	0.00	31.49	0.00	0.00	0.00	%
001-521-510	P.D. OFFICE SUPPLIES	0.00	0.00	1,163.52	5,300.00	5,300.00	21.95	%
001-521-511	P.D. COPIER CHARGE	400.28	0.00	1,635.87	2,500.00	2,500.00	65.43	%
001-521-519	P.D. OPE. SUPPLIES-DONATIONS	1,170.25	0.00	10,321.85	0.00	0.00	0.00	%
001-521-520	P.D. OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-521	P.D. FUEL	1,179.56	0.00	10,830.58	23,000.00	23,000.00	47.09	%
001-521-522	P.D. CLEANING SUPPLIES	0.00	0.00	15.45	200.00	200.00	7.73	%
001-521-523	P.D. OPERATING SUPPLIES	650.21	0.00	8,515.86	14,000.00	14,000.00	60.83	%
001-521-524	P.D. OFFICERS SHOE ALLOWANCE	0.00	0.00	174.94	600.00	600.00	29.16	%
001-521-529	P.D. GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-540	P.D. BOOKS, DUES, PUB, TRAVEL,	219.95	0.00	4,168.55	6,000.00	6,000.00	69.48	%
001-521-550	P.D. TRAINING & EDUCATION	1,781.00	0.00	2,351.23	1,600.00	1,600.00	146.95	%
001-521-600	P.D. GRANT EXPENSE	0.00	0.00	0.00	2,000.00	2,000.00	0.00	%
001-521-610	P.D. CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	%
001-521-640	P.D. CAPITAL OUTLAY MACHINERY	0.00	0.00	791.86	10,000.00	10,000.00	7.92	%
001-521-643	P.D. CAPITAL OUTLAY: VEHICLE	0.00	0.00	36,272.00	37,000.00	37,000.00	98.03	%
001-541-012	ST & RD REG WAGES	8,572.47	0.00	79,747.87	171,381.00	171,381.00	46.53	%
001-541-013	ST & RD OTHER PAY	0.00	0.00	0.00	0.00	0.00	0.00	%

FINANCIAL
 FUNDS: ALL
 58.33 % Yr Complete

GL ACCOUNTS	ACCOUNTS DESCRIPTION	MONTH ACTUAL	MONTHLY BUDGET	YTD ACTUAL	YTD BUDGET	ANNUAL BUDGET	REC'D/EXP BUDGET	
001-541-014	ST & RD OT WAGES	125.95	0.00	1,096.83	0.00	0.00	0.00	%
001-541-016	ST & RD VACATION LEAVE	2,605.84	0.00	9,125.27	2,132.00	2,132.00	428.01	%
001-541-017	ST & RD SICK LEAVE	9,215.28	0.00	12,271.66	7,673.00	7,673.00	159.93	%
001-541-023	ST & RD HEALTH-LIFE INSURANCE	3,623.54	0.00	20,454.68	44,814.00	44,814.00	45.64	%
001-541-024	ST & RD WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
001-541-120	ST & RD SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	%
001-541-121	ST & RD AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
001-541-210	ST & RD SOCIAL SECURITY/MEDICA	1,557.31	0.00	7,738.38	13,111.00	13,111.00	59.02	%
001-541-220	ST & RD RETIREMENT	1,282.59	0.00	9,186.50	16,609.00	16,609.00	55.31	%
001-541-233	ST & RD GARNISHMENT: STUDENT L	0.00	0.00	-1.00	0.00	0.00	0.00	%
001-541-251	ST & RD UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	%
001-541-310	ST & RD LEGAL COUNSEL	2,445.53	0.00	6,022.22	1,000.00	1,000.00	602.22	%
001-541-311	ST & RD ENGINEERING	985.00	0.00	1,735.00	0.00	0.00	0.00	%
001-541-320	ST & RD ACCOUNTING AND AUDITIN	0.00	0.00	0.00	2,340.00	2,340.00	0.00	%
001-541-410	ST & RD COMMUNICATIONS	333.69	0.00	2,120.56	3,000.00	3,000.00	70.69	%
001-541-420	ST & RD POSTAGE	34.36	0.00	92.96	100.00	100.00	92.96	%
001-541-430	ST & RD ELECTRICITY	3,446.28	0.00	27,198.48	45,000.00	45,000.00	60.44	%
001-541-450	ST & RD TOWN INSURANCE	486.00	0.00	3,247.76	3,769.00	3,769.00	86.17	%
001-541-460	ST & RD REPAIR & MAINT.	0.00	0.00	6.75	0.00	0.00	0.00	%
001-541-461	ST & RD REPAIR RAILROAD CROSSI	0.00	0.00	0.00	3,500.00	3,500.00	0.00	%
001-541-463	ST & RD REPAIR & MAINT.	2,852.39	0.00	15,688.64	35,000.00	35,000.00	44.82	%
001-541-480	ST & RD ADVERTISEMENT	5.00	0.00	250.70	0.00	0.00	0.00	%
001-541-490	ST & RD OTHER CURRENT CHARGES	157.86	0.00	329.07	480.00	480.00	68.56	%
001-541-510	ST & RD OFFICE SUPPLIES	27.45	0.00	645.09	3,000.00	3,000.00	21.50	%
001-541-520	ST & RD OPERATING SUPPLIES	23.52	0.00	926.79	4,000.00	4,000.00	23.17	%
001-541-523	ST & RD UNIFORMS	267.96	0.00	1,117.13	1,688.00	1,688.00	66.18	%
001-541-524	ST & RD FUEL	500.85	0.00	3,038.10	13,000.00	13,000.00	23.37	%
001-541-540	ST & RD BOOKS, DUES, PUB, TRAV	0.00	0.00	114.57	0.00	0.00	0.00	%
001-541-55	ST & RD FUEL	0.00	0.00	0.00	0.00	0.00	0.00	%
001-541-550	ST & RD TRAINING AND EDUCATION	132.27	0.00	257.35	0.00	0.00	0.00	%
001-541-600	ST & RD CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	%
001-541-630	ST & RD ROAD PAVING	0.00	0.00	11,407.55	35,000.00	35,000.00	32.59	%
001-541-640	ST & RD MACHINERY AND EQUIPMEN	0.00	0.00	46,550.00	50,000.00	50,000.00	93.10	%
001-572-012	REC. REG WAGES	3,982.04	0.00	31,921.88	61,355.00	61,355.00	52.03	%
001-572-013	REC. OTHER PAY	0.00	0.00	0.00	0.00	0.00	0.00	%
001-572-014	REC. OT WAGES	19.22	0.00	101.09	0.00	0.00	0.00	%
001-572-016	REC. VACATION	52.57	0.00	1,732.50	0.00	0.00	0.00	%
001-572-017	REC. SICK LEAVE	254.36	0.00	734.74	0.00	0.00	0.00	%

FINANCIAL
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GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
001-572-023	REC. HEALTH-LIFE INSURANCE	1,271.58	0.00	7,629.41	15,241.00	15,241.00	50.06	%
001-572-024	REC. WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
001-572-120	REC. SALARY	0.00	0.00	0.00	0.00	0.00	0.00	%
001-572-121	REC AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
001-572-210	REC. SOCIAL SECURITY/MEDICARE	324.01	0.00	2,593.86	4,694.00	4,694.00	55.26	%
001-572-220	REC. RETIREMENT	415.05	0.00	3,264.07	5,680.00	5,680.00	57.47	%
001-572-251	REC. UNEMPLOYMENT	0.00	0.00	0.00	2,500.00	2,500.00	0.00	%
001-572-310	REC. LEGAL COUNSEL	574.22	0.00	2,828.32	2,000.00	2,000.00	141.42	%
001-572-320	REC. ACCOUNTING AND AUDITING	0.00	0.00	0.00	2,340.00	2,340.00	0.00	%
001-572-410	REC. COMMUNICATIONS	276.50	0.00	1,791.19	3,000.00	3,000.00	59.71	%
001-572-420	REC.POSTAGE	36.40	0.00	133.56	100.00	100.00	133.56	%
001-572-430	REC. ELECTRICITY	1,658.61	0.00	10,949.34	20,000.00	20,000.00	54.75	%
001-572-450	REC. TOWN INSURANCE	1,110.00	0.00	12,110.96	16,334.00	16,334.00	74.15	%
001-572-460	REC. REPAIR & MAINTENANCE	5,114.85	0.00	33,324.25	40,000.00	40,000.00	83.31	%
001-572-461	REC. REPAIR EQUIPMENT	0.00	0.00	18.75	0.00	0.00	0.00	%
001-572-462	REC. REPAIR LK JUNE COMPLEX	0.00	0.00	0.00	0.00	0.00	0.00	%
001-572-463	REC. SAFETY EQUIPMENT	0.00	0.00	0.00	2,000.00	2,000.00	0.00	%
001-572-470	REC. REPAIR & MAINTENANCE	0.00	0.00	40.26	0.00	0.00	0.00	%
001-572-473	REC. SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	%
001-572-480	REC. ADVERTISEMENT	8.34	0.00	346.20	0.00	0.00	0.00	%
001-572-490	REC. OTHER CURRENT CHARGES	223.45	0.00	508.80	1,040.00	1,040.00	48.92	%
001-572-491	REC. PARK HOLIDAY EQUIPMENT	2,594.04	0.00	4,858.60	5,000.00	5,000.00	97.17	%
001-572-492	REC. PK SPECIAL EVENTS - FIREW	0.00	0.00	0.00	5,000.00	5,000.00	0.00	%
001-572-510	REC. OFFICE SUPPLIES	71.37	0.00	849.58	2,000.00	2,000.00	42.48	%
001-572-520	REC. OPERATING SUPPLIES	0.00	0.00	446.20	0.00	0.00	0.00	%
001-572-521	REC. FUEL	269.89	0.00	2,858.63	3,000.00	3,000.00	95.29	%
001-572-522	REC. UNIFORMS	41.35	0.00	294.82	400.00	400.00	73.71	%
001-572-523	REC. OPERATING SUPPLIES	429.97	0.00	1,553.79	3,000.00	3,000.00	51.79	%
001-572-530	REC. LEGAL COUNSEL	0.00	0.00	0.00	0.00	0.00	0.00	%
001-572-540	REC. BOOKS, DUES, PUB, TRAVEL,	0.00	0.00	186.47	0.00	0.00	0.00	%
001-572-550	REC. TRAINING AND EDUCATION	220.45	0.00	431.89	1,000.00	1,000.00	43.19	%
001-572-600	REC. CAPITAL OUTLAY	493.44	0.00	493.44	5,000.00	5,000.00	9.87	%
001-581-001	ADM OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	%
001-581-499	ST & RD TRANSFER OUT - BACKHOE	0.00	0.00	0.00	0.00	0.00	0.00	%
001-581-999	TRANSFER FUNDS TO HARBOR	1,117,284.56	0.00	1,117,284.56	0.00	0.00	0.00	%
101-513-601	INFRA CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	%
101-513-605	INFRA CAPITAL IMPRV: NEW ROOF	0.00	0.00	0.00	0.00	0.00	0.00	%
101-521-644	INFRA VEHICLE	0.00	0.00	0.00	37,000.00	37,000.00	0.00	%

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GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
101-541-633	INFRA ROADS/SIDEWALKS/PATH	0.00	0.00	0.00	72,000.00	72,000.00	0.00	%
101-581-002	INFRA TRANSFER OUT-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	%
101-581-910	UNCATEGORIZED EXPENSES	0.00	0.00	0.00	132,705.00	132,705.00	0.00	%
101-581-998	TRANSFER FUNDS TO HARBOR	305,426.98	0.00	305,426.98	0.00	0.00	0.00	%
101-581-999	TRANSFER OUT - CDBG	1,083,075.32	0.00	1,083,075.32	0.00	0.00	0.00	%
300-525-310	PDMG PROFESSIONAL SERV ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	%
300-525-311	CDBG PROFESSIONAL SERV ADMIN	0.00	0.00	0.00	0.00	0.00	0.00	%
300-525-650	PDMG CONTRACTOR GEN	0.00	0.00	0.00	0.00	0.00	0.00	%
300-533-310	CDBG ENGINEERING WATER/SEWER	0.00	0.00	0.00	0.00	0.00	0.00	%
300-533-311	CDBG PROFESSIONAL SERV WATER	0.00	0.00	0.00	0.00	0.00	0.00	%
300-535-310	PDMG PROFESSIONAL SERV WWTP	0.00	0.00	0.00	0.00	0.00	0.00	%
300-535-311	CDBG PROFESSIONAL SERV SEWER	0.00	0.00	0.00	0.00	0.00	0.00	%
300-535-601	CDBG WATER PLT/LS/WW LINE REPL	0.00	0.00	0.00	0.00	0.00	0.00	%
300-535-650	PDMG CONTRACTOR WWTP	0.00	0.00	0.00	0.00	0.00	0.00	%
300-541-310	CDBG ENGINEERING STREETS	0.00	0.00	0.00	0.00	0.00	0.00	%
300-541-311	CDBG PROFESSIONAL SERV STREETS	0.00	0.00	0.00	0.00	0.00	0.00	%
300-541-601	CDBG STREET IMPROVEMENT PAVING	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-012	REG WAGES	22,109.56	0.00	158,889.13	336,595.00	336,595.00	47.20	%
401-533-013	OTHER PAY	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-014	OT WAGES	1,135.62	0.00	8,899.69	0.00	0.00	0.00	%
401-533-016	VACATION LEAVE	965.72	0.00	6,748.78	2,265.00	2,265.00	297.96	%
401-533-017	SICK LEAVE	821.07	0.00	5,126.80	6,800.00	6,800.00	75.39	%
401-533-023	HEALTH-LIFE INSURANCE	5,526.75	0.00	32,131.01	78,865.00	78,865.00	40.74	%
401-533-024	WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-120	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-121	AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-125	EMPLOYEE'S UNITED WAY DEDUCTIO	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-127	EMPLOYEE'S DEFERRED COMP DEDUC	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-128	EMPLOYEE'S VOL VISION	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-129	EMPLOYEE'S VOL DENTAL	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-210	SOCIAL SECURITY/MEDICARE	1,874.70	0.00	13,460.16	25,749.00	25,749.00	52.27	%
401-533-220	RETIREMENT	2,799.51	0.00	20,380.75	37,205.00	37,205.00	54.78	%
401-533-310	PROFESSIONAL FEES-LEGAL	1,957.75	0.00	6,809.34	15,000.00	15,000.00	45.40	%
401-533-311	ENGINEERING	0.00	0.00	5,000.00	25,000.00	25,000.00	20.00	%
401-533-312	10 YR WATER SUPPLY PLAN EX(DEO	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-320	ACCOUNTING & AUDITING	0.00	0.00	0.00	11,520.00	11,520.00	0.00	%
401-533-340	CONTRACTUAL SERVICES	0.00	0.00	812.25	2,000.00	2,000.00	40.61	%
401-533-341	LAB TESTING	244.00	0.00	5,475.00	15,000.00	15,000.00	36.50	%

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GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
401-533-342	WATER TANK MAINTENANCE	12,348.72	0.00	37,744.95	51,460.00	51,460.00	73.35	%
401-533-343	COMPUTER SERVICES	0.00	0.00	542.50	3,000.00	3,000.00	18.08	%
401-533-410	COMMUNICATION	1,560.65	0.00	6,099.86	6,000.00	6,000.00	101.66	%
401-533-411	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-420	POSTAGE	1,519.13	0.00	6,009.91	8,000.00	8,000.00	75.12	%
401-533-430	ELECTRICITY	3,403.34	0.00	23,129.22	42,000.00	42,000.00	55.07	%
401-533-450	TOWN INSURANCE	4,783.00	0.00	39,239.88	49,002.00	49,002.00	80.08	%
401-533-460	REPAIR AND MAINTENANCE - OTHER	79.90	0.00	4,082.35	4,000.00	4,000.00	102.06	%
401-533-461	CROSS CONNECTION	0.00	0.00	7,140.00	12,000.00	12,000.00	59.50	%
401-533-462	DISTRIBUTION LINE REPAIR	1,839.28	0.00	2,569.93	10,000.00	10,000.00	25.70	%
401-533-463	EMERGENCY GENERATOR	463.75	0.00	1,882.98	5,000.00	5,000.00	37.66	%
401-533-464	WA WATER TANK MAINTENANCE REPA	0.00	0.00	0.00	5,000.00	5,000.00	0.00	%
401-533-465	HYDRANT REPAIR	0.00	0.00	0.00	7,500.00	7,500.00	0.00	%
401-533-466	VEHICLE REPAIR	2,660.29	0.00	3,828.07	12,000.00	12,000.00	31.90	%
401-533-467	SAFETY PRORAM	0.00	0.00	236.57	1,000.00	1,000.00	23.66	%
401-533-469	WATER PLANT MAINTENANCE	75.00	0.00	8,235.72	20,000.00	20,000.00	41.18	%
401-533-480	LEGAL ADVERTISEMENT	136.20	0.00	845.57	3,000.00	3,000.00	28.19	%
401-533-490	OTHER CURRENT CHARGES	820.05	0.00	1,416.71	2,720.00	2,720.00	52.08	%
401-533-491	BANK CHARGES & FEES	0.00	0.00	2,868.78	1,000.00	1,000.00	286.88	%
401-533-494	PLANT LICENSES RENEWAL	0.00	0.00	100.00	0.00	0.00	0.00	%
401-533-499	WA BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-510	OFFICE SUPPLIES	314.92	0.00	2,567.50	3,500.00	3,500.00	73.36	%
401-533-520	OPERATING SUPPLIES	0.00	0.00	3,562.27	7,000.00	7,000.00	50.89	%
401-533-521	FUEL	1,343.18	0.00	10,786.39	20,000.00	20,000.00	53.93	%
401-533-522	UNIFORMS	234.82	0.00	1,153.13	1,500.00	1,500.00	76.88	%
401-533-525	CHEMICALS	1,629.90	0.00	18,978.06	35,000.00	35,000.00	54.22	%
401-533-526	ADMINISTRATIVE COSTS	1,475.00	0.00	10,325.00	17,700.00	17,700.00	58.33	%
401-533-540	DUES, SUBSCRIPTION, MEMBERSHIP	148.82	0.00	810.19	5,000.00	5,000.00	16.20	%
401-533-550	TRAINING AND EDUCATION	499.69	0.00	3,640.43	5,000.00	5,000.00	72.81	%
401-533-560	MISCELLANEOUS EXPENSE	0.00	0.00	6.52	2,000.00	2,000.00	0.33	%
401-533-600	CAPITAL IMPROVEMENTS	6,606.50	0.00	40,235.08	100,000.00	100,000.00	40.24	%
401-533-643	LOCATING EQUIPMENT	0.00	0.00	0.00	3,000.00	3,000.00	0.00	%
401-533-644	NEW EQUIPMENT	0.00	0.00	756.74	4,500.00	4,500.00	16.82	%
401-533-645	VEHICLE PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-646	SYSTEM/PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-651	VEHICLE PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-533-653	SYSTEM/PROGRAM	0.00	0.00	489.00	7,000.00	7,000.00	6.99	%
401-533-910	INTRAGOV'T TRANSFER W/S CAP	0.00	0.00	833.34	10,000.00	10,000.00	8.33	%

FINANCIAL
 FUNDS: ALL
 58.33 % Yr Complete

GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
401-533-911	INTRAGOV'T TRANSFER	0.00	0.00	7,500.00	90,000.00	90,000.00	8.33	%
401-533-912	INTRAGOV'T TRANSFER CAP CONTRIB	1,666.67	0.00	11,666.69	20,000.00	20,000.00	58.33	%
401-533-999	UNCATEGORIZED EXPENSES	0.00	0.00	0.00	80,246.00	80,246.00	0.00	%
401-536-650	ENGINEER	0.00	0.00	750.00	0.00	0.00	0.00	%
401-581-006	TRANSFER SYS DEVELOPMENT FEE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-581-010	TRANSFERS OUT OPERATING	7,500.00	0.00	45,000.00	0.00	0.00	0.00	%
401-581-110	MISCELLANEOUS EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	%
401-581-307	TRANSFER OUT- CAPITAL CONTRIBU	0.00	0.00	0.00	0.00	0.00	0.00	%
401-581-999	TRANSFER FUNDS TO HARBOR	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	%
402-535-002	TRANSFER OUT-SEWER	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-012	REG WAGES	10,845.08	0.00	78,336.81	168,206.00	168,206.00	46.57	%
402-535-013	OTHER PAY	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-014	OT WAGES	361.83	0.00	6,884.90	0.00	0.00	0.00	%
402-535-016	VACATION LEAVE	280.12	0.00	2,602.63	369.00	369.00	705.32	%
402-535-017	SICK LEAVE	459.13	0.00	1,820.60	1,107.00	1,107.00	164.46	%
402-535-023	HEALTH-LIFE INSURANCE	1,918.11	0.00	13,628.76	31,479.00	31,479.00	43.29	%
402-535-024	WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-120	SALARY	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-121	AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-122	EMP UNITED WAY DONATION	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-124	EMP DEFERRED COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-128	EMPLOYEE'S VOL VISION	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-129	EMPLOYEE'S VOL DENTAL	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-210	SOCIAL SECURITY/MEDICARE	895.77	0.00	6,714.57	12,868.00	12,868.00	52.18	%
402-535-220	RETIREMENT	1,458.44	0.00	10,918.93	19,896.00	19,896.00	54.88	%
402-535-310	LEGAL COUNSEL	2,439.61	0.00	7,281.56	2,000.00	2,000.00	364.08	%
402-535-312	ENGINEERING	25,125.00	0.00	48,300.00	5,000.00	5,000.00	966.00	%
402-535-313	PERMIT - DEP	0.00	0.00	100.00	3,000.00	3,000.00	3.33	%
402-535-320	ACCOUNTING & AUDITING	0.00	0.00	0.00	5,760.00	5,760.00	0.00	%
402-535-340	CONTRACTUAL SERVICES	1,300.00	0.00	5,678.00	2,500.00	2,500.00	227.12	%
402-535-410	COMMUNICATION	227.31	0.00	2,908.44	4,000.00	4,000.00	72.71	%
402-535-412	POSTAGE EXP	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-420	POSTAGE	260.75	0.00	1,705.80	3,000.00	3,000.00	56.86	%
402-535-430	ELECTRICITY	4,508.30	0.00	32,134.10	45,000.00	45,000.00	71.41	%
402-535-450	TOWN INSURANCE	4,833.00	0.00	26,419.24	27,642.00	27,642.00	95.58	%
402-535-460	REPAIR & MAINTENANCE	2,210.03	0.00	5,032.45	14,000.00	14,000.00	35.95	%
402-535-463	REPAIR VEHICLE	0.00	0.00	335.77	2,000.00	2,000.00	16.79	%
402-535-464	REPAIR GRAVITY (LIFT STATION)	0.00	0.00	4,320.47	5,000.00	5,000.00	86.41	%

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GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
402-535-465	REPAIR WWTP GENERATORS	510.80	0.00	510.80	3,500.00	3,500.00	14.59	%
402-535-466	REPAIR WWTP	-10,600.00	0.00	23,148.65	6,000.00	6,000.00	385.81	%
402-535-480	LEGAL ADVERTISEMENT	186.93	0.00	626.44	200.00	200.00	313.22	%
402-535-490	MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-493	OTHER CURRENT CHARGES	147.92	0.00	585.44	1,760.00	1,760.00	33.26	%
402-535-499	WW BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-510	OFFICE SUPPLIES	181.43	0.00	1,705.74	2,300.00	2,300.00	74.16	%
402-535-520	OPERATING SUPPLIES	517.04	0.00	4,682.86	10,000.00	10,000.00	46.83	%
402-535-521	FUEL	163.51	0.00	1,294.81	4,500.00	4,500.00	28.77	%
402-535-522	UNIFORMS	118.65	0.00	706.65	700.00	700.00	100.95	%
402-535-524	SLUDGE	18,900.00	0.00	28,350.00	60,000.00	60,000.00	47.25	%
402-535-525	LAB	2,875.00	0.00	14,358.00	18,000.00	18,000.00	79.77	%
402-535-526	SAFETY	0.00	0.00	0.00	250.00	250.00	0.00	%
402-535-527	CHEMICALS	1,116.30	0.00	11,021.30	10,000.00	10,000.00	110.21	%
402-535-528	ADMINISTRATIVE COSTS	768.34	0.00	5,378.38	9,220.00	9,220.00	58.33	%
402-535-540	DUES, SUBSCRIPTION, MEMBERSHIP	0.00	0.00	531.26	200.00	200.00	265.63	%
402-535-550	TRAINING AND EDUCATION	338.03	0.00	3,123.59	2,000.00	2,000.00	156.18	%
402-535-560	MISCELLANEOUS EXPENSES	218.50	0.00	238.27	0.00	0.00	0.00	%
402-535-600	CAPITAL IMPROVEMENTS	1,673.10	0.00	1,673.10	15,000.00	15,000.00	11.15	%
402-535-602	CAPITAL OUTLAY - GRANT	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-608	SYSTEM/SOFTWARE	0.00	0.00	175.00	0.00	0.00	0.00	%
402-535-644	NEW EQUIPMENT	0.00	0.00	980.16	0.00	0.00	0.00	%
402-535-700	DEBT - DEP LOAN I	5,555.75	0.00	38,890.25	66,669.00	66,669.00	58.33	%
402-535-701	DEBT - DEP LOAN II	5,113.42	0.00	35,793.94	61,361.00	61,361.00	58.33	%
402-535-720	INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-910	INTRAGOV'T TRANSFER - GEN	0.00	0.00	0.00	0.00	0.00	0.00	%
402-535-911	INTRAGOV'T TRANSFER - W/S CAP S	0.00	0.00	0.00	16,000.00	16,000.00	0.00	%
402-535-912	INTRAGOV'T TRANSFER	1,333.34	0.00	9,333.38	0.00	0.00	0.00	%
402-535-913	INTRAGOV'T TRANSFER - WA	1,593.84	0.00	11,156.88	19,126.00	19,126.00	58.33	%
402-535-914	INTRAGOV'T TRANSFER - W/S CAP T	4,231.92	0.00	29,623.44	50,783.00	50,783.00	58.33	%
402-535-915	INTRAGOV'T TRANSFER - INFRA	1,507.33	0.00	10,551.31	18,088.00	18,088.00	58.33	%
402-581-000	TRANSFER OUT- GEN	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-002	TRANSFER OUT - W/S CAP BACKHOE	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-005	TRANSFER OUT- W/S SYS DEVELOPM	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-010	TRANSFER OUT - WATER	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-110	TRANSFER OUT- W/S CAP (TOMOKA)	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-111	TRANSFER OUT - W/S CAP/ INFRA	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-112	TRANSFER OUT- BACKHOE & TRAILER	0.00	0.00	0.00	0.00	0.00	0.00	%

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GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
402-581-200	DEPT. OF ENVIRON. LOAN-I TRANS	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-21	DEPT. OF ENVIRON. LOAN-II TRAN	0.00	0.00	0.00	0.00	0.00	0.00	%
402-581-999	TRANSFER FUNDS TO HARBOR	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-012	REG WAGES	701.73	0.00	6,729.90	14,055.00	14,055.00	47.88	%
403-580-013	OTHER PAY	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-014	OT WAGES	7.15	0.00	87.48	0.00	0.00	0.00	%
403-580-016	VACATION LEAVE	40.07	0.00	598.30	0.00	0.00	0.00	%
403-580-017	SICK LEAVE	224.05	0.00	474.23	0.00	0.00	0.00	%
403-580-023	HEALTH-LIFE INSURANCE	302.82	0.00	1,816.58	3,632.00	3,632.00	50.02	%
403-580-024	WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-120	SALARY	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-121	AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-126	AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-210	SOCIAL SECURITY/MEDICARE	72.99	0.00	591.59	1,075.00	1,075.00	55.03	%
403-580-220	RETIREMENT	114.48	0.00	900.16	1,565.00	1,565.00	57.52	%
403-580-233	GARNISHMENT CHILD SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-270	DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-310	ACCOUNTING & AUDIT	0.00	0.00	0.00	1,200.00	1,200.00	0.00	%
403-580-311	LEGAL COUNSEL	44.56	0.00	279.94	250.00	250.00	111.98	%
403-580-320	LEGAL COUNSEL FEES	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-321	ACCOUNTING & AUDIT	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-410	COMMUNICATIONS	27.24	0.00	203.00	250.00	250.00	81.20	%
403-580-420	POSTAGE	5.86	0.00	28.91	50.00	50.00	57.82	%
403-580-430	ELECTRICITY	161.47	0.00	1,522.81	2,100.00	2,100.00	72.51	%
403-580-450	TOWN INSURANCE	486.00	0.00	3,247.76	3,769.00	3,769.00	86.17	%
403-580-460	REPAIR & MAINTENANCE	31.32	0.00	827.10	1,000.00	1,000.00	82.71	%
403-580-480	ADVERTISEMENT	1.11	0.00	36.75	0.00	0.00	0.00	%
403-580-490	OTHER CURRENT CHARGES	29.78	0.00	1,457.75	4,480.00	4,480.00	32.54	%
403-580-493	HOLIDAY GIFT CERTIFICATE	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-510	OFFICE SUPPLIES	21.97	0.00	279.27	1,106.00	1,106.00	25.25	%
403-580-520	OPERATING SUPPLIES	5.30	0.00	78.67	0.00	0.00	0.00	%
403-580-521	FUEL	2.32	0.00	2.32	600.00	600.00	0.39	%
403-580-522	UNIFORMS	10.27	0.00	67.59	100.00	100.00	67.59	%
403-580-523	OPERATING SUPPLIES - OTHER	0.00	0.00	22.11	500.00	500.00	4.42	%
403-580-525	ADMINISTRATIVE COSTS	88.34	0.00	621.40	1,060.00	1,060.00	58.62	%
403-580-540	DUES, SUBSCRIPTION, MEMBERSHIP	0.00	0.00	22.33	0.00	0.00	0.00	%
403-580-550	TRAINING AND EDUCATION	29.39	0.00	57.70	0.00	0.00	0.00	%
403-580-600	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	%

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ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
403-580-601	CAPITAL PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-630	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	%
403-580-910	INTRAGOV'T TRANSFER - CEM TRST	0.00	0.00	0.00	16,800.00	16,800.00	0.00	%
403-581-100	TRANSFER OUT- CEMETERY TRUST	0.00	0.00	6,600.00	0.00	0.00	0.00	%
403-581-999	TRANSFER FUNDS TO HARBOR	15,000.00	0.00	15,000.00	0.00	0.00	0.00	%
404-533-310	ENGINEERING US 27 Wtr Service	0.00	0.00	1,370.00	0.00	0.00	0.00	%
404-533-600	CAPITAL OUTLAY	0.00	0.00	11,000.00	0.00	0.00	0.00	%
404-533-601	PROJECT US 27 Wtr Service Exte	0.00	0.00	0.00	0.00	0.00	0.00	%
404-533-631	REPLACE/NEW METERS AND LINES	753.35	0.00	1,195.49	25,000.00	25,000.00	4.78	%
404-535-600	CAPITAL OUTLAY	10,600.00	0.00	16,600.00	0.00	0.00	0.00	%
404-535-620	SEWER PLANT	0.00	0.00	0.00	0.00	0.00	0.00	%
404-581-003	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0.00	%
404-581-998	TRANSFER FUNDS TO HARBOR	1,000,000.00	0.00	1,000,000.00	0.00	0.00	0.00	%
404-581-999	UNCATEGORIZED EXPENSES	0.00	0.00	0.00	132,283.00	132,283.00	0.00	%
405-581-998	TRANSFER FUNDS TO HARBOR	165,788.09	0.00	165,788.09	0.00	0.00	0.00	%
405-581-999	UNCATEGORIZED EXPENSES	0.00	0.00	0.00	25,200.00	25,200.00	0.00	%
409-534-012	REG WAGES	7,285.82	0.00	75,834.23	152,500.00	152,500.00	49.73	%
409-534-013	OTHER PAY	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-014	OT WAGES	97.61	0.00	1,115.46	0.00	0.00	0.00	%
409-534-016	VACATION LEAVE	2,436.66	0.00	7,179.81	2,132.00	2,132.00	336.76	%
409-534-017	SICK LEAVE	9,043.16	0.00	12,036.79	7,674.00	7,674.00	156.85	%
409-534-023	HEALTH-LIFE INSURANCE	2,911.92	0.00	17,061.21	37,470.00	37,470.00	45.53	%
409-534-024	WRK COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-121	AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-122	EMP UNITED WAY DEDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-124	DEFERRED COMP	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-126	AUTO USE	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-129	EMPLOYEE'S VOL VISION	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-130	EMPLOYEE'S VOL DENTAL	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-210	SOCIAL SECURITY TAXES	1,430.84	0.00	7,254.91	11,666.00	11,666.00	62.19	%
409-534-220	RETIREMENT	1,230.03	0.00	9,281.19	15,987.00	15,987.00	58.05	%
409-534-230	HEALTH-LIFE INS	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-250	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-310	PRO FEES-LEGAL COUNSEL	169.48	0.00	1,228.74	750.00	750.00	163.83	%
409-534-313	LEGAL ADVERTISEMENT	0.00	0.00	0.00	250.00	250.00	0.00	%
409-534-320	ACCOUNTING & AUDITING	0.00	0.00	0.00	3,600.00	3,600.00	0.00	%
409-534-410	COMMUNICATION	229.85	0.00	1,297.93	2,500.00	2,500.00	51.92	%
409-534-411	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	%

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ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
409-534-420	POSTAGE	118.28	0.00	660.67	500.00	500.00	132.13	%
409-534-430	ELECTRICITY	48.46	0.00	1,346.85	2,000.00	2,000.00	67.34	%
409-534-450	TOWN INSURANCE	1,937.00	0.00	10,722.28	11,308.00	11,308.00	94.82	%
409-534-460	REPAIR & MAINTENANCE: OTHER	20,130.11	0.00	30,677.49	40,000.00	40,000.00	76.69	%
409-534-461	REPAIR & MAINTENANCE	13.22	0.00	1,858.93	0.00	0.00	0.00	%
409-534-463	LANDFILL FEE	14,339.60	0.00	92,879.00	130,000.00	130,000.00	71.45	%
409-534-480	LEGAL ADVERTISEMENT	36.05	0.00	198.43	0.00	0.00	0.00	%
409-534-490	OTHER CURRENT CHARGES	146.67	0.00	317.88	640.00	640.00	49.67	%
409-534-492	HOLIDAY CERTIFICATES	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-499	SA BAD DEBT	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-510	OFFICE SUPPLIES	60.40	0.00	1,115.69	2,026.00	2,026.00	55.07	%
409-534-521	FUEL	1,399.80	0.00	10,429.93	25,000.00	25,000.00	41.72	%
409-534-522	UNIFORMS	170.02	0.00	779.06	1,313.00	1,313.00	59.33	%
409-534-526	ADMINISTRATIVE COSTS	335.25	0.00	2,346.75	4,023.00	4,023.00	58.33	%
409-534-527	OPERATING SUPPLIES: OTHER	23.67	0.00	480.73	2,200.00	2,200.00	21.85	%
409-534-540	MEMBERSHIP, DUES, TRAVEL & SUB	0.00	0.00	113.79	0.00	0.00	0.00	%
409-534-550	TRAINING AND EDUCATION	132.27	0.00	260.39	0.00	0.00	0.00	%
409-534-600	CAPITAL IMP/OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-610	TRUCK PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-620	DUMPSTER REPLACEMENT	0.00	0.00	644.71	3,000.00	3,000.00	21.49	%
409-534-641	MACHINERY AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	%
409-534-700	TRANSFER TO RESERVE ACCOUNT -	0.00	0.00	10,206.75	0.00	0.00	0.00	%
409-581-400	OPERATING TRANSFER OUT	0.00	0.00	-2.18	0.00	0.00	0.00	%
409-581-700	TRANSFER OUT - GEN	3,402.25	0.00	13,609.00	40,827.00	40,827.00	33.33	%
409-581-999	TRANSFER FUNDS TO HARBOR	95,360.25	0.00	95,360.25	0.00	0.00	0.00	%
412-535-730	DEBT - DEP LOAN I	0.00	0.00	0.00	66,669.00	66,669.00	0.00	%
412-535-731	DEBT - DEP LOAN II	0.00	0.00	0.00	61,362.00	61,362.00	0.00	%
412-581-001	DEP LOAN I	0.00	0.00	33,334.60	0.00	0.00	0.00	%
412-581-002	DEP LOAN II	0.00	0.00	0.00	0.00	0.00	0.00	%
412-581-999	TRANSFER FUNDS TO HARBOR	114,051.73	0.00	114,051.73	0.00	0.00	0.00	%
413-581-999	TRANSFER FUNDS TO HARBOR	373,059.27	0.00	373,059.27	0.00	0.00	0.00	%
TOTAL GOVERNMENTAL EXPENSES		5,650,332.53	0.00	7,726,543.10	4,801,299.00	4,801,299.00	160.93	%
001	GENERAL NET OPERATIONS	-1,114,191.78	0.00	-1,043,305.85	1.00	1.00	104330585.00	-%
101	INFRA NET OPERATIONS	-1,371,593.82	0.00	-1,286,179.40	0.00	0.00	0.00	%
300	GRANT NET OPERATIONS	0.00	0.00	0.00	0.00	0.00	0.00	%
401	WA NET OPERATIONS	-1,224,435.45	0.00	-1,187,457.67	-1.00	-1.00	9999.00	%

FINANCIAL
 FUNDS: ALL
 58.33 % Yr Complete

GL	ACCOUNTS	MONTH	MONTHLY	YTD	YTD	ANNUAL	REC'D/EXP	
ACCOUNTS	DESCRIPTION	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET	
402	WW NET OPERATIONS	36,437.00	0.00	-31,192.08	-1.00	-1.00	9999.00	%
403	CEM NET OPERATIONS	-13,958.22	0.00	-14,949.40	1.00	1.00	1494940.00	-%
404	W/S CAP NET OPERATIONS	-1,003,853.35	0.00	-973,070.23	0.00	0.00	0.00	%
405	WA CONT. NET OPERATIONS	-162,788.08	0.00	-144,645.87	0.00	0.00	0.00	%
409	SANIT NET OPERATIONS	-51,609.83	0.00	-40,474.94	0.00	0.00	0.00	%
412	WW LOAN RPYMT NET OPERATIONS	-103,382.56	0.00	-103,240.95	0.00	0.00	0.00	%
=====								

2.E. Approval of all duly authorized monthly bills Less Royce Supply

05/04/2016 16:44
ap350_pg.php/Job No: 39107

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
001-202-000	ACCOUNTS PAYABLE							
99	MISC VENDOR							
	1667	04/29/2016	04/20/2016	04/20/2016	114.44	114.44		lodging
	59PNWHL2016	04/12/2016	04/07/2016	04/07/2016	105.00	0.00	04/19/2016	30 - PCA FLORIDA ENAMEL PINWHE
	Vendor Total:				219.44	114.44	Total Paid:	105.00
117	ACS SLS EXPERTPAY							
	1-074	04/07/2016	04/07/2016	04/07/2016	240.07	0.00	04/07/2016	CHILD SUPPORT SM
	1-078	04/21/2016	04/21/2016	04/21/2016	240.07	0.00	04/21/2016	CHILD SUPPORT SM
	2-074	04/07/2016	04/07/2016	04/07/2016	72.31	0.00	04/07/2016	CHILD SUPPORT SD
	2-076	04/14/2016	04/14/2016	04/14/2016	72.31	0.00	04/14/2016	CHILD SUPPORT SD
	2-078	04/21/2016	04/21/2016	04/21/2016	72.31	0.00	04/21/2016	CHILD SUPPORT SD
	Vendor Total:				697.07	0.00	Total Paid:	697.07
124	ADVANCED AUTO PARTS							
	6626026558-32016	04/15/2016	03/01/2016	04/30/2016	149.81	0.00	04/19/2016	ROTOR/BRAKE PADS/ BEARING KIT
	Vendor Total:				149.81	0.00	Total Paid:	149.81
157	AMAZON							
	1542	04/19/2016	04/19/2016	04/19/2016	12.09	0.00		Verizon Holster Combo Case for
	Vendor Total:				12.09	0.00	Total Paid:	12.09
185	AQUATIC PLUS							
	3716	04/29/2016	04/29/2016	04/29/2016	240.00	240.00		MAINTENANCE OF LAKE JUNE BEACH
	Vendor Total:				240.00	240.00	Total Paid:	0.00
277	BOARD OF COUNTY COMMISSIONERS							
	1550	04/05/2016	04/05/2016	04/05/2016	0.01	0.00	04/07/2016	WALDO ALIFF AVE STREET SIGNS
	55221	04/05/2016	03/23/2016	03/23/2016	114.44	0.00		Waldo Aliff Avenue street sign
	Vendor Total:				114.45	0.00	Total Paid:	114.45
302	BUYEA'S SMALL ENGINE							
	25784	04/04/2016	02/19/2016	02/19/2016	45.45	0.00		TANAKA CHAINSAW/ MODEL- ECV450
	25880	04/04/2016	03/11/2016	03/11/2016	103.95	0.00		HEAVY DUTY PRESSURE WASHER HOS
	25935	04/07/2016	03/23/2016	03/23/2016	164.65	0.00		ECHO POLE SAW REPAIR
	25995	04/12/2016	04/01/2016	04/01/2016	103.95	0.00	04/19/2016	PRESSURE WASHER HOSE/ HEAVY DU
	Vendor Total:				418.00	0.00	Total Paid:	418.00
306	C & C PLUMBING & REPAIR INC							
	201604138	04/29/2016	04/18/2016	04/18/2016	75.20	75.20		New faucet in back office sin

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
Vendor Total:					75.20	75.20	Total Paid:	0.00
316	CARD SERVICE CENTER							
	1490	04/11/2016	03/23/2016	04/17/2016	158.38	0.00		Schiage cam 505 ACC Camelot ke
	1498	04/11/2016	03/23/2016	04/17/2016	308.83	0.00		Trailer repair items, tools
	1505	04/11/2016	03/23/2016	04/17/2016	47.59	0.00		Plaque for Steve Bastardi
	1525	04/11/2016	03/23/2016	04/17/2016	39.92	0.00		Ultra file search
	1527	04/11/2016	03/23/2016	04/17/2016	47.59	0.00		Plaque for Jin Westcott
	1546	04/11/2016	03/23/2016	04/17/2016	26.17	0.00		Wasabi power battery pack and
	1548	04/11/2016	03/23/2016	04/17/2016	172.69	0.00		Standard SSL Renewal
	1565	04/11/2016	03/23/2016	04/17/2016	131.91	0.00		ITEMS FOR EQUIPMENT HAULER
	1573	04/11/2016	03/23/2016	04/17/2016	58.12	0.00		Publix supplies needed for Jim
	1632	04/11/2016	03/23/2016	04/17/2016	12.92	0.00		Rezoning letters
	3132016	04/11/2016	03/23/2016	04/17/2016	284.37	0.00		JOE'S TRAINING WYNDHAM HOTEL
	382016	04/11/2016	03/23/2016	04/17/2016	108.16	0.00		ADG TRAINING
Vendor Total:					1,396.65	0.00	Total Paid:	1,396.65
320	CARROT-TOP INDUSTRIES							
	29558800	04/05/2016	03/14/2016	03/14/2016	2,594.04	0.00		FLAGS
Vendor Total:					2,594.04	0.00	Total Paid:	2,594.04
325	CAUFFIELD & SONS, INC.							
	31732	04/29/2016	04/11/2016	04/11/2016	117.64	117.64		DEVANE IRRIGATION/ INSPECT/REM
	S211808	04/20/2016	04/07/2016	05/30/2016	145.54	0.00		SUPPLIES/ CASE OF WASP SPRAY/
Vendor Total:					263.18	117.64	Total Paid:	145.54
352	CENTRAL CONTRACTORS							
	21927	04/15/2016	04/05/2016	04/05/2016	189.00	0.00	04/19/2016	Backup phase loss relay for so
Vendor Total:					189.00	0.00	Total Paid:	189.00
357	CENTRAL FLORIDA REGIONAL PLANNING COUNCI							
	101111145	04/07/2016	04/01/2016	04/01/2016	5,000.00	0.00		PLANNING ADVISORY SERVICES
Vendor Total:					5,000.00	0.00	Total Paid:	5,000.00
363	CENTRAL SECURITY & ELECTRONICS, INC.							
	4460	04/07/2016	03/31/2016	03/31/2016	40.00	0.00		Move Evidence Room Security Pa
	R43531	04/07/2016	04/07/2016	04/07/2016	80.85	0.00		APR 1-JUN 30, 2016
	R44098	04/07/2016	03/22/2016	04/06/2016	155.94	0.00		APR1-JUN30, 2016
Vendor Total:					276.79	0.00	Total Paid:	276.79

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
365	CENTURYLINK							
	311199269-32016	04/07/2016	03/28/2016	04/19/2016	138.48	0.00		MAR 2016
	311742368-3282016	04/07/2016	03/28/2016	04/19/2016	70.27	0.00		MAR 2016
	Vendor Total:				208.75	0.00	Total Paid:	208.75
394	CLARKE PEST CONTROL SERVICES, INC							
	74591	04/05/2016	03/31/2016	03/31/2016	155.00	0.00		MARCH 2016 SERVICE
	Vendor Total:				155.00	0.00	Total Paid:	155.00
410	COMCAST							
	15515455297014-42016	04/19/2016	04/07/2016	04/25/2016	79.45	0.00	04/29/2016	INTERNET
	Vendor Total:				79.45	0.00	Total Paid:	79.45
426	COPY LIFE, INC.							
	AR15346	04/04/2016	03/28/2016	04/07/2016	98.05	0.00	04/07/2016	MARCH 2016
	Vendor Total:				98.05	0.00	Total Paid:	98.05
482	DEPARTMENT OF MANAGEMENT SERVICES							
	281604	04/20/2016	04/15/2016	05/16/2016	13.84	0.00		MAR 2016
	Vendor Total:				13.84	0.00	Total Paid:	13.84
521	DUKE ENERGY							
	0549504396-03222016	04/04/2016	03/22/2016	04/13/2016	26.32	0.00		LK MCCOY SO SIGN
	0571772079-3302016	04/07/2016	03/30/2016	04/21/2016	824.99	0.00		LK JUNE BALL PK
	0972459215-3312016	04/15/2016	03/31/2016	04/22/2016	214.57	0.00		PHASE 2
	1422356402-3182016	04/04/2016	03/18/2016	04/11/2016	25.48	0.00		MURAL AT OVERPASS
	1765599210-3182016	04/04/2016	03/18/2016	04/11/2016	12.53	0.00		908 S MAIN AVE WLL
	2350134504-3302016	04/07/2016	03/30/2016	04/21/2016	163.99	0.00		SOCCER FLD 2,3 WELL
	4618970106-3182016	04/04/2016	03/18/2016	04/11/2016	24.21	0.00		213 E INTERLAKE
	4907115533-3182016	04/04/2016	03/18/2016	04/11/2016	15.16	0.00		NE CORNER STUART PAR
	4922742009-412016	04/15/2016	04/01/2016	04/25/2016	174.60	0.00		WATERS EDGE LIGHTS
	5406008085-3222016	04/04/2016	03/22/2016	04/13/2016	11.89	0.00		WELL IN FRNT 852
	5483247566-3312016	04/15/2016	03/31/2016	04/22/2016	13.60	0.00		108 US HWY 27 N PUMP
	6096874294-3312016	04/15/2016	03/31/2016	04/22/2016	98.20	0.00		805 US HWY 27 S PUMP
	6171869379-3182016	04/04/2016	03/18/2016	04/11/2016	30.96	0.00		ROTARY MINI PARK
	7576672035-3302016	04/07/2016	03/30/2016	04/21/2016	187.44	0.00		CONCESSION
	7595603130-3182016	04/04/2016	03/18/2016	04/11/2016	13.10	0.00		IRRIGATION
	7658242522-3312016	04/15/2016	03/31/2016	04/22/2016	44.51	0.00		STEWART PK PUMP
	8475559078-3312016	04/15/2016	03/31/2016	04/22/2016	21.07	0.00		WELL C/S PARK AVE
	9409447640-3182016	04/04/2016	03/18/2016	04/11/2016	23.42	0.00		LK JUNE REC BLDG

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	9437961628-32016	04/15/2016	04/06/2016	04/06/2016	72.51	0.00		ENTRANCE OAK ISLND
	9437961628-462016	04/15/2016	04/06/2016	04/28/2016	70.14	0.00		ENTRANCE OAK ISLD
	9440553809-3182016	04/04/2016	03/18/2016	04/11/2016	86.99	0.00		HIBISCUS EEND COLLGE
	9441273855-3302016	04/07/2016	03/30/2016	04/21/2016	172.31	0.00		TOWN HALL
	9441417866-3312016	04/15/2016	03/31/2016	04/22/2016	262.74	0.00		DEVANE PARK
	9442281922-3312016	04/15/2016	03/31/2016	04/22/2016	181.18	0.00		MAIN ST S IRRIG & LTS
	9442425933-3212016	04/04/2016	03/21/2016	04/11/2016	88.48	0.00		IRR ON NORTH MALL
	9442569949-3182016	04/04/2016	03/18/2016	04/11/2016	73.02	0.00		LIGHTS EUCALYPTUS
	9443578013-412016	04/15/2016	04/01/2016	04/25/2016	2,104.55	0.00		STEET LIGHTING
	9444010047-3302016	04/07/2016	03/30/2016	03/30/2016	24.63	0.00		SOCCERFIEL PMP
	9628746402-3182016	04/04/2016	03/18/2016	04/11/2016	85.38	0.00		506 HILLCREST
	9772133391-3312016	04/15/2016	03/31/2016	04/22/2016	373.30	0.00		8 N OAK AVE
	Vendor Total:				5,521.27	0.00		Total Paid: 5,521.27
564	ERIC T. ZWAYER TAX COLLECTOR 1644	04/13/2016	04/13/2016	04/13/2016	85.75	0.00	04/19/2016	title #46
	Vendor Total:				85.75	0.00		Total Paid: 85.75
597	FIELDS EQUIPMENT COMPANY, INC. 206684	04/05/2016	03/24/2016	03/24/2016	239.12	0.00		John Deer sprayer pump repair.
	Vendor Total:				239.12	0.00		Total Paid: 239.12
599	FIRST BANKCARD 1558	04/20/2016	04/11/2016	05/07/2016	250.00	0.00	04/29/2016	Retirement Thank You - Jim Wes
	1559	04/20/2016	04/11/2016	05/07/2016	19.95	0.00	04/29/2016	FastStone Capture Lifetime Lic
	1582	04/20/2016	04/11/2016	05/07/2016	219.52	0.00	04/29/2016	car seats
	1610	04/20/2016	04/11/2016	05/07/2016	224.79	0.00	04/29/2016	gas grill
	410142016	04/20/2016	04/11/2016	05/07/2016	652.77	0.00	04/29/2016	MARK S. HOTEL SIRCHIE CRIME
	411152016	04/20/2016	04/11/2016	05/07/2016	26.89	0.00	04/29/2016	CRIME SCENE TECH COURSE-MARK S
	716222016	04/20/2016	04/11/2016	05/07/2016	210.00	0.00	04/29/2016	ANNUAL TRAINING SYMPOSIUM FEE
	Vendor Total:				1,603.92	0.00		Total Paid: 1,603.92
606	FLORIDA DEPARTMENT OF REVENUE 2-013	04/01/2016	04/01/2016	04/01/2016	20,642.83	0.00	04/01/2016	FRS RETIREMENT
	Vendor Total:				20,642.83	0.00		Total Paid: 20,642.83
620	FLORIDA DEPARTMENT OF LAW ENFORCEMENT 1095747	04/15/2016	03/25/2016	03/25/2016	229.50	0.00		MAR 2016
	Vendor Total:				229.50	0.00		Total Paid: 229.50

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
622	FLORIDA DEPARTMENT OF REVENUE DR330634	04/05/2016	04/05/2016	04/05/2016	37.14	0.00		FUEL TAX
	Vendor Total:				37.14	0.00	Total Paid:	37.14
631	FLORIDA HOSPITAL HEARTLAND DIVISION 2016CPR#018	04/29/2016	02/26/2016	02/26/2016	27.00	27.00		9 - CPR Cards for classes 3/30
	Vendor Total:				27.00	27.00	Total Paid:	0.00
683	GENERAL FUND ACCOUNT 050120169	04/28/2016	04/28/2016	04/28/2016	500,000.00	0.00		GENERAL FUND
	Vendor Total:				500,000.00	0.00	Total Paid:	500,000.00
691	GERMAINE SURVEYING, INC. 36005	04/05/2016	03/30/2016	03/30/2016	985.00	0.00		131 E Interlake Stuart Park
	Vendor Total:				985.00	0.00	Total Paid:	985.00
736	HAMILTON'S UNIFORMS 596082	04/29/2016	04/26/2016	04/26/2016	306.96	306.96		uniforms
	Vendor Total:				306.96	306.96	Total Paid:	0.00
772	HIGHLANDS COUNTY BOCC IVT2000188	04/20/2016	04/06/2016	05/06/2016	1,934.31	0.00		FUEL
	Vendor Total:				1,934.31	0.00	Total Paid:	1,934.31
807	HOME & OFFICE ESSENTIALS, INC. 236540	04/07/2016	04/07/2016	04/07/2016	68.99	0.00		85A cartridge, HP Laser Jet P1
	236757	04/04/2016	03/29/2016	03/29/2016	13.47	0.00		ACA mailing labels
	238425	04/29/2016	04/27/2016	04/27/2016	9.50	9.50		Name Plate for Mr. Boyd
	Vendor Total:				91.96	9.50	Total Paid:	82.46
809	HOME DEPOT CREDIT SERVICES 1553	04/25/2016	04/13/2016	05/01/2016	320.70	0.00		5/16" CHAIN HIGH VISIBILITY/ 4
	Vendor Total:				320.70	0.00	Total Paid:	320.70
824	INFRASTRUCTURE ACCT.-RESERVE TRANSFER-MM 041120169P	04/11/2016	04/11/2016	04/11/2016	16,908.48	0.00		529243VD60377 0216 Disc
	Vendor Total:				16,908.48	0.00	Total Paid:	16,908.48
841	IRS USATAXPYMT 2-063	04/07/2016	04/07/2016	04/07/2016	7,006.52	0.00	04/07/2016	IRS USATAXPYMT - FICA

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	2-064	04/07/2016	04/07/2016	04/07/2016	9,598.76	0.00	04/07/2016	IRS USATAXPYMT - FICA
	2-066	04/14/2016	04/14/2016	04/14/2016	4,482.54	0.00	04/14/2016	IRS USATAXPYMT - FICA
	2-067	04/15/2016	04/15/2016	04/15/2016	23.62	0.00	04/15/2016	IRS USATAXPYMT - FICA
	2-068	04/21/2016	04/21/2016	04/21/2016	7,558.76	0.00	04/21/2016	IRS USATAXPYMT - FICA
	Vendor Total:				28,670.20	0.00	Total Paid:	28,670.20
905	KELLEY'S FLORIST							
	1656	04/07/2016	04/11/2016	04/11/2016	73.45	0.00		Flower arrangement for Shirley
	Vendor Total:				73.45	0.00	Total Paid:	73.45
922	LAKE JUNE COMPLEX CAPITAL IMP FD							
	050120164	04/28/2016	04/28/2016	04/28/2016	59,982.44	0.00		GEN LAKE JUNE COMPLEX CAP. IMP
	Vendor Total:				59,982.44	0.00	Total Paid:	59,982.44
979	LEXISNEXIS RISK DATA MANAGEMENT INC							
	1023965-20160331	04/07/2016	03/31/2016	05/15/2016	200.00	0.00		MONTHLY FEE
	Vendor Total:				200.00	0.00	Total Paid:	200.00
1068	MOSTYN MULLINS							
	4212016	04/25/2016	04/25/2016	04/25/2016	51.32	0.00	04/29/2016	REIMBURSEMENT- HOME DEPOT PURC
	Vendor Total:				51.32	0.00	Total Paid:	51.32
1075	MUNICIPAL CODE CORPORATION							
	00268982	04/29/2016	04/13/2016	04/13/2016	304.00	304.00		ANNUAL WEB HOST 4/1/16-3/31/17
	Vendor Total:				304.00	304.00	Total Paid:	0.00
1079	NAPA							
	241545	04/04/2016	03/18/2016	03/18/2016	15.99	0.00		RELAY
	242316	04/04/2016	03/28/2016	03/28/2016	79.18	0.00		WHEEL BEARINGS/ BRAKE PADS / V
	Vendor Total:				95.17	0.00	Total Paid:	95.17
1160	PITNEY BOWES GLOBAL FINANCIAL SERVICES L							
	084146069	04/15/2016	04/03/2016	04/03/2016	102.89	0.00		MAR 2016
	Vendor Total:				102.89	0.00	Total Paid:	102.89
1162	PITNEY BOWES RESERVE ACCT							
	17587916-022016	04/29/2016	04/29/2016	04/29/2016	158.04	158.04		FEB-MAR 2016
	17587916-032016	04/20/2016	04/20/2016	04/20/2016	158.04	0.00		FEB-MARCH 2016
	Vendor Total:				316.08	158.04	Total Paid:	158.04

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1187	POLICE RECORDS & INFORMATION MANAGEMENT 3346	04/25/2016	04/20/2016	05/20/2016	195.00	0.00	04/29/2016	Registration - Evidence Retent
	Vendor Total:				195.00	0.00	Total Paid:	195.00
1202	PUBLIC RISK MANAGEMENT OF FLORIDA 16943	04/20/2016	04/01/2016	05/01/2016	4,019.02	0.00		TOWN INSURANCE
	Vendor Total:				4,019.02	0.00	Total Paid:	4,019.02
1218	QUICK LUBE CENTER 86803	04/15/2016	04/13/2016	04/13/2016	35.07	0.00		Oil Change and service
	87095	04/29/2016	04/27/2016	04/27/2016	35.07	35.07		oil change #62
	Vendor Total:				70.14	35.07	Total Paid:	35.07
1222	QUILL CORPORATION 4379733	04/07/2016	03/23/2016	04/22/2016	14.99	0.00		6-Outlet Power Strips; 4' Cord
	4398628	04/07/2016	03/23/2016	04/22/2016	64.39	0.00		901-BE550G APC Back-Up ES 550V
	4463301	04/07/2016	03/25/2016	04/24/2016	493.44	0.00		901-WYF00548107 Hand Dryer Mod
	4772148	04/15/2016	04/06/2016	05/06/2016	41.54	0.00		901-54032 Rubber Finger. 901-
	4899997	04/29/2016	04/11/2016	05/11/2016	20.34	20.34		901-720700CT Quill Copy Paper.
	Vendor Total:				634.70	20.34	Total Paid:	614.36
1227	GENERAL RECORDING 04292016	04/29/2016	04/29/2016	04/29/2016	3,234.97	0.00	04/29/2016	TRANSFER FUND TO HARBOR
	Vendor Total:				3,234.97	0.00	Total Paid:	3,234.97
1255	ROBBINS NURSERY, INC. 116491	04/13/2016	03/21/2016	03/21/2016	1,600.00	0.00	04/19/2016	Bulk mulch KLPB
	Vendor Total:				1,600.00	0.00	Total Paid:	1,600.00
1273	ROYCE SUPPLY 508781	04/29/2016	04/27/2016	04/27/2016	35.00	35.00		STHIL CHAINSAW/ MODEL MS250 RE
	Vendor Total:				35.00	35.00	Total Paid:	0.00
1283	SANITATION ACCOUNT 042020162	04/20/2016	04/20/2016	04/20/2016	8,655.04	0.00		LP GARBAGE - CTY
	Vendor Total:				8,655.04	0.00	Total Paid:	8,655.04
1291	SCOTTS PALAMDALE PLANT ORDER FORM 54222252	04/05/2016	02/29/2016	02/29/2016	1,465.00	0.00		200 yards of mulch for playgro
	54359368	04/05/2016	03/22/2016	03/22/2016	1,465.00	0.00		200 yards of mulch for playgro

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Vendor Total:					2,930.00	0.00	Total Paid:	2,930.00
1303	SEMINOLE TIRE							
	280538	04/12/2016	04/08/2016	04/08/2016	485.06	0.00	04/19/2016	new tires #50,mileage 42825
	280694	04/15/2016	04/14/2016	04/14/2016	544.34	0.00		repair brakes #49
	280913	04/21/2016	04/20/2016	04/20/2016	570.00	0.00	04/29/2016	4 tires,mileage 32604
Vendor Total:					1,599.40	0.00	Total Paid:	1,599.40
1346	SIRCHIE FINGER PRINT LABORATORI							
	0249840-IN	04/15/2016	04/11/2016	04/11/2016	600.00	0.00		Evidence collection course,(No
Vendor Total:					600.00	0.00	Total Paid:	600.00
1347	SMARSH							
	INV00117698	04/12/2016	03/31/2016	04/30/2016	107.00	0.00	04/19/2016	MAR 2016
	INV00141815	04/12/2016	02/29/2016	03/30/2016	107.00	0.00	04/19/2016	FEB 2016
Vendor Total:					214.00	0.00	Total Paid:	214.00
1385	STUART TROUTMAN							
	414212016	04/26/2016	04/26/2016	04/26/2016	52.25	52.25		REIMBURSEMENT FOR GAS
Vendor Total:					52.25	52.25	Total Paid:	0.00
1412	SWAINE & HARRIS, P.A.							
	20344	04/29/2016	04/07/2016	04/07/2016	4,385.10	4,385.10		GEN MATTERS
Vendor Total:					4,385.10	4,385.10	Total Paid:	0.00
1432	TAW POWER SYSTEMS, INC							
	26088095	04/29/2016	04/29/2016	04/29/2016	420.54	420.54		TOLP ANNUAL SERVICE
Vendor Total:					420.54	420.54	Total Paid:	0.00
1451	THE HOME TOWN NETWORK, INC.							
	311133	04/29/2016	04/23/2016	04/23/2016	15.00	15.00		5/13-6/13/2016
Vendor Total:					15.00	15.00	Total Paid:	0.00
1461	THE TAMPA TRIBUNE							
	1009825-32016	04/12/2016	04/12/2016	04/12/2016	17.79	0.00		BANK ADVERTISEMENT
	1009825-32016ADM	04/12/2016	04/12/2016	04/12/2016	530.73	0.00		ZONING AND PLANNING
Vendor Total:					548.52	0.00	Total Paid:	548.52
1519	UNIFIRST CORPORATION							
	0460472	04/05/2016	03/23/2016	03/23/2016	90.95	0.00		UNIFORMS

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	0462673	04/15/2016	04/06/2016	04/06/2016	34.61	0.00		UNIFORMS
	0463775	04/29/2016	04/13/2016	04/13/2016	37.93	37.93		UNIFORMS
	0464899	04/29/2016	04/20/2016	04/20/2016	36.25	36.25		UNIFORMS
	0466019	04/29/2016	04/27/2016	04/27/2016	109.57	109.57		UNIFORMS
	Vendor Total:				309.31	183.75	Total Paid:	125.56
1543	VERIZON							
	9762352876	04/04/2016	03/18/2016	04/13/2016	1,142.88	0.00		MARCH 2016
	Vendor Total:				1,142.88	0.00	Total Paid:	1,142.88
1552	W & W LUMBER COMPANY							
	1100552	04/15/2016	04/08/2016	04/08/2016	169.21	0.00		Dead bolts and supplies to ins
	1107812	04/29/2016	04/26/2016	04/26/2016	90.99	90.99		50-12" SPIKES FOR PARKING BUMP
	Vendor Total:				260.20	90.99	Total Paid:	169.21
1572	WATER SYSTEM							
	041120169P	04/11/2016	04/11/2016	04/11/2016	25.00	0.00		WATER PAYMENT TRANSFER
	Vendor Total:				25.00	0.00	Total Paid:	25.00
1579	WELLS FARGO FINANCIAL LEASING							
	5002962682	04/07/2016	03/31/2016	04/27/2016	302.23	0.00		COPIER
	Vendor Total:				302.23	0.00	Total Paid:	302.23
1606	XEROX CORPORATION							
	084146069	04/19/2016	04/03/2016	04/03/2016	102.90	0.00		MAR 2016
	Vendor Total:				102.90	0.00	Total Paid:	102.90
1622	ALLEN, NORTON & BLUE, P.A.							
	119239	04/29/2016	03/31/2016	03/31/2016	110.40	110.40		Allen, Norton & Blue PA profes
	Vendor Total:				110.40	110.40	Total Paid:	0.00
1629	HEARTLAND SPRING WATER INC							
	047523	04/19/2016	04/19/2016	04/19/2016	44.25	0.00		APRIL 2016
	Vendor Total:				44.25	0.00	Total Paid:	44.25
1630	JOSEPH R. BARBER							
	314-182016	04/04/2016	03/14/2016	03/14/2016	77.76	0.00		MILEAGE & PER DIEM
	Vendor Total:				77.76	0.00	Total Paid:	77.76
1654	FASTSIGNS							

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	34849537	04/07/2016	04/07/2016	04/07/2016	390.19	0.00		Signs for the Lake June Ball P
	Vendor Total:				390.19	0.00	Total Paid:	390.19
1673	PETTY CASH-GENERAL FUND							
	4292016	04/29/2016	04/29/2016	04/29/2016	6.20	6.20		PETTY CASH
	Vendor Total:				6.20	6.20	Total Paid:	0.00
1699	OVER TIME GRAPHICS LLC							
	112	04/29/2016	04/28/2016	04/28/2016	180.00	180.00		ROAD CLOSURE SIGNS
	Vendor Total:				180.00	180.00	Total Paid:	0.00
1700	GEN POLICE TRUST FUND							
	050120165	04/28/2016	04/28/2016	04/28/2016	579.99	0.00		GEN POLICE TRUST FUND
	Vendor Total:				579.99	0.00	Total Paid:	579.99
1701	GEN RESERVES TRANSFER							
	050120167	04/28/2016	04/28/2016	04/28/2016	553,487.16	0.00		GEN RESERVES TRANSFER
	Vendor Total:				553,487.16	0.00	Total Paid:	553,487.16
001-202-000	ACCOUNTS PAYABLE TOTALS:					6,887.42		
001-202-212	P/R PRM HEALTH/LIFE INS PAYABLE							
1202	PUBLIC RISK MANAGEMENT OF FLORIDA							
	233:33	04/07/2016	04/07/2016	04/07/2016	23,304.96	23,304.96		HEALTH I:233:711:04/03/16
	233:34	04/07/2016	04/07/2016	04/07/2016	423.65	423.65		EMPLR LIFE:233:712:04/03/16
	233:35	04/07/2016	04/07/2016	04/07/2016	458.93	458.93		HEALTH I:233:211:04/03/16
	233:36	04/07/2016	04/07/2016	04/07/2016	270.24	270.24		DENTAL:233:220:04/03/16
	233:37	04/07/2016	04/07/2016	04/07/2016	84.63	84.63		LIFE:233:301:04/03/16
	233:38	04/07/2016	04/07/2016	04/07/2016	33.58	33.58		VISION I:233:230:04/03/16
	233:39	04/07/2016	04/07/2016	04/07/2016	33.32	33.32		SHORT TERM:233:303:04/03/16
	233:40	04/07/2016	04/07/2016	04/07/2016	30.36	30.36		LONG TERM:233:304:04/03/16
	235:28	04/14/2016	04/14/2016	04/14/2016	173.44	173.44		HEALTH I:235:211:04/10/16
	235:29	04/14/2016	04/14/2016	04/14/2016	149.37	149.37		DENTAL:235:220:04/10/16
	235:30	04/14/2016	04/14/2016	04/14/2016	57.20	57.20		LIFE:235:301:04/10/16
	235:31	04/14/2016	04/14/2016	04/14/2016	19.33	19.33		VISION I:235:230:04/10/16
	235:32	04/14/2016	04/14/2016	04/14/2016	23.51	23.51		SHORT TERM:235:303:04/10/16
	235:33	04/14/2016	04/14/2016	04/14/2016	11.19	11.19		LONG TERM:235:304:04/10/16
	237:33	04/21/2016	04/21/2016	04/21/2016	270.23	270.23		DENTAL:237:220:04/17/16
	237:34	04/21/2016	04/21/2016	04/21/2016	458.93	458.93		HEALTH I:237:211:04/17/16
	237:35	04/21/2016	04/21/2016	04/21/2016	33.57	33.57		VISION I:237:230:04/17/16

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	237:36	04/21/2016	04/21/2016	04/21/2016	84.62	84.62		LIFE:237:301:04/17/16
	237:37	04/21/2016	04/21/2016	04/21/2016	33.31	33.31		SHORT TERM:237:303:04/17/16
	237:38	04/21/2016	04/21/2016	04/21/2016	30.36	30.36		LONG TERM:237:304:04/17/16
	239:30	04/28/2016	04/28/2016	04/28/2016	647.36	647.36		HEALTH I:239:711:04/24/16
	239:31	04/28/2016	04/28/2016	04/28/2016	34.35	34.35		EMPLR LIFE:239:712:04/24/16
	239:32	04/28/2016	04/28/2016	04/28/2016	149.08	149.08		DENTAL:239:220:04/24/16
	239:33	04/28/2016	04/28/2016	04/28/2016	65.55	65.55		LIFE:239:301:04/24/16
	239:34	04/28/2016	04/28/2016	04/28/2016	71.14	71.14		DENTAL:239:713:04/24/16
	239:35	04/28/2016	04/28/2016	04/28/2016	9.83	9.83		VISION:239:714:04/24/16
	239:36	04/28/2016	04/28/2016	04/28/2016	173.44	173.44		HEALTH I:239:211:04/24/16
	239:37	04/28/2016	04/28/2016	04/28/2016	14.07	14.07		VISION I:239:230:04/24/16
	239:38	04/28/2016	04/28/2016	04/28/2016	23.41	23.41		SHORT TERM:239:303:04/24/16
	239:39	04/28/2016	04/28/2016	04/28/2016	11.16	11.16		LONG TERM:239:304:04/24/16
	Vendor Total:				27,184.12	27,184.12	Total Paid:	0.00
001-202-212 P/R PRM HEALTH/LIFE INS PAYABLE TOTALS:						27,184.12		
001-202-213 P/R OTHER PAYROLL PAYABLE								
130 AFLAC								
	233:42	04/07/2016	04/07/2016	04/07/2016	76.13	76.13		AFLAC PTX:233:240:04/03/16
	233:46	04/07/2016	04/07/2016	04/07/2016	11.44	11.44		AFLAC TX:233:340:04/03/16
	235:34	04/14/2016	04/14/2016	04/14/2016	76.13	76.13		AFLAC PTX:235:240:04/10/16
	237:39	04/21/2016	04/21/2016	04/21/2016	76.13	76.13		AFLAC PTX:237:240:04/17/16
	237:44	04/21/2016	04/21/2016	04/21/2016	11.44	11.44		AFLAC TX:237:340:04/17/16
	239:41	04/28/2016	04/28/2016	04/28/2016	76.09	76.09		AFLAC PTX:239:240:04/24/16
	Vendor Total:				327.36	327.36	Total Paid:	0.00
974 LEGALSHIELD								
	233:44	04/07/2016	04/07/2016	04/07/2016	22.44	0.00	04/29/2016	PRE. LEG:233:302:04/03/16
	237:43	04/21/2016	04/21/2016	04/21/2016	22.44	22.44		PRE. LEG:237:302:04/17/16
	Vendor Total:				44.88	22.44	Total Paid:	22.44
1088 NATIONWIDE RETIREMENT SOLUTIONS								
	233:41	04/07/2016	04/07/2016	04/07/2016	50.00	0.00	04/12/2016	DEF COMP:233:200:04/03/16
	235:35	04/14/2016	04/14/2016	04/14/2016	50.00	0.00	04/19/2016	DEF COMP:235:200:04/10/16
	237:40	04/21/2016	04/21/2016	04/21/2016	50.00	0.00	04/29/2016	DEF COMP:237:200:04/17/16
	239:40	04/28/2016	04/28/2016	04/28/2016	50.00	50.00		DEF COMP:239:200:04/24/16
	Vendor Total:				200.00	50.00	Total Paid:	150.00
1529 UNITED WAY OF CENTRAL FLORIDA								

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	233:45	04/07/2016	04/07/2016	04/07/2016	15.00	0.00	04/12/2016	UNITED W:233:400:04/03/16
	237:42	04/21/2016	04/21/2016	04/21/2016	15.00	0.00	04/29/2016	UNITED W:237:400:04/17/16
	Vendor Total:				30.00	0.00	Total Paid:	30.00
1583	WEST ASSET MANAGEMENT, INC							
	233:43	04/07/2016	04/07/2016	04/07/2016	1.00	0.00	04/19/2016	ST LN II:233:512:04/03/16
	235:36	04/14/2016	04/14/2016	04/14/2016	1.00	0.00	04/19/2016	ST LN II:235:512:04/10/16
	237:41	04/21/2016	04/21/2016	04/21/2016	1.00	0.00	04/29/2016	ST LN II:237:512:04/17/16
	239:42	04/28/2016	04/28/2016	04/28/2016	1.00	1.00		ST LN II:239:512:04/24/16
	Vendor Total:				4.00	1.00	Total Paid:	3.00
001-202-213	P/R OTHER PAYROLL PAYABLE TOTALS:					400.80		
	**** FUND TOTAL ****				1,264,947.81	34,472.34	Total Paid:	1,230,475.47
101-202-000	ACCOUNTS PAYABLE							
822	INFRASTRUCTURE							
	0501201612	04/28/2016	04/28/2016	04/28/2016	1,000,000.00	0.00		INFRASTRUCTURE FUND
	Vendor Total:				1,000,000.00	0.00	Total Paid:	1,000,000.00
823	INFRASTRUCTURE ACCOUNT							
	050120162	04/28/2016	04/28/2016	04/28/2016	305,426.98	0.00		INFRASTRUCTURE MUNICIPAL BLDG
	Vendor Total:				305,426.98	0.00	Total Paid:	305,426.98
1702	INFRASTRUCTURE ROADS							
	0501201611	04/28/2016	04/28/2016	04/28/2016	83,075.32	0.00		INFRASTRUCTURE ROADS
	Vendor Total:				83,075.32	0.00	Total Paid:	83,075.32
101-202-000	ACCOUNTS PAYABLE TOTALS:					0.00		
	**** FUND TOTAL ****				1,388,502.30	0.00	Total Paid:	1,388,502.30
401-202-000	ACCOUNTS PAYABLE							
124	ADVANCED AUTO PARTS							
	6626611636312	04/29/2016	04/25/2016	04/25/2016	23.98	23.98		Part 221 - Wiper Blade 22"
	Vendor Total:				23.98	23.98	Total Paid:	0.00
306	C & C PLUMBING & REPAIR INC							
	201604138	04/29/2016	04/18/2016	04/18/2016	79.90	79.90		New faucet in back office sin
	Vendor Total:				79.90	79.90	Total Paid:	0.00
316	CARD SERVICE CENTER							

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	1548	04/11/2016	03/23/2016	04/17/2016	393.45	0.00		Standard SSL Renewal
	3132016	04/11/2016	03/23/2016	04/17/2016	302.15	0.00		JOE'S TRAINING WYNDHAM HOTEL
	382016	04/11/2016	03/23/2016	04/17/2016	114.92	0.00		ADG TRAINING
	4112016	04/11/2016	03/23/2016	04/17/2016	40.00	0.00	04/12/2016	GOOGLE APP
	Vendor Total:				850.52	0.00	Total Paid:	850.52
352	CENTRAL CONTRACTORS							
	21889	04/07/2016	03/28/2016	03/28/2016	3,553.00	0.00		Cal-Val InstallationSirena w
	21890	04/07/2016	03/28/2016	03/28/2016	3,053.50	0.00		CLA-Val Installation - SIRENA
	Vendor Total:				6,606.50	0.00	Total Paid:	6,606.50
363	CENTRAL SECURITY & ELECTRONICS, INC.							
	R42819	04/07/2016	03/22/2016	03/22/2016	97.50	0.00		APR 1- JUN 30, 2016
	R43943	04/07/2016	03/22/2016	03/22/2016	97.50	0.00		APR 1- JUN 30, 2016
	R44098	04/07/2016	03/22/2016	04/06/2016	136.74	0.00		APR1-JUN30, 2016
	R44194	04/07/2016	03/22/2016	03/22/2016	682.50	0.00		APR1-JUN30, 2016
	Vendor Total:				1,014.24	0.00	Total Paid:	1,014.24
365	CENTURYLINK							
	311742368-3282016	04/07/2016	03/28/2016	04/19/2016	202.50	0.00		MAR 2016
	445476926-3232016	04/07/2016	03/23/2016	04/14/2016	136.26	0.00		MAR 2016
	Vendor Total:				338.76	0.00	Total Paid:	338.76
401	CMC							
	110276	04/04/2016	03/21/2016	03/21/2016	103.60	0.00		Door Hangers - Printed
	Vendor Total:				103.60	0.00	Total Paid:	103.60
479	DEPARTMENT OF ENVIRONMENTAL PROTECTION							
	1668	04/25/2016	04/25/2016	04/25/2016	50.00	0.00	04/29/2016	Replacement Licenses for Donal
	Vendor Total:				50.00	0.00	Total Paid:	50.00
521	DUKE ENERGY							
	2713268218-412016	04/15/2016	04/01/2016	04/25/2016	840.89	0.00		WTP
	4639878330-3302016	04/07/2016	03/30/2016	04/21/2016	646.50	0.00		SIRENA PUMP WTP 2
	8602533440-3302016	04/07/2016	03/30/2016	04/21/2016	332.32	0.00	04/12/2016	WTR TREATMENT
	9441273855-3302016	04/07/2016	03/30/2016	04/21/2016	183.08	0.00		TOWN HALL
	9443289995-3182016	04/04/2016	03/18/2016	04/11/2016	50.91	0.00		WATER TOWER
	9443434007-3312016	04/15/2016	03/31/2016	04/22/2016	1,349.64	0.00		WTP1
	Vendor Total:				3,403.34	0.00	Total Paid:	3,403.34

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
596	FIELDS EQUIPMENT CO. INC Z51499	04/07/2016	03/30/2016	03/30/2016	79.30	0.00		Please call in POVGL0928 - 4
	Vendor Total:				79.30	0.00	Total Paid:	79.30
597	FIELDS EQUIPMENT COMPANY, INC. 206840	04/15/2016	04/11/2016	04/11/2016	2,303.39	0.00		Gator - Multiple Repairs for e
	Vendor Total:				2,303.39	0.00	Total Paid:	2,303.39
622	FLORIDA DEPARTMENT OF REVENUE DR330634	04/05/2016	04/05/2016	04/05/2016	39.48	0.00		FUEL TAX
	Vendor Total:				39.48	0.00	Total Paid:	39.48
683	GENERAL FUND ACCOUNT 04202016	04/20/2016	04/20/2016	04/20/2016	7,103.25	0.00	04/29/2016	PYR TRANSFER WA
	12-028	04/11/2016	04/11/2016	04/11/2016	1,475.00	0.00		REIMB FOR ADMIN COSTS
	Vendor Total:				8,578.25	0.00	Total Paid:	8,578.25
686	GENERAL FUND 04112016P	04/11/2016	04/11/2016	04/11/2016	34,537.26	0.00	04/12/2016	PAYROLL TRANSFER
	Vendor Total:				34,537.26	0.00	Total Paid:	34,537.26
754	HD SUPPLY WATERWORKS, LTD F232343	04/04/2016	03/18/2016	03/18/2016	1,839.28	0.00		226-023815-000 2X15 Clamp OD 2
	Vendor Total:				1,839.28	0.00	Total Paid:	1,839.28
772	HIGHLANDS COUNTY BOCC IVT2000188	04/20/2016	04/06/2016	05/06/2016	1,303.70	0.00		FUEL
	Vendor Total:				1,303.70	0.00	Total Paid:	1,303.70
999	UTILITY REFUNDS U!00000424	04/04/2016	04/04/2016	04/04/2016	110.73	0.00	04/07/2016	1011/11011: UTILITY REFUND
	U!00000425	04/04/2016	04/04/2016	04/04/2016	116.25	0.00	04/07/2016	1853/11853: UTILITY REFUND
	U!00000426	04/04/2016	04/04/2016	04/04/2016	69.68	0.00		4694/12062: UTILITY REFUND
	U!00000427	04/04/2016	04/04/2016	04/04/2016	21.87	0.00		5802/00910: UTILITY REFUND
	U!00000428	04/04/2016	04/04/2016	04/04/2016	116.87	0.00		7030/10880: UTILITY REFUND
	U!00000429	04/05/2016	04/05/2016	04/05/2016	71.58	0.00	04/07/2016	6806/10089: UTILITY REFUND
	U!00000430	04/05/2016	04/05/2016	04/05/2016	115.79	0.00	04/07/2016	6901/14038: UTILITY REFUND
	U!00000431	04/11/2016	04/11/2016	04/11/2016	86.00	0.00	04/12/2016	529/10529: UTILITY REFUND
	U!00000432	04/11/2016	04/11/2016	04/11/2016	108.57	0.00	04/12/2016	1026/11026: UTILITY REFUND
	U!00000433	04/11/2016	04/11/2016	04/11/2016	101.50	0.00	04/12/2016	1151/11151: UTILITY REFUND

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
U!00000434		04/11/2016	04/11/2016	04/11/2016	59.50	0.00		4692/12059: UTILITY REFUND
U!00000435		04/11/2016	04/11/2016	04/11/2016	25.27	0.00		6942/11274: UTILITY REFUND
U!00000436		04/11/2016	04/11/2016	04/11/2016	104.68	0.00		6958/11001: UTILITY REFUND
U!00000437		04/13/2016	04/13/2016	04/13/2016	19.02	0.00	04/19/2016	780/10780: UTILITY REFUND
U!00000438		04/13/2016	04/13/2016	04/13/2016	41.57	0.00	04/19/2016	4987/00189: UTILITY REFUND
U!00000439		04/13/2016	04/13/2016	04/13/2016	40.67	0.00	04/19/2016	5110/00311: UTILITY REFUND
U!00000440		04/13/2016	04/13/2016	04/13/2016	94.90	0.00	04/19/2016	6973/10814: UTILITY REFUND
U!00000441		04/15/2016	04/15/2016	04/15/2016	82.93	0.00		1956/14114: UTILITY REFUND
U!00000442		04/20/2016	04/20/2016	04/20/2016	80.20	0.00	04/29/2016	1324/11324: UTILITY REFUND
U!00000443		04/21/2016	04/21/2016	04/21/2016	125.00	0.00	04/29/2016	4079/10798: UTILITY REFUND
U!00000444		04/21/2016	04/21/2016	04/21/2016	49.48	0.00		4421/10694: UTILITY REFUND
U!00000445		04/21/2016	04/21/2016	04/21/2016	38.50	0.00		5832/00937: UTILITY REFUND
U!00000446		04/29/2016	04/29/2016	04/29/2016	69.58	69.58		1076/11076: UTILITY REFUND
U!00000447		04/29/2016	04/29/2016	04/29/2016	86.14	86.14		2161/10061: UTILITY REFUND
U!00000448		04/29/2016	04/29/2016	04/29/2016	117.96	117.96		2323/11041: UTILITY REFUND
U!00000449		04/29/2016	04/29/2016	04/29/2016	135.00	135.00		4170/14181: UTILITY REFUND
U!00000450		04/29/2016	04/29/2016	04/29/2016	96.97	96.97		4583/10694: UTILITY REFUND
U!00000451		04/29/2016	04/29/2016	04/29/2016	16.73	16.73		6655/00027: UTILITY REFUND
U!00000452		04/29/2016	04/29/2016	04/29/2016	24.17	24.17		6730/01012: UTILITY REFUND
U!00000453		04/29/2016	04/29/2016	04/29/2016	68.30	68.30		6990/14159: UTILITY REFUND
U!00000454		04/29/2016	04/29/2016	04/29/2016	78.66	78.66		7035/11624: UTILITY REFUND
Vendor Total:					2,374.07	693.51	Total Paid:	1,680.56
1075 MUNICIPAL CODE CORPORATION								
	00268982	04/29/2016	04/13/2016	04/13/2016	323.00	323.00		ANNUAL WEB HOST 4/1/16-3/31/17
Vendor Total:					323.00	323.00	Total Paid:	0.00
1131 PARAMOUNT CHEMICALS & PLASTICS, INC								
	201634361	04/04/2016	03/22/2016	03/22/2016	259.70	0.00		SERENA WELL
	201634362	04/04/2016	03/22/2016	03/22/2016	367.50	0.00		MAGNOLIA WELL
	201634363	04/04/2016	03/22/2016	03/22/2016	70.50	0.00		HWY PARK
	201634503	04/15/2016	04/05/2016	04/05/2016	267.40	0.00		SERENA WELL
	201634504	04/15/2016	04/05/2016	04/05/2016	202.50	0.00		MAGNOLIA WELL
	201634505	04/15/2016	04/05/2016	04/05/2016	65.00	0.00		HWY PARK
	201634650	04/29/2016	04/19/2016	04/19/2016	310.30	310.30		SERENA WELL
	201634652	04/29/2016	04/19/2016	04/19/2016	87.00	87.00		HWY PARK
Vendor Total:					1,629.90	397.30	Total Paid:	1,232.60
1135 PATRICIA PELLETIER								
	462016	04/07/2016	04/06/2016	04/06/2016	98.82	0.00		MILEAGE

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Vendor Total:					98.82	0.00	Total Paid:	98.82
1160	PITNEY BOWES GLOBAL FINANCIAL SERVICES L 084146069	04/15/2016	04/03/2016	04/03/2016	95.30	0.00		MAR 2016
Vendor Total:					95.30	0.00	Total Paid:	95.30
1162	PITNEY BOWES RESERVE ACCT 1634	04/07/2016	04/07/2016	04/07/2016	780.00	0.00	04/12/2016	Postage for CCR reports
	17587916-022016	04/29/2016	04/29/2016	04/29/2016	108.74	108.74		FEB-MAR 2016
	17587916-032016	04/20/2016	04/20/2016	04/20/2016	108.74	0.00		FEB-MARCH 2016
Vendor Total:					997.48	108.74	Total Paid:	888.74
1177	POSTMASTER 3-028	04/11/2016	04/11/2016	04/11/2016	521.65	0.00		POSTAGE TRANSFER - WA
Vendor Total:					521.65	0.00	Total Paid:	521.65
1202	PUBLIC RISK MANAGEMENT OF FLORIDA 16943	04/20/2016	04/01/2016	05/01/2016	4,783.00	0.00		TOWN INSURANCE
Vendor Total:					4,783.00	0.00	Total Paid:	4,783.00
1218	QUICK LUBE CENTER 86533	04/07/2016	04/01/2016	04/01/2016	36.70	0.00		Oil Change Joes Truck
	86534	04/07/2016	04/01/2016	04/01/2016	29.98	0.00		L 22 Latitude Wiper Blades Joe
Vendor Total:					66.68	0.00	Total Paid:	66.68
1222	QUILL CORPORATION 4398628	04/07/2016	03/23/2016	04/22/2016	111.98	0.00		901-BE550G APC Back-Up ES 550V
	4772148	04/15/2016	04/06/2016	05/06/2016	72.25	0.00		901-54032 Rubber Finger. 901-
	4899997	04/29/2016	04/11/2016	05/11/2016	35.40	35.40		901-720700CT Quill Copy Paper.
Vendor Total:					219.63	35.40	Total Paid:	184.23
1260	ROBERT R. KLEMM 422016	04/05/2016	04/02/2016	04/02/2016	50.00	0.00	04/07/2016	WORK BOOTS
Vendor Total:					50.00	0.00	Total Paid:	50.00
1283	SANITATION ACCOUNT 041120016	04/11/2016	04/11/2016	04/11/2016	30,997.88	0.00	04/12/2016	Service Fees as of 04 11 2016
	042020164	04/20/2016	04/20/2016	04/20/2016	23,305.20	0.00		SVC FEE SA
	042820163	04/28/2016	04/28/2016	04/28/2016	81,917.73	0.00	04/28/2016	TRANSFER SVC FEES
Vendor Total:					136,220.81	0.00	Total Paid:	136,220.81

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1303	SEMINOLE TIRE							
	278547	04/15/2016	02/25/2016	02/25/2016	117.09	0.00		Gator Tire - Please call in P
	279043	04/15/2016	02/25/2016	02/25/2016	69.85	0.00		Gwen #19 Oil change and tire r
	Vendor Total:				186.94	0.00	Total Paid:	186.94
1317	SEWER							
	04112016	04/11/2016	04/11/2016	04/11/2016	24,252.06	0.00	04/12/2016	Service Fees as of 04 11 2016
	042020163	04/20/2016	04/20/2016	04/20/2016	12,163.02	0.00		SVC FEE WW
	04282016	04/28/2016	04/28/2016	04/28/2016	21,161.99	0.00	04/28/2016	TRANSFER SVC FEES
	042820162	04/28/2016	04/28/2016	04/28/2016	50,000.00	0.00	04/28/2016	TRANSFER SVC FEES
	Vendor Total:				107,577.07	0.00	Total Paid:	107,577.07
1338	SHORT ENVIRONMENTAL LABORATORIES, INC.							
	160604	04/07/2016	04/05/2016	04/05/2016	64.00	0.00		HWY PARK
	160605	04/07/2016	04/05/2016	04/05/2016	100.00	0.00		TOLP
	160633	04/15/2016	04/11/2016	04/11/2016	80.00	0.00		TOMOKA
	Vendor Total:				244.00	0.00	Total Paid:	244.00
1400	SUNSHINE STATE ONE CALL OF FLORIDA, INC.							
	137176	04/15/2016	03/31/2016	03/31/2016	49.89	0.00		MONTHLY ASSESSMENT
	Vendor Total:				49.89	0.00	Total Paid:	49.89
1412	SWAINE & HARRIS, P.A.							
	20343	04/25/2016	04/07/2016	04/07/2016	992.50	0.00		REGIONAL UTILITIES
	20344	04/29/2016	04/07/2016	04/07/2016	965.25	965.25		GEN MATTERS
	Vendor Total:				1,957.75	965.25	Total Paid:	992.50
1432	TAW POWER SYSTEMS, INC							
	26088095	04/29/2016	04/29/2016	04/29/2016	463.75	463.75		TOLP ANNUAL SERVICE
	Vendor Total:				463.75	463.75	Total Paid:	0.00
1442	THE AVANTI COMPANY							
	116576	04/04/2016	03/24/2016	04/23/2016	75.00	0.00		email to mwhalen@avanticompany
	Vendor Total:				75.00	0.00	Total Paid:	75.00
1461	THE TAMPA TRIBUNE							
	1009825-32016	04/12/2016	04/12/2016	04/12/2016	18.90	0.00		BANK ADVERTISEMENT
	Vendor Total:				18.90	0.00	Total Paid:	18.90

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1519	UNIFIRST CORPORATION							
	0460472	04/05/2016	03/23/2016	03/23/2016	34.37	0.00		UNIFORMS
	0462673	04/15/2016	04/06/2016	04/06/2016	20.31	0.00		UNIFORMS
	0463775	04/29/2016	04/13/2016	04/13/2016	17.10	17.10		UNIFORMS
	0464899	04/29/2016	04/20/2016	04/20/2016	91.72	91.72		UNIFORMS
	0466019	04/29/2016	04/27/2016	04/27/2016	21.32	21.32		UNIFORMS
	Vendor Total:				184.82	130.14	Total Paid:	54.68
1542	UTILITY SERVICE CO. , INC.							
	391221	04/07/2016	04/01/2016	04/01/2016	12,348.72	0.00		TANK RENTAL
	Vendor Total:				12,348.72	0.00	Total Paid:	12,348.72
1543	VERIZON							
	9762352876	04/04/2016	03/18/2016	04/13/2016	117.76	0.00		MARCH 2016
	Vendor Total:				117.76	0.00	Total Paid:	117.76
1562	WATER/SEWER CAPITAL							
	1-028	04/11/2016	04/11/2016	04/11/2016	7,500.00	0.00		BUDGETED TRANSFER
	Vendor Total:				7,500.00	0.00	Total Paid:	7,500.00
1569	WATER SYSTEM							
	050120168	04/28/2016	04/28/2016	04/28/2016	1,000,000.00	0.00		WATER SYSTEMS FUND
	Vendor Total:				1,000,000.00	0.00	Total Paid:	1,000,000.00
1571	WATER SYSTEM CONTRIBUTION ACCOUNT							
	3-028	04/11/2016	04/11/2016	04/11/2016	1,666.67	0.00		TRANSFER - CAPITAL RESERVE
	Vendor Total:				1,666.67	0.00	Total Paid:	1,666.67
1606	XEROX CORPORATION							
	084146069	04/19/2016	04/03/2016	04/03/2016	95.29	0.00		MAR 2016
	Vendor Total:				95.29	0.00	Total Paid:	95.29
1622	ALLEN, NORTON & BLUE, P.A.							
	119239	04/29/2016	03/31/2016	03/31/2016	117.30	117.30		Allen, Norton & Blue PA profes
	Vendor Total:				117.30	117.30	Total Paid:	0.00
1630	JOSEPH R. BARBER							
	314-182016	04/04/2016	03/14/2016	03/14/2016	82.62	0.00		MILEAGE & PER DIEM
	Vendor Total:				82.62	0.00	Total Paid:	82.62

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401-202-000	ACCOUNTS PAYABLE TOTALS:					3,338.27		
	**** FUND TOTAL ****				1,341,218.32	3,338.27		Total Paid: 1,337,880.05
402-202-000	ACCOUNTS PAYABLE							
306	C & C PLUMBING & REPAIR INC							
	201604138	04/29/2016	04/18/2016	04/18/2016	54.05	54.05		New faucet in back office sin
	Vendor Total:				54.05	54.05		Total Paid: 0.00
316	CARD SERVICE CENTER							
	1548	04/11/2016	03/23/2016	04/17/2016	124.12	0.00		Standard SSL Renewal
	3132016	04/11/2016	03/23/2016	04/17/2016	204.40	0.00		JOE'S TRAINING WYNDHAM HOTEL
	382016	04/11/2016	03/23/2016	04/17/2016	77.74	0.00		ADG TRAINING
	Vendor Total:				406.26	0.00		Total Paid: 406.26
363	CENTRAL SECURITY & ELECTRONICS, INC.							
	R44098	04/07/2016	03/22/2016	04/06/2016	81.18	0.00		APR1-JUN30, 2016
	Vendor Total:				81.18	0.00		Total Paid: 81.18
365	CENTURYLINK							
	311742368-3282016	04/07/2016	03/28/2016	04/19/2016	90.92	0.00		MAR 2016
	Vendor Total:				90.92	0.00		Total Paid: 90.92
401	CMC							
	110276	04/04/2016	03/21/2016	03/21/2016	23.80	0.00		Door Hangers - Printed
	Vendor Total:				23.80	0.00		Total Paid: 23.80
521	DUKE ENERGY							
	0325992032-3182016	04/04/2016	03/18/2016	04/11/2016	65.92	0.00		WWTP LAB
	1078428388-3222016	04/04/2016	03/22/2016	03/22/2016	67.87	0.00		LS12
	1522850274-3182016	04/04/2016	03/18/2016	04/11/2016	19.85	0.00		797 HILLCREST
	1671590141-412016	04/15/2016	04/01/2016	04/25/2016	15.76	0.00		LS10
	2508845450-3312016	04/15/2016	03/31/2016	04/22/2016	33.72	0.00		LS11
	3076815152-3222016	04/04/2016	03/22/2016	04/13/2016	13.41	0.00		LS19
	346582520-3222016	04/04/2016	03/22/2016	04/13/2016	18.84	0.00		LS15
	3700259126-412016	04/15/2016	04/01/2016	04/25/2016	51.42	0.00	04/19/2016	LS4
	394881105-3312016	04/15/2016	03/31/2016	04/22/2016	23.58	0.00		LS16
	4153999185-3302016	04/07/2016	03/30/2016	04/21/2016	355.48	0.00		GENERATOR
	4255159118-3312016	04/15/2016	03/31/2016	04/22/2016	1,788.66	0.00		WWTP
	5626567007-3312016	04/15/2016	03/31/2016	04/22/2016	50.66	0.00		LS14
	5849791158-3312016	04/15/2016	03/31/2016	04/22/2016	37.26	0.00		LS7

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	5869935361-3312016	04/15/2016	03/31/2016	03/31/2016	52.28	0.00		LS8
	6469343599-3312016	04/15/2016	03/31/2016	04/22/2016	27.65	0.00		LS13
	6759116559-442016	04/15/2016	04/04/2016	04/26/2016	119.13	0.00		ROSEWOOD DR LS
	6809702025-412016	04/15/2016	04/15/2016	04/26/2016	145.89	0.00		GRANDVIEW LS
	6859911538-412016	04/15/2016	04/01/2016	04/25/2016	1,200.75	0.00	04/19/2016	SEWAGE RSWD
	7687617097-3222016	04/04/2016	03/22/2016	04/13/2016	22.49	0.00		LS5
	8052644405-3312016	04/15/2016	03/31/2016	04/22/2016	102.20	0.00		LS2
	8860411185-3312016	04/15/2016	03/31/2016	04/22/2016	38.85	0.00		LS9
	9420414534-3312016	04/15/2016	03/31/2016	04/22/2016	20.53	0.00		LS6
	9440409799-3182016	04/04/2016	03/18/2016	04/11/2016	73.69	0.00		LS1
	9440841822-3302016	04/07/2016	03/30/2016	04/21/2016	38.56	0.00		LS3
	9441273855-3302016	04/07/2016	03/30/2016	04/21/2016	123.85	0.00		TOWN HALL
	Vendor Total:				4,508.30	0.00		Total Paid: 4,508.30
622	FLORIDA DEPARTMENT OF REVENUE DR330634	04/05/2016	04/05/2016	04/05/2016	26.70	0.00		FUEL TAX
	Vendor Total:				26.70	0.00		Total Paid: 26.70
683	GENERAL FUND ACCOUNT 042020165 2-028	04/20/2016 04/11/2016	04/20/2016 04/11/2016	04/20/2016 04/11/2016	3,391.06 768.34	0.00 0.00		PYRL TRANSFER WW ADMINISTRATIVE COST
	Vendor Total:				4,159.40	0.00		Total Paid: 4,159.40
686	GENERAL FUND 041120161P	04/11/2016	04/11/2016	04/11/2016	16,419.96	0.00		PAYROLL TRANSFER
	Vendor Total:				16,419.96	0.00		Total Paid: 16,419.96
772	HIGHLANDS COUNTY BOCC IVT2000188	04/20/2016	04/06/2016	05/06/2016	136.81	0.00		FUEL
	Vendor Total:				136.81	0.00		Total Paid: 136.81
823	INFRASTRUCTURE ACCOUNT 7-028	04/11/2016	04/11/2016	04/11/2016	1,507.33	0.00		ELECTRICAL PROJECT
	Vendor Total:				1,507.33	0.00		Total Paid: 1,507.33
984	LOAN REPAYMENT ACCOUNT 1-028 2-028	04/11/2016 04/11/2016	04/11/2016 04/11/2016	04/11/2016 04/11/2016	5,113.42 5,555.75	0.00 0.00		DEPT. OF ENVIRON. LOAN-II TRA DEPT. OF ENVIRON. LOAN-I TRANS
	Vendor Total:				10,669.17	0.00		Total Paid: 10,669.17

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
999	UTILITY REFUNDS							
	U!00000426	04/04/2016	04/04/2016	04/04/2016	59.38	0.00		4694/12062: UTILITY REFUND
	U!00000434	04/11/2016	04/11/2016	04/11/2016	47.06	0.00		4692/12059: UTILITY REFUND
	U!00000441	04/15/2016	04/15/2016	04/15/2016	76.53	0.00		1956/14114: UTILITY REFUND
	U!00000444	04/21/2016	04/21/2016	04/21/2016	33.28	0.00		4421/10694: UTILITY REFUND
	U!00000450	04/29/2016	04/29/2016	04/29/2016	95.57	95.57		4583/10694: UTILITY REFUND
	U!00000453	04/29/2016	04/29/2016	04/29/2016	58.10	58.10		6990/14159: UTILITY REFUND
	Vendor Total:				369.92	153.67	Total Paid:	216.25
1075	MUNICIPAL CODE CORPORATION							
	00268982	04/29/2016	04/13/2016	04/13/2016	218.50	218.50		ANNUAL WEB HOST 4/1/16-3/31/17
	Vendor Total:				218.50	218.50	Total Paid:	0.00
1131	PARAMOUNT CHEMICALS & PLASTICS, INC							
	201634358	04/04/2016	03/22/2016	03/22/2016	103.50	0.00		TOMOKA
	201634359	04/04/2016	03/22/2016	03/22/2016	81.50	0.00		WWP 2
	201634360	04/04/2016	03/22/2016	03/22/2016	186.00	0.00		WWP 1
	201634500	04/15/2016	04/05/2016	04/05/2016	164.00	0.00		TOMOKA
	201634501	04/15/2016	04/05/2016	04/05/2016	76.00	0.00		WWP2
	201634502	04/15/2016	04/05/2016	04/05/2016	178.30	0.00		WWP1
	201634647	04/29/2016	04/19/2016	04/19/2016	103.50	103.50		TOMOKA
	201634648	04/29/2016	04/19/2016	04/19/2016	76.00	76.00		WWP2
	201634649	04/29/2016	04/19/2016	04/19/2016	147.50	147.50		WWP1
	Vendor Total:				1,116.30	327.00	Total Paid:	789.30
1160	PITNEY BOWES GLOBAL FINANCIAL SERVICES L							
	084146069	04/15/2016	04/03/2016	04/03/2016	60.64	0.00		MAR 2016
	Vendor Total:				60.64	0.00	Total Paid:	60.64
1162	PITNEY BOWES RESERVE ACCT							
	17587916-022016	04/29/2016	04/29/2016	04/29/2016	25.90	25.90		FEB-MAR 2016
	17587916-032016	04/20/2016	04/20/2016	04/20/2016	25.90	0.00		FEB-MARCH 2016
	Vendor Total:				51.80	25.90	Total Paid:	25.90
1172	POLSTON ENGINEERING							
	10953	04/04/2016	03/23/2016	03/23/2016	25,125.00	0.00		CIVIL ENGINEER
	Vendor Total:				25,125.00	0.00	Total Paid:	25,125.00
1177	POSTMASTER							
	10-028	04/11/2016	04/11/2016	04/11/2016	208.95	0.00		POSTAGE - BULK MAILING WW

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
Vendor Total:					208.95	0.00	Total Paid:	208.95
1202	PUBLIC RISK MANAGEMENT OF FLORIDA							
	16943	04/20/2016	04/01/2016	05/01/2016	4,833.00	0.00		TOWN INSURANCE
Vendor Total:					4,833.00	0.00	Total Paid:	4,833.00
1208	PUGH UTILITIES SERVICES							
	2794	04/04/2016	03/23/2016	04/10/2016	300.00	0.00		MAN POWER
	2799	04/04/2016	03/23/2016	04/10/2016	630.00	0.00		SLUDGE
	2800	04/04/2016	03/23/2016	04/10/2016	3,150.00	0.00		SLUDGE
	2803	04/04/2016	03/23/2016	04/10/2016	1,260.00	0.00		SLUDGE
	2812	04/04/2016	03/23/2016	04/10/2016	1,260.00	0.00		SLUDGE
	2854	04/29/2016	04/23/2016	04/23/2016	1,000.00	1,000.00		MAIN POWER
	2858	04/29/2016	04/23/2016	04/23/2016	3,780.00	3,780.00		25200 GAL OF SLUDGE
	2859	04/29/2016	04/23/2016	04/23/2016	630.00	630.00		4200 GAL OF SLUDGE
	2860	04/29/2016	04/23/2016	04/23/2016	3,150.00	3,150.00		21000 GAL OF SLUDGE
	2861	04/29/2016	04/23/2016	04/23/2016	3,780.00	3,780.00		25200 GAL OF SLUDGE
	2862	04/29/2016	04/23/2016	04/23/2016	630.00	630.00		4200 GAL OF SLUDGE
	2870	04/29/2016	04/24/2016	04/24/2016	630.00	630.00		4200 GAL OF SLUDGE
Vendor Total:					20,200.00	13,600.00	Total Paid:	6,600.00
1222	QUILL CORPORATION							
	4398628	04/07/2016	03/23/2016	04/22/2016	61.59	0.00		901-BE550G APC Back-Up ES 550V
	4772148	04/15/2016	04/06/2016	05/06/2016	39.74	0.00		901-54032 Rubber Finger. 901-
	4899997	04/29/2016	04/11/2016	05/11/2016	19.46	19.46		901-720700CT Quill Copy Paper.
Vendor Total:					120.79	19.46	Total Paid:	101.33
1338	SHORT ENVIRONMENTAL LABORATORIES, INC.							
	160506	04/04/2016	03/24/2016	03/24/2016	125.00	0.00		PLANT 2
	160507	04/04/2016	03/24/2016	03/24/2016	125.00	0.00		TOMOKA
	160508	04/04/2016	03/24/2016	03/24/2016	125.00	0.00		PLANT 1
	160509	04/04/2016	03/24/2016	03/24/2016	90.00	0.00		PLANT 1
	160613	04/07/2016	04/06/2016	04/06/2016	90.00	0.00		PLANT 1
	160626	04/15/2016	04/07/2016	04/07/2016	825.00	0.00		TOMOKA
	160627	04/15/2016	04/07/2016	04/07/2016	750.00	0.00		TOLP
	160678	04/15/2016	04/12/2016	04/12/2016	125.00	0.00		PLANT 2
	160731	04/25/2016	04/18/2016	04/18/2016	125.00	0.00	04/29/2016	TOMOKA
	160732	04/25/2016	04/18/2016	04/18/2016	125.00	0.00	04/29/2016	PLANT 1
	160749	04/25/2016	04/19/2016	04/19/2016	60.00	0.00	04/29/2016	PLANT 1
	160849	04/29/2016	04/28/2016	04/28/2016	60.00	60.00		PLANT1

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	160865	04/29/2016	04/28/2016	04/28/2016	125.00	125.00		TOMOKA
	160866	04/29/2016	04/28/2016	04/28/2016	125.00	125.00		PLANT2
	Vendor Total:				2,875.00	310.00	Total Paid:	2,565.00
1351	SOMERS IRRIGATION, INC.							
	106240	04/07/2016	03/30/2016	03/30/2016	202.99	0.00		429-020 2" Coupling Slip - All
	106241	04/07/2016	03/30/2016	03/30/2016	1,470.11	0.00		WWTP North - Bypass - please e
	Vendor Total:				1,673.10	0.00	Total Paid:	1,673.10
1412	SWAINE & HARRIS, P.A.							
	20343	04/25/2016	04/07/2016	04/07/2016	1,961.50	0.00		REGIONAL UTILITIES
	20344	04/29/2016	04/07/2016	04/07/2016	478.11	478.11		GEN MATTERS
	Vendor Total:				2,439.61	478.11	Total Paid:	1,961.50
1432	TAW POWER SYSTEMS, INC							
	26088090	04/25/2016	04/14/2016	05/14/2016	196.50	0.00		QUARTERLY INSPECTION
	26088095	04/29/2016	04/29/2016	04/29/2016	314.30	314.30		TOLP ANNUAL SERVICE
	Vendor Total:				510.80	314.30	Total Paid:	196.50
1461	THE TAMPA TRIBUNE							
	1009825-32016	04/12/2016	04/12/2016	04/12/2016	12.78	0.00		BANK ADVERTISEMENT
	1009825-32016UT	04/12/2016	04/12/2016	04/12/2016	94.80	0.00		CDBG AD
	Vendor Total:				107.58	0.00	Total Paid:	107.58
1519	UNIFIRST CORPORATION							
	0460472	04/05/2016	03/23/2016	03/23/2016	33.86	0.00		UNIFORMS
	0462673	04/15/2016	04/06/2016	04/06/2016	16.26	0.00		UNIFORMS
	0463775	04/29/2016	04/13/2016	04/13/2016	16.27	16.27		UNIFORMS
	0464899	04/29/2016	04/20/2016	04/20/2016	34.93	34.93		UNIFORMS
	0466019	04/29/2016	04/27/2016	04/27/2016	17.33	17.33		UNIFORMS
	Vendor Total:				118.65	68.53	Total Paid:	50.12
1538	USA BLUEBOOK							
	911808	04/07/2016	03/29/2016	03/29/2016	421.43	0.00		Quote#801607 #34410 - Chlori
	916569	04/15/2016	04/04/2016	04/04/2016	95.61	0.00		General Purpose Nitrile Gloves
	Vendor Total:				517.04	0.00	Total Paid:	517.04
1543	VERIZON							
	9762352876	04/04/2016	03/18/2016	04/13/2016	55.21	0.00		MARCH 2016
	Vendor Total:				55.21	0.00	Total Paid:	55.21

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
1562	WATER/SEWER CAPITAL 4-028	04/11/2016	04/11/2016	04/11/2016	4,231.92	0.00		TOMOKA LOAN FOR BANK OF AMERIC
	Vendor Total:				4,231.92	0.00	Total Paid:	4,231.92
1571	WATER SYSTEM CONTRIBUTION ACCOUNT 2-028	04/11/2016	04/11/2016	04/11/2016	1,333.34	0.00		BUDGET TRANSFER
	Vendor Total:				1,333.34	0.00	Total Paid:	1,333.34
1572	WATER SYSTEM 1-028	04/11/2016	04/11/2016	04/11/2016	1,593.84	0.00		DUE TO WATER - NOT TO EXCEED \$
	Vendor Total:				1,593.84	0.00	Total Paid:	1,593.84
1606	XEROX CORPORATION 084146069	04/19/2016	04/03/2016	04/03/2016	60.64	0.00		MAR 2016
	Vendor Total:				60.64	0.00	Total Paid:	60.64
1622	ALLEN, NORTON & BLUE, P.A. 119239	04/29/2016	03/31/2016	03/31/2016	79.35	79.35		Allen, Norton & Blue PA profes
	Vendor Total:				79.35	79.35	Total Paid:	0.00
1630	JOSEPH R. BARBER 314-182016	04/04/2016	03/14/2016	03/14/2016	55.89	0.00		MILEAGE & PER DIEM
	Vendor Total:				55.89	0.00	Total Paid:	55.89
1673	PETTY CASH-GENERAL FUND 4292016	04/29/2016	04/29/2016	04/29/2016	24.18	24.18		PETTY CASH
	Vendor Total:				24.18	24.18	Total Paid:	0.00
1698	STANDARD SAND & SILICA CO. INV173086	04/29/2016	04/20/2016	04/20/2016	2,131.80	2,131.80		20 Tons .35-.55mm sand deliver
	Vendor Total:				2,131.80	2,131.80	Total Paid:	0.00
402-202-000	ACCOUNTS PAYABLE TOTALS:					17,804.85		
	**** FUND TOTAL ****				108,196.73	17,804.85	Total Paid:	90,391.88
403-202-000	ACCOUNTS PAYABLE							
	306 C & C PLUMBING & REPAIR INC 201604138	04/29/2016	04/18/2016	04/18/2016	4.70	4.70		New faucet in back office sin
	Vendor Total:				4.70	4.70	Total Paid:	0.00

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
316	CARD SERVICE CENTER							
	1548	04/11/2016	03/23/2016	04/17/2016	10.78	0.00		Standard SSL Renewal
	3132016	04/11/2016	03/23/2016	04/17/2016	17.77	0.00		JOE'S TRAINING WYNDHAM HOTEL
	382016	04/11/2016	03/23/2016	04/17/2016	6.76	0.00		ADG TRAINING
	Vendor Total:				35.31	0.00	Total Paid:	35.31
338	CEMETERY ACCOUNT							
	0501201610	04/28/2016	04/28/2016	04/28/2016	15,000.00	0.00		CEMETERY FUND
	Vendor Total:				15,000.00	0.00	Total Paid:	15,000.00
365	CENTURYLINK							
	311742368-3282016	04/07/2016	03/28/2016	04/19/2016	12.40	0.00		MAR 2016
	Vendor Total:				12.40	0.00	Total Paid:	12.40
521	DUKE ENERGY							
	9409303634-3182016	04/04/2016	03/18/2016	03/18/2016	11.89	0.00		CEMETERY PUMP
	9441273855-3302016	04/07/2016	03/30/2016	04/21/2016	10.77	0.00		TOWN HALL
	9443722020-412016	04/15/2016	04/01/2016	04/25/2016	138.81	0.00		CEMETERY PUMP
	Vendor Total:				161.47	0.00	Total Paid:	161.47
622	FLORIDA DEPARTMENT OF REVENUE							
	DR330634	04/05/2016	04/05/2016	04/05/2016	2.32	0.00		FUEL TAX
	Vendor Total:				2.32	0.00	Total Paid:	2.32
683	GENERAL FUND ACCOUNT							
	042020160	04/20/2016	04/20/2016	04/20/2016	287.06	0.00		PYRL TRANSFER
	3-023	04/11/2016	04/11/2016	04/11/2016	88.34	0.00		ADMINISTRATIVE COST - TRANSFER
	Vendor Total:				375.40	0.00	Total Paid:	375.40
686	GENERAL FUND							
	041120163P	04/11/2016	04/11/2016	04/11/2016	1,497.14	0.00		PAYROLL TRANSFER
	Vendor Total:				1,497.14	0.00	Total Paid:	1,497.14
1075	MUNICIPAL CODE CORPORATION							
	00268982	04/29/2016	04/13/2016	04/13/2016	19.00	19.00		ANNUAL WEB HOST 4/1/16-3/31/17
	Vendor Total:				19.00	19.00	Total Paid:	0.00
1160	PITNEY BOWES GLOBAL FINANCIAL SERVICES L							
	084146069	04/15/2016	04/03/2016	04/03/2016	5.30	0.00		MAR 2016

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	Vendor Total:				5.30	0.00	Total Paid:	5.30
1162	PITNEY BOWES RESERVE ACCT							
	17587916-022016	04/29/2016	04/29/2016	04/29/2016	2.93	2.93		FEB-MAR 2016
	17587916-032016	04/20/2016	04/20/2016	04/20/2016	2.93	0.00		FEB-MARCH 2016
	Vendor Total:				5.86	2.93	Total Paid:	2.93
1202	PUBLIC RISK MANAGEMENT OF FLORIDA							
	16943	04/20/2016	04/01/2016	05/01/2016	486.00	0.00		TOWN INSURANCE
	Vendor Total:				486.00	0.00	Total Paid:	486.00
1222	QUILL CORPORATION							
	4398628	04/07/2016	03/23/2016	04/22/2016	11.20	0.00		901-BE550G APC Back-Up ES 550V
	4772148	04/15/2016	04/06/2016	05/06/2016	7.23	0.00		901-54032 Rubber Finger. 901-
	4899997	04/29/2016	04/11/2016	05/11/2016	3.54	3.54		901-720700CT Quill Copy Paper.
	Vendor Total:				21.97	3.54	Total Paid:	18.43
1412	SWAINE & HARRIS, P.A.							
	20344	04/29/2016	04/07/2016	04/07/2016	37.66	37.66		GEN MATTERS
	Vendor Total:				37.66	37.66	Total Paid:	0.00
1432	TAW POWER SYSTEMS, INC							
	26088095	04/29/2016	04/29/2016	04/29/2016	26.62	26.62		TOLP ANNUAL SERVICE
	Vendor Total:				26.62	26.62	Total Paid:	0.00
1461	THE TAMPA TRIBUNE							
	1009825-32016	04/12/2016	04/12/2016	04/12/2016	1.11	0.00		BANK ADVERTISEMENT
	Vendor Total:				1.11	0.00	Total Paid:	1.11
1519	UNIFIRST CORPORATION							
	0460472	04/05/2016	03/23/2016	03/23/2016	2.06	0.00		UNIFORMS
	0462673	04/15/2016	04/06/2016	04/06/2016	2.06	0.00		UNIFORMS
	0463775	04/29/2016	04/13/2016	04/13/2016	2.05	2.05		UNIFORMS
	0464899	04/29/2016	04/20/2016	04/20/2016	2.05	2.05		UNIFORMS
	0466019	04/29/2016	04/27/2016	04/27/2016	2.05	2.05		UNIFORMS
	Vendor Total:				10.27	6.15	Total Paid:	4.12
1543	VERIZON							
	9762352876	04/04/2016	03/18/2016	04/13/2016	14.84	0.00		MARCH 2016
	Vendor Total:				14.84	0.00	Total Paid:	14.84

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Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
1606	XEROX CORPORATION 084146069	04/19/2016	04/03/2016	04/03/2016	5.30	0.00		MAR 2016
	Vendor Total:				5.30	0.00	Total Paid:	5.30
1622	ALLEN, NORTON & BLUE, P.A. 119239	04/29/2016	03/31/2016	03/31/2016	6.90	6.90		Allen, Norton & Blue PA profes
	Vendor Total:				6.90	6.90	Total Paid:	0.00
1630	JOSEPH R. BARBER 314-182016	04/04/2016	03/14/2016	03/14/2016	4.86	0.00		MILEAGE & PER DIEM
	Vendor Total:				4.86	0.00	Total Paid:	4.86
403-202-000	ACCOUNTS PAYABLE TOTALS: **** FUND TOTAL ****				17,734.43	107.50		
						107.50	Total Paid:	17,626.93
404-202-000	ACCOUNTS PAYABLE							
1318	SEWER TRANSFER 5796	04/05/2016	04/05/2016	04/05/2016	10,600.00	0.00		04/07/2016 move transaction per Joe
	Vendor Total:				10,600.00	0.00	Total Paid:	10,600.00
1351	SOMERS IRRIGATION, INC. 106240	04/07/2016	03/30/2016	03/30/2016	353.35	0.00		429-020 2" Coupling Slip - All
	Vendor Total:				353.35	0.00	Total Paid:	353.35
1515	TWO BORING KIN, INC. 515	04/07/2016	04/06/2016	04/06/2016	400.00	0.00		Bore for 245 CR 29 new meter s
	Vendor Total:				400.00	0.00	Total Paid:	400.00
1562	WATER/SEWER CAPITAL 05012016	04/28/2016	04/28/2016	04/28/2016	1,000,000.00	0.00		05/03/2016 WATER/SEWER CAPITAL IMPROVEMEN
	Vendor Total:				1,000,000.00	0.00	Total Paid:	1,000,000.00
404-202-000	ACCOUNTS PAYABLE TOTALS: **** FUND TOTAL ****				1,011,353.35	0.00		
						0.00	Total Paid:	1,011,353.35
405-202-000	WATER CONT. ACCOUNTS PAYABLE							
1571	WATER SYSTEM CONTRIBUTION ACCOUNT 0501201616	04/28/2016	04/28/2016	04/28/2016	165,788.09	0.00		WATER/SEWER CONTRIBUTION FUND
	Vendor Total:				165,788.09	0.00	Total Paid:	165,788.09

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All Invoices From: 04/01/2016 To: 04/30/2016

Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
405-202-000 WATER CONT. ACCOUNTS PAYABLE TOTALS:						0.00		
**** FUND TOTAL ****					165,788.09	0.00	Total Paid:	165,788.09
409-202-000 ACCOUNTS PAYABLE								
259 BIG JOHN'S GARAGE								
	11402	04/07/2016	03/04/2016	03/04/2016	323.46	0.00		REBUILD PACKER CONTROL BOX /
	11443	04/04/2016	03/29/2016	03/29/2016	8,172.21	0.00		GARBAGE TRUCK #20/ ENGINE REBU
	Vendor Total:				8,495.67	0.00	Total Paid:	8,495.67
306 C & C PLUMBING & REPAIR INC								
	201604138	04/29/2016	04/18/2016	04/18/2016	21.15	21.15		New faucet in back office sin
	Vendor Total:				21.15	21.15	Total Paid:	0.00
316 CARD SERVICE CENTER								
	1548	04/11/2016	03/23/2016	04/17/2016	48.57	0.00		Standard SSL Renewal
	3132016	04/11/2016	03/23/2016	04/17/2016	79.98	0.00		JOE'S TRAINING WYNDHAM HOTEL
	382016	04/11/2016	03/23/2016	04/17/2016	30.42	0.00		ADG TRAINING
	Vendor Total:				158.97	0.00	Total Paid:	158.97
363 CENTRAL SECURITY & ELECTRONICS, INC.								
	R44098	04/07/2016	03/22/2016	04/06/2016	41.64	0.00		APR1-JUN30, 2016
	Vendor Total:				41.64	0.00	Total Paid:	41.64
365 CENTURYLINK								
	311199269-32016	04/07/2016	03/28/2016	04/19/2016	69.22	0.00		MAR 2016
	311742368-3282016	04/07/2016	03/28/2016	04/19/2016	37.19	0.00		MAR 2016
	Vendor Total:				106.41	0.00	Total Paid:	106.41
401 CMC								
	110276	04/04/2016	03/21/2016	03/21/2016	12.60	0.00		Door Hangers - Printed
	Vendor Total:				12.60	0.00	Total Paid:	12.60
521 DUKE ENERGY								
	9441273855-3302016	04/07/2016	03/30/2016	04/21/2016	48.46	0.00		TOWN HALL
	Vendor Total:				48.46	0.00	Total Paid:	48.46
575 EXCAVATION POINT, INC.								
	00025853	04/07/2016	03/25/2016	03/25/2016	60.00	0.00		DEBRIS
	00025958	04/07/2016	03/31/2016	03/31/2016	60.00	0.00		DEBRIS

TOWN OF LAKE PLACID
 A/P History Report

All Invoices From: 04/01/2016 To: 04/30/2016

Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
	00025977	04/07/2016	04/01/2016	04/01/2016	60.00	0.00		DEBRIS
	00026173	04/20/2016	04/20/2016	04/20/2016	60.00	0.00	04/29/2016	DEBRIS
	00026192	04/20/2016	04/14/2016	04/14/2016	80.00	0.00	04/29/2016	DEBRIS
	00026217	04/25/2016	04/15/2016	04/15/2016	120.00	0.00		DEBRIS
	00026300	04/29/2016	04/21/2016	04/21/2016	120.00	120.00		DEBRIS
	0025829	04/04/2016	03/24/2016	03/24/2016	60.00	0.00		DEBRIS
	26071	04/15/2016	04/07/2016	04/07/2016	120.00	0.00		DEBRIS
	26087	04/15/2016	04/08/2016	04/08/2016	60.00	0.00		DEBRIS
	Vendor Total:				800.00	120.00	Total Paid:	680.00
622	FLORIDA DEPARTMENT OF REVENUE							
	DR330634	04/05/2016	04/05/2016	04/05/2016	10.45	0.00		FUEL TAX
	Vendor Total:				10.45	0.00	Total Paid:	10.45
683	GENERAL FUND ACCOUNT							
	042020161	04/20/2016	04/20/2016	04/20/2016	2,802.28	0.00		PYRL TRANSFER
	409-031	04/11/2016	04/11/2016	04/11/2016	3,402.25	0.00		REPYMT FOR 2015 GARBAGE TK
	5-023	04/11/2016	04/11/2016	04/11/2016	335.25	0.00		ADMINISTRATIVE COST - TRANSFER
	Vendor Total:				6,539.78	0.00	Total Paid:	6,539.78
686	GENERAL FUND							
	041120169P	04/11/2016	04/11/2016	04/11/2016	40,525.32	0.00		PAYROLL TRANSFER
	Vendor Total:				40,525.32	0.00	Total Paid:	40,525.32
770	HIGHLAND COUNTY BOCC							
	900015-32016	04/15/2016	03/31/2016	03/31/2016	13,539.60	0.00		MAR 2016
	Vendor Total:				13,539.60	0.00	Total Paid:	13,539.60
772	HIGHLANDS COUNTY BOCC							
	IVT2000188	04/20/2016	04/06/2016	05/06/2016	1,389.35	0.00		FUEL
	Vendor Total:				1,389.35	0.00	Total Paid:	1,389.35
1075	MUNICIPAL CODE CORPORATION							
	00268982	04/29/2016	04/13/2016	04/13/2016	85.50	85.50		ANNUAL WEB HOST 4/1/16-3/31/17
	Vendor Total:				85.50	85.50	Total Paid:	0.00
1147	PETERSEN INDUSTRIES, INC							
	00143982	04/15/2016	04/05/2016	05/05/2016	1,637.49	0.00		Replace cylinder for truck 15
	Vendor Total:				1,637.49	0.00	Total Paid:	1,637.49

TOWN OF LAKE PLACID
 A/P History Report

All Invoices From: 04/01/2016 To: 04/30/2016

Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
1160	PITNEY BOWES GLOBAL FINANCIAL SERVICES L 084146069	04/15/2016	04/03/2016	04/03/2016	23.67	0.00		MAR 2016
	Vendor Total:				23.67	0.00	Total Paid:	23.67
1162	PITNEY BOWES RESERVE ACCT 17587916-022016	04/29/2016	04/29/2016	04/29/2016	21.94	21.94		FEB-MAR 2016
	17587916-032016	04/20/2016	04/20/2016	04/20/2016	21.94	0.00		FEB-MARCH 2016
	Vendor Total:				43.88	21.94	Total Paid:	21.94
1177	POSTMASTER 4-024	04/11/2016	04/11/2016	04/11/2016	74.40	0.00		POSTAGE - BULK MAILING
	Vendor Total:				74.40	0.00	Total Paid:	74.40
1180	PRAXAIR DISTRIBUTION SE, LLC PJ02853271	04/07/2016	04/07/2016	04/07/2016	13.22	0.00		RENTAL
	Vendor Total:				13.22	0.00	Total Paid:	13.22
1202	PUBLIC RISK MANAGEMENT OF FLORIDA 16943	04/20/2016	04/01/2016	05/01/2016	1,937.00	0.00		TOWN INSURANCE
	Vendor Total:				1,937.00	0.00	Total Paid:	1,937.00
1222	QUILL CORPORATION 4398628	04/07/2016	03/23/2016	04/22/2016	30.80	0.00		901-BE550G APC Back-Up ES 550V
	4772148	04/15/2016	04/06/2016	05/06/2016	19.87	0.00		901-54032 Rubber Finger. 901-
	4899997	04/29/2016	04/11/2016	05/11/2016	9.73	9.73		901-720700CT Quill Copy Paper.
	Vendor Total:				60.40	9.73	Total Paid:	50.67
1283	SANITATION ACCOUNT 050120166	04/28/2016	04/28/2016	04/28/2016	50,000.00	0.00		SANITATION FUND
	Vendor Total:				50,000.00	0.00	Total Paid:	50,000.00
1284	SANITATION RESERVE ACCOUNT 0501201613	04/28/2016	04/28/2016	04/28/2016	45,360.25	0.00		SANITATION RESERVES
	Vendor Total:				45,360.25	0.00	Total Paid:	45,360.25
1303	SEMINOLE TIRE 280173	04/04/2016	03/30/2016	03/30/2016	4,800.96	0.00		12 GARBAGE TRUCK TIRES
	280459	04/07/2016	04/07/2016	04/07/2016	2,470.88	0.00		6 BRUSH TRUCK/ GARBAGE TRUCK T
	280775	04/29/2016	04/15/2016	04/15/2016	1,503.36	1,503.36		4 TIRES / SANITATION
	Vendor Total:				8,775.20	1,503.36	Total Paid:	7,271.84

TOWN OF LAKE PLACID
 A/P History Report

All Invoices From: 04/01/2016 To: 04/30/2016

Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
1412	SWAINE & HARRIS, P.A. 20344	04/29/2016	04/07/2016	04/07/2016	169.48	169.48		GEN MATTERS
	Vendor Total:				169.48	169.48	Total Paid:	0.00
1432	TAW POWER SYSTEMS, INC 26088095	04/29/2016	04/29/2016	04/29/2016	121.29	121.29		TOLP ANNUAL SERVICE
	Vendor Total:				121.29	121.29	Total Paid:	0.00
1461	THE TAMPA TRIBUNE 1009825-32016	04/12/2016	04/12/2016	04/12/2016	5.00	0.00		BANK ADVERTISEMENT
	Vendor Total:				5.00	0.00	Total Paid:	5.00
1519	UNIFIRST CORPORATION 0460472	04/05/2016	03/23/2016	03/23/2016	20.08	0.00		UNIFORMS
	0462673	04/15/2016	04/06/2016	04/06/2016	20.08	0.00		UNIFORMS
	0463775	04/29/2016	04/13/2016	04/13/2016	19.97	19.97		UNIFORMS
	0464899	04/29/2016	04/20/2016	04/20/2016	18.29	18.29		UNIFORMS
	0465488	04/29/2016	04/27/2016	04/27/2016	124.72	124.72		JIM UNIFORMS
	0466019	04/29/2016	04/27/2016	04/27/2016	91.60	91.60		UNIFORMS
	Vendor Total:				294.74	254.58	Total Paid:	40.16
1543	VERIZON 9762352876	04/04/2016	03/18/2016	04/13/2016	81.80	0.00		MARCH 2016
	Vendor Total:				81.80	0.00	Total Paid:	81.80
1606	XEROX CORPORATION 084146069	04/19/2016	04/03/2016	04/03/2016	23.67	0.00		MAR 2016
	Vendor Total:				23.67	0.00	Total Paid:	23.67
1622	ALLEN, NORTON & BLUE, P.A. 119239	04/29/2016	03/31/2016	03/31/2016	31.05	31.05		Allen, Norton & Blue PA profes
	Vendor Total:				31.05	31.05	Total Paid:	0.00
1630	JOSEPH R. BARBER 314-182016	04/04/2016	03/14/2016	03/14/2016	21.87	0.00		MILEAGE & PER DIEM
	Vendor Total:				21.87	0.00	Total Paid:	21.87
1662	NEXTRAN TRUCK CENTER AUBURNDALE EW57334	04/29/2016	04/27/2016	04/27/2016	419.31	419.31		NEXTRAM / WARRANTY MAINTENANCE

TOWN OF LAKE PLACID
 A/P History Report

All Invoices From: 04/01/2016 To: 04/30/2016

Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
Vendor Total:					419.31	419.31	Total Paid:	0.00
1692	RODNEY'S MARATHON							
	3975	04/06/2016	04/06/2016	04/06/2016	120.00	0.00	04/07/2016	TRUCK 15 TIRES
	4066	04/12/2016	04/12/2016	04/12/2016	180.00	0.00		MOUNT 6 TIRES/ GARBAGE TRUCK
	4086	04/29/2016	04/29/2016	04/29/2016	120.00	120.00		MOUNT 4 TIRES / SANITATION
	5277959	04/12/2016	04/01/2016	04/01/2016	240.00	0.00		MOUNT 8 TIRES/ # 14 GARBAGE TR
	5572785	04/07/2016	04/07/2016	04/07/2016	120.00	0.00	04/07/2016	MOUNT 4 TIRES GARBAGE TRUCK
Vendor Total:					780.00	120.00	Total Paid:	660.00
409-202-000	ACCOUNTS PAYABLE TOTALS:					2,877.39		
	**** FUND TOTAL ****				181,648.62	2,877.39	Total Paid:	178,771.23
412-202-000	ACCOUNTS PAYABLE							
	985 LOAN REPAYMENT RESERVE ACCOUNT							
	050120161	04/28/2016	04/28/2016	04/28/2016	114,051.73	0.00		WASTEWATER LOAN REPAYMENT
Vendor Total:					114,051.73	0.00	Total Paid:	114,051.73
412-202-000	ACCOUNTS PAYABLE TOTALS:					0.00		
	**** FUND TOTAL ****				114,051.73	0.00	Total Paid:	114,051.73
413-202-000	ACCOUNTS PAYABLE							
	341 CEMETERY TRUST ACCOUNT-2006							
	050120163	04/28/2016	04/28/2016	04/28/2016	324,195.98	0.00		CEMETERY TRUST - PERPETUAL CA
Vendor Total:					324,195.98	0.00	Total Paid:	324,195.98
	1703 CEMETERY TRUST - RESERVE							
	0501201614	04/28/2016	04/28/2016	04/28/2016	48,863.29	0.00		CEMETERY TRUST - RESERVE
Vendor Total:					48,863.29	0.00	Total Paid:	48,863.29
413-202-000	ACCOUNTS PAYABLE TOTALS:					0.00		
	**** FUND TOTAL ****				373,059.27	0.00	Total Paid:	373,059.27
	**** GRAND TOTAL ****				5,966,500.65	58,600.35	Total Paid:	5,907,900.30

TOWN OF LAKE PLACID
 A/P History Report

Vendor: 1273 - ROYCE SUPPLY / All Invoices From: 04/01/2016 To: 04/30/2016

Vendor	Vendor Name/ Invoice	Batch Date	Invoice Date	Due Date	Invoice Amount	Open Amount	Last Paid	Description
001-202-000	ACCOUNTS PAYABLE							
1273	ROYCE SUPPLY							
	508781	04/29/2016	04/27/2016	04/27/2016	35.00	35.00		STHIL CHAINSAW/ MODEL MS250 RE
	Vendor Total:				35.00	35.00	Total Paid:	0.00
001-202-000	ACCOUNTS PAYABLE TOTALS:					35.00		
	**** FUND TOTAL ****				35.00	35.00	Total Paid:	0.00
	**** GRAND TOTAL ****				35.00	35.00	Total Paid:	0.00

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: May 9, 2016

MEETING TYPE: Town Council Regular

AGENDA ITEM # AND TITLE:

4.A. Tobacco Free Florida Week Proclamation

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

Prclamation

RECOMMENDED ACTION:

FISCAL IMPACT:

ATTACHED ITEMS:

Proclamation

CITIZENS REQUEST TO SPEAK

My name is Amanda JOHN and I represent

(Organization) Lake Placid High School SWAT Club
(Students working against tobacco)

I am requesting to speak at the Town of Lake Placid Meeting on

(Date) May 9, 2016.

I may be contacted at the following should the meeting be cancelled.

(Optional) amanda.john@quitdoc.com
441-5101

The subject matter I wish to speak on is as follows:

SWAT members will introduce ~~themselves~~ themselves.
I thank the mayor for proclamation for Tobacco
Free Florida week.

**TOBACCO FREE FLORIDA WEEK
PROCLAMATION**

WHEREAS, even though Florida has made substantial strides in progress of smoke-free policy, Floridians are still involuntarily affected by secondhand smoke's toxic chemicals; and

WHEREAS, low levels of smoke exposure, including secondhand smoke, can lead to rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke; and

WHEREAS, secondhand smoke significantly increases the risk of lung cancer, Florida's number-one cancer killer; and

WHEREAS, in the United States, two in five children ages 3 to 11 are exposed to secondhand smoke and 39.7 percent of Florida high school students and 35.9 percent of Florida middle school students reported being exposed to secondhand smoke in a room or car in the past week; and

WHEREAS, comprehensive smoke-free policies not only protect people from secondhand smoke but they also de-normalize tobacco use, encouraging more smokers to quit and fewer youth to ever start; and

WHEREAS, the best way smokers can protect their loved ones from secondhand smoke is to quit smoking and since 2007, more than 126,000 Floridians have successfully quit tobacco using one of Tobacco Free Florida's 3 Free and Easy Ways to Quit;

**NOW, THEREFORE, I, John M. Holbrook, Mayor of the Town of Lake Placid
do hereby recognize
the week of May 8 - 14, 2016 as
TOBACCO FREE FLORIDA WEEK**

And, in doing so urge citizens to make publically known the dangers secondhand smoke exposure and do also urge tobacco users to demonstrate to themselves, their friends, and their families that they can quit smoking.

Dated this _____ day of MONTH, 2016

TOWN OF LAKE PLACID

**By: _____
John M. Holbrook, Mayor**

**Attest: _____
Eva Cooper Hapeman, Municipal Clerk**

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: May 9, 2016

MEETING TYPE: Town Council Regular

AGENDA ITEM # AND TITLE:

4.A. Keep Lake Placid Beautiful Responsibility Discussion

PLACED ON AGENDA BY:

Town Administrator at KLPB Request

STATEMENT OF ISSUE:

KLPB discussion at their meeting requested Town Council commitment regarding areas.

The concerns are best stated from KLPB representatives that will attend the meeting. Mike Eisenhart provided the attached description of his duties.

From recent announcement that Mike Eisenhart would be retiring a job posting has been placed on the Town's website and advertised. See attached. The departure came sooner than expected and Town Council hasn't formally expressed approval of a budget amendment for this fiscal year that would be required to proceed with the hire.

Department:	Annual Budget						Proposed Budget Amendment (6 months)					
	Salary	Social Security	Medicare	FRS (HA)	Health/Life	TOTAL	Salary	Social Security	Medicare	FRS (HA)	Health/Life	TOTAL
Rates:	\$ 14.66	6.20%	1.45%	7.37%	\$647.36 & \$11.45	-	\$ 14.66	6.20%	1.45%	7.37%	\$647.36 & \$11.45	-
ST KLPB F/T Position (100%) (General Fund)	30,493	1,891	442	2,247	7,906	35,073	15,246	945	221	1,124	3,953	17,536
	<u>30,493</u>	<u>1,891</u>	<u>442</u>	<u>2,247</u>	<u>7,906</u>	<u>42,979</u>	<u>15,246</u>	<u>945</u>	<u>221</u>	<u>1,124</u>	<u>3,953</u>	<u>21,489</u>

RECOMMENDED ACTION:

Discuss and provide direction to staff as needed.

FISCAL IMPACT:

Position will increase 2016 budget by \$18,881.92, which includes salary, fica, retirement and health insurance

ATTACHED ITEMS:

NA

Mike Eisenhart furnished to KLPB

KEEP LAKE PLACID BEAUTIFUL COORDINATOR RESPONSIBILITIES

1. Monthly meetings with KLPB board of directors
2. Communicate with board members re projects they want initiated and completed, provide updates re ongoing projects
3. Communicate with volunteer groups, civic organizations, schools etc provide work plans on projects they request
4. Communicate with Town staff re supplies, etc
5. Develop work plans for Highlands County Sheriffs Department and DeSoto Correctional Institute
6. Supervise work days scheduled with HCSD and DCI
7. Order supplies as needed to accomplish tasks ie fertilizer, mulch, plant material etc
8. Maintain all aspects of streetscape projects to include weed control, spraying for insecticide, fungicide, tree and palm pruning.
9. Provide proper road side signage, ie Maintenance of Traffic (MOT) when working on right of ways.
10. Inject Phoenix medjool palms (Hwy 27 median) with palm saver every 6 months
11. Apply time released fertilizer to all streetscape projects 2x/ yr : pref Sept and March. **LESCO 8-2-12 slow release on Phoenix and Bismark species and Howard fertilizer 12-4-8 on all others**
12. Prune crape myrtles prior to spring flush pref January
13. Maintain sloped lawn areas along Hwy 27 with crews using weedeaters
14. File necessary paperwork to Florida Department of Agriculture to be compliant with Solicitations of Contributions. Paperwork is filed 1x/yr usually in November when financials are available
15. Attend *Keep America Beautiful Affiliates of Florida annual meetings* and file necessary documents to stay in "good standing" with Keep America Beautiful. **Reports are filed at <http://connect.re-trac.com> password klpb5351**
16. Provide quarterly progress reports to KLPB board and LP Chamber
17. Make presentations to Town Council as needed
18. Oversee financial aspects of KLPB ie expenditures, fund raising, donations
19. Apply for and administer Litter Control and Prevention Grant provided by the State of Florida Department of Transportation
20. Apply for any additional grants as the KLPB board sees will assist local projects
21. Maintain and operate towable lift and brush chipper as needed
22. Soil drench annually on Bismark Palms to prevent palm weevils
23. *Be properly schooled on fertilizer application to be compliant with regulations*

24. Be licensed to apply herbicide to highway ROW
25. Develop and implement projects for the Great American Cleanup period March thru May and submit reports as required
26. Be able to operate and maintain weed eaters, edgers, hedgers, chain saws
27. File necessary information for corporate annual report with the Department of State between January 1 and April 30 of each year, at www.sunbiz.com document number N02000007217

TOWN OF LAKE PLACID, FLORIDA

JOB POSTING EFFECTIVE: April 30, 2016

OPEN UNTIL FILLED

HORTICULTURAL AND BEAUTIFICATION SUPERVISOR

Pay and benefit scale

\$31,000 to \$33,000 dependent on qualifications State retirement paid by town with 3% by employee, Health insurance currently provided at %100, paid Vacation benefits, sick leave benefits, 40 hour work week

NATURE OF WORK



The Town of Lake Placid has a large investment in its beautification projects and the town want's its street views to be well maintained and scenic. The Town has over 100,000 visitors each year that walk the sidewalks and enjoy the local murals. Accordingly the town is seeking a full-time employee who will take ownership of the town's horticulture beautification projects and the safety of

those walking the town's streets by maintaining the street frontages sidewalks and related areas. All together there are approximately five miles of significant street frontal beautification projects and some park projects. Projects consist of various tree varieties, various grass types, sidewalks and various street interfaces and the accompanying irrigation maintenance to keep plants flourishing on a sandy Lake Wales Ridge.



The Supervisor is referred to as such because he/she will take ownership of the assigned areas and will commit to accomplishing some "hands on" tasks, some coordination of available resources, and some recognition and procurement of outside resources as needed.

This position requires a motivated and pro-active person who will maintain awareness and take personal responsibility and, and where financially feasible improve, the Town of Lake Placid's frontage areas. Works under the direction of the Mayor and Town Administrator.

ESSENTIAL FUNCTIONS OF THE JOB

Plans and performs maintenance and improvements of town's frontage areas: beautification projects, sidewalks, street areas as it relates to debris, irrigation systems, may involve some mowing and operation of some heavy equipment, tree trimming, pressure washing, arranging sidewalk repairs as needed. Has or acquires knowledge related to lawn and grass welfare and various tree welfares.

Is a team player with other town employees, town government and groups overseeing beautification projects. Is computer savvy and able to use email, electronic time and purchasing softwares, as well as cellular telephones, and websites as needed to research plants and stay aware of available grants. Requires arranging work schedules for jail inmate trustee labor which is supervised by corrections officers so as to maximize productivity.

Is able to lift 50 pounds regularly and perform work for long periods in a mostly outside environment.

Is able to operate a motor vehicle and has acceptable driving record.

Will order supplies as needed. Has ability to operate and, some ability to maintain, small equipment such as weed eaters, chainsaws, mowers, etc.

Is able to publicly address committees as is needed on projects.

Ability to pass background investigation.

Assists and advises with budget development.

Full description on the town's website: www.lakeplacidfl.net Resumes received via email at lakeplacidinfo@gmail.com or

Town Administrator
Lake Placid Town Hall
311 West Interlake Boulevard
Lake Placid, Fl. 33852

This position requires submitting a town employment application and a resume in addition to the items required in the town employment application.

TOWN OF LAKE PLACID AGENDA ITEM INTRODUCTION

MEETING DATE: 9 MAY 2016 **MEETING TYPE:** REGULAR COUNCIL MEETING

AGENDA ITEM # 5.A. **AND TITLE:** SACEMAN ALLEYWAY CLOSURE.

PLACED ON AGENDA BY: TOWN ATTORNEY

STATEMENT OF ISSUE: Public hearing to consider vacating and closing the alleyway behind Jack Saceman's shop.

RECOMMENDED ACTION:

1. Confirm Publication and Public Notice by the Clerk.
2. Conduct the Public Hearing on the Petition to close the alleyway.
3. I move **TO APPROVE** the Petition and adopt the Resolution closing the alleyway; and to authorize the Mayor to record the deed to the Town for the replacement alleyway.

OR

4. I move **TO DENY** the Petition and reject the Resolution closing the alleyway; and to authorize the Mayor to return the original deed for the replacement alleyway unrecorded to Jack Saceman.

FISCAL IMPACT: NONE.

ATTACHED ITEMS:

1. PETITION TO CLOSE THE ALLEYWAY.
2. PROOF OF PUBLICATION (BY THE CLERK).
3. RESOLUTION CLOSING THE ROAD.
4. LETTER TO MAYOR HOLBROOK WITH ESCROWED DEED FROM SACEMANS.

PETITION

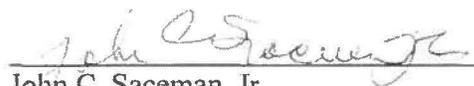
TO: THE TOWN OF LAKE PLACID
TOWN COUNCIL

FROM: John C. Saceman, Jr. and Dale Ann Saceman
1308 County Road 17 North, Lake Placid, Florida
Phone: 863.243.9373

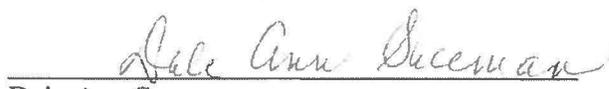
This is to Petition the Town of Lake Placid to consider vacating a road or alleyway, as shown on the attached map, legal description as follows:

A parcel of land lying in Block 4, Lake Groves Addition to the Town of Lake Stearns, according to the plat thereof as recorded in Plat Book 1, Page 25, of the Public Records of Highlands County, Florida, being more particularly described as follows:

Begin at the Northeast corner of Lot 26 of said plat and the South line of a platted 20 foot alley, thence run N88°22'35"W along the North line of Lot 26 of Block 4 and the South line of said alley, a distance of 72.87 feet to the Northwest corner of said Lot 26 of Block 4, thence run S09°50'16"W along the East line of a 18 foot platted alley a distance of 81.02 feet to a point, thence run N80°09'44"W a distance of 18.00 feet across said alley to a point on the West line of said alley. Thence run N09°50'16"E along said West line of said alley a distance of 98.63 feet to a point intersecting the North line of a platted 20 foot alley, thence run S88°22'35"E along the North line of said alley a distance of 87.60 feet to a point on the Westerly right of way of Main Street, thence run S00°00'00"E along said right of way line a distance of 20.00 feet to the Point of Beginning.



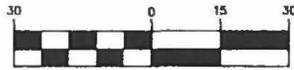
John C. Saceman, Jr.



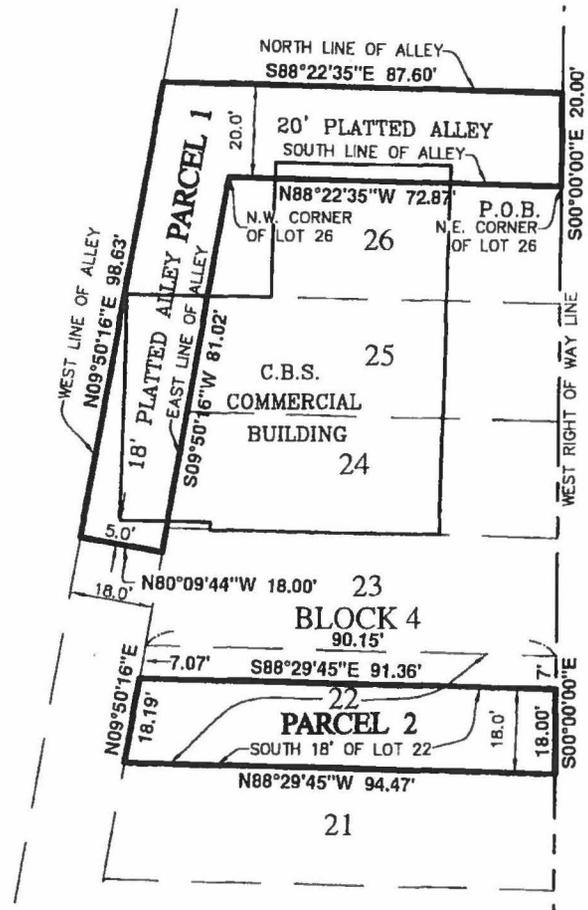
Dale Ann Saceman



GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.



SHEET 2 OF 2
SEE SHEET 1 OF 2 FOR LEGAL DESCRIPTION

**RESOLUTION OF THE LAKE PLACID TOWN COUNCIL
CLOSING AND VACATING THE ALLEYWAY UNDER THE SACEMAN BUILDING**

THE LAKE PLACID TOWN COUNCIL was duly assembled in regular session on the 9th day of May 2016. Mayor John M. Holbrook presided. A quorum was present. Among other business, the Town Council took up for consideration a resolution closing and vacating the alleyway under the Saceman building on North Main Avenue. After full and fair public discussion, and upon motion duly made and seconded, the following Resolution was adopted:

SECTION 1. PUBLIC NOTICE. A Public Notice of Intention to Apply to the Town Council of Lake Placid, Florida to Close a Road was duly published in the *Tampa Tribune, Highlands Today*, a newspaper of general circulation in Highlands County, Florida on _____ 2016.

SECTION 2. HEARING. A hearing was held on 9 May 2016, and after due weight, consideration and determination, it was determined that the statutory requirements have been complied with and that the closing of the alleyway/road will not adversely affect the ownership of any person.

SECTION 3. ALLEYWAY CLOSURE. The portion of that certain alleyway described below is hereby vacated, abandoned, discontinued and closed, and all rights of the Town of Lake Placid and the public in and to the alleyway and any lands in connection therewith be and are hereby renounced and disclaimed. The alleyway is described as:

A parcel of land lying in Block 4, Lake Groves Addition to the Town of Lake Stearns, according to the plat thereof as recorded in Plat Book 1, Page 25, of the Public Records of Highlands County, Florida, being more particularly described as follows:

Begin at the Northeast corner of Lot 26 of said plat and the South line of a platted 20 foot alley, thence run N88°22'35"W along the North line of Lot 26 of Block 4 and the South line of said alley, a distance of 72.87 feet to the Northwest corner of said Lot 26 of Block 4, thence run S09°50'16"W along the East line of a 18 foot platted alley a distance of 81.02 feet to a point, thence run N80°09'44"W a distance of 18.00 feet across said alley to a point on the West line of said alley. Thence run N09°50'16"E along said West line of said alley a distance of 98.63 feet to a point intersecting the North line of a platted 20 foot alley, thence run S88°22'35"E along the North line of said alley a distance of 87.60 feet to a point on the Westerly right of way of Main Street, thence run S00°00'00"E along said right of way line a distance of 20.00 feet to the Point of Beginning.

SECTION 4. PUBLIC NOTICE. The Town Clerk shall publish the Public Notice of Adoption of Resolution by the Town Council of Lake Placid, Florida within thirty (30) days of adoption in a newspaper of general circulation in Highlands County, Florida.

RESOLVED this 9th day of May 2016.

TOWN OF LAKE PLACID, a Florida municipal corporation

By: _____
John M. Holbrook, Mayor

Attest: _____
Eva Cooper Hapeman, Town Clerk

Jack and Dale Ann Saceman
247 North Main Avenue
Lake Placid, Florida 33852

December 18, 2015

Mayor John M. Holbrook
Town of Lake Placid
311 West Interlake Boulevard
Lake Placid, Florida 33852

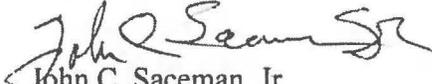
RE: *Saceman – Town of Lake Placid
Alleyway*

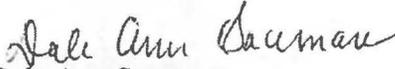
Dear Mayor Holbrook:

We enclose herewith the Original Warranty Deed, executed by us on the 17th day of December 2015, conveying the described land to the Town of Lake Placid.

This Deed is given to you in Trust, but in Trust none the less. The Trust is released and you may record this deed when the Town successfully abandons the alleyway on the west side of our building (specifically including the land under the building).

Very truly yours,


John C. Saceman, Jr.


Dale Ann Saceman

/Enclosure

Prepared by and Return to:

Bert J. Harris, III
Swaine & Harris, PA
401 Dal Hall Boulevard
Lake Placid, Florida 33852

WARRANTY DEED

THIS INDENTURE was executed this 17th day of December, 2015 by **JOHN C. SACEMAN, JR.** and **DALE ANN SACEMAN**, husband and wife, as tenants by the entireties, whose address is 247 North Main Street, Lake Placid, Florida 33852, Grantor, **and THE TOWN OF LAKE PLACID**, a municipal corporation, whose address is 311 West Interlake Boulevard, Lake Placid, Florida 33852, Grantee.

(Wherever used herein the terms "Grantor" and Grantee" shall include singular and plural, heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires.)

WITNESSETH:

That said Grantor, for and in consideration of the sum of Ten Dollars (\$10.00), and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said Grantee and Grantee's heirs and assigns forever, the following described land, situate, lying and being in the County of Highlands, State of Florida, to-wit:

The Southerly 18 feet of Lot 22, Block 4, LAKE GROVES CO'S ADDITION TO LAKE STEARNS, FLA, according to the map or plat thereof as recorded in Plat Book 1, Page 25 of the Public Records of Highlands County, Florida

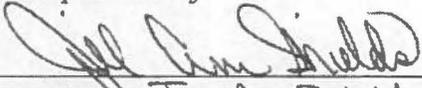
SUBJECT TO:

1. Comprehensive land use plans, zoning, restrictions, prohibitions and other requirements imposed by governmental authority.
2. Restrictions and matters appearing on the plat or otherwise common to the subdivision.
3. Public Utility Easements of record.
4. Real Estate Taxes for the year 2015 and subsequent years.

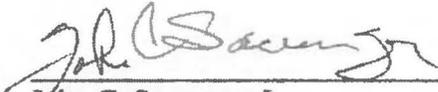
And said Grantor does hereby fully warrant the title to said land, and will defend the same against the lawful claims of all persons whomsoever.

In Witness Whereof, the said Grantor has signed and sealed these presents the day and year first above written.

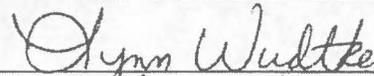
*Signed, sealed and delivered
in the presence of:*



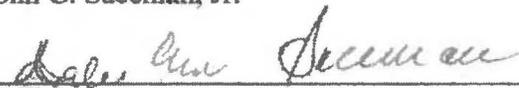
Printed Name: Jill Ann Shields



John C. Saceman, Jr.



Printed Name: Lynn Wudtke
Witnesses

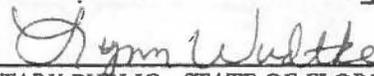


Dale Ann Saceman

STATE OF FLORIDA
COUNTY OF HIGHLANDS

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared John C. Saceman, Jr. and Dale Ann Saceman who are personally known to me or who produced _____ as identification and they acknowledged before me that they executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this 17 day of December, 2015.



NOTARY PUBLIC - STATE OF FLORIDA
Printed Name: _____

(SEAL)

Commission Number: _____
My Commission Expires: _____



**TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION**

MEETING DATE: 9 May 2016

MEETING TYPE: Regular Council Meeting

AGENDA ITEM # 6.B.1. AND TITLE: EUCALYPTUS DRIVE TITLE QUESTION.

PLACED ON AGENDA BY: TOWN ATTORNEY AND TOWN ADMINISTRATOR.

STATEMENT OF ISSUE: Whether to examine title to Eucalyptus Drive from Dal Hall south.

BACKGROUND FACTS. The available records call into question the apparent record title for Eucalyptus, now Waldo Aliff Drive. PLAT OF THE TOWN OF LAKE STEARNS shows Eucalyptus. The PROPERTY APPRAISER'S WEB SITE does not show right of way for Eucalyptus. Town Minutes for action vacating will be provided by the meeting.

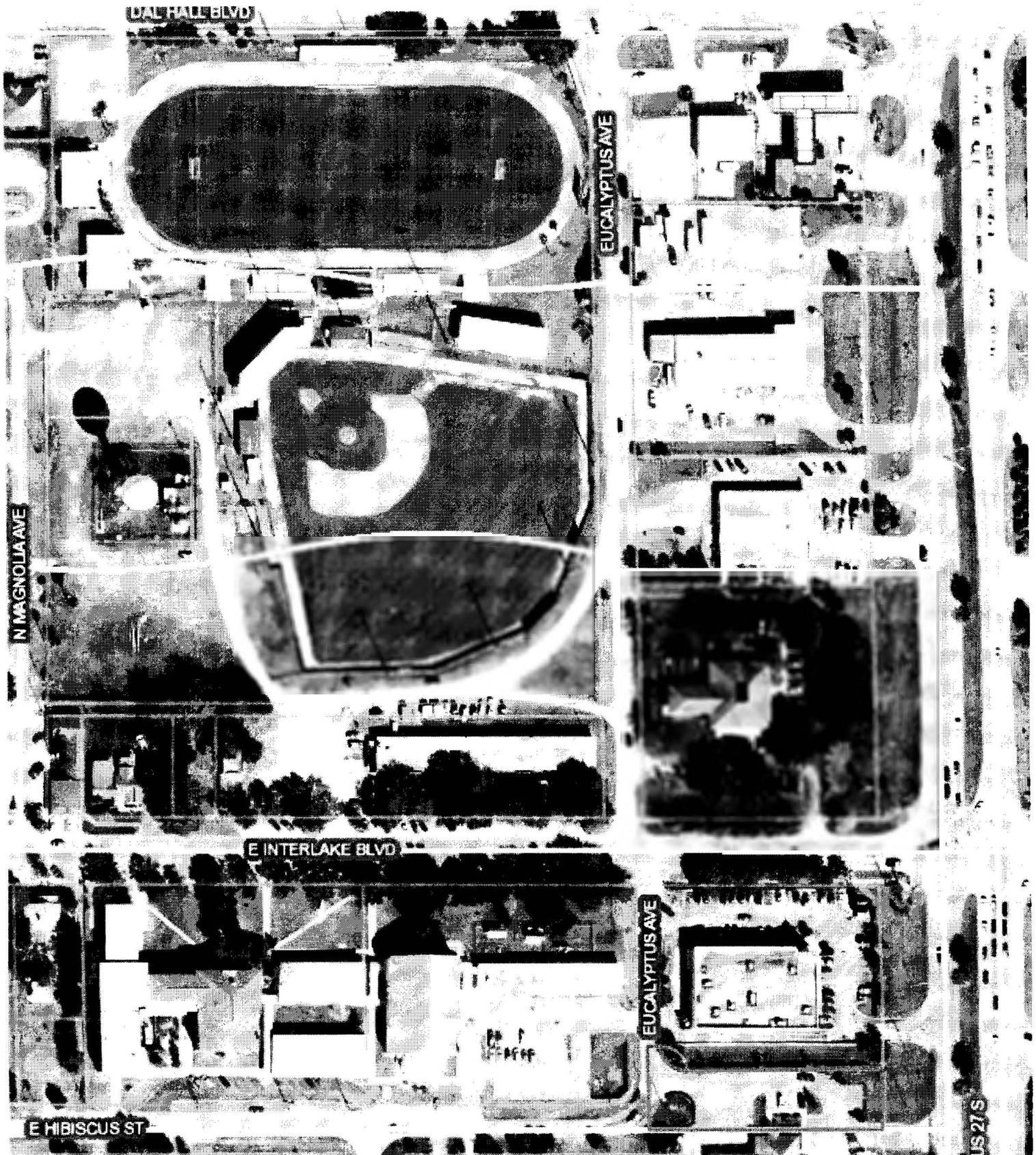
RECOMMENDED ACTION: The Council has three options:

1. I move that the Town Administrator and Attorney obtain a title examination of Eucalyptus Drive.
2. I move that the Town take no further action at this time regarding the title to Eucalyptus Drive.
3. Silence and address the matter later.

FISCAL IMPACT: An estimate of the cost of title search from South Ridge Abstract and Title Company is being obtained and will be provided at or before Town Council.

ATTACHED ITEMS:

1. PLAT OF THE TOWN OF LAKE STEARNS. Shows Eucalyptus.
2. PROPERTY APPRAISER'S WEB SITE. Shows no right of way for Eucalyptus.



TOWN OF LAKE PLACID AGENDA ITEM INTRODUCTION

MEETING DATE: 9 MAY 2016 **MEETING TYPE:** REGULAR COUNCIL MEETING

AGENDA ITEM # 6.B.2. **AND TITLE:** TANGERINE DRIVE RIGHT OF WAY —
RELEASE FROM FDEP GRANT AGREEMENT BY SUBSTITUTING IN OTHER LANDS
(NORTH PORTION OF LAKE JUNE PARK).

PLACED ON AGENDA BY: TOWN ATTORNEY.

STATEMENT OF ISSUE: The southerly portion of Lake June Park was acquired with a Florida Department of Environmental Protection, Florida Recreation Development Assistance Program (“FRDAP”) grant (Grant Agreement attached). The land so acquired is encumbered and may be used only for recreation. The rules governing allow land to be substituted in so that the needed right of way may be released from the grant.

Reconstruction of Tangerine Drive is to begin very soon.

The proposed resolution authorizes the Mayor to execute the appropriate documents to obtain a release of the needed right of way and encumber the replacement land. A portion of Lake June Park owned by the Town before the grant is proposed to be encumbered as the replacement land. Once the replacement land is approved in concept, a legal description will be developed. We believe that a 1:1 exchange may be approved. But the Mayor will have the authority to encumber more if necessary.

The original grant agreement was not recorded, but will be as this matter evolves.

RECOMMENDED ACTION: I move the Town Council Adopt the Resolution.

FISCAL IMPACT: Saves the Town from purchasing replacement right of way.

ATTACHED ITEMS:

1. Proposed Resolution.
2. 2001 Grant Agreement.
3. Map of Right of Way to be released from the Grant.

**RESOLUTION OF THE LAKE PLACID TOWN COUNCIL
REGARDING AMENDMENT OF THE FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION,
FLORIDA RECREATION DEVELOPMENT ASSISTANCE
PROGRAM, Project Grant Agreement – Acquisition dated 21
September 2001**

The Lake Placid Town Council was duly assembled in regular session in Town Hall on the 9th day of May 2016. A quorum was present. Mayor John M. Holbrook presided. Among other matters the Town Council took up for consideration the amendment of the FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM, Project Grant Agreement – Acquisition, dated 21 September 2001, for FRDAP Project Number F02133; FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM, Project Agreement (SFY 2005-06) – Development, dated 7 July 2005, for FRDAP Project Number F06197; FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM, Project Agreement (SFY 2005-06) – Development, dated 7 July 2005, for FRDAP Project Number F06199; FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM, Project Agreement (SFY 2006-07) – Development, dated 10 August 2006, for FRDAP Project Number F07055 (collectively, the “FRDAP Grants”) – as they may relate to the reconstruction of Tangerine Drive, a public road in the Town of Lake Placid.

Upon motion properly made and seconded, the following resolution was adopted by the Lake Placid Town Council, to-wit:

IT IS RESOLVED by the Town Council of the Town of Lake Placid as follows:

SECTION 1. THE ACQUISITION GRANT AGREEMENT. The Town of Lake Placid, Florida entered that certain Project Grant Agreement – Acquisition, dated 21 September 2001 regarding the FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM with the FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, for FRDAP Project Number F02133 (the “FRDAP Acquisition Grant”). The FRDAP Acquisition Grant gave the Town of Lake Placid funds to purchase the a portion of the Lake June Recreation Facilities, as described in Warranty Deed recorded June 20, 2002 in Official Record Book 1612, Page 234 of the Public Records of Highlands County, Florida. Properties acquired with the grant funds are to be used for recreation purposes according to the terms of the Grant Agreement and Florida

Administrative Code, Chapter 62D-5 and shall be dedicated in perpetuity as an outdoor recreational site for the use and benefit of the general public. The site dedication should have been, but apparently was not, recorded in the Public Records of Highland County, Florida.

SECTION 2. THE DEVELOPMENT GRANT AGREEMENTS. The Town of Lake Placid, Florida entered those certain Project Development Agreements regarding the FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM with the FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, dated 7 July 2005, for FRDAP Project Number F06197; dated 7 July 2005, for FRDAP Project Number F06199; dated 10 August 2006, for FRDAP Project Number F07055, (the “FRDAP Development Grants”). The FRDAP Development Grants gave the Town of Lake Placid funds to develop a portion of the Lake June Recreation Facilities acquired under the Acquisition Grant. The facilities developed with the grant funds are to be used for recreation purposes according to the terms of the Grant Agreements and FDEP Rule 62D-5, Florida Administrative Code, and should have been dedicated in perpetuity as an outdoor recreational site for the use and benefit of the general public. The site dedication should have been, but apparently was not, recorded in the Public Records of Highland County, Florida.

SECTION 3. TANGERINE DRIVE. Tangerine Drive is a public road within the Town of Lake Placid, Florida, serving the Lake June Recreational Facilities, and other surrounding lands. The Town of Lake Placid and the Board of County Commissioners have determined that Tangerine Drive needs to be reconstructed; that the Board of County Commissioners would provide and manage the reconstruction; and that additional right-of-way near the new traffic circle is needed on the northerly end of Tangerine Drive.

SECTION 4. REQUEST FOR RELEASE OF PROPERTY. The Town requested that FDEP release certain property and facilities from the encumbrance of the FRDAP Grants so that it can be used as additional right-of-way for the reconstruction of Tangerine Drive. The property to be released from the FRDAP grant is situated parallel to, west of and adjacent to Tangerine Drive (the anticipated parcel consists of about .95 acres as shown on the map attached and incorporated as **Exhibit 1**).

SECTION 5. EXCHANGE OF PROPERTY. FDEP Rule 62D-5, Florida Administrative Code, provides that property acquired through the FRDAP Grant may be released from the encumbrance of the FRDAP Grant, provided the Town “replace the area, facilities,

resource or site at its own expense with project of comparable scope and quality” and record a site dedication encumbering the replacement property and facilities in the Highland County Official Records.

SECTION 6. REPLACEMENT PROPERTY AND FACILITIES. The Town of Lake Placid owns other similar property and related facilities on the North side of the Lake June Recreational Facilities; as well as other properties and parks within the Town of Lake Placid.

SECTION 7. AUTHORITY. The Mayor of the Town of Lake Placid is authorized as follows:

A. To execute and record reasonable agreements which remove from the encumbrance of the FRDAP Grants the property needed for right of way for Tangerine Drive;

B. To execute and record reasonable agreements which subject the property and facilities acquired and developed by the Town of Lake Placid with FRDAP funds to the encumbrance of the FRDAP Grants and FDEP Rule 62D-5, Florida Administrative;

C. To execute and record reasonable agreements which subject other property and facilities of comparable scope and quality acquired and developed by the Town of Lake Placid to the encumbrance of the FRDAP Grants and FDEP Rule 62D-5, Florida Administrative;

C. To cause both parcels to be surveyed and described; and

D. To do all other things reasonably necessary to effect and complete this transaction.

RESOLVED by the Lake Placid Town Council of the Town of Lake Placid, Florida this 9th day of May 2016.

TOWN OF LAKE PLACID, a Florida municipal corporation

By: _____
John M. Holbrook, Mayor

SEAL

ATTEST: _____
Eva Cooper Hapeman, Town Clerk



EXHIBIT

1

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

STANDARD LANGUAGE FOR PROPERTY RECORDS

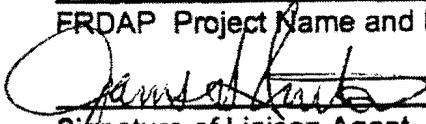
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM

Notice of Limitation of Use/Site Dedication

The Property identified in the attached project agreement and boundary map has been acquired or developed by the project sponsor with financial assistance provided by the Florida Department of Environmental Protection (DEP) in accordance with Program statutes. Pursuant to requirements of that rule, land already owned and then developed or land acquired by the project sponsor with grant assistance shall be dedicated in perpetuity as an outdoor recreation area for the use and benefit of the general public. Leased land developed by the project sponsor with program assistance shall be dedicated as an outdoor recreation area for the general public for a minimum of twenty-five (25) years after completion of development. If the project sponsor should convert any part of the project area or the facilities thereon, whether acquired or developed with grant assistance, to other than DEP approved recreational uses, the project sponsor shall replace the area and facilities at its own expense with a DEP approved project of comparable or greater scope and quality. In lieu of such replacement, DEP may require return of grant funds disbursed to the project sponsor. Grant funds shall be refunded with interest, calculated at two (2) percent over the prevailing prime rate as reported by the Federal Reserve.

I certify that copies of the Notice of Limitation of Use/Site Dedication form, project agreement and project boundary map have been filed in the County Courthouse with the deed to the property on which the following grant project is located:

Lake June Park F02133
ERDAP Project Name and Number


Signature of Liaison Agent

Jim Fulton, Public Works Director
Typed Name and Title

June 7, 2002
Date

FPS-A038 (8/13/98)

F0133

DEP Contract Number

CSFA Number: 37017

CSFA Title: FRDAP

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
Project Grant Agreement - Acquisition

This Agreement is made and entered into this 21st day of September, 2001, by and between the State of Florida, DEPARTMENT of Environmental Protection, hereinafter called the DEPARTMENT, and the Town of Lake Placid, hereinafter called the GRANTEE, in furtherance of an approved public outdoor recreation project. In consideration of the mutual covenants contained herein and pursuant to section 375.075, Florida Statutes, and chapter 62D-5, Part V, Florida Administrative Code, the parties hereto agree as follows:

1. This Agreement shall be performed in accordance with section 375.075, Florida Statutes, and chapter 62D-5, Part V, Florida Administrative Code, hereinafter called the RULE. The GRANTEE shall comply with all provisions of the RULE effective August 23, 2000, which is incorporated into this Agreement as if fully set forth herein. It is the intent of the DEPARTMENT and the GRANTEE that none of the provisions of section 163.01, Florida Statutes, shall have application to this Agreement.
2. The DEPARTMENT has found that public outdoor recreation is the primary purpose of the project known as Lake June Park - Phase II (Florida Recreation Development Assistance Program, FRDAP Project Number F02133), hereinafter called the PROJECT, and enters into this Agreement with the GRANTEE for the acquisition of that real property, the legal description of which shall be submitted to the DEPARTMENT as described

in the Florida Recreation Development Assistance Program Development Project Pre-reimbursement/Commencement Documentation Form, DEP Form FPS-A034.

3. Within three (3) years from the completion date set forth in the PROJECT completion certificate, unless extended by the DEPARTMENT staff for good cause at the written request of the GRANTEE, the GRANTEE will construct, or cause to be constructed, certain public outdoor recreation facilities and improvements in accordance with the following development elements: Playground, baseball field, softball field, soccer field, restroom, parking and other related support facilities.
4. The DEPARTMENT shall pay, on a reimbursement basis, to the GRANTEE, funds not to exceed \$112,500, which will pay the DEPARTMENT'S share of the cost of the PROJECT. DEPARTMENT fund limits are based upon the following:

DEPARTMENT Amount	<u>\$112,500</u>	<u>75%</u>
GRANTEE Match	<u>\$ 37,500</u>	<u>25%</u>
Type of Match	<u>Cash/In-Kind Services</u>	

The PROJECT reimbursement request shall include all documentation required by the DEPARTMENT for a proper pre-audit and post-audit review. Within sixty (60) days after receipt of the request, the DEPARTMENT'S Contract Manager shall review the completion documentation and payment request from the GRANTEE for the PROJECT. If the documentation is sufficient and meets the requirements of the Florida Recreation Development Assistance Program Completion Documentation Form, DEP Form FPS-A037, referenced in s. 62D-5.058(6)2(g), the DEPARTMENT will approve the request for payment.

5. The GRANTEE agrees to comply with the Division of Recreation and Parks' Grant and Contract Accountability Procedure, hereinafter called the PROCEDURE and incorporated into this Agreement by reference as if fully set forth herein. All purchases of goods and services for accomplishment of the PROJECT shall be secured in accordance with the GRANTEE'S adopted procurement procedures. Expenses representing the PROJECT costs, including the required matching contribution shall be reported to the DEPARTMENT

and summarized on certification forms provided in the PROCEDURE. The DEPARTMENT and GRANTEE agree to use the PROCEDURE guidelines accounting for FRDAP funds disbursed under the PROJECT. The parties further agree that the principles for determining the eligible costs, supporting documentation and minimum reporting requirements of the PROCEDURE shall be used.

6. Pursuant to s. 215.422, Florida Statutes, the Department's Project Manager shall have five (5) working days, unless otherwise specified herein, to inspect and approve the payment requests for payment. The DEPARTMENT must submit a request for payment to the Florida DEPARTMENT of Banking and Finance within twenty (20) days; and the DEPARTMENT of Banking and Finance has fifteen (15) days to issue a warrant. Days are calculated from the date the invoice is received or the date the services are received, inspected, and approved, whichever is later. Invoice payment requirements do not start until a complete and correct invoice has been received. Invoices which have to be returned to the GRANTEE for correction(s) will result in a delay in the payment. A Vendor Ombudsman has been established within the Florida DEPARTMENT of Banking and Finance who may be contacted if a contractor is experiencing problems in obtaining timely payment(s) from a State of Florida agency. The Vendor Ombudsman may be contacted at (850)410-9724 or (800)848-3792.

7. In accordance with s. 215.422, Florida Statutes, the DEPARTMENT shall pay the GRANTEE interest at a rate as established by s. 55.03(1), Florida Statutes, on the unpaid balance, if a warrant in payment of an invoice is not issued within 40 days after receipt of a correct invoice and receipt, inspection, and approval of the goods and services. Interest payments of less than \$1 will not be enforced unless the GRANTEE requests payment. The interest rate established pursuant to s. 55.03(1), Florida Statutes, by Comptroller's Memorandum No. 12 (1999-00) dated December 2, 2000, has been set at 11.0% per annum or .0003014% per day. The revised interest rate for each calendar year beyond 2000 for which the term of this Agreement is in effect can be obtained by calling the DEPARTMENT of Banking and Finance, Vendor Ombudsman at the telephone number provided above or the Department's Contracts Section at 850/922-5942.

8. It is understood by the parties that the amount of this Agreement may be reduced should the Governor's Budget Office declare a revenue shortfall and assess a mandatory reserve. Should a shortfall be declared, the amount of this Agreement may be reduced by the same percentage as the DEPARTMENT is assessed for the mandatory reserve.
9. All monies expended by the GRANTEE for the purpose contained herein shall be subject to pre-audit review and approval by the Comptroller of Florida in accordance with s. 17.03, Florida Statutes.
10. PROJECT funds may be reimbursed for eligible pre-agreement expenses (as defined in s. 62D-5.054(29) of the RULE) incurred by GRANTEE prior to execution of this Agreement as set forth in s.62D-5.055(9) of the RULE. The DEPARTMENT and the GRANTEE fully understand and agree that there shall be no reimbursement of PROJECT funds by the DEPARTMENT for any expenditure made prior to the execution of this Agreement with the exception of those expenditures which meet the requirements of the foregoing sections of the RULE.
11. Prior to commencement of PROJECT acquisition, the GRANTEE shall submit the documentation required by the Florida Recreation Development Assistance Program Acquisition Project Pre-reimbursement/Commencement Documentation Form, DEP Form FPS-A034, referenced in s. 62D-D.058(6)(f) of the RULE, to the DEPARTMENT upon determining that the documentation complies with the RULE, the DEPARTMENT will give notice to GRANTEE to commence the acquisition and approve the request for payment.
12. GRANTEE shall complete acquisition of the PROJECT site by Sept. 30, 2002. The GRANTEE may request up to two (2) one (1) year extensions from the DEPARTMENT for good cause at the written request of the GRANTEE and such request must be made prior to the PROJECT completion date. This Agreement shall become effective upon execution and the Project must be completed within 5 years, or money may revert.
13. Any local governmental entity, nonprofit organization, or for-profit organization that is awarded funds from a grants and aids appropriation by a state agency shall:

- (a) If the amounts received exceed \$100,000, have an audit performed in accordance with the rules of the Auditor General promulgated pursuant to s. 11.45, Florida Statutes; or
 - (b) If the amounts received exceed \$25,000, but do not exceed \$100,000, have an audit performed in accordance with the rules of the Auditor General promulgated pursuant to s. 11.45, Florida Statutes, or have a statement prepared by an independent certified public accountant which attests that the receiving entity or organization has complied with the provisions of this Agreement; or
 - (c) If the amounts received do not exceed \$25,000, have the head of the entity or organization attest, under penalties of perjury, that the entity or organization has complied with the provisions of this Agreement.
14. A copy of the audit or attestation as required in Paragraph 13, shall be submitted to the DEPARTMENT within one (1) year from the PROJECT completion date as set forth in the PROJECT completion certificate.
15. In addition to the provisions contained in Paragraph 13 above, the Grantee shall comply with the applicable provisions contained in Attachment 1. A revised copy of Attachment 1, Exhibit-1, must be provided to the Grantee with each amendment which authorizes a funding increase or decrease. The revised Exhibit-1 shall summarize the funding sources supporting the Agreement for purposes of assisting the Grantee in complying with the requirements of Attachment 1. If the Grantee fails to receive a revised copy of Attachment 1, Exhibit-1, the Grantee shall notify the Department's Contracts Administrator at 850/488-7896 to request a copy of the updated information.
16. Following receipt of an audit report identifying any reimbursement due the DEPARTMENT for the GRANTEE'S non-compliance with this Agreement, the GRANTEE will be allowed a maximum of thirty (30) days to submit additional pertinent documentation to offset the amount identified as being due the DEPARTMENT. The DEPARTMENT, following a review of the documentation submitted by the GRANTEE, will inform the GRANTEE of any reimbursement due the DEPARTMENT.

17. The GRANTEE shall retain all records supporting PROJECT costs for three (3) years after the fiscal year in which the final PROJECT payment was released by the DEPARTMENT or until final resolution of matters resulting from any litigation, claim or audit that started prior to the expiration of the three-year retention period. The DEPARTMENT, State Auditor General, State Comptroller and other agencies or entities with jurisdiction shall have the right to inspect and audit the GRANTEE'S records for said PROJECT within the three-year retention period.

18. The DEPARTMENT'S Contract Manager for the purpose of this Agreement shall be responsible for ensuring performance of its terms and conditions and shall approve all reimbursement requests prior to payment. The GRANTEE'S Liaison Agent, as identified in the PROJECT application, or successor, shall act on behalf of the GRANTEE relative to the provisions of this Agreement. The GRANTEE'S Liaison Agent, shall submit to the DEPARTMENT signed PROJECT status reports every ninety (90) days summarizing the work accomplished, problems encountered, percentage of completion, and other information which may be requested by the DEPARTMENT. Photographs to reflect the construction work accomplished shall be submitted when the DEPARTMENT requests them. Any and all notices shall be delivered to the parties at the following addresses:

Grantee

Department

Ms. Arlene Tuck
Town of Lake Placid
51 Park drive
Lake Placid, Florida 33852

Rita Ventry
Dept.of Environmental Protection
3900 Commonwealth Blvd., MS 585
Tallahassee, Florida 32399-3000

19. Prior to final reimbursement, the GRANTEE must erect a permanent information sign on the PROJECT site which credits PROJECT funding or a portion thereof, from the Florida Department of Environmental Protection and the Florida Recreation Development Assistance Program.

20. The DEPARTMENT has the right to inspect the PROJECT and any and all records related thereto at any reasonable time.

21. This Agreement may be unilaterally canceled by the DEPARTMENT in the event the GRANTEE refuses to allow public

access to all documents, papers, letters or other materials made or received in conjunction with this Agreement pursuant to the provisions of Chapter 119, Florida Statutes.

22. The DEPARTMENT shall also have the right to demand a refund, either in whole or in part, of the FRDAP funds provided to the GRANTEE for non-compliance with the material terms of this Agreement. The GRANTEE, upon such written notification from the DEPARTMENT, shall refund, and shall forthwith pay to the DEPARTMENT, the amount of money demanded by the DEPARTMENT. Interest on any refund shall be calculated and determined pursuant to Section 55.03(1) of the Florida Statutes. Interest shall be calculated from the date(s) of payment(s) to the GRANTEE by the DEPARTMENT to the date repayment is made by GRANTEE.

23. The GRANTEE shall comply with all federal, state and local rules, regulations and ordinances in acquiring and developing this PROJECT. The GRANTEE acknowledges that this requirement includes compliance with all federal, state and local health and safety rules and regulations including all applicable building codes. The GRANTEE further agrees to ensure that the GRANTEE'S contract will include the requirements of this paragraph in all subcontracts made to perform this Agreement.

24. Land owned by the GRANTEE, which is developed or acquired with FRDAP funds, shall be dedicated in perpetuity as an outdoor recreation site by the GRANTEE for the use and benefit of the public as stated in Administrative Rule 62D-5.059(2). Land under control other than by ownership of the GRANTEE such as by lease, shall be dedicated as an outdoor recreation area for the use and benefit of the general public for a minimum period of twenty-five (25) years from the completion date set forth in the PROJECT completion certificate. All dedications must be recorded in the public property records by the GRANTEE. Such PROJECT shall be open at reasonable times and shall be managed in a safe and attractive manner appropriate for public use.

25. Failure to comply with the provisions of the RULE or the terms and conditions of this Agreement will result in cancellation of the Agreement by the DEPARTMENT. The DEPARTMENT shall give the GRANTEE in violation of the RULE or this Agreement a notice in writing of the particular

violations stating a reasonable time to comply. Failure to comply within the time period state in the written notice shall result in cancellation of the Agreement and may result in the imposition of the terms in Paragraph 22.

26. In the event of conflict in the provisions of the Rule, the Agreement and the Project Application, the provisions of the Rule shall control over this Agreement and this Agreement shall control over the Project Application documents.
27. If the DEPARTMENT determines that site control is not sufficient under the RULE the DEPARTMENT shall give the applicant a notice in writing and a reasonable time to comply. If the deficiency cannot be reasonably corrected within the time specified in the notice, the DEPARTMENT shall cancel this AGREEMENT.
28. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Florida Legislature.
29. This Agreement strictly prohibits the expenditure of FRDAP funds for the purpose of lobbying the Florida Legislature, the judicial branch, or a state agency.
30. No person on the grounds of race, creed, color, national origin, age, sex, marital status or ability level, shall be excluded from participation in; be denied the proceeds or benefits of; or be otherwise subjected to discrimination in performance of this Agreement.
31. Each party hereto agrees that it shall be solely responsible for the wrongful acts of its employees and agents. However, nothing contained herein shall constitute a waiver by either party of its sovereign immunity or the provisions of s. 768.28, Florida Statutes.
32. The employment of unauthorized aliens by any GRANTEE is considered a violation of s. 274A(e) of the Immigration and Nationality Act. If the GRANTEE knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The GRANTEE

shall be responsible for including this provision in all subcontracts with private organizations made to perform this Agreement.

33. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not perform work as a grantee, contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017, Florida Statutes, or Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.
34. The Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement. Any action hereon or in connection herewith shall be brought in Leon County, Florida unless prohibited by law.
35. No delay or failure to exercise any right, power or remedy accruing to either party upon breach or default by either party under this Agreement, shall impair any such right, power or remedy of either party; nor shall such delay or failure be construed as a waiver of any such breach or default, or any similar breach or default thereafter.
36. This Agreement is not intended nor shall it be construed as granting any rights, privileges or interest in any third party without mutual written agreement of the parties hereto.
37. This Agreement is an exclusive contract and may not be assigned in whole or in part without the written approval of the Department.

38. This Agreement represents the entire agreement of the parties. Any alterations, variations, changes, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly executed by each of the parties hereto, and attached to the original of this Agreement.

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IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed on the day and year first above written.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

TOWN OF LAKE PLACID

By: Ed Bowman
Division Director (or Designee)
Division of Recreation and Parks

By: Pauline B. Riosse

Title:

Address:
Bureau of Design and Recreation Services
Division of Recreation and Parks
3900 Commonwealth Boulevard
Mail Station 585
Tallahassee, Florida 32399-3000

Address:
51 Park Drive
Lake Placid, Florida 33852

Rita Venturi
DEP Contract Manager

[Signature]
Grantee Attorney

Approved as to Form and Legality:
This form has been pre-approved as to form and legality by Suzanne Brantley, Assistant General Counsel, on June 6, 2001 for use for one year.

DEP 42-058
Revised 05-18-2001

Attachment -1

SPECIAL AUDIT REQUIREMENTS

The administration of funds awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the contract/agreement*) to the recipient (*which may be referred to as the "Contractor", Grantee" or other name in the contract/agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this section.

MONITORING

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Comptroller or Auditor General.

AUDITS

PART I: FEDERALLY FUNDED

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the recipient expends \$300,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal funds awarded through the Department of Environmental Protection by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal funds received from the Department of Environmental Protection. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1., the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
3. If the recipient expends less than \$300,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$300,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds (i.e., the cost of such an audit must be paid from recipient funds obtained from other than Federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at <http://aspe.os.dhhs.gov/cfda>.

PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2)(1), Florida Statutes.

1. In the event that the recipient expends a total amount of State awards (i.e., State financial assistance provided to the recipient to carry out a State project) equal to or in excess of \$300,000 in any fiscal year of such recipient, the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller, and Chapter 10.600, Rules of the Auditor General. EXHIBIT 1 to this agreement indicates State funds awarded through the Department of Environmental Protection by this agreement. In determining the State awards expended in its fiscal year, the recipient shall consider all sources of State awards, including State funds received from the Department of Environmental Protection, except that State awards received by a nonstate entity for Federal program matching requirements shall be excluded from consideration.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a reporting package as defined by Section 215.97(2)(d), Florida Statutes, and Chapter 10.600, Rules of the Auditor General.
3. If the recipient expends less than \$300,000 in State awards in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$300,000 in State awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from non-State funds (i.e., the cost of such an audit must be paid from recipient funds obtained from other than State entities).
4. For information regarding the Florida Single Audit Act, including the Florida Catalog of State Financial Assistance (CFSA), a recipient should access the website for the Governor's Office located at <http://sun6.dms.state.fl.us/fsaa/> for assistance. In addition to the above website, the following websites may be accessed for information: Legislature's Website <http://www.leg.state.fl.us/>, Governor's Website <http://www.flgov.com/>, Department of Banking and Finance's Website <http://www.dbf.state.fl.us/aadir/FSAAIndex.html>, and the Auditor General's Website <http://sun6.dms.state.fl.us/audgen>.

PART III: OTHER AUDIT REQUIREMENTS

(NOTE: Pursuant to Section 215.97(7)(m), Florida Statutes, State agencies may conduct or arrange for audits of State awards that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State agency must arrange for funding the full cost of such additional audits. This part would be used to specify any additional audit requirements imposed by the State agency that are solely a matter of that State agency's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements).)

PART IV: REPORT SUBMISSION

1. Copies of audit reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at each of the following addresses:

Rita Ventry
 Florida Department of Environmental Protection
 3900 Commonwealth Blvd.
 Mail Station 585
 Tallahassee, Florida 32399

Audit Director
 Florida Department of Environmental Protection
 Office of Inspector General
 2600 Blair Stone Road, MS40
 Tallahassee, Florida 32399-2400

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.
2. Pursuant to Section .320(f), OMB Circular A-133, as revised, the recipient shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department of Environmental Protection at each of the following addresses:

Rita Ventry
Florida Department of Environmental Protection
3900 Commonwealth Blvd.
Mail Station 585
Tallahassee, Florida 32399

Audit Director
Florida Department of Environmental Protection
Office of Inspector General
2600 Blair Stone Road, MS40
Tallahassee, Florida 32399-2400

3. Copies of reporting packages required by PART II of this agreement shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at each of the following addresses:

Rita Ventry
Florida Department of Environmental Protection
3900 Commonwealth Blvd.
Mail Station 585
Tallahassee, Florida 32399

Audit Director
Florida Department of Environmental Protection
Office of Inspector General
2600 Blair Stone Road, MS40
Tallahassee, Florida 32399-2400

- B. The Auditor General's Office at the following address:

State of Florida Auditor General
Room 574, Claude Pepper Building
111 West Madison Street
Tallahassee, Florida 32302-1450

4. Copies of reports or management letters required by PART III of this agreement shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at each of the following addresses:

Rita Ventry
Florida Department of Environmental Protection
3900 Commonwealth Blvd.
Mail Station 585
Tallahassee, Florida 32399

Audit Director
Florida Department of Environmental Protection
Office of Inspector General
2600 Blair Stone Road, MS40
Tallahassee, Florida 32399-2400

5. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapter 10.600, Rules of the Auditor General, as applicable.
6. Recipients, when submitting audit reports to the Department of Environmental Protection for audits done in accordance with OMB Circular A-133, Florida Statutes, and Chapter 10.600, Rules of the Auditor General, should indicate the date that the audit report was delivered to the recipient in correspondence accompanying the audit report.

PART V: RECORD RETENTION

The recipient shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of 3 years from the date the audit report is issued, and shall allow the Department of Environmental Protection or its designee, access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection or its designee, upon request for a period of 3 years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.

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0.95 ACRES
ADDITIONAL
ROW REQUIRED

APPROXIMATE
SOCCER FIELD
LOCATIONS

APPROXIMATE
SOCCER FIELD
LOCATIONS

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: May 9, 2016

MEETING TYPE: Town Council Regular

AGENDA ITEM # AND TITLE:

6.C.2. Personnel Policies: P7 Disability or Handicap Accommodation, P11 Decision Review, P22 Job Development – Training, P47 Workplace Harassment, P48 Leaves of Absence

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

Continuing review of personnel policy:

P7 Disability or Handicap Accommodation - formed in response to Labor Attorney suggestions for Town Administrator attending webinar. Labor Attorney Brian Kogi edited and policy is as finalized by him.

P11 Decision Review - also know as grievance reviews, reviewed from when last passed by Council. Essentially matches the Town Charter wherein bottom line Mayor is responsible for employee decisions.

P22 Job Development – Training - The basics of this policy were made policy for the Police Department in 2003 but were never placed on the agenda. Policy defines training, requires Department Heads to track training which helps the town in civil suits, requires employees to in a relatively small way to commit to staying employed with the Town in return for the town paying for training.

P47 Workplace Harassment - Also know as sexual harassment. Major changes in this policy come from experiences elsewhere that often employees are hesitant to come forward and may even report an event to any level supervisor or person associated with Town government. Once such a report is made to some level the Town is accountable to initiate action. Past cases have found that the Town cannot distance itself from the responsibility -

RECOMMENDED ACTION:

Motion to adopt as town personnel policies policies P7 Disability or Handicap Accommodation, P11 Decision Review, P22 Job Development – Training, P47 Workplace Harassment and P48 Leaves of Absence

FISCAL IMPACT:

ATTACHED ITEMS:

P7 Disability or Handicap Accommodation

P11 Decision Review

P22 Job Development – Training

P47 Workplace Harassment

P48 Leaves of Absence

of investigating the event by saying it wasn't told by persons associated with town government (Faragher v. City of Boca Raton, 524 U.S. 775 (1998)) An employee could tell anyone associated with town government about an event. This policy facilitates open communication by employees by allowing them to speak with any level of town government they trust, perceived as supervisory or administrative in nature. It more openly allows employees to report a harassment concern to any level of government but it also requires that level to initiate action.

P48 Leaves of Absence - Changes notated. Reviews policy from 2004 version when it was last reviewed by Town Council. Leave accruals all remain the same, maximum allowable sick leave an employee can accrue changes from 960 to 480 for employee hired after May 9, 2016. Implements new discretions for those on extended sick leaves over a month such as use of vacation time to cover the leave. Implements reward of two personal days per year allowance for employees who use no sick leave from January to January.

PERSONNEL POLICY INDEX

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restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.

- “Undue hardship” refers to an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Town; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire the Town; and (8) the relationship of the particular facility to the Town. These are not all of the factors but merely examples.
- “Essential job functions” refers to those activities of a job that are the core to performing the job in question.

7.02 Hiring procedures are designed to provide persons with disabilities and/or handicaps meaningful employment opportunities. Pre-employment medical inquiries may not be made before a conditional offer of employment has been made. However, pre-offer inquiries regarding an applicant's ability to perform the essential functions of the position may be made.

7.03 It is the policy of the Town to administer all of its employment decisions and actions without regard to an otherwise qualified individual's disability. Accordingly, all employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities and/or handicaps are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists, and leaves of absence.

7.04 To the extent required by applicable law, upon request reasonable accommodations for qualified individuals with a disability will be made by the Town unless doing so would be an undue hardship or a direct threat to health or safety. Individuals who believe they need a reasonable accommodation should submit a written request to the Town Administrator. It is the employee's responsibility to inform the Town Administrator in writing of the need for an accommodation. Where necessary, the Town reserves the right to request relevant medical or other supporting documentation as permitted by applicable law.

7.05 All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health of safety of themselves or other individuals in the workplace will be placed on appropriate leave until an organizational decision can be made in regard to the employee's immediate and continued employment.

7.06 The Town Administrator is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues.

History: Council approved June 9, 2003 – Amended April, 26, 2016

TOWN OF LAKE PLACID POLICY STATEMENT

SECTION 5411

Subject: GRIEVANCES

Effective Date: Council Adopted 06/09/03

5411.01 Purpose - The purpose of this policy is to establish grievance and decision review procedures for all Town of Lake Placid employees. Grievances arise regarding disciplines, pay disputes, or other employee differences. The purpose of a grievance policy is to provide employees with an established process for redress of issues.

5411.02 Definition. A grievance is defined as the filing of an official action when an employee thinks or feels that a condition or decision that affects the employee is unjust, inequitable, or is a hindrance to the employee's effective job performance.

5411.03 Procedure. The Town has established the following procedures to allow any employee, who is not on "initial probation status," to bring grievances concerning their employment to the attention of administration.

The employee's ~~department head~~Department Director~~Department Director or the Town Adminsitrator~~, shall coordinate the grievance process and shall cause to be made for the grievance file, a report which logs all activities associated with the grievance. The report shall include the date the grievance was received, from whom the grievance was received, and the subsequent dates and reviews regarding the grievance if the grievance should proceed past step one.

Such action will trigger specific reactions to such grievances within allotted time periods. The town's written procedures for handling grievances are as follows:

5411.04 Step One. The employee orally communicates the grievance or complaint to their immediate supervisor. Obviously not all problems warrant going into the formal grievance process. Hopefully, the rapport between supervisor and employee is such that most problems can be worked out informally and satisfactorily at this level. It is recommended, however, that the supervisor document the conversation and any conclusions that were reached.

5411.05 Step Two. If the employee is dissatisfied with the immediate supervisor's solution to the problem or complaint, the issue is to be committed to writing by the employee and delivered to the employee's supervisor within five days after the supervisory delivers to the employee the decision in Step 1. The request shall state that the employee is requesting initiation of grievance procedures outlined in this policy. It is then submitted to the supervisor's ~~department head~~Department Director~~Department Director~~ or if the aggrieved employee is a ~~department head~~Department Director~~Department Director~~ then the material shall be submitted to the Mayor or Town Administrator. The employee must not only specify the problem, but also how they would like to see the problem resolved, i.e., "What does the person want or need?" Upon receipt of the Grievance Report, the ~~department head~~Department Director~~Department Director~~ Director or ~~Mayor~~administrative position above the Director has 5 working days from the date of

receipt of the grievance to either reach resolution or conclude that a solution is not possible at this level.

a. If the ~~department head~~Department Director is able to resolve the problem, he must respond to the grievant in writing, spelling out what is being done to redress the perceived problem. In turn, the grievant must endorse the Grievance Report indicating acceptance of the solution. ~~At this point four copies of the solution and the signed Grievance Report are made and distributed to: the grievant, grievant's supervisor, Mayor, and the Town Clerk to be filed in the grievant's personnel file. At this point the Mayor and Town Administrator should be made aware of the solution via written document. Email is acceptable.~~

b. If the ~~department head~~Department Director, or Mayor if the grievant is a ~~department head~~Department Director, is unable to resolve the grievance to the satisfaction of the employee, this will be stated by either the ~~department head~~Department Director or ~~the Mayor~~an administrative position above the Director on the Grievance Report, or in a written attachment to the Grievance Report.

~~5411.06~~ Step Three. Upon failure to agree upon a resolution after step two the grievant shall request in writing within five days of notification of the step two findings, review of the grievance under step three of this policy. This step provides for a board of three persons to review the grievance. Only the written materials shall be reviewed although the board may require testimony at its discretion. The board shall consist of three persons, one member appointed by the Mayor, one member chosen by the aggrieved party, and the other member chosen by the first two members. In the event the two board members reach an impasse regarding the third member the Mayor shall appoint the third member. The board shall convene within five days and shall review all written materials on the matter. The board may elect to hear verbal testimony at their discretion. After reviewing the available material the board shall present a written conclusion or a resolution to the grievant within ten days. The committee's resolution shall be presented to the grievant who shall then state in writing whether the resolution is acceptable of unacceptable.

~~Board Procedure—The hearing will be conducted in accordance with the rules of administrative hearing, with all that pertains to such, including rules of evidence.—A majority vote by the committee members will prevail in all committee actions, reports and findings.—The committee, with the aid of the town's legal counsel, will make a written finding on each grievance to all parties involved within 10 working days of rendering a decision.~~

~~Final and Binding Action.—The findings of the board in step three will be final and binding in all grievances, excepting those related to discharge or termination of employment.—In such cases, the employee's final recourse within the organization is to the Mayor. The purpose of the Board is to recommend new actions or agree with actions as were taken. In no case shall any Board supercede the authority granted to the Town Mayor in the Town Charter.~~

If the grievant is a police officer and the officer has been provided a discipline board under police discipline policy and F.S.S. 112.532 (2), there shall be no further review afforded under this policy regarding the discipline. The officer may choose review under the provisions granted in this policy or in the police discipline policy; however, both reviews shall not be afforded.

~~5411.07~~ Step Four. The employee may opt to either skip Step 2 and request under Step Four that the Mayor or his designee review the matter, or the employee may request consideration under this step after all other steps have been exhausted. In such cases the Mayor or his designee will take into consideration the findings forwarded in any previous steps

and shall strive to balance a resolution which agrees with the board's conclusions.

5411.08 In cases of termination, the employee will have the right to all steps in the process; however, the board findings shall be considered advisory in nature and shall not be binding upon the town of Lake Placid.

5411.09 Mayoral Decision Upon rendering a final decision, the Mayor will make this finding known in writing to all parties within 30 working days. Such findings could alter, or even possibly reverse the decision of the grievance committee. The final decision rendered by the Administrator in situations involving termination of employment will be final and binding on all parties.

5411.10 Timely Resolution The time frames set for each step of the grievance process are for the purpose of achieving a resolution of the problem in a timely manner, thereby reducing collateral damage to organizational morale. Should the decision maker at any step be unavailable (sickness, vacation, etc.), the time frame for that specific step shall commence upon the person's return.

5411.11 Limitations Pay reductions, transfers, lay-offs, and demotions are administrative actions that could warrant the filing of a grievance. Exceptions that would preclude an employee's right to file a grievance include:

1. Standing. Only employees who are not on the initial probation period status may file a grievance. Any employee who is part-time, reserve, volunteer, auxiliary, may not file a grievance. Such employees may place written responses to any entry in their personnel file deemed derogatory.

2. Performance Evaluation. A performance evaluation may not be grieved unless the employee shows reasonable cause that the evaluation is based on factors other than performance.

3. Demotion Prior to Attaining New Regular Status. An employee who is promoted and subsequently demoted prior to attaining regular status in the higher class will not have the right to appeal the demotion unless such demotion is to a class that is lower than the one in which the person was serving prior to promotion.

4. Voluntary Pay Reduction/Demotion. An employee who accepts a reduction in pay or a demotion and signs a written statement that the action is voluntary waives all rights to grieve such action.

5. Demotion Due to Reclassification. An employee whose position is reclassified to a lower class may not file a grievance regarding the demotion that results from such action.

5411.12 Grievance Action Limitations. Disciplinary actions, such as suspension or dismissal, may not always be justification for the filing of a grievance. Circumstances which could preclude an employee's right to file include:

1. If the employee's personnel file contains clearly documented progressive disciplinary action and counseling related to the offense in question. Such documentation should include:

a. A clear progression from verbal counseling to verbal warning, to written reprimand, to suspension, and so on.

b. Warnings must clearly state the offense committed by the employee, the disciplinary actions taken, and the subsequent discipline that may follow further infractions of the type stated in the warning.

c. Warnings must include the employee's signature showing agreement or disagreement with the statement of offense. If the employee refuses to sign the warning, a witness must state, "Employee refused to sign" and affix their signature and date the form.

2. If an employee is terminated for a flagrant or gross commission of a Group II Offense as defined in the town's discipline policy Section 50 and/or the Standards of Conduct in Section 50A, and the evidence or testimony of witnesses is such that no question of guilt remains, the employee shall be precluded from filing a grievance based on dismissal. The Mayor shall make such determination.

~~5411~~.13 Mayor's Review Because suspension and dismissal are severe actions, the limiting of organizational due process afforded by the grievance procedure outlined in this policy must only be done when the filing of a grievance is deemed to be clearly frivolous or retaliatory if the Mayor, ~~or his designee,~~ after evaluation and consultation, judges the grievance to be such, he must respond in writing, to the employee within five working days of reaching a decision. This response must contain a clear, concise report of the Mayor's, ~~or his designee's,~~ findings and rationale and justification for the decision to refuse access to the grievance process.

~~5411~~.14 The Mayor may designate ~~the Vice-Mayor~~ any party to substitute and act in the Mayor's place during any section of this policy. Should this occur the Mayor shall issue a written assignment of same and state therein the reasons for the reassignment.

~~5411~~.15 Review by Town Council - All town employees have the right to a "name clearing hearing" in regards to any disciplinary action taken against any employee. Any employee who wishes to bring a presentation before the town council during regular town council sessions will have the issue placed on the town agenda prior to the meeting in the same manner as all citizens wishing to address town council. The employee shall be provided time to present the issue in the same manner as other citizens wishing to address council. ~~Town council is under no obligation to act or respond to the issue and shall not have any abilities to change or alter disciplinary issues such as suspensions, discharges, and terminations beyond that granted by the Town Charter.~~ Town council may with other grievance issues offer suggestions if they choose to do so, or council may simply provide an audience without comment. Town council is only obligated to provide the employee with the same audience provided to any citizen who wishes to address council.

~~5411~~.16 The accumulated written materials regarding the grievance, which shall include the report of the ~~department head~~ Department Director, shall be placed in the employee's personnel file at town hall.

PURPOSE OF THIS POLICY

The purpose of this this policy is to establish policy for training where the Town of Lake Placid offers in-service trainings and outside educational opportunities that help improve and maintain the level of an employees work product. The Town encourages all employees to take advantage of all available opportunities, which pertain to their positions. The goals of training are to improve, update job skills, re-certify employees in various skills, and train personnel in new skills to raise the overall effectiveness of the Town's resources.

22.01 DEFINITIONS: Unless otherwise required by context, the following words and phrases in this section shall means:

- a. The term "Training" shall include all conferences, educational endeavors, testing's, credits earned attendances and other related.
- b. Training Coordinator is the Town Administrator for employees directly supervised by the Administrator and the Department Director for employees supervised by the Director
- c. Mandatory Training is training that requires attendance of all employees named and has been specifically designated as "Mandatory" by a Training Coordinator
- d. Recommended Training is that training that will benefit the employee and the Town but is not mandatory
- e. Optional Training is that training obtained on the employee's own time that will enhance merit raises and promotional potential when feasible
- f. Non-Mandatory Training is that training which will benefit the employee and the agency but is not mandatory
- g. Required Certification Training is that training required to either obtain or maintain a license or certification required for continued employment by the Town of Lake Placid.

22.02 Training coordinators are required to put in writing, track all training activities pertaining to Town employees and prepare a generalized annual Departmental training report of same addressed to Town Council in February of each year. Tracking shall include:

- a. Requests from employees for training
- b. Requests from training coordinators for employee attendance for mandatory, recommended, optional, and non-mandatory training
- c. A general description of the training received including evidence that the employee attended course (in cases where no certificate is given, a conference or such, a signed letter from the employee asserting attendance will suffice)
- d. A description of training given regarding safety policies on equipment and hazardous work areas
- e. A description as required for demonstrating employee orientation. (See Town of Lake Placid Personnel Policy regarding Employee Orientation at P8)
- f. A training attendance log regarding employee attendance at Town sponsored training events.
- g. Copies of Training Request Form in completed format

22.03 Training coordinators are required to uphold a standard for skill levels within their department. Training coordinators shall determine training needs and establish plans for such training as needed. Training coordinators shall hold employees under their scope of supervision accountable to meet the standards required of various skill sets. Training coordinators shall hold employees accountable to maintain all levels of certifications required to perform the job for which each employee is assigned to do.

22.04 Employees shall have the opportunity to remedial training; however, in no case is the Town obligated to continue employing an employee who fails to maintain the educational certification or skill level required for the job the employee was hired to do. Examples: If a police officer loses his/her law enforcement standards the Town will not continue employment. If a meter reader loses their driver's license the Town will not continue employment.

EMPLOYEE RESPONSIBILITY FOR TRAINING REQUESTS

22.05 Employees are encouraged to prefer training that cost the least but affords the same quality as more expensive training for purposes of budgetarily affording other members more opportunities for training.

Training funds are limited and a training event often has methods of saving funds. Those saved funds can be reinvested into other employee training.

22.06 Employees are responsible for the following accounting process when arranging any training where employee will be requesting any Town financial support for the event or using a Town vehicle for transportation.

- Employee shall gather costs of the training event such as tuition cost, conference cost, hotel room, books, parking, and mileage if applying for reimbursement, etc. related to the event. Where such cannot be determined, employee shall obtain the best estimate possible.
- Employee shall within two weeks of the event, submit a training request to their Training Coordinator.
- The training request shall include a completed copy of the Training Accounting Form P22 and shall include sufficient flyers or an agenda and materials so as to allow the Training Coordinator to evaluate whether the training event will benefit the Town.
- Training Accounting Form P22 Sections 1 through 3 shall be completed for a Training Coordinator to give Level 1 approval on the form based on the estimate of the training costs.

While attending the training employees shall track all costs and save receipts on all expenditures the employee expects to be paid by the Town. At the end of the training, Training Accounting Form P22 shall be turned in to the Training Coordinator again with all receipts attached and Section 4 of the Training Accounting Form P22 completed showing the actual cost of the event. The training Coordinators will provide final approval as provided on Form22 which will trigger all reimbursments.

Any item capable of having a receipt that does not have a receipt shall be paid for by the employee. Examples: hotel, meals, parking costs, tolls

22.07 Employees receiving training at the Town's expense that has not been designated as "Mandatory" shall agree to the terms provided in "PART 3: Employee pre-event agreement" of the Training Accounting Form P22 as stated below. There shall be no training payments provided otherwise.

I the undersigned employee agree to abide by all terms stated within this agreement and all cost projections stated within Part 2 of this requests with the exceptions of the conditions described above in return for the town's funding of this event. I hereby agree that deductions can be made from any benefits owed to me so the town can recover losses where I have failed to follow this agreement.

I agree to reimburse the Town of Lake Placid all costs associated with this event with the exception of fuel costs and wage benefits if I of my own accord leave the employment of the town of Lake Placid within one year of the last day of the event.

The reimbursement to the Town shall come from the employee's final check if sufficient to cover the cost.

22.08 Non Discrimination Policy - Training opportunities shall be afforded equally to all employees with consideration to the needs of the Town.

22.09 Employees reimbursements, commonly called per diem and travel expense, if requested by the employee in PART 2 of the Training Accounting Form P22 shall be based upon the Florida State Law Statute 112.061 with definitions and rules established by that statute.

22.10 Any educational or travel event an employee expects reimbursement for shall be declared in full on Form 22 prior to attending the event and shall be approved by the appropriate Training Coordinator prior to the event. Where Training Coordinator was pre-notified by Form 22 pre-training or travel disclosure of cost the Town is under no obligation to pay that part of any event which was not declared at the time the pre-training/travel was approved.

22.11 Employees attending training related to the Town's as if they were working a regular 40 (or 82 two week period for police officers) while the employee is in training, if the event is associated with Town business and has been pre-approved on Form 22. Employees that attend job related training that requires overnight stays out of town shall be paid as though the employee worked an employee's regular schedule. Employees will not be reimbursed on any overtime scale for attendance at an out of town class.

Example: An employee whose class ends at 5 PM shall not be reimbursed on an overtime scale for hours after 5PM because the employee is away from home due to Town related business.

22.12 Training Coordinators shall advise employees when announcing a training event whether who are inspiring their employees to attend training shall announce same as, "Mandatory, Optional, Non-mandatory or Recommended."

Employees shall be compensated for time spent attending training announced as Mandatory and the Town will pay all costs associated with same.

Examples of Mandatory Training would be the CPR and First Aid Class for Town Employees, Code Enforcement Level 1, and most in service training.

Other training designations are generally for employee improvement and an employee would not be paid to attend.

Example: A training event that has been designated by a Training Coordinator as "Recommended," with the class being a work related Supervisory Class at the South Florida Community College and the Town would at the Town's option, pay for the class and allow the employee to use a Town vehicle for travel; however, employee would not receive overtime for the class and requirements for working regular hours would be at the Town's discretion.

22.13 Employees required to attend training that is designated "Mandatory" by the Training Coordinator shall be paid in full for hours in attendance, even in cases where such training results in overtime payment. Mandatory training will be paid for in full by the Town. Mandatory training shall not require agreement with PART 3 of the Training Accounting Form P22. All other forms of training shall require PART 3 of the Training Accounting Form P22.

22.14 Required certification training was generally a condition of employment at start. As such employees are expected to maintain same in the same manner as it was acquired; however, the Town in most cases will pay the cost of maintaining same.

22.15 Employees attending classes or conferences where meals are furnished, as is often the case, are on the employee's honor, requested to waive receiving per diem for those meals.

TOWN OF LAKE PLACID
Form22 Travel/Training/Conference Approval

PURCHASE ORDER NUMBER
 FOR EVENT _____

READ CAREFULLY THIS REQUEST IS A BINDING CONTRACT

This form is designed to accommodate all aspects of a single training event, travel event, or any assistance from the town where any certification procured by any employee is funded by the Town of Lake Placid. The form has five parts. **Part 1** - Request to participate in training, events, or certifications / **Part 2**: Pre-event cost projections / **Part 3**: Employee pre-event agreement to abide by town, department, and supervisor procedures to receive payment for training or other event / **Part 4**: Final costs after training / **Part 5**: Management notes accounting. Any employee who requests training or town financial support for any certification or event will be expected to stay employed with the department for a period of one year after the training or the employee will be requested to reimburse the Town of Lake Placid for the full cost of the event minus wages. Employee's shall not be paid overtime or travel time for attendance at any event unless the employee is specifically told by a Training Coordinator that the event is mandatory. Expectations of pay that are extra ordinary shall be included in Part 2 at the time the event is presented to the Training Coordinator for approval. Terms are also subject to all published procedures and verbal procedures given by town department heads in the Town of Lake Placid. Once **level two** Training Coordinator approval is received the employee is responsible for making all reservations and obtaining checks for the event.

IT IS IMPORTANT THAT THE EMPLOYEE KEEP A COPY OF THIS FORM AND USE THE SAME FORM TO ENTER ALL FINAL ACCOUNTING RELATING TO THE EVENT.

Costs projected in Part 2 shall not be exceeded with the exception of unforeseen mechanical problems, explainable unforeseen price changes, gasoline costs, or emergencies. Employees are expected to plan close approximations of rooming costs for **Part 2** of this form. Employees shall make their own hotel reservations and class reservations. Employees shall obtain level one approval from the Training Coordinator with **Part 2**. **Level two** Training Coordinator approval shall be obtained with the completion of **Part 4** after the event. **Level two final** Training Coordinator approval shall include a presentation of this form with **Part 4** completed by the employee within five working days of the event's completion together with **ALL final receipts** for the event attached thereto. Employees shall in all cases obtain a copy of the town's tax exempt form and shall deliver same to the hotel at the time of check in to avoid tax charges where possible. Employees shall save all receipts related to gas purchases, hotel costs, tolls, license costs and any other costs the event costs the town. A town credit card may be furnished where travel is necessary. Where a receipt is not returned with this packet after training attendance the employee will be responsible for the amount of the credit card charge. Employees are subject to all stipulations and procedures provided by their Training Coordinator regarding wages during time granted for accomplishing training or other events funded by the town. The employee's signature herein acknowledges and agrees to these stipulations and procedures.

PART 1: Date request submitted: _____ Type of event: Training License Conference Other (Describe) _____
 EMPLOYEE _____ Date(s) of class session 2: Begin _____ End _____ Total Class Hours _____
 Name of Class: _____ Institution: _____ Where Class Will Be Held: City: _____
 Hotel/ Street: _____ Purpose of funding this event: _____
Attach course flyer to this requests when submitting same to Training Coordinator NOTES: _____

<p>PART 3: Employee pre-event agreement I the undersigned employee agree to abide by all terms stated within this agreement and all cost projections stated within Part 2 of this requests with the exceptions of the conditions described above in return for the town's funding of this event. I hereby agree that deductions can be made from any benefits owed to me so the town can recover losses where I have failed to follow this agreement. I agree to reimburse the Town of Lake Placid all costs associated with this event with the exception of fuel costs and wage benefits if I of my own accord leave the employment of the town of Lake Placid within one year of the last day of the event. EMPLOYEE AGREEMENT SIGNATURE: _____</p>	<p>APPROVAL SIGNATURE AND DATE FOR PART 2 OF FORM</p> <hr/> <p>APPROVAL SIGNATURE AND DATE</p>	<p>FINAL APPROVAL SIGNATURE AND DATE FOR PART 4 OF FORM</p> <hr/> <p>APPROVAL SIGNATURE AND DATE</p>
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Trainee should fill out this form part completely and include all costs the trainee anticipates the Town to pay. Failure of this section to closely match Part 4 may result in non-payment

Tuition or cost of class		Include in this section any requests for funding beyond chart at left.
Room / Hotel		
Per diem !		
Other _____		
Other _____		
Other _____		
If any item is waived write WAIVED		
Total		

Employee Initial _____

PART 4: Final cost of event

	2. Amount Paid by Town	3. Paid By Check/Cash/ Credit Card	4. Amount Paid by Employee
Tuition			
Room / Hotel			
Per Diem			
Other			
Other			
Total			

Employee Initial _____

At Total in Column 4 Enter Amount Owed to Town

PART 5: To be completed by Training Coordinator who approved the training

PUBLIC OFFICERS, EMPLOYEES, AND RECORDS

Florida State Statute Chapter 112

PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS

112.061 Per diem and travel expenses of public officers, employees, and authorized persons.—

(1) LEGISLATIVE INTENT.—To prevent inequities, conflicts, inconsistencies, and lapses in the numerous laws regulating or attempting to regulate travel expenses of public officers, employees, and authorized persons in the state, it is the intent of the Legislature:

(a) To establish standard travel reimbursement rates, procedures, and limitations, with certain justifiable exceptions and exemptions, applicable to all public officers, employees, and authorized persons whose travel is authorized and paid by a public agency.

(b) To preserve the standardization established by this law:

1. The provisions of this section shall prevail over any conflicting provisions in a general law, present or future, to the extent of the conflict; but if any such general law contains a specific exemption from this section, including a specific reference to this section, such general law shall prevail, but only to the extent of the exemption.

2. The provisions of any special or local law, present or future, shall prevail over any conflicting provisions in this section, but only to the extent of the conflict.

(2) DEFINITIONS.—For the purposes of this section, the following words shall have the meanings indicated:

(a) Agency or public agency—Any office, department, agency, division, subdivision, political subdivision, board, bureau, commission, authority, district, public body, body politic, county, city, town, village, municipality, or any other separate unit of government created pursuant to law.

(b) Agency head or head of the agency—The highest policymaking authority of a public agency, as herein defined.

(c) Officer or public officer—An individual who in the performance of his or her official duties is vested by law with sovereign powers of government and who is either elected by the people, or commissioned by the Governor and has jurisdiction extending throughout the state, or any person lawfully serving instead of either of the foregoing two classes of individuals as initial designee or successor.

(d) Employee or public employee—An individual, whether commissioned or not, other than an officer or authorized person as defined herein, who is filling a regular or full-time authorized position and is responsible to an agency head.

(e) Authorized person—

1. A person other than a public officer or employee as defined herein, whether elected or commissioned or not, who is authorized by an agency head to incur travel expenses in the performance of official duties.
2. A person who is called upon by an agency to contribute time and services as consultant or adviser.
3. A person who is a candidate for an executive or professional position.

(f) Traveler—A public officer, public employee, or authorized person, when performing authorized travel.

(g) Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature—The usual ordinary and incidental expenditures necessarily incurred by a traveler.

(h) Common carrier—Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

(i) Travel day—A period of 24 hours consisting of four quarters of 6 hours each.

(j) Travel period—A period of time between the time of departure and time of return.

(k) Class A travel—Continuous travel of 24 hours or more away from official headquarters.

(l) Class B travel—Continuous travel of less than 24 hours which involves overnight absence from official headquarters.

(m) Class C travel—Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.

(n) Foreign travel—Travel outside the United States.

(3) AUTHORITY TO INCUR TRAVEL EXPENSES.—

(a) All travel must be authorized and approved by the head of the agency, or his or her designated representative, from whose funds the traveler is paid. The head of the agency shall not authorize or approve such a request unless it is accompanied by a signed statement by the traveler's supervisor stating that such travel is on the official business of the state and also stating the purpose of such travel.

(b) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency and must be within the limitations prescribed by this section.

(c) Travel by public officers or employees serving temporarily in behalf of another agency or partly in behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisers, may be authorized by the

agency head. Complete explanation and justification must be shown on the travel expense voucher or attached thereto.

(d) Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, shall not be allowed under any circumstances, except that upon prior written approval of the agency head or his or her designee, candidates for executive or professional positions may be allowed travel expenses pursuant to this section.

(e) Travel expenses of public officers or employees for the purpose of implementing, organizing, directing, coordinating, or administering, or supporting the implementation, organization, direction, coordination, or administration of, activities related to or involving travel to a terrorist state shall not be allowed under any circumstances. For purposes of this section, "terrorist state" is defined as any state, country, or nation designated by the United States Department of State as a state sponsor of terrorism.

(f) The agency head, or a designated representative, may pay by advancement or reimbursement, or a combination thereof, the costs of per diem of travelers for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided in this section.

(g) A traveler who becomes sick or injured while away from his or her official headquarters and is therefore unable to perform the official business of the agency may continue to receive subsistence as provided in subsection (6) during this period of illness or injury until such time as he or she is able to perform the official business of the agency or returns to his or her official headquarters, whichever is earlier. Such subsistence may be paid when approved by the agency head or his or her designee.

(h) The State Surgeon General or a designee may authorize travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health. The Department of Health may establish rates lower than the rate provided in this section for these travel expenses.

(4) OFFICIAL HEADQUARTERS.—The official headquarters of an officer or employee assigned to an office shall be the city or town in which the office is located except that:

(a) The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of the person's work is performed, or such other city, town, or area as may be designated by the agency head provided that in all cases such designation must be in the best interests of the agency and not for the convenience of the person.

(b) When any state employee is stationed in any city or town for a period of over 30 continuous workdays, such city or town shall be deemed to be the employee's official headquarters, and he or she shall not be allowed per diem or subsistence, as provided in this section, after the said period of 30 continuous workdays has elapsed, unless this period of time is extended by the express approval of the agency head or his or her designee.

(c) A traveler may leave his or her assigned post to return home overnight, over a weekend, or during a holiday, but any time lost from regular duties shall be taken as annual leave and authorized in the usual manner. The traveler shall not be reimbursed for travel expenses in excess of the established rate for per diem allowable had he or she remained at his or her assigned post. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, he or she shall be entitled to reimbursement for travel expenses at the established rate of one round trip for each 30-day period actually taken to his or her home in addition to pay and allowances otherwise provided.

(5) COMPUTATION OF TRAVEL TIME FOR REIMBURSEMENT.—For purposes of reimbursement and methods of calculating fractional days of travel, the following principles are prescribed:

(a) The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class B travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

(b) A traveler shall not be reimbursed on a per diem basis for Class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:

1. Breakfast—When travel begins before 6 a.m. and extends beyond 8 a.m.
2. Lunch—When travel begins before 12 noon and extends beyond 2 p.m.
3. Dinner—When travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignment.

No allowance shall be made for meals when travel is confined to the city or town of the official headquarters or immediate vicinity; except assignments of official business outside the traveler's regular place of employment if travel expenses are approved. The Chief Financial Officer shall establish a schedule for processing Class C travel subsistence payments at least on a monthly basis.

(6) RATES OF PER DIEM AND SUBSISTENCE ALLOWANCE.—For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are provided as follows:

(a) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which

convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler:

1. Eighty dollars per diem; or
2. If actual expenses exceed \$80, the amounts permitted in paragraph (b) for subsistence, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(b) All travelers shall be allowed the following amounts for subsistence while on Class C travel on official business as provided in paragraph (5)(b):

1. Breakfast.....\$6
2. Lunch.....\$11
3. Dinner.....\$19

(c) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

(7) TRANSPORTATION.—

(a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his or her own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The agency head or his or her designee shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

1. The nature of the business.
2. The most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). When it is more efficient and economical to either the traveler or the agency head, jet service offered by any airline, whether on state contract or not, may be used when the cost is within an approved threshold determined by the agency head or his or her designee.
3. The number of persons making the trip and the amount of equipment or material to be transported.

(b) The Department of Financial Services may provide any form it deems necessary to cover travel requests for traveling on official business and when paid by the state.

(c) Transportation by common carrier when traveling on official business and paid for personally by the traveler, shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class as approved by the agency head is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the agency charged with the transportation provided in this manner.

(d)1. The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the agency head or his or her designee. Whenever travel is by privately owned vehicle:

a. A traveler shall be entitled to a mileage allowance at a rate of 44.5 cents per mile; or

b. A traveler shall be entitled to the common carrier fare for such travel if determined by the agency head to be more economical.

2. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection (8).

3. All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the Department of Transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(e) Transportation by chartered vehicles when traveling on official business may be authorized by the agency head when necessary or where it is to the advantage of the agency, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle pursuant to paragraph (d).

(f) The agency head or his or her designee may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in paragraph (d). Allowances granted pursuant to this paragraph shall be reasonable, taking into account the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement, if payment had been made pursuant to paragraph (d).

(g) No contract may be entered into between a public officer or employee, or any other person, and a public agency, in which a depreciation allowance is used in computing the amount due by the agency to the individual for the use of a privately owned vehicle on official business; provided, any such existing contract shall not be impaired.

(h) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

(8) OTHER EXPENSES.—

(a) The following incidental travel expenses of the traveler may be reimbursed:

1. Taxi fare.
2. Ferry fares; and bridge, road, and tunnel tolls.
3. Storage or parking fees.
4. Communication expense.
5. Convention registration fee while attending a convention or conference which will serve a direct public purpose with relation to the public agency served by the person attending such meetings. A traveler may be reimbursed the actual and necessary fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the participation of the agency in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in subsection (6).

(b) Other expenses which are not specifically authorized by this section may be approved by the Department of Financial Services pursuant to rules adopted by it. Expenses approved pursuant to this paragraph shall be reported by the Department of Financial Services to the Auditor General annually.

(9) RULES.—

(a) The Department of Financial Services shall adopt such rules, including, but not limited to, the general criteria to be used by a state agency to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, and prescribe such forms as are necessary to effectuate the purposes of this section. The department may also adopt rules prescribing the proper disposition and use of promotional items and rebates offered by common carriers and other entities in connection with travel at public expense; however, before adopting such rules, the department shall consult with the appropriation committees of the Legislature.

(b) Each state agency shall adopt such additional specific rules and specific criteria to be used by it to predetermine justification for attendance by state officers and employees and authorized persons at conventions and conferences, not in conflict with the rules of the Department of Financial Services or with the general criteria to be used by a state agency to predetermine

justification for attendance by state officers and employees and authorized persons at conventions, as may be necessary to effectuate the purposes of this section.

(10) FRAUDULENT CLAIMS.—Claims submitted pursuant to this section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this section shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter; and any person who willfully makes and subscribes any such claim which he or she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this section of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid.

(11) TRAVEL AUTHORIZATION AND VOUCHER FORMS.—

(a) Authorization forms.—The Department of Financial Services shall furnish a uniform travel authorization request form which shall be used by all state officers, employees, and authorized persons when requesting approval for the performance of travel to a convention or conference. The form shall include, but not be limited to, provision for the name of each traveler, purpose of travel, period of travel, estimated cost to the state, and a statement of benefits accruing to the state by virtue of such travel. A copy of the program or agenda of the convention or conference, itemizing registration fees and any meals or lodging included in the registration fee, shall be attached to, and filed with, the copy of the travel authorization request form on file with the agency. The form shall be signed by the traveler and by the traveler's supervisor stating that the travel is to be incurred in connection with official business of the state. The head of the agency or his or her designated representative shall not authorize or approve such request in the absence of the appropriate signatures. A copy of the travel authorization form shall be attached to, and become a part of, the support of the agency's copy of the travel voucher.

(b) Voucher forms.—

1. The Department of Financial Services shall furnish a uniform travel voucher form which shall be used by all state officers, employees, and authorized persons when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment by the Chief Financial Officer unless made on the form prescribed and furnished by the department. The travel voucher form shall provide for, among other things, the purpose of the official travel and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or

conference registration fees claimed by the traveler, and that the voucher conforms in every respect with the requirements of this section. The original copy of the executed uniform travel authorization request form shall be attached to the uniform travel voucher on file with the respective agency.

2. Statements for travel expenses incidental to the rendering of medical services for and on behalf of clients of the Department of Health shall be on forms approved by the Department of Financial Services.

(12) **ADVANCEMENTS.**—Notwithstanding any of the foregoing restrictions and limitations, an agency head or his or her designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his or her duties.

(13) **DIRECT PAYMENT OF EXPENSES BY AGENCY.**—Whenever an agency requires an employee to incur either Class A or Class B travel on emergency notice to the traveler, such traveler may request the agency to pay his or her expenses for meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that authorized pursuant to this section. In emergency situations, the agency head or his or her designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day. The agency head or his or her designee may also grant prior approval for a state agency to make direct payments of travel expenses in other situations that result in cost savings to the state, and such cost savings shall be documented in the voucher submitted to the Chief Financial Officer for the direct payment of travel expenses. The provisions of this subsection shall not be deemed to apply to any legislator or to any employee of the Legislature.

(14) **APPLICABILITY TO COUNTIES, COUNTY OFFICERS, DISTRICT SCHOOL BOARDS, SPECIAL DISTRICTS, AND METROPOLITAN PLANNING ORGANIZATIONS.**—

(a) The following entities may establish rates that vary from the per diem rate provided in paragraph (6)(a), the subsistence rates provided in paragraph (6)(b), or the mileage rate provided in paragraph (7)(d) if those rates are not less than the statutorily established rates that are in effect for the 2005-2006 fiscal year:

1. The governing body of a county by the enactment of an ordinance or resolution;
2. A county constitutional officer, pursuant to s. 1(d), Art. VIII of the State Constitution, by the establishment of written policy;
3. The governing body of a district school board by the adoption of rules;
4. The governing body of a special district, as defined in s. 189.012, except those special districts that are subject to s. 166.021(9), by the enactment of a resolution; or

5. Any metropolitan planning organization created pursuant to s. 339.175 or any other separate legal or administrative entity created pursuant to s. 339.175 of which a metropolitan planning organization is a member, by the enactment of a resolution.

(b) Rates established pursuant to paragraph (a) must apply uniformly to all travel by the county, county constitutional officer and entity governed by that officer, district school board, special district, or metropolitan planning organization.

(c) Except as otherwise provided in this subsection, counties, county constitutional officers and entities governed by those officers, district school boards, special districts, and metropolitan planning organizations, other than those subject to s. 166.021(9), remain subject to the requirements of this section.

(15) CLASS C TRAVEL.—Moneys appropriated from the State Treasury may not be used to pay per diem or subsistence related to Class C travel.

History.—ss. 1, 3, ch. 22830, 1945; ss. 1, 2, 3, ch. 23892, 1947; ss. 1, 3, ch. 25040, 1949; ss. 1, 3, ch. 26910, 1951; s. 1, ch. 28303, 1953; s. 1, ch. 29628, 1955; s. 1, ch. 57-230; s. 1, ch. 61-183; s. 1, ch. 61-43; s. 1, ch. 63-5; s. 1, ch. 63-192; s. 1, ch. 63-122; s. 1, ch. 63-400; ss. 2, 3, ch. 67-371; ss. 1, 2, ch. 67-2206; s. 1, ch. 69-193; s. 1, ch. 69-381; ss. 12, 23, 31, 35, ch. 69-106; s. 65, ch. 71-136; s. 1, ch. 72-213; s. 1, ch. 72-217; s. 1, ch. 72-324; s. 26, ch. 72-404; s. 1, ch. 73-169; s. 1, ch. 74-15; s. 1, ch. 74-246; s. 1, ch. 74-365; ss. 1, 2, ch. 75-33; s. 1, ch. 76-166; s. 2, ch. 76-208; ss. 1, 2, ch. 76-250; s. 1, ch. 77-174; s. 1, ch. 77-231; ss. 1, 2, ch. 77-437; s. 2, ch. 78-95; s. 51, ch. 79-190; s. 1, ch. 79-205; s. 1, ch. 79-303; s. 1, ch. 79-412; ss. 1, 2, ch. 81-207; ss. 1, 2, ch. 83-307; s. 1, ch. 85-140; s. 1, ch. 87-407; s. 4, ch. 88-235; s. 12, ch. 89-291; s. 18, ch. 91-45; s. 1, ch. 94-139; s. 1403, ch. 95-147; s. 26, ch. 95-312; s. 5, ch. 96-310; s. 43, ch. 96-399; s. 23, ch. 98-136; s. 9, ch. 99-8; s. 7, ch. 99-155; s. 16, ch. 99-399; ss. 48, 53, ch. 2001-254; ss. 46, 79, ch. 2002-402; s. 2, ch. 2003-125; s. 123, ch. 2003-261; s. 49, ch. 2003-399; s. 5, ch. 2004-5; s. 32, ch. 2004-269; s. 23, ch. 2005-71; s. 12, ch. 2006-1; s. 6, ch. 2006-18; ss. 14, 53, ch. 2006-26; s. 1, ch. 2006-41; s. 3, ch. 2006-54; s. 2, ch. 2007-196; s. 6, ch. 2008-6; s. 13, ch. 2008-153; s. 2, ch. 2010-4; s. 4, ch. 2011-143; s. 58, ch. 2014-22.

History: Council approved June 9, 2003 – Amended April, 26, 2016

47.1. Employees of the Town of Lake Placid are entitled to a work environment that is productive but not coercive - friendly, yet at the same time professional. The Town's policy concerning unlawful harassment is in keeping with this philosophy viewing such behavior as unproductive, coercive in nature, unfriendly, and decidedly unprofessional. The serious nature of unlawful harassment is reflected by the fact that termination on first offense is a practicable disciplinary action in such cases.

47.2. Policy - Unlawful harassment negatively affects morale, motivation, and work performance as well as increasing absenteeism and turnover. The Town does not tolerate any form of discrimination or harassment on the basis of race, color, sex, age, marital status, national origin, religion, creed, disability, political opinions or affiliations, or other status prohibited by law.

47.3 Definitions - Harassment on the basis of race, color, sex, age, marital status, national origin, religion, creed, disability, political opinions or affiliations, or other status prohibited by law, is illegal. Verbal or physical conduct may constitute unlawful harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person, i.e., pay increases, promotions, job assignments, etc.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- Sexual harassment is considered:
 - a. Making sexual advances or seeking sexual favors or actions from an employee in exchange for better working conditions, or a promotion, raise, or other improvement of job condition.
 - b. Asking for sexual favors.
 - c. Making sexual comments or jokes.
 - d. Unwanted physical contact.
 - e. This is not a complete list of sexual harassment. If an employee feels that they are put in an uncomfortable position because of their sex, this could be considered harassment. The key to determining whether someone is being harassed is whether the conduct is unwelcome.

47.4 Examples. Specific examples of inappropriate or illegal behavior include, but are not limited to:

- Negative or offensive comments, jokes, or suggestions about another employee's gender or sexuality.
- Obscene or lewd sexual comments, jokes, suggestions, or innuendos.
- Slang names or labels that others find offensive, i.e., honey, sweetie, boy, girl, etc.
- Making negative comments about or calling attention to, an employee's body or sexual characteristics.
- Laughing at, ignoring, or minimizing the complaints of an employee who experiences sexual harassment.

- Continuing certain behavior after a co-worker has objected to that behavior.
- Displaying nude or sexual pictures, cartoons, etc. on town property or in conjunction with work activities.

47.5 Employee Obligation to Report - The Town of Lake Placid will take an affirmative role in protecting its employees from unlawful harassment. For purposes of reporting harassment all "chains of command" via a Town organization chart are nullified. Accordingly an employee may report harassment to any person of authority or supervisory position affiliated with the Town government including from any Town Councilperson to any supervisory person. Should an instance of inappropriate behavior occur, any employee who is the recipient or observer of such behavior should bring it to management's attention, either directly to a supervisor that is above the alleged perpetrator or directly to the Mayor or Vice Mayor which the party being harassed is confident in.

47.6 If you an employees feels that you they are being sexually harassed, or harassed, or in any work environment that is uncomfortable, for any reason, the Town asks that in addition to reporting the activity to an appropriate supervisor you take the following steps:

- If the employee feels comfortable in doing so, they may ask the person to stop bothering them and make them aware of the fact that their conduct is unwelcome or makes them feel uncomfortable;
- If the employee is not comfortable speaking to the harassing person or if the harassment does not stop, the employee should notify a supervisor or any party described above immediately;

47.7 Complaints of unlawful harassment brought to the attention of any person of authority within the Town the Town of Lake Placid will be caused to be promptly investigated and documented. In no case shall any person receiving such information allow the alleged condition to continue unaddressed. In no case shall any person hearing of such a complaint tell any employee that the employee:

- Should not report such events
- Should wait before revealing such events
- Enter into any agreement that the events will not be investigated
- Retaliate against any employee or recommend same

47.8 Action - Due to the sensitive and potentially damaging nature of an allegation of unlawful or sexual harassment, investigation by management must be, prompt and discreet. Should the investigation show that the accused did indeed engage in unlawful and sexual harassment, management will take measured and appropriate disciplinary action, up to and including discharge due to misconduct.

47.9 The Town of Lake Placid will not tolerate retaliation, coercion, intimidation, interference, discrimination or harassment, of or against any employee, for making a good-faith complaint of discrimination or harassment or for providing information related to such a complaint. An employee who believes he or she has been retaliated against, as the result of making a complaint or for providing information related to such a complaint, should report this matter immediately to the a supervisor or person of authority in Town government. Any individual who engages in retaliatory actions will be subject to discipline, up to and including immediate termination.

47.10 As an employee, it is your responsibility to behave in a manner that will minimize the possibility that someone else will regard your conduct as discrimination or harassment. The Town of Lake Placid trusts that all employees will act respectfully and responsibly in maintaining a pleasant working environment, free of discrimination and harassment. Also, remember that the very nature of harassment and discrimination makes it virtually impossible to detect unless a complaint is made. Do not assume that a Director is aware. It is your responsibility to bring this information to the attention of authorized personnel, so that the issue can be promptly investigated and resolved.

Effective Date: Council Passed 091304

Purpose

48.1 All regular full time employees working at least 32 hours per week begin accruing leave when they are hired. The purpose of this policy is to establish town policy regarding various types of paid leave.

The paid leaves of the Town of Lake Placid are Vacation Leave, Sick Leave, Military Leave, Civil Leave, Bereavement Leave, Personal Leave Workers' Compensation Leave, and Family and Medical Leave. Leaves shall be approved by the Department Director or the Mayor's or his designee in conformance with the rules established for each leave type and after verification in the case of sick leave or other paid leaves that the affected employee has accrued the number of leave hours requested.

48.2 Leave without pay requires the approval of the Mayor or the Town Administrator.

Vacation Leave

48.3 Vacation days begin accumulating on the employee's hire date; however, the employee is not eligible to receive any vacation benefits, including leave or reimbursement, until after six months of employment. Vacation time shall accrue at the following rates per week:
1.54 hours per week (2 weeks per year) for all employees for the first five years of employment,
2.31 hours per week (3 weeks per year) for all employees after year five until year fifteen,
3.08 hours per week (4 weeks per year) after fifteen years of employment

The accrual rate for an employee will change to the new rate of 2.31 or 3.08 hours per week on the anniversary date of employment (i.e. at the beginning of the employee's sixth and sixteenth year of employment). The new rate will be earned from that date and into the future and is not intended to be applied retroactively to previous years of service.

48.4 An employee must meet the following criteria in order to receive paid vacation:

- a) Payroll department must be notified in writing two (2) weeks or earlier. Vacation checks will not be issued if the payroll department is not notified as stated.
- b) Employee must have already earned the time to cover the request.
- c) Paid vacations must be approved by the department supervisor.
- d) Request must be in writing via memorandum and placed on the vacation calendar after approval by department supervisor.

48.5 Maximum Vacation Accrual Guidelines

Employees will be allowed to carry a maximum vacation accrual on the books of the following amounts:

An employee who accrues vacation at the 1.54 hours per week level may carry a total vacation accrual of not more than 120 hours vacation.

An employee who accrues vacation at the 2.31 hours per week level may carry a total vacation accrual of not more than 160 hours vacation.

An employee who accrues vacation at the 3.08 hours per week level may carry a total vacation accrual of not more than 200 hours vacation.

48.6 Employees shall be paid for annual vacation leave at the same rate as hours worked. This leave shall not be used when computing total overtime hours during a work period.

48.7 Employees who are going on scheduled leave of any type, where such leave crosses pay periods, shall submit a signed electronic time sheet prior to departure. Failure to submit same shall result in the time sheet approving authority submitting time sheet entries for the employee at the approving authorities discretion. Approving authorities shall consist of the Town Administrator or applicable Department Director. In all cases where time sheet entries are made for an employee an entry denoting the reason will be made.

48.8 The Mayor, the Town Administrator, or Department Director may require an employee to take vacation leave for a specific duration, or may subtract vacation time from the employee's accrual in the event the employee exceeds the maximum accrual rate. The the Town Administrator with Mayoral consent, may allow vacation accruals to temporarily exceed guidelines in cases where leave would cause extreme hardships. Otherwise, employees who have accrued more than the maximum amount allowed in 48.5 without the approval of exception will begin forfeiting additional vacation accrual once the limits set in 48.5 have been reached.

48.9 Employees with over one (1) year service will be paid for appropriate amounts of earned unused vacation leave to a maximum of 160 hours at voluntary termination, provided proper notice has been given and all Town equipment and property is returned, including uniforms and has completed an Exit Interview. Any employee's planning to leave town employment are encouraged to plan their departure in such a way that the employee will have no more than 160 hours total accrued vacation on the books when the employee departs. When an employee departs town employment and has a maximum accrual of more than 160 hours the amount over 160 hours will be forfeited.

48.10 Paid leave may not be scheduled in amounts less than one hour.

Sick Leave

48.11 Accrued sick leave is a benefit provided by the Town of Lake Placid to provide members with position and salary continuation in the event of a personal illness and to promote sick leave conservation for extended protection.

48.12 New hires will accrue at a rate of one sick day (8 hours) per month which will earned on a pro-rated pay period basis. However, new hires must be employed for three months before they can utilize sick time that has been accrued.

48.13 Sick leave will accumulate at the rate of eight (8) hours per calender month for all employees, including those employees working various shifts.

48.14 Sick leave accrued shall not exceed a maximum of 960 hours for all employees hired on or before May 9, 2016. Employees hired after May 9, 2016 shall accrue sick leave to a maximum of 480 hours.

48.15 All employees who retire (as defined in LP Personnel Policy P17) honorably with ten (10) years or more of uninterrupted service to the town of Lake Placid will receive payment for 50% of unused sick leave, up to 960 hours (480 hours for employees hired after May 9, 2016). All employees who retire honorably (as defined in LP Personnel Policy P17) with twenty (20) years or more of service to the town of Lake Placid will receive payment for %75 of unused sick leave, up to 960 hours (480 hours for employees hired after May 9, 2016). Both retirement sick leave payments under this section are conditional upon the employee having not used more than 20% of their total sick leave over the employee's entire employment period with the town.

48.16 Payment of sick time to an employee is not unconditionally based on an employee's assertion that the employee is sick. The Department Director retains the authority, with approval from the Mayor, or Town Administrator, not to pay any employee sick time payments where it is provable by a preponderance of the evidence that the employee was not actually sick, or that the employee used sick time for purposes other than sickness.

48.17 After five (5) consecutive work days of absence, the member must submit a medical certification report from an attending physician stating the estimated duration of leave and general likelihood that the employee will be able to perform the job currently required of the employee.

If the medical certification submitted is not acceptable to the Department Director then the Department Director, or Town Administrator, in cases where Department Directors are in are the employee on sick leave, may require the member to submit to a medical examination detailed by the town. The town shall pay for examinations of this type. (See Lake Placid Personnel Policy P6) If the member's health is deemed by the physician to be unfit to perform the job the employee currently performs for the Town of Lake Placid, the Department Director, or Town Administrator, if the employee is a Department Director, may allow the member the use of accrued sick leave, compensatory time and/or annual leave, before being placed on leave without pay.

A member who refuses to comply with the above rules, shall not be eligible to use accrued sick leave or other leave while absent.

48.18 Any member who fails to report to work for up to three (3) consecutive work days, and fails to notify his/her Department Director of reasons for the failure to report to work, will be considered to have resigned his/her position with the Town of Lake Placid.

A member who becomes ill while on approved annual leave, may be allowed to use accrued sick leave to cover the period of illness instead of the annual leave the employee was on. The employee must notify the Department Director, or Mayor, if the employee is a Department Director, of the illness and comply with the provisions herein regarding sickness. The original scheduled annual leave shall not be lengthened due to sickness without making arrangements with the Department Director or Mayor if the employee is a Department Director.

48.19 Employees shall notify Department Directors regarding all prescription medications they are taking while on the job prior to any use of the medication.

48.20 Any employee not calling into the appropriate department supervisor or to the Town office at least thirty (30) minutes after the Town office opens, or a scheduled work shift begins, shall not be eligible for pay for time off during illness/injury. Police department employees shall notify the Chief of Police, or his designee if the Chief is absent, at least 30 minutes before they are scheduled to begin the shift.

An employee who is sick for more than three consecutive days shall make direct contact with the Department Director on the third day with a briefing on his/her condition. Where any employee's sick leave will extend beyond three consecutive days or where an employee has taken five or more sick leave days within a 30-day period, the employee shall personally consult with the Department Director on the third day and thereafter as the Department Director instructs, unless the employee is physically unable to call in as verified by a physician.

Payment of sick leave is not automatic. Employees shall request payment of sick leave either by time sheet entry or by requests to the employee's Department Director. Department Directors shall follow this policy substituting the Mayor as their top supervising authority.

48.21 Sick leave may be authorized for the following purposes:

- a) The member's inability to work shall include, but not be limited to, personal illness, off-duty injury, or exposure to a contagious disease, pregnancy, miscarriage, abortion, child birth and recovery from childbirth.
- b) The member's personal appointment with a doctor, dentist or other recognized medical practitioner.
- c) The member's illness, injury, or providing care to the member's immediate family. For purposes of this directive, immediate family shall consist of a legal spouse, child living with member, and parent living with the member.

Full-time nonexempt members may use sick leave in increments of (½) hour or (1) hour. Exempt members may use accrued sick leave in increments of no less than one (1) full day.

****48.22 While on extended medical leave (medical or sick leave lasting for four weeks or more) the Mayor or the Town Administrator may for any employee, designate any accrued leave that the employee has acquired, including accrued vacation time, as leave taken for purposes of furnishing a regular pay. After four weeks of medical or sick leave the Department Head or Town Administrator shall then use accumulated Vacation leave to afford payment to any employee who is on leave and after that sick leave.

Example: Employee paid on weekly 40 hour basis on 1) extended sick leave or 2) workers compensation leave, having 20 hours accrued sick leave and 30 accrued hours vacation – in case 1) extended sick leave Town Administrator may at discretion after one month's leave require that 30 hours vacation and 10 hours sick leave be used and the employee paid 40 hours for same, or in case 2) workers compensation leave where employee is receiving a 2/3 payment from worker's compensation, Town Administrator or Mayor may designate hours to make up the lost 1/3 pay.

**** 48.23 Having accumulated leave times in any one leave definition (ie.sick, vacation, or personal), in with any combination of leave definitions, shall not obligate the Town to continue the employment of any employee who has been absent for any twelve weeks of absence in any given 360 day time period. Other than as required by law, employees who have been on any type of leave for twelve weeks or more are terminable at the discretion of the Mayor and/or the Town Administrator. Factors to be considered before such termination would include "totality of the circumstances," and whether the employee can furnish an exact return date.

Civil Leave

48.24 Employees attending jury duty shall be compensated at their regular rate of pay.

48.25 Employees who are summoned to testify in court shall be compensated at their regular rate of pay which includes time and half rates if the event is associated with town or police business.

48.25 Employees attending legal events that are inspired by the employee's own actions shall require vacation leaves.

Death in the Family

48.26 Up to three (3) days of paid leave for a death in the immediate family may be taken and up to five (5) days if out of state. The intent of this section is to allow any employee the working days named above for bereavement. The town recognizes that under the FLSA, five working days for a regular employee is 40 hours while five working days for a 7K employee, employed by the police department on 12 hour work shifts, may require additional hours or less hours depending on which work week the employee takes bereavement leave in.

(Immediate family is defined as: parents, sisters, brothers, spouse, children, grandparents, or spouse 's parents, sisters, brothers, children and grandparents, or at the Mayor's discretion.)

Education Leave

48.27 From time to time it may be necessary in the performance of the job to attend seminars, institutes or other meetings. This may be at the request of the Town. Employees attending such meetings specifically required by the Town as mandatory training will be paid at their regular rate of pay.

48.28 Optional training hours will be paid at the discretion of the Department Director or Town Administrator. Typically, an employee will receive a regular weeks pay if the employee is being sponsored in a program the department is approving at the employee's request. Such educational programs are of mutual benefit to the employee and the Town. (Refer also to policy P22)

Holidays

48.29 Holidays are designated at the start of each fiscal budget year by the Town Council. Holidays for purposes of this section are posted to employees when designated and when leave dates are formalized by Town Council each year. Town Council recognizes at least twelve Holiday leave dates per year.

***48.30 Holidays which occur during a vacation leave shall not be charged against vacation leave. Holidays which occur during sick leave shall not be charged against sick leave. An employee who is not on approved leave, approved at least two weeks in advance, and fails to report for work on the day before or after the holiday as routinely scheduled, shall not be compensated for the holiday.

48.31 In consideration of holidays there shall be two classifications of town employees in regards to holiday benefits:

Class A employees are those employees who are actually able to take off on the applicable holiday. These employees will be compensated for the holidays designated by Town Council at their regular rate of pay. Class A employees includes for example, Department Directors,

assistant town clerks, police department non-sworn office employees, detective(s), utility and park employees.

***Class B employees are those employees who work shift work, for example police officers, whose regular shift work assignment necessitates a mandatory number of weekly hours regardless of whether holidays occur or not. These employees are unable to take off on a holiday. Class B employees will receive eight 10 hours pay at the employee's regular hourly rate of pay whether the employee actually works the holiday or not.

48.32 Holiday hours which are added to an employee's weekly or biweekly tally of hours shall not be considered as actual time worked pursuant to the Fair Labor Standards Act. Only those hours actually worked are considered when calculating overtime rates.

48.33 When scheduled to work on a holiday and the employee calls in and is placed on sick leave, the employee will receive holiday pay only, not sick leave plus holiday pay.

Compensation Time Leave

Compensation time accrual is explained in personnel policy section_____

48.34 Employees will be allowed to use accrued compensation time at the discretion of the Department Director or Town Administrator.

48.35 Employees may be required to take compensation time by Department Directors to avoid large accumulation from being carried as a financial burden

48.36 Compensation time will not be allowed to accumulate to a maximum of 160 hours.

48.37 Worker's Compensation_____

48.38 Military Leave

Refer to section 42

48.39 Family Leave

Refer to section 30

Personal Days

48.40 Department Directors who are exempt employees under the Fair Labor Standards shall be afforded three paid personal days (24 hours) per fiscal year. In all cases leaves that are termed "Personal Days" shall not accrue and shall not carry over to subsequent fiscal periods. Employees shall not be reimbursed any portion of unused personal days in the event an employee terminates his/her employment. Personal days shall be taken in increment of full eight hours days.

Personal days are afforded to these Department Directors and Town Administrator to offset work hours where such "exempt" Department Director staff who do not accrue compensation or

overtime for extra hours worked, are required to attend various town meetings beyond their regular work hours.

48.41 The Town Administrator with approval of the Mayor has the authority to review recommendations of Department Directors and approve up to two personal leave days per year for employees recommended as having done an exceptional job. In all cases the employee will be acknowledged at the Town Council meeting occurring after the leave is approved by the Town Administrator along with a report that the personal days were allotted. Department Directors are limited to two such nominations per calendar year.

48.42 Employees who use no sick leave from January 1 to January 1 of the following year shall receive two personal days in recognition of same. Town Council shall receive a report in a Town Council meeting each year commending these employees.

Final Discussion

48.43 Department Directors, the Mayor, or the Town Administrator if the employee requesting leave is a Department Director, may refuse to grant leaves if by granting same the town government services will be impacted beyond reason.

48.44 Employees who are discharged for cause or who do not give proper notice when leaving the town's employment will not receive payment for any accrued leave time other than accrued compensation leave

48.45 Under FLSA, time and half rates are accumulated on the basis of time actually worked. If an employee is on any type of paid leave, other than educational leave, the leave time must be made up in actual worked hours prior to any accumulation of time and half rates.

i.e. A police employee (7K Employee under FLSA) acquiring time and half pay after 86 hours worked per two weeks who take 8 hours sick leave would be required to actually work 94 hours (86 + 8) prior to accumulating time and half pay. (See Personnel Policy _____)

48.46 Regular benefits will accrue and paid holidays will be given while one is on paid leave. When all accrued paid leave time is exhausted, it is the employee's responsibility to apply for leave of absence without pay.

48.47 During a leave of absence without pay, benefits do not accrue and holidays are not paid unless required by law. It shall be the employee's responsibility to make all arrangements and to pay the entire cost of insurance or other fringe benefits they wish to retain while on an unpaid leave of absence where law allows the town to discontinue maintenance of same for the employee. Failure to do so will result in termination of employment as a voluntary resignation.

48.48 Maternity leaves of absence will be allowed according to the Federal Law.

48.49 In the event that an employee is absent for more than four weeks other than being on approved vacation leave, holiday leave or personal leave, all leave will stop accumulating.

**** = Controversial

Effective Date: Council Passed 091304

~~UNDERLINED = New Language~~

~~47.1 Purpose~~

~~48.1:~~ All regular full time employees working at least 32 hours per week begin accruing leave when they are hired. ~~The purpose of this policy is to assert how much leave and what types of leave are accrued and the conditions for use of leave time.—Paid leave will not be granted until it has been earned and recorded in employee's records.—Paid sick leave and holidays begin at the commencement of employment.~~ The purpose of this policy is to establish town policy regarding various types of paid leave.

The paid leaves of the Town of Lake Placid are Vacation Leave~~Sick Leave (where time is accrued), Sick Leave~~~~Annual Vacation Leave (where time is accrued),~~ Military Leave ~~(as required by law),~~ Civil Leave, Bereavement Leave, Personal Leave Days ("Exempt" Employee's Only) and Workers' Compensation Leave ~~(as required by law),~~ and Family and Medical Leave. ~~(employee-only) where employee has sick leave accrued.~~ Leaves shall be approved by the Department Director or the Mayor's or his designee in conformance with the rules established for each leave type and after verification in the case of sick leave or other paid leaves that the affected employee has accrued the number of leave hours requested.

~~48.2~~ Leave without pay requires the approval of the Mayor or the Town Administrator, ~~also requires the approval of the Department Director.~~

~~Any employee on leave of absence who obtains employment elsewhere which conflicts with the employee's normal work schedule for the Town, shall be deemed to have resigned from the Town service, without notice, and shall forfeit all annual vacation leave and sick leave.~~

~~47.2 Definitions:—~~

~~For the purpose of consistency, all paid leave, annual leave and vacation, will be listed but will be shown as Paid Annual Leave (PAL) time.~~

~~Mandatory Training is that training scheduled in writing as being mandatory.~~

~~Optional training is that training or education requested by the employee.~~

~~FLSA (Fair Labor Standards Act)~~

~~47.3~~ Vacation Leave

~~48.3~~ Vacation days begin accumulating on the employee's hire date; however, the employee is not eligible to receive any vacation benefits, including leave or reimbursement, until after six months of employment. Vacation time shall accrue at the following rates per week:
1.54 hours per week (2 weeks per year) for all employees for the first five years of employment,
2.31 hours per week (3 weeks per year) for all employees after year five until year fifteen,
3.08 hours per week (4 weeks per year) after fifteen years of employment

The accrual rate for an employee will change to the new rate of 2.31 or 3.08 hours per week on the anniversary date of employment (i.e. at the beginning of the employee's sixth and sixteenth year of employment). The new rate will be earned from that date and into the future and is not intended to be applied retroactively to previous years of service.

~~47.3.1~~ 48.4 An employee must meet the following criteria in order to receive paid vacation:

- a) Payroll department must be notified in writing two (2) weeks or earlier. Vacation checks will not be issued if the payroll department is not notified as stated.
- b) Employee must have already earned the time to cover the request.
- c) Paid vacations must be approved by the department supervisor.
- d) Request must be in writing via memorandum and placed on the vacation calendar after approval by department supervisor.

~~47.3.2~~ 48.5 Maximum Vacation Accrual Guidelines

Employees will be allowed to carry a maximum vacation accrual on the books of the following amounts:

An employee who accrues vacation at the 1.54 hours per week level may carry a total vacation accrual of not more than 120 hours vacation.

An employee who accrues vacation at the 2.31 hours per week level may carry a total vacation accrual of not more than 160 hours vacation.

An employee who accrues vacation at the 3.08 hours per week level may carry a total vacation accrual of not more than 200 hours vacation.

~~(SEE SECTION 36 RETIREMENT BENEFITS FOR ADDITIONAL ACCRUAL GUIDELINES)~~

~~47.3.3~~ 48.6 Employees shall be paid for annual vacation leave at the same rate as hours worked. This leave shall not be used when computing total overtime hours during a work period.

~~48.7~~ Employees who are going on scheduled leave of any type, where such leave crosses pay periods, shall submit a signed electronic time sheet prior to departure. Failure to submit same shall result in the time sheet approving authority submitting time sheet entries for the employee at the approving authorities discretion. Approving authorities shall consist of the Town Administrator or applicable Department Director. In all cases where time sheet entries are made for an employee an entry denoting the reason will be made.

~~47.3.4~~ 48.8 The Mayor, the Town Administrator, or Department Director may require an employee to take vacation leave for a specific duration, or may subtract vacation time from the employee's accrual in the event the employee exceeds the maximum accrual rate. ~~The Mayor or Department Director shall have the latitude to allow employees to exceed the maximum guidelines by no more than 10-40 hours in cases where the employee's forced absence on vacation leave would cause a hardship. The the Town Administrator with Mayoral consent, may allow vacation accruals to temporarily exceed guidelines in cases where leave would cause extreme hardships. Otherwise, e—~~ Employees who have accrued more than the maximum amount allowed in ~~47.3.2~~ 48.5 without the approval of exception ~~allowed in 47.3.4~~ will begin forfeiting additional vacation accrual once the limits set in ~~47.3.2~~ 48.5 have been reached. ~~With the exceptions allowed in Town of Lake Placid Policy Section 36 Retirement. In the event an employee is allowed to reach 10-40 extra hours accrual of new vacation shall stop at the limit established in 47.3.4 plus 40 hours.~~

~~47.3.5~~ 48.9 Employees with over one (1) year service will be paid for appropriate amounts of

earned unused vacation leave to a maximum of 160 hours at voluntary termination, provided proper notice has been given and all Town equipment and property is returned, including uniforms, and has completed an Exit Interview. Any employee's planning to leave town employment are encouraged to plan their departure in such a way that the employee will have no more than 160 hours total accrued vacation on the books when the employee departs. When an employee departs town employment and has a maximum accrual of more than 160 hours the amount over 160 hours will be forfeited.

~~47.3.6 Town of Lake Placid Policy Section 36 Retirement specifies circumstances which allow a retiring employee to exceed the vacation accrual described within this policy.~~

~~47.3.748.10 Paid leave may not be scheduled in amounts less than one hour.~~

~~47.4 Sick Leave (See Town of Lake Placid Policy Section 26)~~

Sick Leave

~~48.11 Accrued sick leave is a benefit provided by the Town of Lake Placid to provide members with position and salary continuation in the event of a personal illness and to promote sick leave conservation for extended protection.~~

~~48.12 New hires will accrue at a rate of one sick day (8 hours) per month which will earned on a pro rated pay period basis. However, new hires must be employed for three months before they can utilize sick time that has been accrued.~~

~~48.13 Sick leave will accumulate at the rate of eight (8) hours per calender month for all employees, including those employees working various shifts.~~

~~48.14 Sick leave accrued shall not exceed a maximum of 960 hours for all employees hired on or before May 9, 2016. Employees hired after May 9, 2016 shall accrue sick leave to a maximum of 480 hours.~~

~~48.15 All employees who retire (as defined in LP Personnel Policy P17) honorably with ten (10) years or more of uninterrupted service to the town of Lake Placid will receive payment for 50% of unused sick leave, up to 960 hours (480 hours for employees hired after May 9, 2016). All employees who retire honorably (as defined in LP Personnel Policy P17) with twenty (20) years or more of service to the town of Lake Placid will receive payment for %75 of unused sick leave, up to 960 hours (480 hours for employees hired after May 9, 2016). Both retirement sick leave payments under this section are conditional upon the employee having not used more than 20% of their total sick leave over the employee's entire employment period with the town.~~

~~48.16 Payment of sick time to an employee is not unconditionally based on an employee's assertion that the employee is sick. The Department Director retains the authority, with approval from the Mayor, or Town Administrator, not to pay any employee sick time payments where it is provable by a preponderance of the evidence that the employee was not actually sick, or that the employee used sick time for purposes other than sickness.~~

~~48.17 After five (5) consecutive work days of absence, the member must submit a medical certification report from an attending physician stating the estimated duration of leave and general likelihood that the employee will be able to perform the job currently required of the employee.~~

~~If the medical certification submitted is not acceptable to the Department Director then the~~

Department Director, or Town Administrator, in cases where Department Directors are in are the employee on sick leave, may require the member to submit to a medical examination detailed by the town. The town shall pay for examinations of this type. (See Lake Placid Personnel Policy P6) If the member's health is deemed by the physician to be unfit to perform the job the employee currently performs for the Town of Lake Placid, the Department Director, or Town Administrator, if the employee is a Department Director, may allow the member the use of accrued sick leave, compensatory time and/or annual leave, before being placed on leave without pay.

A member who refuses to comply with the above rules, shall not be eligible to use accrued sick leave or other leave while absent.

48.18 Any member who fails to report to work for up to three (3) consecutive work days, and fails to notify his/her Department Director of reasons for the failure to report to work, will be considered to have resigned his/her position with the Town of Lake Placid.

A member who becomes ill while on approved annual leave, may be allowed to use accrued sick leave to cover the period of illness instead of the annual leave the employee was on. The employee must notify the Department Director, or Mayor, if the employee is a Department Director, of the illness and comply with the provisions herein regarding sickness. The original scheduled annual leave shall not be lengthened due to sickness without making arrangements with the Department Director or Mayor if the employee is a Department Director.

48.19 Employees shall notify Department Directors regarding all prescription medications they are taking while on the job prior to any use of the medication.

48.20 Any employee not calling into the appropriate department supervisor or to the Town office at least thirty (30) minutes after the Town office opens, or a scheduled work shift begins, shall not be eligible for pay for time off during illness/injury. Police department employees shall notify the Chief of Police, or his designee if the Chief is absent, at least 30 minutes before they are scheduled to begin the shift.

An employee who is sick for more than three consecutive days shall make direct contact with the Department Director on the third day with a briefing on his/her condition. Where any employee's sick leave will extend beyond three consecutive days or where an employee has taken five or more sick leave days within a 30-day period, the employee shall personally consult with the Department Director on the third day and thereafter as the Department Director instructs, unless the employee is physically unable to call in as verified by a physician.

Payment of sick leave is not automatic. Employees shall request payment of sick leave either by time sheet entry or by requests to the employee's Department Director. Department Directors shall follow this policy substituting the Mayor as their top supervising authority.

48.21 Sick leave may be authorized for the following purposes:

a) The member's inability to work shall include, but not be limited to, personal illness, off-duty injury, or exposure to a contagious disease, pregnancy, miscarriage, abortion, child birth and recovery from childbirth.

b) The member's personal appointment with a doctor, dentist or other recognized medical practitioner.

c) The member's illness, injury, or providing care to the member's immediate family. For purposes of this directive, immediate family shall consist of a legal spouse, child living with member, and parent living with the member.

Full-time nonexempt members may use sick leave in increments of (½) hour or (1) hour. Exempt members may use accrued sick leave in increments of no less than one (1) full day.

****48.22 While on extended medical leave (medical or sick leave lasting for four weeks or more) the Mayor or the Town Administrator may for any employee, designate any accrued leave that the employee has acquired, including accrued vacation time, as leave taken for purposes of furnishing a regular pay. After four weeks of medical or sick leave the Department Head or Town Adminisitrator shall then use accumulated Vacation leave to afford payment to any employee who is on leave and after that sick leave.

Example: Employee paid on weekly 40 hour basis on 1) extended sick leave or 2) workers compensation leave, having 20 hours accrued sick leave and 30 accrued hours vacation – in case 1) extended sick leave Town Administrator may at discretion after one month's leave require that 30 hours vacation and 10 hours sick leave be used and the employee paid 40 hours for same, or is case 2) workers compensation leave where employee is receiving a 2/3 payment from worker's compensation, Town Administrator or Mayor may designate hours to make up the lost 1/3 pay.

**** 48.23 Having accumulated leave times in any one leave definition (ie.sick, vacation, or personal), in with any combination of leave definitions, shall not obligate the Town to continue the employment of any employee who has been absent for any twelve weeks of absence in any given 360 day time period. Other than as required by law, employees who have been on any type of leave for twelve weeks or more are terminable at the discretion of the Mayor and/or the Town Administrator. Factors to be considered before such termination would include "totality of the circumstances," and whether the employee can furnish an exact return date.

Civil Leave

48.24 Employees attending jury duty shall be compensated at their regular rate of pay.

48.25 Employees who are summoned to testify in court shall be compensated at their regular rate of pay which includes time and half rates if the event is associated with town or police business.

48.25 Employees attending legal events that are inspired by the employee's own actions shall require vacation leaves.

47.5.—Death in the Family

47.5.1-48.26 Up to three (3) days of paid leave for a death in the immediate family may be taken and up to five (5) days if out of state. The intent of this section is to allow any employee the working days named above for bereavement. The town recognizes that under the FLSA, five working days for a regular employee is 40 hours while five working days for a 7K employee, employed by the police department on 12 hour work shifts, may require additional hours or less hours depending on which work week the employee takes bereavement leave in.

(Immediate family is defined as: parents, sisters, brothers, spouse, children, grandparents, or spouse 's parents, sisters, brothers, children and grandparents, or at the Mayor's discretion.)

47.6—Education Leave

~~47.6.148.27~~ From time to time it may be necessary in the performance of the job to attend seminars, institutes or other meetings. This may be at the request of the Town. Employees attending such meetings specifically required by the Town as mandatory training will be paid at their regular rate of pay.

~~47.6.248.28~~ Optional training hours will be paid at the discretion of the ~~Department head~~Department Director or Town Administrator. Typically, an employee will receive a regular weeks pay if the employee is being sponsored in a program the department is approving at the employee's request. Such educational programs are of mutual benefit to the employee and the Town. (Refer also to policy P22)

~~47.6.3~~ ~~Travel, meals, lodging, tolls, etc. will be paid in accordance with the Travel Voucher Policies set forth by the Council and in accordance with Florida State Statute when applicable.~~

47.7 Holidays

~~47.7.1 48.29~~ ~~Payment for holidays is a benefit which the Town extends to its employees. The following holidays will be observed as holidays with pay for all town employees. Holidays are designated at the start of each fiscal budget year by the Town Council. Holidays for purposes of this section are posted to employees when designated and when leave dates are formalized by Town Council each year. Town Council recognizes at least twelve Holiday leave dates per year.~~

DAYS

New Years	1	
Martin Luther King	1	
Good Friday	1	
Memorial Day	1	
Independence Day (July 4)	1	
Labor Day	1	12 Annual Holidays Total
Veteran's Day	1	
Thanksgiving Day and Day After	2	
Christmas Eve	1	
Christmas Day	1	
New Years Eve	1	

~~47.7.2~~ ~~Whenever a holiday falls on a Sunday, the following Monday shall be considered a holiday. When a designated holiday falls on a Saturday the preceding Friday shall be observed as the holiday.~~

~~***47.7.348.30~~ Holidays which occur during a vacation leave shall not be charged against vacation leave. Holidays which occur during sick leave shall not be charged against sick leave. An employee who is not on approved leave, approved at least two weeks in advance, and fails to report for work on the day before or after the holiday as routinely scheduled, shall not be compensated for the holiday.

~~47.7.448.31~~ In consideration of holidays there shall be two classifications of town employees in regards to holiday benefits:

Class A employees are those employees who are actually able to take off on the applicable holiday. These employees will be compensated for the holidays ~~named in 47.7.1~~designated by

Town Council at their regular rate of pay. Class A employees includes for example, ~~department head~~Department Director~~Department Directors~~, assistant town clerks, police department non-sworn office employees, detective(s), utility and park employees.

***Class B employees are those employees who work shift work, for example police officers, whose regular shift work assignment necessitates a mandatory number of weekly hours regardless of whether holidays occur or not. These employees are unable to take off on a holiday. Class B employees will receive eight ~~(8)~~10 hours pay at the employee's regular hourly rate of pay whether the employee actually works the holiday or not.

47.7.548.32 Holiday hours which are added to an employee's weekly or biweekly tally of hours shall not be considered as actual time worked pursuant to the Fair Labor Standards Act. Only those hours actually worked are considered when calculating overtime rates.

47.7.648.33 When scheduled to work on a holiday and the employee calls in and is placed on sick leave, the employee will receive holiday pay only-, not sick leave plus holiday pay.

47.8—Compensation Time Leave

Compensation time accrual is explained in personnel policy section ~~32.~~ _____

47.8.148.34 Employees will be allowed to use accrued compensation time at the discretion of the ~~Department Head~~Department Director~~Department Director~~ or Town Administrator.

47.8.248.35 Employees may be required to take compensation time by ~~Department Head~~Department Director~~Department Directors~~ to avoid large accumulation from being carried as a financial burden.—

47.8.348.36 Compensation time will not be allowed to accumulate to a maximum of 160 hours.

47.948.37 Worker's Compensation

Refer to section 49 _____

47.1048.38 Military Leave

Refer to section 42

47.1148.39 Family Leave

Refer to section 41-30

47.12 Personal Days

48.40~~Department head~~Department Director~~Department Director~~s who are exempt employees under the Fair Labor Standards shall be afforded ~~three~~three paid personal days (24 hours) per fiscal year. In all cases leaves that are termed "Personal Days" shall not accrue and shall not carry over to subsequent fiscal periods. Employees shall not be reimbursed any portion of unused personal days in the event an employee terminates his/her employment. Personal days

shall be taken in increment of full eight hours days.

Personal days are ~~specifically~~ afforded to these ~~department head~~ Department Director ~~Department Directors and Town Administrator~~ to offset work hours where such “exempt” ~~department head~~ Department Directors-staff who do not accrue compensation or overtime for extra hours worked, are required to attend various- town meetings beyond their regular work hours.

48.41 The Town Administrator with approval of the Mayor has the authority to review recommendations of Department Directors and approve up to two personal leave days per year for employees recommended as having done an exceptional job. In all cases the employee will be acknowledged at the Town Council meeting occurring after the leave is approved by the Town Administrator along with a report that the personal days were allotted. Department Directors are limited to two such nominations per calendar year.

~~Allotment of two personal days for the current fiscal year in which this policy was passed shall become effective upon the initial implementation of this policy.~~

47.12 Final Discussion

~~47.12.148.42~~ 47.12.148.42 ~~Department head~~ Department Director ~~Department Director~~, ~~or the Mayor, or the Town Administrator~~ if the employee requesting leave is a ~~department head~~ Department Director ~~Department Director~~, may refuse to grant leaves if by granting same the town government services will be impacted beyond reason.

~~47.12.248.28~~ 47.12.248.28 Employees who are discharged for cause or who do not give proper notice when leaving the town's employment will not receive payment for any accrued leave time other than accrued compensation leave.

~~47.12.348.43~~ 47.12.348.43 Under FLSA, time and half rates are accumulated on the basis of time actually worked. If an employee is on any type of paid leave, other than educational leave, the leave time must be made up in actual worked hours prior to any accumulation of time and half rates.

i.e. A police employee (7K Employee under FLSA) acquiring time and half pay after 86 hours worked per two weeks who take 8 hours sick leave would be required to actually work 94 hours (86 + 8) prior to accumulating time and half pay. (See Personnel Policy)

~~47.12.448.44~~ 47.12.448.44 Regular benefits will accrue and paid holidays will be given while one is on paid leave. When all accrued paid leave time is exhausted, it is the employee's responsibility to apply for leave of absence without pay.

~~47.12.548.45~~ 47.12.548.45 During a leave of absence without pay, benefits do not accrue and holidays are not paid unless required by law. It shall be the employee's responsibility to make all arrangements and to pay the entire cost of insurance or other fringe benefits they wish to retain while on an unpaid leave of absence where law allows the town to discontinue maintenance of same for the employee. Failure to do so will result in termination of employment as a voluntary resignation.

~~47.12.6—Leaves of absence of twenty (20) working days, one calendar month, may be granted by the department supervisor, with Mayor's approval.~~

~~47.12.748.46~~ 47.12.748.46 Maternity leaves of absence will be allowed according to the Federal Law.

~~47.12.848.47~~ 47.12.848.47 ~~Vacation accrual and sick day accrual will be discontinued during any period-~~

~~where the employee is absent except where employees are on vacation, holidays, or where leave accrual benefits are legally required to continue accruing such as certain military leaves. — for more than two continuous months, with the exception of an employee being on leave where leave accrual benefits are legally required to continue past two months. — In the event that an employee is absent for more than ~~two one month~~ four weeks other than being on approved vacation leave, holiday leave or personal leave, all leave will stop accumulating. — of any fiscal year for absence other than vacation, personal leave days accrued by any means will not be allotted for that fiscal year. — If an employee has already used the allotted personal leave days and is absent for any reason for a period of two months or more, personal days will not be allotted in the following fiscal year.~~

**** = Controversial

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: May 9, 2016

MEETING TYPE: Town Council Regular

AGENDA ITEM # AND TITLE:

6.C.3. Reclassification of Public Works Employees to Public Works Foreman

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

Public Works Foreman Jim Wescott recently retired. The position was advertised on the Town's website and Town Employees were encouraged to apply. Alan Keefer did apply via email below.

Research found that Jim Wescott was making \$19.80 per hour when he retired. Alan Keefer is currently making \$13.00 per hour. I (Town Administrator) have had the past months to work with Alan acting as the head of Public Works in John Komasa's continued absence and have found that he has been responsive to requests for activities, responsive to emails and taking cell phone calls at all times, and he is able to motivate employees towards a goal.

I have examined and adjusted the attached Job Description for the position and have found that Keefer qualifies for the position.

I am hereby recommending a budget adjustment necessary to accommodate raising Alan Keefer's pay scale to \$16.00 per hour effective May 10, 2016.

RECOMMENDED ACTION:

Motion to approve personnel reclassification of Alan Keefer from pay grade \$13.00 to pay grade \$16.00 per hour effective May 10, 2016 and to direct staff to prepare a budget amendment to accommodate the reclassification.

FISCAL IMPACT:

FISCAL IMPACT: Budget increase of \$7,187 for salary, fica and retirement. Expected to be offset by Wescott leaving

ATTACHED ITEMS:

Web page

Request to be considered

Job Description



Search Site

ADMINISTRATION

DEPARTMENTS

CALENDARS

GOVERNMENT MATERIALS

EMPLOYMENT

All applicants with the town of Lake Placid are required to fill out an [employment application](#).

Date: 03/30/16 Department: Public Works
Title/(Status)/Job Code: Public Works Foreman
Reports To: Public Works Director - Komasa
Pay Grade/Salary Range: Depends on qualifications Closing Date: Until Filled

Date: 03/30/16 Department: Utilities
Title/(Status)/Job Code: Class Double "C" Operator (Water @ Wastewater
Reports To: Utilities Department Head
Pay Grade/Salary Range: Dependent on qualifications Closing Date: Until filled

ACCOUNTS RECEIVABLE / BILLING CLERK.
Town of Lake Placid, FL. High School Diploma and three years prior experience required. Must have knowledge of general accounting principles. \$10-15/hr based upon experience. Visit www.lakeplacidfl.net/bulletin/employment.html or call (863) 699-3747. For further job description. EOE/DFWP. Open Until Filled.

TOWN OF LAKE PLACID, FLORIDA
JOB POSTING EFFECTIVE: April 30, 2016
OPEN UNTIL FILLED
HORTICULTURAL AND BEAUTIFICATION SUPERVISOR
Pay and benefit scale
\$31,000 to \$33,000 dependent on qualifications State retirement paid by town with 3% by employee, Health insurance currently provided at %100, paid Vacation benefits, sick leave benefits, 40 hour work week

Foreman Position

1 message

Alan Keefer

To: Phil Williams <[redacted]@il.com>

Fri, Apr 22, 2016 at 4:18 PM

I would like to make a formal request to fill The Town of Lake Placid Public Works Foreman position. I have been happily employed by the town for over 11 years, and would like to further dedicate myself by taking on the responsibility of daily operations. I have intimate knowledge of nearly every job duty, and I will do my best to prioritize tasks & lead the crew. If an official application is requested, I will gladly provide one. Thank You for your consideration.

Alan Bronson Keefer

Sent from my Verizon Wireless 4G LTE smartphone

TOWN OF LAKE PLACID, FLORIDA
CLASSIFICATION TITLE: PUBLIC WORKS FOREMAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise, assign and review the work of staff responsible for the construction and maintenance of city streets, alleys, storm drains, and parking lots; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Plan, prioritize, assign, supervise and review the work of staff responsible for the construction and maintenance of City streets, alleys, storm drains, and parking lots.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing street maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of street maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Prepare analytical and statistical reports as needed on operations and activities.
6. Must have acceptable attendance and the ability to work well with people.
7. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of street maintenance and construction.
8. Perform related duties and responsibilities as required.
9. Must be capable of communicating electronically by email and cellular telephone services.
10. Must be capable of generating computer reports as needed by using software.
11. Any specific requirements stated in the "offer of employment letter".

ADDITIONAL FUNCTIONS

1. Operations, services and activities of a street services program.
2. Principles of supervision, training and performance evaluation.
3. Modern and complex principles and practices of street maintenance and constructions.
4. Pertinent Federal, State and local laws, codes and regulations.

Ability to:

1. Supervise, organize, and review the work of lower level staff; Select, supervise, train and evaluate staff.
2. Prepare clear and concise reports.
3. Interpret and explain City policies and procedures.
4. Communicate clearly and concisely, both orally and in writing.

On Mon, Apr 25, 2016 at 1:56 PM, Thayer, Joedene <Jthayer@hcbcc.org> wrote:
Mr. Johnson,

Although I appreciate your sending me information from case law relating to agricultural use, taxing and zoning; I do not believe it to be the same as your situation. My understanding is that you would like to fence your property in Lake Placid and graze cattle. As I said when I spoke to you by telephone, you may fence the property, you may not graze cattle on the property.

If an agricultural use had been a continuing use at the time of rezoning to residential in 2005, it would have been considered as a nonconforming use. It could have continued in the agricultural use but could not become more intensive. If it had been an orange grove, it could continue to be an orange grove or become a less intensive agricultural use. No agricultural use continued after the rezoning though. When a nonconforming use is discontinued for a period of 180 consecutive days, it may not be resumed.

Your property west of Lake Rachard has zoning designations of R-1A (Single-Family Dwelling District) and R-2 (Multifamily Dwelling District). One of the permitted uses in both of these zoning districts is "the growing of agricultural or horticultural plants, with no sales buildings, displays, stands or places on the premises." The zoning code does not allow for the grazing of cattle in residential zoning. Is your grass of a type and quality that it would be beneficial to bale it and sell for feed?

For your information, I have attached hereto excerpts from the Town's zoning code concerning the R-1A and R-2 zoning districts and nonconforming uses.

If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,
Joedie

Joedene Thayer, AICP

Ordinance

Nuisance: The doing of an unlawful act or the omitting to perform a duty or the suffering or permitting of any condition or thing to be or exist, which act, omission, condition or thing either:

- (1) Injures or endangers the comfort, repose, health or safety of others;
- (2) Offends decency;
- (3) Is offensive to the senses;
- (4) Unlawfully interferes with, obstructs or tends to obstruct or renders dangerous for passage any public or private street, highway, sidewalk, streams, ditch or drainage;
- (5) In any way renders other persons insecure in life or the use of property;
- (6) Essentially interferes with the comfortable enjoyment of life and property or tends to depreciate the value of the property of others; or

(7) Is declared by ordinance to be a nuisance.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-2. - Illustrative enumeration.

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions is hereby declared to be and constitute a nuisance, provided that this enumeration shall not be construed as a designation of all nuisances:

(1) Any weeds, such as broom grass, jimson, burdock, ragweed, sandspur or other similar weeds, or any other vegetation, other than trees, ornamental bushes, flowers or other ornamental plants, with a height exceeding eighteen (18) inches.

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: May 9, 2016

MEETING TYPE: Town Council Regular

AGENDA ITEM # AND TITLE:

6.C.5 Ordinance - Nuisances Ordinance No. 93-200

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

The Town Nuisance Ordinance has not been reviewed since 1994. There are some undesirable conditions in Town that the nuisance ordinance might help improve. This discussion relates to the discussion in agenda item 6.C.4. but also relates to a current code enforcement dilemma wherein Code Enforcement has accumulate approximately \$100,000 in liens towards a violating home on Palmetto Avenue and is requesting direction.

Reviews of other jurisdictions nuisance codes, in some cases called Environment Code, provides possibilities for code that would help improve some unsightly areas and improve some enforcement conclusions.

RECOMMENDED ACTION:

Provide direction to staff regarding any Council suggestions the ordinance needs to address and any concerns from recent discussions or observations around Town that could be negated by reviewing the ordinance.

Motion to direct staff to review Nuisances Ordinance No. 93-200 and provide recommendadtion back to Town Council.

FISCAL IMPACT:

ATTACHED ITEMS:

Current Nuisance Ordinance



Above problems are currently being addressed by constructing fences on the town's right of way to restrict parking. Language that allows the Town through Code Enforcement to protect it's roads from repetitive abuse where same is demonstrably attributable to the habits of a resident or business. The other option that is being implemented is the low quality fence along the right of way shown below. Photo 1 and 3 are same residence on Michigan. Photo 2 is Oak Ave.



Concern at right could be improved by an addition to the ordinance.

Old wastewater treatment plant below is an ongoing problem that Code Enforcement is working on that could be better addressed.



Chapter 102 - NUISANCES

FOOTNOTE(S):

--- (1) ---

Editor's note— Ord. No. 93-200, § 1, Jan. 10, 1994, amended and reenacted ch. 102, §§ 102.1—102.9, to read as herein set out. Formerly, ch. 102, §§ 102.1—102.9, pertained to the same subject matter and was derived from Ord. No. 164, adopted Oct. 3, 1988.

Cross reference— Open burning, § 50-1 et seq.; dogs and other animals, § 62-1 et seq.; housing, ch. 86. [\(Back\)](#)

State Law reference— Public nuisances, F.S. ch. 823. [\(Back\)](#)

§ 102-1. - Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Nuisance: The doing of an unlawful act or the omitting to perform a duty or the suffering or permitting of any condition or thing to be or exist, which act, omission, condition or thing either:

- (1) Injures or endangers the comfort, repose, health or safety of others;
- (2) Offends decency;
- (3) Is offensive to the senses;
- (4) Unlawfully interferes with, obstructs or tends to obstruct or renders dangerous for passage any public or private street, highway, sidewalk, streams, ditch or drainage;
- (5) In any way renders other persons insecure in life or the use of property;
- (6) Essentially interferes with the comfortable enjoyment of life and property or tends to depreciate the value of the property of others; or
- (7) Is declared by ordinance to be a nuisance.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-2. - Illustrative enumeration.

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions is hereby declared to be and constitute a nuisance, provided that this enumeration shall not be construed as a designation of all nuisances:

- (1) Any weeds, such as broom grass, jimson, burdock, ragweed, sandspur or other similar weeds, or any other vegetation, other than trees, ornamental bushes, flowers or other ornamental plants, with a height exceeding eighteen (18) inches.
- (2) Accumulation of trash, litter, debris, garbage, bottles, paper, cans, rags, dead or decayed fish, fowl, meat or other animal matter, fruit, vegetables, offal, bricks, concrete, scrap lumber or other building debris or other refuse of any nature.
- (3) Any condition which provides harborage for rats, mice, snakes and other vermin.
- (4) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof or presents a fire hazard that is more than ordinarily dangerous in the vicinity where it is located.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-3. - Prohibition.

It shall be unlawful for any person to create a nuisance or suffer or permit a nuisance to exist upon property which is under his care, custody or control.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-3.1. - Bee husbandry.

It is unlawful for any person or entity to keep bees within the Town of Lake Placid except for domestic honey bees kept within a citrus grove between March 1 and April 30 for the purposes of servicing the citrus grove.

(Ord. No. 05-449, § 2, 5-9-05)

§ 102-4. - Notice to abate.

- (a) If the town council, or its designee, finds and determines that a nuisance exists, the town shall so notify the record owner of the offending property in writing and demand that such owner cause the condition to be remedied. The notice shall be given by certified mail, addressed to the owner of the property described, as his name and address is shown upon the record of the county tax assessor, and shall be deemed complete and sufficient when so addressed and deposited in the United States Mail with proper postage prepaid. In the event that such notice is returned by postal authorities, the town council, or its designee, shall cause a copy of the notice to be served by its agent upon the occupant of the property or upon any agent of the owner thereof. In the event that personal service upon the occupant of the property or upon any agent of the owner thereof cannot be performed after reasonable search by the agent of the town council, the notice shall be accomplished by physical posting on the premises.
- (b) Such notice shall be in substantially the following form:

NOTICE OF NUISANCE

Name of owner: _____

Address of owner: _____

Our records indicate that you are the owner(s) of the above property and it has been determined that a nuisance has occurred in that:

(Describe here the condition which created the nuisance)

You are hereby notified that unless the condition above described is remedied so as to abate the nuisance within twenty (20) days from the date hereof, the Town of Lake Placid will proceed to remedy this condition, and the cost of the work to remedy the condition, advertising costs, administrative costs and other expenses will be imposed as a lien on the property described.

TOWN OF LAKE PLACID

BY: _____
Officer

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-5. - Hearing.

- (a) If notification has been accomplished pursuant to the provisions of notice to him or in accordance with this chapter, then within twenty (20) days after the filing of notice to him or after notice is served upon him by the town council's agent or after the first date of physical posting of the property, the

owner of the property may make a written request to the town council for a hearing before it, or a person designated by it, to show that the condition alleged in the notice does not exist or has not occurred or that the condition does not constitute a nuisance.

- (b) At the hearing, the town and the property owners may introduce such evidence as is deemed necessary. The town council or its designee, shall hold hearings on a regular basis at such time and place as it determines, and it shall establish rules and regulations of the review procedure. Following review by the town council, or its designee, the owner will have exhausted his administrative remedies.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-6. - Abatement by town.

If notification has been accomplished according to the provisions of this chapter and if, within twenty (20) days after mailing of the notice or service of the notice by physical posting of the property, no hearing has been requested and the condition described in the notice has not been remedied, the town council, or its designee, shall cause the nuisance to be abated by the town, or independent contractor employed by the town, at the expense of the property owner. If a hearing has been held and has concluded adversely to the property owner and the condition is not remedied within five (5) days following the date of the hearing, the town council, or its designee, shall cause the nuisance to be abated by the town council, or an independent contractor employed by the town, at the expense of the property owner, and the costs are necessary to remedy the conditions shall be an expense of the property owner.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-7. - Collection of town expenses.

- (a) After causing a nuisance to be abated pursuant to this chapter, the town council, or its designee, will determine the costs involved, including all costs described in section 102-6 above, and shall determine the proper proportionate costs that each lot, tract or parcel of land should bear, and the town council, or its designee, shall cause the preliminary assessment roll to be made up containing a complete list of the properties upon which nuisances were abated by the town under the provisions of this chapter and of properties abutting ponds or water bodies which were maintained by the town, setting opposite each lot, parcel or tract of land its proper proportionate share of the cost of doing said work, including all costs described in section 102-6, which record shall be known as "Preliminary Assessment for Nuisance Abatement," which assessment shall, upon completion, be submitted to the town council. Immediately after submission of said preliminary assessment roll to the town council, the town council shall fix a date for a public hearing upon the assessments contained in the preliminary assessment roll.
- (b) Immediately upon the determination by the town council of the date for public hearing upon the proposed assessment, the town council, or its designee, shall cause to be published in substantially the following form:

NOTICE TO TAXPAYERS

You are hereby notified that the Town Council has just abated a nuisance in the Town of Lake Placid and has determined the amount to be assessed against each of the lots, tracts or parcels of land to defray the cost thereof. A list of said nuisances and amount to be assessed against each of said properties in on file and open for inspection in the office of the Town Council of the Town of Lake Placid. You are further notified that the Town Council of the Town of Lake Placid will hold a public hearing on the _____ day of _____/_____/_____, 19_____, at the Town Hall in the Town of Lake Placid, Florida, for the purpose of hearing any complaints or protests that any affected party may wish to offer why said assessments should not be made final.

Town Clerk

- (c) The notice shall be published one (1) time, and said hearing provided for by said notice shall be not less than five (5) days from the date of publication of said notice.
- (d) The town council shall meet at the time and place specified in said notice and hear any and all complaints that any person affected by said proposed assessment wishes to offer and shall correct any and all mistakes or errors appearing upon said preliminary assessment roll. The town council shall then approve the preliminary assessment roll, as submitted or as corrected, and the roll shall then be final.
- (e) When the preliminary assessment roll is approved by the town council and made final, the amounts assessed against the respective properties shall, from the date of said approval, be and constitute a lien against said properties until paid. Upon approval of the assessment roll by the town council, or its designee, the town council, or its designee, shall immediately cause the assessment roll to be filed in the office of the town clerk, and it shall be kept there for public inspection during business hours. The town council, or its designee, may file and record in the office of the clerk of the circuit court of the county notice of the liens against said properties, showing thereon the amount and nature of the lien and legal description of the property.
- (f) The principal amount of all assessment liens levied and assessed under this chapter shall bear interest at the rate of ten (10) percent per annum from the date thirty (30) days after the date of approval of the assessment, and this interest shall also constitute a lien against the property assessed, in the amount of the assessment plus accrued interest.
- (g) The town council shall keep complete records relating to the amount payable for liens and interest above-described and shall from time to time send a statement of the principal and interest due upon such liens to the record owner of the property upon which the lien exists.
- (h) At any time after the expiration of thirty (30) days from the date of approval of the assessment roll, the town may proceed to foreclose the liens for special assessment in the manner prescribed in F.S. ch. 173.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-8. - Fees for clearing or mowing of lot.

Those fees charged by the town whenever a lot clearing or lot mowing is done shall cover the full costs of clearing and/or mowing a lot and shall also cover normal administrative fees to cover all administrative and clerical work done by the town in connection with the lot clearing or lot mowing.

In the event that it becomes necessary to do any tree trimming, the cost will be passed on to the property owner, who will be charged for the actual costs of the trimming, plus the hauling costs for removing the trimmings from the area.

(Ord. No. 93-200, § 1, 1-10-94)

§ 102-9. - Effect on other legislation; remedies cumulative.

- (a) This chapter shall be supplemental to all other ordinances and shall be deemed to provide a supplemental, additional and alternative procedure.
- (b) Any action taken pursuant to this chapter in regard to nuisance abatement shall be considered cumulative and in addition to penalties and to other remedies provided elsewhere by ordinance or law.

(Ord. No. 93-200, § 1, 1-10-94)

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: May 9, 2016

MEETING TYPE: Town Council Regular

AGENDA ITEM # AND TITLE:

6.C.6 Request to speak Jesse Taggart Lake June Point

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

Citizen request to speak

Research provided to Council regarding price of project

RECOMMENDED ACTION:

Discuss and provide direction to staff as needed.

FISCAL IMPACT:

ATTACHED ITEMS:

Highlands County project submitted for grant provided for price estimate

SCANNED

CITIZENS REQUEST TO SPEAK

My name is JESSE TAGGART and I represent

(Organization) Lake June Pointe.

I am requesting to speak at the Town of Lake Placid Meeting on

(Date) ~~April 11th~~ May 9th

I may be contacted at the following should the meeting be cancelled.

(Optional) 443-480-2668.

The subject matter I wish to speak on is as follows:

The community of Lake June Pointe would like to see Lake Placid complete the sidewalk from Tangerine Ave. to Lake June Pointe. Our community would like to be able to ~~walk~~ ^{bike} into Lake Placid. The sidewalk is complete from Tangerine into town. along Interlake ave. with just a short distance remaining.

HIGHLANDS COUNTY ENGINEERING DEPARTMENT



10 LF Multi-Use Pathway Along the South Side of West Interlake Boulevard

FDOT TAP (LAP) APPLICATION SUBMITTAL



**District One
Priority Project Information Packet**

Name of Applying Agency: Highlands County Board of County Commissioners

Project Name:

10 LF Multi-Use Pathway Along the South Side of Interlake Boulevard

Project Category:

Congestion Management TRIP CIGP SCOP

Transportation Alternative RTAP Transit/Modal SCRAP

Will this be a LAP project? Yes No

(If yes, applicant must be LAP certified)

Project Limits/Location:

Describe beginning and end points of project, ex.; from ABC Rd. to XYZ Ave. Limits run south to north or west to east. Include jurisdiction (city/county), project length attach a labeled project map.

The proposed 10 LF Multi-Use Pathway would run from Catfish Creek Road easterly to South Tangerine Drive for approximately 0.51 miles (2,670 LF) along the south side of West Interlake Boulevard. The roadway is on the Federal Aid Roadway list (ID 09000011). See attached location map.

Is the roadway on the State Highway System? Yes No

Is the roadway on the Federal Aid Eligible System? Yes No

If no, give local jurisdiction: [Click here to enter text.](#)

Is this project consistent with the MPO/TPO Long Range Transportation Plan?

Yes No Page number (attach page from LRTP): N/A

Is this project in the local jurisdiction's Capital Improvement Plan?

Yes No (attach page from CIP) [Click here to enter text.](#)

Project Description

Phase(s) requested:

Planning Study PD&E PE ROW CST CEI

Project cost estimates by phase:

Planning Study \$ [Click here to enter text.](#) ROW \$ [Click here to enter text.](#)

PD&E \$ [Click here to enter text.](#) CST \$360,431.00

PE \$18,022.00 CEI \$18,022.00

TOTAL Project Cost: \$396,474.00

Project Details: Clearly describe the project and desired improvements in detail and indicate if work will be completed in-house. Include labeled photos and maps. (Add additional pages if needed)

This is a rural undivided roadway with an existing 5-foot wide concrete sidewalk along the south side of West Interlake Boulevard from South Tangerine Drive easterly to Devane Circle in Lake Placid. Improvements would consist of a 10 LF Multi-Use Pathway installed along the south side of West Interlake Boulevard running from Catfish Creek Road easterly to South Tangerine Drive for approximately .51 miles (2,670 LF). The project is located within ½ mile of Lake Placid Elementary School, Lake Placid Middle School, and Lake Placid High School and would increase safety for students walking or biking to and from said schools. The proposed multi-use pathway would also increase safety for bicycle and pedestrian traffic between the residential areas to the west and the downtown commercial areas to the east.

Constructability Review

For items 2-7 provide labeled and dated photos (add additional pages if needed)

1. Are there any other projects (ex. drainage, utility, etc.) programmed (local, state or federal) within the limits of this project? Yes No

If yes, provide details of the other project(s), including project scope and schedule:
[Click here to enter text.](#)

2. Does the applicant have an adopted ADA transition plan? Yes No

Identify areas within the project limits that will require ADA retrofit. (Include GIS coordinates for stops and labeled photos and/or map)

The County continues to update its ADA Transition Plan. Pedestrian Facilities (sidewalks, parking lots, direct access to public access buildings) have been surveyed as its component of the ADA Transition Plan updated. The firm of Lunz Prebor Fowler Architects, Inc. has been issued numerous task orders to inspect and complete an ADA Transition Plan for buildings.

3. Are there any transit stops/shelters/amenities within the project limits?

Yes No

How many? [Click here to enter text.](#)

Stop ID number: [Click here to enter text.](#)

4. Are any improvements needed or requested for bus stops? Yes No

Description of existing conditions at stop and desired improvements (add additional pages if needed):

[Click here to enter text.](#)

5. Are turn lanes being added? Yes No

If yes, provide length of turn lanes

[Click here to enter text.](#)

6. Drainage structures:

Number of culverts or pipes currently in place: Minor drainage modifications may be required to allow stormwater conveyance across sidewalk, roadway connections, and driveways.

Type: [Click here to enter text.](#)

Replacement? [Click here to enter text.](#)

Details [Click here to enter text.](#)

Will drainage ditches be filled in? Yes No

If yes, provide the limits and quantify in linear feet:

[Click here to enter text.](#)

Describe the proposed conveyances system (add additional pages if needed)

Current system to remain. Minor drainage modifications may be required to allow stormwater conveyance across sidewalk, roadway connections, and driveways.

Are there any existing permitted stormwater management facilities/ponds within the project limits? Yes No

If yes, provide the location and permit number (add additional pages if needed)

[Click here to enter text.](#)

Utilities within project limits: Yes No

If yes, list specific utilities within project limits and describe any potential conflicts (add additional pages if needed):

Duke Energy, CenturyLink, Comcast, and the Town of Lake Placid. Some minor utility relocations may be required.

Are there Bridges within project limits: Yes No

If yes, can bridges accommodate proposed improvements? Yes No

If no, what bridge improvements are proposed? (add additional pages if needed):

[Click here to enter text.](#)

7. Is needed Right-of-Way (ROW) within public ownership? Yes No

Provide details of potential ROW issues and how they will be addressed, evidence of ROW (GIS, maps, etc.) as well as a detailed breakdown of costs. Also include information about any potential encroachment issues (add additional pages if needed):

[Click here to enter text.](#)

8. Are permits required? Yes No

If yes, list the types of permits required:
NPDES permitting may be required.

If no, state the qualified exemption:

9. Are there any wetlands within the project limits? Yes No

If yes, list the type of wetlands and if mitigation will be required. Provide any additional information:

[Click here to enter text.](#)

Is there critical habitat within the project limits? Yes No (Provide details)

[Click here to enter text.](#)

10. Are there any endangered species within the project limits? Yes No

If yes, list the species and what, if any mitigation or coordination will be necessary:

Click here to enter text.

11. Is a historic survey required? Yes No (Provide details)

Click here to enter text.

12. Is Recreational or 4(f) property within the project limits? Yes No

(Provide details)

Click here to enter text.

13. Are there any contamination areas within the project limits? Yes No

(Provide details)

Click here to enter text.

Required Attachments

- A. Detailed Project Scope with Project Location Map (Attached)
- B. Project Photos - dated and labeled (Attached)
- C. Detailed Cost Estimates including Pay Items (Attached)
- D. LRTP and Local CIP page (Not Applicable)
- E. Survey/As-builts/ROW documentation/Utility/Drainage information (PE to be completed. Tax Maps provided.)
- F. Detailed breakdown of ROW costs included in estimate (if ROW is needed/included in request or estimate) (Not Applicable, Sidewalk Project)

Applicant Contact Information

Agency Name: Highlands County Board of County Commissioners

Mailing Address: 505 S. Commerce Ave., Sebring, FL, 33870-3869

Contact Name and Title: Ramon D. Gavarrete, P.E., County Engineer

Email: rgavarre@hcbcc.org **Phone:** 863-402-6877

Signature:   **Date:** February 2, 2016

Your signature indicates that the information included with this application is accurate.

Maintaining Agency: Highlands County Board of County Commissioners

Contact Name and Title: 505 S. Commerce Ave., Sebring, FL, 33870-3869

Email rgavarre@hcbcc.org **Phone:** 863-402-6877

Signature:   **Date:** February 2, 2016

Your signature serves as a commitment from your agency to maintain the facility requested.

MPO/TPO: **(not required for SCOP, SCRAP, or CIGP)**

Contact Name and Title: Benjamin A. Dunn, MPA, CPM, Executive Director

Email: bdunn@hcbcc.org **Phone:** 863-402-6653

Signature: _____ **Date:** _____

Your signature confirms the requested project is consistent with all MPO/TPO plans and documents, is eligible, and indicates MPO/TPO support for the project.



TAP Enhancement Project

10 LF Multi-Use Pathway along West Interlake Boulevard

Catfish Creek Road to S Tangerine Drive



Prepared By:
Highlands County Engineering Dept.
505 S. Commerce Ave
Sebring, FL 33870
Office: (863) 402-6877

For Reference Only - Not A Boundary Survey

1 inch = 800 feet

Map Created: 1/12/2016

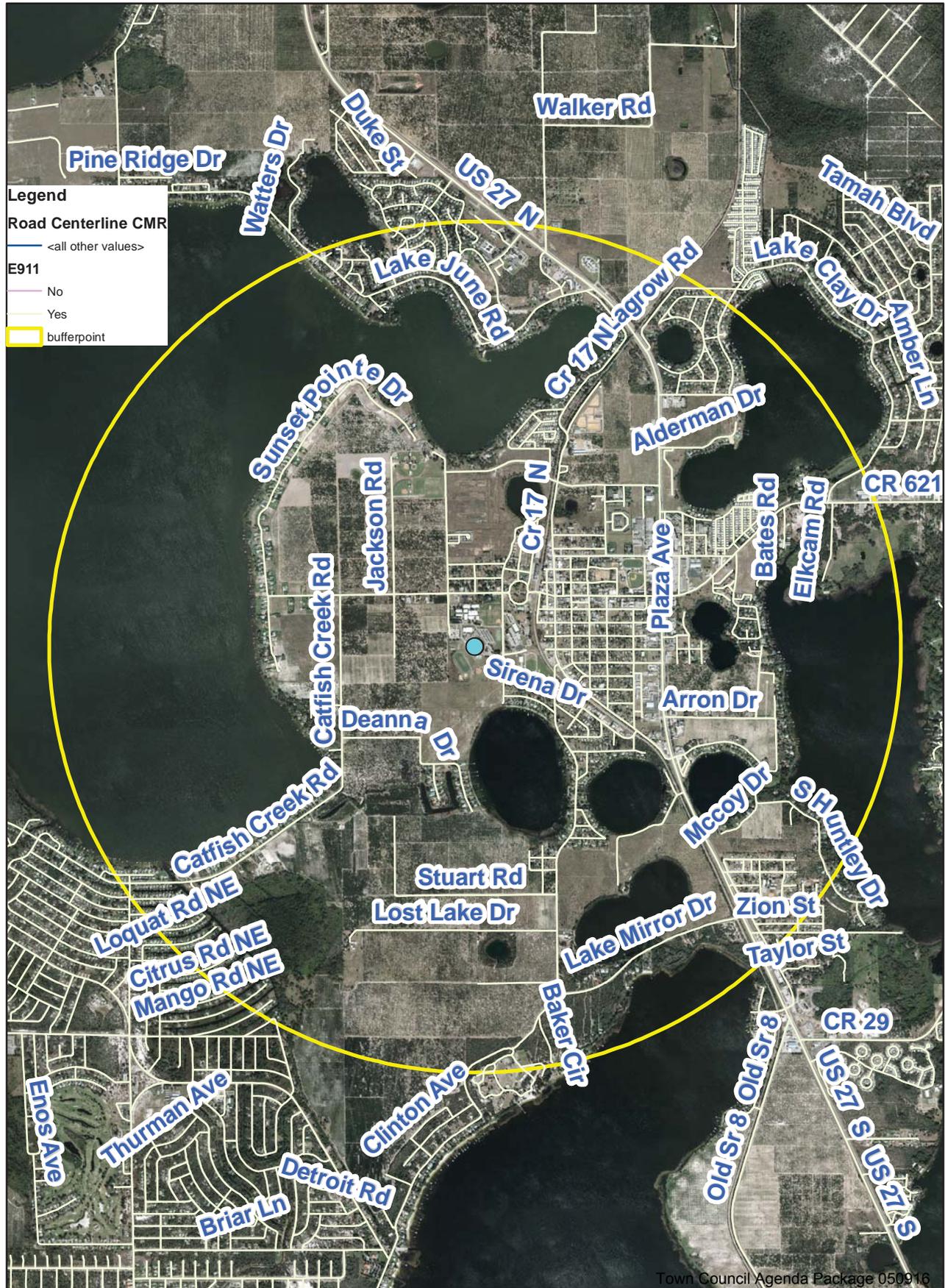
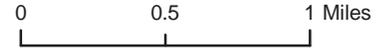




10 LF Multi-Use Pathway along West Interlake Boulevard

Map Created: January 22, 2016

For Reference Only - Not a Boundary Survey



Legend

Road Centerline CMR
 <all other values>

E911
 No
 Yes

bufferpoint

Highlands County Board of County Commissioners
County Engineering Department
10 LF Multi-Use Pathway on the South Side of West Interlake Boulevard
From Catfish Creek Road easterly to South Tangerine Drive
January 28, 2016



Highlands County Board of County Commissioners
County Engineering Department
10 LF Multi-Use Pathway on the South Side of West Interlake Boulevard
From Catfish Creek Road easterly to South Tangerine Drive
January 28, 2016



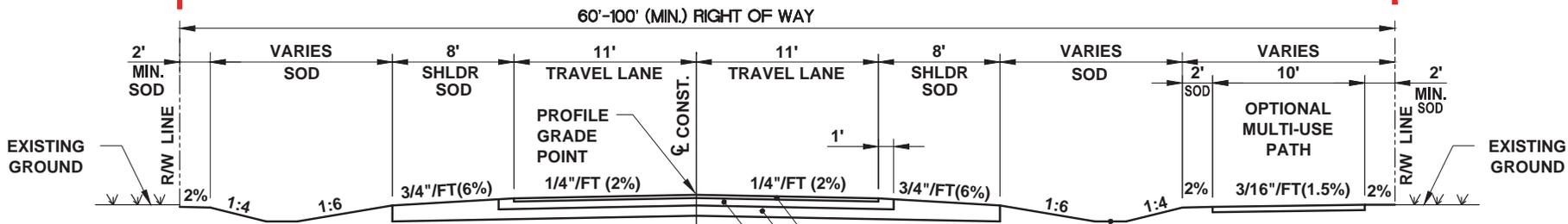
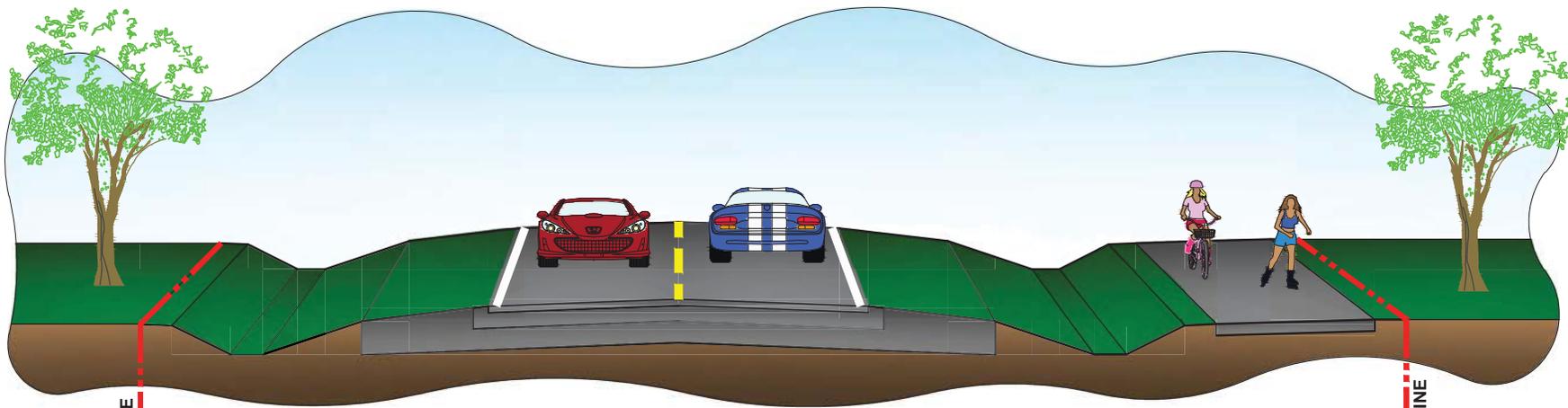
Highlands County Board of County Commissioners
County Engineering Department
10 LF Multi-Use Pathway on the South Side of West Interlake Boulevard
From Catfish Creek Road easterly to South Tangerine Drive
January 28, 2016



Highlands County Board of County Commissioners
County Engineering Department
10 LF Multi-Use Pathway on the South Side of West Interlake Boulevard
From Catfish Creek Road easterly to South Tangerine Drive
January 28, 2016



G:\PROJECTS\Other Projects\Potential Grant Funded Projects 2012\Interlake & Catfish Creek Multi-Use Path - UFES\All Drawings\10 ft Multi-Use Path at West Interlake Blvd & Catfish Creek Road.dwg - 2/29/12 (2) - Monochrome.ctb



STRUCTURAL COURSE 3" SUPERPAVE ASPHALTIC CONCRETE TYPE SP-9.5. (PLACED IN TWO LAYERS)

BASE COURSE 8" THICK OF LIMEROCK OR SHELLROCK COMPACTED TO A MINIMUM DENSITY OF 98%. (OR OPTIONAL BASE GROUP 7)

STABILIZATION: SUB-BASE AND SHOULDERS 12" THICK OF STABILIZATION COMPACTED TO A MINIMUM DENSITY OF 98%

DEPTH AND WIDTH VARY

REVISIONS					
DATE	BY	DESCRIPTION	DATE	BY	DESCRIPTION

DESIGNED BY: D. NIETUBICZ
 DRAWN BY: D. NIETUBICZ
 CHECKED BY:
 IN CHARGE:
 DATE: 02/28/12

HIGHLANDS COUNTY ENGINEERING DEPARTMENT
 505 S. COMMERCE AVENUE
 SEBRING, FLORIDA 33870

APPROVED BY:
 FLORIDA REGISTRATION NO.:
 DATE:



10 ft Multi-Use Path at West Interlake Blvd & Catfish Creek Road

TYPICAL SECTION

SCALE: NTS

REV. 0

SHEET 1 OF 1



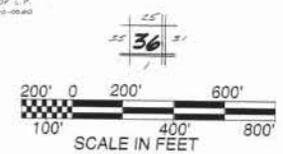
SUBDIVISIONS

SUB NO	NAME	PG. PG.
010	DEEN'S REPLAT LAKE GROVES 3-53	
020	AN DEVANE SUB OF LAKE GROVES 2-71	
030	LAKE JUNE CAYS	16-63
070	HILLCREST PARK	6-31
080	HENNESSEE & CLARK SUB	2-119
090	LAKE GROVES SUB	1-11,12
110	" " HEIGHTS	3-86
	REVISED MAP IV 1/4 LOT 65	
120	LAKE GROVES RESUB OF PORTION 1-31	
130	" " ADD TO TOWN OF 1-25	
	LAKE STERNS	
140	LAKE JUNE HEIGHTS	4-48
150	" " ADD OR 121-304	
151	LAKE JUNE CONDO	OR 1266-1980
160	LAKEVIEW HEIGHTS	1-70A
170	RACHARDE AD TWIN OF LAKE STEARNS 2-43	
180	M. WINTERS' RESUB LAKE GROVES 2-74	
190	" " REPLAT OF RESUB LK GROVES 3-78	
200	LAKE JUNE HILLS	10-30
210	SERENITY SUB	12-1
220	THE VILLAGE ON LAKE RACHARD (PLAT NO. 1)	16-91

1030 LAKE JUNE POINTS PH 3 No. 52
30-36-25

1390

NOTE: PARCEL B, 1082 IN 30-36-25 SECTION, LORDE 40' X STATION GROUNDS IN 1-27-85
* PROPOSED TANGENT NUMBER (710324-132-1000-100)



HIGHLANDS COUNTY
FLORIDA
Town Council Agenda Package 050916
Page 179 of 208

SECTION	DATE	REVISIONS
36	29	DESCRIPTION DATE
MAP	117	D

NOTE: INFORMATION SHOWN HEREON IS COMPILATION FROM THE BEST AVAILABLE SOURCES AND IS NOT WARRANTED FOR USE IN RESOLVE OR OTHER TRANSACTIONS OF ANY TYPE.

TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: May 9, 2016

MEETING TYPE: Town Council Regular

AGENDA ITEM # AND TITLE:

6.C.7. Turn lane into McDonald's on Southbound US27

PLACED ON AGENDA BY:

Town Administrator

STATEMENT OF ISSUE:

During the McDonald's site plan review Town Engineer Joe Barber recommended a turn lane in the US27 Southbound Lane into McDonald's. A check with Planning (Jodie) and the plan found that there was no request from McDonald's for a turn lane. (See attached 4.E Preliminary / Final Commercial Site Plan Review for McDonald's LPSP.16.002)

County Engineers replied that a turn lane was already in the works. (see email string)

The turn lane is going to require removal of at least one palm tree, probably two, in the median.

In a conference call this date it was learned that FDOT will be paying for the turn lane installation and they committed to the palm tree moving. Bill Brantley advised it would cost \$1,050 each to move the palms.

The statement of issue going forth is whether Town Council supports continuing pursuit of a turn lane at the McDonald's location as staff has recommended.

RECOMMENDED ACTION:

Motion to support the turn lane project at McDonald's turn Southbound US 27 turn lane RE: Highlands County Project 435063-1 // US 27 AT EAST PHOENIX ST // Add Left Turn Lane

Advise of palm tree replacement as preferred

FISCAL IMPACT:

Possibly

ATTACHED ITEMS:

Approximate diagram of turn lane and palms
Email string between staff and Highlands County Engineering
McDonald's site plan for reference (In part because of the size)





- Represents base of palm
- Approximate turn lane shoulder (not to scale)



FW: RE: FDOT

1 message

Nortelus, Elius <enortelus@hcbcc.org>
To: "(bert@heartlandlaw.com)" <bert@heartlandlaw.com>
Cc: "Gavarrete, Ramon" <rgavarrete@hcbcc.org>, Phil Williams
"LPUtilities@mylakeplacid.org" <LPUtilities@mylakeplacid.org>

Thu, May 5, 2016 at 2:31 PM

Hello Mr. Harris,

This is to let you know that I spoke with Ramon this morning in reference to the proposed US 27 Southbound Left-Turn Lane at Phoenix Street. Ramon stated that was a request from the Town of Lake Placid. Please see some correspondence below regarding this issue. Feel free to contact me if you have any questions.

Thanks,

Elius

Elius F. Nortelus, M.S.C.E, P.E.

Assistant County Engineer

Highlands County Board of County Commissioners

505 S. Commerce Avenue

Sebring, FL 33870-6877

Office: 863-402-6877

enortelus@hcbcc.org

LEGAL NOTICE REGARDING EMAIL

Senate Bill 80 - effective July 1, 2006

Under Florida Law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic email to this entity. Instead, contact this office by phone or in writing.

From: Gavarrete, Ramon
Sent: Thursday, May 05, 2016 9:50 AM
To: Nortelus, Elius
Subject: FW: RE: FDOT

From: Phil Williams [<mailto:pwilliams.townoflakeplacid@gmail.com>]
Sent: Wednesday, January 20, 2016 10:21 AM
To: Gavarrete, Ramon
Subject: Re: RE: FDOT

Thanks for the quick response Ramon.

On Wed, Jan 20, 2016 at 10:01 AM, Gavarrete, Ramon <rgavarrete@hcbcc.org> wrote:

We have not anything deleted once it makes the Work Program.

Sent from my Sprint Samsung Galaxy S® 6.

----- Original message -----

From: Joe Barber <LPUtilities@mylakeplacid.org>
Date: 1/20/2016 9:21 AM (GMT-05:00)
To: "Gavarrete, Ramon" <rgavarrete@hcbcc.org>
Cc: Phil Williams <pwilliams.townoflakeplacid@gmail.com>
Subject: RE: RE: FDOT

Last question, I know it's on the work plan, but what is your confidence level that it will get funded and constructed?

-Joe

From: Gavarrete, Ramon [mailto:rgavarrete@hcbcc.org]
Sent: Wednesday, January 20, 2016 7:52 AM
To: Joe Barber <LPUtilities@mylakeplacid.org>
Cc: Phil Williams <pwilliams.townoflakeplacid@gmail.com>
Subject: RE: RE: FDOT

If McDonald wants to do double stacking, that might help the situation. I would let them do it, as long as the net result is around double the current stacking length.

Sincerely,

Ramon D. Gavarrete, P.E.

County Engineer

Highlands County Board of County Commissioners

505 South Commerce Avenue

Sebring, Florida 33870

Office: 863-402-6877

Mobile: 863-381-6875

rgavarre@hcbcc.org

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From: Joe Barber [<mailto:LPUilities@mylakeplacid.org>]
Sent: Wednesday, January 20, 2016 7:21 AM
To: Gavarrete, Ramon
Cc: Phil Williams
Subject: RE: RE: FDOT

Ramon,

They have come in with a proposed plan to add a second order lane. I would assume this is going to increase traffic and make the situation worse there. Since the project has the potential to increase traffic, would they not be responsible for looking at traffic impacts and providing mitigation?

I'd like for the town to stay consistent with how the county handles these issues as well.

Thanks for your help,

Joe Barber

From: Phil Williams [<mailto:pwilliams.townoflakeplacid@gmail.com>]
Sent: Tuesday, January 19, 2016 4:44 PM
To: Joe Barber <LPUilities@mylakeplacid.org>
Subject: Fwd: RE: FDOT

----- Forwarded message -----

From: "Gavarrete, Ramon" <rgavarrete@hcbcc.org>
Date: Jan 19, 2016 4:40 PM
Subject: RE: FDOT
To: "Phil Williams" <pwilliams.townoflakeplacid@gmail.com>
Cc:

Phil,

If you are talking about the McDonald at Phoenix Street, the County requested FDOT to add left turn lane for SB traffic last year. The project made it into the FDOT Work Program (see attached, page 9 of the pdf file).

Project/Location: US 27 AT EAST PHOENIX ST

FPN: 4350631

I hope this helps. We are looking out for Lake Placid.

Sincerely,

Ramon D. Gavarrete, P.E.

County Engineer

Highlands County Board of County Commissioners

505 South Commerce Avenue

Sebring, Florida 33870

Office: 863-402-6877

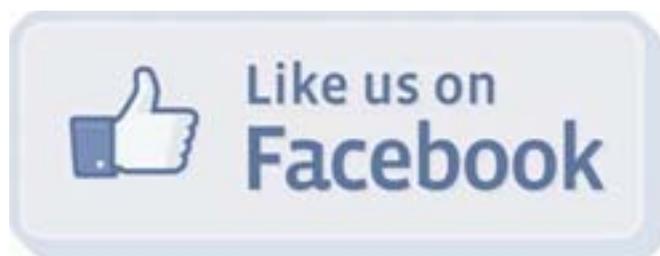
Mobile: 863-381-6875

rgavarre@hcbcc.org

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From: Phil Williams [<mailto:pwilliams.townoflakeplacid@gmail.com>]

Sent: Tuesday, January 19, 2016 3:11 PM

To: Gavarrete, Ramon

Subject: FDOT

Do you have a contact with FDOT you would use if one wanted to propose an FDOT involvement on US27 turn lanes in the Lake Placid McDonald's current application for a double service lane?

--

"Even if you are on the right track, you will still get run over if you just sit there." Will Rogers

Town Administrator Phil Williams
Town of Lake Placid, 311 West Interlake Boulevard, Lake Placid, Fl. 33852
Telephone [863-699-3747](tel:863-699-3747)

pwilliams.townoflakeplacid@gmail.com

<http://www.lakeplacidfl.net/>

LEGAL NOTICE REGARDING EMAIL Under Florida Law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic email to this entity. Instead, contact this office by phone or in writing.

--

"Even if you are on the right track, you will still get run over if you just sit there." Will Rogers

Town Administrator Phil Williams
Town of Lake Placid, 311 West Interlake Boulevard, Lake Placid, Fl. 33852
Telephone [863-699-3747](tel:863-699-3747)

pwilliams.townoflakeplacid@gmail.com

<http://www.lakeplacidfl.net/>

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TOWN OF LAKE PLACID
AGENDA ITEM INTRODUCTION

MEETING DATE: March 14, 2016 MEETING TYPE: Town Council

AGENDA ITEM # AND TITLE:

4.E Preliminary / Final Commercial Site Plan Review for McDonald's LPSP.16.002

PLACED ON AGENDA BY:

Planning Staff

STATEMENT OF ISSUE:

This is an Application for a Combination Preliminary / Final Commercial Site Development Plan review for the McDonald's Restaurant. The Applicant's plan is to update the existing drive-thru area by removing and/or relocating the existing drive-thru equipment, and constructing a side by side drive-thru with all supporting equipment, as well as bring the site into compliance with the Americans with Disabilities Act.

The Town of Lake Placid Local Planning Agency recommended the Town Council consider approval on February 15, 2016, of the Commercial Site Plan and Landscape Plan.

RECOMMENDED ACTION:

MOVE TO APPROVE THE SITE PLAN AND LANDSCAPE PLAN FOR MCDONALD'S.

FISCAL IMPACT:

Not Applicable

ATTACHED ITEMS:

Staff Report

Application with Letter from Applicant addressing Development Review Comments

Maps

Site Plan, Revision dated January 29, 2016 and Landscape Plan dated January 28, 2016

Revised Site Plan, Sheet C-3, dated February 18, 2016

.....

Lake Placid
Planning & Zoning Department

Staff Report

Site Plan Review

LPSP.16.002

.....



Applicant: McDonald's Corporation

Owner: McDonald's Corporation



GENERAL INFORMATION

Owner/Applicant:	McDonald’s Corporation
Owner Address:	c/o Edd Vowels, 3117 U.S. 27 South, Sebring, FL 33870
Owner Phone Number:	
Agent:	Dan Moyer, c/o CPH 3277A Fruitville Road, Suite 2, Sarasota, FL 34237 941-365-4771
	Existing
Property Control Numbers	P-06-37-30-A00-0374-0000
Future Land Use Designation	C-G (Commercial-General)
Zoning District	C-1 (Highway Commercial District)
Acreage	0.96 acres
Location	321 U.S. 27 South, Lake Placid, FL 33852
Legal Description	The North 175.00 feet of the South 278.00 feet of Tract “B,” Lake Saddlebags Subdivision according to the plat thereof recorded in Plat Book 10 at Page 44 of the public records of Highlands County, Florida. Being more particularly described as follows: Commence at the North ¼ corner of Section 6, Township 37 South, Range 30 East, Highlands County, Florida; thence run South 0°41’00” East along the North-South ¼ line of said Section 6 for a distance of 669.21 feet to a point; thence run South 89°54’15” East for a distance of 399.02 feet to a point; thence run South 0°59’17” East for a distance of 191.91 feet to the point of beginning; thence continue South 0°59’17” East (being the West right of way line of Faye Drive) for a distance of 17,500 feet to a point; thence run North 89°48’30” West for a distance of 240.00 feet to a point on the East right of way line of U.S. Highway Number 27; thence run North 0°59’17” West along the East right of way line of said U.S. Highway Number 27 for a distance of 175.00 feet to a point; thence run South 89°48’30” East for a distance of 240.00 feet to the point of beginning, containing 42,000 square feet.

REQUEST: Application for a Combination Preliminary / Final Commercial Site Development Plan review for the McDonald’s Restaurant. The Applicant’s plan is to

update the existing drive-thru area by removing and/or relocating the existing drive-thru equipment, and constructing a side by side drive-thru with all supporting equipment, as well as bring the site into compliance with the Americans with Disabilities Act.

ADJACENT FUTURE LAND USE MAP CLASSIFICATIONS AND ZONING DISTRICTS:

	Future Land Use Category	Zoning District
North	C-G (Commercial-General)	C-1 (Highway Commercial District)
East	Highlands County “RM” (Medium Density Residential)	Highlands County B-1 (Neighborhood Business District) and R-1A (Residential District)
South	C-G	C-1
West	C-G	C-1

CONSISTENCY WITH TOWN OF LAKE PLACID CODE OF ORDINANCES

Item	Required	Proposed
<u>Lot Size:</u>		
Minimum Size: Non-residential use has no minimum size.	22,500 feet (0.52 acres)	42,000 feet (0.96 acres) (existing)
Minimum Living Area:	N/A	N/A
<u>Setbacks:</u>		
Front:	20 feet	61.0 feet
Side	None	63.6 & 66.2 feet
Corner	20 feet	N/A
Rear	20 feet	78.9 feet
<u>Height:</u>		
Maximum Height	35 feet	No change
<u>Lot Coverage:</u>		
Maximum Lot Coverage	Maximum building coverage is 40%. Minimum open space is 25%.	Building coverage is 9.60% Open space (pervious) is 27.33 %
<u>Lot Width:</u>		
Minimum Lot Width	100 feet	175 feet
<u>Access:</u>		
Size	Required	Provided
<u>Parking:</u>		
Minimum Spaces	16 spaces; 1 for each 300 square feet of the	41 spaces

Item	Required	Proposed
	gross floor area (4,680 square feet)	
Minimum Parking Space Size	10' x 20'	Existing
Minimum Aisle Width	15' for one way 22' for two way	Existing
<u>Dumpsters</u>		
On-site trash receptacle	Required	Provided
Adequate screening	Required	Provided
<u>Off-street loading and unloading space</u>		
Number of off-street loading berths	N/A	N/A
<u>Landscaping and Buffering:</u>	Per Adopted Code	Provided

ASSESSMENT AND CONCLUSIONS:

The following Departments and Organizations provided comments as indicated:

- Planning Staff:
 - Development Review Comments of January 21, 2016:
 1. The Applicant requested a combination preliminary/final commercial site plan review. The Town Engineer approved the request.
 2. Section 12.11.104, Highlands County Land Development Regulations, states that when the vehicular surface area is altered, landscaping shall be brought into conformity to the provisions of the regulations. If not with the addition of the double drive-thru, with the addition of three parking spaces and probable moving of the dumpster, the vehicular surface area has been altered. Alterations are necessary to the landscaping plan and an irrigation plan is required.
 - a. Interior islands are required to break up more than 12 spaces in a row.
 - b. Building perimeter planting is required, ten square feet for every 1,000 square feet of the building. This may already be covered with the landscaping in the drive-thru area, but there is no measurement of the area.
 - c. Transitional Protective Yard D is a buffer along the road right-of-way.
 Development Review Comments of January 29, 2016:
 1. The Applicant submitted a revised site plan and letter, both dated January 29, 2016, to address the previous Development Review Comments.
 2. The landscaping standards have been met with the landscaping and irrigation plans dated January 28, 2016.
- Highlands County Fire Prevention Bureau:
 - Development Review Comments of January 20, 2016: Approved as submitted.

- Florida Department of Transportation:

Development Review Comments from January 21, 2016:

The changes proposed will not warrant a change in FDOT driveway permit for this site's access, however the proposed design raises the following concerns with the existing access configurations.

1. The site is designed to have one way circulation, but the driveways are designed for two way movements. The configuration can create apprehension in driver's expectation in negotiate the site.
2. Vehicles entering the site from the northern driveway must immediately make a right turn in front of the store or be force into oncoming traffic from the site's circulation.
3. The site plan does not provide signage or guidance to direct exiting vehicles wanting to head southbound on US 27 to the southern driveway.
4. The northern driveway has the potential to be problematic as it close proximity to the full median opening on US 27 will attract drivers to make a left turn out of this driveway to head south on US 27. This situation may become more prevalent with the increase in drive-thru traffic as the drive-thru exit aligns with the northern driveway.
5. There is no southbound left turn deceleration lane on US 27 for the full median opening uses by this site's traffic. Southbound vehicles entering this site must enter the median from the through lane. This situation can create operational and safety concerns as it forces the site's southbound traffic to stow in the through lane if the median area is blocked by other vehicles negotiating a turning movement.
6. Offsite improvements such as modification or possible closure of the northern driveway, construction of a southbound left turn deceleration lane, and improve internal signing and marking could be helpful in creating a safer and operational more efficient site.

Note that the revised site plan and letter dated January 29, 2016, provided by the Applicant addresses these concerns.

- Town Engineer and Utility Director:

Development Review Comment from January 21, 2016:

1. Please show detectable warning strips on all accessible ramps.
2. Please demonstrate turning movements/access for garbage truck, and delivery trucks.

Note that the revised site plan and letter dated January 29, 2016, provided by the Applicant addresses these concerns.

- Town Public Works Director:

Development Review Comment from January 15, 2016:

1. The new design will create the sanitation department to change the way we service the business.

2. The current location provided for the dumpster on the north side of the parking lot (Northeast corner) will need to be relocated to the south side of the parking lot to the Southeast corner. The gate for the corral will need to be facing north.
3. On the south side southeast corner the current build has a storm water drainage flume that would need to be relocated to allow for the new dumpster corral.
4. We would need to designate a minimum of 60' beginning from the front of the dumpster corral going north as a no parking zone.
 - a. An option would be to designate the through traffic area to the east of the proposed new drive through as a No-Parking Area.
 - b. An option would be to designate the through traffic area to the east of the proposed new drive through as a No-Parking Area between the hours of 7:00 am till 12:00 pm.

Development Review Comment from January 26, 2016, after review of updated plans:

1. All areas of concern have been satisfied.
2. Please proceed as originally presented.

- Highlands County Engineering Department:
Development Review Comment from January 15, 2016: No comment.

The following Department(s) provided no response:

- Highlands County School Board
- Health Department
- Town Police Department
- Highlands County Natural Resources Department

Staff Recommendation to the Local Planning Agency (LPA): Planning Staff recommends approval of the site plan and landscape plan.

LPA'S RECOMMENDED MOTION: MOVE TO RECOMMEND THE TOWN COUNCIL APPROVE THE SITE PLAN AND LANDSCAPE PLAN.

LPA DRAFT MINUTES FEBRUARY 21, 2016:

Public Hearings

- A. *Preliminary / Final Commercial Site Plan Review for McDonald's LPSP.16.002*
 - *Ms. Thayer presented the preliminary and final commercial site plan for the project. Has been approved for the towns application.*
 - *Daniel Moyer representing McDonalds to discuss the site plan. Mr. Moyer answered questions of the board members, addressed the Towns engineers concern in regards to the grease trap, stating that there will be no impact on the grease trap.*
 - *Board Member LeBlanc commented that he liked the plans and that it will elevate traffic on US 27.*

- *Mr. Moyer indicated that there could be an estimated 30 % increase in efficiency by adding the 2nd drive through. Also, the project adds three parking spaces and loses two, netting a gain one parking space.*

Motion – Moved by Board Member LeBlanc seconded by Board Member Clarke, to recommend the Town Council approve the site plan and landscape plan.

Roll Call Vote: Unanimous approval.

Staff Recommendation to the Town Council: Staff concurs with the LPA recommendation to approve the Site Plan, dated January 29, 2016, and the Landscape Plan, dated January 28, 2016.

TOWN COUNCIL'S RECOMMENDED MOTION: MOVE TO APPROVE THE SITE PLAN AND THE LANDSCAPE PLAN FOR MCDONALD'S.

Submitted by:
Town Planning Staff
Date: March 14, 2016

Attachment: Application
Letter from Applicant addressing the Development Review Comments
Maps
Site Plan, Revision dated January 29, 2016
Landscape Plan, dated January 28, 2016

LPSP 16.002

Application for Site Plan Review
PLANNING AND ZONING DEPARTMENT
TOWN OF LAKE PLACID ! LAKE PLACID, FLORIDA

Date Received 1-7-2016

SEC. 6 TWP. 37 RGE. 30 FEE \$500.00 (Plus Engineering Fees) RECEIPT # 085040

This application, with all required supplemental data and information, must be completed in accordance with the specific instructions in the application and returned to the Highlands County Planning Department before the same will be advertised for hearing. **IMPORTANT.** The applicant, or his representative, must be present at the hearing. Engineering review fees are required to be paid as a condition of site plan approval. These fees will be filed as conditioned in the Town's administrative review and processing procedures.

1. Name of Applicant (Current Property Owner) PRINT:

McDonalds Corp 009/0545

2. Mailing Address C/O Edd Vowels

3117 US 27 S Sebring, FL 33870

Telephone No. _____

3. Name of Agent (if other than property owner) (Application must be signed by the property owner or an **AFFIDAVIT** from the property owner must accompany the application, giving the agent authority to represent this application.) Dan Moyer, P.E. CPH, Inc.

4. Mailing Address of Agent 3277A Fruitville Rd., Suite 2 Sarasota, FL 34237

Telephone No. of Agent 941-365-4771

5. **LEGAL DESCRIPTION OF PROPERTY COVERED BY THE APPLICATION:** Lengthy description may be attached. The Town prefers an electronic version.

See attached

6. Current Use of Property: Fast Food Restaurant

7. Current Zoning/Land Use of Property: C-1 Highway Commercial

8. Is this hearing being requested for a preliminary or a final site plan review? Preliminary / Final

LEGAL DESCRIPTION

(PER TOPOGRAPHIC & BOUNDARY PREPARED BY A. AND V. LAND SURVEYING SERVICES, INC.,
DRAWING NO. A-258, DATED 7/7/83)

THE NORTH 175.00 FEET OF THE SOUTH 278.00 FEET OF TRACT "B", LAKE SADDLEBAGS SUBDIVISION ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 10 AT PAGE 44 OF THE PUBLIC RECORDS OF HIGHLANDS COUNTY, FLORIDA. BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCE AT THE NORTH ¼ CORNER OF SECTION 6, TOWNSHIP 37 SOUTH, RANGE 30 EAST, HIGHLANDS COUNTY, FLORIDA; THENCE RUN SOUTH 0°41'00" EAST ALONG THE NORTH-SOUTH ¼ LINE OF SAID SECTION 6 FOR A DISTANCE OF 669.21 FEET TO A POINT; THENCE RUN SOUTH 89°54'15" EAST FOR A DISTANCE OF 399.02 FEET TO A POINT; THENCE RUN SOUTH 0°59'17" EAST FOR A DISTANCE OF 191.91 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 0°59'17" EAST (BEING THE WEST RIGHT OF WAY LINE OF FAYE DRIVE) FOR A DISTANCE OF 175.00 FEET TO A POINT; THENCE RUN NORTH 89°48'30" WEST FOR A DISTANCE OF 240.00 FEET TO A POINT ON THE EAST RIGHT OF WAY LINE OF U.S. HIGHWAY NUMBER 27; THENCE RUN NORTH 0°59'17" WEST ALONG THE EAST RIGHT OF WAY LINE OF SAID U.S. HIGHWAY NUMBER 27 FOR A DISTANCE OF 175.00 FEET TO A POINT; THENCE RUN SOUTH 89°48'30" EAST FOR A DISTANCE OF 240.00 FEET TO THE POINT OF BEGINNING, CONTAINING 42,000 SQUARE FEET.

NOTARIZED AUTHORIZATION OF OWNER

I, Ramon Santos Jr., Area Construction Manager of McDonald's USA, LLC, as the sole or joint fee simple title holder (s) of the property described in the attached legal description authorize CPH, Inc. to act as my agent to seek permit approvals on the above referenced property.



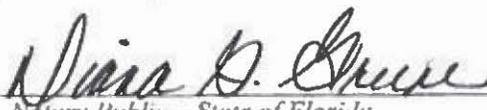
Owner's Signature

Date: 6-25-15

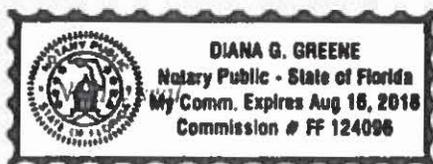
Ramon Santos Jr., Area Construction Manager
Print or type name

STATE OF FLORIDA
COUNTY OF

The foregoing instrument was acknowledged before me this 25 day of June, 2015, by Ramon Santos Jr., who is personally known to me or who has produced _____ as identification and who did / did not) take an oath.



Notary Public - State of Florida



Date: 6/25/15
DIANA G. GREENE
Print or type name

January 29, 2016

Joedene Thayer, AICP
Planner II
Development Services Department
501 S. Commerce Ave.
Sebring, FL 33870



3277A Fruitville Rd, Suite 2
Sarasota, Florida 34237
Phone: 941-365-4771
Fax: 941-365-4779
www.cphcorp.com

SUBJECT: Review of Concurrent Site and Development Plans
Lake Placid McDonald's MRP

Property ID No.: P-06-37-30-A00-0374-0000

Dear Ms. Thayer:

Pursuant to your review of the above-referenced project, the following are the responses to your comments issued on January 21, 2016.

Site Plan (Joedie Thayer) 863-402-6650

Comment:

1. Please show detectable warning strips on all accessible ramps.

Response: *Detectable warning strips have been added to the plans.*

Comment:

2. Please demonstrate turning movements/access for garbage truck, and delivery trucks.

Response: *Please see added sheet C-3A, which includes the truck movements for the garbage and delivery trucks.*

Comment:

3. Interior islands are required to break up more than 12 spaces in a row.

Response: *One landscape island has been added along the north and south run of parking to meet the requirement.*

Comment:

4. Building perimeter planting is required, ten square feet for every 1,000 square feet of the building. This may be already covered with the landscaping in the drive-thru area, but there is no measurement of the area.

Response: *Please see revised sheet L-1, the calculation has been added to show we meet this requirement.*

Comment:

5. Transitional Protective Yard D is a buffer along the road right-of-way.

Response: *The buffer yard limits have been added to the plans, however the existing site is not in compliance with the dimensional requirements; however we were able to meet the amount of required landscaping. Since the existing ligustrum does not meet the requirements, it has been shown to be relocated outside of the buffer yard, and compliant materials have been added. Due to circulation patterns, we are not able to remove the "frontage" road to meet the buffer yard width. Please see revised site plan and landscape plans.*

Access Management (Mark Clark) 239-225-1984

Comment:

1. The site is designed to have one way circulation, but the driveways are designed for two way movements. The configuration can create apprehension in driver's expectation in negotiating the site.

Response: *As discussed with FDOT, the existing driveways are current two way operations at each location. Per discussion with FDOT staff, the biggest safety concern at the site is cars existing from the drive-thru, going to the north driveway and making an illegal left turn to get access to the median opening to head southbound on US 27. The existing site funnels the traffic from the drive-thru to the northern access road. In order to address this concern, we have proposed to modify the radius leading from the drive-thru to the "frontage" road. The proposed changes will provide an easier path for vehicles to get access to the southern driveway and perform a legal left turn from the site. As discussed with FDOT staff, the proposed revisions do not require modification of the access, however they have asked us to provide reasonable solutions to address the issue. We feel the changes proposed will minimize the opportunities for drivers to make illegal turns by providing them an easy and safe path to get to the southern driveway. Additional offsite improvements to US 27 and/or access modifications are not proposed with this limited project.*

Comment:

2. Vehicles entering the site from the northern driveway must immediately make a right turn in front of the store or be forced into oncoming traffic from the sites circulation.

Response: *Please refer to the response noted above regarding access/circulation.*

Comment:

3. The site plan does not provide signage or guidance to direct exiting vehicles wanting to head southbound on US 27 to the southern driveway.

Response: *Please refer to the response noted above regarding access/circulation.*

Comment:

4. The northern driveway has the potential to be problematic as its close proximity to the full median opening on US 27 will attract drivers to make a left turn out of this driveway to head south on US 27. This situation may become more prevalent with the increase in drive-thru traffic as the drive-thru exit aligns with the northern driveway.

Response: *Please refer to the response noted above regarding access/circulation.*

Comment:

5. There is no southbound left turn deceleration lane on US 27 for the full median opening used by this site's traffic. Southbound vehicles entering this site must enter the median through the through lane. This situation can create operational and safety concerns as it forces the site's southbound traffic to stow in the through lane if the median area is blocked by other vehicles negotiating a turning movement.

Response: *Please refer to the response noted above regarding access/circulation.*

Comment:

6. Offsite improvements such as modification of the northern driveway, construction of a southbound left turn lane deceleration lane, and improve internal signing and marking could be helpful in creating a safe and operational more efficient site.

Response: *Please refer to the response noted above regarding access/circulation.*

Please find enclosed the following items in support of our submittal:

1. (4) Full sets of Signed and Sealed Plans
2. (1) Copy of the Response Letter
3. (1) CD of submittal documents in .pdf format

If you have any questions, or if you require additional information, please contact us at (941) 365-4771.

Sincerely,
CPH, Inc.

A handwritten signature in blue ink, appearing to read 'DM', with a long horizontal line extending to the right.

Dan Moyer, P.E.
Vice President



Saddlebags

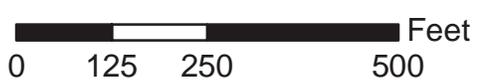
27

E. Interlake Blvd

E. Phoenix Street



AERIAL
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ZONING
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