



Town of Pomona Park Agenda

Town Council Meeting

**Mayor Joe Svingala Councilman
Warren Councilwoman Evans
Councilwoman Linkswiler
Councilwoman Mead**

Town Hall
1775 HWY 17S
Pomona Park, FL
32181
www.pomonapark.com

Tuesday, January 09, 2024

6:00 PM

Chambers

Town Staff

Andrea Almeida, Town Clerk

Jennifer Paul, Finance Officer

Bobby Pickens, Town Attorney

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes. Other matters of concern may be discussed as determined by Town Council.
- If you wish to obtain more information regarding the Town Council's agenda, please contact the Town Clerk's Office at 386-649-4902.
- In accordance with the Americans with Disabilities Act and Section 266.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the Town Clerk at 366-649-4902, at least 48 hours prior to the meeting.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the Town Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.
Comment Cards are available before any meeting in the Clerk's Office or prior to any meeting at the Clerk's Table. Please return completed cards to the Clerk.

PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the Council's Meeting Policies and Procedures:

(1) Each speaker shall at the podium, provide their name and may speak for up to 5 minutes.

(2) The Public may provide comments to the Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public, there may be discussion by the Council.

**(3) When addressing the Council on specific, enumerated Agenda items, speakers shall: direct all comments to the Mayor;
make their comments concise and to the point;
not speak more than once on the same subject;
not, by speech or otherwise, delay or interrupt the proceedings or the peace of the Council;
obey the orders of the Mayor or the Council; and
not make any irrelevant, impertinent or slanderous comments while addressing the Council; which pursuant to Council rules, shall be considered disorderly.**

4) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

PLEDGE OF ALLEGIANCE TO THE FLAG-Moment of Silence for Amber Towles and Donald Fowler

SWEARING- IN OF COUNCIL MEMBER ALISHA KULESKI

CALL TO ORDER AND WELCOME VISITORS

CORRESPONDENCE-TOWN CLERK

ADOPT MINUTES

MINUTES OF THE TOWN COUNCIL: DECEMBER 12, 2023, TOWN COUNCIL MEETING

UNFINISHED BUSINESS, INCLUDING COMMITTEE REPORTS

- **Jennifer Paul Treasurer- Check Register and Trial Balance**
- **Beautification Report -Councilwoman Linkswiler and Beautification Chair Martha Mann**
- **Bids for Millings for Cedar and Pine- Public Works Superintendent Bruce Wolfred**
- **FRDAP Quotes for Administration Services- Town Clerk Andrea Almeida**
- **Holiday Recap- Mayor Joe**

GUEST SPEAKER-None

PUBLIC HEARING ITEMS-None

PROCLAMATIONS AND PRESENTATIONS

PROCLAMATION - January 12,2024 Arbor Day Pomona Park

PRESENTATION

**IIMC Certified Municipal Clerk Pinning Ceremony for Andrea Almeida presented by
LeAnne Williams, MMC, FCRM- N.E. Director of Florida Association of City Clerks
&
City Clerk Sunni Krantz, CMC**

- **PUBLIC PARTICIPATION**
Remainder of Public Comments is limited to FIVE (5) minutes each.
- **DISCUSSION BY TOWN COUNCIL OF MATTERS NOT ON THE AGENDA**
- **DISCUSSION BY TOWN ATTORNEY OF MATTERS NOT ON THE AGENDA**
- **DISCUSSION BY TOWN CLERK OF MATTERS NOT ON THE AGENDA**
- **Upcoming Events**
- **ADJOURNMENT**

**Town of Pomona Park
Correspondence List for January 09, 2024**

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Town of Pomona Park, Town Council Meeting Minutes

December 12, 2023

This Meeting was held at Town Hall for Council & Public

Mayor Joseph Svingala presided. Council present were Lynda Linkswiler, CarrieAnn Evans, Patricia Mead, Dr. Robert Warren, Bud Eckels, Town Attorney Bobby Pickens, Town Clerk Andrea Almeida, Finance Officer Jennifer Paul, and Public Works Superintendent Bruce Wolfred

Mayor Joseph Svingala led in the pledge to the flag.
Meeting Called to order at 6:00 pm.

Correspondence

Read by Town Clerk Andrea Almeida

Adopt Minutes

Councilwoman Evans motioned to adopt the council meeting minutes of 11/14/2023, Councilman Dr. Warren and Councilwoman Mead both seconded the motion. The vote was unanimous.

Town Treasurer Jennifer reviewed the check register and the trial balance. No questions asked.

December Tree Board Meeting

Councilwoman Mead spoke about how fantastic the second tree-lighting ceremony was. Councilwoman Mead thanked all the volunteers. The Christmas tree is growing despite being run over, and we are hoping to see the event grow next year. The Arbor Day Foundation has approved the city for its 33rd year. The next meeting is on Jan 9th, and the 34th Arbor Day is at the Hazen Ball Field. The guest will be Blake Josephson, who is at tonight's meeting. The plans are to plant another oak tree in the park.

The last tree was around \$250. Councilwoman Mead requests the Council to help purchase the new tree for Arbor Day.

Councilwoman Evans motioned to allow up to \$300 for a tree for Arbor Day, Councilwoman Linkswiler 2nd the motion. No discussion was had. The vote was unanimous.

Guest Speaker

Forester Blake Josephson spoke about his presence at the Arbor Day celebration and what trees are available at the event. He is requesting anyone in attendance to make a request for what he should bring.

Councilwoman Linkswiler spoke about the Beautification Committee for November and December. Donations have fully funded Christmas Dinner. Beautifications purchased the poinsettias throughout town to help beautify. The two raised beds that will need to be relocated will be used for strawberries for breakfast. A garden dedication will be sometime in April. The Christmas Light contest will be on the 18th, and winners will be announced on the 19th.

Martha spoke about the dinner. Martha has invited everyone in the room to attend the Christmas Dinner. After dinner, Angels Amongst Us will be giving out the toys that evening. The committee participated in the parade for Welaka. Larry Flaman- wanted to thank Martha for all the donations.

Mayor Joe spoke about his nominee for Seat 5, Alisha Keluski; she has been with the sheriff's department for thirty years and now is a middle school teacher. Alisha spoke of her history of the area and her background. Councilwoman Evans motioned to nominate Alisha as seat five, and Councilman Eckels 2nd the motion. No further discussion. The Vote was unanimous.

Aquatic Management Quotes- Bruce Wolfred
Town Clerk Andrea explained that FWC changed the process, forcing us to apply for a new permit for weed cleaning. Bruce gave a breakdown of the quotes and the areas covered from the east side to the fence. This would start in January. Martha asked if it was just spraying or weed removal. Bruce explained that it's just spraying. June asked if it affects the animals. Larry asked about Lilly Pads. Bruce explained that the Lilly pads would be gone from the swimming area.

Councilwoman Evans motions to accept the quote for Aquatic Management for quarterly and a one-time removal. Councilman Eckels 2nd the motion. The vote was unanimous.

Town Clerk Andrea reviewed the ARPA funds for the Town.
Town Clerk Andrea reviewed the CDBG grant and the timeline for projects.
The Town Clerk reviewed the FRDAP grant and the timeline for projects.
Town Attorney Bobby Pickens reviewed FORM 6 and the difference between it and Form 1. Due July 1st.
Significant Changes real property household goods, address of real property homestead.
Liabilities of \$1,000.
Disclose public salary.

Holiday Events Reviewed

Town Clerk Andrea and Treasurer Jennifer thanked everyone for their event help.
Councilman Eckels motioned to allow Town Clerk Andrea to attend the Insurance Summit, and Councilwoman Linkswiler 2nd the motion.
The vote was unanimous.

Councilman Eckels read his resignation.

- Upcoming Events
- Reviewed by Mayor Joe
- Christmas Dinner and Toys
- Town Office Closed
- Public Comments

Larry Flaman thanked Councilman Eckels for his service and welcomed the new member.
Councilwoman Mead motioned to adjourn at 7:16 pm

Town of Pomona Park

1/4/2024 12:50 PM

Register: 101.000 · Cash In Bank:General Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

3

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/04/2023	EFT	Health Equity	-split-		666.64	X		360,396.26
12/04/2023	EFT	Florida Blue	-split-		3,696.56	X		356,699.70
12/04/2023	EFT	Florida Municipal Pe...	-split-		168.00	X		356,531.70
12/04/2023	11133	Midland Credit Mana...	229.000 · Other Curren...		84.70	X		356,447.00
12/04/2023	11134	Holmes & Young P.A.	510.00 · General Gove...	Pay period 12/...	1,000.00	X		355,447.00
12/04/2023	11135	Putnam County Healt...	570.00 · Culture & Rec...	Quarterly Ballfi...	40.00	X		355,407.00
12/04/2023	11136	Florida Municipal In...	-split-	FMIT #0487 In...	13,341.00	X		342,066.00
12/04/2023	11137	Peninsular Auto Parts	-split-	Account#8785	542.66	X		341,523.34
12/05/2023	EFT	Colonial Life	-split-		264.24	X		341,259.10
12/05/2023	EFT	Cardmember Services	-split-	November Stat...	4,250.03	X		337,009.07
12/05/2023	E-pay	United States Treasury	-split-	59-1502925 Q...	6,759.79	X		330,249.28
12/05/2023	11138	Hill's Hardware	-split-		912.78	X		329,336.50
12/06/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,737.83	X		325,598.67
12/06/2023		QuickBooks Payroll ...	-split-	Created by Pay...	1,479.81	X		324,118.86
12/07/2023			-split-	Deposit		X	732.79	324,851.65
12/07/2023	11139	Producers Ace Hard...	540.00 · Transportatio...	Account #7821...	13.08	X		324,838.57
12/07/2023	DD1033	Almeida, Andrea J	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1034	Bernard, Jeffrey G	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1035	Paul, Jennifer S	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1036	Robinson, Carl L	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1037	Williams, Alphonso (...)	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1038	Wolfred, Bruce	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1042	Almeida, Andrea J	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1043	Bernard, Jeffrey G	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1044	Paul, Jennifer S	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1045	Robinson, Carl L	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1046	Williams, Alphonso (...)	-split-	Direct Deposit		X		324,838.57
12/07/2023	DD1047	Wolfred, Bruce	-split-	Direct Deposit		X		324,838.57
12/08/2023			330.000 · Intergovern...	Deposit		X	38.50	324,877.07
12/11/2023	11140	City of Crescent City	570.00 · Culture & Rec...	Water Samples	30.00			324,847.07
12/12/2023	EFT	Waste Pro	-split-	Invoice #00297...	31.98	X		324,815.09
12/12/2023	11141	AT&T	-split-	Account # 287...	43.23			324,771.86
12/12/2023	11142	FGUA	-split-	Service Dates: ...	108.17	X		324,663.69
12/12/2023	11143	Kyocera	510.00 · General Gove...	Invoice # 55v1...	54.42	X		324,609.27
12/13/2023			330.000 · Intergovern...	Deposit		X	78.50	324,687.77
12/13/2023		QuickBooks Payroll ...	-split-	Created by Pay...	742.30	X		323,945.47
12/13/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,655.62	X		320,289.85
12/14/2023	DD	Mead, Patricia L	-split-			X		320,289.85
12/14/2023	DD	Warren, Robert	-split-			X		320,289.85
12/14/2023	11132	Eckels, Forest P	-split-		184.70	X		320,105.15

Town of Pomona Park

1/4/2024 12:50 PM

Register: 101.000 · Cash In Bank:General Checking

From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

4

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/14/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,652.34	X		316,452.81
12/14/2023	DD1039	Evans, CarrieAnn M	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1040	Linkswiler, Lynda	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1041	Svingala, Joseph C	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1048	Almeida, Andrea J	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1049	Bernard, Jeffrey G	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1050	Paul, Jennifer S	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1051	Robinson, Carl L	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1052	Williams, Alphonso (...)	-split-	Direct Deposit		X		316,452.81
12/14/2023	DD1053	Wolfred, Bruce	-split-	Direct Deposit		X		316,452.81
12/15/2023			310.000 · Taxes:314.0...	Deposit		X	3,734.01	320,186.82
12/15/2023			310.000 · Taxes:311.1...	Deposit		X	86,151.82	406,338.64
12/15/2023	DD1054	Williams, Alphonso (...)	-split-	Direct Deposit		X		406,338.64
12/15/2023	DD1055	Wolfred, Bruce	-split-	Direct Deposit		X		406,338.64
12/18/2023	EFT	Florida Municipal Pe...	-split-		168.00	X		406,170.64
12/18/2023	EFT	T Mobile	-split-		221.02	X		405,949.62
12/19/2023	EFT	Principal Life Insura...	-split-	Period 1/1/24 - ...	210.75	X		405,738.87
12/19/2023	11144	Aqua Pure Water & ...	570.00 · Culture & Rec...	Invoice #86667	100.00			405,638.87
12/20/2023			310.000 · Taxes:315.0...	Deposit		X	2,976.43	408,615.30
12/20/2023			330.000 · Intergovern...	Deposit		X	2,792.76	411,408.06
12/20/2023	EFT	FPL	-split-	Utilities Billing...	2,696.10	X		408,711.96
12/20/2023	11145	ADT	570.00 · Culture & Rec...	Invoice #15303...	170.00			408,541.96
12/20/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,323.86	X		405,218.10
12/21/2023	DD1056	Almeida, Andrea J	-split-	Direct Deposit		X		405,218.10
12/21/2023	DD1057	Bernard, Jeffrey G	-split-	Direct Deposit		X		405,218.10
12/21/2023	DD1058	Paul, Jennifer S	-split-	Direct Deposit		X		405,218.10
12/21/2023	DD1059	Robinson, Carl L	-split-	Direct Deposit		X		405,218.10
12/21/2023	DD1060	Williams, Alphonso (...)	-split-	Direct Deposit		X		405,218.10
12/21/2023	DD1061	Wolfred, Bruce	-split-	Direct Deposit		X		405,218.10
12/26/2023			310.000 · Taxes:312.0...	Deposit		X	6,049.63	411,267.73
12/26/2023			330.000 · Intergovern...	Deposit		X	3,901.38	415,169.11
12/26/2023	EFT	Florida Municipal Pe...	-split-		168.00	X		415,001.11
12/26/2023	Transfer		-split-		6,049.63	X		408,951.48
12/27/2023			310.000 · Taxes:312.0...	Deposit		X	1,819.28	410,770.76
12/27/2023			310.000 · Taxes:312.0...	Deposit		X	2,812.55	413,583.31
12/27/2023			320.000 · PermitsFees...	Deposit		X	4,111.36	417,694.67
12/27/2023	Transfer		-split-		1,819.28	X		415,875.39
12/27/2023	11146	Palatka Daily News	540.00 · Transportatio...		107.12			415,768.27
12/27/2023		QuickBooks Payroll ...	-split-	Created by Pay...	3,765.23	X		412,003.04
12/28/2023	11147	K&D Cleaning	570.00 · Culture & Rec...	Community Ce...	250.00			411,753.04

Town of Pomona Park

1/4/2024 12:50 PM

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From 12/01/2023 through 12/31/2023

Sorted by: Date, Type, Number/Ref

5

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/28/2023	DD1062	Almeida, Andrea J	-split-	Direct Deposit	X			411,753.04
12/28/2023	DD1063	Bernard, Jeffrey G	-split-	Direct Deposit	X			411,753.04
12/28/2023	DD1064	Paul, Jennifer S	-split-	Direct Deposit	X			411,753.04
12/28/2023	DD1065	Robinson, Carl L	-split-	Direct Deposit	X			411,753.04
12/28/2023	DD1066	Williams, Alphonso (...)	-split-	Direct Deposit	X			411,753.04
12/28/2023	DD1067	Wolfred, Bruce	-split-	Direct Deposit	X			411,753.04
12/29/2023			330.000 · Intergovern...	Deposit	X		39.25	411,792.29
12/29/2023			310.000 · Taxes:311.1...	Deposit	X		44,399.28	456,191.57

**Town of Pomona Park
Trial Balance
As of December 31, 2023**



	Dec 31, 23	
	Debit	Credit
101.000 · Cash In Bank:General Checking	456,191.57	
101.000 · Cash In Bank:Money Market	159,017.53	
101.000 · Cash In Bank:Better Place	354,840.23	
101.000 · Cash In Bank:1 to 5 cents	97,730.27	
101.000 · Cash In Bank:CDBG	0.00	
101.000 · Cash In Bank:Beautification	9,104.05	
102.000 · Cash on Hand	50.00	
156.000 · Other Assets-Current	0.00	
2120 · Payroll Asset	0.00	
2110 · Direct Deposit Liabilities	0.00	
204.00 · Direct Deposit	0.00	
229.000 · Other Current Liabilities:229.001 · FICA Tax Withholding		3,546.35
229.000 · Other Current Liabilities:229.002 · Colonial Life (taxable)		251.35
229.000 · Other Current Liabilities:229.003 · Colonial Accident	0.00	
229.000 · Other Current Liabilities:229.004 · Retirement		168.00
229.000 · Other Current Liabilities:229.005 · Child Support	0.00	
229.000 · Other Current Liabilities:229.007 · Reemployment - State		54.48
229.000 · Other Current Liabilities:229.009 · BCBS		3,412.24
229.000 · Other Current Liabilities:229.012 · Garnishment		84.70
229.000 · Other Current Liabilities:229.013 · Principal Life		58.38
229.000 · Other Current Liabilities:229.014 · HSA Employer Contribution		615.36
001-399 · Governmental Funds:001 · General Fund:Beautification		12,108.78
001-399 · Governmental Funds:001 · General Fund:CDBG	0.00	
001-399 · Governmental Funds:001 · General Fund:General Operating		510,202.90
001-399 · Governmental Funds:100 · Special Revenue Funds:1 to 5 cent		95,909.36
001-399 · Governmental Funds:100 · Special Revenue Funds:Better Place		348,784.66
zz · Retained Earnings	0.00	
310.000 · Taxes:311.101 · Ad Valorem Taxes		174,042.16
310.000 · Taxes:311.201 · Ad Valorem Taxes (Delinquent)		1,747.16
310.000 · Taxes:312.000 · Local Option, Use & Fuel Taxes		6,808.82
310.000 · Taxes:312.000 · Local Option, Use & Fuel Taxes:312.410 · 1st Local Option Fuel Tax		7,770.34
310.000 · Taxes:312.000 · Local Option, Use & Fuel Taxes:312.420 · 2nd Local Option Fuel Tax		5,057.59
310.000 · Taxes:312.000 · Local Option, Use & Fuel Taxes:312.600 · Discretionary Sales Surtaxes		17,232.52
310.000 · Taxes:314.000 · Utility Services Taxes:314.101 · Electricity		13,053.55
310.000 · Taxes:314.000 · Utility Services Taxes:314.301 · Water		489.82
310.000 · Taxes:314.000 · Utility Services Taxes:314.401 · Gas		151.37
310.000 · Taxes:314.000 · Utility Services Taxes:314.801 · Propane		195.88
310.000 · Taxes:315.001 · Communications Services Taxes		8,727.27
320.000 · PermitsFeesSpecial Assessments:322.00 · Permits		160.00
320.000 · PermitsFeesSpecial Assessments:322.00 · Permits:322.100 · Building Permits		260.00
320.000 · PermitsFeesSpecial Assessments:323.000 · Franchise Fees:323.100 · Electricity		15,900.78
320.000 · PermitsFeesSpecial Assessments:323.000 · Franchise Fees:323.400 · Gas		148.83
330.000 · Intergovernmental Revenue:335.000 · State Shared Revenues:335.100 · General Governmen...		8,378.26
330.000 · Intergovernmental Revenue:335.000 · State Shared Revenues:335.100 · General Governmen...		198.25
330.000 · Intergovernmental Revenue:335.000 · State Shared Revenues:335.100 · General Governmen...		594.32
330.000 · Intergovernmental Revenue:335.000 · State Shared Revenues:335.100 · General Governmen...		11,203.54
340.000 · Charges for Services:347.000 · Culture and Recreation:347.400 · Special Events		4,716.00
340.000 · Charges for Services:347.000 · Culture and Recreation:347.500 · Special Rec Facilities(Com...		600.00
340.000 · Charges for Services:349.000 · Other Charges for Services		46.60
340.000 · Charges for Services:349.000 · Other Charges for Services:349.104 · Other, Food Sales		636.00
350.000 · Judgments, Fines and Forfeits:351.000 · Judgements:351.100 · County Court Criminal:351.1...		49.41
360.000 · Miscellaneous Revenues:361.000 · Interest and Other Earnings:361.100 · Interest		30.60
360.000 · Miscellaneous Revenues:362.000 · Rent and Royalties		550.00
360.000 · Miscellaneous Revenues:366.000 · Contributions/Donations-Private		1,006.10
360.000 · Miscellaneous Revenues:369.000 · Other Miscellaneous Revenues		4.82
360.000 · Miscellaneous Revenues:369.000 · Other Miscellaneous Revenues:369.900 · Other		82.05
380.000 · Non-Operating Revenue:381.000 · Interfund Group Transfers In		29,098.93
510.00 · General Government Services:511.00 · Legislative:511.10 · Personnel Services:511.12 · Regul...	4,800.00	
510.00 · General Government Services:511.00 · Legislative:511.10 · Personnel Services:511.20 · Medi...		46.40
510.00 · General Government Services:511.00 · Legislative:511.10 · Personnel Services:511.21 · Socia...		198.40
510.00 · General Government Services:511.00 · Legislative:511.10 · Personnel Services:511.23 · Life a...		3,012.13
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...		3,000.00
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...		259.13
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...		240.86

**Town of Pomona Park
Trial Balance
As of December 31, 2023**

7

Dec 31, 23

	Debit	Credit
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...	1,111.75	
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...	87.69	
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...	696.84	
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...	84.70	
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...	67.54	
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...	27.96	
510.00 · General Government Services:511.00 · Legislative:511.30 · Operating Expenditures/Expenses...	1,144.33	
510.00 · General Government Services:513.00 · Financial and Administrative:513.19 · Federal Withhol...		3,247.42
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	293.92	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	13,220.00	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	10,071.89	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	0.00	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	0.00	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	608.32	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...		1,257.46
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	99.00	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	1,537.70	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...	161.54	
510.00 · General Government Services:513.00 · Financial and Administrative:513.10 · Personnel Servi...		592.90
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	5,656.00	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	43.75	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	207.05	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	259.14	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	66.05	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	338.00	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	1,111.75	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	309.35	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	650.77	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	895.92	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	42.09	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	6,374.27	
510.00 · General Government Services:513.00 · Financial and Administrative:513.30 · Operating Expe...	1,500.78	
510.00 · General Government Services:514.00 · Legal Counsel:514.451 · Insurance	1,111.75	
510.00 · General Government Services:515.00 · Comprehensive Planning:515.451 · Insurance	1,111.75	
510.00 · General Government Services:519.00 · Other General Govt Services:519.90 · Other Uses:519....	29,098.93	
520.00 · Public Safety:521.00 · Law Enforcement:521.30 · Operating Expenditures/Expenses:521.45 · I...	1,111.75	
520.00 · Public Safety:522.00 · Fire Control:522.10 · Personnel Services:522.23 · Life and Health Insur...	509.85	
520.00 · Public Safety:522.00 · Fire Control:522.30 · Operating Expenditures/Expenses:522.43 · Utility ...	95.53	
520.00 · Public Safety:522.00 · Fire Control:522.30 · Operating Expenditures/Expenses:522.45 · Insura...	1,111.75	
520.00 · Public Safety:522.00 · Fire Control:522.30 · Operating Expenditures/Expenses:522.46 · Repair...	6,125.00	
520.00 · Public Safety:524.00 · Building & Planning:524.80 · Grants and Aids	8,164.10	
520.00 · Public Safety:529.00 · Other Public Safety:529.231 · Life & Health Insurance	509.85	
520.00 · Public Safety:529.00 · Other Public Safety:529.431 · Code Enforcement Utilities	13.90	
520.00 · Public Safety:529.00 · Other Public Safety:529.451 · Code Enforcement Insurance	1,111.75	
520.00 · Public Safety:529.00 · Other Public Safety:529.491 · Code Enforcement Other	591.25	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.12 · Regular ...	300.00	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.12 · Regular ...	600.00	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.13 · Other S...	10,744.00	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.13 · Other S...	15,516.00	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.14 · Overtim...	0.00	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.14 · Overtim...	0.00	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.20 · Medicare	246.36	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.21 · Social S...	1,053.38	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.22 · Retirem...	306.00	
540.00 · Transportation:541.00 · Road & Street Facilities:541.10 · Personnel Services:541.23 · Life and...	3,485.99	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses	27.97	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	215.90	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	6,394.79	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	1,111.75	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	781.52	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	317.99	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	18.87	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	511.69	
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	16.81	

**Town of Pomona Park
Trial Balance
As of December 31, 2023**



	Dec 31, 23	
	Debit	Credit
540.00 · Transportation:541.00 · Road & Street Facilities:541.30 · Operating Expenditures/Expenses:5...	125.45	
570.00 · Culture & Recreation:571.00 · Libraries:571.10 · Personnel Services:571.23 · Life and Health I...	1,111.75	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.10 · Personnel Services:572.12 · Reg...	16,220.00	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.10 · Personnel Services:572.14 · Ove...	0.00	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.10 · Personnel Services:572.20 · Med...	129.34	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.10 · Personnel Services:572.21 · Soc...	553.04	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.10 · Personnel Services:572.23 · Life ...	3,938.23	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	4,187.67	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	550.00	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	43.23	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	628.87	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	1,111.75	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	462.39	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	1,732.37	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	269.18	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	457.93	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.30 · Operating Expenditures/Expens...	18.33	
570.00 · Culture & Recreation:572.00 · Parks and Recreation:572.60 · Capital Outlay:572.65 · Construc...	1,999.00	
570.00 · Culture & Recreation:574.00 · Special Events	0.00	
570.00 · Culture & Recreation:574.00 · Special Events:574.231 · Life & Health Insurance	509.85	
570.00 · Culture & Recreation:574.00 · Special Events:574.341 · Other Contractual Services	593.82	
570.00 · Culture & Recreation:574.00 · Special Events:574.431 · Utility Services	13.89	
570.00 · Culture & Recreation:574.00 · Special Events:574.451 · Insurance	1,111.75	
570.00 · Culture & Recreation:574.00 · Special Events:574.481 · Promotional Activities	6,885.68	
570.00 · Culture & Recreation:574.00 · Special Events:574.521 · Operating Supplies	1,902.65	
570.00 · Culture & Recreation:575.00 · Community Center:575.231 · Life & Health Insurance	509.85	
570.00 · Culture & Recreation:575.00 · Community Center:575.341 · Other Contractual Services	750.00	
570.00 · Culture & Recreation:575.00 · Community Center:575.431 · Utility Services	818.81	
570.00 · Culture & Recreation:575.00 · Community Center:575.451 · Insurance	1,111.75	
570.00 · Culture & Recreation:575.00 · Community Center:575.461 · Repairs & Maint	1,034.24	
570.00 · Culture & Recreation:575.00 · Community Center:575.521 · Operating Supplies	20.14	
zzzz · Payroll Expenses	59.50	
Fund Balance Transfer	12,900.00	
TOTAL	<u>1,289,235.31</u>	<u>1,289,235.31</u>

Do All Concrete & Construction INC.

354 Sisco Rd
Pomona Park, FL 32181

E-mail

Phone #


doallconcrete@hotmail.com

386-559-3624

Estimate

Date	Estimate #
12/30/2023	248

Name / Address
Maintenance - Pomona Park

Description	Qty	Rate	Total
Cut out grass, provide 2 loads of millings, spread for right of way, level and compact with 30,000 lb roller @ railroad tracks and pleasant street.		4,500.00	4,500.00
Install 500 ft of asphalt millings on Cedar and Pine, level road and fill in low spots. Install 4" of millings 12' wide; level and compact with 30,000 lb roller. Total for all material and labor to complete job as per plans provided.		14,625.00	14,625.00
			
Total			\$19,125.00

Mayberry and Sons LLC

305 Daniel Boone Ave
Satsuma, FL 32189
(386)530-0359
mayberryandsonslc@gmail.com



Bill To

Pomona Park town council
Florida

Estimate #

2217

Estimate Date

12/29/2023

Description	Amount
Deliver, spread and vibratory roller compact 4" base of limerock and topped with 4" of reground asphalt millings for the following roadways: Cedar St -200'x12' Pine Ave- 300'x12' Railroad and pleasant "bypass"- 60'x20'	21,895.00

All roads will be roller compacted and lines will be made true.

Equipment:

SVL-75 skid steer
Beuthling 2 ton vibratory roller

Estimate Total

\$21,895.00



December 8, 2023

Andrea Almeida, Town Clerk
1775 US Hwy 17 S.,
Pomona Park, FL 32181

RE: Request for Grant Administration Services
Quote for services related to Project #A4047 - Middleton Beach

Attention Town Clerk Almeida:

We are pleased to present the following proposal for grant administration services in conjunction with the Town's awarded FRDAP Agreement, Project #A4047 - Middleton Beach. Jordan & Associates, hereinafter referred to as the "*Contractor*" proposes to provide services as described in the Scope of Services to the Town Council of the Town of Pomona Park, hereinafter referred to as the "*Client*" for the fees stipulated. The contractor understands the funding for the project is provided by the Florida Department of Environmental Protection hereinafter referred to as "THE FUNDING AGENCY".

Scope of Services

The *Contractor* shall complete the necessary steps on behalf of the *Client* to ensure compliance with programmatic requirements and the FRDAP agreement. The services necessary to complete this task include, but are not limited to:

- i. Assist with the completion and submittal of the Project Agreement(s) and all supporting documentation in accordance with Chapter 62D-5.058(1) once the award is accepted by the *Client*;
- ii. Assist with the completion and submittal of required commencement documentation in accordance with Chapter 62D-5.058(6)(f), F.A.C. and/or Chapter 62D-5.058(7)(c), F.A.C., as applicable and amended;
- iii. Assist with the accountability of program funds in accordance with the procedures defined within Chapter 62D-5.073(3)(b), F.A.C., as applicable and amended;
- iv. Assist with the preparation and submittal of required project status reports;
- v. Maintain complete project records sufficient for project monitoring/audit and public records request purposes;
- vi. Provide technical assistance and professional guidance based upon and consistent with the grant administration procedures set forth within Chapter 62D-5.058, F.A.C., as applicable and amended;
- vii. Provide technical assistance and professional guidance based upon and consistent with the compliance responsibilities requirements set forth within Chapter 62D-5.059, F.A.C., as applicable and amended;
- viii. Assist with the completion and submittal of required completion documentation in accordance with Chapter 62D-5.058(6)(g), F.A.C. and/or Chapter 62D-5.058(7)(d), F.A.C., as applicable and amended; and
- ix. Assist with the completion and submittal of required project completion certification in accordance with Chapter 62D-5.058(4), F.A.C.

December 8, 2023
Request for Firm Quote – Grant Administration Services
Page 2

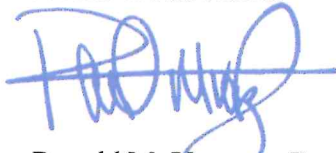
Schedule of Fees

For items i-ix of the Scope of Services, the *Contractor* shall be paid a discounted lump-sum of \$5,000.

Acceptance

Acceptance of this quote may be indicated by the signature of a duly authorized official of the *Client* in the space provided below. Once signed, please mail an original to P.O. Box 65579, Orange Park, FL 32065. Upon receipt of the returned, signed quote, this quote for services shall become a binding agreement between the *Client* and *Contractor* subject to amendments signed by both parties.

Sincerely,
Jordan & Associates

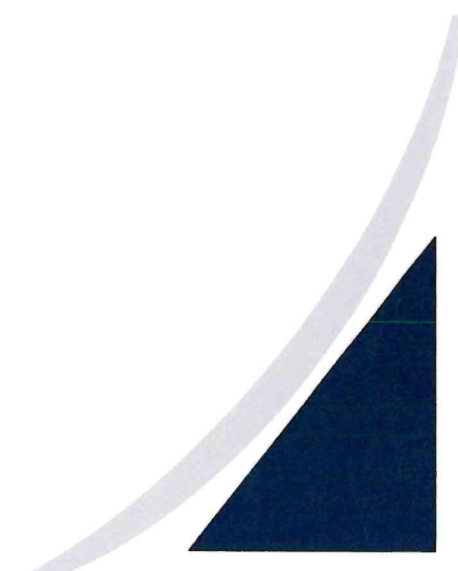


Ronald M. Vanzant, President

Accepted By:
Town of Pomona Park

By: _____
Joseph Svingala, Mayor

Date: _____



December 8, 2023

Andrea Almeida, Town Clerk
1775 US Hwy 17 S.,
Pomona Park, FL 32181

RE: Request for Grant Administration Services
Quote for services related to Project #A4050 – Mayor’s Park

Attention Town Clerk Almeida:

We are pleased to present the following proposal for grant administration services in conjunction with the Town’s awarded FRDAP Agreement, Project #A4050 – Mayor’s Park. Jordan & Associates, hereinafter referred to as the “*Contractor*” proposes to provide services as described in the Scope of Services to the Town Council of the Town of Pomona Park, hereinafter referred to as the “*Client*” for the fees stipulated. The contractor understands the funding for the project is provided by the Florida Department of Environmental Protection hereinafter referred to as “THE FUNDING AGENCY”.

Scope of Services

The *Contractor* shall complete the necessary steps on behalf of the *Client* to ensure compliance with programmatic requirements and the FRDAP agreement. The services necessary to complete this task include, but are not limited to:

- i. Assist with the completion and submittal of the Project Agreement(s) and all supporting documentation in accordance with Chapter 62D-5.058(1) once the award is accepted by the *Client*;
- ii. Assist with the completion and submittal of required commencement documentation in accordance with Chapter 62D-5.058(6)(f), F.A.C. and/or Chapter 62D-5.058(7)(c), F.A.C., as applicable and amended;
- iii. Assist with the accountability of program funds in accordance with the procedures defined within Chapter 62D-5.073(3)(b), F.A.C., as applicable and amended;
- iv. Assist with the preparation and submittal of required project status reports;
- v. Maintain complete project records sufficient for project monitoring/audit and public records request purposes;
- vi. Provide technical assistance and professional guidance based upon and consistent with the grant administration procedures set forth within Chapter 62D-5.058, F.A.C., as applicable and amended;
- vii. Provide technical assistance and professional guidance based upon and consistent with the compliance responsibilities requirements set forth within Chapter 62D-5.059, F.A.C., as applicable and amended;
- viii. Assist with the completion and submittal of required completion documentation in accordance with Chapter 62D-5.058(6)(g), F.A.C. and/or Chapter 62D-5.058(7)(d), F.A.C., as applicable and amended; and
- ix. Assist with the completion and submittal of required project completion certification in accordance with Chapter 62D-5.058(4), F.A.C.

December 8, 2023
Request for Firm Quote – Grant Administration Services
Page 2

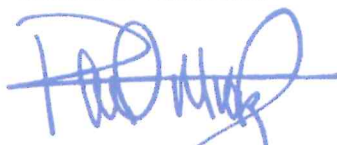
Schedule of Fees

For items i-ix of the Scope of Services, the *Contractor* shall be paid a discounted lump-sum of \$5,000.

Acceptance

Acceptance of this quote may be indicated by the signature of a duly authorized official of the *Client* in the space provided below. Once signed, please mail an original to P.O. Box 65579, Orange Park, FL 32065. Upon receipt of the returned, signed quote, this quote for services shall become a binding agreement between the *Client* and *Contractor* subject to amendments signed by both parties.

Sincerely,
Jordan & Associates

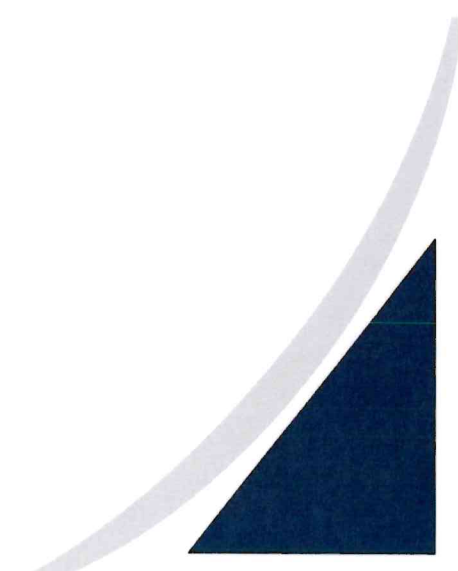


Ronald M. Vanzant, President

Accepted By:
Town of Pomona Park

By: _____
Joseph Svingala, Mayor

Date: _____



*TOWN OF POMONA PARK
2024 ARBOR DAY PROCLAMATION*

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting of trees; and,

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and,

WHEREAS, Arbor Day is now observed throughout the nation and the world; and,

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and,

WHEREAS, trees are a renewable resource, giving us paper and wood for our homes, fuel for our fires, countless other wood products; and,

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and, trees, wherever they are planted, are a source of joy and spiritual renewal; and,

WHEREAS, the Town of Pomona Park, Florida, has been recognized as a Tree City U.S.A. by the National Arbor Day Foundation and desires to continue its tree-planting ways.

THEREFORE, I, Joseph Svingala, Mayor of the Town of Pomona Park, Florida, do hereby Proclaim January 12th, 2024, as ARBOR DAY in the Town of Pomona Park, and I urge all citizens to support efforts to protect our trees and woodlands, to support our town’s urban forestry program, and

FURTHER, I urge all citizens to gladden their hearts and promote the well-being of present and future generations.

Attest:

Mayor Joseph Svingala.

Andrea Almeida, Town Clerk CMC



HEREBY CONFERS THE TITLE OF

Certified Municipal Clerk

UPON

Andrea Almeida

WHO HAS COMPLETED THE REQUIREMENTS PRESCRIBED BY THE INTERNATIONAL
 INSTITUTE OF MUNICIPAL CLERKS FOR CERTIFICATION.
 (YOU MUST REMAIN AN ACTIVE MEMBER FOR IIMC TO RECOGNIZE YOUR CMC)

November 14, 2023

CERTIFIED ON

Mary Ann Heas

IIMC PRESIDENT

Bettrice Mercedes Rodriguez, EdD

IIMC DIRECTOR OF PROFESSIONAL
DEVELOPMENT

January

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Arbor Day 4:00pm Ball Field	13
14	15 Community Center Closed Town Office Closed	16 Comp Plan Workshop 5:30PM	17 Community Center Closed	18 Community Center Closed	19 Community Center Closed	20 Community Center Closed
21 Community Center Closed	22 Community Center Closed	23 Community Center Closed	24 Community Center Closed	25 Community Center Closed	26 Community Center Closed	27 Community Center Closed
28 Community Center Closed	29 Community Center Closed	30 Comp Plan Workshop 5:30PM	31 Community Center Closed			

February

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Community Center Closed	2 Community Center Closed	3 1 st Sat Breakfast Community Center 8:00am-10:00am
4	5 Beautification Meeting 6:00 pm Town Hall	6	7	8	9	10
11	12	13	14	15	16	17
		Town Council Meeting 6:00pm				
18	19	20	21	22	23	24
25	26	27	28	29		

Upcoming Pomona Park Events and Meeting Announcements:

Arbor Day Ball Field

Friday, January 12, 2024 @ 4pm Ball Field

Community Center Closed for Roof Renovations

Jan 15-Feb 2 No Senior Activities

Office Closed Martin Luther King Day

Monday Jan 15 All Day

Workshop at Town Hall for EAR Compliance Plan

Tuesday Jan 16 @ 5:30pm Town Hall

Workshop at Town Hall for EAR Compliance Plan

Tuesday Jan 30 @ 5:30pm Town Hall

1st Sat Breakfast

Saturday, Feb 3 @ 8-10am Community Center

Beautification Meeting

Monday, Feb 5 @ 6pm Town Hall

Town Council Meeting @ Town Hall

Tuesday, Feb 13 @6:00pm Town Hall

