

# City of Palmetto

## 2019 Annual Budget

### Fiscal Year 2018-2019

Adopted September 24, 2018





**CITY OF PALMETTO, FLORIDA**

**FISCAL YEAR 2019  
FINAL APPROVED BUDGET**



*Shirley Groover-Bryant*  
Mayor

*Brian Williams*  
Vice-Mayor  
Commissioner, Ward 3

*Tambra Varnadore*  
Commissioner, Ward 2

*Harold Smith*  
Commissioner, Ward 1

*Tamara Cornwell*  
Commissioner At-large

*Jonathan Davis*  
Commissioner At-Large

*Prepared by the Finance Department*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Palmetto  
Florida**

For the Fiscal Year Beginning

**October 1, 2017**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Palmetto, Florida for its annual budget for the fiscal year 2017-2018 beginning October 1, 2017.

In order to receive the award, a governmental unit must publish a budget document that meets program criteria as a policy document, operations guide, financial plan, and as a communications device.

Fiscal year 2018 is the ninth consecutive year that the City has received this prestigious award. The budget for fiscal year 2019 will also be submitted for the award.



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### **Introductions to the Budget Document**

The City of Palmetto Annual Budget provides citizens, staff, and other readers with detailed information about the City's operations. The Annual Budget serves as a:

- Policy document to describe financial and operating policies, goals, and priorities for the organization;
- Financial plan to provide revenue and expenditure information by fund, cost center, category and account;
- Operations guide to describe the goals and objectives for the fiscal year; the workload measures to track the activities performed; and the general workforce trends; and as a
- Communications device to provide information on planning processes, budgetary trends, and integration of the operating and capital budgets.

Please note that the page numbers correspond to the pdf file.

#### **Introductory Section (pages 9-30)**

This section simply introduces the budget and the City to its readers. It includes the Budget Letter from the City Clerk, a brief history of the City, the City's Mission Statement and goals, and statistics and operational information about the City.

#### **Budget Summary Section (pages 31-52)**

The section details the steps taken to compile, present to Commission and approve the 2019 Budget. It includes the timeline and the final resolutions approved by Commission for both the operating and capital improvement budgets. Several consolidated schedules and graphs of all City funds are presented to give an overall perspective of the budget as well as historical, estimated and projected fund balances.

#### **Policies (pages 53-70)**

The City policies outlined in this section include: Accounting (including fund structure), Investments, Reserves, Budget, Procurement, Debt, and Capitalization.

#### **Personnel Budget (pages 71-78)**

This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 2019, is provided in detail as well as comparative summary data.



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### Operating Budgets

The operating budget is used by City staff on a daily basis. It is the guidebook by which all transactions are funded and for this reason is provided in great detail. This information is provided by fund and cost center for the operating revenues and expenses with the Capital Improvement budget as a separate section. The governmental funds are provided in the following order:

- Fund description
- Fund summary including revenue and expenses for all cost centers showing beginning and ending fund balance for 2017 actual, 2018 budget and projected and 2019 adopted budget.
- All revenues for the fund including actual 2017 amounts, 2018 budget and projected and adopted budget for 2019.
- Revenue analysis and forecasting.
- Fund organizational chart
- Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2017 and 2018, and the itemized budget for 2019.

The information for the governmental funds is as follows:

General Fund – Fund #001 – (pages 79-210)

Community Redevelopment Agency (CRA) – Fund #190 – (pages 211-228)

Road and Bridge Fund – Fund #307 – (pages 229-246)

The Enterprise Fund information is arranged as follows: (pages 247-332)

- Fund descriptions of all enterprise funds.
- Revenue analysis and forecasting with graphs for all enterprise funds.
- Organizational Chart for all enterprise funds
- Individual enterprise funds to include:
  - o Fund summary including revenue and expenses for all cost centers showing beginning and ending fund balance for 2017 actual, 2018 budget and projected and 2019 adopted budget.
  - o All revenues for the fund including actual 2017 amounts, 2018 budget and projected and adopted budget for 2019.
  - o Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2017 and 2018, and the itemized budget for 2019.

The information for the enterprise funds is as follows:

Solid Waste Fund – Fund #403 – (pages 257-267)

Water and Sewer Fund – Fund #432 – (pages 268-310)

Stormwater Fund – Fund #440 – (pages 311-323)

Reuse Fund – Fund #460 – (pages 324-332)



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### **Capital Improvements Section (pages 333-372)**

This section presents the City's capital improvement plans that are budgeted for 2019. It includes the budgeting process, funding challenges, mission fulfillments and a summary of the capital purchases. These capital items are from the operating budget, the Joint Capital Projects fund for the capital projects which are funded jointly by CRA, the City and grants, and the 5-year CIP program. The associated budgets and individual project sheets for the 2019 year are included.

### **Appendix (pages 373-382)**

This section contains:

- a glossary of terms
- a listing of acronyms



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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**“We are a nation of communities . . . a brilliant diversity spread like stars,  
like a thousand points of light in a broad and peaceful sky.”**

**George H. W. Bush**



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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October 1, 2018

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2019 is presented.

Many years ago, the City Commission had a vision to make the mission of the City of Palmetto to be dedicated to enhancing the quality of life of its citizens by providing those services which ensure a safe and healthy community. The elected officials and city staff have worked diligently to keep that mission foremost in its endeavor to provide services to the citizens while enhancing the city as a whole.

During the budget process for fiscal year 2019, City Commission indicated that their goals continue to be:

Develop, provide and maintain a family-friendly, small town atmosphere through the City's:

- appearance
- safety
- services
- economic stability
- infrastructure
- historic preservation

However, staff and Commission were faced with multiple challenges to make those goals happen. Some of the challenges were related to shrinking of state revenues, increasing personnel and health insurance costs, aging infrastructure, and increasing safety issues. These challenges are partially mitigated by the fact that property values continue to increase since bottoming out in 2013.

### **Current Challenges/Current Solutions**

No formal planning session was held by City Commission to develop goals and objectives for fiscal year 2019. However, with each issue discussed by the Commission, it was clear that our biggest challenges would include retention of personnel, technology, and infrastructure needs. Operational budgets still faced some challenges, but the cost cutting and efficiency initiatives during previous years continued to prepare us for the current year. These cost reduction measures must be continually reevaluated with the goal of providing services to citizens and taxpayers, maintaining economic stability, ensuring safety of our citizens, updating the infrastructure and preserving the historic heritage of our City.

Going into the current year budget process, it was anticipated that ad valorem taxes would continue increasing at a slow pace after seeing 4% to 6% increases since Fiscal Year 2013. For FY2019, our preliminary tax roll based on Truth in Millage (TRIM) reflects a 4.93%. Property values have increased a total of 29.8% since fiscal year 2013, however, the values are still 12% lower than when they reached their peak in the 2008 tax year. Since fiscal year 2009, the millage rate has increased \$1.3 mils or 27.8% as a result of property values declines between 2009-2013 and rising cost during the same time period.



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Economic indicators have been favorable and the City expects values will continue to increase in the coming years, however at a slower pace. In addition, construction is underway at one of the larger residential developments within the City which will result in an increase in the tax base. This project is called Sanctuary Cove and has been approved for 1,100 housing units at build out. Other construction projects, such as the redevelopment on Riverside Drive, the two proposed hotels and a multi-unit apartment complex have the potential to increase the City's property value and ad valorem tax revenue.

Other General Fund revenues were a mixed bag as some increased in comparison to the previous year while others were lower. Communication taxes continue to decrease, however, the Utility Tax has increased in recent years.

In the November, 2016 election, the voters of Manatee County approved a new half-cent sales tax which is estimated to contribute approximately \$1,000,000 per year in additional City revenues that will be available to fund capital projects. In particular, this money may be used for capital projects related to transportation, public safety, and parks. The project list is located in Capital Improvement Section.

Funding for capital projects remains a high priority with the cost of improvements outweighing the overall availability of funds. With the passage of the half-cent sales tax, much needed improvements are planned for City buildings, parks and streets. The FY 2018 budget includes funding to update this utility rate study for water, sewer, stormwater and reuse rates to ensure we have sufficient dollars available to meet future capital funding needs. The results of this study are nearing completion and any proposed changes are anticipated to be implemented during FY2019. The half-cent sales tax revenues and revenues associated with the utility rate study has provided much need funding for capital projects throughout the City.

There continues to be obstacles to overcome in order to reach our objectives such as the City's personnel budget. Personnel costs represent 56% of the General Fund expense budget and 22.8% of the total City budget. From fiscal year 2009 to 2013, City wages remained relatively flat as a result of the economic decline and cost cutting initiatives, with the exception that employees received two onetime payments of \$1,000 in fiscal year 2011 and 2013. Employees began receiving wage increases again in 2014 and a salary study was completed during the fiscal year 2017 budget process resulting in a realignment of general employee wages to market value. The Police union contract was negotiated, approved and implemented in fiscal year 2019 for a three year term ending FY2021.

Personnel turnover has become another obstacle for the City. The turnover rate in fiscal year 2012 was 8% but by fiscal year 2018 it grew to be 14%. This turnover is due to several factors such as retirement, terminations for job performance, and employees leaving the City for other employment opportunities. In fiscal year 2018, of the nineteen who separated from the City were in the three from City Hall, seven from the Police Department and nine from Public Works Department.

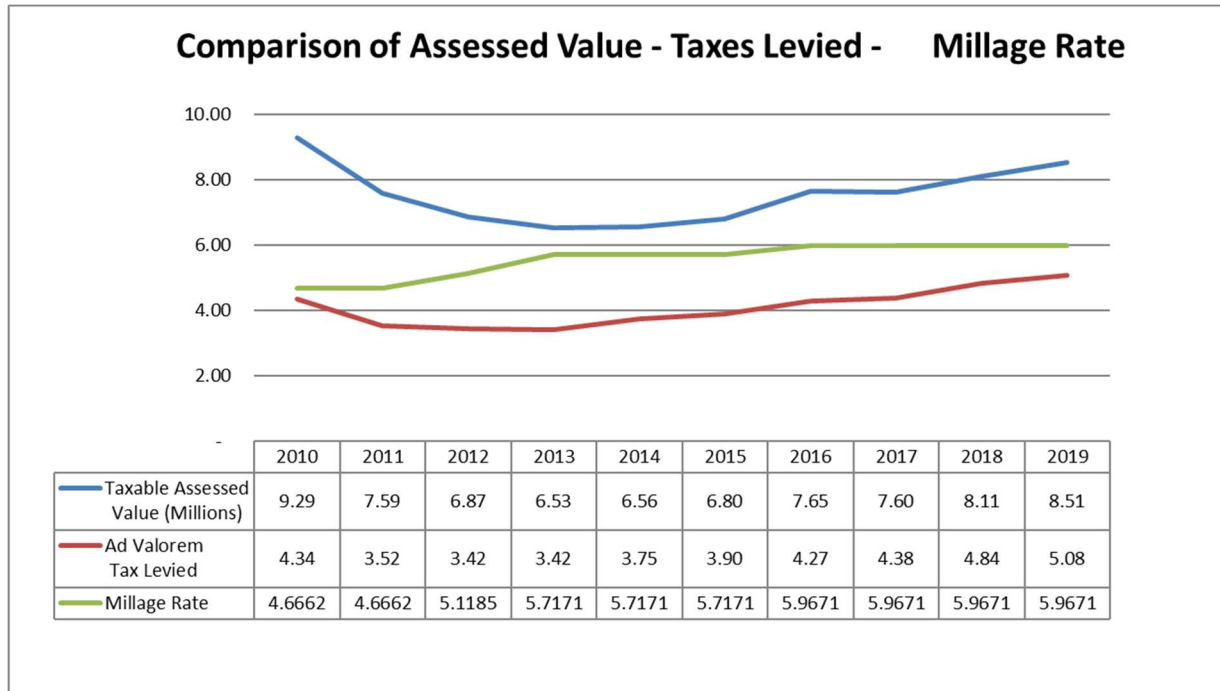
The fiscal year 2019 budget saw total personnel costs increase slightly or approximately 6.8%. This overall percentage is slightly higher than the previous year. This is due to the approval and implementation of the Police union contract, police pension rate increase and the creation of five new positions Citywide. In addition health insurance cost rose by 4.85%.

Even with aggressive cost cutting initiatives and rising property values, the City must be cautious as we move forward to improve the quality of services we provided to our residents. Costs continue to rise and the City



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

must continue to ensure revenues will be available to support the operations. The millage remains unchanged at \$5.9671 for fiscal year 2019 which is 4.6% higher than the rolled back rate or the rate that would allow the City to collect the same amount of revenue compared to the prior year. This equated to approximately \$229,297 more in ad valorem revenue for the City, of which, \$91,821 will increase the TIF funds to CRA, leaving a net amount of \$137,476.



In recent years, the City has worked hard to reduce funding from the CRA as new CRA projects and incentive programs have become increasingly important to remove slum and blight. CRA has been experiencing a vast amount of changes during the last few years through a change in structure, governing board, and development of a well-defined CRA plan. As a result of these changes, the variety of programs and incentives within the CRA have increased and required use of TIF dollars to fund the new CRA programs which require reductions in the funding from CRA to the City for services rendered. However, the total budget reimbursement approved from the CRA to the City for fiscal year 2019 was \$28,731 higher for a total reimbursement of \$611,638. This is due to an increase in personnel cost in the Police Department and the carryover of CRA's request for an additional Code Enforcement Officer to assist in controlling code violations within the CRA District. All of CRA funding is for enhanced services provided by our Police Department within the CRA boundaries, however, every effort will be made in future years to continue to reduce this funding.

Enterprise funds have been able to continue funding daily operations and pay for several capital projects to meet the demands of aging infrastructure. The utility rate study was completed and implemented during fiscal year 2014. The rate increases has enabled the City to fund operations and capital projects as needed. As we look ahead implemented the anticipated rate during FY2019 will be critical to ensure we the funding available to complete many of the utility infrastructure projects in the coming years. Prior to 2014 rate study, maintenance to infrastructure was curtailed during the current economic crisis due to decreased funding. The fiscal year 2019 Capital Improvement Plan (CIP) of \$10.5 million was adopted in October and is being funded from a variety of sources including current revenues, fund balance, a new loan and grants. The five year plan



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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calls for \$20.4 million in expenditures for a variety of projects. Many of these projects are discussed in further detail below.

### **Major Projects**

In the coming year, grant funding will continue to be a priority to help fund the CIP projects that have been approved. The City has been successful in receiving a grant from the Department of Economic Opportunity Community Development Block Grant for \$750K for utility Infrastructure improvements between 10<sup>th</sup> Ave. West and 13<sup>th</sup> Avenue West between 10<sup>th</sup> Street West and 17<sup>th</sup> Street W. This project has just been awarded to a contractor and work will begin in the first half of 2019. The total budget for this project is over \$3 million and will be a significant improvement for the area.

We are entering the 3<sup>rd</sup> year of the ½ sales tax funding which provides funding for capital improvements in the areas of transportation, public safety, and park improvements. Several paving projects and park improvements are scheduled in the coming year and the City expects to release a competitive bid in early 2019 for the architectural services related to a new Police station. The old palmetto elementary site has been selected as the new location for the police department and efforts are underway to build the new facility at an estimated cost of \$8 million dollars.

The beauty, appearance and historic heritage are extremely important to City leaders. The CRA continued to focus on improving the gateways within the City. The redesign of Riverside Park included a new and living seawall which added beauty as educational experiences to all who visit the park. One of the more significant capital improvement projects for the City that will continue over the next several years includes a multi-modal redevelopment from Riverside Drive along 10th Ave West to 17th Street. The focus of this project will include pedestrian walkways, larger sidewalks, enhanced parking and streetscapes throughout the corridor. The CRA is providing the funding for this project and the Florida Department of Transportation (FDOT) and the Metropolitan Planning Organization (MPO) are matching the CRA contributions in the form of a grant. The total cost of improvements will approach \$6-\$10 million dollars over 5 years. This is combined with FDOT's project to enhance the riverside area, improving traffic and public transportation lanes, and begin the multi modal project throughout the City.

The CRA continues to use incentives to entice new businesses to the City. In particular, the CRA board has approved \$6 million dollars in Tax Increment Financing rebates for a proposed full service 240 room hotel at the convention center here in Palmetto. Construction is anticipated to begin later in 2019 and should provide significant tax revenue, jobs, and infrastructure improvements to the area.

Sutton and Lamb Parks have undergone major renovations with the covered sound stage and new public restrooms. Additional enhancements such as new playground equipment, walking trails, and covered pavilions are forthcoming. Once considered the jewels of the parks in Manatee County; Lamb and Sutton Parks are being revived to their highest level of public service. This redevelopment focuses on technology, architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and "movies in the park" and has become home to several annual events including the City's annual July 4th Celebration, the DeSoto Historical Society's Seafood Festival and the Taste of Manatee. The City also partnered with Manatee County and applied for a trails grant that would connect Palmetto to Bradenton and Manatee County. If approved, this would result in a multi-million dollar improvement for our area trail system.





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Great strides continue to be accomplished in the City's infrastructure. The long-awaited Aquifer Storage Recovery (ASR) is now complete and operational, enabling the City storage of reclaimed water during the rainy season and providing options in lieu of discharging excess completion to alleviate flooding in the City's Ward II area and additional reuse lines are being laid by City employees to provide irrigation to a larger portion of the City. In addition, great strides are being made to repair and improve the City's water and sewer lines, correct its inflow and infiltration (I&I) issues and prepare for expansion to the Wastewater Treatment Plant (WWTP). A \$4M SRF loan has been obtained to fund an equalization tank for the WWTP. The City is awaiting bids to build the facility and we expect to be underway with construction in 2019.

Funding for capital equipment purchases continues during the coming year. Some of the more notable capital equipment purchases include four patrol cars, mobile radios and in-car video systems. The Public Works Department will receive a brush chipper, several fleet trucks, tire machine, and three mowers. Other one time purchases totaling approximately \$66,000 are being funded with fund balance and include IT hardware replacement and city security enhancements. The results of the utilities rate study is nearing completion and we expect to implement proposed rate changes in 2019 after discussions with the Commission.

### **Meeting Goals**

The Fiscal Year 2019 budget offers enhancements to the appearance of the City, protection to its historic heritage and preservation and a focus on improving the overall effectiveness and efficiency we deliver to our residents. The economic stability of the City and its citizens is guided by CRA and code enforcement efforts to protect the property values and by the City Departments in wisely spending the hard-earned taxpayer dollars. All funds are balanced and showing small surpluses to fortify the fund balances/net assets of the funds of the City.

### **Summary**

The budget is one of the most important City documents, and every effort is made to ensure it is comprehensive and comprehensible. In addition to the many routine tasks associated with municipal government, the City of Palmetto is becoming proactive and assumed many significant projects that will positively impact the community for years to come.

As I submit the budget for fiscal year 2019, I would like to sincerely thank the Mayor and City Commission for the support, confidence and guidance given to the leadership team and myself this past year. Special thanks and appreciation are extended to the Finance Department and to the other Department Heads who have worked so diligently in the preparation of this document. This document will be submitted to Government Finance Officers Association (GFOA) for the seventh straight year to be awarded the Distinguished Budget Award. I look forward to another great year as we strive to deliver the highest quality public services to our citizens.

James R. Freeman, City Clerk



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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“All great achievements require time.”

Maya Angelou



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### **PALMETTO – PRESERVING THE PAST . . . BUILDING OUR FUTURE . . .**

When you are in the City of Palmetto, you are treading in the moccasin tracks of the Timucan Indians, who settled the area around 1000 A.D. as well as the boot steps of Hernando DeSoto, the Spanish Conquistador who landed at what is now Shaws Point, in 1539. Intrepid pioneers, such as S.S. Lamb and John Harllee, followed, accepting the challenges of the future to build a hospitable, agricultural community. The area's fertile land, fabulous fishing, balmy breezes and abundant foliage along the river were difficult for anyone to resist. Our City is rich in history and heritage and promise of a bright future for our citizens.

#### **Then and Now . . .**

- The first road was built in 1846. The streets were paved in 1913 and 42 miles of streets are being maintained by the City in 2014. During 2018, the City and FDOT completed the realignment of 14th Avenue and 17th Street.
- Electric street lights came to Palmetto in 1912 and was powered by a diesel generator that was located at the Palmetto Fire Department that was located at 6<sup>th</sup> St and 10<sup>th</sup> Ave the location of the Agricultural Museum and has grown to 864 throughout the city.
- The population in 1889 was 300 and the 2010 census counted 12,606. The 2018 census estimate is 13,307.
- Lamb Park was the first city park in 1909 built on land donated by S.S. Lamb as a Christmas gift to Palmetto citizens. The city now has thirteen parks, including MLK Park that was recently completed in 2015. The focal point of the City has become Sutton Park and renovations began in 2012 in phases to include a new covered pavilion for concerts and new restrooms. The next phase is slated to include new playground equipment and a planned walking path. Sutton Park hosts the City's July 4<sup>th</sup> Celebration as well as the Taste of Manatee and DeSoto Historical Society's Seafood Festival. Each month the City hosts the Movie In The Park as a free family event.
- The City's Historical Park, across the street from Sutton Park, houses several buildings from the early days of the City – Carnegie Library, the original post office, the one room school house and the Agriculture Center housed in the old fire station. All landscaped with bricks taken from the old streets. In 2018, the Carnegie Library was renovated with a grant from the Florida State Department of Historic Resources.
- The Manatee County Fair was started in 1916 and in 1950 the fairgrounds were built in the city. In 2016, the County Fair celebrated its 100<sup>th</sup> birthday. The City now hosts a number of events including the annual July 4<sup>th</sup> celebration, Multi-Cultural Festival, MLK Parade and Children's Parade.
- Victory Bridge was built in 1919 across the Manatee River to Bradenton. A hurricane destroyed the bridge in 1926 and it was replaced by the Green Bridge in 1927. This bridge was later replaced by a modern bridge and a portion of the original Green Bridge remains as



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a fishing pier in the City. In 2019, FDOT and Manatee County will complete a 10 foot wide pedestrian path across the bridge.

- The seawall around the Green Bridge fishing pier was replaced during fiscal year 2016 with an environment friendly concept. Approximately 1,000 feet of seawall was replaced along the shoreline leading to the fishing pier. A Living Seawall was then installed to minimize wave energy that causes erosion as well as create a habitat for marine life.
- The City began using Manatee County Water System in 1963 after Lake Manatee was built. The City provided additional customer base to assist in the County bonding the project, even though the City operated its own potable water plant.
- The sewer system was installed in 1913 and now consists of 49 miles of piping and the City's Waste Water Treatment Plant treats and average of 1,200,000 gallons of sewage daily with peaks above 2 million gallons during the rainy season.
- The reclaimed water system was started in the 1990's and now consists of 23 miles of lines. Storage capacity, in the form of an aquifer storage and recovery (ASR) well was completed during 2018, increasing the City's capability of providing year-round irrigation to its customers and virtually eliminates the need to discharge into the bay. In fiscal year 2019, the City will install more reuse lines to provide the service to a greater number of customers.
- The first City debt was \$1,500 in 1894 for a schoolhouse. The City's debt is currently \$17 million which was mostly for infrastructure and equipment in the form of qualified bank loans and capital leases. The City anticipates additional debt in fiscal year 2019 of \$8 million for New Police Department.
- The CRA was formed in 1985 to relieve the slum and blight in 29.76% of the City where approximately 38.11% of the population lives. In fiscal year 2011, the boundaries of the CRA was expanded and the Agency extended to sunset its existence in 2042.
- Since the inception of the CRA, it has been instrumental in changing the look of the City with improvements to 5<sup>th</sup> Street, Sutton Park, the new MLK Park, the replacement seawall and the living seawall. The look is to future projects including a new hotel at the Civic Center, the Multi-modal corridor, and additional improvements to the City's waterfront.
- During fiscal year 2018, the City of Palmetto and the CRA in partnership with a developer to construct a 240 full service hotel located adjacent to the Bradenton Convention Center. As part of this development, the CRA board has agreed to provide a TIF rebate up to 6 million to be paid over the life of the CRA.

The City's long-term plan is to develop, provide and maintain a family friendly small town atmosphere in appearance, services, infrastructure, safety, economic stability and historic preservation. Palmetto has always been a tight-knit community with deep roots in its historic heritage and its leaders have a strong desire to maintain that heritage while building a progressive future for its children.

The City's plans for the future include further development and enhancement of its park system and core areas of the city.



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- Sutton Park – new covered stage area and restrooms completed – new playground and walking track planned.
- Multi-Modal Corridor - planned to redevelop an old north-south corridor through the City's urban core and will allow for all types of non-standard transportation such as walking, jogging and biking. A project the City is partnering with SWFWMD and FDOT was completed in fiscal year 2017 to construct the first phase of the Multi-Modal Corridor.

The services provided by the City to its citizens are much like other cities however, being a city over 100 years old presents many problems in maintenance and upgrading the city's infrastructure.

These challenges in infrastructure include:

- Funding for the pay-as-you-go CIP is limited and in some funds have drained usable fund balance to low levels.
- Aging water and sewer lines causing line breakage and sewer backups
- Maintenance in the wastewater treatment plant equipment
- Drainage of stormwater in areas that experiences flooding during heavy rains.
- Inflow and infiltration (I&I) caused by stormwater and groundwater entering into sanitary sewer systems through cracks and/or leaks
- Dispensing or storage of reclaimed water as an alternative to dumping treated water into area waterways
- Aging City facilities including the Police Station with structural issues and the department's spatial needs.
- Maintenance of roadways to alleviate potholes and other annoying obstacles.

Other challenges include:

- Ensuring the utility rates are matched with operational and maintenance needs. A new rate study for water, sewer, stormwater and reuse fees was budgeted for fiscal year 2018 and will be implemented in FY2019.
- Increased turnover in employees.
- Keeping up with increasing wage and benefit costs while attempting to keep employees paid at market value.

The City of Palmetto and its citizens have met and overcome many challenges over the past one hundred fifteen years including a Yellow Fever epidemic, storms, economic and agriculture hardships. Our citizens have continually pulled together to meet the challenges head-on and make the City a good place to live, raise their families, preserve the past left to them by the city founders and build for a bright future.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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**“Long-range planning does not deal with future decisions.  
It deals with the future of present decisions.”**

**Peter F. Drucker (1909-2005)  
U.S. Management consultant**



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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**Mission Statement**

*The City of Palmetto is dedicated to enhancing the quality of life of its citizens by providing those services which ensure a safe and healthy community.*

**Long Term Goals**

By 2025, the City will develop, provide and maintain a family friendly small town atmosphere in:

Appearance . . .                      Infrastructure . . .                      Economic Stability . . .  
Services . . .                      Safety . . .                      Historic Preservation . . .

**Short Term Goals to Achieve the Long Term Goals**

These initiatives will continue to be implemented and/or accomplished to achieve the long-term goals:

- |                       |  |
|-----------------------|--|
| Appearance            | Improve, beautify and enhance the downtown core of the city as well as other possible areas outside the downtown core. This will in turn increase the tax base of the City and provide additional tax monies to be used to provide services.   |
| Services              | Increase reclaimed water service from present levels to 90% of the city. Improve the efficiency of all utility services billed to the customer. Provide quality/efficient/courteous services to Palmetto citizens each and every day of the year.  |
| Infrastructure        | Maintain utility rates to provide additional revenues to be used to fund much needed utility capital projects in the City. Other funds available for capital projects are very limited and projects will be prioritized and assigned according to greatest need.   |
| Safety                | Make the areas of the city which are more prone to crime, safer. Maintain/improve the WWTP and all infrastructure, in an effort to keep the environment safe for the City's citizens and wildlife. Provide well lighted and safe public areas.   |
| Economic Stability    | Economic stability for both the City and her citizens. Strive to maintain and stimulate property values that declined during the recession but have begun to increase again. Difficult decisions however, continue to be made to ensure the City's and her citizens stability both financially and physically. |
| Historic Preservation | The City's rich heritage is very important to the city leaders and the citizens. The City will continue to maintain and enhance the Historic Park, as well as other historical parts of the city.  |



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**City-wide Initiatives to Achieve the Long Term Goals  
Completed in Fiscal Year 2018 or to start in Fiscal Year 2019**

**Appearance**

- Landscaping installed at southern gateways to the City and other locations
- New enhancements to parks, other than Sutton Park, through the new half-cent sales tax implemented January, 2017
- Purchased playground equipment through new half-cent Sales Tax.

**Services**

- Provide new and improved park areas – Sutton, Lamb, MLK, Riverside, Hidden Lake and Taylor parks
- Maintain current level of services in all areas of the City
- Increase reclaimed water services to the City through additional lines and the new ASR Well
- Design and build new Equalization Tank to make WWTP run more efficiently especially during peak seasons.

**Infrastructure**

- Effectively use the increased user fees to fund CIP projects for utility infrastructure
- Obtain and maintain grants to fund projects such as: Riverside area, Multimodal Trail, Utility improvements
- Obtained low cost SRF loan to install necessary improvements to WWTP

**Safety**

- Safety improvements to public areas – additional lighting, security cameras
- Additional police officers in high crime areas
- Design and build new police station planned for higher visibility

**Economic Stability**

- Property values increased 5.0% for FY2019
- All governmental funds and three of the four enterprise funds meet the minimum 3 month fund balance requirement.
- Consistent review and revision of all financial policies
- New business revitalized old vacant shopping center

**Historic Preservation**

- Continued maintenance to the Historic Park and other historic parts of the City
- Future multimodal trail connecting the historic parts of the City.
- Improvements to Historic Park and Carnegie Library



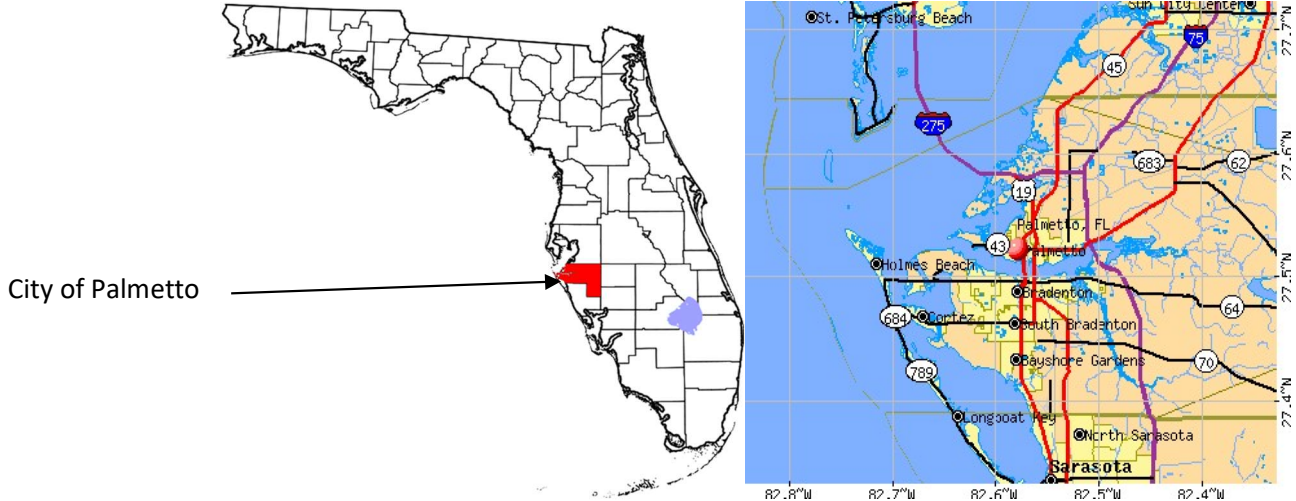


**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**CITY OF PALMETTO  
MANATEE COUNTY FLORIDA**

Website: [www.palmettofl.org](http://www.palmettofl.org)

Zip Code: 34221



**CITY FACTS**

Date of Incorporation	June 15, 1897		
Form of Government	Mayor and Commission		
Size	7 square miles		
Population	2010 Census: 12,606 2018 Estimated: 13,307		
2019 Assessed Property Value	\$851,616,557		
City Services Provided	Police, Water, Sewer, Garbage, Stormwater, Reclaimed Water		
Parks	13 parks, 100.79 acres		
Infrastructure:			
Streets	42 miles	Traffic signals	12
Street Lights	928	Tennis courts	1
Water mains	73.85 miles	Sewer pipes	67.76 miles
Storm drains	27.30 miles	Reclaimed water pipes	32.54 miles
City Buildings	City Hall, 516 8 <sup>th</sup> Avenue West Public Works, 600 17 <sup>th</sup> Street West Police Department, 1115 10 <sup>th</sup> Street West CRA, 517 4 <sup>th</sup> Street West		



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**CITY DEMOGRAPHICS**

**Source-[www.city-data.com/city/Palmetto-Florida.html](http://www.city-data.com/city/Palmetto-Florida.html)  
Information based on 2016**

Estimated median household income	\$42,263	Florida median household income	\$ 50,860
Per capita income	\$25,947		
Median Age in Palmetto	42.1	Florida Median Age	47.7
Median house/condo value	\$137,000	Florida median house/condo value	\$197,700
Unemployment-September, 2016	5.1%	Florida Unemployment-September, 2016	5.4%
Median Property Taxes with mortgages	\$1,345	Median Property Taxes without mortgage	\$1,026

For Population 25 years and over in Palmetto:

83%	High School education or higher
20.6%	Bachelor's degree or higher
7.2%	Graduate or professional degree
25.6 minutes	Mean travel time to work

Nearest City:

Population <50,000	1.5 miles	Bradenton
Population 50,000+	13.1 miles	Sarasota
Population 200,000+	18.8 miles	St. Petersburg

Educational Centers:

Within City Limits:	Palmetto Elementary, Lincoln Middle School, Palmetto High School
Private Schools:	Manatee School for the Arts, Palmetto Christian School
Colleges/Universities	
	State College of Florida – Bradenton – 6 miles
	University of South Florida – St Petersburg campus – 17 miles
	University of Tampa – Tampa – 30 miles

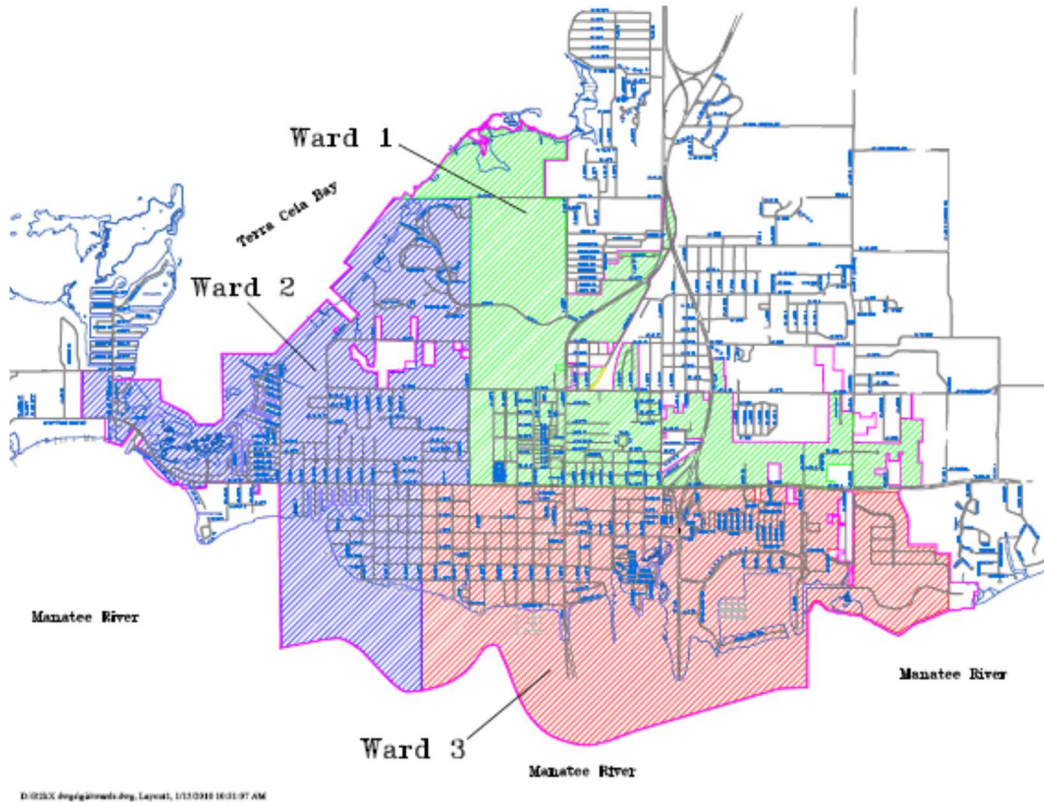
Principal Taxpayers in 2017:

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Percentage of Total Assessed Value</u>
Wal-Mart Stores East LP	\$12,445,741	1.54%
Palm Bay MHC Holdings, LLC	\$10,873,823	1.34%
Florida Power and Light Co.	\$10,476,837	1.29%
Colonial Manor MHC Holdings LLC	\$10,144,271	1.25%
SS Palmetto LLC	\$ 7,575,067	0.94%
Palmetto Dunes LTD	\$ 7,145,692	0.88%
Pacific Tomato Growers LTD	\$ 6,830,427	0.84%
Palmetto Mobile Home Club Inc.	\$ 6,759,413	0.83%
Sanctuary Cove (Bradenton) ASFI VI LLLP	\$ 6,237,191	0.77%



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**City of Palmetto City Limits**



**Elected Officials**

Mayor	Shirley Groover Bryant	Term - Nov., 2016 to Nov., 2020	<a href="mailto:mayor@palmettofl.org">mayor@palmettofl.org</a>
Ward 1	Harold Smith	Term - Nov., 2018 to Nov., 2022	<a href="mailto:hsmith@palmettofl.org">hsmith@palmettofl.org</a>
Ward 2	Tambra Varnadore	Term - Nov., 2018 to Nov., 2022	<a href="mailto:tvarnadore@palmettofl.org">tvarnadore@palmettofl.org</a>
Ward 3	Brian Williams	Term - Nov., 2018 to Nov., 2022	<a href="mailto:bwilliams@palmettofl.org">bwilliams@palmettofl.org</a>
At-Large	Tamara Cornwell	Term - Nov., 2016 to Nov., 2020	<a href="mailto:tcornwell@palmettofl.org">tcornwell@palmettofl.org</a>
At-Large	Jonathan Davis	Term - Nov., 2016 to Nov., 2020	<a href="mailto:jdavis@palmettofl.org">jdavis@palmettofl.org</a>

**Staff**

City Clerk	James R. Freeman	941-723-4570	<a href="mailto:jfreeman@palmettofl.org">jfreeman@palmettofl.org</a>
Public Works Director	Allen Tusing	941-723-4580	<a href="mailto:atusing@palmettofl.org">atusing@palmettofl.org</a>
Deputy Director - Public Works	Mohammed Rayan	941-723-4580	<a href="mailto:mrayan@palmettofl.org">mrayan@palmettofl.org</a>
Chief of Police	Scott Tyler	941-723-4887	<a href="mailto:styler@palmettofl.org">styler@palmettofl.org</a>
CRA Executive Director	Jeff Burton	941-723-4988	<a href="mailto:jburton@palmettofl.org">jburton@palmettofl.org</a>
Finance Director	Cheryl Miller	941-723-4570	<a href="mailto:cmiller@palmettofl.org">cmiller@palmettofl.org</a>
City Planner	Karla Owens	941-723-4580	<a href="mailto:kowens@palmettofl.org">kowens@palmettofl.org</a>
Assistant City Clerk	Amber Foley	941-723-4570	<a href="mailto:afoley@palmettofl.org">afoley@palmettofl.org</a>
Human Resources Administrator	Paula Hall	941-723-4570	<a href="mailto:phall@palmettofl.org">phall@palmettofl.org</a>
Purchasing Agent	Nixa Haisley	941-723-4570	<a href="mailto:nhaisley@palmettofl.org">nhaisley@palmettofl.org</a>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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**Fiscal Year 2019 Budget  
List of Principal Officials**

**Elected Officials**

Shirley Groover Bryant	Mayor
Brian Williams	Vice Mayor, Ward 3
Tamara Cornwell	Commissioner At-Large
Jonathan Davis	Commissioner At-Large
Harold Smith	Commissioner, Ward 1
Tambra Varnadore	Commissioner, Ward 2

**Office of the City Clerk**

James R. Freeman	City Clerk
Amber Foley	Assistant City Clerk
Cheryl Miller	Finance Director

**Public Works**

Allen Tusing	Director
Vacant	Deputy Director of Public Works
Grace Johnson	Public Works Administrator
Karla Owens	Development Services Director

**Police Department**

Scott Tyler	Police Chief
Mike Stinson	Captain
Lorenzo Waiters	Captain

**Community Redevelopment Agency**

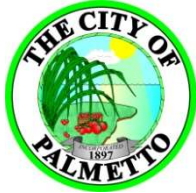
Jeff Burton	Director
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**City Attorney**

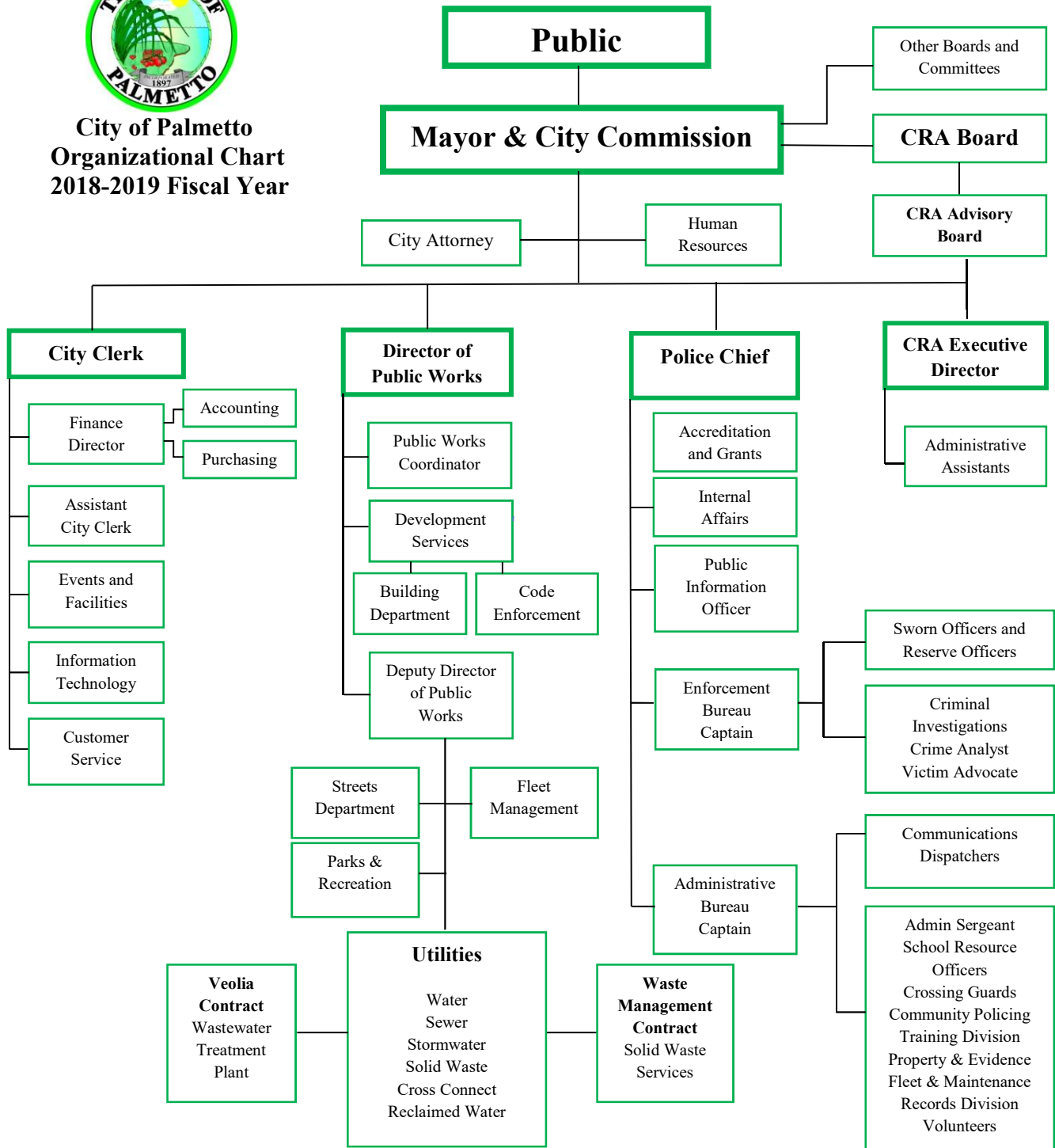
Mark Barnebey	City Attorney
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**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**



**City of Palmetto  
Organizational Chart  
2018-2019 Fiscal Year**





CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“The very essence of leadership is that you have to have vision.  
You can’t blow an uncertain trumpet.”

Theodore Hesburgh



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### THE CITY OF PALMETTO BUDGET PROCESS

#### **The Budget: The Process Begins. . .**

The Budget process is key to the development and implementation of the City's long and short term plans. The process is designed to assist management in the development of those plans and goals to ensure that Palmetto remains a unique family-friendly community providing quality services to the citizens.

The City budgets resources on a fiscal year, which begins October 1<sup>st</sup> and ends on the following September 30<sup>th</sup>. A budget calendar is prepared defining timelines for the budget process, workshops, TRIM compliance and Budget Hearings.

The budget process itself begins in the month of May prior to the coming fiscal year. Throughout the year, the Mayor, City Commission and City staff, collaborate on establishing a mission and broad goals for the community, and staff develops the short-term goals for the coming year based on information gleaned from the City Commission. The Finance Department collects information on expected revenue as well as fixed costs and uncontrollable changes in revenue and expenses.

The Mayor and City Commission's feedback from the goal setting and the estimates of expected revenue and expenses provides the groundwork and starting point for staff to begin framing the Operating and Capital Improvement Plan (CIP) budgets. Staff then begins the process of developing the budget for each cost center and enters the budget items into the budget software. The Finance Department is responsible for data entry of all personnel, benefits, debt service, insurance, transfers and contracted expenses. The decision to increase wages and benefits is based on benefits cost estimates and revenue forecasts.

The County Property Appraiser issues the initial Truth in Millage (TRIM) information on the property valuation for the City on, or about, July 1 and this begins the TRIM process which is required to be completed within 100 days. The City Clerk submits the first version of the budget in July with ad valorem tax revenue based on the valuation amount from the property appraiser and budget meetings begin. The City Commission must set the budget hearings and tentative millage rate, which can be lowered but not increased by August 4. Revenues and requested expenditures are reviewed by Commission on a cost center basis making changes to line item expenses as needed. Revenues are adjusted as additional information is received. The balanced Tentative Budget Resolution is required by mid-September and the Final Budget Resolution by the end of September or the first week of October depending on the starting date.

This process began on May 1<sup>st</sup> for the fiscal year 2019 budget with the initial distribution of budget packets to the cost centers to be returned to the Finance Department by May 29<sup>th</sup>. The initial version of the 2019 Budget was distributed to Commission on July 6<sup>th</sup> without any changes to wages and benefits. Version 1 was a balanced budget however, several questions remained unanswered



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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including: revenue estimates from the state and county, PBA Union agreement and property insurance.

This year only two versions of the budget were presented to the City Commission before settling on the Tentative and Final budget. Version 2 was delivered to Commission August 27<sup>th</sup> and was balanced with no increase to ad valorem taxes. Few adjustments were made prior to the Tentative Budget in the form of truing up insurance and personnel costs. The Tentative Budget was presented to City Commission September 10<sup>th</sup> with all funds balanced or in a surplus position and after many cuts and creative funding were engaged since the City Commission had denied any increase in the millage rate. The Final Budget was adopted on September 24, 2018 with the second public hearing. The five year capital improvement plan was first presented to City Commission on August 27<sup>th</sup>, and presented again and adopted on October 1, 2018.

Fiscal Year 2019 the City is budget separately infrastructure half-cent sales tax. Manatee County voters approved a half-cent sales tax which began January 1, 2017 and was to be used for capital projects and infrastructure. The projects that were considered for 2019 included enhancements to parks, road paving, and a new police station. The sales tax will sunset in fifteen years, end of 2032 and leveraging the revenue for larger projects is being considered. The half-cent sales tax budget was approved by separate resolution on October 16<sup>th</sup>, 2018.





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Budget Calendar  
Fiscal Year 2018-2019**

**May, 2018**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 1 Budget Kickoff Meeting – Budget packets to Cost Centers  
 May 7 Regular Commission meeting – No budget action  
 May 21 Regular Commission meeting – No budget action  
 May 29 Budget due back from Cost Centers

**June, 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 4 Regular Commission meeting – No budget action  
 June 15 Budget discussion among Department Heads to cut budget.  
 June 18 Regular Commission meeting – No budget action  
 June 22 Budget discussion among Department Heads to cut budget

**July, 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July 1 Property Appraiser certifies taxable value to City  
 July 6 Version 1 budget submitted to Commission by staff  
 July 16 Regular Commission meeting – Version 1 discussed  
 July 18 Budget Meeting – Version 1 discussed  
 July 25 TRIM requirement – Return to Property Appraiser the proposed mill rate

**August, 2018**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 6 Regular Commission meeting  
 August 8 Budget Meeting – Version 1 discussed  
 August 27 Budget Meeting – Version 2 discussed  
 August 27 Regular Commission Workshop

**September, 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 10 Regular Commission meeting – TRIM required 1<sup>st</sup> Public Hearing and Approval of Tentative Budget  
 September 21 TRIM Advertisement in newspaper  
 September 24 Regular Commission meeting  
 September 24 TRIM required 2<sup>nd</sup> Public Hearing – Adoption of Final Budget

**October, 2018**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October 1 New fiscal year and beginning of 2019 Budget year  
 October 1 Regular Commission meeting; - Adoption of CIP and Discussion of half-Cent sales tax budget  
 October 15 Regular Commission meeting – Adoption of half-cent sales tax

TRIM Dates - no Commission action	Commission meeting with budget action	Budget action with staff
TRIM requirements during Commission mtg	Commission meeting - no budget action	Important action affecting budget



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

### ASSUMPTIONS FOR 2019 BUDGET

The budget for fiscal year 2019 includes the following assumptions:

#### Ad Valorem

- General Fund ad valorem revenues levied are \$5,081,681 and are budgeted at 96%, or \$4,878,414 with the assumption of assessing a preliminary millage rate of \$5.9671. This is the same millage rate that was assessed last year. Gross taxable values have increased from 811,588,615 in FY 2018 to 851,616,557 or 4.93%. The millage rate of \$5.9671 is 4.60% higher than the roll-back rate of \$5.7049.
- Taxable value in the TIF area is up \$19.4 million for a total value of \$417 million or 4.9% higher compared to the previous year. The current year tax increment value is \$324 million compared to \$305 million in the previous year. This represents a 6.4% increase in increment revenue over last year. TIF monies from the City to CRA will equal \$1.857 million compared to \$1.746 million the previous year. TIF monies from Manatee County to the CRA are also projected to increase and are loaded at \$1.977 million versus \$1.859 million last year. This represents an increase of 6.4%.

#### Other Revenues

- All revenue estimates from the State of Florida have been received and the budget has been adjusted accordingly.
- The Police Department is requesting \$556,929 for the FY2019 Community Policing Innovation Plan (CPIP), which is funded by the CRA. The number of budgeted officers and overall ancillary costs are consistent with previous plans, with the increase from current year a result of the PBA negotiated salaries.
- Code Enforcement is requesting carrying forward the vacant Code Enforcement Officer position, funded by the CRA, into FY2019. The projected cost of this position is \$54,709.
- The Building Department is now balanced and using no Building Department Reserves.
- Utility revenues have been entered based upon current year projections. FY2018 represented the final year of the approved rate increases associated with the rate study that was approved in 2013. The City is currently in the beginning stages of a new rate study and its findings will be brought before Commission for review.
- The subsidy to Stormwater is \$208,193. The subsidy includes \$70,000 from Road and Bridge Fund, \$69,096 from Water, and \$69,097 from Sewer cost centers. This is \$42,193 higher than the FY2018. Stormwater fees have not been adjusted since October, 2008. A new rate study for Stormwater fees has been budgeted in FY2018 along with the other utility funds.

#### Fund Balance

Per the Fund Balance Policy Resolution 2018-12; refer to the Projected Fund Balance Levels on page 44.

- Stabilization Reserve: The City has determined to utilize \$0 of the across all funds. (Fund Balance less than 4 months)



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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- Budget Contingency Reserve: The City has determined to utilize \$113,651 from General Fund for Contingency and One time Capital Expense and \$0 from Enterprise Funds. (Fund Balance Greater than 4 months and less than 5 months)

### Wages and Benefits

- The budget contains 147 funded positions.
  - 108 full-time
  - 17 part-time
    - 1 is in Finance
    - 9 are in PD – 6 Crossing Guards, 2 Sworn Park Patrol, 1 Admin.
    - 1 is in HR
    - 1 is in Building
    - 5 are in CRA – 4 Interns , 1 Strategic Planner
  - 6 Elected Officials
- Thirteen (13) vacant positions remain funded in the budget; 11 full-time and 2 part-time.
  - 1 Police Officer – PD
  - 1 Corporal - CRA – PD
  - 1 Police Officer – PD
  - 1 Code Enforcement Officer – Code Enforcement (CPIP)
  - 2 Service Worker II – Cross Connect
  - 1 Service Worker I – Solid Waste
  - 1 Equipment Operator – Stormwater
  - 1 Crew Leader – Water
  - 1 Equipment Operator – Solid Waste
  - 1 Parks Supervisor
  - 2 Interns – CRA (PT)
- Five (5) new positions funded in the budget; 4 full-time and 1 part time
  - 1 Permit Technician – Building
  - 1 Service Worker II – Water
  - 1 Service Worker II – Sewer
  - 1 Service Worker I – Reuse
  - 1 Building Inspector – Building (PT)
- The Commission and Mayor’s salaries, as well general employees received a 3% increase over FY 2018. Sworn officers are budgeted based on the PBA Agreement adopted on 9/10/18.
- Pension costs are loaded based on the actuarial report received in January of 2018. The rate for PD increased from 25.81% in FY2018 to 26.83%. General Employees’ pension decreased from 24.47% to 22.42%.
- The renewal cost for health insurance is 4.85% higher and Florida Blue Cross and Blue Shield will continue as our medical insurance vendor.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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Expenses

- The budget for the City’s Property, Casualty and Liability insurance increased by 10% based on the FY18 invoice.
- Cost allocation for General Fund support services methodology is consistent with prior years.
- The funding of one-time expenditures with fund balance is allowed by the budget policy and include:
  - Contingencies:
    - Insurance Contingencies- \$40,000 (General Fund)
    - Hurricane emergency supplies-\$7,500 total

Capital Expenses

- The following one-time capital expenditures are being funded with fund balance:

General Fund - \$66,211

○ CH	IT Hardware – Server/Switch	\$28,600
	Exterior Tile Replacement	\$ 5,000
	Security Enhancement	\$ 5,000
	A/C Roof Unit	\$ 7,000
	Sutton Park – Commercial Fan	\$ 7,300
○ PD	Fitness Equipment	\$ 3,000
○ PW	Security Upgrade	\$ 8,311
	Office Furniture	\$ 2,000

- Capital Leases include the following (4 yr lease) \$423,557:

PD

•	4 Patrol Chargers	\$138,200
•	4 Coban EDGE In-car video	\$ 24,000
•	4 Mobile Radio	\$ 17,600

Fleet

•	1 Ford F-150	\$ 27,000
•	1 Tire Machine	\$ 10,325

Parks

•	1 Ford F-350	\$ 40,000
•	3 Zero Turn Mowers	\$ 22,962

Events & Facilities

•	1 Ford Transit	\$ 35,000
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Road and Bridge

•	Vermeer BC1500 Brush Chipper	\$ 68,470
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Cross Connect Department

•	1 Ford Transit	\$ 40,000
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## CITY OF PALMETTO, FLORIDA

### 2018-2019 BUDGET

FINAL – September 24, 2018

#### FISCAL YEAR 2019 BUDGET ASSUMPTIONS

The budget for fiscal year 2019 includes the following assumptions:

##### Ad Valorem

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**CITY OF PALMETTO  
RESOLUTION NO. 2018-27**

**A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY,  
FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES  
FOR THE CITY OF PALMETTO FOR FISCAL YEAR 2019; AND  
PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City of Palmetto of Manatee County, Florida, on September 24, 2018, adopted Fiscal Year Final Millage Rates following a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the City of Palmetto of Manatee County, Florida, held a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within the City of Palmetto has been certified by the Manatee County Property Appraiser to the City Palmetto as \$851,616,557.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Palmetto of Manatee County, Florida, that:

- Section 1: The Fiscal Year 2019 operating millage is 5.9671 mills, which is 4.60% greater than the rolled-back rate of 5.7049.
- Section 2: The City of Palmetto has no voted debt service millage.
- Section 3: This resolution shall take effect immediately upon its adoption.

**PASSED AND DULY ADOPTED**, at a public hearing with a quorum present and voting, this 24th day of September, 2018 at 7:43 p.m.

CITY OF PALMETTO, FLORIDA, BY THE  
CITY COMMISSION OF THE CITY OF  
PALMETTO, FLORIDA

BY:   
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN  
City Clerk

BY:   
City Clerk

**CITY OF PALMETTO  
RESOLUTION NO. 2018-28**

**A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2019; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palmetto of Manatee County, Florida, on September 24, 2018, held a public hearing as required by Florida Statute 200.065; and

**WHEREAS**, the City of Palmetto of Manatee County, Florida, has determined that it is necessary and in the best interest of the City to establish a final budget for the Fiscal Year 2019.

**WHEREAS**, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2019 in the amount of \$29,187,704.

**NOW, THEREFORE, BE IT RESOLVED** by the City of Palmetto of Manatee County, Florida, that:

Section 1: The Final Budget for Fiscal Year 2019, as shown on Attachment "A" to this Resolution, incorporated herein and made a part hereof, is hereby adopted.

Section 2: This resolution shall take effect immediately upon its adoption.

**PASSED AND DULY ADOPTED**, at a public hearing with a quorum present and voting, this 24th day of September, 2018 at 7:45 p.m.

CITY OF PALMETTO, FLORIDA, BY THE  
CITY COMMISSION OF THE CITY OF  
PALMETTO, FLORIDA

BY:   
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN  
City Clerk

BY:   
City Clerk

**ATTACHMENT A  
Fiscal Year 2019  
Final Budget  
Resolution 2018-28**

<b>General Fund - #001</b>	
Mayor & Commission	272,374
City Clerk	2,387,876
Information Technology	508,596
City Attorney	266,247
Finance	692,462
Human Resources	203,193
Events and Facilities	235,369
Police	4,830,793
Code Enforcement	225,049
Public Works Administration	742,558
Planning	221,284
Fleet Maintenance	271,737
Parks & Landscape	724,136
Building Department	504,040
Total General Fund Expenses	<u>\$ 12,085,714</u>
<b>CRA Fund - #190</b>	<u>\$ 4,975,737</u>
<b>Road &amp; Bridge Fund - #307</b>	<u>\$ 1,818,893</u>
<b>Solid Waste Fund - #403</b>	<u>\$ 2,260,729</u>
<b>Water and Sewer Fund - #432</b>	
Cross Connect	276,429
Water Department	2,353,788
Sewer Department	1,506,596
Customer Service	617,648
Waste Water Treatment Plant	1,994,220
Total Water and Sewer Fund Expenses	<u>\$ 6,748,681</u>
<b>Stormwater Fund - #440</b>	<u>\$ 985,025</u>
<b>Reuse Fund - #460</b>	<u>\$ 312,925</u>
<b>TOTAL CITY BUDGET</b>	<u>\$ 29,187,704</u>



**RESOLUTION NO. 2018-30**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING THE CAPITAL IMPROVEMENT PLAN BUDGET FOR FISCAL YEARS 2019-2023; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Palmetto, Florida has determined that it is necessary to adopt a Capital Improvement Plan;

**WHEREAS**, it is necessary to provide budgetary authorization for the expenditure of these funds in Fiscal Year 2018;

**NOW, THEREFORE, BE IT RESOLVED, BY THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA:**

**Section 1:** The Capital Improvement Plan for 2019 through 2023 as shown on Attachment A to this Resolution is hereby adopted in the total amount of \$20,497,309.

**Section 2:** The Capital Improvement Plan Budget for the Fiscal Year 2019 as shown on Attachments A to this Resolution is hereby adopted in the amount of \$10,535,309.

**Section 3:** The budget for funding from fund balance/net position as detailed on Attachments B and included in Attachment A to the Resolution is hereby adopted in the amount of \$4,752,203.

**Section 4:** This Resolution shall become effective immediately upon its passage

**PASSED AND DULY ADOPTED**, in regular session, by the City Commission of the City of Palmetto, with a quorum present and voting, this 24th day of September, 2018.

CITY OF PALMETTO, FLORIDA  
BY AND THROUGH THE CITY  
COMMISSION OF THE CITY OF  
PALMETTO

By:   
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN

By:   
City Clerk



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**2019- 2023 CAPITAL IMPROVEMENT PLAN  
ATTACHMENT A**

Project Description	Supporting Fund	FY2018 PROJECTS CARRIED FORWARD	NEW FY2019 FUNDING	TOTAL FY2019 FUNDING	FY2020	FY2021	FY2022	FY2023	Total Project Cost
<b>Road Improvements</b>									
1 New Sidewalk Projects	Road & Bridge	\$ 130,000	\$ -	\$ 130,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 390,000
2 Subsystem #4 - Infrastructure Improvements	* Road & Bridge	723,750	-	723,750	-	-	-	-	723,750
<b>ROAD IMPROVEMENTS TOTAL</b>		<b>\$ 853,750</b>	<b>\$ -</b>	<b>\$ 853,750</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 1,113,750</b>
<b>Public Facilities</b>									
1 City Facility Security	General Fund	\$ 21,690	\$ 19,810	\$ 41,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 141,500
2 City Wide Facilities Upgrades	General Fund	77,059	9,441	86,500	25,000	25,000	25,000	25,000	186,500
3 Public Works Yard Lighting	N/A	-	-	-	45,000	-	-	-	45,000
4 Public Administration Building	N/A	-	-	-	-	342,000	4,275,000	-	4,617,000
<b>PUBLIC FACILITIES TOTAL</b>		<b>\$ 98,749</b>	<b>\$ 29,251</b>	<b>\$ 128,000</b>	<b>\$ 95,000</b>	<b>\$ 392,000</b>	<b>\$ 4,325,000</b>	<b>\$ 50,000</b>	<b>\$ 4,990,000</b>
<b>Stormwater</b>									
1 16th Ave Project - 5th to 6th Street	Road & Bridge	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2 Dredging Projects	Road & Bridge	111,550	90,000	201,550	10,000	10,000	10,000	10,000	241,550
<b>STORMWATER TOTAL</b>		<b>\$ 111,550</b>	<b>\$ 290,000</b>	<b>\$ 401,550</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 441,550</b>
<b>Water/Sewer</b>									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 150,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	4,337,428	-	4,337,428	-	-	-	-	4,337,428
3 WWTP Upgrades	Water/Sewer	349,481	-	349,481	200,000	200,000	200,000	200,000	1,149,481
4 WWTP R&R	Water/Sewer	27,484	100,000	127,484	50,000	50,000	50,000	50,000	327,484
5 Lift Station Upgrades	Water/Sewer	293,980	95,678	389,658	100,000	100,000	100,000	100,000	789,658
6 Sewer Lines R&R	Water/Sewer	80,101	200,000	280,101	50,000	50,000	50,000	50,000	480,101
7 I&I Program	Water/Sewer	800,878	-	800,878	400,000	400,000	400,000	400,000	2,400,878
8 Water Lines R&R	Water/Sewer	297,087	-	297,087	150,000	150,000	150,000	150,000	897,087
9 Chloramines Injection System	Water/Sewer & Loan	210,575	50,000	260,575	-	-	-	-	260,575
10 Subsystem #4 - Infrastructure Improvements	* Water/Sewer & Loan	1,279,850	100,000	1,379,850	-	-	-	-	1,379,850
<b>WATER/SEWER TOTAL</b>		<b>\$ 7,876,864</b>	<b>\$ 695,678</b>	<b>\$ 8,572,542</b>	<b>\$ 950,000</b>	<b>\$ 950,000</b>	<b>\$ 950,000</b>	<b>\$ 950,000</b>	<b>\$ 12,372,542</b>
<b>Reuse</b>									
1 PARS Expansion	Reuse	\$ 579,467	\$ -	\$ 579,467	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,579,467
<b>REUSE TOTAL</b>		<b>\$ 579,467</b>	<b>\$ -</b>	<b>\$ 579,467</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,579,467</b>
<b>GRAND TOTAL</b>		<b>\$ 9,520,380</b>	<b>\$ 1,014,929</b>	<b>\$ 10,535,309</b>	<b>\$ 1,370,000</b>	<b>\$ 1,667,000</b>	<b>\$ 5,600,000</b>	<b>\$ 1,325,000</b>	<b>\$ 20,497,309</b>

\* Carry forward funding includes CDBG Grant



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**2019 - 2023 CAPITAL IMPROVEMENT PLAN  
ATTACHMENT A**

Project Description	Supporting Fund	FY2018 Funding Carried Forward	Current Revenue	City Fund Balance	New Loan Funds	Grants	Total Funded Projects	Unfunded	Total FY2019 CIP
<b>Road Improvements</b>									
1 New Sidewalk Projects	Road & Bridge	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
Subsystem #4 - Infrastructure									
2 Improvements	Road & Bridge	573,750	-	-	-	150,000	723,750	-	723,750
<b>ROAD IMPROVEMENTS TOTAL</b>		<b>\$ 703,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 853,750</b>	<b>\$ -</b>	<b>\$ 853,750</b>
<b>Public Facilities</b>									
1 City Facility Security	General Fund	\$ 21,690	\$ -	\$ 19,810	\$ -	\$ -	\$ 41,500	\$ -	\$ 41,500
2 City Wide Facilities Upgrades	General Fund	77,059	-	9,441	-	-	86,500	-	86,500
3 Public Works Yard Lighting	N/A	-	-	-	-	-	-	-	-
4 Public Administration Building	N/A	-	-	-	-	-	-	-	-
<b>PUBLIC FACILITIES TOTAL</b>		<b>\$ 98,749</b>	<b>\$ -</b>	<b>\$ 29,251</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,000</b>	<b>\$ -</b>	<b>\$ 128,000</b>
<b>Stormwater</b>									
1 16th Ave Project - 5th to 6th Street	Road & Bridge	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
2 Dredging Projects	Road & Bridge	111,550	-	90,000	-	-	201,550	-	201,550
<b>STORMWATER TOTAL</b>		<b>\$ 111,550</b>	<b>\$ -</b>	<b>\$ 290,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 401,550</b>	<b>\$ -</b>	<b>\$ 401,550</b>
<b>Water/Sewer</b>									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	4,337,428	-	-	-	-	4,337,428	-	4,337,428
3 WWTP Upgrades	Water/Sewer	349,481	-	-	-	-	349,481	-	349,481
4 WWTP R&R	Water/Sewer	27,484	100,000	-	-	-	127,484	-	127,484
5 Lift Station Upgrades	Water/Sewer	293,980	95,678	-	-	-	389,658	-	389,658
6 Sewer Lines R&R	Water/Sewer	80,101	200,000	-	-	-	280,101	-	280,101
7 I&I Program	Water/Sewer	800,878	-	-	-	-	800,878	-	800,878
8 Water Lines R&R	Water/Sewer	297,087	-	-	-	-	297,087	-	297,087
9 Chloramines Injection System	Water/Sewer & Loan	210,575	50,000	-	-	-	260,575	-	260,575
Subsystem #4 - Infrastructure									
10 Improvements	Water/Sewer & Loan	679,850	100,000	-	-	600,000	1,379,850	-	1,379,850
<b>WATER/SEWER TOTAL</b>		<b>\$ 7,276,864</b>	<b>\$ 695,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 8,572,542</b>	<b>\$ -</b>	<b>\$ 8,572,542</b>
<b>Reuse</b>									
1 PARS Expansion	Reuse	\$ 579,467	\$ -	\$ -	\$ -	\$ -	\$ 579,467	\$ -	\$ 579,467
<b>REUSE TOTAL</b>		<b>\$ 579,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 579,467</b>	<b>\$ -</b>	<b>\$ 579,467</b>
<b>GRAND TOTAL</b>		<b>\$ 8,770,380</b>	<b>\$ 695,678</b>	<b>\$ 319,251</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 10,535,309</b>	<b>\$ -</b>	<b>\$ 10,535,309</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**FUND BALANCE USABLE FOR CAPITAL PROJECTS  
Attachment B**

Fund/Reserve	FY2018 Fund Balance / Unrestricted Net Position as projected (1)	1/12 of FY2019 Original Budgeted Expenses (2)	# of Months of Unassigned Fund Balance/ Unrestricted Net Position	Amount over(under) 3 month minimum	Amount over(under) 4 month minimum	Amount over(under) 5 months for Capital Reserve
(3) General Fund	4,124,683	965,236	4.27	1,228,974	263,738	(701,498)
Road and Bridge	1,051,234	151,574	6.94	596,511	444,936	293,362
(4) Solid Waste	384,819	188,394	2.04	(180,363)	(368,757)	(557,151)
(5) Water/Sewer	2,434,518	562,390	4.33	747,348	184,958	(377,432)
Stormwater	(47,268)	82,085	(0.58)	(293,524)	(375,610)	(457,695)
(5) Reuse	96,142	26,077	3.69	17,911	(8,166)	(34,243)

- (1) Amount is calculated using FY 2018 projected revenues and expenses as of 9/04/2018, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- (2) Amount is calculated using FY2019 budget as of 9/04/2018. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- (3) Unassigned Fund Balance is less than 5 months due to the purchase of the school board property.
- (4) Unassigned Fund Balance is less than 3 months due to expense associated with Hurricane Irma. The estimate reimbursement from FEMA is \$284,000. This would add 1.39 months of unassigned fund balance with \$100,000 over the 3 month minimum.
- (5) Unassigned Fund Balance for these two funds is net of funding for Capital Improvement Projects funded in 2015 through 2017 and not spent in the year received and carried over into the current fiscal year.

Fund	Project Name	Funding Amount	Amount Available (Fund Balance/Carry Forward)	Unused Amount
<b>To be transferred to other funds:</b>				
General Fund	City Facility Security	19,810		
	City Wide Facilities Upgrades	9,441		
	<b>Total Use of General Fund Balance</b>	<b>29,251</b>	<b>150,087</b>	<b>120,836</b>
Road & Bridge	16th Ave - 5th to 6th Street	200,000		
	Dredging Projects	90,000		
	<b>Total Use of Road &amp; Bridge Fund Balance</b>	<b>290,000</b>	<b>293,362</b>	<b>3,362</b>
<b>Use of Committed/Assigned Fund Balance/Unrestricted Net Position for Carry-Forward Funding</b>				
<b>Capital Projects Committed Fund Balance (not to exceed)</b>				
	New Sidewalk Projects	130,000		
	Subsystem #4 - Infrastructure Improvements	573,750		
	City Facility Security	21,690		
	City Wide Facility Upgrades	77,059		
	<b>Total Capital Projects Committed Fund Balance</b>	<b>802,499</b>	<b>802,499</b>	<b>-</b>
<b>Water &amp; Sewer Unrestricted Net Position (not to exceed)</b>				
	WWTP Expansion	200,000		
	WWTP Upgrades	349,481		
	WWTP R&R	27,484		
	Lift Station Upgrades	293,980		
	Sewer Line R&R	80,101		
	I&I Programs	800,878		
	Water Line R&R	297,087		
	Chloramine Injection Systems	167,188		
	Fire Protection Upgrades	174,980		
	<b>Total Net Position to be used for funding</b>	<b>2,391,179</b>	<b>2,391,179</b>	<b>-</b>
<b>Restricted Loan Funds</b>				
	Chloramines Injection System	43,387		
	Fire Protection Upgrades	504,870		
	<b>Total Loan Funds to be used for funding</b>	<b>548,257</b>	<b>548,257</b>	<b>-</b>
	<b>Total Use of Water &amp; Sewer Net Position</b>	<b>2,939,436</b>	<b>2,939,426</b>	<b>-</b>
<b>Stormwater Unrestricted Net Position (not to exceed)</b>				
	Dredging Projects	111,550		
	<b>Total Use of Stormwater Unrestricted Net Position</b>	<b>111,550</b>	<b>111,550</b>	<b>-</b>
<b>Reuse Unrestricted Net Position (not to exceed)</b>				
	PARS Expansion	579,467		
	<b>Total Use of Reuse Unrestricted Net Position</b>	<b>579,467</b>	<b>579,467</b>	<b>-</b>
<b>Total Use of City Fund Balance/Net Position</b>		<b>4,752,203</b>	<b>4,876,391</b>	<b>124,198</b>

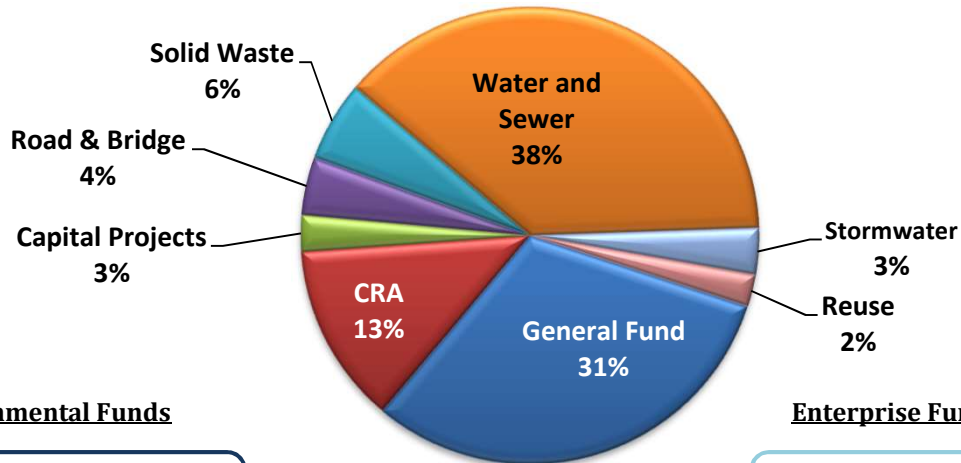


# CITY OF PALMETTO, FLORIDA 2018 - 2019 BUDGET

## Budget Breakdown All Funds

Including Capital Improvement Program (CIP)

**FY 2019  
Total Fund Expenditure  
Budget  
(Before other sources)  
\$ 38,352,851**



### Governmental Funds

**General Fund**  
\$ 11,933,723

**Community Redevelopment Agency (CRA)**  
\$ 4,896,083

**Road and Bridge Fund**  
\$ 1,572,242

**Capital Project Funds (combined)**  
\$ 981,750

### Enterprise Funds

**Solid Waste Fund**  
\$ 2,185,501

**Water and Sewer Fund**  
\$ 14,659,508

**Stormwater Fund**  
\$ 1,258,401

**Reuse Fund**  
\$ 865,643

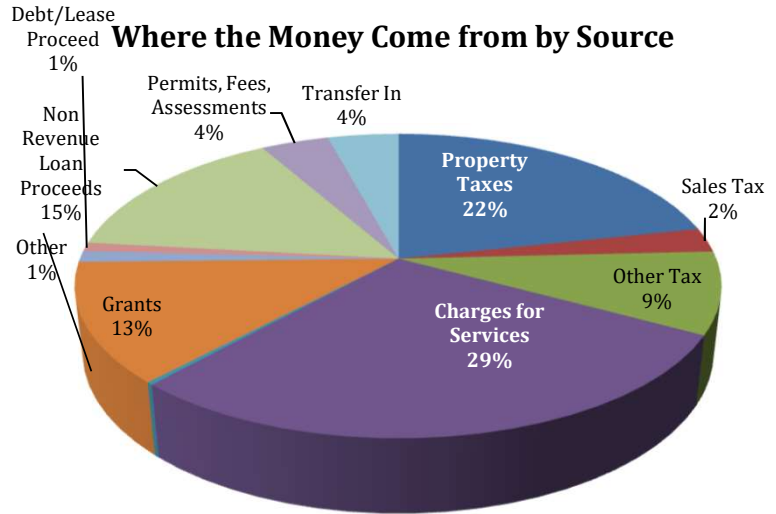


**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Where the Money Comes From  
And Where it Goes**

**City-Wide Fund Revenues**

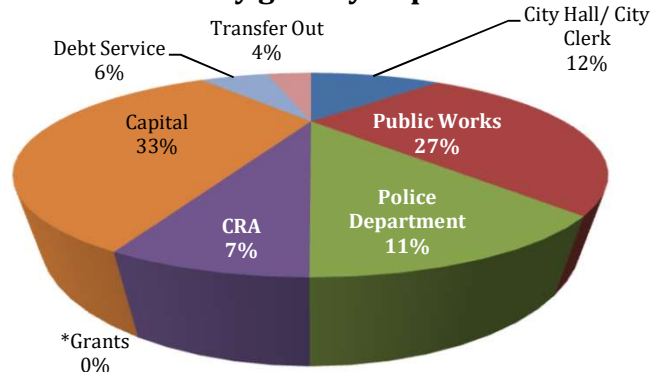
Property Taxes	\$ 8,696,178
Sales Tax	\$ 1,034,416
Other Tax	3,491,192
Charges for Services	11,568,255
Intergovernmental	105,273
Grants	5,093,428
Other	469,909
Debt/Lease Proceed	383,557
Non Revenue Loan Proceeds	6,026,184
Permits, Fees, Assessments	1,617,058
Transfer In	1,689,413
<hr/>	
	\$ 40,174,863



**City-Wide Expenses by Department**

City Hall/ City Clerk	\$ 4,842,899
Public Works	10,730,198
Police Department	4,465,405
CRA	2,624,554
*Grants	-
Capital	13,176,296
Debt Service	2,513,499
Transfer Out	1,689,413
<hr/>	
	\$ 40,042,264

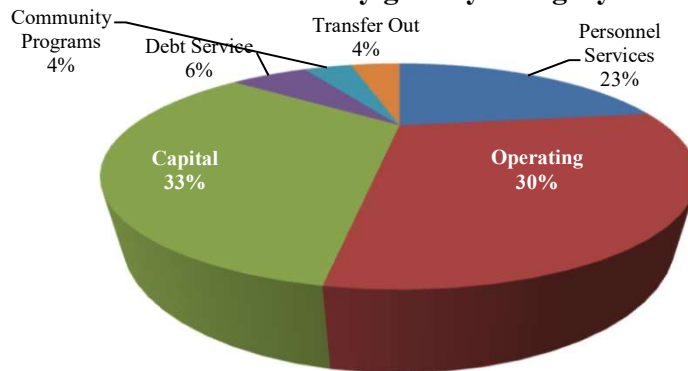
**Where the Money goes by Department**



**City-Wide Expenses by Category**

Personnel Services	\$ 9,138,061
Operating	11,902,379
Capital	13,176,296
Debt Service	2,513,499
Community Programs	1,622,616
Transfer Out	1,689,413
<hr/>	
	\$ 40,042,264

**Where the Money goes by Category**



**Surplus/(Deficit) \$ 132,599**

\*Less than .05% is not reflected within the graphs.



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

BUDGET SUMMARY - ALL FUNDS

	2019 Adopted Budget
<b>Revenues</b>	
Property Taxes	8,696,178
Sales Taxes	1,034,416
Utility Service Tax	1,166,274
Motor Fuel Taxes	1,506,835
Other Taxes	818,083
Permits, Fees, Assessments	1,617,058
Intergovernmental Revenue	105,273
Grants	5,093,428
Fines and Forfeitures	48,500
Charges for Services	11,568,255
Interest Revenue	196,300
Miscellaneous	225,109
Debt/Lease Proceeds	423,557
Non-Revenue/Fund Balance	5,986,184
<b>Total Revenues</b>	<b>\$ 38,485,450</b>
<b>Expenses</b>	
<b>City Hall/City Clerk</b>	
Mayor and Commission	272,374
City Clerk	2,314,185
Information Technology	479,996
City Attorney	266,247
Finance	684,634
Human Resources	203,193
Events and Facilities	171,503
Customer Service	450,767
Total City Clerk	4,842,899
Police Department	4,465,405
<b>Public Works</b>	
Public Works Administration	715,749
Code Enforcement	225,049
Planning	221,284
Fleet	227,418
Parks and Recreation	640,200
Building Department	352,049
Road and Bridge	1,189,255
Solid Waste	2,173,777
Cross Connect	184,210
Water Department	1,758,865
Sewer Department	712,395
WWTP	1,870,652
Stormwater	371,373
Reuse	87,922
Total Public Works	10,730,198
Community Redevelopment Agency (CRA)	1,001,938
Community Redevelopment Agency (CRA)	1,622,616
Community Redevelopment Agency	2,624,554
Capital Expenses	13,176,296
Debt Service	2,513,499
<b>TOTAL EXPENDITURES</b>	<b>\$ 38,352,851</b>
Transfers In	1,689,413
Transfer Out	(1,689,413)
<b>EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER SOURCES</b>	<b>\$ 132,599</b>



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**ALL FUNDS SUMMARY**

	GOVERNMENTAL FUNDS								
	General Fund			Community Redevelopment Agency			Road and Bridge Fund		
	*(Includes Infrastructure Sales Tax)								
	2017	2018	2019 Adopted	2017	2018	2019 Adopted	2017	2018	2019 Adopted
Actual	Estimated Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	
<b>REVENUES:</b>									
Property Taxes	4,396,240	4,670,857	4,880,587	3,347,857	3,605,932	3,815,591	-	-	-
* Sales Taxes	1,648,177	3,042,000	1,034,416	-	-	-	-	-	-
Utility Service Taxes	1,143,031	1,162,500	1,166,274	-	-	-	-	-	-
Motor Fuel Taxes	11,445	11,838	11,500	-	-	-	1,471,526	1,474,500	1,495,335
Other Taxes	844,339	829,403	818,083	-	-	-	-	-	-
Permits, Fees and Assessments	1,293,917	1,571,751	1,382,040	-	-	-	-	-	-
Impact Fees	38,428	169,059	-	-	-	-	70,256	73,081	-
Intergovernmental Revenue	-	-	-	-	-	-	109,017	105,938	105,273
Grants	6,358	9,746	6,000	-	200,000	-	-	-	-
Charges for Services/Utility Fees	716,481	717,555	880,014	10,141	3,000	10,000	177,983	123,557	129,431
Fines & Forfeitures	38,955	48,166	48,500	-	-	-	-	-	-
Interest Revenue	75,346	66,800	76,800	26,917	27,500	35,000	14,784	12,899	15,000
Miscellaneous Revenue	189,223	210,919	189,293	755	1,316	1,316	638	384	384
Debt/Lease Proceeds	280,300	128,200	315,087	-	-	-	37,500	375,700	68,470
Non-revenue loan proceeds/fund balance	-	-	144,402	-	-	1,113,830	-	-	295,000
<b>Total Revenues</b>	<b>10,682,240</b>	<b>12,638,794</b>	<b>10,952,996</b>	<b>3,385,670</b>	<b>3,837,748</b>	<b>4,975,737</b>	<b>1,881,704</b>	<b>2,166,059</b>	<b>2,108,893</b>
<b>EXPENSES:</b>									
City Hall/City Clerk									
Mayor and Commission	246,926	243,293	272,374	-	-	-	-	-	-
City Clerk	2,025,615	2,159,030	2,314,185	-	-	-	-	-	-
Information Technology	360,561	461,864	479,996	-	-	-	-	-	-
City Attorney	245,943	286,682	266,247	-	-	-	-	-	-
Finance	610,866	676,803	684,634	-	-	-	-	-	-
Human Resources	170,647	178,981	203,193	-	-	-	-	-	-
Events and Facilities	136,809	161,619	171,503	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	4,170,044	4,182,899	4,465,405	-	-	-	-	-	-
Public Works									
Public Works Administration	538,936	526,640	715,749	-	-	-	-	-	-
Code Enforcement	103,295	185,917	225,049	-	-	-	-	-	-
Planning	162,048	211,389	221,284	-	-	-	-	-	-
Fleet Management	226,177	208,760	227,418	-	-	-	-	-	-
Parks and Recreation	514,178	591,152	640,200	-	-	-	-	-	-
Building Department	214,859	253,572	352,049	-	-	-	-	-	-
Grants - Non-Capital	2,983	12,714	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	664,664	1,509,193	1,189,255
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency									
Capital	425,606	1,716,394	381,238	1,682,269	2,088,908	2,624,554	-	-	-
Debt Service	280,982	297,409	313,199	253,690	279,139	269,750	513,195	302,480	314,517
<b>TOTAL FUND EXPENDITURES</b>	<b>10,436,475</b>	<b>12,355,118</b>	<b>11,933,723</b>	<b>2,125,452</b>	<b>5,320,899</b>	<b>4,896,083</b>	<b>1,217,253</b>	<b>2,187,811</b>	<b>1,572,242</b>
<b>Excess Revenues Over(Under) Expenditures</b>	<b>245,765</b>	<b>283,676</b>	<b>(980,727)</b>	<b>1,260,218</b>	<b>(1,483,151)</b>	<b>79,654</b>	<b>664,451</b>	<b>(21,752)</b>	<b>536,651</b>
Transfers In	1,066,841	1,030,111	1,161,969	179,875	142,249	-	-	-	-
Transfers out	(149,983)	(172,404)	(181,242)	(38,132)	39,317	(79,654)	(513,195)	(399,576)	(536,651)
<b>TOTAL OTHER SOURCES(USES)</b>	<b>916,858</b>	<b>857,707</b>	<b>980,727</b>	<b>141,743</b>	<b>181,566</b>	<b>(79,654)</b>	<b>(513,195)</b>	<b>(399,576)</b>	<b>(536,651)</b>
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)</b>	<b>1,162,623</b>	<b>1,141,383</b>	<b>-</b>	<b>1,401,961</b>	<b>(1,301,585)</b>	<b>-</b>	<b>151,256</b>	<b>(421,328)</b>	<b>-</b>
Conversion to full accrual	-	-	(144,402)	-	-	(1,113,830)	-	-	(295,000)
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)</b>	<b>1,162,623</b>	<b>1,141,383</b>	<b>(144,402)</b>	<b>1,401,961</b>	<b>(1,301,585)</b>	<b>(1,113,830)</b>	<b>151,256</b>	<b>(421,328)</b>	<b>(295,000)</b>
Fund Balance, Beginning of Year	8,206,680	9,369,303	10,510,686	1,050,788	2,452,749	1,072,530	1,418,526	1,823,666	1,402,338
<b>Fund Balance, End of Year</b>	<b>9,369,303</b>	<b>10,510,686</b>	<b>10,366,284</b>	<b>2,452,749</b>	<b>1,151,164</b>	<b>(41,300)</b>	<b>1,569,782</b>	<b>1,402,338</b>	<b>1,107,338</b>
Change of Fund Balance/Net Position	14.17%	12.18%	-1.37%	133.42%	-53.07%	-207.70%	10.66%	-23.10%	-42.07%

NOTE: Fund Balance, Beginning of Year for 2019 Adopted Budget is based on the projected revenues and expenses from fiscal year 2018.





**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**ALL FUNDS SUMMARY (Continued)**

	GOVERNMENTAL FUNDS (Continued)								
	Capital Projects Fund			Joint Capital Projects Fund			Total Governmental Funds		
	2017 Actual	2018 Estimated Actual	2019 Adopted Budget	2017 Actual	2018 Estimated Actual	2019 Adopted Budget	2017 Actual	2018 Estimated Actual	2019 Adopted Budget
<b>REVENUES:</b>									
Property Taxes	-	-	-	-	-	-	7,744,097	8,276,789	8,696,178
Sales Taxes	-	-	-	-	-	-	1,648,177	3,042,000	1,034,416
Utility Service Taxes	-	-	-	-	-	-	1,143,031	1,162,500	1,166,274
Motor Fuel Taxes	-	-	-	-	-	-	1,482,971	1,486,338	1,506,835
Other Taxes	-	-	-	-	-	-	844,339	829,403	818,083
Permits, Fees and Assessments	-	-	-	-	-	-	1,293,917	1,571,751	1,382,040
Impact Fees	-	-	-	-	-	-	108,684	242,140	-
Intergovernmental Revenue	-	-	-	-	-	-	109,017	105,938	105,273
Grants	12,496	250,390	150,000	207,500	52,191	-	226,354	512,327	156,000
Charges for Services/Utility Fees	-	-	-	-	-	-	904,605	844,112	1,019,445
Fines & Forfeitures	-	-	-	-	-	-	38,955	48,166	48,500
Interest Revenue	-	-	-	-	-	-	117,047	107,199	126,800
Miscellaneous Revenue	-	-	-	-	-	-	190,616	212,619	190,993
Debt/Lease Proceeds	-	-	-	-	-	-	317,800	503,900	383,557
Non-revenue loan proceeds/fund balance	-	-	802,499	-	-	-	-	-	2,355,731
<b>Total Revenues</b>	<b>12,496</b>	<b>250,390</b>	<b>952,499</b>	<b>207,500</b>	<b>52,191</b>	<b>-</b>	<b>16,169,610</b>	<b>18,945,182</b>	<b>18,990,125</b>
<b>EXPENSES:</b>									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	246,926	243,293	272,374
City Clerk	-	-	-	-	-	-	2,025,615	2,159,030	2,314,185
Information Technology	-	-	-	-	-	-	360,561	461,864	479,996
City Attorney	-	-	-	-	-	-	245,943	286,682	266,247
Finance	-	-	-	-	-	-	610,866	676,803	684,634
Human Resources	-	-	-	-	-	-	170,647	178,981	203,193
Events and Facilities	-	-	-	-	-	-	136,809	161,619	171,503
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	-	-	-	-	-	-	4,170,044	4,182,899	4,465,405
Public Works									
Public Works Administration	-	-	-	-	-	-	538,936	526,640	715,749
Code Enforcement	-	-	-	-	-	-	103,295	185,917	225,049
Planning	-	-	-	-	-	-	162,048	211,389	221,284
Fleet Management	-	-	-	-	-	-	226,177	208,760	227,418
Parks and Recreation	-	-	-	-	-	-	514,178	591,152	640,200
Building Department	-	-	-	-	-	-	214,859	253,572	352,049
Grants - Non-Capital	-	-	-	-	-	-	2,983	12,714	-
Streets	-	-	-	-	-	-	664,664	1,509,193	1,189,255
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	-	-	-	1,682,269	2,088,908	2,624,554
Capital	36,024	303,193	981,750	1,300,798	148,678	-	1,991,315	5,497,255	3,433,237
Debt Service	17,133	-	-	-	-	-	1,065,000	879,028	897,466
<b>TOTAL FUND EXPENDITURES</b>	<b>53,157</b>	<b>303,193</b>	<b>981,750</b>	<b>1,300,798</b>	<b>148,678</b>	<b>-</b>	<b>15,133,135</b>	<b>20,315,699</b>	<b>19,383,798</b>
<b>Excess Revenues Over(Under) Expenditures</b>	<b>(40,661)</b>	<b>(52,803)</b>	<b>(29,251)</b>	<b>(1,093,298)</b>	<b>(96,487)</b>	<b>-</b>	<b>1,036,475</b>	<b>(1,370,517)</b>	<b>(393,673)</b>
Transfers In	246,404	225,000	29,251	-	-	-	1,493,120	1,397,360	1,191,220
Transfers out	-	-	-	(179,875)	(142,249)	-	(881,185)	(674,912)	(797,547)
<b>TOTAL OTHER SOURCES(USES)</b>	<b>246,404</b>	<b>225,000</b>	<b>29,251</b>	<b>(179,875)</b>	<b>(142,249)</b>	<b>-</b>	<b>611,935</b>	<b>722,448</b>	<b>393,673</b>
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)</b>	<b>205,743</b>	<b>172,197</b>	<b>-</b>	<b>(1,273,173)</b>	<b>(238,736)</b>	<b>-</b>	<b>1,648,410</b>	<b>(648,069)</b>	<b>-</b>
Conversion to full accrual	-	-	(802,499)	-	-	-	-	-	(2,355,731)
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)</b>	<b>205,743</b>	<b>172,197</b>	<b>(802,499)</b>	<b>(1,273,173)</b>	<b>(238,736)</b>	<b>-</b>	<b>1,648,410</b>	<b>(648,069)</b>	<b>(2,355,731)</b>
Fund Balance, Beginning of Year	553,506	759,249	931,446	1,493,535	220,362	(18,374)	12,723,036	14,625,330	13,898,627
<b>Fund Balance, End of Year</b>	<b>759,249</b>	<b>931,446</b>	<b>128,947</b>	<b>220,362</b>	<b>(18,374)</b>	<b>(18,374)</b>	<b>14,371,446</b>	<b>13,977,261</b>	<b>11,542,896</b>
	37.17%	22.68%	-172.31%	-85.25%	-108.34%	0.00%	12.96%	-4.43%	-33.90%

NOTE: Fund Balance, Beginning of Year for 2019 Adopted Budget is based on the projected revenues and expenses from fiscal year 2018.



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**ALL FUNDS SUMMARY**

	ENTERPRISE FUNDS								
	Solid Waste Fund			Water and Sewer Fund			Stormwater Fund		
	2017 Actual	2018 Estimated Actual	2019 Adopted Budget	2017 Actual	2018 Estimated Actual	2019 Adopted Budget	2017 Actual	2018 Estimated Actual	2019 Adopted Budget
<b>REVENUES:</b>									
Property Taxes	-	-	-	-	-	-	-	-	-
Sales Taxes	-	-	-	-	-	-	-	-	-
Utility Service Taxes	-	-	-	-	-	-	-	-	-
Motor Fuel Taxes	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-
Permits, Fees and Assessments	220,002	220,713	235,018	-	-	-	-	-	-
Impact Fees	-	-	-	50,025	121,502	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	404,520	4,937,428	-	-	-
Charges for Services/Utility Fees	1,901,542	1,885,949	1,997,581	7,096,932	7,382,075	7,345,243	778,640	792,000	775,000
Fines & Forfeitures	-	-	-	-	-	-	-	-	-
Interest Revenue	6,620	5,000	7,500	52,616	50,035	55,000	3,008	2,500	2,000
Miscellaneous Revenue	30,143	30,512	30,000	116,646	190,019	4,116	338	342	-
Debt/Lease Proceeds	-	-	-	-	-	-	-	-	-
Non-revenue loan proceeds/fund balance	-	-	-	-	-	2,979,436	-	-	111,550
<b>Total Revenues</b>	<b>2,158,307</b>	<b>2,142,174</b>	<b>2,270,099</b>	<b>7,316,219</b>	<b>8,148,151</b>	<b>15,321,223</b>	<b>781,986</b>	<b>794,842</b>	<b>888,550</b>
<b>EXPENSES:</b>									
City Hall/City Clerk	-	-	-	-	-	-	-	-	-
Mayor and Commission	-	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-	-
Events and Facilities	-	-	-	-	-	-	-	-	-
Customer Service	-	-	-	372,216	428,068	450,767	-	-	-
Police Department	-	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-	-	-
Public Works Administration	-	-	-	-	-	-	-	-	-
Code Enforcement	-	-	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-	-	-
Fleet Management	-	-	-	-	-	-	-	-	-
Parks and Recreation	-	-	-	-	-	-	-	-	-
Building Department	-	-	-	-	-	-	-	-	-
Grants - Non-Capital	-	-	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	-	-	-
Solid Waste	2,001,143	2,402,943	2,173,777	-	-	-	-	-	-
Cross Connect	-	-	-	94,121	188,943	184,210	-	-	-
Water Department	-	-	-	1,856,051	2,000,054	1,758,865	-	-	-
Sewer Department	-	-	-	752,037	923,773	712,395	-	-	-
WWTP	-	-	-	1,840,350	1,913,578	1,870,652	-	-	-
Stormwater Department	-	-	-	-	-	-	462,897	522,055	371,373
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	-	-	-	-	-	-
Capital	-	-	3,000	919,268	794,423	8,759,042	66,658	56,539	401,550
Debt Service	-	-	8,724	911,006	918,120	923,577	459,475	479,739	485,478
<b>TOTAL FUND EXPENDITURES</b>	<b>2,001,143</b>	<b>2,402,943</b>	<b>2,185,501</b>	<b>6,745,049</b>	<b>7,166,959</b>	<b>14,659,508</b>	<b>989,030</b>	<b>1,058,333</b>	<b>1,258,401</b>
<b>Excess Revenues Over(Under) Expenditures</b>	<b>157,164</b>	<b>(260,769)</b>	<b>84,598</b>	<b>571,170</b>	<b>981,192</b>	<b>661,715</b>	<b>(207,044)</b>	<b>(263,491)</b>	<b>(369,851)</b>
Transfers In	-	-	-	-	-	-	262,333	186,000	498,193
Transfers out	(73,748)	(66,286)	(75,228)	(643,439)	(611,685)	(661,715)	(128,408)	(124,056)	(128,174)
<b>TOTAL OTHER SOURCES(USES)</b>	<b>(73,748)</b>	<b>(66,286)</b>	<b>(75,228)</b>	<b>(643,439)</b>	<b>(611,685)</b>	<b>(661,715)</b>	<b>133,925</b>	<b>61,944</b>	<b>370,019</b>
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)</b>	<b>83,416</b>	<b>(327,055)</b>	<b>9,370</b>	<b>(72,269)</b>	<b>369,507</b>	<b>-</b>	<b>(73,119)</b>	<b>(201,547)</b>	<b>168</b>
Conversion to full accrual	-	(45,035)	(11,032)	(1,608,501)	(1,486,429)	(6,485,399)	(429,139)	(439,204)	(685,336)
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)</b>	<b>83,416</b>	<b>(372,090)</b>	<b>(1,662)</b>	<b>1,536,232</b>	<b>1,855,936</b>	<b>6,485,399</b>	<b>356,020</b>	<b>237,657</b>	<b>685,504</b>
Fund Balance, Beginning of Year	573,835	657,251	375,231	17,092,724	18,628,956	20,484,892	4,686,251	5,042,271	5,279,928
<b>Fund Balance, End of Year</b>	<b>657,251</b>	<b>285,161</b>	<b>373,569</b>	<b>18,628,956</b>	<b>20,484,892</b>	<b>26,970,291</b>	<b>5,042,271</b>	<b>5,279,928</b>	<b>5,965,432</b>
	14.54%	-56.61%	-0.44%	8.99%	9.96%	17.11%	7.60%	4.71%	10.87%

NOTE: Fund Balance, Beginning of Year for 2019 Adopted Budget is based on the projected revenues and expenses from fiscal year 2018.



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**ALL FUNDS SUMMARY**

	ENTERPRISE FUNDS (Continued)								
	Reuse Fund			Total Enterprise Funds			Total All Funds		
	2017 Actual	2018 Estimated Actual	2019 Adopted Budget	2017 Actual	2018 Estimated Actual	2019 Adopted Budget	2017 Actual	2018 Estimated Actual	2019 Adopted Budget
<b>REVENUES:</b>									
Property Taxes	-	-	-	-	-	-	7,744,097	8,276,789	8,696,178
Sales Taxes	-	-	-	-	-	-	1,648,177	3,042,000	1,034,416
Utility Service Taxes	-	-	-	-	-	-	1,143,031	1,162,500	1,166,274
Motor Fuel Taxes	-	-	-	-	-	-	1,482,971	1,486,338	1,506,835
Other Taxes	-	-	-	-	-	-	844,339	829,403	818,083
Permits, Fees and Assessments	-	-	-	220,002	220,713	235,018	1,513,919	1,792,464	1,617,058
Impact Fees	-	-	-	50,025	121,502	-	158,709	363,642	-
Intergovernmental Revenue	-	405	-	-	405	-	109,017	106,343	105,273
Grants	-	-	-	-	404,520	4,937,428	226,354	916,847	5,093,428
Charges for Services/Utility Fees	409,888	430,986	430,986	10,187,002	10,491,010	10,548,810	11,091,607	11,335,122	11,568,255
Fines & Forfeitures	-	-	-	-	-	-	38,955	48,166	48,500
Interest Revenue	6,706	5,000	5,000	68,950	62,535	69,500	185,997	169,734	196,300
Miscellaneous Revenue	344,101	-	-	491,228	220,873	34,116	681,844	433,492	225,109
Debt/Lease Proceeds	-	-	-	-	-	-	317,800	503,900	383,557
Non-revenue loan proceeds/fund balance	-	-	579,467	-	-	3,670,453	-	-	6,026,184
<b>Total Revenues</b>	<b>760,695</b>	<b>436,391</b>	<b>1,015,453</b>	<b>11,017,207</b>	<b>11,521,558</b>	<b>19,495,325</b>	<b>27,186,817</b>	<b>30,466,740</b>	<b>38,485,450</b>
<b>EXPENSES:</b>									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	246,926	243,293	272,374
City Clerk	-	-	-	-	-	-	2,025,615	2,159,030	2,314,185
Information Technology	-	-	-	-	-	-	360,561	461,864	479,996
City Attorney	-	-	-	-	-	-	245,943	286,682	266,247
Finance	-	-	-	-	-	-	610,866	676,803	684,634
Human Resources	-	-	-	-	-	-	170,647	178,981	203,193
Events and Facilities	-	-	-	-	-	-	136,809	161,619	171,503
Customer Service	-	-	-	372,216	428,068	450,767	372,216	428,068	450,767
Police Department	-	-	-	-	-	-	4,170,044	4,182,899	4,465,405
Public Works									
Public Works Administration	-	-	-	-	-	-	538,936	526,640	715,749
Code Enforcement	-	-	-	-	-	-	103,295	185,917	225,049
Planning	-	-	-	-	-	-	162,048	211,389	221,284
Fleet Management	-	-	-	-	-	-	226,177	208,760	227,418
Parks and Recreation	-	-	-	-	-	-	514,178	591,152	640,200
Building Department	-	-	-	-	-	-	214,859	253,572	352,049
Grants - Non-Capital	-	-	-	-	-	-	2,983	12,714	-
Streets	-	-	-	-	-	-	664,664	1,509,193	1,189,255
Solid Waste	-	-	-	2,001,143	2,402,943	2,173,777	2,001,143	2,402,943	2,173,777
Cross Connect	-	-	-	94,121	188,943	184,210	94,121	188,943	184,210
Water Department	-	-	-	1,856,051	2,000,054	1,758,865	1,856,051	2,000,054	1,758,865
Sewer Department	-	-	-	752,037	923,773	712,395	752,037	923,773	712,395
WWTP	-	-	-	1,840,350	1,913,578	1,870,652	1,840,350	1,913,578	1,870,652
Stormwater Department	-	-	-	462,897	522,055	371,373	462,897	522,055	371,373
Reuse Department	87,476	101,549	87,922	87,476	101,549	87,922	87,476	101,549	87,922
Community Redevelopment Agency	-	-	-	-	-	-	1,682,269	2,088,908	2,624,554
Capital	291,164	81,311	579,467	1,277,090	932,273	9,743,059	3,268,405	6,429,528	13,176,296
Debt Service	189,193	196,944	198,254	1,559,674	1,594,803	1,616,033	2,624,674	2,473,831	2,513,499
<b>TOTAL FUND EXPENDITURES</b>	<b>567,833</b>	<b>379,804</b>	<b>865,643</b>	<b>10,303,055</b>	<b>11,008,039</b>	<b>18,969,053</b>	<b>25,436,190</b>	<b>31,323,738</b>	<b>38,352,851</b>
<b>Excess Revenues Over(Under) Expenditures</b>	<b>192,862</b>	<b>56,587</b>	<b>149,810</b>	<b>714,152</b>	<b>513,519</b>	<b>526,272</b>	<b>1,750,627</b>	<b>(856,998)</b>	<b>132,599</b>
Transfers In	-	-	-	262,333	186,000	498,193	1,755,453	1,583,361	1,689,413
Transfers out	(28,673)	(27,787)	(26,749)	(874,268)	(829,814)	(891,866)	(1,755,453)	(1,504,727)	(1,689,413)
<b>TOTAL OTHER SOURCES(USES)</b>	<b>(28,673)</b>	<b>(27,787)</b>	<b>(26,749)</b>	<b>(611,935)</b>	<b>(643,814)</b>	<b>(393,673)</b>	<b>-</b>	<b>78,634</b>	<b>-</b>
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)</b>	<b>164,189</b>	<b>28,800</b>	<b>123,061</b>	<b>102,217</b>	<b>(130,295)</b>	<b>132,599</b>	<b>1,750,627</b>	<b>(778,364)</b>	<b>132,599</b>
Conversion to full accrual	(424,486)	(220,229)	(144,007)	(2,462,126)	(2,190,897)	(7,325,774)	(2,462,126)	(2,190,897)	(9,681,505)
<b>Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)</b>	<b>588,675</b>	<b>249,029</b>	<b>267,068</b>	<b>2,564,343</b>	<b>2,060,602</b>	<b>7,458,373</b>	<b>4,212,753</b>	<b>1,412,533</b>	<b>9,814,104</b>
Fund Balance, Beginning of Year	5,544,736	6,133,411	6,382,467	27,897,546	30,461,889	32,522,518	40,620,582	45,087,219	46,421,145
<b>Fund Balance, End of Year</b>	<b>6,133,411</b>	<b>6,382,440</b>	<b>6,649,535</b>	<b>30,461,889</b>	<b>32,522,491</b>	<b>39,980,891</b>	<b>44,833,335</b>	<b>46,499,752</b>	<b>56,235,249</b>
	10.62%	4.06%	-4.89%	9.19%	6.76%	11.65%	10.37%	3.13%	8.16%

NOTE: Fund Balance, Beginning of Year for 2019 Adopted Budget is based on the projected revenues and expenses from fiscal year 2018.



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“Do not go where the path may lead, go instead where there is no path and  
leave a trail.”

Ralph Waldo Emerson



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### Policies and Planning

#### Accounting Policies

- **Basis of Presentation**

The City's accounts are organized by funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for in separate self-balancing accounts which comprise its assets and other debits, liabilities, fund equities and other credits, revenues, and expenditures or expenses. Government resources are allocated to and for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds and account groups are reported by generic classification within the budget and other financial statements. The financial statements of the City of Palmetto are prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to governmental units. GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements.

- **Basis of Accounting**

Basis of accounting refers to the point revenues and expenditures are recognized in the accounts and relates to the timing of the measurements, regardless of the measurement focus applied. All governmental funds are accounted for using the modified accrual basis of accounting in both the financial statements and in budgeting. Their revenues are recognized in the period in which they become susceptible to accrual; i.e., when they become measurable and available to pay liabilities of the current period. Ad valorem taxes, special assessments, and charges for services are susceptible to accrual when collected in the current year or within 60 days subsequent to year-end; provided that amounts received pertain to billings through the fiscal year just ended. Intergovernmental revenues, which include state revenue sharing allotments, local government one-half cent sales tax, and county shared revenue, among other sources, are recorded in accordance with their legal or contractual requirements if collected in the current period or within 60 days after year-end. Interest is recorded when earned. Other miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on long-term debt which is recognized when due.

The enterprise funds are accounted for using the accrual basis of accounting in the financial statements but are budgeted using the modified accrual method of accounting to allow for capital expenses and debt service payments. All other revenues are recognized when earned and expenses are recognized when incurred. Unbilled utility service receivables are estimated and recorded at year-end. Fees collected in advance of the period to which they apply are recorded as deferred revenue.

Pension expenditure/expense for the defined contribution is recognized based on the required contribution under the terms of the plan and basis of accounting (modified accrual for governmental fund types and accrual for proprietary fund types).



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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- **Measurement Focus**

All governmental funds are accounted for on a spending or “financial flow” measurement focus-only current assets and current liabilities are generally included on their balance sheets. Their reported fund balance (net current assets) is considered a measure of “available spendable resources”. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

The enterprise funds are accounted for on the flow of economic resources measurement focus-all assets and all liabilities (whether current or noncurrent) associated with the activity are included on the balance sheet. The enterprise fund operating statement presents increases (revenues) and decreases (expenses) in the net total position.

- **Restricted, Committed and Assigned Fund Equity**

Restricted net assets are used to indicate that a portion of the fund balance/net assets is not available for expenditures or is legally segregated for a specific future use. Committed fund balance represents contractual obligations and is designated for a specific purpose determined by formal action of the governing body. Assigned fund balance indicates resources intended for utilization in a future period for a purpose of the fund.

- **Interfund Transactions**

During the course of normal operation, it is necessary for the City to enter into interfund transactions among its various funds. These transactions consist of one or more of the following types:

- Payments from a fund responsible for the expenditures or expenses to a fund that initially paid the cost to provide a service. These are often referred to in the City as allocations and are generally payments made to the General Fund for services provided by its cost centers to cost centers in other fund. (i.e. Finance, Human Resources, Information Technology, Fleet, Planning and Public Works Administration)
- Operating transfers in and out, as appropriate, for all interfund transactions that are shown as other financing sources or uses.
- All other outstanding balances between funds are reported as “due to/from other funds” or advances. This transaction type is commonly used by the City between its Trailer Park Trust fund and the General Fund for the interest earned by the investment and calculated as available to the General Fund for its use.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### **Financial Structure**

The City of Palmetto utilizes a fund structure, whereby a fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Funds are divided into various types according to the legal restrictions imposed upon them or by their uses. The following fund structure is contained in the budget:

- **Governmental Funds:** Governmental Funds are accounted for on a “spending” or “financial flow” measurement focus. Accordingly, the budgeted fund balances provide an indicator of available, spendable resources.
  - **General Fund** – The general fund of a government unit services as the primary reporting vehicle for current government operations including all general government, public safety and recreation functions of the City. The general fund accounts for all current financial resources not required by law to be accounted for in another fund. The general fund is included in the audited financial statements and is appropriated annually.
  - **Special Revenue Funds** – The special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Special revenue funds are included in the audited financial statements and are appropriated annually.
    - Community Redevelopment Agency (CRA) Fund – main revenue source is tax increment funds (TIF) monies from the City of Palmetto and Manatee County.
    - Road and Bridge Fund – main revenue source is gasoline taxes from Manatee County and the State of Florida.
  - **Capital Projects Funds** – Used to account for the acquisition and construction of major governmental capital facilities and infrastructure. The capital projects funds are appropriated annually.
    - Capital Improvement Plan (CIP) Fund – is funded from loan proceeds, fund balance transfers from general fund or road and bridge fund or grant monies awarded to the City.
    - Joint Capital Projects Fund – is funded primarily through CRA contributions and grant monies awarded to the City. Project funding may include City contributions when necessary.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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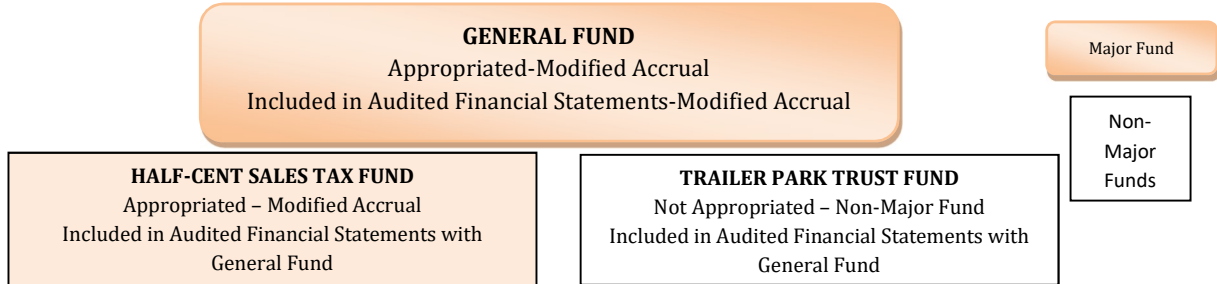
- **Proprietary Funds:** Proprietary Funds are accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, assets, liabilities, and net assets included on their balance sheet, and operating statements provide an indication of the economic net worth of the fund. Proprietary funds are reported on a full accrual basis of accounting but appropriated using the modified accrual method which includes budgeting for capital expenditures and debt service.
  - **Enterprise Funds** – The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Enterprise Funds included in the audited financial statements, budgeted annually and included in this document are:
    - Solid Waste Fund – accounts for the provision of garbage collection within the city.
    - Water and Sewer Fund – accounts for the provision of water, sewer and cross connection services to the city and certain surrounding areas.
    - Stormwater Fund – accounts for the operation of a stormwater utility to improve stormwater drainage throughout the City.
    - Reuse Fund – accounts for the operation of a reclaimed water utility (reuse) to provide reclaimed water for irrigation in parts of the City.
  
- **Funds not Budgeted**
  - **Agency Funds** – Proprietary Funds that account for providing insurance and payroll services to other City departments which record and report the expense to the city. Agency funds are not appropriated but are included in the audited financial statements. Agency funds are used to “pass through” revenues and costs for insurance and payroll and only report assets and liabilities in the financial statements.
  - **Trust Funds** – The City’s expenditures are recorded in the budgeted funds. These trust funds account for dollars held in trust to pay employee retirement benefits. These funds are not appropriated but are included in the audited financial statements and include:
    - Palmetto Police Officers’ Pension Plan – accounts for pension transactions for full time sworn law enforcement personnel.
    - Palmetto General Employees’ Pension Plan – accounts for pension transactions for all general employees of the City.





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**FUND STRUCTURE**  
**Governmental Funds**



**SPECIAL REVENUE FUNDS**

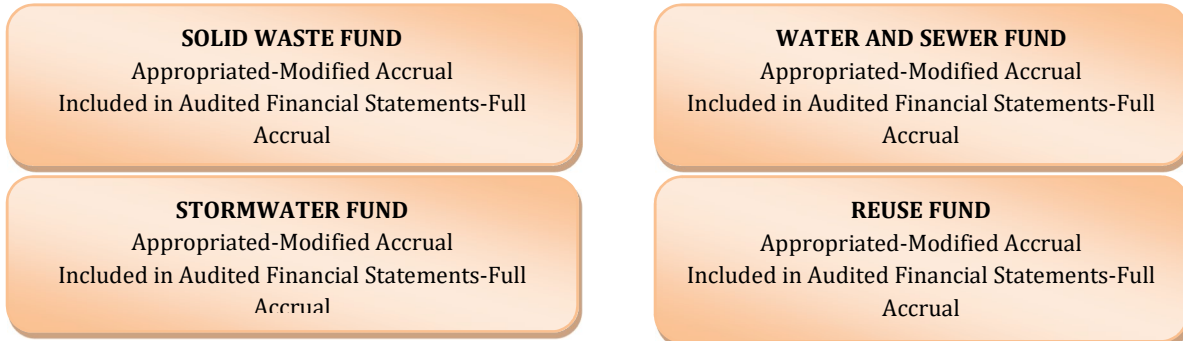


**CAPITAL PROJECTS FUNDS**



**Proprietary Funds**

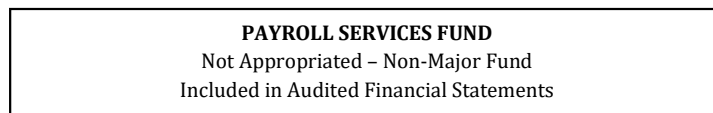
**ENTERPRISE FUNDS**



**FIDUCIARY FUNDS**



**AGENCY FUND**





CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

**FUND AND FUNCTION**

**Governmental Funds**

**Fund 001 - General Fund**

General Government

511 – Mayor and Commission  
512 – City Clerk  
514 – City Attorney  
515 – Finance  
516 – Human Resources

Public Safety

521 – Police  
523 – Code Enforcement  
543 – Planning  
524 – Building Department

Recreation

572 – Parks and recreation  
579 – Events and facilities

Intergovernmental Services

513 - Information technology  
540 – Public Works administration  
549 – Fleet management

**Fund 003 – Half-Cent Sales Tax – Subfund of General Fund**

XXX – Half-Cent Sales Tax

**Special Revenue Funds**

**Fund 190 – Community Redevelopment Agency (CRA)**

Intergovernmental Services - 559 – CRA

**Fund 307 – Road and Bridge Fund**

Highways and Streets - 541 – Road and Bridge

**Capital Projects Funds**

**Fund 301 – CIP Fund – Capital** – various cost centers beginning with 6XX

**Fund 390 – Joint Projects Fund – Capital** – various cost centers beginning with 8XX

**Enterprise Funds**

**Fund 403 – Solid Waste**

534 – Solid Waste

**Fund 440 – Stormwater**

538 – Stormwater

**Fund 460 – Reuse**

539 - Reuse

**Fund 432 – Water and Sewer**

532 – Cross Connect  
533 – Water Department  
535 – Sewer Department  
536 – Customer Service  
537 – Wastewater Treatment Plant



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### Financial Policies

#### • **Investment Policy**

Cash and investments of each fund, except certain investments are accounted for in pooled cash and investment account with each fund maintaining its proportionate equity in the pooled accounts. The use of a pooled cash and investment account enables the Commission to invest idle cash for short periods of time, thereby maximizing earnings potential. Income earned from this pooling of cash and investments is allocated to the respective funds based upon average monthly proportional balances.

The City will begin a banking relationship with SunTrust Bank through a contract which begins October 1, 2017 as a result of the Request for Quote process. The City entered into an agreement that provides an ECR rate at 0.80% and an interest rate of 0.50%. These rates will not go lower and are based on the Fed Funds Target rate minus 0.20% and 0.50% respectively. The contract is for an initial one year term with two, two-year extensions possible. The City renewed the contract utilizing the first of the two year extension. All funds are invested securely and a policy of CD laddering has been implemented and is being maintained. The City updated its investment policy during fiscal year 2016 to restructure the investment types allowed as well as requiring an Investment Advisor when investing in more complex investment types such as stocks, bonds, and agency funds. Currently, the City is limiting its investment activity to CD's, mutual funds and Local Government Investment Plans (LGIP).

#### • **Financial Reserve Policies**

Fund balance is defined as the unspent funds remaining from prior years that are available for the appropriation and expenditure in the current year, or simply the difference between assets and liabilities. It is recommended that usable fund balance should be a range of three to six months of current year's expense budget for emergency purposes.

With the implementation of GASB 54, usable fund balance is defined as unassigned fund balance in the governmental funds and unrestricted net position in the enterprise funds. Currently, the City is working to amend its fund balance policy to incorporate GASB 54 language and definitions and set guidelines to establish reserves for contingencies, stabilization and capital projects.

The Commission approved the City's current Fund Balance Policy to maintain adequate fund balances/net position and reserves in its various operating funds to provide the capacity to:

- Provide sufficient cash flow for daily financial needs,
- Offset significant economic downturns or revenue shortfalls,
- Provide funds for unforeseen expenditures related to emergencies

The policy establishes a minimum reserve of fund balance or net position in General Fund, special revenue, and proprietary fund types. These types of funds are to reserve fund balance/net position, not already reserved for another purpose, equal to three to six months of the current fiscal year expense budget. In the event that the unassigned fund balance or unrestricted net position exceeds these requirements, the excess



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

may be utilized for any lawful purpose with City Commission approval with the recommendation of utilizing the excess within the fund creating the excess. In recent years, it has been necessary to use this excess to fund portions of the Capital Improvement Program. This funding is further discussed in the Policies and Planning for Capital Improvements section of this book.

During the fiscal year 2019 budgeting process, City Commission approved the use of fund balance/net position as follows:

<b><u>Fund</u></b>	<b><u>Amount</u></b>	<b><u>Use of Fund Balance/Net Position</u></b>
General Fund		
	1,500	To fund the purchase of trees and landscaping plants from the reserve.
	47,500	To fund unusual items such as hurricane supplies, and insurance contingencies.
	66,151	To fund one-time expenditures for miscellaneous equipment
	<u>29,251</u>	To fund CIP projects
	<b>\$ 330,167</b>	<b>Total General Fund</b>
CRA Fund		
	<u>1,113,830</u>	Unused fund balance calculated and designated for projects.
	<b>\$1,113,830</b>	<b>Total CRA Fund</b>
Road and Bridge Fund		
	<u>290,000</u>	To fund Capital Projects from usable fund balance in excess of five months.
	<b>\$290,000</b>	<b>Total Road and Bridge Fund</b>
Capital Projects Fund		
	<u>802,499</u>	To fund Capital Projects from funds carried forward from previous years – Fund 301 – Capital Projects Fund
	<b>\$802,499</b>	<b>Total Capital Projects Fund</b>
Water and Sewer Fund		
	2,389,949	To fund CIP projects from funds carried forward from previous years
	<u>549,487</u>	To fund CIP projects from 2014 Loan proceeds.
	<b>\$2,939,436</b>	<b>Total Water and Sewer Fund</b>
Stormwater Fund		
	<u>111,500</u>	To fund CIP projects from funds carried forward from previous years
	<b>\$111,500</b>	<b>Total Stormwater Fund</b>
Reuse Fund		
	<u>579,467</u>	To fund CIP projects from funds carried forward from previous years
	<b>\$579,467</b>	<b>Total Reuse Fund</b>
	<b><u>\$3,705,142</u></b>	<b>Total Use of Fund Balance</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

In most cases, the amount of fund balance designated is from a reserve specifically for the cited purpose. In General Fund, City Commission approved the use of fund balance for unusual expenses that may, or may not, occur and would normally be funded from fund balance should they occur during the year. Commission also approved the use of fund balance for one-time purchases of non-financed capital equipment as well as other one-time expenditures. As in the case of CRA, state statutes require the budgeting of all available funds which includes available fund balance. Each year the unused portion of fund balance is calculated and budgeted for projects or other expenditures within the CRA Plan.

While the policy requires a three month minimum, as a general practice the City can use fund balance over five months of the fund's budgeted expenses to fund capital projects. It was determined that two funds had fund balance over five months available for 2019 capital projects – General Fund and the Road and Bridge Funds. Solid Waste, Water/Sewer and Reuse Funds exceeded the three month minimum, however, did not meet the five month level. The enterprise funds were projected net of the carry forward funds. These carry-forward funds consist of unspent revenue generated from the 2013 rate study that was designated for CIP use.

**Fund Balance/Net Position Levels**

<b>Fund/Reserve</b>	<b>FY2018 Unassigned Fund Balance / Unrestricted Net Position as projected (1)</b>	<b>1/12 of FY2019 Original Budgeted Expenses (2)</b>	<b># of Months of Unassigned Fund Balance/ Unrestricted Net Position</b>	<b>Amount over(under) 3 month minimum</b>	<b>Amount over(under) 4 month minimum</b>	<b>Amount over(under) 6 month maximum</b>
(3) General Fund	4,124,683	965,236	4.27	1,228,974	263,738	(1,666,735)
Road and Bridge	1,051,234	151,574	6.94	596,511	444,936	141,788
(4) Solid Waste	384,819	188,394	2.04	(180,363)	(368,757)	(745,546)
(5) Water/Sewer	2,434,518	562,390	4.33	747,348	184,958	(939,823)
Stormwater	(47,268)	82,085	(0.58)	(293,524)	(375,610)	(539,781)
(5) Reuse	96,142	26,077	3.69	17,911	(8,166)	(60,321)

- 
- (1) Amount is calculated using FY 2018 projected revenues and expenses as of 9/04/2018, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- 
- (2) Amount is calculated using FY2019 budget as of 9/04/2018. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- 
- (3) Unassigned Fund Balance is less than 5 months due to the purchase of the school board property.
- 
- (4) Unassigned Fund Balance is less than 3 months due to expense associated with Hurricane Irma. The estimate reimbursement from FEMA is \$284,000. This would add 1.39 months of unassigned fund balance with \$100,000 over
- 
- (5) Unassigned Fund Balance for these two funds is net of funding for Capital Improvement Projects funded in 2015 through 2017 and not spent in the year received and carried over into the current fiscal year.
- 

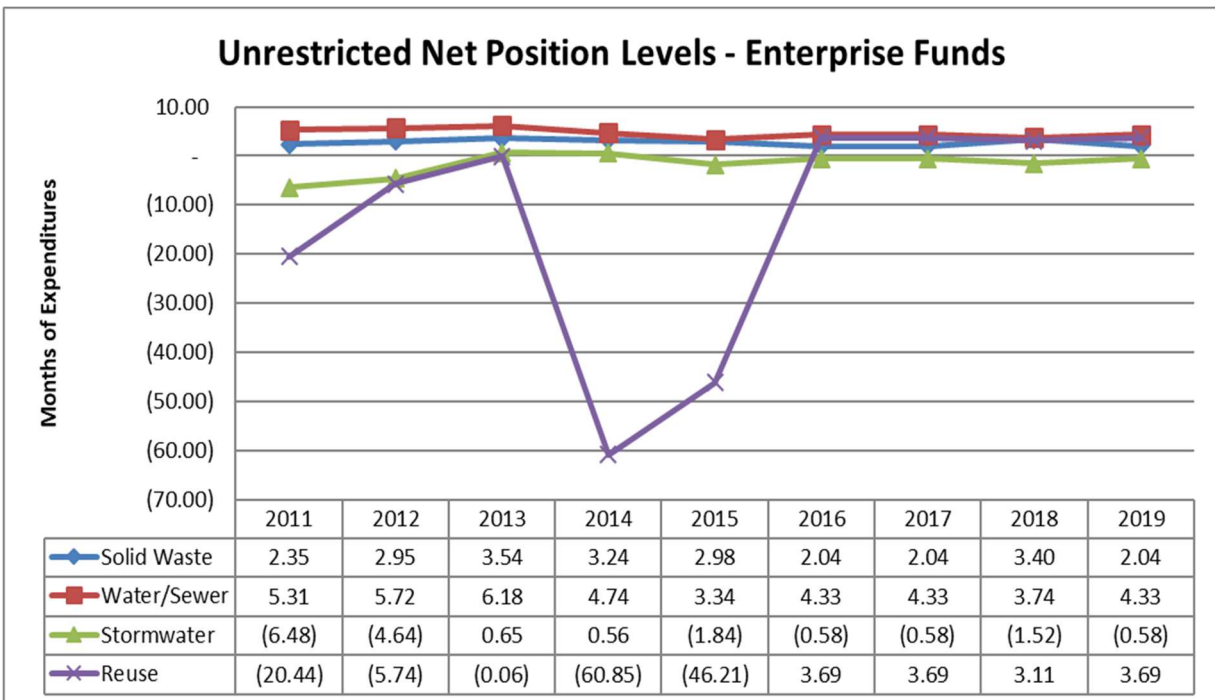
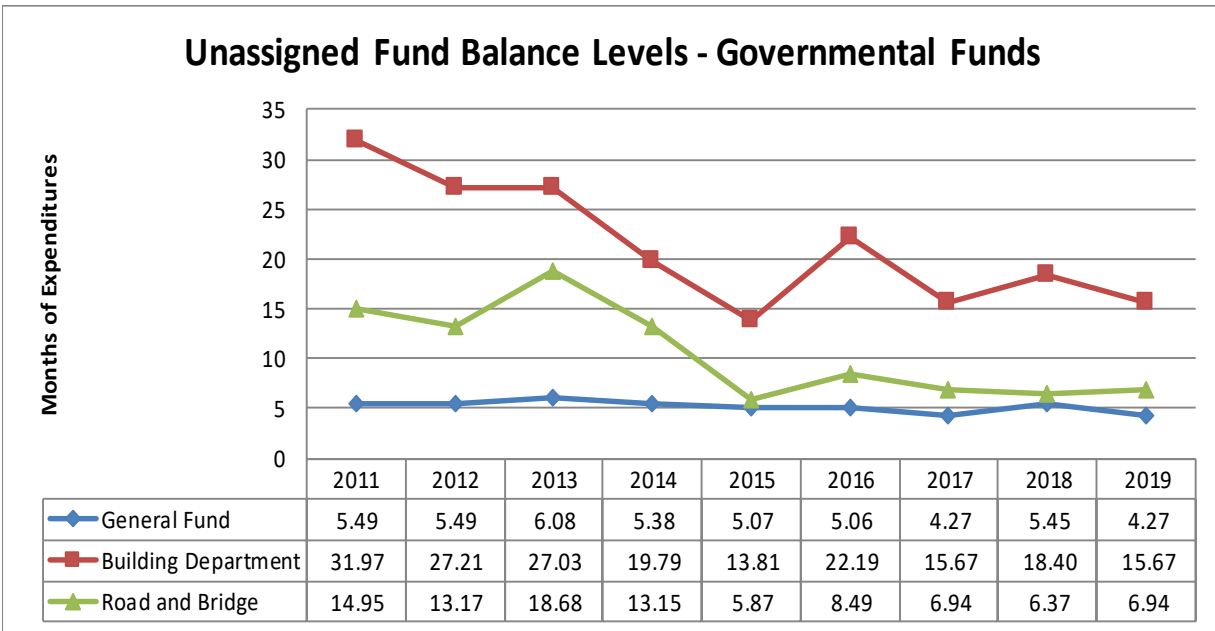
The Stormwater and Reuse funds have reported deficit net position for several years. An effort to get these funds in a positive position has been ongoing since 2005. While user fees were unchanged for all funds during the years between 2009 and 2014, rates were increased in 2014 for water, sewer and reuse only which improved the position of the Reuse Fund. The Reuse Fund is now projected to have 3.69 months of expenses however, the Stormwater Fund remains in a negative position. User fees for all utilities except solid waste is budgeted to be evaluated during fiscal year 2018/2019. For the Stormwater Fund, this rate study will be the



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

first since 2008 and will focus on bringing the fund to be self-supporting as well as clean up the negative cash in the fund. Efforts will continue until this fund is in a positive position and no longer needing subsidized.

**Trends of Unassigned/Unrestricted Fund Balance**



Charts demonstrating the levels of unassigned fund balance/unrestricted net position since fiscal year 2011.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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- **Operating Budget Policy**

The City adopts an annual operating budget, which is employed as a management control device, for the general governmental activities of the General Fund, Road and Bridge Fund, and the CRA Fund. Budget is also adopted for the business-type activities of the Enterprise Funds of Solid Waste, Water and Sewer, Stormwater and Reuse Funds.

In fiscal year 2011, The City adopted a Budget Policy as Resolution 2010-22 which defines the definition of a balanced budget, the basis of the City's budget, operating and capital budgeting, status of encumbrances at year end, and establishes the need for long and short-term planning measures, performance measures and forecasting. The policy also defines the guidelines for the use of fund balance and provides for the establishment of reserves for capital acquisitions using fund balance.

The City Commission is striving to develop long and short-term goals and objectives to give the City direction in remaining and enhancing its family-friendly, safe atmosphere desired by the Commission and the citizens. This process of developing these types of goals is somewhat foreign and new to the City, so the final product is evolving and being fine-tuned.

- **Basis of Budgeting**

The basis of budgeting is the method used to determine when revenues and expenditures are recognized for budgetary purposes. All funds are budgeted using generally accepted accounting principles (GAAP) which require recognition of transactions or events on a modified accrual basis of accounting. This basis of accounting recognized increases and decrease in financial resources only to the extent that they reflect near-term inflows or outflows of cash. In governmental funds, the modified accrual basis is used both for budgeting and reporting in the City's financial statements. This method includes budgeting for capital expenditures and debt service payments and represents the General Fund, CRA, Road and Bridge and Capital Projects funds. In the City's business-type activities, the modified accrual basis is also used for budgeting all expenditures including capital and debt service however, these funds are reported in the financial statements using full accrual accounting which does not report capital or principal debt service payments as expenses. The City's business-type activities are enterprise funds and include Solid Waste, Water and Sewer, Stormwater and Reuse funds.

- **Balanced Budgeting**

All funds subject to appropriations are required to balance. A balanced budget refers to a budget in which revenues, and all revenue sources, are equal to, or greater than, expenditures. These revenue sources would include any fund balance/net position used to fund approved expenditures. More generally, it refers to a budget that has no budget deficit, but could possibly have a budget surplus.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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- **Budgetary Control**

Management of the City is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is the departmental cost center level. The Finance Department monitors expenditures against cost center budgets to ensure that appropriations are not exceeded.

As a recipient of federal and state financial assistance, the City also is responsible for ensuring that an adequate internal control structure is in place to ensure compliance with applicable laws and regulations related to those programs. This internal control structure is subject to periodic evaluation by the Finance Department and the City's external auditors. Once this assistance reaches certain limits, the City is required to undergo an annual single audit in conformity with the provisions of the Single Audit Act of 1984 and U.S. Office of Management and Budget Circular A-128, Audits of State and Local Governments. As a part of the City's Single Audit, tests are made to determine the adequacy of the internal control structure, including that portion specifically related to federal financial assistance programs.

In addition, the City maintains budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the annual appropriated budget approved by City Commission. Activities of the general fund, special revenue funds, capital projects fund and enterprise funds are included in the annual appropriated budget. The City also maintains an encumbrance accounting system as one technique of accomplishing budgetary control. All expenditures for other than personal services are controlled by a procurement system, which encumbers purchase orders against budgets prior to issuance to the vendors. Purchase orders are not issued until appropriations are made available. Encumbrances outstanding at the end of the year are carried forward and re-encumbered in the next budget year. A budget resolution is approved by the City Commission to appropriate funds for these encumbrances which are funded by fund balance.

- **Budget Amendment Process**

The budget may be amended in two ways. Budget may be transferred between operational line items within a cost center. This is requested by the Department Head, reviewed by the Finance Department and approved by the City Clerk on a budget transfer form. Secondly, budget amendments, which increase expenditures or the spending level of individual departments, are requested by the City Clerk by resolution and approved by the City Commission at regular Commission meetings. Budget amendments are also required when appropriations for personnel budgets or interfund transfers are increased or decreased within a cost center.





## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### • Procurement Policy

The purpose of these purchasing regulations is to:

- Provide a uniform means of acquiring goods and services in a manner which protects the interests of taxpayers
- Ensures that qualified vendors have access to the municipal market on a fair and equitable basis
- Applies to all purchases of the City irrespective of the source of funding
- Provides guidelines to user departments

The Finance Department shall serve as the purchasing gateway to provide assistance and technical expertise in purchasing procedures, and to ascertain that user departments understand and comply with established budgetary, purchasing and accounting procedures for overall internal control. No City employee shall order goods or services without the required authorization funding and purchasing/financing documents.

Guidelines:

- Payment for the goods and services shall be made using a purchase order or a Check Request Form, unless the item is a capital asset. All purchases of capital assets require a purchase order. The procurement requirements shall not be artificially divided so as to constitute a small purchase.
- A purchase is considered to be a capital asset when the dollar amount is a unit cost of \$2,000 or greater and a useful life exceeding one year and will be capitalized per the useful life schedule. Assets with a unit cost between \$500 and \$2,000 will be tracked within the fixed asset system for security reasons but not capitalized.
- Small dollar purchases are purchases to one vendor of up to \$10,000 and require that budget be established for that purchase. Such materials, services and equipment shall be done through the computerized purchasing system. Quotes may be obtained if deemed appropriate by staff.
- Informal competitive quotes are required when purchasing items costing, in the aggregate, between \$10,000 and \$100,000. Three written quotes are required and the purchase is awarded to the lowest responsible and qualified vendor.
- All contracts for the procurement of goods and services costing, in the aggregate, in excess of \$100,000 shall be on the basis of sealed bids, proposals or quotes solicited through formal advertisement in a newspaper of local or area circulation.
- Local preference is given to vendors within the Palmetto city limits first and within Manatee County second.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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• **Capitalization Policy**

The Capitalization Policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets are budgeted using the modified accrual method of accounting but are reported in the business activities and government-wide financial statements using full accrual. Capital assets are defined by the government as assets with an initial, individual cost per the schedule below. Equipment and vehicles with an individual cost between \$500 and \$2,000 are tracked as sundry items only, and not recorded as capital assets or depreciated. Capital assets are recorded at historical cost or estimated historical cost if constructed. Capital expenditures are reported in greater detail Capital Improvement Section.

The Capitalization policy was modified to revise the useful life of Computer Equipment, Infrastructure and Infrastructure Equipment as noted below. Capital assets of the primary government are depreciated, using the straight-line method over the following estimated useful lives using these capitalization thresholds:

<u>Assets</u>	<u>Useful Life</u>	<u>Revised Useful Life</u>	<u>Threshold</u>
Buildings and building improvements	30 years	30 Years	\$20,000
Machinery and equipment			
Computer Equipment	7 years	4 years	\$ 2,000
Equipment and vehicles	7 years	7 years	\$ 2,000
Software	7 years	7 years	\$20,000
Infrastructure	50 years	40 years	\$20,000
Infrastructure Equipment	50 years	20 years	\$ 2,000

Donated capital assets are recorded at estimated fair value at the date of donation. The government reports infrastructure assets on a network and subsystem basis. Accordingly, the amounts spent for the construction or acquisition of infrastructure assets are capitalized and reported in the government-wide financial statements.

• **Debt Management Policy**

The City's Debt Management Policy was adopted in June, 2008. The policy establishes guidelines for the conditions for issuing debt, project life, type and management of debt and the restrictions on debt issuance, service and outstanding debt. While the City has no legal debt limits, it has generally chosen to limit its borrowing activities to bank qualified loans and capital leases at this time. This choice sets a limit of \$10,000,000 in financing activities per calendar year.

The City may incur debt to finance the construction or acquisition of infrastructure and other assets and equipment or to refinance existing debt for the purpose of meeting its governmental obligation to its residents. Such debt obligations are to be issued and administered in such fashion as to obtain the best long-term financial advantage to the City and its residents. Long term debt should:



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

1. Be financed for a period not to exceed the useful life of the asset being financed (minimum useful life of four years).
2. Not be used to fund the City's current operations; i.e. personnel, operating and/or debt service.
3. Be in the form of bank qualified loans, bonds or a capital leasing program as in the best interest the City.
4. Be tracked and evaluated annually.
5. Be maintained within the accepted benchmarks indicated by the table below.

The City plans financing activity during fiscal year 2019 for its capital lease (\$423,557) for equipment. In fiscal year 2018, the City secured a state funded State Revolving Fund (SRF) loan (\$4.4 million) for some CIP activities – EQ Tank distribution expansion at very low financing costs.

**Debt Ratios**

<b>Item # and Item Description</b>	<b>City Wide</b>	<b>Target Ratio</b>	<b>Governmental Funds*</b>	<b>Proprietary Funds</b>	<b>Total City</b>
1 Population	13,307				
2 Assessed taxable property value	851,616,557				
3 Personal income per capita	\$ 21,691				
4 Total Debt projected at 9/30/18			2,033,383	7,576,102	9,609,485
5 Total Revenue FY2019			14,051,449	15,824,872	29,876,321
6 Operating Expenses FY2019 **			12,549,607	6,856,288	19,405,895
7 Net Operating Income (Loss)			1,501,842	8,968,584	10,470,426
8 Debt Service FY2018			627,716	1,616,033	2,243,749
9 Net Debt Per Capita	#4 / #1	≤ \$900	153	569	722
10 Percentage of assessed taxable property value	#4 / #2	≤ 3%	0.24%	0.89%	1.13%
11 Net debt per capita as a percentage of income per capita	#10 / #3	≤ 5%	0.70%	2.62%	3.33%
12 Debt Service Coverage Ratio	#7 / #8	≥ 110%	239%	555%	467%

\* The debt policy does not include CRA, therefore information for Governmental Funds does not include CRA.

\*\* Operating Expenses do not include debt service payments in order to calculate the Debt Service Coverage Ratio

It is necessary to note that prior to fiscal year 2012, the city's population was estimated to be in excess of 14,000. However, during the 2010 Census, the population was determined to be 12,606 and is now estimated at 13,307 for the 2019 fiscal year. The Net Debt Per Capita for the total City has improved by 300 points. When applying for financing, the lending institution institutes its own calculation and considering the closeness of the ratios, the overall ratios are determined to be within acceptable limits. However, future financing should be reviewed at the individual fund level to determine feasibility.

• **Debt Service**

The City's Debt Policy allows for the funding of capital purchases through debt not to exceed the life of the asset being financed. The table below summarizes the City's debt and includes equipment items that will be financed through four year capital leases.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

The City will continue aggressively applying for all available grant funds and assessing available City funds for future pay-as-you-go projects to ensure the City's economic stability.

The City has a projected debt obligation of \$17,692,769 as of September 30, 2018 which is comprised of bank qualified loans, state revolving fund loans and capital leases.

The debt service budgeted for 2019 is illustrated in the following table by fund:

**Outstanding Debt and Debt Service**

<b>Loan</b>	<b>Original Loan Issued</b>	<b>Governmental Loan Balance as of September 30, 2018</b>	<b>Business type Loan Balance as of September 30, 2018</b>	<b>Total Principal Outstanding as of September 30, 2018</b>	<b>Fiscal Year 2019 Governmental Debt Service</b>	<b>Fiscal Year 2019 Business Type Debt Service</b>	<b>Total FY2019 Debt Service</b>
Stormwater SRF Loan	2,872,229	-	537,738	537,738	-	187,130	187,130
Reuse SRF Loan	134,200	-	21,482	21,482	-	5,130	5,130
2017 SRF Loan	4,500,000	-	4,500,000	4,500,000	-	-	-
2004 BOA Loan	4,300,000	226,403	804,697	1,031,100	48,124	170,632	218,756
2005 BOA Loan	6,500,000	613,541	2,469,851	3,083,392	107,287	431,467	538,754
2007 BOA Loan	5,337,000	514,933	2,537,630	3,052,563	71,181	350,541	421,722
2014 BB&T Loan	1,250,000	-	970,204	970,204	-	-	-
Reuse TPT Loan *	500,000	-	317,530	317,530	-	58,616	58,616
Capital Leases	3,332,812	678,506	970,204	1,648,710	350,444	280,870	631,314
<b>Existing City Debt</b>	<b>28,726,241</b>	<b>2,033,383</b>	<b>13,129,336</b>	<b>15,162,719</b>	<b>577,036</b>	<b>1,484,386</b>	<b>2,061,422</b>
CRA 2006 BOA Loan	4,395,000	1,977,750	-	1,977,750	269,752	-	269,752
<b>Existing CRA Debt</b>	<b>4,395,000</b>	<b>1,977,750</b>	<b>-</b>	<b>1,977,750</b>	<b>269,752</b>	<b>-</b>	<b>269,752</b>
<b>Total City-wide Debt</b>	<b>33,121,241</b>	<b>4,011,133</b>	<b>13,129,336</b>	<b>17,140,469</b>	<b>846,788</b>	<b>1,484,386</b>	<b>2,331,174</b>
<b>Proposed New Debt</b>							
2018 Capital Lease		317,800	234,500	552,300	50,680	27,726	78,406
<b>Total 2016 Debt</b>		<b>317,800</b>	<b>234,500</b>	<b>552,300</b>	<b>50,680</b>	<b>27,726</b>	<b>78,406</b>
<b>Total Existing and Proposed Debt</b>		<b>4,328,933</b>	<b>13,363,836</b>	<b>17,692,769</b>	<b>897,468</b>	<b>1,512,112</b>	<b>2,409,580</b>

\* Reuse TPT Loan is an internal advance of funds from the City's Trailer Park Trust for the completion of the ASR Well to be repaid in ten



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

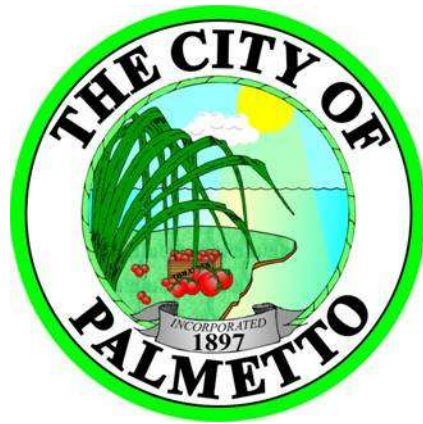
Fiscal Year 2019 Debt Service By Fund

Fund	Principal Payments	Interest Payments	Budgeted New Debt Service	Total Debt Service
General Fund	245,594	25,973	41,632	313,199
CRA	219,750	50,000	-	269,750
Road and Bridge	246,463	59,006	9,048	314,517
Total Governmental Funds	<u>711,807</u>	<u>134,979</u>	<u>50,680</u>	<u>897,466</u>
Solid Waste	8,032	692	-	8,724
Water and Sewer	698,267	217,784	27,726	943,777
Stormwater	395,336	90,142	-	485,478
Reuse	144,007	54,247	-	198,254
Total Business-Type Funds	<u>1,245,642</u>	<u>362,865</u>	<u>27,726</u>	<u>1,636,233</u>
<b>Total City-Wide Debt Service</b>	<b><u>1,957,449</u></b>	<b><u>497,844</u></b>	<b><u>78,406</u></b>	<b><u>2,533,699</u></b>



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it’s the only thing that ever has.”

Margaret Mead (1901-1978)  
US Cultural Anthropologist



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### Personnel Budget

The City values each one of its 147 employees. Without them, the City would not be able to provide the level of service to the citizens. The City's personnel expenses for fiscal year 2018 are \$8,596,398 and accounts for 28% of city-wide total operating budget not to include transfers out.

The budget contains funding for 147 positions; 124 full-time, 17 part-time and 6 elected officials of which 12 full-time and 3 part-time positions are vacant. This includes 2 new positions for the Building Department, 1 each for the Water, Sewer and Reuse Departments.

The Commission and Mayor's salaries and general employees received a 3% increase over FY 2018. The sworn officers renegotiated the PBA agreement and received the first and second year increase in FY2019 totaling \$176,730. Overall wage will increase from FY2018 to FY2019 is \$391,963.

Pension costs are loaded based on the actuarial report received in January of 2018. The rate for PD increased from 25.81% in FY2018 to 26.83%. General Employees' pension decreased from 24.47% to 22.42%.

#### Fiscal year 2019 Personnel Budget:

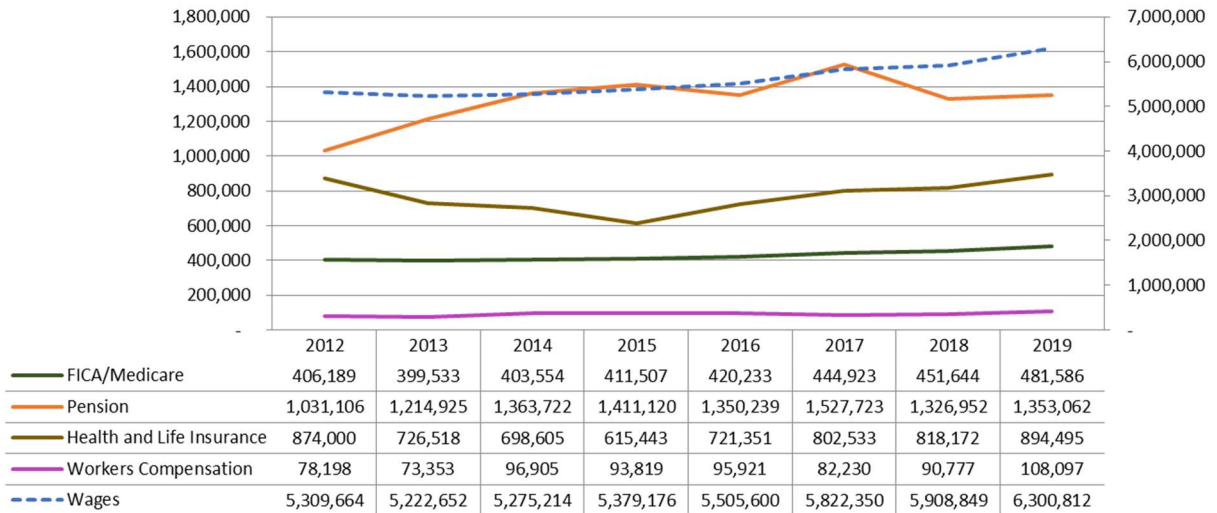
This fiscal year has brought a few benefits and challenges.

- Wages are up 6.64% from fiscal year 2018. This is the net effect of implementing the PBA Union Agreement, 3% increase, and five new positions.
- Pension costs are 21.5% of annual wages, which is 1% lower than fiscal year 2018 due to a decrease of 2.05% in the General Employee Pension rate. This is the fourth straight year for General Employees' pension rate decreases.
- Health insurance is 14% of annual wages, which is the same as fiscal year 2018. The overall increase in health insurance premium rates were held to 4.85%.

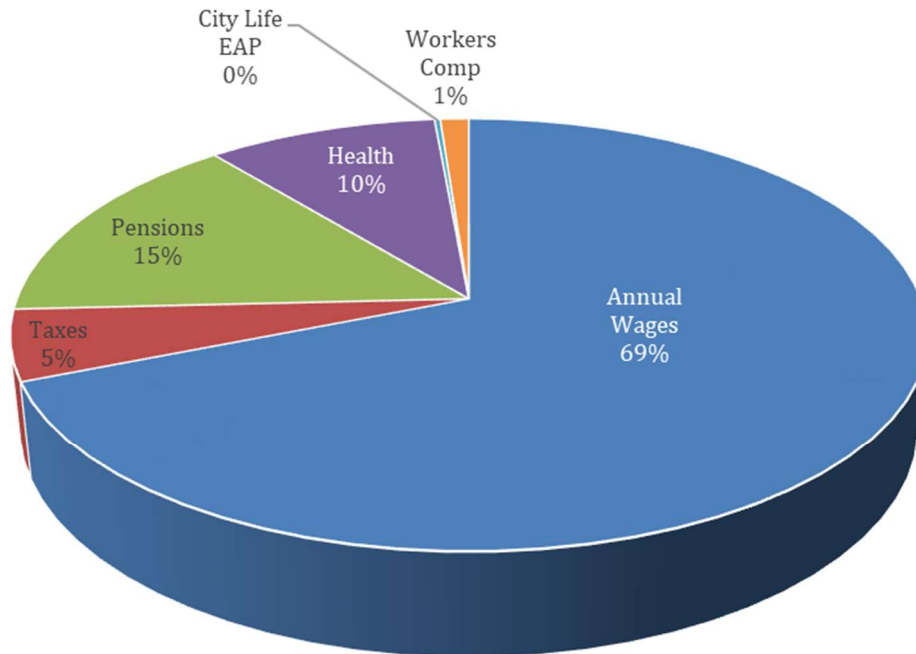


# CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

## History of Wages/Benefits - 2012-2019



## 2019 Personnel Cost







## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

### Personnel Cost for Fiscal Year 2018-2019

Breakdown by Department by Fund

Departments	Dept	Annual Wages	Taxes	Pensions	Health	City Life EAP	Workers Comp	Total Benefits	Total Cost
Mayor & Commission	511	187,733	13,414	9,939	11,440	389	231	35,412	223,145
City Clerk	512	155,134	11,867	34,781	18,424	548	204	65,825	220,959
Information Technologies	513	52,358	4,005	11,739	10,062	193	69	26,067	78,425
City Attorney	514	-	-	-	-	-	-	-	-
Finance	515	390,956	29,909	86,634	52,430	1,452	979	171,403	562,359
Human Resources	516	102,915	7,491	15,642	10,062	245	129	33,569	136,484
Events and Facilities	579	65,142	4,984	1,345	10,062	234	868	17,493	82,635
Police Department	521	2,663,153	204,492	636,700	362,527	8,834	50,898	1,263,451	3,926,604
Code Enforcement	523	128,467	9,828	28,802	11,440	500	1,712	52,282	180,749
Public Works Administration	540	401,311	30,739	67,184	43,633	1,440	3,409	146,404	547,715
Planning Department	543	114,111	8,729	25,584	18,424	415	150	53,302	167,413
Fleet Maintenance Department	549	127,084	9,722	28,492	23,830	478	2,634	65,156	192,240
Parks & Recreation Department	572	284,484	21,862	64,073	48,403	1,084	7,473	142,894	427,378
Building Department	524	95,113	7,276	14,856	11,440	302	125	34,000	129,113
<b>Total General Fund</b>		<b>4,767,959</b>	<b>364,318</b>	<b>1,025,772</b>	<b>632,176</b>	<b>16,113</b>	<b>68,882</b>	<b>2,107,258</b>	<b>6,875,217</b>
Community Redevelopment Agency	559	270,000	20,656	44,158	23,830	692	567	89,902	359,902
<b>Total CRA Fund</b>		<b>270,000</b>	<b>20,656</b>	<b>44,158</b>	<b>23,830</b>	<b>692</b>	<b>567</b>	<b>89,902</b>	<b>359,902</b>
Road & Bridge Department	541	165,434	12,656	37,090	32,942	621	9,859	93,168	258,602
<b>Total Road &amp; Bridge Department</b>		<b>165,434</b>	<b>12,656</b>	<b>37,090</b>	<b>32,942</b>	<b>621</b>	<b>9,859</b>	<b>93,168</b>	<b>258,602</b>
Solid Waste Department	534	108,889	8,330	24,413	17,160	417	1,451	51,772	160,661
<b>Total Solid Waste Fund</b>		<b>108,889</b>	<b>8,330</b>	<b>24,413</b>	<b>17,160</b>	<b>417</b>	<b>1,451</b>	<b>51,772</b>	<b>160,661</b>
Cross Connection Services	532	63,283	4,842	14,188	11,440	243	1,616	32,329	95,612
Water Services	533	196,971	15,069	44,161	35,270	725	5,031	100,256	297,227
Sewer Services	535	279,790	21,404	62,729	45,326	1,061	5,586	136,105	415,895
Utility Customer Service	536	225,328	17,239	50,519	46,275	863	1,804	116,699	342,027
Waste Water Treatment Plant	537	-	-	-	-	-	-	-	-
<b>Total Water/Sewer Fund</b>		<b>765,372</b>	<b>58,554</b>	<b>171,596</b>	<b>138,311</b>	<b>2,892</b>	<b>14,038</b>	<b>385,389</b>	<b>1,150,761</b>
Stormwater Services	538	180,886	13,838	40,555	22,880	668	10,780	88,720	269,606
<b>Total Stormwater Fund</b>		<b>180,886</b>	<b>13,838</b>	<b>40,555</b>	<b>22,880</b>	<b>668</b>	<b>10,780</b>	<b>88,720</b>	<b>269,606</b>
Reuse Services	539	42,271	3,234	9,477	5,720	71	2,519	21,021	63,292
<b>Total Reuse Fund</b>		<b>42,271</b>	<b>3,234</b>	<b>9,477</b>	<b>5,720</b>	<b>71</b>	<b>2,519</b>	<b>21,021</b>	<b>63,292</b>
<b>Grand Total</b>		<b>\$ 6,300,812</b>	<b>\$ 481,586</b>	<b>\$ 1,353,062</b>	<b>\$ 873,020</b>	<b>\$ 21,475</b>	<b>\$ 108,097</b>	<b>\$ 2,837,230</b>	<b>\$ 9,138,042</b>



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

### Personnel cost for Fiscal Year 2018-2019

FY2019 Payroll with 3% Adopted Increase - GE

	<u>All Employees Insurance</u>							Total Position Cost
	FY19 Annual Salary	Taxes	Pensions	Health	Life and EAP	Work Comp	Total Benefits	
<b>Breakdown by Fund</b>								
General Fund	4,672,846	357,042	1,010,916	620,736	15,811	68,757	2,073,258	6,746,104
Building Department	95,113	7,276	14,856	11,440	302	125	34,000	129,113
CRA	270,000	20,656	44,158	23,830	692	567	89,902	359,902
Road and Bridge	165,434	12,656	37,090	32,942	621	9,859	93,168	258,602
Solid Waste	108,889	8,330	24,413	17,160	417	1,451	51,772	160,661
Water & Sewer	765,372	58,554	171,596	138,311	2,892	14,038	385,389	1,150,761
Stormwater	180,886	13,838	40,555	22,880	668	10,780	88,720	269,606
Reuse	42,271	3,234	9,477	5,720	71	2,519	21,021	63,292
<b>Total Personnel Cost</b>	<b>6,300,812</b>	<b>481,586</b>	<b>1,353,062</b>	<b>873,020</b>	<b>21,475</b>	<b>108,097</b>	<b>2,837,230</b>	<b>9,138,042</b>

Breakdown by type	FY2018	FY2019	Increase (Decrease)
Total Wages	5,908,849	6,300,812	391,963
FICA		481,586	29,942
General Employee Pension Contribution	841,572	829,712	(11,860)
Police Department Pension Contribution	461,116	500,448	39,332
Non-pensioned Department Heads	24,268	22,902	(1,366)
Total Pension Contribution	1,326,955	1,353,062	26,107
Health Dental and Life Insurance	818,173	894,495	76,322
Workers Compensation	90,777	108,097	17,320
Total Benefits	2,687,549	2,837,239	149,690
<b>Total Cost of Payroll</b>	<b>8,596,398</b>	<b>9,138,051</b>	<b>541,653</b>

The personnel costs include:

All general employees and elected officials were given a 3% increase

Union (sworn officers) were increased on average by 8.8% with the adoption of the new union agreement

The Pension rate for PD increased from 25.81% in FY2018 to 26.83%. General Employees' pension decreased from 24.47% to 22.42%

The new rates for health insurance are 4.85% higher.

The Final personnel budgets include:

**Total Funded Positions**

Full Time Funded Positions	2
Part Time Funded Positions	0
Elected Officials	6
<b>Total Funded Positions</b>	<b>8</b>

**New Positions - Full Time Funded**

1-Permit Technician - Building	4
1-Service Worker II - Water	
1-Service Worker II - Sewer	
1-Service Worker I - Reuse	

**New Positions - Full Time Funded**

1-Building Inspector - Building	1
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**Vacant Positions - Full Time Funded**

**12**

- 1- Accounting Clerk - Finance
- 1-Dispatcher - PD
- 1-Police Officer – PD
- 1-Police Sergeant - PD
- 1-Code Enforcement Officer - CPIP/CRA
- 1-Deputy Director of PW – Public Works Admin
- 1-Service Worker II – Cross Connect
- 1-Service Worker I - Water
- 1-Crew Leader - Water
- 1-Equipment Operator - Stormwater
- 1-Service Worker I – Road & Bridge
- 1- Equipment Mechanic I - Fleet

**Vacant Positions - Part Time Funded**

**1**

- 2-Intern - PT (50 hrs - 13 weeks) - CRA
- 2-Intern - PT (50 hrs - 13 weeks) - CRA



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**HISTORY OF STAFFING LEVELS**

Position Title	Position Grade	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
* Part Time Positions (1) Title change with salary study FY2017						
<b>GENERAL FUND</b>						
<b>Mayor and Commission</b>						
Commissioner	N/A	5	5	5	5	5
Mayor	N/A	1	1	1	1	1
Total Elected Officials		6	6	6	6	6
(1) Executive Assistant to Mayor & Commission	113	1	1	1	1	1
Total Mayor and Commission - Full Time		1	1	1	1	1
Total Mayor and Commission		7	7	7	7	7
<b>City Clerk</b>						
Assistant City Clerk	114	1	1	1	1	1
City Clerk	126	1	1	1	1	1
Total City Clerk - Full Time		2	2	2	2	2
<b>Information Technology</b>						
IT Specialist	113	1	1	1	1	1
Total Information Technology - Full Time		1	1	1	1	1
<b>Finance</b>						
(1) Finance Director	124	1	1	1	1	1
Purchasing Agent	116	1	1	1	1	1
Warehouse Operator	106	1	1	1	1	1
Accountant I	112	0	0	1	1	1
Senior Accountant	117	0	0	0	0	1
(1) Purchasing Assistant	107	1	1	1	1	1
Junior Accountant	109	0	0	0	2	1
Accounting Clerk	106	0	0	0	0	1
Total Finance - Full Time		4	4	5	7	8
* Finance Director - Part Time						
Total Finance - Part Time		0	0	0	0	1
Total Finance Department		4	4	5	7	9
<b>Human Resources</b>						
Human Resources Administrator	122	1	1	1	1	1
Total Human Resources - Full Time		1	1	1	1	1
* Human Resources Coordinator - Part Time						
Total Human Resources - Part Time		0	0	1	1	1
Total Human Resources Department		1	1	2	2	2
<b>Events and Facilities</b>						
Special Projects/Events Coordinator	112	1	1	1	1	1
Total Information Technology - Full Time		1	1	1	1	1
<b>Police - Administration</b>						
Records Clerk	106	1	1	0	0	0
Records Clerk II	108	1	1	2	2	2
(1) Police Fleet/Inventory Specialist	107	0	0	1	1	1
Evidence Custodian	111	1	1	1	1	1
Dispatch Supervisor	115	1	1	1	1	1
Dispatcher I	109	6	6	6	6	7
Accreditation/Grants Coordinator	111	1	1	1	1	1
Victim Advocate	111	1	1	1	1	1
Total Police Administration - Full Time		12	12	13	13	14



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**HISTORY OF STAFFING LEVELS**

Position Title	Position Grade	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
* Part Time Positions (1) Title change with salary study FY2017						
* Crime Analyst - Part Time	107	1	1	1	1	1
* Maintenance Technical - Part Time	107	1	1	0	0	0
* Crossing Guards - Part Time	104C	7	7	7	6	6
Total Police Administration - Part Time		9	9	8	7	7
<b>Police - Sworn Officers</b>						
Chief of Police	127	1	1	1	1	1
Captain	123	0	2	2	2	2
Police Lieutenant	115	1	0	0	0	0
Police Sergeant	113SO	6	6	6	6	6
Corporal	111SO	5	5	5	5	4
Police Officer	110SO	21	20	20	20	21
Total Police - Sworn Officers - Full Time		34	34	34	34	34
* Sworn Officers - Part Time	110SO	2	2	2	2	2
Total Police - Sworn Officers - PartTime		2	2	2	2	2
Total Police Department - Full Time		46	46	47	47	48
Total Police Department - Part Time		11	11	10	9	9
Total Police Department		57	57	57	56	57
<b>Code Enforcement</b>						
Code Enforcement Officer	110	2	2	2	3	3
Total Code Enforcement - Full Time		2	2	2	3	3
<b>Public Works Administration</b>						
Public Work Director	126	1	1	1	1	1
Deputy Director of Public Works	124	1	1	1	1	1
(1) Public Works Coordinator	115	1	1	1	1	1
Sr GIS Analyst	117	0	1	1	1	1
GIS Analyst/Compliance Coordinator	114	1	1	1	1	1
Customer Service Representative I	106	1	1	1	1	1
Total Public Works Administration - Full Time		5	6	6	6	6
<b>Planning</b>						
Development Service Director (Title change FY2018)	124	1	1	1	1	1
Planning Analyst (Title change FY2018)	110	1	1	1	1	1
Total Planning Department - Full Time		2	2	2	2	2
<b>Fleet Management</b>						
Fleet Maintenance Supervisor	115	1	1	1	1	1
Equipment Mechanic II	110	1	1	1	1	0
Equipment Mechanic I	108	1	1	1	1	2
Total Fleet Management - Full Time		3	3	3	3	3
<b>Parks and Recreation</b>						
Parks Supervisor	115	1	0	1	1	1
(1) Crew Leader	109	1	1	1	1	1
Service Worker II	106	3	3	3	3	3
Service Worker I	104	3	3	3	3	3
Total Parks and Recreation - Full Time		8	7	8	8	8



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**HISTORY OF STAFFING LEVELS**

Position Title	Position Grade	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
* Part Time Positions (1) Title change with salary study FY2017						
<b>Building Department</b>						
Building Official	122	1	1	1	0	0
Building Inspector	112	1	1	1	0	0
Permit Technician I	107	1	1	1	1	2
Total Building Department - Full Time		3	3	3	1	2
* Building Inspector - PT	112	0	0	0	0	1
Total Building Department - Part Time		0	0	0	0	1
Total Building Department		3	3	3	1	3
Total General Fund - Elected Officials		6	6	6	6	6
Total General Fund - Full Time		78	79	82	83	86
Total General Fund - Part Time		11	11	11	10	12
Total General Fund		95	96	99	99	104
<b>CRA FUND</b>						
<b>Community Redevelopment Agency (CRA)</b>						
CRA Director	126	1	1	1	1	1
(1) Administrative Assistant	111	2	2	2	2	2
Total CRA - Full Time		3	3	3	3	3
* GIS Specialist - Part Time	112	1	0	0	0	0
* Strategic Plan Specialist - Part Time	103	1	1	0	0	1
* Student Intern	103	0	0	0	4	4
Total CRA - Part Time		2	1	0	4	5
Total CRA Fund		5	4	3	7	8
<b>ROAD AND BRIDGE FUND</b>						
<b>Streets Department</b>						
Sign Maintenance Tech	108	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker I	104	1	2	2	2	2
Service Worker II	106	0	1	1	1	1
Total Streets Department - Full Time		3	5	5	5	5
Total Road and Bridge Fund		3	5	5	5	5
<b>SOLID WASTE FUND</b>						
<b>Solid Waste Department</b>						
(1) Public Works Supervisor	115	1	1	1	1	1
Service Worker II	106	1	0	0	0	0
Service Worker I	104	0	1	1	1	1
Equipment Operator	107	0	0	1	1	1
Total Solid Waste Department and Fund - Full Time		2	2	3	3	3
<b>WATER AND SEWER FUND</b>						
<b>Cross Connect</b>						
Service Worker II	106	2	2	2	2	2
Total Cross Connect - Full Time		2	2	2	2	2
<b>Water Department</b>						
(1) Public Works Supervisor	115	1	1	1	1	1
(1) Crew Leader	109	1	1	1	1	1
Operator, Equipment	107	1	1	1	1	1
Service Worker I	104	1	1	1	1	1



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**HISTORY OF STAFFING LEVELS**

Position Title	Position Grade	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
* Part Time Positions						
(1) Title change with salary study FY2017						
Service Worker II	106	0	0	0	0	1
Total Water Department - Full Time		4	4	4	4	5
<b>Sewer Department</b>						
(1) Public Works Supervisor	115	1	1	1	1	1
(1) Crew Leader	109	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker II	106	1	1	1	1	2
Service Worker I	104	3	3	3	3	3
Total Sewer Department - Full Time		7	7	7	7	8
<b>Customer Service</b>						
Customer Service Supervisor	115	1	1	1	1	1
Customer Service Rep. II	107	1	1	1	1	1
Customer Service Rep. I	106	1	1	1	1	1
Customer Service Field	105	2	2	2	2	1
Customer Service Field II	107	0	0	0	0	1
Utility Billing Analyst	109	1	1	1	1	1
Total Customer Service - Full Time		6	6	6	6	6
Total Customer Service Department		6	6	6	6	6
Total Water and Sewer Fund - Full Time		19	19	19	19	21
Total Water and Sewer Fund		19	19	19	19	21
<b>STORMWATER FUND</b>						
<b>Stormwater</b>						
(1) Public Works Supervisor - 75% salary	115	1	0.75	0.75	0.75	0.75
(1) Crew Leader	109	1	1	1	1	1
Inmate Services Coordinator	107	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker I	104	1	1	1	1	1
Total Stormwater Department and Fund - Full Time		5	4.75	4.75	4.75	4.75
<b>REUSE FUND</b>						
<b>Reclaimed Water Department</b>						
(1) Public Works Supervisor - 25% salary	115	0	0.25	0.25	0.25	0.25
Service Worker I	104	0	0	0	0	1
Total Reuse Department and Fund - Full Time		0	0.25	0.25	0.25	1.25
<b>Total Elected Officials</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Total Full Time Employees</b>		<b>110</b>	<b>113</b>	<b>117</b>	<b>118</b>	<b>124</b>
<b>Total Part Time Employees</b>		<b>13</b>	<b>12</b>	<b>11</b>	<b>14</b>	<b>17</b>
<b>Total City Employees</b>		<b>129</b>	<b>131</b>	<b>134</b>	<b>138</b>	<b>147</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

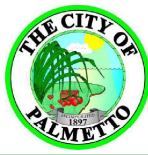
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**General Fund  
Fund #001**

The General Fund is the chief operating fund of the government and accounts for all resources not accounted for in another fund. It is the only fund required to be maintained by a government. The principal sources of revenues of the General Fund are property taxes, sales and use taxes, franchise and permit fees, and fine and forfeitures. The primary governmental functions occurring within this fund are general government operations that support the entire city. These operations include:

- Mayor and Commission – Cost Center 511
- City Clerk – Cost Center 512
- Information Technology – Cost Center 513
- City Attorney – Cost Center 514
- Finance – Cost Center 515
- Human Resources – Cost Center 516
- Events and Facilities – Cost Center 579
- Police Department – Cost Center 521
- Code Enforcement – Cost Center 523
- Building Department – Cost Center 524
- Public Works Administration – Cost Center 540
- Planning Department – Cost Center 543
- Fleet Services – Cost Center 549
- Parks and Recreation – Cost Center 572

The General Fund receives compensation from other funds in the form of transfers-in for services provided by Information Technology, Finance, Human Resources, Public Works Administration and Fleet Services. These cost centers provide support services city-wide and are allocated to the other funds by determining factors in each cost center. These factors include the number of employees, vehicles serviced, and the number of computer users in each cost center.



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**001 - GENERAL FUND**  
**Fund Summary**

Account	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 8,206,680	\$ 8,697,774	\$ 8,697,774	\$ 7,892,234	(9.3)%
<b>Revenues</b>					
Property Tax	4,396,240	4,671,351	4,670,857	4,880,587	4.5 %
Sales Taxes	1,016,169	1,045,547	1,042,000	1,034,416	(1.1)%
Utility Service Tax	1,143,031	1,187,993	1,162,500	1,166,274	(1.8)%
Motor Fuel Taxes	11,445	11,818	11,838	11,500	(2.7)%
Other Taxes	844,339	852,892	829,403	818,083	(4.1)%
Permits, Fees, Assessments	1,293,917	1,678,070	1,571,751	1,382,040	(17.6)%
Intergovernmental	6,358	18,726	19,746	6,000	(68.0)%
Fines and Forfeitures	38,955	63,538	49,166	48,500	(23.7)%
Charges for Services	716,481	735,857	717,630	880,014	19.6 %
Interest Revenue	58,512	51,941	56,800	76,800	47.9 %
Miscellaneous	166,536	213,261	210,930	189,293	(11.2)%
Impact Fees	38,428	186,062	169,059	-	(100.0)%
Transfers In	1,066,841	1,030,111	1,030,111	1,161,969	12.8 %
Debt/Lease Proceeds	280,300	129,345	128,200	315,087	143.6 %
Non-Revenue/Fund Balance	-	1,917,716	-	144,402	(92.5)%
<b>Total Revenues</b>	<b>11,077,552</b>	<b>13,794,228</b>	<b>11,669,991</b>	<b>12,114,965</b>	<b>(12.2)%</b>
<b>Expenses</b>					
Mayor and Commission	246,926	264,294	243,293	272,374	3.1 %
City Clerk	2,025,615	2,210,531	2,159,030	2,314,185	4.7 %
Information Technology	360,561	485,545	461,864	479,996	(1.1)%
City Attorney	245,943	284,490	286,682	266,247	(6.4)%
Finance	610,866	678,415	669,451	684,634	0.9 %
Human Resources	170,647	203,768	178,981	203,193	(0.3)%
Events and Facilities	136,809	172,414	161,619	171,503	(0.5)%
Police Department	4,170,044	4,311,663	4,182,899	4,465,405	3.6 %
Code Enforcement	103,295	158,379	185,917	225,049	42.1 %
Public Works Administration	538,936	647,812	526,640	715,749	10.5 %
Planning	162,048	223,811	211,389	221,284	(1.1)%
Fleet	226,177	240,245	208,760	227,418	(5.3)%
Parks and Recreation	514,178	605,169	539,161	640,200	5.8 %
Building Department	214,859	271,509	253,572	352,049	29.7 %
Grants - Non Capital Expenses	2,983	12,726	12,714	-	(100.0)%
Capital Expenses	425,606	1,719,596	1,716,394	381,238	(77.8)%
Debt Service	280,982	304,484	304,761	313,199	2.9 %
Transfer Out	149,983	172,404	172,404	181,242	5.1 %
<b>Total Expenditures</b>	<b>10,586,458</b>	<b>12,967,255</b>	<b>12,475,531</b>	<b>12,114,965</b>	<b>(6.6)%</b>
Excess Revenue Over (Under)	491,094	826,973	(805,540)	-	- %
<b>Fund Balance, End of Year</b>	<b>\$ 8,697,774</b>	<b>\$ 9,524,747</b>	<b>\$ 7,892,234</b>	<b>\$ 7,892,234</b>	<b>(17.1)%</b>



**001-000 - GENERAL FUND REVENUE**  
**Fund Revenue Summary**

<b>Account</b> <b>001-000</b>	<b>Description</b>	<b>2017</b> <b>Actual</b>	<b>2018</b> <b>Revised</b> <b>Budget</b>	<b>2018</b> <b>Projected</b> <b>Actual</b>	<b>2019</b> <b>Adopted</b> <b>Budget</b>	<b>% Change</b> <b>of Budget</b>
311.1010	Current Property Taxes	\$ 4,383,765	\$ 4,668,081	\$ 4,668,684	\$ 4,878,414	4.5 %
311.1006	2006 Property Taxes	3,300	-	-	-	- %
311.1014	2014 Property Taxes	334	-	-	-	- %
311.1015	2015 Property Taxes	7,401	397	400	-	(100.0)%
311.1016	2016 Property Taxes	1,440	1,995	1,773	400	(79.9)%
311.1017	2017 Property Taxes	-	878	-	1,773	101.9 %
	<b>Total Ad Valorem Taxes</b>	<b>4,396,240</b>	<b>4,671,351</b>	<b>4,670,857</b>	<b>4,880,587</b>	<b>4.5 %</b>
335.8000	State Rev/Lg Half Cent Sales Tax	1,016,169	1,045,547	1,042,000	1,034,416	(1.1)%
	<b>Total Sales Taxes</b>	<b>1,016,169</b>	<b>1,045,547</b>	<b>1,042,000</b>	<b>1,034,416</b>	<b>(1.1)%</b>
312.4101	5th And 6th Cent Gas Tax	-	-	-	-	- %
312.4201	5 Cent 2nd Local Option Gas Tax	-	-	-	-	- %
335.4100	State Rev/Mtr Fuel Tax Refund	11,445	11,818	11,838	11,500	(2.7)%
	<b>Total Motor Fuel Taxes</b>	<b>11,445</b>	<b>11,818</b>	<b>11,838</b>	<b>11,500</b>	<b>(2.7)%</b>
314.1000	Electric Utility Taxes	1,109,169	1,149,052	1,125,000	1,128,774	(1.8)%
314.4000	Natural Gas Utility Tax	9,852	11,146	10,000	10,000	(10.3)%
314.8000	Propane Utility Taxes	24,010	27,795	27,500	27,500	(1.1)%
	<b>Total Utility Service Taxes</b>	<b>1,143,031</b>	<b>1,187,993</b>	<b>1,162,500</b>	<b>1,166,274</b>	<b>(1.8)%</b>
315.0000	Communications Services Tax	387,492	384,490	378,000	359,337	(6.5)%
316.0000	Local Business Tax	61,412	65,000	65,000	65,000	- %
316.0500	Local Business Tax-FLC Collected	2,691	936	936	-	(100.0)%
316.3100	Local Business Tax Penalties	1,195	-	(1,015)	-	- %
335.1200	State Revenue Sharing Proceeds	349,036	359,124	343,308	351,246	(2.2)%
335.4000	Mobile Home Licenses	30,829	30,583	30,415	31,000	1.4 %
335.5000	State Rev/Alcohol Bev License	11,684	12,759	12,759	11,500	(9.9)%
	<b>Total Other Taxes</b>	<b>844,339</b>	<b>852,892</b>	<b>829,403</b>	<b>818,083</b>	<b>(4.1)%</b>
	<b>TOTAL TAXES</b>	<b>7,411,224</b>	<b>7,769,601</b>	<b>7,716,598</b>	<b>7,910,860</b>	<b>1.8 %</b>
322.1100	Building Permits	382,661	736,155	660,000	473,840	(35.6)%
322.1700	Building Inspections	2,287	2,836	2,356	2,200	(22.4)%
323.1000	Electricity Franchise Fee	875,583	896,606	870,000	870,000	(3.0)%
323.4000	Natural Gas Franchise Fee	7,251	9,910	8,000	8,000	(19.3)%
329.0300	Building Permit Surcharge	8,333	13,663	12,395	9,000	(34.1)%
367.0100	Building Admin Fee	17,802	18,900	19,000	19,000	0.5 %
	<b>TOTAL PERMITS, FEES AND ASSESSMENTS</b>	<b>1,293,917</b>	<b>1,678,070</b>	<b>1,571,751</b>	<b>1,382,040</b>	<b>(17.6)%</b>
337.4000	FMIT Safety Grant	-	6,000	6,000	6,000	- %
331.2400-9006	Bulletproof Vest Grant	1,952	2,726	3,746	-	(100.0)%
331.2880-9027	2017 Byrne Rapid ID	4,406	-	-	-	- %

**001-000 - GENERAL FUND REVENUE**  
**Fund Revenue Summary**

<b>Account</b> <b>001-000</b>	<b>Description</b>	<b>2017</b> <b>Actual</b>	<b>2018</b> <b>Revised</b> <b>Budget</b>	<b>2018</b> <b>Projected</b> <b>Actual</b>	<b>2019</b> <b>Adopted</b> <b>Budget</b>	<b>% Change</b> <b>of Budget</b>
	<b>TOTAL INTERGOVERNMENTAL/ GRANT REVENUE</b>	<b>6,358</b>	<b>8,726</b>	<b>9,746</b>	<b>6,000</b>	<b>(31.2)%</b>
351.2125	Judgements and Fines - 629	13,107	16,923	16,000	15,000	(11.4)%
351.3000	Judgement/Fines - Law Enforcement Educ.	2,274	2,452	2,011	2,000	(18.4)%
354.1000	Violation - Local Ordinance	840	315	350	350	11.1 %
354.2500	Violation-Local Ord/Code Enfrmnt	442	13,540	5,160	1,715	(87.3)%
354.2550	Violation Lot Clearing - Pass Thru	1,010	6,350	5,300	10,000	57.5 %
359.0300	PD Abandoned Property	2,476	1,186	1,186	1,185	(0.1)%
359.1000	Traffic Infractions	17,725	20,703	17,121	17,500	(15.5)%
359.2000	Forfeits/Restitution	1,081	1,069	1,038	750	(29.8)%
	<b>TOTAL FINES AND FORFEITURES</b>	<b>38,955</b>	<b>62,538</b>	<b>48,166</b>	<b>48,500</b>	<b>(22.4)%</b>
341.0221	CRA Reimbursement - PD	506,476	515,824	508,892	556,929	8.0 %
341.0223	CRA Reimbursement - Code Enforcement	-	-	-	54,709	- %
341.1000	Ag Museum Insurance Reimbursement	2,108	2,123	2,122	2,794	31.6 %
341.2200	Zoning Fees/Variances	48,057	42,841	32,625	31,000	(27.6)%
341.3000	Notary Fee	290	210	200	200	(4.8)%
341.3200	Reproduction - Map & Publications	362	225	147	50	(77.8)%
341.3224	Building Maps/Reproduction	2	-	-	-	- %
341.4100	Recording Fees	160	100	100	100	- %
341.9023	Abandoned/Vacant Property Registration	4,400	2,600	3,000	3,000	15.4 %
341.9521	PBA Administrative Fee	120	100	130	130	30.0 %
342.0400	Fingerprint/Copying/Ids-Pd	12,172	9,393	7,898	7,750	(17.5)%
342.2010	School Resource Officer - Manatee School Bd	106,983	126,050	126,050	187,786	49.0 %
343.8200	Locate Cemetery Spaces	475	1,000	1,000	800	(20.0)%
347.4000	Special Event - Svc Charge	7,235	8,125	8,125	7,500	(7.7)%
347.4050	Special Event Permit App	975	525	600	600	14.3 %
347.4600	July 4th Fireworks Reimbursement	26,666	26,666	26,666	26,666	- %
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>716,481</b>	<b>735,782</b>	<b>717,555</b>	<b>880,014</b>	<b>19.6 %</b>
361.0100	Investment Earnings	53,465	50,000	50,000	70,000	40.0 %
361.0200	Interest Rev - Impact Fees	2,002	-	-	-	- %
361.0800	Interest Special Assmt	-	1,941	1,800	1,800	(7.3)%
361.0900	A/R Interest Charges	3,045	-	5,000	5,000	- %
	<b>TOTAL INTEREST REVENUE</b>	<b>58,512</b>	<b>51,941</b>	<b>56,800</b>	<b>76,800</b>	<b>47.9 %</b>
362.2000	Rents - Cell Tower (Non Taxable)	17,568	17,919	17,919	17,500	(2.3)%
362.4000	Rents-Heritage Park Taxable	532	548	232	200	(63.5)%

**001-000 - GENERAL FUND REVENUE**  
**Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>001-000</b>						
362.4100	Rents Park -Taxable	24,190	24,875	24,000	24,000	(3.5)%
362.4300	Rents - Submerged Land	79,652	82,244	82,244	85,000	3.4 %
362.4900	Rents/Lease Solar	2,170	1,373	1,373	1,000	(27.2)%
362.5000	Rents - Banners/Signage	1,750	950	1,000	1,000	5.3 %
364.4100	Disposition Of Fixed Assets	4,140	10,275	10,275	-	(100.0)%
364.5000	Sales Of Scrap Materials	4,441	2,609	2,601	-	(100.0)%
365.1100	Sale Of Surplus Materials/Scrap	(1)	-	1	-	- %
366.9100	Contributions Private Sources	-	5,000	5,000	-	(100.0)%
369.0200	Other Misc Revenue	15,566	16,000	17,000	18,100	13.1 %
369.1700	Other Misc Rev/Nsf Check Charges	80	125	145	85	(32.0)%
369.3000	Living Tree Memorial	900	900	600	600	(33.3)%
369.3099	Tree/Landscape Revenue - Reserve	18,100	1,350	1,150	-	(100.0)%
369.6800	Other Misc Rev/Refund Exp	-	535	535	-	(100.0)%
369.7400	Other Misc Revenue	7,114	6,291	6,291	-	(100.0)%
369.7401	Other Misc Rev/Ins Premium	7,732	7,293	7,293	7,293	- %
	Reimbursement					
369.8001	Over/Short Cash	(1,148)	(191)	(191)	-	(100.0)%
369.8002	Over/Short Central Stores Inventory	(227)	-	(1,956)	-	- %
369.8003	Over/Short Shop Materials	438	-	93	-	- %
369.9000	Cemetery Spaces	800	800	800	-	(100.0)%
369.9521	PD Take Home Vehicle	5,425	4,365	4,515	4,515	3.4 %
	Reimbursement					
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>189,222</b>	<b>183,261</b>	<b>180,920</b>	<b>159,293</b>	<b>(13.1)%</b>
324.1100	Impact Fees - Law (Residential)	2,917	24,929	22,429	-	(100.0)%
324.1200	Impact Fees - Law (Commerical)	18,590	16,520	16,520	-	(100.0)%
324.6100	Impact Fees - Parks (Residential)	13,619	116,397	104,723	-	(100.0)%
324.7100	Impact Fees - General (Residential)	3,302	28,216	25,387	-	(100.0)%
	<b>TOTAL IMPACT FEES</b>	<b>38,428</b>	<b>186,062</b>	<b>169,059</b>	<b>-</b>	<b>(100.0)%</b>
	<b>OTHER FINANCING SOURCES</b>					
381.7065	Transfer-In From Trailer Park Fund	(22,686)	30,000	30,000	30,000	- %
381.8212	Transfer-In From CRA Fund	38,132	39,317	39,317	79,654	102.6 %
382.0010	Transfer-In - Building Department	113,529	112,404	112,404	151,991	35.2 %
382.3070	Transfer In - Road & Bridge	154,912	150,576	150,576	176,651	17.3 %
382.4030	Transfer-In - Solid Waste Fund	73,748	66,286	66,286	75,228	13.5 %
382.4321	Transfer-In - Water & Sewer Fund	529,439	509,685	509,685	523,522	2.7 %
382.4400	Transfer-In - Stormwater Fund	128,408	124,056	124,056	128,174	3.3 %
382.4600	Transfer-In - Reuse Water Fund	28,673	27,787	27,787	26,749	(3.7)%
	<b>Total Transfers-In</b>	<b>1,044,155</b>	<b>1,060,111</b>	<b>1,060,111</b>	<b>1,191,969</b>	<b>12.4 %</b>
383.7000	Capital Lease Inception	280,300	129,345	128,200	315,087	143.6 %
	<b>Total Debt/Lease Proceeds</b>	<b>280,300</b>	<b>129,345</b>	<b>128,200</b>	<b>315,087</b>	<b>143.6 %</b>
399.0000	Funding From Fund Balance - Outstanding Enc	-	52,630	-	-	(100.0)%

**001-000 - GENERAL FUND REVENUE**  
**Fund Revenue Summary**

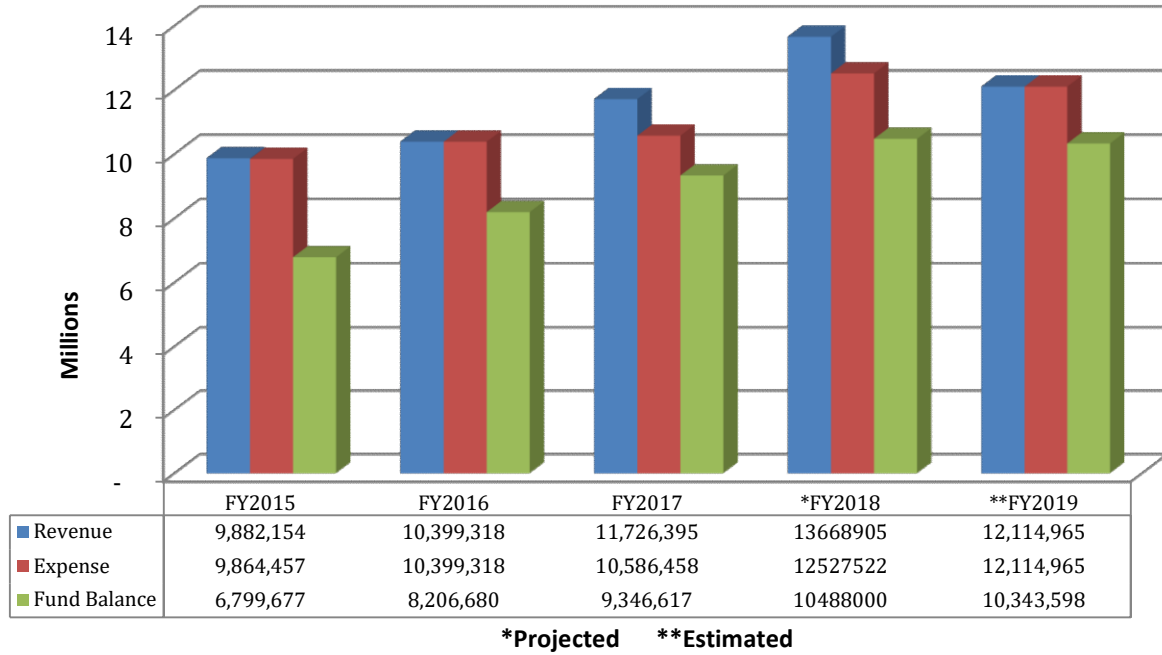
<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
001-000						
399.0001	Funding From Fund Bal - Contingency	-	48,500	-	47,500	(2.1)%
399.0002	Funding From Equity - One time Expenses	-	125,376	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	1,572,745	-	66,151	(95.8)%
399.7525	Funding From Law Enforcement Resrv	-	10,349	-	-	(100.0)%
399.7572	Funding From Tree/Landscape Reserve	-	2,116	-	1,500	(29.1)%
399.9301	Funding From Equity - Cap Prjs	-	60,000	-	29,251	(51.2)%
	<b>Total Non-Revenue Sources</b>	-	<b>1,871,716</b>	-	<b>144,402</b>	<b>(92.3)%</b>
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b><u>1,324,455</u></b>	<b><u>3,061,172</u></b>	<b><u>1,188,311</u></b>	<b><u>1,651,458</u></b>	<b><u>(46.1)%</u></b>
	<b>TOTAL GENERAL FUND REVENUE</b>	<b><u><u>\$11,077,552</u></u></b>	<b><u><u>\$13,737,153</u></u></b>	<b><u><u>\$11,658,906</u></u></b>	<b><u><u>\$12,114,965</u></u></b>	<b><u><u>(11.8)%</u></u></b>



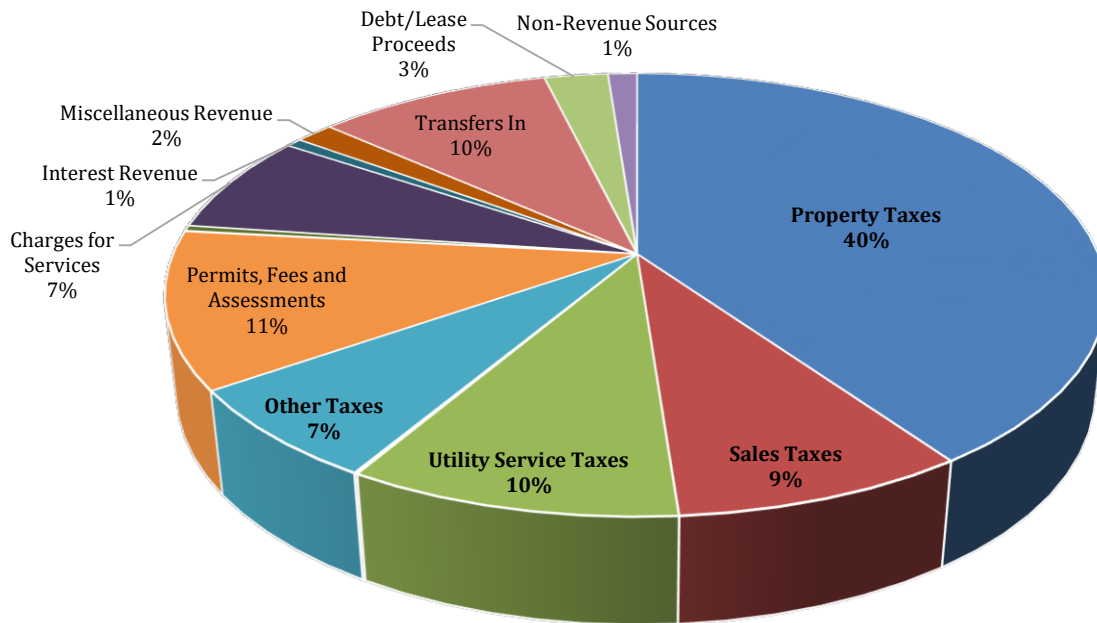
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**GENERAL FUND - 001**

**5-Year Revenue, Expense and Fund Balance**



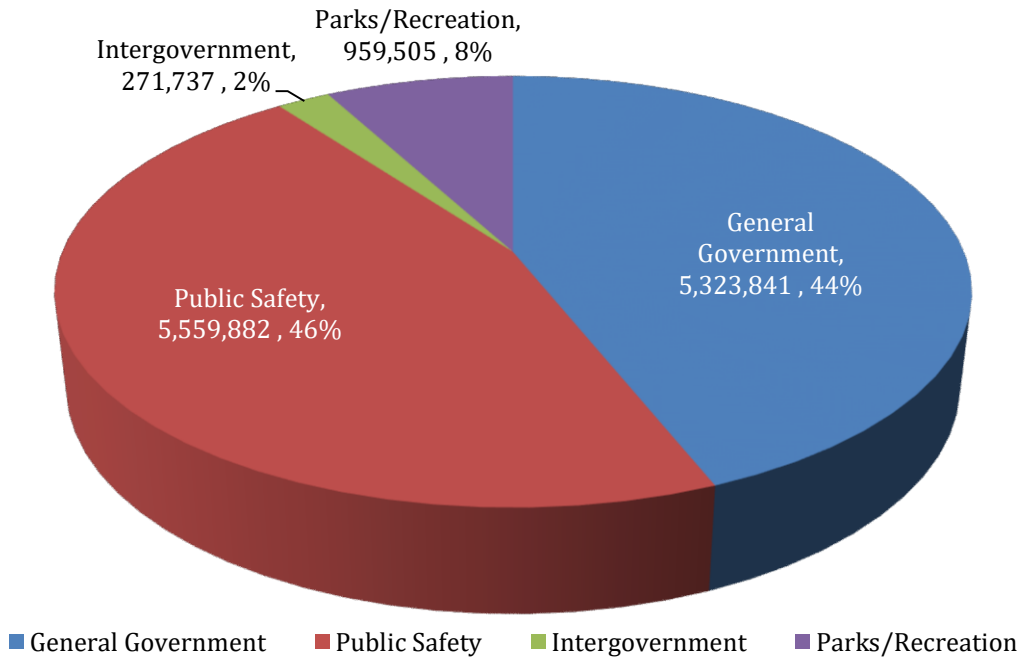
**FY 2019 Revenues By Source**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**GENERAL FUND – 001**



**FY2018 Budgeted Expenditures By Function**

- **General Government** expenditures total \$5,323,841; Departments in this category are: Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures \$5,559,882; Departments in this category are Police, Building Department and Code Enforcement.
- **Intergovernmental** expenditures \$271,737; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures \$959,505; this represents the Parks and Recreation Department.
- **Total General Fund expenses are \$12,114,965. Overall increase by 6.6% or \$750,314 from FY18.**



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

**GENERAL FUND - 001**  
**Revenue Analysis and Forecasting**

**Revenue Trends**

The General Fund is estimated to receive \$12,114,965 in FY2019 of which 76.6% or \$ \$9,281,400 is generated from Ad Valorem Taxes (40% - \$4,880,587), Permit, Fees and Assessments (11.4% - \$ \$1,382,040), Utility Service Tax (9.6% - \$1,166,274), Sales Tax (\$8.54% or \$1,034,416) and Other Taxes (6.75% - \$818,083).

The City of Palmetto forecast is based on trend analysis and anticipated economic reactions for Utility Service Tax and Permit, Fees and Assessments. The Ad Valorem Revenues are assessed by the Manatee County Property Appraiser and State Revenues are estimated by the Office of Economic & Demographic Research. The forecast is based on conservative assumptions especially with so many uncertainties with property taxes and the stability of housing market.

The purpose of the forecast is to provide a model that indicates revenue surpluses and shortfalls that could occur. This will allow City Management to identify and prepare for future financial difficulties. Accurate revenue forecasting is essential in the budget preparation.

**Revenue Detail**

***Ad Valorem Taxes – General Fund - \$4,880,336 (40% of General Fund Revenue)***

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of \$ 851,952,040. The millage rate for fiscal year 2019 is 5.9671 per \$1,000 of assessed value. However, this fiscal year, the millage rate is 4.60% greater than the rolled back rate of \$5.7049.

The ad valorem taxes make up 40% of the city’s general fund revenues as shown the previous page and 21.6% overall revenue. As illustrated by the chart below, ad valorem taxes are expected to slightly increase though fiscal year 2020. The economy is improving, foreclosures are still pending completion, and minor increases in assessed values; this caused a 4.93% increase in the city’s tax base for the fiscal year 2019 budget year. This trend is expected to continually increase at 5% over the next few years as our county is showing an increase in sales and economic growth.

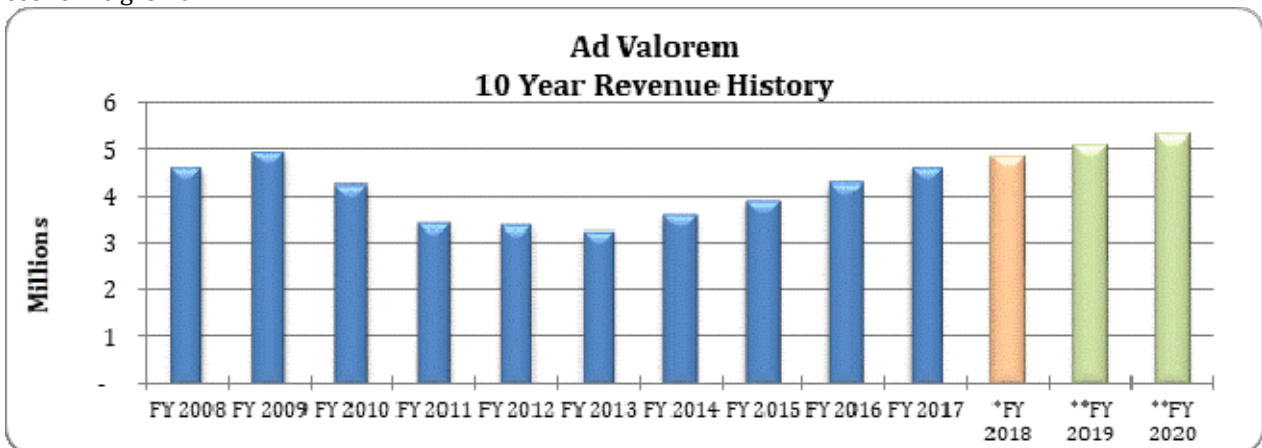


Figure 2



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

The graph in Figure 3 illustrates 10 years of ad valorem history and includes the millage rate, assessed value and ad valorem revenue. The City's millage rate is 5.9671 for FY 2019.

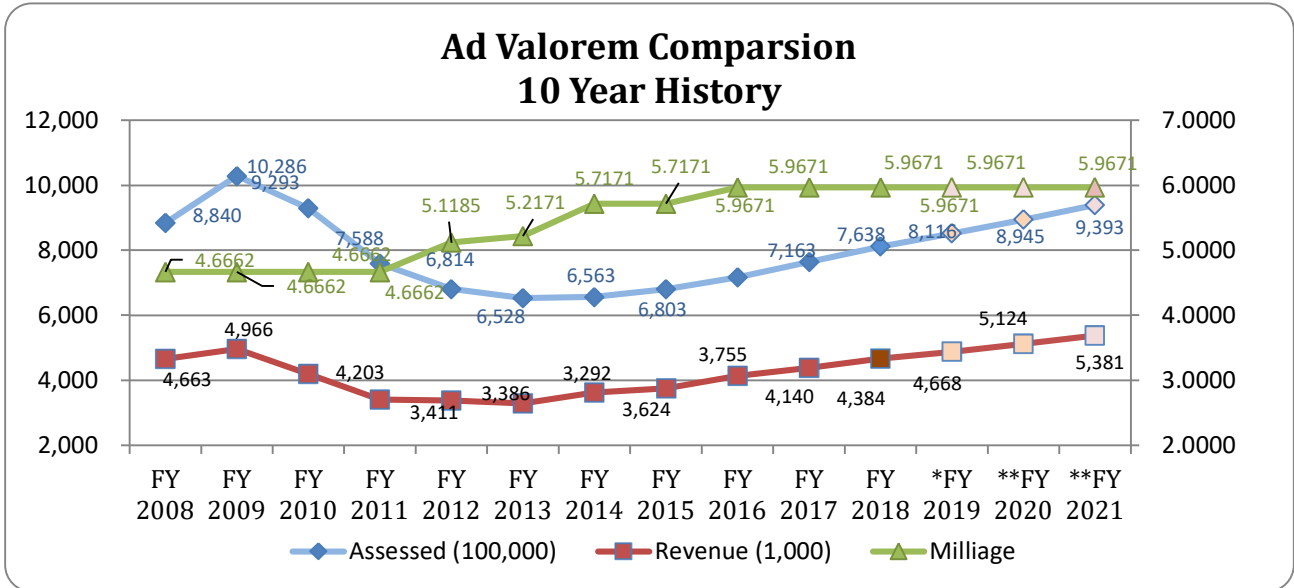


Figure 3

When compared to the five other municipalities in Manatee County and unincorporated Manatee county itself, the citizens of Palmetto are assessed the second lowest rate per capita, less than 1% higher than the lowest - City of Bradenton as illustrated in Figure 4. The City of Palmetto has the lowest millage rate and the third largest population behind unincorporated Manatee County and the City of Bradenton.

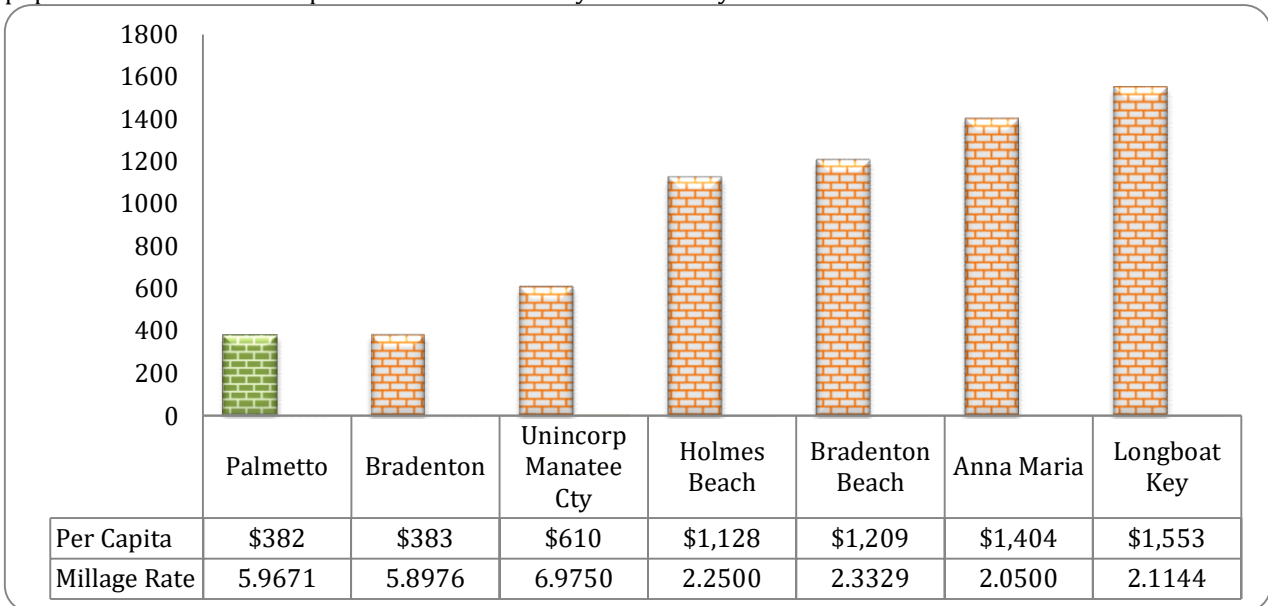


Figure 4





## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

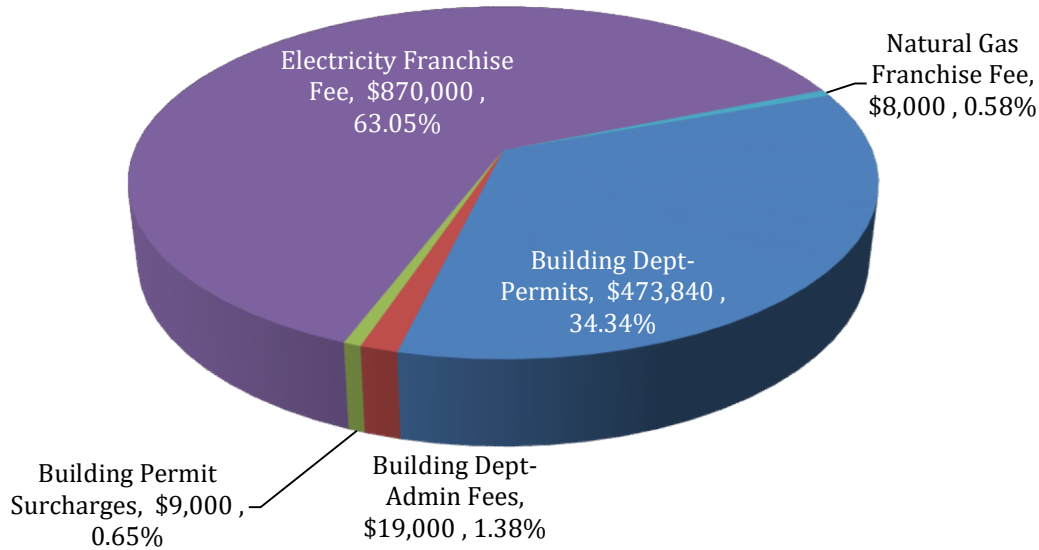
### **Permit, Fees and Assessments – General Fund - \$1,382,040 (11.41% of General Fund Revenues)**

Permit, Fees and Assessments are sources of fees and assessment as determined by the City Commission and F.S. § 166.201. The Electricity Franchise Fee is the largest revenue sources for permit, fees and assessments, budgeted at \$870,000 or 63.0% of the total permit, fees and assessments revenues. Electricity Franchise Fee, authorized by City ordinance, (*Palmetto, FL – Code of Ordinances, Ordinance No. 2011-03 (App. A, Art. I, Florida Power and Light Company)*) Retrieved from <http://library.municode.com/index.aspx?clientId=11965>. Future assumptions are based on a slight increase of 0.5% through FY2020.

The Building Department is showing a revenue increase for the next fiscal year. This is due continued development of the Sanctuary Cove Residential community.

The agreement between FPL and the City represents 6% of FPL billed revenues, less actual write-offs, from the sale of electrical energy to residential, commercial and industrial customers (as such customers are defined by FPL's tariff) within the incorporated areas of the City. This agreement was recently renewed in FY2011 and will continue through FY2041 (30 Years). The chart below represents the detailed budget for FY2019:

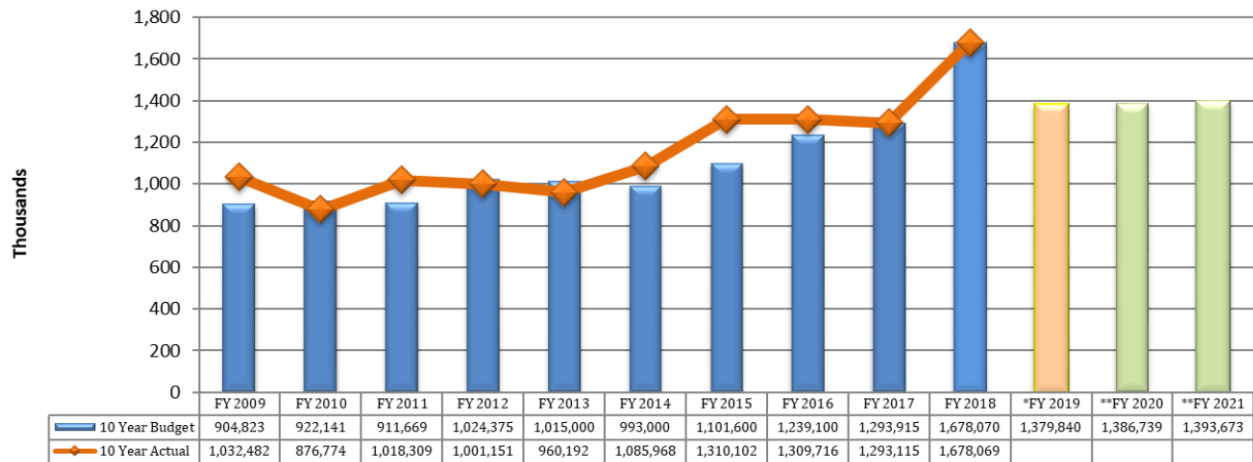
### **Permit, Fees and Assestments**





## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

### Permit, Fees and Assessments 10 Year History



### Utility Service Taxes - General Fund - \$ 1,166,274 (9.6% of General Fund Revenue)

Utility service taxes are taxes levied on the consumer of a utility for the use of utilities within the City's limits. For the City of Palmetto, the largest of these include Florida Power and Light (FPL). These are budgeted at \$1,149,052 account for 98.5% of the total utility service taxes.

### Florida Power and Light

#### Electric Utility Taxes 10 Years History



Figure 5

The city assesses 6% on all electric utility payments made within the City, excluding churches, through Florida Power and Light. Electric Utility Taxes are used entirely by the city's General Fund. This tax is based on consumption, and as customers experience higher costs for electricity, it is anticipated to increase at 2.5% annually from Fiscal Year 2019. These projections are made by overall revenues collected in the past 4 years.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Sales Tax – General Fund - \$2,034,416 (15.5% of General Fund Revenues)**

**Half-Cent Sales Tax – State Tax - \$1,034,416**

Intergovernmental revenues are state shared revenue sources. Half Cent Sales Taxes, authorized by the legislature, distributes net sales tax revenue to counties and municipalities that meet strict eligibility requirements, (F.S. Sections 202.18(2)(c), 212.20(6), and 218.60-.67.) The program’s primary purpose is to provide relief from ad valorem and utility taxes in addition to providing counties and municipalities with revenues for local programs. The Department of Revenue administers this program.

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis, is projected a slight growth rate over the next two year. The City is projecting a 1% increase over the next 2 years beginning with fiscal year 2019.

**Infrastructure Half-Cent Sales Tax - \$1,000,000 (only included in the following graph)**

New to FY2017 is the Infrastructure Sales Tax. Ordinance 16-35 provided for a referendum to be conducted allowing for the collection and distribution of an infrastructure sales tax. The referendum was passed by voters on November 8, 2016, and beginning January 1, 2017, a half-cent discretionary local government infrastructure sales surtax is being collected by the municipalities within Manatee County. At the time of publication, the FY2019 budget for Infrastructure Sales Tax had not been approved but has been proposed to commission. For purposes of forecasting, the below graph reflects the proposed revenue.

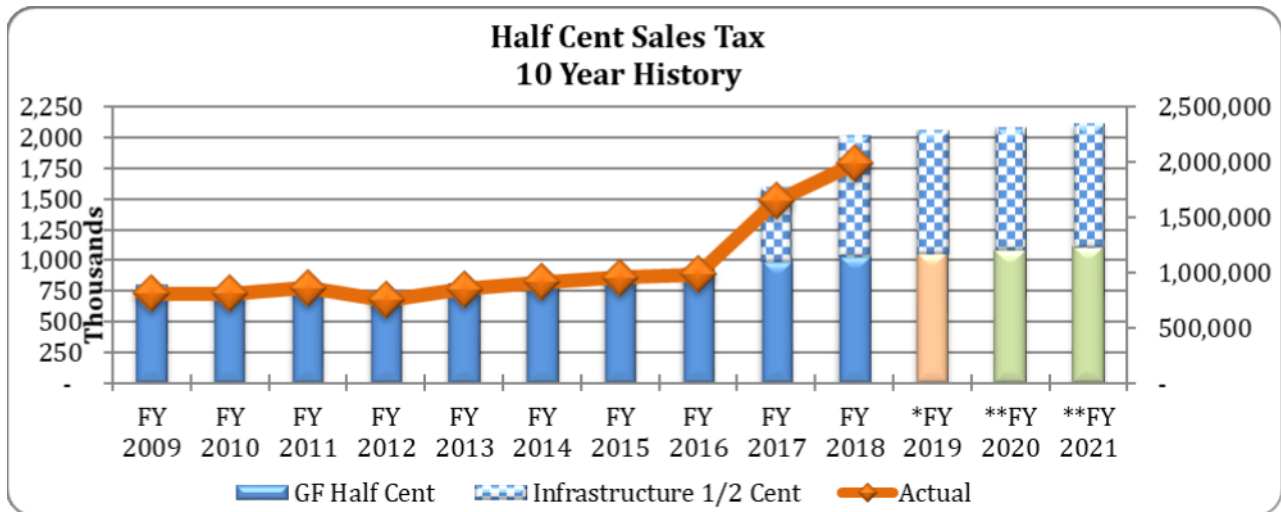


Figure 6



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Other Taxes – General Fund - \$ 818,083 (6.75% of General Fund Revenue)**

Other Taxes – Summary of revenues

**Communication Service Tax – State Tax - \$359,337**

The Communication Services Tax Simplification Law became effective October 1, 2001. This law simplified the complex tax structure, replaced seven different taxes and fees and created a single levy with a common rate. Communication Service Tax revenues are taxes on telecommunications, cable, direct-to-home satellite, and related services. The Florida Department of Revenue administers the tax to the local governments.

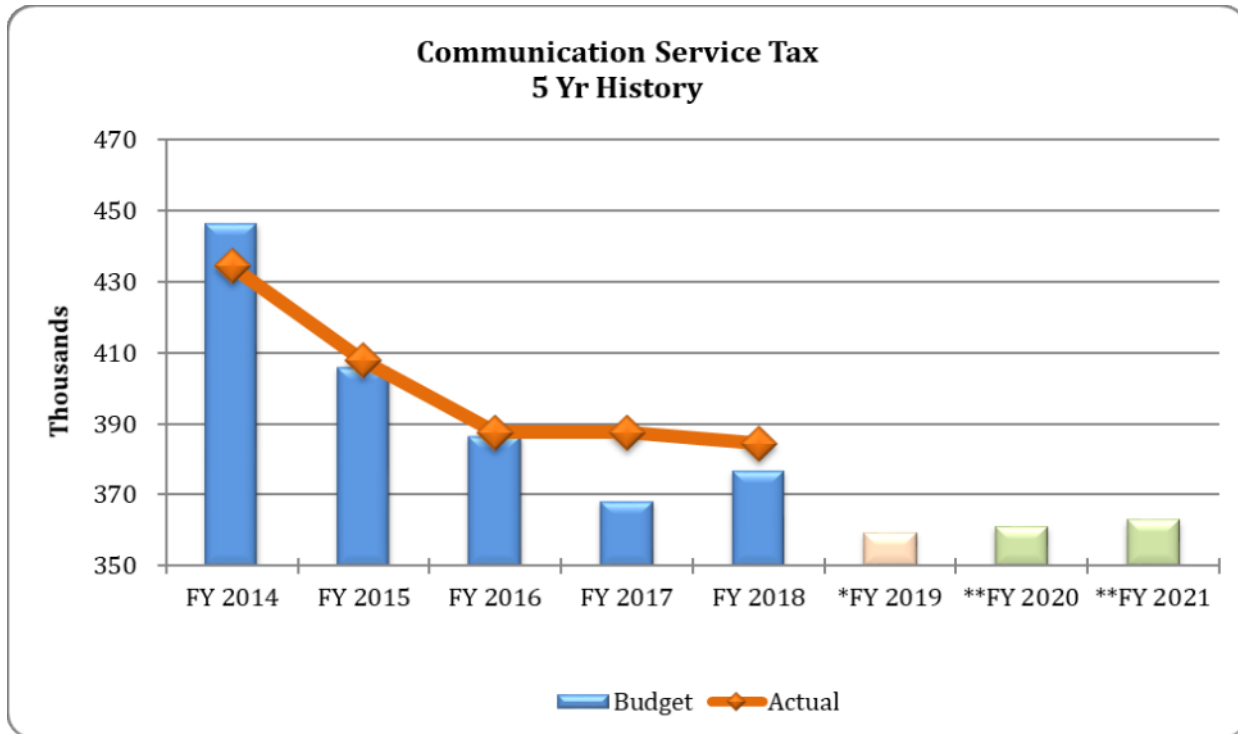


Figure 7

The tax is comprised of state communication service tax and local communication service tax. The state communication tax consists of two components: a state tax of 6.65% and a gross receipts tax of 2.52%. The local communication service tax for Palmetto is 5.42% as of FY2014. (F.S. 202.12(1)(a)(c) and (d)). Effective July 2014, changes in state law, Chapter 2014-36 (F.S. 202.11) moves certain communication aspects; data processing etc from the communication tax to sales tax and 2014-38 moves prepaid calling arrangements from communication tax to sales tax. These changes will show a decrease in overall collection of communication taxes through FY2019. This revenue represents 44% of Other Tax Revenue.

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis; a slight increase of .5% will continue to be projected over the next 2 years beginning with fiscal year 2018.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**State (Municipal) Revenue Share – State - \$351,246**

The Revenue Share Program was enacted in 1972 to ensure minimum level of revenue parity. The trust fund receives 1.3517 percent of sales and use tax collection and the net collections from the one-cent municipal fuel tax. An allocation formula serves as the basis for the distribution of these revenues to each municipality that meets strict eligibility requirements. Municipalities must use the funds derived from the one-cent municipal fuel tax for transportation-related expenditures. (*F.S. Sections 206.605(1), 206.879(1), 212.20(6), and 218.20-.26*) For FY2019, the proportional contribution of each revenue source comprising the Municipal Revenue Sharing Program is \$456,519 of which 76.94% or \$351,246 for the General Fund and 23.06% or \$104,850 for Road & Bridge Fund. This revenue represents 40.2% of Other Tax Revenue.

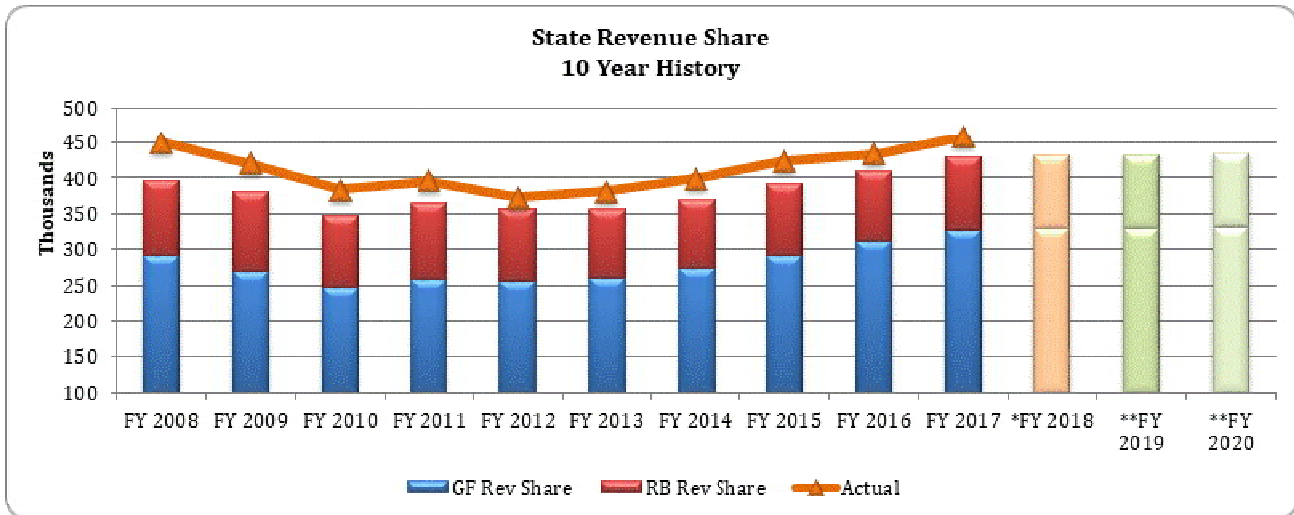
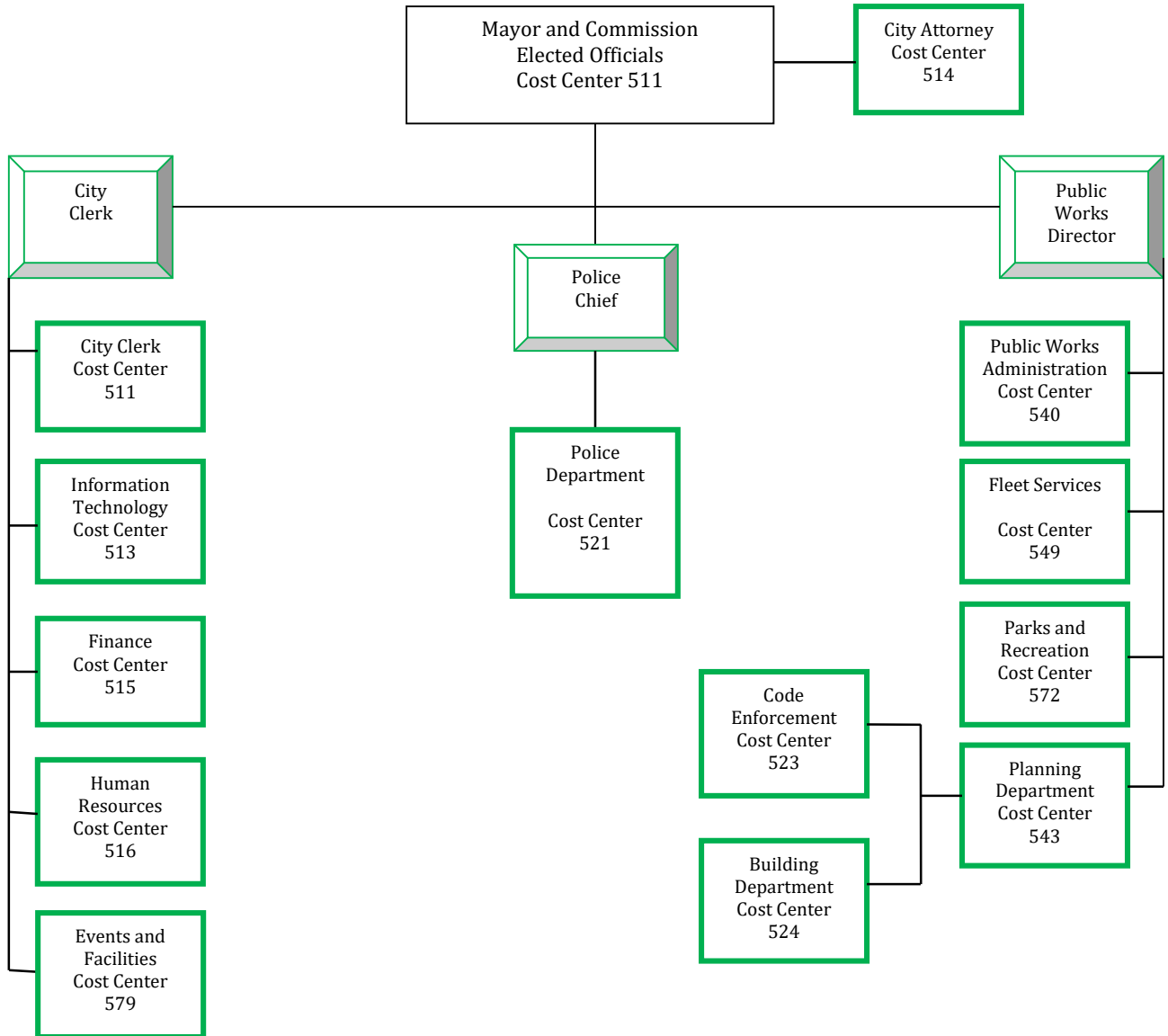


Figure 8

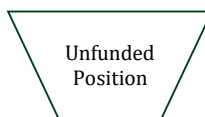


# CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

## GENERAL FUND ORGANIZATIONAL CHART



### LEGEND





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Mayor and Commission - 511**

Fund: General Fund  
Department: City Clerk

Contact Hours: Monday through Friday 8:00 to 5:00  
Location: City Hall - 516 8<sup>th</sup> Avenue West, Palmetto, FL 34221

Primary Duties

- The Mayor serves as the Chief Executive Officer of the City supervising and directing the Department Heads.
- The Mayor and Commission:
  - Act as the legislative and policy making body of elected officials.
  - Adopt annual operating and capital budgets.
  - Represent the City on area boards and committees.
- The Executive Administrative Assistant serves as the assistant to the Mayor and Commission, Public Information Officer and Clerk of the Code Enforcement Board.

Future Challenges or Issues facing the Cost Center

- To hold expenses as low as possible while maintaining the City's infrastructure and services to its citizens
- To hold public meetings at City Hall and locations throughout the City to allow citizen input and share important information with the public.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. To hold meetings to gather public input.
2. Disseminate correct information to the public via public meetings, media and/or mailings.
3. Review and update city ordinances.
4. Seek grant/ funding opportunities to enhance City dollars.
5. Continue the City's commitment to improving our storm water quality through the use of low impact design in City projects.



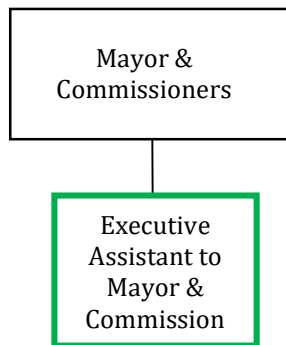
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Mayor & Commission  
Organizational Information**

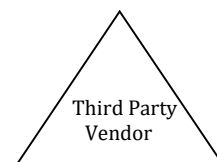
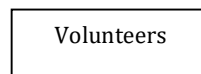
<b>Total Personnel Wages</b>	\$ 187,733
<b>Total Benefits</b>	\$ 35,413
<b>Total Personnel Cost</b>	<b>\$ 223,146</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Mayor	CH-511-1120-01	Elected
Commissioner	CH-511-1101-03	Elected
Commissioner	CH-511-1101-05	Elected
Executive Assistant to Mayor & Commission	CH-511-1203-01	FT
Commissioner	CH-511-1101-04	Elected
Commissioner	CH-511-1101-02	Elected
Commissioner	CH-511-1101-01	Elected
Matching deferred compensation		-
Mayor vehicle allowance		-
Full-Time Position		1
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		6
<b>Total Positions</b>		<b>7</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**







**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-511 - MAYOR AND COMMISSION  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>001-511</b>						
<b>EXPENDITURES</b>						
512.0100	Regular Salaries	\$ 161,903	\$ 166,758	\$ 166,758	\$ 171,761	3.0 %
515.2000	Vehicle Allowance	3,600	3,600	3,600	3,600	- %
521.0100	Fica Taxes	12,500	13,978	13,021	13,414	(4.0)%
522.2100	Retirement General Employee	12,006	10,532	10,836	9,939	(5.6)%
522.2500	Matching Deferred Comp	9,531	12,372	9,244	12,372	- %
523.0100	Health Insurance	10,260	10,872	10,880	11,440	5.2 %
523.0300	Insurance & EAP	298	143	314	389	172.0 %
524.0100	Workers' Compensation	243	231	262	231	- %
	<b>Total Personnel Expenses</b>	<b>210,341</b>	<b>218,486</b>	<b>214,915</b>	<b>223,146</b>	<b>2.1 %</b>
531.0300	Membership Dues	9,902	9,955	9,951	10,100	1.5 %
540.5100	Travel and Per Diem	5,874	10,450	4,600	11,050	5.7 %
541.1100	Communications	2,174	3,600	2,354	3,600	- %
542.1200	Postage/Mailing Service	-	20	-	25	25.0 %
545.1200	Insurance	5,909	6,078	7,512	6,228	2.5 %
546.3400	Repair & Maintenance	7,206	1,000	86	1,000	- %
547.5100	Printing And Binding	353	2,650	1,457	2,850	7.5 %
551.1200	Office Supplies	403	400	230	400	- %
552.2300	Operating Expenses	821	3,080	1,738	3,080	- %
552.4200	Small Tools/Equipment	60	2,500	50	3,600	44.0 %
554.0100	Non-Capitalized Equipment	-	-	-	900	- %
555.1300	Technical/Training	3,883	6,075	400	6,395	5.3 %
	<b>Total Operating Expenses</b>	<b>36,585</b>	<b>45,808</b>	<b>28,378</b>	<b>49,228</b>	<b>7.5 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 246,926</b>	<b>\$ 264,294</b>	<b>\$ 243,293</b>	<b>\$ 272,374</b>	<b>3.1 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

MAYOR AND COMMISSION DEPARTMENT  
FUND 001; DEPARTMENT 511

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 511-MAYOR AND COMMISSION			
001-511-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	171,761	171,761
Totals for GL# 001-511-512.0100-REGULAR SALARIES			171,761
001-511-515.2000 VEHICLE ALLOWANCE			
MAYOR VEHICLE ALLOWANCE	12	300	3,600
Totals for GL# 001-511-515.2000-VEHICLE ALLOWANCE			3,600
001-511-521.0100 FICA TAXES			
FICA TAXES	1	13,414	13,414
Totals for GL# 001-511-521.0100-FICA TAXES			13,414
001-511-522.2100 RETIREMENT GENERAL EMPLOYEE			
PENSION	1	9,939	9,939
Totals for GL# 001-511-522.2100-RETIREMENT GENERAL EMPLOYEE			9,939
001-511-522.2500 MATCHING DEFERRED COMP			
CITY CONTRIBUTION FOR DEFERRED COMP	1	12,372	12,372
Totals for GL# 001-511-522.2500-MATCHING DEFERRED COMP			12,372
001-511-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE ONLY	2	5,720	11,440
Totals for GL# 001-511-523.0100-HEALTH INSURANCE			11,440
001-511-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	389	389
Totals for GL# 001-511-523.0300-LIFE INSURANCE & EAP			389
001-511-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	231	231
Totals for GL# 001-511-524.0100-WORKERS' COMPENSATION			231
001-511-531.0300 MEMBERSHIP DUES			
ECONOMIC DEVELOPMENT COUNCIL	1	5,000	5,000
FACE MEMBERSHIP	2	35	70
FL LEAGUE OF MAYORS	1	350	350
FLOC MEMBERSHIP	1	1,640	1,640
MANASOTA LEAGUE OF CITIES	1	500	500
MANATEE CHAMBER OF COMMERCE	1	425	425
TAMPA BAY REGIONAL PLAN COUNCIL	1	2,000	2,000
MANATEE COUNTY 4H FOUNDATION	1	100	100
ARBOR DAY FOUNDATION	1	15	15
Totals for GL# 001-511-531.0300-MEMBERSHIP DUES			10,100



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

MAYOR AND COMMISSION DEPARTMENT  
FUND 001; DEPARTMENT 511

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 511-MAYOR AND COMMISSION			
001-511-540.5100 TRAVEL AND PER DIEM			
EMO TRAINING - BASIC- SMITH & NEW	2	300	600
EMO TRAINING - ADVANCED - SMITH & NEW	1	300	300
FACE CONFERENCE	1	650	650
FLOC ANNUAL CONFERENCE - COMMISSION	5	1,100	5,500
FLOC ANNUAL CONFERENCE - MAYOR	1	1,100	1,100
MISCELLANEOUS TRAVEL - MAYOR/COMMISSION	1	1,000	1,000
FLC COMMITTEE TRAVEL	1	1,000	1,000
BUSINESS MEETINGS/ MARKETING	12	75	900
Totals for GL# 001-511-540.5100-TRAVEL AND PER DIEM			11,050
001-511-541.1100 COMMUNICATIONS			
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - MAYOR	12	60	720
Totals for GL# 001-511-541.1100-COMMUNICATIONS			3,600
001-511-542.1200 POSTAGE/MAILING SERVICES			
POSTAGE	1	25	25
Totals for GL# 001-511-542.1200-POSTAGE/MAILING SERVICES			25
001-511-545.1200 INSURANCE			
D-6 ACCIDENT INSURANCE-MAYOR AND COMMISSION	1	280	280
GENERAL LIABILITY, AUTO, AND PROPERTY	4	1,487	5,948
Totals for GL# 001-511-545.1200-INSURANCE			6,228
001-511-546.3400 REPAIR & MAINTENANCE			
REPAIRS TO CHAMBERS	1	500	500
REPAIRS TO MAYOR'S OFFICE	1	500	500
Totals for GL# 001-511-546.3400-REPAIR & MAINTENANCE			1,000
001-511-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	4	50	200
FLYERS/MAILINGS FOR MAYOR	1	200	200
PROMOTIONAL ADVERTISING	1	1,500	1,500
SUPPLIES WITH NEW LOGO	1	250	250
COUNTY CALENDAR/ CHAMBER MAP & GUIDE	1	500	500
POST CARD DISPLAY	1	200	200
Totals for GL# 001-511-547.5100-PRINTING AND BINDING			2,850
001-511-551.1200 OFFICE SUPPLIES			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

MAYOR AND COMMISSION DEPARTMENT  
FUND 001; DEPARTMENT 511

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 511-MAYOR AND COMMISSION			
OFFICE SUPPLIES	1	400	400
Totals for GL# 001-511-551.1200-OFFICE SUPPLIES			----- 400
001-511-552.2300 OPERATING EXPENSES			
AWARDS/CERTIFICATES/PLAQUES	1	500	500
BUSINESS OBSERVER SUBSCRIPTION	1	40	40
CITY SHIRTS - MAYOR/COMMISSION	6	35	210
EVENT SUPPLIES (EMP. APPR,MULTI,FAIR,4TH)	1	2,000	2,000
FLORIDA TREND SUBSCRIPTION	4	10	40
PERIODICALS	3	30	90
SEASONAL DECOR	1	200	200
Totals for GL# 001-511-552.2300-OPERATING EXPENSES			----- 3,080
001-511-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS EQUIPMENT FOR CHAMBERS	1	200	200
OFFICE FURNITURE/EQUIPMENT	1	400	400
LCD MONITORS FOR DAIS	8	375	3,000
Totals for GL# 001-511-552.4200-SMALL TOOLS/EQUIPMENT			----- 3,600
001-511-554.0100 NON-CAPITALIZED EQUIPMENT			
LCD TV FOR MAYOR	1	900	900
Totals for GL# 001-511-554.0100-NON-CAPITALIZED EQUIPMENT			----- 900
001-511-555.1300 TECHNICAL/TRAINING			
EMO TRAINING - ADVANCED	2	300	600
EMO TRAINING - BASIC	1	300	300
FLOC REGISTRATION FEE	6	600	3,600
FACE CONFERENCE REGISTRATION	1	395	395
MISCELLANEOUS TRAINING FOR COMMISSION	1	1,000	1,000
TRAINING FOR MAYOR	1	500	500
Totals for GL# 001-511-555.1300-TECHNICAL/TRAINING			----- 6,395
Totals for dept 511-MAYOR AND COMMISSION			----- 272,374



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: City Clerk - 512**

Fund: General Fund  
Department: City Clerk

Contact Hours: Monday through Friday 8:00 to 5:00  
Location: City Hall - 516 8<sup>th</sup> Ave West, Palmetto, FL 34220

Primary Duties

- Clerk to City Commission and responsible for preparation of agendas and minutes for public meetings.
- Oversees Finance, Information Technology, Human Resources and Utility Billing departments.
- Responsible for the custody and security of City public records and processing public record requests.
- Administers City cemetery records and occupational business tax program.
- Fiscal stability and safeguarding of City assets.
- Ensure the safety of the City's technology infrastructure and the security of the City's information and data.

Future Challenges or Issues facing the Cost Center

- Keeping up with retention schedules to ensure proper destruction of documents that have met retention
- Improving internal workflow associated with publishing agendas
- Organization of electronic documents to ensure documents can be located efficiently
- Cemetery burial space management

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Organization and use of electronic media for records
2. Enhance and promote accessibility of City Clerk services
3. Expand self-service solutions
4. Promote transparency of local government
5. Preservation of historical permanent records
6. Conduct community outreach with residents
7. Seek grant funding whenever possible



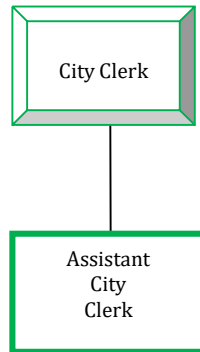
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**City Clerk  
Organizational Information**

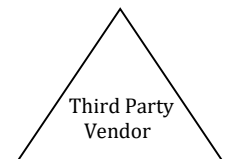
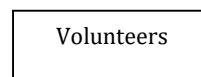
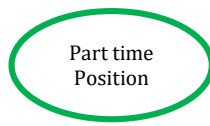
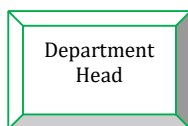
<b>Total Personnel Wages</b>	\$ 155,134
<b>Total Benefits</b>	\$ 65,825
<b>Total Personnel Cost</b>	<b>\$ 220,959</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Assistant City Clerk	CH-512-1202-01	FT
City Clerk	CH-512-1215-01	FT
Full-Time Position		2
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>2</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-512 - CITY CLERK  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>001-512</b>						
<b>EXPENDITURES</b>						
511.0100	Executive Salaries	\$ 96,284	\$ 99,173	\$ 99,197	\$ 102,148	3.0 %
512.0100	Regular Salaries	47,160	49,945	50,764	52,986	6.1 %
521.0100	Fica Taxes	10,504	11,408	10,968	11,867	4.0 %
522.2100	Retirement General Employee	41,207	36,489	37,744	34,781	(4.7)%
523.0100	Health Insurance	16,523	17,512	17,523	18,425	5.2 %
523.0300	Insurance & EAP	506	486	529	548	12.8 %
524.0100	Workers' Compensation	210	208	230	204	(1.9)%
529.0000	Career Advancement	-	1,600	-	-	(100.0)%
	<b>Total Personnel Expenses</b>	<b>212,394</b>	<b>216,821</b>	<b>216,955</b>	<b>220,959</b>	<b>1.9 %</b>
531.0300	Membership Dues	544	819	831	744	(9.2)%
531.1600	Contract Services	5,266	8,685	8,380	8,502	(2.1)%
540.5100	Travel and Per Diem	1,161	3,559	1,040	2,425	(31.9)%
541.1100	Communications	21,098	21,617	21,754	21,456	(0.7)%
542.1200	Postage/Mailing Service	2,700	2,700	2,700	2,700	- %
543.0000	Utility Services	20,061	22,643	20,912	23,750	4.9 %
544.0500	Operating Lease	6,305	6,437	6,458	4,205	(34.7)%
545.1200	Insurance	4,477	5,708	6,217	5,927	3.8 %
545.9900	Insurance Contingency - Vehicle	-	30,000	3,000	30,000	- %
546.3400	Repair & Maintenance	21,351	8,140	6,425	10,385	27.6 %
546.4000	Vehicle Repair & Maintenance	300	1,233	1,217	800	(35.1)%
547.5100	Printing And Binding	5,088	8,600	7,975	17,150	99.4 %
548.9100	Promotional Advertising	5,242	10,232	3,900	10,143	(0.9)%
549.0100	Repurchase Of Cemetery Spaces	-	800	800	800	- %
549.9000	Tax Increment Funds To CRA	1,613,534	1,746,132	1,746,132	1,837,953	5.3 %
549.9600	Bank Service Charges	7,708	10,600	9,850	10,600	- %
551.1200	Office Supplies	1,973	1,800	1,487	2,100	16.7 %
552.0000	Operating Expenses - Veolia	-	1,500	-	1,500	- %
552.1500	Fuel and Lubricants	187	500	350	500	- %
552.2300	Operating Expenses	84,009	86,230	86,075	88,803	3.0 %
552.4200	Small Tools/Equipment	538	2,975	1,965	6,168	107.3 %
552.7100	Fairs & Festivals	107	-	-	-	- %
554.0100	Non-Capitalized Equipment	9,606	7,500	-	500	(93.3)%
554.1200	Publications	866	660	620	660	- %
555.1300	Technical/Training	1,100	1,540	1,487	2,455	59.4 %
555.9900	Tuition Reimbursement	-	3,000	2,400	3,000	- %
	<b>Total Operating Expenses</b>	<b>1,813,221</b>	<b>1,993,610</b>	<b>1,941,975</b>	<b>2,093,226</b>	<b>5.0 %</b>
564.4900	Capital Leases	28,371	-	-	-	- %
	<b>Total Capital Purchases</b>	<b>28,371</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-512 - CITY CLERK  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
571.0100	Principal	3,499	7,106	7,106	7,252	2.1 %
571.0400	Principal - Loan 2004	22,283	23,500	23,500	24,574	4.6 %
571.0500	Principal - Loan 2005	11,405	12,000	12,000	12,494	4.1 %
571.0700	Principal - Loan 2007	9,468	9,900	9,900	10,326	4.3 %
572.0100	Interest Expense	283	462	462	320	(30.7)%
572.0400	Interest Expense - Loan 2004	8,090	7,000	7,000	7,750	10.7 %
572.0500	Interest Expense - Loan 2005	5,201	5,500	5,500	5,375	(2.3)%
572.0700	Interest Expense - Loan 2007	5,442	5,300	5,643	5,600	5.7 %
	<b>Total Debt Service</b>	<b>65,671</b>	<b>70,768</b>	<b>71,111</b>	<b>73,691</b>	<b>4.1 %</b>
591.0700	Transfer To Capital Projects Fund	36,454	60,000	60,000	29,251	(51.2)%
	<b>Total Transfers-Out</b>	<b>36,454</b>	<b>60,000</b>	<b>60,000</b>	<b>29,251</b>	<b>(51.2)%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,156,111</b>	<b>\$ 2,341,199</b>	<b>\$ 2,290,041</b>	<b>\$ 2,417,127</b>	<b>3.2 %</b>





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CITY CLERK DEPARTMENT  
FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-CITY CLERK			
001-512-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	102,148	102,148
Totals for GL# 001-512-511.0100-EXECUTIVE SALARIES			102,148
001-512-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	52,986	52,986
Totals for GL# 001-512-512.0100-REGULAR SALARIES			52,986
001-512-521.0100 FICA TAXES			
FICA TAXES	1	11,867	11,867
Totals for GL# 001-512-521.0100-FICA TAXES			11,867
001-512-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	34,781	34,781
Totals for GL# 001-512-522.2100-RETIREMENT GENERAL EMPLOYEE			34,781
001-512-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	10,062	10,062
HEALTH INSURANCE - CHILDREN	1	8,363	8,363
Totals for GL# 001-512-523.0100-HEALTH INSURANCE			18,425
001-512-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	548	548
Totals for GL# 001-512-523.0300-LIFE INSURANCE & EAP			548
001-512-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	204	204
Totals for GL# 001-512-524.0100-WORKERS' COMPENSATION			204
001-512-531.0300 MEMBERSHIP DUES			
FACC ANNUAL MEMBERSHIP DUES	2	75	150
FGFOA ANNUAL DUES	1	35	35
INSTITUTE OF INTERNAL AUDITORS ANNUAL DUES	1	150	150
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	1	160	160
ASSOCIATE IIMC MEMBERSHIP	1	100	100
AMAZON PRIME MEMBERSHIP	1	99	99



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CITY CLERK DEPARTMENT  
FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-CITY CLERK			
FLORIDA ASSOCIATION OF BUSINESS TAX OFFICIALS (FABTO)	1	50	50
Totals for GL# 001-512-531.0300-MEMBERSHIP DUES			744
001-512-531.1600 CONTRACT SERVICES			
CH CLEANING SERVICE	12	600	7,200
CH PEST CONTROL (QTR)	4	50	200
CH SECURITY SYSTEM (ADT)	4	90	360
GPS DEVICE ANNUALLY 20131 & 20444	2	371	742
Totals for GL# 001-512-531.1600-CONTRACT SERVICES			8,502
001-512-540.5100 TRAVEL AND PER DIEM			
FACC CONFERENCE-CITY CLERK/ASSIT CITY CLERK	1	575	575
FGFOA ANNUAL CONFERENCE-CITY CLERK	1	1,300	1,300
MISC MILEAGE FOR TRAINING	1	150	150
CERTIFIED PUBLIC MANAGER TRAINING	1	300	300
FLORIDA REDEVELOPMENT AGENCY	1	100	100
Totals for GL# 001-512-540.5100-TRAVEL AND PER DIEM			2,425
001-512-541.1100 COMMUNICATIONS			
CELL PHONE SERVICE- CITY CLERK	12	50	600
SUNCOM FAX LINES	12	488	5,856
VERIZON ALARM LINE	12	175	2,100
BRIGHTHOUSE PHONE PD AND CH	12	1,075	12,900
Totals for GL# 001-512-541.1100-COMMUNICATIONS			21,456
001-512-542.1200 POSTAGE/MAILING SERVICE			
CH- POSTAGE METER	4	675	2,700
Totals for GL# 001-512-542.1200-POSTAGE/MAILING SERVICE			2,700
001-512-543.0000 UTILITY SERVICES			
CITY HALL ELECTRICITY	1	14,475	14,475
CITY HALL WATER	1	9,275	9,275
Totals for GL# 001-512-543.0000-UTILITY SERVICES			23,750
001-512-544.0500 OPERATING LEASE			
POSTAGE METER LEASE P#7 - 10 OF 16	4	245	980



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CITY CLERK DEPARTMENT  
FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-CITY CLERK			
RICOH C5503 - MAINT (9 MONTHS)	9	200	1,800
NEW COPIER LEASE P#4-6 OF 36	3	275	825
NEW COPIER - MAINT (3 MONTHS)	3	200	600
Totals for GL# 001-512-544.0500-OPERATING LEASE			4,205
001-512-545.1200 INSURANCE			
A-3 FIDUCIARY BOND GE PENSION	1	60	60
D-6 EXEC TRAVEL POLICY - CITY CLERK	1	55	55
GEN LIAB, AUTO, PROP. INSURANCE	4	1,453	5,812
Totals for GL# 001-512-545.1200-INSURANCE			5,927
001-512-545.9900 INSURANCE CONTINGENCY			
FULL LIABILITY DEDUCTIBLE	1	25,000	25,000
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 001-512-545.9900-INSURANCE CONTINGENCY			30,000
001-512-546.3400 REPAIR & MAINTENANCE			
AC MAINTENANCE	4	225	900
GENERATOR ANNUAL MAINTENENCE	2	460	920
EXTERIOR REPAIRS TO CITY HALL	1	2,000	2,000
FIRE ALARM	2	188	375
FIRE EXTINGUISHER MAINT.	1	220	220
INTERIOR REPAIRS FOR CITY HALL	1	2,500	2,500
LANDSCAPE	1	1,000	1,000
HALON SYSTEM	2	275	550
MISC REPAIRS (INTERIOR/EXTERIOR)	1	1,920	1,920
Totals for GL# 001-512-546.3400-REPAIR & MAINTENANCE			10,385
001-512-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA# 20131 VEHICLE MAINT (VOLT)	1	600	600
VEHICLE MAINTENANCE EXPLORER	1	200	200
Totals for GL# 001-512-546.4000-VEHICLE REPAIR & MAINTENANCE			800
001-512-547.5100 PRINTING AND BINDING			
CITY CODE UPDATES	2	3,250	6,500
MINUTE BOOKS	8	200	1,600
BUSINESS CARDS	1	50	50
RECODIFICATION/AUDIT OF CITY CODE	1	9,000	9,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CITY CLERK DEPARTMENT  
FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-CITY CLERK			
Totals for GL# 001-512-547.5100-PRINTING AND BINDING			17,150
001-512-548.9100 PROMOTIONAL ADVERTISING			
ADVERTISING RFP/BUDGET (NORTH RIVER)	1	500	500
ADVERTISING RFP/BUDGET (TEMPO)	1	500	500
ADVERTISING RFP/ORD/RES/BUDGET (B. HERALD)	1	8,500	8,500
FDOT OUTDOOR ADVERTISING LICENSE	1	143	143
CHAMBER OF COMMERCE MAP ADVERTISEMENT	1	500	500
Totals for GL# 001-512-548.9100-PROMOTIONAL ADVERTISING			10,143
001-512-549.0100 REPURCHASE OF CEMETERY SPACES			
REPURCHASE OF CEMETERY SPACES	1	800	800
Totals for GL# 001-512-549.0100-REPURCHASE OF CEMETERY SPACES			800
001-512-549.9000 TAX INCREMENT FUNDS TO CRA			
TIF TO CRA (6% INCREASE FROM FY18)	1	1,837,953	1,837,953
Totals for GL# 001-512-549.9000-TAX INCREMENT FUNDS TO CRA			1,837,953
001-512-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	10,000	10,000
CREDIT CARD FEES	1	600	600
Totals for GL# 001-512-549.9600-BANK SERVICE CHARGES			10,600
001-512-551.1200 OFFICE SUPPLIES			
COPIER PAPER	12	100	1,200
PENS/FOLDERS/SUPPLIES	1	900	900
Totals for GL# 001-512-551.1200-OFFICE SUPPLIES			2,100
001-512-552.0000 HURRICANE MATERIALS/SUPPLIES			
HURRICANE SUPPLIES	1	1,500	1,500
Totals for GL# 001-512-552.0000-HURRICANE MATERIALS/SUPPLIES			1,500
001-512-552.1500 FUEL AND LUBRICANTS			
FUEL FOR CITY HALL VEHICLES	1	500	500
Totals for GL# 001-512-552.1500-FUEL AND LUBRICANTS			500



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CITY CLERK DEPARTMENT  
FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-CITY CLERK			
001-512-552.2300 OPERATING EXPENSES			
ASCAP LICENSE FEE FOR MUSIC	1	350	350
BMI SONGWRITER/MUSIC LICENSE	1	350	350
CITY HALL RESTROOM SUPPLIES	1	130	130
CITY HALL COFFEE SERVICE	12	75	900
CONFIDENTIAL PAPER SHREDDING	3	90	270
DEFIBRILLATOR MAINTENENCE (1/3 OF COST)	1	60	60
RECORDING FEES-CLERK OF COURT	1	60	60
REGATTA POINT SUMBERGED LAND LEASE	1	85,000	85,000
TANGIBLE TAX ON COPIERS	1	46	46
TECO PEOPLES GAS (FOR GENERATOR)	12	46	552
UNISHIPPERS	1	500	500
US POST OFFICE ANNUAL FEES	1	550	550
EMPLOYEE OF THE YEAR PROGRAM PLAQUES	1	35	35
Totals for GL# 001-512-552.2300-OPERATING EXPENSES			88,803
001-512-552.4200 SMALL TOOLS/EQUIPMENT			
MISC SUPPLIES	1	100	100
CELL PHONE CASES	15	20	300
MONITORS FOR CHAMBERS AND PODUIM	10	350	3,500
GOOSENECK MICROPHONES	6	378	2,268
Totals for GL# 001-512-552.4200-SMALL TOOLS/EQUIPMENT			6,168
001-512-554.0100 NON-CAPITALIZED EQUIPMENT			
MISC EQUIPMENT	1	500	500
Totals for GL# 001-512-554.0100-NON-CAPITALIZED EQUIPMENT			500
001-512-554.1200 PUBLICATIONS			
BRADENTON HERALD (ANNUAL SUBSCRIPTION)	12	30	360
HERALD TRIBUNE	12	25	300
Totals for GL# 001-512-554.1200-PUBLICATIONS			660
001-512-555.1300 TECHNICAL/TRAINING			
CPE CREDITS FOR CITY CLERK	1	200	200
FACC ANNUAL CONFERENCE (REGISTRATION)	1	300	300
FGFOA ANNUAL CONFERENCE (REGISTRATION)	1	275	275



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CITY CLERK DEPARTMENT  
FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-CITY CLERK			
MISC. WEBINARS	4	70	280
CERTIFIED PUBLIC MANAGER	1	1,400	1,400
Totals for GL# 001-512-555.1300-TECHNICAL/TRAINING			2,455
001-512-555.9900 TUITION REIMBURSEMENT			
TUITION REIMBURSEMENT	1	3,000	3,000
Totals for GL# 001-512-555.9900-TUITION REIMBURSEMENT			3,000
001-512-571.0100 PRINC - LEASE			
P# 07-10 FA#20444 FORD EXPLORER	4	1,813	7,252
Totals for GL# 001-512-571.0100-PRINC - LEASE			7,252
001-512-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	24,574	24,574
Totals for GL# 001-512-571.0400-PRINC-BOA LOAN 2004			24,574
001-512-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	12,494	12,494
Totals for GL# 001-512-571.0500-PRINC-BOA LOAN 2005			12,494
001-512-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	10,326	10,326
Totals for GL# 001-512-571.0700-PRINC-BOA LOAN 2007			10,326
001-512-572.0100 INT EXP - LEASE			
P# 07-10 FA#20444 FORD EXPLORER	4	80	320
Totals for GL# 001-512-572.0100-INT EXP - LEASE			320
001-512-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA INTEREST	1	7,750	7,750
Totals for GL# 001-512-572.0400-INT EXP-BOA LOAN 2004			7,750
001-512-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	5,375	5,375
Totals for GL# 001-512-572.0500-INT EXP-BOA LOAN 2005			5,375
001-512-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	5,600	5,600



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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CITY CLERK DEPARTMENT  
FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-CITY CLERK			
Totals for GL# 001-512-572.0700-INT EXP-BOA LOAN 2007			5,600
Totals for dept 512-CITY CLERK			2,387,876



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“Someone is sitting in the shade today because someone planted a tree a long time ago.”

Warren Buffett





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Information Technology - 513**

Fund: General Fund - 001  
Department: City Clerk

Contact Hours: Monday through Friday 8:00 to 5:00  
Location: City Hall - 516 8<sup>th</sup> Ave. West, Palmetto, FL 34220

Primary Duties

- Provides support and maintenance to the technologies that enable City departments to accomplish their goals and objectives.
- Secure all systems from virus attacks, improper use and malicious invasion.

Future Challenges or Issues facing the Cost Center

- Support all City departments with limited manpower

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Improve information technology infrastructure
2. Maintain and secure Door codes and keys
3. Backup and secure computer data



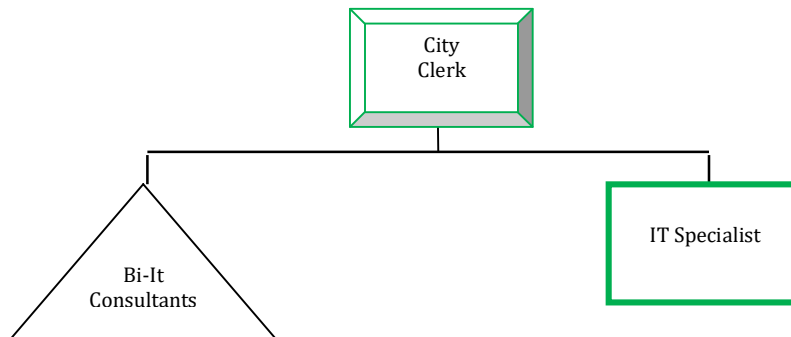
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Information Technologies  
Organizational Information**

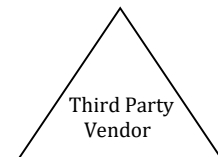
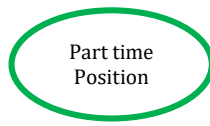
<b>Total Personnel Wages</b>	\$ 52,358
<b>Total Benefits</b>	\$ 26,068
<b>Total Personnel Cost</b>	<u>\$ 78,426</u>

<u>Job Title</u>	<u>Position ID</u>	<u>FTE</u>
IT Specialist	CH-513-1226-01	FT
Full-Time Position		1
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<u>1</u>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-513 - INFORMATION TECHNOLOGY  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>EXPENDITURES</b>						
512.0100	Regular Salaries	\$ 50,833	\$ 52,716	\$ 50,833	\$ 52,358	(0.7)%
521.0100	Fica Taxes	3,308	4,033	3,322	4,005	(0.7)%
522.2100	Retirement General Employee	14,609	12,900	12,811	11,739	(9.0)%
523.0100	Health Insurance	9,023	9,561	9,570	10,062	5.2 %
523.0300	Insurance & EAP	186	172	193	193	12.2 %
524.0100	Workers' Compensation	75	73	78	69	(5.5)%
	<b>Total Personnel Expenses</b>	<b>78,034</b>	<b>79,455</b>	<b>76,807</b>	<b>78,426</b>	<b>(1.3)%</b>
531.0100	Consulting	99,635	115,975	111,200	144,000	24.2 %
540.5100	Travel and Per Diem	-	-	-	200	- %
541.1100	Communications	55	60	60	60	- %
545.1200	Insurance	1,455	1,536	1,767	1,556	1.3 %
546.3400	Repair & Maintenance	17,213	17,856	16,670	17,570	(1.6)%
551.1200	Office Supplies	924	2,450	2,100	2,450	- %
552.2300	Operating Expenses	135,512	221,104	209,778	195,664	(11.5)%
552.4200	Small Tools/Equipment	11,354	10,292	11,200	15,410	49.7 %
552.5100	Uniform Purchases And Cleaning	-	100	-	100	- %
554.0100	Non-Capitalized Equipment	15,324	34,377	30,146	23,000	(33.1)%
554.1200	Publications	-	200	-	200	- %
555.1300	Technical/Training	1,055	2,140	2,136	1,360	(36.4)%
	<b>Total Operating Expenses</b>	<b>282,527</b>	<b>406,090</b>	<b>385,057</b>	<b>401,570</b>	<b>(1.1)%</b>
564.0100	Machinery & Equipment	55,392	49,599	52,400	28,600	(42.3)%
	<b>Total Capital Purchases</b>	<b>55,392</b>	<b>49,599</b>	<b>52,400</b>	<b>28,600</b>	<b>(42.3)%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 415,953</b>	<b>\$ 535,144</b>	<b>\$ 514,264</b>	<b>\$ 508,596</b>	<b>(5.0)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

INFORMATION TECHNOLOGY DEPARTMENT  
FUND 001; DEPARTMENT 513

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-INFORMATION TECHNOLOGY			
001-513-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	52,358	52,358
Totals for GL# 001-513-512.0100-REGULAR SALARIES			52,358
001-513-521.0100 FICA TAXES			
FICA TAXES	1	4,005	4,005
Totals for GL# 001-513-521.0100-FICA TAXES			4,005
001-513-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	11,739	11,739
Totals for GL# 001-513-522.2100-RETIREMENT GENERAL EMPLOYEE			11,739
001-513-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	10,062	10,062
Totals for GL# 001-513-523.0100-HEALTH INSURANCE			10,062
001-513-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	193	193
Totals for GL# 001-513-523.0300-LIFE INSURANCE & EAP			193
001-513-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	69	69
Totals for GL# 001-513-524.0100-WORKERS' COMPENSATION			69
001-513-531.0100 CONSULTING			
IT HOURLY WORK - STRATEGIC PROJECTS	12	5,000	60,000
IT MONTHLY MANAGED CARE HOURS	12	7,000	84,000
Totals for GL# 001-513-531.0100-CONSULTING			144,000
001-513-540.5100 TRAVEL AND PER DIEM			
TRAINING	1	200	200
Totals for GL# 001-513-540.5100-TRAVEL AND PER DIEM			200
001-513-541.1100 COMMUNICATIONS			
CELL SERVICE - IT TECHNICIAN	12	5	60
Totals for GL# 001-513-541.1100-COMMUNICATIONS			60
001-513-545.1200 INSURANCE			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

INFORMATION TECHNOLOGY DEPARTMENT  
FUND 001; DEPARTMENT 513

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-INFORMATION TECHNOLOGY			
GENERAL LIABILITY, AUTO, PROPERTY			
INSURANCE	4	389	1,556
Totals for GL# 001-513-545.1200-INSURANCE			1,556
001-513-546.3400 REPAIR & MAINTENANCE			
BARRACUDA MESSAGE ARCHIVER ENERGIZE			
UPDATES/WARRANTY	1	2,400	2,400
BARRACUDA SPAM FIREWALL ENERGIZE			
UPDATES/WARRANTY	1	1,270	1,270
BARRACUDA WEB FILTER ENERGIZE			
UPDATES/WARRANTY	1	1,000	1,000
BATTERY REPLACEMENTS			
	1	1,000	1,000
CABLING			
	1	2,500	2,500
UPS MAINTENANCE (CH & PD)			
	1	600	600
WARRANTY RENEWALS ( SERVER VM FARM)			
	1	2,500	2,500
PHONE MAINTENANCE (IP PHONE SUPPORT)			
	1	5,100	5,100
ELECTRICAL SERVICES (REPAIRS & INSALLATIONS)			
	1	1,000	1,000
HP PRINTER MAINTENANCE			
	1	200	200
Totals for GL# 001-513-546.3400-REPAIR & MAINTENANCE			17,570
001-513-551.1200 OFFICE SUPPLIES			
MISCELLANEOUS OFFICE SUPPLIES			
	1	250	250
REPLACEMENT TONER			
	1	1,800	1,800
SCANNER MAINTENANCE KIT - FIJITSU DESK SCANNER			
	2	200	400
Totals for GL# 001-513-551.1200-OFFICE SUPPLIES			2,450
001-513-552.2300 OPERATING EXPENSES			
BSA ANNUAL MAINTENANCE			
	1	28,000	28,000
BUSINESS INFORMATION SYSTEM (MINUTES RECORDING SOFTWARE)			
	1	1,350	1,350
CIVIC PLUS MONTHLY FEE (CITY WEBSITE)			
	12	455	5,464
COBAN TECHNOLOGIES INC ANNUAL MAINTENANCE			
	1	4,500	4,500
COOLCAT INC ESET VIRUS SOFTWARE			
	1	1,550	1,550
DATA PROTECTION PC MANAGEMENT			
	12	60	720
DATA PROTECTION SERVER MGNT			
	12	75	900
DROPBOX			
	1	3,000	3,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

INFORMATION TECHNOLOGY DEPARTMENT  
FUND 001; DEPARTMENT 513

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-INFORMATION TECHNOLOGY			
VEEAM BACKUP MGMT SUITE	1	2,350	2,350
VMWARE VCENTER RENEWAL(1YR SUBSCRIP)	1	1,500	1,500
HRN PERFORMANCE PRO RENEWAL (HR)	1	2,655	2,655
IMPRAVATA ONESIGN (YR MAINT)	1	1,400	1,400
KASEYA BASIC MONITORING CARE	12	1,920	23,040
LASERFISCHE ANNUAL MAINTENANCE	1	8,600	8,600
MDE INC. ADORE CLIENT SOFTWARE (PD)	1	800	800
MUNICODE INTERNET POSITING FEE	1	800	800
NET MOTION ANNUAL MAINTENANCE	1	3,000	3,000
PMI EVIDENCE TRACKER MAINTENANCE	1	550	550
POWER DMS ACCREDITATION	1	4,000	4,000
FRONTIER COMM. INTERNET SERVICE CITY HALL	12	200	2,400
VESTA (PD)	1	4,427	4,427
CAD (PD)	1	11,622	11,622
TRANSPORT (PD FIBER)	1	8,460	8,460
RMS/TYLER SOFTWARE MAINTENANCE (PD)	1	4,500	4,500
EXACQ CAMERA LIC (YR SUB)	65	33	2,145
DATAWORKS PLUS (FINGER PRINT PD)	1	500	500
CASEWARE [FINANCE DEPT)	1	8,175	8,175
CONVERGENT CAMERA MAINTENANCE	1	4,600	4,600
NOVACHARGE (CHARGE STATION RENEWAL)	1	1,232	1,232
NETMOTION ADD LICENSES(BLOCK OF 5)	1	1,490	1,490
SMARSH ARCHIVE	1	6,500	6,500
VM WORKSPACE ONE (YRLY MDM/LICENSE)	1	3,500	3,500
USA (RMS) ANNUAL MAINTENANCE	1	14,000	14,000
F H BLACK (CASEWARE SUPPORT)	1	4,440	4,440
OFFICE 365 (MS OFFICE SUITE ONLYSUBSCRIPTIONS)	12	978	11,736
ADOBE CREATIVE CLOUD - ALL APPS	1	870	870
VMWARE VSPHERE (STD PER PROC/PER YR)	8	323	2,584
VMWARE VREALIZE (PER PROC/1YR SUBSCRIP)	8	188	1,504
CODE RED NOTIFICATION SYSTEM	1	6,800	6,800
Totals for GL# 001-513-552.2300-OPERATING EXPENSES			195,664
001-513-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS COMPUTER HARDWARE	1	6,000	6,000
REPLACEMENT DESKTOP UPS	15	150	2,250



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

INFORMATION TECHNOLOGY DEPARTMENT  
FUND 001; DEPARTMENT 513

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-INFORMATION TECHNOLOGY			
REPLACEMENT MONITORS	18	200	3,600
REPLACEMENT PRINTERS	6	300	1,800
MISCELLANEOUS COMPUTER EQUIPMENT <500	1	1,500	1,500
VARIDESK	1	260	260
Totals for GL# 001-513-552.4200-SMALL TOOLS/EQUIPMENT			15,410
001-513-552.5100 UNIFORM PURCHASES & CLEANING			
SHIRTS W/ LOGO	1	100	100
Totals for GL# 001-513-552.5100-UNIFORM PURCHASES & CLEANING			100
001-513-554.0100 NON-CAPITALIZED EQUIPMENT			
REPLACEMENT LF SCANNERS	2	1,000	2,000
REPLACEMENT DESKTOPS	10	800	8,000
ADDITIONAL IP CCTV CAMERAS	5	800	4,000
WIRELESS CCTV	1	3,000	3,000
MISCELLANEOUS COMPUTER EQUIPMENT <500	1	6,000	6,000
Totals for GL# 001-513-554.0100-NON-CAPITALIZED EQUIPMENT			23,000
001-513-554.1200 PUBLICATIONS			
IT CERTIFICATION TRAINING MATERIAL	1	200	200
Totals for GL# 001-513-554.1200-PUBLICATIONS			200
001-513-555.1300 TECHNICAL/TRAINING			
TRAINING			
CERTIFICATION	3	200	600
ONLINE TRAINING W\ LABS	1	400	400
ONLINR TRAINING W\DEMOS	1	360	360
Totals for GL# 001-513-555.1300-TECHNICAL/TRAINING			1,360
001-513-564.0100 MACHINERY AND EQUIPMENT			
COBAN INTERVIEW ROOM SOLUTION - 1/2 CENT		17,000	
LIVE SCAN FINGERPRINT HARDWARE - 1/2 CENT		5,000	
10 GIG BACKBONE SWITCH WITH NICS - PD 1/2 CENT	1	3,600	3,600
CITY HALL SAN	1	25,000	25,000
Totals for GL# 001-513-564.0100-MACHINERY AND EQUIPMENT			28,600



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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INFORMATION TECHNOLOGY DEPARTMENT  
FUND 001; DEPARTMENT 513

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-INFORMATION TECHNOLOGY			
Totals for dept 513-INFORMATION TECHNOLOGY			508,596





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: City Attorney - 514**

Fund: General Fund - 001  
Department: City Clerk

Contact            Mark P. Barnebey (941) 748-0100  
                          Location: 802 11<sup>th</sup> St. Bradenton, FL 34205

Primary Duties

- Dedicated to providing an array of services to the Commission and Mayor.
- Draft and review all ordinances and resolutions, after input by staff.
- Review all contracts prior to execution as request by staff.
- Provide legal advice on all matters affecting the City.
- Attend all City Commission meetings as legal counsel.
- Approve, monitor and pursue, as appropriate, all City litigation and outside counsel.

Future Challenges or Issues facing the Cost Center

- Legal service needs and litigation are not static from year to year.
- The City Attorney is an appointed contracted position.
- The City Attorney is not an employee of the City and has multiple clients.
- The main office of the attorney is not located directly within the City but in a close neighboring City

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

<u>Cost Center Goals and Objectives:</u>
1. Assist the City in handling all legal affairs timely, efficiently and compliant to law.



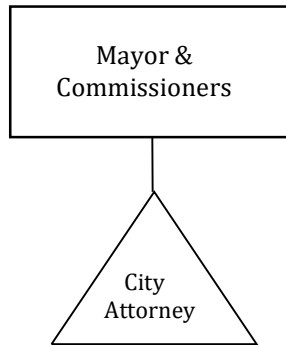
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**CITY ATTORNEY  
ORGANIZATIONAL INFORMATION**

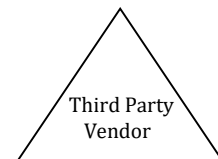
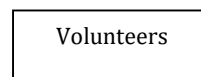
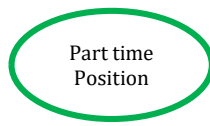
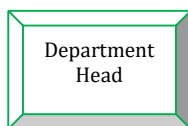
Schedule of Personnel	Pay Grade/ Step	Base Salary	Benefits	Total Position Costs	FTE
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The City Attorney is a contracted, appointed position

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**001-514 - CITY ATTORNEY**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>EXPENDITURES</b>						
531.0600	Attorney Fees	\$ 218,371	\$ 225,240	\$ 225,240	\$ 231,997	3.0 %
531.0700	Attorney Fees-Special Services	25,178	25,000	32,431	30,000	20.0 %
531.0900	Legal Ads Pass-Thru	1,905	30,000	28,086	-	(100.0)%
540.5100	Travel and Per Diem	-	1,500	-	1,500	- %
552.2300	Operating Expenses	489	2,000	925	2,000	- %
555.1300	Technical/Training	-	750	-	750	- %
	<b>Total Operating Expenses</b>	<b>245,943</b>	<b>284,490</b>	<b>286,682</b>	<b>266,247</b>	<b>(6.4)%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 245,943</b>	<b>\$ 284,490</b>	<b>\$ 286,682</b>	<b>\$ 266,247</b>	<b>(6.4)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CITY ATTORNEY DEPARTMENT  
FUND 001; DEPARTMENT 514

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 514-CITY ATTORNEY			
001-514-531.0600 ATTORNEY FEES-CONTRACTED SERVICES			
REGULAR ATTORNEY FEES-CITY PORTION - 81%	1	231,997	231,997
Totals for GL# 001-514-531.0600-ATTORNEY FEES-CONTRACTED SERVICES			231,997
001-514-531.0700 ATTORNEY FEES-SPECIAL SERVICES			
LITIGATION-CITY PORTION	1	30,000	30,000
Totals for GL# 001-514-531.0700-ATTORNEY FEES-SPECIAL SERVICES			30,000
001-514-540.5100 TRAVEL AND PER DIEM			
TRAVEL/PER DIEM-ATTORNEY	1	1,500	1,500
Totals for GL# 001-514-540.5100-TRAVEL AND PER DIEM			1,500
001-514-552.2300 OPERATING EXPENSES			
OPERATING EXPENSE-LITIGATION	1	2,000	2,000
Totals for GL# 001-514-552.2300-OPERATING EXPENSES			2,000
001-514-555.1300 TECHNICAL/TRAINING			
TECHNICAL/TRAINING	1	750	750
Totals for GL# 001-514-555.1300-TECHNICAL/TRAINING			750
Totals for dept 514-CITY ATTORNEY			266,247



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Finance - 515**

Fund: General Fund - 001  
Department: City Clerk

Contact           Hours: Monday through Friday, 8:00 to 5:00  
                          Location: City Hall, 516 8<sup>th</sup> Ave. West, Palmetto, FL 34220

Primary Duties

- Administer all financial transactions of the City – Accounts Payable, Payroll, Purchasing, Warehouse, Accounting
- Produce and manage the City's balanced budget
- Record, maintain and report accurate financial records per GAAP and GASB standards

Future Challenges or Issues facing the Cost Center

- Continue to learn and maintain new Budget/CAFR software.
- Implement GASB 75 in fiscal year 2019.
- Managing current daily workloads and multiple projects with current staffing levels.
- Complete capital asset inventory

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Produce budget and submit for award.
2. Submit CAFR for award.
3. Cross training Finance staff.
4. Continue accurate and professional support to Citizens, City staff and elected officials.
5. Cut expenses by becoming green.
6. Complete capital asset inventory
7. Enhance the Budget/CAFR Document



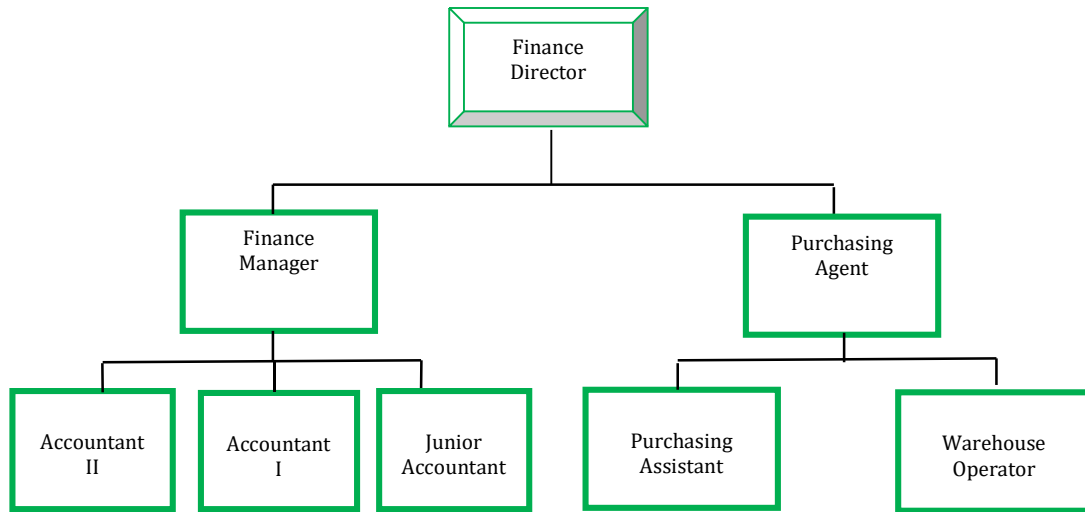
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Finance  
Organizational Information**

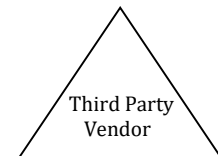
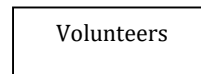
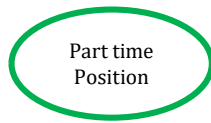
<b>Total Personnel Wages</b>	\$ 390,956
<b>Total Benefits</b>	\$ 171,404
<b>Total Personnel Cost</b>	<b>\$ 562,360</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Finance Director	CH-515-1205-01	FT
Finance Director - PT	CH-515-1205-01	PT
Senior Accountant	CH-515-1238-01	FT
Purchasing Assistant	CH-515-1255-01	FT
Warehouse Operator/Account Clerk	CH-515-1256-01	FT
Purchasing Agent	CH-515-1274-01	FT
Accountant I	CH-515-1293-01	FT
Junior Accountant	CH-515-1296-02	FT
Accounting Clerk	CH-515-1297-01	FT
Full-Time Position		8
VACANT Full-Time Position		0
Part-Time Positions		1
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>9</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**001-515 - FINANCE**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>EXPENDITURES</b>						
512.0100	Regular Salaries	\$ 349,905	\$ 391,099	\$ 393,280	\$ 386,414	(1.2)%
513.0100	Part Time Wages	-	-	1,002	4,542	- %
521.0100	Fica Taxes	26,464	29,919	29,429	29,909	- %
522.2100	Retirement General Employee	99,341	95,702	98,658	86,634	(9.5)%
523.0100	Health Insurance	33,032	42,582	44,275	52,430	23.1 %
523.0300	Insurance & EAP	1,254	1,278	1,372	1,452	13.6 %
524.0100	Workers' Compensation	993	1,032	1,131	979	(5.1)%
	<b>Total Personnel Expenses</b>	<b>510,989</b>	<b>561,612</b>	<b>569,147</b>	<b>562,360</b>	<b>0.1 %</b>
531.0100	Consulting	14,536	14,500	4,500	20,000	37.9 %
531.0300	Membership Dues	1,111	1,391	1,351	1,244	(10.6)%
532.0100	Audit Services	51,000	57,000	57,000	62,500	9.6 %
540.5100	Travel and Per Diem	3,986	5,734	3,700	6,525	13.8 %
544.0500	Operating Lease	4,945	5,284	4,650	5,284	- %
545.1200	Insurance	9,767	11,112	12,921	11,464	3.2 %
546.3400	Repair & Maintenance	105	250	232	250	- %
546.4000	Vehicle Repair & Maintenance	284	-	-	-	- %
547.5100	Printing And Binding	176	290	270	90	(69.0)%
549.3000	Sales Tax	2,186	2,100	1,636	2,100	- %
551.1200	Office Supplies	313	600	361	800	33.3 %
552.2300	Operating Expenses	1,116	4,855	4,740	3,855	(20.6)%
552.3900	Safety Program Expense	300	100	100	100	- %
552.4200	Small Tools/Equipment	1,372	4,000	4,243	650	(83.8)%
552.5100	Uniform Purchases And Cleaning	354	612	415	612	- %
554.0100	Non-Capitalized Equipment	603	-	-	-	- %
554.1200	Publications	152	460	35	530	15.2 %
555.1300	Technical/Training	7,571	8,515	4,150	6,270	(26.4)%
	<b>Total Operating Expenses</b>	<b>99,877</b>	<b>116,803</b>	<b>100,304</b>	<b>122,274</b>	<b>4.7 %</b>
564.0100	Machinery & Equipment	-	500	-	-	(100.0)%
564.4900	Capital Leases	28,703	-	-	-	- %
	<b>Total Capital Purchases</b>	<b>28,703</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>(100.0)%</b>
571.0100	Principal	3,620	7,352	7,352	7,500	2.0 %
572.0100	Interest Expense	293	478	478	328	(31.4)%
	<b>Total Debt Service</b>	<b>3,913</b>	<b>7,830</b>	<b>7,830</b>	<b>7,828</b>	<b>- %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 643,482</b>	<b>\$ 686,745</b>	<b>\$ 677,281</b>	<b>\$ 692,462</b>	<b>0.8 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

FINANCE DEPARTMENT  
FUND 001; DEPARTMENT 515

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-FINANCE			
001-515-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	386,414	386,414
Totals for GL# 001-515-512.0100-REGULAR SALARIES			386,414
001-515-513.0100 PART TIME WAGES			
PART TIME WAGES - K SIMPSON	1	4,542	4,542
Totals for GL# 001-515-513.0100-PART TIME WAGES			4,542
001-515-521.0100 FICA TAXES			
FICA TAXES	1	29,909	29,909
Totals for GL# 001-515-521.0100-FICA TAXES			29,909
001-515-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES RETIREMENT	1	86,634	86,634
Totals for GL# 001-515-522.2100-RETIREMENT GENERAL EMPLOYEE			86,634
001-515-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	7	5,720	40,040
HEALTH INSURANCE - FAMILY	1	12,390	12,390
Totals for GL# 001-515-523.0100-HEALTH INSURANCE			52,430
001-515-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,452	1,452
Totals for GL# 001-515-523.0300-LIFE INSURANCE & EAP			1,452
001-515-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	979	979
Totals for GL# 001-515-524.0100-WORKERS' COMPENSATION			979
001-515-531.0100 CONSULTING			
FINANCIAL ADVISOR - AS NEEDED	1	8,000	8,000
OPEB VALUATION	1	2,000	2,000
ASSET INVENTORY	1	10,000	10,000
Totals for GL# 001-515-531.0100-CONSULTING			20,000
001-515-531.0300 MEMBERSHIP DUES			





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

FINANCE DEPARTMENT  
FUND 001; DEPARTMENT 515

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-FINANCE			
FGFOA DUES	5	35	175
GFOA DUES	1	200	200
HILLSBOROUGH CHAPTER DUES	5	10	50
SWGFOA CHAPTER DUES	2	10	20
NIGP SARASOTA CHAPTER DUES	2	32	64
NIGP NATIONAL DUES	1	195	195
NIGP TAMPA CHAPTER DUES	2	35	70
FAPPO DUES	1	120	120
UPCCC RECERTIFICATION	1	300	300
SAMS CLUB	1	50	50
Totals for GL# 001-515-531.0300-MEMBERSHIP DUES			1,244
001-515-532.0100 AUDIT SERVICES			
2018 AUDIT SERVICES	1	53,500	53,500
MISCELLANEOUS AUDIT EXPENSE	1	500	500
SINGLE AUDIT	2	4,000	8,000
AUDIT LETTER	1	500	500
Totals for GL# 001-515-532.0100-AUDIT SERVICES			62,500
001-515-540.5100 TRAVEL AND PER DIEM			
CHAPTER TRAVEL	1	200	200
FGFOA ANNUAL CONFERENCE - HOLLYWOOD FL	3	800	2,400
FGFOA SCHOOL OF FINANCE - PALM BEACH	2	800	1,600
LOCAL CLASSES	1	500	500
FGFOA BOOT CAMP	1	325	325
NIGP/FAPPO CLASSES	2	750	1,500
Totals for GL# 001-515-540.5100-TRAVEL AND PER DIEM			6,525
001-515-544.0500 OPERATING LEASE			
CANON C5560I-LEASE - PMT 18-29 OF 36	12	307	3,684
CANON C5560I-MAINTENANCE	12	125	1,500
COLOR COPIES FOR CAFR/BUDGET	1	100	100
Totals for GL# 001-515-544.0500-OPERATING LEASE			5,284



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

FINANCE DEPARTMENT  
FUND 001; DEPARTMENT 515

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-FINANCE			
001-515-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	2,866	11,464
Totals for GL# 001-515-545.1200-INSURANCE			11,464
001-515-546.3400 REPAIR & MAINTENANCE			
FORKLIFT MAINTENANCE	1	250	250
Totals for GL# 001-515-546.3400-REPAIR & MAINTENANCE			250
001-515-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	2	45	90
Totals for GL# 001-515-547.5100-PRINTING AND BINDING			90
001-515-549.3000 SALES TAX			
MONTHLY SALES TAXES	12	175	2,100
Totals for GL# 001-515-549.3000-SALES TAX			2,100
001-515-551.1200 OFFICE SUPPLIES			
FORMS-W-2'S, 1099'S	1	100	100
MISCELLANEOUS OFFICE SUPPLIES	1	500	500
BUDGET/CAFR MATERIALS	1	200	200
Totals for GL# 001-515-551.1200-OFFICE SUPPLIES			800
001-515-552.2300 OPERATING EXPENSES			
AP CHECKS	1	275	275
BUDGET AWARD FEE	1	330	330
CAFR AWARD FEE	1	450	450
PROPANE FOR WAREHOUSE FORKLIFT	3	100	300
CAPITAL LEASE AUDIT LETTER	1	2,500	2,500
Totals for GL# 001-515-552.2300-OPERATING EXPENSES			3,855
001-515-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES FOR WAREHOUSE	1	100	100
Totals for GL# 001-515-552.3900-SAFETY PROGRAM EXPENSE			100
001-515-552.4200 SMALL TOOLS/EQUIPMENT			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

FINANCE DEPARTMENT  
FUND 001; DEPARTMENT 515

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-FINANCE			
MISCELLANEOUS EQUIPMENT	1	500	500
DATE STAMPS	2	75	150
Totals for GL# 001-515-552.4200-SMALL TOOLS/EQUIPMENT			650
001-515-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRTS FOR FINANCE STAFF	7	25	175
SHIRTS FOR WAREHOUSE OPERATOR	5	25	125
UNIFORM PANTS RENTAL	52	6	312
Totals for GL# 001-515-552.5100-UNIFORM PURCHASES AND CLEANING			612
001-515-554.1200 PUBLICATIONS			
ACCOUNTING/PURCHASING REFERENCE	1	500	500
SUBSCRIPTION CONSUMER REPORTS	1	30	30
Totals for GL# 001-515-554.1200-PUBLICATIONS			530
001-515-555.1300 TECHNICAL/TRAINING			
FGFOA ANNUAL CONFERENCE	3	300	900
GOVT SCHOOL OF FINANCE	2	300	600
GRANT CLASS WEB	1	830	830
LOCAL TRAINING/WEBINARS	1	800	800
NIGP/FAPPO TUITION	3	360	1,080
PURCHASING CLASS	2	660	1,320
FGFOA BOOTCAMP	1	440	440
FGFOA LEADERSHIP FORUM		2,700	
PAYROLL CERTIFICATION ONLINE		1,850	
UPCCC RECERTIFICATION FEE	1	300	300
Totals for GL# 001-515-555.1300-TECHNICAL/TRAINING			6,270
001-515-571.0100 PRINC - LEASE			
P# 07-10 FA#20454 FORKLIFT	4	1,875	7,500
Totals for GL# 001-515-571.0100-PRINC - LEASE			7,500
001-515-572.0100 INT EXP - LEASE			
P# 07-10 FA#20454 FORKLIFT	4	82	328
Totals for GL# 001-515-572.0100-INT EXP - LEASE			328



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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FINANCE DEPARTMENT  
FUND 001; DEPARTMENT 515

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-FINANCE			
Totals for dept 515-FINANCE			692,462



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Human Resources - 516**

Fund: General Fund - 001  
Department: City Clerk

Contact Hours: Monday through Friday, 8:00 to 5:00  
Location: City Hall, 516 8<sup>th</sup> Ave. West, Palmetto, FL 34220

Primary Duties

- Administer all aspects of the Human Resource function for active and retired personnel.

Future Challenges or Issues facing the Cost Center

- Being a small department, it is a challenge to meet deadlines and address emergency issues on a daily basis.
- Current processes need to be streamlined and efficiencies gained in order to work most effectively.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Personnel files standardized and compliant.
2. Job Descriptions updated and compliant.
3. Performance Evaluations conducted on time.
4. In-house training sessions conducted.
5. Implement standardized operating procedures for the department.



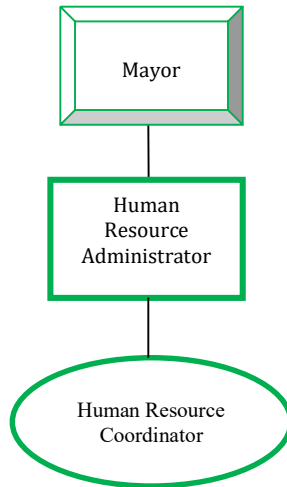
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Human Resources  
Organizational Information**

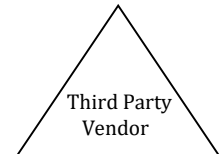
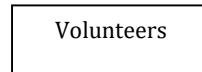
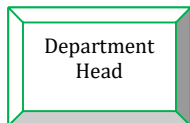
<b>Total Personnel Wages</b>	\$ 102,915
<b>Total Benefits</b>	\$ 33,570
<b>Total Personnel Cost</b>	<b>\$ 136,485</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
HR Administrator	CH-516-1264-01	FT
HR Coordinator - Part Time/28 hrs week	CH-516-1210-01	PT
Employee recognition		-
Unemployment		-
Full-Time Position		1
VACANT Full-Time Position		0
Part-Time Positions		1
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>2</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**001-516 - HUMAN RESOURCES**  
**Cost Center Summary**

<b>Account</b> <b>001-516</b>	<b>Description</b>	<b>2017</b> <b>Actual</b>	<b>2018</b> <b>Revised</b> <b>Budget</b>	<b>2018</b> <b>Projected</b> <b>Actual</b>	<b>2019</b> <b>Adopted</b> <b>Budget</b>	<b>% Change</b> <b>of Budget</b>
<b>EXPEDITURES</b>						
512.0100	Regular Salaries	\$ 64,822	\$ 66,767	\$ 66,767	\$ 68,770	3.0 %
513.0100	Part Time Wages	-	27,326	21,576	28,146	3.0 %
515.2200	Employee Recognition	1,000	1,000	1,000	1,000	- %
521.0100	Fica Taxes	4,717	7,275	6,525	7,491	3.0 %
522.2100	Retirement General Employee	18,799	16,582	17,009	15,642	(5.7)%
522.2400	Retirement Sworn	45	-	142	-	- %
523.0100	Health Insurance	9,023	9,561	9,570	10,062	5.2 %
523.0300	Insurance & EAP	232	217	239	245	12.9 %
524.0100	Workers' Compensation	128	132	127	129	(2.3)%
525.0000	Unemployment Expense	-	5,000	-	5,000	- %
	<b>Total Personnel Expenses</b>	<b>98,766</b>	<b>133,860</b>	<b>122,955</b>	<b>136,485</b>	<b>2.0 %</b>
531.0100	Consulting	12,331	3,667	-	-	(100.0)%
531.0300	Membership Dues	254	450	300	469	4.2 %
531.1600	Contract Services	50,140	42,181	41,925	42,185	- %
534.2100	Employee Testing	4,939	8,050	5,615	8,150	1.2 %
540.5100	Travel and Per Diem	537	2,475	250	4,100	65.7 %
541.1100	Communications	19	360	254	360	- %
545.1200	Insurance	2,190	2,700	3,152	2,804	3.9 %
547.5100	Printing And Binding	-	1,300	1,288	400	(69.2)%
548.9100	Promotional Advertising	-	1,675	820	1,500	(10.4)%
551.1200	Office Supplies	72	400	225	400	- %
552.2300	Operating Expenses	614	2,525	540	2,565	1.6 %
552.4200	Small Tools/Equipment	357	1,425	1,407	200	(86.0)%
552.5100	Uniform Purchases And Cleaning	-	50	-	50	- %
554.1200	Publications	-	1,000	150	1,000	- %
555.1300	Technical/Training	428	1,650	100	2,525	53.0 %
	<b>Total Operating Expenses</b>	<b>71,881</b>	<b>69,908</b>	<b>56,026</b>	<b>66,708</b>	<b>(4.6)%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 170,647</b>	<b>\$ 203,768</b>	<b>\$ 178,981</b>	<b>\$ 203,193</b>	<b>(0.3)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

HUMAN RESOURCES DEPARTMENT  
FUND 001; DEPARTMENT 516

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 516-HUMAN RESOURCES			
001-516-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	68,770	68,770
Totals for GL# 001-516-512.0100-REGULAR SALARIES			68,770
001-516-513.0100 HR PART-TIME WAGES			
HR COORDINATOR	1	28,146	28,146
Totals for GL# 001-516-513.0100-HR PART-TIME WAGES			28,146
001-516-515.2200 EMPLOYEE RECOGNITION			
EMPLOYEE RECOGNITION - QUARTERLY	4	150	600
EMPLOYEE RECOGNITION - YEAR	1	400	400
Totals for GL# 001-516-515.2200-EMPLOYEE RECOGNITION			1,000
001-516-521.0100 FICA TAXES			
FICA TAXES	1	7,491	7,491
Totals for GL# 001-516-521.0100-FICA TAXES			7,491
001-516-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	15,642	15,642
Totals for GL# 001-516-522.2100-RETIREMENT GENERAL EMPLOYEE			15,642
001-516-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE			
HEALTH INSURANCE - SPOUSE	1	10,062	10,062
Totals for GL# 001-516-523.0100-HEALTH INSURANCE			10,062
001-516-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	245	245
Totals for GL# 001-516-523.0300-LIFE INSURANCE & EAP			245
001-516-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	129	129
Totals for GL# 001-516-524.0100-WORKERS' COMPENSATION			129
001-516-525.0000 UNEMPLOYMENT EXPENSE			
UNEMPLOYMENT EXPENSE	1	5,000	5,000
Totals for GL# 001-516-525.0000-UNEMPLOYMENT EXPENSE			5,000
001-516-531.0100 CONSULT/CONTRACT SERV			
TEMP		3,500	
Totals for GL# 001-516-531.0100-CONSULT/CONTRACT SERV			
001-516-531.0300 MEMBERSHIP DUES			
FPHRA ANNUAL DUES	2	55	110





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**HUMAN RESOURCES DEPARTMENT  
FUND 001; DEPARTMENT 516**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 516-HUMAN RESOURCES			
SHRA	2	75	150
SHRM	1	209	209
Totals for GL# 001-516-531.0300-MEMBERSHIP DUES			469
001-516-531.1600 CONTRACT SERVICES			
AGENT FEE - HEALTH INSURANCE	12	3,333	40,000
DRUG SCREEN PROGRAM (AYS)	12	158	1,896
AED PYHSIO CONTROL SHARE COST	1	289	289
Totals for GL# 001-516-531.1600-CONTRACT SERVICES			42,185
001-516-534.2100 PRE-EMPLOYMENT TESTING			
GENERAL PRE EMPLOYMENT TESTING	20	175	3,500
PD PSYCHOLOGICAL TESTING	10	250	2,500
PD PRE EMPLOYMENT TESTING/CREDIT CHECK	10	215	2,150
Totals for GL# 001-516-534.2100-PRE-EMPLOYMENT TESTING			8,150
001-516-540.5100 TRAVEL AND PER DIEM			
FPHRA CONFERENCE	2	900	1,800
SHRA CHAPTER MEETINGS	2	150	300
LOCAL MEETINGS/TRAINING	2	400	800
SHRA ANNUAL CONFERENCE	1	1,200	1,200
Totals for GL# 001-516-540.5100-TRAVEL AND PER DIEM			4,100
001-516-541.1100 COMMUNICATIONS			
SUNCOM HR FAX LINE	12	30	360
Totals for GL# 001-516-541.1100-COMMUNICATIONS			360
001-516-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	701	2,804
Totals for GL# 001-516-545.1200-INSURANCE			2,804
001-516-547.5100 PRINTING AND BINDING			
GENERAL PRINTING MATERIALS	1	200	200
INTERNAL TRAINING MATERIALS	1	200	200
Totals for GL# 001-516-547.5100-PRINTING AND BINDING			400
001-516-548.9100 PROMOTIONAL ADVERTISING			
RECRUITMENT ADVERTISEMENT	1	1,500	1,500
Totals for GL# 001-516-548.9100-PROMOTIONAL ADVERTISING			1,500
001-516-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	400	400
Totals for GL# 001-516-551.1200-OFFICE SUPPLIES			400



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

HUMAN RESOURCES DEPARTMENT  
FUND 001; DEPARTMENT 516

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 516-HUMAN RESOURCES			
001-516-552.2300 OPERATING EXPENSES			
LABOR LAW POSTERS	1	265	265
RECRUITING SUPPLIES	1	150	150
BADGE SUPPLIES	1	300	300
EMPLOYEE APPRECIATION EVENTS	1	1,500	1,500
NEW EMPLOYEE ITEMS	25	5	125
NEW HIRE ORIENTATION SUPPLIES	1	225	225
Totals for GL# 001-516-552.2300-OPERATING EXPENSES			2,565
001-516-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS AS NEEDED	1	200	200
Totals for GL# 001-516-552.4200-SMALL TOOLS/EQUIPMENT			200
001-516-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRTS FOR HR STAFF	2	25	50
Totals for GL# 001-516-552.5100-UNIFORM PURCHASES AND CLEANING			50
001-516-554.1200 PUBLICATIONS			
PUBLICATIONS AS NEEDED	1	1,000	1,000
Totals for GL# 001-516-554.1200-PUBLICATIONS			1,000
001-516-555.1300 TECHNICAL/TRAINING			
FPHRA ANNUAL CONFERENCE REGISTRATION	2	350	700
SHRA CONFERENCE -	1	1,025	1,025
LOCAL TRAINING	2	400	800
Totals for GL# 001-516-555.1300-TECHNICAL/TRAINING			2,525
Totals for dept 516-HUMAN RESOURCES			203,193



**CITY OF PALMETTO, FLORIDA  
2017-2018 BUDGET**

**Cost Center and Number: Events and Facilities - 579**

Fund: General Fund - 001  
Department: City Clerk

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: City Hall, 516 8<sup>th</sup> Ave. West, Palmetto, FL 34221

Primary Duties

- Responsible for the repair of all city facilities and the Historical Park.
- To promote and coordinate safe events and facility rentals to be enjoyed by City residents and guests
- Coordinate Special Events and Parades with various City and community
- Design, coordinate and implement the City of Palmetto booth at the annual Manatee County Fair

Future Challenges or Issues facing the Cost Center

- Preparing for the retirement of the events coordinators retirement – roles and responsibilities
- Critical timing and communication issues with various departments
- Financing major capital improvements on aging event facilities

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Make improvements to City facilities and various parks.
2. Provide prompt and complete service for rentals to City property
3. Ensure City property is maintained to be safe and attractive



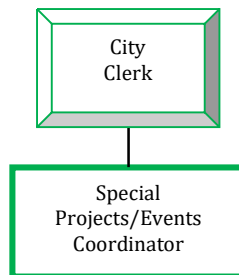
**CITY OF PALMETTO, FLORIDA  
2017-2018 BUDGET**

**Events and Facilities  
Organizational Information**

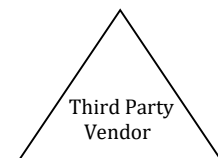
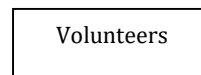
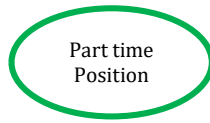
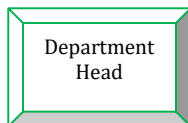
<b>Total Personnel Wages</b>	\$ 65,142
<b>Total Benefits</b>	\$ 17,493
<b>Total Personnel Cost</b>	<b>\$ 82,635</b>

<u>Job Title</u>	<u>Position ID</u>	<u>FTE</u>
Special Projects/Events Coordinator - Longevity - DROP	CH-579-1209-01	FT
Overtime	-	-
Full-Time Position		1
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>1</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-579 - EVENTS AND FACILITIES  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>EXPENDITURES</b>						
512.0100	Regular Salaries	\$ 55,686	\$ 57,244	\$ 57,244	\$ 58,962	3.0 %
514.0100	Overtime - GE	3,696	7,975	7,450	6,180	(22.5)%
514.0150	Overtime - Holiday General Employees	639	525	715	-	(100.0)%
521.0100	Fica Taxes	4,279	4,838	4,662	4,984	3.0 %
522.2100	Retirement General Employee	190	1,468	1,223	1,345	(8.4)%
523.0100	Health Insurance	9,290	9,561	10,146	10,062	5.2 %
523.0300	Insurance & EAP	204	188	231	234	24.5 %
524.0100	Workers' Compensation	882	916	1,049	868	(5.2)%
	<b>Total Personnel Expenses</b>	<b>74,866</b>	<b>82,715</b>	<b>82,720</b>	<b>82,635</b>	<b>(0.1)%</b>
531.1600	Contract Services	-	-	-	371	- %
541.1100	Communications	265	600	464	600	- %
544.1500	Rental Expenses	1,050	3,200	390	250	(92.2)%
545.1200	Insurance	1,743	1,964	2,298	2,052	4.5 %
546.3400	Repair & Maintenance	3,043	8,056	5,375	10,519	30.6 %
546.4000	Vehicle Repair & Maintenance	171	800	500	300	(62.5)%
547.5100	Printing And Binding	850	875	875	1,600	82.9 %
549.9600	Bank Service Charges	240	300	250	300	- %
551.1200	Office Supplies	3	200	35	200	- %
552.1500	Fuel and Lubricants	555	700	550	700	- %
552.2300	Operating Expenses	141	1,770	875	500	(71.8)%
552.3000	Living Tree Memorial Expense	1,287	1,200	720	630	(47.5)%
552.3900	Safety Program Expense	18	50	67	50	- %
552.4200	Small Tools/Equipment	598	4,715	2,425	3,283	(30.4)%
552.5100	Uniform Purchases And Cleaning	124	125	112	125	- %
552.7100	Fairs & Festivals	44,271	44,268	43,534	44,360	0.2 %
552.7200	Palmetto Historical Park	5,226	10,052	10,724	15,232	51.5 %
552.7400	Ag Museum	2,358	8,624	9,145	2,796	(67.6)%
554.0100	Non-Capitalized Equipment	-	2,000	560	5,000	150.0 %
555.1300	Technical/Training	-	200	-	-	(100.0)%
	<b>Total Operating Expenses</b>	<b>61,943</b>	<b>89,699</b>	<b>78,899</b>	<b>88,868</b>	<b>(0.9)%</b>
562.0000	Building Improvements	-	-	-	10,000	- %
564.0100	Machinery & Equipment	9,307	9,500	4,953	14,240	49.9 %
564.4900	Capital Leases	-	-	-	35,000	- %
	<b>Total Capital Purchases</b>	<b>9,307</b>	<b>9,500</b>	<b>4,953</b>	<b>59,240</b>	<b>523.6 %</b>
573.0500	New Debt Service	-	-	-	4,626	- %
	<b>Total Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,626</b>	<b>- %</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**001-579 - EVENTS AND FACILITIES**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>001-579</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 146,116</b>	<b>\$ 181,914</b>	<b>\$ 166,572</b>	<b>\$ 235,369</b>	<b>29.4 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

EVENTS AND FACILITIES DEPARTMENT  
FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-EVENTS AND FACILITIES			
001-579-512.0100 REGULAR SALARIES			
SPECIAL PROJECT/EVENTS COORDINATOR-191 - DROP	1	58,962	58,962
Totals for GL# 001-579-512.0100-REGULAR SALARIES			58,962
001-579-514.0100 OVERTIME - GE			
OVERTIME FOR SPECIAL EVENTS	1	6,180	6,180
Totals for GL# 001-579-514.0100-OVERTIME - GE			6,180
001-579-521.0100 FICA TAXES			
FICA TAXES	1	4,984	4,984
Totals for GL# 001-579-521.0100-FICA TAXES			4,984
001-579-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION - DROP	1	1,345	1,345
Totals for GL# 001-579-522.2100-RETIREMENT GENERAL EMPLOYEE			1,345
001-579-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	10,062	10,062
Totals for GL# 001-579-523.0100-HEALTH INSURANCE			10,062
001-579-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	234	234
Totals for GL# 001-579-523.0300-LIFE INSURANCE & EAP			234
001-579-524.0100 WORKERS COMP			
WORKERS COMPENSATION	1	868	868
Totals for GL# 001-579-524.0100-WORKERS COMP			868
001-579-531.1600 CONTRACT SERVICECS			
GPS ANNUALLY 17611	1	371	371
Totals for GL# 001-579-531.1600-CONTRACT SERVICECS			371
001-579-541.1100 COMMUNICATIONS			
CELL PHONE SERVICE	12	50	600
Totals for GL# 001-579-541.1100-COMMUNICATIONS			600
001-579-544.1500 RENTAL EXPENSES			
MISC EVENT RENTALS - REIMBURSEMENTS	1	250	250
Totals for GL# 001-579-544.1500-RENTAL EXPENSES			250
001-579-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO AND PROPERTY	4	513	2,052
Totals for GL# 001-579-545.1200-INSURANCE			2,052



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

EVENTS AND FACILITIES DEPARTMENT  
FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-EVENTS AND FACILITIES			
001-579-546.3400 REPAIR & MAINTENANCE			
CITY HALL - LOGO LETTERING FOR BUILDING		1,230	
CITY HALL - BUILDING FLOOD LIGHTS	1	2,000	2,000
CITY HALL - LANDSCAPE MATERIALS	1	500	500
CITY HALL - WIRE SHELVING STORE ROOMS	1	800	800
CITY HALL - MISC REPAIRS	1	1,919	1,919
CELEBRATION CENTER - MISC REPAIRS	1	500	500
HIDDEN LAKE PARK - MISC REPAIRS	1	500	500
ESTUARY PARK - MISC REPAIRS	1	500	500
MLK PARK - MISC REPAIRS	1	500	500
POLICE DEPARTMENT - MISC REPAIRS	1	1,500	1,500
POLICE DEPARTMENT - A/C REPAIRS	1	800	800
PUBLIC WORKS - MISC REPAIRS	1	500	500
SUTTON PARK - MISC REPAIRS	1	500	500
Totals for GL# 001-579-546.3400-REPAIR & MAINTENANCE			10,519
001-579-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR FOR 17611	1	300	300
Totals for GL# 001-579-546.4000-VEHICLE REPAIR & MAINTENANCE			300
001-579-547.5100 PRINTING & BINDING			
NEWS IN BRIEF	4	400	1,600
Totals for GL# 001-579-547.5100-PRINTING & BINDING			1,600
001-579-549.9600 BANK SERVICE CHARGES			
CREDIT CARD FEES	1	300	300
Totals for GL# 001-579-549.9600-BANK SERVICE CHARGES			300
001-579-551.1200 PRINTING SUPPLIES			
MISCELLANEOUS SUPPLIES	1	200	200
Totals for GL# 001-579-551.1200-PRINTING SUPPLIES			200
001-579-552.1500 FUEL AND LUBRICANTS			
VEHICLE 17611	1	700	700
Totals for GL# 001-579-552.1500-FUEL AND LUBRICANTS			700
001-579-552.2300 OPERATING EXPENSES			
MISC ITEMS FROM CENTRAL STORE	1	500	500
Totals for GL# 001-579-552.2300-OPERATING EXPENSES			500
001-579-552.3000 LIVING TREE MEMORIAL EXPENSE			
MEMORIAL TREES	2	125	250
MEMORIAL PLAQUES	2	190	380





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

EVENTS AND FACILITIES DEPARTMENT  
FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-EVENTS AND FACILITIES			
Totals for GL# 001-579-552.3000-LIVING TREE MEMORIAL EXPENSE			630
001-579-552.3900 SAFETY EXPENSE			
SAFETY SHOES	1	50	50
Totals for GL# 001-579-552.3900-SAFETY EXPENSE			50
001-579-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS SMALL HAND TOOLS	1	500	500
ROUTER	1	159	159
RECIPROCATING SAW	1	249	249
HAMMER DRILL	1	249	249
COMPRESSOR	1	169	169
FINISH NAILER	1	199	199
PRESSURE WASHER	1	329	329
EZ CLEAN SURFACE CLEANER	1	100	100
CELEBRATION CENTER - SANITAIRE VACUUM	1	299	299
CELEBRATION CENTER - 6' BANQUET TABLE	10	69	690
CELEBRATION CENTER - FOLDING CHAIRS	20	17	340
Totals for GL# 001-579-552.4200-SMALL TOOLS/EQUIPMENT			3,283
001-579-552.5100 UNIFORM PURCHASES & CLEANING			
CITY SHIRTS	5	25	125
Totals for GL# 001-579-552.5100-UNIFORM PURCHASES & CLEANING			125
001-579-552.7100 FAIRS & FESTIVALS			
ADVANCE TICKETS FOR VOLUNTEERS	1	260	260
BOOTH DESIGN BASED ON THEME	1	1,500	1,500
BOOTH RENTAL	1	600	600
FAIR SPONSORSHIP	1	2,000	2,000
FIREWORKS DISPLAY	1	40,000	40,000
Totals for GL# 001-579-552.7100-FAIRS & FESTIVALS			44,360
001-579-552.7200 PALMETTO HISTORICAL PARK			
MISCELLANEOUS REPAIRS	1	4,000	4,000
GEN LIABL, AUTO, PROPERTY INSURANCE	4	1,558	6,232
CHAPEL - TERMITE TREATMENT	1	2,500	2,500
COTTAGE HOUSE - TERMITE TREATMENT	1	2,500	2,500
Totals for GL# 001-579-552.7200-PALMETTO HISTORICAL PARK			15,232
001-579-552.7400 AG MUSEUM			
GEN LIABL, AUTO, PROPERTY INSURANCE	4	699	2,796
Totals for GL# 001-579-552.7400-AG MUSEUM			2,796
001-579-554.0100 NON-CAPITALIZED EQUIPMENT			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

EVENTS AND FACILITIES DEPARTMENT  
FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-EVENTS AND FACILITIES			
CITY HALL - PICNIC TABLE	1	1,300	1,300
MESSAGE CENTER FOR HIDDEN LAKE PARK	1	500	500
MISCELLANEOUS	1	500	500
17TH ST PARK - PICNIC TABLE		1,500	
GENERATOR	1	1,200	1,200
CITY HALL - LOGO NON ILLUMINATED SIGN	1	1,500	1,500
Totals for GL# 001-579-554.0100-NON-CAPITALIZED EQUIPMENT			5,000
001-579-562.0000 BUILDING IMPROVEMENTS			
CITY HALL - CERAMIC TILE - FRONT AND BACK	1	5,000	5,000
CITY HALL - EMERGENCY EXIT DOOR	1	5,000	5,000
CITY HALL - STUCCO AND PAINT MOVED TO 1/2 CENT		53,000	
HISTORICAL PARK - ELEVATOR UPGRADE 1/2 CENT		50,000	
HISTORICAL PARK - POST OFFICE NEW ROOF 1/2 CENT		5,000	
Totals for GL# 001-579-562.0000-BUILDING IMPROVEMENTS			10,000
001-579-564.0100 MACHINERY & EQUIPMENT			
A/C UNIT-CITY HALL ROOF TOP UNIT	1	7,000	7,000
CELEBRATION CENTER - DECKING MOVED TO 1/2 CENT		50,000	
SUTTON PARK - COMMERCIAL FAN SHARED 1/2 CRA	0.5	7,300	3,650
17TH STREET PARK - NEW PAVILLION		20,000	
CITY HALL - LOGO ILLUMINATED SIGN	1	3,590	3,590
Totals for GL# 001-579-564.0100-MACHINERY & EQUIPMENT			14,240
001-579-564.4900 CAPITAL LEASES			
2019 FORD TRANSIT	1	35,000	35,000
Totals for GL# 001-579-564.4900-CAPITAL LEASES			35,000
001-579-573.0500 NEW DEBT SERVICE			
NEW DEBT FORD TRANSIT	2	2,313	4,626
Totals for GL# 001-579-573.0500-NEW DEBT SERVICE			4,626
Totals for dept 579-EVENTS AND FACILITIES			235,369



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Police Department - 521**

Fund: General Fund - 001  
Department: Police Department

Contact Hours: 24 Hours, Daily  
Location: Police Department, 1115 10<sup>th</sup> Street West, Palmetto, FL 34221  
Telephone: 941-721-2000, 941-723-4587

Primary Duties

- Provide a professional police department to the Palmetto citizens and visitors
- Ensure the safety and wellbeing of the citizens and visitors by protecting life and property
- Responsible for crime prevention, identification and apprehension of offenders of crimes.

Future Challenges or Issues facing the Cost Center

- Completing upgrade of the EDACs radio equipment with current, supported, P25 capable hardware in FY19.
- Retain current personnel and recruit new, qualified personnel in an increasingly competitive job market.
- Increase staffing to allow for the creation of a specialty investigative unit to address criminal issues that the Department is currently hard pressed to address.
- Replace obsolete police department to modern public safety standards.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Continue to develop staff through training.
2. Establish a dedicated special investigations unit that is staffed and trained to investigate narcotics and specialty crimes in the City.
3. Continue to lower the crime rate in the City
4. Continue to foster positive working relationships with citizens and visitors in an effort to deal with crime proactively and to improve public safety perception in the City.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Police Department  
Organizational Information**

<b>Total Personnel Wages</b>	\$ 2,663,155
<b>Total Benefits</b>	\$ 1,263,453
<b>Total Personnel Cost</b>	<b>\$ 3,926,608</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Crossing Guard (800 Hours)	PD-521-1379-06	PT
Crossing Guard (800 Hours)	PD-521-1379-05	PT
Crossing Guard (800 Hours)	PD-521-1379-04	PT
Crossing Guard (800 Hours)	PD-521-1379-03	PT
Crossing Guard (800 Hours)	PD-521-1379-02	PT
Crossing Guard (800 Hours)	PD-521-1379-01	PT
Police Fleet/Inventory Specialist	PD-521-1328-01	FT
Accreditation/Grants Coordinator	PD-521-1304-01	FT
Crime Analyst - Part Time	PD-521-1294-01	PT
Police Sergeant	PD-521-1272-06	FT
Police Sergeant	PD-521-1272-05	FT
Police Sergeant - CID	PD-521-1272-04	FT
Police Sergeant	PD-521-1272-03	FT
Police Sergeant	PD-521-1272-02	FT
Police Sergeant	PD-521-1272-01	FT
Park Patrol - Sworn - CRA	PD-521-1271-23	PT
Police Officer - CRA	PD-521-1271-22	FT
Park Patrol - Sworn - CRA	PD-521-1271-20	PT
Police Officer	PD-521-1271-19	FT
Police Officer	PD-521-1271-18	FT
Police Officer - CRA	PD-521-1271-17	FT
Police Officer	PD-521-1271-16	FT
Police Officer	PD-521-1271-15	FT
Police Officer	PD-521-1271-14	VCT
Police Officer	PD-521-1271-13	FT
Police Officer - CRA	PD-521-1271-12	FT
Police Officer	PD-521-1271-11	FT
Police Officer - CID	PD-521-1271-10	FT
Police Officer - SRO	PD-521-1271-09	FT
Police Officer	PD-521-1271-08	FT
Police Officer - CRA	PD-521-1271-07	FT
Police Officer - CID	PD-521-1271-06	FT
Police Officer	PD-521-1271-05	FT
Police Officer	PD-521-1271-04	FT
Police Officer - CID	PD-521-1271-03	FT
Police Officer	PD-521-1271-02	FT
Police Officer - SRO	PD-521-1271-01	FT
Victim Advocate	PD-521-1269-01	FT
Corporal	PD-521-1268-05	FT
Corporal	PD-521-1268-03	FT
Corporal - CRA	PD-521-1268-02	FT
Corporal - CRA	PD-521-1268-01	VCT



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

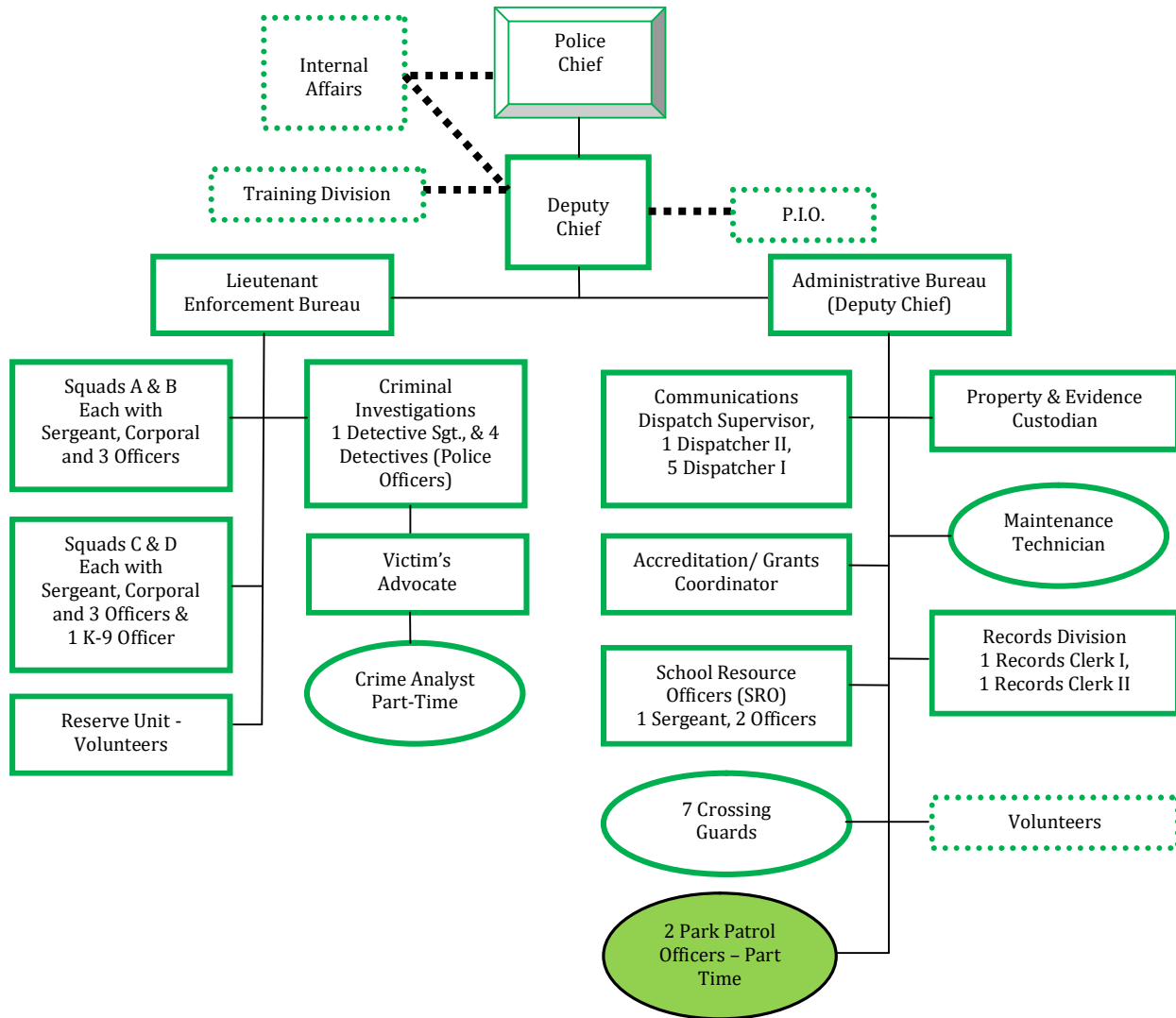
**Police Department  
Organizational Information (Cont.)**

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Captain of Police	PD-521-1267-02	FT
Captain of Police	PD-521-1267-01	FT
Chief of Police	PD-521-1266-01	FT
Dispatch Supervisor	PD-521-1246-01	FT
Dispatcher	PD-521-1245-07	FT
Dispatcher	PD-521-1245-06	FT
Dispatcher	PD-521-1245-05	FT
Dispatcher	PD-521-1245-04	FT
Dispatcher	PD-521-1245-03	FT
Dispatcher	PD-521-1245-02	FT
Dispatcher	PD-521-1245-01	FT
Records Clerk II	PD-521-1218-01	FT
Records Clerk II	PD-521-1217-01	FT
Evidence Custodian	PD-521-1213-01	FT
Clothing Allowance - Executive		-
Clothing Allowance - Sworn		-
Festival Overtime - GE		-
Incentive Payment (EDU) - Executive		-
Incentive Payment (EDU) - Sworn		-
Overtime - GE		-
Overtime - Sworn		-
Police Officer	-	VCT
z Detectives On-Call	-	-
z Reimbursement	-	-
Full-Time Position		45
VACANT Full-Time Position		3
Part-Time Positions		9
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>57</b>

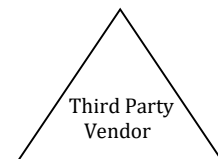
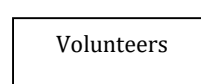
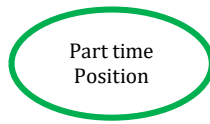
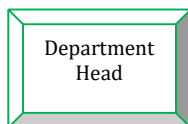


**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

001-521 - POLICE DEPARTMENT  
Cost Center Summary

Account	Description	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
<b>EXPENDITURES</b>						
511.0100	Executive Salaries	\$ 255,111	\$ 251,351	\$ 249,412	\$ 258,892	3.0 %
512.0100	Regular Salaries	497,601	541,025	568,012	574,729	6.2 %
512.0200	Sworn Officer's Wages	1,442,444	1,473,894	1,408,765	1,559,905	5.8 %
513.0100	Part Time Wages	60,267	76,513	59,549	83,585	9.2 %
513.0200	School Crossing Guards	59,208	70,993	62,659	73,122	3.0 %
514.0100	Overtime - GE	32,526	20,000	24,846	27,000	35.0 %
514.0150	Overtime - Holiday General Employees	3,880	5,000	4,476	6,000	20.0 %
514.0200	Overtime - Sworn	67,740	24,000	32,567	35,640	48.5 %
514.0250	Overtime - Holiday Sworn Officers	24,907	19,700	28,547	23,760	20.6 %
515.1000	Incentive Payments To Officers	26,333	26,520	24,142	26,520	- %
515.2100	Clothing Allowance - Taxable	3,750	4,500	3,750	4,000	(11.1)%
521.0100	Fica Taxes	180,676	192,281	179,162	204,492	6.4 %
522.2100	Retirement General Employee	152,322	138,506	148,784	136,253	(1.6)%
522.2400	Retirement Sworn	525,686	461,128	462,324	500,448	8.5 %
523.0100	Health Insurance	323,136	352,723	333,338	362,530	2.8 %
523.0300	Insurance & EAP	7,940	7,348	8,001	8,834	20.2 %
524.0100	Workers' Compensation	45,725	37,360	40,062	50,898	36.2 %
529.9900	Reimbursement Of Personnel Costs	(14,571)	-	(9,246)	(10,000)	- %
<b>Total Personnel Expenses</b>		<b>3,694,681</b>	<b>3,702,842</b>	<b>3,629,150</b>	<b>3,926,608</b>	<b>6.0 %</b>
531.0100	Consulting	5,000	-	-	-	- %
531.0300	Membership Dues	2,046	2,270	2,270	2,300	1.3 %
531.1600	Contract Services	-	200	200	-	(100.0)%
534.2100	Employee Testing	370	1,100	920	1,400	27.3 %
535.2100	Special Investigation Account	15,139	10,000	1,586	10,000	- %
540.5100	Travel and Per Diem	11,920	14,506	15,655	11,050	(23.8)%
540.5100-0025	Special Fund - Travel and Per Diem	665	-	-	-	- %
541.1100	Communications	44,571	47,433	49,630	49,278	3.9 %
542.1200	Postage/Mailing Service	(301)	1,250	891	1,250	- %
543.0000	Utility Services	30,397	35,000	28,954	32,735	(6.5)%
544.0500	Operating Lease	6,882	7,872	8,136	7,572	(3.8)%
545.1200	Insurance	75,373	83,094	87,885	91,677	10.3 %
545.9900	Insurance Contingency - Vehicle	1,778	5,000	3,142	5,000	- %
546.3400	Repair & Maintenance	12,809	28,400	22,609	8,100	(71.5)%
546.4000	Vehicle Repair & Maintenance	68,612	82,775	80,183	70,000	(15.4)%
546.4000-8212	Vehicle Repair & Maintenance - CRA Plan	7,922	10,000	15,521	10,000	- %
547.5100	Printing And Binding	3,975	3,000	2,000	4,900	63.3 %
549.0400-8212	Partnership/Sponsorship - CRA Plan	-	1,000	-	1,000	- %
551.1200	Office Supplies	4,825	6,750	3,178	6,750	- %
552.0000	Hurricane Materials/Supplies	-	5,000	-	5,000	- %
552.1500	Fuel And Lubricants	64,178	75,000	67,770	75,600	0.8 %
552.1500-8212	Fuel And Lubricants - CRA Sub Plan	16,121	25,000	24,064	30,000	20.0 %



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-521 - POLICE DEPARTMENT  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>001-521</b>						
552.2300	Operating Expenses	39,249	84,207	70,306	37,175	(55.9)%
552.2500	Spec Fund-Operating Supplies	-	10,349	4,349	-	(100.0)%
552.3000	Living Tree Memorial Expense	4,470	6,000	7,155	7,000	16.7 %
552.4200	Small Tools/Equipment	3,369	9,040	8,166	8,760	(3.1)%
552.4200-9006	Small Tool/Equipment Bulletproof Vest	3,811	2,714	2,714	3,600	32.6 %
552.5100	Uniform Purchases And Cleaning	16,946	25,780	22,626	22,700	(11.9)%
554.0100	Non-Capitalized Equipment	13,162	7,800	5,569	11,800	51.3 %
554.1200	Publications	900	1,031	1,031	1,000	(3.0)%
554.1400	Accreditation	3,759	2,250	2,239	6,000	166.7 %
555.1300	Technical/Training	18,080	15,000	15,000	17,150	14.3 %
	<b>Total Operating Expenses</b>	<b>476,028</b>	<b>608,821</b>	<b>553,749</b>	<b>538,797</b>	<b>(11.5)%</b>
564.0100	Machinery & Equipment	41,693	6,000	6,000	3,000	(50.0)%
564.4900	Capital Leases	154,935	101,410	101,410	179,800	77.3 %
	<b>Total Capital Purchases</b>	<b>196,628</b>	<b>107,410</b>	<b>107,410</b>	<b>182,800</b>	<b>70.2 %</b>
571.0100	Principal	185,076	187,588	187,588	153,636	(18.1)%
572.0100	Interest Expense	6,905	6,884	6,884	5,198	(24.5)%
573.0500	New Debt Service	-	90	-	23,754	26,293.3 %
	<b>Total Debt Service</b>	<b>191,981</b>	<b>194,562</b>	<b>194,472</b>	<b>182,588</b>	<b>(6.2)%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 4,559,318</b>	<b>\$ 4,613,635</b>	<b>\$ 4,484,781</b>	<b>\$ 4,830,793</b>	<b>4.7 %</b>





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
001-521-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	258,892	258,892
Totals for GL# 001-521-511.0100-EXECUTIVE SALARIES			258,892
001-521-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	574,729	574,729
Totals for GL# 001-521-512.0100-REGULAR SALARIES			574,729
001-521-512.0200 SWORN OFFICER'S WAGES			
SWORN OFFICER'S WAGES	1	1,559,905	1,559,905
Totals for GL# 001-521-512.0200-SWORN OFFICER'S WAGES			1,559,905
001-521-513.0100 PART TIME WAGES			
PART TIME WAGES	1	83,585	83,585
Totals for GL# 001-521-513.0100-PART TIME WAGES			83,585
001-521-513.0200 SCHOOL CROSSING GUARDS			
SCHOOL CROSSING GUARDS	1	73,122	73,122
Totals for GL# 001-521-513.0200-SCHOOL CROSSING GUARDS			73,122
001-521-514.0100 OVERTIME - GE			
OVERTIME	1	27,000	27,000
Totals for GL# 001-521-514.0100-OVERTIME - GE			27,000
001-521-514.0150 OVERTIME - HOLIDAY GE			
HOLIDAY WORKED OT	1	6,000	6,000
Totals for GL# 001-521-514.0150-OVERTIME - HOLIDAY GE			6,000
001-521-514.0200 OVERTIME - SWORN			
OVERTIME	1	35,640	35,640
Totals for GL# 001-521-514.0200-OVERTIME - SWORN			35,640
001-521-514.0250 OVERTIME - HOLIDAY SWORN			
HOLIDAY SWORN	1	23,760	23,760
Totals for GL# 001-521-514.0250-OVERTIME - HOLIDAY SWORN			23,760
001-521-515.1000 INCENTIVE PAYMENTS TO OFFICERS			
CAREER DEVELOPMENT	1	4,030	4,030
CAREER DEVELOPMENT - EXECUTIVE	1	22,490	22,490
Totals for GL# 001-521-515.1000-INCENTIVE PAYMENTS TO OFFICERS			26,520
001-521-515.2100 CLOTHING ALLOWANCE - TAXABLE			
CHIEF OF POLICE	1	500	500
CAPTAINS	2	500	1,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
DETECTIVE SERGEANT	2	500	1,000
THREE DETECTIVES	3	500	1,500
Totals for GL# 001-521-515.2100-CLOTHING ALLOWANCE - TAXABLE			4,000
001-521-521.0100 FICA TAXES			
FICA TAXES	1	204,492	204,492
Totals for GL# 001-521-521.0100-FICA TAXES			204,492
001-521-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	136,253	136,253
Totals for GL# 001-521-522.2100-RETIREMENT GENERAL EMPLOYEE			136,253
001-521-522.2400 RETIREMENT SWORN			
SWORN OFFICERS RETIREMENT	1	500,448	500,448
Totals for GL# 001-521-522.2400-RETIREMENT SWORN			500,448
001-521-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	31	5,720	177,320
HEALTH INSURANCE - SPOUSE	4	10,062	40,248
HEALTH INSURANCE - CHILDREN	4	8,363	33,452
HEALTH INSURANCE - FAMILY	9	12,390	111,510
Totals for GL# 001-521-523.0100-HEALTH INSURANCE			362,530
001-521-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE & EAP	1	8,834	8,834
Totals for GL# 001-521-523.0300-LIFE INSURANCE & EAP			8,834
001-521-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	50,898	50,898
Totals for GL# 001-521-524.0100-WORKERS' COMPENSATION			50,898
001-521-529.9900 REIMBURSEMENT OF PERSONNEL COSTS			
REGATTA REIMBURSEMENT	1	(10,000)	(10,000)
Totals for GL# 001-521-529.9900-REIMBURSEMENT OF PERSONNEL COSTS			(10,000)
001-521-531.0100 CONSULTING			
CORPORAL/SERGEANT EE TESTING		5,000	
Totals for GL# 001-521-531.0100-CONSULTING			
001-521-531.0300 MEMBERSHIP DUES			
FLORIDA POLICE CHIEF ASSOC (FPCA)			
	1	300	300
TAMPA BAY AREA CHIEF OF POLICE	1	75	75



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
INTERNATIONAL ASSOC. CHIEF OF POLICE (IACP) PROPERTY & EVIDENCE ASSOC. OF FLORIDA (PEAF)	1	150	150
INT'L ASSOC. OF PROPERTY & EVIDENCE (IAPE)	1	100	100
APCO INTERNATIONAL INC.(ASSOCIATION OF POLICE DISPATCHERS)	2	100	200
CRIME STOPPERS ANNUAL MEMBERSHIP FOR AGENCY	1	200	200
INT'L ASSOC. OF LAW ENFORCEMENT FIREARMS INSTRUCTORS (IALEFI)	2	125	250
MANATEE COUNTY JUVENILE JUSTICE MEMBERSHIP	1	50	50
SUNCOAST CRIME PREVENTION ASSOCIATION - CRIME PREVENTION OFFICER	1	200	200
FLA. DEPT. OF HEALTH (911 CERT.) FOR DISPATCHERS AND OFFICERS.	3	75	225
NOTARY RENEWALS	2	100	200
INITIAL DISPATCH CERTIFICATION FOR 2	2	125	250
Totals for GL# 001-521-531.0300-MEMBERSHIP DUES			2,300
001-521-534.2100 EMPLOYEE TESTING			
EMPLOYEE TESTING FOR CRASHES	4	200	800
FITNESS FOR DUTY TESTING	2	300	600
Totals for GL# 001-521-534.2100-EMPLOYEE TESTING			1,400
001-521-535.2100 SPECIAL INVESTIGATION ACCOUNT			
SPECIAL INVESTIGATIVE EXPENSES	1	10,000	10,000
Totals for GL# 001-521-535.2100-SPECIAL INVESTIGATION ACCOUNT			10,000
001-521-540.5100 TRAVEL AND PER DIEM			
CJIS CONFERENCE DISPATCH SANCHEZ (5 DAYS)	1	800	800
BACKGROUND INVESTIGATION FOR 3 (5 DAYS)	3	800	2,400
I.A.P.E CERTIFICATION (PE MANAGER/ 5 DAYS)	1	800	800
PUBLIC RECORDS SEMINAR (MURRAY/MEJIA)	2	150	300
PEAF CONFERENCE FOR P&E MANAGER (4 DAYS)	1	450	450
FPCA SUMMER AND WINTER CONFERENCES FOR CHIEF	2	750	1,500
HOMICIDE CONFERENCE (LEAD HOMICIDE INVESTIGATOR) 5 DAYS	1	800	800
TRAVEL & PER DIEM FOR GENERAL TRAINING CLASSES	1	3,500	3,500



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521**

<b><u>DESCRIPTION</u></b>	<b><u>QUANTITY</u></b>	<b><u>UNIT PRICE</u></b>	<b><u>TOTAL BUDGET</u></b>
Dept 521-POLICE DEPARTMENT			
APCO CONFERENCE FOR DISPATCH SANCHEZ (3 DAYS)	1	500	500
MARINE TRAINING (2 OFFICERS/5 DAYS)		800	
Totals for GL# 001-521-540.5100-TRAVEL AND PER DIEM			11,050
001-521-541.1100 COMMUNICATIONS			
ANNUAL RADIO CONTRACT	1	20,000	20,000
IN-CAR WIRELESS SERVICE	39	457	17,823
CELL PHONES: 3 COMMAND, 5 SGT, 5 CID, COP, P&E, OFF-DUTY COORD., FCTY MNT.	17	615	10,455
SCHEDULED REPLACEMENT OF PORTABLE RADIOS (P25 TAIT)		2,000	
RADIO BATTERY/ACCESSORY REPLACEMENT	1	1,000	1,000
Totals for GL# 001-521-541.1100-COMMUNICATIONS			49,278
001-521-542.1200 POSTAGE/MAILING SERVICE			
CH POSTAGE METER	1	250	250
OVERNIGHT SHIPPING	1	1,000	1,000
Totals for GL# 001-521-542.1200-POSTAGE/MAILING SERVICE			1,250
001-521-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	4,659	4,659
FPL	1	28,076	28,076
Totals for GL# 001-521-543.0000-UTILITY SERVICES			32,735
001-521-544.0500 OPERATING LEASE			
CANON- 45351-SQUAD ROOM - PMT 20-31 OF 36	12	157	1,884
CANON - ADV-SQUAD ROOM MAINT.	1	900	900
CANON - C5560I - RECORDS - PMT 18-29 OF 36	12	324	3,888
CANON - RECORDS MAINT.	1	900	900
Totals for GL# 001-521-544.0500-OPERATING LEASE			7,572
001-521-545.1200 INSURANCE			
A-3 FIDUCIARY BOND PENSION	1	60	60
D-5 POLICE AD & D (9/19)	1	330	330
D-5 STATE MANDATED AD & D	1	2,420	2,420
D-6 EXECUTIVE TRAVEL POLICE	1	55	55
GEN LIAB, AUTO, PROPERTY INS	4	22,078	88,312
NEW AUTO - OVERLAP AUTO INS	1	500	500
Totals for GL# 001-521-545.1200-INSURANCE			91,677
001-521-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 001-521-545.9900-INSURANCE CONTINGENCY			5,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
001-521-546.3400 REPAIR & MAINTENANCE			
AC MAINT. CONTRACT	1	1,600	1,600
FIRE EXT MAINT CONTRACT	1	1,500	1,500
GENERATOR MAINT CONTRACT	1	1,600	1,600
MISC AC REPAIRS	1	1,500	1,500
MISC BUILD & PLUMBING REPAIRS	1	1,500	1,500
PEST CONTROL	4	100	400
Totals for GL# 001-521-546.3400-REPAIR & MAINTENANCE			8,100
001-521-546.4000 VEHICLE REPAIR & MAINTENANCE			
UNINSURED VEH DAMAGE	1	5,000	5,000
VEHICLE MAINTENANCE, REPAIR/LEX CONTRACT	1	50,000	50,000
VEHICLE TIRES	1	9,000	9,000
MISC. VEHICLE MAINTENANCE/TOWING	1	5,000	5,000
REPAIR/MAINT FOR ANTICIPATED BOAT	1	1,000	1,000
Totals for GL# 001-521-546.4000-VEHICLE REPAIR & MAINTENANCE			70,000
001-521-546.4000-8212 VEHICLE REPAIR & MAINT - CRA PLAN			
VEH MAINT. (CRA), REPAIRS,SERVICE & TIRES	1	10,000	10,000
Totals for GL# 001-521-546.4000-8212-VEHICLE REPAIR & MAINT - CRA PLAN			10,000
001-521-547.5100 PRINTING AND BINDING			
BUSINESS CARDS (30 NON-CRA OFFICERS, V.A., ACCRED. MANG, P&E, FACILITIES, DISP, SUPV.	35	50	1,750
COPY SERVICE, FORMS	1	2,500	2,500
STATIONARY	1	250	250
Totals for GL# 001-521-547.5100-PRINTING AND BINDING			4,500
001-521-547.5100-8212 PRINTING AND BINDING - CRA SUB PLAN			
BUSINESS CARDS/6 CRA OFFICERS, 2 P.T. CRA OFFICERS	8	50	400
Totals for GL# 001-521-547.5100-8212-PRINTING AND BINDING - CRA SUB PLAN			400
001-521-549.0400-8212 PARTNERSHIP/SPONSORSHIP - CRA PLAN			
CRIME STOPPERS PARTNERSHIP	1	1,000	1,000
Totals for GL# 001-521-549.0400-8212-PARTNERSHIP/SPONSORSHIP - CRA PLAN			1,000
001-521-551.1200 OFFICE SUPPLIES			
COPY PAPER (CENTRAL STORES)	1	1,500	1,500
OFFICE SUPPLIES	1	2,500	2,500
PRINTER / COPIER CARTRIDGES	1	2,000	2,000
RECORDS SUPPLIES	1	750	750



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
Totals for GL# 001-521-551.1200-OFFICE SUPPLIES			6,750
001-521-552.0000 HURRICANE MATERIALS/SUPPLIES			
FOOD & WATER	1	5,000	5,000
Totals for GL# 001-521-552.0000-HURRICANE MATERIALS/SUPPLIES			5,000
001-521-552.1500 FUEL AND LUBRICANTS			
FUEL - NON - CRA VEHICLES	1	75,000	75,000
BOAT FUEL	1	600	600
Totals for GL# 001-521-552.1500-FUEL AND LUBRICANTS			75,600
001-521-552.1500-8212 FUEL AND LUBRICANTS - CRA SUB PLAN			
FUEL- CRA VEHICLES	1	30,000	30,000
Totals for GL# 001-521-552.1500-8212-FUEL AND LUBRICANTS - CRA SUB PLAN			30,000
001-521-552.2300 OPERATING EXPENSES			
AMMUNITION AND TARGETS - QUALIFYING			
TWICE PER YEAR	1	7,500	7,500
ANNUAL AED MAINTENANCE	1	125	125
ANNUAL BIOHAZARD DISPOSAL-EVIDENCE			
DESTRUCTION	1	750	750
CONSUMABLE SUPPLIES	1	3,500	3,500
DUTY EQUIPMENT	1	7,000	7,000
HEPATITUS SHOTS/TITHERS FOR HIGH RISK			
PERSONNEL	40	25	1,000
LEXIS NEXIS DATA. WEB -BASED			
INVESTIGATIVE TOOL FOR C.I.D.	3	1,700	5,100
P & E PACKAGING & LABELS (INCLUDES SWITCH			
TO SEALED CLEAR PACKAGING)	1	1,500	1,500
FIRST AID STATION RESUPPLY	1	300	300
MANATEE COUNTY CLERK OFFICE	1	400	400
CENTRAL STORE SUPPLIES	1	3,500	3,500
CALLYO INVESTIGATIVE RECORDING			
SOFTWARE	1	3,000	3,000
AGENCY & CITIZEN AWARDS (PLAQUES,			
CERTIFICATES)	1	500	500
TASER CARTRIDGES (DUTY & TRAINING)	1	2,000	2,000
NARCAN/NALOXEN DOSES	20	50	1,000
Totals for GL# 001-521-552.2300-OPERATING EXPENSES			37,175
001-521-552.3000 COMMUNITY OUTREACH			
HONOR THE BADGE CHRISTMAS PROGRAM	1	1,000	1,000
SUMMER SLAM BACK TO SCHOOL YOUTH	1	1,000	1,000
EVENT.			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
COMMUNITY POLICING MATERIALS	1	2,000	2,000
CITIZEN ACADEMY (X2) & COMMUNITY EVENTS. BRIDGING THE GAP YOUTH FOOTBALL TOURNAMENT	1	2,000	2,000
	1	1,000	1,000
Totals for GL# 001-521-552.3000-COMMUNITY OUTREACH			7,000
001-521-552.4200 SMALL TOOLS/EQUIPMENT			
ENF METER CALIBRATION	2	1,500	3,000
SMALL TOOLS / PARTS	1	2,000	2,000
IMPULSE EVIDENCE BAG SEALER (P&E)	1	400	400
HEAVY-DUTY LOCK SAFES (FACILITIES,P&E,ACCREDITATION)	3	120	360
46" MOBILE STORAGE CABINET W/WORK TOP (ARMORER)	1	250	250
OFFICE CHAIR (CAPT. STINSON)	1	250	250
MOBILE PRINTERS (FOR PATROL CARS W/OUT)	5	350	1,750
MOBILE PRINTER STANDS	5	150	750
Totals for GL# 001-521-552.4200-SMALL TOOLS/EQUIPMENT			8,760
001-521-552.4200-9006 SMALL TOOL/EQUIP BULLETPROOF VEST			
BULLESTIC VEST / GRANT MATCH 50%	1	3,600	3,600
Totals for GL# 001-521-552.4200-9006-SMALL TOOL/EQUIP BULLETPROOF VEST			3,600
001-521-552.5100 UNIFORM PURCHASES AND CLEANING			
ANNUAL SHOE ALLOWANCE / SWORN OFFICERS	27	100	2,700
DRY CLEANING & ALTERATIONS	1	13,000	13,000
SAFETY VESTS, POLOS, HATS	1	2,000	2,000
UNIFORMS	1	5,000	5,000
Totals for GL# 001-521-552.5100-UNIFORM PURCHASES AND CLEANING			22,700
001-521-554.0100 NON-CAPITALIZED EQUIPMENT			
XP26 TASERS (BLK)	5	1,100	5,500
PMI EVIDENCE TRACKER INVENTORY SYSTEM (SOFTWARE/BARCODE WIRELESS INV)	1	1,300	1,300
MARINE EQUIPMENT (UNANTICIPATED EXPENSE FOR ANTICIPATED BOAT)	1	5,000	5,000
Totals for GL# 001-521-554.0100-NON-CAPITALIZED EQUIPMENT			11,800
001-521-554.1200 PUBLICATIONS			
FIFTY 2018 LEGAL HANDBOOKS	50	20	1,000
Totals for GL# 001-521-554.1200-PUBLICATIONS			1,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
001-521-554.1400 ACCREDITATION			
CONFERENCES CFA, FLA-PAC (INCLUDES FEE, TRAVEL, PER-DIEM)	1	1,500	1,500
ANNUAL CFA, FLA-PAC FEES	1	1,000	1,000
ACCREDITATION SUPPLIES, MEETINGS (INCLUDES MOCK, ONSITE)	1	500	500
TRAVEL,PER DIEM FOR MOCK, ONSITE (3 ASSESSORS FOR EACH)	1	3,000	3,000
Totals for GL# 001-521-554.1400-ACCREDITATION			6,000
001-521-555.1300 TECHNICAL/TRAINING			
WEB-BASED DISPATCH TRAINING - POLICE LEGAL SCIENCES.	1	1,000	1,000
ANNUAL AGENCY FIRST AID, CPR, AND AED TRAINING (AT YOUR SERVICE)	1	1,600	1,600
WEB-BASED TRAINING FOR AGENCY PERSONNEL (POLICE ONE)	1	2,500	2,500
MARINE LEO TRAINING FOR 2 OFFICERS		800	
BACKGROUND INVESTIGATOR FOR THREE	3	450	1,350
CJIS CONFERENCE FEE FOR DISPATCH SUPERVISOR	1	400	400
I.A.P.E CERTIFICATION FOR P&E MANAGER	1	600	600
PUBLIC RECORDS SEMINAR.	2	350	700
ANNUAL HOMICIDE CONFERENCE FOR LEAD HOMICDE DETECTIVE	1	600	600
PEAF CONFERENCE FOR TWO: P&E MANAGER AND BACK-UP.	1	500	500
FPCA CONFERENCES: WINTER AND SUMMER CONFERENCES	2	500	1,000
GENERAL AGENCY TRAINING OPPORTUNITIES	1	6,500	6,500
APCO CONFERENCE FOR DISPATCH SUPERVISOR	1	400	400
Totals for GL# 001-521-555.1300-TECHNICAL/TRAINING			17,150
001-521-564.0100 MACHINERY AND EQUIPMENT			
FITNESS/WEIGHT MANAGMENT RACK (SMITH MACHINE)	1	3,000	3,000
Totals for GL# 001-521-564.0100-MACHINERY AND EQUIPMENT			3,000
001-521-564.4900 CAPITAL LEASES			
PATROL CAR - 2019 CHARGER WITH V8	4	34,550	138,200
COBAN MOBILE VIDEO	4	6,000	24,000
MOBILE RADIO & INSTALL	4	4,400	17,600
Totals for GL# 001-521-564.4900-CAPITAL LEASES			179,800





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**POLICE DEPARTMENT  
FUND 001; DEPARTMENT 521**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-POLICE DEPARTMENT			
001-521-571.0100 PRINC - LEASE			
P# 15-16F FA# 20187-88/77 TAHOE 20200 CHGR P# 15-16 FA# 20248-20269 RADIOS, 20271-20272 & 20275 CHARGER, 20274 TAHOE	2	13,858	27,716
P# 11-14 FA# 20316 RAM PU, 20311, 20312, 20315, RADIOS	4	15,482	61,928
P# 07-10 FA# 20417-420 CHARGER, RADIO, VIDEO	4	10,205	40,820
P# 03-06 2018 LEASE	4	5,793	23,172
Totals for GL# 001-521-571.0100-PRINC - LEASE			153,636
001-521-572.0100 INT EXP - LEASE			
P# 15-16F FA# 20187-88/77 TAHOE 20200 CHGR P# 15-16 FA# 20248-20269 RADIOS, 20271-20272 CHARGER, 20274 TAHOE, 20275 CHARGER	2	143	286
P# 11-14 FA# 20316 RAM PU, 20311, 20312, 20315, RADIOS	4	284	1,136
P# 07-10 FA# 20417-420 CHARGER, RADIO, VIDEO	4	445	1,780
P# 03-06 2018 LEASE	4	499	1,996
Totals for GL# 001-521-572.0100-INT EXP - LEASE			5,198
001-521-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE FOR LEASE - PATROL CHARGERS	2	9,130	18,260
NEW DEBT SERVICE FOR LEASE - IN-CAR VIDEOS	2	1,585	3,170
NEW DEBT SERVICE FOR LEASE - RADIOS	2	1,162	2,324
Totals for GL# 001-521-573.0500-NEW DEBT SERVICE			23,754
Totals for dept 521-POLICE DEPARTMENT			4,830,793



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“It is the greatest of all mistakes  
to do nothing because you can only do a little.  
Do what you can.”

Sydney Smith



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Code Enforcement - 523**

Fund: General Fund - 001  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Focuses on quality of life issues that affect the City's residents.
- Addresses nuisance issues, noise complaints, and abandoned property.
- Enforces minimum maintenance standards as well as health and safety issues.

Future Challenges or Issues facing the Cost Center

1. Working with the residents and business owners to educate them on the importance of property maintenance and compliance for the betterment of the City as a whole.
2. Controlling blight.
3. Focusing on timely maintenance of foreclosed properties.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

<u>Cost Center Goals and Objectives:</u>
1. Increase number of violations corrected without fines.
2. Increase percentage of registered abandoned houses



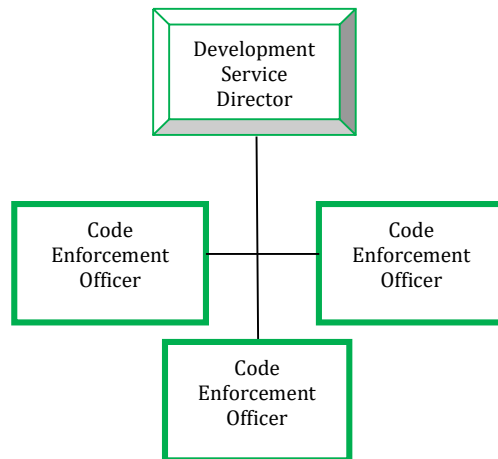
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Code Enforcement  
Organizational Information**

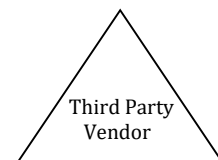
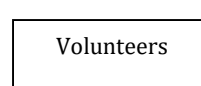
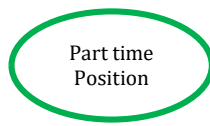
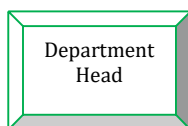
<b>Total Personnel Wages</b>	\$ 128,467
<b>Total Benefits</b>	\$ 52,282
<b>Total Personnel Cost</b>	<b>\$ 180,749</b>

<u>Job Title</u>	<u>Position ID</u>	<u>FTE</u>
Code Enforcement Officer	PW-523-1221-01	FT
Code Enforcement Officer	PW-523-1221-02	FT
Code Enforcement Officer - CPIP/CRA z Career Advancement	PW-523-1211-03	VCT
Full-Time Position		2
VACANT Full-Time Position		1
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>3</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-523 - CODE ENFORCEMENT  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>001-523</b>						
<b>EXPENDITURES</b>						
512.0100	Regular Salaries	\$ 63,095	\$ 87,617	\$ 87,637	\$ 127,286	45.3 %
514.0100	Overtime - GE	208	-	-	-	- %
521.0100	Fica Taxes	4,809	6,703	6,705	9,828	46.6 %
522.2100	Retirement General Employee	18,253	21,440	22,022	28,802	34.3 %
523.0100	Health Insurance	1,147	-	-	11,440	- %
523.0300	Insurance & EAP	233	266	307	500	88.0 %
524.0100	Workers' Compensation	924	1,179	1,403	1,712	45.2 %
529.0000	Career Advancement	-	-	-	1,181	- %
	<b>Total Personnel Expenses</b>	<b>88,669</b>	<b>117,205</b>	<b>118,074</b>	<b>180,749</b>	<b>54.2 %</b>
531.0100	Consulting	-	1,000	-	-	(100.0)%
531.0300	Membership Dues	70	420	410	410	(2.4)%
531.0600	Attorney Fees	2,948	6,379	5,794	4,000	(37.3)%
531.1600	Contract Services	-	740	746	740	- %
534.1600	Lot Clearing	-	2,400	2,400	5,000	108.3 %
534.1700	Lot Clearing - Pass Thru	1,360	10,000	9,700	10,000	- %
540.5100	Travel and Per Diem	209	2,042	1,745	3,300	61.6 %
541.1100	Communications	635	1,200	893	1,200	- %
542.1200	Postage/Mailing Service	1,752	3,250	3,001	6,500	100.0 %
544.0500	Operating Lease	300	500	207	500	- %
545.1200	Insurance	2,953	4,796	5,748	4,300	(10.3)%
546.4000	Vehicle Repair & Maintenance	149	858	634	2,000	133.1 %
547.5100	Printing And Binding	487	800	650	600	(25.0)%
551.1200	Office Supplies	184	200	200	100	(50.0)%
552.1500	Fuel and Lubricants	761	2,000	1,910	2,000	- %
552.2300	Operating Expenses	838	1,575	1,225	1,000	(36.5)%
552.3900	Safety Program Expense	-	150	-	100	(33.3)%
552.4200	Small Tools/Equipment	-	200	75	150	(25.0)%
552.5100	Uniform Purchases And Cleaning	225	200	95	200	- %
555.1300	Technical/Training	669	1,335	510	2,200	64.8 %
595.0000	Doubtful Accts Exp	1,086	-	31,900	-	- %
	<b>Total Operating Expenses</b>	<b>14,626</b>	<b>40,045</b>	<b>67,843</b>	<b>44,300</b>	<b>10.6 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 103,295</b>	<b>\$ 157,250</b>	<b>\$ 185,917</b>	<b>\$ 225,049</b>	<b>43.1 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CODE ENFORCEMENT DEPARTMENT  
FUND 001; DEPARTMENT 523

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 523-CODE ENFORCEMENT			
001-523-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	127,286	127,286
Totals for GL# 001-523-512.0100-REGULAR SALARIES			127,286
001-523-521.0100 FICA TAXES			
FICA	1	9,828	9,828
NEW POSITION			
Totals for GL# 001-523-521.0100-FICA TAXES			9,828
001-523-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	28,802	28,802
Totals for GL# 001-523-522.2100-RETIREMENT GENERAL EMPLOYEE			28,802
001-523-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,720	11,440
Totals for GL# 001-523-523.0100-HEALTH INSURANCE			11,440
001-523-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	500	500
Totals for GL# 001-523-523.0300-LIFE INSURANCE & EAP			500
001-523-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,712	1,712
NEW POSITION			
Totals for GL# 001-523-524.0100-WORKERS' COMPENSATION			1,712
001-523-529.0000 CAREER ADVANCEMENT			
FLOOD CERTIFICATE - D. BULL	1	1,181	1,181
Totals for GL# 001-523-529.0000-CAREER ADVANCEMENT			1,181
001-523-531.0300 MEMBERSHIP DUES			
FACE ANNUAL MEMBERSHIP FEES	1	410	410
Totals for GL# 001-523-531.0300-MEMBERSHIP DUES			410
001-523-531.0600 ATTORNEY FEES - CODE ENF BOARD			
CE BOARD ATTORNEY MONTHLY FEES	1	4,000	4,000
Totals for GL# 001-523-531.0600-ATTORNEY FEES - CODE ENF BOARD			4,000
001-523-531.1600 CONTRACT SERVICES			
GPS DEVICE ANNUALLY 17492; 17525	2	370	740
Totals for GL# 001-523-531.1600-CONTRACT SERVICES			740
001-523-534.1600 NUISANCE ABATEMENT NON PASS THRU			
BOAT/MISC REMOVAL	1	5,000	5,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**CODE ENFORCEMENT DEPARTMENT  
FUND 001; DEPARTMENT 523**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 523-CODE ENFORCEMENT			
Totals for GL# 001-523-534.1600-NUISANCE ABATEMENT NON PASS THRU			5,000
001-523-534.1700 NUISANCE ABATEMENT PASS THRU			
NUISANCE ABATE LOT CLEARING	1	10,000	10,000
Totals for GL# 001-523-534.1700-NUISANCE ABATEMENT PASS THRU			10,000
001-523-534.4200 BUILDING DEMOLITION			
BUILDING DEMOLITION (MOVED TO BLDG)		20,000	
Totals for GL# 001-523-534.4200-BUILDING DEMOLITION			
001-523-540.5100 TRAVEL AND PER DIEM			
FACE ANNUAL TRAINING CONFERENCE-CEO	2	800	1,600
FACE LEVEL CERTIFICATION	2	600	1,200
FLOOD CERTIFICATION	1	500	500
Totals for GL# 001-523-540.5100-TRAVEL AND PER DIEM			3,300
001-523-541.1100 COMMUNICATIONS			
CELL SERVICE-CODE ENFORCEMENT	12	50	600
CELL SERVICE-CODE ENFORCEMENT	12	50	600
Totals for GL# 001-523-541.1100-COMMUNICATIONS			1,200
001-523-542.1200 POSTAGE/MAILING SERVICE			
REFILL POSTAGE METER	1	6,500	6,500
Totals for GL# 001-523-542.1200-POSTAGE/MAILING SERVICE			6,500
001-523-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	500	500
Totals for GL# 001-523-544.0500-OPERATING LEASE			500
001-523-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,075	4,300
Totals for GL# 001-523-545.1200-INSURANCE			4,300
001-523-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA#17492 PICKUP, FORD 4X4	1	1,000	1,000
FA#17525 FORD F150, 1/2 TON	1	1,000	1,000
Totals for GL# 001-523-546.4000-VEHICLE REPAIR & MAINTENANCE			2,000
001-523-547.5100 PRINTING AND BINDING			
BUSINESS CARDS-NEW CEO	1	100	100
PRINTING-NOTICES-DOOR HANGERS	1	500	500
Totals for GL# 001-523-547.5100-PRINTING AND BINDING			600
001-523-551.1200 OFFICE SUPPLIES			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**CODE ENFORCEMENT DEPARTMENT  
FUND 001; DEPARTMENT 523**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 523-CODE ENFORCEMENT			
PENS-CALENDRS-MARKERS-PADS	1	100	100
Totals for GL# 001-523-551.1200-OFFICE SUPPLIES			100
001-523-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL CEO VEHICLE FA#17525	1	1,000	1,000
FUEL-OIL CEO VEHICLE FA#17492	1	1,000	1,000
Totals for GL# 001-523-552.1500-FUEL AND LUBRICANTS			2,000
001-523-552.2300 OPERATING EXPENSES			
MANTEE COURT RECORDING FEES	1	1,000	1,000
Totals for GL# 001-523-552.2300-OPERATING EXPENSES			1,000
001-523-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY PPE AS NEEDED	1	100	100
Totals for GL# 001-523-552.3900-SAFETY PROGRAM EXPENSE			100
001-523-552.4200 SMALL TOOLS/EQUIPMENT			
HAND TOOLS AS NEEDED	1	150	150
Totals for GL# 001-523-552.4200-SMALL TOOLS/EQUIPMENT			150
001-523-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM SHIRTS CEO - 2 EMPLOYEES	2	100	200
Totals for GL# 001-523-552.5100-UNIFORM PURCHASES AND CLEANING			200
001-523-555.1300 TECHNICAL/TRAINING			
FACE CERTIFICATION EXAM	2	100	200
FACE CONFERENCE-TRAINING FEE	2	500	1,000
FACE LEVEL TRAINING	2	500	1,000
FLOOD CERTIFICATION CLASESS AND TESTS		1,000	
Totals for GL# 001-523-555.1300-TECHNICAL/TRAINING			2,200
Totals for dept 523-CODE ENFORCEMENT			225,049





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Public Works Administration - 540**

Fund: General Fund - 001  
Department: Public Works

Contact                   Hours: Monday through Friday, 7:00 to 4:00  
                                  Location: 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Responsible for the daily planning, technical support, direction and coordination of all Public Works cost centers
- Cost Centers include: Code Enforcement, Planning, Fleet, Parks and Recreation, Streets, Solid Waste, Water, Sewer, Waste Water Treatment Plant, Stormwater, Reuse and Building Department

Future Challenges or Issues facing the Cost Center

- A large amount of turnover in personnel challenges the cost center to hire and train competent, conscientious and hard-working employees

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Update city area maps and display
2. Provide a one-stop service that will expedite the needs of the citizens of Palmetto
3. Provide infrastructure data for future improvements through a new software system
4. Continue to strive for workplace safety
5. Continue to scan documents and make it available for citizens to view online
6. Provide home town environment or service



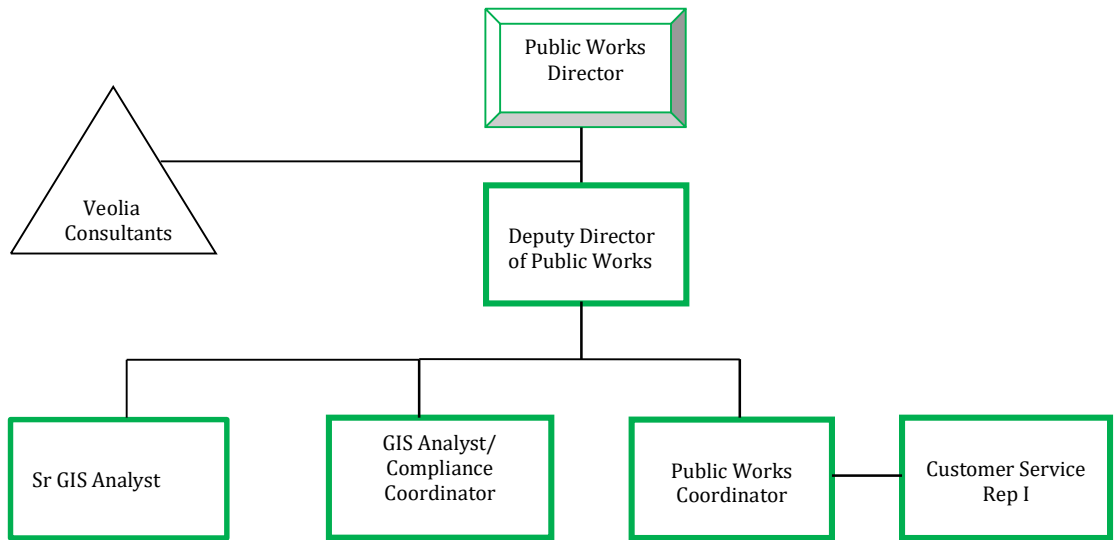
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Public Works Administration  
Organizational Information**

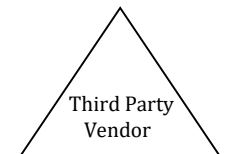
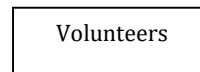
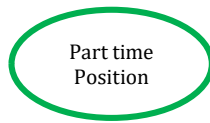
<b>Total Personnel Wages</b>	\$ 401,311
<b>Total Benefits</b>	\$ 146,405
<b>Total Personnel Cost</b>	<b>\$ 547,716</b>

<u>Job Title</u>	<u>Position ID</u>	<u>FTE</u>
Public Works Coordinator	PW-540-1289-01	FT
Sr GIS Analyst	PW-540-1279-01	FT
GIS Analyst/Compliance Coordinator	PW-540-1224-01	FT
Public Works Director	PW-540-1244-01	FT
Deputy Director of Public Works	PW-540-1288-01	FT
Customer Service Rep I	PW-540-1201-01	FT
Reimbursement	-	-
Full-Time Position		6
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>6</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**001-540 - PUBLIC WORKS ADMINISTRATION**  
**Cost Center Summary**

Account	Description	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
<b>001-540</b>						
<b>EXPENDITURES</b>						
511.0100	Executive Salaries	\$ 96,284	\$ 99,173	\$ 99,173	\$ 102,148	3.0 %
512.0100	Regular Salaries	224,428	275,954	209,707	299,663	8.6 %
514.0100	Overtime - GE	480	-	342	-	- %
521.0100	Fica Taxes	24,119	28,697	22,041	30,739	7.1 %
522.2100	Retirement General Employee	64,366	67,526	50,986	67,184	(0.5)%
523.0100	Health Insurance	26,508	32,616	36,621	43,633	33.8 %
523.0300	Insurance & EAP	1,147	1,225	1,143	1,440	17.6 %
524.0100	Workers' Compensation	2,494	3,371	1,910	3,409	1.1 %
529.9900	Reimbursement Of Personnel Costs	-	-	(498)	(500)	- %
	<b>Total Personnel Expenses</b>	<b>439,826</b>	<b>508,562</b>	<b>421,425</b>	<b>547,716</b>	<b>7.7 %</b>
531.0300	Membership Dues	844	883	883	1,184	34.1 %
531.1600	Contract Services	8,340	12,790	12,200	13,750	7.5 %
531.2000	Engineering Services	-	7,500	-	7,500	- %
534.2100	Employee Testing	620	3,286	2,515	500	(84.8)%
540.5100	Travel and Per Diem	1,594	2,000	1,050	2,000	- %
541.1100	Communications	1,101	2,580	1,215	3,018	17.0 %
542.1200	Postage/Mailing Service	512	1,000	810	500	(50.0)%
543.0000	Utility Services	29,984	35,000	26,577	29,912	(14.5)%
544.0500	Operating Lease	4,869	4,932	4,255	4,932	- %
545.1200	Insurance	11,269	12,712	13,905	12,043	(5.3)%
545.9900	Insurance Contingency - Vehicle	-	5,000	-	5,000	- %
546.3400	Repair & Maintenance	12,099	12,940	10,325	46,000	255.5 %
546.4000	Vehicle Repair & Maintenance	446	2,000	500	2,000	- %
547.5100	Printing And Binding	-	100	-	100	- %
549.0300	Issues To North River FD	15,566	17,000	17,675	18,100	6.5 %
551.1200	Office Supplies	758	1,500	1,020	1,000	(33.3)%
552.1500	Fuel and Lubricants	1,812	1,780	901	1,200	(32.6)%
552.2300	Operating Expenses	6,178	9,880	8,000	8,080	(18.2)%
552.3900	Safety Program Expense	1,039	1,392	1,392	2,000	43.7 %
552.4200	Small Tools/Equipment	315	1,585	1,040	5,069	219.8 %
552.5100	Uniform Purchases And Cleaning	53	700	-	765	9.3 %
554.0100	Non-Capitalized Equipment	869	876	877	1,000	14.2 %
554.1200	Publications	-	15	-	500	3,233.3 %
555.1300	Technical/Training	842	1,799	75	1,880	4.5 %
	<b>Total Operating Expenses</b>	<b>99,110</b>	<b>139,250</b>	<b>105,215</b>	<b>168,033</b>	<b>20.7 %</b>
564.0100	Machinery & Equipment	-	9,732	8,132	10,311	5.9 %
564.4900	Capital Leases	57,377	-	-	-	- %
	<b>Total Capital Purchases</b>	<b>57,377</b>	<b>9,732</b>	<b>8,132</b>	<b>10,311</b>	<b>5.9 %</b>



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

001-540 - PUBLIC WORKS ADMINISTRATION  
Cost Center Summary

<u>Account</u> 001-540	<u>Description</u>	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Revised</u> <u>Budget</u>	<u>2018</u> <u>Projected</u> <u>Actual</u>	<u>2019</u> <u>Adopted</u> <u>Budget</u>	<u>% Change</u> <u>of Budget</u>
571.0100	Principal	9,648	16,898	16,898	15,858	(6.2)%
572.0100	Interest Expense	644	962	962	640	(33.5)%
	<b>Total Debt Service</b>	<b>10,292</b>	<b>17,860</b>	<b>17,860</b>	<b>16,498</b>	<b>(7.6)%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 606,605</b>	<b>\$ 675,404</b>	<b>\$ 552,632</b>	<b>\$ 742,558</b>	<b>9.9 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

PUBLIC WORKS ADMINISTRATION DEPARTMENT  
FUND 001; DEPARTMENT 540

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-PUBLIC WORKS ADMINISTRATION			
001-540-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	102,148	102,148
Totals for GL# 001-540-511.0100-EXECUTIVE SALARIES			102,148
001-540-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	299,663	299,663
Totals for GL# 001-540-512.0100-REGULAR SALARIES			299,663
001-540-521.0100 FICA TAXES			
FICA TAXES	1	30,739	30,739
Totals for GL# 001-540-521.0100-FICA TAXES			30,739
001-540-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	67,184	67,184
Totals for GL# 001-540-522.2100-RETIREMENT GENERAL EMPLOYEE			67,184
001-540-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	4	5,720	22,880
HEALTH INSURANCE - FAMILY	1	12,390	12,390
HEALTH INSURANCE - EE & CHILD(ERN)	1	8,363	8,363
Totals for GL# 001-540-523.0100-HEALTH INSURANCE			43,633
001-540-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,440	1,440
Totals for GL# 001-540-523.0300-LIFE INSURANCE & EAP			1,440
001-540-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	3,409	3,409
Totals for GL# 001-540-524.0100-WORKERS' COMPENSATION			3,409
001-540-529.9900 REIMBURSEMENT OF PERSONNEL COSTS			
REGATTA REIMBURSEMENT	1	(500)	(500)
Totals for GL# 001-540-529.9900-REIMBURSEMENT OF PERSONNEL COSTS			(500)
001-540-531.0300 MEMBERSHIP DUES			
MEMBERSHIP - AMERICAN PW ASSOC-DIRECTOR #626987	1	330	330
MEMBERSHIP - TAMPA AREA SAFETY-RENEWAL MEMBERSHIP - AMERICAN WATER WORKS ASSOCIATION #0312497	1	300	300
MEMBERSHIP - AMERICAN PW ASSOC-DEPUTY DIRECTOR	1	224	224
	1	330	330
Totals for GL# 001-540-531.0300-MEMBERSHIP DUES			1,184



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

PUBLIC WORKS ADMINISTRATION DEPARTMENT  
FUND 001; DEPARTMENT 540

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-PUBLIC WORKS ADMINISTRATION			
001-540-531.1600 CONTRACT SERVICES			
AED PHYSIO-CONTROL SHARED COST-ON-SITE			
INSPECTION	1	495	495
JANITORIAL SERVICES PW FACILITIES	12	700	8,400
PEST CONTROL PW FACILITIES	4	80	320
SONITROL SECURITY MONITORING	4	825	3,300
SYN-TECH SYSTEMS MAINTENANCE 5/27/17-5/26/18	1	495	495
GPS DEVICE ANNUALLY 20437; 20441	2	370	740
Totals for GL# 001-540-531.1600-CONTRACT SERVICES			13,750
001-540-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	7,500	7,500
Totals for GL# 001-540-531.2000-ENGINEERING SERVICES			7,500
001-540-534.2100 EMPLOYEE TESTING			
DRUG-ALCOHOL TESTING ON-SITE REFER 001-516			
HEPATITIS VACCINE	1	500	500
Totals for GL# 001-540-534.2100-EMPLOYEE TESTING			500
001-540-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	2,000	2,000
Totals for GL# 001-540-540.5100-TRAVEL AND PER DIEM			2,000
001-540-541.1100 COMMUNICATIONS			
CELL SERVICE-PW ADMIN SUPERVISOR-JOHNSON			
	12	10	120
CELL SERVICE-PW DIRECTOR-TUSING	12	50	600
CELL SERVICE-PW DEPUTY DIRECTOR	12	50	600
CELL SERVICE OVERAGES	1	600	600
CELL SERVICE - GIS COORDINATOR	12	54	648
IN-CAR WIRELESS - PW DIRECTOR - TUSING	12	38	450
Totals for GL# 001-540-541.1100-COMMUNICATIONS			3,018
001-540-542.1200 POSTAGE/MAILING SERVICES			
PITNEY BOWES DM100 REFILL AS NEEDED	1	500	500
Totals for GL# 001-540-542.1200-POSTAGE/MAILING SERVICES			500
001-540-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY			
	1	10,935	10,935
FPL	1	18,977	18,977
Totals for GL# 001-540-543.0000-UTILITY SERVICES			29,912



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PUBLIC WORKS ADMINISTRATION DEPARTMENT  
FUND 001; DEPARTMENT 540**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-PUBLIC WORKS ADMINISTRATION			
001-540-544.0500 OPERATING LEASE			
CANON-C5560I-LEASE-PAYMENT# 20-31 OF 36	12	274	3,288
CANON-C5255-MAINTENANCE	1	1,128	1,128
POSTAGE METER-LEASE	4	129	516
Totals for GL# 001-540-544.0500-OPERATING LEASE			4,932
001-540-545.1200 INSURANCE			
B-2 FUEL TANK PREMIUM AUGUST 14	1	760	760
D-6 EXECUTIVE TRAVEL OCT 13 PW DIRECTOR	1	55	55
GEN LIAB, AUTO, PROPERTY INSURANCE QUARTERLY	4	2,807	11,228
Totals for GL# 001-540-545.1200-INSURANCE			12,043
001-540-545.9900 INSURANCE CONTINGENCY - VEHICLE			
INSURANCE DEDUCTIBLES	1	5,000	5,000
Totals for GL# 001-540-545.9900-INSURANCE CONTINGENCY - VEHICLE			5,000
001-540-546.3400 REPAIR & MAINTENANCE			
ABOVEGROUND TANK REPAIRS AS NEEDED	1	2,000	2,000
AC MAINTENANCE AS NEEDED	1	1,000	1,000
ELECTRIC GATE REPAIRS AS NEEDED	1	1,000	1,000
MAINTENANCE-CITY BUILDINGS AS NEEDED	1	20,000	20,000
PUBLIC WORKS COMPLEX - 10 FT FENCE (CIP)		10,000	
CARPET/TILE REPLACEMENT (CIP)		15,000	
INTERIOR PAINTING	1	12,000	12,000
FOAM APPLIED INSULATION GARAGE (CIP)		7,717	
CEILING TILE REPLACEMENT	1	10,000	10,000
Totals for GL# 001-540-546.3400-REPAIR & MAINTENANCE			46,000
001-540-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA#17323 DURANGO,4-D,2004-PW ADMIN	1	1,000	1,000
FA#20437 FORD EXPLORER, 2017 -DIRECTOR OF PUBLIC WORKS	1	500	500
FA#20441 FORD EXPLORER, 2017- DEPUTY DIRECTOR	1	500	500
Totals for GL# 001-540-546.4000-VEHICLE REPAIR & MAINTENANCE			2,000
001-540-547.5100 PRINTING AND BINDING			
BUSINESS CARDS/GENERAL	1	100	100
Totals for GL# 001-540-547.5100-PRINTING AND BINDING			100
001-540-549.0300 ISSUES TO NORTH RIVER RD			
EXPENSES PASSED THRU TO NRFD	1	18,100	18,100



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PUBLIC WORKS ADMINISTRATION DEPARTMENT  
FUND 001; DEPARTMENT 540**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-PUBLIC WORKS ADMINISTRATION			
Totals for GL# 001-540-549.0300-ISSUES TO NORTH RIVER RD			18,100
001-540-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	500	500
PAPER FOR PLOTTER 24X50 YDS-AS NEEDED	1	500	500
Totals for GL# 001-540-551.1200-OFFICE SUPPLIES			1,000
001-540-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANT AS NEEDED	1	1,200	1,200
Totals for GL# 001-540-552.1500-FUEL AND LUBRICANTS			1,200
001-540-552.2300 OPERATING EXPENSES			
ANNUAL COPIER PROPERTY TAX-ANNUALLY	1	180	180
ARCGIS LICENSE/MAINTENANCE FEE YEARLY	1	4,400	4,400
COFFEE AND WATER SERVICES AS NEEDED	1	500	500
JANITORIAL SUPPLIES AS NEEDED/STOCK	1	500	500
PRINTER CARTRIDGES/TONERS/PLOTTER AS NEEDED	1	1,000	1,000
GPS SOFTWARE MAINTENANCE	1	1,500	1,500
Totals for GL# 001-540-552.2300-OPERATING EXPENSES			8,080
001-540-552.3900 SAFETY PROGRAM EXPENSE			
FIRE EXTINGUISHER MAINTENANCE ANNUALLY	1	1,500	1,500
PPE SAFETY FOOTWEAR-DIR/DEPUTY DIRECTORS/GIS	2	200	400
PPE VEST/SAFETY GLASSES, ETC. AS NEEDED/STOCK	1	100	100
Totals for GL# 001-540-552.3900-SAFETY PROGRAM EXPENSE			2,000
001-540-552.4200 SMALL TOOLS/EQUIPMENT			
FIELD EQUIPMENT-STAKES AS NEEDED/STOCK	1	100	100
24"/32" LED COMPUTER MONITOR	2	500	1,000
NESTING CHAIRS; BLACK CONFERENCE ROOM	10	197	1,969
CONFERENCE ROOM CHAIRS 8-10	1	2,000	2,000
Totals for GL# 001-540-552.4200-SMALL TOOLS/EQUIPMENT			5,069
001-540-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS-DEPUTY DIR-VACANT	5	45	225
CITY SHIRTS-DIRECTOR-TUSING	2	45	90
CITY SHIRTS-PW COORDINATOR-JOHNSON	5	45	225
CITY SHIRTS-CS I-WILSON	5	45	225
Totals for GL# 001-540-552.5100-UNIFORM PURCHASES AND CLEANING			765





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PUBLIC WORKS ADMINISTRATION DEPARTMENT  
FUND 001; DEPARTMENT 540**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-PUBLIC WORKS ADMINISTRATION			
001-540-554.0100 NON-CAPITALIZED EQUIPMENT			
HP PRINTERS	2	500	1,000
Totals for GL# 001-540-554.0100-NON-CAPITALIZED EQUIPMENT			1,000
001-540-554.1200 PUBLICATIONS			
AWWA - MANUALS	1	500	500
Totals for GL# 001-540-554.1200-PUBLICATIONS			500
001-540-555.1300 TECHNICAL/TRAINING			
BEGINNER COMPUTER 1-WORKFORCE	4	110	440
SEMINAR-CONFERENCE-WORD AS NEEDED	4	110	440
UTILITIES MANAGEMENT SEMINAR	1	1,000	1,000
Totals for GL# 001-540-555.1300-TECHNICAL/TRAINING			1,880
001-540-564.0100 MACHINERY AND EQUIPMENT			
TABLE ADJ/WORK STATION CONFERENCE ROOM	1	2,000	2,000
SONTIROL SECURITY SYSTEM UPGRADE	1	8,311	8,311
Totals for GL# 001-540-564.0100-MACHINERY AND EQUIPMENT			10,311
001-540-571.0100 PRINC - LEASE			
P# 15-16 FA# 20273 PLOTTER	2	679	1,358
P# 07-10 FA20437/20438 EXPLORER	4	3,625	14,500
Totals for GL# 001-540-571.0100-PRINC - LEASE			15,858
001-540-572.0100 INT EXP - LEASE			
P# 15-16 FA# 20273 PLOTTER	2	4	8
P# 07-10 FA20437/20438 EXPLORER	4	158	632
Totals for GL# 001-540-572.0100-INT EXP - LEASE			640
Totals for dept 540-PUBLIC WORKS ADMINISTRATION			742,558



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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“Planning is bringing the future into the present  
so that you can do something about it now.”

Alan Lakein



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Planning - 543**

Fund: General Fund - 001  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

**Primary Duties**

- Responsible for coordination between the planning, building and code enforcement areas
- Responsible for long and short term planning, zoning and land use codes
- Coordinates the review of all land development related projects within the City
- Writes ordinances, resolution and comprehensive plan amendments
- Assists to ensure the compliance of City codes

**Future Challenges or Issues facing the Cost Center**

- Complete new staff during fiscal year 2018.
- City Planner is now supervising Code Enforcement and Building Department

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

**Cost Center Goals and Objectives:**

1. Process Comp Plan amendments
2. Implement new land development code timely
3. Assist the public and provide excellent service



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Planning Department  
Organizational Information**

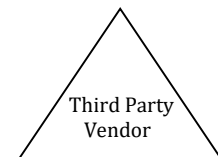
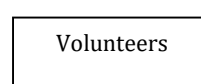
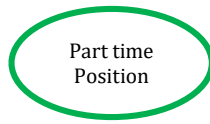
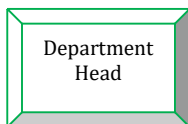
<b>Total Personnel Wages</b>	\$ 114,111
<b>Total Benefits</b>	\$ 53,303
<b>Total Personnel Cost</b>	<b>\$ 167,414</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Planning Analyst	PW-543-1273-01	FT
Development Service Director	PW-543-1265-01	FT
Full-Time Position		2
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>2</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-543 - PLANNING  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>EXPENDITURE</b>						
512.0100	Regular Salaries	\$ 79,969	\$ 110,787	\$ 110,783	\$ 114,111	3.0 %
514.0100	Overtime - GE	434	-	-	-	- %
521.0100	Fica Taxes	5,577	8,475	7,593	8,729	3.0 %
522.2100	Retirement General Employee	22,378	27,110	27,839	25,584	(5.6)%
523.0100	Health Insurance	14,354	17,215	21,353	18,425	7.0 %
523.0300	Insurance & EAP	273	363	405	415	14.3 %
524.0100	Workers' Compensation	121	153	170	150	(2.0)%
	<b>Total Personnel Expenses</b>	<b>123,106</b>	<b>164,103</b>	<b>168,143</b>	<b>167,414</b>	<b>2.0 %</b>
531.0100	Consulting	31,903	38,140	30,000	40,000	4.9 %
531.0300	Membership Dues	355	700	670	750	7.1 %
531.0900	Legal Ads Pass-Thru	-	5,000	-	-	(100.0)%
540.5100	Travel and Per Diem	479	1,390	1,050	1,250	(10.1)%
541.1100	Communications	348	600	335	600	- %
542.1200	Postage/Mailing Service	825	2,500	2,120	2,000	(20.0)%
544.0500	Operating Lease	208	300	80	300	- %
545.1200	Insurance	2,643	3,468	4,109	3,120	(10.0)%
547.5100	Printing And Binding	96	1,047	1,500	900	(14.0)%
548.9100	Promotional Advertising	-	2,500	-	1,000	(60.0)%
551.1200	Office Supplies	181	500	450	500	- %
552.2300	Operating Expenses	352	1,070	855	600	(43.9)%
552.3900	Safety Program Expense	-	100	25	100	- %
552.4200	Small Tools/Equipment	82	200	200	200	- %
552.5100	Uniform Purchases And Cleaning	145	200	95	200	- %
554.0100	Non-Capitalized Equipment	-	880	877	-	(100.0)%
554.1200	Publications	-	100	-	150	50.0 %
555.1300	Technical/Training	1,325	1,013	880	2,200	117.2 %
	<b>Total Operating Expenses</b>	<b>38,942</b>	<b>59,708</b>	<b>43,246</b>	<b>53,870</b>	<b>(9.8)%</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 162,048</b>	<b>\$ 223,811</b>	<b>\$ 211,389</b>	<b>\$ 221,284</b>	<b>(1.1)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

PLANNING DEPARTMENT  
FUND 001; DEPARTMENT 543

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 543-PLANNING			
001-543-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	114,111	114,111
Totals for GL# 001-543-512.0100-REGULAR SALARIES			114,111
001-543-521.0100 FICA TAXES			
FICA TAXES	1	8,729	8,729
Totals for GL# 001-543-521.0100-FICA TAXES			8,729
001-543-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	25,584	25,584
Totals for GL# 001-543-522.2100-RETIREMENT GENERAL EMPLOYEE			25,584
001-543-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	10,062	10,062
HEALTH INSURANCE - EE & CHIL(ERN)	1	8,363	8,363
Totals for GL# 001-543-523.0100-HEALTH INSURANCE			18,425
001-543-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	415	415
Totals for GL# 001-543-523.0300-LIFE INSURANCE & EAP			415
001-543-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	150	150
Totals for GL# 001-543-524.0100-WORKERS' COMPENSATION			150
001-543-531.0100 CONSULTING			
GENERAL CONSULTANT LAND DEV	1	40,000	40,000
Totals for GL# 001-543-531.0100-CONSULTING			40,000
001-543-531.0300 MEMBERSHIP DUES			
INCL BAR DUES, FPZA, APA	1	750	750
Totals for GL# 001-543-531.0300-MEMBERSHIP DUES			750
001-543-540.5100 TRAVEL AND PER DIEM			
SEMINARS-CONFERENCE	1	1,250	1,250
Totals for GL# 001-543-540.5100-TRAVEL AND PER DIEM			1,250
001-543-541.1100 COMMUNICATIONS			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

PLANNING DEPARTMENT  
FUND 001; DEPARTMENT 543

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 543-PLANNING			
CELL SERVICE-SUPERVISOR	12	50	600
Totals for GL# 001-543-541.1100-COMMUNICATIONS			600
001-543-542.1200 POSTAGE/MAILING SERVICES			
REFILL TO POSTAGE MACHINE	1	2,000	2,000
CERTIFIED MAILINGS		250	
Totals for GL# 001-543-542.1200-POSTAGE/MAILING SERVICES			2,000
001-543-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	300	300
Totals for GL# 001-543-544.0500-OPERATING LEASE			300
001-543-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	780	3,120
Totals for GL# 001-543-545.1200-INSURANCE			3,120
001-543-547.5100 PRINTING AND BINDING			
PUBLIC NOTICE AS NEEDED FOR VARIANCES, REZONING, ETC	1	900	900
Totals for GL# 001-543-547.5100-PRINTING AND BINDING			900
001-543-548.9100 PROMOTIONAL ADVERTISING			
PLANNING PROMO AS NEEDED, CURB APPEAL CONTEST	1	1,000	1,000
Totals for GL# 001-543-548.9100-PROMOTIONAL ADVERTISING			1,000
001-543-551.1200 OFFICE SUPPLIES			
PEN-PENCIL-FOLDERS AS NEEDED	1	500	500
Totals for GL# 001-543-551.1200-OFFICE SUPPLIES			500
001-543-552.2300 OPERATING EXPENSES			
MISCELLANEOUS EXPENSES	1	600	600
Totals for GL# 001-543-552.2300-OPERATING EXPENSES			600
001-543-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES	1	100	100
Totals for GL# 001-543-552.3900-SAFETY PROGRAM EXPENSE			100



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

PLANNING DEPARTMENT  
FUND 001; DEPARTMENT 543

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 543-PLANNING			
001-543-552.4200 SMALL TOOLS/EQUIPMENT			
OFFICE LABEL MACHINE REFILL	1	200	200
Totals for GL# 001-543-552.4200-SMALL TOOLS/EQUIPMENT			200
001-543-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS	2	100	200
Totals for GL# 001-543-552.5100-UNIFORM PURCHASES AND CLEANING			200
001-543-554.1200 PUBLICATIONS			
BOOKS, PUBS TO SUPPORT PLANNING AND ZONING	1	150	150
Totals for GL# 001-543-554.1200-PUBLICATIONS			150
001-543-555.1300 TECHNICAL/TRAINING			
WEBINARS TO SUPPORT PLANNING AND ZONING, SHORT COURSE-WORD-EXCEL	1	200	200
TECHNICAL/TRAINING	1	2,000	2,000
Totals for GL# 001-543-555.1300-TECHNICAL/TRAINING			2,200
Totals for dept 543-PLANNING			221,284





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Fleet - 549**

Fund: General Fund - 001  
Department: Public Works

Contact           Hours: Monday through Friday, 7:00 to 4:00  
                          Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Responsible for the repair and maintenance of vehicles, tractors, off road vehicles, generators.
- Ensure City employees are provided with safe and properly operating equipment.

Future Challenges or Issues facing the Cost Center

- Finding adequate training to make sure that our employees are up to date on our equipment.
- Making sure that compensation is competitive for fleet personnel

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Update training on newer vehicles
2. Improve lifts for fleet vehicles



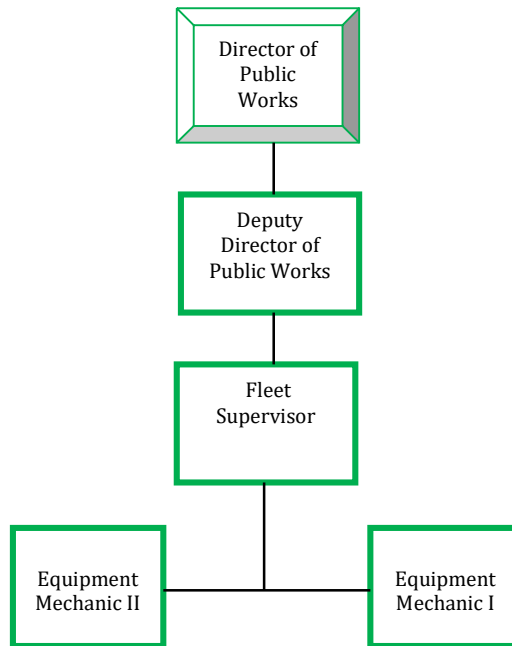
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Fleet Maintenance Department  
Organizational Information**

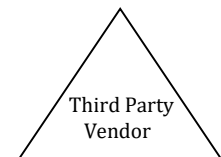
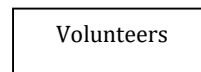
<b>Total Personnel Wages</b>	\$ 127,084
<b>Total Benefits</b>	\$ 65,156
<b>Total Personnel Cost</b>	<b>\$ 192,240</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Equipment Mechanic I	PW-549-1257-02	FT
Equipment Mechanic I	PW-549-1257-01	FT
Overtime		-
Fleet Supervisor	PW-549-1290-01	FT
Full-Time Position		3
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>3</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-549 - FLEET  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>EXPENDITURES</b>						
512.0100	Regular Salaries	\$ 146,537	\$ 150,504	\$ 133,322	\$ 126,334	(16.1)%
514.0100	Overtime - GE	709	750	500	750	- %
521.0100	Fica Taxes	10,761	11,570	10,052	9,722	(16.0)%
522.2100	Retirement General Employee	25,819	26,181	19,151	28,492	8.8 %
523.0100	Health Insurance	21,355	22,651	19,853	23,830	5.2 %
523.0300	Insurance & EAP	535	454	483	478	5.3 %
524.0100	Workers' Compensation	3,198	3,261	4,260	2,634	(19.2)%
	<b>Total Personnel Expenses</b>	<b>208,914</b>	<b>215,371</b>	<b>187,621</b>	<b>192,240</b>	<b>(10.7)%</b>
531.1600	Contract Services	-	745	746	740	(0.7)%
540.5100	Travel and Per Diem	233	122	-	1,000	719.7 %
541.1100	Communications	32	150	50	720	380.0 %
544.1500	Rental Expenses	855	721	730	1,800	149.7 %
545.1200	Insurance	4,766	5,996	6,966	5,010	(16.4)%
546.3400	Repair & Maintenance	3,395	4,301	3,800	5,000	16.3 %
546.4000	Vehicle Repair & Maintenance	702	1,300	870	2,500	92.3 %
551.1200	Office Supplies	9	225	15	470	108.9 %
552.1500	Fuel and Lubricants	935	1,213	847	1,000	(17.6)%
552.2300	Operating Expenses	1,778	3,510	3,300	3,300	(6.0)%
552.3900	Safety Program Expense	339	139	240	400	187.8 %
552.4200	Small Tools/Equipment	792	3,961	1,035	4,500	13.6 %
552.5100	Uniform Purchases And Cleaning	608	834	884	980	17.5 %
554.0100	Non-Capitalized Equipment	1,077	-	-	3,000	- %
554.1200	Publications	1,656	1,656	1,656	3,008	81.6 %
555.1300	Technical/Training	86	1	-	1,750	174,900.0 %
	<b>Total Operating Expenses</b>	<b>17,263</b>	<b>24,874</b>	<b>21,139</b>	<b>35,178</b>	<b>41.4 %</b>
564.0100	Machinery & Equipment	4,602	10,537	10,537	-	(100.0)%
564.4900	Capital Leases	-	-	-	37,325	- %
	<b>Total Capital Purchases</b>	<b>4,602</b>	<b>10,537</b>	<b>10,537</b>	<b>37,325</b>	<b>254.2 %</b>
571.0100	Principal	4,000	4,056	4,056	2,050	(49.5)%
572.0100	Interest Expense	118	64	64	12	(81.3)%
573.0500	New Debt Service	-	-	-	4,932	- %
	<b>Total Debt Service</b>	<b>4,118</b>	<b>4,120</b>	<b>4,120</b>	<b>6,994</b>	<b>69.8 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 234,897</b>	<b>\$ 254,902</b>	<b>\$ 223,417</b>	<b>\$ 271,737</b>	<b>6.6 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

FLEET MANAGEMENT DEPARTMENT  
FUND 001; DEPARTMENT 549

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 549-FLEET MANAGEMENT			
001-549-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	126,334	126,334
Totals for GL# 001-549-512.0100-REGULAR SALARIES			126,334
001-549-514.0100 OVERTIME - GE			
OVERTIME-EMERGENCY CALL OUT	1	750	750
Totals for GL# 001-549-514.0100-OVERTIME - GE			750
001-549-521.0100 FICA TAXES			
FICA TAXES	1	9,722	9,722
Totals for GL# 001-549-521.0100-FICA TAXES			9,722
001-549-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	28,492	28,492
Totals for GL# 001-549-522.2100-RETIREMENT GENERAL EMPLOYEE			28,492
001-549-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,720	11,440
HEALTH INSURANCE - FAMILY	1	12,390	12,390
Totals for GL# 001-549-523.0100-HEALTH INSURANCE			23,830
001-549-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	478	478
Totals for GL# 001-549-523.0300-LIFE INSURANCE & EAP			478
001-549-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	2,634	2,634
Totals for GL# 001-549-524.0100-WORKERS' COMPENSATION			2,634
001-549-531.1600 CONTRACT SERVICES			
GPS DEVICE ANNUALLY 16013; 17443	2	370	740
Totals for GL# 001-549-531.1600-CONTRACT SERVICES			740
001-549-540.5100 TRAVEL AND PER DIEM			
PER DIEM	1	1,000	1,000
Totals for GL# 001-549-540.5100-TRAVEL AND PER DIEM			1,000
001-549-541.1100 COMMUNICATIONS			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

FLEET MANAGEMENT DEPARTMENT  
FUND 001; DEPARTMENT 549

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 549-FLEET MANAGEMENT			
CELL SERVICE-FLEET MAINTENANCE	12	60	720
Totals for GL# 001-549-541.1100-COMMUNICATIONS			720
001-549-544.1500 RENTAL EXPENSES			
TORCH TANKS SHOP RAGS	1	1,800	1,800
Totals for GL# 001-549-544.1500-RENTAL EXPENSES			1,800
001-549-545.1200 INSURANCE			
B-1 POLLUTION	1	450	450
GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,140	4,560
Totals for GL# 001-549-545.1200-INSURANCE			5,010
001-549-546.3400 REPAIR & MAINTENANCE			
GAS PUMPS CHECKED HOSES/BREAK AWAYS	1	3,680	3,680
SERVICE AIR COMPRESSOR	1	1,320	1,320
Totals for GL# 001-549-546.3400-REPAIR & MAINTENANCE			5,000
001-549-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE MAINTENANCE FA#17443-775	1	2,500	2,500
Totals for GL# 001-549-546.4000-VEHICLE REPAIR & MAINTENANCE			2,500
001-549-551.1200 OFFICE SUPPLIES			
PENS-PENCILS-PAPER CALENDER	1	470	470
Totals for GL# 001-549-551.1200-OFFICE SUPPLIES			470
001-549-552.1500 FUEL AND LUBRICANTS			
#775, #17443 DIESEL CAN	1	1,000	1,000
Totals for GL# 001-549-552.1500-FUEL AND LUBRICANTS			1,000
001-549-552.2300 OPERATING EXPENSES			
MISC NUTS-GREASE-SAFETY KLEEN	1	2,400	2,400
OIL DRY TEST AND HAUL OFF OIL FILTERS	1	400	400
PROPANE FOR PRESSURE WASHER	1	500	500
Totals for GL# 001-549-552.2300-OPERATING EXPENSES			3,300
001-549-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR PROGRAM	3	100	300
MISC PPE CENTRAL STORES	1	100	100



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

FLEET MANAGEMENT DEPARTMENT  
FUND 001; DEPARTMENT 549

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 549-FLEET MANAGEMENT			
Totals for GL# 001-549-552.3900-SAFETY PROGRAM EXPENSE			400
001-549-552.4200 SMALL TOOLS/EQUIPMENT			
MISC SCREW DRIVERS-WRENCHES	1	4,500	4,500
Totals for GL# 001-549-552.4200-SMALL TOOLS/EQUIPMENT			4,500
001-549-552.5100 UNIFORM PURCHASES AND CLEANING			
CHANGE OUTS AS NEEDED	1	200	200
UNIFORM RENTAL (3 EMPLOYEES)	3	260	780
Totals for GL# 001-549-552.5100-UNIFORM PURCHASES AND CLEANING			980
001-549-554.0100 NON-CAPITALIZED EQUIPMENT			
MISC OIL PUMPS	1	700	700
IDS- FORD OE SCAN TOOL/LABSCOPE BUNDLE	1	2,300	2,300
Totals for GL# 001-549-554.0100-NON-CAPITALIZED EQUIPMENT			3,000
001-549-554.1200 PUBLICATIONS			
IATN RENEWAL	1	225	225
IDENTIFIX	1	1,908	1,908
IDS SUBSCRIPTION	1	875	875
Totals for GL# 001-549-554.1200-PUBLICATIONS			3,008
001-549-555.1300 TECHNICAL/TRAINING			
TECHNICAL AND TRAINING	1	1,750	1,750
Totals for GL# 001-549-555.1300-TECHNICAL/TRAINING			1,750
001-549-564.4900 CAPITAL LEASES			
F150 SUPERCAB - REPLACE #775	1	27,000	27,000
TIRE MACHINE T/C 6027235	1	10,325	10,325
Totals for GL# 001-549-564.4900-CAPITAL LEASES			37,325
001-549-571.0100 PRINC - LEASE			
P# 15-16 FA#20246 ROTARY LIFT	2	1,025	2,050
Totals for GL# 001-549-571.0100-PRINC - LEASE			2,050
001-549-572.0100 INT EXP - LEASE			
P# 15-16 FA#20246 ROTARY LIFT	2	6	12
Totals for GL# 001-549-572.0100-INT EXP - LEASE			12



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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FLEET MANAGEMENT DEPARTMENT  
FUND 001; DEPARTMENT 549

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 549-FLEET MANAGEMENT			
001-549-573.0500 NEW DEBT SERVICE			
F150	2	1,784	3,568
TIRE MACHINE	2	682	1,364
Totals for GL# 001-549-573.0500-NEW DEBT SERVICE			4,932
Totals for dept 549-FLEET MANAGEMENT			271,737



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“All great achievements require time.”

Maya Angelou





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Parks and Recreation - 572**

Fund: General Fund - 001  
Department: Public Works

Contact                   Hours: Monday through Friday, 7:00 to 4:00  
                                  Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Responsible for the maintenance of landscaping, irrigation and mowing of all City parks and open spaces.
- To promote safe recreational and educational opportunities to be enjoyed by City residents and guests

Future Challenges or Issues facing the Cost Center

- Staffing levels with new parks coming online

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

- |    |  |
|----|--|
| 1. | Work to improve the quality of our turf areas and landscape            |
| 2. | Improve structures at the parks and add irrigation to the areas needed |
| 3. | Perform inspections on a regular bases for safety within our parks     |
|    |  |
|    |  |
|    |  |
|    |  |



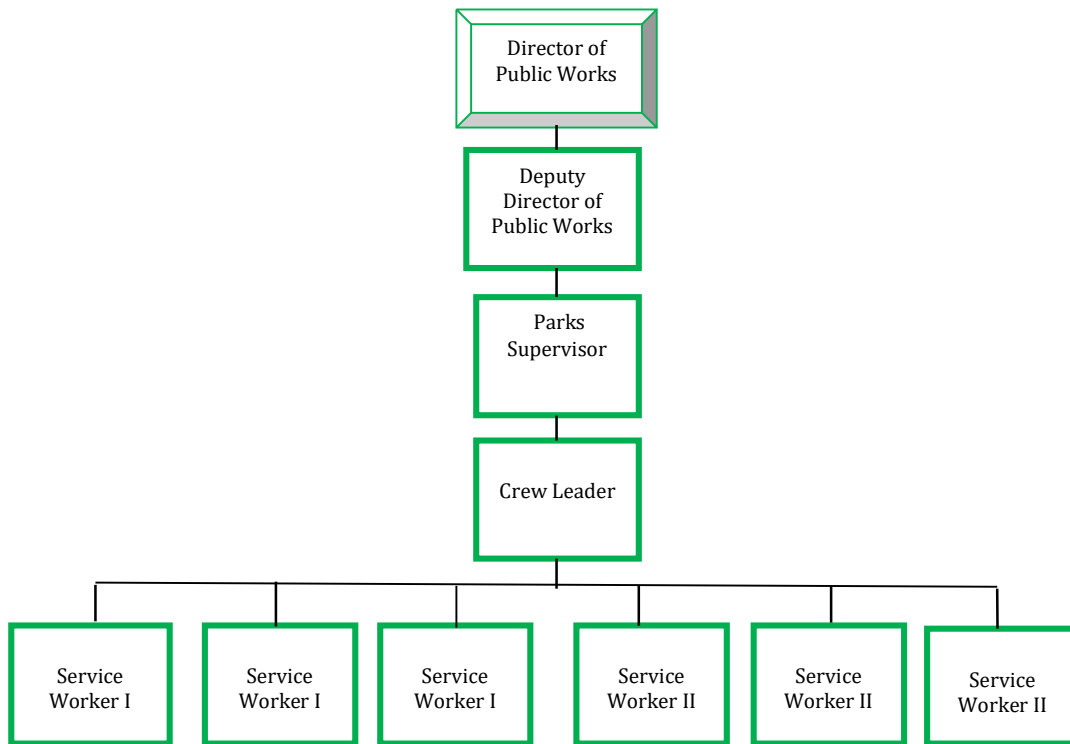
## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

### Parks & Recreation Department Organizational Information

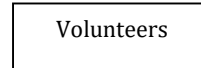
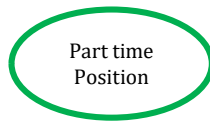
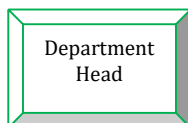
Total Personnel Wages	\$ 284,485
Total Benefits	\$ 142,895
Total Personnel Cost	<u>\$ 427,380</u>

Job Title	Position ID	FTE
Crew Leader	PW-572-1253-01	FT
Service Worker II	PW-572-1286-04	FT
Service Worker II	PW-572-1286-05	FT
Parks Supervisor	PW-572-1290-05	VCT
Service Worker II	PW-572-1286-08	FT
Service Worker I	PW-572-1285-14	FT
Service Worker I	PW-572-1285-05	FT
Service Worker I	PW-572-1285-02	FT
Overtime	-	-
Reimbursement	-	-
Full-Time Position		7
VACANT Full-Time Position		1
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
Total Positions		<u>8</u>

### COST CENTER ORGANIZATIONAL CHART



### LEGEND





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-572 - PARKS AND RECREATION  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>EXPENDITURES</b>						
512.0100	Regular Salaries	\$ 224,350	\$ 274,378	\$ 244,908	\$ 279,285	1.8 %
514.0100	Overtime - GE	3,347	6,500	2,201	6,500	- %
514.0150	Overtime - Holiday General Employees	-	-	185	-	- %
521.0100	Fica Taxes	17,089	21,486	18,320	21,862	1.7 %
522.2100	Retirement General Employee	64,953	68,731	62,211	64,073	(6.8)%
523.0100	Health Insurance	29,953	43,488	46,050	48,403	11.3 %
523.0300	Insurance & EAP	773	897	928	1,084	20.8 %
524.0100	Workers' Compensation	6,088	7,671	7,709	7,473	(2.6)%
529.9900	Reimbursement Of Personnel Costs	(243)	-	(1,301)	(1,300)	- %
	<b>Total Personnel Expenses</b>	<b>346,310</b>	<b>423,151</b>	<b>381,211</b>	<b>427,380</b>	<b>1.0 %</b>
531.0100	Consulting	-	3,750	3,750	-	(100.0)%
531.1600	Contract Services	19,894	1,949	2,000	17,667	806.5 %
534.1600	Lot Clearing	8,750	10,250	8,900	9,000	(12.2)%
540.5100	Travel and Per Diem	-	700	160	700	- %
541.1100	Communications	261	720	630	720	- %
543.0000	Utility Services	36,571	42,000	38,034	42,735	1.8 %
544.0500	Operating Lease	-	-	110	328	- %
544.1500	Rental Expenses	-	490	-	1,300	165.3 %
545.1200	Insurance	18,634	14,006	19,551	26,980	92.6 %
546.3400	Repair & Maintenance	15,613	26,331	23,500	30,000	13.9 %
546.4000	Vehicle Repair & Maintenance	19,693	16,752	14,000	20,000	19.4 %
547.5100	Printing And Binding	-	100	-	-	(100.0)%
551.1200	Office Supplies	-	100	10	200	100.0 %
552.0000	Operating Expenses - Veolia	409	2,000	-	1,000	(50.0)%
552.1100	Chemicals	8,957	14,000	12,594	14,000	- %
552.1500	Fuel and Lubricants	12,644	15,000	14,513	17,000	13.3 %
552.1700	Irrigation Supplies	4,364	6,000	2,350	6,000	- %
552.2000	Tree And Landscape Fund	149	2,851	1,560	1,500	(47.4)%
552.2100	Landscaping Material	108	2,600	245	6,000	130.8 %
552.2300	Operating Expenses	9,666	6,834	8,110	5,500	(19.5)%
552.3900	Safety Program Expense	1,565	1,100	910	1,100	- %
552.4200	Small Tools/Equipment	8,040	6,500	2,725	5,090	(21.7)%
552.5100	Uniform Purchases And Cleaning	2,199	3,000	2,500	3,000	- %
554.0100	Non-Capitalized Equipment	-	2,377	-	1,500	(36.9)%
555.1300	Technical/Training	351	2,608	1,798	1,500	(42.5)%
	<b>Total Operating Expenses</b>	<b>167,868</b>	<b>182,018</b>	<b>157,950</b>	<b>212,820</b>	<b>16.9 %</b>
564.0100	Machinery & Equipment	23,950	9,623	9,623	-	(100.0)%



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-572 - PARKS AND RECREATION  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
564.4900	Capital Leases	-	33,000	33,000	62,962	90.8 %
	<b>Total Capital Purchases</b>	<b>23,950</b>	<b>42,623</b>	<b>42,623</b>	<b>62,962</b>	<b>47.7 %</b>
571.0100	Principal	4,805	8,813	8,813	11,904	35.1 %
572.0100	Interest Expense	202	555	555	750	35.1 %
573.0500	New Debt Service	-	(24)	-	8,320	(34,766.7)%
	<b>Total Debt Service</b>	<b>5,007</b>	<b>9,344</b>	<b>9,368</b>	<b>20,974</b>	<b>124.5 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 543,135</b>	<b>\$ 657,136</b>	<b>\$ 591,152</b>	<b>\$ 724,136</b>	<b>10.2 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PARKS AND RECREATION DEPARTMENT  
FUND 001; DEPARTMENT 572**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-PARKS & RECREATION			
001-572-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	279,285	279,285
Totals for GL# 001-572-512.0100-REGULAR SALARIES			279,285
001-572-514.0100 OVERTIME - GE			
EMERGENCY CALL OUTS	1	6,500	6,500
Totals for GL# 001-572-514.0100-OVERTIME - GE			6,500
001-572-521.0100 FICA TAXES			
FICA TAXES	1	21,862	21,862
Totals for GL# 001-572-521.0100-FICA TAXES			21,862
001-572-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	64,073	64,073
Totals for GL# 001-572-522.2100-RETIREMENT GENERAL EMPLOYEE			64,073
001-572-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	7	5,720	40,040
HEALTH INSURANCE - EE & CHILD(ERN)	1	8,363	8,363
Totals for GL# 001-572-523.0100-HEALTH INSURANCE			48,403
001-572-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,084	1,084
Totals for GL# 001-572-523.0300-LIFE INSURANCE & EAP			1,084
001-572-524.0100 WORKERS' COMPENSATION			
WORKERS COMP	1	7,473	7,473
Totals for GL# 001-572-524.0100-WORKERS' COMPENSATION			7,473
001-572-529.9900 REIMBURSEMENT OF PERSONNEL COSTS			
REGATTA REIMBURSEMENT	1	(1,300)	(1,300)
Totals for GL# 001-572-529.9900-REIMBURSEMENT OF PERSONNEL COSTS			(1,300)
001-572-531.1600 CONTRACT SERVICES			
TEMPORARY CONTRACT LABOR	1	15,000	15,000
PEST CONTROL-PARK BUILDINGS 4 QTR	4	85	340
SONITROL MONITORING-17 ST TOOL ROOM	4	119	476



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PARKS AND RECREATION DEPARTMENT  
FUND 001; DEPARTMENT 572**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-PARKS & RECREATION			
GPS DEVICE ANNUALLY			
16891;17420;17303;17637;20509	5	370	1,851
Totals for GL# 001-572-531.1600-CONTRACT SERVICES			17,667
001-572-534.1600 LOT CLEARING			
EMERGENCY TREE REMOVAL			
	1	3,000	3,000
MANGROVE TRIMMING/RIVERSIDE PARK			
	1	3,000	3,000
MANGROVE TRIMMING ESTUARY PARK			
	1	3,000	3,000
Totals for GL# 001-572-534.1600-LOT CLEARING			9,000
001-572-540.5100 TRAVEL AND PER DIEM			
CLASSES REQUIRED CEU			
	1	700	700
Totals for GL# 001-572-540.5100-TRAVEL AND PER DIEM			700
001-572-541.1100 COMMUNICATIONS			
COMMUNICATIONS/SUPERVISOR			
	12	60	720
Totals for GL# 001-572-541.1100-COMMUNICATIONS			720
001-572-543.0000 UTILITY SERVICES			
ELECTRICITY-PARKS			
	1	20,750	20,750
WATER USAGE-PARKS			
	1	21,985	21,985
Totals for GL# 001-572-543.0000-UTILITY SERVICES			42,735
001-572-544.0500 OPERATING LEASE			
RICOH MP2555 4-15 OF 36			
	12	19	228
RICOH MP2555 MAINT (12 MONTH)			
	1	100	100
Totals for GL# 001-572-544.0500-OPERATING LEASE			328
001-572-544.1500 RENTAL EXPENSES			
MISC RENTAL OF EQUIPMENT			
	1	500	500
PORT-O-LET RENTALS			
	1	800	800
Totals for GL# 001-572-544.1500-RENTAL EXPENSES			1,300
001-572-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE - QUARTERLY			
	4	6,745	26,980
Totals for GL# 001-572-545.1200-INSURANCE			26,980



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PARKS AND RECREATION DEPARTMENT  
FUND 001; DEPARTMENT 572**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-PARKS & RECREATION			
001-572-546.3400 REPAIR & MAINTENANCE			
REPAIR-MAINTENANCE-EQUIPMENT	1	25,000	25,000
REPAIR-MAINTENANCE-PARKS-FENCE	1	1,000	1,000
SHELL FOR TRAILS AND PARKING	1	2,000	2,000
MISCELLANEOUS FENCING	1	2,000	2,000
Totals for GL# 001-572-546.3400-REPAIR & MAINTENANCE			30,000
001-572-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR & MAINTENANCE	1	20,000	20,000
Totals for GL# 001-572-546.4000-VEHICLE REPAIR & MAINTENANCE			20,000
001-572-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	200	200
Totals for GL# 001-572-551.1200-OFFICE SUPPLIES			200
001-572-552.0000 HURRICANE MATERIALS/SUPPLIES			
EMERGENCY EQUIPMENT-MATERIALS	1	1,000	1,000
Totals for GL# 001-572-552.0000-HURRICANE MATERIALS/SUPPLIES			1,000
001-572-552.1100 CHEMICALS			
FERTILIZER	1	7,000	7,000
FUNGICIDES	1	1,000	1,000
HERBICIDES	1	3,000	3,000
PESTICIDES	1	3,000	3,000
Totals for GL# 001-572-552.1100-CHEMICALS			14,000
001-572-552.1500 FUEL AND LUBRICANTS			
TRACTORS-MOWERS-EQUIPMENT	1	5,000	5,000
VEHICLES-EQUIPMENT	1	12,000	12,000
Totals for GL# 001-572-552.1500-FUEL AND LUBRICANTS			17,000
001-572-552.1700 IRRIGATION SUPPLIES			
IRRIGATION REPAIRS CITY WIDE	1	6,000	6,000
Totals for GL# 001-572-552.1700-IRRIGATION SUPPLIES			6,000
001-572-552.2000 TREE AND LANDSCAPE FUND			
TREE-LANDSCAPE RESERVE	1	1,500	1,500



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PARKS AND RECREATION DEPARTMENT  
FUND 001; DEPARTMENT 572**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-PARKS & RECREATION			
Totals for GL# 001-572-552.2000-TREE AND LANDSCAPE FUND			1,500
001-572-552.2100 LANDSCAPING MATERIAL			
GATEWAY LANDSCAPE	1	3,000	3,000
LANDSCAPE MATERIALS PARKS	1	3,000	3,000
Totals for GL# 001-572-552.2100-LANDSCAPING MATERIAL			6,000
001-572-552.2300 OPERATING EXPENSES			
MISC ITEMS AS NEEDED	1	5,500	5,500
Totals for GL# 001-572-552.2300-OPERATING EXPENSES			5,500
001-572-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	300	300
SAFETY SHOE PURCHASE- PARKS EMPLOYEES	1	800	800
Totals for GL# 001-572-552.3900-SAFETY PROGRAM EXPENSE			1,100
001-572-552.4200 SMALL TOOLS/EQUIPMENT			
MISC HAND TOOLS-POWER TOOLS	1	2,500	2,500
TRAFFIC SAFETY SIGNS	1	500	500
TRASH RECEPTACLES-PARKS	1	1,500	1,500
EVX539 DIGITAL PORTABLE RADIOS	2	295	590
Totals for GL# 001-572-552.4200-SMALL TOOLS/EQUIPMENT			5,090
001-572-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORMS - 7 EMPLOYEES	1	3,000	3,000
Totals for GL# 001-572-552.5100-UNIFORM PURCHASES AND CLEANING			3,000
001-572-554.0100 NON-CAPITALIZED EQUIPMENT			
NON-CAPITALIZED EQUIPMENT	1	1,500	1,500
Totals for GL# 001-572-554.0100-NON-CAPITALIZED EQUIPMENT			1,500
001-572-555.1300 TECHNICAL/TRAINING			
AQUATICS TRAINING	1	500	500
PESTICIDE TRAINING	1	1,000	1,000
Totals for GL# 001-572-555.1300-TECHNICAL/TRAINING			1,500
001-572-564.4900 CAPITAL LEASES			





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**PARKS AND RECREATION DEPARTMENT  
FUND 001; DEPARTMENT 572**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-PARKS & RECREATION			
2017 FORD F-350 CREW CAB WITH CAGE			
REPLACE 17303 AND 241 CAGE TRUCK	1	40,000	40,000
Z-TRACK ZERO TURN MOWER	3	7,654	22,962
Totals for GL# 001-572-564.4900-CAPITAL LEASES			62,962
001-572-571.0100 PRINC - LEASE			
P# 15-16 FA#20235 TURF MOWER	2	538	1,076
P# 11-14 FA#20317 TURF MOWER	4	699	2,796
P# 03-06 2018 LEASE	4	2,008	8,032
Totals for GL# 001-572-571.0100-PRINC - LEASE			11,904
001-572-572.0100 INT EXP - LEASE			
P# 15-16 FA#20235 TURF MOWER	2	3	6
P# 11-14 FA#20317 TURF MOWER	4	13	52
P# 03-06 2018 LEASE	4	173	692
Totals for GL# 001-572-572.0100-INT EXP - LEASE			750
001-572-573.0500 NEW DEBT SERVICE			
F-350	2	2,643	5,286
ZERO TURN MOWER	2	1,517	3,034
Totals for GL# 001-572-573.0500-NEW DEBT SERVICE			8,320
Totals for dept 572-PARKS & RECREATION			724,136



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Building Department - 524**

Fund: General Fund - 001  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Reviews building and construction permit applications for compliance with building codes
- Conducts inspections to ensure compliance with building codes
- Processes Business Tax License applications and inspections
- Acts as City FEMA CRS Coordinator and floodplain administrator, issuing certifications and flood zone info.
- Reviews applications for zoning requirements and assists the Planning Department
- Coordinates and assists Code Enforcement
- Responsible for BCEGS and FEMA audits when required

Future Challenges or Issues facing the Cost Center

- Implementing a new software system requiring the updating of all forms, developing approval processes for inclusion in a new website format to include permitting, planning and code enforcement
- Implement new fee schedule

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

- |   |
|---|
| 1. Update maps used by and for customers            |
| 2. Implement centralized permitting services        |
| 3. Streamline permitting process using new software |
| 4. Continue workplace and worksite safety           |
|   |
|   |
|   |



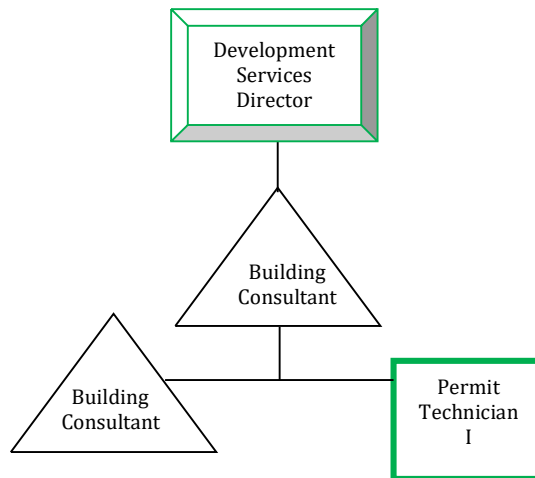
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Building Department  
Organizational Information**

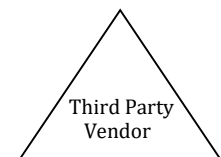
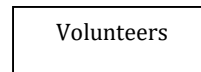
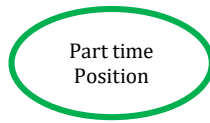
<b>Total Personnel Wages</b>	\$ 95,113
<b>Total Benefits</b>	\$ 34,000
<b>Total Personnel Cost</b>	<b>\$ 129,113</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
z Career Advancement	-	-
Building Inspector - PT	PW-524-1207-02	PVT
Permit Technician	PW-524-1262-01	FT
Permit Technician	PW-524-1262-02	VCT
Full-Time Position		1
VACANT Full-Time Position		1
Part-Time Positions		0
VACANT Part-Time Positions		1
Elected Officials		0
Total Positions		<u>3</u>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**001-524 - BUILDING DEPARTMENT  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>001-524</b>						
<b>0</b>						
512.0100	Regular Salaries	\$ 98,329	\$ 33,086	\$ 33,086	\$ 65,258	97.2 %
513.0100	Part Time Wages	-	-	-	28,851	- %
521.0100	Fica Taxes	7,539	2,531	2,508	7,276	187.5 %
522.2100	Retirement General Employee	28,353	8,096	8,327	14,856	83.5 %
523.0100	Health Insurance	8,751	5,436	5,440	11,440	110.4 %
523.0300	Insurance & EAP	292	110	132	302	174.5 %
524.0100	Workers' Compensation	997	46	51	125	171.7 %
529.0000	Career Advancement	-	-	-	1,004	- %
	<b>Total Personnel Expenses</b>	<b>144,261</b>	<b>49,305</b>	<b>49,544</b>	<b>129,112</b>	<b>161.9 %</b>
531.0300	Membership Dues	285	795	-	750	(5.7)%
531.1600	Contract Services	50,912	200,720	179,115	178,570	(11.0)%
534.4200	Building Demolition	-	-	-	20,000	- %
540.5100	Travel and Per Diem	1,075	600	600	1,000	66.7 %
541.1100	Communications	600	-	590	720	- %
542.1200	Postage/Mailing Service	50	250	200	750	200.0 %
544.0500	Operating Lease	350	350	335	350	- %
545.1200	Insurance	4,587	1,664	1,982	3,172	90.6 %
545.9900	Insurance Contingency - Vehicle	197	-	-	-	- %
546.4000	Vehicle Repair & Maintenance	378	-	-	-	- %
547.5100	Printing And Binding	144	150	-	500	233.3 %
549.9600	Bank Service Charges	1,902	2,400	6,375	5,000	108.3 %
551.1200	Office Supplies	288	493	525	1,200	143.4 %
552.1500	Fuel and Lubricants	1,624	-	-	-	- %
552.2300	Operating Expenses	437	695	510	500	(28.1)%
552.3900	Safety Program Expense	-	89	35	-	(100.0)%
552.4200	Small Tools/Equipment	82	100	100	75	(25.0)%
552.5100	Uniform Purchases And Cleaning	-	75	-	-	(100.0)%
554.0100	Non-Capitalized Equipment	-	877	877	-	(100.0)%
554.1200	Publications	122	1,164	1,164	500	(57.0)%
555.1300	Technical/Training	342	736	575	1,750	137.8 %
598.0000	Building Permit Surcharge	7,223	11,046	11,045	8,100	(26.7)%
	<b>Total Operating Expenses</b>	<b>70,598</b>	<b>222,204</b>	<b>204,028</b>	<b>222,937</b>	<b>0.3 %</b>
591.0100	Transfer Out - Admin Services	113,529	112,404	112,404	151,991	35.2 %
	<b>Total Transfers-Out</b>	<b>113,529</b>	<b>112,404</b>	<b>112,404</b>	<b>151,991</b>	<b>35.2 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 328,388</b>	<b>\$ 383,913</b>	<b>\$ 365,976</b>	<b>\$ 504,040</b>	<b>31.3 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

BUILDING DEPARTMENT  
FUND 001; DEPARTMENT 524

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 524-BUILDING DEPARTMENT			
001-524-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	65,258	65,258
Totals for GL# 001-524-512.0100-REGULAR SALARIES			65,258
001-524-513.0100 PART TIME WAGES			
PART TIME SALARIES	1	28,851	28,851
Totals for GL# 001-524-513.0100-PART TIME WAGES			28,851
001-524-521.0100 FICA TAXES			
FICA TAXES	1	7,276	7,276
Totals for GL# 001-524-521.0100-FICA TAXES			7,276
001-524-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	14,856	14,856
Totals for GL# 001-524-522.2100-RETIREMENT GENERAL EMPLOYEE			14,856
001-524-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,720	11,440
Totals for GL# 001-524-523.0100-HEALTH INSURANCE			11,440
001-524-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	302	302
Totals for GL# 001-524-523.0300-LIFE INSURANCE & EAP			302
001-524-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	125	125
Totals for GL# 001-524-524.0100-WORKERS' COMPENSATION			125
001-524-529.0000 CAREER ADVANCEMENT			
CAREER ADVANCEMENT	1	1,004	1,004
Totals for GL# 001-524-529.0000-CAREER ADVANCEMENT			1,004
001-524-531.0300 MEMBERSHIP DUES			
MEMBERSHIP-TRAINING-ICC-FEMA-ASFPM-FFMA-BOAT	1	750	750
Totals for GL# 001-524-531.0300-MEMBERSHIP DUES			750
001-524-531.1600 CONTRACT SERVICES			
CONTRACT INSPECTOR WHEN NEEDED	1	178,570	178,570
Totals for GL# 001-524-531.1600-CONTRACT SERVICES			178,570
001-524-534.4200 BUILDING DEMOLITION			
BUILDING DEMOLITION	1	20,000	20,000
Totals for GL# 001-524-534.4200-BUILDING DEMOLITION			20,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

BUILDING DEPARTMENT  
FUND 001; DEPARTMENT 524

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 524-BUILDING DEPARTMENT			
001-524-540.5100 TRAVEL AND PER DIEM			
BOAF-CONFERENCE AND FEMA CLASSES	1	1,000	1,000
Totals for GL# 001-524-540.5100-TRAVEL AND PER DIEM			1,000
001-524-541.1100 COMMUNICATIONS			
CELL SERVICE-BUILDING OFFICIAL	12	60	720
Totals for GL# 001-524-541.1100-COMMUNICATIONS			720
001-524-542.1200 POSTAGE/MAILING SERVICE			
POSTAGE-MAILING-CERTIFIED LETTERS	1	750	750
Totals for GL# 001-524-542.1200-POSTAGE/MAILING SERVICE			750
001-524-544.0500 OPERATING LEASE			
COPIER MAINTENANCE - OVERAGES	1	350	350
Totals for GL# 001-524-544.0500-OPERATING LEASE			350
001-524-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	793	3,172
Totals for GL# 001-524-545.1200-INSURANCE			3,172
001-524-547.5100 PRINTING AND BINDING			
BUILDING PERMIT PLACARD	1	500	500
Totals for GL# 001-524-547.5100-PRINTING AND BINDING			500
001-524-549.9600 BANK SERV CHARGE			
CREDIT CARD FEES	1	5,000	5,000
Totals for GL# 001-524-549.9600-BANK SERV CHARGE			5,000
001-524-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED+NEW SCANNER FOR TONYA	1	1,200	1,200
Totals for GL# 001-524-551.1200-OFFICE SUPPLIES			1,200
001-524-552.2300 OPERATING EXPENSES			
TONER-COFFEE-SERVICE-JANITORIAL	1	500	500
Totals for GL# 001-524-552.2300-OPERATING EXPENSES			500
001-524-552.4200 SMALL TOOLS/EQUIPMENT			
TAPE MEASURES-MINOR EQUIPMENT	1	75	75
Totals for GL# 001-524-552.4200-SMALL TOOLS/EQUIPMENT			75
001-524-554.1200 PUBLICATIONS			
INT RESIDENTIAL-STUDY GUIDES FOR TW	1	500	500



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

BUILDING DEPARTMENT  
FUND 001; DEPARTMENT 524

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 524-BUILDING DEPARTMENT			
Totals for GL# 001-524-554.1200-PUBLICATIONS			500
001-524-555.1300 TECHNICAL/TRAINING			
CONFERENCE-SEMINARS-TESTS FOR TW	1	750	750
ASSOCIATION OF STATE FLOODPLAIN			
MANAGERS FOR BUILDING OFFICAL	1	1,000	1,000
Totals for GL# 001-524-555.1300-TECHNICAL/TRAINING			1,750
001-524-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	151,991	151,991
Totals for GL# 001-524-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			151,991
001-524-598.0000 BUILDING PERMIT SURCHARGE			
BUILDING PERMIT SURCHARGE	1	8,100	8,100
Totals for GL# 001-524-598.0000-BUILDING PERMIT SURCHARGE			8,100
Totals for dept 524-BUILDING DEPARTMENT			504,040



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: General Fund Grants - 701**

Fund: General Fund - 001  
Department: City Clerk

Contact            Finance Department  
                         Hours: Monday through Friday, 8:00 to 5:00  
                         Location: City Hall, 516 8<sup>th</sup> Ave. West, Palmetto, FL 34220

Primary Duties

- Administer, budget, and report all grants to granting agencies accurately and timely.

Future Challenges or Issues facing the Cost Center

- Receiving communication within city staff associated with any grant timely and accurately.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's

Cost Center Goals and Objectives:

- |  |
|--|
| 1. Accurately report all grants accurately and timely.         |
| 2. Monitor all grants to ensure compliance to grant contracts. |
|  |
|  |
|  |





CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

001-701 - FEDERAL GRANTS  
Cost Center Summary

<u>Account</u>	<u>Description</u>	<u>2017</u> <u>Actual</u>	<u>2018</u> <u>Revised</u> <u>Budget</u>	<u>2018</u> <u>Projected</u> <u>Actual</u>	<u>2019</u> <u>Adopted</u> <u>Budget</u>	<u>% Change</u> <u>of Budget</u>
<b>001-701</b>						
	<b>0</b>					
752.4200-9006	Bulletproof Vest Grant	\$ 2,983	\$ 2,726	\$ 2,714	\$ -	(100.0)%
	<b>Total Operating Expenses</b>	<b>2,983</b>	<b>2,726</b>	<b>2,714</b>	<b>-</b>	<b>(100.0)%</b>
764.0100-9027	Machinery and Equipment - Grant	4,406	-	-	-	- %
	<b>Total Capital Purchases</b>	<b>4,406</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 7,389</b>	<b>\$ 2,726</b>	<b>\$ 2,714</b>	<b>\$ -</b>	<b>(100.0)%</b>



**CITY OF PALMETTO,  
FLORIDA 2018-2019 BUDGET**

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“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it’s the only thing that ever has.”

Margaret Mead (1901-1978)  
US Cultural Anthropologist



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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**Community Redevelopment Agency Fund  
CRA  
Fund #190**

The Community Redevelopment Agency Fund (CRA) is a special revenue fund that accounts for the rehabilitation, conservation and redevelopment of certain slum or blighted areas of the City. Funding is provided primarily through tax increment funding from the City and Manatee County.

Founded in 1985, under the guidelines set in the Community Redevelopment Act of 1969 and updated with Florida Statute 163, Part III, the Palmetto CRA's goal is to improve the quality of life for all who live in the CRA area by striving to better the area in every way possible. The CRA mission emphasizes public safety, infrastructure, commerce, accountability, property maintenance and image. Funded primarily by tax increment financing (TIF), the CRA encourages strategic investments to promote a vibrant and healthy economy.

The CRA gives back to the city in many ways and in many forms. It encourages growth and redevelopment in business through storefront grants and job incentives, safety of the citizens through enhanced police protection and CEPTED (Crime Prevention Through Environmental Design) initiatives, and "fun" times for the City's families through festivals and support of the historic park and other city parks. Capital projects are at various stages to refurbish infrastructure, enhance the waterfront, enhance the appearance of the downtown and/or historic areas and provide new and improved "play areas" in the City's park system.

This fund is comprised of one cost center which is:

- CRA – Cost Center 559

This cost center supports the administration activities of the CRA staff, capital expenditures, debt service for its capital loan, and accounts for the support activities to other City services and the incentives to the City residents and business owners. On occasion, the CRA will support a capital project within the CRA District with the City and grant monies. On these joint projects, the funds will be transferred into the Joint Capital Projects Fund, Fund 390.



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**190 - COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND**  
**Fund Summary**

Account	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 1,050,788	\$ 2,452,749	\$ 2,452,749	\$ 1,079,680	(56.0)%
<b>Revenues</b>					
Property Taxes	3,347,857	3,605,399	3,605,932	3,815,591	5.8 %
Charges for Services	10,141	3,000	10,150	10,000	233.3 %
Interest Revenue	26,917	20,000	27,500	35,000	75.0 %
Miscellaneous	755	-	1,316	1,316	- %
Grants	-	200,000	200,000	-	(100.0)%
Transfers In	179,875	142,249	142,249	-	(100.0)%
Non-Revenue/Fund Balance	-	2,455,065	-	1,113,830	(54.6)%
<b>Total Revenues</b>	<b>3,565,545</b>	<b>6,425,713</b>	<b>3,987,147</b>	<b>4,975,737</b>	<b>(22.6)%</b>
<b>Expenses</b>					
Personnel costs	297,695	338,129	317,655	359,904	6.4 %
Operating Expense	653,993	995,931	1,000,491	642,034	(35.5)%
Community Redevelopment Agency Programs	730,581	1,296,777	770,762	1,622,616	25.1 %
Capital Expense	189,493	3,466,475	2,952,852	2,001,779	(42.3)%
Debt Service	253,690	289,084	279,139	269,750	(6.7)%
Transfer Out	38,132	39,317	39,317	79,654	102.6 %
<b>Total Expenditures</b>	<b>2,163,584</b>	<b>6,425,713</b>	<b>5,360,216</b>	<b>4,975,737</b>	<b>(22.6)%</b>
Excess Revenue Over (Under)	1,401,961	-	(1,373,069)	-	- %
<b>Fund Balance, End of Year</b>	<b>\$ 2,452,749</b>	<b>\$ 2,452,749</b>	<b>\$ 1,079,680</b>	<b>\$ 1,079,680</b>	<b>(56.0)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**190-000 - CRA REVENUE  
Fund Revenue Summary**

<b>Account 190-000</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
369.4700	Tax Increment Funds-Manatee County	\$ 1,734,323	\$ 1,859,267	\$ 1,859,800	\$ 1,977,638	6.4 %
369.4900	Tax Increment Funds-Palmetto	1,613,534	1,746,132	1,746,132	1,837,953	5.3 %
	<b>TOTAL INTERGOVERNMENTAL - TAX INCREMENT FUNDS</b>	<b>3,347,857</b>	<b>3,605,399</b>	<b>3,605,932</b>	<b>3,815,591</b>	<b>5.8 %</b>
331.3900-9025	Edenfield Brownfield Grant	-	200,000	200,000	-	(100.0)%
	<b>TOTAL INTERGOVERNMENTAL/ GRANT REVENUE</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>(100.0)%</b>
345.9000	Contribution - Hernando DeSoto	5,000	-	5,000	5,000	- %
347.4500	Culture/Recreation - July 4th Celebration	5,141	3,000	5,150	5,000	66.7 %
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>10,141</b>	<b>3,000</b>	<b>10,150</b>	<b>10,000</b>	<b>233.3 %</b>
361.0100	Investment Earnings	26,917	20,000	27,500	35,000	75.0 %
	<b>TOTAL INTEREST REVENUE</b>	<b>26,917</b>	<b>20,000</b>	<b>27,500</b>	<b>35,000</b>	<b>75.0 %</b>
362.9900	CRA Rental Revenue	120	-	-	-	- %
369.0300	Other Misc Rev/Sponsorship	-	-	1,200	1,200	- %
369.6800	Other Misc Rev/Refund Exp	537	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	98	-	116	116	- %
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>755</b>	<b>-</b>	<b>1,316</b>	<b>1,316</b>	<b>- %</b>
	<b>OTHER FINANCING SOURCES</b>					
381.9000	Funding Provided from Equity	-	2,030,172	-	1,113,830	(45.1)%
399.0000	Funding From Fund Balance - Outstanding Enc	-	424,893	-	-	(100.0)%
	<b>Total Non-Revenue Sources</b>	<b>-</b>	<b>2,455,065</b>	<b>-</b>	<b>1,113,830</b>	<b>(54.6)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

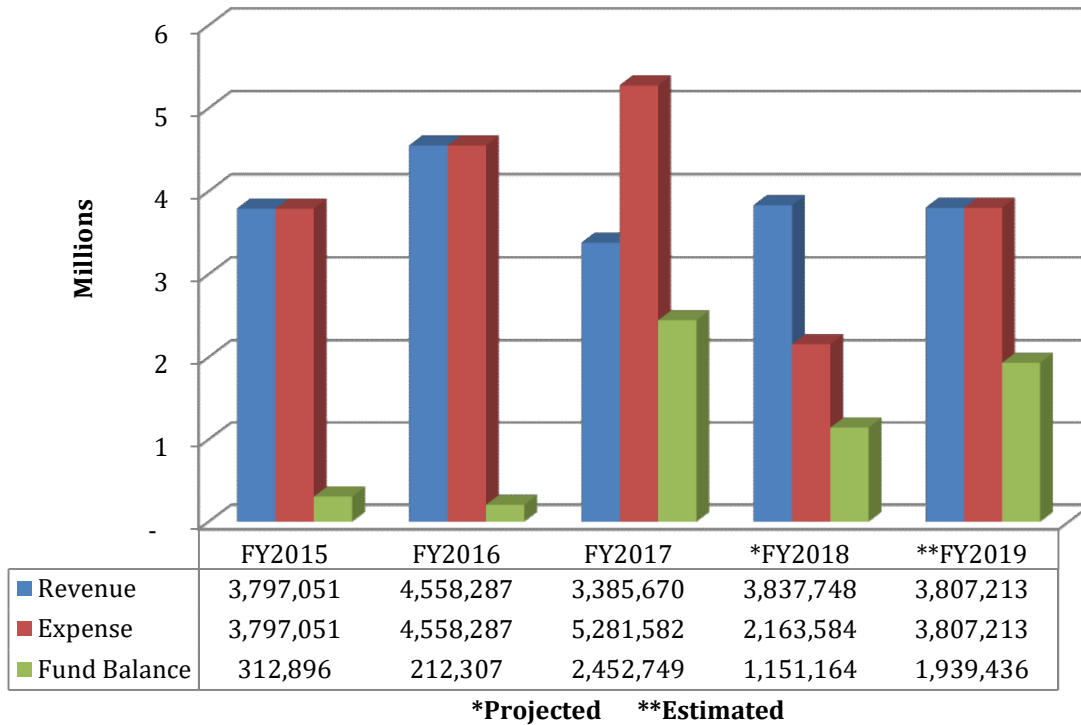
**190-000 - CRA REVENUE**  
**Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>190-000</b>						
	<b>TOTAL OTHER FINANCING SOURCES</b>	<u>-</u>	<u>2,455,065</u>	<u>-</u>	<u>1,113,830</u>	<u>(54.6)%</u>
	<b>TOTAL CRA REVENUE</b>	<u>\$ 3,385,670</u>	<u>\$ 6,283,464</u>	<u>\$ 3,844,898</u>	<u>\$ 4,975,737</u>	<u>(20.8)%</u>

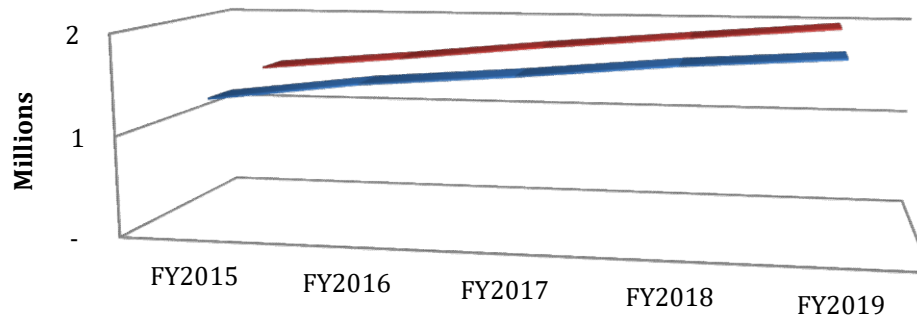


**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**CRA FUND - 190  
5-Year Revenue, Expense and Fund Balance**



**5-Year History of Tax Incremental Funds (TIF)**



	FY2015	FY2016	FY2017	FY2018	FY2019
■ Tax Increment Funds - City of Palmetto	1,326,531	1,504,604	1,613,534	1,746,132	1,837,953
■ Tax Increment Funds - Manatee County	1,459,343	1,588,369	1,734,323	1,859,800	1,977,638

- ❖ TIF Funds from the City increased 5% from FY2018
- ❖ TIF Funds from Manatee County increased 6% from FY2018



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Community Redevelopment Agency (CRA) - 559**

Fund: CRA Fund - 190  
Department: CRA

Contact Hours: Monday through Friday, 8:00 to 5:00  
Location: CRA, 715 4<sup>th</sup> St. West, Palmetto, FL 34221  
Telephone: 941-723-4988

Primary Duties

- Operate within the CRA plan to eliminate and/or minimize slum and blighted areas within the CRA District

Future Challenges or Issues facing the Cost Center

The Palmetto CRA continues to maximize its Tax Increment Financing dollars with partners such as WCIND, SWFWMD and FDOT. In the near to mid future, the CRA will begin its biggest project to date, the redevelopment of Old Main Street.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

- |  |
|--|
| 1. Assist city upgrades of infrastructure                      |
| 2. Increase community compliance with City codes and standards |
| 3. Improve public safety and crime prevention                  |
| 4. Improve the internal and external community image.          |
|  |
|  |
|  |





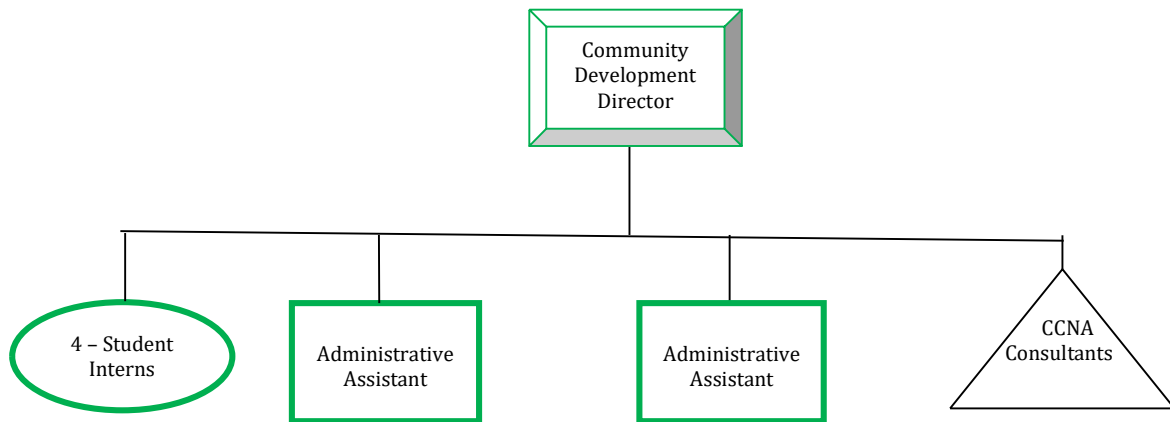
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Community Redevelopment Agency  
Organizational Information**

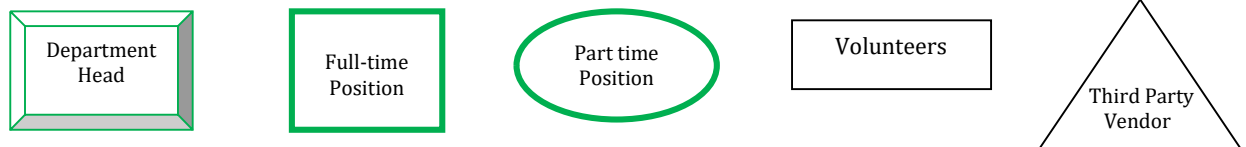
<b>Total Personnel Wages</b>	\$ 270,001
<b>Total Benefits</b>	\$ 89,903
<b>Total Personnel Cost</b>	<b>\$ 359,904</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Administrative Assistant	CR-559-1203-02	FT
Administrative Assistant	CR-559-1203-01	FT
Overtime		-
Community Development Director	CR-559-1240-01	FT
Intern - PT (50 hrs - 52 Weeks)	CR-559-1321-01	PT
Intern - PT (50 hrs - 52 Weeks)	CR-559-1321-02	PT
Intern - PT (50 hrs - 13 Weeks)	CR-559-1321-03	PVT
Intern - PT (50 hrs - 52 Weeks)	CR-559-1321-04	PVT
Strategic Planner - PT (50 hrs - 52 Weeks)	CR-559-1320-01	PT
Full-Time Position		3
VACANT Full-Time Position		0
Part-Time Positions		3
VACANT Part-Time Positions		2
Elected Officials		0
<b>Total Positions</b>		<b>8</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**190-559 - COMMUNITY REDEVELOPMENT AGENCY (CRA)  
Cost Center Summary**

<b>Account 190-559</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
511.0100	Executive Salaries	\$ 96,284	\$ 99,173	\$ 99,173	\$ 102,148	3.0 %
512.0100	Regular Salaries	84,369	85,832	86,285	89,811	4.6 %
513.0100	Part Time Wages	21,198	58,435	36,253	73,042	25.0 %
514.0100	Overtime - GE	2,059	5,000	4,900	5,000	- %
514.0150	Overtime - Holiday General	2,024	-	1,575	-	- %
	Employees					
521.0100	Fica Taxes	15,018	19,008	17,114	20,656	8.7 %
522.2100	Retirement General Employee	25,226	22,227	22,800	21,256	(4.4)%
522.2500	Matching Deferred Comp	27,723	24,268	25,100	22,902	(5.6)%
523.0100	Health Insurance	22,391	22,651	22,906	23,830	5.2 %
523.0300	Insurance & EAP	663	606	677	692	14.2 %
524.0100	Workers' Compensation	740	929	872	567	(39.0)%
	<b>Total Personnel Expenses</b>	<b>297,695</b>	<b>338,129</b>	<b>317,655</b>	<b>359,904</b>	<b>6.4 %</b>
531.0100	Consulting	229,305	549,034	549,034	200,000	(63.6)%
531.0300	Membership Dues	6,695	7,245	7,245	7,245	- %
531.0600	Attorney Fees	101,954	62,836	62,836	52,384	(16.6)%
531.1600	Contract Services	29,164	39,538	45,232	53,296	34.8 %
540.5100	Travel and Per Diem	3,162	17,198	17,198	16,300	(5.2)%
541.1100	Communications	626	1,000	630	720	(28.0)%
542.1200	Postage/Mailing Service	4,919	150	150	150	- %
543.0000	Utility Services	3,595	4,000	3,582	4,227	5.7 %
544.0500	Operating Lease	3,280	5,160	5,052	4,164	(19.3)%
544.1500	Rental Expenses	24,000	24,000	27,250	22,200	(7.5)%
545.1200	Insurance	8,397	11,010	11,010	11,688	6.2 %
546.3400	Repair & Maintenance	3,399	20,000	20,000	10,000	(50.0)%
546.4000	Vehicle Repair & Maintenance	33	1,400	750	1,400	- %
547.5100	Printing And Binding	231	100	100	500	400.0 %
548.9100	Promotional Advertising	23,789	33,200	33,200	38,200	15.1 %
549.9600	Bank Service Charges	3,712	5,000	-	6,000	20.0 %
551.1200	Office Supplies	1,284	2,500	2,500	1,500	(40.0)%
552.1500	Fuel and Lubricants	896	1,500	592	1,000	(33.3)%
552.2300	Operating Expenses	10,587	13,900	13,900	14,000	0.7 %
552.4200	Small Tools/Equipment	750	1,000	3,681	1,000	- %
552.5100	Uniform Purchases And Cleaning	-	1,000	500	1,000	- %
552.7100	Fairs & Festivals	155,977	160,000	160,000	160,000	- %
552.7200	Palmetto Historical Park	10,812	10,800	10,000	10,050	(6.9)%
552.7400	Ag Museum	5,507	6,800	6,039	7,720	13.5 %
554.0100	Non-Capitalized Equipment	9,737	5,000	5,000	5,000	- %
554.1200	Publications	150	500	500	500	- %
555.1300	Technical/Training	8,614	12,060	12,060	11,790	(2.2)%
	<b>Total Operating Expenses</b>	<b>650,575</b>	<b>995,931</b>	<b>998,041</b>	<b>642,034</b>	<b>(35.5)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**190-559 - COMMUNITY REDEVELOPMENT AGENCY (CRA)**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>190-559</b>						
561.0000-1202	Land - Riverside Project	57,209	54,140	54,140	30,000	(44.6)%
561.0100-9025	Land for Grants	-	34,000	34,000	-	(100.0)%
562.0000	Building Improvements	-	100,000	276,377	-	(100.0)%
563.0000-1104	Lamb/Sutton Park	1,335	8,686	8,686	-	(100.0)%
563.0000-1107	Haben Boulevard Improvements	-	92,600	92,600	50,000	(46.0)%
563.0000-1201	Linear Park Trail	-	-	-	1,872,879	-
563.0000-1202	Riverside Project	7,125	212,375	2,375	-	(100.0)%
563.0000-1301	MMEC Project	13,410	85,004	5,004	-	(100.0)%
563.0000-1491	Historical Park	-	20,000	20,000	20,000	-
564.0100	Machinery & Equipment	-	100,000	100,000	28,900	(71.1)%
	<b>Total Capital Purchases</b>	<b>79,079</b>	<b>706,805</b>	<b>593,182</b>	<b>2,001,779</b>	<b>183.2 %</b>
571.6900	Principal - 06 CRA Loan	219,750	239,084	239,084	219,750	(8.1)%
572.6900	Interest Expense - CRA 2006 Loan	33,940	50,000	40,055	50,000	-
	<b>Total Debt Service</b>	<b>253,690</b>	<b>289,084</b>	<b>279,139</b>	<b>269,750</b>	<b>(6.7)%</b>
582.1100	Commercial Renovation	87,312	100,000	100,000	50,000	(50.0)%
582.1200	Community Renovation Program	506,476	582,907	508,892	611,638	4.9 %
582.1400	Cra Community	13,958	7,000	30,000	18,446	163.5 %
582.1500	Redevelopment Incentives	122,235	131,870	131,870	217,532	65.0 %
582.1600	General Property Upgrades	-	175,000	-	375,000	114.3 %
582.2100	Residential Revitalization Program	600	300,000	-	350,000	16.7 %
	<b>Total Community Programs</b>	<b>730,581</b>	<b>1,296,777</b>	<b>770,762</b>	<b>1,622,616</b>	<b>25.1 %</b>
591.0100	Transfer Out - Admin Services	38,132	39,317	39,317	79,654	102.6 %
	<b>Total Transfers-Out</b>	<b>38,132</b>	<b>39,317</b>	<b>39,317</b>	<b>79,654</b>	<b>102.6 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,049,752</b>	<b>\$ 3,666,043</b>	<b>\$ 2,998,096</b>	<b>\$ 4,975,737</b>	<b>35.7 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
190-559-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	102,148	102,148
Totals for GL# 190-559-511.0100-EXECUTIVE SALARIES			102,148
190-559-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	89,811	89,811
Totals for GL# 190-559-512.0100-REGULAR SALARIES			89,811
190-559-513.0100 PART TIME WAGES			
PART TIME WAGES	1	73,042	73,042
Totals for GL# 190-559-513.0100-PART TIME WAGES			73,042
190-559-514.0100 OVERTIME - GE			
FESTIVAL OVERTIME	1	5,000	5,000
Totals for GL# 190-559-514.0100-OVERTIME - GE			5,000
190-559-521.0100 FICA TAXES			
FICA TAXES	1	20,656	20,656
Totals for GL# 190-559-521.0100-FICA TAXES			20,656
190-559-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	21,256	21,256
Totals for GL# 190-559-522.2100-RETIREMENT GENERAL EMPLOYEE			21,256
190-559-522.2500 MATCHING DEFERRED COMP			
MATCHING DEFERRED COMP	1	22,902	22,902
Totals for GL# 190-559-522.2500-MATCHING DEFERRED COMP			22,902
190-559-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,720	11,440
HEALTH INSURANCE - FAMILY	1	12,390	12,390
Totals for GL# 190-559-523.0100-HEALTH INSURANCE			23,830
190-559-523.0300 LIFE INSURANCE & EAP			
LIFE INS & EAP	1	692	692
Totals for GL# 190-559-523.0300-LIFE INSURANCE & EAP			692
190-559-524.0100 WORKERS' COMPENSATION			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
WORKERS' COMPENSATION	1	567	567
Totals for GL# 190-559-524.0100-WORKERS' COMPENSATION			567
190-559-531.0100 CONSULTING			
GENERAL CONSULTING	1	200,000	200,000
Totals for GL# 190-559-531.0100-CONSULTING			200,000
190-559-531.0300 MEMBERSHIP DUES			
FLORIDA BROWNFIELD ASSOCIATION	1	150	150
BRADENTON AREA ECONOMIC DEVELOPMENT CORP	1	5,000	5,000
FLORIDA DEPT OF ECONOMIC OPPORTUNITY	1	175	175
FLORIDA HOUSING COALITION	1	200	200
FLORIDA REDEVELOPMENT ASSOCIATION	1	1,245	1,245
NATIONAL ASSOCIATION OF PARLIAMENTARIANS	1	75	75
COUNCIL OF DEVELOPMENT FINANCE AGENICES (CDFA)	1	400	400
Totals for GL# 190-559-531.0300-MEMBERSHIP DUES			7,245
190-559-531.0600 ATTORNEY FEES			
GENERAL LEGAL FEES - 19%	1	52,384	52,384
Totals for GL# 190-559-531.0600-ATTORNEY FEES			52,384
190-559-531.1600 CONTRACT SERVICES			
5TH STREET MAINTENANCE - ALARM SYSTEM	1	10,000	10,000
CLEANING SERVICES	12	55	660
HABEN BLVD MAINTENANCE	52	105	5,460
HVAC ANNUAL MAINTENANCE	1	21,000	21,000
GENERAL REPAIRS	2	128	256
PEST CONTROL	1	5,000	5,000
LANDSCAPE (GATEWAY/SUTTON)	1	120	120
COFFEE SUPPLIES	1	10,000	10,000
	1	800	800
Totals for GL# 190-559-531.1600-CONTRACT SERVICES			53,296
190-559-540.5100 TRAVEL AND PER DIEM			
FLORIDA HOUSING COALITION	1	800	800
FRA CONFERENCE	1	5,000	5,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<b>Dept 559-CRA</b>			
MISCELLANEOUS	1	3,500	3,500
FRA CERTIFICATION	1	1,500	1,500
C DFA	1	3,000	3,000
BROWNFIELDS	1	1,500	1,500
FLORIDA LEAGUE OF CITIES	1	1,000	1,000
Totals for GL# 190-559-540.5100-TRAVEL AND PER DIEM			16,300
<b>190-559-541.1100 COMMUNICATIONS</b>			
CELL SERVICE - CRA DIRECTOR	1	720	720
Totals for GL# 190-559-541.1100-COMMUNICATIONS			720
<b>190-559-542.1200 POSTAGE/MAILING SERVICES</b>			
CH POSTAGE METER	1	25	25
POSTAGE	1	125	125
Totals for GL# 190-559-542.1200-POSTAGE/MAILING SERVICES			150
<b>190-559-543.0000 UTILITY SERVICES</b>			
CITY OF PALMETTO UTILITY - LANDLORD RESPONSIBLE PER LEASE			
FPL	1	826	826
Totals for GL# 190-559-543.0000-UTILITY SERVICES			4,227
<b>190-559-544.0500 OPERATING LEASE</b>			
CANON 5248 - LEASE - PMT 15-26 OF 36	12	222	2,664
CANON 5248 - MAINTENANCE	1	1,500	1,500
Totals for GL# 190-559-544.0500-OPERATING LEASE			4,164
<b>190-559-544.1500 RENTAL EXPENSES</b>			
OFFICE RENT	12	1,850	22,200
Totals for GL# 190-559-544.1500-RENTAL EXPENSES			22,200
<b>190-559-545.1200 INSURANCE</b>			
D-6 EXECUTIVE TRAVEL AD&D	1	55	55
GENERAL LIABILITY, AUTO AND PROPERTY	1	7,513	7,513
4TH JULY	1	2,120	2,120
MULTICULTURAL	1	2,000	2,000
Totals for GL# 190-559-545.1200-INSURANCE			11,688



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
190-559-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	5,000	5,000
VFW	1	5,000	5,000
Totals for GL# 190-559-546.3400-REPAIR & MAINTENANCE			10,000
190-559-546.4000 VEHICLE REPAIR & MAINTENANCE			
OIL CHANGES	1	200	200
DETAILED	1	200	200
MISC.	1	1,000	1,000
Totals for GL# 190-559-546.4000-VEHICLE REPAIR & MAINTENANCE			1,400
190-559-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	1	500	500
Totals for GL# 190-559-547.5100-PRINTING AND BINDING			500
190-559-548.9100 PROMOTIONAL ADVERTISING			
ADVERTISING	1	1,000	1,000
HANDOUTS	1	10,000	10,000
SOCIAL MEDIA ADVERTISING	1	7,500	7,500
MIP	1	4,200	4,200
THUMBDRIVES	1	7,500	7,500
EDC	1	5,000	5,000
MISC.	1	3,000	3,000
Totals for GL# 190-559-548.9100-PROMOTIONAL ADVERTISING			38,200
190-559-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	6,000	6,000
Totals for GL# 190-559-549.9600-BANK SERVICE CHARGES			6,000
190-559-551.1200 OFFICE SUPPLIES			
PAPER, PENS, INK, ETC.	1	1,500	1,500
Totals for GL# 190-559-551.1200-OFFICE SUPPLIES			1,500
190-559-552.1500 FUEL AND LUBRICANTS			
FUEL FOR CRA VEHICLE	1	1,000	1,000
Totals for GL# 190-559-552.1500-FUEL AND LUBRICANTS			1,000
190-559-552.2300 OPERATING EXPENSES			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<b>Dept 559-CRA</b>			
BUSINESS RECRUITMENT	1	2,000	2,000
GENERAL OPERATING EXPENSES	1	5,000	5,000
GIS SOFTWARE - ESRI ONLINE	1	1,500	1,500
OFFICE 365 MONTHLY FEE	15	300	4,500
AWARDS	1	1,000	1,000
Totals for GL# 190-559-552.2300-OPERATING EXPENSES			14,000
<b>190-559-552.4200 SMALL TOOLS/EQUIPMENT</b>			
SMALL TOOLS/EQUIPMENT	1	1,000	1,000
Totals for GL# 190-559-552.4200-SMALL TOOLS/EQUIPMENT			1,000
<b>190-559-552.5100 UNIFORM PURCHASES AND CLEANING</b>			
SHIRT ALLOWANCE	1	1,000	1,000
Totals for GL# 190-559-552.5100-UNIFORM PURCHASES AND CLEANING			1,000
<b>190-559-552.7100 FAIRS &amp; FESTIVALS</b>			
4TH OF JULY	1	80,000	80,000
MULTI-CULTURAL FESTIVAL	1	30,000	30,000
SEAFOOD FESTIVAL-10 YEAR AGREEMENT	1	25,000	25,000
4TH OF JULY FAMILY EVENT	1	25,000	25,000
Totals for GL# 190-559-552.7100-FAIRS & FESTIVALS			160,000
<b>190-559-552.7200 PALMETTO HISTORICAL PARK</b>			
FPL	1	6,500	6,500
WATER	1	1,250	1,250
CARNEGIE LIBRARY LICENSE	1	80	80
ELEVATOR SERVICE	1	1,700	1,700
PEST CONTROL	1	520	520
Totals for GL# 190-559-552.7200-PALMETTO HISTORICAL PARK			10,050
<b>190-559-552.7400 AG MUSEUM</b>			
FPL	1	7,070	7,070
WATER	1	650	650
Totals for GL# 190-559-552.7400-AG MUSEUM			7,720
<b>190-559-554.0100 NON-CAPITALIZED EQUIPMENT</b>			
EQUIPMENT	1	5,000	5,000





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<b>Dept 559-CRA</b>			
Totals for GL# 190-559-554.0100-NON-CAPITALIZED EQUIPMENT			5,000
<b>190-559-554.1200 PUBLICATIONS</b>			
PUBLICATIONS	1	500	500
Totals for GL# 190-559-554.1200-PUBLICATIONS			500
<b>190-559-555.1300 TECHNICAL/TRAINING</b>			
ANNUAL CONFERENCE	1	2,400	2,400
CRA CERTIFICATION	1	1,500	1,500
CONTINUED EDUCATION/TRAINING	1	5,000	5,000
FLORIDA HOUSING COALITION	1	790	790
C DFA	1	500	500
MISC.	1	1,000	1,000
GIS	1	600	600
Totals for GL# 190-559-555.1300-TECHNICAL/TRAINING			11,790
<b>190-559-561.0000 LAND</b>			
SEAHORSE		250,000	
5TH ST WEST		1,300,000	
MISC		400,000	
Totals for GL# 190-559-561.0000-LAND			
<b>190-559-561.0000-1202 LAND - RIVERSIDE PROJECT</b>			
MISC	1	30,000	30,000
Totals for GL# 190-559-561.0000-1202-LAND - RIVERSIDE PROJECT			30,000
<b>190-559-562.0000 BUILDING IMPROVEMENTS</b>			
ARMORY HISTORIC PRESERVATION		750,000	
Totals for GL# 190-559-562.0000-BUILDING IMPROVEMENTS			
<b>190-559-563.0000 IMPRVMTS NOT BUILDINGS</b>			
MISC		400,000	
Totals for GL# 190-559-563.0000-IMPRVMTS NOT BUILDINGS			
<b>190-559-563.0000-1107 HABEN BOULEVARD IMPROVEMENTS</b>			
LIGHTING	1	50,000	50,000
Totals for GL# 190-559-563.0000-1107-HABEN BOULEVARD IMPROVEMENTS			50,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
190-559-563.0000-1201 LINEAR PARK TRAIL			
MLK	1	250,000	250,000
CONNOR PARK	1	872,879	872,879
TAYLOR PARK	1	250,000	250,000
MISC	1	500,000	500,000
Totals for GL# 190-559-563.0000-1201-LINEAR PARK TRAIL			1,872,879
190-559-563.0000-1202 RIVERSIDE PROJECT			
RIVERSIDE PARKING			
Totals for GL# 190-559-563.0000-1202-RIVERSIDE PROJECT			
190-559-563.0000-1301 MMEC PROJECT			
TRANSIT IMPROVEMENTS			
Totals for GL# 190-559-563.0000-1301-MMEC PROJECT			
190-559-563.0000-1491 HISTORICAL PARK			
PARK IMPROVEMENTS (LANDSCAPING, LIGHTS AND FENCE)			
	1	20,000	20,000
Totals for GL# 190-559-563.0000-1491-HISTORICAL PARK			20,000
190-559-564.0100 MACHINERY/EQUIPMENT/SOFTWARE			
AG MUSEUM ELEVATOR	0.5	50,000	25,000
SUTTON PARK FAN	0.5	7,800	3,900
Totals for GL# 190-559-564.0100-MACHINERY/EQUIPMENT/SOFTWARE			28,900
190-559-571.6900 PRINC - 06 CRA LOAN			
CRA LOAN PRINCIPAL			
	1	219,750	219,750
Totals for GL# 190-559-571.6900-PRINC - 06 CRA LOAN			219,750
190-559-572.6900 INT EXP - 06 CRA LOAN			
CRA LOAN INTEREST			
	1	50,000	50,000
Totals for GL# 190-559-572.6900-INT EXP - 06 CRA LOAN			50,000
190-559-573.0500 NEW DEBT SERVICE			
BOND ISSUANCE			
POOL			
Totals for GL# 190-559-573.0500-NEW DEBT SERVICE			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL BUDGET</b>
Dept 559-CRA			
190-559-582.1100 COMMERCIAL RENOVATION			
COMMERCIAL RENOVATION	1	50,000	50,000
Totals for GL# 190-559-582.1100-COMMERCIAL RENOVATION			50,000
190-559-582.1200 COMMUNITY RENOVATION PROGRAM			
PD SUBPLAN	1	556,929	556,929
CE SUBPLAN	1	54,709	54,709
Totals for GL# 190-559-582.1200-COMMUNITY RENOVATION PROGRAM			611,638
190-559-582.1400 CRA COMMUNITY			
PALMETTO UTILITIES	1	8,296	8,296
VFW WATER - LANDLORD RESP FOR 1/2 - PER LEASE	1	2,650	2,650
VFW FP&L - LANDLORD RESP FOR 1/2 - PER LEASE	1	7,500	7,500
Totals for GL# 190-559-582.1400-CRA COMMUNITY			18,446
190-559-582.1500 REDEVELOPMENT INCENTIVES			
IT WORKS! GLOBAL	1	61,026	61,026
PALMETTO ANIMAL CLINIC	1	9,491	9,491
PALMETTO THEATER	1	40,291	40,291
DOLLAR GENERAL	1	6,462	6,462
O'REILLY AUTO PARTS	1	14,600	14,600
HEARTLAND - CRA BD APP 5/7/18 - ESTIMATE OF INCENTIVES - SUBJECT TO FORMAL AGREEMENT WITH CRA BD	1	20,649	20,649
CIRCLE K - CRA BD APP 4/2/18 BASED ON ESTIMATES	1	38,063	38,063
DETWEILER'S CRA BD APP 11/6/2017	1	26,950	26,950
Totals for GL# 190-559-582.1500-REDEVELOPMENT INCENTIVES			217,532
190-559-582.1600 GENERAL PROPERTY UPGRADES			
SOLAR TREES	5	35,000	175,000
SEAHORSE STATUE	1	200,000	200,000
Totals for GL# 190-559-582.1600-GENERAL PROPERTY UPGRADES			375,000
190-559-582.2100 RESIDENTIAL REVITALIZATION PROGRAM			
RESIDENTIAL REHAB	1	100,000	100,000
HOUSING	1	250,000	250,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CRA DEPARTMENT  
FUND 190; DEPARTMENT 559

<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL BUDGET</b>
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Dept 559-CRA			
Totals for GL# 190-559-582.2100-RESIDENTIAL REVITALIZATION PROGRAM			350,000
<hr/>			
190-559-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
FINANCE	1	37,430	37,430
HR	1	10,983	10,983
IT SERVICES	1	29,484	29,484
AGENDA SERVICES	1	1,757	1,757
Totals for GL# 190-559-591.0100-TRANSFER TO GENERAL FUND - ALLOCATION			79,654
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Totals for dept 559-CRA			4,975,737



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### **Road and Bridge Fund Fund #307**

The Road and Bridge Fund is a special revenue fund that accounts for the construction, maintenance, repair and replacement of the City's streets, roads and bridges. Financing is provided primarily through motor fuel taxes. Even though this fund does not always meet the criteria as a major fund, the City recognizes its qualitative significance and its presentation in the City's CAFR is as a major fund.

This fund is comprised of one cost center:

- Road and Bridge – Cost Center 541

Gas taxes accounted for 83% of this fund's revenue sources in fiscal year 2019 before other financing sources in the amount of \$1,745,423 for operations. For fiscal year 2019, the gas taxes are budgeted to be 86% of the total revenues before other financing sources. The remaining revenues come from miscellaneous interest and service related revenues. In fiscal year 2019 other financing sources in the amount of \$363,470 are from fund balance for \$290,000 in capital projects funding and \$68,470 from a capital lease for a new brush chipper.

This fund is currently one of the most stable in the City with regards to the level of fund balance. In fiscal year 2014 the Road and Bridge fund supported capital projects in an amount to bring the fund balance levels from thirteen months to five months. Now for fiscal year 2019, the fund is projected to have 8.25 months of budgeted expenses which allows for \$290,000 in funding for capital projects and will bring the fund down to 6.94 months. This level is well within the fund balance policy requirements. Since fiscal year 2015, more operating funds are being used to maintain the city's road rather than fund the repairs through CIP. The new half-cent sales taxes are partially intended to fund road maintenance as well.



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

307 - ROAD AND BRIDGE FUND  
Fund Summary

Account	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 1,418,526	\$ 1,823,666	\$ 1,823,666	\$ 1,402,338	(23.1)%
<b>Revenues</b>					
Motor Fuel Taxes	1,471,526	1,467,714	1,474,500	1,495,335	1.9 %
Intergovernmental Revenue	109,017	110,846	105,938	105,273	(5.0)%
Charges for Services	177,983	123,538	123,557	129,431	4.8 %
Interest Revenue	14,784	13,593	12,899	15,000	10.4 %
Miscellaneous	638	1,217	384	384	(68.4)%
Impact Fees	70,256	79,947	73,081	-	(100.0)%
Debt/Lease Proceeds	37,500	381,000	375,700	68,470	(82.0)%
Non-Revenue/Fund Balance	-	590,773	-	295,000	(50.1)%
<b>Total Revenue</b>	<b>1,881,704</b>	<b>2,768,628</b>	<b>2,166,059</b>	<b>2,108,893</b>	<b>(23.8)%</b>
<b>Expenses</b>					
Personnel costs	178,305	254,687	239,701	258,603	1.5 %
Operating Expense	486,359	1,290,023	1,269,492	930,652	(27.9)%
Capital Expenses	39,394	399,000	376,138	68,470	(82.8)%
Debt Service	259,311	299,122	302,480	314,517	5.1 %
Transfer Out	513,195	399,576	399,576	536,651	34.3 %
<b>Total Expenditure</b>	<b>1,476,564</b>	<b>2,642,408</b>	<b>2,587,387</b>	<b>2,108,893</b>	<b>(20.2)%</b>
Excess Revenue Over (Under)	405,140	126,220	(421,328)	-	- %
<b>Fund Balance, End of Year</b>	<b>\$ 1,823,666</b>	<b>\$ 1,949,886</b>	<b>\$ 1,402,338</b>	<b>\$ 1,402,338</b>	<b>(28.1)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**307-000 - ROAD AND BRIDGE REVENUE  
Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>307-000</b>						
312.3000	9th Cent Gas Tax	\$ 71,585	\$ 71,148	\$ 71,500	\$ 70,400	(1.1)%
312.4100	\$.04 Local Gas Tax-Manatee County	566,927	569,300	570,000	578,946	1.7 %
312.4101	5th And 6th Cent Gas Tax	276,781	277,940	278,000	282,771	1.7 %
312.4201	5 Cent 2nd Local Option Gas Tax	556,233	549,326	555,000	563,218	2.5 %
335.4900	State Rev Sharing - Other Fuel Taxes	109,017	110,846	105,938	105,273	(5.0)%
	<b>TOTAL MOTOR FUEL TAXES</b>	<b>1,580,543</b>	<b>1,578,560</b>	<b>1,580,438</b>	<b>1,600,608</b>	<b>1.4 %</b>
343.2000	FDOT/Hwy Maintenance Contract	18,257	20,510	20,509	22,762	11.0 %
343.2010	FDOT Signalization Contract	49,631	50,876	50,876	52,952	4.1 %
343.2020	FDOT Lighting Contract	110,041	52,152	52,152	53,717	3.0 %
341.9435	Special Event Fee - Electricity	50	-	-	-	- %
349.0000	Charges For Services Provided	4	-	20	-	- %
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>177,983</b>	<b>123,538</b>	<b>123,557</b>	<b>129,431</b>	<b>4.8 %</b>
361.0100	Investment Earnings	12,485	12,500	12,000	15,000	20.0 %
361.0200	Interest Rev - Impact Fees	2,299	-	-	-	- %
361.0800	Interest Special Assmt	-	1,093	899	-	(100.0)%
	<b>TOTAL INTEREST REVENUE</b>	<b>14,784</b>	<b>13,593</b>	<b>12,899</b>	<b>15,000</b>	<b>10.4 %</b>
369.0900	Other Misc Rev/Refund Exp	-	750	-	-	(100.0)%
369.7400	Other Misc Revenue	100	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	538	467	384	384	(17.8)%
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>638</b>	<b>1,217</b>	<b>384</b>	<b>384</b>	<b>(68.4)%</b>
324.3100	Impact Fees - Streets (Residential)	8,479	67,349	60,081	-	(100.0)%
324.3200	Impact Fees - Streets (Commerical)	61,777	12,598	13,000	-	(100.0)%
	<b>TOTAL IMPACT FEES</b>	<b>70,256</b>	<b>79,947</b>	<b>73,081</b>	<b>-</b>	<b>(100.0)%</b>
	<b>OTHER FINANCING SOURCES</b>					
383.7000	Capital Lease Inception	37,500	381,000	375,700	68,470	(82.0)%
	<b>Total Debt/Lease Proceeds</b>	<b>37,500</b>	<b>381,000</b>	<b>375,700</b>	<b>68,470</b>	<b>(82.0)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**307-000 - ROAD AND BRIDGE REVENUE**  
**Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>2019</b>	<b>% Change</b>
<b>307-000</b>		<b>Actual</b>	<b>Revised</b>	<b>Projected</b>	<b>Adopted</b>	<b>of Budget</b>
399.0000	Funding From Fund Balance - Outstanding Enc	-	405,773	-	-	(100.0)%
399.0001	Funding From Fund Bal - Contingency	-	-	-	5,000	- %
399.6000	Funding From Equity - Capital Proj	-	185,000	-	290,000	56.8 %
	<b>Total Non-Revenue Sources</b>	-	<b>590,773</b>	-	<b>295,000</b>	<b>(50.1)%</b>
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>37,500</b>	<b>971,773</b>	<b>375,700</b>	<b>363,470</b>	<b>(62.6)%</b>
	<b>TOTAL ROAD AND BRIDGE REVENUE</b>	<b>\$ 1,881,704</b>	<b>\$ 2,768,628</b>	<b>\$ 2,166,059</b>	<b>\$ 2,108,893</b>	<b>(23.8)%</b>

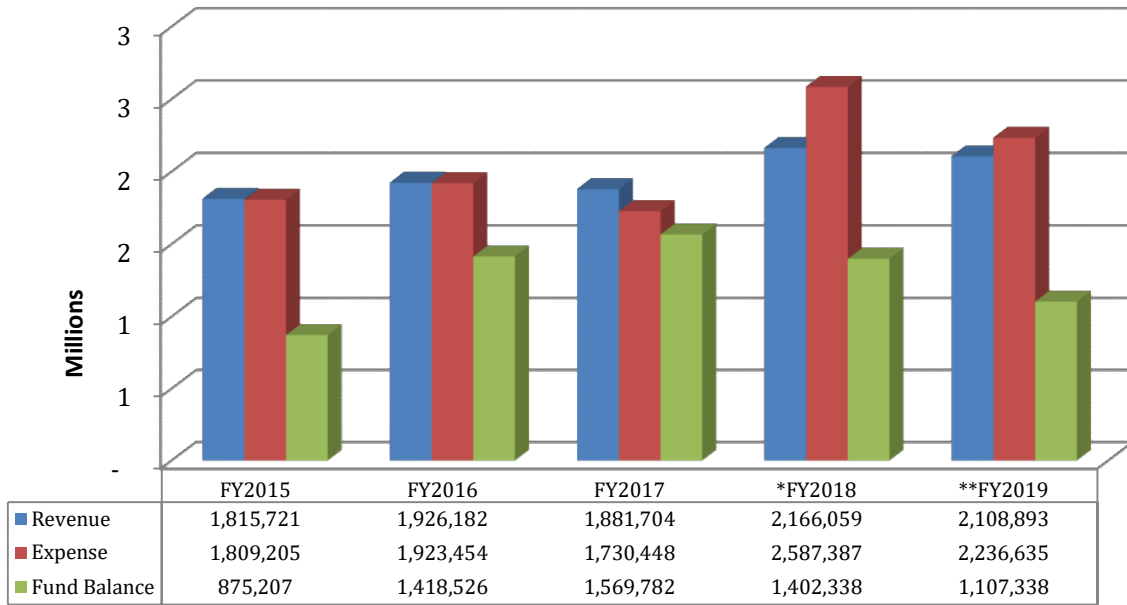




**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

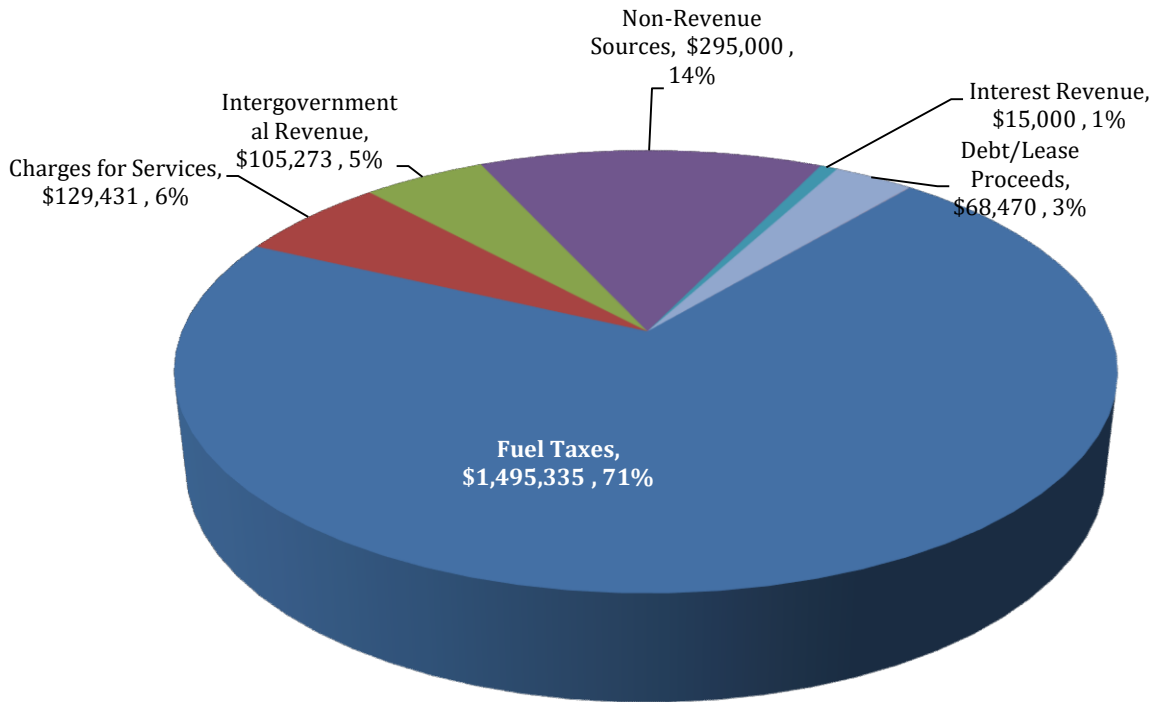
**ROAD AND BRIDGE FUND - 307**

**5-Year Revenue, Expense and Fund Balance**



\*Projected    \*\*Estimated

**FY 2018 Revenues By Source**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ROAD AND BRIDGE FUND - 307**

**Revenue Analysis and Forecasting**

**Revenue Trends**

The Road and Bridge fund is estimated to receive \$2,108,893 in FY2019 of which 77% or \$1,624,766, is generated from Motor Fuel Taxes (\$1,495,335) and Florida Department of Transportation Highway/Lighting and Maintenance Agreements (\$129,431).

***Motor Fuel Taxes – Road and Bridge Fund - \$1,495,335 (Pass thru from State)***

Motor fuel taxes are received by the city from two sources, Manatee County and the State of Florida. County governments are authorized to levy up to twelve (12) cents of fuel taxes on the purchase of gasoline and diesel fuel. These taxes are proportionately distributed to the local governments within the county’s jurisdiction. (Sections 206.41(1)(d)-(e), 206.87(1)(b)-(c), 336.021, and 336.025.) Currently, Manatee County levies a total of twelve cents of which the City of Palmetto receives a percentage. The twelve cents is made up of four portions: 9<sup>th</sup> cent, 1 – 4 cents, 5<sup>th</sup> and 6<sup>th</sup> cent and 5 cent local option.

The final 5 cent local option gas tax was adopted and implemented in fiscal year 2007 and the breakdown of the four portions is illustrated in the following graph:

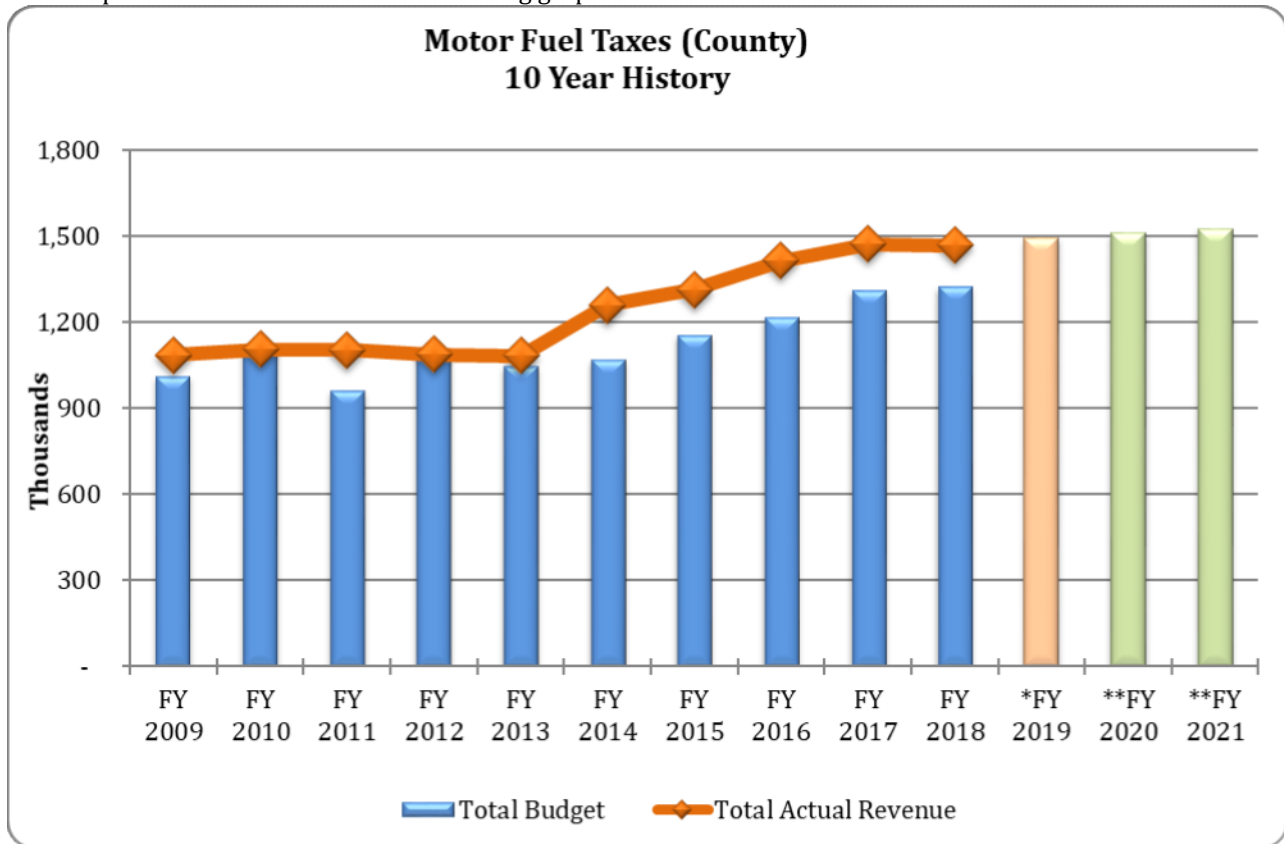


Figure 9 illustrates budgeted revenue as it compares with revenue actually received.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

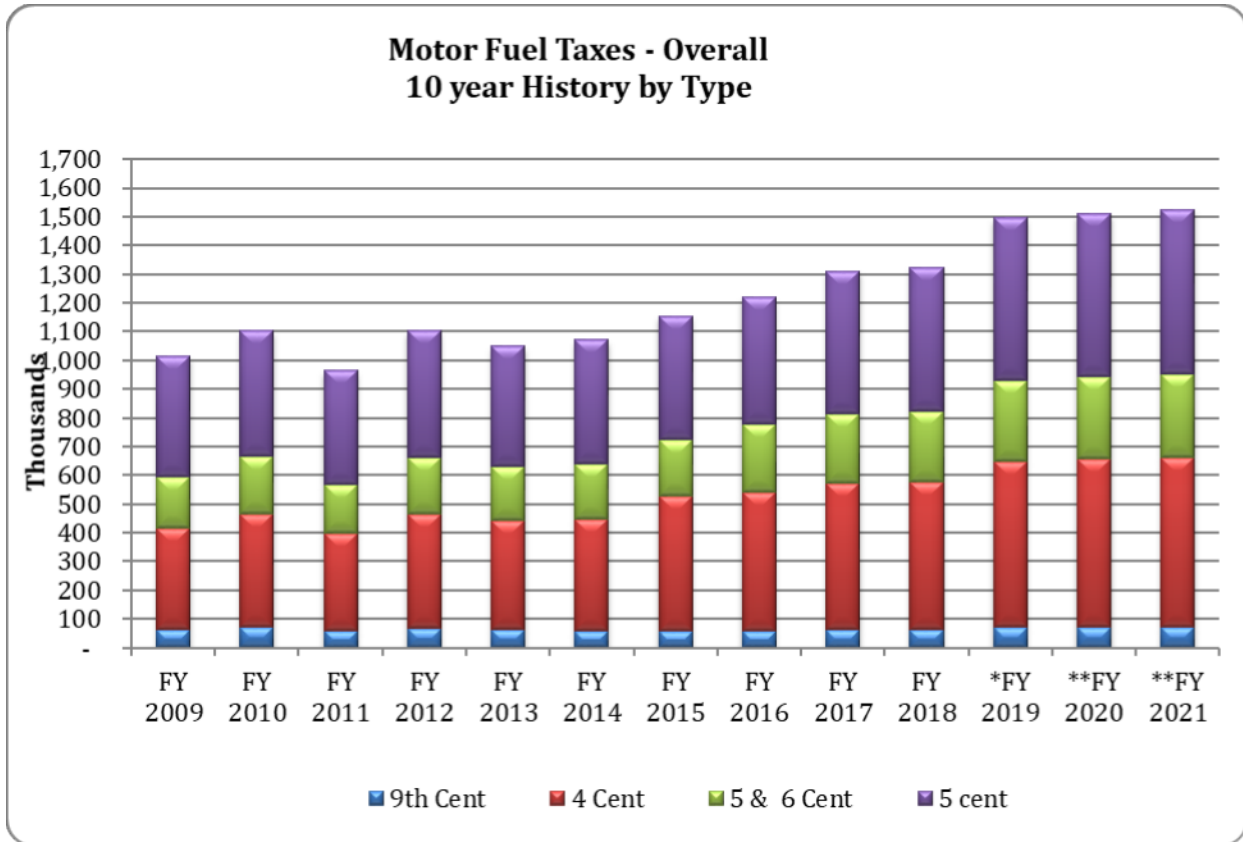


Figure 10

A smaller portion of gas taxes is received from the State of Florida in the form of the 8<sup>th</sup> cent fuel tax. This is received as state revenue sharing dollars and 23.06% is deposited into the Road and Bridge fund while the remaining 76.94% is deposited into the General Fund. The Road and Bridge Fund portion is budgeted at \$105,273 for fiscal year 2019 as shown in Figure 8 – General Fund Section.

Typically, as gasoline prices rise and the economy worsens, the demand reduces and therefore the revenue is reduced. This is illustrated in both graphs Figure 9 and 10. As gas prices adjust to the rebuilding of our economy, the city is projecting a 1% increase for both years.

**Charges for Services – Road and Bridge Fund**

Charges for services in the Road and Bridge fund consists of \$129,431 in contracts with FDOT for highway maintenance of medians and right-of-ways, lighting and signalization. Several state and federal highways are within the Palmetto city limits and the City maintains the mowing and utilities. FDOT will then reimburse the City for those costs per the contract that is renewed annually.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Streets - 541**

Fund: Road and Bridge Fund - 307  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Responsible for the maintenance of City street infrastructure.
- Repair potholes, asphalt, overlays, striping, sidewalks
- Maintain road signage
- Keep streets clean and free of debris

Future Challenges or Issues facing the Cost Center

- Continual changes in environmental rules

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Maintain city streets and keep asphalt free of potholes



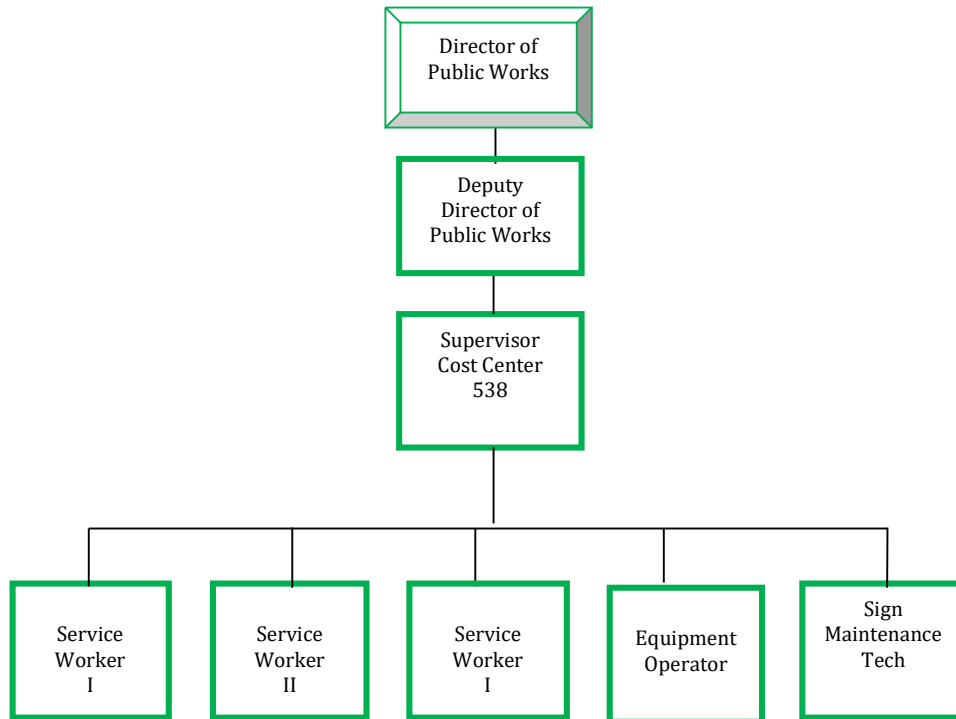
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Road & Bridge Department  
Organizational Information**

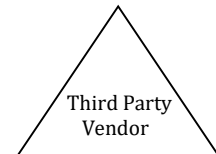
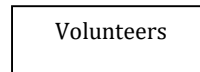
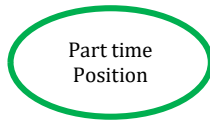
<b>Total Personnel Wages</b>	\$ 165,435
<b>Total Benefits</b>	\$ 93,168
<b>Total Personnel Cost</b>	<b>\$ 258,603</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Sign Maintenance Technician	PW-541-1211-01	FT
Equipment Operator	PW-541-1263-03	FT
Service Worker I	PW-541-1285-10	FT
Service Worker II	PW-541-1286-02	FT
Service Worker I	PW-541-1285-06	FT
Overtime		-
Full-Time Position		5
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>5</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**307-541 - ROAD AND BRIDGE  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>307-541</b>						
512.0100	Regular Salaries	\$ 108,074	\$ 153,048	\$ 145,746	\$ 156,435	2.2 %
514.0100	Overtime - GE	2,443	9,000	8,000	9,000	- %
514.0150	Overtime - Holiday General	-	-	712	-	- %
	Employees					
521.0100	Fica Taxes	8,184	12,398	11,256	12,656	2.1 %
522.2100	Retirement General Employee	31,725	39,653	37,904	37,090	(6.5)%
523.0100	Health Insurance	20,994	31,305	27,706	32,942	5.2 %
523.0300	Insurance & EAP	427	499	554	621	24.4 %
524.0100	Workers' Compensation	6,458	8,784	8,889	9,859	12.2 %
529.9900	Reimbursement Of Personnel Costs	-	-	(1,066)	-	- %
	<b>Total Personnel Expenses</b>	<b>178,305</b>	<b>254,687</b>	<b>239,701</b>	<b>258,603</b>	<b>1.5 %</b>
531.1600	Contract Services	-	1,486	1,486	2,221	49.5 %
531.2000	Engineering Services	3,445	8,520	6,400	-	(100.0)%
534.1600	Lot Clearing	4,700	11,500	10,150	9,400	(18.3)%
540.5100	Travel and Per Diem	267	1,815	215	500	(72.5)%
541.1100	Communications	690	720	600	720	- %
543.0500	Street Lights - Electric	127,101	142,000	127,494	146,610	3.2 %
544.0500	Operating Lease	75	235	100	403	71.5 %
544.1500	Rental Expenses	-	-	-	1,000	- %
545.1200	Insurance	7,835	10,846	11,733	10,832	(0.1)%
545.9900	Insurance Contingency - Vehicle	1,456	5,000	-	5,000	- %
546.3400	Repair & Maintenance	5,240	38,067	31,600	50,000	31.3 %
546.4000	Vehicle Repair & Maintenance	18,372	33,250	32,674	30,000	(9.8)%
549.5000	Locate Costs	-	1,000	-	500	(50.0)%
549.9600	Bank Service Charges	1,767	2,500	2,728	2,500	- %
551.1200	Office Supplies	-	100	15	100	- %
552.1500	Fuel and Lubricants	17,264	18,000	19,606	20,000	11.1 %
552.2300	Operating Expenses	8,175	6,218	5,630	4,600	(26.0)%
552.3900	Safety Program Expense	604	2,300	800	2,000	(13.0)%
552.4200	Small Tools/Equipment	4,572	4,392	3,500	2,590	(41.0)%
552.5100	Uniform Purchases And Cleaning	1,544	1,750	1,270	2,050	17.1 %
553.0200	Materials-Road Repairs&Maint	189,230	756,597	752,900	372,408	(50.8)%
553.0300	Materials-Sidewalk Repairs & Maint	18,799	138,829	157,618	157,618	13.5 %
553.0400	Materials-Light Repairs & Maint	74,554	75,000	75,000	85,000	13.3 %
553.0500	Ada Sidewalk Compliance	-	24,298	24,298	21,600	(11.1)%
554.0100	Non-Capitalized Equipment	145	2,600	2,300	-	(100.0)%
555.1300	Technical/Training	524	3,000	1,375	3,000	- %
	<b>Total Operating Expenses</b>	<b>486,359</b>	<b>1,290,023</b>	<b>1,269,492</b>	<b>930,652</b>	<b>(27.9)%</b>
564.0100	Machinery & Equipment	3,988	18,000	5,238	-	(100.0)%
564.4900	Capital Leases	35,406	381,000	370,900	68,470	(82.0)%
	<b>Total Capital Purchases</b>	<b>39,394</b>	<b>399,000</b>	<b>376,138</b>	<b>68,470</b>	<b>(82.8)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**307-541 - ROAD AND BRIDGE**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>307-541</b>						
571.0100	Principal	107,281	138,567	138,567	136,490	(1.5)%
571.0400	Principal - Loan 2004	10,700	11,252	11,252	11,800	4.9 %
571.0500	Principal - Loan 2005	56,977	60,000	60,000	62,418	4.0 %
571.0700	Principal - Loan 2007	32,784	34,252	34,252	35,755	4.4 %
572.0100	Interest Expense	2,864	6,609	6,609	8,506	28.7 %
572.0400	Interest Expense - Loan 2004	3,885	3,500	4,000	4,000	14.3 %
572.0500	Interest Expense - Loan 2005	25,982	26,000	28,000	27,000	3.8 %
572.0700	Interest Expense - Loan 2007	18,838	18,500	19,800	19,500	5.4 %
573.0500	New Debt Service	-	442	-	9,048	1,947.1 %
	<b>Total Debt Service</b>	<b>259,311</b>	<b>299,122</b>	<b>302,480</b>	<b>314,517</b>	<b>5.1 %</b>
591.0100	Transfer Out - Admin Services	154,912	150,576	150,576	176,651	17.3 %
591.0700	Transfer To Capital Projects Fund	209,950	165,000	165,000	-	(100.0)%
591.4000	Transfer To Stormwater - Capital	83,333	20,000	20,000	290,000	1,350.0 %
591.4400	Transfer To Stormwater - Subsidy	65,000	64,000	64,000	70,000	9.4 %
	<b>Total Transfers-Out</b>	<b>513,195</b>	<b>399,576</b>	<b>399,576</b>	<b>536,651</b>	<b>34.3 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,476,564</b>	<b>\$ 2,642,408</b>	<b>\$ 2,587,387</b>	<b>\$ 2,108,893</b>	<b>(20.2)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ROAD AND BRIDGE DEPARTMENT  
FUND 307; DEPARTMENT 541**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-ROAD & BRIDGE			
307-541-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	156,435	156,435
Totals for GL# 307-541-512.0100-REGULAR SALARIES			156,435
307-541-514.0100 OVERTIME - GE			
OVERTIME	1	9,000	9,000
Totals for GL# 307-541-514.0100-OVERTIME - GE			9,000
307-541-521.0100 FICA TAXES			
FICA TAXES	1	12,656	12,656
Totals for GL# 307-541-521.0100-FICA TAXES			12,656
307-541-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	37,090	37,090
Totals for GL# 307-541-522.2100-RETIREMENT GENERAL EMPLOYEE			37,090
307-541-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	4	5,720	22,880
HEALTH INSURANCE - SPOUSE	1	10,062	10,062
Totals for GL# 307-541-523.0100-HEALTH INSURANCE			32,942
307-541-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	621	621
Totals for GL# 307-541-523.0300-LIFE INSURANCE & EAP			621
307-541-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	9,859	9,859
Totals for GL# 307-541-524.0100-WORKERS' COMPENSATION			9,859
307-541-531.1600 CONTRACT SERVICES			
GPS DEVICE ANNUALLY 17254;18034;20130;20209;20276;20309	6	370	2,221
Totals for GL# 307-541-531.1600-CONTRACT SERVICES			2,221
307-541-534.1600 LOT CLEARING			
TREE TRIMMING, REMOVAL	1	9,400	9,400
Totals for GL# 307-541-534.1600-LOT CLEARING			9,400





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ROAD AND BRIDGE DEPARTMENT  
FUND 307; DEPARTMENT 541**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-ROAD & BRIDGE			
307-541-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	500	500
Totals for GL# 307-541-540.5100-TRAVEL AND PER DIEM			500
307-541-541.1100 COMMUNICATIONS			
CELL SERVICE - 737-9193-SIGN TECH	12	60	720
Totals for GL# 307-541-541.1100-COMMUNICATIONS			720
307-541-543.0500 STREET LIGHTS - ELECTRIC			
FPL	1	146,610	146,610
Totals for GL# 307-541-543.0500-STREET LIGHTS - ELECTRIC			146,610
307-541-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
RICOH MP2555 - LEASE P# 4-15 OF 36	12	19	228
RICOH MP2555 MAINT (12 MONTH)	1	100	100
Totals for GL# 307-541-544.0500-OPERATING LEASE			403
307-541-544.1500 RENTAL EXPENSES			
RENTAL OF SPECIALTY EQUIPMENT	1	1,000	1,000
Totals for GL# 307-541-544.1500-RENTAL EXPENSES			1,000
307-541-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,708	10,832
NEW AUTO OVERLAP INSURANCE	3		
Totals for GL# 307-541-545.1200-INSURANCE			10,832
307-541-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 307-541-545.9900-INSURANCE CONTINGENCY			5,000
307-541-546.3400 REPAIR & MAINTENANCE			
REPAIR MAINT.	1	50,000	50,000
Totals for GL# 307-541-546.3400-REPAIR & MAINTENANCE			50,000
307-541-546.4000 VEHICLE REPAIR & MAINTENANCE			
VECHILE REPAIR MAINT	1	30,000	30,000
Totals for GL# 307-541-546.4000-VEHICLE REPAIR & MAINTENANCE			30,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ROAD AND BRIDGE DEPARTMENT  
FUND 307; DEPARTMENT 541**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-ROAD & BRIDGE			
307-541-549.5000 LOCATE COSTS			
SUNSHINE LOCATE SERVICE 811	1	500	500
Totals for GL# 307-541-549.5000-LOCATE COSTS			500
307-541-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	2,500	2,500
Totals for GL# 307-541-549.9600-BANK SERVICE CHARGES			2,500
307-541-551.1200 OFFICE SUPPLIES			
PENS-PENCILS-PAPER ETC	1	100	100
Totals for GL# 307-541-551.1200-OFFICE SUPPLIES			100
307-541-552.1500 FUEL AND LUBRICANTS			
FUEL AND LUBE-VEHICLES-EQUIPMENT	1	20,000	20,000
Totals for GL# 307-541-552.1500-FUEL AND LUBRICANTS			20,000
307-541-552.2300 OPERATING EXPENSES			
CENTRAL STORES SUPPLIES	1	2,000	2,000
JANITORIAL SUPPLIES	1	500	500
PAINT	1	900	900
SAND	1	1,200	1,200
Totals for GL# 307-541-552.2300-OPERATING EXPENSES			4,600
307-541-552.3900 SAFETY PROGRAM EXPENSE			
PPE CENTRAL STORES	1	500	500
SAFETY SHOES PURCHASES	5	100	500
SIGNS FOR TRUCK (SAFETY ZONE)	1	1,000	1,000
Totals for GL# 307-541-552.3900-SAFETY PROGRAM EXPENSE			2,000
307-541-552.4200 SMALL TOOLS/EQUIPMENT			
MINOR TOOLS AND SMALL EQUIPMENT	1	2,000	2,000
EVX539 DIGITAL PORTABLE RADIOS	2	295	590
Totals for GL# 307-541-552.4200-SMALL TOOLS/EQUIPMENT			2,590
307-541-552.5100 UNIFORM PURCHASES AND CLEANING			
CHANGE OUTS	1	300	300
EMPLOYEE UNIFORMS	1	1,750	1,750



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ROAD AND BRIDGE DEPARTMENT  
FUND 307; DEPARTMENT 541**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-ROAD & BRIDGE			
Totals for GL# 307-541-552.5100-UNIFORM PURCHASES AND CLEANING			2,050
307-541-553.0200 MATERIALS-ROAD REPAIRS&MAINT			
DRAINAGE REPAIRS	1	50,000	50,000
CITYWIDE ROAD PAVING	1	247,408	247,408
STREET REPAIRS	1	50,000	50,000
STREET SIGN REPAIR-REPLACE	1	5,000	5,000
STREET STRIPING	1	20,000	20,000
Totals for GL# 307-541-553.0200-MATERIALS-ROAD REPAIRS&MAINT			372,408
307-541-553.0300 MATERIALS-SIDEWALK REPAIRS & MAINT			
CURB-SIDEWALK REPAIR AND	1	157,618	157,618
Totals for GL# 307-541-553.0300-MATERIALS-SIDEWALK REPAIRS & MAINT			157,618
307-541-553.0400 MATERIALS-LIGHT REPAIRS & MAINT			
STREET LIGHT REPAIRS	1	40,000	40,000
TRAFFIC LIGHT REPAIRS	1	25,000	25,000
TRAFFIC MANAGEMENT CENTER-ITMC SYSTEM	1	20,000	20,000
Totals for GL# 307-541-553.0400-MATERIALS-LIGHT REPAIRS & MAINT			85,000
307-541-553.0500 ADA SIDEWALK COMPLIANCE			
ADA RAMP COMPLIANCE	1	21,600	21,600
Totals for GL# 307-541-553.0500-ADA SIDEWALK COMPLIANCE			21,600
307-541-555.1300 TECHNICAL/TRAINING			
EMPLOYEE TRAINING	1	1,500	1,500
IMSA SIGNS & MARKETING LEVEL I	1	1,500	1,500
Totals for GL# 307-541-555.1300-TECHNICAL/TRAINING			3,000
307-541-564.4900 CAPITAL LEASES			
VERMEER BC1500 BRUSH CHIPPER	1	68,470	68,470
Totals for GL# 307-541-564.4900-CAPITAL LEASES			68,470
307-541-571.0100 PRINC - LEASE			
P# 15-16F FA# 20208 F350/20209 BOBCAT			
P# 15-16 FA# 20231 TRAFFIC CONTROL FA#20276			
LOADER	2	16,409	32,818



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ROAD AND BRIDGE DEPARTMENT  
FUND 307; DEPARTMENT 541**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
<b>Dept 541-ROAD &amp; BRIDGE</b>			
P# 11-14 FA#20309 MINI-EXCAVATOR (1/4)	4	714	2,856
P# 07-10 FA#20401 FRONT LOADER (1/4)	4	2,344	9,376
P# 03-06 2018 LEASE	4	22,860	91,440
Totals for GL# 307-541-571.0100-PRINC - LEASE			136,490
<b>307-541-571.0400 PRINC-BOA LOAN 2004</b>			
2004 BOA LOAN PRINCIPAL	1	11,800	11,800
Totals for GL# 307-541-571.0400-PRINC-BOA LOAN 2004			11,800
<b>307-541-571.0500 PRINC-BOA LOAN 2005</b>			
2005 BOA LOAN PRINCIPAL	1	62,418	62,418
Totals for GL# 307-541-571.0500-PRINC-BOA LOAN 2005			62,418
<b>307-541-571.0700 PRINC-BOA LOAN 2007</b>			
2007 BOA LOAN PRINCIPAL	1	35,755	35,755
Totals for GL# 307-541-571.0700-PRINC-BOA LOAN 2007			35,755
<b>307-541-572.0100 INT EXP - LEASE</b>			
P# 15-16F FA #20208 F350/20209 BOBCAT			
P# 15-16 FA# 20231 TRAFFIC CONTROL FA#20276			
LOADER	2	85	170
P# 11-14 FA#20309 MINI-EXCAVATOR (1/4)	4	14	56
P# 07-10 FA#20401 FRONT LOADER (1/4)	4	103	412
P# 03-06 2018 LEASE	4	1,967	7,868
Totals for GL# 307-541-572.0100-INT EXP - LEASE			8,506
<b>307-541-572.0400 INT EXP-BOA LOAN 2004</b>			
2004 BOA LOAN INTEREST	1	4,000	4,000
Totals for GL# 307-541-572.0400-INT EXP-BOA LOAN 2004			4,000
<b>307-541-572.0500 INT EXP-BOA LOAN 2005</b>			
2005 BOA LOAN INTEREST	1	27,000	27,000
Totals for GL# 307-541-572.0500-INT EXP-BOA LOAN 2005			27,000
<b>307-541-572.0700 INT EXP-BOA LOAN 2007</b>			
2007 BOA LOAN INTEREST	1	19,500	19,500
Totals for GL# 307-541-572.0700-INT EXP-BOA LOAN 2007			19,500



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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ROAD AND BRIDGE DEPARTMENT  
FUND 307; DEPARTMENT 541

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-ROAD & BRIDGE			
307-541-573.0500 NEW DEBT SERVICE			
CHIPPER	2	4,524	9,048
Totals for GL# 307-541-573.0500-NEW DEBT SERVICE			9,048
307-541-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	176,651	176,651
Totals for GL# 307-541-591.0100-TRANSFER TO GENERAL FUND - ALLOCATION			176,651
307-541-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
SUBSIDY TO STORMWATER	1	70,000	70,000
Totals for GL# 307-541-591.4400-TRANSFER TO STORMWATER - SUBSIDY			70,000
Totals for dept 541-ROAD & BRIDGE			1,818,893



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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“The road to success is not easy to navigate, but with hard work, drive and passion, it’s possible to achieve the American dream.”

Tommy Hilfiger



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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**Enterprise Funds  
Solid Waste – Fund #403  
Water and Sewer – Fund #432  
Stormwater – Fund #440  
Reuse – Fund #460**

The enterprise funds are proprietary funds that account for the provision of utility services to City residents. The City has four enterprise funds that account for:

- Solid Waste Fund – accounts for the provision of garbage and trash collection to the City through services contracted with Waste Management.
- Water and Sewer Fund – accounts for the provision of water, sewer and cross connection services to the City and certain surrounding areas. The water is purchased from Manatee County Water and distributed and billed by the City to its customers. The sewage is treated and managed at the City’s wastewater treatment plant managed and contracted by Veolia Water.
- Stormwater Fund – accounts for the operation of a stormwater utility to improve stormwater drainage throughout the City.
- Reuse Fund – accounts for the operation of a reclaimed water utility to provide reclaimed water for irrigation in parts of the City with the goal being to provide city-wide services.

Revenues are provided largely from utility user fees, franchise fees and applicable grants. Greater detail of revenues will follow in this section.

These funds also account for the expenses within these funds. Solid Waste, Stormwater and Reuse are all one cost center funds while the Water and Sewer Fund is made up of five cost centers. These cost centers include:

**Solid Waste Fund**

- Solid Waste - Cost Center 534

**Water and Sewer Fund**

- Cross Connect – Cost Center 532
- Water Department – Cost Center 533
- Sewer Department – Cost Center 535
- Customer Service – Cost Center 536
- Wastewater Treatment Plant – Cost Center 537

**Stormwater Fund**

- Stormwater Department – Cost Center 538

**Reuse Fund**

- Reuse Department – Cost Center 539



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

Capital projects for utility infrastructure is budgeted and accounted for within these funds in a modified accrual method. CIP expenses are accounted in cost centers numbered 633 or 635 which relate to water or sewer projects, 640 relating to stormwater projects and 660 relating to reuse projects. As required by GAAP and full accrual accounting, these capital expenditures are moved to capital assets and reported as such in the CAFR.



The Wastewater Treatment Plant processes water, sewage and reclaimed water for public purposes.

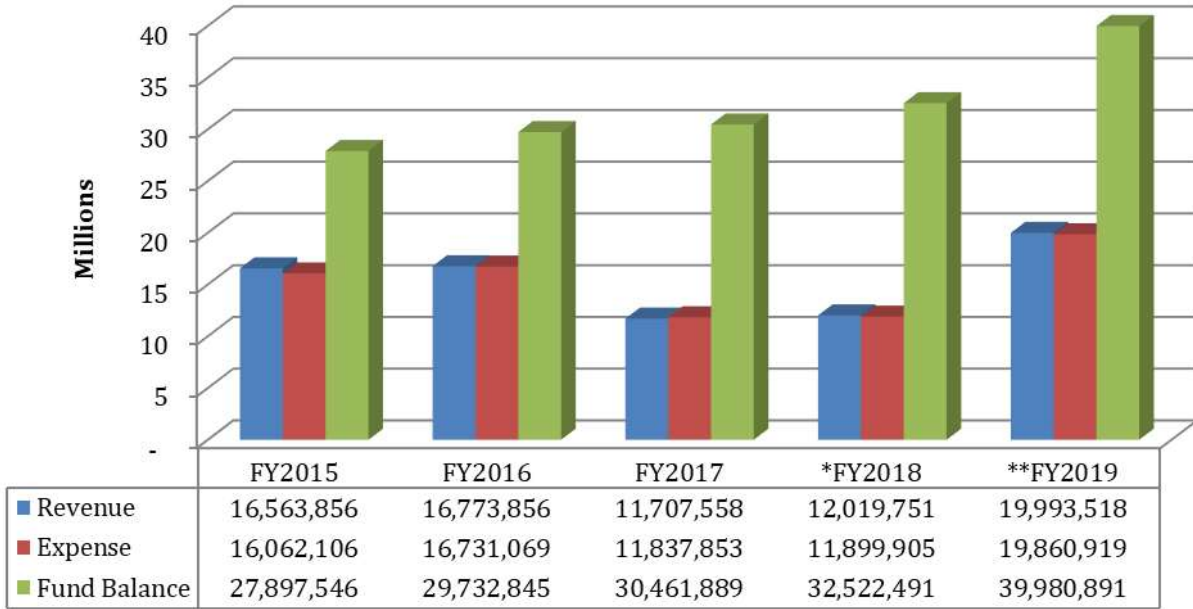




**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

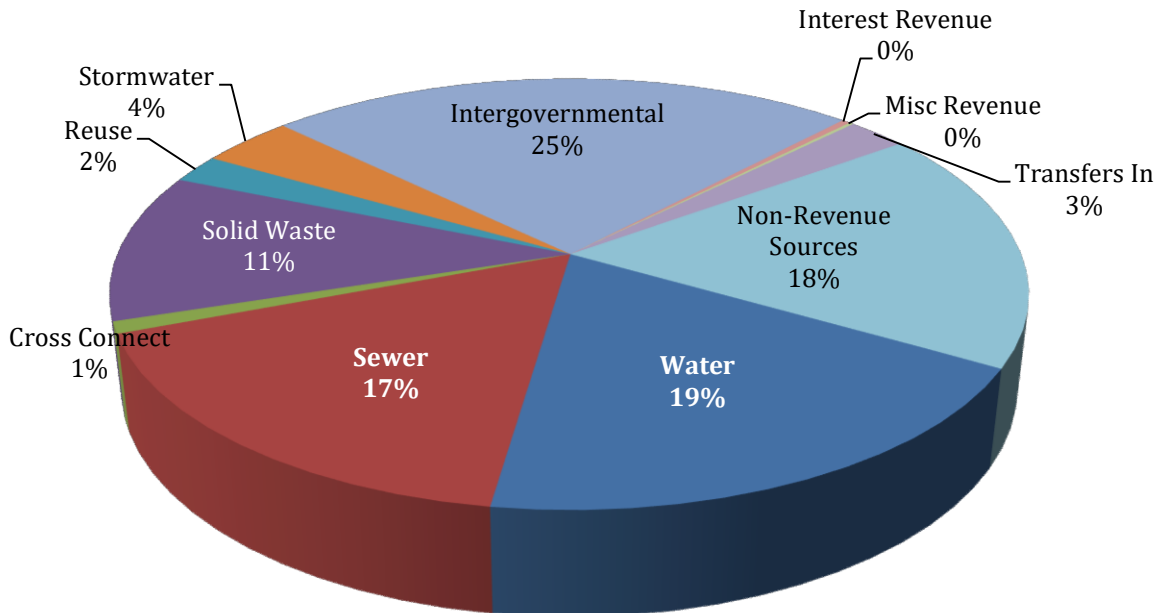
**ENTERPRISE FUNDS –  
Solid Waste Fund - 403  
Water and Sewer Fund - 432  
Stormwater Fund - 440  
Reuse Fund - 460**

**5-Year Revenue, Expense and Fund Balance**



\*Projected \*\*Estimated

**FY 2019 Revenues By Source**

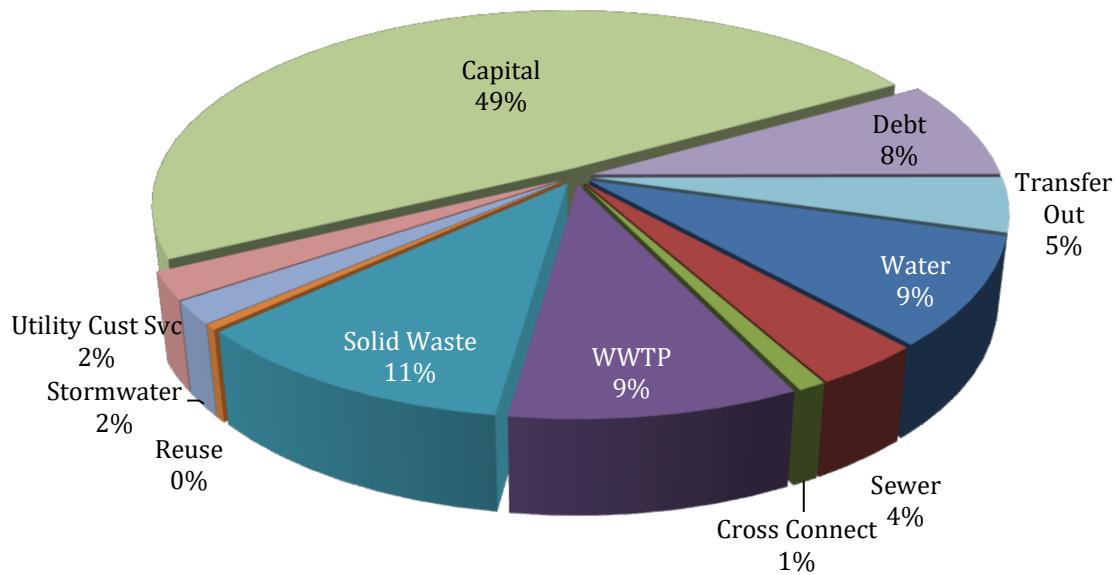




**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ENTERPRISE FUNDS –  
Solid Waste Fund - 403  
Water and Sewer Fund - 432  
Stormwater Fund - 440  
Reuse Fund - 460**

**FY2019 Budgeted Expenditures By Function**



- ❖ **Solid Waste Fund** expenditures are \$2,173,777 and represent one department and utilized for all solid waste services.
- ❖ **Water and Sewer Fund** expenditures are \$4,976,889 and represents 5 departments; Water Department (\$1,758,865), Sewer Department (\$712,395), Cross Connect (\$184,210), Waste Water Treatment Plant (\$1,870,652) and Utility Customer Service (\$450,767).
- ❖ **Stormwater Fund** expenditures are \$371,373 and represent one department and is utilized for all stormwater service.
- ❖ **Reuse Fund** expenditures are \$87,922 represents one department and is utilized for the reclamation of water from the Waste Water Treatment Plant. The majority of the budget is listed in Capital and Debt Service.
- ❖ **Capital** expenditures are \$9,743,059 and accounts for operating capital outlay and the Capital Improvement Plan. A detail description is listed in Capital section of this budget book.
- ❖ **Debt** expenditures are \$1,616,033 and accounts for three loans made in 2004, 2005 and 2007 to improve infrastructure; SRF loan for the Stormwater and Reuse department and outstanding Capital Lease debt.
- ❖ **Transfer Out** expenditures are \$891,866 and represents administrative cost (\$683,669) and Stormwater subsidy (\$208,197).
- ❖ **Total Enterprise Funds Expenditures: \$19,860,919**



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### ENTERPRISE FUNDS –

**Solid Waste Fund - 403**  
**Water and Sewer Fund - 432,**  
**Stormwater Fund - 440**  
**Reuse Fund - 460**

### Revenue Analysis and Forecasting

#### Revenue Trends

#### Utility Fees – Solid Waste, Water and Sewer, Stormwater and Reuse Funds

The City maintains and bills user fees for five utilities including: Solid Waste, Cross Connect, Water, Sewer, Stormwater and Reclaimed Water (Reuse). Each of these utilities is reported in separate proprietary funds with the exception of water and sewer which are combined into one fund. Utilities fees for cross connect, water, sewer and reuse are billed based on metered consumption and solid waste is billed based on the service and container provided. Stormwater fees are based on the impervious land surface of the customer.

Periodically a rate study is performed to determine the rate structure of the utility user fees. In 2013, a rate study was completed for the water, sewer and reuse utilities. A schedule of rate increases was approved and the scheduled increase began November 1, 2013. A rate study for stormwater fees was completed in 2007 and a five-year schedule of increases was approved. Stormwater user fees were increased during fiscal year 2008 according to the schedule and then the increases suspended. The Utility rates increase will be FY2014 – 15%, FY2016 – 15% and FY 2016-FY2018 – 4% and will remain at that level. A new rate study for all utilities except Solid Waste has been budgeted in FY 2018 and the final report will be presented to Commission. The estimated implementation timeframe will be Spring 2019.

A 10-year history of utility expense and revenue are illustrated in the graphs on the following page.

#### Key Points

- ❖ This graph has been enhanced to include all cost centers in the proprietary funds. In addition, actual expense is included in the graph to compare with budgeted expense.
- ❖ Impact Fees and interest associated are not included within Figure 12.
- ❖ Cross Connect cost center was separated from the Water Department in FY2010. Prior expenses were reported in the Water Department.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

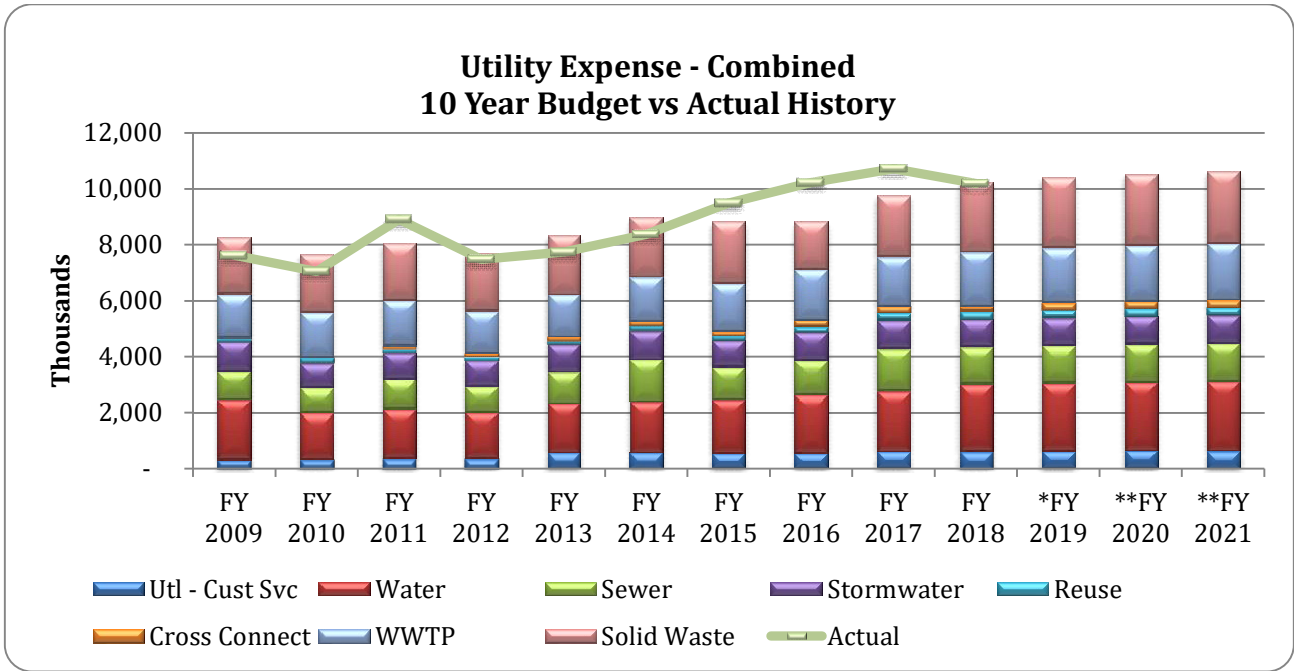


Figure12

Combined utility revenue budget compared to actual revenue received:

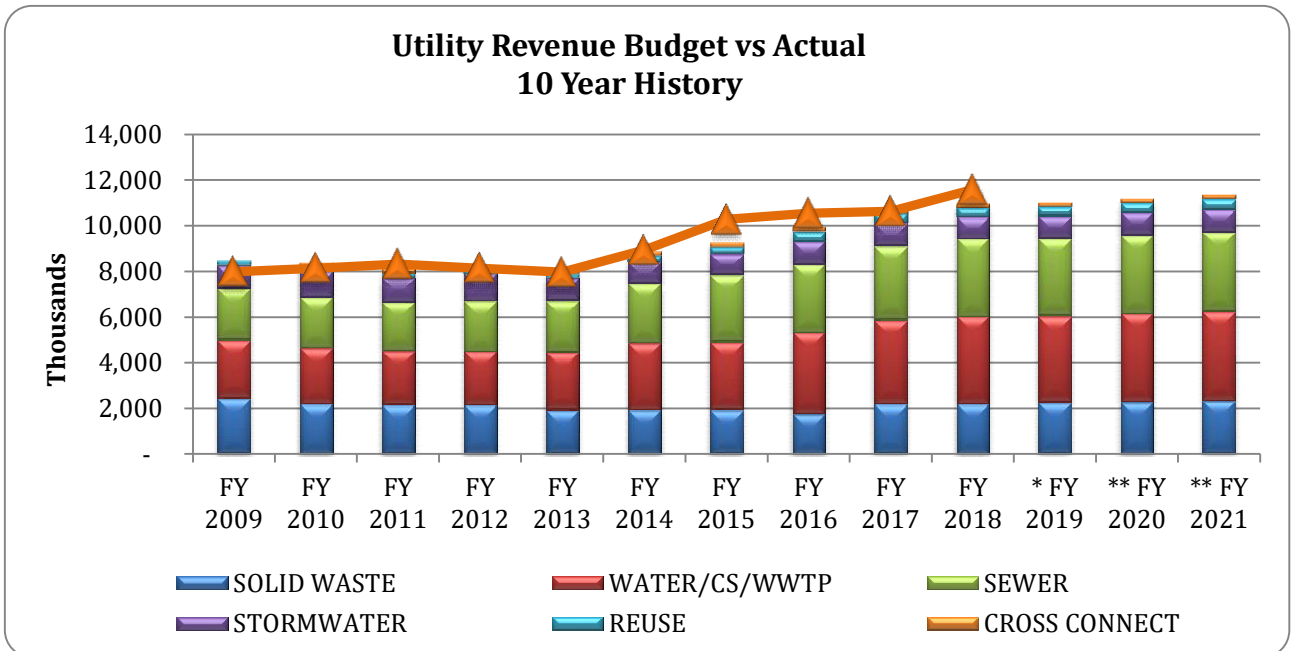


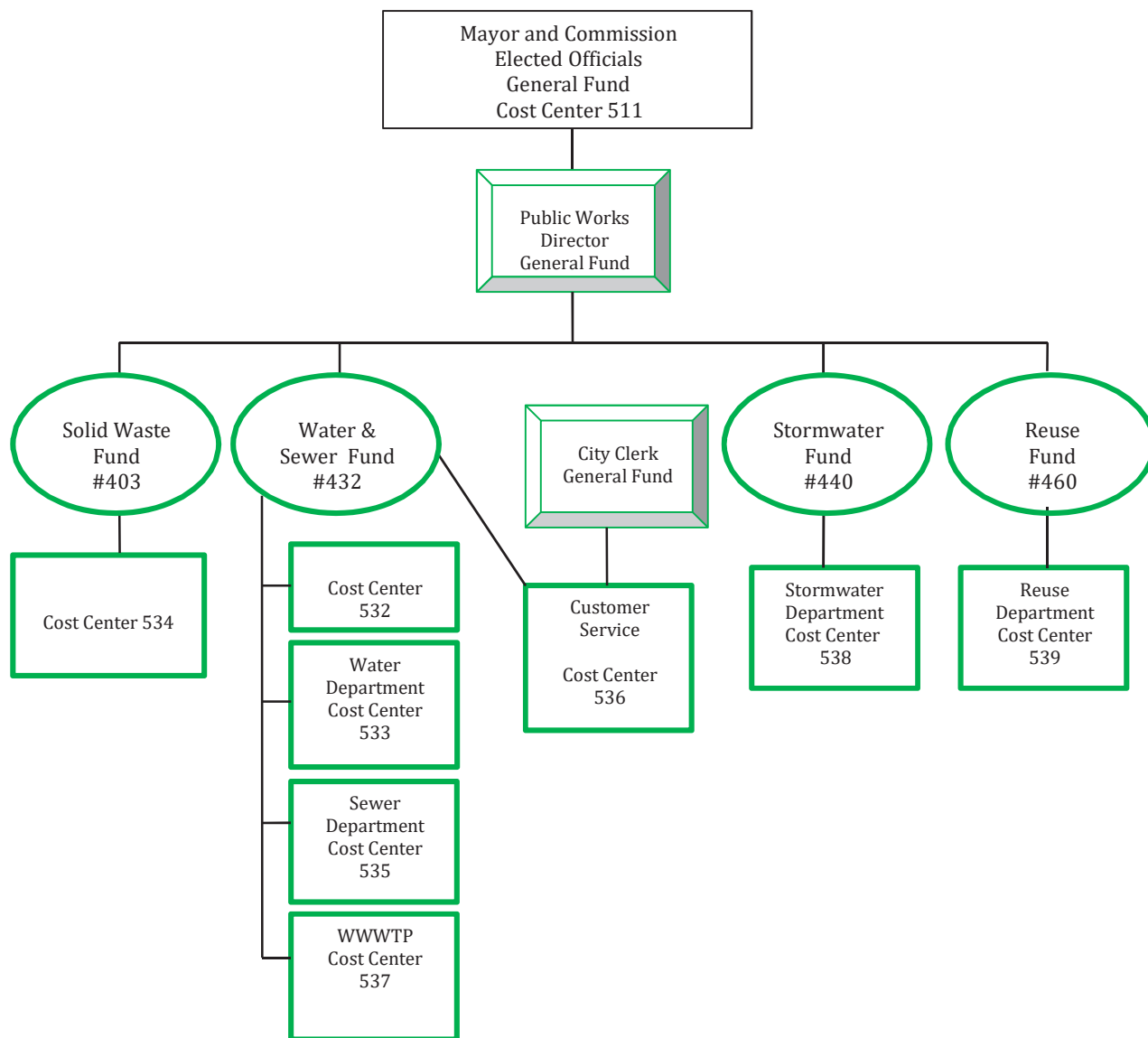
Figure 13



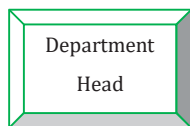
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**ENTERPRISE FUNDS ORGANIZATIONAL CHART**

**SOLID WASTE FUND  
WATER AND SEWER FUND  
STORMWATER FUND  
REUSE FUND**



**LEGEND**





CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“All great achievements require time.”

Maya Angelou



**CITY OF PALMETTO,  
FLORIDA 2018-2019 BUDGET**

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**Solid Waste Fund  
Fund # 403**



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Solid Waste Department - 534**

Fund: Solid Waste - 403  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Responsible for coordinating and enforcing the contract with the City's hauler.
- Provide customer service and communicate needs to the hauler.
- Work directly and indirectly with commercial customers for extra services

Future Challenges or Issues facing the Cost Center

- A new contract for solid waste services goes into effect January, 2018

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Maintain high quality services
2. Maintain high quality level of communication between the City and the hauler
3. Keep communication with Utility Billing to ensure timely and accurate billing
4. Enter into new contract to assure citizens a fair and continual rate





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**403 - SOLID WASTE FUND**  
**Fund Summary**

Account	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 573,835	\$ 657,251	\$ 657,251	\$ 375,231	(42.9)%
<b>Revenues</b>					
Permits, Fees, Assessments	220,002	223,200	220,713	235,018	5.3 %
Charges for Services	1,901,542	1,906,000	1,885,949	1,997,581	4.8 %
Interest Revenue	6,620	4,000	5,000	7,500	87.5 %
Miscellaneous	30,143	30,266	30,512	30,000	(0.9)%
Non-Revenue/Fund Balance	-	349,060	-	-	(100.0)%
<b>Total Revenues</b>	<b>2,158,307</b>	<b>2,512,526</b>	<b>2,142,174</b>	<b>2,270,099</b>	<b>(9.6)%</b>
<b>Expenses</b>					
Personnel costs	151,011	168,623	153,945	160,660	(4.7)%
Operating Expense	1,850,132	2,217,879	2,203,538	2,013,117	(9.2)%
Capital Expense	-	55,400	41,098	3,000	(94.6)%
Debt Service	-	4,338	4,362	8,724	101.1 %
Transfer Out	73,748	66,286	66,286	75,228	13.5 %
<b>Total Expenditure</b>	<b>2,074,891</b>	<b>2,512,526</b>	<b>2,469,229</b>	<b>2,260,729</b>	<b>(10.0)%</b>
Excess Revenue Over (Under) Expenditures (Modified Accrual)	83,416	-	(327,055)	9,370	- %
Conversion to Full Accrual	-	289,747	(45,035)	(11,032)	207.6 %
Excess Revenue Over (Under) Expenditures	83,416	(289,747)	(282,020)	20,402	214.1 %
<b>Total net Position, End of Year</b>	<b>657,251</b>	<b>367,504</b>	<b>375,231</b>	<b>395,633</b>	<b>(15.3)%</b>
Net Investment in Capital Assets	2,161	20,223	10,505	4,781	(76.4)%
Unrestricted Net Position	655,090	347,281	364,726	390,852	(12.5)%
<b>Total net Position, End of Year</b>	<b>\$ 657,251</b>	<b>\$ 367,504</b>	<b>\$ 375,231</b>	<b>\$ 395,633</b>	<b>(7.7)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**403-000 - SOLID WASTE REVENUE  
Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
403-000						
323.7000	Solid Waste Franch Fees-Wm	\$ 220,002	\$ 223,200	\$ 220,713	\$ 235,018	5.3 %
343.7200	Solid Waste Service Charge	1,703,977	1,710,000	1,701,000	1,803,358	5.5 %
343.7300	Garbage & Trash Misc Charges	(300)	-	140	-	- %
343.7310	City Miscellaneous Solid Waste Services	9,636	12,000	9,600	9,600	(20.0)%
343.7350	Roll Off Services	155,953	150,000	145,000	155,123	3.4 %
343.7360	City Roll-Off Services	3,567	3,000	3,209	2,500	(16.7)%
343.7370	City Roll-Off Event	1,561	1,000	1,000	1,000	- %
343.7800	Garbage Penalties	27,148	30,000	26,000	26,000	(13.3)%
	<b>Total Solid Waste Services</b>	<b>2,121,544</b>	<b>2,129,200</b>	<b>2,106,662</b>	<b>2,232,599</b>	<b>4.9 %</b>
361.0100	Investment Earnings	6,620	4,000	5,000	7,500	87.5 %
	<b>TOTAL INTEREST REVENUE</b>	<b>6,620</b>	<b>4,000</b>	<b>5,000</b>	<b>7,500</b>	<b>87.5 %</b>
369.7100	Other Misc Revenue	30,000	30,000	30,000	30,000	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	143	266	512	-	(100.0)%
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>30,143</b>	<b>30,266</b>	<b>30,512</b>	<b>30,000</b>	<b>(0.9)%</b>
383.7000	Capital Lease Inception	-	33,000	-	-	(100.0)%
	<b>Total Debt/Lease Proceeds</b>	<b>-</b>	<b>33,000</b>	<b>-</b>	<b>-</b>	<b>(100.0)%</b>
399.0000	Funding From Fund Balance - Outstanding Enc	-	6,358	-	-	(100.0)%
	<b>Total Non-Revenue Sources</b>	<b>-</b>	<b>6,358</b>	<b>-</b>	<b>-</b>	<b>(100.0)%</b>
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>39,358</b>	<b>-</b>	<b>-</b>	<b>(100.0)%</b>
	<b>TOTAL SOLID WASTE REVENUES</b>	<b>\$ 2,158,307</b>	<b>\$ 2,202,824</b>	<b>\$ 2,142,174</b>	<b>\$ 2,270,099</b>	<b>3.1 %</b>



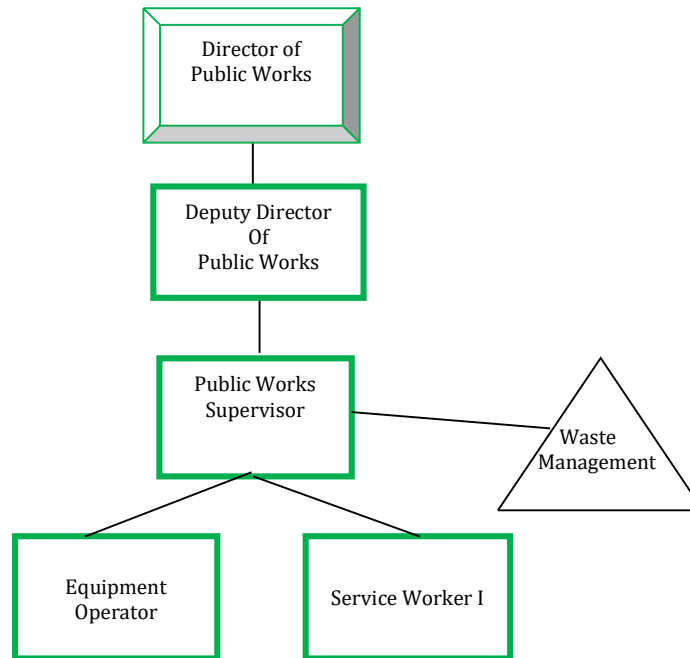
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Solid Waste Department  
Organizational Information**

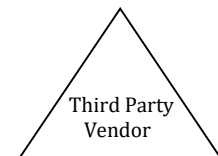
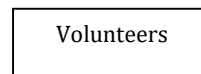
<b>Total Personnel Wages</b>	\$ 108,889
<b>Total Benefits</b>	\$ 51,771
<b>Total Personnel Cost</b>	<b>\$ 160,660</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Service Worker I	PW-534-1285-11	VCT
Equipment Operator	PW-534-1263-02	VCT
Public Works Supervisor	PW-534-1290-03	FT
Overtime		-
Full-Time Position		1
VACANT Full-Time Position		2
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>3</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**403-534 - SOLID WASTE**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
403-534						
512.0100	Regular Salaries	\$ 99,723	\$ 112,759	\$ 102,302	\$ 107,859	(4.3)%
514.0100	Overtime - GE	1,627	1,000	1,277	1,030	3.0 %
521.0100	Fica Taxes	7,454	8,703	7,922	8,330	(4.3)%
522.2100	Retirement General Employee	27,372	27,837	26,084	24,413	(12.3)%
523.0100	Health Insurance	12,719	16,308	14,491	17,160	5.2 %
523.0300	Insurance & EAP	357	369	395	417	13.0 %
524.0100	Workers' Compensation	1,759	1,647	1,635	1,451	(11.9)%
529.9900	Reimbursement Of Personnel Costs	-	-	(161)	-	- %
	<b>Total Personnel Expenses</b>	<b>151,011</b>	<b>168,623</b>	<b>153,945</b>	<b>160,660</b>	<b>(4.7)%</b>
531.1600	Contract Services	1,833,540	2,168,067	2,160,023	1,958,481	(9.7)%
541.1100	Communications	887	1,440	1,162	1,440	- %
543.1100	Solid Waste Disposal Fees	11,801	26,952	16,000	24,630	(8.6)%
545.1200	Insurance	4,319	5,962	6,686	5,516	(7.5)%
546.3400	Repair & Maintenance	550	500	25	3,000	500.0 %
546.4000	Vehicle Repair & Maintenance	2,905	3,000	2,518	3,000	- %
547.5100	Printing And Binding	-	258	160	400	55.0 %
549.9600	Bank Service Charges	895	1,200	892	1,000	(16.7)%
551.1200	Office Supplies	21	25	25	-	(100.0)%
552.1500	Fuel and Lubricants	8,384	7,300	8,969	10,000	37.0 %
552.2300	Operating Expenses	588	600	600	600	- %
552.3900	Safety Program Expense	283	475	220	600	26.3 %
552.4200	Small Tools/Equipment	184	1,000	650	2,000	100.0 %
552.5100	Uniform Purchases And Cleaning	782	1,100	1,000	1,100	- %
554.0100	Non-Capitalized Equipment	-	-	-	1,050	- %
555.1300	Technical/Training	58	-	-	300	- %
559.0100	Depreciation Expense	393	-	4,608	-	- %
595.0000	Doubtful Accts Exp	(623)	-	-	-	- %
595.4500	OPEB Expense	1,106	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(15,941)	-	-	-	- %
	<b>Total Operating Expenses</b>	<b>1,850,132</b>	<b>2,217,879</b>	<b>2,203,538</b>	<b>2,013,117</b>	<b>(9.2)%</b>
564.0100	Machinery & Equipment	-	22,400	9,130	3,000	(86.6)%
564.4900	Capital Leases	-	33,000	31,968	-	(100.0)%
	<b>Total Capital Purchases</b>	<b>-</b>	<b>55,400</b>	<b>41,098</b>	<b>3,000</b>	<b>(94.6)%</b>
571.0100	Principal	-	3,937	3,937	8,032	104.0 %
572.0100	Interest Expense	-	425	425	692	62.8 %
573.0500	New Debt Service	-	(24)	-	-	(100.0)%
	<b>Total Debt Service</b>	<b>-</b>	<b>4,338</b>	<b>4,362</b>	<b>8,724</b>	<b>101.1 %</b>
591.0100	Transfer Out - Admin Services	73,748	66,286	66,286	75,228	13.5 %



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**403-534 - SOLID WASTE**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>403-534</b>						
	<b>Total Transfers-Out</b>	73,748	66,286	66,286	75,228	13.5 %
	<b>TOTAL EXPENDITURES</b>	<u>\$ 2,074,891</u>	<u>\$ 2,512,526</u>	<u>\$ 2,469,229</u>	<u>\$ 2,260,729</u>	<u>(10.0)%</u>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**SOLID WASTE DEPARTMENT  
FUND 403; DEPARTMENT 534**

<b><u>DESCRIPTION</u></b>	<b><u>QUANTITY</u></b>	<b><u>UNIT PRICE</u></b>	<b><u>TOTAL BUDGET</u></b>
Dept 534-SOLID WASTE			
403-534-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	107,859	107,859
Totals for GL# 403-534-512.0100-REGULAR SALARIES			107,859
403-534-514.0100 OVERTIME - GE			
OVERTIME	1	1,030	1,030
Totals for GL# 403-534-514.0100-OVERTIME - GE			1,030
403-534-521.0100 FICA TAXES			
FICA TAXES	1	8,330	8,330
Totals for GL# 403-534-521.0100-FICA TAXES			8,330
403-534-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	24,413	24,413
Totals for GL# 403-534-522.2100-RETIREMENT GENERAL EMPLOYEE			24,413
403-534-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	3	5,720	17,160
Totals for GL# 403-534-523.0100-HEALTH INSURANCE			17,160
403-534-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	417	417
Totals for GL# 403-534-523.0300-LIFE INSURANCE & EAP			417
403-534-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,451	1,451
Totals for GL# 403-534-524.0100-WORKERS' COMPENSATION			1,451
403-534-531.1600 CONTRACT SERVICES			
WASTE MANAGEMENT CONTRACT	1	1,957,000	1,957,000
GPS DEVICE ANNUALLY 17302;17325;17494;20511	4	370	1,481
Totals for GL# 403-534-531.1600-CONTRACT SERVICES			1,958,481
403-534-541.1100 COMMUNICATIONS			
CELL-SERVICE-SOLID WASTE	12	60	720
CELL SERVICE-SUPERVISOR	12	60	720
Totals for GL# 403-534-541.1100-COMMUNICATIONS			1,440



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

SOLID WASTE DEPARTMENT  
FUND 403; DEPARTMENT 534

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 534-SOLID WASTE			
403-534-543.1100 SOLID WASTE DISPOSAL FEES			
DISPOSAL FEES - CRR YARD WASTE	1	12,000	12,000
DISPOSAL FEES - ROLL OFF, LEANA ROAD	1	12,630	12,630
Totals for GL# 403-534-543.1100-SOLID WASTE DISPOSAL FEES			24,630
403-534-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	1,379	5,516
Totals for GL# 403-534-545.1200-INSURANCE			5,516
403-534-546.3400 REPAIR & MAINTENANCE			
VEHICLE-EQUIPMENT MAINTENANCE- CLAM TR	1	1,000	1,000
VEHICLE MAINT - ROLL OFF TRUCK	1	1,000	1,000
MISC. REPAIRS	1	1,000	1,000
Totals for GL# 403-534-546.3400-REPAIR & MAINTENANCE			3,000
403-534-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	3,000	3,000
Totals for GL# 403-534-546.4000-VEHICLE REPAIR & MAINTENANCE			3,000
403-534-547.5100 PRINTING AND BINDING			
BUSINESS CARDS-REORDER	1	100	100
OFFICE SUPPLIES	1	300	300
Totals for GL# 403-534-547.5100-PRINTING AND BINDING			400
403-534-549.9600 BANK SERVICE CHARGES			
BANKING CHARGES	1	1,000	1,000
Totals for GL# 403-534-549.9600-BANK SERVICE CHARGES			1,000
403-534-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL-LUB- SUPERVISOR TRUCK F150	1	10,000	10,000
Totals for GL# 403-534-552.1500-FUEL AND LUBRICANTS			10,000
403-534-552.2300 OPERATING EXPENSES			
COFFEE-TONER-WATER SERVICES	1	600	600
Totals for GL# 403-534-552.2300-OPERATING EXPENSES			600
403-534-552.3900 SAFETY PROGRAM EXPENSE			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

SOLID WASTE DEPARTMENT  
FUND 403; DEPARTMENT 534

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 534-SOLID WASTE			
SAFETY FOOTWEAR-3 EMPLOYEES	3	100	300
WAREHOUSE ISSUES	1	300	300
Totals for GL# 403-534-552.3900-SAFETY PROGRAM EXPENSE			600
403-534-552.4200 SMALL TOOLS/EQUIPMENT			
MISC HAND TOOLS AS NEEDED	1	2,000	2,000
Totals for GL# 403-534-552.4200-SMALL TOOLS/EQUIPMENT			2,000
403-534-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORMS-2 EMPLOYEES	2	400	800
SHIRTS FOR SUPERVISOR	1	300	300
Totals for GL# 403-534-552.5100-UNIFORM PURCHASES AND CLEANING			1,100
403-534-554.0100 NON-CAPITALIZED EQUIPMENT			
10 YD ROLL OFFS FOR NEW TRUCK	1	1,050	1,050
Totals for GL# 403-534-554.0100-NON-CAPITALIZED EQUIPMENT			1,050
403-534-555.1300 TECHNICAL/TRAINING			
CDL TRAINING - 2 EMPLOYEES	1	300	300
Totals for GL# 403-534-555.1300-TECHNICAL/TRAINING			300
403-534-564.0100 MACHINERY & EQUIPMENT			
10 YD ROLL OFFS FOR NEW TRUCK			
20 YD ROLL OFFS FOR NEW TRUCK	1	3,000	3,000
Totals for GL# 403-534-564.0100-MACHINERY & EQUIPMENT			3,000
403-534-571.0100 PRINC - LEASE			
P# 03-06 2018 LEASE	4	2,008	8,032
Totals for GL# 403-534-571.0100-PRINC - LEASE			8,032
403-534-572.0100 INT EXP - LEASE			
P# 03-06 2018 LEASE	4	173	692
Totals for GL# 403-534-572.0100-INT EXP - LEASE			692
403-534-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATION	1	75,228	75,228
Totals for GL# 403-534-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			75,228





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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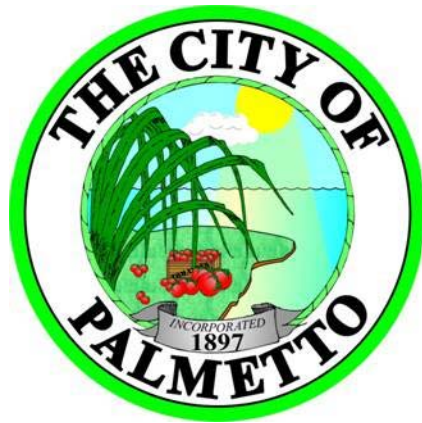
SOLID WASTE DEPARTMENT  
FUND 403; DEPARTMENT 534

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 534-SOLID WASTE			
Totals for dept 534-SOLID WASTE			2,260,729



**CITY OF PALMETTO,  
FLORIDA 2018-2019 BUDGET**

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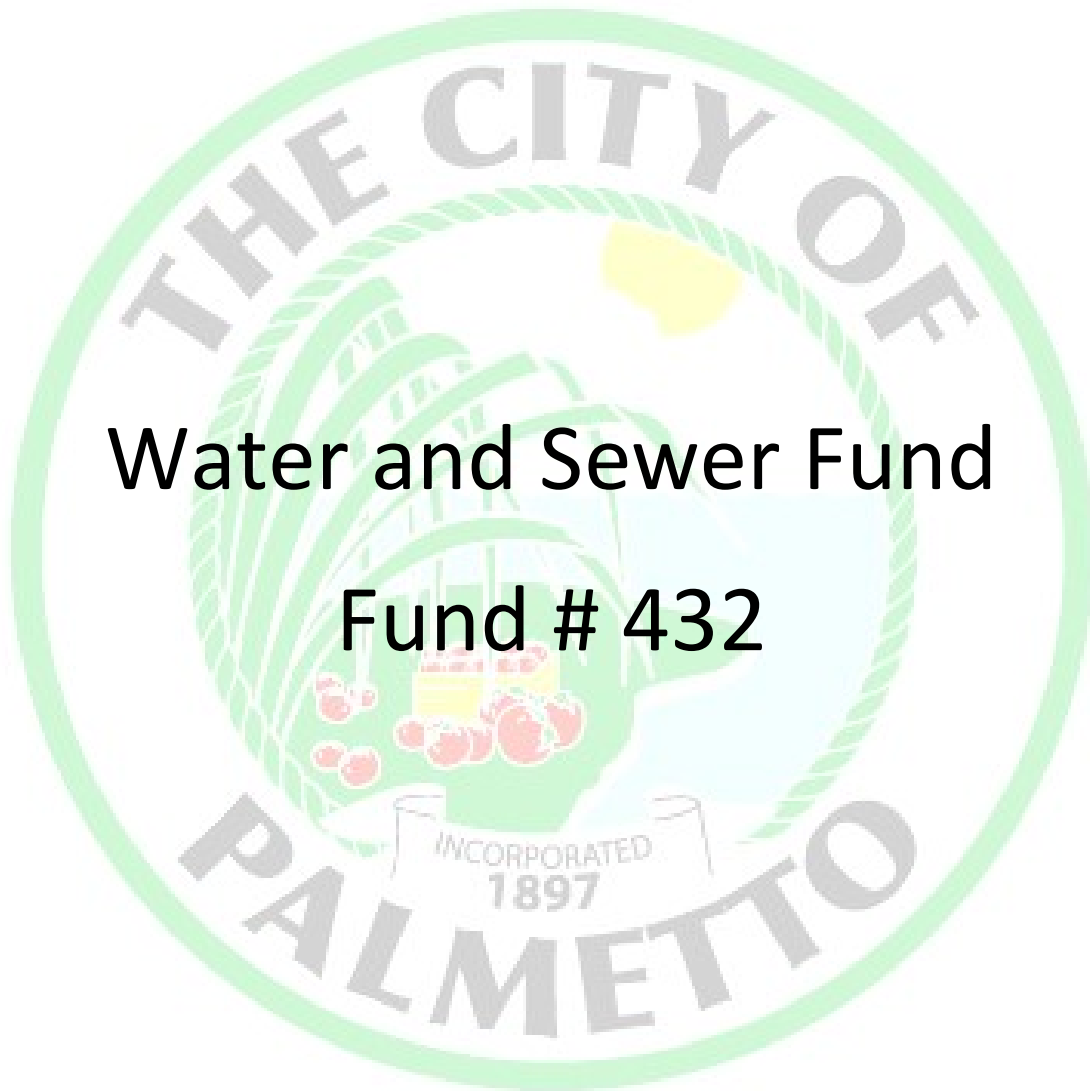
“Things will get better – despite our efforts to improve them.”

Will Rogers



**CITY OF PALMETTO,  
FLORIDA 2018-2019 BUDGET**

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**Water and Sewer Fund  
Fund # 432**



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**432 - WATER AND SEWER FUND**  
**Fund Summary**

Account	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 17,092,724	\$ 18,628,956	\$ 18,628,956	\$ 20,484,892	10.0 %
<b>Revenues</b>					
Grants	-	986,510	404,520	4,937,428	- %
Charges for Services	7,096,988	7,414,807	7,382,075	7,345,243	(0.9)%
Impact Fees	50,025	134,033	121,502	-	(100.0)%
Interest Revenue	52,616	32,500	50,035	55,000	69.2 %
Miscellaneous	116,590	179,021	190,019	4,116	(97.7)%
Non-Revenue/Fund Balance	-	2,243,286	-	2,979,436	32.8 %
<b>Total Revenues</b>	<b>7,316,219</b>	<b>10,990,157</b>	<b>8,148,151</b>	<b>15,321,223</b>	<b>39.4 %</b>
<b>Expenses</b>					
Cross Connect	94,121	224,045	188,943	184,210	(17.8)%
Water Department	1,856,051	1,729,552	2,000,054	1,758,865	1.7 %
Sewer Department	752,037	547,995	923,773	712,395	30.0 %
Customer Service	372,216	439,650	428,068	450,767	2.5 %
WWTP	1,840,350	1,824,023	1,913,578	1,870,652	2.6 %
Capital Expense	919,268	4,462,813	794,423	8,759,042	96.3 %
Debt Service	911,006	918,954	918,120	923,577	0.5 %
Transfer Out	643,439	611,685	611,685	661,715	8.2 %
<b>Total Expenditure</b>	<b>7,388,488</b>	<b>10,758,717</b>	<b>7,778,644</b>	<b>15,321,223</b>	<b>42.4 %</b>
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(72,269)	231,440	369,507	-	- %
Conversion to Full Accrual	(1,608,501)	(2,923,188)	(1,486,429)	(6,485,399)	121.9 %
Excess Revenue Over (Under) Expenditures	1,536,232	3,154,628	1,855,936	6,485,399	105.6 %
<b>Total net Position, End of Year</b>	<b>18,628,956</b>	<b>21,783,584</b>	<b>20,484,892</b>	<b>26,970,291</b>	<b>23.8 %</b>
Net investments in capital assets	14,250,824	17,999,323	14,353,241	22,378,764	24.3 %
Restricted Net Position	899,539	843,768	843,768	843,768	- %
Unrestricted Net Position	3,478,593	2,940,493	5,287,883	3,747,759	27.5 %
<b>Total net Position, End of Year</b>	<b>\$ 18,628,956</b>	<b>\$ 21,783,584</b>	<b>\$ 20,484,892</b>	<b>\$ 26,970,291</b>	<b>23.8 %</b>

**432-000 - WATER AND SEWER REVENUE**  
**Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>432-000</b>						
CDBG System 4	CDBG System 4	\$ -	\$ 600,000	\$ -	\$ 600,000	- %
SRF - EQ Basin	SRF - EQ Basin	-	386,510	404,520	4,337,428	1,022.2 %
	<b>TOTAL INTERGOVERNMENTAL/ GRANT REVENUE</b>	<b>-</b>	<b>986,510</b>	<b>404,520</b>	<b>4,937,428</b>	<b>400.5 %</b>
343.6100	Water Sales	3,590,863	3,723,692	3,708,924	3,708,924	(0.4)%
343.3200	Water Service Installation	5,000	18,000	15,900	7,300	(59.4)%
343.6800	Misc Water Charges	20,640	24,000	18,651	18,000	(25.0)%
343.6900	Reuse Penalties	59,195	63,000	60,000	60,000	(4.8)%
	<b>Total Water Services</b>	<b>3,675,698</b>	<b>3,828,692</b>	<b>3,803,475</b>	<b>3,794,224</b>	<b>(0.9)%</b>
343.8100	Sewer Service Charges	3,192,384	3,325,034	3,316,919	3,316,919	(0.2)%
343.5200	Sewer Connection Charges	2,611	18,400	16,400	7,600	(58.7)%
343.7900	Sewer Penalties	46,548	50,000	48,000	48,000	(4.0)%
	<b>Total Sewer Services</b>	<b>3,241,543</b>	<b>3,393,434</b>	<b>3,381,319</b>	<b>3,372,519</b>	<b>(0.6)%</b>
343.8500	Backflow Preventer Maint	176,079	170,000	175,000	175,000	2.9 %
343.8700	Backflow Penalties	3,612	3,900	3,500	3,500	(10.3)%
	<b>Total Cross Connect Services</b>	<b>179,691</b>	<b>173,900</b>	<b>178,500</b>	<b>178,500</b>	<b>2.6 %</b>
341.9000	Charges for Emergency Services	-	18,781	18,781	-	(100.0)%
	<b>Total Stormwater Services</b>	<b>-</b>	<b>18,781</b>	<b>18,781</b>	<b>-</b>	<b>(100.0)%</b>
	<b>TOTAL UTILITY SERVICES</b>	<b>7,096,932</b>	<b>7,414,807</b>	<b>7,382,075</b>	<b>7,345,243</b>	<b>(0.9)%</b>
341.2500	Cell Phone Reimbursement	56	-	-	-	- %
361.0100	Investment Earnings	51,043	32,500	50,000	55,000	69.2 %
361.0200	Interest Rev - Impact Fees	1,573	-	-	-	- %
361.0800	Interest Special Assmt	-	-	35	-	- %
	<b>TOTAL INTEREST REVENUE</b>	<b>52,616</b>	<b>32,500</b>	<b>50,035</b>	<b>55,000</b>	<b>69.2 %</b>
369.6700	Other Misc. Revenue-Returned Check Chgs	1,060	1,500	1,140	1,000	(33.3)%
369.7000	Other Misc Revenue-Reimb-Veolia	112,111	174,705	174,705	-	(100.0)%
369.7400	Other Misc Revenue	84	-	6,633	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	3,360	2,816	3,116	3,116	10.7 %
369.8001	Over/Short Cash	(25)	-	-	-	- %
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>116,590</b>	<b>179,021</b>	<b>185,594</b>	<b>4,116</b>	<b>(97.7)%</b>
324.2100	Impact Fees - Water (Residential)	5,179	22,476	19,271	-	(100.0)%
324.2150	Impact Fees - Sewer (Residential)	18,222	98,751	89,425	-	(100.0)%
324.2200	Impact Fees - Water (Commerical)	4,896	2,355	2,355	-	(100.0)%
324.2250	Impact Fees - Sewer (Commerical)	21,728	10,451	10,451	-	(100.0)%

**432-000 - WATER AND SEWER REVENUE**  
**Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>432-000</b>	<b>TOTAL IMPACT FEES</b>	<b>50,025</b>	<b>134,033</b>	<b>121,502</b>	<b>-</b>	<b>(100.0)%</b>
	<b>OTHER FINANCING SOURCES</b>					
383.7000	Capital Lease Inception	-	187,000	-	40,000	(78.6)%
	<b>Total Debt/Lease Proceeds</b>	<b>-</b>	<b>187,000</b>	<b>-</b>	<b>40,000</b>	<b>(78.6)%</b>
399.0000	Funding From Fund Balance - Outstanding Enc	-	205,517	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	1,850,769	-	2,939,436	58.8 %
	<b>Total Non-Revenue Sources</b>	<b>-</b>	<b>2,056,286</b>	<b>-</b>	<b>2,939,436</b>	<b>42.9 %</b>
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>2,243,286</b>	<b>-</b>	<b>2,979,436</b>	<b>32.8 %</b>
	<b>TOTAL WATER AND SEWER REVENUE</b>	<b>\$ 7,316,219</b>	<b>\$10,990,157</b>	<b>\$ 8,143,726</b>	<b>\$15,321,223</b>	<b>39.4 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Cross Connect - 532**

Fund: Water and Sewer - 432  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Performs backflow testing and certification throughout the City's distribution
- Protect homeowners against connections between a potable and non-potable water supply
- Inspections of homeowners system to insure that there is no cross connections

Future Challenges or Issues facing the Cost Center

To insure that the devices are tested in accordance with FDEP Regulations with the staffing that we have.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Ensure the safety of the City's drinking water
2. Remain up to date on all required licenses, permits and certifications.
3. Keep devices tested and up to date



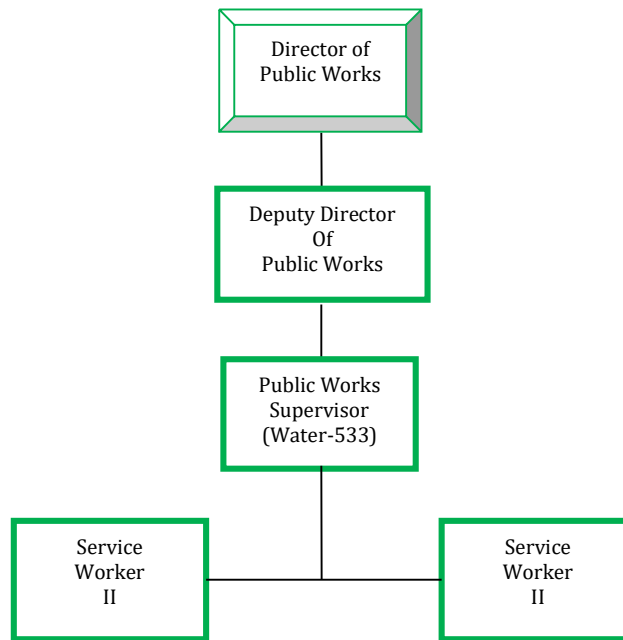
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cross Connection Services  
Organizational Information**

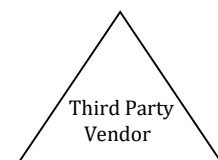
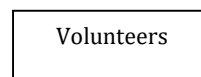
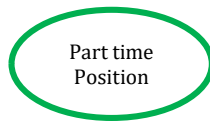
<b>Total Personnel Wages</b>	\$ 63,283
<b>Total Benefits</b>	\$ 32,329
<b>Total Personnel Cost</b>	<b>\$ 95,612</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Service Worker II	PW-532-1286-01	VCT
Service Worker II	PW-532-1286-07	VCT
Overtime		-
Full-Time Position		0
VACANT Full-Time Position		2
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>2</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**







**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**432-532 - CROSS CONNECT**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
512.0100	Regular Salaries	\$ 37,244	\$ 61,314	\$ 59,804	\$ 60,283	(1.7)%
514.0100	Overtime - GE	3,738	3,000	1,250	3,000	- %
514.0150	Overtime - Holiday General Employees	11	-	-	-	- %
521.0100	Fica Taxes	2,887	4,920	4,201	4,842	(1.6)%
522.2100	Retirement General Employee	11,381	15,738	15,147	14,188	(9.8)%
523.0100	Health Insurance	8,361	17,215	10,212	11,440	(33.5)%
523.0300	Insurance & EAP	127	201	194	243	20.9 %
524.0100	Workers' Compensation	1,030	1,773	1,578	1,616	(8.9)%
529.9900	Reimbursement Of Personnel Costs	(456)	-	-	-	- %
	<b>Total Personnel Expenses</b>	<b>64,323</b>	<b>104,161</b>	<b>92,386</b>	<b>95,612</b>	<b>(8.2)%</b>
531.1600	Contract Services	4,930	83,140	61,140	50,740	(39.0)%
540.5100	Travel and Per Diem	783	400	207	500	25.0 %
545.1200	Insurance	2,642	3,412	4,049	2,844	(16.6)%
546.3400	Repair & Maintenance	8	2,000	105	2,000	- %
546.3600	Repair & Maintenance - Utility	817	21,700	11,853	22,000	1.4 %
546.4000	Vehicle Repair & Maintenance	2,183	1,500	1,482	1,500	- %
552.1500	Fuel and Lubricants	2,909	3,000	1,997	3,000	- %
552.2300	Operating Expenses	308	800	780	850	6.3 %
552.3900	Safety Program Expense	248	300	300	400	33.3 %
552.4200	Small Tools/Equipment	311	1,100	1,067	1,200	9.1 %
552.5100	Uniform Purchases And Cleaning	416	1,032	509	2,064	100.0 %
555.1300	Technical/Training	839	1,500	1,270	1,500	- %
559.0100	Depreciation Expense	13,404	-	11,798	-	- %
	<b>Total Operating Expenses</b>	<b>29,798</b>	<b>119,884</b>	<b>96,557</b>	<b>88,598</b>	<b>(26.1)%</b>
564.4900	Capital Leases	-	-	-	40,000	- %
	<b>Total Capital Purchases</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,000</b>	<b>- %</b>
573.0500	New Debt Service	-	-	-	5,286	- %
591.0100	Transfer Out - Admin Services	49,107	47,740	47,740	46,933	(1.7)%
<b>0</b>		<b>49,107</b>	<b>47,740</b>	<b>47,740</b>	<b>52,219</b>	<b>9.4 %</b>
<b>0</b>		<b>\$ 143,228</b>	<b>\$ 271,785</b>	<b>\$ 236,683</b>	<b>\$ 276,429</b>	<b>1.7 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CROSS CONNECT DEPARTMENT  
FUND 432; DEPARTMENT 532

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 532-CROSS CONNECT			
432-532-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	60,283	60,283
Totals for GL# 432-532-512.0100-REGULAR SALARIES			60,283
432-532-514.0100 OVERTIME - GE			
OVERTIME	1	3,000	3,000
Totals for GL# 432-532-514.0100-OVERTIME - GE			3,000
432-532-521.0100 FICA TAXES			
FICA TAXES	1	4,842	4,842
Totals for GL# 432-532-521.0100-FICA TAXES			4,842
432-532-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	14,188	14,188
Totals for GL# 432-532-522.2100-RETIREMENT GENERAL EMPLOYEE			14,188
432-532-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - CHILDREN			
HEALTH INSURANCE - EMPLOYEE	2	5,720	11,440
Totals for GL# 432-532-523.0100-HEALTH INSURANCE			11,440
432-532-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	243	243
Totals for GL# 432-532-523.0300-LIFE INSURANCE & EAP			243
432-532-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,616	1,616
Totals for GL# 432-532-524.0100-WORKERS' COMPENSATION			1,616
432-532-531.1600 CONTRACT SERVICES			
BACKFLOW METER TESTING FDEP REQUIRED	1	50,000	50,000
GPS DEVICE ANNUALLY 17315; 17657	2	370	740
Totals for GL# 432-532-531.1600-CONTRACT SERVICES			50,740
432-532-540.5100 TRAVEL AND PER DIEM			
OBTAIN LICENSE - CERTIFICATION	1	500	500
Totals for GL# 432-532-540.5100-TRAVEL AND PER DIEM			500
432-532-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	711	2,844
Totals for GL# 432-532-545.1200-INSURANCE			2,844
432-532-546.3400 REPAIR & MAINTENANCE			
EQUIPMENT	1	1,000	1,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CROSS CONNECT DEPARTMENT  
FUND 432; DEPARTMENT 532

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 532-CROSS CONNECT			
CALIBRATION	1	1,000	1,000
Totals for GL# 432-532-546.3400-REPAIR & MAINTENANCE			2,000
432-532-546.3600 REPAIR & MAINTENANCE - UTILITY			
BACKFLOW REPAIRS	1	22,000	22,000
Totals for GL# 432-532-546.3600-REPAIR & MAINTENANCE - UTILITY			22,000
432-532-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	1,500	1,500
Totals for GL# 432-532-546.4000-VEHICLE REPAIR & MAINTENANCE			1,500
432-532-552.1500 FUEL AND LUBRICANTS			
FUEL	1	3,000	3,000
Totals for GL# 432-532-552.1500-FUEL AND LUBRICANTS			3,000
432-532-552.2300 OPERATING EXPENSES			
CENTRAL STORE'S ISSUES	1	850	850
Totals for GL# 432-532-552.2300-OPERATING EXPENSES			850
432-532-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR	2	100	200
NEW-SAFETY CLASSES	1	200	200
Totals for GL# 432-532-552.3900-SAFETY PROGRAM EXPENSE			400
432-532-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS	1	1,200	1,200
Totals for GL# 432-532-552.4200-SMALL TOOLS/EQUIPMENT			1,200
432-532-552.5100 UNIFORM PURCHASES AND CLEANING			
CHANGEOUTS AS NEEDED			
UNIFORM RENTAL-2 EMPLOYEES	2	1,032	2,064
Totals for GL# 432-532-552.5100-UNIFORM PURCHASES AND CLEANING			2,064
432-532-555.1300 TECHNICAL/TRAINING			
BACKFLOW CERTIFICATIONS	1	1,500	1,500
Totals for GL# 432-532-555.1300-TECHNICAL/TRAINING			1,500
432-532-564.4900 CAPITAL LEASES			
TRANSIT VAN	1	40,000	40,000
Totals for GL# 432-532-564.4900-CAPITAL LEASES			40,000
432-532-573.0500 NEW DEBT SERVICE			
NEW DEBT FORD TRANSIT	2	2,643	5,286
Totals for GL# 432-532-573.0500-NEW DEBT SERVICE			5,286



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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CROSS CONNECT DEPARTMENT  
FUND 432; DEPARTMENT 532

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 532-CROSS CONNECT			
432-532-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	46,933	46,933
Totals for GL# 432-532-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			46,933
Totals for dept 532-CROSS CONNECT			276,429



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Water Department - 533**

Fund: Water and Sewer Fund - 432  
Department: Public Works

Contact                   Hours: Monday through Friday, 7:00 to 4:00  
                                  Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Installs, maintains and repairs existing and new infrastructure within the potable water distribution system.
- Monitors water quality through testing throughout the City.
- Improve the system to more efficiently provide protection and quality of service
- Provide oversight and correction of deficiencies in the system
- Add connections to improve service

Future Challenges or Issues facing the Cost Center

- Backflow system has not been consistently inspected as needed
- Fire protection is aging and major improvements are needed

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Increase number of fire hydrants
2. Provide adequate mapping and as-built records
3. Increase connections from Manatee Co. Water
4. Provide addition fire protection
5. Improve the quality of service



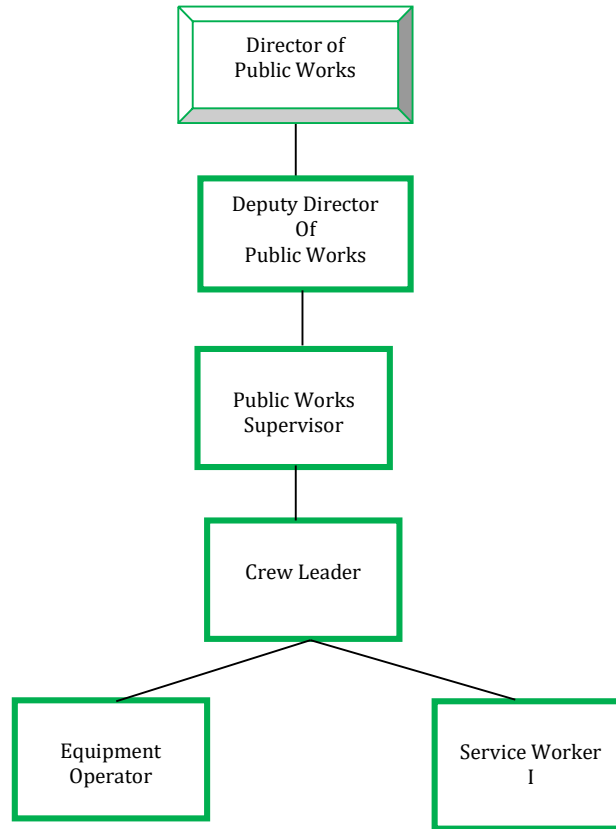
# CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

## Water Services Organizational Information

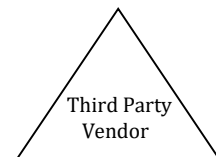
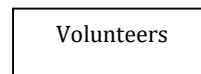
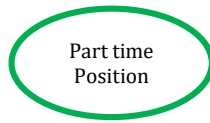
Total Personnel Wages	\$ 196,971
Total Benefits	\$ 100,256
<b>Total Personnel Cost</b>	<b>\$ 297,227</b>

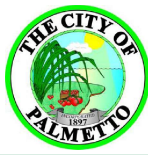
Job Title	Position ID	FTE
Service Worker I	PW-533-1285-09	FT
Crew Leader	PW-533-1253-05	VCT
Equipment Operator	PW-533-1263-01	FT
Public Works Supervisor	PW-533-1290-04	FT
Service Worker II	PW-533-1286-09	VCT
Overtime		-
Full-Time Position		3
VACANT Full-Time Position		2
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>5</b>

### COST CENTER ORGANIZATIONAL CHART



### LEGEND





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**432-533 - WATER DEPARTMENT  
Cost Center Summary**

<b>Account</b> <b>432-533</b>	<b>Description</b>	<b>2017</b> <b>Actual</b>	<b>2018</b> <b>Revised</b> <b>Budget</b>	<b>2018</b> <b>Projected</b> <b>Actual</b>	<b>2019</b> <b>Adopted</b> <b>Budget</b>	<b>% Change</b> <b>of Budget</b>
512.0100	Regular Salaries	\$ 143,650	\$ 155,153	\$ 141,730	\$ 188,971	21.8 %
514.0100	Overtime - GE	7,489	8,000	2,766	8,000	- %
514.0150	Overtime - Holiday General Employees	-	-	457	-	- %
521.0100	Fica Taxes	10,990	12,482	11,439	15,069	20.7 %
522.2100	Retirement General Employee	42,622	39,924	36,168	44,161	10.6 %
523.0100	Health Insurance	24,631	30,601	28,515	35,270	15.3 %
523.0300	Insurance & EAP	518	509	573	725	42.4 %
524.0100	Workers' Compensation	3,644	4,497	4,152	5,031	11.9 %
529.9900	Reimbursement Of Personnel Costs	(181)	-	-	-	- %
	<b>Total Personnel Expenses</b>	<b>233,363</b>	<b>251,166</b>	<b>225,800</b>	<b>297,227</b>	<b>18.3 %</b>
531.0100	Consulting	20,000	10,000	10,000	10,000	- %
531.0600	Attorney Fees	644	1,000	913	1,000	- %
531.1600	Contract Services	-	10,745	10,746	1,851	(82.8)%
531.2000	Engineering Services	5,430	15,570	12,570	12,000	(22.9)%
540.5100	Travel and Per Diem	62	500	280	1,000	100.0 %
541.1100	Communications	1,124	1,440	1,440	1,440	- %
543.0000	Utility Services	1,014	1,500	1,001	997	(33.5)%
544.0500	Operating Lease	75	230	75	403	75.2 %
544.1500	Rental Expenses	-	10,000	269	10,000	- %
545.1200	Insurance	7,718	8,534	9,631	8,832	3.5 %
545.9900	Insurance Contingency - Vehicle	481	-	-	-	- %
546.0500	Contamination Testing	6,290	12,500	12,500	10,500	(16.0)%
546.3400	Repair & Maintenance	2,424	4,000	3,301	4,000	- %
546.3600	Repair & Maintenance - Utility	39,683	57,200	36,285	58,000	1.4 %
546.4000	Vehicle Repair & Maintenance	11,189	8,000	5,706	6,500	(18.8)%
547.5100	Printing And Binding	888	2,000	1,036	1,200	(40.0)%
551.1200	Office Supplies	121	300	104	125	(58.3)%
552.1500	Fuel and Lubricants	6,085	9,000	8,788	9,500	5.6 %
552.2300	Operating Expenses	4,281	4,763	4,310	5,000	5.0 %
552.3900	Safety Program Expense	988	900	845	700	(22.2)%
552.4200	Small Tools/Equipment	2,403	3,100	1,856	3,090	(0.3)%
552.5100	Uniform Purchases And Cleaning	867	1,428	1,008	1,500	5.0 %
552.6300	Water Purchased For Resale	1,230,551	1,312,500	1,273,299	1,312,500	- %
554.0100	Non-Capitalized Equipment	145	1,676	1,199	-	(100.0)%
555.1300	Technical/Training	845	1,500	1,109	1,500	- %
559.0100	Depreciation Expense	367,630	-	375,983	-	- %
595.0000	Doubtful Accts Exp	1,933	-	-	-	- %
595.4500	OPEB Expense	(1,375)	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(88,808)	-	-	-	- %
	<b>Total Operating Expenses</b>	<b>1,622,688</b>	<b>1,478,386</b>	<b>1,774,254</b>	<b>1,461,638</b>	<b>(1.1)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**432-533 - WATER DEPARTMENT**  
**Cost Center Summary**

Account	Description	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
<b>432-533</b>						
563.0200	Improvements Not Building	2,092	900	5,987	6,000	566.7 %
564.0100	Machinery & Equipment	3,988	2,879	2,879	24,500	751.0 %
564.4900	Capital Leases	35,406	115,000	40,402	-	(100.0)%
	<b>Total Capital Purchases</b>	<b>41,486</b>	<b>118,779</b>	<b>49,268</b>	<b>30,500</b>	<b>(74.3)%</b>
571.0100	Princ - Lease	13,272	20,208	20,208	25,548	26.4 %
571.0100-3659	Principal - Lease	128,531	130,732	130,732	132,968	1.7 %
571.0400	Principal - Loan 2004	1,538	1,652	1,652	1,696	2.7 %
571.0500	Principal - Loan 2005	9,448	10,000	10,000	10,351	3.5 %
571.0700	Principal - Loan 2007	56,606	59,252	59,252	61,737	4.2 %
571.1400	Principal Payment - 2014 Loan	70,814	74,000	72,998	75,251	1.7 %
572.0100	Interest Expense - Lease	696	1,336	1,336	1,380	3.3 %
572.0100-3659	Interest Expense - Lease	14,072	11,872	11,872	9,640	(18.8)%
572.0400	Interest Expense - Loan 2004	559	500	700	550	10.0 %
572.0500	Interest Expense - Loan 2005	4,308	4,500	4,900	4,500	-
572.0700	Interest Expense - Loan 2007	32,539	32,000	34,250	33,500	4.7 %
572.1400	Interest Expense - Loan 2014	32,754	32,500	30,921	28,670	(11.8)%
573.0500	New Debt Service	-	9,740	-	-	(100.0)%
	<b>Total Debt Service</b>	<b>365,137</b>	<b>388,292</b>	<b>378,821</b>	<b>385,791</b>	<b>(0.6)%</b>
591.0100	Transfer Out - Admin Services	115,718	112,016	112,016	109,536	(2.2)%
591.4400	Transfer To Stormwater - Subsidy	57,000	51,000	51,000	69,096	35.5 %
	<b>Total Transfers-Out</b>	<b>172,718</b>	<b>163,016</b>	<b>163,016</b>	<b>178,632</b>	<b>9.6 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 2,435,392</b>	<b>\$ 2,399,639</b>	<b>\$ 2,591,159</b>	<b>\$ 2,353,788</b>	<b>(1.9)%</b>





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

WATER DEPARTMENT  
FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-WATER DEPARTMENT			
432-533-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	188,971	188,971
Totals for GL# 432-533-512.0100-REGULAR SALARIES			188,971
432-533-514.0100 OVERTIME - GE			
OVERTIME	1	8,000	8,000
Totals for GL# 432-533-514.0100-OVERTIME - GE			8,000
432-533-521.0100 FICA TAXES			
FICA TAXES	1	15,069	15,069
Totals for GL# 432-533-521.0100-FICA TAXES			15,069
432-533-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	44,161	44,161
Totals for GL# 432-533-522.2100-RETIREMENT GENERAL EMPLOYEE			44,161
432-533-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	4	5,720	22,880
HEALTH INSURANCE - FAMILY	1	12,390	12,390
Totals for GL# 432-533-523.0100-HEALTH INSURANCE			35,270
432-533-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	725	725
Totals for GL# 432-533-523.0300-LIFE INSURANCE & EAP			725
432-533-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	5,031	5,031
Totals for GL# 432-533-524.0100-WORKERS' COMPENSATION			5,031
432-533-531.0100 CONSULTING			
CONSULTING SERVICES	1	10,000	10,000
Totals for GL# 432-533-531.0100-CONSULTING			10,000
432-533-531.0600 ATTORNEY FEES			
ATTORNEY FEE'S	1	1,000	1,000
Totals for GL# 432-533-531.0600-ATTORNEY FEES			1,000
432-533-531.1600 CONTRACT SERVICES			
GPS DEVICE ANNUALLY			
17316;17442;17462;17653;20507	5	370	1,851
Totals for GL# 432-533-531.1600-CONTRACT SERVICES			1,851
432-533-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	12,000	12,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

WATER DEPARTMENT  
FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-WATER DEPARTMENT			
Totals for GL# 432-533-531.2000-ENGINEERING SERVICES			12,000
432-533-540.5100 TRAVEL AND PER DIEM			
WATER DISTRIBUTION COURSES	1	1,000	1,000
Totals for GL# 432-533-540.5100-TRAVEL AND PER DIEM			1,000
432-533-541.1100 COMMUNICATIONS			
CELL SERVICE - SUPERVISOR	12	60	720
CELL SERVICE - CREW LEADER	12	60	720
Totals for GL# 432-533-541.1100-COMMUNICATIONS			1,440
432-533-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITIES	1	858	858
FPL	1	139	139
Totals for GL# 432-533-543.0000-UTILITY SERVICES			997
432-533-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
RICOH MP2555 - LEASE P# 4-15 OF 36	12	19	228
RICOH MP2555 MAINT (12 MONTH)	1	100	100
Totals for GL# 432-533-544.0500-OPERATING LEASE			403
432-533-544.1500 RENTAL EXPENSES			
RENTAL EXPENSE	1	10,000	10,000
Totals for GL# 432-533-544.1500-RENTAL EXPENSES			10,000
432-533-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,208	8,832
Totals for GL# 432-533-545.1200-INSURANCE			8,832
432-533-546.0500 CONTAMINATION TESTING			
CHEMICAL TESTING	1	10,500	10,500
Totals for GL# 432-533-546.0500-CONTAMINATION TESTING			10,500
432-533-546.3400 REPAIR & MAINTENANCE			
EQUIPMENT REPAIRS	1	4,000	4,000
Totals for GL# 432-533-546.3400-REPAIR & MAINTENANCE			4,000
432-533-546.3600 REPAIR & MAINTENANCE - UTILITY			
REPAIRS TO UTILITY SYSTEM	1	58,000	58,000
Totals for GL# 432-533-546.3600-REPAIR & MAINTENANCE - UTILITY			58,000
432-533-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	6,500	6,500



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

WATER DEPARTMENT  
FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-WATER DEPARTMENT			
Totals for GL# 432-533-546.4000-VEHICLE REPAIR & MAINTENANCE			6,500
432-533-547.5100 PRINTING AND BINDING			
PRINTING AS NEEDED	1	1,200	1,200
Totals for GL# 432-533-547.5100-PRINTING AND BINDING			1,200
432-533-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	125	125
Totals for GL# 432-533-551.1200-OFFICE SUPPLIES			125
432-533-552.1500 FUEL AND LUBRICANTS			
FUEL COSTS	1	9,500	9,500
Totals for GL# 432-533-552.1500-FUEL AND LUBRICANTS			9,500
432-533-552.2300 OPERATING EXPENSES			
MAINTENANCE REQUIREMENTS	1	5,000	5,000
Totals for GL# 432-533-552.2300-OPERATING EXPENSES			5,000
432-533-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	300	300
SAFETY FOOTWEAR PROGRAM	4	100	400
Totals for GL# 432-533-552.3900-SAFETY PROGRAM EXPENSE			700
432-533-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS	1	2,500	2,500
EVX539 DIGITAL PORTABLE RADIOS	2	295	590
Totals for GL# 432-533-552.4200-SMALL TOOLS/EQUIPMENT			3,090
432-533-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM RENTAL-3 EMPLOYEES	1	1,200	1,200
SUPERVISOR SHIRTS	1	300	300
Totals for GL# 432-533-552.5100-UNIFORM PURCHASES AND CLEANING			1,500
432-533-552.6300 WATER PURCHASED FR RESALE			
WATER PURCHASED FOR RESALE	1	1,312,500	1,312,500
Totals for GL# 432-533-552.6300-WATER PURCHASED FR RESALE			1,312,500
432-533-555.1300 TECHNICAL/TRAINING			
WATER LICENSE TESTING	1	1,500	1,500
Totals for GL# 432-533-555.1300-TECHNICAL/TRAINING			1,500
432-533-563.0200 IMPROVEMENT NOT BUILDINGS-METERS			
METERS	1	6,000	6,000
Totals for GL# 432-533-563.0200-IMPROVEMENT NOT BUILDINGS-METERS			6,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

WATER DEPARTMENT  
FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-WATER DEPARTMENT			
432-533-564.0100 MACHINERY & EQUIPMENT-WTR LINES			
3" MUD HOG PUMP & HOSE'S	1	2,500	2,500
GUTERMANN ZONE SCAN LOGGERS	1	16,000	16,000
GUTTERMANN AQUASCOPE	1	6,000	6,000
Totals for GL# 432-533-564.0100-MACHINERY & EQUIPMENT-WTR LINES			24,500
432-533-571.0100 PRINC - LEASE			
P# 11-14 FA# 20309 MINI-EXCAVATOR	4	1,588	6,352
P# 07-10 FA#20401 FRONT END LOADER	4	2,322	9,288
P# 03-06 2018 LEASE	4	2,477	9,908
Totals for GL# 432-533-571.0100-PRINC - LEASE			25,548
432-533-571.0100-3659 PRINC - LEASE			
P# 23-26 OF 40 TELEMETRY METER	4	33,242	132,968
Totals for GL# 432-533-571.0100-3659-PRINC - LEASE			132,968
432-533-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	1,696	1,696
Totals for GL# 432-533-571.0400-PRINC-BOA LOAN 2004			1,696
432-533-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	10,351	10,351
Totals for GL# 432-533-571.0500-PRINC-BOA LOAN 2005			10,351
432-533-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	61,737	61,737
Totals for GL# 432-533-571.0700-PRINC-BOA LOAN 2007			61,737
432-533-571.1400 PRINCIPAL PAYMENT - 2014 LOAN			
2014 LOAN PRINCIPAL PAYMENT	1	75,251	75,251
Totals for GL# 432-533-571.1400-PRINCIPAL PAYMENT - 2014 LOAN			75,251
432-533-572.0100 INT EXP - LEASE			
P# 11-14 FA# 20309 MINI-EXCAVATOR	4	30	120
P# 07-10 FA#20401 FRONT END LOADER (1/4)	4	102	408
P# 03-06 2018 LEASE	4	213	852
Totals for GL# 432-533-572.0100-INT EXP - LEASE			1,380
432-533-572.0100-3659 INT EXP - LEASE			
P# 23-26 OF 40 TELEMETRY METER	4	2,410	9,640
Totals for GL# 432-533-572.0100-3659-INT EXP - LEASE			9,640
432-533-572.0400 INT EXP-BOA LOAN 2004			



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

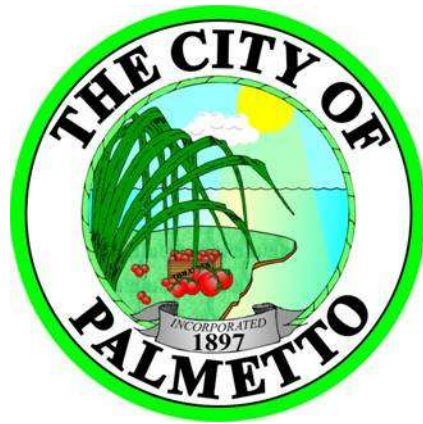
WATER DEPARTMENT  
FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-WATER DEPARTMENT			
2004 BOA LOAN INTEREST	1	550	550
Totals for GL# 432-533-572.0400-INT EXP-BOA LOAN 2004			550
432-533-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	4,500	4,500
Totals for GL# 432-533-572.0500-INT EXP-BOA LOAN 2005			4,500
432-533-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	33,500	33,500
Totals for GL# 432-533-572.0700-INT EXP-BOA LOAN 2007			33,500
432-533-572.1400 INTEREST PAYMENT - 2014 LOAN			
2014 LOAN INTEREST	1	28,670	28,670
Totals for GL# 432-533-572.1400-INTEREST PAYMENT - 2014 LOAN			28,670
432-533-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	109,536	109,536
Totals for GL# 432-533-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			109,536
432-533-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
STORMWATER SUBSIDY	1	69,096	69,096
Totals for GL# 432-533-591.4400-TRANSFER TO STORMWATER - SUBSIDY			69,096
Totals for dept 533-WATER DEPARTMENT			2,353,788



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“Leadership: The art of getting someone else to do something you want done because he wants to do it.”

Dwight D. Eisenhower



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Sewer Department - 535**

Fund: Water and Sewer Fund - 432  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Responsible for providing and maintaining a reliable and safe means of transporting sewerage from customers to the Wastewater Treatment Facility.
- Install new services and maintaining and repairing existing infrastructure as necessary.

Future Challenges or Issues facing the Cost Center

- Performing maintenance, cleaning, videoing and repairing areas in need while tending to the needs of the general public (sewer stops, Verizon hits, cleanout installations, new services, repairs to existing systems etc.).
- Overall maintenance and care for the sanitary sewer system is to be considered.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	<ol style="list-style-type: none"> <li>1. To further investigate areas for I&amp;I and resolve those issues as they are found or as budget will allow.</li> <li>2. Provide maintenance by cleaning, video inspecting mains &amp; laterals and making repairs as necessary</li> <li>3. Protect residents by decreasing the number of sanitary overflows through maintenance and repair reducing I&amp;I.</li> <li>4. By reducing I&amp;I monies can be saved by making the sanitary sewer system more efficient.</li> </ol>
Services	Maintain and improve everyday services	
Infrastructure	Maintain and improve infrastructure	
Safety	Make the City safe	
Economic Stability	Enhance and prosper the City and its citizens	
Historic Preservation	Preserve Palmetto's history	



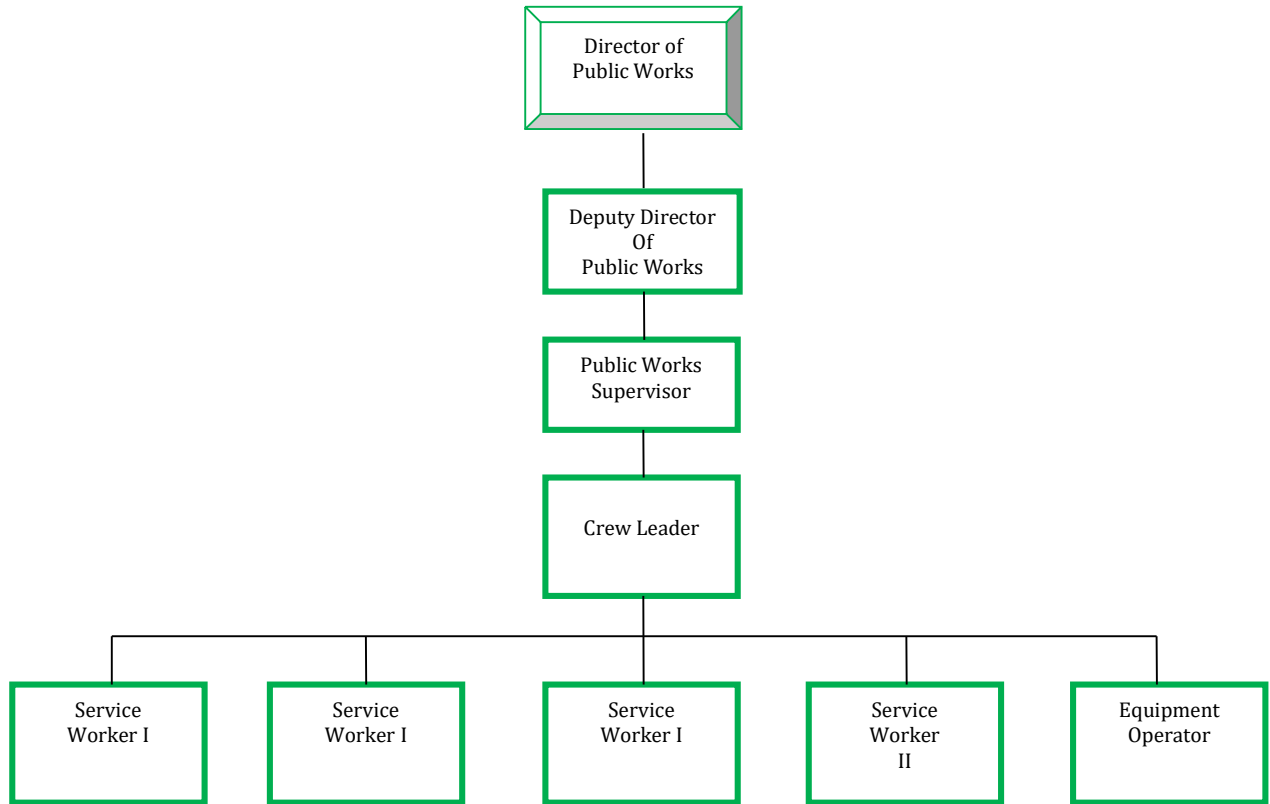
# CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

## Sewer Services Organizational Information

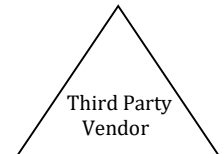
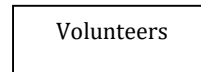
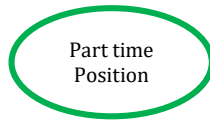
Total Personnel Wages	\$ 279,790
Total Benefits	\$ 136,106
<b>Total Personnel Cost</b>	<b>\$ 415,896</b>

Job Title	Position ID	FTE
Service Worker I	PW-535-1285-07	FT
Equipment Operator	PW-535-1263-06	FT
Service Worker I	PW-535-1285-04	FT
Public Works Supervisor	PW-535-1290-02	FT
Service Worker I	PW-535-1285-03	FT
Crew Leader	PW-535-1253-04	FT
Service Worker II	PW-535-1286-06	FT
Service Worker II	PW-535-1286-10	VCT
Overtime		
Full-Time Position		7
VACANT Full-Time Position		1
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
Total Positions		8

### COST CENTER ORGANIZATIONAL CHART



### LEGEND







**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**432-535 - SEWER DEPARTMENT  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>432-535</b>						
512.0100	Regular Salaries	\$ 182,599	\$ 228,631	\$ 225,531	\$ 271,550	18.8 %
514.0100	Overtime - GE	5,096	8,000	8,225	8,240	3.0 %
514.0150	Overtime - Holiday General	147	-	704	-	- %
	Employees					
521.0100	Fica Taxes	13,808	18,102	18,102	21,404	18.2 %
522.2100	Retirement General Employee	53,775	57,903	57,903	62,729	8.3 %
523.0100	Health Insurance	33,717	37,645	37,645	45,326	20.4 %
523.0300	Insurance & EAP	692	752	904	1,061	41.1 %
524.0100	Workers' Compensation	4,360	4,771	4,771	5,586	17.1 %
529.9900	Reimbursement Of Personnel Costs	(122)	-	(881)	-	- %
	<b>Total Personnel Expenses</b>	<b>294,072</b>	<b>355,804</b>	<b>352,904</b>	<b>415,896</b>	<b>16.9 %</b>
531.1600	Contract Services	-	11,116	10,000	32,221	189.9 %
531.2000	Engineering Services	-	12,864	864	15,000	16.6 %
540.5100	Travel and Per Diem	314	508	694	4,000	687.4 %
541.1100	Communications	1,110	1,368	1,325	1,488	8.8 %
544.0500	Operating Lease	75	230	75	403	75.2 %
544.1500	Rental Expenses	-	1,000	-	10,000	900.0 %
545.1200	Insurance	15,482	10,746	12,771	10,548	(1.8)%
545.9900	Insurance Contingency - Vehicle	(31,022)	41,052	40,142	-	(100.0)%
546.3400	Repair & Maintenance	6,121	38,378	30,179	66,250	72.6 %
546.3600	Repair & Maintenance - Utility	6,225	26,831	11,786	80,000	198.2 %
546.4000	Vehicle Repair & Maintenance	21,114	15,000	9,000	20,000	33.3 %
551.1200	Office Supplies	53	200	100	700	250.0 %
552.1500	Fuel and Lubricants	11,093	13,200	17,623	20,000	51.5 %
552.2300	Operating Expenses	4,046	6,618	5,959	7,000	5.8 %
552.3900	Safety Program Expense	1,075	1,950	839	3,000	53.8 %
552.4200	Small Tools/Equipment	1,717	2,115	1,364	4,590	117.0 %
552.5100	Uniform Purchases And Cleaning	1,361	2,800	1,954	4,300	53.6 %
554.0100	Non-Capitalized Equipment	802	1,000	950	9,999	899.9 %
555.1300	Technical/Training	1,511	5,215	3,145	7,000	34.2 %
559.0100	Depreciation Expense	415,075	-	422,099	-	- %
595.0000	Doubtful Accts Exp	1,813	-	-	-	- %
	<b>Total Operating Expenses</b>	<b>457,965</b>	<b>192,191</b>	<b>570,869</b>	<b>296,499</b>	<b>54.3 %</b>
564.0100	Machinery & Equipment	12,794	855	855	24,000	2,707.0 %
564.0200	Office Furniture	-	-	-	2,000	- %
564.4900	Capital Leases	113,731	48,000	48,000	-	(100.0)%
	<b>Total Capital Purchases</b>	<b>126,525</b>	<b>48,855</b>	<b>48,855</b>	<b>26,000</b>	<b>(46.8)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**432-535 - SEWER DEPARTMENT**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>432-535</b>						
571.0100	Princ - Lease	123,723	92,322	92,322	49,460	(46.4)%
571.0400	Principal - Loan 2004	63,161	66,500	66,500	69,656	4.7 %
571.0500	Principal - Loan 2005	129,948	136,500	136,500	142,358	4.3 %
571.0700	Principal - Loan 2007	89,495	93,500	93,500	97,606	4.4 %
572.0100	Interest Expense	2,994	2,920	2,920	2,292	(21.5)%
572.0400	Interest Expense - Loan 2004	22,933	20,000	21,750	22,250	11.3 %
572.0500	Interest Expense - Loan 2005	59,257	59,000	63,300	61,250	3.8 %
572.0700	Interest Expense - Loan 2007	51,443	50,000	53,500	53,000	6.0 %
573.0500	New Debt Service	-	932	-	22,440	2,307.7 %
	<b>Total Debt Service</b>	<b>542,954</b>	<b>521,674</b>	<b>530,292</b>	<b>520,312</b>	<b>(0.3)%</b>
591.0100	Transfer Out - Admin Services	181,811	171,133	171,133	178,792	4.5 %
591.4400	Transfer To Stormwater - Subsidy	57,000	51,000	51,000	69,097	35.5 %
	<b>Total Transfers-Out</b>	<b>238,811</b>	<b>222,133</b>	<b>222,133</b>	<b>247,889</b>	<b>11.6 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,660,327</b>	<b>\$ 1,340,657</b>	<b>\$ 1,725,053</b>	<b>\$ 1,506,596</b>	<b>12.4 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

SEWER DEPARTMENT  
FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-SEWER DEPARTMENT			
432-535-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	271,550	271,550
Totals for GL# 432-535-512.0100-REGULAR SALARIES			271,550
432-535-514.0100 OVERTIME - GE			
OVERTIME - GE	1	8,240	8,240
Totals for GL# 432-535-514.0100-OVERTIME - GE			8,240
432-535-521.0100 FICA TAXES			
FICA TAXES	1	21,404	21,404
Totals for GL# 432-535-521.0100-FICA TAXES			21,404
432-535-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	62,729	62,729
Totals for GL# 432-535-522.2100-RETIREMENT GENERAL EMPLOYEE			62,729
432-535-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	5	5,720	28,600
HEALTH INSURANCE - CHILD(ERN)	2	8,363	16,726
Totals for GL# 432-535-523.0100-HEALTH INSURANCE			45,326
432-535-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,061	1,061
Totals for GL# 432-535-523.0300-LIFE INSURANCE & EAP			1,061
432-535-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	5,586	5,586
Totals for GL# 432-535-524.0100-WORKERS' COMPENSATION			5,586
432-535-531.1600 CONTRACT SERVICES			
CONTRACT SERVICE AS NEEDED - SEWER	1	10,000	10,000
SMOKE TESTING - SEWER	1	20,000	20,000
GPS DEVICE ANNUALLY 16263;17317;20202;20208;20211;20510	6	370	2,221
Totals for GL# 432-535-531.1600-CONTRACT SERVICES			32,221
432-535-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES AS NEEDED	1	15,000	15,000
Totals for GL# 432-535-531.2000-ENGINEERING SERVICES			15,000
432-535-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	4,000	4,000
Totals for GL# 432-535-540.5100-TRAVEL AND PER DIEM			4,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

SEWER DEPARTMENT  
FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-SEWER DEPARTMENT			
432-535-541.1100 COMMUNICATIONS			
CELL SERVICE-FOREMAN	12	60	720
CELL SERVICE-CREW	12	4	48
CELL SERVICE-SUPERVISOR	12	60	720
Totals for GL# 432-535-541.1100-COMMUNICATIONS			1,488
432-535-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
RICOH MP2555 - LEASE P# 4-15 OF 36	12	19	228
RICOH MP2555 MAINT (12 MONTH)	1	100	100
Totals for GL# 432-535-544.0500-OPERATING LEASE			403
432-535-544.1500 RENTAL EXPENSES			
RENTAL EXPENSES	1	10,000	10,000
Totals for GL# 432-535-544.1500-RENTAL EXPENSES			10,000
432-535-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,637	10,548
Totals for GL# 432-535-545.1200-INSURANCE			10,548
432-535-546.3400 REPAIR & MAINTENANCE			
REPAIRS AND MAINTENANCE	1	40,000	40,000
MANHOLE RING & COVERS	75	350	26,250
Totals for GL# 432-535-546.3400-REPAIR & MAINTENANCE			66,250
432-535-546.3600 REPAIR & MAINTENANCE - UTILITY			
REPAIR AND MAINTENANCE-UTILITIES	1	80,000	80,000
Totals for GL# 432-535-546.3600-REPAIR & MAINTENANCE - UTILITY			80,000
432-535-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR & MAINTENANCE	1	20,000	20,000
Totals for GL# 432-535-546.4000-VEHICLE REPAIR & MAINTENANCE			20,000
432-535-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	700	700
Totals for GL# 432-535-551.1200-OFFICE SUPPLIES			700
432-535-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL-LUBRICANTS	1	20,000	20,000
Totals for GL# 432-535-552.1500-FUEL AND LUBRICANTS			20,000
432-535-552.2300 OPERATING EXPENSES			
CENTRAL STORES ISSUES	1	5,000	5,000
CHEMICALS-LIME AS NEEDED	1	2,000	2,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

SEWER DEPARTMENT  
FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-SEWER DEPARTMENT			
Totals for GL# 432-535-552.2300-OPERATING EXPENSES			7,000
432-535-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	1,000	1,000
SAFETY FOOTWEAR PROGRAM	10	100	1,000
SAFETY ZONE SIGNS	1	1,000	1,000
Totals for GL# 432-535-552.3900-SAFETY PROGRAM EXPENSE			3,000
432-535-552.4200 SMALL TOOLS/EQUIPMENT			
SAWS-WRENCHES-HAND TOOLS	1	4,000	4,000
EVX539 DIGITAL PORTABLE RADIOS	2	295	590
Totals for GL# 432-535-552.4200-SMALL TOOLS/EQUIPMENT			4,590
432-535-552.5100 UNIFORM PURCHASES AND CLEANING			
SUPERVISOR'S UNIFORMS	1	300	300
UNIFORM RENTAL-8 EMPLOYEES	1	4,000	4,000
Totals for GL# 432-535-552.5100-UNIFORM PURCHASES AND CLEANING			4,300
432-535-554.0100 NON-CAPITALIZED EQUIPMENT			
LARGER TOOLS & OFFICE EQUIPMENT	1	8,000	8,000
PLATE COMPACTOR	1	1,999	1,999
Totals for GL# 432-535-554.0100-NON-CAPITALIZED EQUIPMENT			9,999
432-535-555.1300 TECHNICAL/TRAINING			
TECHNICAL AND TRAINING	1	7,000	7,000
Totals for GL# 432-535-555.1300-TECHNICAL/TRAINING			7,000
432-535-564.0100 MACHINERY & EQUIPMENT			
HYDRAULIC POWER UNIT & EQUIPMENT	1	10,000	10,000
IPT DIAPHRAGM PUMP 3"PORT & HOSES	1	2,500	2,500
TRUCK MOUNT GENERATOR	1	2,500	2,500
CONFINED SPACE EQUIPMENT	1	9,000	9,000
Totals for GL# 432-535-564.0100-MACHINERY & EQUIPMENT			24,000
432-535-564.0200 OFFICE FURNITURE			
SUPERVISOR DESK	1	2,000	2,000
Totals for GL# 432-535-564.0200-OFFICE FURNITURE			2,000
432-535-571.0100 PRINC - LEASE			
P# 15-16F FA #20210 F350/20211 F550/20202 VAC TRUCK			
P# 11-14 FA #20319 DEWATERING, 20309 MINI-EXCAVATOR	4	2,858	11,432



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

SEWER DEPARTMENT  
FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-SEWER DEPARTMENT			
P# 07-10 FA#17484 CAMERA RETROFIT, 20401			
FRONT END LOADER (1/4)	4	7,030	28,120
P# 03-06 2018 LEASE	4	2,477	9,908
Totals for GL# 432-535-571.0100-PRINC - LEASE			49,460
432-535-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	69,656	69,656
Totals for GL# 432-535-571.0400-PRINC-BOA LOAN 2004			69,656
432-535-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	142,358	142,358
Totals for GL# 432-535-571.0500-PRINC-BOA LOAN 2005			142,358
432-535-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	97,606	97,606
Totals for GL# 432-535-571.0700-PRINC-BOA LOAN 2007			97,606
432-535-572.0100 INT EXP - LEASE			
P# 15-16F FA #20210 F350/20211 F550/20202 VAC TRUCK			
P# 11-14 FA #20319 DEWATERING, 20309 MINI-EXCAVATOR	4	53	212
P# 07-10 FA#17484 CAMERA RETROFIT, 20401			
FRONT END LOADER (1/4)	4	307	1,228
P# 03-06 2018 LEASE	4	213	852
Totals for GL# 432-535-572.0100-INT EXP - LEASE			2,292
432-535-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	1	22,250	22,250
Totals for GL# 432-535-572.0400-INT EXP-BOA LOAN 2004			22,250
432-535-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	61,250	61,250
Totals for GL# 432-535-572.0500-INT EXP-BOA LOAN 2005			61,250
432-535-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	53,000	53,000
Totals for GL# 432-535-572.0700-INT EXP-BOA LOAN 2007			53,000
432-535-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE - SRF LOAN (EQ BASIN)	2	11,220	22,440
Totals for GL# 432-535-573.0500-NEW DEBT SERVICE			22,440
432-535-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

SEWER DEPARTMENT  
FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-SEWER DEPARTMENT			
ALLOCATIONS	1	178,792	178,792
Totals for GL# 432-535-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			178,792
432-535-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
STORMWATER SUBSIDY	1	69,097	69,097
Totals for GL# 432-535-591.4400-TRANSFER TO STORMWATER - SUBSIDY			69,097
Totals for dept 535-SEWER DEPARTMENT			1,506,596



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“Just because something doesn’t do what you planned it to do  
Doesn’t mean it’s useless.”

Thomas A. Edison





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Customer Service Department - 536**

Fund: Water and Sewer Fund - 432  
Department: City Clerk

Contact Hours: Monday through Friday, 8:00 to 5:00  
Location: City Hall, 516 8<sup>th</sup> Ave. West, Palmetto, FL 34221

Primary Duties

- Maintains all utility billing records
- Ensure timely meter reading
- Responsible for cash receipting and bank deposits

Future Challenges or Issues facing the Cost Center

- The new software and new telemeters will result in new procedures and initially, increased training time.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

- |  |
|--|
| 1. Produce timely billing each and every time                  |
| 2. Reduce the number of meter re-reads monthly                 |
| 3. Keep accurate billing records resulting in few adjustments. |
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|  |



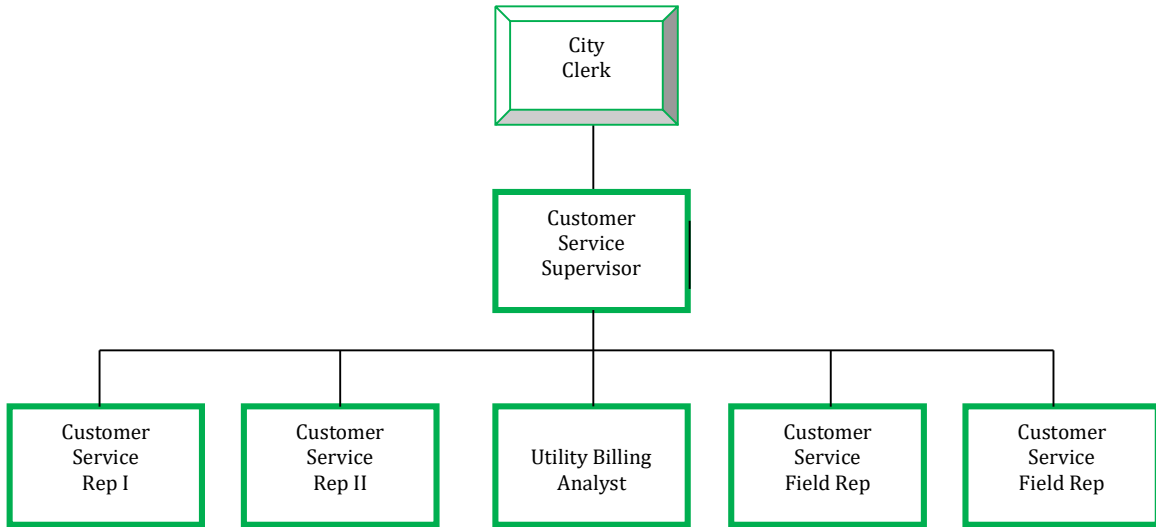
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Utility Customer Service  
Organizational Information**

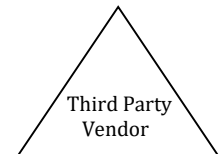
<b>Total Personnel Wages</b>	\$ 225,328
<b>Total Benefits</b>	\$ 116,701
<b>Total Personnel Cost</b>	<b>\$ 342,029</b>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Customer Service Field Rep	CH-536-1233-02	FT
Customer Service Rep II	CH-536-1200-02	FT
Customer Service Manager	CH-536-1231-01	FT
Customer Service Field Rep II	CH-536-1234-01	FT
Customer Service Rep. I	CH-536-1201-02	FT
Utility Billing Analyst	CH-536-1295-01	FT
Overtime		-
Full-Time Position		6
VACANT Full-Time Position		0
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<b>6</b>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**432-536 - CUSTOMER SERVICE  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>432-536</b>						
512.0100	Regular Salaries	\$ 184,586	\$ 212,914	\$ 209,901	\$ 224,328	5.4 %
514.0100	Overtime - GE	67	1,000	900	1,000	- %
514.0150	Overtime - Holiday General Employees	-	-	100	-	- %
521.0100	Fica Taxes	13,243	16,364	14,905	17,239	5.3 %
522.2100	Retirement General Employee	52,224	52,345	52,835	50,519	(3.5)%
523.0100	Health Insurance	32,186	41,474	42,323	46,276	11.6 %
523.0300	Insurance & EAP	695	700	813	863	23.3 %
524.0100	Workers' Compensation	1,321	1,840	2,016	1,804	(2.0)%
	<b>Total Personnel Expenses</b>	<b>284,322</b>	<b>326,637</b>	<b>323,793</b>	<b>342,029</b>	<b>4.7 %</b>
531.1600	Contract Services	735	1,000	1,100	2,113	111.3 %
540.5100	Travel and Per Diem	63	1,650	170	1,600	(3.0)%
541.1100	Communications	809	1,320	930	1,320	- %
542.1200	Postage/Mailing Service	34,249	38,400	38,200	38,400	- %
545.1200	Insurance	8,187	8,870	9,984	8,680	(2.1)%
546.3400	Repair & Maintenance	4,284	2,923	3,098	2,665	(8.8)%
546.4000	Vehicle Repair & Maintenance	2,566	1,650	1,150	1,500	(9.1)%
547.5100	Printing And Binding	4,972	8,440	4,315	7,500	(11.1)%
549.9600	Bank Service Charges	23,317	27,500	26,500	26,500	(3.6)%
551.1200	Office Supplies	1,569	2,240	1,650	2,000	(10.7)%
552.1500	Fuel and Lubricants	2,951	4,000	4,500	4,200	5.0 %
552.2300	Operating Expenses	1,013	3,360	3,125	4,500	33.9 %
552.3900	Safety Program Expense	-	700	462	650	(7.1)%
552.4200	Small Tools/Equipment	504	4,200	4,200	700	(83.3)%
552.5100	Uniform Purchases And Cleaning	798	2,060	1,125	2,060	- %
554.0100	Non-Capitalized Equipment	1,644	2,500	-	2,200	(12.0)%
555.1300	Technical/Training	218	2,200	500	2,150	(2.3)%
559.0100	Depreciation Expense	15	-	3,266	-	- %
	<b>Total Operating Expenses</b>	<b>87,894</b>	<b>113,013</b>	<b>104,275</b>	<b>108,738</b>	<b>(3.8)%</b>
564.4900	Capital Leases	22,675	24,000	22,753	-	(100.0)%
	<b>Total Capital Purchases</b>	<b>22,675</b>	<b>24,000</b>	<b>22,753</b>	<b>-</b>	<b>(100.0)%</b>
571.0100	Principal	2,697	8,342	8,342	11,436	37.1 %
572.0100	Interest Expense	218	665	665	752	13.1 %
573.0500	New Debt Service	-	(19)	-	-	(100.0)%
	<b>Total Debt Service</b>	<b>2,915</b>	<b>8,988</b>	<b>9,007</b>	<b>12,188</b>	<b>35.6 %</b>
591.0100	Transfer Out - Admin Services	151,937	148,813	148,813	154,693	4.0 %
	<b>Total Transfers-Out</b>	<b>151,937</b>	<b>148,813</b>	<b>148,813</b>	<b>154,693</b>	<b>4.0 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 549,743</b>	<b>\$ 621,451</b>	<b>\$ 608,641</b>	<b>\$ 617,648</b>	<b>(0.6)%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**CUSTOMER SERVICE DEPARTMENT  
FUND 432; DEPARTMENT 536**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-CUSTOMER SERVICE			
432-536-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	224,328	224,328
Totals for GL# 432-536-512.0100-REGULAR SALARIES			224,328
432-536-514.0100 OVERTIME - GE			
OVERTIME	1	1,000	1,000
Totals for GL# 432-536-514.0100-OVERTIME - GE			1,000
432-536-521.0100 FICA TAXES			
FICA TAXES	1	17,239	17,239
Totals for GL# 432-536-521.0100-FICA TAXES			17,239
432-536-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	50,519	50,519
Totals for GL# 432-536-522.2100-RETIREMENT GENERAL EMPLOYEE			50,519
432-536-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	3	5,720	17,160
HEALTH INSURANCE - FAMILY	1	12,390	12,390
HEALTH INSURANCE - CHILDREN	2	8,363	16,726
Totals for GL# 432-536-523.0100-HEALTH INSURANCE			46,276
432-536-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	863	863
Totals for GL# 432-536-523.0300-LIFE INSURANCE & EAP			863
432-536-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,804	1,804
Totals for GL# 432-536-524.0100-WORKERS' COMPENSATION			1,804
432-536-531.1600 CONTRACT SERVICES			
FEES FOR COLLECTION SERVICES	1	1,000	1,000
GPS ANNUALLY 20455/20482/17655	3	371	1,113
Totals for GL# 432-536-531.1600-CONTRACT SERVICES			2,113
432-536-540.5100 TRAVEL AND PER DIEM			
CSR MILEAGE AND PER DIEM	4	100	400
TRAINING CONFERENCE: HOTEL EXPENSE	4	300	1,200
Totals for GL# 432-536-540.5100-TRAVEL AND PER DIEM			1,600
432-536-541.1100 COMMUNICATIONS			
CELL SERVICE CUSTOMER SERVICE	12	10	120
CELL SERVICE 2 FIELD REPS	12	100	1,200
Totals for GL# 432-536-541.1100-COMMUNICATIONS			1,320



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CUSTOMER SERVICE DEPARTMENT  
FUND 432; DEPARTMENT 536

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-CUSTOMER SERVICE			
432-536-542.1200 POSTAGE/MAILING SERVICE			
CITY HALL POSTAGE METER	4	600	2,400
MAILING SERVICE - UTILITY BILLS	1	36,000	36,000
Totals for GL# 432-536-542.1200-POSTAGE/MAILING SERVICE			38,400
432-536-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	2,170	8,680
Totals for GL# 432-536-545.1200-INSURANCE			8,680
432-536-546.3400 REPAIR & MAINTENANCE			
METER READERS SUPPLIES/METER REPAIRS	1	800	800
NEPTUNE MAINTENANCE AGREEMENT - METER READER SOFTWARE	1	350	350
ANNUAL SUPPORT - R900 BLUETOOTH BELT CLIP	1	300	300
ANNUAL SUPPORT - MRX920V2 MOBILE DATA COLLECTOR	1	1,215	1,215
Totals for GL# 432-536-546.3400-REPAIR & MAINTENANCE			2,665
432-536-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA #17658 VEHICLE MAINTENANCE - RANGER			
FA #17655 VEHICLE MAINTENANCE - EXPEDITION	1	500	500
FA #20455 VEHICLE MAINTENANCE - FRONTIER	1	500	500
FA #20483 VEHICLE MAINTENANCE - FRONTIER	1	500	500
Totals for GL# 432-536-546.4000-VEHICLE REPAIR & MAINTENANCE			1,500
432-536-547.5100 PRINTING AND BINDING			
BILL PAPER AND ENVELOPES	1	7,500	7,500
Totals for GL# 432-536-547.5100-PRINTING AND BINDING			7,500
432-536-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	9,000	9,000
CREDIT CARD FEES	1	17,500	17,500
Totals for GL# 432-536-549.9600-BANK SERVICE CHARGES			26,500
432-536-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	4	250	1,000
TONER CARTRIDGES FOR BILLING	4	250	1,000
Totals for GL# 432-536-551.1200-OFFICE SUPPLIES			2,000
432-536-552.1500 FUEL AND LUBRICANTS			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

CUSTOMER SERVICE DEPARTMENT  
FUND 432; DEPARTMENT 536

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-CUSTOMER SERVICE			
FUEL FOR METER READER VEHICLES	1	4,200	4,200
Totals for GL# 432-536-552.1500-FUEL AND LUBRICANTS			4,200
432-536-552.2300 OPERATING EXPENSES			
MANATEE COUNTY RECORDING FEES	1	4,000	4,000
ERSI-ARCGIS ONLINE USER LICENSE (LEVEL 1 & 2)	1	500	500
Totals for GL# 432-536-552.2300-OPERATING EXPENSES			4,500
432-536-552.3900 SAFETY PROGRAM EXPENSE			
PPE CENTRAL STORE ISSUES	2	125	250
SAFETY SHOES - FIELD REPS	2	100	200
PROTECTIVE PERSONAL EQUIP (PPE):GOGGLES, RAIN GEAR, VESTS.	2	100	200
Totals for GL# 432-536-552.3900-SAFETY PROGRAM EXPENSE			650
432-536-552.4200 SMALL TOOLS/EQUIPMENT			
TOOLS/SUPPLIES FOR FIELD REPS	1	700	700
Totals for GL# 432-536-552.4200-SMALL TOOLS/EQUIPMENT			700
432-536-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM CHANGE OUTS	2	50	100
UNIFORM SERVICE - RENTAL	2	305	610
UNIFORM SHIRTS FOR CSR'S ,METER READERS, AND SUPERVISOR	6	225	1,350
Totals for GL# 432-536-552.5100-UNIFORM PURCHASES AND CLEANING			2,060
432-536-554.0100 NON CAPITALIZED EQUIPMENT			
SCANNER PURCHASE	2	500	1,000
NEW TABLETS - CSR FIELD REPS.	2	600	1,200
Totals for GL# 432-536-554.0100-NON CAPITALIZED EQUIPMENT			2,200
432-536-555.1300 TECHNICAL/TRAINING			
CONFERENCE - CUSTOMER SERVICE	4	400	1,600
SAFETY PROGRAMS BY FLC	1	100	100
WATER DISTRIBUTION COURSE - FIELD REPS	2	225	450
Totals for GL# 432-536-555.1300-TECHNICAL/TRAINING			2,150
432-536-571.0100 PRINC - LEASE			
P# 07-10 FA#20455 PICKUP	4	1,398	5,592
P# 03-06 2018 LEASE	4	1,461	5,844
Totals for GL# 432-536-571.0100-PRINC - LEASE			11,436
432-536-572.0100 INT EXP - LEASE			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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CUSTOMER SERVICE DEPARTMENT  
FUND 432; DEPARTMENT 536

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-CUSTOMER SERVICE			
P# 07-10 FA#20455 PICKUP	4	62	248
P# 03-06 2018 LEASE	4	126	504
Totals for GL# 432-536-572.0100-INT EXP - LEASE			752
432-536-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	154,693	154,693
Totals for GL# 432-536-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			154,693
Totals for dept 536-CUSTOMER SERVICE			617,648



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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"Without leaps of imagination, or dreaming, we lose the excitement of possibilities.

Dreaming, after all, is a form of planning."

Gloria Steinem





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**432-537 - WWTP**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>432-537</b>						- %
<b>0</b>						
531.1600	Contract Services	1,494,657	1,518,779	1,513,942	1,541,718	1.5 %
531.2000	Engineering Services	-	-	24,145	-	- %
543.0000	Utility Services	232,175	250,000	225,586	251,448	0.6 %
544.1500	Rental Expenses	-	-	-	500	- %
545.1200	Insurance	38,871	39,144	55,201	56,186	43.5 %
546.3400	Repair & Maintenance	2,469	5,000	11,265	10,000	100.0 %
546.4000	Vehicle Repair & Maintenance	2,390	7,472	7,000	2,500	(66.5)%
552.0000	Operating Expenses - Veolia	1,468	954	906	3,200	235.4 %
552.1500	Fuel and Lubricants	858	1,400	1,378	2,500	78.6 %
552.2300	Operating Expenses	629	374	650	1,500	301.1 %
552.3900	Safety Program Expense	-	900	815	1,000	11.1 %
552.4200	Small Tools/Equipment	-	-	-	100	- %
559.0100	Depreciation Expense	66,833	-	72,690	-	- %
	<b>Total Operating Expenses</b>	<b>1,840,350</b>	<b>1,824,023</b>	<b>1,913,578</b>	<b>1,870,652</b>	<b>2.6 %</b>
564.0100	Machinery & Equipment	56,770	90,000	23,152	90,000	- %
	<b>Total Capital Purchases</b>	<b>56,770</b>	<b>90,000</b>	<b>23,152</b>	<b>90,000</b>	<b>- %</b>
591.0100	Transfer Out - Admin Services	30,866	29,983	29,983	33,568	12.0 %
	<b>Total Transfers-Out</b>	<b>30,866</b>	<b>29,983</b>	<b>29,983</b>	<b>33,568</b>	<b>12.0 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,927,986</b>	<b>\$ 1,944,006</b>	<b>\$ 1,966,713</b>	<b>\$ 1,994,220</b>	<b>2.6 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

WASTE WATER TREATMENT PLANT DEPARTMENT  
FUND 432; DEPARTMENT 537

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 537-WASTE WATER TREATMENT PLANT			
432-537-531.1600 CONTRACT SERVICES			
CONTRACT-VEOLIA	1	1,541,718	1,541,718
Totals for GL# 432-537-531.1600-CONTRACT SERVICES			1,541,718
432-537-543.0000 UTILITY SERVICES			
UTILITY SERVICES-WWTP	1	251,448	251,448
Totals for GL# 432-537-543.0000-UTILITY SERVICES			251,448
432-537-544.1500 RENTAL EXPENSES			
RENTAL EXPENSE - GENERATOR	1	500	500
Totals for GL# 432-537-544.1500-RENTAL EXPENSES			500
432-537-545.1200 INSURANCE			
B-1 POLLUTION AND REMEDIATION	1	3,350	3,350
FLOOD INSURANCE (MAY 2019)	1	7,080	7,080
GEN LIAB-AUTO-PROPERTY INSURANCE	4	11,439	45,756
Totals for GL# 432-537-545.1200-INSURANCE			56,186
432-537-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	10,000	10,000
Totals for GL# 432-537-546.3400-REPAIR & MAINTENANCE			10,000
432-537-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR AND MAINTENANCE	1	2,500	2,500
Totals for GL# 432-537-546.4000-VEHICLE REPAIR & MAINTENANCE			2,500
432-537-552.0000 OPERATING EXPENSES - VEOLIA			
OPERATING EXPENSES-VEOLIA	1	3,200	3,200
Totals for GL# 432-537-552.0000-OPERATING EXPENSES - VEOLIA			3,200
432-537-552.1500 FUEL & LUBRICANTS			
FUEL FOR VEHICLES	1	2,500	2,500
Totals for GL# 432-537-552.1500-FUEL & LUBRICANTS			2,500
432-537-552.2300 OPERATING EXPENSES			
FIRE EXTINGUISHER MAINTENANCE	1	1,000	1,000
OPERATING EXPENSES	1	500	500
Totals for GL# 432-537-552.2300-OPERATING EXPENSES			1,500
432-537-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	1,000	1,000
Totals for GL# 432-537-552.3900-SAFETY PROGRAM EXPENSE			1,000
432-537-552.4200 SMALL TOOLS/EQUIPMENT			



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

WASTE WATER TREATMENT PLANT DEPARTMENT  
FUND 432; DEPARTMENT 537

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 537-WASTE WATER TREATMENT PLANT			
TOOLS AS NEEDED	1	100	100
Totals for GL# 432-537-552.4200-SMALL TOOLS/EQUIPMENT			100
432-537-564.0100 MACHINERY & EQUIPMENT			
PUMP REPLACEMENT AS NEEDED	1	90,000	90,000
Totals for GL# 432-537-564.0100-MACHINERY & EQUIPMENT			90,000
432-537-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS TO GENERAL FUND	1	33,568	33,568
Totals for GL# 432-537-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			33,568
Totals for dept 537-WASTE WATER TREATMENT PLANT			1,994,220



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“We’re not planning for the future. If we continue to spend ourselves into oblivion,  
we are going to destroy this nation.”

Benjamin Carson



**CITY OF PALMETTO,  
FLORIDA 2018-2019 BUDGET**

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**Stormwater Fund  
Fund #440**



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Stormwater - 538**

Fund: Stormwater Fund - 440  
Department: Public Works

Contact Hours: Monday through Friday, 7:00 to 4:00  
Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Responsible for the development of the stormwater management plan and improvement of storm water drainage quality

Future Challenges or Issues facing the Cost Center

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

Cost Center Goals and Objectives:

1. Continue striving to alleviate all flooding within the City
2. Maintain ditches by mowing and reshaping



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**440 - STORMWATER FUND**  
**Fund Summary**

Account	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 4,686,251	\$ 5,042,271	\$ 5,042,271	\$ 5,279,928	4.7 %
<b>Revenues</b>					
Charges for Services	778,640	792,500	792,000	775,000	(2.2)%
Interest Revenue	3,008	2,009	2,500	2,000	(0.4)%
Miscellaneous	338	435	342	-	(100.0)%
Transfers In	262,333	186,000	186,000	498,193	167.8 %
Non-Revenue/Fund Balance	-	145,000	-	111,550	(23.1)%
<b>Total Revenues</b>	<b>1,044,319</b>	<b>1,125,944</b>	<b>980,842</b>	<b>1,386,743</b>	<b>23.2 %</b>
<b>Expenses</b>					
Personnel costs	236,050	268,314	239,447	269,608	0.5 %
Operating Expense	226,847	89,993	282,608	101,765	13.1 %
Capital Expense	66,658	168,089	56,539	401,550	138.9 %
Debt Service	459,475	475,492	479,739	485,478	2.1 %
Transfer Out	128,408	124,056	124,056	128,174	3.3 %
<b>Total Expenditure</b>	<b>1,117,438</b>	<b>1,125,944</b>	<b>1,182,389</b>	<b>1,386,575</b>	<b>23.1 %</b>
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(73,119)	-	(201,547)	168	- %
Conversion to Full Accrual	(429,139)	(406,710)	(439,204)	(685,336)	68.5 %
Excess Revenue Over (Under) Expenditures	356,020	406,710	237,657	685,504	68.5 %
<b>Total net Position, End of Year</b>	<b>5,042,271</b>	<b>5,448,981</b>	<b>5,279,928</b>	<b>5,965,432</b>	<b>9.5 %</b>
Net Investment in Capital Assets	4,776,139	5,312,849	5,002,746	5,799,632	9.2 %
Restricted Net Position	219,754	219,754	219,754	219,754	- %
Unrestricted Net Position	46,378	(83,622)	57,428	(53,954)	(35.5)%
<b>Total net Position, End of Year</b>	<b>\$ 5,042,271</b>	<b>\$ 5,448,981</b>	<b>\$ 5,279,928</b>	<b>\$ 5,965,432</b>	<b>9.5 %</b>

**440-000 - STORMWATER REVENUE**  
**Fund Revenue Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>440-000</b>						
343.9100	Stormwater Charges	\$ 767,716	\$ 780,000	\$ 780,000	\$ 765,000	(1.9)%
343.9700	Stormwater Misc Charges	(62)	-	-	-	- %
343.9900	Stormwater Penalties	10,986	12,500	12,000	10,000	(20.0)%
	<b>Total Stormwater Services</b>	<b>778,640</b>	<b>792,500</b>	<b>792,000</b>	<b>775,000</b>	<b>(2.2)%</b>
	<b>TOTAL UTILITY SERVICES</b>	<b>778,640</b>	<b>792,500</b>	<b>792,000</b>	<b>775,000</b>	<b>(2.2)%</b>
361.0100	Investment Earnings	3,008	2,009	2,500	2,000	(0.4)%
	<b>TOTAL INTEREST REVENUE</b>	<b>3,008</b>	<b>2,009</b>	<b>2,500</b>	<b>2,000</b>	<b>(0.4)%</b>
369.7401	Other Misc Rev/Ins Premium Reimbursement	338	435	342	-	(100.0)%
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>338</b>	<b>435</b>	<b>342</b>	<b>-</b>	<b>(100.0)%</b>
381.7307	Transfer In - Subsidy - Road & Bridge	65,000	64,000	64,000	70,000	9.4 %
381.7432	Transfer In - Subsidy - Water	57,000	51,000	51,000	69,096	35.5 %
381.7433	Transfer In - Subsidy - Sewer	57,000	51,000	51,000	69,097	35.5 %
381.9307-1741	Transfer-In - R&B Capital	13,333	-	-	-	- %
381.9307-1742	Transfer-In - R&B Capital	70,000	20,000	20,000	-	(100.0)%
	<b>Total Transfers-In</b>	<b>262,333</b>	<b>186,000</b>	<b>186,000</b>	<b>208,193</b>	<b>11.9 %</b>
383.7000	Capital Lease Inception	-	15,000	-	-	(100.0)%
	<b>Total Debt/Lease Proceeds</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>(100.0)%</b>
399.6000	Funding From Equity - Capital Proj	-	130,000	-	111,550	(14.2)%
	<b>Total Non-Revenue Sources</b>	<b>-</b>	<b>130,000</b>	<b>-</b>	<b>111,550</b>	<b>(14.2)%</b>
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>262,333</b>	<b>331,000</b>	<b>186,000</b>	<b>319,743</b>	<b>(3.4)%</b>
	<b>TOTAL STORMWATER REVENUES</b>	<b>\$ 1,044,319</b>	<b>\$ 1,125,944</b>	<b>\$ 980,842</b>	<b>\$ 1,096,743</b>	<b>(2.6)%</b>





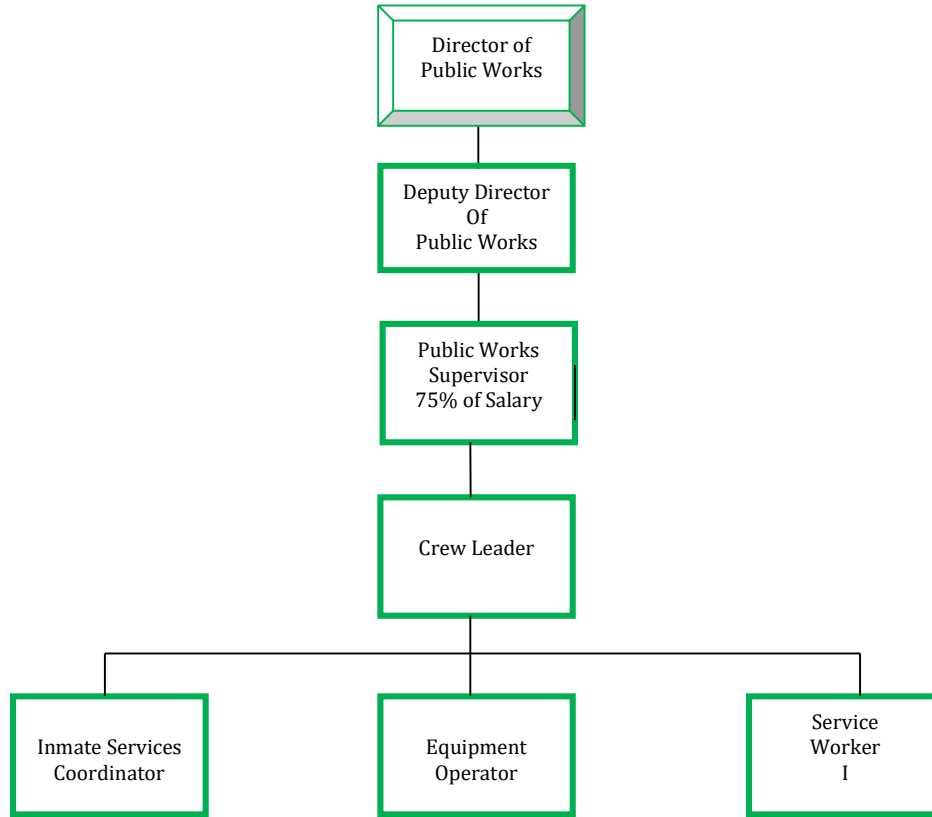
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Stormwater Services  
Organizational Information**

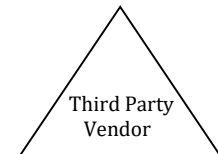
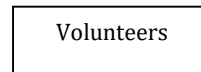
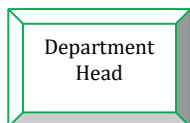
<b>Total Personnel Wages</b>	\$ 180,887
<b>Total Benefits</b>	\$ 88,721
<b>Total Personnel Cost</b>	<u>\$ 269,608</u>

<u>Job Title</u>	<u>Position ID</u>	<u>FTE</u>
Public Works Supervisor - 75% of salary	PW-538-1292-01	FT
Inmate Services Coordinator	PW-538-1287-01	FT
Crew Leader	PW-538-1253-02	FT
Service Worker I	PW-538-1285-01	FT
Equipment Operator	PW-538-1263-04	VCT
Overtime		-
Full-Time Position		4
VACANT Full-Time Position		1
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
<b>Total Positions</b>		<u>5</u>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**440-538 - STORMWATER**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>440-538</b>						
512.0100	Regular Salaries	\$ 146,494	\$ 172,531	\$ 150,237	\$ 176,387	2.2 %
514.0100	Overtime - GE	5,095	4,500	2,997	4,500	- %
514.0150	Overtime - Holiday General Employees	321	-	-	-	- %
521.0100	Fica Taxes	11,453	13,542	13,837	13,838	2.2 %
522.2100	Retirement General Employee	43,318	43,319	40,348	40,555	(6.4)%
523.0100	Health Insurance	20,782	24,259	21,649	22,880	(5.7)%
523.0300	Insurance & EAP	573	567	718	668	17.8 %
524.0100	Workers' Compensation	8,937	9,596	9,661	10,780	12.3 %
529.9900	Reimbursement Of Personnel Costs	(923)	-	-	-	- %
	<b>Total Personnel Expenses</b>	<b>236,050</b>	<b>268,314</b>	<b>239,447</b>	<b>269,608</b>	<b>0.5 %</b>
531.1600	Contract Services	11,725	25,225	17,850	26,484	5.0 %
531.2000	Engineering Services	800	7,000	2,000	7,000	- %
540.5100	Travel and Per Diem	-	2,000	-	2,000	- %
541.1100	Communications	1,754	2,352	2,190	2,352	- %
544.0500	Operating Lease	-	310	310	328	5.8 %
544.1500	Rental Expenses	-	(155)	-	1,000	(745.2)%
545.1200	Insurance	6,987	8,540	9,888	8,152	(4.5)%
546.3400	Repair & Maintenance	231	7,500	4,000	7,500	- %
546.4000	Vehicle Repair & Maintenance	1,934	7,345	4,000	7,500	2.1 %
547.5100	Printing And Binding	3	-	-	100	- %
549.9600	Bank Service Charges	232	500	1,000	500	- %
551.1200	Office Supplies	33	350	181	350	- %
552.1500	Fuel and Lubricants	8,652	8,157	9,895	14,951	83.3 %
552.2300	Operating Expenses	4,007	9,715	10,115	10,570	8.8 %
552.3900	Safety Program Expense	1,388	1,400	1,500	1,400	- %
552.4200	Small Tools/Equipment	2,304	5,000	4,647	5,590	11.8 %
552.5100	Uniform Purchases And Cleaning	942	2,050	2,036	2,050	- %
554.0100	Non-Capitalized Equipment	145	766	-	2,000	161.1 %
554.1200	Publications	-	120	100	120	- %
555.1300	Technical/Training	517	1,818	299	1,818	- %
559.0100	Depreciation Expense	212,098	-	212,597	-	- %
595.0000	Doubtful Accts Exp	(2,023)	-	-	-	- %
595.4500	OPEB Expense	(369)	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(24,513)	-	-	-	- %
	<b>Total Operating Expenses</b>	<b>226,847</b>	<b>89,993</b>	<b>282,608</b>	<b>101,765</b>	<b>13.1 %</b>
564.0100	Machinery & Equipment	5,145	3,089	3,089	-	(100.0)%
564.4900	Capital Leases	61,513	15,000	15,000	-	(100.0)%
	<b>Total Capital Purchases</b>	<b>66,658</b>	<b>18,089</b>	<b>18,089</b>	<b>-</b>	<b>(100.0)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**440-538 - STORMWATER**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>440-538</b>						
571.0000	SRF Loan-Principal-Reuse Water	162,226	167,250	167,250	172,282	3.0 %
571.0100	Principal	31,177	37,563	37,563	37,476	(0.2)%
571.0400	Principal - Loan 2004	49,573	52,252	52,252	54,670	4.6 %
571.0500	Principal - Loan 2005	117,524	123,500	123,500	128,748	4.2 %
571.0700	Principal - Loan 2007	1,981	2,100	2,100	2,160	2.9 %
572.0000	Srf Loan-Interest-Reuse Water	22,642	20,000	19,953	14,848	(25.8)%
572.0100	Interest Expense	1,637	1,771	1,771	1,194	(32.6)%
572.0400	Interest Expense - Loan 2004	17,999	16,000	17,300	17,500	9.4 %
572.0500	Interest Expense - Loan 2005	53,591	53,000	56,800	55,400	4.5 %
572.0700	Interest Expense - Loan 2007	1,125	1,100	1,250	1,200	9.1 %
573.0500	New Debt Service	-	956	-	-	(100.0)%
	<b>Total Debt Service</b>	<b>459,475</b>	<b>475,492</b>	<b>479,739</b>	<b>485,478</b>	<b>2.1 %</b>
591.0100	Transfer Out - Admin Services	128,408	124,056	124,056	128,174	3.3 %
	<b>Total Transfers-Out</b>	<b>128,408</b>	<b>124,056</b>	<b>124,056</b>	<b>128,174</b>	<b>3.3 %</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,117,438</b>	<b>\$ 975,944</b>	<b>\$ 1,143,939</b>	<b>\$ 985,025</b>	<b>0.9 %</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

STORMWATER MANAGEMENT DEPARTMENT  
FUND 440; DEPARTMENT 538

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-STORMWATER MANAGEMENT			
440-538-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	176,387	176,387
Totals for GL# 440-538-512.0100-REGULAR SALARIES			176,387
440-538-514.0100 OVERTIME - GE			
OVERTIME	1	4,500	4,500
Totals for GL# 440-538-514.0100-OVERTIME - GE			4,500
440-538-521.0100 FICA TAXES			
FICA TAXES	1	13,838	13,838
Totals for GL# 440-538-521.0100-FICA TAXES			13,838
440-538-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	40,555	40,555
Totals for GL# 440-538-522.2100-RETIREMENT GENERAL EMPLOYEE			40,555
440-538-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	4	5,720	22,880
HEALTH INSURANCE - CHILDREN		8,352	
Totals for GL# 440-538-523.0100-HEALTH INSURANCE			22,880
440-538-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	668	668
Totals for GL# 440-538-523.0300-LIFE INSURANCE & EAP			668
440-538-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	10,780	10,780
Totals for GL# 440-538-524.0100-WORKERS' COMPENSATION			10,780
440-538-531.1600 CONTRACT SERVICES			
ENVIRONMENTAL SERVICES	1	15,000	15,000
RATE STUDY - STORMWATER	1	10,000	10,000
GPS DEVICE ANNUALLY 17318;17434;17484;20318	4	371	1,484
Totals for GL# 440-538-531.1600-CONTRACT SERVICES			26,484
440-538-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	7,000	7,000
Totals for GL# 440-538-531.2000-ENGINEERING SERVICES			7,000



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

STORMWATER MANAGEMENT DEPARTMENT  
FUND 440; DEPARTMENT 538

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-STORMWATER MANAGEMENT			
440-538-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	2,000	2,000
Totals for GL# 440-538-540.5100-TRAVEL AND PER DIEM			2,000
440-538-541.1100 COMMUNICATIONS			
CELL SERVICE-SUPERVISOR	12	55	660
CELL SERVICE-FOREMAN	12	50	600
CELL SERVICE-ROADGANG	12	50	600
AIRCARD	12	37	444
CELL SERVICE - UTILITY CREW	12	4	48
Totals for GL# 440-538-541.1100-COMMUNICATIONS			2,352
440-538-544.0500 OPERATING LEASE			
RICOH MP2555 - LEASE P# 4-15 OF 36	12	19	228
RICOH MP2555 MAINT (12 MONTH)	1	100	100
Totals for GL# 440-538-544.0500-OPERATING LEASE			328
440-538-544.1500 RENTAL EXPENSES			
RENTAL EQUIPMENT	1	1,000	1,000
Totals for GL# 440-538-544.1500-RENTAL EXPENSES			1,000
440-538-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,038	8,152
Totals for GL# 440-538-545.1200-INSURANCE			8,152
440-538-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	7,500	7,500
Totals for GL# 440-538-546.3400-REPAIR & MAINTENANCE			7,500
440-538-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	7,500	7,500
Totals for GL# 440-538-546.4000-VEHICLE REPAIR & MAINTENANCE			7,500
440-538-547.5100 PRINTING AND BINDING			
BUSINESS CARDS AS NEEDED	1	100	100
Totals for GL# 440-538-547.5100-PRINTING AND BINDING			100



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

STORMWATER MANAGEMENT DEPARTMENT  
FUND 440; DEPARTMENT 538

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-STORMWATER MANAGEMENT			
440-538-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	500	500
Totals for GL# 440-538-549.9600-BANK SERVICE CHARGES			500
440-538-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	350	350
Totals for GL# 440-538-551.1200-OFFICE SUPPLIES			350
440-538-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANTS	1	14,951	14,951
Totals for GL# 440-538-552.1500-FUEL AND LUBRICANTS			14,951
440-538-552.2300 OPERATING EXPENSES			
OPERATING EXPENSES	1	10,570	10,570
Totals for GL# 440-538-552.2300-OPERATING EXPENSES			10,570
440-538-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY PROGRAM	1	500	500
SIGNS FOR TRUCK (SAFETY ZONE)	1	400	400
SAFETY SHOES	5	100	500
Totals for GL# 440-538-552.3900-SAFETY PROGRAM EXPENSE			1,400
440-538-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS AND EQUIPMENT AS NEEDED	1	5,000	5,000
EVX539 DIGITAL PORTABLE RADIO	2	295	590
Totals for GL# 440-538-552.4200-SMALL TOOLS/EQUIPMENT			5,590
440-538-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM RENTAL - 4 EMPLOYEES	1	1,750	1,750
UNIFORMS FOR SUPERVISOR	1	300	300
Totals for GL# 440-538-552.5100-UNIFORM PURCHASES AND CLEANING			2,050
440-538-554.0100 NON-CAPITALIZED EQUIPMENT			
MISC/DIGITAL RADIO	1	2,000	2,000
Totals for GL# 440-538-554.0100-NON-CAPITALIZED EQUIPMENT			2,000
440-538-554.1200 PUBLICATIONS			
NPDES FLYERS	1	120	120



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

STORMWATER MANAGEMENT DEPARTMENT  
FUND 440; DEPARTMENT 538

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-STORMWATER MANAGEMENT			
Totals for GL# 440-538-554.1200-PUBLICATIONS			120
440-538-555.1300 TECHNICAL/TRAINING			
TECHNICAL TRAINING	1	1,818	1,818
Totals for GL# 440-538-555.1300-TECHNICAL/TRAINING			1,818
440-538-571.0000 SRF LOAN-PRINCIPAL-STORMWATER			
SRF STORMWATER LOAN PRINCIPAL	1	172,282	172,282
Totals for GL# 440-538-571.0000-SRF LOAN-PRINCIPAL-STORMWATER			172,282
440-538-571.0100 PRINC - LEASE			
P# 15-16 FA# 20242 TRAILER 6' DECK	2	842	1,684
P# 11-14 FA# 20309 MINI-EXCAVATOR, 20318 F-250	4	4,573	18,292
P# 07-10 FA#17484 CAMERA RETROFIT, 20401			
FRONT END LOADER (1/4)	4	3,906	15,624
P# 03-06 2018 LEASE	4	469	1,876
Totals for GL# 440-538-571.0100-PRINC - LEASE			37,476
440-538-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	54,670	54,670
Totals for GL# 440-538-571.0400-PRINC-BOA LOAN 2004			54,670
440-538-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	128,748	128,748
Totals for GL# 440-538-571.0500-PRINC-BOA LOAN 2005			128,748
440-538-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	2,160	2,160
Totals for GL# 440-538-571.0700-PRINC-BOA LOAN 2007			2,160
440-538-572.0000 SRF LOAN-INTEREST-STORMWATER			
SRF STORMWATER LOAN INTEREST	1	14,848	14,848
Totals for GL# 440-538-572.0000-SRF LOAN-INTEREST-STORMWATER			14,848
440-538-572.0100 INT EXP - LEASE			
P# 15-16 FA# 20242 TRAILER 6' DECK	2	5	10
P# 11-14 FA# 20309 MINI-EXCAVATOR, 20318 F-250	4	84	336



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

STORMWATER MANAGEMENT DEPARTMENT  
FUND 440; DEPARTMENT 538

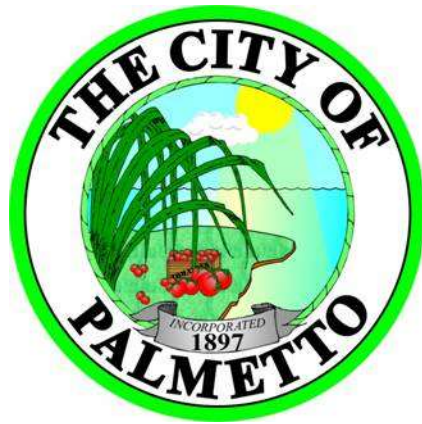
<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-STORMWATER MANAGEMENT			
P# 07-10 FA#17484 CAMERA RETROFIT, 20401			
FRONT END LOADER (1/4	4	171	684
P# 03-06 2018 LEASE	4	41	164
Totals for GL# 440-538-572.0100-INT EXP - LEASE			1,194
440-538-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	1	17,500	17,500
Totals for GL# 440-538-572.0400-INT EXP-BOA LOAN 2004			17,500
440-538-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	55,400	55,400
Totals for GL# 440-538-572.0500-INT EXP-BOA LOAN 2005			55,400
440-538-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	1,200	1,200
Totals for GL# 440-538-572.0700-INT EXP-BOA LOAN 2007			1,200
440-538-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	128,174	128,174
Totals for GL# 440-538-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			128,174
Totals for dept 538-STORMWATER MANAGEMENT			985,025





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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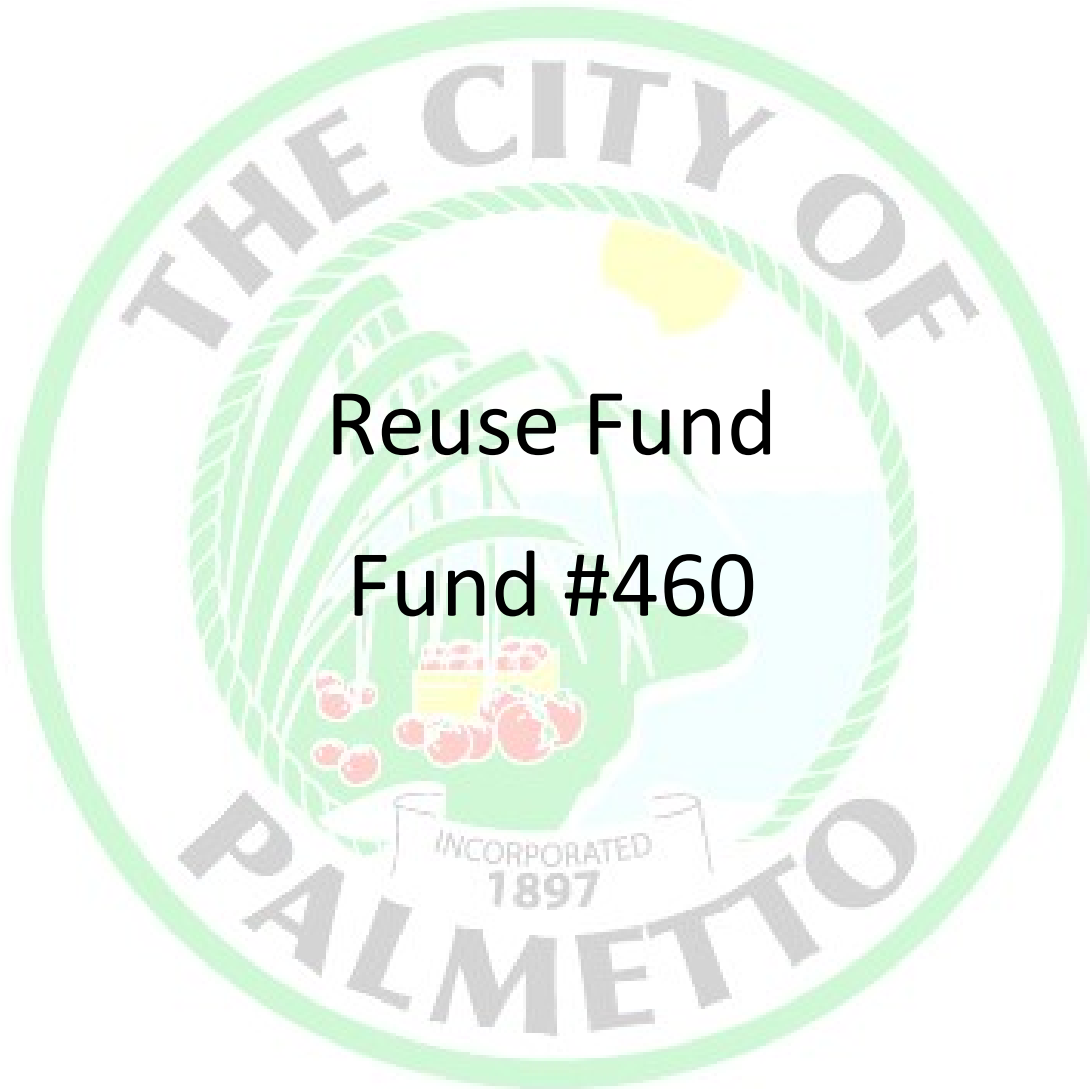
**“The best preparation for tomorrow is doing your best today.”**

**H. Jackson Brown, Jr.**



**CITY OF PALMETTO,  
FLORIDA 2018-2019 BUDGET**

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**Reuse Fund  
Fund #460**



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Reuse - 539**

Fund: Reuse Fund - 460  
Department: Public Works

Contact                   Hours: Monday through Friday, 7:00 to 4:00  
                                  Location: Public Works, 600 17<sup>th</sup> St. West, Palmetto, FL 34221

Primary Duties

- Installs, maintains and repairs the City's reuse system
- Provide customers with reuse water for irrigation as the distribution system is increased.

Future Challenges or Issues facing the Cost Center

- Fully implementing the ASR Well to improve reuse water availability with the assistance of other departments and third party vendors.
- Added 25% of Supervisor's salary to begin implementing reuse personnel costs

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies
Appearance	Beautify and enhance
Services	Maintain and improve everyday services
Infrastructure	Maintain and improve infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the City and its citizens
Historic Preservation	Preserve Palmetto's history

<u>Cost Center Goals and Objectives:</u>
1. Increase reuse system by 11,000 feet
2. Finish permitting and implementation of the ASR well



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**460 - REUSE FUND**  
**Fund Summary**

Account	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 5,544,736	\$ 6,133,411	\$ 6,133,411	\$ 6,382,467	4.1 %
<b>Revenues</b>					
Grants	344,101	405	405	-	- %
Charges for Services	409,888	417,000	430,986	430,986	3.4 %
Interest Revenue	6,706	3,500	5,000	5,000	42.9 %
Miscellaneous	-	-	27	-	- %
Non-Revenue/Fund Balance	-	569,117	-	579,467	1.8 %
<b>Total Revenues</b>	<b>760,695</b>	<b>990,022</b>	<b>436,418</b>	<b>1,015,453</b>	<b>2.6 %</b>
<b>Expenses</b>					
Personnel costs	19,993	20,513	20,718	63,292	208.5 %
Operating Expense	67,483	25,962	80,831	24,630	(5.1)%
Capital Expense	291,164	721,916	81,311	579,467	(19.7)%
Debt Service	189,193	193,844	196,944	198,254	2.3 %
Transfer Out	28,673	27,787	27,787	26,749	(3.7)%
<b>Total Expenditure</b>	<b>596,506</b>	<b>990,022</b>	<b>407,591</b>	<b>892,392</b>	<b>(9.9)%</b>
Excess Revenue Over (Under) Expenditures (Modified Accrual)	164,189	-	28,827	123,061	- %
Conversion to Full Accrual	(424,486)	(291,717)	(220,229)	(144,007)	(50.6)%
Excess Revenue Over (Under) Expenditures	588,675	291,717	249,056	267,068	(8.4)%
<b>Total net Position, End of Year</b>	<b>6,133,411</b>	<b>6,425,128</b>	<b>6,382,467</b>	<b>6,649,535</b>	<b>3.5 %</b>
Net Investment in Capital Assets	5,384,887	6,245,720	5,545,974	6,481,434	3.8 %
Restricted Net Position	1,292	1,292	1,292	1,292	- %
Unrestricted Net Position	747,232	178,116	835,201	166,809	(6.3)%
<b>Total net Position, End of Year</b>	<b>\$ 6,133,411</b>	<b>\$ 6,425,128</b>	<b>\$ 6,382,467</b>	<b>\$ 6,649,535</b>	<b>3.5 %</b>

**460-000 - REUSE REVENUE**  
**Fund Revenue Summary**

Account <b>460-539</b>	Description	2017 Actual	2018 Revised Budget	2018 Projected Actual	2019 Adopted Budget	% Change of Budget
334.1000-5904	SWFWMD ASR Reimbursement	\$ 344,101	\$ 405	\$ -	\$ -	(100.0)%
	<b>TOTAL INTERGOVERNMENTAL/ GRANT REVENUE</b>	<b>344,101</b>	<b>405</b>	<b>-</b>	<b>-</b>	<b>(100.0)%</b>
343.9010	Reuse Water Fees	401,462	408,000	422,586	422,586	3.6 %
343.6900	Reuse Penalties	8,426	9,000	8,400	8,400	(6.7)%
	<b>Total Reuse Services</b>	<b>409,888</b>	<b>417,000</b>	<b>430,986</b>	430,986	<b>3.4 %</b>
	<b>TOTAL UTILITY SERVICES</b>	<b>409,888</b>	<b>417,000</b>	<b>430,986</b>	<b>430,986</b>	<b>3.4 %</b>
361.0100	Investment Earnings	6,706	3,500	5,000	5,000	42.9 %
	<b>TOTAL INTEREST REVENUE</b>	<b>6,706</b>	<b>3,500</b>	<b>5,000</b>	<b>5,000</b>	<b>42.9 %</b>
369.7401	Other Misc Rev/Ins Premium Reimbursement	-	-	27	-	- %
	<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>-</b>	<b>-</b>	<b>27</b>	<b>-</b>	<b>- %</b>
	<b>OTHER FINANCING SOURCES</b>					
399.0000	Funding From Fund Balance - Outstanding Enc	-	106,076	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	463,041	-	579,467	25.1 %
	<b>Total Non-Revenue Sources</b>	<b>-</b>	<b>569,117</b>	<b>-</b>	<b>579,467</b>	<b>1.8 %</b>
	<b>TOTAL OTHER FINANCING SOURCES</b>	<b>-</b>	<b>569,117</b>	<b>-</b>	<b>579,467</b>	<b>1.8 %</b>
	<b>TOTAL REUSE REVENUE</b>	<b>\$ 760,695</b>	<b>\$ 990,022</b>	<b>\$ 436,013</b>	<b>\$ 1,015,453</b>	<b>2.6 %</b>



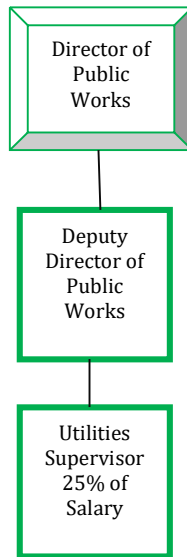
**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Reuse Services  
Organizational Information**

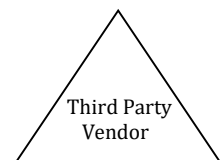
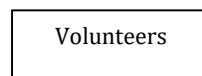
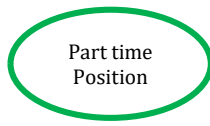
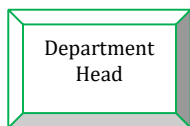
<b>Total Personnel Wages</b>	\$ 42,271
<b>Total Benefits</b>	\$ 21,021
<b>Total Personnel Cost</b>	<u><u>\$ 63,292</u></u>

<b>Job Title</b>	<b>Position ID</b>	<b>FTE</b>
Public Works Supervisor - 25% of salary		-
Service Worker I	PW-538-1285-15	VCT
Full-Time Position		0
VACANT Full-Time Position		1
Part-Time Positions		0
VACANT Part-Time Positions		0
Elected Officials		0
Total Positions		<u>1</u>

**COST CENTER ORGANIZATIONAL CHART**



**LEGEND**





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**460-539 - REUSE  
Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>460-539</b>						
512.0100	Regular Salaries	\$ 14,025	\$ 14,889	\$ 14,890	\$ 42,271	183.9 %
521.0100	Fica Taxes	1,065	1,139	1,131	3,234	183.9 %
522.2100	Retirement General Employee	4,031	3,643	3,749	9,477	160.1 %
523.0100	Health Insurance	-	-	-	5,720	- %
523.0300	Insurance & EAP	49	35	53	71	102.9 %
524.0100	Workers' Compensation	823	807	895	2,519	212.1 %
	<b>Total Personnel Expenses</b>	<b>19,993</b>	<b>20,513</b>	<b>20,718</b>	<b>63,292</b>	<b>208.5 %</b>
531.1600	Contract Services	-	10,000	10,000	10,000	- %
540.5100	Travel and Per Diem	-	1,000	-	1,000	- %
545.1200	Insurance	537	824	1,124	1,480	79.6 %
546.3600	Repair & Maintenance - Utility	5,310	7,500	7,362	7,500	- %
549.9600	Bank Service Charges	901	1,500	604	1,500	- %
552.1500	Fuel and Lubricants	10	19	30	50	163.2 %
552.2300	Operating Expenses	510	1,500	1,051	500	(66.7)%
552.3900	Safety Program Expense	-	200	28	100	(50.0)%
552.4200	Small Tools/Equipment	-	1,500	1,490	1,000	(33.3)%
552.5100	Uniform Purchases And Cleaning	-	419	-	500	19.3 %
554.0100	Non-Capitalized Equipment	814	-	-	-	- %
555.1300	Technical/Training	-	1,500	-	1,000	(33.3)%
559.0100	Depreciation Expense	58,351	-	59,142	-	- %
595.0000	Doubtful Accts Exp	1,037	-	-	-	- %
595.4500	OPEB Expense	13	-	-	-	- %
	<b>Total Operating Expenses</b>	<b>67,483</b>	<b>25,962</b>	<b>80,831</b>	<b>24,630</b>	<b>(5.1)%</b>
571.0000	SRF Loan-Principal-Reuse Water	4,212	4,400	4,400	4,486	2.0 %
571.0400	Principal - Loan 2004	2,956	3,152	3,152	3,260	3.4 %
571.0500	Principal - Loan 2005	18,356	19,276	19,276	20,110	4.3 %
571.0700	Principal - Loan 2007	60,138	63,000	63,000	65,588	4.1 %
571.7000	Principal Payment - Asr Advance	47,660	49,090	49,090	50,563	3.0 %
572.0000	Srf Loan-Interest-Reuse Water	879	1,100	1,100	644	(41.5)%
572.0400	Interest Expense - Loan 2004	1,073	1,000	1,150	1,050	5.0 %
572.0500	Interest Expense - Loan 2005	8,371	9,300	10,000	8,750	(5.9)%
572.0700	Interest Expense - Loan 2007	34,592	34,000	36,250	35,750	5.1 %
572.7000	Interest Payment - Asr Advance	10,956	9,526	9,526	8,053	(15.5)%
	<b>Total Debt Service</b>	<b>189,193</b>	<b>193,844</b>	<b>196,944</b>	<b>198,254</b>	<b>2.3 %</b>
591.0100	Transfer Out - Admin Services	28,673	27,787	27,787	26,749	(3.7)%
	<b>Total Transfers-Out</b>	<b>28,673</b>	<b>27,787</b>	<b>27,787</b>	<b>26,749</b>	<b>(3.7)%</b>



**CITY OF PALMETTO, FLORIDA**  
**2018-2019 BUDGET**

**460-539 - REUSE**  
**Cost Center Summary**

<b>Account</b>	<b>Description</b>	<b>2017 Actual</b>	<b>2018 Revised Budget</b>	<b>2018 Projected Actual</b>	<b>2019 Adopted Budget</b>	<b>% Change of Budget</b>
<b>460-539</b>						
	<b>TOTAL EXPENDITURES</b>	<b>\$ 305,342</b>	<b>\$ 268,106</b>	<b>\$ 326,280</b>	<b>\$ 312,925</b>	<b>16.7 %</b>





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

REUSE DEPARTMENT  
FUND 460; DEPARTMENT 539

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 539-REUSE			
460-539-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	42,271	42,271
Totals for GL# 460-539-512.0100-REGULAR SALARIES			42,271
460-539-521.0100 FICA TAXES			
FICA TAXES	1	3,234	3,234
Totals for GL# 460-539-521.0100-FICA TAXES			3,234
460-539-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES RETIREMENT	1	9,477	9,477
Totals for GL# 460-539-522.2100-RETIREMENT GENERAL EMPLOYEE			9,477
460-539-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPOLYEE	1	5,720	5,720
Totals for GL# 460-539-523.0100-HEALTH INSURANCE			5,720
460-539-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	71	71
Totals for GL# 460-539-523.0300-LIFE INSURANCE & EAP			71
460-539-524.0100 WORKERS' COMPENSATION			
WORKERS COMP	1	2,519	2,519
Totals for GL# 460-539-524.0100-WORKERS' COMPENSATION			2,519
460-539-531.1600 CONTRACT SERVICES			
RATE STUDY - REUSE	1	10,000	10,000
Totals for GL# 460-539-531.1600-CONTRACT SERVICES			10,000
460-539-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	1,000	1,000
Totals for GL# 460-539-540.5100-TRAVEL AND PER DIEM			1,000
460-539-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	370	1,480
Totals for GL# 460-539-545.1200-INSURANCE			1,480
460-539-546.3600 REPAIR & MAINTENANCE - UTILITY			
WAREHOUSE ISSUES AND LINE REPAIR	1	7,500	7,500
Totals for GL# 460-539-546.3600-REPAIR & MAINTENANCE - UTILITY			7,500
460-539-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	1,500	1,500
Totals for GL# 460-539-549.9600-BANK SERVICE CHARGES			1,500



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

REUSE DEPARTMENT  
FUND 460; DEPARTMENT 539

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 539-REUSE			
460-539-552.1500 FUEL AND LUBRICANTS			
FUEL AND LUBRICANTS	1	50	50
Totals for GL# 460-539-552.1500-FUEL AND LUBRICANTS			50
460-539-552.2300 OPERATING EXPENSES			
PAINTING AND VENDING MACHINE	1	500	500
Totals for GL# 460-539-552.2300-OPERATING EXPENSES			500
460-539-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES	1	100	100
Totals for GL# 460-539-552.3900-SAFETY PROGRAM EXPENSE			100
460-539-552.4200 SMALL TOOLS/EQUIPMENT			
SPECIALITY TOOLS	1	1,000	1,000
Totals for GL# 460-539-552.4200-SMALL TOOLS/EQUIPMENT			1,000
460-539-552.5100 UNIFORM PURCHASES & CLEANING			
NEW EMPLOYEES	1	500	500
Totals for GL# 460-539-552.5100-UNIFORM PURCHASES & CLEANING			500
460-539-555.1300 TECHNICAL/TRAINING			
TECHNICAL AND TRAINING	1	1,000	1,000
Totals for GL# 460-539-555.1300-TECHNICAL/TRAINING			1,000
460-539-571.0000 SRF LOAN-PRINCIPAL-REUSE WATER			
SRF REUSE LOAN PRINCIPAL	1	4,486	4,486
Totals for GL# 460-539-571.0000-SRF LOAN-PRINCIPAL-REUSE WATER			4,486
460-539-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	3,260	3,260
Totals for GL# 460-539-571.0400-PRINC-BOA LOAN 2004			3,260
460-539-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	20,110	20,110
Totals for GL# 460-539-571.0500-PRINC-BOA LOAN 2005			20,110
460-539-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	65,588	65,588
Totals for GL# 460-539-571.0700-PRINC-BOA LOAN 2007			65,588
460-539-571.7000 PRINCIPAL PAYMENT - ASR ADVANCE			
ASR ADVANCE-PRINCIPAL PMT	1	50,563	50,563
Totals for GL# 460-539-571.7000-PRINCIPAL PAYMENT - ASR ADVANCE			50,563



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

REUSE DEPARTMENT  
FUND 460; DEPARTMENT 539

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 539-REUSE			
460-539-572.0000 SRF LOAN-INTEREST-REUSE WATER			
SRF REUSE LOAN INTEREST	1	644	644
Totals for GL# 460-539-572.0000-SRF LOAN-INTEREST-REUSE WATER			644
460-539-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	1	1,050	1,050
Totals for GL# 460-539-572.0400-INT EXP-BOA LOAN 2004			1,050
460-539-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	8,750	8,750
Totals for GL# 460-539-572.0500-INT EXP-BOA LOAN 2005			8,750
460-539-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	35,750	35,750
Totals for GL# 460-539-572.0700-INT EXP-BOA LOAN 2007			35,750
460-539-572.7000 INTEREST PAYMENT - ASR ADVANCE			
ASR ADVANCE-INTEREST PAYMENT	1	8,053	8,053
Totals for GL# 460-539-572.7000-INTEREST PAYMENT - ASR ADVANCE			8,053
460-539-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	26,749	26,749
Totals for GL# 460-539-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			26,749
Totals for dept 539-REUSE			312,925



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

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“ A goal without a plan is just a wish.”

Antoine de Saint-Exupery



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### Capital Improvements

The City's Capital Improvement Program (CIP) includes several aspects of purchasing capital assets for the City. It includes its five-year CIP, capital assets which are purchased from the City's operating funds and capital projects funded, or partially funded, by the CRA. The Capitalization Policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets. These thresholds begin at a minimum of \$2,000 for equipment and vehicles, and \$20,000 for land, buildings, and infrastructure. All capital purchases are one-time purchases and are non-recurring. Only the debt service is recurring for capital that is financed.

#### • Capital Budgeting Process

The CIP and capital outlay is an important element in preparing the fiscal year 2019 budget and has occurred in separate actions in past years. The CIP was approved by City Commission on October 1, 2018 while the capital outlay budget from operating funds was approved with the final budget on September 24th.

The capital budget process for operating is as follows:

- Each capital outlay request is submitted with the cost center's budget for capital equipment, improvements to buildings, and/or land.
- These capital items are considered during the budget process first by department heads.
- The items are evaluated for financing by a capital lease which is usually four year financing. A minimum of \$50,000 in total capital items would be necessary to obtain a capital lease.
- Items are submitted with the operating budget for approval by City Commission.

The capital budget process for the CRA is as follows:

- Projects are determined by the CRA Director and CRA Advisory Board for their compliance to the CRA Plan.
- Preliminary plans are put together for submission to the Advisory Board and finally to the CRA Board.
- Budget for those approved projects are submitted with the CRA's operating budget and approved by City Commission.

The capital budget process for the CIP is as follows:

- Large capital projects regarding street, building and utility expansion or upgrades are submitted to the City's Public Works Director who is instrumental in preparing the project list and the prioritization for the CIP.
- The Public Works Director compiles the list of projects for a five-year period and the prioritization and estimated costs of those projects, assigning high priority projects to the current year when possible.
- The Public Works Director then works closely with the Finance Department and City Clerk to determine possible funding. Finance will identify all available funding available to fund capital projects.
  - Projections of usable fund balance/net assets are made using information known at the time and the amount that is unassigned or unrestricted.
  - Unassigned fund balance over five months of upcoming expenses can be used to fund CIP projects however City Commission may approve the use of a higher percentage if deemed necessary and in the best interest of the City.
  - Grants are also identified as possible funding sources but are not committed to the project until such time as the grant is awarded.
  - The project may be deemed unfunded until such time as grants or other funding sources may become available.
- The final CIP is submitted to City Commission for discussion, changes and final approval.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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- **Challenges for the funding of capital purchases**

The City's capital needs for operating equipment has increased due to stringent spending in the past few years. New, and additional, equipment and vehicles are needed to continue providing the level of services citizens have come to expect and funding these needs has become a challenge along with the funding of those needs.

City utilities and infrastructure is also in dire need of repair, maintenance and in several instances, replacement. A rate study will be implemented in FY2019 to assist with funding the City's capital improvement program. This is discussed later.

### **Funding Options:**

#### Operating Capital Purchases

The first option for funding operating capital purchases/projects, and most desired, is the use of current revenues. This year \$56,151 in capital purchases is budgeted using current revenues, mostly from the water and sewer fund.

The Fund Balance Policy allows for the funding of one-time purchases from funds meeting the requirements in the policy and City Commission approval. In recent years, the City has funded a small portion of the operating capital purchases from fund balance in funds that meet the three month minimum. In the 2019 budget, the City's fund balance will fund \$66,211 in capital equipment purchases mostly from General Fund for computer equipment, air conditioning units, police equipment, and new mower for the Parks Department. The use of fund balance was previously expanded to non-capital, one-time expense items. In the fiscal year 2019 budget, fund balance will fund a total of \$47,500 including contingency accounts, consulting items, and various small equipment items.

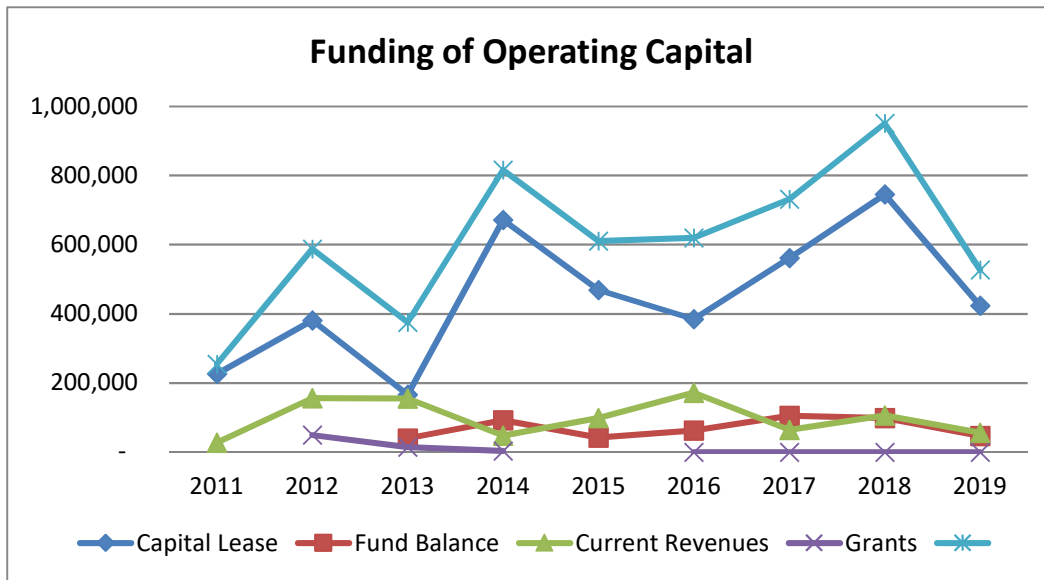
The Debt Policy allows for the use of financing for the funding of projects and equipment purchases meeting specific guidelines. Each year a capital lease is considered for equipment and vehicles and is usually financed over a four-year period. The City has had no choice but to incur additional debt for the larger equipment items needed. A capital lease is budgeted for police vehicles and radio equipment, administrative vehicles, street sweeper, valve turning machine, and mini excavator for approximately \$423,557.

Grant funding, when available, are always an option and are constantly sought after. In FY2018, the City received the Community Development Block Grant (CDBG) for \$750,000. The CDBG funds the water main replacement providing improved water service and fire flow capacity. Restoration of the drives and sidewalks as well as the fire hydrants. In addition, street repaving along low to moderate income streets for improved safety.



# CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

The following graph illustrates funding the City has used since fiscal year 2011:



### CIP Projects

As previously stated, funding the CIP has been a challenge for the past few years. Loan funds from the 2007 BOA loan were totally depleted prior to fiscal year 2014 and few grants were available. The City was forced to find more creative means of funding.

As with operating capital, current revenues are the most desirable funding available however, none of the City's funds were in the position to provide funding from current revenues. As we look ahead implemented the anticipated rate during FY2019 will be critical to ensure we the funding available to complete many of the utility infrastructure projects in the coming years. Prior to 2014 rate study, maintenance to infrastructure was curtailed during the current economic crisis due to decreased funding. The increased user fees will provide pay-as-you-go funding for most of the utility improvement projects for 2019 and are projected to continue to do so for the remaining years of the ordinance. Any unused revenue generated in a particular year is carried forward to be used in subsequent years for the CIP.

The City's Fund Balance Policy allows unassigned fund balance/unrestricted net position over three months of expenditure budget to be used for capital improvements but it has become chosen practice to allow a five month threshold. However, none of the Enterprise funds met the five month minimum. Due to the need for capital spending, the Water/Sewer and Reuse funds will use carried forward funds to fund these projects while maintaining the minimum three month balance.

The past years, CIP used most of the useable fund balance over the five month threshold to fund CIP projects such as road, stormwater and reuse projects. This year's CIP assigns the remaining fund balance over five months from the General Fund and Road and Bridge fund.

The rate study provided for a small loan of \$2.9 million to finance four projects – I&I, equalization basin (EQ tank), chloramines injection system and fire protection upgrades. The equalization basin was delayed and a loan of \$1.25 million was obtained late in 2014 to fund the other three projects. Some of these funds were used in 2015 and the



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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remainder will be carried forward into 2016. In fiscal year 2016 the approved \$2.9 million was increased by \$2.75 million to allow for a \$4.4 million State Revolving Fund (SRF) loan to fund the EQ tank. This loan is expected to be received in fiscal year 2018 however, in keeping with SRF procedures, the debt service will not begin until after construction is complete. This is estimated to be in fiscal year 2019 with debt service beginning in December 2019.

Grant monies are expected to come in the form of a Community Development Block Grant for Fire Protection. The City is in the process of completing the procurement process and awarding the contract.

All of the 2019 projects are funded however, two are contingent on the loan funding and all are water or sewer projects. User fee revenues will continue to be monitored and analyzed to update projected water, sewer and reuse income for additional funding.

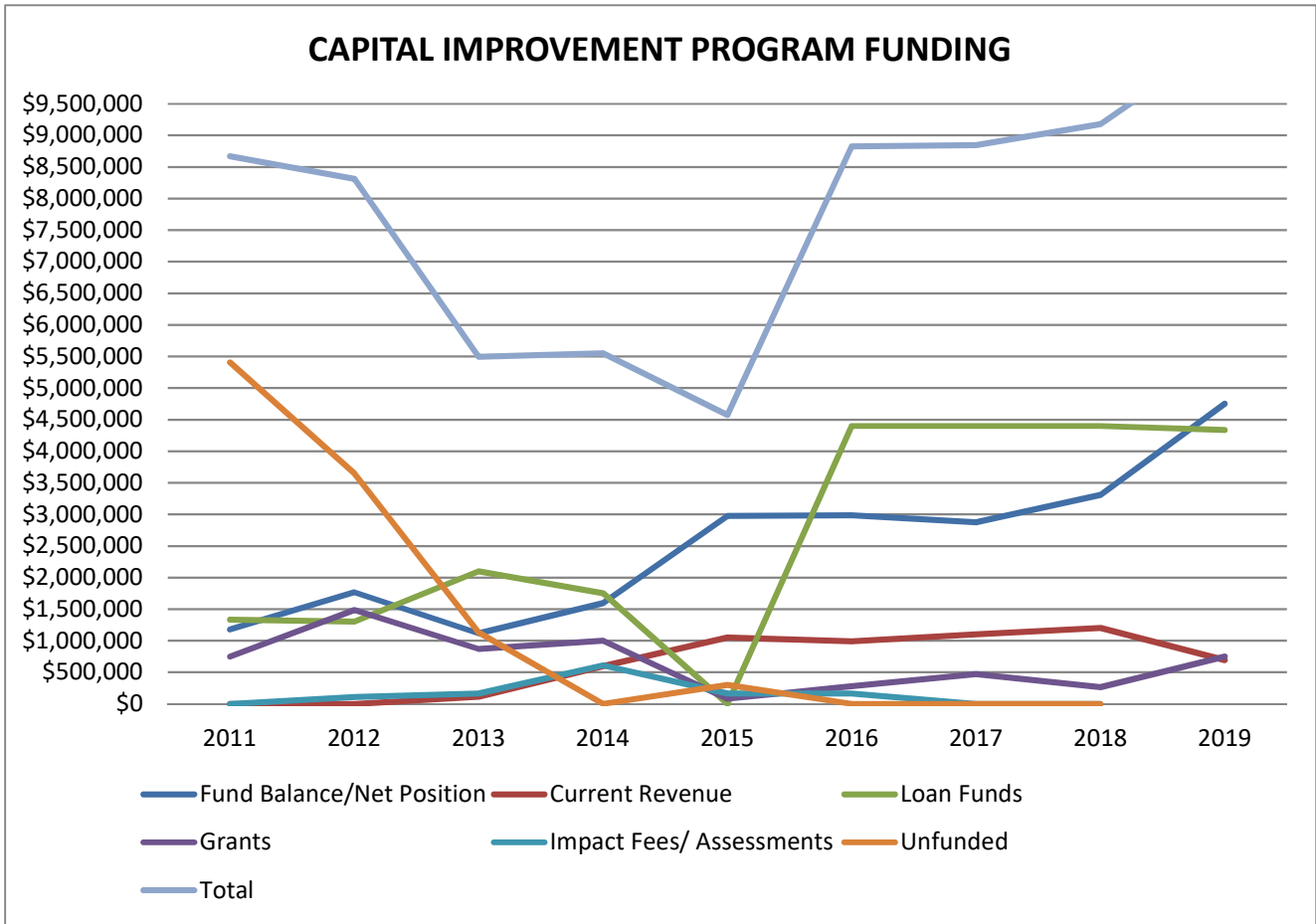
The 2019 CIP is approximately the same amount as the 2018 CIP in spite of the anticipated \$4.4 million SRF loan.





## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

The following graph depicts the types of funding used for City CIP projects since 2010.





## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET



The Aquifer Storage and Recovery Well (ASR Well) was completed in fiscal year 2018 after many years of planning, testing and anticipation.

The project is funded through a 50/50 grant from Southwest Florida Water Management District (SWFWMD).

This project will allow the City to store excess reclaimed water for distribution during “dry” seasons instead of releasing this water into the bay and become a commodity to the citizens.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

The City's aging sanitary sewer infrastructure has created the need to control its Inflow and Infiltration (I&I) problems. Groundwater entering sanitary sewers through defective pipe joints and broken pipes is called **infiltration**. Storm water entering sanitary sewers from inappropriate connections is called **inflow**. I&I causes the Wastewater Treatment Plant to work much harder to treat the additional influx. The City continues to work toward stopping all I&I problems to make its sewer system and WWTP as efficient as possible.



The City is continuously improving the streets and underground infrastructure.

### Building a new playground

The City is in the final stages of installing a new playground equipment at Hidden Lake Park.





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

• **Operating Capital Budget**

As show below, the capital purchases from operating are funded in different ways. Current revenues fund \$172,090 and are included in the balanced budget. Fund balance is funding \$62,561. The planned capital lease for \$423,557 is to be financed for a four year term and adds an estimated \$98,002 in debt service to the budget.

The fiscal year 2019 final budget includes the following capital items from the operating budget as itemized below:

Fund/Cost Center	Item Description	Total Budget	Funding		
			Current Revenues	Fund Balance	Capital Lease
General Fund/IT	Computer Equipment	28,600	-	28,600	-
General Fund/PD	Fitness Equipment	3,000	-	3,000	-
General Fund/PD	4 - Dodge Chargers	138,200	-	-	138,200
General Fund/PD	4 - Coban Edge in Car Video	24,000	-	-	24,000
General Fund/PD	4 - Mobile Radios	17,600	-	-	17,600
General Fund/PWA	Office Furniture - Conference Room	2,000	-	2,000	-
General Fund/PWA	Security System	8,311	-	8,311	-
General Fund/Fleet	Ford F-150 Truck	27,000	-	-	27,000
General Fund/Fleet	Tire Machine	10,325	-	-	10,325
General Fund/Parks	3 -Zero Turn Mower	22,962	-	-	22,962
General Fund/Parks	Ford F-350 Truck	40,000	-	-	40,000
General Fund/Events&Facilities	A/C Unit City Hall Roof	7,000	-	7,000	-
General Fund/Events&Facilities	City Hall - Exterior Tile	5,000	-	5,000	-
General Fund/Events&Facilities	City Hall - Emergency Exit	5,000	-	5,000	-
General Fund/Events&Facilities	Commerical Fan - Shared	3,650	-	3,650	-
General Fund/Events&Facilities	City Hall Logo Sign	3,590	3,590	-	-
General Fund/Events&Facilities	Ford F-150/Transit	35,000	-	-	35,000
<b>Total General Fund Capital Purchases</b>		<b>381,238</b>	<b>3,590</b>	<b>62,561</b>	<b>315,087</b>
CRA/CRA	AG Museum Elevator	25,000	25,000	-	-
CRA/CRA	Commerical Fan - Shared 1/2 GF	3,900	3,900	-	-
<b>Total CRA Fund Capital Purchases</b>		<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
Road & Bridge/Streets	Brush Chipper	68,470	-	-	68,470
<b>Total Road &amp; Bridge Fund Capital Purchases</b>		<b>68,470</b>	<b>-</b>	<b>-</b>	<b>68,470</b>
Solid Waste/Solid Waste	2 - 20 yard roll offs	3,000	3,000	-	-
<b>Total Solid Waste Fund Capital Purchases</b>		<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>-</b>
Water & Sewer/Cross Connect	Transit Van	40,000	-	-	40,000
Water & Sewer/Water	Mud Hog Pump	2,500	2,500	-	-
Water & Sewer/Water	Zone Scan/Aquascope	22,000	22,000	-	-
Water & Sewer/Sewer	Hydraulic Power Unit	10,000	10,000	-	-
Water & Sewer/Sewer	Diaphragm Pump	2,500	2,500	-	-
Water & Sewer/Sewer	Truck Mount Generator	2,500	2,500	-	-
Water & Sewer/Sewer	Confined Space Equipment	9,000	9,000	-	-
Water & Sewer/Sewer	Office Furniture	2,000	2,000	-	-
Water & Sewer/WWTP	Pump replacements	90,000	90,000	-	-
<b>Total Water &amp; Sewer Fund Capital Purchases</b>		<b>180,500</b>	<b>140,500</b>	<b>-</b>	<b>40,000</b>
Stormwater/ Stormwater	Mini Excavator-1/4 shared cost	-	-	-	-
<b>Total Stormwater Fund Capital Purchases</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Capital Purchases from Operating Funds</b>		<b>658,208</b>	<b>172,090</b>	<b>62,561</b>	<b>423,557</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

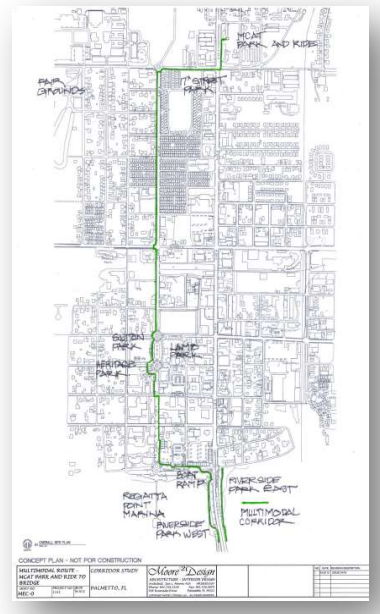
• **Capital Projects from CRA**

CRA has developed a CRA plan to outline their direction for funding certain capital projects within the CRA district. The plan includes several projects to improve the City’s appearance, improve and provide additional parks and trails. The project expenses and the 2019 project budgets include:

<b>Project Name</b>	<b>FY2016 Actual</b>	<b>FY2017 Actual</b>	<b>FY2018 Projected</b>	<b>FY2019 Budget</b>
Riverside Project	\$ -	\$ 64,334	\$ 56,515	\$ 30,000
Land Purchases	4,384	110,414	2,159,670	
Edenfield Project			199,715	
MMEC Project	74,220	13,410	5,004	-
VFW Renovations	146,951	-	276,377	
Haben Boulevard Improvements	-	-	92,600	50,000
Living Seawall Project	340,426	-	-	
Historical Park Improvements	-	-	20,000	20,000
Lamb/Sutton Park	-	1,335	8,686	
Martin Luther King Park (MLK)	-	-	-	250,000
Connor Park				872,879
Taylor Park				250,000
Linear Trail				500,000
Seawall Project	387,968	-	-	-
<b>Total CRA Project Budget</b>	<b>\$ 953,950</b>	<b>\$ 189,493</b>	<b>\$ 2,818,567</b>	<b>\$ 1,972,879</b>

The capital projects funded by the CRA are included in both the CRA fund and the Joint Capital Projects fund. The CRA fund includes projects that have in the planning stages and are now ready for construction such as:

- Riverfront Project – the conceptual plans began in fiscal year 2012 for renovations to the boat ramp and park areas to include a new seawall, boat ramp, and a new “bait shop”.
- Linear Park Trail encompasses Martin Luther King Park, Connor Park and Taylor Park. The CRA is working to continue the trail throughout the City for a multi-use footpath.
- MMEP Project – Multi-modal Enhancement Corridor (MMEC) is a project providing areas for alternative modes of transportation such as walking, running, biking etc. This linear trail will begin at the Green Bridge and continue throughout the city creating a corridor south to north. The funding is expected to come from grants requiring 50% matching funds. For this reason, the CRA has budgeted funds to be put in reserve for this future project. The second stage of construction began in fiscal year 2018 with Manatee County to enhance the pedestrian footpath across the Green Bridge from Riverside Drive.
- Other Projects -- In FY2016 the CRA purchased the historic VFW building. Fiscal year 2019 will see the continued effort to make improvements to the building. Extensive landscape work will be performed at Haben Boulevard (a major entryway to the City) as well as the Historic Park.





**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL 2017</b>	<b>REVISED BUDGET 2018</b>	<b>ESTIMATED ACTUAL 2018</b>	<b>ADOPTED BUDGET 2019</b>	<b>% CHANGE OF BUDGET</b>
<b>CAPITAL PROJECTS FUND - JOINT PROJECTS - CITY AND CRA - FUND 390</b>					
<b>BEGINNING FUND BALANCES</b>	<b>1,493,535</b>	<b>220,362</b>	<b>220,362</b>	<b>(18,374)</b>	<b>-108.34%</b>
<b>REVENUES/SOURCES</b>					
Interest Revenue	21,046	-	-	-	0.00%
Grants	207,500	103,515	52,191	-	-100.00%
Transfers In	-	-	-	-	0.00%
Funding from Fund Balance	-	240,937	-	-	-100.00%
<b>TOTAL REVENUES</b>	<b>207,500</b>	<b>344,452</b>	<b>52,191</b>	<b>-</b>	<b>-100.00%</b>
<b>EXPENSES</b>					
Capital Outlay					
Other	1,300,798	151,347	148,678	-	-100.00%
Transfers Out	179,875	142,249	142,249	-	-100.00%
<b>TOTAL EXPENDITURES</b>	<b>1,480,673</b>	<b>293,596</b>	<b>290,927</b>	<b>-</b>	<b>-100.00%</b>
Excess Revenue Over (Under) Expenditures	(1,273,173)	50,856	(238,736)	-	0.00%
<b>Fund Balance, End of Year</b>	<b>220,362</b>	<b>271,218</b>	<b>(18,374)</b>	<b>(18,374)</b>	<b>-106.77%</b>



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**Capital Projects Fund - Joint Projects - City and CRA**

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2017	REVISED BUDGET 2018	ESTIMATED ACTUAL 2018	ADOPTED BUDGET 2019	% CHANGE OF BUDGET
<b>CAPITAL JOINT PROJECTS FUND</b>						
<b>REVENUE</b>						
000-361.0100	Interest Earnings	21,046	-	-	-	0.00%
	<b>TOTAL INTEREST REVENUE</b>	<b>21,046</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
000-334.7000-9026	Historic Park Grant Revenue	-	103,515	52,191	-	-100.00%
000-337-7000-1101	MLK Park LID - SWFWMD Grant	-	-	-	-	0.00%
000-337.7000-1301	SWFWMD Grant - MMEC	207,500	-	-	-	0.00%
000-337.7100-1602	SWFWMD Grant	-	-	-	-	0.00%
	<b>TOTAL GRANT REVENUE</b>	<b>207,500</b>	<b>103,515</b>	<b>52,191</b>	<b>-</b>	<b>-100.00%</b>
000-381.9000-1301	Transfer In - MMEC	-	-	-	-	0.00%
000-381.8190-1601	Transfer In - Seawall	-	-	-	-	0.00%
	<b>TOTAL TRANSFERS IN</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
000-399.9301	Funding from Equity - Capital Projects	-	240,937	-	-	-100.00%
	<b>TOTAL FUNDING FROM EQUITY</b>	<b>-</b>	<b>240,937</b>	<b>-</b>	<b>-</b>	<b>-100.00%</b>
	<b>TOTAL REVENUES</b>	<b>228,546</b>	<b>344,452</b>	<b>52,191</b>	<b>-</b>	<b>-100.00%</b>
<b>EXPENSES</b>						
702-762.0000-9026	Historic Park Building	52,190	52,659	51,325	-	-100.00%
703-763.0000-1301	MMEC SWFWMD Grant	207,500	-	-	-	0.00%
703-763.0000-1602	SWFWMD Seawall Grant	-	-	-	-	0.00%
859-862.0000-9026	Historic Park Grant Matching	52,190	52,659	51,324	-	-100.00%
859-863.0000-1301	MMEC Grant Matching	968,144	-	-	-	0.00%
859-863.0000-1601	Seawall Project	-	-	-	-	0.00%
859-863.0000-1602	Living Seawall	-	5,201	5,201	-	-100.00%
859-863.0100-1301	MMEC Project	20,774	40,828	40,828	-	-100.00%
	<b>TOTAL JOINT CAPITAL PROJECTS</b>	<b>1,300,798</b>	<b>151,347</b>	<b>148,678</b>	<b>-</b>	<b>-100.00%</b>
859-891.9000	Transfer Out - CRA	179,875	142,249	142,249	-	-100.00%
	<b>TOTAL TRANSFERS</b>	<b>179,875</b>	<b>142,249</b>	<b>142,249</b>	<b>-</b>	<b>-100.00%</b>
	<b>TOTAL EXPENSES</b>	<b>1,480,673</b>	<b>293,596</b>	<b>290,927</b>	<b>-</b>	<b>-100.00%</b>
	<b>NET TOTAL EXPENDITURES</b>	<b>(1,252,127)</b>	<b>50,856</b>	<b>(238,736)</b>	<b>-</b>	<b>0.00%</b>



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### • Capital Improvement Program (CIP)

The fiscal year 2019 Capital Improvement Program (CIP) was approved by City Commission on October 1, 2018 totaling \$10,483,759 for fiscal year 2018 and \$20,497,309 for the five-year period of 2018 through 2023.

The priorities of the City indicates the need to minimize the economic impact to our taxpayers, use City dollars efficiently and effectively, and maintain and improve the appearance and safety of the City both financially and physically. The CIP for fiscal year 2019 attempts to achieve these priorities and the initiatives to support them. Limited funds are available to support capital projects however, the maintenance of our facilities and infrastructure is vital to the future of the City.

This CIP incorporates all aspects of the City's long-term goals:

Appearance	<ul style="list-style-type: none"><li>○ New sidewalk projects</li><li>○ City-wide facilities upgrades</li></ul>
Services	<ul style="list-style-type: none"><li>○ Improvements to the water distribution and expansion of the wastewater treatment facility</li><li>○ Palmetto Area Reuse-reuse to additional users</li><li>○ Chloramines Injection System-better tasting water and more efficient service</li></ul>
Infrastructure	<ul style="list-style-type: none"><li>○ WWTP Expansion, Upgrades and R&amp;R</li><li>○ Water and Sewer Lines R&amp;R</li></ul>
Safety	<ul style="list-style-type: none"><li>○ New sidewalk projects</li><li>○ City Facility Security and Upgrades</li><li>○ Fire protection upgrades-improvements to fire hydrants</li></ul>
Economic Stability	<ul style="list-style-type: none"><li>○ Inflow and Infiltration (I&amp;I) Program - to decrease the amount of treatable substance for the WWTP and thus create higher efficiencies</li><li>○ Palmetto Area Reuse System (PARS) -install additional reuse lines to allow services to more customers. This will assist the reuse fund to become self-sustaining and distribute greater amounts of reuse water.</li></ul>

The proposed CIP plan for the five year period is submitted to City Commission for discussion, changes and approval. Changes may be made for priority, scope and funding. The 2019-2023 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2019:





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Fiscal Year 2019 Capital Improvement Program**

<b>Project Name</b>	<b>FY2017 Budget Carried Forward</b>	<b>FY2018 CIP Budget</b>	<b>Total FY2018 CIP Budget</b>
<b>Road Improvements</b>			
New Sidewalk Projects	\$ 130,000	\$ -	\$ 130,000
Subsystem #4 - Infrastructure Improvements	723,750	-	723,750
<b>Total Road Improvements</b>	<b>853,750</b>	<b>-</b>	<b>853,750</b>
<b>Public Facilities</b>			
City Facility Security	21,690	19,810	41,500
City Wide Facilities Upgrades	77,059	9,441	86,500
<b>Total Public Facilities</b>	<b>98,749</b>	<b>29,251</b>	<b>128,000</b>
<b>Stormwater Drainage</b>			
16th Ave Project - 5th to 6th Street	-	200,000	200,000
Dredging Projects	130,000	20,000	150,000
<b>Total Stormwater Drainage</b>	<b>130,000</b>	<b>220,000</b>	<b>350,000</b>
<b>Water/Sewer</b>			
Wastewater Treatment Plant (WWTP) Expansion	200,000	150,000	350,000
Equalization Basin and Equipment	4,337,428	-	4,337,428
WWTP Upgrades	349,481	-	349,481
WWTP R&R	27,484	100,000	127,484
Lift Station Upgrades	293,980	95,678	389,658
Sewer Lines R&R	80,101	200,000	280,101
Inflow and Infiltration (I&I) Program	800,878	-	800,878
Water Lines R&R	297,087	-	297,087
Chloramines Injection System	210,575	50,000	260,575
Fire Protection Upgrades	1,279,850	100,000	1,379,850
<b>Total Water/Sewer Improvements</b>	<b>7,876,864</b>	<b>695,678</b>	<b>8,572,542</b>
<b>Reuse</b>			
Palmetto Area Reuse System (PARS)	579,467	-	579,467
<b>Total Reuse</b>	<b>579,467</b>	<b>-</b>	<b>579,467</b>
<b>Total 2018 CIP</b>	<b>\$ 9,538,830</b>	<b>\$ 944,929</b>	<b>\$ 10,483,759</b>



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL 2017</b>	<b>REVISED BUDGET 2018</b>	<b>ESTIMATED ACTUAL 2018</b>	<b>ADOPTED BUDGET 2019</b>	<b>% CHANGE OF BUDGET</b>
<b>CAPITAL PROJECTS FUND - Fund 301</b>					
<b>BEGINNING FUND BALANCES</b>	553,506	759,249	759,249	931,446	22.68%
<b>REVENUES/SOURCES</b>					
Grants	12,496	628,170	250,390	150,000	-76.12%
Transfers In	246,404	225,000	225,000	29,251	-87.00%
Funding from Fund Balance	-	859,345	-	802,499	-6.62%
<b>TOTAL REVENUES</b>	<b>258,900</b>	<b>1,712,515</b>	<b>475,390</b>	<b>981,750</b>	<b>-42.67%</b>
<b>EXPENSES</b>					
Capital Outlay					
Streets	2,893	736,469	6,470	703,750	-4.44%
Other	33,131	143,322	44,574	128,000	-10.69%
Grants	17,133	622,170	252,149	150,000	-75.89%
<b>TOTAL EXPENDITURES</b>	<b>53,157</b>	<b>1,501,961</b>	<b>303,193</b>	<b>981,750</b>	<b>-34.64%</b>
Excess Revenue Over (Under) Expenditures	205,743	210,554	172,197	-	0.00%
<b>ENDING FUND BALANCES</b>					
Designated/Reserved	759,249	969,803	931,446	931,446	-3.96%
Undesignated/Unreserved	-	-	-	(0)	0.00%
<b>Fund Balance, End of Year</b>	<b>759,249</b>	<b>969,803</b>	<b>931,446</b>	<b>931,446</b>	<b>-3.96%</b>



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**Capital Projects Fund -CIP**

<b>ACCT #</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL 2017</b>	<b>REVISED BUDGET 2018</b>	<b>ESTIMATED ACTUAL 2018</b>	<b>ADOPTED BUDGET 2019</b>	<b>% CHANGE OF BUDGET</b>
<b>CAPITAL PROJECTS FUND</b>						
<b>REVENUE</b>						
000-331.4900-1434	FDOT 14th Ave West and 17th St West	-	472,170	250,390	-	-100.00%
000-334.2400-9024	Yellow Fever Florida Historical Reserve	12,496			-	0.00%
000-331.4900-9030	CDBG: System 4		150,000		150,000	0.00%
000-337.4000-1732	FMIT Safety Grant		6,000	-	-	0.00%
	<b>TOTAL GRANT REVENUES</b>	<b>12,496</b>	<b>628,170</b>	<b>250,390</b>	<b>150,000</b>	<b>-76.12%</b>
000-381.9101-9024	Transfer In - Cemetery Reserve	7,454			-	0.00%
000-381.9301-1731	Transfer In - Facility Upgrades	19,000			-	0.00%
000-381.9301-1732	Transfer In - City Facility Security	10,000			-	0.00%
000-381.9301-1831	Transfer In - Facility Upgrades	-	40,000	40,000	9,441	100.00%
000-381.9301-1832	Transfer In - City Facility Security	-	20,000	20,000	19,810	100.00%
000-381.9307-1631	Transfer In - Street Paving	-	-	-	-	0.00%
000-381.9307-1730	Transfer In - R&B Capital	9,950	65,000	65,000	-	-100.00%
000-381.9307-1736	Transfer In - R&B Capital	200,000	100,000	100,000	-	-100.00%
	<b>TOTAL TRANSFERS IN</b>	<b>246,404</b>	<b>225,000</b>	<b>225,000</b>	<b>29,251</b>	<b>-87.00%</b>
000-399.9301	Funding from Equity - Capital Projects	-	859,345	-	802,499	-6.62%
	<b>TOTAL FUNDING FROM EQUITY</b>	<b>-</b>	<b>859,345</b>	<b>-</b>	<b>802,499</b>	<b>-6.62%</b>
	<b>TOTAL REVENUES</b>	<b>258,900</b>	<b>1,712,515</b>	<b>475,390</b>	<b>981,750</b>	<b>-42.67%</b>
<b>EXPENSES</b>						
601-662.0000-1731	City Facility Upgrades - Buildings	-	16,583	17,747	-	-100.00%
601-663.0000-1433	Public Works Yard Lighting	-	45,000	-	-	-100.00%
601-664.0000-9024	Machinery and Equipment	13,954		-	-	-100.00%
601-664.0000-1731						



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**Capital Projects Fund -CIP**

<b>ACCT #</b>	<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL 2017</b>	<b>REVISED BUDGET 2018</b>	<b>ESTIMATED ACTUAL 2018</b>	<b>ADOPTED BUDGET 2019</b>	<b>% CHANGE OF BUDGET</b>
601-664.0000-1732	City Facility Upgrades - Equipment	9,491	-	-	-	-100.00%
601-664.0100-1831	City Facility Security	9,686	13,962	16,124	-	-100.00%
601-664.0100-1832	City Facility Upgrades - Equipment	-	43,925	10,703	-	100.00%
601-664.0100-1931	City Facility Security	-	23,852	-	-	100.00%
601-664.0100-1932	City Facility Upgrades - Equipment	-	-	-	86,500	100.00%
	City Facility Security	-	-	-	41,500	100.00%
	<b>Total Other Capital Projects</b>	<b>33,131</b>	<b>143,322</b>	<b>44,574</b>	<b>128,000</b>	<b>-10.69%</b>
607-663.0000-1730	New Sidewalk Projects	-	130,000	-	130,000	0.00%
607-663.0000-9030	CDBG: System 4 Matching	-	600,000	-	573,750	-4.38%
607-663.0000-1434	14th Ave/17th St Intersection Imp.	2,893	6,469	6,470	-	-100.00%
	<b>Total Street Capital Projects</b>	<b>2,893</b>	<b>736,469</b>	<b>6,470</b>	<b>703,750</b>	<b>-4.44%</b>
	<b>GRANTS</b>					
701-763.0000-1434	FDOT 14TH Ave W at 17th St W	-	472,170	252,149	-	-100.00%
701-763.0000-9030	CDBG: System 4	-	150,000	-	150,000	0.00%
702-664.0100-9024	Machinery and Equipment	17,133	-	-	-	0.00%
	<b>Total Grant Capital Projects</b>	<b>17,133</b>	<b>622,170</b>	<b>252,149</b>	<b>150,000</b>	<b>-75.89%</b>
	<b>TOTAL EXPENSES</b>	<b>53,157</b>	<b>1,501,961</b>	<b>303,193</b>	<b>981,750</b>	<b>-34.64%</b>
	<b>NET TOTAL EXPENDITURES</b>	<b>205,743</b>	<b>210,554</b>	<b>172,197</b>	<b>-</b>	<b>100.00%</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**2019- 2023 CAPITAL IMPROVEMENT PLAN  
ATTACHMENT A**

Project Description	Supporting Fund	FY2018 PROJECTS CARRIED FORWARD	NEW FY2019 FUNDING	TOTAL FY2019 FUNDING	FY2020	FY2021	FY2022	FY2023	Total Project Cost
<b>Road Improvements</b>									
1 New Sidewalk Projects	Road & Bridge	\$ 130,000	\$ -	\$ 130,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 390,000
2 Subsystem #4 - Infrastructure Improvements	* Road & Bridge	723,750	-	723,750	-	-	-	-	723,750
<b>ROAD IMPROVEMENTS TOTAL</b>		<b>\$ 853,750</b>	<b>\$ -</b>	<b>\$ 853,750</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 1,113,750</b>
<b>Public Facilities</b>									
1 City Facility Security	General Fund	\$ 21,690	\$ 19,810	\$ 41,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 141,500
2 City Wide Facilities Upgrades	General Fund	77,059	9,441	86,500	25,000	25,000	25,000	25,000	186,500
3 Public Works Yard Lighting	N/A	-	-	-	45,000	-	-	-	45,000
4 Public Administration Building	N/A	-	-	-	-	342,000	4,275,000	-	4,617,000
<b>PUBLIC FACILITIES TOTAL</b>		<b>\$ 98,749</b>	<b>\$ 29,251</b>	<b>\$ 128,000</b>	<b>\$ 95,000</b>	<b>\$ 392,000</b>	<b>\$ 4,325,000</b>	<b>\$ 50,000</b>	<b>\$ 4,990,000</b>
<b>Stormwater</b>									
1 16th Ave Project - 5th to 6th Street	Road & Bridge	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2 Dredging Projects	Road & Bridge	111,550	90,000	201,550	10,000	10,000	10,000	10,000	241,550
<b>STORMWATER TOTAL</b>		<b>\$ 111,550</b>	<b>\$ 290,000</b>	<b>\$ 401,550</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 441,550</b>
<b>Water/Sewer</b>									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 150,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	4,337,428	-	4,337,428	-	-	-	-	4,337,428
3 WWTP Upgrades	Water/Sewer	349,481	-	349,481	200,000	200,000	200,000	200,000	1,149,481
4 WWTP R&R	Water/Sewer	27,484	100,000	127,484	50,000	50,000	50,000	50,000	327,484
5 Lift Station Upgrades	Water/Sewer	293,980	95,678	389,658	100,000	100,000	100,000	100,000	789,658
6 Sewer Lines R&R	Water/Sewer	80,101	200,000	280,101	50,000	50,000	50,000	50,000	480,101
7 I&I Program	Water/Sewer	800,878	-	800,878	400,000	400,000	400,000	400,000	2,400,878
8 Water Lines R&R	Water/Sewer	297,087	-	297,087	150,000	150,000	150,000	150,000	897,087
9 Chloramines Injection System	Water/Sewer & Loan	210,575	50,000	260,575	-	-	-	-	260,575
10 Subsystem #4 - Infrastructure Improvements	* Water/Sewer & Loan	1,279,850	100,000	1,379,850	-	-	-	-	1,379,850
<b>WATER/SEWER TOTAL</b>		<b>\$ 7,876,864</b>	<b>\$ 695,678</b>	<b>\$ 8,572,542</b>	<b>\$ 950,000</b>	<b>\$ 950,000</b>	<b>\$ 950,000</b>	<b>\$ 950,000</b>	<b>\$ 12,372,542</b>
<b>Reuse</b>									
1 PARS Expansion	Reuse	\$ 579,467	\$ -	\$ 579,467	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,579,467
<b>REUSE TOTAL</b>		<b>\$ 579,467</b>	<b>\$ -</b>	<b>\$ 579,467</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 1,579,467</b>
<b>GRAND TOTAL</b>		<b>\$ 9,520,380</b>	<b>\$ 1,014,929</b>	<b>\$ 10,535,309</b>	<b>\$ 1,370,000</b>	<b>\$ 1,667,000</b>	<b>\$ 5,600,000</b>	<b>\$ 1,325,000</b>	<b>\$ 20,497,309</b>

\* Carry forward funding includes CDBG Grant



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**2019 - 2023 CAPITAL IMPROVEMENT PLAN  
ATTACHMENT A**

Project Description	Supporting Fund	FY2018 Funding Carried Forward	Current Revenue	City Fund Balance	New Loan Funds	Grants	Total Funded Projects	Unfunded	Total FY2019 CIP
<b>Road Improvements</b>									
1 New Sidewalk Projects	Road & Bridge	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
Subsystem #4 - Infrastructure									
2 Improvements	Road & Bridge	573,750	-	-	-	150,000	723,750	-	723,750
<b>ROAD IMPROVEMENTS TOTAL</b>		<b>\$ 703,750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 853,750</b>	<b>\$ -</b>	<b>\$ 853,750</b>
<b>Public Facilities</b>									
1 City Facility Security	General Fund	\$ 21,690	\$ -	\$ 19,810	\$ -	\$ -	\$ 41,500	\$ -	\$ 41,500
2 City Wide Facilities Upgrades	General Fund	77,059	-	9,441	-	-	86,500	-	86,500
3 Public Works Yard Lighting	N/A	-	-	-	-	-	-	-	-
4 Public Administration Building	N/A	-	-	-	-	-	-	-	-
<b>PUBLIC FACILITIES TOTAL</b>		<b>\$ 98,749</b>	<b>\$ -</b>	<b>\$ 29,251</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 128,000</b>	<b>\$ -</b>	<b>\$ 128,000</b>
<b>Stormwater</b>									
1 16th Ave Project - 5th to 6th Street	Road & Bridge	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
2 Dredging Projects	Road & Bridge	111,550	-	90,000	-	-	201,550	-	201,550
<b>STORMWATER TOTAL</b>		<b>\$ 111,550</b>	<b>\$ -</b>	<b>\$ 290,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 401,550</b>	<b>\$ -</b>	<b>\$ 401,550</b>
<b>Water/Sewer</b>									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	4,337,428	-	-	-	-	4,337,428	-	4,337,428
3 WWTP Upgrades	Water/Sewer	349,481	-	-	-	-	349,481	-	349,481
4 WWTP R&R	Water/Sewer	27,484	100,000	-	-	-	127,484	-	127,484
5 Lift Station Upgrades	Water/Sewer	293,980	95,678	-	-	-	389,658	-	389,658
6 Sewer Lines R&R	Water/Sewer	80,101	200,000	-	-	-	280,101	-	280,101
7 I&I Program	Water/Sewer	800,878	-	-	-	-	800,878	-	800,878
8 Water Lines R&R	Water/Sewer	297,087	-	-	-	-	297,087	-	297,087
9 Chloramines Injection System	Water/Sewer & Loan	210,575	50,000	-	-	-	260,575	-	260,575
Subsystem #4 - Infrastructure									
10 Improvements	Water/Sewer & Loan	679,850	100,000	-	-	600,000	1,379,850	-	1,379,850
<b>WATER/SEWER TOTAL</b>		<b>\$ 7,276,864</b>	<b>\$ 695,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 8,572,542</b>	<b>\$ -</b>	<b>\$ 8,572,542</b>
<b>Reuse</b>									
1 PARS Expansion	Reuse	\$ 579,467	\$ -	\$ -	\$ -	\$ -	\$ 579,467	\$ -	\$ 579,467
<b>REUSE TOTAL</b>		<b>\$ 579,467</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 579,467</b>	<b>\$ -</b>	<b>\$ 579,467</b>
<b>GRAND TOTAL</b>		<b>\$ 8,770,380</b>	<b>\$ 695,678</b>	<b>\$ 319,251</b>	<b>\$ -</b>	<b>\$ 750,000</b>	<b>\$ 10,535,309</b>	<b>\$ -</b>	<b>\$ 10,535,309</b>



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**FUND BALANCE USABLE FOR CAPITAL PROJECTS  
Attachment B**

Fund/Reserve	FY2018 Fund Balance / Unrestricted Net Position as projected (1)	1/12 of FY2019 Original Budgeted Expenses (2)	# of Months of Unassigned Fund Balance/ Unrestricted Net Position	Amount over(under) 3 month minimum	Amount over(under) 4 month minimum	Amount over(under) 5 months for Capital Reserve
(3) General Fund	4,124,683	965,236	4.27	1,228,974	263,738	(701,498)
Road and Bridge	1,051,234	151,574	6.94	596,511	444,936	293,362
(4) Solid Waste	384,819	188,394	2.04	(180,363)	(368,757)	(557,151)
(5) Water/Sewer	2,434,518	562,390	4.33	747,348	184,958	(377,432)
Stormwater	(47,268)	82,085	(0.58)	(293,524)	(375,610)	(457,695)
(5) Reuse	96,142	26,077	3.69	17,911	(8,166)	(34,243)

- (1) Amount is calculated using FY 2018 projected revenues and expenses as of 9/04/2018, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- (2) Amount is calculated using FY2019 budget as of 9/04/2018. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- (3) Unassigned Fund Balance is less than 5 months due to the purchase of the school board property.
- (4) Unassigned Fund Balance is less than 3 months due to expense associated with Hurricane Irma. The estimate reimbursement from FEMA is \$284,000. This would add 1.39 months of unassigned fund balance with \$100,000 over the 3 month minimum.
- (5) Unassigned Fund Balance for these two funds is net of funding for Capital Improvement Projects funded in 2015 through 2017 and not spent in the year received and carried over into the current fiscal year.

Fund	Project Name	Funding Amount	Amount Available (Fund Balance/Carry Forward)	Unused Amount
<b>To be transferred to other funds:</b>				
General Fund	City Facility Security	19,810		
	City Wide Facilities Upgrades	9,441		
	<b>Total Use of General Fund Balance</b>	<b>29,251</b>	<b>150,087</b>	<b>120,836</b>
Road & Bridge	16th Ave - 5th to 6th Street	200,000		
	Dredging Projects	90,000		
	<b>Total Use of Road &amp; Bridge Fund Balance</b>	<b>290,000</b>	<b>293,362</b>	<b>3,362</b>
<b>Use of Committed/Assigned Fund Balance/Unrestricted Net Position for Carry-Forward Funding</b>				
<b>Capital Projects Committed Fund Balance (not to exceed)</b>				
	New Sidewalk Projects	130,000		
	Subsystem #4 - Infrastructure Improvements	573,750		
	City Facility Security	21,690		
	City Wide Facility Upgrades	77,059		
	<b>Total Capital Projects Committed Fund Balance</b>	<b>802,499</b>	<b>802,499</b>	<b>-</b>
<b>Water &amp; Sewer Unrestricted Net Position (not to exceed)</b>				
	WWTP Expansion	200,000		
	WWTP Upgrades	349,481		
	WWTP R&R	27,484		
	Lift Station Upgrades	293,980		
	Sewer Line R&R	80,101		
	I&I Programs	800,878		
	Water Line R&R	297,087		
	Chloramine Injection Systems	167,188		
	Fire Protection Upgrades	174,980		
	<b>Total Net Position to be used for funding</b>	<b>2,391,179</b>	<b>2,391,179</b>	<b>-</b>
<b>Restricted Loan Funds</b>				
	Chloramines Injection System	43,387		
	Fire Protection Upgrades	504,870		
	<b>Total Loan Funds to be used for funding</b>	<b>548,257</b>	<b>548,257</b>	<b>-</b>
	<b>Total Use of Water &amp; Sewer Net Position</b>	<b>2,939,436</b>	<b>2,939,426</b>	<b>-</b>
<b>Stormwater Unrestricted Net Position (not to exceed)</b>				
	Dredging Projects	111,550		
	<b>Total Use of Stormwater Unrestricted Net Position</b>	<b>111,550</b>	<b>111,550</b>	<b>-</b>
<b>Reuse Unrestricted Net Position (not to exceed)</b>				
	PARS Expansion	579,467		
	<b>Total Use of Reuse Unrestricted Net Position</b>	<b>579,467</b>	<b>579,467</b>	<b>-</b>
	<b>Total Use of City Fund Balance/Net Position</b>	<b>4,752,203</b>	<b>4,876,391</b>	<b>124,198</b>



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

**2019 - 2023 CAPITAL IMPROVEMENT PLAN  
BUDGET WORKSHEET**

<b>Project Description</b>	<b>Funding Source</b>	<b>Total FY2019 Funded</b>	<b>General Fund</b>	<b>Road &amp; Bridge</b>	<b>Capital Projects Fund</b>	<b>Water/ Sewer Fund</b>	<b>Storm water Fund</b>	<b>Reuse Fund</b>
<b>REVENUES</b>								
Current budgeted revenues		695,678		-	-	695,678	-	
New Loan		-						
Grants		750,000	-	150,000		600,000	-	-
Assessments		-						
Funding carried forward from 2018		8,222,123	98,749	703,750		6,728,607	111,550	579,467
Carried forward from 2014 loan		548,257	-	-		548,257		
Carried forward from impact fees		-						
Funding from Fund Balance		319,251	29,251				290,000	
	<b>TOTAL REVENUES</b>	<b>10,535,309</b>	<b>128,000</b>	<b>853,750</b>	<b>-</b>	<b>8,572,542</b>	<b>401,550</b>	<b>579,467</b>
Transfers In		319,251	-	-	29,251		290,000	-
	<b>TOTAL FROM ALL FUNDING SOURCES</b>	<b>10,854,560</b>	<b>128,000</b>	<b>853,750</b>	<b>29,251</b>	<b>8,572,542</b>	<b>691,550</b>	<b>579,467</b>
<b>EXPENSES</b>								
<b>Road Improvements</b>								
New Sidewalk Projects	Carried forward	130,000	-	-	130,000	-	-	-
Subsystem #4 - Infrastructure Improvements	Carried Forward/Grant	723,750	-	-	723,750	-	-	-
	<b>ROAD IMPROVEMENTS TOTAL</b>	<b>853,750</b>	<b>-</b>	<b>-</b>	<b>853,750</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Facilities</b>								
City Facility Security	Carried forward/FB	41,500	-	-	41,500	-	-	-
City Wide Facilities Upgrades	Carried forward/FB	86,500	-	-	86,500	-	-	-
	<b>PUBLIC FACILITIES TOTAL</b>	<b>128,000</b>	<b>-</b>	<b>-</b>	<b>128,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Stormwater</b>								
16th Ave Project - 5th to 6th Street	Fund Balance	200,000	-	-	-	-	200,000	-
Dredging Projects	Carried forward/FB	201,550	-	-	-	-	201,550	-
	<b>STORMWATER TOTAL</b>	<b>401,550</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>401,550</b>	<b>-</b>
<b>Utility Improvements</b>								
WWTP Expansion	Carried forward/FB	350,000	-	-	-	350,000	-	-
Equalization Basin & Equipment	New Loan	4,337,428	-	-	-	4,337,428	-	-
WWTP Upgrades	Carried forward	349,481	-	-	-	349,481	-	-
WWTP R&R	Current Revenues	127,484	-	-	-	127,484	-	-
Lift Station Upgrades	Current Revenues	389,658	-	-	-	389,658	-	-
Sewer Lines R&R	Current Revenues	280,101	-	-	-	280,101	-	-
I&I Program	Carried forward/ FB/Current Revenues	800,878	-	-	-	800,878	-	-
PARS Expansion	Carried forward/FB	579,467	-	-	-	-	-	579,467
Water Lines R&R	Carried forward/FB	297,087	-	-	-	297,087	-	-
Chloramines Injection System	Carried forward/FB	260,575	-	-	-	260,575	-	-
Fire Protection Upgrades	Carried forward/ FB/Current Revenues	1,379,850	-	-	-	1,379,850	-	-
	<b>UTILITY IMPROVEMENTS TOTAL</b>	<b>9,152,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,572,542</b>	<b>-</b>	<b>579,467</b>
	<b>TOTAL EXPENSES</b>	<b>10,535,309</b>	<b>-</b>	<b>-</b>	<b>981,750</b>	<b>8,572,542</b>	<b>401,550</b>	<b>579,467</b>
Transfers Out		319,251	29,251	290,000	-	-	-	-
<b>GRAND TOTAL</b>		<b>10,854,560</b>	<b>29,251</b>	<b>290,000</b>	<b>981,750</b>	<b>8,572,542</b>	<b>401,550</b>	<b>579,467</b>





**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

New Sidewalk Projects

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	301-607-663.0000-1730
Project Code:	1730
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
This project is for replacement and repairs to existing sidewalks and to fill in missing section to create a continuous pedestrian system.

**Project Justification:**  
To provide safer means of pedestrian traffic throughout the city. Broken or cracked sidewalks are a hazard to pedestrians and a liability to the City.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	130,000	65,000	65,000	65,000	65,000	65,000	455,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>130,000</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>65,000</b>	<b>455,000</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	130,000	-	-	-	130,000
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	<b>130,000</b>	-	-	-	<b>130,000</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**  
An improved sidewalk system should help the City avoid additional litigation regarding pedestrian injuries.



**CITY OF PALMETTO  
2018-2019 BUDGET**

City Facility Security

Long Term Goal Achievement:	Appearance	Services	Infrastructure	<b>Safety</b>	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Wide
Account Number:	301-601-664.0100-1932
Project Code:	1932
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>
This project involves the installation of further security measures at City Facilities, primarily involving security cameras.
<u>Project Justification:</u>
Provide a security system proposal to improve the physical security environment at the all City Facilities.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	41,500	25,000	25,000	25,000	25,000	25,000	166,500
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>41,500</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>166,500</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	21,690	-	-	-	21,690
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	19,810	-	-	-	-	-	19,810
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>19,810</b>	<b>-</b>	<b>21,690</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,500</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<u>Additional Information:</u>
The additional security should assist in the prevention and/or identification of theft which should reduce the need to replace equipment.



**CITY OF PALMETTO  
2018-2019 BUDGET**

City Wide Facility Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Hall/Public Works Admin/Police
Account Number:	301-601-664.0100-1931
Project Code:	1931
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>	To make improvements to city facilities.
<u>Project Justification:</u>	To ensure that city facilities remain viable while determinations of future potential location options are determined. In prior years this project has funded new roofs at the Police Station and Public Works Building.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	86,500	25,000	25,000	25,000	25,000	25,000	211,500
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>86,500</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>211,500</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	77,059	-	-	-	77,059
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	9,441	-	-	-	-	-	9,441
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>9,441</b>	<b>-</b>	<b>77,059</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>86,500</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(30,000)</b>

<u>Additional Information:</u>	Large scale repairs should reduce smaller repair and maintenance expenses.
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**CITY OF PALMETTO  
2018-2019 BUDGET**

Public Works Yard Lighting

Long Term Goal Achievement:	Appearance	Services	Infrastructure	<b>Safety</b>	Economic Stability	Historic Preservation
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Location:	Public Works
Department:	Public Works
Account Number:	301-601-663.0000-1433
Project Code:	1433
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
Project will include improvements/ upgrades to the lighting within the Public Works Yard.

**Project Justification:**  
Additional lighting will improve employee safety as well as to assist the new proposed security system additions.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	45,000	-	-	-	-	45,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	<b>45,000</b>	-	-	-	-	<b>45,000</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	-	-	-	-
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**No 2019 Funding**

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	100	100	100	100	100	500
<b>Totals</b>	-	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>500</b>

**Additional Information:**  
The lighting will add to the City's utility expenses.



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

New Public Administration Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	TBD
Department:	City Hall/Public Works
Account Number:	N/A
Project Code:	N/A
Status:	Continuing Project
Project Type:	Non-Recurring Project



**Project Description:**  
This project will consist of the design and construction of a new Public Administration Building.

**Project Justification:**  
A larger building would allow Public Works and City Hall Administrative staff to be under one roof. It would also provide shelter for city crews and their families to ensure that the work force is available in the event of a major hurricane.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	4,275,000	-	-	4,275,000
Design	-	-	342,000	-	-	-	342,000
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	<b>342,000</b>	<b>4,275,000</b>	-	-	<b>4,617,000</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	-	-	-	-
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**No 2019 Funding**

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**  
A larger building would potentially increase utility expenses however these would net against savings from energy efficient construction.



**CITY OF PALMETTO  
2018-2019 BUDGET**

16th Avenue Project - 5th to 6th Street

Long Term Goal Achievement:	Appearance	Services	<b>Infrastructure</b>	<b>Safety</b>	Economic Stability	Historic Preservation
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Location:	5th to 6th Street
Department:	Public Works
Account Number:	440-640-663.0000-1943
Project Code:	1943
Status:	New Project
Project Type:	Non-Recurring Project



**Project Description:**  
Removal and reconstruction of existing junction box at 16th Avenue West and 5th Street West.

**Project Justification:**  
A compromised storm pipe has necessitated utility work at this location. While the project as currently budgeted only addresses the stormwater aspect, upon inspection the scope of the project may grow to include water and sewer components.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	200,000	-	-	-	-	-	200,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>200,000</b>	-	-	-	-	-	<b>200,000</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	-	-	-	-
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	200,000	-	-	-	-	200,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	<b>200,000</b>	-	-	-	-	<b>200,000</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**  

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**CITY OF PALMETTO  
2018-2019 BUDGET**

Dredging Projects

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	To Be Determined
Department:	Public Works
Account Number:	440-640-663.0000-1942
Project Code:	1942
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
Dredging of canals throughout the City.

**Project Justification:**  
The City will utilize funding to perform dredging at various locations based upon staff recommendations and Commission prioritization.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	201,550	10,000	10,000	10,000	10,000	10,000	251,550
<b>Totals</b>	<b>201,550</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>251,550</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	111,550	-	-	-	-	111,550
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	90,000	-	-	-	-	90,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>201,550</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>201,550</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Additional Information:**



**CITY OF PALMETTO  
2018-2019 BUDGET**

Wastewater Treatment Plant Expansion

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1429
Project Code:	1429
Status:	New Project
Project Type:	Non-Recurring Project



<u>Project Description:</u>	To fund the potential expansion of the Wastewater Treatment Plant.
<u>Project Justification:</u>	Staff is considering options to expand the Wastewater Treatment Plant in the future to ensure optimal performance should the opportunity arise.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	350,000	-	-	-	-	-	350,000
<b>Totals</b>	<b>350,000</b>	-	-	-	-	-	<b>350,000</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	200,000	-	-	200,000
2019 Revenue	-	-	-	150,000	-	-	150,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	<b>350,000</b>	-	-	<b>350,000</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

<u>Additional Information:</u>	The effect on the operating budget will be dependent on the option staff decides upon.
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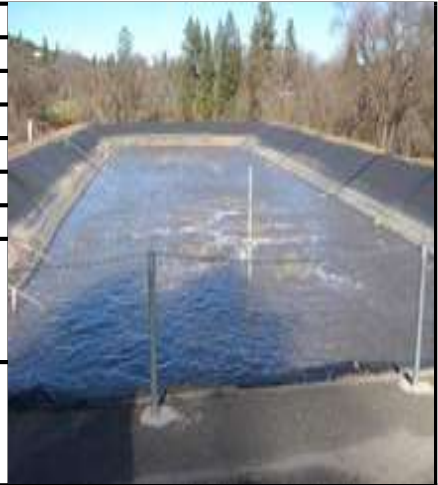


**CITY OF PALMETTO  
2018-2019 BUDGET**

Equalization Basin & Equipment

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-635-663.0200-1728
Project Code:	1728
Status:	Continuing Project
Project Type:	Non-Recurring Project



**Project Description:**  
This project consists of the Design and construction of a 2.0 million gallon equalization tank with associated splitter box, piping, valves, return pumps, level control, Supervisory Control and Data Acquisition (SCADA) System.

**Project Justification:**  
To provide a balanced inflow which will stabilize the plant operation over a 24 hour period and the ability to consistently meet our permitted regulatory compliance obligations including prevention of sewer spills.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	150,784	-	-	-	-	-	150,784
Design	4,186,644	-	-	-	-	-	4,186,644
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>4,337,428</b>	-	-	-	-	-	<b>4,337,428</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	4,337,428	-	-	-	-	-	4,337,428
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>4,337,428</b>	-	-	-	-	-	<b>4,337,428</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**  
The City has applied for a SRF Loan to fund the project. Pending the award of the loan, debt service amounts will be determined and budget will be adjusted.



**CITY OF PALMETTO  
2018-2019 BUDGET**

Wastewater Treatment Plant Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1727
Project Code:	1727
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>
Upgrades to the Wastewater Treatment Plant on an as needed basis according to consultation with Public Works and Veolia.
<u>Project Justification:</u>
In order for the Wastewater Treatment Plant to continue to run with peak efficiency, various parts over time will need to be replaced and/or upgraded. These upgrades will depend on need and funding availability.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	349,481	200,000	200,000	200,000	200,000	200,000	1,349,481
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>349,481</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,349,481</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	349,481	-	-	349,481
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>349,481</b>	<b>-</b>	<b>-</b>	<b>349,481</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<u>Additional Information:</u>
Updated equipment and consolidated panels may result in some utility expense savings.



**CITY OF PALMETTO  
2018-2019 BUDGET**

Wastewater Treatment Plant Repair & Replacement

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-664.0100-1920
Project Code:	1920
Status:	Continuing Project
Project Type:	Recurring Project



<b>Project Description:</b>
Project includes the restoring and rehabilitation of various systems/ components within the WWTP.
<b>Project Justification:</b>
In order to maintain peak operating efficiency as well as to remain in compliance various parts of the WWTP need repair and replacement on an ongoing basis.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	127,484	50,000	50,000	50,000	50,000	50,000	377,484
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>127,484</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>377,484</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	27,484	-	-	27,484
2019 Revenue	-	-	-	100,000	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>127,484</b>	<b>-</b>	<b>-</b>	<b>127,484</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Additional Information:</b>
By replacing older technology with newer the plant can enjoy savings resulting from energy efficiency.



**CITY OF PALMETTO  
2018-2019 BUDGET**

Lift Station Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1921
Project Code:	1921
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
These projects include, but are not limited to, the replacement of pumps, piping, valves, manifolds, float systems, electrical systems and normal components of a submersible lift station.

**Project Justification:**  
The improvements to the Lift Stations will allow them to run more efficiently, reduce the chance for spills, odors, improve safety, and allow for additional monitoring.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	389,658	100,000	100,000	100,000	100,000	100,000	889,658
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>389,658</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>889,658</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	293,980	-	-	293,980
2019 Revenue	-	-	-	95,678	-	-	95,678
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	<b>389,658</b>	-	-	<b>389,658</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**  
There will be additional monitoring fees required as well as utility savings from the decreased/more efficient running time.



**CITY OF PALMETTO  
2018-2019 BUDGET**

Sewer Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-663.0000-1722
Project Code:	1722
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
This project includes the cleaning, inspection, and replacement of sewer mains and rehabilitation of manholes throughout the COP.

**Project Justification:**  
As older aspects of the sewer system breakdown, in order to ensure optimal efficiency, the City will repair and replace based upon need.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	280,101	50,000	50,000	50,000	50,000	50,000	530,101
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>280,101</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>530,101</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	80,101	-	-	80,101
2019 Revenue	-	-	-	200,000	-	-	200,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>280,101</b>	<b>-</b>	<b>-</b>	<b>280,101</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Additional Information:**  
Preventing large scale disruptions before they happen will save the city in Overtime and equipment costs.



**CITY OF PALMETTO  
2018-2019 BUDGET**

Inflow and Infiltration (I&I) Program

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1423
Project Code:	1423
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
Upgrades to the City's sewer system to address problems caused by worn manhole covers and unstable infrastructure piping.

**Project Justification:**  
To reduce the peaks at the WWTP during periods of heavy rain events. A continuing I&I program will allow the City to meet the permit requirements of FDEP.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	800,878	400,000	400,000	400,000	400,000	400,000	2,800,878
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>800,878</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>2,800,878</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	800,878	-	-	800,878
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	<b>800,878</b>	-	-	<b>800,878</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**  
A reduction in stormwater flows to the WWTP will result in potential operational savings.



**CITY OF PALMETTO  
2018-2019 BUDGET**

Water Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1724
Project Code:	1724
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
This project includes the inspection, and replacement of water main throughout the COP.

**Project Justification:**  
As older aspects of the water system breakdown, in order to ensure optimal efficiency, the City will repair and replace based upon need.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	297,087	150,000	150,000	150,000	150,000	150,000	1,047,087
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>297,087</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>1,047,087</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	297,087	-	-	297,087
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>297,087</b>	<b>-</b>	<b>-</b>	<b>297,087</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Additional Information:**  
Preventing large scale disruptions before they happen will save the city in overtime and equipment costs.



**CITY OF PALMETTO  
2018-2019 BUDGET**

Chloramines Injection System

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-662.0000-1425
Project Code:	1425
Status:	Continuing Project
Project Type:	Non-Recurring Project



**Project Description:**  
Installation of Chloramine Injection System. Fiscal Year 2015 project funding allowed for the purchase of a house to contain the Injection System. Fiscal Year 2019 budget will allow for modifications to the house and the purchase and installation of the system.

**Project Justification:**  
Additional chloramine injected into City Water supply will maintain the quality of water the City provides to its residents.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	260,575	-	-	-	-	-	260,575
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>260,575</b>	-	-	-	-	-	<b>260,575</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	210,575	-	-	210,575
2019 Revenue	-	-	-	50,000	-	-	50,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	<b>260,575</b>	-	-	<b>260,575</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**





**CITY OF PALMETTO  
2018-2019 BUDGET**

Palmetto Area Reuse System (PARS)

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	460-660-663.0000-1760
Project Code:	1760
Status:	Continuing Project
Project Type:	Recurring Project



**Project Description:**  
This project consists of the installation of reuse lines throughout the City.

**Project Justification:**  
Once funded, this project will allow the installation of reuse lines to smaller subsections of the City based upon the discretion of the PW Director and Commission. Larger areas would be presented as a project of their own.

Annual Project Costs:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	579,467	250,000	250,000	250,000	250,000	250,000	1,829,467
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	<b>579,467</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>1,829,467</b>

FY 2019 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2018 Funding	-	-	-	-	-	579,467	579,467
2019 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	<b>579,467</b>	<b>579,467</b>

Operating Budget Impact:	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

**Additional Information:**



**CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET**

**Cost Center and Number: Infrastructure Sales Tax Projects -**

Fund: Infrastructure Sales Tax - 003

Department:

Public Safety and Law Enforcement Projects - 421

Transportation Projects - 441

Parks and Community Facilities Projects - 472

Primary Duties

- Responsible for the receipt and expenditure of the City's portion of the Manatee County Half Cent Infrastructure Sales Tax.
- Ensure all funds are expended appropriately as per voter referendum

Future Challenges or Issues facing the Cost Center

- Prioritizing project list to best suit the needs of citizens.
- Determining optimal strategy to best leverage the 15 year revenue stream.
- Ensuring transparency and accountability of all expenditures.

To assist readers in linking City Commission and Cost Center goals to the vision and strategy:

Color Block	Vision or Fundamental Strategies	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Improve police department ability to serve citizens.
Services	Maintain and improve everyday services	2. Improve roadways to relieve congestion and increase safety.
Infrastructure	Maintain and improve infrastructure	3. Improve city parks and community amenities
Safety	Make the City safe	4. Allow for the use of tax monies for capital expenditures freeing up other operating monies
Economic Stability	Enhance and prosper the City and its citizens	5. Improve the look of city parks and buildings
Historic Preservation	Preserve Palmetto's history	



**CITY OF PALMETTO, FLORIDA  
2018 - 2019 BUDGET**

<b>ACCOUNT DESCRIPTION</b>	<b>ACTUAL 2017</b>	<b>REVISED BUDGET 2018</b>	<b>ESTIMATED ACTUAL 2018</b>	<b>ADOPTED BUDGET 2019**</b>	<b>% CHANGE OF BUDGET</b>
<b>INFRASTRUCTURE SALES TAX - GENERAL FUND SUB-FUND 003</b>					
<b>BEGINNING FUND BALANCES</b>	-	<b>635,328</b>	<b>635,328</b>	<b>1,518,842</b>	<b>100.00%</b>
<b>REVENUES/SOURCES</b>					
Sales taxes	632,008	984,688	1,000,000	-	-100.00%
Interest Revenue	3,320	-	5,000	-	0.00%
<b>TOTAL REVENUES</b>	<b>635,328</b>	<b>984,688</b>	<b>1,005,000</b>	-	<b>0.00%</b>
<b>EXPENSES</b>					
Capital Outlay					
Public Safety	-	14,950	14,950	-	0.00%
Transportation					
Parks and Recreation	-	106,514	106,536	-	0.00%
<b>TOTAL EXPENDITURES</b>	-	<b>121,464</b>	<b>121,486</b>	-	<b>0.00%</b>
Excess Revenue Over (Under) Expenditures	635,328	863,224	883,514	-	0.00%
<b>Fund Balance, End of Year</b>	<b>635,328</b>	<b>1,498,552</b>	<b>1,518,842</b>	<b>1,518,842</b>	<b>100.00%</b>

\*\* Budget will be adopted for each project individually throughout FY2019.

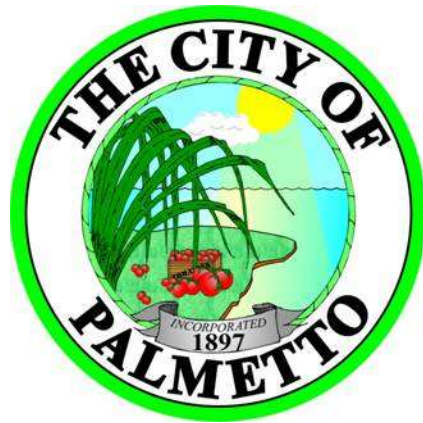
**Infrastructure Sales Tax Draft Project Listing**

	<b>RES 2018-03 Original Project Cost</b>	<b>RES 2018-34 Revised Project Cost</b>	<b>Category Percentage</b>
<b>Transportation Projects</b>			
Sidewalks	2,050,000	2,078,622	
Intersection Improvements	1,720,000	1,886,000	
Major Road Improvements	1,469,571	1,274,949	
Transportation Total	5,239,571	5,239,571	34%
<b>Public Safety and Law Enforcement Projects</b>			
Law Enforcement Facilities and Equipment	135,000	135,000	
Criminal Justice & Public Safety Facility Improvements	6,315,000	6,365,000	
911 and Public Safety Technology Upgrades	290,000	240,000	
Public Safety and Law Enforcement Total	6,740,000	6,740,000	44%
<b>Parks and Community Facilities Projects</b>			
City Parks	1,700,000	1,700,000	
Recreational Buildings and Playgrounds	850,000	850,000	
Environmental Preserves and Boat Ramps	100,000	100,000	
Government Buildings and Community Facilities	750,000	750,000	
Parks & Community Facilities Total	3,400,000	3,400,000	22%
<b>GRAND TOTAL</b>	<b>15,379,571</b>	<b>15,379,571</b>	<b>100%</b>



CITY OF PALMETTO, FLORIDA  
2018-2019 BUDGET

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“If you only look at what is, you might never attain what could be.”

Anonymous



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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### GLOSSARY OF TERMS

**Account Number** - In accordance with the state chart of accounts, each class of asset, liabilities, equity, expenditures and revenues is assigned a specific account number for use within the City's accounting system. Account numbers are made up of three or four elements – Fund number, Cost Center/function, Object code and Project number (CIP and grants only)

**Accrual Basis of Accounting** - The "basis of accounting" refers to when a transaction is recognized. In the accrual basis of accounting, revenues are recognized when they are earned, and expenses are recognized when they are incurred.

**Adopted Budget** - The City budget that is formally approved by the City Commission.

**Ad Valorem** - A tax that is based on the "taxable value" of property. The tax is calculated by multiplying the millage rate (set by the taxing authority) by the taxable value of the property.

**Allocate** - To divide a lump-sum appropriation that is designated for expenditure by specific organizational units and/or specific purposes or activities.

**Amended Budget** - The adopted City budget that has been formally amended/adjusted by the City Commission by resolution.

**ADA** - **Americans with Disabilities Act** - A congressional act, passed in January, 1990, designed to establish a clear and comprehensive prohibition of discrimination on the basis of disability.

**Appropriation** - An authorization granted by the City Commission to make expenditures and to incur obligations for purposes specified in the Budget Resolution.

**Assessed Valuation** - A valuation set upon property by the County Property appraiser as a basis for levying taxes.

**Asset** - Resource owned or held by a government that possesses monetary value.

**Available Fund Balance** - Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

**Balanced Budget** - Total anticipated revenues plus any portion of fund balance that is designated as a budget-funding source shall equal, or be greater than, total estimated expenditures for each fund.

**Budget** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal period.

**Budget Hearing** - As required by law, the City Commission conducts two public hearings to receive and consider input from the public and to propose and adopt a millage rate and annual budget.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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**Budget Message** – A general discussion of the adopted budget as presented in the Adopted Financial Plan by the City Clerk to the Mayor and City Commission.

**CAFR** – **Comprehensive Annual Financial Report** – A complete set of financial statements published soon after the close of each fiscal year by each general-purpose local government in conformity with GAAP and audited in accordance with generally accepted auditing standards.

**Capital Asset** – Acquired asset having a unit cost of at least \$2,000 and a useful life of more than one year.

**Capital Expenditure** – A category of budgetary appropriation that includes expenses for buildings, machinery and equipment and results in additions to a fixed asset inventory.

**Capital Improvement Budget** – The adopted budget to fund the capital improvement plan for the upcoming fiscal year.

**Charges for Services** – Revenue derived from charging fees for providing certain government services. These revenues can be received from private individuals or entities, or other governmental units. Charges for services include rental fees and contracted services as well as utility user fees for solid waste, water, sewer, stormwater and reuse fees.

**CIP** – **Capital Improvement Plan** – A financial plan for construction of physical assets such as buildings, streets, sewers and recreation facilities. The plan extends over several future years indicating the beginning and ending date of each project, the amount to be expended in each year and the method of financing those expenditures.

**COLA** – **Cost Of Living Adjustment** – An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.

**Cost Center** – An organizational operating unit within the City responsible for a function of the City. Examples: City Clerk, City Attorney, Public Works Administration, Water, Sewer etc.

**CRA** – **Community Redevelopment Agency** – An agency established by the City Commission to allow tax increment financing and to implement provisions to rehabilitate the redevelopment area. The agency cooperates with the private sector to attract long-term, financially sound projects that will generate new employment opportunities while protecting the City's unique character and charm.

**Culture and Recreation** – A category of services provided by a government for facilities and activities such as parks.

**Debt Service** – The payment of principal and interest on borrowed funds such as bank loans and capital leases.

**Deficit** – The excess of expenditures over revenues during an accounting period or the excess of the liabilities of a fund over its assets.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

**Department** – A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the City is responsible. i.e. City Clerk, Public Works, Police Department and CRA

**Depreciation** – The decrease in value of physical assets due to use and the passage of time.

**Encumbrance** – An amount of money committed for the payment of goods and services not yet received or paid for, usually supported by an outstanding purchase order.

**Enterprise Fund** – A self-supporting fund designed to account for activities supported by user fees such as Solid Waste, Water, Sewer, Stormwater and Reuse Funds.

**Fines and Forfeitures** – Fines and forfeits are derived from penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty. These revenues include court fines, confiscated property and parking violations.

**Fiscal Year** – Any period of 12 consecutive months designated as the budget year. The City's fiscal year begins October 1 and ends September 30, the same as the Federal Government.

**Fixed Asset** – Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed asset includes land, buildings, equipment, and infrastructure. Also called Capital Assets

**Franchise Fee** – A fee assessed on a business, usually a public utility, in return for granting the business the exclusive right to operate in public rights of way inside the City limits. The City of Palmetto has negotiated franchise agreements for electric, cable television, and telephone service.

**Fringe Benefits** – For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health and life insurance.

**FTE- Full-Time Equivalent** – An employee position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example a part-time position of 20 hour per week would be equivalent to 0.5 FTE.

**Fund** – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance** – The resources available for appropriation in accordance with the prescribed basis of budgeting. Accordingly, only undesignated and/or unencumbered resources are considered fund balance for budget purposes.

**Fund Type** – Any of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service and trust. The City of Palmetto has six of the seven types with no debt service fund.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

**GAAP** – **Generally Accepted Accounting Principles** – Uniform standards and guidelines for financial accounting and reporting. These standards govern the form and content of the basic financial statements of an entity. These acceptable practices are modified from time to time. GAAP guidance is provided from various sources. The Governmental Accounting Standards Board (GASB) issues authoritative statements, interpretations of statements, technical bulletins, implementation guides and concept statement of position. The American Institute of CPA's issues audit and accounting guides and statements of position.

**GASB** – **Governmental Accounting Standards Board** – Organized in 1984 by the Financial Accounting Foundation, the Board was created to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.

**General Fund** – Used to account for all governmental functions not required to be separately recorded by laws or governmental policy. Most of the essential governmental services such as police protection, street and highway maintenance, landscape maintenance, neighborhood services and general administration are provided by the General Fund.

**General Government** – A major class of services provided by the legislative, judicial and administrative branches for the benefit of the public and the governmental body as a whole.

**Goal** – A broad statement of intended accomplishment or a description of a general condition deemed desirable.

**GFOA** – **Government Finance Officers Association** – A professional association of state/provincial and local finance officers in the U.S. and Canada whose ultimate mission is the sound management of government financial resources.

**Governmental Funds** - Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds. The City does not have debt service or permanent funds.

**Grant** – Contribution or gift of cash or other asset from another government or agency to be used or expended for a specified purpose, activity or facility.

**Homestead Exemption** – A deduction from the taxable value of property occupied by the owner in the State of Florida. The exemption is currently \$50,000 for all property owners who qualify.

**Infrastructure Sales Tax** – Half-Cent sales tax voted and approved by Manatee County voters in November, 2016 for governmental capital improvements in the area of transportation, public safety, parks and community facilities.

**Interfund Transfer** – Transfer of resources from one fund to another fund in the same government. Transfers are not repayable and do not constitute payment or reimbursement of goods provided or services performed.

**Intergovernmental Revenue** – Revenue received from Federal, State and other government sources including





## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

grants and shared revenues.

**Internal Service Fund** – A type of fund designed to account for the financing of goods or services provided by one department for other departments within the City. Goods and services furnished are billed at cost plus an overhead factor designed to cover the indirect expenses of the fund.

**Investments** – Securities, certificates of deposits, real estate and other items held for the production of revenues in the form of interest, dividends, rentals, or lease payment.

**LOS – Level Of Service** – An indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility.

**Licenses and Permits** – Revenues derived from the issuance of local licenses and permits including professional and occupational licenses, building permits and other miscellaneous permits.

**Line Items** – The classification of objects of expenditure (object codes) by major expense category.

**Local Option Fuel Tax** – The Local Option Fuel Tax is a tax levied at the county level and passed through to the city based on sales per gallon of fuel.

**Major Fund** – Governmental fund or enterprise fund reported as a separate column in the basic fund statements and subject to a separate opinion in the independent auditor's report.

**Manatee County Property Appraiser** – A county elected officer whose primary mission is to provide taxpayers and taxing districts within the county with accurate, reliable and timely valuation of all property subject to ad valorem tax.

**Manatee County Tax Collector** – A county elected officer whose primary responsibility is the collection of ad valorem taxes and other taxes at the local level such as taxes imposed by special levying districts and state agencies.

**Mill** – The equivalent of one one-thousandth of a U.S. dollar –or- \$1 per \$1,000 of taxable property value.

**Millage Rate** – The tax rate on real property, established by a governmental body authorized by law to impose ad valorem taxes. Rate is presented as 1.000 mill –or- 1.000 dollar per \$1,000 of taxable property value.

**Miscellaneous Revenue** – Revenue not otherwise specified under Taxes, Licenses and Permits, Intergovernmental, Charges for Services, or Fines and Forfeits. They include rents, proceeds from asset sales, refunds and other non-classified revenues.

**Mission** – A clear and concise statement that declares the fundamental purpose of a department/program



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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toward which all operational efforts are directed.

**Modified Accrual Basis of Accounting** – The “basis of accounting” refers to *when* a transaction is recognized. In the modified accrual basis of accounting, revenues are recorded when measurable and available, and expenditures are recorded when the services or goods are received and the liabilities are incurred.

**Object Code** – Account to which an expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made. These are normally grouped into Personal Services, Operating Supplies, Capital Outlay, and Other for budgetary analysis and financial reporting purposes.

**Objective** – Desired output-oriented accomplishments that can be measured and achieved within a given time frame.

**Operating Budget** – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

**Operating Costs** – Expenses for such items as expendable supplies, contractual services, and utilities.

**Ordinance** – A formal legislative enactment by the City Commission or governing body of a municipality. If it is not in conflict with any higher form of law such as a statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Performance Measurement** – A managerial process for determining how a program is accomplishing its mission, goals, and objectives through the delivery of products, services, or processes. Performance measurement is a systematic process of evaluating outcomes of specific government programs and services that are delivered to customers with respect to efficiency and effectiveness.

**PC&L** – Property Casualty and Liability insurance protecting the City’s assets.

**Personal Services** – Expenditures for salaries/wages and benefits (social security, medical/dental/life/workers’ compensation insurance and retirement, etc.) provided for employees by the City.

**Physical Environment** – A major category of services provided by a government for the purpose of achieving a satisfactory living environment by controlling and utilizing elements of the environment. Included in this category are water/sewer services, solid waste services, stormwater and reuse utilities.

**Prior Year Encumbrance** – Obligation from a previous year in the form of a purchase order or contract which is chargeable to a n appropriation, and for which a part of the current year appropriation is reserved. It ceases to be an encumbrance when the obligation is paid or otherwise terminated.

**Program** – A program is a distinct, clearly defined activity, function, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budget as its basic component.



## CITY OF PALMETTO, FLORIDA 2018-2019 BUDGET

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**Proposed Budget** – The budget proposed by the City Clerk to the City Commission for adoption.

**Proprietary Fund** – A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the City include the Enterprise and Internal Services Funds.

**Public Safety** – A major category of services provided by a government for the security of persons and property. This includes Police Services, Building, Planning and Zoning and Code Enforcement.

**Reclassification** – The moving of an existing position from one personnel classification (title) to another.

**RIF – Reduction In Force** occurs when an organization reduces the number of employees through lay-offs as a cost saving measure.

**Reserve Account** – An account that records the portion of the fund balance which is segregated for future use and is not available for further appropriation or expenditure.

**Resolution** – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources** – Total amounts available for appropriation, including estimated revenue, fund transfers and beginning fund balances.

**RFP – Request For Proposal** – A procurement process also known as “Competitive Sealed Proposals” and is used when the requirements are not clearly know. A public request is made by the government for sealed proposals for a particular need.

**Rolled-Back Rate** – Under Florida law as property values are increased each year by the property appraiser due to inflation, the City property tax rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. All property tax rate changes are calculated using the rolled-back rate as the base. However, if property values are reduced due to economic conditions, the rolled-back rate can become higher than the applicable millage rate.

**SWFWMD – Southwest Florida Water Management District** – A sixteen county agency, established by state statute and directed by a governing board, to manage water and related natural resources to ensure their continued availability while maintaining the balance between the water needs of current and future users.

**Special Revenue Fund** – A fund to account for revenue derived from specific sources that are restricted by law or policy to finance specific activities. CRA is the City’s special revenue fund.

**Sundry Assets** - Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances at a cost between \$500 and \$2,000 per unit cost. These assets are not depreciated or capitalized but are tracked for the security of the asset and include items such as computers and other small



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equipment items.

**TIF** – **Tax Increment Financing** – A mechanism for using property taxes to stimulate investment in economically depressed areas. This involves identifying the depressed areas, then, reinvesting property taxes generated as a result of new construction in projects designed to further enhance the area's economic vitality. TIF dollars is received by CRA of Palmetto.

**Tax Revenue** – Revenue derived by charges levied against the income or wealth of a person or other legal entity.

**TRIM** – **Truth In Millage** – One of many provisions of state legislation enacted in 1980 to direct taxpayer concerns regarding taxes to the appropriate public bodies. The county property appraiser is required, in August of each year, to prepare and deliver to each taxpayer a notice of proposed property taxes, known as TRIM Notice, for the upcoming year.

**Unencumbered Balance** – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**User Charges (Fees)** – The payment of a fee for direct receipt of a public service by the party benefiting from the service.



**CITY OF PALMETTO, FLORIDA  
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<b><u>Acronym</u></b>	<b><u>Description</u></b>
ADA	Americans with Disabilities Act
ADG	American Data Group AG
	Agricultural Museum
AP	Accounts Payable
BOA	Bank of America
BS&A	BS&A Software
CAFR	Comprehensive Annual Financial Report
CBIR	Community Budget Issue Requests (DEP Grant Program)
CDBG	Community Development Block Grant
CE	Code Enforcement
CEB	Code Enforcement Board
CEO	Code Enforcement Officer
CEU	Continuing Education Units
CH	City Hall
CID	Criminal Investigation Division
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPIP	Community Policing and Innovation Plan
CPTED	Crime Prevention Through Environmental Design
CRA	Community Redevelopment Agency
DEP	Department of Environmental Protection
DROP	Deferred Retirement Option Plan
EAP	Employee Assistance Program
EDC	Economic Development Council
EEOC	Equal Employment Opportunity Commission
EMO	Elected Municipal Official
EMS	Emergency Medical Services
FACC	Florida Association of City Clerks
FACE	Florida Association of Code Enforcement
FDOT	Florida Department of Transportation
FECC	Florida Energy and Climate Commission
FEMA	Federal Emergency Management Agency
FGFOA	Florida Government Finance Officers Association
FICA	Federal Insurance Contributions Act
FLOC	Florida League of Cities
FPCA	Florida Police Chiefs Association
FPL	Florida Power and Light
FRDAP	Florida Recreation Development Assistance Program
FTE	Full-Time Equivalents
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Global Information System
GPS	Global Positioning System
HRN	Human Resource Network



**CITY OF PALMETTO, FLORIDA  
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<b><u>Acronym</u></b>	<b><u>Description</u></b>
I&I	Inflow and Infiltration
IACP	International Association of Chiefs of Police
IT	Information Technology
LAP	Local Agency Program (Grants from FDOT)
LOS	Level of Service
MLK	Martin Luther King
MMEC	Multi-modal Enhancement Corridor
NIGP	National Institute of Governmental Purchasing
NPDES	Nation Pollutant Discharge Elimination System OPEB
	Other Post Employment Benefits
PD	Police Department
PDA	Personal Data Assistant
PW	Public Works
RFP	Request for Proposal
RIF	Reduction in Force
SWFGFOA	Southwest Florida Government Finance Officers Association
SWFWMD	Southwest Florida Water Management District
TIF	Tax Increment Financing
TRIM	Truth in Millage
TRIP	Transportation Regional Incentive Program
UPS	Uninterruptible Power Supplies
WCIND	West Coast Inland Navigation District
WM	Waste Management
WWTP	Waste Water Treatment Plant