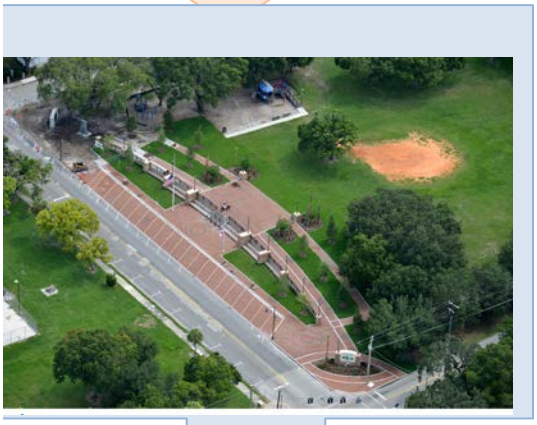

The Changing Face of the City of Palmetto

City of Palmetto, Florida

Fiscal Year 2012-2013

Annual Budget

Adopted September 24, 2012

CITY OF PALMETTO, FLORIDA

FISCAL YEAR 2012-2013
FINAL APPROVED BUDGET

Shirley Groover-Bryant
Mayor

Brian Williams
Vice-Mayor
Commissioner, Ward 3

Tamara Cornwell
Commissioner At-Large

Charles Smith
Commissioner, Ward I

Tambra Varnadore
Commissioner, Ward 2

Alan Zirkelbach
Commissioner At-Large

Prepared by City Clerk's Office and Finance Department

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Palmetto

Florida

For the Fiscal Year Beginning

October 1, 2011

President 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 2011-2012 beginning October 1, 2011.

In order to receive this 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 2012 is the third consecutive year that the City has received this prestigious award. The budget for fiscal year 2012 will also be submitted for the award.

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

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Introduction 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.

Introductory Section (pages 1-13)
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 15-33)
The section details the steps taken to compile, present to Commission and approve the 2013 Budget. It includes the timeline and the final resolutions approved by Commission. 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 35-51)
The City policies outlined in this section include: Accounting (including fund structure), Investments, Reserves, Budget, Procurement, Debt, and Capital Improvements.

Personnel Budget (pages 53-63)
This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 2013, is provided in detail as well as comparative summary data.

Operating Budgets
This information is provided by fund 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 2011 actual, 2012 budget and projected and 2013 adopted budget.
- All revenues for the fund including actual 2011 amounts, 2012 budget and projected and adopted budget for 2013.
- 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 2011, 2012 and 2013, and the itemized budget for 2013.

The information for the governmental funds is as follows:

General Fund – Fund #001 – (pages 65-172)
Community Redevelopment Agency (CRA) – Fund #190 – (pages 173-186)
Road and Bridge Fund – Fund #307 – (pages 187-204)

The Enterprise Fund information is arranged as follows: (pages 205-278)

- 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:
  - Fund summary including revenue and expenses for all cost centers showing beginning and ending fund balance for 2011 actual, 2012 budget and projected and 2013 adopted budget.
  - All revenues for the fund including actual 2011 amounts, 2012 budget and projected and adopted budget for 2013.
  - Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2011, 2012 and 2013, and the itemized budget for 2013.

The information for the enterprise funds is as follows:

Solid Waste Fund – Fund #403 – (pages 212-221)
Water and Sewer Fund – Fund #432 – (pages 222-259)
Stormwater Fund – Fund #440 – (pages 260-271)
Reuse Fund – Fund #460 – (pages 272-278)

Capital Improvements Section (pages 279-318)

This section presents the City's capital improvement plans that are budgeted for 2013. It includes the Joint Capital Projects fund for the capital projects which are funded jointly by CRA, the City and grants. It also includes the 5-year CIP program and the associated budgets for the 2013 year along with project sheets.

Appendix (pages 319-328)

This section contains a glossary of terms and a listing of acronyms.

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

September 26, 2012

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2012-2013 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 2013, City Commission indicated that their goals were to:

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 harsh economic atmosphere, shrinking ad valorem revenues, static user fees, increasing personnel costs, aging infrastructure, and increasing safety issues.

Current Challenges/Current Solutions

A planning session was held by City Commission to develop goals and objectives for fiscal year 2013 with the realization that cities across the state must "do more with less". As a result, staff has worked diligently to improve efficiency and reduce expenditures throughout all aspects of City government. However, these cost reduction measures must be balanced with the goals of providing services to citizens and taxpayers, maintaining economic stability, ensuring safety of our citizens and preserving the infrastructure and historic heritage of our City. Many reductions are occurring in the City that will have a great effect on the City's financial stability. Revenues are dwindling, expenses are increasing and demands for services to protect our citizens are becoming more important every day. Several methods were used to produce the balanced budget that is presented to you.

The 2010 census revealed the actual population of the City to be 12,606 and not the 14,000+ that was estimated in earlier years. The reduction in population can be evidenced by vacant and abandoned housing throughout the city, a problem not unique to the City of Palmetto. This situation has aided in the devaluation of these and neighboring properties, as well as health and safety issues of the citizens in these neighborhoods. Overall property values for the upcoming budget year declined by 4% and a cumulative 39% decrease during the last five years.

In 2008, the State mandated reductions to the millage rates for all local governments throughout Florida. At that time, the City reduced its millage rate from 5.1645 to 4.6662, or 9.6%. Since that time, property values have decreased steadily resulting in increased economic pressures for many cities. Ad valorem revenues between fiscal year 2008 and fiscal year 2013 for the City declined from a high of $4.9M to just over $3.1M for the upcoming budget year.

Despite several cost cutting initiatives, significant reductions in ad valorem revenue made it apparent that changes were needed in order to maintain an acceptable level of service in the City. As such, the Commission approved increasing the fiscal year 2011 millage of $4.6662 to the roll-back rate of $5.1185 during fiscal year 2012, which was about 1% lower than the rate in fiscal year 2007. During fiscal year 2013, the City once again adopted the roll-back rate of $5.2171, which was a $0.0986 mill higher than the previous year due to declining property values. The roll-back rate of $5.2171 will bring the same revenue into the City as during fiscal year 2012 as property values decreased. The proposed millage of $5.2171 for fiscal year 2013 is not considered to be a tax increase.

Enterprise funds are experiencing the pinch as well. Operating surpluses are shrinking due to static or decreased user fees, increasing costs and aging infrastructure. User fees have not increased since October, 2008. However, during this budget season, it has become apparent that a user fee study must be completed soon to allow necessary infrastructure repairs and upgrades to take place. Also, maintenance to infrastructure has been curtailed during the current economy crisis due to decreased funding. In the current Capital Improvement Plan (CIP) the loan proceeds used for funding totals approximately $800,000. This amount will not cover the $5.5 million in capital improvement projects requested by City staff. However, the City has relied on grant funding in recent months for several projects and this will become a more important source of funding in the future. Many of the grant funded projects are discussed in further detail below.

The ensuing budget also brought the strong possibility of increased personnel costs for health insurance and pension. It was obvious that with the current revenue situation combined with increases in wages would make the budget process difficult for the fourth year in a row. Pension costs did in fact increase for both Police and General Pension plans and are 25.5% and 28.51% for the fiscal year 2013 budget. However, health insurance premiums were down 9% versus last year and down 20% during the last two years. The premium reduction is a result of favorable medical claims over the past two years. This was a savings to the City of approximately $300,000 during the last two years combined. In addition, the City has enrolled in a new plan with our existing medical provider whereby the City will have the opportunity to see a refund of premiums if we continue to control medical claims for the upcoming year. Despite declining revenues and increasing expenses, conservative spending practices allowed the City to approve a one-time payment of compensation to employees in 2010 and again in 2012. This one-time payment consists of a net $1,000 to each full time employee of the City and will occur in December 2012.

Another challenge came in the Community Redevelopment Agency (CRA) funding back to the City. Prior to 2010, it had been a CRA policy to return funding to the City in the amount of the Tax Increment Funds (TIF) received from the City. This funding amounted to $1,218,312 in fiscal year 2012 and is projected to be $1,139,522 in fiscal year 2013. However, CRA has been experiencing a vast amount of changes during the last three years through a change in structure, governing board, and development of a well defined CRA plan. As a result of these changes, specific measures have been put in place to provide a greater level of reporting and accountability for the TIF funds that are returned to the CRA. In addition, the amount returned to the City has been reduced which has enabled the CRA to focus on other programs within the CRA. During fiscal year

2012, a new CRA plan was adopted which will extend the life of the CRA for another 30 years. In addition, CRA "sub-plans" have been developed to document the enhanced services provided by the respective departments. Departmental sub-plans were created and approved including the Police Department, Code Enforcement, and Public Works Administration, all of which included services that would improve the health, safety and welfare of our citizens and ensure the quality of new and/or enhanced infrastructure. The total amount approved in funding from the CRA to the City for fiscal year 2013 is approximately $766,000 compared to $838,000 in fiscal year 2012. The majority of CRA funding is for enhanced service provided by our Police department within the CRA boundaries. The individual sub-plans are outlined in greater detail in the revenue section of this document.

Although a reduction in force (RIF) was implemented in 2009 and again in 2012, no further job cuts were needed for the upcoming budget year. As we enter the fiscal year 2013 budget year, more part-time employees have been hired in lieu of full-time employees when appropriate. This has enabled the City to meet the workload demands while minimizing other costs such as medical, pension, etc. The fiscal year 2013 budget includes 140 funded positions consisting of 116 full time employees, 18 part-time employees, and 6 elected officials.

During fiscal year 2013 budget, the City continued to fine tune the allocations for services provided from General Fund cost centers to other funds. These cost centers include Human Resources, Finance, Information Technology, Public Works Administration and Fleet which provide services such as personnel services, payroll, accounts payable, purchasing, computer services, administrative services and mechanical repairs. Adjustments were made to "true up" these allocations to ensure the costs were accurately being reimbursed based on the services being provided. The cost allocation methodology is reviewed every budget year to ensure accurate cost accounting between funds.

Other Measures

With the reduction of ad valorem and user fee revenue, funding from alternative sources was imperative. During fiscal year 2012, the City applied for, and received approximately $2 million in grant dollars for projects relating to infrastructure, safety, utilities and technology grants. City staff continues to look for all grant opportunities, as it has become a very important funding source for capital projects throughout the City.

The beauty, appearance and historic heritage are extremely important to City leaders. During fiscal year 2012, the CRA approved plans for several projects that will enhance the appearance of the city as well as preserve its heritage. The 5th Street Streetscape project enhances code enforcement in the area by removing two derelict CRA owned structures and numerous code violations. The project adds public parking capacity and adds seven buildable plots for new private sector buildings that will ultimately be added to the City tax base and encourage jobs and business creation. The project uses Stormwater LID (Low Impact Design) on-street and in the new public parking lot. This type of environmental engineering removes oils and sediment from stormwater before it percolates into the ground or flows to the Manatee River. The budget for this project is approximately $1.1 million and scheduled for completion in October 2012.

Sutton and Lamb Parks underwent major renovations during 2012. Once considered the jewels of the parks in Manatee County, Lamb and Sutton Parks are not only poised for revival to their highest level of public service, but redevelopment in terms of technology and architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and "movies in the park". Sutton Park is also home to

the City's annual July 4th Celebration. In 2011 and 2012, the event hosted rocker headliners Eddie Money and Three Dog Night respectively. Additional improvements are scheduled during 2013 which include enhancements to the playground, additional walking trails, new public restrooms and covered pavilions for many areas in the park. Internet access will be added in the next few years as well as the use of Quick Response (QR) Coding. This innovative linking technology is planned to bring internet based videos of Palmetto's past cultural and historic figures to the public through an interactive history walk.

A new Martin Luther King (MLK) park will be built in Ward I, an area having few parks that can be safely accessed by the areas' children. The new park will be built over two years at a cost of $700,000 including a Southwest Florida Water Management District (SWFWMD) grant for a wetlands area for educational opportunities. Construction of this project is scheduled to begin in 2013.

A linear park has been proposed that will connect all parts of the City with a trail that will be a safe haven for pedestrians, bikers and joggers. This trail is in the planning and discovery stage and will come to reality if it is determined to be in the City's best interest.

The City's Historic Park is also within CRA boundaries so they have assumed the cost of the maintenance of the park, relieving the General Fund of the expense.

Capital equipment purchases have been at a minimum during the past two years. The 2013 budget decreases the capital equipment purchases by 36% compared to fiscal year 2012. The cost of equipment purchases decreased from $588,000 in 2012 to $374,000 in 2013. Some of the more notable purchases include a new backhoe, utility vehicle and diesel pump for the Public Works department. The Police Department will receive two new police cruisers and new interview equipment. Upgrades to the document camera in Commission Chambers are also scheduled for the upcoming year. All of the capital items mentioned above are being funded with current year operating funds. The City also passed a 5 year CIP in conjunction with the operating budget for the City. The total CIP budget for 2013 is approximately $5.5 million and includes larger infrastructure projects. Specific expenditures include approximately $350,000 for a new enterprise financial software system, $1.3 million for telemetry water meter upgrades, a drainage project in Ward 2, and construction of a new reuse aquifer storage and recovery well which is estimated to cost $1.6 million.

Meeting Goals

The Fiscal Year 2013 budget offers enhancements to the appearance of the City, protection to its historic heritage and preservation of its infrastructure through CRA projects, CIP projects and ongoing services provided by City personnel. It provides additional safety measures through the enhanced sub-plans from the Police Department, Public Works and Code Enforcement by placing officers in areas known for their safety issues and provides enhanced services within the CRA. The economic stability of the City and its citizens is protected by CRA and code enforcement efforts to protect the property values and by the City Departments in wisely spending the hard-earned taxpayer's dollars. All funds are balanced and showing surpluses to fortify the fund balances/net assets of the funds.

Summary

The budget is one of the most important City documents, and every effort is made to ensure it is comprehensive and comprehendible. 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 2013, 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 for the preparation of this document. This document will be submitted to Government Finance Officers Association (GFOA) for the fourth 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

"Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin."

Mother Teresa (1910-1997)

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 Conqistador 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 2012.
- 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 6th St and 10th 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.
- 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 twelve parks, including Lamb Park.
- The City's Historical 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.
- 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 a fishing pier in the City.
- The Manatee County Fair was started in 1916 and in 1950 the fairgrounds were built in the city. The City now hosts a number of events including the annual July 4th celebration, Tomato Festival, MLK Parade and Children's Parade.
- 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.
- The reclaimed water system was started in the 1990's and now consists of 23 miles of lines.
- 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.
- 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.

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 including the Historical Park, Sutton Park and the building of a new MLK Park in Ward I. Currently many of the children in Ward I, and the CRA District do not have safe access to a park in which to play. The CRA plans to develop the MLK Park to provide a safe playground and learning area for the area children. To protect the environment and provide a learning opportunity, wetland areas will be included in the park.

Other plans include an enhanced look for the city's core area in the heart of the city by developing streetscapes to enhance the look and feel of that area with the intent to make the area pedestrian friendly, safe and inviting to our citizens. The redevelopment of the riverfront area includes improvements to the existing boat ramp, a multi-modal corridor and the replacement of the historic Seahorse Gift Shop that attracted folks from all over the state "pets" which included alligators, rattlesnakes monkeys and a 50-year old macaw named Scarlett. The Multi-Modal Corridor is a plan to redevelop an old north-south corridor though the City's urban core and will allow for all types of non-standard transportation such as walking, jogging and biking.

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. The challenges of aging water and sewer lines, the treatment plant equipment as well as drainage problems are numerous and will be costly to correct and/or upgrade. These problems are being dealt with as quickly as possible and with the Ward I Phase II project being completed early in fiscal year 2013, several drainage and infrastructure problems have been addressed.

The City has experienced several issues with the safety of its citizens in years past. The police force has grown to thirty-five officers and a plan was put in place in 2012, and will continue in 2013, to enhance the effectiveness of its patrol in the problem areas of the city which will include new technology, equipment, lighting and part-time officers in an effort to increase the safety of our citizens and children.

The City took several steps during fiscal year 2012 toward enhancing its park system and beautifying the interior of the City. Sutton Park saw the completion of Phase I of a complete redesign just in time for the City's huge July 4th Celebration. The new bandstand hosted Three Dog Night and the Celebration was attended by 10,000+ people. New pavilions, restrooms, playgrounds and walkways are being planned for fiscal year 2013. Property was purchased for improvements to the riverfront area, boat ramp and the eventual building of a new "Seahorse". The Seahorse will be a revival of a City hotspot during the mid 1900's. Construction of a new MLK park on the City's north side will begin in fiscal year 2013 through funding from CRA and Park Impact Fees. Within five years a multimodal trail is planned to connect these, and other interest points within the City, together creating a safe and family friendly area to enjoy the City's many facets.

The City of Palmetto and her citizens have met and overcome many challenges over the past one hundred fourteen years including a Yellow Fever epidemic, storms, economic and agriculture hardships. But her 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.

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

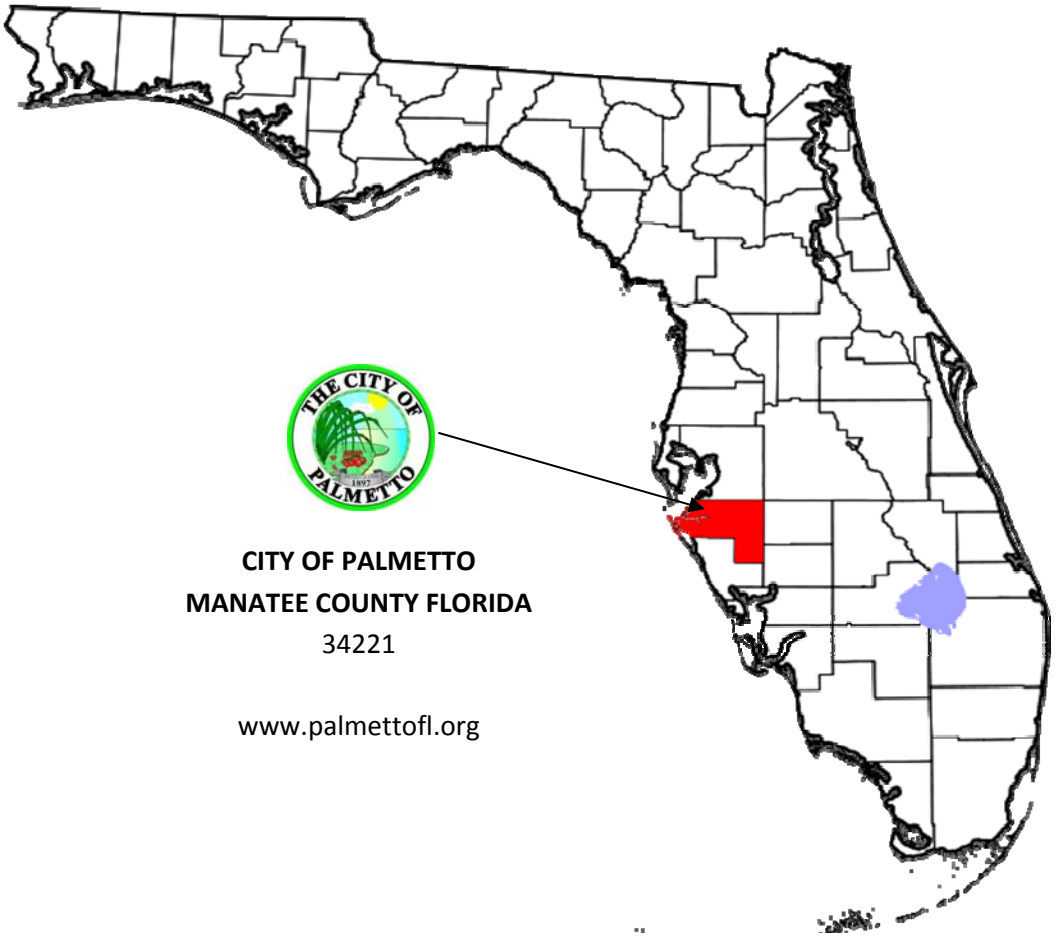
By 2020, the City will develop, provide and maintain a family friendly small town atmosphere in:

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

Short Term Goals to Achieve the Long Term Goals

By 2015 these initiatives will be implemented and/or accomplished to achieve the long-term goals:

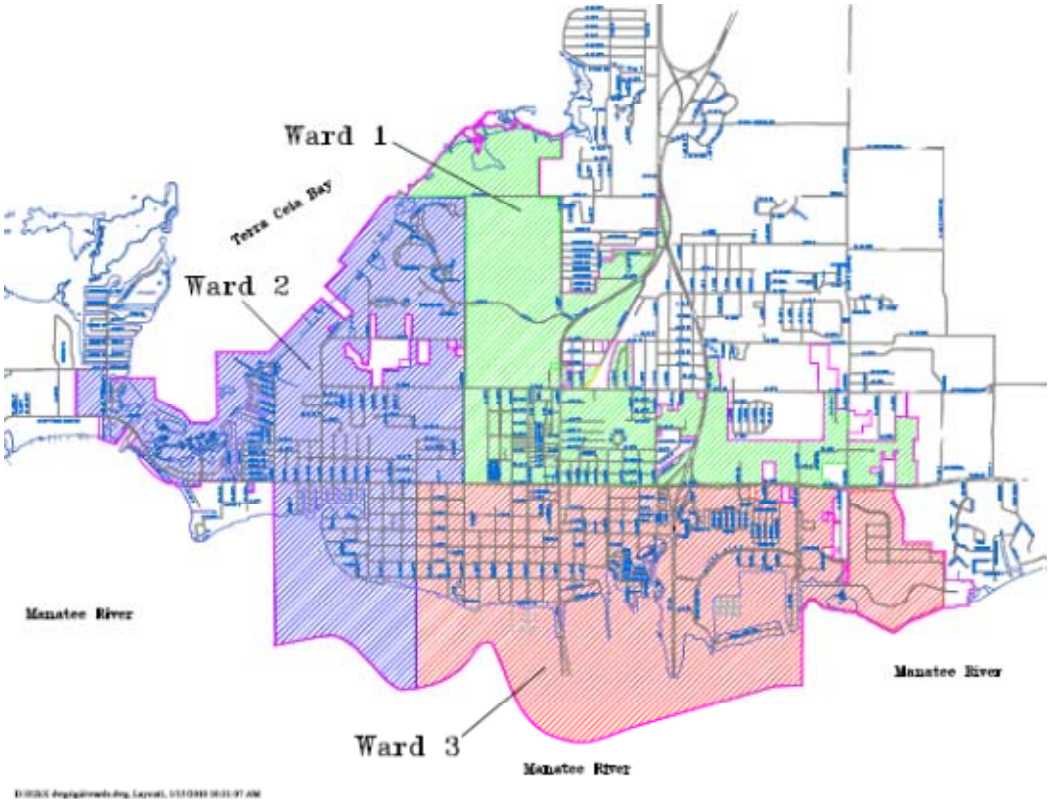
Appearance	Improve, beautify and enhance the downtown core of the city as well as other possible areas outside the downtown core.
Services	Increase reclaimed water service from present levels to 90% of the city. Improve the efficiency of the water service billed to the customer.
Infrastructure	The City will explore options including increasing user fees, static since 2008, and the possibility of using fund balance reserves for upgrades and increased efficiencies to the City's infrastructure. 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 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. With property values decreased by 40% of the last three years, the challenge facing is to maintain its stability by "doing more with less" and our citizens are faced with the same challenge. Difficult decisions must 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. A walking trail to connect areas of interest is planned within five years.



FACT SHEET

Date of Incorporation	June 15, 1897
Form of Government	Mayor and Commission
Size	7 Square Miles
Population	12,606 – 2010 census
2013 Assessed Property Value	681,445,656
City Services Provided	Police, Water, Sewer, Garbage, Stormwater, Reclaimed Water
Parks	12 parks, 95.5 acres
Infrastructure:	
Streets	42 miles
Traffic signals	12
Water mains	66.66 miles
Sewer pipes	49.10 miles
Storm drains	11.90 miles
Reclaimed water pipes	22.80 miles
City Buildings	City Hall, 516 8th Avenue West
	Public Works, 600 17th Street West
	Police Department, 1115 10th Street West
	CRA, 517 4th Street West

City of Palmetto City Limits



Elected Officials

Mayor	Shirley Groover Bryant	Term – Nov., 2008 to Nov., 2012	mayor@palmettofl.org
Ward 1	Charles Smith	Term – Oct., 2011 to Nov., 2012	csmith@palmettofl.org
Ward 2	Tambra Varnadore	Term – Nov., 2010 to Nov., 2014	tvarnadore@palmettofl.org
Ward 3	Brian Williams	Term – Nov., 2010 to Nov., 2014	bwilliams@palmettofl.org
At-Large	Tamara Cornwell	Term – Nov., 2008 to Nov., 2012	tcornwell@palmettofl.org
At-Large	Alan Zirkelbach	Term – Nov., 2008 to Nov., 2012	azirkelbach@palmettofl.org

Staff

City Clerk	James R. Freeman	941-723-4570	jfreeman@palmettofl.org
Public Works Director	Allen Tusing	941-723-4580	atusing@palmettofl.org
Chief of Police	Rick Wells	941-723-4887	glowe@palmettofl.org
CRA Executive Director	Jeff Burton	941-723-4988	jburton@palmettofl.org
Deputy Clerk – Finance	Karen Simpson	941-723-4570	ksimpson@palmettofl.org
Assistant City Clerk	Amber Foley	941-723-4570	afoley@palmettofl.org
Human Resources Director	Sharon Jones	941-723-4570	sjones@palmettofl.org
Building Official	Neal Mazzei	941-721-2166	nmazzei@palmettofl.org
Code Enforcement Director	Bill Strollo	941-723-4570	wstrollo@palmettofl.org
Purchasing Agent	Nixa Haisley	941-723-4570	nhaisley@palmettofl.org

Fiscal Year 2013 Budget
List of Principal Officials

Elected Officials

Shirley Groover Bryant	Mayor
Brian Williams	Vice Mayor, Commissioner, Ward 3
Alan Zirkelbach	Commissioner At-Large
Tamara Cornwell	Commissioner At-Large
Charles Smith	Commissioner, Ward 1
Tambra Varnadore	Commissioner, Ward 3

Office of the City Clerk

James R. Freeman	City Clerk
Amber Foley	Assistant City Clerk
Karen Simpson	Deputy Clerk – Finance

Public Works

Allen Tusing	Director
Javier Vargas	Superintendent of Public Works
Grace Johnson	Deputy Director – Administration
Geoff Seger	Deputy Director – Parks and Recreation

Police Department

Rick Wells	Police Chief
Rex Hannaford	Deputy Police Chief
Scott Tyler	Lieutenant

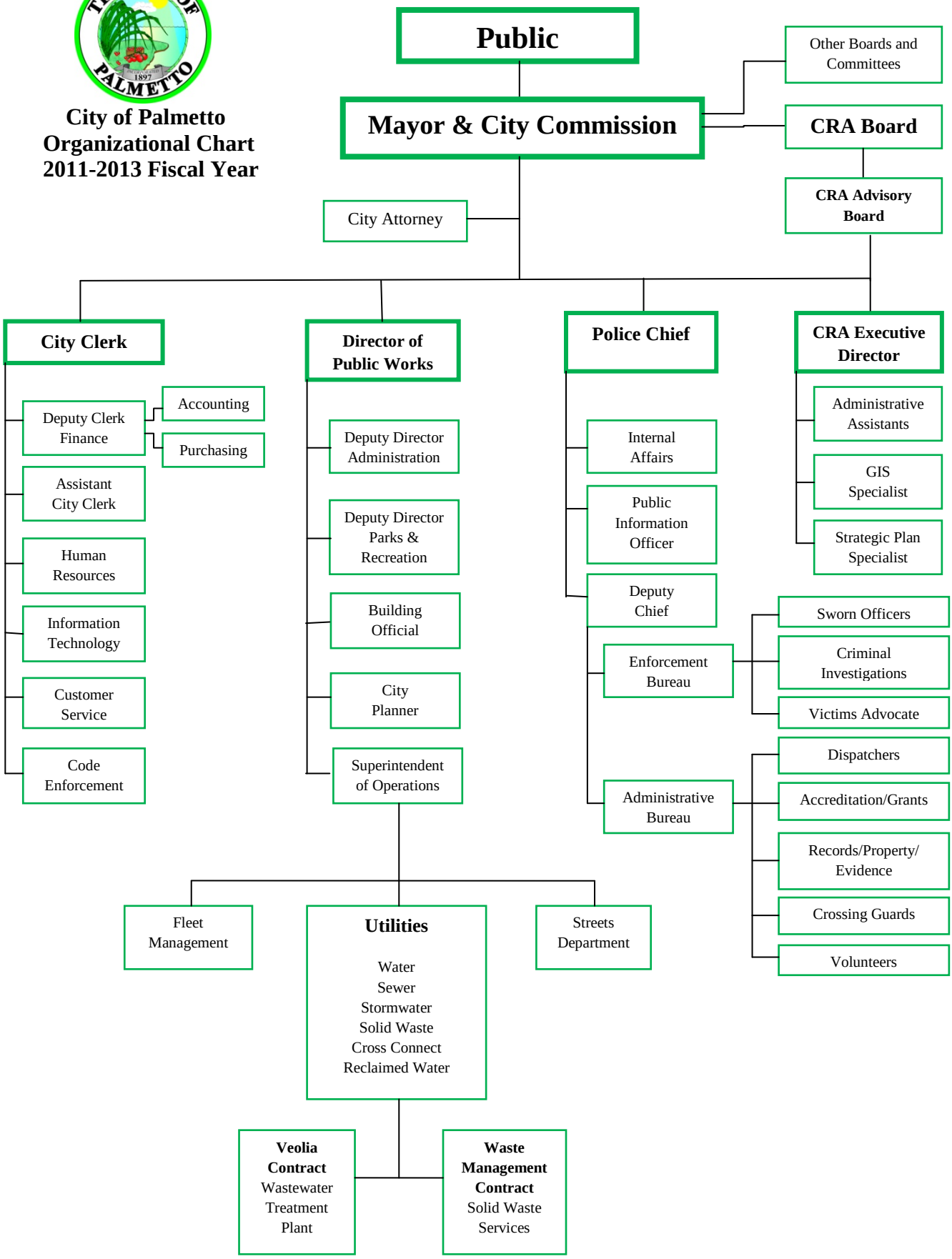
Community Redevelopment Agency

Jeff Burton	Director

City Attorney

Mark Barnebey	City Attorney

City of Palmetto Organizational Chart 2011-2013 Fiscal Year



"Things will get better – despite our efforts to improve them."

Will Rogers

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 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 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 hearings begin. The City Commission reviews revenues and requested expenditures on a cost center basis making changes to the millage rate and line item expenses as needed. The 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 16th for the fiscal year 2013 budget with the initial distribution of budget packets to the cost centers to be returned to the Finance Department by June 8th. The initial version of the 2013 Budget was distributed to Commission by the July 4th holiday. The the CIP proposed budget was first issued the end of July.

- **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. In the City's business-type activities, the modified accrual basis is 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.

- **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 net. The concept of reasonable assurance recognized 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. This report disclosed no instances of material weaknesses in the internal control structure or significant violations of applicable laws and regulations.

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 level of budgetary control, or the level at which expenditures cannot legally exceed the appropriated amount, is established at the cost center (by fund) level. 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. One-way transfers dollars between 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 Guidelines**

The City budgets resources on a fiscal year, which begins October 1st and ends on the following September 30th.

A budget calendar is prepared defining timelines for the budget process, workshops, TRIM compliance and Budget Hearings.

All funds subject to appropriations are required to balance. Total anticipated revenues must be equal, or greater than, the sum of budgeted expenditures for each fund. Current revenues will be sufficient to support current expenditures.

Fund balance in excess of the required reserve amounts may be used to fund a shortfall in the City's operating budget and shall be deemed a use of one-time revenues for budgeting purposes. Fund balance may also be used to fund capital acquisitions in the funds that meet the requirements. All use of fund balances must be approved by City Commission.

All budget transfers affecting personnel or inter-fund transfer accounts must be approved by City Commission through a Budget Resolution. Transfers affecting insurance contingency, debt service or capital outlay are initiated by Finance and require Commission notification.

Budget appropriations changing the overall amount may be amended after budget adoption. All budget amendments require City Commission approval through a Budget Resolution at a regular City Commission meeting.

On July 12, 2012 city employees from the Public Works Department moved the city's Veterans Monument from its long-time home in Riverside Park East to its new location at Sutton Park. Sutton Park is dedicated to veterans and stands at the park's southeast entrance.

Traffic on US 41 northbound was temporarily halted while the monument was moved down 8th Ave. West to rest at its current site as part of the Phase I renovations at Sutton Park.

Budget Calendar
Fiscal Year 2012-2013

May

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 7	Regular Commission meeting – No budget action
May 16	Distribution of budget packets to Cost Centers
May 21	Regular Commission meeting – No budget action

June

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 8	Budget packets complete by staff
June 18	Regular Commission meeting – No budget action

July

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 2	Regular Commission meeting – No budget action
July 3	Version 1 budget submitted to Commission by staff
July 16	Regular Commission meeting – Tentative millage and Meeting set – tentative millage rate set at 5.2171, roll back rate
July 17	Version 2 of FY2013 budget given to Commission
July 30	Budget meeting to discuss Version 2

August

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 3	TRIM requirement – Return to Property Appraiser the proposed millage rate
August 6	Regular Commission meeting – No budget action
August 20	Regular Commission meeting – First discussion of CIP

September

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 – Discussion of CIP
September 11	Special Commission meeting – TRIM required 1st Public Hearing and Approval of Tentative Budget
September 20	TRIM Advertisement in newspaper
September 24	Regular Commission meeting – TRIM required 2nd Public Hearing and Approval of Final Budget and CIP Budget

TRIM Dates – no Commission action
TRIM requirements during Commission meeting
Commission meeting with budget action
Commission meeting with no budget action
Budget action by staff

ASSUMPTIONS FOR 2013 BUDGET

The budget for FY 2013 includes the following assumptions:

1. General Fund ad valorem revenues are approximately $3.2M with the assumption of assessing the roll-back millage rate of $5.2171. The millage last year was $5.1185. This represents a difference in millage of .0986 mills. This millage allows the City to collect the same amount of tax when compared to FY 2012. Property values have decreased 4.46% in the current year and 39% since the peak in 2008 (four years of declining values).

2. Revenues received from the state and/or county are entered at 95% of estimated value with the exception of 1/2 cent sales tax is at 97%. All revenues are based on estimates received from the state and/or county. All other revenues are budgeted very conservatively.

3. TIF monies from the City to CRA are $1.14M compared to $1.21M the previous year. TIF monies from Manatee County to the CRA are projected to be $1.37M compared to $1.49M the previous year. This represents a 7% decrease in TIF revenues.

4. General Fund is projected to receive approximately $720,859 in reimbursement from CRA during FY 2013 compared to $838,958 (14% decrease). The specific dollars by cost center are as follows: Police-$678,479, Code Enforcement-$33,880, Public Works Admin-$8,500. Sub Plans have been developed for each cost center to support funding received from the CRA. Police has been approved while Code Enforcement and Public Works are pending.

5. No increases to utility user fees are budgeted. This includes Stormwater, Water, Sewer, and Reuse. Staff recommends a rate study be performed in FY 2013.

6. The subsidy to Stormwater has been reduced by $20,000 to $180,000. The subsidy includes $108,000 from Road and Bridge Fund and $36,000 from the Water and Sewer Fund.

7. At this time, the Building Department is in a deficit position and reserves are being used to eliminate the deficit. A total of approximately $130,000 of reserves is being used for FY 2013 which will leave approximately $361K in reserves at the end of FY2013. An analysis of permitting and building department fees is needed to ensure the stability of this fund can be maintained in the coming years.

8. Salary information contains no COLA or step increase for FY 2013.

9. Cost for health insurance decreased by 10% or approximately $107K for the same level of benefits when compared to the prior year. The City will also introduce an HMO Plan to provide greater value for some employees who do not need out of network doctors.

10. The budget currently contains 140 funded positions.
    - 116 full-time
    - 18 part-time (of which 7 are PD Crossing Guards & 2 are Citizen/Park Patrol per the CRA Police sub-plan; see listing in the personnel section)
    - 6 Elected Official positions

11. Seven (9) vacant positions remain funded in the budget, 5 full time and 4 part time.
    1. Project Inspector
    2. Customer Service Rep I
    3. Service Worker I - Solid Waste

4. Equipment Operator in Water
5. Supervisor of Water
6. 2 Part Time PD crossing guards
7. 2 Part Time Sworn Officers

12. Personnel Changes
    - Public Works Admin- Project Manager position removed
    - Parks- Equipment Operator moved to Road and Bridge fund
    - Water Department - Customer Service Field Reps moved to Customer Service (536)

13. The FY 2013 premium amounts for the City's Property, Casualty and Liability insurance, increased in comparison to last year and are entered accordingly.

14. Worker's Compensation rates are increasing 10% and we have accounted for this in the current budget. Final numbers are expected in mid July.

15. Pension costs are based on the actuarial report. The PD % of payroll went from 20.62% in FY 2011 to 25.5% or a 4.88% increase. The General Employees' pension increased from 23.62% to 28.51% or an increase of 4.89%.

16. Cost allocation (for General Fund Support Services) methodology is consistent with prior year.

17. Capital Leases – We have budgeted for one capital lease associated with equipment costing approximately $165K. This includes a backhoe for the Utility funds and two new police cruisers. These items would be leased for four (4) years with annual lease payments of $43K per year, of which 3/4 of this amount has been budget in year one (1).

18. Other capital expenditures include:
    - Mayor & Commission- Doc Camera and Console-$8,500
    - Public Works Admin- Motorola Repeater- $8,560
    - Parks- New Gator/utility vehicle- $11,500
    - Fleet – Diesel pump - $11,300

    (4 items above funded from fund balance per budget policy, i.e., one-time expenditure)

19. All Enterprise funds and CRA are balanced for FY 2013.

20. The General Fund is balanced. Building Department is using approximately $130,000 to balance budget for FY 2013.

21. The FY 2013 Capital budget was approved in conjunction with the Operating budget in September.
    - A new City-wide financial system (ADG-like system) was approved in the last CIP and staff is working to identify potential funding in the CIP budget for this item. Staff feels strongly that a new enterprise system is greatly needed and will include modules for Accounting, HR, Code Enforcement, Building Department, etc.

CITY OF PALMETTO
RESOLUTION NO. 2012-26

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 2013; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 24, 2012, 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 of Palmetto as $656,070,755.

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

Section 1: The Fiscal Year 2013 operating millage is 5.2171 mills, which is equal to the rolled-back rate of 5.2171.

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, 2012, at 7:31 p.m.

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

Shirley Groover Bryant

BY: SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: James R. Freeman
City Clerk

BY: _____
City Clerk

"Your legacy should be that you made it better than it was when you got it."

Lee Iacocca (born 1924)
President of Ford Motor Company,
Chairman of Chrysler Corporation

CITY OF PALMETTO
RESOLUTION NO. 2012-27

A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2013; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 24, 2012, 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 Fiscal Year 2013.

WHEREAS, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2013 in the amount of $22,253,738.

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

Section 1: The Final Budget for Fiscal Year 2013, 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, 2012 at 7:32 pm.

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

BY: Shirley Groover Bryant
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN
City Clerk

BY: James R. Freeman
City Clerk

ATTACHMENT A
Fiscal Year 2013
Final Budget
Resolution 2012-27

General Fund - #001		
Mayor & Commission		209,815
City Clerk		1,579,250
Information Technology		285,868
City Attorney		229,640
Finance		506,243
Human Resources		138,453
Code Enforcement		163,253
Police		3,966,635
Public Works Administration		575,483
Planning		166,081
Fleet Maintenance		229,385
Parks & Landscape		703,662
Grants		21,114
Building Department		293,658
Total General Fund Expenses	$	9,068,540
CRA Fund - #190	$	3,796,332
Road & Bridge Fund - #307	$	1,327,908
Solid Waste Fund - #403	$	2,092,758
Water and Sewer Fund - #432		
Cross Connect		160,727
Water Department		1,610,678
Sewer Department		1,030,550
Customer Service		562,429
Waste Water Treatment Plant		1,492,889
Grants		-
Total Water and Sewer Fund Expenses	$	4,857,273
Stormwater Fund - #440	$	976,126
Reuse Fund - #460	$	134,801
TOTAL CITY BUDGET	$	22,253,738

RESOLUTION NO. 2012-28

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING THE 2013 – 2017 CAPITAL IMPROVEMENT PROGRAM AND ADOPTING THE CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2012-2013, AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, it is necessary to provide budgetary authorization for the expenditure of these funds in Fiscal Year 2013.

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

Section 1: The Capital Improvement Plan for 2013 through 2017 as shown on Attachment A to this Resolution is hereby adopted in the total amount of $13,316,492.

Section 2: The Capital Improvement Plan Budget for the Fiscal Year 2013 as shown on Attachments A to this Resolution is hereby adopted in the amount of $5,498,043.

Section 3: The budget for funding from fund balance as detailed on Attachment B and included in Attachment A to the Resolution is hereby adopted in the amount of $1,200,362.

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, 2012.

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

By: Shirley Groover Bryant
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN

By: _____
City Clerk

2013 - 2017 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A

	Project Description	Supporting Fund	FY2013	FY2014	FY2015	FY2016	FY2017	Total 2013-2017 Project Cost
	Road Improvements							
1	23rd St. Realignment	Capital Projects	$ -	$ -	$ -	$ -	$ -	$ -
2	10th Avenue Extension	Capital Projects	-	-	-		-	-
3	Sidewalk R& R	Road & Bridge	50,000	65,000	65,000	65,000	65,000	310,000
4	ADA Sidewalk Compliance	Road & Bridge	25,000	25,000	25,000	25,000	25,000	125,000
5	14th Ave & 17th St Round About	Capital Projects		20,000	42,000	440,170	-	502,170
6	13th Ave 7th to 8th Street***	Capital Projects/ Road & Bridge/ Assesment	188,965					188,965
	ROAD IMPROVEMENTS TOTAL		**$ 263,965**	**$ 110,000**	**$ 132,000**	**$ 530,170**	**$ 90,000**	**$ 1,126,135**
	Public Facilities							
1	City Facility Security	Capital Projects	$ 50,000	$ 50,000	$ 25,000	$ 25,000	$ 25,000	$ 175,000
2	City Wide Facilities Upgrades	Capital Projects	50,000	25,000	25,000	25,000	25,000	150,000
3	New Public Works Facility	Capital Projects	-	-	477,540	3,183,600	-	3,661,140
4	City Wide Enterprise Software	Capital Projects	350,000	-	-	-	-	350,000
	PUBLIC BUILDINGS TOTAL		**$ 450,000**	**$ 75,000**	**$ 527,540**	**$ 3,233,600**	**$ 50,000**	**$ 4,336,140**
	Stormwater							
1	TMDL Program	Stormwater	$ 25,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 225,000
2	PPD Pond	Stormwater	-	-	-	150,000	-	150,000
3	13th St. Drainage Project from 25th Ave. W to 28th Ave. W	Road & Bridge/ Stormwater	875,000	-	-	-	-	875,000
4	Dredging Projects	Stormwater	10,000	10,000	10,000	10,000	10,000	50,010
	STORMWATER TOTAL		**$ 910,000**	**$ 60,000**	**$ 60,000**	**$ 210,000**	**$ 60,000**	**$ 1,300,000**
	Utility Improvements							
1			$ -	$ -	$ -	$ -	$ -	$ -
2	WWTP Upgrades	Water/Sewer	275,500	62,199	62,199	62,199	62,199	524,296
3	WWTP R&R	Water/Sewer	176,000	74,638	74,638	74,638	74,638	474,552
4	Lift Station Upgrades	Water/Sewer	24,000	99,517	99,517	99,517	99,517	422,068
5	Sewer Lines R&R	Water/Sewer	40,000	50,000	50,000	50,000	50,000	240,000
6	I&I Program	Water/Sewer	50,000	50,000	100,000	100,000	100,000	400,000
7	PARS	Reuse	-	50,000	50,000	50,000	50,000	200,000
8	Aquifer Storage Recovery	Reuse	1,733,578	474,723	-	-	-	2,208,301
9	Regional Reuse System (MARS)	Reuse	-	-	-	100,000	100,000	200,000
10	Water Lines R&R	Water/Sewer	25,000	30,000	30,000	50,000	50,000	185,000
11	Telemetry Meters	Water/Sewer	1,300,000	-	-	-	-	1,300,000
12	8th St. W & 9th St. W Ward 2 Reclaim lines.	Water/Sewer	250,000					250,000
13	21st St. Utility Extension	Water/Sewer	-	-	-	150,000	-	150,000
		UTILITY TOTAL	**$ 3,874,078**	**$ 891,077**	**$ 466,354**	**$ 736,354**	**$ 586,354**	**$ 6,554,217**
		GRAND TOTAL	**$ 5,498,043**	**$ 1,136,077**	**$ 1,185,894**	**$ 4,710,124**	**$ 786,354**	**$ 13,316,492**

***** Represents Additions To The CIP**

Project to be funded through a new capital lease. Debt service will be funded by fund balance or current revenues.
Project to be partially funded using Impact Fees.
Project to be funded with assessments to property owners and City impact fees.
Project to be funded with a future CDBG grant. Application to be made 10/1/2012

2013 - 2017 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A

FUNDING SOURCE FY 2013 PROJECTS

	Project Description	Loan Funds/ New Lease	City Fund Balance and Impact Fees	2013 Grants	Total from Capital Funding	FY2013 Revenues	Unfunded or Partial Funded Projects	Total 2013 Funding
	Road Improvements							
1	23rd St. Realignment	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	10th Avenue Extension	-	-	-	-	-	-	-
3	Sidewalk R& R	-	-	-	-	50,000	-	50,000
4	ADA Sidewalk Compliance	-	-	-	-	25,000	-	25,000
5	14th Ave & 17th St Round About	-	-	-	-	-	-	-
6	13th Ave 7th to 8th Street***	-	62,988	-	62,988	-	125,977	188,965
	ROAD IMPROVEMENTS TOTAL	**$ -**	**$ 62,988**	**$ -**	62,988	**$ 75,000**	**$ 125,977**	**$ 263,965**
	Public Facilities							
1	City Facility Security	$ -	$ 45,000	$ 5,000	50,000	$ -	$ -	$ 50,000
2	City Wide Facilities Upgrades	-	50,000	-	50,000	-	-	50,000
3	New Public Works Facility Building	-	-	-	-	-	-	-
4	City Wide Enterprise Software	-	350,000	-	350,000	-	-	350,000
	PUBLIC BUILDINGS TOTAL	**$ -**	**$ 445,000**	**$ 5,000**	**$ 450,000**	**$ -**	**$ -**	**$ 450,000**
	Stormwater							
1	TMDL Program	$ 25,000	$ -	$ -	$ 25,000	$ -	$ -	$ 25,000
2	PPD Pond	-	-	-	-	-	-	-
3	13th St. Drainage Project from 25th Ave. W to 28th Ave. W	-	125,000	-	125,000	-	750,000	875,000
4	Dredging Projects	10,000	-	-	10,000	-	-	10,000
	STORMWATER TOTAL	**$ 35,000**	**$ 125,000**	**$ -**	**$ 160,000**	**$ -**	**$ 750,000**	**$ 910,000**
	Utility Improvements							
1		$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	WWTP Upgrades	-	20,620	-	20,620	-	254,880	275,500
3	WWTP R&R	110,000	66,000	-	176,000	-	-	176,000
4	Lift Station Upgrades	-	24,000	-	24,000	-	-	24,000
5	Sewer Lines R&R	-	-	-	-	40,000	-	40,000
6	I&I Program	-	50,000	-	50,000	-	-	50,000
7	PARS	-	-	-	-	-	-	-
8	Aquifer Storage Recovery	655,535	211,254	866,789	1,733,578	-	-	1,733,578
9	Regional Reuse System (MARS)	-			-	-	-	-
10	Water Lines R&R	-	25,000	-	25,000	-	-	25,000
11	Telemetry Meters	1,300,000	-	-	1,300,000	-	-	1,300,000
12	8th St. W & 9th St. W Ward 2 Reclaim lines.		250,000		250,000		-	250,000
13	21st St. Utility Extension	-	-	-	-	-	-	-
	UTILITY TOTAL	**$ 2,065,535**	**$ 646,874**	**$ 866,789**	**$3,579,198**	**$ 40,000**	**$ 254,880**	**$ 3,874,078**
	GRAND TOTAL	**$ 2,100,535**	**$ 1,279,862**	**$ 871,789**	**$4,252,186**	**$ 115,000**	**$ 1,130,857**	**$ 5,498,043**

***** Represents Additions To The CIP**

Project to be funded through a new capital lease. Debt service will be funded by fund balance or current revenues.
Project to be partially funded using Impact Fees.
Project to be funded with assessments to property owners and City impact fees.
Project to be funded with a future CDBG grant. Application to be made 10/1/2012

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

ATTACHMENT B

Fund	Total Projected Fund Balance @ 9/30/2012	Total Restricted/ Committed	Remaining Uncommitted Fund Balance *	# of Months of 2013 Expenses	Uncommitted amount over 5 months	Amount to be used for Capital Projects	% Used	Remaining Months of expenses
General Fund	5,834,916	1,392,570	4,442,346	5.78	597,293	298,647	50%	5.39
Road and Bridge	1,981,296	582,535	1,398,761	13.22	869,850	434,925	50%	9.11
Water and Sewer	15,540,887	13,021,628	2,519,259	6.30	521,241	260,620	50%	5.65

* Fund Balance in the Road and Bridge Fund is restricted/committed to use for roads, bridges, sidewalks, etc. by statute. For the purpose of this exercise, we will treat the $1.9 million as uncommitted.

Use of Fund Balance for 2013 CIP

Fund	Project Name	Funding Amount	Amount Available	Unused Amount
To be transferred to other funds:				
General Fund	City Facility Security	45,000		
	Facilities Upgrades	50,000		
	City-wide Software	175,000		
	Total Use of General Fund Fund Balance	270,000	298,647	28,647
General Government Impact Fees				
	City-wide Software	100,000	104,853	4,853
Road and Bridge	8th & 9th Reuse	140,000		
	α 13th Street Drainage	125,000		
	Total Use of Road & Bridge Fund Balance	265,000	434,925	169,925
Transportation Impact Fees				
	13th Ave; 7th to 8th Street	62,988	88,669	25,681
Water & Sewer Impact Fees				
	8th & 9th Reuse	110,000	289,000	179,000
	Total transfers to other funds	**807,988**		
To be used in originating fund:				
Water & Sewer	WWTP Upgrades	20,620		
	WWTP R&R	66,000		
	Lift Stations	24,000		
	I&I Program	50,000		
	Water Lines R&R	25,000		
	City-wide Software	75,000		
	Total Use of Water & Sewer Fund Balance	260,620	260,620	0
	WWTP Upgrades	-		
	Total Use of Water & Sewer Fund Balance	-	260,620	260,620
Reuse	ASR (Cash)	211,254	211,254	-
Total Use of City Fund Balance and Impact Fees		1,279,862	1,948,588	668,726

α Grant funding is being sought. If it is not received, the drainage portion of the project will be funded entirely from Road and Bridge fund balance.

Budget Breakdown
All Funds

Including Capital Improvement Program (CIP)

FY 2013
Total Fund Expenditure
Budget
(Before other sources)
$ 25,529,265

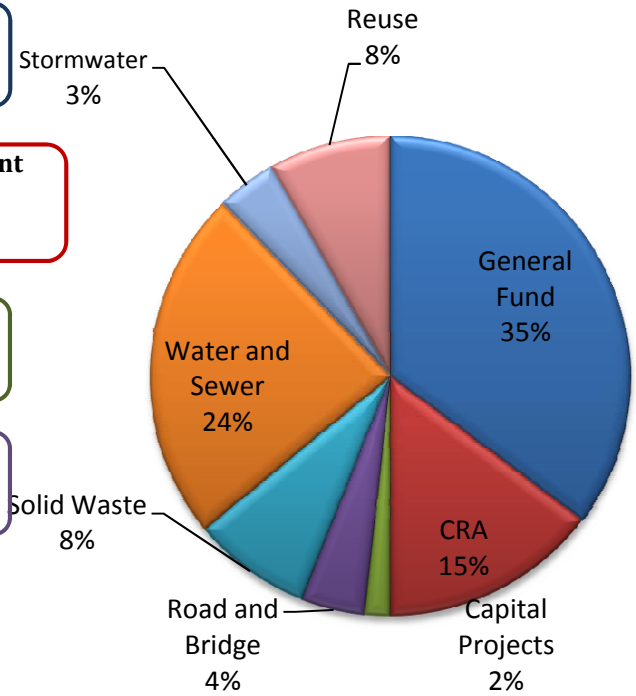
Governmental Funds

General Fund
$ 9,006,633

Community Redevelopment Agency
$ 3,750,393

Capital Project Funds
$ 437,988

Road & Bridge Fund
$ 1,093,138



Enterprise Funds

Solid Waste Fund
$ 2,045,709

Water & Sewer Fund
$ 6,054,685

Stormwater Fund
$ 1,042,616

Reuse Fund
$ 2,098,103

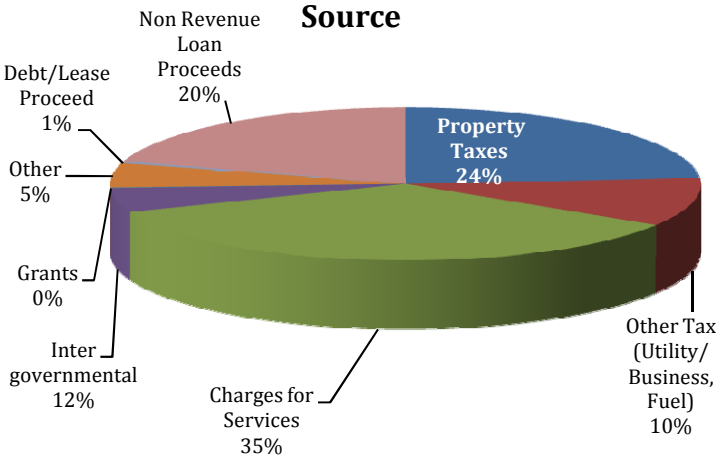
****Source: All Funds Summary located in Section Fund Summary**

Where the Money Comes From And Where it Goes

City-Wide Fund Revenues

Property Taxes	$	5,783,840
Other Tax		2,493,025
Charges for Services		8,564,414
Intergovernmental		1,235,593
Grants		26,416
Other		1,251,327
Debt/Lease Proceed		96,894
Non Revenue Loan Proceeds		4,933,083
Permits, Fees, Assessments		1,244,000
	$	25,628,592

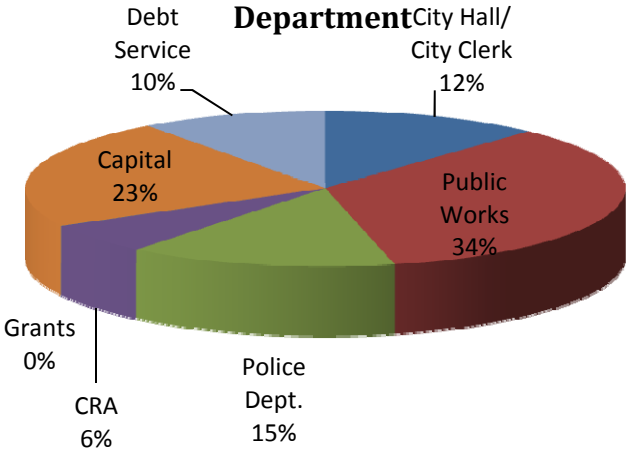
Where the Money Comes from by Source



City-Wide Expenses by Department

City Hall/ City Clerk	$	3,034,108
Public Works		8,779,217
Police Department		3,706,094
CRA		1,593,296
Grants		7,548
Capital		5,833,128
Debt Service		2,575,874
	$	25,529,265

Where the Money goes by Department

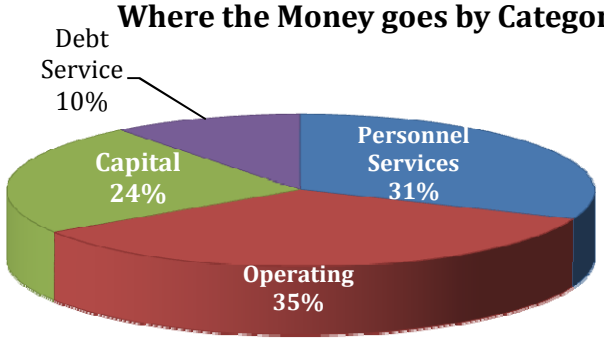


City-Wide Expenses by Category

Personnel Services	$	7,653,514
Operating		8,500,648
Capital		5,833,128
Debt Service		2,575,874
Community Programs		966,101
	$	25,529,265

Surplus/(Deficit)	**$**	**99,327**

Where the Money goes by Category



Fiscal Year 2013
Budget Summary

REVENUES:		
Property Taxes	$	5,783,840
Utility Service Taxes		1,380,054
Business License Tax		62,500
Permits, Fees and Assessments		1,244,000
Motor Fuel Taxes		1,050,471
Impact Fees		-
Intergovernmental Revenue		1,235,593
Grants		26,416
Charges for Services/Utility Fees		8,564,414
Fines & Forfeitures		34,675
Interest Revenue		177,270
Miscellaneous Revenue		1,039,382
TOTAL REVENUES	$	20,598,615
EXPENSES:		
City Hall/City Clerk		
Mayor and Commission	$	201,315
City Clerk		1,509,336
Information Technology		285,868
City Attorney		229,640
Finance		506,243
Human Resources		138,453
Code Enforcement		163,253
Customer Service		434,471
TOTAL CITY CLERK		3,468,579.00
Police Department		3,706,094
Public Works		
Public Works Administration		560,766
Planning		166,081
Fleet Management		218,085
Parks and Recreation		692,162
Building Department		231,751
Grants		7,548
Streets		765,458
Solid Waste		2,045,709
Cross Connect		96,678
Water Department		1,299,031
Sewer Department		421,937
WWTP		1,479,395
Stormwater Department		358,093
Reuse Department		9,600
TOTAL PUBLIC WORKS		8,352,294
Community Redevelopment Agency		1,593,296
Capital *		5,833,128
Debt Service		2,575,874
TOTAL EXPENDITURES		25,529,265
Transfers-in		1,784,649
Transfers-out		(1,784,649)
Debt/Lease Proceeds		96,894
Non-revenue loan proceeds/fund balance		4,933,083
TOTAL OTHER SOURCES		5,029,977
EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER SOURCES		99,327

* Includes operating capital and CIP projects that are funded

ALL FUNDS SUMMARY

	GOVERNMENTAL FUNDS									
	General Fund		Community Redevelopment Agency		Road and Bridge Fund		Capital Projects Fund		Joint Capital Projects Fund	
	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget
REVENUES:										
Property Taxes	3,404,743	3,266,948	2,703,409	2,516,892	-	-	-	-	-	-
Utility Service Taxes	1,393,159	1,380,054								
Business License Tax	62,750	62,500	-	-	-	-	-	-	-	-
Permits, Fees and Assessments	1,042,135	1,015,000	-	-	-	-	-	-	-	-
Motor Fuel Taxes	-	-	-	-	1,105,758	1,050,471	-	-	-	-
Impact Fees	8,205	-	-	-	4,846	-	-	-	-	-
Intergovernmental Revenue	1,073,448	1,106,501	-	-	721,439	129,092	-	-	-	-
Grants	441,551	21,416	-	-	-	-	682,238	5,000	582,500	-
Charges for Services/Utility Fees	959,394	839,518	4,200	2,000	85,520	84,496	-	-	-	-
Fines & Forfeitures	58,863	34,675	-	-	-	-	-	-	-	-
Interest Revenue	43,750	102,415	29,950	29,950	16,249	16,325	-	-	-	-
Miscellaneous Revenue	205,755	157,393	3,000	-	1,210	600	-	-	-	-
Debt/Lease Proceeds	183,493	74,144	-	-	200,000	22,750	-	-	-	-
Non-revenue loan proceeds/fund balance	513,468	583,308	4,913,139	1,247,490	676,824	352,163	1,054,355	-	-	-
Total Revenues	**9,390,714**	**8,643,872**	**7,653,698**	**3,796,332**	**2,811,846**	**1,655,897**	**1,736,593**	**5,000**	**582,500**	**-**
EXPENSES:										
City Hall/City Clerk										
Mayor and Commission	203,311	201,315	-	-	-	-	-	-	-	-
City Clerk	1,624,845	1,509,336	-	-	-	-	-	-	-	-
Information Technology	285,415	285,868	-	-	-	-	-	-	-	-
City Attorney	283,040	229,640	-	-	-	-	-	-	-	-
Finance	503,714	506,243	-	-	-	-	-	-	-	-
Human Resources	108,247	138,453	-	-	-	-	-	-	-	-
Code Enforcement	158,970	163,253	-	-	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	-	-	-	-
Police Department	3,679,898	3,706,094	-	-	-	-	-	-	-	-
Public Works										
Public Works Administration	643,259	560,766	-	-	-	-	-	-	-	-
Planning	167,028	166,081	-	-	-	-	-	-	-	-
Fleet Management	215,024	218,085	-	-	-	-	-	-	-	-
Parks and Recreation	766,322	692,162	-	-	-	-	-	-	-	-
Building Department	241,316	231,751	-	-	-	-	-	-	-	-
Grants - Non-Capital	97,465	7,548	-	-	-	-	-	-	-	-
Streets	-	-	-	-	665,173	765,458	-	-	-	-
Solid Waste	-	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	2,485,453	1,593,296	-	-	-	-	-	-
Capital	693,459	198,037	3,625,199	1,140,000	1,518,932	81,192	1,736,593	437,988	1,325,632	-
Debt Service	176,862	192,001	867,877	1,017,097	226,936	246,488	-	-	-	-
TOTAL FUND EXPENDITURES	9,848,175	9,006,633	6,978,529	3,750,393	2,411,041	1,093,138	1,736,593	437,988	1,325,632	-
Excess Revenues Over(Under) Expenditures	**(457,461)**	**(362,761)**	**675,169**	**45,939**	**400,805**	**562,759**	**-**	**(432,988)**	**(743,132)**	**-**
Transfers In	836,590	796,661	-	-	37,621	-	-	432,988	743,132	-
Transfers out	(295,005)	(431,907)	(675,169)	(45,939)	(398,903)	(562,759)	-	-	-	-
TOTAL OTHER SOURCES(USES)	541,585	364,754	(675,169)	(45,939)	(361,282)	(562,759)	-	432,988	743,132	-
Excess Revenues Over(Under) Expenditures and Other Sources	**84,124**	**1,993**	**-**	**-**	**39,523**	**-**	**-**	**-**	**-**	**-**
Fund Balance, Beginning of Year	7,656,516	7,655,739	5,100,453	1,532,567	2,444,555	1,846,224	1,215,816	1,240,467	-	246,395
Fund Balance, End of Year	**7,740,640**	**7,657,732**	**5,100,453**	**1,532,567**	**2,484,078**	**1,846,224**	**1,215,816**	**1,240,467**	**-**	**246,395**

NOTE: Fund Balance, Beginning of Year for 2013 Adopted Budget is based on the projected revenues and expenses from fiscal year 2012.

ALL FUNDS SUMMARY

	ENTERPRISE FUNDS									
	Solid Waste Fund		Water and Sewer Fund		Stormwater Fund		Reuse Fund		All Funds Total	
	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget	2012 Revised Budget	2013 Adopted Budget
REVENUES:										
Property Taxes	-	-	-	-	-	-	-	-	6,108,152	5,783,840
Utility Service Taxes									1,393,159	1,380,054
Business License Tax	-	-	-	-	-	-	-	-	62,750	62,500
Permits, Fees and Assessments	230,400	229,000	-	-	-	-	-	-	1,272,535	1,244,000
Motor Fuel Taxes	-	-	-	-	-	-	-	-	1,105,758	1,050,471
Impact Fees	-	-	23,785	-	-	-	-	-	36,836	-
Intergovernmental Revenue	-	-	-	-	-	-	-	-	1,794,887	1,235,593
Grants	-	-	182,768	-	40,751	-	-	-	1,929,808	26,416
Charges for Services/Utility Fees	1,921,000	1,880,000	4,676,700	4,780,450	790,000	790,000	184,700	187,950	8,621,514	8,564,414
Fines & Forfeitures	-	-	-	-	-	-	-	-	58,863	34,675
Interest Revenue	3,750	3,750	21,000	21,900	1,740	1,765	1,250	1,165	117,689	177,270
Miscellaneous Revenue	160	200	92,550	14,000	864	400	946,289	866,789	1,249,828	1,039,382
Debt/Lease Proceeds	-	-	-	-	-	-	-	-	383,493	96,894
Non-revenue loan proceeds/fund balance	-	-	567,485	1,825,762	163,103	57,571	126,217	866,789	8,014,591	4,933,083
Total Revenues	**2,155,310**	**2,112,950**	**5,564,288**	**6,642,112**	**996,458**	**849,736**	**1,258,456**	**1,922,693**	**32,149,863**	**25,628,592**
EXPENSES:										
City Hall/City Clerk										
Mayor and Commission	-	-	-	-	-	-	-	-	203,311	201,315
City Clerk	-	-	-	-	-	-	-	-	1,624,845	1,509,336
Information Technology	-	-	-	-	-	-	-	-	285,415	285,868
City Attorney	-	-	-	-	-	-	-	-	283,040	229,640
Finance	-	-	-	-	-	-	-	-	503,714	506,243
Human Resources	-	-	-	-	-	-	-	-	108,247	138,453
Code Enforcement	-	-	-	-	-	-	-	-	158,970	163,253
Customer Service	-	-	271,152	434,471	-	-	-	-	271,152	434,471
Police Department	-	-	-	-	-	-	-	-	3,679,898	3,706,094
Public Works										
Public Works Administration	-	-	-	-	-	-	-	-	643,259	560,766
Planning	-	-	-	-	-	-	-	-	167,028	166,081
Fleet Management	-	-	-	-	-	-	-	-	215,024	218,085
Parks and Recreation	-	-	-	-	-	-	-	-	766,322	692,162
Building Department	-	-	-	-	-	-	-	-	241,316	231,751
Grants - Non-Capital	-	-	7,681	-	-	-	-	-	105,146	7,548
Streets	-	-	-	-	-	-	-	-	665,173	765,458
Solid Waste	2,038,847	2,045,709	-	-	-	-	-	-	2,038,847	2,045,709
Cross Connect	-	-	111,465	96,678	-	-	-	-	111,465	96,678
Water Department	-	-	1,470,117	1,299,031	-	-	-	-	1,470,117	1,299,031
Sewer Department	-	-	467,894	421,937	-	-	-	-	467,894	421,937
WWTP	-	-	1,465,129	1,479,395	-	-	-	-	1,465,129	1,479,395
Stormwater Department	-	-	-	-	337,784	358,093	-	-	337,784	358,093
Reuse Department	-	-	-	-	-	-	5,800	9,600	5,800	9,600
Community Redevelopment Agency	-	-	-	-	-	-	-	-	2,485,453	1,593,296
Capital	-	-	926,657	1,809,762	234,307	182,571	1,482,559	1,983,578	11,543,338	5,833,128
Debt Service	-	-	492,207	513,411	491,000	501,952	103,700	104,925	2,358,582	2,575,874
TOTAL FUND EXPENDITURES	2,038,847	2,045,709	5,212,302	6,054,685	1,063,091	1,042,616	1,592,059	2,098,103	32,206,269	25,529,265
Excess Revenues Over(Under) Expenditures	**116,463**	**67,241**	**351,986**	**587,427**	**(66,633)**	**(192,880)**	**(333,603)**	**(175,410)**	**(56,406)**	**99,327**
Transfers In	-	-	-	-	242,850	305,000	-	250,000	1,860,193	1,784,649
Transfers out	(39,215)	(47,049)	(379,140)	(583,208)	(102,761)	(93,511)	-	(20,276)	(1,890,193)	(1,784,649)
TOTAL OTHER SOURCES(USES)	(39,215)	(47,049)	(379,140)	(583,208)	140,089	211,489	-	229,724	(30,000)	-
Excess Revenues Over(Under) Expenditures and Other Sources	**77,248**	**20,192**	**(27,154)**	**4,219**	**73,456**	**18,609**	**(333,603)**	**54,314**	**(86,406)**	**99,327**
Fund Balance, Beginning of Year	487,058	547,319	14,886,748	15,333,124	2,955,352	3,260,656	2,327,651	2,433,058	37,074,149	33,849,154
Fund Balance, End of Year	**564,306**	**567,511**	**14,859,594**	**15,337,343**	**3,028,808**	**3,279,265**	**1,994,048**	**2,487,372**	**36,987,743**	**33,948,481**

NOTE: Fund Balance, Beginning of Year for 2013 Adopted Budget is based on the projected revenues and expenses from fiscal year 2012.

"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

Policies and Planning

Accounting and Financial Policies

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. 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. 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).

- **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 assets.

- **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.
  - 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". This transaction 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.

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.

Transactions within the funds are recorded in general ledger accounts that designate the account as being asset, liability, equity, revenue or expense according to the Uniform Accounting System of the State of Florida. The accounts are ten to fourteen digits in length with the first three numbers denoting the fund. The second set of three numbers will indicate whether the account is an asset (100), liability or equity (200), revenue (300), operating expense (500), CIP expense (600), grant (700), or joint capital projects (800). The next four digits designate the activity of the expense with 1000 – 2000 being personnel expenses, 3000 – 5000 operating, 6000 capital outlay, 7000 debt service and 8000 and 9000 grants and aids. An additional four digit extension is used for projects and grant designations.

FUND STRUCTURE

Governmental Funds

GENERAL FUND
Appropriated
Included in Audited Financial Statements

TRAILER PARK TRUST FUND
Not Appropriated – Non-Major Fund
Included in Audited Financial Statements with General Fund

Major Fund

Non-Major Fund

SPECIAL REVENUE FUNDS

COMMUNITY REDEVELOPMENT AGENCY FUND (CRA)
Appropriated
Included in Audited Financial Statements

ROAD AND BRIDGE FUND
Appropriated
Included in Audited Financial Statements

CAPITAL PROJECTS FUNDS

CAPITAL PROJECTS FUND
Appropriated
Included in Audited Financial Statements

JOINT CAPITAL PROJECTS FUND
Appropriated
Included in Audited Financial Statements

Proprietary Funds

ENTERPRISE FUNDS

SOLID WASTE FUND
Appropriated
Included in Audited Financial Statements

WATER AND SEWER FUND
Appropriated
Included in Audited Financial Statements

STORMWATER FUND
Appropriated
Included in Audited Financial Statements

REUSE FUND
Appropriated
Included in Audited Financial Statements

FIDUCIARY FUNDS

POLICE OFFICERS PENSION FUND
Not Appropriated
Included in Audited Financial Statements

GENERAL EMPLOYEES PENSION FUND
Not Appropriated
Included in Audited Financial Statements

AGENCY FUNDS

INSURANCE FUND
Not Appropriated – Non-Major Fund
Included in Audited Financial Statements
Combined with Payroll Services Fund

PAYROLL SERVICES FUND
Not Appropriated – Non-Major Fund
Included in Audited Financial Statements
Combined with Insurance Fund

Fund Types:
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 City Clerk, Police, Public Works and Parks and Recreation. 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.

- **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 and trash 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.

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 banks with Branch Banking and Trust (BB&T) through a contract which is compete at the end of fiscal year 2013. The City earns an interest rate floor of 0.5% and an ECR rate of 1.25% which ensures a minimum yield of 0.5% and allows a high liquidity. All funds are currently generally invested in secure certificates of deposit with maturities during 2013 with interest rates ranging from 0.68% to 1.06%. Collateralized CD rates have continued a downward trend and the idle cash amount increased. The City's pooled cash position is in excess of $10,000,000, Investments shall be managed to ensure the security of the city's cash first, then ensuring its liquidity and yield secondary.

- **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. Currently, the City is working to amend its current 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 assets 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 assets in General Fund, special revenue, and proprietary fund types. These types of funds are to reserve fund balance/net assets, not already reserved for another purpose, equal to three to six months of the current fiscal year expense budget, or 10% to 25% of budgeted revenues whichever is greater. In the event that the unassigned fund balance or unreserved net asset balance exceeds these requirements, the excess may be utilized for any lawful purpose with City Commission approval with the recommendation of utilizing the excess within the fund creating the excess.

The use of fund balance was approved this year for General Fund, Building Department reserve, and the Capital Improvement Program (CIP). The loan funds that have funded CIP in the past have been greatly depleted and it became necessary to devise a plan to set aside usable fund balance/net assets for 2013 projects as well as future ones. Calculations using projected revenues and expenses have been made to project usable fund balance levels and ensure that the use of fund balance/net assets will not jeopardize the City's financial stability.

During the fiscal year 2013 budgeting process, City Commission approved the use of fund balance/net assets as follows:

Fund	Amount	Use of Fund Balance/Net Assets
General Fund		
	1,200	To fund the purchase of trees and landscaping plants from the reserve.
	31,500	To fund unusual items such as hurricane supplies, insurance contingencies, and the provision for a special election if necessary.
	39,860	To fund capital acquisitions not funded through a capital lease.
	130,158	To fund the deficit in the Building Department from the reserve.
	1,590	To fund a program for children with funding received from Wal-Mart in FY2012
	9,000	To fund a portion of the dual authentication software for PD
	100,000	To fund CIP project City-wide software with general government impact fees.
	270,000	To fund CIP projects-City facility security and upgrades, and City-wide software
	483,308	**Total General Fund**
CRA Fund		
	645,915	Remaining proceeds from the 2006 loan assigned for debt service.
	601,575	Unused fund balance calculated and designated for projects.
	1,247,490	**Total CRA Fund**

Road and Bridge		
	24,174	Funding for Haben Blvd. project with funds transferred in FY2012
	62,988	To fund CIP project 13th Ave; 7th to 8th St through transportation impact fees.
	265,000	To fund CIP projects-8th & 9th St. Reuse, 13th St. Drainage
	352,162	**Total Road and Bridge Fund**
Water and Sewer		
	110,000	Fund 8th & 9th St. Reuse CIP project with water/sewer impact fees
	260,620	Fund CIP projects-WWTP upgrades, Lift Stations, I&I and City-wide Software
	370,620	**Total Water and Sewer Fund**
Reuse Fund		
	131,754	Fund CIP project – ASR Well
	131,754	**Total Reuse Fund**
	2,585,334	**Total Use of Fund Balance**

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. 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.

The City, like many other municipalities, is experiencing the challenges of funding much needed capital projects. The Budget Policy makes provisions for the use of fund balance to fund capital projects based on the financial condition of the individual funds using five months of unassigned fund balance as a minimum threshold. It was determined that three funds had fund balance available for capital projects – General Fund, Road and Bridge, and Water and Sewer Funds. Fund balance from the Reuse Fund has been reserved for the ASR Well project and is budgeted to be used in 2013.

It is projected that at the end of fiscal year 2012, all funds except Stormwater and Reuse will meet the minimum three months of reserves as shown in the chart below. While both of these funds have improved over the past year, they will not yet meet the minimum requirement.

Fund/Reserve	FY2012 Projected Unassigned Fund Balance	1/12 of FY2013 Expenses	# of Months of Unassigned Fund Balance	Amount over(under) 3 month minimum	Amount over(under) 5 months for Capital Reserve	Amount over(under) 6 month maximum
General Fund	4,442,346	731,240	6.08	2,248,626	786,145	54,905
Road and Bridge	1,701,570	91,095	18.68	1,428,286	1,246,096	1,155,001
Solid Waste	604,015	170,476	3.54	92,588	(248,364)	(418,840)
Water/Sewer	3,117,048	504,557	6.18	1,603,377	594,263	89,706
Stormwater	56,163	86,885	0.65	(204,491)	(378,260)	(465,145)
Reuse	(11,033)	174,842	(0.06)	(535,559)	(885,243)	(1,060,085)
Funds/Departments not requiring minimum fund balance per policy						
Building Department	521,936	19,313	27.03	463,998	425,373	406,061
CRA	5,063,887	312,533	16.20	4,126,289	3,501,223	3,188,691

The Stormwater and Reuse funds have reported deficit net assets for several years. An effort to get these funds in a positive position has been ongoing since 2005. The expenses in the Reuse Fund are largely for debt service and in 2005, $1.5 million was used to pay down a bank loan and reduce long term liabilities, debt service payments and increase net assets. User fees were increased during the years between 2005 and 2009. This effort has been successful as the fund is projected to be in a positive position by the end of 2014. The Stormwater Fund has a higher deficit and recovery efforts began in 2007. The General Fund, Road and Bridge and/or Water and Sewer funds began subsidizing the Stormwater Fund for $300,000 per year which has declined to $160,000 for fiscal year 2013. User fees will need to be re-evaluated again however, the fund has almost reached the point of self-supporting. Efforts will continue until this fund is in a positive position and no longer needing subsidized.

- **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=term 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. Forecasting software has been purchased to enable better forecasting of revenues, expenses as well as other data.

- **Balanced Budgeting**

The budget shall be balanced for each budgeted fund. A balanced budget is defined as total anticipated revenues plus any portion of fund balance that is designated as a budget-funding source shall equal, or be greater than, the estimated total expenditures for each fund.

- **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 $50,000. 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 $50,000 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.

- **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 chosen to limit its borrowing activities to bank qualified loans at this time. This choice sets a limit of $10,000,000 in financing activities per calendar year. The City plans less than $170,000 in financing activity during fiscal year 2013 for its capital lease. No loans are planned.

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:

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 or a capital leasing program as preferred by the City, not to exceed $10 million per calendar year.
4. Be tracked and evaluated annually.
5. Be maintained within the accepted benchmarks.
    a. Net debt per capita under $900
    b. Under 3% of assessed taxable property value
    c. Net debt per capita as a percentage of income per capita not to exceed 5%
    d. Debt Service Coverage Ration of a minimum of 110%

	Item # and Item Description	City Wide	Target Ratio	Governmental Funds*	Proprietary Funds	Total City	CRA Fund Information Only
1	Population	12,708					
2	Assessed taxable property value	653,467,624					
3	Personal income per capita	$ 39,101					
4	Total Debt at 9/30/12			2,957,929	11,350,331	14,308,260	3,076,500
5	Total Revenue FY2013			10,146,814	8,156,293	18,303,107	3,194,757
6	Operating Expenses FY2013 **			10,059,024	6,896,514	16,955,538	5,645,043
7	Net Operating Income (Loss)			87,790	1,259,779	1,347,569	(2,450,286)
8	Debt Service FY2013			438,489	1,120,288	1,558,777	707,035
9	Net Debt Per Capita	#4 / #1	? $900	233	893	1,126	242
10	Percentage of assessed taxable property value	#4 / #2	? 3%	0.45%	1.74%	2.19%	0.47%
11	Net debt per capita as a percentage of income per capita	#10 / #3	? 5%	0.60%	2.28%	2.88%	0.62%
12	Debt Service Coverage Ratio	#7 / #8	? 110%	20%	112%	86%	-347%

* The debt policy does not include CRA as therefor 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 12,708 for the 2013 fiscal year. Property values decreased 5% from the previous year as the personal income per capita decreased 3%. The decrease of these factors has caused a worsening of the ratios. Of the four ratios, only the percentage of assessed taxable property value (line 10) and the net debt per capita as a percentage of income per capita (line 11) remain in acceptable limits for both the individual fund type and the total City. Net debt per capita (line 9) is acceptable for each of the fund types individually but is high when viewed as the total city. Debt service coverage ratio (line 12), is only acceptable for the proprietary

funds. Since no other large, long-term capital debt is planned and two of the four are within acceptable limits for the city, these ratios are deemed acceptable however, it will be monitored for changes.
It should also be noted that a rate study for utility fees is planned during fiscal year 2013. An increase in rates and subsequent increase in revenues will improve the ratios in the proprietary funds and allow for the possibility of additional debt to fund capital improvements and thus make much needed upgrades to the City's aging utility systems.

- **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 above includes items that will be financed through a four year capital lease. These items include a backhoe funded from the Road and Bridge, Water and Sewer and Stormwater funds, and two police cruisers for a total of $164,607.

The City financed its CIP and other capital projects from fiscal year 2004 through 2012 with bank qualified loans obtained from 2004 through 2007. These loans were for the sole purpose of completing capital projects both through the City's CIP and CRA projects to reduce slum and blight. All loans are for a term of twenty years and are paid directly from the operating funds within the respective funds. As projects are placed on the CIP, or CRA's capital projects list, the fund supporting the project is determined and all available funds are allocated. That fund then is allocated a proportionate share of the debt service according to the cost of the project and the total use of loan funds.

Two loans were obtained in 1998 and 1999 from the State Revolving Fund (SRF) for specific stormwater and reuse projects. Both SRF loans and their projects have been completed, the loans closed out and debt service is ongoing.

It is not City Commission's desire to increase the City's debt obligation and no new bank loans are planned during the 2013 fiscal year to fund the City's CIP. All remaining loan funds will be exhausted with the completion of the 2013 CIP making it necessary to find innovative funding sources for future CIP projects. The City is 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 Commission approved the establishment of a Capital Projects reserve in applicable funds based on a formula not to exceed 25% of available fund balance/net asset levels. This formula driven reserve plan will assist in the stabilization of the City's fund balance as well as provide for the maintenance and expansion of City infrastructure and facilities. These reserve funds will be partially used during the 2013 CIP and accumulated for future capital projects.

The City has a debt obligation of $16,612,188 as of September 30, 2012 which is comprised of bank qualified loans, state revolving fund loans and capital leases. This outstanding debt is illustrated in the following table:

Loan	Original Loan Issued	Governmental Loan Balance	Business type Loan Balance	Total Principal Outstanding	FY2013 Governmental Debt Service	FY2013 Business Type Debt Service	FY2013 Debt Service
Stormwater SRF Loan	2,872,229	-	1,464,437	1,464,437	-	187,500	187,500
Reuse SRF Loan	134,200	-	45,493	45,493	-	5,175	5,175
2004 BOA Loan	4,300,000	409,049	1,453,876	1,862,925	47,000	165,300	212,300
2005 BOA Loan	6,500,000	996,531	4,011,139	5,007,670	123,454	433,356	556,810
2007 BOA Loan	5,337,000	1,113,067	3,340,033	4,453,100	104,500	312,750	417,250
Capital Leases	692,000	499,397	35,354	534,751	113,369	67,493	180,862
Existing City Debt	**19,835,429**	**3,018,044**	**10,350,332**	**13,368,376**	**388,323**	**1,171,574**	**1,559,897**
Capital Leases	4,249	2,705	-	2,705	1,120	-	1,120
CRA 2006 BOA Loan	4,395,000	3,076,500	-	3,076,500	645,915	-	645,915
Existing CRA Debt	**4,399,249**	**3,079,205**	**-**	**3,079,205**	**647,035**	**-**	**647,035**
Total City-wide Debt	**24,234,678**	**6,097,249**	**10,350,332**	**16,447,581**	**1,035,358**	**1,171,574**	**2,206,932**
2013 New Debt - Lease		96,894	67,713	164,607	18,954	13,356	32,310
Total Existing and Proposed Debt		**6,194,143**	**10,418,045**	**16,612,188**	**1,054,312**	**1,184,930**	**2,239,242**

Fund	Principal Payments	Interest Payments	Total Debt Service
General Fund	143,345	34,154	177,499
CRA	646,984	60,051	707,035
Road and Bridge	151,123	90,913	242,036
Total Governmental Funds	941,452	185,118	1,126,570
Water and Sewer	280,770	223,737	504,507
Stormwater	314,750	182,750	497,500
Reuse	56,000	48,925	104,925
Total Business-Type Funds	651,520	455,412	1,106,932
Total City-Wide Debt Service	**1,592,972**	**640,530**	**2,233,502**

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, and capital assets which are purchased from the City's operating funds. 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.

The Debt Policy allows for the use of financing to fund projects and equipment purchases meeting specific guidelines however, it is City Commission's desire to not increase the City's debt for large capital projects due to the current debt ration and depressed economy. Each year a capital lease is considered for equipment and vehicles and is usually financed over a four-year period.

The Fund Balance Policy allows for the financing of capital assets from funds meeting the requirements in the policy and City Commission approval. In the 2013 budget, General Fund fund balance will fund $39,860 in capital equipment purchases for upgrades to Commission Chambers, a digital repeater for Public Works and a Gator utility vehicle for the Parks Department.

An aerial view of Palmetto's historic downtown with the marina. Many changes are planned to happen in the next five years – from the foot of the bridge to the north side of the city and many places in between. It's an exciting time to be a part of the upcoming capital improvements.

- **Capital Purchases from Operating Funds**

During the budgeting process, the City's cost centers request budget for the purchase of capital items meeting the criteria stated in the Capitalization Policy. These requests are submitted to and approved by City Commission. The fiscal year 2013 budget includes the following items in the capital purchases budget and are itemized as follows:

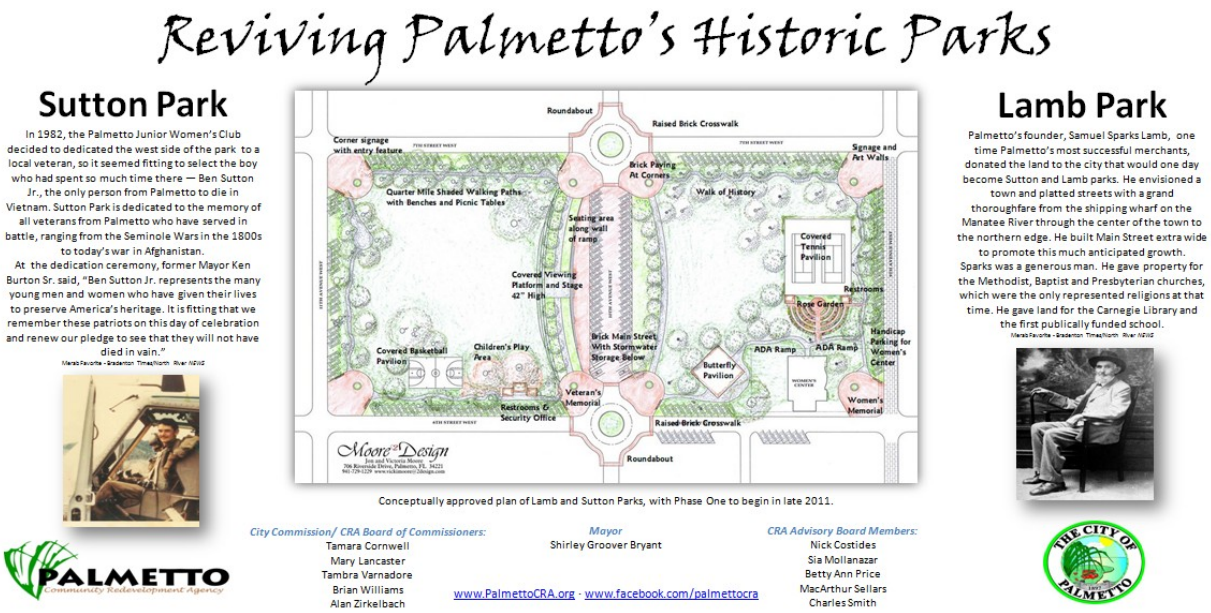
Fund/Cost Center	Funding	Purchase Type	Item Description	Total Expenditure
General Fund/Mayor	Fund Balance	Equipment	Doc Camera for Chambers	5,500
General Fund/Mayor	Fund Balance	Equipment	Control panel for podium	3,000
General Fund/PD	CRA Sub Plan	Equipment	Video Surveilance System	40,000
General Fund/PD	Capital Lease	Vehicles	2 - 2013 Chevy Caprice cruisers	74,144
General Fund/PD	Grant	Equipment	Interview equipment	14,593
General Fund/PWA	Fund Balance	Equipment	Motorola Digital Repeater	8,560
General Fund/Fleet	Fund Balance	Equipment	Diesel Pump	11,300
General Fund/Parks	Fund Balance	Equipment	Gator Utility Vehicle	11,500
			Total General Fund Capital Purchases	**168,597**
Road & Bridge/Streets	Capital Lease	Equipment	Backhoe - 1/4 Cost	22,750
Road & Bridge/CIP	Current Revenues	Infrastructure	Sidewalk Rehabilitation	50,000
Road & Bridge/CIP	Current Revenues	Infrastructure	ADA Sidewalk Compliance	25,000
			Total Road & Bridge Fund Capital Purchases	**97,750**
Water & Sewer/Water	Capital Lease	Equipment	Backhoe - 1/4 Cost	22,571
Water & Sewer/Sewer	Capital Lease	Equipment	Backhoe - 1/4 Cost	22,571
Water & Sewer/Sewer	Current Revenues	Infrastructure	Sewer Line Rehabilitation	40,000
			Total Water & Sewer Fund Capital Purchases	**85,142**
Stormwater/Stormwater	Capital Lease	Equipment	Backhoe - 1/4 Cost	22,571
			Total Stormwater Fund Capital Purchases	**22,571**
			Total Capital Purchases from Operating Funds	**374,060**

- **Capital Projects from CRA**

CRA has developed a CRA plan to outline their direction for the next five years. The plan includes several projects to improve the City's appearance, improve and provide additional parks and trails and plan future projects. Three main projects are slated to be in progress during the 2013 fiscal year. These three projects are Sutton Park, MLK Park and the redevelopment of the Manatee Riverside. The projects and the associated five year budgets include:

The revitalization of Sutton Park began in fiscal year 2012 with Phase One to include new walkways, parking and general redesign. This phase was completed just in time for the July 4th Celebration in 2012. New play areas, seating, restrooms and walkways are to begin construction in fiscal year 2013 with savings captured during Phase One. MLK Park will be a new park in the northern area of the City that currently is not serviced with a play area for the children. This park will provide much needed safe recreation, exercise areas and environmental learning opportunities to those citizens.

The redevelopment of Riverside Park includes a new boat ramp, building of the "Seahorse", the start of the Multi-Modal Corridor and additional economic redevelopment at the City's main entrance. Grants are being sought to fund the new boat ramp to replace the current ramp build in 1971. The current vacant bait shop will be demolished to make way for a small café positioned near the seawall and is tentatively named "The Seahorse" as homage to a iconic gift shop that was located in the same general location for over 20 years. The City also has plans to develop a multi-modal trail that will traverse the length and breadth of the City and accommodate many different types of alternative transportation, mostly human powered types.



Palmetto's history is very important to the CRA. Part of its mission is to revitalize the City's slum and blight areas and the Historic Park, and the historic Lamb and Sutton Parks are within the CRA District. In fiscal year 2012, phase one was completed on rebuilding Sutton Park. Walking trails, new playground areas and equipment and new restrooms are slated for fiscal year 2013.

- **Capital Improvement Program (CIP)**

The fiscal year 2013 Capital Improvement Program (CIP) was approved by City Commission on September 24, 2012 totaling $5,498,043 for fiscal year 2013 and $13,316,492 for the five-year period of 2013 through 2017. Of the $5.5 million in 2013 projects, $4.3 million is funded from the remaining bank loans, grants, current revenues and fund balance.

The priorities of the City stated 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 2013 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 includes improvements to roadways, security and lighting at City facilities, corrections to drainage issues within the City, solutions to the City's reclaimed water issues, upgrades and replacements to equipment and infrastructure within the City's utility system, At the end of fiscal year 2013, all loan funds are expected to be expended and the budget policy makes provisions for the use of fund balance/net assets to fund capital projects,

The Aquifer Storage and Recovery Well (ASR Well) is the largest project in this year's CIP budget and has been in the development stage since 2004. This project will allow the City to store excess reclaimed water for distribution during "dry" seasons instead of releasing this water into the bay. It will also allow for the utility to become a commodity to the citizens instead of the current relief from disposal into public waters. The project is funded through a 50/50 grant from Southwest Florida Water Management District (SWFWMD).

- **Capital Budgeting Process**

The CIP and capital outlay is an important element in preparing the fiscal year 2013 budget and has occurred in separate actions in past years. During the 2013 budget process, a push was made to develop and approve the CIP budget separately but simultaneously with the operating budget. 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 and then by City Commission. The items are evaluated for financing by a capital lease which is usually four year financing. A minimum of $50,000 in capital items would be necessary to obtain a capital lease.

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 submits 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. A maximum of 25% of unassigned fund balance over four 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 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 2013-2017 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2013:

Fiscal Year 2013 Capital Improvement Program

Project Name	FY2013 Budget
Road Improvements	
Sidewalk R&R	$ 50,000
ADA Sidewalk Compliance	25,000
13th Ave: 7th to 8th Street	188,965
Public Facilities	
City Facility Security	50,000
City Wide Facilities Upgrades	50,000
City Wide Enterprise Software	350,000
Stormwater Drainage	
TMDL Program	25,000
13th Street Drainage Project	875,000
Dredging Projects	10,000
Utility Improvements	
Wastewater Treatment Plant (WWTP) Upgrades	275,500
WWTP Repairs	176,000
Lift Station Upgrades	24,000
Sewer Lines R&R	40,000
Inflow and Infiltration (I&I) Program	50,000
Aquifer Storage Recovery	1,733,578
Water Lines R&R	25,000
Telemetry Meters	1,300,000
8th Street W. and 9th Street W. Reuse Lines	250,000
Total 2013 CIP	**$ 5,498,043**

Most projects from fiscal year 2012 CIP that were started but not completed were not included in the fiscal year 2013 CIP total since the outstanding encumbrances and the associated budget was carried forward from fiscal year 2012. However, the 2013 CIP does include the remaining dollars for those 2012 projects that were not encumbered but the funds are committed. Of the $5,498,043 in CIP projects for fiscal year 2013, $800,535 is funded from remaining loan funds, $1.3 million is to be financed through a capital lease, $871,789 is funded from grants and $1,279,862 is funded from fund balance in the Capital Projects Fund, General Fund, Road and Bridge, Water & Sewer, Stormwater and Reuse Funds.

Capital improvements are presented in greater detail in the Capital Improvements section of this budget book.

"Outstanding leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish."

Sam Walton (1918 – 1992)
Founder of Wal-Mart

Personnel Budget

The City values each and every one of its 140 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 2013 are $7,628,791 and account for 44% of city-wide operating budget not to include capital, debt or transfers out. Pension costs are 23% of annual wages and health insurance is 13%. During these harsh economic times however, the City has found it necessary to implement some very drastic measures to ensure a balanced budget in face of the reduction of ad valorem taxes by 39% in four years. The following measures have been taken with regard to personnel:

- Fiscal year 2007 – A hiring freeze was implemented.
- Fiscal year 2009 – Only a 2% COLA was given instead of the typical 3% COLA and a step increase on the employee's anniversary date.
- Fiscal year 2009 (August) – Reduction in Force (RIF) removed eight positions.
- Fiscal year 2010 – No raises are given. Four full-time and two part-time positions remain but are unfunded for the year and some restructuring occurred.
- Fiscal year 2010 – Health insurance is changed from a self-insured system to a fully-insured plan with Blue Cross Blue Shield. A buy-up plan was offered and the City was able to continue to pay 100% of the basic plan.
- September, 2010 – A one-time bonus is given to all non-probationary employees in lieu of a raise.
- Fiscal year 2011 – No raises are given for the second year and other reorganization occurs. Dental insurance, previously paid entirely by the City, is no longer included in the health package but is now an option to the employees who pays the entire cost.
- August, 2011 – Five positions are lost in a second RIF.
- Fiscal year 2012 – No raises are given for the third straight year.
- September, 2012 – A second one-time bonus is planned for December, 2012 in lieu of raises.
- Fiscal year 2013 – No raises are given for the fourth straight year.

In addition to no raises in fiscal year 2013, one vacant position was removed, pension costs increased 4.9% and workers compensation rates rose 10%. However, the City was able balance the budget and continue to pay 100% of health insurance and offer two options fully paid.

Personnel Costs for Fiscal Year 2012-2013

FY 2013 Payroll with 0% COLA and no Steps - with 2012 Insurance Rates and 2013 Pension rates

LEGEND:	
	Medical Insurance Waived
	Vacant but Funded
	Mid Year Change
	Status Change
	New Position during FY2012

Job Title	Grade/ Step for FY2012	Annual Rate for FY2012	FICA	Pension	All Employee Insurances: Health Insurance	Dependent and Retiree Subsidy	Life and EAP	Workers Comp	Total Benefits	Total Position Costs
GENERAL FUND										
Mayor and Commission										
Commissioner	na	7,723	591	-	-	-	-	10	600	8,323
Commissioner	na	7,723	591	-	-	-	-	10	600	8,323
Commissioner	na	7,723	591	-	-	-	-	10	600	8,323
Commissioner	na	7,723	591	-	-	-	-	10	600	8,323
Commissioner	na	7,723	591	-	-	-	-	10	600	8,323
Mayor	na	39,783	3,043	-	5,360	852	134	50	9,439	49,222
Executive Administrative Asst	110/6	41,548	3,178	11,845	5,360	852	160	52	21,447	62,995
Mayor vehicle allowance		3,600	275					-	275	3,875
Total Mayor and Commission		123,546	9,451	11,845	10,720	1,704	293	150	34,164	157,710
City Clerk										
Assistant City Clerk	112/0	38,496	2,945	10,975	5,360	852	149	48	20,330	58,826
City Clerk	122S/4	84,492	6,464	24,089	5,360	852	304	106	37,174	121,666
Total City Clerk		122,988	9,409	35,064	10,720	1,704	453	154	57,504	180,492
Information Technology										
IT Specialist	111/7	44,908	3,435	12,803	5,360	852	171	56	22,678	67,586
Total Information Technology		44,908	3,435	12,803	5,360	852	171	56	22,678	67,586
Finance										
Deputy Clerk - Finance	120/7	69,667	5,330	19,862	5,360	852	254	87	31,745	101,412
Senior Accountant	115/4	50,041	3,828	14,267	5,360	852	188	63	24,558	74,599
Purchasing Agent	111/9	47,587	3,640	13,567	5,360	852	180	59	23,659	71,246
Accountant	110/1	35,944	2,750	10,248	5,360	852	141	45	19,395	55,339
Purchasing Clerk	106/1	29,572	2,262	8,431	5,360	852	119	37	17,062	46,634
Warehouse Operator Assistant	103/9	32,209	2,464	9,183	5,360	852	128	430	18,417	50,626
Total Finance - Full Time		265,020	20,274	75,557	32,160	5,112	1,011	721	134,835	399,855
Payroll Clerk - Part Time	106P/0	22,623	1,731	-	-	-	-	28	1,759	24,382
Total Finance - Part Time		22,623	1,731	-	-	-	-	28	1,759	24,382
Total Finance		287,643	22,005	75,557	32,160	5,112	1,011	749	136,594	424,237
Human Resources										
Human Resources Director - DROP	116/12	66,251	5,068	-	5,360	852	243	83	11,606	77,857
Total Human Resources		66,251	5,068	-	5,360	852	243	83	11,606	77,857
Police Department - Administration										
Dispatcher II	107/12	42,706	3,267	12,175	5,360	852	164	53	21,871	64,577
Records Clerk I	105/6	32,554	2,490	9,281	5,360	852	129	41	18,154	50,708
Records Clerk II	107/10	40,301	3,083	11,490	5,360	852	155	50	20,991	61,292
Evidence Custodian	109/5	38,439	2,941	10,959	5,360	852	149	48	20,309	58,748
Dispatch Supervisor	108/3	34,584	2,646	9,860	5,360	852	136	43	18,897	53,481
Dispatcher I	105/0	27,359	2,093	7,800	5,360	852	112	34	16,251	43,610
Accreditation/Grants Coordinator	110/0	34,918	2,671	9,955	5,360	852	137	44	19,019	53,937
Dispatcher I	105/3	29,844	2,283	8,509	5,360	852	120	37	17,161	47,005
Dispatcher I	105/2	28,992	2,218	8,266	5,360	852	117	36	16,849	45,841
Dispatcher I	105/0	27,359	2,093	7,800	5,360	852	112	34	16,251	43,610
Victim Advocate	110/2	37,001	2,831	10,549	5,360	852	144	46	19,782	56,783
Overtime		20,000	1,530	5,702			-	25	7,257	27,257
Total Police Department Administration - Full Time		394,057	30,145	112,346	58,960	9,372	1,477	493	212,793	606,850
Maintenance Technician (30hr week)	103P/0	18,611	1,424	-	-	-	-	23	1,447	20,058
Crime Analyst - Part Time	103P/0	12,408	949	-	-	-	-	16	965	13,373
Total Police Department Administration - Part Time		31,019	2,373	-	-	-	-	39	2,412	33,431
Total Police Department - Administration		425,076	32,518	112,346	58,960	9,372	1,477	531	215,205	640,281
Police Department - Crossing Guards										
Crossing Guard	101C/0	4,843	371	-	-	-	-	82	452	5,295
Crossing Guard	101C/4	8,177	626	-	-	-	-	138	763	8,940
Crossing Guard	101C/6	10,121	774	-	-	-	-	171	945	11,066
Crossing Guard	101C/1	4,989	382	-	-	-	-	84	466	5,455
Crossing Guard	101C/0	4,843	371	-	-	-	-	82	452	5,295
Crossing Guard - Funded	**101C/1**	**6,236**	**477**	**-**	**-**	**-**	**-**	**105**	**582**	**6,818**
Crossing Guard - Funded	**101C/0**	**4,843**	**371**	**-**	**-**	**-**	**-**	**82**	**452**	**5,295**
Total Police Department - Crossing Guards		44,052	3,370	-	-	-	-	742	4,112	48,165

Personnel Costs for Fiscal Year 2012-2013

FY 2013 Payroll with 0% COLA and no Steps - with 2012 Insurance Rates and 2013 Pension rates

LEGEND:	
	Medical Insurance Waived
	Vacant but Funded
	Mid Year Change
	Status Change
	New Position during FY2012

Job Title	Grade/ Step for FY2012	Annual Rate for FY2012	FICA	Pension	All Employee Insurances: Health Insurance	Dependent and Retiree Subsidy	Life and EAP	Workers Comp	Total Benefits	Total Position Costs
Police Department - Part-time Patrol										
Park Patrol - Sworn - CPIP/CRA	**110P/0**	**25,586**	**1,957**	**-**	**-**	**-**	**-**	**431**	**2,388**	**27,974**
Park Patrol - Sworn - CPIP/CRA	**110P/0**	**25,586**	**1,957**	**-**	**-**	**-**	**-**	**431**	**2,388**	**27,974**
Police Office - Part time	**110P/0**	**25,586**	**1,957**	**-**	**-**	**-**	**-**	**431**	**2,388**	**27,974**
Total Police Department - Part-time patrol		76,757	5,872	-	-	-	-	1,293	7,165	83,922
Police Department - Executive Sworn Officers										
Chief of Police	122S/5	87,569	6,699	22,330	5,360	852	314	1,476	37,031	124,600
Deputy Chief of Police -DROP	118S/4	71,491	5,469	-	5,360	852	260	1,205	13,146	84,637
Police Lieutenant - 25% CPIP/CRA	115S/4	61,825	4,730	15,765	5,360	852	228	1,042	27,977	89,802
Total Police Department - Exective Sworn Officers		220,885	16,898	38,095	16,080	2,556	802	3,722	78,153	299,038
Police Department - Sworn Officers										
Corporal - CPIP/CRA	111/8	46,228	3,536	11,788	5,360	852	175	779	22,491	68,719
Corporal - CPIP/CRA	111/5	42,379	3,242	10,807	5,360	852	162	714	21,137	63,516
Corporal - CPIP/CRA	111/10	48,986	3,747	12,491	5,360	852	185	825	23,461	72,447
Corporal	111/10	48,986	3,747	12,491	-	-	185	825	17,249	66,235
Police Officer	110/2	37,001	2,831	9,435	5,360	852	144	623	19,246	56,247
Police Officer	110/6	41,548	3,178	10,595	5,360	852	160	700	20,845	62,393
Police Officer	110/0	41,548	3,178	10,595	5,360	852	160	700	20,845	62,393
Police Officer	110/6	41,548	3,178	10,595	5,360	852	160	700	20,845	62,393
Police Officer	110/3	38,089	2,914	9,713	5,360	852	148	642	19,628	57,717
Police Officer	110/2	37,001	2,831	9,435	5,360	852	144	623	19,246	56,247
Police Officer	110/5	40,362	3,088	10,292	5,360	852	156	680	20,428	60,790
Police Officer	110/2	37,001	2,831	9,435	5,360	852	144	623	19,246	56,247
Police Officer	110/2	37,001	2,831	9,435	5,360	852	144	623	19,246	56,247
Police Officer	110/6	41,548	3,178	10,595	5,360	852	160	700	20,845	62,393
Police Officer	110/0	34,918	2,671	8,904	-	-	137	588	12,301	47,219
Police Officer	110/6	41,548	3,178	10,595	5,360	852	160	700	20,845	62,393
Police Officer	110/0	34,918	2,671	8,904	5,360	852	137	588	18,513	53,431
Police Officer	110/0	34,918	2,671	8,904	5,360	852	137	588	18,513	53,431
Police Officer	110/0	34,918	2,671	8,904	5,360	852	137	588	18,513	53,431
Police Officer	110/2	37,001	2,831	9,435	5,360	852	144	623	19,246	56,247
Police Officer	110/1	35,944	2,750	9,166	5,360	852	141	606	18,874	54,818
Police Officer	110/1	35,944	2,750	9,166	5,360	852	141	606	18,874	54,818
Police Officer - CPIP/CRA	110/3	38,089	2,914	9,713	5,360	852	148	642	19,628	57,717
Police Officer - CPIP/CRA	110/6	41,548	3,178	10,595	5,360	852	160	700	20,845	62,393
Police Officer - CPIP/CRA	110/2	37,001	2,831	9,435	5,360	852	144	623	19,246	56,247
Police Officer - CPIP/CRA	110/1	35,944	2,750	9,166	5,360	852	141	606	18,874	54,818
Police Sergeant	113/14	60,644	4,639	15,464	5,360	852	224	1,022	27,561	88,205
Police Sergeant	113/7	49,511	3,788	12,625	5,360	852	186	834	23,646	73,157
Police Sergeant	113/11	55,595	4,253	14,177	5,360	852	207	937	25,785	81,380
Police Sergeant	113/8	50,967	3,899	12,997	5,360	852	191	859	24,158	75,125
Police Sergeant	113/13	58,912	4,507	15,023	5,360	852	218	993	26,952	85,864
Police Sergeant	113/6	48,097	3,679	12,265	5,360	852	182	810	23,148	71,245
Clothing Allowance		4,000	306	1,020			-	-	1,326	5,326
Incentive Pay		24,000	1,836	6,120	-	-	-	404	8,360	32,360
Overtime		78,000	5,967	19,890	-	-	-	1,314	27,171	105,171
Total Police Department - Sworn Officers		1,451,643	111,051	370,169	160,800	25,560	5,163	24,393	697,135	2,148,778
TOTAL POLICE DEPARTMENT		2,218,413	169,709	520,610	235,840	37,488	7,442	30,682	1,001,771	3,220,184
Code Enforcement										
Code Enforce Director	112/9	49,966	3,822	14,245	-	-	188	667	18,923	68,889
Code Enforce Officer	109/13	48,467	3,708	13,818	5,360	852	183	647	24,568	73,035
Total Code Enforcement		98,433	7,530	28,063	5,360	852	371	1,314	43,490	141,923
Public Works Administration										
Superintendent of Public Works	120/7	69,667	5,330	19,862	5,360	852	254	930	32,588	102,255
Deputy Dir of Administration	112/10	51,435	3,935	14,664	5,360	852	193	64	25,068	76,503
Records Clerk I	105/2	28,992	2,218	8,266	5,360	852	117	36	16,849	45,841
Project Manager - Removed	**113/8**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Project Inspector/Locator - Vacant	**107/6**	**35,890**	**2,746**	**10,232**	**5,360**	**852**	**141**	**479**	**19,810**	**55,700**
Customer Service Rep I - Vacant	**103/0**	**24,815**	**1,898**	**7,075**	**5,360**	**852**	**103**	**31**	**15,320**	**40,135**
Director-Public Work	122S/3	81,524	6,237	-	5,360	852	294	1,088	13,831	95,355
Total Public Works Administration		292,323	22,363	60,099	32,160	5,112	1,102	2,629	123,465	415,788

Personnel Costs for Fiscal Year 2012-2013

FY 2013 Payroll with 0% COLA and no Steps - with 2012 Insurance Rates and 2013 Pension rates

LEGEND:	
	Medical Insurance Waived
	Vacant but Funded
	Mid Year Change
	Status Change
	New Position during FY2012

Job Title	Grade/ Step for FY2012	Annual Rate for FY2012	FICA	Pension	All Employee Insurances: Health Insurance	Dependent and Retiree Subsidy	Life and EAP	Workers Comp	Total Benefits	Total Position Costs
Planning										
Planning Sup/Zoning Admin.	120/2	60,271	4,611	17,183	5,360	852	223	75	28,304	88,575
Planning Technician	105/3	29,844	2,283	8,509	5,360	852	120	37	17,161	47,005
Total Planning		90,115	6,894	25,692	10,720	1,704	343	113	45,465	135,580
Fleet Management										
Equipment Mechanic I	107/3	32,902	2,517	9,380	5,360	852	131	475	18,715	51,617
Equipment Mechanic II	110/9	45,321	3,467	12,921	5,360	852	172	655	23,427	68,748
Supervisor, Fleet Maint.	113/8	50,967	3,899	14,531	5,360	852	191	736	25,569	76,536
Overtime		250	19	71	-	-	-	4	94	344
Total Fleet Management		129,440	9,902	36,903	16,080	2,556	494	1,870	67,806	197,246
Parks and Recreation										
Service Worker II	105/6	32,554	2,490	9,281	5,360	852	129	544	18,657	51,211
Foreman	107/6	35,890	2,746	10,232	5,360	852	141	599	19,930	55,820
Service Worker II	105/5	31,625	2,419	9,016	5,360	852	126	528	18,302	49,927
Service Worker II	105/6	32,554	2,490	9,281	5,360	852	129	544	18,657	51,211
Supervisor	112/3	41,993	3,212	11,972	5,360	852	161	701	22,259	64,252
Service Worker II	105/8	34,497	2,639	9,835	5,360	852	136	576	19,398	53,895
Deputy Dir. Parks & Public Bldgs.	120/5	65,744	5,029	18,744	5,360	852	241	1,098	31,324	97,068
Service Worker II - DROP	105/10	36,555	2,796	-	5,360	852	143	610	9,762	46,317
Service Worker I	103/1	25,545	1,954	7,283	5,360	852	106	427	15,982	41,527
Overtime		4,500	344	1,283	-	-	-	75	1,702	6,202
Total Parks and Recreation		341,457	26,121	86,928	48,240	7,668	1,313	5,702	175,972	517,429
TOTAL GENERAL FUND FROM UNRESERVED		**3,815,517**	**291,887**	**893,565**	**412,720**	**65,604**	**13,236**	**43,502**	**1,720,514**	**5,536,031**
Building Department										
Building Inspector	112/14	57,756	4,418	16,466	5,360	852	214	771	28,082	85,838
Permit Tech I	104/1	26,821	2,052	7,647	5,360	852	110	358	16,379	43,200
Buidling Official	120/2	60,271	4,611	17,183	5,360	852	223	805	29,033	89,304
TOTAL GENERAL FUND FROM RESERVED		**144,848**	**11,081**	**41,296**	**16,080**	**2,556**	**547**	**1,934**	**73,494**	**218,342**
SPECIAL REVENUE FUNDS										
COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND										
CRA										
Administrative Assistant	108/6	37,685	2,883	10,744	5,360	852	147	119	20,105	57,790
CRA Director	122S/2	78,660	6,017	22,426	5,360	852	284	249	35,188	113,848
Total CRA - Full Time		116,345	8,900	33,170	10,720	1,704	431	368	55,293	171,638
Administrative Assistant - PT 30 hrs week	108P/0	23,753	1,817	-	-	-	-	75	1,892	25,646
Strategic Plan Specialist PT - Temporary 30 Hrs week	103P/8	23,467	1,795	-	-	-	-	74	1,869	25,336
GIS Specialist	112/8	24,269	1,857	-	-	-	-	77	1,933	26,203
Student Intern	101P/0	5,626	430	-	-	-	-	18	448	6,075
Student Intern	101P/0	5,626	430	-	-	-	-	18	448	6,075
Total CRA - Part Time		82,742	6,330	-	-	-	-	261	6,591	89,334
TOTAL CRA FUND		**199,087**	**15,230**	**33,170**	**10,720**	**1,704**	**431**	**629**	**61,884**	**260,972**
ROAD AND BRIDGE FUND										
Streets Department										
Sign Maintenance Tech	107/0	30,163	2,307	8,599	5,360	852	121	1,225	18,465	48,628
Service Worker II - DROP	105/13	39,875	3,050	-	5,360	852	154	1,619	11,035	50,910
Equipment Operator	106/0	28,727	2,198	8,190	5,360	852	117	1,166	17,883	46,610
Equipment Operator	106/0	28,727	2,198	8,190	5,360	852	117	1,166	17,883	46,610
Equipment Operator	106/0	28,727	2,198	8,190	5,360	852	117	1,166	9,692	38,419
Overtime		3,500	268	998	-	-	-	142	1,408	4,908
TOTAL ROAD AND BRIDGE FUND		159,719	12,219	34,168	26,800	4,260	625	6,485	76,366	236,085
TOTAL SPECIAL REVENUE FUNDS		**358,806**	**27,449**	**67,337**	**37,520**	**5,964**	**1,056**	**7,114**	**138,250**	**497,056**

Personnel Costs for Fiscal Year 2012-2013

FY 2013 Payroll with 0% COLA and no Steps - with 2012 Insurance Rates and 2013 Pension rates

LEGEND:	
	Medical Insurance Waived
	Vacant but Funded
	Mid Year Change
	Status Change
	New Position during FY2012

Job Title	Grade/ Step for FY2012	Annual Rate for FY2012	FICA	Pension	All Employee Insurances: Health Insurance	Dependent and Retiree Subsidy	Life and EAP	Workers Comp	Total Benefits	Total Position Costs
ENTERPRISE FUNDS										
SOLID WASTE FUND										
Solid Waste Department										
Service Worker I - Vacant	**103/0**	**24,815**	**1,898**	**7,075**	**5,360**	**852**	**103**	**1,277**	**16,565**	**41,380**
Supervisor	112/2	40,792	3,121	11,630	5,360	852	157	2,099	23,218	64,010
Overtime		100	8	29	-	-	-	5	41	141
TOTAL SOLID WASTE FUND		**65,707**	**5,027**	**18,733**	**10,720**	**1,704**	**261**	**3,381**	**39,825**	**105,532**
WATER AND SEWER FUND										
Cross Connect										
Service Worker II - DROP	105/8	34,497	2,639	-	5,360	852	136	709	9,696	44,193
Service Worker I	103/0	24,815	1,898	7,075	5,360	852	103	510	15,798	40,613
Overtime		300	23	86	-	-	-	6	115	415
Total Cross Connect		**59,612**	**4,560**	**7,160**	**10,720**	**1,704**	**239**	**1,225**	**25,609**	**85,221**
Water Department										
Equipment Operator - Vacant	**106/2**	**30,441**	**2,329**	**8,679**	**5,360**	**852**	**122**	**626**	**17,967**	**48,408**
Foreman	107/3	32,902	2,517	9,380	5,360	852	131	676	18,916	51,818
Service Worker I	103/0	24,815	1,898	7,075	5,360	852	103	510	15,798	40,613
Supervisor of Water - Vacant	**117/4**	**55,170**	**4,221**	**15,729**	**5,360**	**852**	**205**	**1,134**	**27,501**	**82,671**
Overtime		8,000	612	2,281	-	-	-	164	3,057	11,057
Total Water Department		**151,328**	**11,577**	**43,144**	**21,440**	**3,408**	**562**	**3,110**	**83,240**	**234,568**
Sewer Department										
Utilities Foremen - DROP	107/6	35,890	2,746	-	5,360	852	141	562	9,660	45,550
Service Worker II - DROP	105/9	35,511	2,717	-	5,360	852	139	556	9,624	45,135
Service Worker II	105/5	31,625	2,419	9,016	5,360	852	126	650	18,424	50,049
Service Worker II	105/5	31,625	2,419	9,016	5,360	852	126	650	18,424	50,049
Service Worker I	103/0	24,815	1,898	7,075	5,360	852	103	388	15,677	40,492
Equipment Operator	106/1	29,572	2,262	8,431	5,360	852	119	463	17,487	47,059
Supervisor - DROP	112/10	51,435	3,935	-	5,360	852	193	805	11,145	62,580
Overtime		8,000	612	2,281	-	-	-	125	3,018	11,018
Total Sewer Department		**248,473**	**19,008**	**35,819**	**37,520**	**5,964**	**948**	**4,199**	**103,458**	**351,931**
Customer Service Department										
Customer Service Field Rep	103/6	29,527	2,259	8,418	5,360	852	119	607	17,615	47,142
Customer Service Field Rep	103/0	24,815	1,898	7,075	5,360	852	103	510	15,798	40,613
Customer Service Field Rep	103/6	29,527	2,259	8,418	5,360	852	119	607	17,615	47,142
Customer Service Supervisor	112/4	43,227	3,307	12,324	5,360	852	165	54	22,062	65,289
Customer Service Rep. II	105/1	28,164	2,155	8,030	5,360	852	115	35	16,546	44,710
Customer Service Rep I	103/1	25,545	1,954	7,283	5,360	852	106	32	15,587	41,132
Customer Service Rep. I	103/0	24,815	1,898	7,075	5,360	852	103	31	15,320	40,135
Total Customer Service Department		205,620	15,730	58,622	37,520	5,964	831	1,876	120,543	326,163
TOTAL WATER AND SEWER FUND		**665,033**	**50,875**	**144,745**	**107,200**	**17,040**	**2,581**	**10,409**	**332,850**	**997,883**
STORMWATER FUND										
Stormwater Department										
Stormwater Supervisor	112/8	48,539	3,713	13,838	5,360	852	183	1,971	25,918	74,457
Service Worker II	105/0	27,359	2,093	7,800	5,360	852	112	1,111	17,328	44,687
Equipment Operator	106/0	28,727	2,198	8,190	5,360	852	117	1,166	17,883	46,610
Service Worker I	103/0	24,815	1,898	7,075	5,360	852	103	1,007	16,296	41,111
Foreman	107/10	40,301	3,083	11,490	5,360	852	155	1,636	22,577	62,878
Overtime		3,000	230	855	-	-	-	122	1,207	4,207
TOTAL STORMWATER FUND		**172,741**	**13,215**	**49,248**	**26,800**	**4,260**	**671**	**7,013**	**101,207**	**273,948**
TOTAL ENTERPRISE FUNDS		**903,481**	**69,116**	**212,727**	**144,720**	**23,004**	**3,512**	**20,803**	**473,882**	**1,377,363**
		5,222,652	**399,533**	**1,214,925**	**611,040**	**97,128**	**18,350**	**73,353**	**2,406,139**	**7,628,791**

Personnel Costs for Fiscal Year 2012-2013

FY 2013 Payroll with 0% COLA and no Step Increases

	Annual Rate for FY2013	FICA	Pension	All Employee Insurances: Health Insurance	All Employee Insurances: Dependent and Retiree Subsidy	All Employee Insurances: Life and EAP	Workers Comp	Total Benefits	Total Position Costs
Breakdown by Fund									
General Fund	3,815,517	291,887	893,565	412,720	65,604	13,236	43,502	1,720,514	5,536,031
Building Department	144,848	11,081	41,296	16,080	2,556	547	1,934	73,494	218,342
CRA	199,087	15,230	33,170	10,720	1,704	431	629	61,884	260,972
Road and Bridge	159,719	12,219	34,168	26,800	4,260	625	6,485	76,366	236,085
Solid Waste	65,707	5,027	18,733	10,720	1,704	261	3,381	39,825	105,532
Water and Sewer	665,033	50,875	144,745	107,200	17,040	2,581	10,409	332,850	997,883
Stormwater	172,741	13,215	49,248	26,800	4,260	671	7,013	101,207	273,948
Total Personnel Costs	5,222,652	399,533	1,214,925	611,040	97,128	18,350	73,353	2,406,139	7,628,791

Breakdown by type			FY2012			FY2013	Increase (Decrease)
Total Wages			5,309,664			5,222,652	(87,012)
Total Benefits							
FICA		406,189			399,533		(6,656)
General Employee Pension Contribution	663,649			784,235			120,586
Police Department Pension Contribution	330,821			385,934			55,114
Non-pensioned Department Heads	36,636			44,756			8,120
Total Pension Contribution		1,031,106			1,214,925		183,819
Health Dental and Life Insurance *		874,000			726,518		(147,482)
Workers Compensation		78,198			73,353		(4,845)
Total Benefits			2,389,493			2,414,329	24,836
Total Cost of Payroll			**7,699,157**			**7,636,981**	**(62,176)**

City Commission charged staff to hold increases in personnel costs to a minimum with the knowledge that ad valorem tax revenues were decreasing.
These personnel costs at are based on:

No COLA, STEP or merit increases from FY2012.
The Pension rates have been changed to reflect the new rates.
The new rates for health insurance have been determined and the change in rates are reflected.

* 2012 Budget for health insurance includes $40,000 in administrative fees not included in FY2013

The final personnel budgets include:

Total Funded Positions	
Full Time Funded Positions	116
Part Time Funded Positions	18
Elected Officials	6
Total Funded Positions	140

Vacant Positions Removed **1**

Project Manager - 540 PWA

Vacant Positions - Full Time Funded 5

Project Inspector/Locator - 540 PWA
Customer Service Rep. I - 540 PWA
Service Worker I - 534 Solid Waste
Supervisor of Water - 533 Water
Equipment Operator - 533 Water

Vacant Positions - Part Time Funded **4**

Crossing Guards - 521 (2) PD
Sworn Officers - 521 (2) PD

Changes in Positions

Previous				New		
Dept	**Position**	**Step/Grade**	**Action**	**Dept**	**Position**	**Step/Grade as Budgeted**
572	Equipment Operator	106/8	Moved	541	Equipment Operator	106/8
533	Customer Service Field Rep	103/0	Moved	536	Customer Service Field Rep	103/0
533	Customer Service Field Rep	103/6	Moved	536	Customer Service Field Rep	103/6
533	Customer Service Field Rep	103/6	Moved	536	Customer Service Field Rep	103/6

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
GENERAL FUND		* Part Time Positions				
Mayor and Commission						
Commissioner	N/A	5	5	5	5	5
Mayor	N/A	1	1	1	1	1
	Total Elected Officials	6	6	6	6	6
Executive Administrative Assistant	110	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
City Clerk						
Deputy Clerk - Administration	112	1	1	1	1	1
City Clerk	122	1	1	1	1	1
	Total City Clerk - Full Time	2	2	2	2	2
Information Technology						
IT Specialist	111	1	1	1	1	1
IT Manager	116	1	0	0	0	0
	Total Information Technology - Full Time	2	1	1	1	1
Finance						
Deputy Clerk - Finance	120	1	1	1	1	1
Senior Accountant	115	1	1	1	1	1
Purchasing Agent	111	1	1	1	1	1
Warehouse Operator	103	1	1	1	1	1
Accountant	110	2	2	1	1	1
Purchasing Clerk	106	0	0	1	1	1
Account Clerk	105	1	1	1	0	0
	Total Finance - Full Time	7	7	7	6	6
* Payroll Clerk - Part Time		0	0	0	1	1
	Total Finance - Part Time	0	0	0	1	1
	Total Finance Department	7	7	7	7	7
Human Resources						
Human Resources Director	116	1	1	1	1	1
	Total Human Resources - Full Time	1	1	1	1	1
Police - Administration						
Administrative Assistant	108	1	1	0	0	0
Records Clerk	105	1	1	1	1	1
Records Clerk II	107	1	1	1	1	1
Maintenance Technician	107	1	1	1	0	0
Evidence Custodian	109	1	1	1	1	1
Dispatch Supervisor	108	1	1	1	1	1
Dispatcher II	107	1	1	1	1	1
Dispatcher I	105	5	5	4	4	4
Accreditation/Grants Coordinator	110	0	0	1	1	1
Victim Advocate	110	1	1	1	1	1
	Total Police Administration - Full Time	13	13	12	11	11

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
* Crime Analyst - Part Time	103	1	1	1	1	1
* Maintenance Technicial - Part Time	107	0	0	1	1	1
* Citizens Patrol - Part Time	110	0	0	0	6	0
* Crossing Guards - Part Time	101	7	7	7	7	7
Total Police Administration - Part Time		8	8	9	15	9
Police - Sworn Officers						
Chief of Police	122	1	1	1	1	1
Deputy Chief of Police	118	1	1	1	1	1
Police Lieutenant	115	2	1	1	1	1
Police Sergeant	113	6	6	6	6	6
Corporal	111	4	4	4	4	4
Police Officer	110	23	22	22	22	22
Total Police - Sworn Officers - Full Time		37	35	35	35	35
* Sworn Officers - Part Time		0	0	0	4	3
Total Police - Sworn Officers - PartTime		0	0	0	4	3
Total Police Department - Full Time		50	48	47	46	46
Total Police Department - Part Time		8	8	9	19	12
Total Police Department		58	56	56	65	58
Code Enforcement						
Code Enforcement Director	112	1	1	1	1	1
Code Enforcement Officer	109	1	1	1	1	1
Total Code Enforcement - Full Time		2	2	2	2	2
Public Works Administration						
Director-Public Work	122	1	1	1	1	1
Deputy Director of Operations	120	1	1	1	0	0
Superintendent of Public Works	120	0	0	0	1	1
Deputy Director Project Management & Engineering	120	1	1	1	0	0
Risk Manager/Safety Director	115	1	1	1	0	0
Project Manager	113	0	0	0	1	0
Deputy Director of Administration	112	1	1	1	1	1
Records Clerk II	107	1	1	1	1	0
Records Clerk I	105	0	0	0	0	1
Project Inspector/Locator	107	0	0	0	1	1
Office Assistant	103	1	0	0	0	0
Customer Service Representative I	103	1	1	1	1	1
Total Public Works Administration - Full Time		8	7	7	7	6
Engineering						
Engineering Supervisor	108	1	1	1	0	0
CADD/Computer Support Specialist	109	1	1	1	0	0
Project Inspector	107	1	1	1	0	0
Total Engineering Department - Full Time		3	3	3	0	0

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Planning						
Planning /Zoning Administrator	117	0	0	1	1	1
Planner I	113	1	0	0	0	0
Planning Technician	105	1	1	1	1	1
Total Planning Department - Full Time		2	1	2	2	2
Fleet Management						
Fleet Maintenance Supervisor	113	1	1	1	1	1
Equipment Mechanic II	110	1	1	1	1	1
Equipment Mechanic I	107	1	1	1	1	1
Total Fleet Management - Full Time		3	3	3	3	3
Parks and Recreation						
Deputy Director Parks & Public Bldgs.	120	1	1	1	1	1
Supervisor	112	2	1	1	1	1
Facility Coordinator	111	1	0	0	0	0
Foreman	107	1	1	1	1	1
Equipment Operator	106	1	1	1	1	0
Service Worker II	105	6	6	5	5	5
Service Worker I	103	5	2	1	1	1
Total Parks and Recreation - Full Time		17	12	10	10	9
Building Department						
Building Official	120	1	1	1	1	1
Deputy Building Official	114	1	1	1	0	0
Building Inspector	112	2	0	0	1	1
Permit Technician II	106	1	0	0	0	0
Permit Technician I	104	1	0	0	1	1
Total Building Department - Full Time		6	2	2	3	3
Total General Fund - Elected Officials		6	6	6	6	6
Total General Fund - Full Time		104	90	88	84	82
Total General Fund - Part Time		8	8	9	20	13
Total General Fund		118	104	103	110	101
CRA FUND						
Community Redevelopment Agency (CRA)						
CRA Director	122	1	1	1	1	1
Executive Administrative Assistant	110	0	1	0	0	0
Administrative Assistant	108	1	0	1	1	1
GIS Specialist	112	0	0	1	0	0
Total CRA - Full Time		2	2	3	2	2
* GIS Specialist - Part Time	112	0	1	0	0	1
* Strategic Plan Specialist - Part Time - Temporary	103	0	1	1	1	1
* Administrative Assistant - Part Time - Temporary	108	1	1	1	1	1
* Student Intern	100	0	0	1	2	2
Total CRA - Part Time		1	3	3	4	5
Total CRA Fund		3	5	6	6	7

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
ROAD AND BRIDGE FUND						
Streets Department						
Sign Maintenance Tech	107	1	1	1	1	1
Equipment Operator	106	2	2	2	2	3
Service Worker I	103	1	1	1	0	0
Service Worker II	105	0	0	0	1	1
Total Streets Department - Full Time		4	4	4	4	5
Total Road and Bridge Fund		4	4	4	4	5
SOLID WASTE FUND						
Solid Waste Department						
Supervisor	112	0	1	1	1	1
Foreman	107	1	0	0	0	0
Operator, Equipment	106	1	0	0	0	0
Service Worker I	103	0	1	1	1	1
Total Solid Waste Department and Fund - Full Time		2	2	2	2	2
WATER AND SEWER FUND						
Cross Connect - New in FY2010						
Service Worker II	105	0	1	1	1	1
Service Worker I	103	0	1	1	1	1
Total Cross Connect - Full Time		0	2	2	2	2
Water Department						
Superintendent	117	1	1	1	0	0
Supervisor of Water	117	0	0	0	1	1
Utilities Foreman	107	1	1	1	1	1
Operator, Equipment	106	1	1	1	1	1
Service Worker II	105	1	0	0	0	0
Service Worker I	103	3	2	2	2	1
Customer Service Field	103	2	2	2	2	0
Total Water Department - Full Time		9	7	7	7	4
Sewer Department						
Supervisor	112	1	1	1	1	1
Foreman	107	0	0	0	1	1
Operator, Equipment	106	0	1	1	1	1
Service Worker II	105	3	3	3	3	3
Service Worker I	103	2	1	1	1	1
Total Sewer Department - Full Time		6	6	6	7	7

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Customer Service						
Customer Service Supervisor	112	1	1	1	1	1
Customer Service Rep. II	105	1	1	1	1	1
Customer Service Rep. I	103	1	1	1	2	2
Customer Service/Rep/Receptionist	103	0	0	1	0	0
Customer Service Field	103	0	0	0	0	3
Total Customer Service - Full Time		3	3	4	4	7
* Customer Service Rep/Receptionist - Part Time	103	1	1	0	0	0
Total Customer Service - Part Time		1	1	0	0	0
Total Customer Service Department		4	4	4	4	7
Total Water and Sewer Fund - Full Time		18	18	19	20	20
Total Water and Sewer Fund - Part Time		1	1	0	0	0
Total Water and Sewer Fund		19	19	19	20	20
STORMWATER FUND						
Stormwater						
Stormwater Supervisor	112	1	1	1	1	1
Foreman	107	1	1	1	1	1
Operator, Equipment	106	1	1	1	1	1
Service Worker II	105	1	0	1	1	1
Service Worker I	103	1	2	1	1	1
Total Stormwater Department and Fund - Full Time		5	5	5	5	5
Total Elected Officials		**6**	**6**	**6**	**6**	**6**
Total Full Time Employees		**135**	**121**	**121**	**117**	**116**
Total Part Time Employees		**10**	**12**	**12**	**24**	**18**
Total City Employees		**151**	**139**	**139**	**147**	**140**

"Most of the important things in the world have been accomplished by people who have kept on trying when there seemed to be no hope at all"

Dale Carnegie (1888 – 1955)
U.S. writer and developer of self-improvement courses

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 and franchise fees, permit fees and fines 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
- 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
2012-2013 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND					
BEGINNING FUND BALANCES	**7,326,717**	**7,656,516**	**7,656,516**	**7,655,739**	**-0.01%**
REVENUE/SOURCES					
Property Taxes	3,432,682	3,404,743	3,404,544	3,266,948	-4.05%
Utility Service Taxes	1,430,494	1,393,159	1,417,413	1,380,054	-0.94%
Business Taxes	67,220	62,750	65,158	62,500	-0.40%
Permits, Fees and Assessments	1,015,444	1,042,135	1,016,592	1,015,000	-2.60%
Impact Fees	2,835	8,205	7,332	-	0.00%
Intergovernmental Revenue	1,201,559	1,073,448	1,122,225	1,106,501	3.08%
Grants	163,535	441,551	390,859	21,416	-95.15%
Charges for Services	1,320,887	959,394	822,096	839,518	-12.49%
Fines and Forfeitures	29,843	58,863	41,230	34,675	-41.09%
Interest Revenue	116,384	43,750	42,415	42,415	-3.05%
Miscellaneous Revenue	226,878	205,755	204,748	157,393	-23.50%
Transfers In	697,731	836,590	870,590	856,661	2.40%
Debt/Lease Proceeds	169,539	183,493	183,000	74,144	-59.59%
Non-Revenue Sources	-	513,468	-	583,308	13.60%
TOTAL REVENUES/SOURCES	**9,875,031**	**10,227,304**	**9,588,202**	**9,440,533**	**-7.69%**
EXPENSES - DEPARTMENTAL					
Mayor & City Commission	185,562	203,311	192,097	201,315	-0.98%
City Clerk	1,649,907	1,624,845	1,613,072	1,509,336	-7.11%
Information Technology	240,560	285,415	284,136	285,868	0.16%
City Attorney	247,781	283,040	275,289	229,640	-18.87%
Finance	498,612	503,714	492,441	506,243	0.50%
Human Resources	116,619	108,247	92,881	138,453	27.90%
Code Enforcement	153,370	158,970	154,340	163,253	2.69%
Police Department	3,621,884	3,679,898	3,539,341	3,706,094	0.71%
Public Works Administration	673,171	643,259	428,525	560,766	-12.82%
Engineering Department	198,827	-	-	-	0.00%
Planning Department	181,338	167,028	159,333	166,081	-0.57%
Fleet Maintenance	211,413	215,024	212,001	218,085	1.42%
Parks & Landscaping	742,296	766,322	751,898	692,162	-9.68%
Building Department	234,601	241,316	229,410	231,751	-3.96%
Grants - Non-Capital	35,103	97,465	63,742	7,548	-92.26%
Capital Expenses	355,760	693,459	633,493	198,037	-71.44%
Debt Service	154,055	176,862	171,975	192,001	8.56%
Transfers Out	44,373	295,005	295,005	431,907	46.41%
TOTAL EXPENDITURES	**9,545,232**	**10,143,180**	**9,588,979**	**9,438,540**	**-6.95%**
Excess Revenue Over (Under) Expenditures	329,799	84,124	(777)	1,993	-97.63%
Fund Balance, End of Year	**7,656,516**	**7,740,640**	**7,655,739**	**7,657,732**	**-1.07%**

** During the budget process, the Building Department is budgeted separately from the General Fund since it operates from a reserve within the General Fund. A portion of the Building Department reserve is required during FY2012 and FY2013 to balance the department's expenses. This use of reserve funds is included in the Non-Cash Revenue Sources.

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

001-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
	Locally Levied Taxes					
311-1000	Prior Period Property Taxes	21,607	18,257	18,058	15,300	-16.20%
311-1010	Current Property Taxes	3,411,075	3,386,486	3,386,486	3,251,648	-3.98%
	Total Ad Valorem Taxes	3,432,682	3,404,743	3,404,544	3,266,948	-4.05%
314-1000	Electric Utility Tax	877,381	840,000	865,000	860,000	2.38%
314-4000	Natural Gas Utility Tax	14,593	15,500	14,778	14,750	-4.84%
314-7000	Fuel Oil Utility Tax	79	-	-	-	0.00%
314-8000	Propane Utility Tax	17,935	16,500	22,500	18,000	9.09%
315-0000	Communications Services Tax	520,506	521,159	515,135	487,304	-6.50%
	Total Utility Service Taxes	**1,430,494**	**1,393,159**	**1,417,413**	**1,380,054**	**-0.94%**
316-0000	Local Business Tax	62,417	61,000	62,000	61,000	0.00%
316-0500	Local Business Tax Collected by FLOC	4,271	1,000	2,808	1,000	0.00%
316-3100	Local Business Tax Penalties	532	750	350	500	-33.33%
	Total Business Tax	**67,220**	**62,750**	**65,158**	**62,500**	**-0.40%**
	TOTAL TAXES	**4,930,396**	**4,860,652**	**4,887,115**	**4,709,502**	**-3.11%**
	PERMITS, FEES AND ASSESSMENTS					
322-1100	Building Department Permits	185,164	150,000	149,324	150,000	0.00%
367-0100	Building Department Administrative Fees	9,210	11,400	11,250	10,000	-12.28%
329-0200	Land Use and Development Fee	2,500	-	-	-	0.00%
329-0300	Building Permit Surcharges	-	14,360	14,292	3,500	0.00%
323-1000	Electricity Franchise Fees	801,522	850,000	825,000	835,000	-1.76%
323-4000	Natural Gas Franchise Fees	14,220	14,500	13,500	14,000	-3.45%
323-7000	Solid Waste Franchise Fees	2,828	1,875	3,226	2,500	33.33%
	TOTAL PERMITS, FEES AND ASSESSMENTS	**1,015,444**	**1,042,135**	**1,016,592**	**1,015,000**	**-2.60%**
	IMPACT FEES					
324-1100	Impact Fees - Residential Law Enforcement	417	1,706	833	-	0.00%
324-1200	Enforcement	-	781	781		
324-6100	Impact Fees - Residential Parks	1,946	3,891	3,891	-	0.00%
324-7100	Impact Fees - Residential General Government	472	943	943		
324-7200	Impact Fees - Commercial General Government	-	884	884	-	0.00%
	IMPACT FEES	**2,835**	**8,205**	**7,332**	**-**	**0.00%**

001-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
	INTERGOVERNMENTAL REVENUE					
335-1200	State Revenue Sharing Proceeds	282,194	255,518	269,077	261,254	2.24%
335-4000	Mobile Home Licenses	35,621	40,000	37,000	38,000	-5.00%
335-4100	State Revenue/Motor Fuel Tax Refund	9,839	14,361	14,361	10,000	-30.37%
335-5000	State Revenue/Alcohol Beverage License	12,133	11,500	10,626	11,500	0.00%
335-8000	State Revenue/Local Government Half Cent Sales Tax	861,772	752,069	791,161	785,747	4.48%
	INTERGOVERNMENTAL REVENUE	**1,201,559**	**1,073,448**	**1,122,225**	**1,106,501**	**3.08%**
	GRANTS					
331-1000-9013	FECC - Energy Initiative Grant	29,702	84,447	84,447	-	-100.00%
331-1000-9015	Palmetto Clean Energy Grant	-	287,760	258,484	-	-100.00%
331-2400-9006	Bulletproof Vest Grant	185	3,000	1,671	1,329	-55.70%
331-2400-9012	Radio Encryption Project Grant	-	27,600	27,600	-	-100.00%
331-2400-9016	PD In-Car Technology Grant	-	21,925	17,645	4,280	-80.48%
331-2400-9017	PD Rapid ID/Interview Room	-	15,807	-	15,807	0.00%
334-3900-9004	Hydrant Trailhead Enhancement Revenue	9,107	1,012	1,012	-	-100.00%
337-4000-1627	FMIT Safety Grant	4,896	-	-	-	0.00%
337-7003-9001	FRDAP - Riverside Park Resurfacing	3,390	-	-	-	0.00%
337-2009-9008	Palmetto Mobile Tech Grant	116,255	-	-	-	0.00%
	GRANTS	**163,535**	**441,551**	**390,859**	**21,416**	**-95.15%**
	CHARGES FOR SERVICES					
341-0212	CRA Reimbursement - City Clerk	47,811	-	-	-	0.00%
341-0221	CRA Reimbursement - PD	721,033	750,155	652,358	678,479	-9.55%
341-0223	CRA Reimbursement - CE	28,838	33,880	33,880	33,880	0.00%
341-0240	CRA Reimbursement - PW Administration	132,160	54,923	12,657	8,500	-84.52%
341-0242	CRA Reimbursement - Engineering	41,551	-	-	-	0.00%
341-0243	CRA Reimbursement - Planning	33,373	-	-	-	0.00%
341-0249	CRA Reimbursement - Fleet	48,061	-	-	-	0.00%
341-0272	CRA Reimbursement - Parks	141,113	-	-	-	0.00%
341-1000	AG Museum Insurance Reimbursement	2,486	3,369	2,992	2,992	-11.19%
341-2000	Attorney Fees Pass Thru Revenue	7,355	700	1,195	700	0.00%

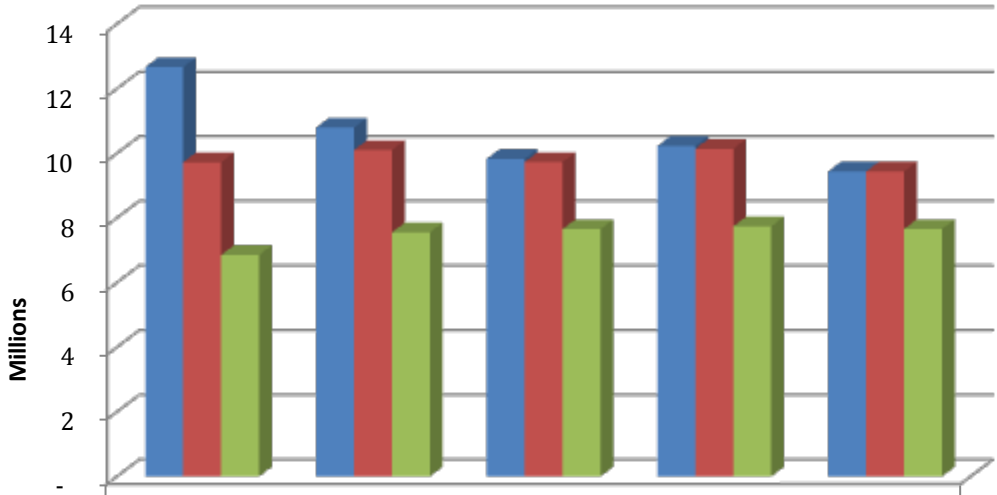
001-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
341-2100	Engineering Fees Pass Thru Revenue	11,190	15,000	15,000	15,000	0.00%
341-2150	Legal Ads Pass Thru Revenue	5,659	5,000	6,087	5,000	0.00%
341-2200	Zoning Fees/Variances	15,750	7,500	10,000	7,500	0.00%
341-2500	Cell Phone Reimbursement	355	-	-	-	0.00%
341-3000	Notary Fee	160	200	160	150	-25.00%
341-3200	Reproduction of Maps & Publications	493	350	421	350	0.00%
341-4100	Recording Fees	948	850	350	500	-41.18%
341-9023	Abandoned/Vacant Property Registration	-	1,600	1,200	1,000	0.00%
341-9550	Political Sign Revenue	172	-	-	-	0.00%
342-0400	Fingerprint/Copying/IDs-PD	3,873	3,950	3,918	3,500	-11.39%
342-2010	School Resource Officer	58,231	62,000	61,881	62,000	0.00%
343-8200	Locate Cemetery Spaces	275	250	330	300	20.00%
347-4600	Culture/Recreation-July4th Fireworks	20,000	19,667	19,667	19,667	0.00%
	CHARGES FOR SERVICES	**1,320,887**	**959,394**	**822,096**	**839,518**	**-12.49%**
	FINES AND FORFEITURES					
351-2125	Judgment-Fines & Forfeiture-Criminal	7,107	7,438	9,700	7,000	-5.89%
351-3000	Judgment-Fines/Law Enforcement Education	2,213	2,500	2,700	2,000	-20.00%
354-1000	Violation-Local Ordinance	476	300	1,280	750	150.00%
354-2500	Violation-Local Ordinance/Code Enforcement	-	20,000	-	2,000	-90.00%
354-2550	Violation - Lot Clearing - Pass Thru	-	3,725	2,850	3,725	0.00%
358-2025	Assets Seized by PD	-	3,700	3,700	-	-100.00%
359-1000	Traffic Infractions	19,441	20,000	19,500	18,000	-10.00%
359-2000	Forfeits/Restitution	606	1,200	1,500	1,200	0.00%
	FINES AND FORFEITURES	**29,843**	**58,863**	**41,230**	**34,675**	**-41.09%**
	INTEREST REVENUE					
361-0100	Investment Earnings	100,100	29,750	29,750	29,750	0.00%
361-0200	Interest Revenue - Impact Fees	2,376	2,000	2,665	2,665	33.25%
361-0900	Interest Revenue - Accounts Receivable	13,378	12,000	10,000	10,000	-16.67%
361-9000	Interest Revenue - BOA Loan	530	-	-	-	0.00%
	INTEREST REVENUE	**116,384**	**43,750**	**42,415**	**42,415**	**-3.05%**
	MISCELLANEOUS REVENUE					
362-1000	Special Function Revenue	3,378	2,000	1,406	1,000	-50.00%
362-2000	Rents- Cell Tower (Non Taxable)	15,600	15,912	15,912	16,230	2.00%
362-4000	Rents-Heritage Park - Taxable	1,945	1,000	1,600	1,000	0.00%
362-4100	Rents-Park -Taxable	13,105	15,000	8,000	10,000	-33.33%
362-4300	Rents-Submerged Land	72,470	72,660	72,660	73,000	0.47%
362-5000	Rents-Banners/Signage	1,200	1,000	1,100	1,000	0.00%
362-8900	Rents-Billboard	2,663	2,663	2,663	2,663	0.00%

001-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
364-4100	Disposition Of Assets	17,280	13,682	13,682	6,000	0.00%
364-5000	Sales of Scrap Metal	1,235	91	91	-	0.00%
366-0026	PD Special Programs	-	2,500	2,500	1,500	-40.00%
369-0200	Other Misc Revenue/Srv Fire District	22,976	23,505	26,005	22,000	-6.40%
369-0400	Other Misc Revenue/EMS-Manatee County	10,231	11,600	13,081	10,000	-13.79%
369-0900	Other Misc Revenue/Refund Exp Current Year	-	351	351	-	0.00%
369-1700	Other Misc Revenue/NSF Check Charges	120	120	150	-	0.00%
369-3099	Tree/Landscape Revenue	2,242	-	-	-	0.00%
369-6800	Other Misc Revenue/Refund Exp Prior Year	-	20,276	20,276	-	0.00%
369-7400	Other Misc Revenue/Insurance Reimbursement	19,373	-	58	-	0.00%
369-7401	Other Misc Revenue/Insurance Premium Refund	35,361	21,668	22,216	12,200	-43.70%
369-8000	Unclassified Revenue	8,444	-	-	-	0.00%
369-8001	Over/Short Cash	(517)	-	(6)	-	0.00%
369-8002	Over/Short Central Stores Inventory	(884)	1,727	1,734	-	0.00%
369-8003	Over/Short Shop Materials	656	-	(331)	-	0.00%
369-9000	Cemetery Spaces	-	-	1,600	800	0.00%
	MISCELLANEOUS REVENUE	**226,878**	**205,755**	**204,748**	**157,393**	**-23.50%**
	OTHER FINANCING SOURCES					
	Transfers					
381-7065	Transfer-In From Trailer Park	(7,456)	60,000	94,000	60,000	0.00%
381-8212	Transfer-in from CRA	43,812	55,048	55,048	45,939	-16.55%
382-0010	Transfer-in from Building Department	44,373	44,373	44,373	61,907	39.52%
382-3070	Transfer-In from Road and Bridge	206,053	206,053	206,053	126,771	-38.48%
382-4030	Transfer-In from Solid Waste	33,354	39,215	39,215	47,049	19.98%
382-4321	Transfer-In from Water & Sewer	246,336	329,140	329,140	401,208	21.90%
382-4400	Transfer-In from Stormwater	67,519	102,761	102,761	93,511	-9.00%
382-4600	Transfer-In from Reuse	-	-	-	20,276	0.00%
382-5060	Transfer-in from Internal Service Funds	19,368	-	-	-	0.00%
	TOTAL TRANSFERS	**653,359**	**836,590**	**870,590**	**856,661**	**2.40%**
	Debt/Lease Proceeds					
383-7000	Capital Lease Inception	161,233	183,493	183,000	74,144	-59.59%
384-7001	07 Debt Proceeds	8,306	-	-	-	0.00%
	TOTAL DEBT/LEASE PROCEEDS	**169,539**	**183,493**	**183,000**	**74,144**	**-59.59%**

001-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
	Non Revenue Sources					
399-0000	Funding from Fund Balance for Outstanding Encumbrances	-	79,207	-	-	-100.00%
399-0001	Funding from Fund Balance for Contingencies	-	31,500	-	31,500	0.00%
399-6000	Funding from Fund Balance for Capital	-	-	-	39,860	0.00%
399-7524	Funding from Building Dept Reserve	-	109,929	-	130,158	18.40%
339-7525	Funding from Law Enforcement Reserve	-	-	-	1,590	0.00%
399-7572	Funding from Tree/Landscape Reserve	-	1,200	-	1,200	0.00%
399-9301	Funding from Equity - Capital Projects	-	90,000	-	370,000	311.11%
399-9514	Funding from Equity - Attorney Fees	-	41,000	-	-	-100.00%
399-9572	Funding from Fund Balance - Law Enf. Impact Fees	-	-	-	9,000	0.00%
399-9572	Funding from Fund Balance - Parks Impact Fees	-	160,632	-	-	-100.00%
	TOTAL NON REVENUE SOURCES	**-**	**513,468**	**-**	**583,308**	**13.60%**
	TOTAL OTHER FINANCING SOURCES	**822,898**	**1,533,551**	**1,053,590**	**1,514,113**	**-1.27%**
	TOTAL GENERAL FUND REVENUE	**9,830,659**	**10,227,304**	**9,588,202**	**9,440,533**	**-7.69%**

GENERAL FUND – 001

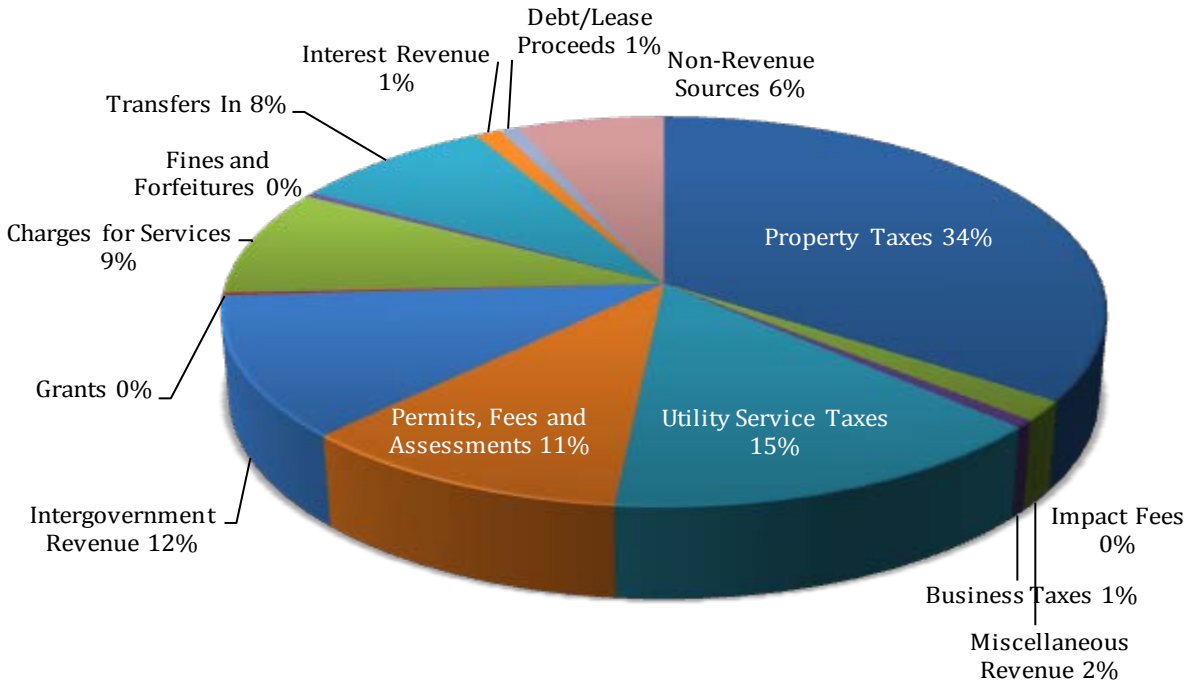
5-Year Revenue, Expense and Fund Balance



	FY2009	FY2010	FY2011	FY2012	FY2013
Revenue	12,667,777	10,796,104	9,830,659	10,227,304	9,440,533
Expense	9,723,862	10,098,222	9,726,764	10,143,180	9,438,540
Fund Balance	6,854,739	7,552,621	7,656,516	7,740,640	7,657,732

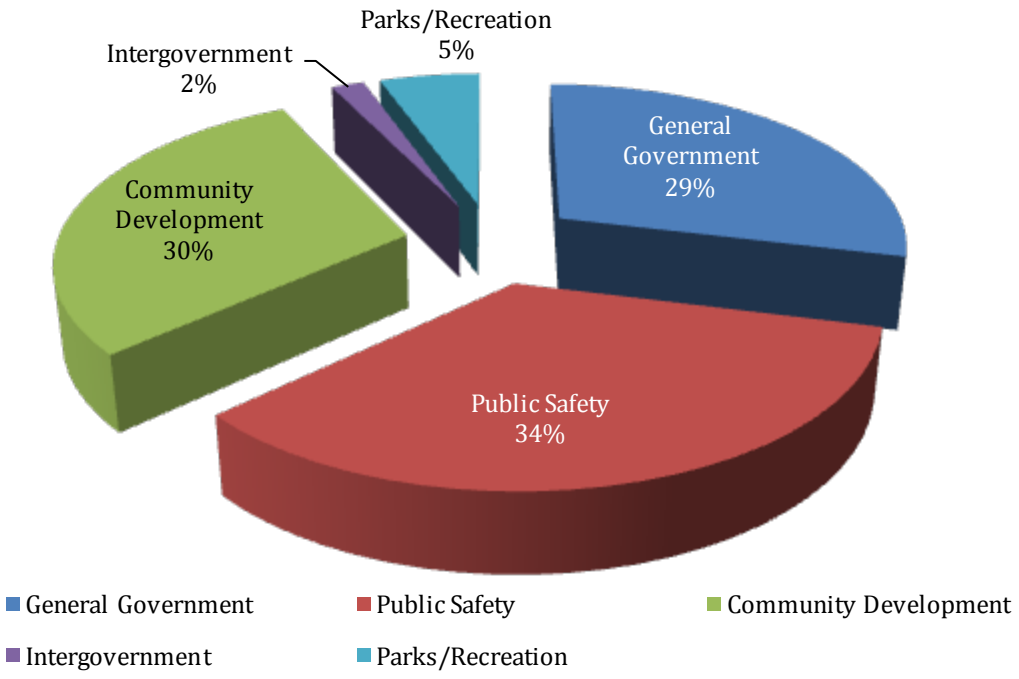
*Projected **Estimated

FY 2013 Revenues By Source



GENERAL FUND – 001

FY2013 Budgeted Expenditures By Function



- **General Government** expenditures total $3,711,947; Departments in this category are Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures $4,423,546; Departments in this category are Police, Building Department and Code Enforcement.
- **Community Development** expenditures $3,796,332; this represents the Community Redevelopment Agency.
- **Intergovernment** expenditures $229,385; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures $703,662; this represents the Parks and Recreation Department.

GENERAL FUND - 001
Revenue Analysis and Forecasting

Revenue Trends

The City of Palmetto is in the process of revising the revenue manual that will aid in the identifying, analyzing and forecasting of all city revenues. Initially, all revenues are identified, analyzed and forecasted two years into the future. As data is gathered and analyzed, forecasting will be expanded to five years utilizing new forecasting software. The forecast is based on trend analysis and anticipated economic reactions. 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 current status in the 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. The city is beginning the process of revenue forecasting utilizing this new software which will provide a new baseline to build upon.

City-wide operating revenues for FY2013 have decreased $6.5 million or 20% over the FY2012 revised final budget. This decrease is largely due to the decrease in non revenue loan funds. These decreases occur entirely in CRA and Capital Projects Funds.

Revenue Detail

***Ad Valorem Taxes – General Fund* - $3,266,948 (34% of General Fund Revenue)**

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of $652,758,340. The millage rate for fiscal year 2013 is 5.271 per $1,000 of assessed value. The current rate was changed from the previous roll back rate of 5.1185. The current rate is the rollback rate allowing the same amount of revenue to the City as received during the prior year and as such is not considered a tax increase. The rate was approved by Commissioners in an effort to recover decreased ad valorem taxes and in anticipation of a possible cap on millage rates by the state legislature.

The ad valorem taxes make up 34% of the city's general fund revenues as shown the previous page and 12.7% overall. As illustrated by the chart below, ad valorem taxes are expected to continue decreasing though fiscal year 2014, with the downturn in the economy, increased foreclosures, and reduction in assessed values, this caused a 4.4% decrease in the city's tax base for the fiscal year 2013 budget year. This trend is expected to continue to decrease at the slower rate of 2% over each of the next two years. We feel this is indicated in the slight increase in real estate sales and the slowing of new foreclosures.

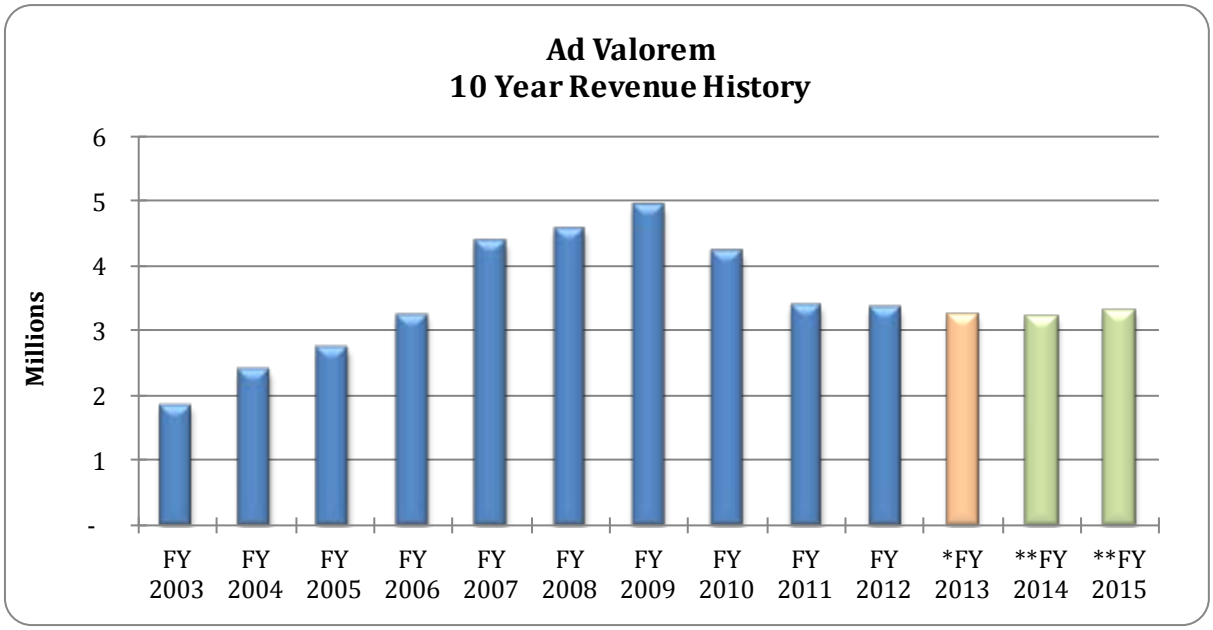


Figure 2

The graph in Figure 3 illustrates 10 years of ad valorem history and includes the millage rate, assessed value and ad valorem revenue. While the millage rate remained relatively level over the last three years, the assessed value and ad valorem revenue declined over 30%. The roll-back rate of 5.271 in Fiscal Year 2013 provides the city with the same level of revenues as fiscal year 2012.

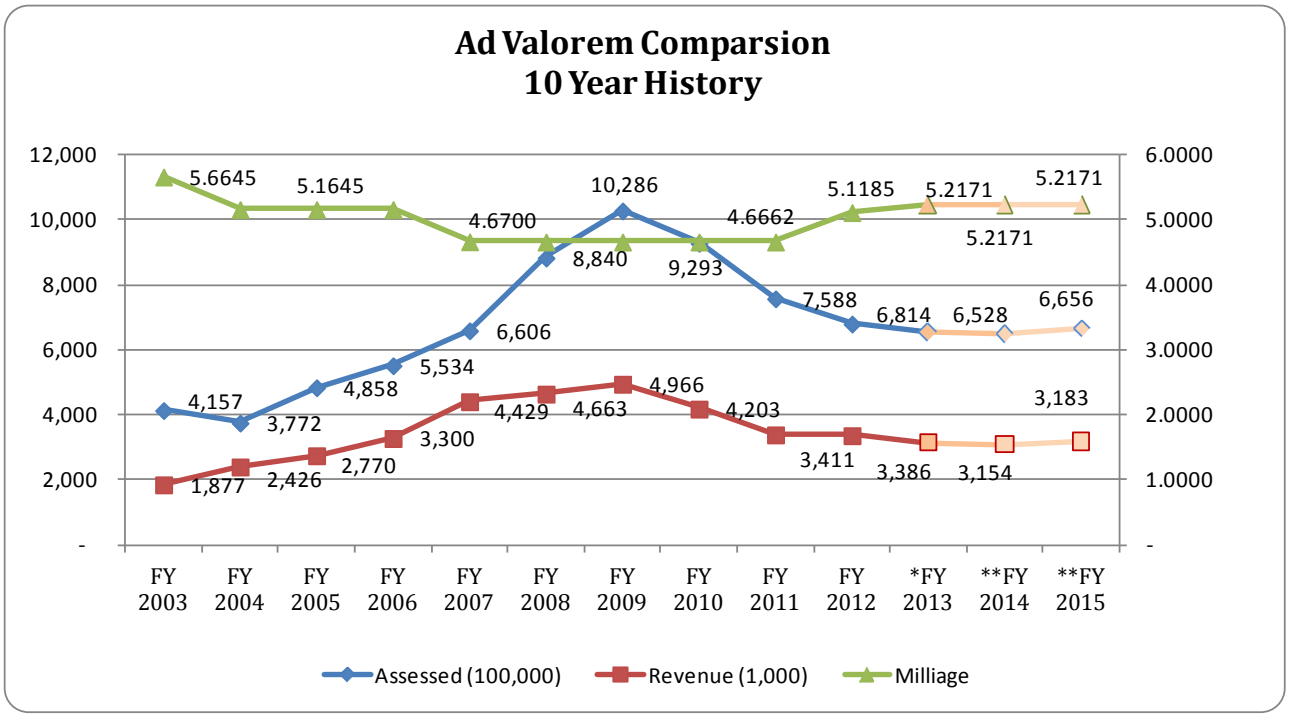


Figure 3

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 second lowest millage rate, also behind the City of Bradenton and the third largest population behind unincorporated Manatee County and the City of Bradenton.

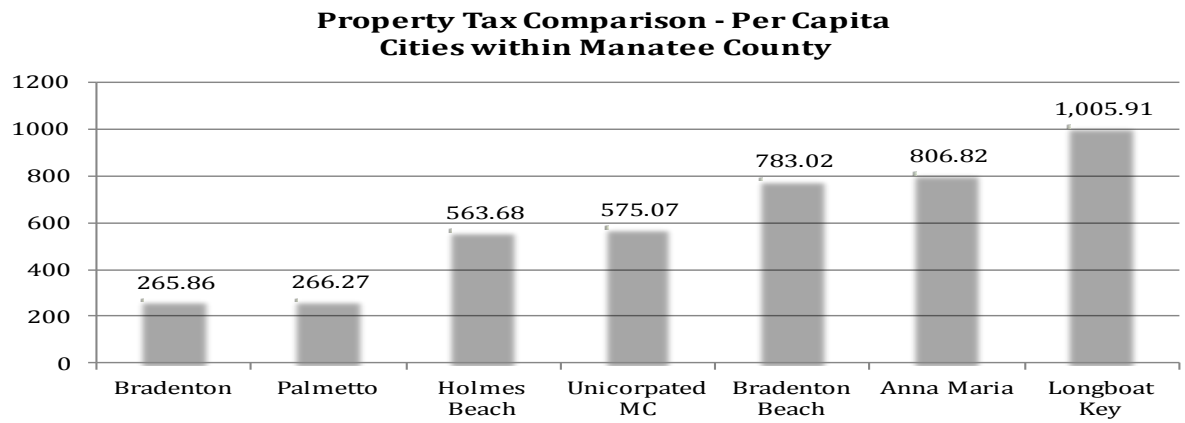


Figure 4

***Utility Service Taxes – General Fund* - $1,380,054 (15% 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) and the state's Communication Service Tax. These are budgeted at $860,000 and $487,304 respectively and account for 98% of the total utility service taxes.

Florida Power and Light

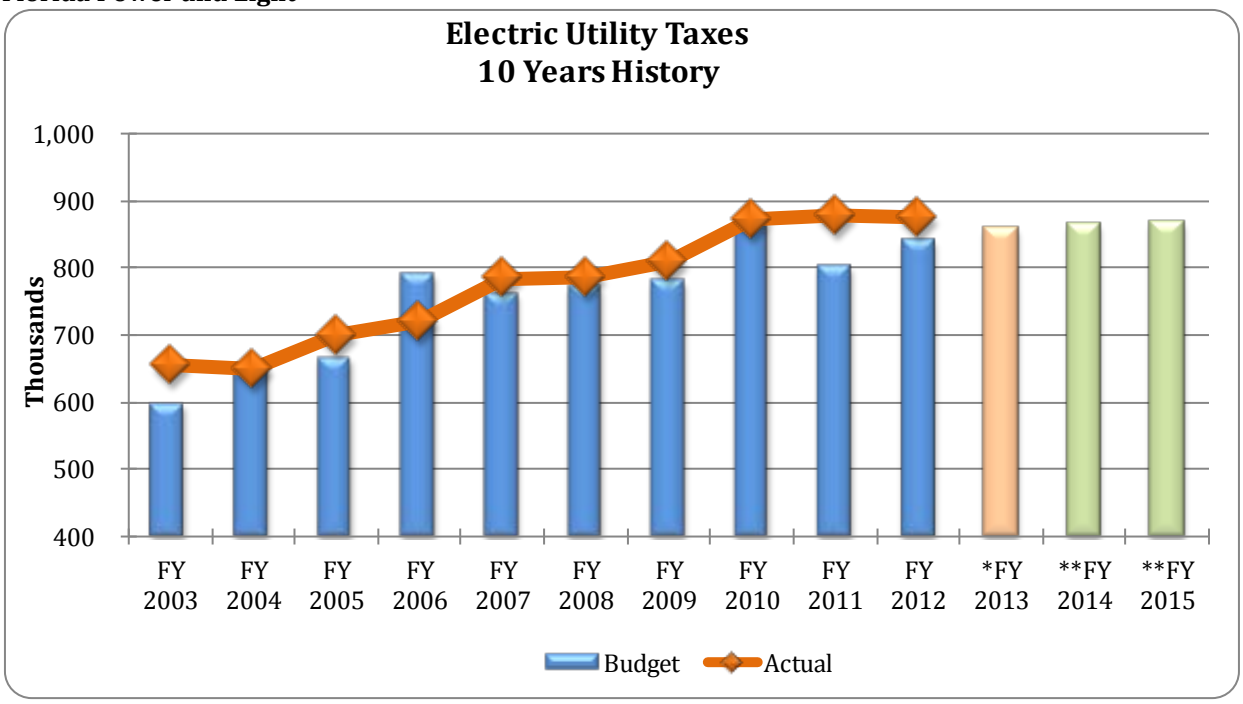


Figure 5

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 1% annually from Fiscal Year 2012. These projections are made by overall revenues collected in the past 4 years.

Communication Service Tax – State Tax

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.

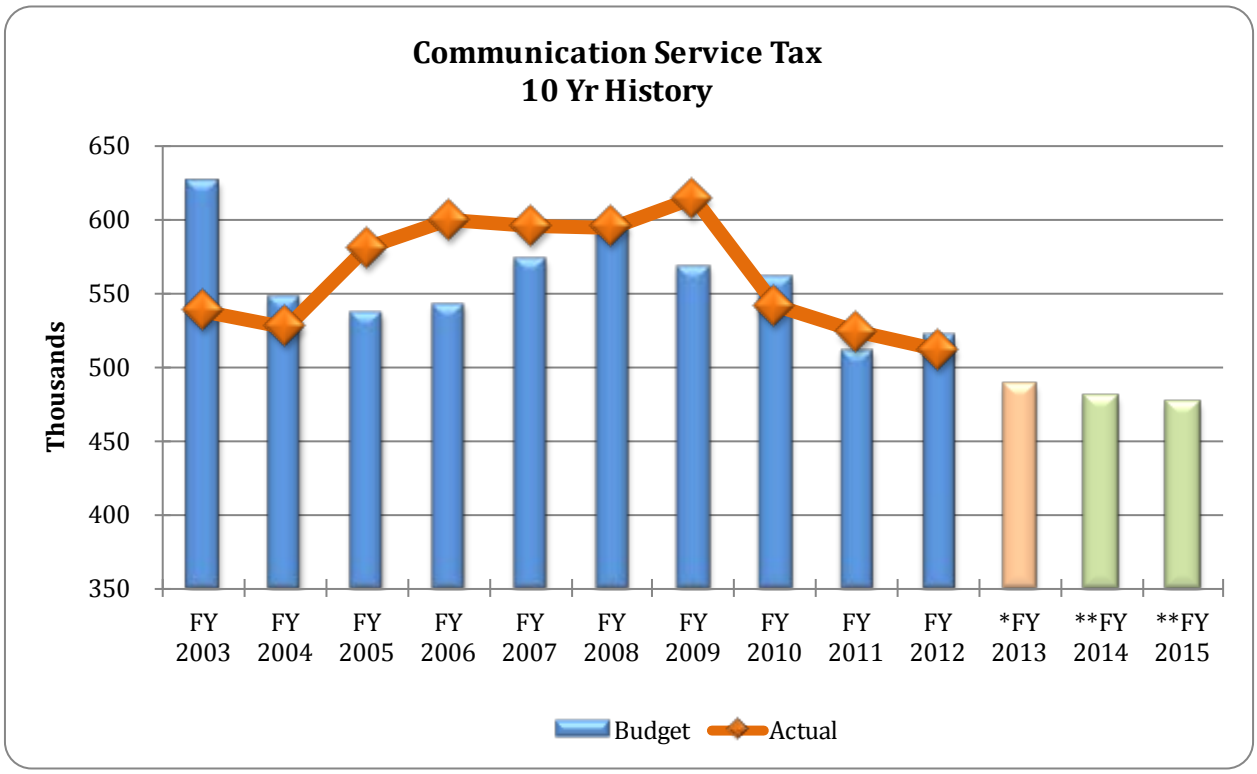


Figure 6

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% *(F.S. 202.12(1)(a)(c)and (d))*.

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis, a slight decrease of 1.5% and 2.3% over the next 2 years beginning with fiscal year 2013. There is discussion of this tax being reduced further dependent on the outcome of pending litigation with wireless communication services.

***Intergovernmental Revenues – General Fund* - $1,105,501 (12% of General Fund Revenues)**

Half-Cent Sales Tax – State Tax

Intergovernmental revenues are state shared revenue sources. The Half Cent Sales Taxes are the largest intergovernmental revenue source, budgeted at $785,747, or 71% of the total intergovernmental revenues. 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 2013.

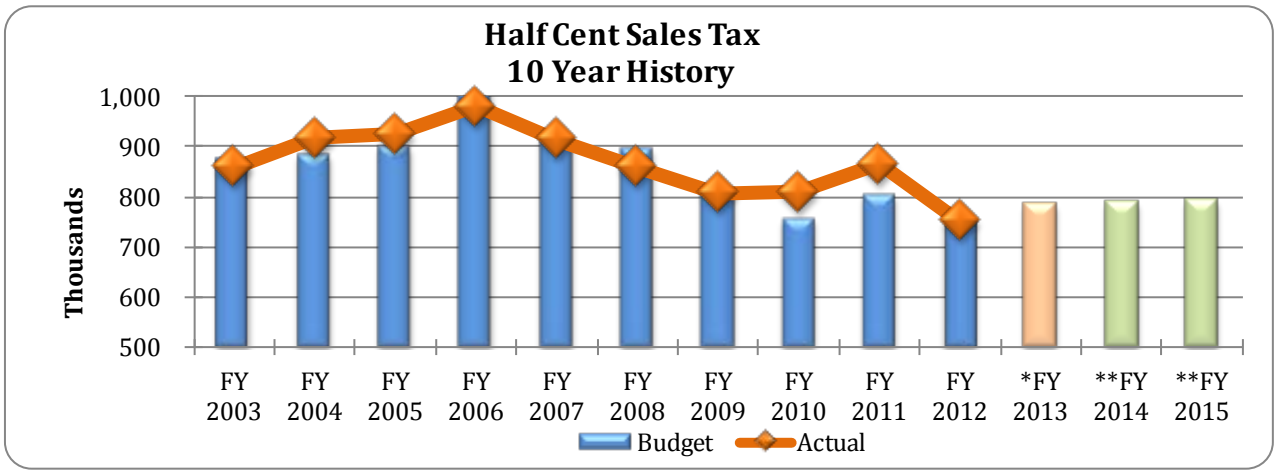


Figure 7

State (Municipal) Revenue Share - State

The Revenue Share Program was enacted in 1972 to ensure minimum level of revenue parity. The trust fund receives 1.3409 percent of sales and use tax collections, 12.5 percent of the state alternative fuel user decal fee collections, 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)* This revenue represents 24% of the General Fund Intergovernmental Revenue.

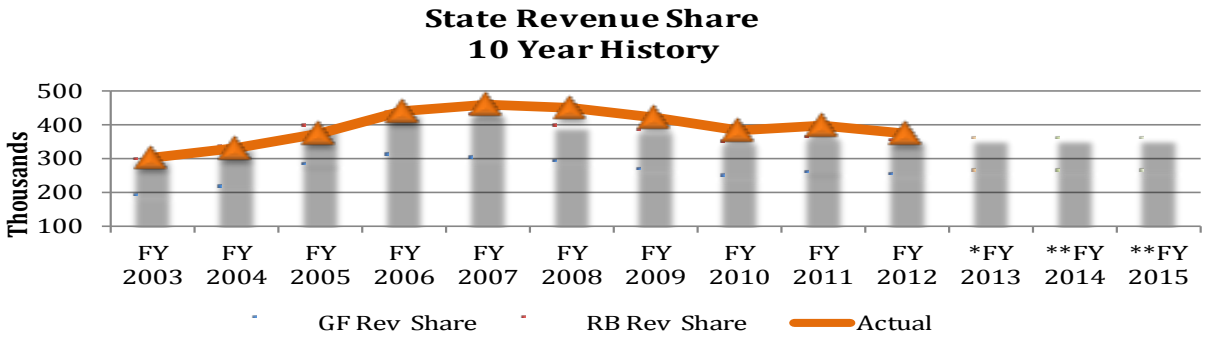


Figure 8

Charges for Services – General Fund - $839,518 (9% of General Fund Revenues)

Charges for services in the General Fund are budgeted at $839,518. Reimbursement of expenses for services provided to the Community Redevelopment Agency and district makes up 85% of the General Fund charges for services or $720,859. It has been the policy of the CRA to "give back" to the City the amount of the Tax Increment Funding (TIF) it receives from the City. The 2013 TIF from the City is $1,139,522. This reimbursement has experienced many changes since fiscal year 2010's budget. Plans were formulated by the other departments to provide measurable services within the CRA District in support of CRA's "give back" plan.

Police Department developed its Community Policing Innovation Plan. It is through this plan the Police Department will provide direct and dedicated patrol by seven full-time police officers in the areas of the CRA District which experiences approximately 60% of the City's most serious crimes. Part-time patrol officers and non-sworn citizens' patrol will monitor the areas parks to ensure the safety of the children and adults using these parks. The plan also includes all equipment and supplies necessary to provide these services at a total cost of $678,479.

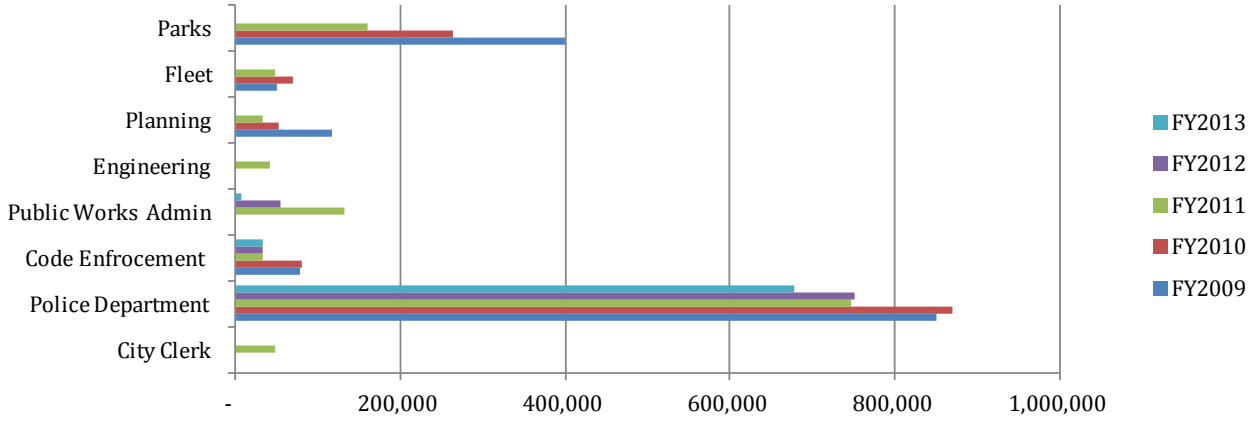
Public Works Administration provides services for many CRA projects such as neighborhood revitalization, streetscapes, parks renovations and lineal trails. These projects will mean that Public Works will need to provide project management services to the CRA. The total cost is $8,500 – pending approval by the CRA Advisory Board.

Code Enforcement also provides services to the CRA District in the form of enforcing codes that affect the appearance, safety and property values of properties within the City. The CRA District encompasses about 29% of the City and is experiencing a high volume of homes in disrepair and in violation of code. The District has many older homes whose low income homeowners cannot afford to undertake needed renovations and experience a high volume of turnover in occupants. The plan presented by Code Enforcement partners with the CRA to provide residential rehabilitation, debris clean-up, sweeps of abandoned property and inspections for the CRA Storefront Grant program. Services will also be provided to the Enterprise Zone as a board member on behalf of CRA. These services are at a cost of $33,880 – pending approval by the CRA Advisory Board.

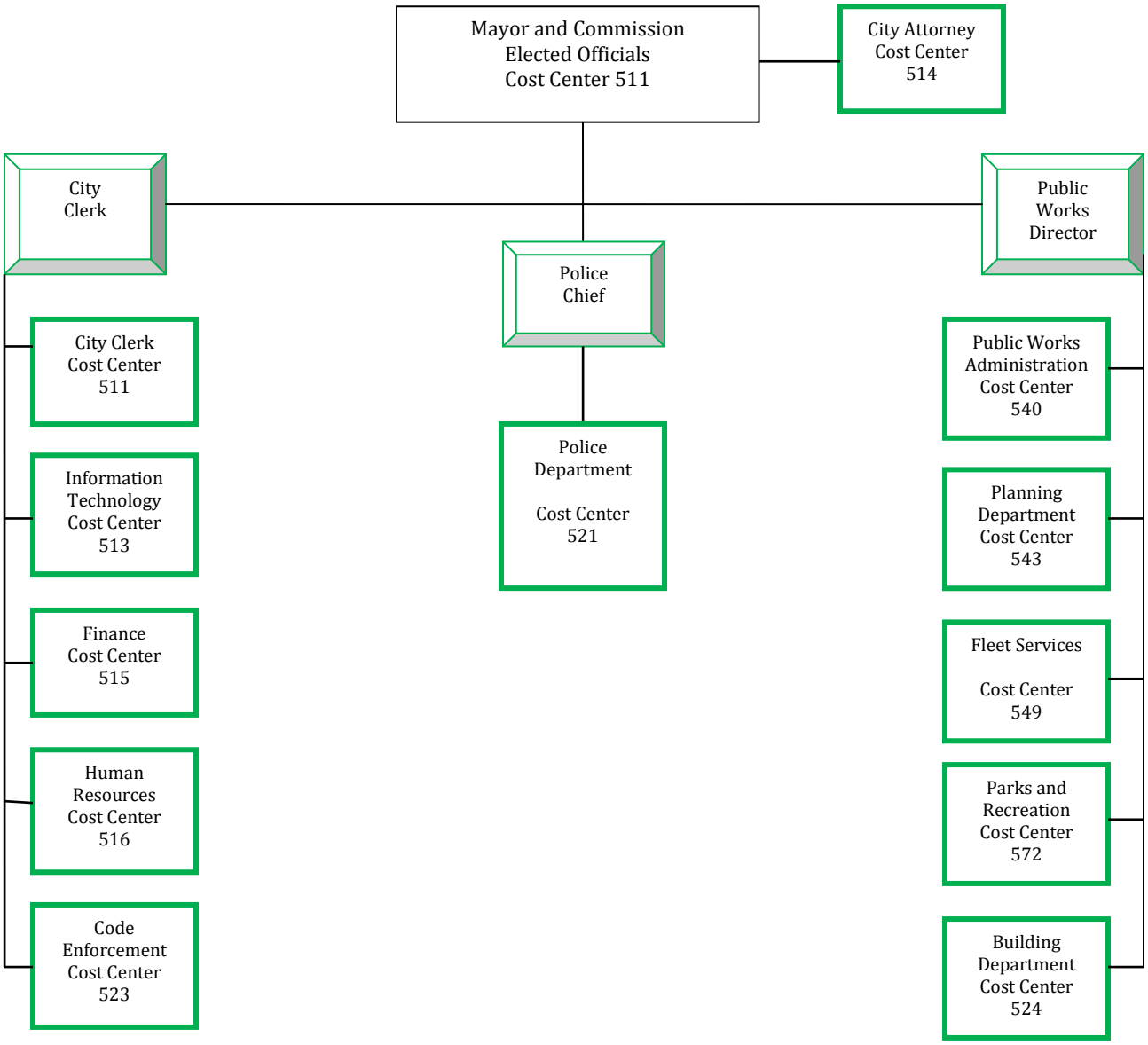
It was decided by the CRA Board to assume all City expenses for the Agricultural Museum, Historical Park and July 4th Festival in lieu of Parks Plan to provide services for those areas.

In 2013 the net reduction to the TIF from FY2012 was 6%, or $78,790, due to decreased property values and increased millage rates, however, the reimbursement to the City for these enhanced services were reduced by $118,099 or 14%. This reduction in revenue to the General Fund caused a challenge that was overcome by reduction in personnel and operating expenses.

Charges for Services - CRA Sub Plans



GENERAL FUND ORGANIZATIONAL CHART



LEGEND

Mayor and Commission
Cost Center 511

FUND: **General Fund - 001**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES

The City Commission is composed of six residents in the legislative and policy-making body of the City as five Commissioners and a Mayor. The Mayor is the Administrator of the City and is the direct supervisor to upper management. As Administrator, the Mayor recommends for appointment the Department Heads, City Attorney and city board members. As the City Commission, their responsibilities include: enact ordinances and resolutions necessary for governing the City's affairs; review and adopt annual budget; appoint the City Attorney, City Clerk, Police Chief, Public Works Director, CRA Director and citizens recommended by the Mayor for appointment to various city boards.

The Mayor and two Commissioners are elected at large and the three other Commissioners are elected to service one of three municipal voting wards. In all cases, election is by majority. The Mayor and the two Commissioners at large will be elected in November, 2012 to serve four year terms with no term limits. The Commissioner from Ward 1 will be elected to serve the remainder of a four year term (two years) vacated in fiscal year 2012.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

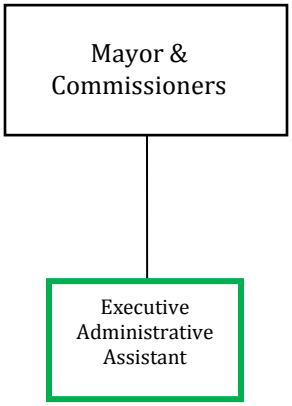
- To ensure the economic stability of the City this Cost Center had the responsibility to adopt a balanced budget for fiscal year 2013.
- To hold public meetings at City Hall and locations throughout the City to enable citizen input concerning the needs and administration of the City.
- To elect three Commissioners and Mayor and incorporate any new incumbents into the administration of the City.

Mayor, Commissioners and Department Heads get into the festivities of the City's annual July 4th Celebration at Sutton Park.

MAYOR AND COMMISSION
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Mayor	n/a	39,783	13,314	53,097	n/a
Commissioner	n/a	7,723	600	8,323	n/a
Commissioner	n/a	7,723	600	8,323	n/a
Commissioner	n/a	7,723	600	8,323	n/a
Commissioner	n/a	7,723	600	8,323	n/a
Commissioner	n/a	7,723	600	8,323	n/a
Executive Administrative Assistant	110/6	41,548	21,447	62,995	1.00
		119,946	37,761	157,707	1.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Mayor and City Commission

001-511-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
MAYOR & CITY COMMISSION EXPENSES						
1201	Regular Salaries	119,847	119,946	118,906	119,946	0.00%
1520	Vehicle Allowance	-	3,600	3,600	3,600	0.00%
2101	FICA Taxes	9,006	9,176	9,305	9,451	3.00%
2221	Retirement General Employee	9,877	9,814	9,702	11,845	20.69%
2301	Health and Dental Insurance	13,391	12,644	12,645	10,720	-15.22%
2302	Health Insurance - Dependent Summary	3,220	2,102	2,102	1,704	-18.93%
2303	Life Insurance & EAP	209	293	286	293	0.00%
2401	Workers' Compensation	193	190	151	150	-21.05%
	PERSONNEL EXPENSES	**155,743**	**157,765**	**156,697**	**157,709**	**-0.04%**
3424	Election Expense	-	13,000	9,000	13,000	0.00%
4051	Travel and Per Diem	5,437	8,000	6,000	8,000	0.00%
4111	Communications	1,048	2,520	2,520	2,160	-14.29%
4512	Insurance	3,942	3,766	3,507	4,876	29.47%
4634	Repair & Maintenance	4,300	1,135	360	1,250	10.13%
4751	Printing and Binding	168	650	645	300	-53.85%
5112	Office Supplies	191	250	100	200	-20.00%
5223	Operating Expenses	10,073	10,475	10,410	10,970	4.73%
5242	Small Tools/Equipment	861	357	357	400	12.04%
5401	Non-Capitalized Equipment	3,684	2,750	576	-	-100.00%
5513	Technical/Training	115	2,643	1,925	2,450	-7.30%
	OPERATING EXPENSES	**29,819**	**45,546**	**35,400**	**43,606**	**-4.26%**
6401	Machinery and Equipment	-	-	-	8,500	0.00%
6402	Office Furniture	7,390	-	-	-	0.00%
	CAPITAL PURCHASES	**7,390**	**-**	**-**	**8,500**	**0.00%**
	TOTAL EXPENSES	**192,952**	**203,311**	**192,097**	**209,815**	**3.20%**

Mayor & Commission

FY 13 Itemized Budget for Cost Center - 511

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 511 1201	Regular Salaries			
Commissioner	1	7,723	7,723	1468
Commissioner	1	7,723	7,723	303
Commissioner	1	7,723	7,723	309
Commissioner	1	7,723	7,723	36
Commissioner	1	7,723	7,723	1311
Executive Administrative Asst	1	41,548	41,548	338
Mayor	1	39,783	39,783	1467
		Total	**$119,946**	
001 511 1520	City Vehicle Use			
Mayor vehicle allowance	12	300	3,600	
		Total	**$3,600**	
001 511 2101	FICA Taxes			
FICA Taxes	1	9,176	9,176	
Vehicle allowance FICA	1	275	275	
		Total	**$9,451**	
001 511 2221	Retirement General Employee			
General Employee Pension	1	11,845	11,845	
		Total	**$11,845**	
001 511 2301	Health and Dental Insurance			
Health Insurance	2	5,360	10,720	
		Total	**$10,720**	
001 511 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	2	852	1,704	
		Total	**$1,704**	
001 511 2303	Life Insurance and EAP			
Life Insurance & EAP	1	293	293	
		Total	**$293**	
001 511 2401	Worker's Compensation			
Workers Comp	1	150	150	
		Total	**$150**	
001 511 3424	Election Expense			
Special election	1	13,000	13,000	
		Total	**$13,000**	
001 511 4051	Travel and Per Diem			
FLOC annual conf.-Commission	5	1,000	5,000	4night/meals/mileage
FLOC annual conference- Mayor	1	1,000	1,000	4night/meal/mileage
Misc Travel- Commissioners	1	1,000	1,000	EMO traning
Misc Travel- Mayor	1	1,000	1,000	Misc meals/mileage
		Total	**$8,000**	

Mayor & Commission

FY 13 Itemized Budget for Cost Center - 511

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 511 4111	Communication			
PDA Cell Service-Commissioner	12	60	720	Williams
PDA/Cell Service- Commissioner	12	60	720	Smith
PDA/Cell Service-Mayor	12	60	720	
		Total	**$2,160**	
001 511 4512	Insurance			
D-6 Accident Mayor & Comm	6	64	384	Oct 12
Gen. Liab, Auto, Prop Ins	4	1,123	4,492	Quarterly
		Total	**$4,876**	
001 511 4634	Repair & Maintenance			
Repairs to Chambers	1	750	750	as needed
Repairs to Mayors Office	1	500	500	as needed
		Total	**$1,250**	
001 511 4751	Printing and Binding			
Business Cards for Mayor	1	100	100	
Flyers/Mailings for Mayor	1	200	200	
		Total	**$300**	
001 511 5112	Office Supplies			
Office Supplies	1	200	200	
		Total	**$200**	
001 511 5223	Operating Expenses			
Awards/Certificates/Plaques	1	1,000	1,000	Citizen Awards
City Shirts-Mayor/Commission	6	30	180	1 per person
economic Development Council	1	5,000	5,000	Annual Dues (Oct)
FL League of Mayors	1	310	310	Annual Dues (Oct)
FLOC Membership	1	1,600	1,600	Annual Dues (Oct)
Manasota League of Cities	1	500	500	Annual Dues
Manatee Chamber of Commerce	1	350	350	Annual Dues (Oct)
Periodicals	1	30	30	Gulf Coast Business
TBRPC Tampa Bay Regional Plan	1	2,000	2,000	Annual Dues
		Total	**$10,970**	
001 511 5242	Small Tools/Equipment			
Misc Equip for Chambers	1	200	200	as needed
Replacement Cell Phone	1	200	200	
		Total	**$400**	
001 511 5513	Technical/Training			
FLOC Registration Fee	6	325	1,950	Mayor & Commission
Misc Training for Commission	1	500	500	as needed
		Total	**$2,450**	

Mayor & Commission

FY 13 Itemized Budget for Cost Center - 511

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 511 6401	Machinery and Equipment			
Doc Camera for Chambers	1	5,500	5,500	overhead equipment
New control panel for podium	1	3,000	3,000	equipment for mtgs
		Total	**$8,500**	
		Total Budget:	**$209,815**	

City Clerk
Cost Center 512

FUND: **General Fund - 001**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES
The Office of the City Clerk is dedicated to providing an array of quality services to the public, Commission, and Mayor. The broad range of services includes:

- Acting as clerk to the City Commission
- Department Head overseeing the activities of Human Resources, Finance, Information Technology, Utility Billing and Code Enforcement
- Preparing agendas for public meetings
- Maintaining the official record of the Commission's minutes
- Having custody of the public records of the City; processing public record requests
- Acting as the official custodian for the seal of the City
- Updating the City's code of ordinances
- Administering City cemetery records
- Administering occupational business tax
- Ensure accurate and timely billing of all utility services
- Fiscal stability and safeguarding of City assets
- General oversight for all Human Resource functions within the City
- Oversee the maintenance of the City's Technology Infrastructure to ensure the security of the City's information and data.
- Permanent member of the General Employees Pension Board

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

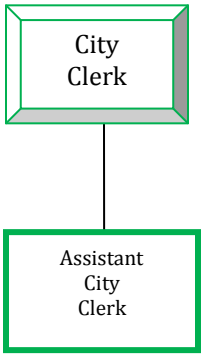
- Produce timely agendas and minutes for the Commission meetings
- Respond to all public records requests within a reasonable timeframe
- Maintain adequate reserves to ensure fiscal stability

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOALS
Number of agendas prepared for Commission	35	25	26
Number of ordinances passed	21	39	35
Number of Resolutions passed	41	45	40
General Fund reserve as a % of annual expenditures			

CITY CLERK
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
City Clerk	122S/4	84,492	37,174	121,666	1.00
Assistant City Clerk	112/0	38,496	20,330	58,826	1.00
		122,988	57,504	180,492	2.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - City Clerk

001-512-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CITY CLERK EXPENSES						
1101	Executive Salaries	84,817	84,492	84,491	84,492	0.00%
1201	Regular Salaries	52,304	71,406	71,406	38,496	-46.09%
2101	FICA Taxes	9,923	11,360	11,360	9,409	-17.17%
2221	Retirement General Employee	32,680	36,349	36,349	35,064	-3.54%
2301	Health and Dental Insurance	13,391	13,199	13,199	10,720	-18.78%
2302	Health Insurance -Dependent Subsidy	3,220	2,324	2,324	1,704	-26.68%
2303	Life Insurance & EAP	472	502	480	453	-9.76%
2401	Workers' Compensation	221	218	242	154	-29.36%
	PERSONNEL EXPENSES	**197,028**	**219,850**	**219,851**	**180,492**	**-17.90%**
3116	Contract Services	7,277	7,666	7,666	7,420	-3.21%
4051	Travel and Per Diem	979	568	567	950	67.25%
4111	Communications	19,425	18,531	18,531	19,220	3.72%
4212	Postage/Mailing Services	3,998	3,600	3,600	3,700	0.00%
4300	Utility Services	18,601	19,480	18,602	20,400	4.72%
4405	Operating Lease	11,283	7,452	7,344	6,157	-17.38%
4512	Insurance	4,437	4,804	4,804	4,805	0.02%
4599	Insurance Contingency	-	5,000	-	5,000	0.00%
4634	Repair & Maintenance	4,274	4,128	3,914	4,875	18.10%
4751	Printing and Binding	5,124	3,062	2,958	7,000	128.61%
4891	Promotional Advertising	10,513	11,200	11,200	11,342	1.27%
4901	Repurchase Of Cemetary Spaces	3,200	800	-	800	0.00%
4990	Tax Increment Funds to CRA	1,243,940	1,218,312	1,218,312	1,139,522	-6.47%
4996	Bank Service Charges	10,837	6,000	6,200	6,600	10.00%
5112	Office Supplies	2,121	2,100	2,100	2,000	-4.76%
5200	Hurricane Emergency Fund	-	1,500	-	1,500	0.00%
5215	Fuel and Lubricants	-	1,140	1,140	1,200	5.26%
5223	Operating Expenses	96,713	82,981	81,412	78,545	-5.35%
5242	Small Tools/Equipment	(695)	123	123	100	-18.70%
5271	Fairs & Festivals	2,550	2,550	2,550	2,665	4.51%
5401	Non-Capitalized Equipment	1,410	-	-	500	0.00%
5412	Publications	241	380	380	418	10.00%
5513	Technical/Training	360	618	618	1,125	82.04%
5599	Tuition Reimbursement	1,800	3,000	1,200	3,000	0.00%
8259	Reimbursement to CRA - GIS	4,491	-	-	-	0.00%
	OPERATING EXPENSES	**1,452,879**	**1,404,995**	**1,393,221**	**1,328,844**	**-5.42%**
6300	Improvements not Buildings	8,306	-	-	-	0.00%
6449	Capital Leases	72,515	40,824	-	-	0.00%
	CAPITAL EQUIPMENT PURCHASES	**80,821**	**40,824**	**-**	**-**	**0.00%**

General Fund - City Clerk

001-512-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CITY CLERK EXPENSES						
7101	Principal - Lease	3,187	4,343	4,343	4,452	2.51%
7104	Principal-BOA Loan 2004	16,539	18,000	17,273	18,250	1.39%
7105	Principal-BOA Loan 2005	8,792	9,500	9,144	9,750	2.63%
7107	Principal-BOA Loan 2007	7,237	8,000	7,537	8,000	0.00%
7201	Interest - Lease	311	322	322	212	-34.16%
7204	Interest Expense-BOA Loan 2004	13,039	13,000	12,396	13,250	1.92%
7205	Interest Expense-BOA Loan 2005	7,877	8,500	7,566	8,000	-5.88%
7207	Interest Expense-BOA Loan 2007	7,688	8,000	7,295	8,000	0.00%
	DEBT SERVICE	**64,670**	**69,665**	**65,876**	**69,914**	**0.36%**
9101	Transfer to Capital Projects Fund	-	90,000	90,000	370,000	0.00%
	TRANSFERS	**-**	**90,000**	**90,000**	**370,000**	**0.00%**
	TOTAL EXPENSES	**1,795,398**	**1,825,334**	**1,768,948**	**1,949,250**	**6.79%**

City Clerk

FY 13 Itemized Budget for Cost Center - 512

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 512 1101	Executive Salaries			
City Clerk	1	84,492	84,492	1355
		Total	**$84,492**	
001 512 1201	Regular Salaries			
Assistant City Clerk	1	38,496	38,496	1506
		Total	**$38,496**	
001 512 2101	FICA Taxes			
FICA Taxes	1	9,409	9,409	
		Total	**$9,409**	
001 512 2221	Retirement General Employee			
General Employee Pension	1	35,064	35,064	
		Total	**$35,064**	
001 512 2301	Health and Dental Insurance			
Health Insurance	2	5,360	10,720	
		Total	**$10,720**	
001 512 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	2	852	1,704	
		Total	**$1,704**	
001 512 2303	Life Insurance and EAP			
Life & EAP	1	453	453	
		Total	**$453**	
001 512 2401	Worker's Compensation			
Workers Comp	1	154	154	
		Total	**$154**	
001 512 3116	Contract Services			
CH Cleaning Service	12	565	6,780	Paid Monthly
CH Pest COntrol	4	75	300	Paid Qtrly
CH Security System	4	85	340	Paid Qtrly
		Total	**$7,420**	
001 512 4051	Travel and Per Diem			
Assistant Clerk	1	200	200	Mileage for training
FGFOA Annual Conference	1	700	700	3night/meals/mileage
FGFOA Gov't School of Finance	1	50	50	Sarasota Per Diem
		Total	**$950**	
001 512 4111	Communication			
Cell Service for City Clerk	12	55	660	Paid Monthly
Misc Cell Phone Replacement	1	200	200	As Needed
Suncom Fax Lines	12	370	4,440	Paid Monthly
Verizon Alarm Line	12	160	1,920	Paid Monthly
Windstream Phone Lines	12	1,000	12,000	2 PRI-Citywide
		Total	**$19,220**	
001 512 4212	Postage/Mailing Services			
CH Postage Meter	4	675	2,700	Quarterly
Overnight Shipping/Mail	1	1,000	1,000	
		Total	**$3,700**	

City Clerk

FY 13 Itemized Budget for Cost Center - 512

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 512 4300	Utility Services			
City Hall Electricity	12	1,100	13,200	FPL-Paid monthly
City Hall Water	12	600	7,200	Paid Monthly
		Total	**$20,400**	
001 512 4405	Operating Lease			
Postage Meter Lease	4	250	1,000	1/4 Lease end 10/16
Ricoh C5502 - Lease	12	263	3,156	Payment #4-15 of 36
Ricoh C5502 - Maint	12	167	2,001	Monthly
		Total	**$6,157**	
001 512 4512	Insurance			
A-3 Fudiciary Bond	1	203	203	Oct 12
A-3 Position Bond	2	336	672	Oct 12 CC & DC
D-6 Exec Travel Policy	2	118	235	Oct 12 CC & DC
GE Pension Waiver of Recourse	1	175	175	Dec 12
Gen Liab, Auto, Property Ins	4	880	3,520	Quaterly
		Total	**$4,805**	
001 512 4599	Insurance Contingency			
Insurance Contingency	1	5,000	5,000	deductible/settlemen
		Total	**$5,000**	
001 512 4634	Repair & Maintenance			
AC Maintenance	1	875	875	
Annual Maintenance	1	600	600	CH Generator
Ext Repairs to City Hall	1	1,400	1,400	as needed
Int. Repairs to City Hall	1	2,000	2,000	as needed
		Total	**$4,875**	
001 512 4751	Printing and Binding			
City Code Updates	1	5,000	5,000	2 per year
Imaging of Minute Books	1	1,500	1,500	
Misc Printing	1	500	500	Bus Card/flyers
		Total	**$7,000**	
001 512 4891	Promotional Advertising			
Advertising-RFP/Ord/Budget	1	9,000	9,000	Bradenton Herald
Advertising-RFPs/Budget	1	700	700	Tempo News
Advertising-RFPs/Budget	1	1,500	1,500	North River News
Outdoor Advertising License	1	142	142	Vendor 4271
		Total	**$11,342**	
001 512 4901	Repurchase of Cemetery Spaces			
Repurchase of Cemetery Spaces	1	800	800	as needed
		Total	**$800**	
001 512 4990	Tax Increment Funds to CRA			
Addition TIF for roll back	1	21,536	21,536	
TIF to CRA	1	1,117,986	1,117,986	
		Total	**$1,139,522**	
001 512 4996	Bank Service Charges			
Bank Charges	12	550	6,600	
		Total	**$6,600**	

City Clerk

FY 13 Itemized Budget for Cost Center - 512

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 512 5112	Office Supplies			
Copier Paper	1	1,500	1,500	as needed
Pens/Folders/Supplies	1	500	500	as needed
		Total	**$2,000**	
001 512 5200	Hurricane Materials/Supplies			
Hurricane supplies	1	1,500	1,500	
		Total	**$1,500**	
001 512 5215	Fuel and Lubricants			
Fuels for City Hall Vehicles	12	100	1,200	monthly
		Total	**$1,200**	
001 512 5223	Operating Expenses			
ASCAP License Fee for Music	1	320	320	Annual Fee
BMI (Songwriters/Music License	1	320	320	August 2013
City Hall Restroom Supplies	1	125	125	as needed
Coffee Service - City Hall	12	85	1,020	
Defibrillator Maintenance	1	300	300	1/3 of total cost
Property Tax - Copiers	2	130	260	March 2013
Recording Fees-Clerk of Court	1	1,500	1,500	
Regatta Point Submerge Lease	1	72,000	72,000	Dec 12
TECO Peoples Gas	12	50	600	fuel for Generator
Unishippers	1	1,000	1,000	Overnight Mail
US Post Box Annual Fee	1	500	500	September 2013
Water Service - City Hall	12	50	600	
		Total	**$78,545**	
001 512 5242	Small Tools/Equipment			
Misc Supplies	1	100	100	as needed
		Total	**$100**	
001 512 5271	Fairs and Festivals			
Booth Rental-Manatee Co Fair	1	625	625	
Manatee Co. Fair	1	40	40	Parking Passes
Manatee Co. Fair Sponsorship	1	2,000	2,000	
		Total	**$2,665**	
001 512 5401	Non-Capitalized Equipment			
Misc Equip	1	500	500	as needed
		Total	**$500**	
001 512 5412	Publications			
Bradenton Herald	1	175	175	Annual Subscription
Florida Trend	1	30	30	Annual Review
Manatee Herald	1	213	213	Annual Subscription
		Total	**$418**	

City Clerk

FY 13 Itemized Budget for Cost Center - 512

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 512 5513	Technical/Training			
CPE credits for Clerk & Audito	1	500	500	CPE Certifications
FACC Annual Membership Dues	1	60	60	Annual Dues
FGFOA Annual Conference	1	200	200	1409
FGFOA Gov't School of Finance	1	180	180	Sarasota
FGOFA Annual Dues	1	35	35	1409
Institute of Internal Auditors	1	100	100	Annual Dues
National Assoc of Notaries	1	50	50	Annual Dues
		Total	**$1,125**	
001 512 5599	Tuition Reimbursement			
Tuition Reimbursement	1	3,000	3,000	College Credit
		Total	**$3,000**	
001 512 6449	Capital Lease Expense			
Enterprise software-Bus tax	0	17,116	0	
		Total	**$0**	
001 512 7101	Lease Principal Payments			
FA# 20061 Mitel Phone System	4	1,113	4,452	Payment# 7-10 of 16
		Total	**$4,452**	
001 512 7104	Principal - BOA 2004			
2004 BOA Loan Principal	1	18,250	18,250	
		Total	**$18,250**	
001 512 7105	Principal - BAO 2005			
2005 BOA Loan Principal	1	9,750	9,750	
		Total	**$9,750**	
001 512 7107	Principal - BAO 2007			
2007 BOA Loan Principal	1	8,000	8,000	
		Total	**$8,000**	
001 512 7201	Lease Interest Payments			
FA#20061 Mitel Phone System	4	53	212	Payment# 7-10 of 16
		Total	**$212**	
001 512 7204	Interest - BOA 2004			
2004 BOA Loan Interest	1	13,250	13,250	
		Total	**$13,250**	
001 512 7205	Interest - BAO 2005			
2005 BOA Loan Interest	1	8,000	8,000	
		Total	**$8,000**	
001 512 7207	Interest - BAO 2007			
2007 BOA Loan Interest	1	8,000	8,000	
		Total	**$8,000**	
		Total Budget:	**$1,579,250**	

Information Technology
Cost Center 513

FUND: **General Fund - 001**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES
The Information Technology Department provides support and maintenance to the hardware and software information systems and technologies that enable City departments to accomplish their goal and objectives. The department also works to ensure that the systems are secure from virus attacks, improper use and malicious invasion.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

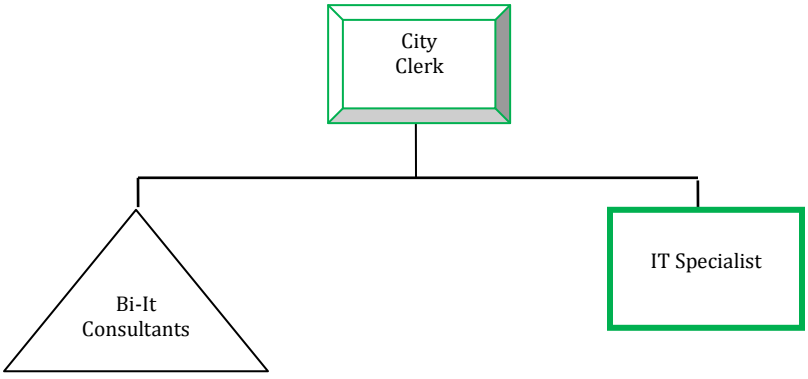
- Provide technical service to enhance the efficiency and effectiveness of the City staff, maximizing productivity.
- Maintain the City's Technology Infrastructure to ensure the security of the City's information and data.
- The City has outsourced much of its I.T. services in an effort to reduce costs, maintain state-of-the-art services, and maintain equipment that is technologically up-to-date.
- To centralize city-wide technology costs in a single cost center for better tracking of costs.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOALS
Number of computer units replaced	10	15	20
Number of servers maintained	11	11	5

INFORMATION TECHNOLOGY
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
IT Specialist	111/7	44,908	22,678	67,586	1.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Information Technology

001-513-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
INFORMATION TECHNOLOGY EXPENSES						
1201	Regular Salaries	44,638	44,908	44,735	44,908	0.00%
2101	FICA Taxes	2,950	3,435	2,970	3,435	0.00%
2221	Retirement General Employee	10,675	10,607	10,405	12,803	20.70%
2301	Health and Dental Insurance	6,695	6,322	6,321	5,360	-15.22%
2302	Health Insurance - Dependent Subsidy	1,610	1,051	1,051	852	-18.93%
2303	Life Insurance & EAP	154	171	156	171	0.00%
2401	Workers' Compensation	72	71	73	56	-21.13%
	PERSONNEL EXPENSES	**66,794**	**66,565**	**65,711**	**67,585**	**1.53%**
3101	Consulting	75,725	94,446	94,446	78,000	-17.41%
4051	Travel and Per Diem	-	-	-	200	0.00%
4111	Communications	100	180	30	180	0.00%
4512	Insurance	906	900	900	1,068	18.67%
4634	Repair and Maintenance	-	3,100	3,100	5,500	77.42%
5112	Office Supplies	1,655	1,694	1,700	2,200	29.87%
5223	Operating Expenses	83,379	104,490	104,490	100,585	-3.74%
5223-8212	Operating Expenses - CRA Sub Plan	-	-	-	2,000	0.00%
5242	Small Tools/Equipment	4,985	5,971	5,689	5,850	-2.03%
5401	Non-Capitalized Equipment	7,016	8,069	8,070	22,700	181.32%
	OPERATING EXPENSES	**173,766**	**218,850**	**218,425**	**218,283**	**-0.26%**
6401	Machinery & Equipment	14,323	2,250	2,250	-	-100.00%
	CAPITAL EQUIPMENT PURCHASES	**14,323**	**2,250**	**2,250**	**-**	**-100.00%**
7101	Principal - Lease	8,347	4,260	4,260	-	-100.00%
7201	Interest Expense - Lease	259	44	44	-	-100.00%
	DEBT SERVICE	**8,606**	**4,304**	**4,304**	**-**	**-100.00%**
	TOTAL EXPENSES	**263,489**	**291,969**	**290,690**	**285,868**	**-2.09%**

Information Technologies
FY 13 Itemized Budget for Cost Center - 513

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 513 1201	Regular Salaries			
IT Specialist	1	44,908	44,908	301
		Total	**$44,908**	
001 513 2101	FICA Taxes			
FICA Taxes	1	3,435	3,435	
		Total	**$3,435**	
001 513 2221	Retirement General Employee			
General Employee Pension	1	12,803	12,803	
		Total	**$12,803**	
001 513 2301	Health and Dental Insurance			
Dependent Subsidy	1	5,360	5,360	
		Total	**$5,360**	
001 513 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	1	852	852	
		Total	**$852**	
001 513 2303	Life Insurance and EAP			
Life & EAP	1	171	171	
		Total	**$171**	
001 513 2401	Worker's Compensation			
Workers Comp	1	56	56	
		Total	**$56**	
001 513 3101	Consulting			
IT Consulting-Citywide	12	5,500	66,000	as needed
IT contract work-Special Proj	12	1,000	12,000	PD dual auth,Dis Rec
		Total	**$78,000**	
001 513 4051	Travel and Per Diem			
ADG Training	1	200	200	IT specialist
		Total	**$200**	
001 513 4111	Communication			
Cell Service	12	15	180	IT specialist/monthl
		Total	**$180**	
001 513 4512	Insurance			
Gen Liab, Auto, Property Ins	4	267	1,068	Quaterly
		Total	**$1,068**	
001 513 4634	Repair & Maintenance			
Battery Plus	1	500	500	UPS Battery replacem
Coban Maintenance	1	2,500	2,500	Install and Repair
Custom Communications	1	2,500	2,500	Cat 5 Cable Runs
MISC Repairs	0	500	0	
		Total	**$5,500**	

Information Technologies
FY 13 Itemized Budget for Cost Center - 513

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 513 5112	Office Supplies			
Misc Office Supplies	1	400	400	DVDs,CDs, Thumb Driv
Replacement Toner	1	1,800	1,800	Office Printers
		Total	**$2,200**	
001 513 5223	Operating Expenses			
Acronis Server Backup	5	2,100	10,500	Image Backups
ADG Annual Maintenance	1	15,000	15,000	City Applications
Barracuda Energize Updates	1	2,000	2,000	Spam & Virus Firewal
Business Information Systems	1	1,200	1,200	Minute Recording Sof
CivicPlus Monthly Fee	12	330	3,960	City Website
Coban Technologies Inc	1	6,000	6,000	Annual Maintenance
Comcate Annual License Fee	1	3,600	3,600	Code Enforcement Sof
CoolCat Inc	1	1,200	1,200	ESET antivirus Subsc
Diversified Power Solutions	1	2,300	2,300	UPS Annual Maintenac
Insure Simplicity Software	1	2,000	2,000	Hurricane Tracker
Kaseya Client Subscription	12	1,050	12,600	105 City Computers
Laserfiche Annual Maintenance	1	4,000	4,000	Document Retention S
MDE Inc.	1	500	500	Adore Client/Host So
Meter Reader Mobile Software	1	800	800	Annual Main Sunstate
Microsoft Office Licenses	13	325	4,225	Update User Licenses
Muni Code Internet Posting Fee	1	600	600	City Ordinances
NetMotion Annual Maintenance	1	2,500	2,500	Police Cars VPN Aces
PMI Evidence Tracker Maintenan	1	500	500	PD Evidence Tracking
USA Annual Maintenance	1	22,000	22,000	PD CAD Software
Verizon Florida Inc	12	175	2,100	Internet Connection
YouSendIt	1	3,000	3,000	Internet File Sharin
		Total	**$100,585**	
001 513 5223 8212	Operating Expenses - CRA Sub Plan			
CE - Comcate Annual Maint	1	2,000	2,000	CRA Sub Plan
		Total	**$2,000**	
001 513 5242	Small Tools/Equipment			
Crystal Software - PD	1	600	600	From PD Budget
Misc Computer Hardware	1	2,000	2,000	Keyboars, Mice, etc
Replacement Desktop UPS	15	150	2,250	
Replacement Monitors	5	200	1,000	
		Total	**$5,850**	
001 513 5401	Non-Capitalized Equipment			
PD-Laserprinter	2	800	1,600	
PD-Scanner	1	900	900	
Replacement Desktops	13	1,000	13,000	
Replacement Laptops	3	1,500	4,500	
Replacement LF Scanners	3	900	2,700	
		Total	**$22,700**	
		Total Budget:	**$285,868**	

"If you don't know where are going, you will probably end up somewhere else."

Laurence J. Peter (1919 – 1990)
Canadian educator and writer

City Attorney
Cost Center 514

FUND: **General Fund - 001**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES

The Office of the City Attorney is dedicated to providing an array of quality services to the public, Commission, and Mayor. The City Attorney is an appointed, contracted position and is not a paid employee of the City. The broad range of services includes:

- Drafting and reviewing of all ordinance and resolutions
- Review of all contracts prior to execution
- General legal advice on all matters affecting the City
- Attending all City Commission meetings as legal counsel

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- To provide advice and guidance to the Commission on all legal matters affecting the City.
- Ensure compliance with all state and federal regulations related to municipal government operations.

General Fund - City Attorney

001-514-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CITY ATTORNEY EXPENSES						
3106	Attorney Fees-Contracted Services	189,433	193,600	193,600	194,400	0.41%
3107	Attorney Fees-Litigation	37,001	22,920	18,000	15,000	-34.55%
3109	Attorney Fees-Police Department	16,888	61,000	60,169	15,000	-75.41%
4051	Travel and Per Diem	728	1,500	-	1,500	0.00%
5223	Operating Expenses - Litigation	3,481	3,520	3,520	3,240	-7.95%
5513	Technical/Training	250	500	-	500	0.00%
	TOTAL EXPENSES	**247,781**	**283,040**	**275,289**	**229,640**	**-18.87%**

City Attorney

FY 13 Itemized Budget for Cost Center - 514

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 514 3106	Attorneys Fees - Contracted Services			
City Portion of Reg. Atty Fees	1	240,000	194,400	
		Total	**$194,400**	
001 514 3107	Attorneys Fees - Litigation			
Litigation-City Portion	1	15,000	15,000	
		Total	**$15,000**	
001 514 3109	Attorneys Fees - Litigation			
Attorney Fees - PD	1	15,000	15,000	
		Total	**$15,000**	
001 514 4051	Travel and Per Diem			
Travel for Legal	1	1,500	1,500	ldge/mileage/perdiem
		Total	**$1,500**	
001 514 5223	Operating Expenses			
Misc Expense -Recording fees	1	4,000	3,240	
		Total	**$3,240**	
001 514 5513	Technical/Training			
Conference Registration Fee	1	500	500	
		Total	**$500**	
		Total Budget:	**$229,640**	

"Coming together is a beginning.
Keeping together is progress.
Working together is success."

Henry Ford (1876 – 1947)
Founder of Ford Motor Company

Finance
Cost Center 515

FUND: **General Fund - 001**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES
The Finance Department is charged with the responsibility of administering the City's financial transactions in an effective, efficient, accurate and ethical manner in the expressed effort to maintain the economic stability of the City. These areas of transactions include general ledger and capital projects accounting, accounts payable, accounts receivable, cash management, investments, annual budget preparation and administration, fixed asset control, payroll processing, city-wide purchasing, and the operation of central stores.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

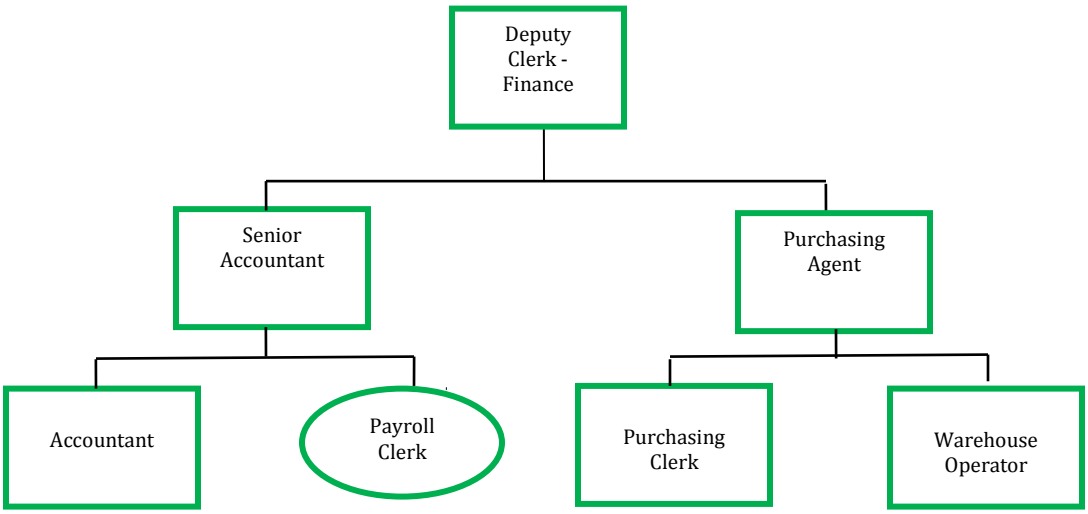
- To provide accurate financial information to enable the City's leaders to make informed decisions to achieve the goals and objectives.
- Produce the City's balanced budget and manage it to within or under budget.
- Submit for and receive the CAFR Award for the seventh eighth year and the Budget Award for the fourth year.
- Continued training and cross-training of all Finance staff while supporting certified staff in required CEU credits while streamlining costs
- Streamline finance and purchasing functions to create greater efficiencies.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOALS
Number of AP checks issued	3,098	3,175	3,100
Number of EFT's issued	147	150	175
Number of employees on direct deposit	111	116	140
Number of purchase orders issued	954	1,014	1,015
Number of grants processed	10	19	8
Dollar amount of grant expenses	872,387	3.5 mill	5.3 mill
Number of central stores issued	4,131	5,984	6,000
Number of RFP/ITB/RFQ etc. issued and awarded	16	10	10

FINANCE
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Deputy Clerk - Finance	120/7	69,667	31,745	101,412	1.00
Senior Accountant	115/4	50,041	24,558	74,599	1.00
Purchasing Agent	111/9	47,587	23,659	71,246	1.00
Accountant	110/1	35,944	19,395	55,339	1.00
Purchasing Clerk	106/1	29,572	17,062	46,634	1.00
Warehouse Operator	103/9	32,209	18,417	50,626	1.00
Payroll Clerk	106P/0	22,623	1,759	24,382	0.75
		287,643	136,595	424,238	6.75

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Finance

001-515-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
FINANCE EXPENSES						
1201	Regular Salaries	263,234	265,020	265,020	265,020	0.00%
1301	Part-Time Wages	16,387	22,623	17,527	22,623	0.00%
2101	FICA Taxes	21,257	22,005	21,376	22,005	0.00%
2221	Retirement General Employee	62,932	62,598	61,888	75,557	20.70%
2301	Health and Dental Insurance	40,172	37,932	37,931	32,160	-15.22%
2302	Health Insurance -Dependent Subsidy	9,659	6,306	6,306	5,112	-18.93%
2303	Life Insurance & EAP	914	1,011	927	1,011	0.00%
2401	Workers' Compensation	952	954	954	749	-21.49%
	PERSONNEL EXPENSES	**415,507**	**418,449**	**411,929**	**424,237**	**1.38%**
3101	Consulting	3,990	-	-	-	0.00%
3201	Audit Services	58,000	58,264	54,799	58,500	0.41%
4051	Travel and Per Diem	2,911	2,200	2,068	2,500	13.64%
4405	Operating Lease	5,489	6,891	6,891	6,762	-1.87%
4512	Insurance	6,989	6,677	6,659	7,862	17.75%
4751	Printing and Binding	323	790	280	448	-43.29%
4930	Sales Tax	1,333	1,300	989	1,320	1.54%
5112	Office Supplies	258	320	360	400	25.00%
5223	Operating Expenses	1,443	2,284	2,054	1,210	-47.02%
5239	Safety Program Expense	50	50	50	50	0.00%
5242	Small Tools and Equipment	26	1,180	1,084	-	-100.00%
5251	Uniform Purchases and Cleaning	295	533	509	333	-37.52%
5401	Non-Capitalized Equipment	-	900	893	-	-100.00%
5412	Publications	130	545	545	226	-58.53%
5513	Technical/Training	1,868	3,331	3,331	2,395	-28.10%
	OPERATING EXPENSES	**83,105**	**85,265**	**80,512**	**82,006**	**-3.82%**
	TOTAL EXPENSES	**498,612**	**503,714**	**492,441**	**506,243**	**0.50%**

Finance Department
FY 13 Itemized Budget for Cost Center - 515

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 515 1201	Regular Salaries			
Accountant	1	35,944	35,944	1431
Deputy Clerk- Finance	1	69,667	69,667	1307
Purchasing Agent	1	47,587	47,587	333
Purchasing Clerk	1	29,572	29,572	1422
Senior Accountant	1	50,041	50,041	1416
Warehouse Operator Assistant	1	32,209	32,209	948
		Total	**$265,020**	
001 515 1301	Part Time Wages			
Payroll Clerk- Part Time	1	22,623	22,623	1505
		Total	**$22,623**	
001 515 2101	FICA Taxes			
FICA Taxes- Full Time	1	20,274	20,274	
FICA Taxes- Part Time	1	1,731	1,731	
		Total	**$22,005**	
001 515 2221	Retirement General Employee			
General Employee Pension	1	75,557	75,557	
		Total	**$75,557**	
001 515 2301	Health and Dental Insurance			
Health Insurance	6	5,360	32,160	
		Total	**$32,160**	
001 515 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	6	852	5,112	
		Total	**$5,112**	
001 515 2303	Life Insurance and EAP			
Life Insurance & EAP	1	1,011	1,011	
		Total	**$1,011**	
001 515 2401	Worker's Compensation			
Workers Comp- Full Time	1	721	721	
Workers Comp- Part Time	1	28	28	
		Total	**$749**	
001 515 3201	Audit Services			
2012 Audit services	1	50,500	50,500	
Single Audit Services	2	4,000	8,000	
		Total	**$58,500**	
001 515 4051	Travel and Per Diem			
Chapter travel	8	25	200	
FGFOA Annual Conference	3	500	1,500	Boca Raton
FGFOA School of Finance	2	50	100	Sarasota
Local Classes	1	400	400	
NIGP Classes	2	150	300	
		Total	**$2,500**	

Finance Department
FY 13 Itemized Budget for Cost Center - 515

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 515 4405	Operating Lease			
Canon C5051 - Lease	12	316	3,792	
Canon C5051 - Maintenance	4	605	2,420	Quarterly
Color copies for CAFR/Budget	2	275	550	Final Versions
		Total	**$6,762**	
001 515 4512	Insurance			
A-3 Position Bond	2	336	672	Oct 12 DCF & SR
A-6 Exec Travel Policy	1	118	118	Oct 12 DC Finance
Gen Liab, Auto, Property Ins	4	1,768	7,072	Quarterly
		Total	**$7,862**	
001 515 4751	Printing and Binding			
Budget Printing	1	183	183	
Business Cards	2	45	90	
CAFR Printing	1	175	175	
		Total	**$448**	
001 515 4930	Sales Tax			
Monthly Sales Taxes	12	110	1,320	
		Total	**$1,320**	
001 515 5112	Office Supplies			
Forms - W-2, 1099's	2	50	100	
Miscellaneous office supplies	1	300	300	
		Total	**$400**	
001 515 5223	Operating Expenses			
AP Checks	1	275	275	
Budget award fee	1	330	330	
CAFR Award fee	1	435	435	
Distribution mailings	1	50	50	
Propane for warehouse forklift	4	30	120	
		Total	**$1,210**	
001 515 5239	Safety Program Expense			
Safety shoes for warehouse	1	50	50	
		Total	**$50**	
001 515 5242	Small Tools/Equipment			
Miscellaneous equipment	0	100	0	
		Total	**$0**	
001 515 5251	Uniform Purchases and Cleaning			
Shirts for warehouse operator	5	25	125	
Uniform pants rental	52	4	208	
		Total	**$333**	
001 515 5412	Publications			
Accounting/Purchasing Referenc	1	200	200	
Subscription - Consumer Report	1	26	26	Purchasing
Subscription - GAAFR review	0	85	0	
		Total	**$226**	

Finance Department

FY 13 Itemized Budget for Cost Center - 515

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 515 5513	Technical/Training			
FGFOA Annual Conference	3	200	600	
FGFOA Dues	3	35	105	1307, 1416, 1431
GFOA Dues	1	190	190	1307
Govt School of Finance	2	180	360	Sarasota
Hillsborough Chapter dues	3	5	15	1307, 1416, 1431
Local Training	1	400	400	
NIGP National Dues	1	175	175	
NIGP Sarasota Chapter dues	2	35	70	
NIGP Tuition	2	180	360	
Renewal of CGFO certification	1	40	40	KLS
SWGFOA Chapter dues	3	10	30	1307, 1416, 1431
Tampa Chapter dues	2	25	50	
		Total	**$2,395**	
		Total Budget:	**$506,243**	

Human Resources
Cost Center 516

FUND: **General Fund - 001**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES

The Human Resource Department administers work in all aspects of human resources including but not limited to duties relating to policies and procedures, employee benefits, compensation, hiring and firing, equal employment opportunity matters including Veterans Preference, Americans with Disabilities Act, Family Medical Leave Act, Workers Compensation diversity, training and development, performance appraisal management, employee relations, unemployment claims, and position classification. The Human Resources Director is the Resident Compliance Specialist for all EEO Grants, and the official custodian of all Personnel records.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

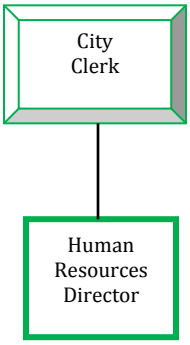
- To recruit, hire, train and retain the highest quality personnel for the City of Palmetto.
- To support the City's mission, vision, and values in meeting its goals by providing high quality, cost effective human resources services.
- To provide excellent recordkeeping for all LAP and EEOC grant related projects.
- To move forward into a paperless environment by utilizing technological tools.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of new hires processed	13	6	5
Number of exit interviews completed	17	7	6
Number of training sessions coordinated	2	2	4
Number of EEOC grants processed	1	2	1

HUMAN RESOURCES
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Human Resources Director	116/12	66,251	11,606	77,857	1.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Human Resources

001-516-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
HUMAN RESOURCES EXPENSES						
1201	Regular Salaries	66,506	66,251	66,251	66,251	0.00%
2101	FICA Taxes	4,729	5,068	4,962	5,068	0.00%
2301	Health and Dental Insurance	6,695	6,322	6,321	5,360	-15.22%
2302	Health Insurance -Dependent Subsidy	1,610	1,051	1,049	852	-18.93%
2303	Life Insurance & EAP	229	243	231	243	0.00%
2401	Workers' Compensation	106	105	105	83	-20.95%
2500	Unemployment expense	30,089	20,000	6,075	9,000	-55.00%
	PERSONNEL EXPENSES	**109,964**	**99,040**	**84,994**	**86,857**	**-12.30%**
3116	Contract Services	2,175	4,330	3,927	42,173	873.97%
3421	Employee Testing	-	-	-	3,724	0.00%
4051	Travel and Per Diem	13	66	66	-	-100.00%
4512	Insurance	1,283	1,337	1,321	1,514	13.24%
4751	Printing and Binding	-	415	-	500	20.48%
5112	Office Supplies	302	185	185	100	-45.95%
5223	Operating Expenses	2,167	2,431	2,335	2,980	22.58%
5412	Publications	434	390	-	555	42.31%
5513	Technical/Training	281	53	53	50	-5.66%
	OPERATING EXPENSES	**6,655**	**9,207**	**7,887**	**51,596**	**460.40%**
	TOTAL EXPENSES	**116,619**	**108,247**	**92,881**	**138,453**	**27.90%**

Human Resources
FY 13 Itemized Budget for Cost Center - 516

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 516 1201	Regular Salaries			
Human Resources Director	1	66,251	66,251	14
		Total	**$66,251**	
001 516 2101	FICA Taxes			
FICA Taxes	1	5,068	5,068	
		Total	**$5,068**	
001 516 2301	Health and Dental Insurance			
Health Insurance	1	5,360	5,360	
		Total	**$5,360**	
001 516 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	1	852	852	
		Total	**$852**	
001 516 2303	Life Insurance and EAP			
Life & EAP	1	243	243	
		Total	**$243**	
001 516 2401	Worker's Compensation			
Workers Comp	1	83	83	
		Total	**$83**	
001 516 2500	Unemployment Expense			
Unemployment expense	1	9,000	9,000	
		Total	**$9,000**	
001 516 3116	Contract Services			
AED Physio-Control Share Cost	1	289	289	Annual AED Inspect
Agent Fee - Health Insurance	1	40,000	40,000	
IMM Drug Screening Program	12	157	1,884	Indust. Medical Mgt
		Total	**$42,173**	
001 516 3421	Employee Testing			
Criminal Background Checks	8	55	440	New Hires
Police PreEmp DS & Physicals	10	250	2,500	Reserves & New Hires
Pre-Employ Drug Screen & Phy.	8	90	720	General Employees
Pre-Employ Police Credit Cks	8	8	64	Reserves & New Hires
		Total	**$3,724**	
001 516 4512	Insurance			
D-6 Executive Travel Policy	1	118	118	Oct 12 HR
Den Liab, Auto, Property Ins	4	349	1,396	Quarterly
		Total	**$1,514**	
001 516 4751	Printing and Binding			
Personnel Policy Manuals	1	500	500	
		Total	**$500**	
001 516 5112	Office Supplies			
Office Supplies	1	100	100	Pens/ Binders/Labels
		Total	**$100**	

Human Resources

FY 13 Itemized Budget for Cost Center - 516

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 516 5223	Operating Expenses			
Drug/Alcohol Testing	12	40	480	Post Accident/Injury
HRN Performance Pro	1	2,300	2,300	Annual Eval Renewals
Labor Law Center, Inc.	8	25	200	Labor Law Posters
		Total	**$2,980**	
001 516 5412	Publications			
Fair Labor Standards Handbook	1	390	390	Annual Updates
FL Workers comp Handbook	1	165	165	Annual Renewal
		Total	**$555**	
001 516 5513	Technical/Training			
FL Public Human Resources Asso	1	50	50	Annual Dues
		Total	**$50**	
		Total Budget:	**$138,453**	

" If you're ridin' ahead of the herd, take a look back every now and then to make sure it's still there"

Will Rogers

Code Enforcement
Cost Center 523

FUND: **General Fund - 001**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES
The Code Enforcement Department of the City of Palmetto focuses on quality of life issues that affect our residents. By professionally addressing nuisance issues, noise complaints, abandoned property and vehicle problems, minimum maintenance standards, and health and safety issues, the Code Enforcement Department endeavors to ensure the safety and well-being of all the residents and businesses in the Palmetto community.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES
To provide the City with safe neighborhoods, ensure the economic stability of the homeowners, and improve the appearance of the City by:

- Minimizing the community impact of vacant properties on the surrounding property values.
- Promptly identify abandoned houses through proactive enforcement and thus bolster the safety of the neighborhoods.
- Provide the property owner the opportunity to correct violations.
- Arrange City remediation of the uncorrected violations and initiate billing of the property owner
- Encourage City-wide compliance with the code of ordinances
- Respond promptly to complaint driven violations
- Fully utilize the graduated sanctions method of problem resolution.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of violations cited	1304	1260	1300
Number of violations corrected	1302	1254	1298
Number of violations pending	2	6	2

The 2010-2011 actual cases were viewed eight months after the close of that fiscal year. The current number of open, uncorrected cases totals sixty-nine as of May 31, 2012; however, all except seventeen of these cases were opened in May 2012.

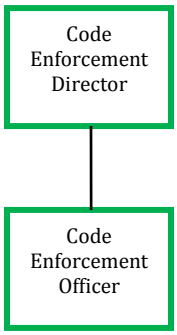
Number of Code Enforcement Board cases	13	10	10

Code Enforcement maintains a list of vacant, foreclosed properties that totals sixty houses as of May 31, 2012. These houses are monitored for overgrowth, vandalism, theft and illegal occupancy. Directly related to these vacant homes, Code Enforcement ordered the City abatement of eighty-six overgrown, vacant properties through City services and vendors for 2010 – 2011; as of May 31, 2012, Code Enforcement ordered thirty-two properties cleared through City vendors.

CODE ENFORCEMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Code Enforcement Director	112/9	49,966	18,923	68,889	1.00
Code Enforcement Officer	109/13	48,467	24,568	73,035	1.00
		98,433	43,491	141,924	2.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Code Enforcement

001-523-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	AOPTED BUDGET 2013	% CHANGE OF BUDGET
CODE ENFORCEMENT EXPENSES						
1201	Regular Salaries	97,927	98,433	98,433	98,433	0.00%
2101	FICA Taxes	7,541	7,530	7,515	7,530	0.00%
2221	Retirement General Employee	23,399	23,250	22,986	28,063	20.70%
2301	Health and Dental Insurance	6,695	6,322	6,321	5,360	-15.22%
2302	Health Insurance -Dependent Subsidy	1,610	1,051	1,049	852	-18.93%
2303	Life Insurance & EAP	339	371	346	371	0.00%
2401	Workers' Compensation	1,690	1,678	1,678	1,314	-21.69%
	PERSONNEL EXPENSES	**139,201**	**138,635**	**138,328**	**141,923**	**2.37%**
3106	Attorney Fees - Code Enforcement Board	1,624	3,000	1,325	2,400	-20.00%
3417	Lot/Tree Clear - Pass Thru	3,263	3,725	2,850	3,725	0.00%
4051	Travel and Per Diem	2	1,000	914	1,420	42.00%
4111	Communications	1,044	1,440	1,438	1,440	0.00%
4512	Insurance	2,688	2,760	2,759	3,140	13.77%
4634	Repair & Maintenance	1,364	1,000	603	1,000	0.00%
5112	Office Supplies	81	100	50	100	0.00%
5215	Fuel and Lubricants	2,721	3,000	3,000	3,000	0.00%
5223	Operating Expenses	987	2,980	1,891	780	-73.83%
5223-8212	Operating Expenses - CRA Sub Plan	-	-	-	3,000	0.00%
5239	Safety Program Expense	48	50	50	50	0.00%
5242	Small Tools/Equipment	-	300	262	100	-66.67%
5251	Uniform Purchases and Cleaning	202	210	190	210	0.00%
5513	Technical/Training	145	770	680	965	25.32%
	OPERATING EXPENSES	**14,169**	**20,335**	**16,012**	**21,330**	**4.89%**
	TOTAL EXPENSES	**153,370**	**158,970**	**154,340**	**163,253**	**2.69%**

Code Enforcement
FY 13 Itemized Budget for Cost Center - 523

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 523 1201	Regular Salaries			
Code Enforcement Director	1	49,966	49,966	1332
Code Enforcement Officer	1	48,467	48,467	314
		Total	**$98,433**	
001 523 2101	FICA Taxes			
FICA Taxes	1	7,530	7,530	
		Total	**$7,530**	
001 523 2221	Retirement General Employee			
General Employee Pension	1	28,063	28,063	
		Total	**$28,063**	
001 523 2301	Health and Dental Insurance			
Health Insurance	1	5,360	5,360	
		Total	**$5,360**	
001 523 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	1	852	852	
		Total	**$852**	
001 523 2303	Life Insurance and EAP			
Life & EAP	1	371	371	
		Total	**$371**	
001 523 2401	Worker's Compensation			
Workers Comp	1	1,314	1,314	
		Total	**$1,314**	
001 523 3106	Attorneys Fees - Contracted Services			
CE Board Attorney Fees	12	200	2,400	200.00/month
		Total	**$2,400**	
001 523 3416	Lot/Tree Clearing			
	0	0	0	
		Total	**$0**	
001 523 3417	Lot/Tree Clearing			
Nuisance Abate Lot Clearing	100	37	3,725	100 cuts @ 37.25/cut
		Total	**$3,725**	
001 523 4051	Travel and Per Diem			
FACE Annual Training Conferenc	1	500	500	DIR/room & meals
FACE Level II Certification	1	920	920	CEO/room & meals
		Total	**$1,420**	
001 523 4111	Communication			
Cellular Phone Service	12	20	240	CEO 20/month
Cellular Phone Service	12	20	240	Director/20/month
Verizon Air Card PC Laptop	12	40	480	CEO 40/month
Verizon Air Card PC Laptop	12	40	480	Director 40/month
		Total	**$1,440**	
001 523 4212	Postage/Mailing Services			
	0	0	0	
		Total	**$0**	

Code Enforcement
FY 13 Itemized Budget for Cost Center - 523

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 523 4512	Insurance			
Gen Liab, Auto, Property Ins	4	785	3,140	Quarterly
		Total	**$3,140**	
001 523 4634	Repair & Maintenance			
Vehicle Maintenance	4	125	500	Asset # 17525
Vehicle Maintenance - CEO	4	125	500	Asset # 17492
		Total	**$1,000**	
001 523 4751	Printing and Binding			
	0	0	0	
		Total	**$0**	
001 523 5112	Office Supplies			
Pens, Calendars, Markers, Pads	1	100	100	Sanitizing Wipes
		Total	**$100**	
001 523 5215	Fuel and Lubricants			
Fuel/Oil CEO Vehicle	12	125	1,500	125/month
Fuel/Oil Dir Vehicle	12	125	1,500	125/month
		Total	**$3,000**	
001 523 5223	Operating Expenses			
Manatee Court Recording Fees	12	65	780	AOs, OIFs, Liens
		Total	**$780**	
001 523 5223 8212	Operating Expenses - CRA Sub Plan			
Debris Removal - DPW	1	3,000	3,000	CE Scheduled Removal
		Total	**$3,000**	
001 523 5239	Safety Program Expense			
Safety Supplies	1	25	25	CEO
Safety Supplies	1	25	25	Director
		Total	**$50**	
001 523 5242	Small Tools/Equipment			
Hand Tools As Needed	1	50	50	CEO
Hand Tools As Needed	1	50	50	Director
		Total	**$100**	
001 523 5251	Uniform Purchases and Cleaning			
Uniform Shirts CEO	3	35	105	35/shirt
Uniform Shirts Director	3	35	105	35/shirt
		Total	**$210**	
001 523 5513	Technical/Training			
FACE Annual Membership Fee	2	35	70	Director & CEO
FACE Certification Exam	1	75	75	CEO Level II
FACE Conference/Training Fee	1	340	340	Director
FACE Level II Training	1	480	480	CEO
		Total	**$965**	
		Total Budget:	**$163,253**	

"Without an appropriate vision, a transformation effort can easily dissolve into a list of confusing, incompatible and time-consuming projects that go in the wrong direction or nowhere at all."

Bob Guccione (born 1930)
U.S. magazine publisher

Police Department
Cost Center 521

FUND: **General Fund - 001**
DEPARTMENT: **Police Department**

PRIMARY DUTIES
The Police Department provides to the Citizens of Palmetto with a professional police department that is dedicated to ensuring the safety and well being of all the community by protecting the life and property of citizens. They are responsible for crime prevention, identification and apprehension of offenders, participation in court proceeding to obtain convictions.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- Reduce crime while improving the quality of life for all citizens through quality public safety
- Maintain a progressive partnership with the community through various programs and services
- Working closer with community leaders and citizens in crime prevention and the apprehension of offenders.
- Maintaining the technology necessary to increase the officers' time in the field including computers and video cameras.
- Hire and train high caliber, dedicated professional employees and ensure retention of law enforcement, communications and support staff.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of calls/incidents	27.848	19,036	19,000
Number of incident/arrest reports	3,066	1,527	1,500
Number of traffic stops	2,668	3,033	3,000
Number of traffic crash reports	389	319	300
Number of total reports filed	3,594	2,018	2,000

POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION

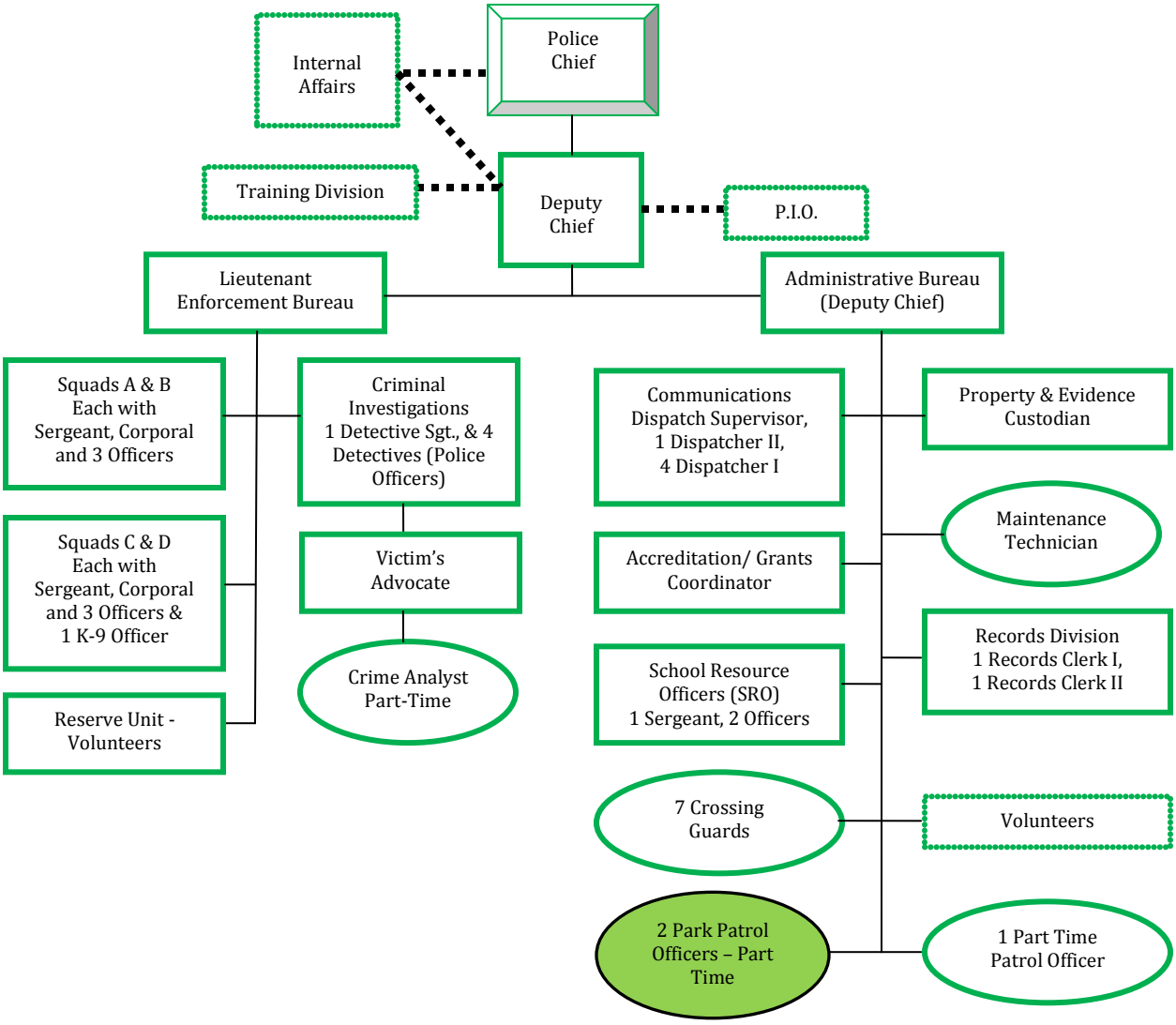
Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Police Department - Administration					
Dispatcher II	107/12	42,706	21,871	64,577	1.00
Records Clerk I	105/6	32,554	18,154	50,708	1.00
Records Clerk II	107/10	40,301	20,991	61,292	1.00
Evidence Custodian	109/5	38,439	20,309	58,748	1.00
Dispatch Supervisor	108/3	34,584	18,897	53,481	1.00
Dispatcher I	105/0	27,359	16,251	43,610	1.00
Accreditation/Grants Coordinator	110/0	34,918	19,019	53,937	1.00
Dispatcher I	105/3	29,844	17,161	47,005	1.00
Dispatcher I	105/2	28,992	16,849	45,841	1.00
Dispatcher I	105/0	27,359	16,251	43,610	1.00
Victim Advocate	110/2	37,001	19,782	56,783	1.00
Total Police Department Administration - Full Time		**374,057**	**205,536**	**579,593**	**11.00**
Maintenance Technician (30hr week)	103P/0	18,611	1,447	20,058	0.75
Crime Analyst - Part Time	103P/0	12,408	965	13,373	0.75
Total Police Department Administration - Part Time		**31,019**	**2,412**	**33,431**	**1.50**
Total Police Department - Administration		**405,076**	**207,948**	**613,024**	**12.50**
Police Department - Crossing Guards					
Crossing Guard	101C/0	4,843	452	5,295	0.25
Crossing Guard	101C/4	8,177	763	8,940	0.25
Crossing Guard	101C/6	10,121	945	11,066	0.25
Crossing Guard	101C/1	4,989	466	5,455	0.25
Crossing Guard	101C/0	4,843	452	5,295	0.25
Crossing Guard - Funded	**101C/1**	**6,236**	**582**	**6,818**	**0.25**
Crossing Guard - Funded	**101C/0**	**4,843**	**452**	**5,295**	**0.25**
Total Police Department - Crossing Guards		**44,052**	**4,112**	**48,165**	**1.75**
Police Department - Sworn Officers					
Chief of Police	122S/5	87,569	37,031	124,600	1.00
Deputy Chief of Police -DROP	118S/4	71,491	13,146	84,637	1.00
Police Lieutenant - 25% CPIP/CRA	115S/4	61,825	27,977	89,802	1.00
Corporal - CPIP/CRA	111/8	46,228	22,491	68,719	1.00
Corporal - CPIP/CRA	111/5	42,379	21,137	63,516	1.00
Corporal - CPIP/CRA	111/10	48,986	23,461	72,447	1.00
Corporal	111/10	48,986	17,249	66,235	1.00
Police Officer	110/2	37,001	19,246	56,247	1.00
Police Officer	110/6	41,548	20,845	62,393	1.00

POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION
(Continued)

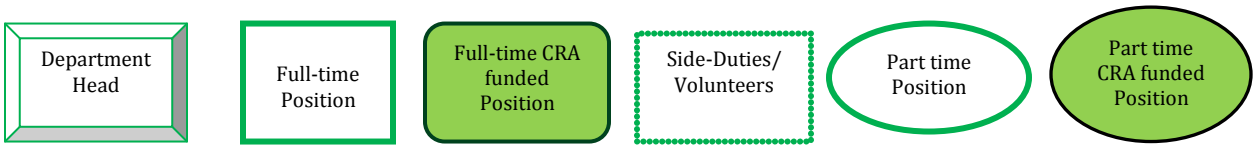
Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Police Officer	110/0	41,548	20,845	62,393	1.00
Police Officer	110/6	41,548	20,845	62,393	1.00
Police Officer	110/3	38,089	19,628	57,717	1.00
Police Officer	110/2	37,001	19,246	56,247	1.00
Police Officer	110/5	40,362	20,428	60,790	1.00
Police Officer	110/2	37,001	19,246	56,247	1.00
Police Officer	110/2	37,001	19,246	56,247	1.00
Police Officer	110/6	41,548	20,845	62,393	1.00
Police Officer	110/0	34,918	12,301	47,219	1.00
Police Officer	110/6	41,548	20,845	62,393	1.00
Police Officer	110/0	34,918	18,513	53,431	1.00
Police Officer	110/0	34,918	18,513	53,431	1.00
Police Officer	110/0	34,918	18,513	53,431	1.00
Police Officer	110/2	37,001	19,246	56,247	1.00
Police Officer	110/1	35,944	18,874	54,818	1.00
Police Officer	110/1	35,944	18,874	54,818	1.00
Police Officer - CPIP/CRA	110/3	38,089	19,628	57,717	1.00
Police Officer - CPIP/CRA	110/6	41,548	20,845	62,393	1.00
Police Officer - CPIP/CRA	110/2	37,001	19,246	56,247	1.00
Police Officer - CPIP/CRA	110/1	35,944	18,874	54,818	1.00
Police Sergeant	113/14	60,644	27,561	88,205	1.00
Police Sergeant	113/7	49,511	23,646	73,157	1.00
Police Sergeant	113/11	55,595	25,785	81,380	1.00
Police Sergeant	113/8	50,967	24,158	75,125	1.00
Police Sergeant	113/13	58,912	26,952	85,864	1.00
Police Sergeant	113/6	48,097	23,148	71,245	1.00
Park Patrol - Sworn - CPIP/CRA	110P/0	25,586	2,388	27,974	0.75
Park Patrol - Sworn - CPIP/CRA	110P/0	25,586	2,388	27,974	0.75
Police Office - Part time	110P/0	25,586	2,388	27,974	0.75
Total Police Department - Sworn Officers		**1,643,285**	**745,596**	**2,388,881**	**37.25**
TOTAL POLICE DEPARTMENT		**2,092,413**	**957,656**	**3,050,069**	**51.50**

POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION

COST CENTER ORGANIZATIONAL CHART



LEGEND



General Fund - Police Department

001-521-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
POLICE DEPARTMENT EXPENSES						
1101	Executive Salaries	220,762	220,885	220,885	220,885	0.00%
1201	Regular Salaries	409,076	374,057	369,803	374,057	0.00%
1202	Sworn Officer's Wages	1,356,208	1,367,052	1,358,281	1,345,643	-1.57%
1301	Part Time Wages	21,059	85,293	63,322	107,777	26.36%
1302	School Crossing Guards	50,277	44,052	48,605	44,052	0.00%
1401	Overtime - Regular	91,179	38,840	42,000	44,100	13.54%
1402	Overtime - Holiday	-	55,000	54,581	53,900	-2.00%
1510	Incentive Payments to Officers	22,958	24,000	22,081	24,000	0.00%
1521	Clothing Allowance - Taxable	-	-	-	4,000	0.00%
2101	FICA Taxes	164,893	169,002	158,959	169,709	0.42%
2221	Retirement General Employee	104,802	93,076	92,306	112,346	20.70%
2224	Retirement Sworn	325,763	347,607	305,916	408,264	17.45%
2301	Health and Dental Insurance	288,919	284,490	272,415	235,840	-17.10%
2302	Health Insurance -Dependent Subsidy	69,465	47,295	45,058	37,488	-20.74%
2303	Life Insurance & EAP	6,878	7,514	6,843	7,442	-0.96%
2401	Workers' Compensation	29,509	29,489	24,580	30,682	4.05%
	PERSONNEL EXPENSES	**3,161,748**	**3,187,652**	**3,085,635**	**3,220,185**	**1.02%**
3101	Consulting	-	20,000	20,000	-	-100.00%
3101-8212						
	Consulting - CRA Sub Plan	-	-	-	19,888	0.00%
3125	Legal Fees - PD Forfeitures	-	1,638	1,638	-	-100.00%
3421	Employee Testing	50	558	538	580	3.94%
3521	Special Investigation Account	14,181	3,010	1,590	5,000	66.11%
4051	Travel and Per Diem	8,068	6,760	6,934	7,000	3.55%
4051-8212						
	Travel and Per Diem - CRA Sub Plan	-	-	-	2,500	0.00%
4111	Communications	26,955	32,204	24,925	36,572	13.56%
4111-8212						
	Communications - CRA Sub Plan	-	-	-	2,400	0.00%
4212	Postage and Mailing Services	500	700	700	550	-21.43%
4300	Utility Services	37,008	35,000	35,000	34,200	-2.29%
4405	Operating Lease	13,982	10,909	10,296	7,356	-32.57%
4512	Insurance	58,554	58,670	58,545	62,782	7.01%
4599	Insurance Contingency	130	5,000	40	5,000	0.00%
4634	Repair & Maintenance	6,109	7,000	6,434	3,300	-52.86%
4640	Vehicle Repair & Maintenance	71,858	67,316	66,000	55,000	-18.30%
4634-8212						
	Vehicle Repair & Maintenance - CRA Sub Plan	-	-	-	4,896	0.00%
4751	Printing and Binding	1,420	3,050	2,767	2,250	-26.23%
4751-8212						
	Printing and Binding - CRA Sub Plan	-	-	-	2,000	0.00%

General Fund - Police Department

001-521-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
POLICE DEPARTMENT EXPENSES						
4904-8212	Partnership/Sponsorship - CRA Sub Plan	-	-	-	13,500	0.00%
5112	Office Supplies	4,899	5,500	4,356	6,000	9.09%
5215	Fuel and Lubricants	116,104	103,682	127,106	90,000	-13.20%
5215-8212	Fuel and Lubricants - CRA Sub Plan	-	-	-	47,040	0.00%
5223	Operating Expenses	28,105	81,588	43,580	24,000	-70.58%
5225	Spec Fund-Operating Supplies	26,161	2,400	2,400	-	-100.00%
5226	PD Special Programs	-	2,500	911	1,590	-36.40%
5242	Small Tools/Equipment	4,801	4,295	4,295	9,755	127.12%
5242-8212	Small Tools/Equipment - CRA Sub Plan	-	-	-	2,000	0.00%
5251	Uniform Purchases and Cleaning	20,148	20,021	17,500	20,500	2.39%
5252	Clothing Allowance	3,500	3,500	3,500	-	-100.00%
5401	Non-Capitalized Equipment	936	-	-	-	0.00%
5412	Publications	542	85	102	1,300	1429.41%
5414	Accreditation	1,165	2,120	1,800	10,000	371.70%
5421	Non-Capitalized Equip.-Special Investigative	-	1,990	-	-	-100.00%
5425	Special Fund Non-Capitalized Assets	3,090	-	-	-	0.00%
5513	Technical/Training	7,379	12,750	12,749	7,450	-41.57%
5513-8212	Technical/Training - CRA Sub Plan	-	-	-	1,500	0.00%
8259	Reimbursement to CRA - GIS	4,491	-	-	-	0.00%
	OPERATING EXPENSES	**460,136**	**492,246**	**453,706**	**485,909**	**-1.29%**
6401	Machinery and Equipment	36,950	101,900	102,069	29,440	-71.11%
6401-6212	Machinery/Equipment - CRA Sub Plan	-	-	-	40,000	0.00%
6449	PD Capital Leases	97,197	183,493	182,609	74,144	-59.59%
	CAPITAL EQUIPMENT PURCHASES	**134,147**	**285,393**	**284,678**	**143,584**	**-49.69%**
7101	Princicpal - Lease	71,400	89,856	89,851	97,016	7.97%
7201	Interest - Lease	4,762	5,789	5,787	4,412	-23.79%
7305	New Lease	-	1,091	-	14,502	1229.24%
	DEBT SERVICE	**76,162**	**96,736**	**95,638**	**115,930**	**19.84%**
	TOTAL EXPENSES	**3,832,193**	**4,062,027**	**3,919,657**	**3,965,608**	**-2.37%**

Police Department

FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 1101	Executive Salaries			
Chief of Police	1	87,569	87,569	1474
Deputy Chief of Police	1	71,491	71,491	120- DROP
Police Lieutenant	1	61,825	61,825	99- 25% CPIP/CRA
		Total	**$220,885**	
001 521 1201	Regular Salaries			
Accreditations/Grants Coordina	1	34,918	34,918	1455
Dispatch Supervisor	1	34,584	34,584	1312
Dispatcher I	1	27,359	27,359	1472
Dispatcher I	1	27,359	27,359	1492
Dispatcher I	1	28,992	28,992	1372
Dispatcher I	1	29,844	29,844	1448
Dispatcher II	1	42,706	42,706	173
Evidence Custodian	1	38,439	38,439	1461
Records Clerk II	1	40,301	40,301	137
Records Clerk II	1	32,554	32,554	1213
Victim Advocate	1	37,001	37,001	1371
		Total	**$374,057**	

Police Department
FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 1202	Sworn Officer Wages			
Corporal	1	48,986	48,986	1293- CPIP/CRA
Corporal	1	46,228	46,228	175
Corporal	1	42,379	42,379	656
Corporal	1	48,986	48,986	631
Police Officer	1	37,001	37,001	1367
Police Officer	1	38,089	38,089	1314
Police Officer	1	41,548	41,548	1496
Police Officer	1	41,548	41,548	1226
Police Officer	1	41,548	41,548	1225
Police Officer	1	41,548	41,548	1212
Police Officer	1	41,548	41,548	1209
Police Officer	1	40,362	40,362	1313
Police Officer	1	37,001	37,001	1488
Police Officer	1	34,918	34,918	1487
Police Officer	1	37,001	37,001	1463
Police Officer	1	37,001	37,001	1382
Police Officer	1	34,918	34,918	1491
Police Officer	1	37,001	37,001	1368
Police Officer	1	34,918	34,918	1501
Police Officer	1	34,918	34,918	1502
Police Officer- CPIP/CRA	1	37,001	37,001	1462
Police Officer- CPIP/CRA	1	35,944	35,944	1446
Police Officer-CPIP/CRA	1	35,944	35,944	1433
Police Officer-CPIP/CRA	1	35,944	35,944	1466
Police Officer-CPIP/CRA	1	41,548	41,548	671
Police Officer-CPIP/CRA	1	38,089	38,089	1357
Police Sergeant	1	55,595	55,595	626
Police Sergeant	1	60,644	60,644	114
Police Sergeant	1	58,912	58,912	105
Police Sergeant	1	48,097	48,097	1208
Police Sergeant	1	49,511	49,511	664
Police Sergeant	1	50,967	50,967	1220
		Total	**$1,345,643**	
001 521 1301	Part Time Wages			
Crime Analyst- Part Time	1	12,408	12,408	1458
Maintenance Technician- P/T	1	18,611	18,611	1489
Park Patrol- Sworn	1	25,586	25,586	Vacant
Park Patrol- Sworn'	1	25,586	25,586	Vacant
Police Officer- Part Time	1	25,586	25,586	1507
		Total	**$107,777**	

Police Department
FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 1302	School Crossing Guards			
Crossing Guard	1	4,989	4,989	1413
Crossing Guard	1	10,121	10,121	1440
Crossing Guard	1	8,177	8,177	1315
Crossing Guard	1	4,843	4,843	1480
Crossing Guard	1	4,843	4,843	1465
Crossing Guard- Funded	1	4,843	4,843	
Crossing Guard- Funded	1	6,236	6,236	
		Total	**$44,052**	
001 521 1401	Overtime			
Overtime - Regular	0	98,000	44,100	
		Total	**$44,100**	
001 521 1402	Overtime			
Overtime - Holiday	1	98,000	53,900	
		Total	**$53,900**	
001 521 1510	Incentive Pay			
Incentive Payments	1	24,000	24,000	
		Total	**$24,000**	
001 521 1521	Clothing Allowance			
Plain Clothes - Captain	2	250	500	Biannual
Plain Clothes - Chief	2	250	500	Biannual
Plain Clothes - Detectives	10	250	2,500	Biannual
Plain Clothes - Lt.	2	250	500	Biannual
		Total	**$4,000**	
001 521 2101	FICA Taxes			
Crossing Guards	1	3,370	3,370	
Executive	1	16,898	16,898	
FICA Taxes- Admin P/T	1	2,373	2,373	
FICA Taxes- Administration	1	30,145	30,145	
Part-Time Patrol	1	5,872	5,872	
Sworn Officers	1	111,051	111,051	
		Total	**$169,709**	
001 521 2221	Retirement General Employee			
Administration	1	112,346	112,346	
		Total	**$112,346**	
001 521 2224	Retirement Sworn			
Executive Sworn	1	38,095	38,095	
Sworn Officers	1	370,169	370,169	
		Total	**$408,264**	
001 521 2301	Health and Dental Insurance			
Health Insurance- Admin	11	5,360	58,960	
Health Insurance-Exec	3	5,360	16,080	
Health Insurance-Sworn	30	5,360	160,800	
		Total	**$235,840**	

Police Department
FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy-Admin	11	852	9,372	
Dependent Subsidy-Exec	3	852	2,556	
Dependent Subsidy-Sworn	30	852	25,560	
		Total	**$37,488**	
001 521 2303	Life Insurance and EAP			
Administration	1	1,477	1,477	
Executive	1	802	802	
Sworn Officers	1	5,163	5,163	
		Total	**$7,442**	
001 521 2401	Worker's Compensation			
Administration- Full Time	1	493	493	
Administration- Part-Time	1	39	39	
Crossing Guards	1	742	742	
Executive	1	3,722	3,722	
Part-Time Patrol	1	1,293	1,293	
Sworn Officers	1	24,393	24,393	
		Total	**$30,682**	
001 521 3101 8212	Consulting - CRA Sub Plan			
Motivation Speaker - V Woods	1	19,888	19,888	CRA Sub Plan #4
		Total	**$19,888**	
001 521 3421	Employee Testing			
Police Involved Accidents	1	580	580	Drug Tests
		Total	**$580**	
001 521 3521	Special Investigation Account			
Investigative Expense Fund	1	5,000	5,000	Includes DNA Test
		Total	**$5,000**	
001 521 4051	Travel and Per Diem			
Hotel-Out Of Town Training	1	4,000	4,000	Train-All Personnel
Meals-Per Diem	1	3,000	3,000	Train -All Personnel
		Total	**$7,000**	
001 521 4051 8212	Travel and Per Diem - CRA Sub Plan			
Training for CRA Officers	1	2,500	2,500	CRA Sub Plan #9
		Total	**$2,500**	
001 521 4111	Communication			
Misc. Communications	0	4,000	0	Updated
PDAs Cell Phones	3	720	2,160	Chief,Capt,SGT
Radio Maint.Contract	1	16,652	16,652	
Verizon Cell Phones	4	480	1,920	4 cell phone non CRA
Wireless In Car Service	33	480	15,840	PD 33 Air Cards-PDA
		Total	**$36,572**	
001 521 4111 8212	Communication - CRA Sub Plan			
Cell Phone 6 CRA Officers	6	400	2,400	CRA Sub Plan #13
		Total	**$2,400**	

Police Department
FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 4212	Postage/Mailing Services			
CH Postage Meter	4	63	250	Quarterly
Overnight Shipping	1	300	300	
		Total	**$550**	
001 521 4300	Utility Services			
City of Palmetto Utilities	12	500	6,000	
FPL	12	2,350	28,200	
		Total	**$34,200**	
001 521 4405	Operating Lease			
Canon 3235I - Lease - Squad Rm	12	218	2,616	Payment #22-33 of 36
Canon 3235I - Maint - Squad Rm	12	75	900	Monthly
Canon 6055 - Lease - Records	12	295	3,540	Payment #19-31 of 36
Canon 6055 - Maint - Records	12	25	300	Monthly
		Total	**$7,356**	
001 521 4512	Insurance			
A-3 Fudiciary Bond	1	151	151	
D-3 Police Ad & D Auzillary	1	310	310	Aug 13
D-5 State Mandated AD & D	1	1,678	1,678	Oct 12
D-6 Executive Travel Policy	1	118	118	Oct 12 Chief
Gen. Liab, Auto, Property Ins	4	15,100	60,400	Quarterly
PD Pension Waiver of Recourse	1	125	125	Annual
		Total	**$62,782**	
001 521 4599	Insurance Contingency			
Insurance Contingency	1	5,000	5,000	
		Total	**$5,000**	
001 521 4634	Repair & Maintenance			
AC Maintenance	1	1,100	1,100	
Repairs to Building & Equip.	1	2,200	2,200	
		Total	**$3,300**	
001 521 4634 8212	Repair & Maintenance - CRA Sub Plan			
Signage for CRA Parks	0	10,000	0	CRA Sub Plan #11
		Total	**$0**	
001 521 4640	Vehicle Repair & Maintenance			
Fleet Maintenance	1	55,000	55,000	
		Total	**$55,000**	
001 521 4640 8212	Vehicle Repair & Maintenance - CRA Sub Plan			
Vehicle Maintenance	1	4,896	4,896	CRA Sub Plan #16
		Total	**$4,896**	
001 521 4751	Printing and Binding			
Business Cards & Stationary	1	500	500	
Copy Service	1	1,000	1,000	Outside Service
Printing 3 Part Forms	1	750	750	
		Total	**$2,250**	
001 521 4751 8212	Printing and Binding - CRA Sub Plan			
Printed Materials	1	2,000	2,000	CRA Sub Plan #10
		Total	**$2,000**	

Police Department
FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 4904 8212	Partnerships/Sponsorships - CRA Sub Plan			
Gun Buy Back	1	1,000	1,000	CRA Sub Plan #15
Kingsian Conflict Resolution	0	6,000	0	CRA Sub Plan #5
Manatee Crime Stoppers	1	2,500	2,500	CRA Sub Plan #14
Partnership Opportunities	0	10,000	0	CRA Sub Plan #6
UNIDOS Partnership	1	10,000	10,000	CRA Sub Plan #3
		Total	**$13,500**	
001 521 5112	Office Supplies			
Copy&Printer Paper	1	1,500	1,500	
Office Supplies	1	3,000	3,000	Office Supplies
Printer & Copier Toner Cart.	1	750	750	
Supplies for Records	1	750	750	Labels/Files/Refills
		Total	**$6,000**	
001 521 5215	Fuel and Lubricants			
Fuel & Lubricants	1	90,000	90,000	Fleet
		Total	**$90,000**	
001 521 5215 8212	Fuel and Lubricants - CRA Sub Plan			
CRA Patrol Vehicles	1	47,040	47,040	CRA Sub Plan #16
		Total	**$47,040**	
001 521 5223	Operating Expenses			
AED	1	300	300	
Ammo & Targets	1	5,000	5,000	
Biohazard Pick Up	1	500	500	
Community Policing Materials	1	1,000	1,000	
Consumable Supplies	1	3,000	3,000	
Duty Equip.for Officers	1	7,000	7,000	Includes Accessories
Hepatitis Shots	1	700	700	
K-9 Equip.& Food	1	2,500	2,500	2 K-9 Units
Replay System Service	1	3,500	3,500	Includes Contract
Veh. Cleaning Supplies	1	500	500	Fleet
		Total	**$24,000**	
001 521 5226	PD Special Programs			
Honor the Badge Christmas Prog	1500	0	0	2012-05 Walmart Don
PD Holiday Give back to Kids	1	1,590	1,590	Walmart Donation
		Total	**$1,590**	
001 521 5242	Small Tools/Equipment			
Clear Data Membership	1	3,082	3,082	
Crystal Software	1	0	0	IT Budget
Enf.Meters	1	4,000	4,000	Laser
Laserprinter - to IT Dept	0	0	0	
Replacement Cell Phone	1	200	200	
Scanner - to IT	1	0	0	
Vests	1	2,473	2,473	
Vests - Transferred to Grant	0	1,027	0	Grant #9006
		Total	**$9,755**	

Police Department
FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 5242 8212	Small Tools/Equipment - CRA Sub Plan			
Citizen Volunteers Small Tools	1	2,000	2,000	CRA Sub Plan #8
		Total	**$2,000**	
001 521 5251	Uniform Purchases and Cleaning			
Dry Cleaning & Alterations	1	12,000	12,000	
Safety Vest/Shirts/Hats	1	2,500	2,500	
Uniform Purchases	1	6,000	6,000	
		Total	**$20,500**	
001 521 5412	Publications			
Fl Law Publications	1	500	500	
Fl Legal Hand Books 2013	50	16	800	
		Total	**$1,300**	
001 521 5414	Accreditation			
Accreditation Related Expenses	1	9,000	9,000	Mock & Onsite Review
Power DMS Software	1	1,000	1,000	
		Total	**$10,000**	
001 521 5513	Technical/Training			
Membership Dues	1	750	750	IACP-FPCA/Law mags.
Range Fees	1	2,700	2,700	
Training	1	4,000	4,000	All Sworn Personnel
		Total	**$7,450**	
001 521 5513 8212	Technical/Training - CRA Sub Plan			
Specialized Training	1	1,500	1,500	CRA Sub Plan #9
		Total	**$1,500**	
001 521 6401	Machinery and Equipment			
Dual Authentication Software	1	29,440	29,440	
		Total	**$29,440**	
001 521 6401 8212	Machinery and Equipment - CRA Sub Plan			
Video Surveillance System	1	40,000	40,000	CRA Sub Plan #7
		Total	**$40,000**	
001 521 6449	Capital Lease Expense			
2013 Chevy Caprice/Loaded	2	37,072	74,144	Radio, Graphics, Car
		Total	**$74,144**	
001 521 7101	Lease Principal Payments			
FA#20014-20016 2010 Crown Vic	4	5,407	21,628	Payment# 11-14 of 16
FA#20038-20040 2011 Crown Vic	4	6,085	24,340	Payment# 7-10 of 16
FA#20061 Mitel Phone System	4	1,469	5,877	Payment# 7-10 of 16
FA#20087-20102 Radios	4	3,908	15,633	Payment# 3-6 of 16
FA#20103,20127-20129,20132 Car	4	7,385	29,538	Payment# 3-6 of 16
		Total	**$97,016**	

Police Department

FY 13 Itemized Budget for Cost Center - 521

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 521 7201	Lease Interest Payments			
FA#20014-20016 2010 Crown Vic	4	186	742	Payment# 11-14 of 16
FA#20038-20040 2011 Crown Vic	4	290	1,159	Payment# 7-10 of 16
FA#20061 Mitel Phone System	4	70	280	Payment# 7-10 of 16
FA#20087-20102 Radios	4	193	772	Payment# 3-6 of 16
FA#20103,20127-20129,20132 Car	4	365	1,459	Payment# 3-6 of 16
		Total	**$4,412**	
001 521 7305	New Debt Service			
2013 Chevy Caprice	3	4,834	14,502	Payments 1 - 3 of 16
		Total	**$14,502**	
		Total Budget:	**$3,965,608**	

Public Works Administration
Cost Center 540

FUND: **General Fund - 001**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

Public Works Administration is responsible for the daily planning, technical support, direction, and coordination of all Divisions activities. Divisions include: Water Distribution, Sewer Services, Reclaimed Water, Fleet Maintenance, Stormwater, Solid Waste, Parks and Recreation, Cross Connection and Road and Bridge

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

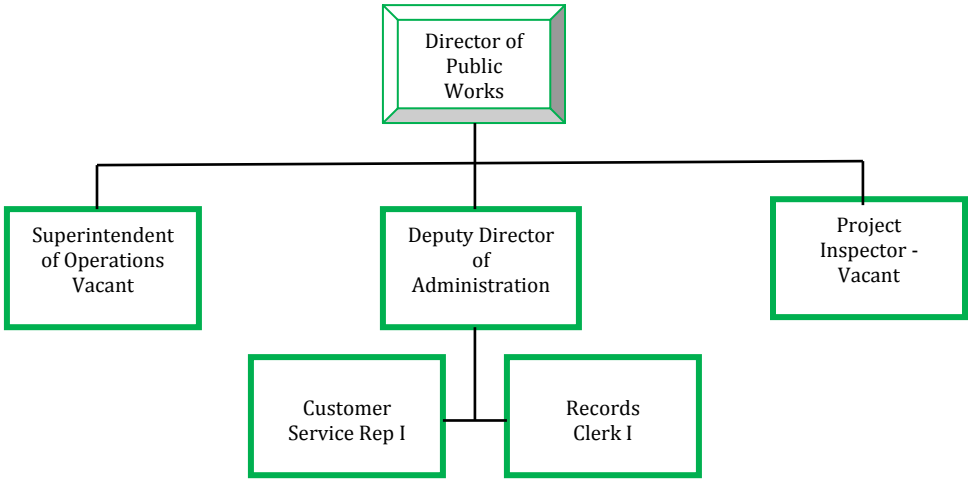
- To continue reaching for a higher degree of department efficiency in providing city utility services
- To aid each division to accomplish their goals and objectives
- To stay current with changing technologies with respect to all divisions
- To continue with all departmental digital imaging program.

Public Works employees enjoying a Christmas dinner to say thanks for a job well done.

PUBLIC WORKS ADMINISTRATION
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Superintendent of Public Works	120/7	69,667	32,588	102,255	1.00
Deputy Dir of Administration	112/10	51,435	25,068	76,503	1.00
Records Clerk I	105/2	28,992	16,849	45,841	1.00
Project Manager - Removed	**113/8**	**-**	**-**	**-**	**-**
Project Inspector/Locator - Vacant	**107/6**	**35,890**	**19,810**	**55,700**	**1.00**
Customer Service Rep I - Vacant	**103/0**	**24,815**	**15,320**	**40,135**	**1.00**
Director-Public Work	122S/3	81,524	13,831	95,355	1.00
		292,323	123,466	415,789	6.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Public Works Administration

001-540-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
PUBLIC WORKS ADMINISTRATION EXPENSES						
1101	Executive Salaries	81,838	81,524	81,524	81,524	0.00%
1201	Regular Salaries	318,544	233,464	126,385	210,799	-9.71%
1401	Overtime	-	-	667	-	0.00%
2101	FICA Taxes	30,260	24,097	15,416	22,363	-7.20%
2221	Retirement General Employee	43,647	55,144	29,571	60,099	8.99%
2301	Health and Dental Insurance	41,760	44,254	24,734	32,160	-27.33%
2302	Health Insurance -Dependent Subsidy	10,041	7,357	4,081	5,112	-30.52%
2303	Life Insurance & EAP	1,208	1,301	655	1,277	-1.84%
2401	Workers' Compensation	4,347	3,098	1,874	2,629	-15.14%
2500	Unemployment Expense	-	40,000	7,150	-	-100.00%
	PERSONNEL EXPENSES	**531,645**	**490,239**	**292,057**	**415,963**	**-15.15%**
3116	Contract Services	13,030	14,555	14,555	13,912	-4.42%
3120	Engineering Services	499	10,000	10,000	10,000	0.00%
3421	Employee Testing	160	480	350	300	-37.50%
4051	Travel and Per Diem	12	83	159	300	261.45%
4111	Communications	1,258	1,107	953	1,416	27.91%
4212	Postage/Mailing Services	112	450	450	450	0.00%
4300	Utility Services	53,915	59,040	42,930	43,200	-26.83%
4405	Operating Lease	9,439	4,703	4,703	3,789	-19.43%
4512	Insurance	10,554	9,980	9,980	11,452	14.75%
4599	Insurance Contingency	2,026	5,000	811	5,000	0.00%
4634	Repair & Maintenance	2,527	5,195	5,195	14,933	187.45%
4751	Printing and Binding	45	390	390	400	2.56%
4902	Issues to EMS	10,231	13,505	12,500	10,000	-25.95%
4903	Issues to North River Fire Department	22,975	21,600	25,500	22,000	1.85%
5112	Office Supplies	554	600	600	1,000	66.67%
5215	Fuel and Lubricants	4,029	1,064	2,117	3,300	210.15%
5223	Operating Expenses	1,713	1,855	1,800	1,005	-45.82%
5239	Safety Program Expense	1,064	1,098	1,158	750	-31.69%
5242	Small Tools Minor Equipment	96	200	200	200	0.00%
5251	Uniform Purchases and Cleaning	-	300	300	750	150.00%
5401	Non-Capitalized Equipment	738	1,217	1,217	-	-100.00%
5412	Publications	1,090	-	-	-	0.00%
5513	Technical/Training	968	598	600	646	8.03%
8259	Reimbursement to CRA - GIS	4,491	-	-	-	0.00%
	OPERATING EXPENSES	**141,526**	**153,020**	**136,468**	**144,803**	**-5.37%**

General Fund - Public Works Administration

001-540-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
PUBLIC WORKS ADMINISTRATION EXPENSES						
6401	Machinery & Equipment	-	-	-	8,560	0.00%
	CAPITAL EQUIPMENT PURCHASES	**-**	**-**	**-**	**8,560**	**0.00%**
7101	Principal - Lease	4,207	5,733	5,733	5,877	2.51%
7201	Interest Expense - Lease	410	424	424	280	-33.96%
	DEBT SERVICE	**4,617**	**6,157**	**6,157**	**6,157**	**0.00%**
	TOTAL EXPENSES	**677,788**	**649,416**	**434,682**	**575,483**	**-11.38%**

Public Works Administration
FY 13 Itemized Budget for Cost Center - 540

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 540 1101	Executive Salaries			
Director- Public Works	1	81,524	81,524	1469
		Total	**$81,524**	
001 540 1201	Regular Salaries			
Customer Service Rep I	1	24,815	24,815	Vacant
Deputy Dir of Administration	1	51,435	51,435	94
Project Inspector/Locator	1	35,890	35,890	Vacant- Funded
Project Manager	0	50,967	0	Vacant-removed
Records Clerk I	1	28,992	28,992	1415
Superintendent of Public Works	1	69,667	69,667	Vacant- Funded
		Total	**$210,799**	
001 540 2101	FICA Taxes			
FICA Taxes	1	22,363	22,363	
		Total	**$22,363**	
001 540 2221	Retirement General Employee			
Retirement General Employee	1	60,099	60,099	
		Total	**$60,099**	
001 540 2301	Health and Dental Insurance			
Health Insurance	6	5,360	32,160	
		Total	**$32,160**	
001 540 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	6	852	5,112	
		Total	**$5,112**	
001 540 2303	Life Insurance and EAP			
Life & EAP	1	1,277	1,277	
		Total	**$1,277**	
001 540 2401	Worker's Compensation			
Workers Comp	1	2,629	2,629	
		Total	**$2,629**	
001 540 3116	Contract Services			
AED PHYSIO-CONTROL-SHARED COS	1	289	289	ON-SITE INSPECTION
IMM DRUG SCREENING PROGRAM	12	157	1,884	PROGRAM ONLY
JANITORIAL SERVICES	12	655	7,860	PW FACILITIES
PEST CONTROL QUARTERLY	4	80	320	PW FACILITIES
SONITROL SECURITY MONITORING	4	766	3,064	PW FACILITIES
SYN-TECH SYSTEMS MAINTENANCE	1	495	495	05/27/12-05/26/12
		Total	**$13,912**	
001 540 3120	Engineering Services			
ENGINEERING SERVICES	1	10,000	10,000	AS NEEDED
		Total	**$10,000**	
001 540 3421	Employee Testing			
DRUG/ALCOHOL TESTING ON-SITE	1	300	300	AS NEEDED
		Total	**$300**	

Public Works Administration
FY 13 Itemized Budget for Cost Center - 540

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 540 4051	Travel and Per Diem			
TRAVEL AND PER DIEM	1	300	300	AS NEEDED
		Total	**$300**	
001 540 4111	Communication			
CELL 737-0084 PW CUSTOMER SER	12	5	60	PW CUSTOMER SERVICE
CELL 737-0282 DIRECTOR	12	50	600	ALLEN TUSING
CELL 737-0283 SUPT. OF PW	12	35	420	VACANT
CELL 737-0743 DEPUTY ADMIN	12	10	120	GRACE JOHNSON
CELL 737-0859 PROJECT MANAGER	0	18	0	Position removed
CELL INSPECTOR	12	18	216	
		Total	**$1,416**	
001 540 4212	Postage/Mailing Services			
PITNEY BOWES DM100 REFILL	1	450	450	AS NEEDED
		Total	**$450**	
001 540 4300	Utility Services			
ELECTRICITY/FPL ESTIMATON	12	1,800	21,600	LIGHTING
UTILITY BILLING ESTIMATION	12	1,800	21,600	WATER/SEWER/GARBAGE
		Total	**$43,200**	
001 540 4405	Operating Lease			
Canon C5035 - Lease	12	187	2,238	Payment# 22-33 of 36
Canon C5035 - Maint	12	75	900	Quarterly
Postage Meter Lease	4	163	651	Quarterly Ends 12/14
		Total	**$3,789**	
001 540 4512	Insurance			
B-2 Fuel Tank Premium	1	650	650	August 13
D-5 Executive Travel	1	118	118	Oct 12 PW Director
Gen Liab, Auto, Property Ins	4	2,671	10,684	Quarterly
		Total	**$11,452**	
001 540 4599	Insurance Contingency			
Insurance contingencies	1	5,000	5,000	
		Total	**$5,000**	
001 540 4634	Repair & Maintenance			
ABOVEGROUND TANK REPAIRS	1	1,000	1,000	AS NEEDED/PMS
AC Maintenance	1	700	700	
ELECTRIC GATE REPAIRS	1	500	500	AS NEEDED
FA#17317 FORD F150, 2004	1	500	500	SUPERINTENDENT
FA#17323 DURANGO, 4-D, 2004	1	500	500	DIRECTOR
FA#17325 FORD RANGER, 2004	1	500	500	
FA#17433 FORD F150, 2005	1	100	100	
Maintenance on City Buildings	1	11,133	11,133	Buildings/Facilities
		Total	**$14,933**	
001 540 4751	Printing and Binding			
BUSINESS CARDS REORDERS	2	50	100	AS NEEDED
ENGINEERING PRINTING JEFFCOAT	1	300	300	AS NEEDED
		Total	**$400**	

Public Works Administration
FY 13 Itemized Budget for Cost Center - 540

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 540 5112	Office Supplies			
OFFICE SUPPLIES AS NEEDED	1	800	800	AS NEEDED
PAPER FOR PLOTTER	1	200	200	AS NEEDED
		Total	**$1,000**	
001 540 5215	Fuel and Lubricants			
FA#17317 FORD F150, 2004	0	0	0	
FA#17323 DURANGO, 4-D, 2004	0	0	0	DIRECTOR
FA#17325 FORD RANGER, 2004	0	0	0	VACANT
FA#17433 FORD F150, 2005	0	0	0	VACANT
FUEL/LUB AS NEEDED	3	1,100	3,300	
		Total	**$3,300**	
001 540 5223	Operating Expenses			
ANNUAL COPIER PROPERTY TAX	1	180	180	ANNUALLY
COFFEE/WATER SERVICES	1	400	400	ANNUALLY AS NEEDED
DEP TANK REGISTRATION	1	25	25	ANNUALLY
PAPER FOR PLOTTER MACHINE	1	200	200	AS NEEDED
PRINTER CARTRIDGES/TONERS	1	200	200	AS NEEDED
		Total	**$1,005**	
001 540 5239	Safety Program Expense			
FIRE EXTINGUISHER MAINTENANCE	1	500	500	ANNUALLY
PERSONAL PROTECTIVE EQUIPMEN	1	100	100	AS NEEDED/WAREHOUSE
SAFETY SHOES	3	50	150	DIR/SUPT/PROJ INP
		Total	**$750**	
001 540 5242	Small Tools/Equipment			
FIELD EQUIPMENT/STAKES, ETC	1	200	200	AS NEEDED/WAREHOUSE
		Total	**$200**	
001 540 5251	Uniform Purchases and Cleaning			
CITY SHIRTS - CS I	5	25	125	
CITY SHIRTS - CS II	5	25	125	
CITY SHIRTS - DEPUTY DIR ADMIN	5	25	125	
CITY SHIRTS - DIRECTOR	5	25	125	
CITY SHIRTS - SUPERINTENDENT	5	25	125	
CITY SHIRTS-PROJECT INSPECTION	5	25	125	VACANT
CITY SHIRTS-PROJECT MANAGER	0	25	0	Position removed
		Total	**$750**	
001 540 5513	Technical/Training			
MEMBERSHIP: AMERICAN PW ASSOC	1	246	246	DIRECTOR
MEMBERSHIP: TAMPA AREA SAFETY	1	200	200	RENEWAL
SEMINAR/CONFERENCES	1	200	200	AS NEEDED
		Total	**$646**	
001 540 6401	Machinery and Equipment			
MOTOROLA DIGITAL REPEATER	1	8,560	8,560	NARROWBANDING
		Total	**$8,560**	
001 540 7101	Lease Principal Payments			
FA#20061 Mitel Phone System	4	1,469	5,877	Payment# 7-10 of 16
		Total	**$5,877**	

Public Works Administration

FY 13 Itemized Budget for Cost Center - 540

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 540 7201	Lease Interest Payments			
FA#20061 Mitel Phone System	4	70	280	Payment# 7-10 of 16
		Total	**$280**	
		Total Budget:	**$543,483**	

Planning Department
Cost Center 543

FUND: **General Fund - 001**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Planning Department is responsible for long and short term planning, zoning, and land use codes. It coordinates the review of all land development related projects within the City and writes ordinances, resolutions and comprehensive plan amendments. Planning assists to ensure the compliance of the City codes and goals through enhancing and improving its appearance, and maintaining the infrastructure and historic preservation.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

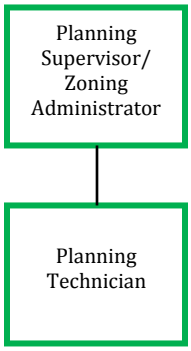
- Process Comprehensive Plan amendments to comply with all applicable state regulations.
- Continue to implement new land development code within statutory time frame.
- Assist the public with zoning and land use process.
- Provide excellent service to residents and customers on all planning related matters.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of projects taken to SDR	19	14	12
Number of annexations	3	1	1
Amount of land annexed	5.8 acres	1 acre	1 acre
Conditional use permits	6	5	8
Plan Amendments	4	2	2
Rezoning	1	3	2
Vacations	0	2	2
Variances	4	1	2
General Development Plan	0	3	2
Development Agreement	0	1	2
Final Plat	0	1	2

PLANNING DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Planning Sup/Zoning Admin.	120/2	60,271	28,304	88,575	1.00
Planning Technician	105/3	29,844	17,161	47,005	1.00
		90,115	45,465	135,580	2.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Planning Department

001-543-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
PLANNING DEPARTMENT EXPENSES						
1201	Regular Salaries	91,273	91,895	89,486	90,115	-1.94%
1401	Overtime	23	-	7	-	0.00%
2101	FICA Taxes	6,822	7,030	6,837	6,894	-1.93%
2221	Retirement General Employee	21,829	21,706	20,903	25,692	18.36%
2301	Health and Dental Insurance	13,391	12,644	11,590	10,720	-15.22%
2302	Health Insurance -Dependent Subsidy	3,220	2,102	1,904	1,704	-18.93%
2303	Life Insurance & EAP	318	349	285	343	-1.72%
2401	Workers' Compensation	147	146	143	113	-22.60%
	PERSONNEL EXPENSES	**137,023**	**135,872**	**131,155**	**135,581**	**-0.21%**
3101	Consult/Contract Services	543	5,000	2,823	5,000	0.00%
3109	Legal Ads Pass-Thru	4,190	5,000	6,000	5,000	0.00%
3110	Engineering Fees Pass Thru	15,007	15,000	15,000	15,000	0.00%
3116	Contract Services	15,657	-	-	-	0.00%
4051	Travel and Per Diem	23	200	9	200	0.00%
4111	Communications	-	300	-	300	0.00%
4212	Postage/Mailing Services	200	300	300	300	0.00%
4405	Operating Lease	486	500	500	200	-60.00%
4512	Insurance	1,575	1,596	1,596	2,240	40.35%
4751	Printing and Binding	113	200	200	200	0.00%
4891	Promotional Advertising	-	800	-	500	-37.50%
5112	Office Supplies	183	300	300	300	0.00%
5223	Operating Expenses	900	1,200	1,100	500	-58.33%
5239	Safety Program Expense	-	60	-	60	0.00%
5242	Small Tools/Equipment	35	100	100	100	0.00%
5412	Publications	-	100	-	100	0.00%
5513	Technical/Training	60	500	250	500	0.00%
9500	Doubtful Accounts Expense	5,343	-	-	-	0.00%
	OPERATING EXPENSES	**44,315**	**31,156**	**28,178**	**30,500**	**-2.11%**
	TOTAL EXPENSES	**181,338**	**167,028**	**159,333**	**166,081**	**-0.57%**

Planning Department
FY 13 Itemized Budget for Cost Center - 543

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 543 1201	Regular Salaries			
Planning Sup/Zoning Admin	1	60,271	60,271	1475
Planning Technician	1	29,844	29,844	1483
		Total	**$90,115**	
001 543 2101	FICA Taxes			
FICA Taxes	1	6,894	6,894	
		Total	**$6,894**	
001 543 2221	Retirement General Employee			
Retirement General Employee	1	25,692	25,692	
		Total	**$25,692**	
001 543 2301	Health and Dental Insurance			
Health Insurance	2	5,360	10,720	
		Total	**$10,720**	
001 543 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	2	852	1,704	
		Total	**$1,704**	
001 543 2303	Life Insurance and EAP			
Life & EAP	1	343	343	
		Total	**$343**	
001 543 2401	Worker's Compensation			
Workers Comp	1	113	113	
		Total	**$113**	
001 543 3101	Consulting			
Consulting/Contract Services	1	5,000	5,000	
		Total	**$5,000**	
001 543 3109	Legal Ads Pass Thru			
Legal Ads Pass Thru	1	5,000	5,000	
		Total	**$5,000**	
001 543 3110	Engineering Fees Pass Thru			
Engineering Fees Pass Thru	1	15,000	15,000	
		Total	**$15,000**	
001 543 4051	Travel and Per Diem			
Travel & Per Diem	1	200	200	
		Total	**$200**	
001 543 4111	Communication			
Cell Planner Supervisor	1	300	300	
		Total	**$300**	
001 543 4212	Postage/Mailing Services			
Postage/Mailing Services	1	300	300	
		Total	**$300**	
001 543 4405	Operating Lease			
Operating Lease	1	200	200	
		Total	**$200**	

Planning Department
FY 13 Itemized Budget for Cost Center - 543

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 543 4512	Insurance			
Gen Liab, Auto, Property Ins	4	560	2,240	Quaterly
		Total	**$2,240**	
001 543 4751	Printing and Binding			
Printing and Binding	1	200	200	
		Total	**$200**	
001 543 4891	Promotional Advertising			
Legal Ads	1	500	500	
		Total	**$500**	
001 543 5112	Office Supplies			
Office Supplies	1	300	300	
		Total	**$300**	
001 543 5223	Operating Expenses			
Operating Expenses	1	500	500	
		Total	**$500**	
001 543 5239	Safety Program Expense			
Safety Program Expenses	1	60	60	
		Total	**$60**	
001 543 5242	Small Tools/Equipment			
Small Tools/Equipment	1	100	100	
		Total	**$100**	
001 543 5412	Publications			
Publications - City Planner	1	100	100	
		Total	**$100**	
001 543 5513	Technical/Training			
Seminars/Conferences	1	500	500	
		Total	**$500**	
		Total Budget:	**$166,081**	

"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

Fleet Department
Cost Center 549

FUND: General Fund - 001
DEPARTMENT: Public Works

PRIMARY DUTIES

The Fleet Department is responsible for the repair and maintenance of vehicles, tractors, off road vehicles, generators, light and heavy equipment so all services to the City customers can be provided as necessary in a safe vehicle.

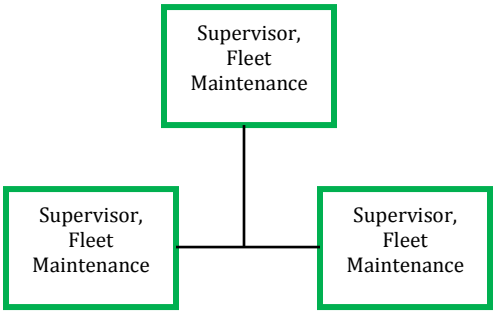
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- Continue to keep all equipment and vehicles in good, safe running order
- Update training to ensure state-of-the-art maintenance procedures are employed on the newer vehicles

FLEET DEARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Equipment Mechanic I	107/3	32,902	18,715	51,617	1.00
Equipment Mechanic II	110/9	45,321	23,427	68,748	1.00
Supervisor, Fleet Maint.	113/8	50,967	25,569	76,536	1.00
		129,190	67,711	196,901	3.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Fleet Maintenance Department

001-549-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
FLEET MAINTENANCE DEPARTMENT EXPENSES						
	EXPENSES					
1201	Regular Salaries	128,360	129,190	129,191	129,190	0.00%
1401	Overtime	-	250	165	250	0.00%
2101	FICA Taxes	9,683	9,902	9,641	9,902	0.00%
2221	Retirement General Employee	30,710	30,574	30,168	36,903	20.70%
2301	Health and Dental Insurance	20,086	18,966	18,966	16,080	-15.22%
2302	Health Insurance -Dependent Subsidy	4,829	3,153	3,153	2,556	-18.93%
2303	Life Insurance & EAP	445	494	450	494	0.00%
2401	Workers' Compensation	2,231	2,223	2,225	1,870	-15.88%
	PERSONNEL EXPENSES	**196,344**	**194,752**	**193,959**	**197,245**	**1.28%**
4051	Travel and Per Diem	-	200	2	500	150.00%
4111	Communications	43	240	240	240	0.00%
4415	Rental Expenses	1,188	2,000	2,000	2,000	0.00%
4512	Insurance	3,435	3,541	3,541	3,501	-1.13%
4634	Repair & Maintenance	5,332	7,000	3,000	4,950	-29.29%
4751	Printing and Binding	-	60	60	-	-100.00%
5112	Office Supplies	3	50	50	50	0.00%
5215	Fuel and Lubricants	1,154	1,200	1,450	1,500	25.00%
5223	Operating Expenses	1,571	2,050	2,050	2,000	-2.44%
5239	Safety Program Expense	149	250	250	350	40.00%
5242	Small Tools/Equipment	1,349	1,350	1,350	1,300	-3.70%
5251	Uniform Purchases and Cleaning	665	651	651	869	33.49%
5401	Non-Capitalized Equipment	-	-	1,718	1,000	0.00%
5513	Technical/Training	180	1,680	1,680	2,580	53.57%
	OPERATING EXPENSES	**15,069**	**20,272**	**18,042**	**20,840**	**2.80%**
6401	Machinery and Equipment	10,290	21,148	19,430	11,300	-46.57%
	CAPITAL EQUIPMENT PURCHASES	**10,290**	**21,148**	**19,430**	**11,300**	**-46.57%**
	TOTAL EXPENSES	**221,703**	**236,172**	**231,431**	**229,385**	**-2.87%**

Fleet Maintenance
FY 13 Itemized Budget for Cost Center - 549

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 549 1201	Regular Salaries			
Equipment Mechanic I	1	32,902	32,902	1189
Equipment Mechanic II	1	45,321	45,321	947
Supervisor, Fleet Maint	1	50,967	50,967	62
		Total	**$129,190**	
001 549 1401	Overtime			
Emergency Call-out	1	250	250	
		Total	**$250**	
001 549 2101	FICA Taxes			
FICA Taxes	1	19	19	Overtime
FICA Taxes	1	9,883	9,883	
		Total	**$9,902**	
001 549 2221	Retirement General Employee			
Retirement General Employee	1	71	71	Overtime
Retirement General Employee	1	36,832	36,832	
		Total	**$36,903**	
001 549 2301	Health and Dental Insurance			
Health Insurance	3	5,360	16,080	
		Total	**$16,080**	
001 549 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	3	852	2,556	
		Total	**$2,556**	
001 549 2303	Life Insurance and EAP			
Life & EAP	1	494	494	
		Total	**$494**	
001 549 2401	Worker's Compensation			
Workers Comp	1	1,866	1,866	
Workers Comp	1	4	4	Overtime
		Total	**$1,870**	
001 549 4051	Travel and Per Diem			
Out of Ttown travel	1	500	500	
		Total	**$500**	
001 549 4111	Communication			
Cell Phone R Pittman 737-1433	12	20	240	
		Total	**$240**	
001 549 4415	Rental Expense			
Torch Tanks, Shop Rags	1	2,000	2,000	
		Total	**$2,000**	
001 549 4512	Insurance			
B-1 Pollution	1	445	445	Oct 12
Gen Liab, Auto, Property Ins	4	764	3,056	Quaterly
		Total	**$3,501**	

Fleet Maintenance

FY 13 Itemized Budget for Cost Center - 549

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 549 4634	Repair & Maintenance			
Misc Repairs to Veh# 775/17443	1	3,000	3,000	
Rack and Overhead inspection	1	750	750	
Service Air Compressor	1	1,200	1,200	
		Total	**$4,950**	
001 549 5112	Office Supplies			
Pens, Pencils, Paper	1	50	50	
		Total	**$50**	
001 549 5215	Fuel and Lubricants			
Misc Oil Fuel Shop Vehicle	1	1,500	1,500	
		Total	**$1,500**	
001 549 5223	Operating Expenses			
Nuts, Bolts, Floor, Safetykleen	1	2,000	2,000	Coffee etc
		Total	**$2,000**	
001 549 5239	Safety Program Expense			
A Chavez Shoes	1	50	50	
J Pawlikowski Shoes	1	50	50	
PPE Central Stores	1	100	100	
R Pittman Shoes	1	50	50	
Training	1	100	100	
		Total	**$350**	
001 549 5242	Small Tools/Equipment			
Wrenches, Screw Drivers, etc.	1	1,300	1,300	
		Total	**$1,300**	
001 549 5251	Uniform Purchases and Cleaning			
A Chavez	52	4	228	
Change Outs	1	200	200	
J Pawlikowski	52	4	213	
R Pittman	52	4	228	
		Total	**$870**	
001 549 5401	Non-Capitalized Equipment			
Fluke DVOM Meter	1	1,000	1,000	
		Total	**$1,000**	
001 549 5513	Technical/Training			
1 ATM Renewal	1	180	180	
ALL DATA	1	1,500	1,500	
C.D.L.	1	100	100	
MACS Technical Training	1	800	800	
		Total	**$2,580**	
001 549 6401	Machinery and Equipment			
Diesel Pump	1	11,300	11,300	
		Total	**$11,300**	
		Total Budget:	**$229,386**	

Parks and Recreation Department
Cost Center 572

FUND: **General Fund - 001**
DEPARTMENT: **Public Works**

PRIMARY DUTIES
The Parks Department is responsible for the natural beauty and maintenance of landscaping and irrigation for all city parks, city buildings, cemeteries, and city right of ways to include all State Mowing contracts. Repair and maintenance of all City buildings and Park facilities to ensure all parks and buildings are in good condition and safe for the public.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES
To provide excellent community services by maintaining an accessible, attractive, safe system of parks, open spaces and facilities to promote recreational and educational opportunities to be enjoyed by local residents and visitors to the city of Palmetto.

The Parks and Landscape Department handles a diverse level of services. The Parks Division is responsible for the maintenance of approximately 300 acres of property; these include Riverside Parks East and West, Sutton and Lamb Parks, 17th Street Park, neighborhood parks throughout the city of Palmetto and all CRA district properties. The Parks Division also maintains the grounds of City of Palmetto facilities. Other areas include: the Historic Cemetery, the Palmetto Estuary Preserve and the Gateways into the City.

Other objectives and targets to be measured throughout the year:

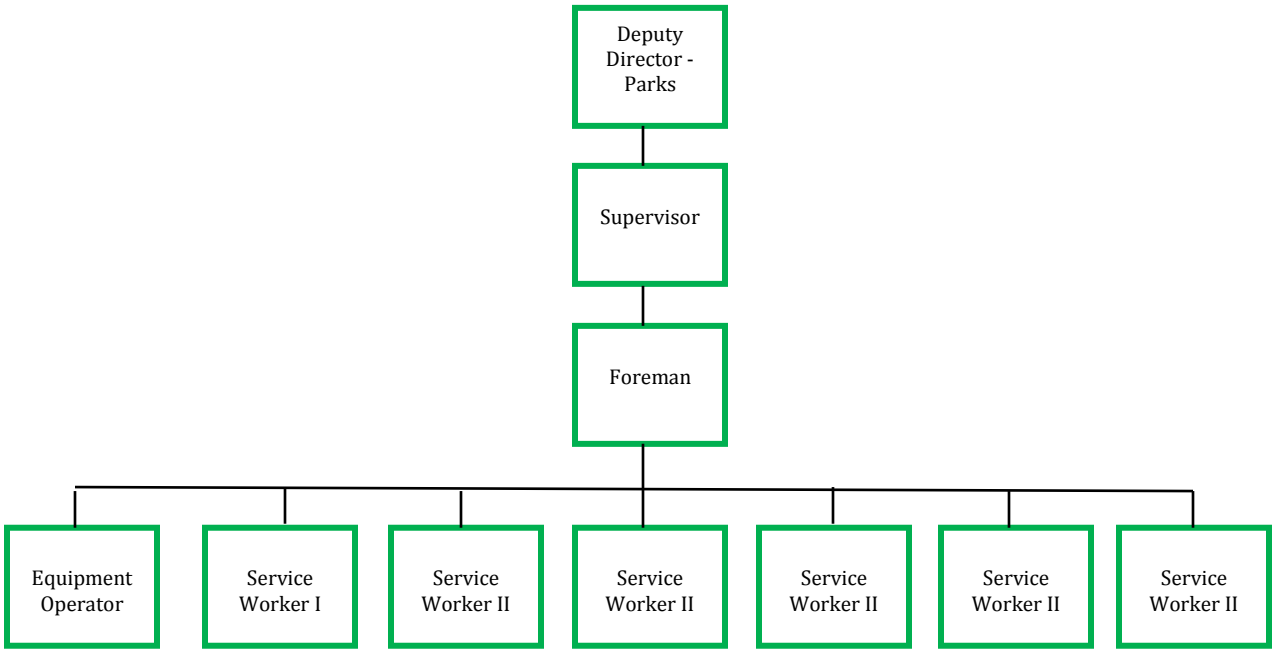
- Insure safe use of park facilities by residents/visitors/patrons.
- Mowing, fertilization, trash removal, and trimming at all 10+ park locations
- Total maintenance of trees throughout the City park system.
- Issue permits for all tree removals.
- Repair and replace all vandalized buildings/facilities within 24 hours of the incident.
- Removal of graffiti in parks and neighborhood areas.
- Plant and maintain landscaping throughout the City.
- Clean and service all park facilities and prepare all pavilions for playground and picnic events.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of acres mowed	300+	300+	300+
Number of park rentals	113	120	150
Number of festivals	10	10	12
Number of special functions	59	65	70
Number of overtime hours	256	280	250
Number of comp hours	87	100	120

PARKS AND RECREATION DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Deputy Dir. Parks & Public Bldgs.	120/5	65,744	31,324	97,068	1.00
Foreman	107/6	35,890	19,930	55,820	1.00
Service Worker I	103/1	25,545	15,982	41,527	1.00
Service Worker II	105/6	32,554	18,657	51,211	1.00
Service Worker II	105/5	31,625	18,302	49,927	1.00
Service Worker II	105/6	32,554	18,657	51,211	1.00
Service Worker II	105/8	34,497	19,398	53,895	1.00
Service Worker II - DROP	105/10	36,555	9,762	46,317	1.00
Supervisor	112/3	41,993	22,259	64,252	1.00
		336,957	174,271	511,228	9.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Parks and Recreation Department

001-572-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
PARKS AND LANDSCAPING EXPENSES						
1201	Regular Salaries	369,871	373,173	370,153	336,957	-9.70%
1401	Overtime	4,689	4,500	5,819	4,500	0.00%
2101	FICA Taxes	28,509	28,892	28,263	26,121	-9.59%
2221	Retirement General Employee	76,934	72,017	70,914	86,928	20.70%
2301	Health and Dental Insurance	66,953	63,220	63,220	48,240	-23.70%
2302	Health Insurance -Dependent Subsidy	16,098	10,510	10,511	7,668	-27.04%
2303	Life Insurance & EAP	1,276	1,454	1,302	1,313	-9.70%
2401	Workers' Compensation	7,874	7,864	7,825	5,777	-26.54%
	PERSONNEL EXPENSES	**572,204**	**561,630**	**558,007**	**517,504**	**-7.86%**
3116	Contract Services	855	855	855	815	-4.68%
3416	Lot Clearing	-	4,000	4,000	4,000	0.00%
4051	Travel and Per Diem	-	880	-	880	0.00%
4111	Communications	932	1,080	1,080	1,080	0.00%
4212	Postage/Mailing Services	100	-	-	-	0.00%
4300	Utility Services	28,550	28,000	25,734	27,000	-3.57%
4405	Operating Lease	677	-	-	-	0.00%
4415	Rental Expenses	-	1,000	1,000	1,000	0.00%
4512	Insurance	17,765	24,132	24,132	20,900	-13.39%
4634	Repair & Maintenance	17,340	37,786	37,786	18,000	-52.36%
4751	Printing and Binding	45	100	100	100	0.00%
5112	Office Supplies	292	300	300	400	33.33%
5200	Hurricane Materials/Supplies	-	2,000	2,000	2,000	0.00%
5211	Chemicals	10,290	12,300	10,000	9,800	-20.33%
5215	Fuel and Lubricants	23,037	24,500	25,100	24,500	0.00%
5217	Irrigation Supplies	2,001	2,200	2,200	2,200	0.00%
5220	Tree and Landscape Fund	-	1,200	-	1,200	0.00%
5221	Landscaping Material	1,097	2,500	1,000	2,500	0.00%
5223	Operating Expenses	11,921	11,069	12,000	9,900	-10.56%
5239	Safety Program Expense	1,560	2,700	2,000	2,700	0.00%
5242	Small Tools/Equipment	414	3,230	3,000	8,275	156.19%
5251	Uniform Purchases and Cleaning	2,179	2,112	2,112	2,112	0.00%
5271	Fairs & Festivals	30,039	33,000	29,500	29,500	-10.61%
5272	Palmetto Historical Park	10,542	-	-	-	0.00%
5273	Historical Cemetery Maintenance	-	1,000	1,000	1,000	0.00%
5274	Agricultural Museum	9,832	2,992	2,992	2,296	-23.26%
5401	Non-Capitalized Equipment	624	4,756	5,000	1,500	-68.46%
5513	Technical/Training	-	1,000	1,000	1,000	0.00%
	OPERATING EXPENSES	**170,092**	**204,692**	**193,891**	**174,658**	**-14.67%**

General Fund - Parks and Recreation Department

001-572-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
PARKS AND LANDSCAPING EXPENSES						
6401	Machinery & Equipment	3,360	-	-	11,500	0.00%
	CAPITAL EQUIPMENT PURCHASES	**3,360**	**-**	**-**	**11,500**	**0.00%**
9390	Transfer Out - Capital Projects	-	160,632	160,632	-	-100.00%
	TRANSFERS	**-**	**160,632**	**160,632**	**-**	**-100.00%**
	TOTAL EXPENSES	**745,656**	**926,954**	**912,530**	**703,662**	**-24.09%**

Parks & Recreation Department
FY 13 Itemized Budget for Cost Center - 572

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 572 1201	Regular Salaries			
Deputy Dir Parks & Public Bldg	1	65,744	65,744	191
Foreman	1	35,890	35,890	903
Operator, Equipment- DROP	0	36,221	0	945-Moved to 541
Service Worker I	1	25,545	25,545	1438
Service Worker II	1	31,625	31,625	1272
Service Worker II	1	32,554	32,554	1217
Service Worker II	1	32,554	32,554	987
Service Worker II	1	34,497	34,497	971
Service Worker II- DROP	1	36,555	36,555	951
Supervisor	1	41,993	41,993	963
		Total	**$336,957**	
001 572 1401	Overtime			
Emergency Call outs	1	500	500	
Special Functions, Festivals	1	2,000	2,000	
Weekly Park Reservations	1	2,000	2,000	
		Total	**$4,500**	
001 572 2101	FICA Taxes			
FICA Taxes	1	25,777	25,777	
FICA Taxes	1	344	344	
		Total	**$26,121**	
001 572 2221	Retirement General Employee			
Retirement General Employee	1	1,283	1,283	Overtime
Retirement General Employee	1	85,645	85,645	
		Total	**$86,928**	
001 572 2301	Health and Dental Insurance			
Health Insurance	9	5,360	48,240	
		Total	**$48,240**	
001 572 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	9	852	7,668	
		Total	**$7,668**	
001 572 2303	Life Insurance and EAP			
Life & EAP	1	1,313	1,313	
		Total	**$1,313**	
001 572 2401	Worker's Compensation			
Workers Comp	1	75	75	Overtime
Workers Comp	1	5,702	5,702	
		Total	**$5,777**	
001 572 3116	Contract Services			
PEST CONTROL - BAIT SHOP	4	30	120	FISHING PIER
PEST CONTROL 17TH ST PARK	4	45	180	QUARTERLY
PEST CONTROL CELEBRATION CENT	4	20	80	QUARTERLY
PEST CONTROL RIVERFRONT PARK	4	10	40	QUARTERLY
SONITROL MONITORING	1	395	395	17TH ST PARK BULDS
		Total	**$815**	

Parks & Recreation Department
FY 13 Itemized Budget for Cost Center - 572

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 572 3416	Lot/Tree Clearing			
Emergency Tree Removals	1	1,500	1,500	City Wide
Mangrove Trimming	1	2,500	2,500	Riverfront Parks
		Total	**$4,000**	
001 572 4051	Travel and Per Diem			
Aquatic Classes Required CEU's	1	880	880	Lodging and Meals
		Total	**$880**	
001 572 4111	Communication			
VERIZON 737-0286 GEOFF SEGER	12	35	420	DIRECTOR PARKS
VERIZON 812-8998 JIM MICHENER	12	55	660	SUPERVISOR PARKS
		Total	**$1,080**	
001 572 4300	Utility Services			
Electricity	1	13,000	13,000	Parks
Water Usage	1	14,000	14,000	Parks
		Total	**$27,000**	
001 572 4415	Rental Expense			
Misc Rental Equipment	1	600	600	Power Tools
Port-o-let rentals	1	400	400	
		Total	**$1,000**	
001 572 4512	Insurance			
Gen Liab, Auto, Property Ins	4	5,225	20,900	Quarterly
		Total	**$20,900**	
001 572 4634	Repair & Maintenance			
New Carpet-Celebration Center	1	1,000	1,000	PUBLIC RENTALS
REPAIR & MTCE AC UNITS	1	2,000	2,000	PARK FACILITIES
REPAIR & MTCE CITY Facilities	0	11,133	0	Moved to 540
REPAIR & MTCE VEHICLES/ EQPT	1	15,000	15,000	AS NEEDED
		Total	**$18,000**	
001 572 4751	Printing and Binding			
BROCHURES/FLIERS	1	100	100	CITY PROJECTS
		Total	**$100**	
001 572 5112	Office Supplies			
GENERAL OFFICE SUPPLIES	1	100	100	CITY PROJECTS
PHOTO COPY PAPER	1	300	300	NEWS IN BRIEF/OFFICE
		Total	**$400**	
001 572 5200	Hurricane Materials/Supplies			
Emergency Hurricane Materials	1	2,000	2,000	
		Total	**$2,000**	
001 572 5211	Chemicals			
Fertilizers	1	1,500	1,500	
Herbicides	1	5,000	5,000	
Pesticides	1	3,300	3,300	
		Total	**$9,800**	

Parks & Recreation Department
FY 13 Itemized Budget for Cost Center - 572

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 572 5215	Fuel and Lubricants			
Tractors/Mowers/Small tools	1	17,000	17,000	
Vehicle / Equipment	1	7,500	7,500	
		Total	**$24,500**	
001 572 5217	Irrigation Supplies			
Irrigation Supplies	1	2,200	2,200	CITY PARKS/BUILDINGS
		Total	**$2,200**	
001 572 5221	Landscaping Materials			
GATEWAY LANDSCAPE	1	1,250	1,250	NORTH AND SOUTH
LANDSCAPE MATERIALS	1	1,250	1,250	PARKS/FACILITIES
		Total	**$2,500**	
001 572 5223	Operating Expenses			
JACKSON'S HARDWARE	1	2,000	2,000	MISC MATERIALS
Janitorial Supplies for Parks	1	5,000	5,000	WAREHOUSE ISSUES
SNACK WORKS	1	200	200	SHARED COST
Toners/Cartridges	1	2,500	2,500	NEWLETTERS/FLIERS
WATER BOY	1	200	200	SHARED COST
		Total	**$9,900**	
001 572 5239	Safety Program Expense			
MONTHLY SAFETY MEETINGS	1	700	700	ALL PARKS EMPLOYEES
Personal Protective Equipment	1	1,500	1,500	10 Employees
SFETY SHOES - DEPUTY DIR PARKS	1	50	50	
SFETY SHOES - EQPT OPERATOR	1	50	50	
SFETY SHOES - FOREMAN	1	50	50	
SFETY SHOES - SW I	1	50	50	
SFETY SHOES - SW II	1	50	50	
SFETY SHOES - SWII	1	50	50	
SFETY SHOES- SUPERVISOR	1	50	50	
SFETYY SHOES - SW II	1	50	50	
		Total	**$2,600**	
001 572 5242	Small Tools/Equipment			
EZ-UP 10'X 10' TENTS	2	250	500	FESTIVALS/EVENTS
FOLDING CHAIRS	100	18	1,800	
FOLDING TABLES - 6'	25	65	1,625	
HP DESKTOP PRINTER	1	150	150	GENERAL OFFICE USE
MISC SMALL HAND/POWER TOOLS	1	2,500	2,500	
SAFETY CONES	100	17	1,700	EVENTS/FEST,SPECIAL
		Total	**$8,275**	
001 572 5251	Uniform Purchases and Cleaning			
City Uniforms	1	2,112	2,112	9 Employees
		Total	**$2,112**	
001 572 5271	Fairs and Festivals			
Fireworks	1	29,500	29,500	July 4th
		Total	**$29,500**	

Parks & Recreation Department
FY 13 Itemized Budget for Cost Center - 572

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 572 5272	Palmetto Historical Park			
Elevator Service	0	0	0	Carnegie Library
Historical Pest Control	0	0	0	All buildings
Historical Utilities	0	0	0	
		Total	**$0**	
001 572 5273	Historical Cemetery Maintenance			
Repair/Maintenance	1	1,000	1,000	
		Total	**$1,000**	
001 572 5274	Agriculture Museum			
AG Museum Utilities	0	0	0	
Gen. Liab, Auot, Property Ins	4	574	2,296	Quarterly
Repair and Maintenance	0	0	0	
		Total	**$2,296**	
001 572 5401	Non-Capitalized Equipment			
Picnic Tables	2	750	1,500	Taylor Park
		Total	**$1,500**	
001 572 5513	Technical/Training			
Aquatic Traning	1	700	700	SEGER/WILLIAMSON
Pesticaide Training	1	300	300	PARKS EMPLOYEES
		Total	**$1,000**	
001 572 6401	Machinery and Equipment			
Gator Utility Vehicle	1	11,500	11,500	
NEW A/C SYSTEM	0	0	0	COTTAGE HOUSE
NEW A/C SYSTEM	0	0	0	POST OFFICE
NEW A/C SYSTEM	0	0	0	SCHOOL HOUSE
NEW A/C SYSTEM	0	0	0	WAR MUSEUM
		Total	**$11,500**	
		Total Budget:	**$702,362**	

Building Department
Cost Center 524

FUND: **General Fund - 001**
DEPARTMENT: **Public Works**

PRIMARY DUTIES
This department reviews applications for building and construction permits, reviews construction plans for compliance with applicable building codes, issues permits and conducts inspections to ensure new construction is build according to the building code.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

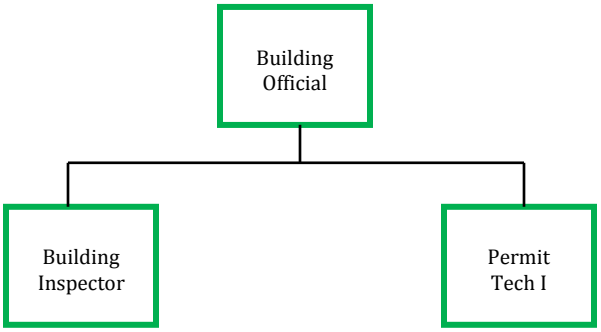
- To assess the department and streamline processes, ensure necessary staffing levels, and generally make the department more effective and efficient.
- To issue one-stop permits if the customer so desires and Plan Review staff is available.
- Increase public outreach programs and awareness of the new FEMA Flood Insurance Rate Maps that are in the process of being reviewed and adopted over the next year.
- To review plans, schematics and associated documents submitted with permit applications to ensure compliance with the Florida Building Codes.
- To issue permits that are in compliance with various other Department/Division approvals which satisfy the Land Development Code setback parameters after Zoning has approved the Building Permit Application. These setback conditions are then placed on the building permit application and site placard for the contractor to follow.
- Review and assess Water and Sewer Connection Fees and Impact Fees for new or remodeled construction where additional facilities are being added.
- Perform courtesy building code related inspections for all new commercial businesses.
- Schedule and perform all building code related inspections.
- Assure all final as-built surveys and certifications have been approved and the Fire Marshall has approved a Certificate of Occupancy or Use prior to our issuance of the final Certificate of Occupancy or Certificate of Completion.
- Verify addresses for open/expired permits when requested by lien search, banks, mortgage companies or any individual customer as requested.
- Verify Flood Elevation information, and provide the public with copies of Elevation Certificates if we have them available upon request at no charge to the customer.
- Maintain files on all active contractors, verify insurance and license.
- Work with contractors, developers, and homeowners to ensure safety, health and welfare of the general public and building codes are enforced consistently.
- Provide damage assessment and emergency permitting and inspection in a disaster event.
- Building Official is the Community Floodplain Administrator and CRS Coordinator for the City.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of permits issued	798	840	919
Number of inspections performed	1,870	2,040	2,225
Number of documents scanned	8,520	45,459	91,479

BUILDING DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Buidling Official	120/2	60,271	29,033	89,304	1.00
Building Inspector	112/14	57,756	28,082	85,838	1.00
Permit Tech I	104/1	26,821	16,379	43,200	1.00
		144,848	73,494	218,342	3.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

General Fund - Building Department

001-524-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
BUILDING DEPARTMENT EXPENSES						
1201	Regular Salaries	159,393	144,848	141,753	144,848	0.00%
1401	Overtime	-	-	174	-	0.00%
2101	FICA Taxes	12,299	11,081	10,868	11,081	0.00%
2221	Retirement General Employee	37,928	34,213	33,093	41,296	20.70%
2301	Health and Dental Insurance	8,397	18,966	17,967	16,080	-15.22%
2302	Health Insurance -Dependent Subsidy	2,019	3,153	2,880	2,556	-18.93%
2303	Life Insurance & EAP	230	547	499	547	0.00%
2401	Workers' Compensation	1,724	2,470	2,059	1,934	-21.70%
	PERSONNEL EXPENSES	**221,990**	**215,278**	**209,293**	**218,342**	**1.42%**
4051	Travel and Per Diem	135	-	371	200	0.00%
4111	Communications	296	480	580	480	0.00%
4212	Postage/Mailing Services	100	100	100	100	0.00%
4405	Operating Lease	-	200	200	-	-100.00%
4512	Insurance	3,884	3,328	3,328	3,728	12.02%
4634	Repair & Maintenance	1,362	1,000	1,000	1,000	0.00%
4751	Printing and Binding	1,187	260	260	200	-23.08%
5112	Office Supplies	338	200	403	450	125.00%
5215	Fuel and Lubricants	3,192	5,170	6,250	5,376	3.98%
5223	Operating Expenses	1,572	500	709	500	0.00%
5239	Safety Program Expense	-	50	56	-	-100.00%
5251	Uniform Purchases and Cleaning	-	200	130	375	87.50%
5412	Publications	-	-	487	-	0.00%
5513	Technical/Training	545	190	250	1,000	426.32%
9800	Building Permit Surcharge	-	14,360	5,993	-	-100.00%
	OPERATING EXPENSES	**12,611**	**26,038**	**20,117**	**13,409**	**-48.50%**
9101	Transfer to General Fund - Administrative Charges	44,373	44,373	44,373	61,907	39.52%
	TRANSFERS	**44,373**	**44,373**	**44,373**	**61,907**	**39.52%**
	TOTAL EXPENSES	**278,974**	**285,689**	**273,783**	**293,658**	**2.79%**

Building Department
FY 13 Itemized Budget for Cost Center - 524

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 524 1201	Regular Salaries			
Building Inspector	1	57,756	57,756	30
Building Official	1	60,271	60,271	1490
Permit Tech I	1	26,821	26,821	1497
		Total	**$144,848**	
001 524 2101	FICA Taxes			
FICA Taxes	1	11,081	11,081	
		Total	**$11,081**	
001 524 2221	Retirement General Employee			
Retirement General Employee	1	41,296	41,296	
		Total	**$41,296**	
001 524 2301	Health and Dental Insurance			
Health Insurance	3	5,360	16,080	
		Total	**$16,080**	
001 524 2302	Health Insurance - Dependent Subsidy			
Dependent Subsidy	3	852	2,556	
		Total	**$2,556**	
001 524 2303	Life Insurance and EAP			
Life & EAP	1	547	547	
		Total	**$547**	
001 524 2401	Worker's Compensation			
Workers Comp	1	1,934	1,934	
		Total	**$1,934**	
001 524 4051	Travel and Per Diem			
PER DIEM/BOAF CONFERENCE	1	200	200	
		Total	**$200**	
001 524 4111	Communication			
CELL 737-2240 BUILDING OFF	12	20	240	
CELL 737-2645 BUILDING INSP	12	20	240	
		Total	**$480**	
001 524 4212	Postage/Mailing Services			
POSTAGE/MAILING/CERTIFIED LET	1	100	100	
		Total	**$100**	
001 524 4512	Insurance			
Gen Liab, Auto, Property Ins	4	932	3,728	Quaterly
		Total	**$3,728**	
001 524 4634	Repair & Maintenance			
FA#17434 FORD F150 PU	1	250	250	
FA#17656 FORD F150 PU	1	250	250	
REPAIR & MAINT. TO RAMP/BLD	1	500	500	
		Total	**$1,000**	
001 524 4751	Printing and Binding			
BUILDING PERMIT PLACARDS	1	100	100	
BUSINESS CARDS	1	100	100	
		Total	**$200**	

Building Department

FY 13 Itemized Budget for Cost Center - 524

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
001 524 5112	Office Supplies			
STORAGE BOXES/GENERAL	1	450	450	
		Total	**$450**	
001 524 5215	Fuel and Lubricants			
FA#17434 FORD F150 PU	1	2,688	2,688	
FA#17646 FORD F150 PU	1	2,688	2,688	
		Total	**$5,376**	
001 524 5223	Operating Expenses			
TONER CARTRIDGES/WATER SERVI	1	500	500	
		Total	**$500**	
001 524 5251	Uniform Purchases and Cleaning			
CITY SHIRTS-BLDG INSPECTOR	5	25	125	
CITY SHIRTS-BLDG OFFICIAL	5	25	125	
CITY SHIRTS-PERMITTING TECH	5	25	125	
		Total	**$375**	
001 524 5513	Technical/Training			
TECHNICAL-FEMA-FBC TRAINING CS	1	1,000	1,000	
		Total	**$1,000**	
001 524 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	61,907	61,907	
		Total	**$61,907**	
		Total Budget:	**$293,658**	

"The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it."

Theodore Roosevelt

General Fund Grants
Cost Center 700

FUND: **General Fund - 001**
DEPARTMENT: **City-Wide**

Primary Duties:

This Cost Center accounts for the grant activities of the General Fund and includes grants for general government activities. Three grants are included in this section for reporting purposes only as these grants were expended during fiscal year 2012. These include the Mobile Encryption grant for the Police Department and the Clean Air and Energy Initiative grants for energy efficiencies within the city.

Three additional grants have been budgeted for the 2013 fiscal year, all of which are for Police Department upgrades. A grant for additional bulletproof vests is a grant that is generally received each year and is budgeted for 2013. A second grant for police upgrades is one for upgrades to police car technology and software, and the third is for upgraded technology in the interview rooms at the Police Department.

Goals and Objectives

- The 2012 grants were to make the City more energy efficient, reduce expenses through greater efficiencies and assist the police officers in making the city safer through updated technology.
- Energy grants added better lighting to make the public areas safer and more attractive.
- The 2013 grants are to improve the safety of the officers through the bulletproof vest protection and higher and faster identification through updated technology in the police cars.

General Fund - Grant Funding

ACCT #	ACCOUNT/GRANT DESCRIPTION	GRANT STATUS	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	PROJECTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND GRANTS							
BYRNE GRANT - BULLETPROOF VEST		**ENDS 9/20/2011**					
	Department of Justice - Grantor	**In Progress**					
	CFDA #16.607						
	REVENUE						
001-331-2400-9006							
	Bulletproof Vest Grant		185	3,000	1,671	1,329	44.30%
	TOTAL GRANT REVENUE		185	3,000	1,671	1,329	44.30%
	EXPENSES						
001-521-5242-9006							
	Bulletproof Vest Grant - matching		-	1,372	1,372	1,027	74.85%
001-701-5242-9006							
	Bulletproof Vest Grant		-	2,398	1,329	1,027	42.83%
	TOTAL GRANT EXPENDITURES		-	3,770	2,701	2,054	0.00%
	NET TOTAL GRANT EXPENDITURES		(185)	770	1,030	725	94.16%
PD PORTABLE/MOBILE RADIO ENCRYPTION GRANT							
	Bureau of Justice Assistance	**ENDS 9/30/2013**					
	ARRA Grant - CFDA #16.804	**In Progress**					
	REVENUE						
001-331-2400-9012							
	PD Radio Encryption Grant		-	27,600	27,600	-	0.00%
	TOTAL GRANT REVENUE		-	27,600	27,600	-	0.00%
	EXPENSES						
001-701-6401-9012							
	PD Radio Encryption Grant		-	27,600	27,600	-	0.00%
	TOTAL GRANT EXPENDITURES		-	27,600	27,600	-	0.00%
	NET TOTAL GRANT EXPENDITURES		-	-	-	-	0.00%

General Fund - Grant Funding

ACCT #	ACCOUNT/GRANT DESCRIPTION	GRANT STATUS	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	PROJECTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND GRANTS							
BYRNE MEMORIAL GRANT - IN CAR TECHNOLOGY							
	CFDA #16.804	**ENDS 9/30/2014**					
		In Progress					
	REVENUE						
001-331-2400-9016							
	PD In-Car Technology Grant		-	21,925	17,645	4,280	19.52%
	TOTAL GRANT REVENUE		-	21,925	17,645	4,280	19.52%
	EXPENSES						
001-701-3101-9016							
	PD-In-Car Technology Grant - Consulting		-	4,280	-	4,280	100.00%
001-701-5223-9016							
	PD-In-Car Technology Grant - Software		-	17,645	17,645	-	0.00%
	TOTAL GRANT EXPENDITURES		-	21,925	17,645	4,280	19.52%
	NET TOTAL GRANT EXPENDITURES		-	-	-	-	0.00%
RAPID ID/INTERVIEW ROOM GRANT							
	CFDA # 2012-DJ-BX-0152	**ENDS 9/30/**					
		In Progress					
	REVENUE						
001-331-2400-9017							
	PD Rapid ID/Interview Room Revenue		-	15,807	-	15,807	100.00%
	TOTAL GRANT REVENUE		-	15,807	-	15,807	100.00%
	EXPENSES						
001-701-3101-9014							
	PD Rapid ID/Interview Room Consulting		-	1,214	-	1,214	100.00%
001-701-6401-9017							
	PD Rapid ID/Interview Room Equipment		-	14,593		14,593	100.00%
	TOTAL GRANT EXPENDITURES		-	15,807	-	15,807	100.00%
	NET TOTAL GRANT EXPENDITURES		-	-	-	-	0.00%
FLORIDA ENERGY AND CLIMATE COMMISSION - ENERGY INITIATIVE							
	CFDA #81.041	**ENDS 3/31/2012**					
		In Progress					
	REVENUE						
001-331-1000-9013							
	FECC - Energy Initiative		29,702	84,447	84,447	-	0.00%
	TOTAL GRANT REVENUE		29,702	84,447	84,447	-	0.00%

General Fund - Grant Funding

ACCT #	ACCOUNT/GRANT DESCRIPTION	GRANT STATUS	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	PROJECTED BUDGET 2013	% CHANGE OF BUDGET
GENERAL FUND GRANTS							
	EXPENSES						
001-704-3101-9013							
	FECC - Consulting		21,680	35,374	35,374	-	0.00%
001-704-4634-9013							
	FECC - Repair and Maintenance		8,022	8,022	8,022	-	0.00%
001-704-6401-9013							
	FECC - Equipment		-	41,051	41,051	-	0.00%
	TOTAL GRANT EXPENDITURES		29,702	84,447	84,447	-	0.00%
	NET TOTAL GRANT EXPENDITURES		-	-	-	-	0.00%
FLORIDA ENERGY AND CLIMATE COMMISSION - CLEAN AIR ENERGY GRANT							
	CFDA #81.041	**ENDS 3/31/2012**					
		In Progress					
	REVENUE						
001-331-1000-9015							
	ARS050 - Palmetto Clean Energy		-	287,760	258,484	-	0.00%
	TOTAL GRANT REVENUE		-	287,760	258,484	-	0.00%
	EXPENSES						
001-704-3116-9015							
	ARS050 Grant - Contract Services		-	26,160	-	-	0.00%
001-704-4751-9015							
	ARS050 Grant - Printing		-	1,000	-	-	0.00%
001-704-6300-9015							
	ARS050 Grant - Improvements not Buildings		-	900	300	-	0.00%
001-704-6401-9015							
	ARS050 Grant - Machinery		-	127,100	127,059	-	0.00%
001-704-6402-9015							
	ARS050 Grant - Equipment		-	132,600	131,125	-	0.00%
	TOTAL GRANT EXPENDITURES		-	287,760	258,484	-	0.00%
	NET TOTAL GRANT EXPENDITURES		-	-	-	-	0.00%
	TOTAL GENERAL FUND GRANT REVENUE		**29,887**	**440,539**	**389,847**	**21,416**	**4.86%**
	TOTAL GENERAL FUND GRANT OPERATING EXPENSES		**29,702**	**97,465**	**63,742**	**7,548**	**7.74%**
	TOTAL GENERAL FUND GRANT CAPITAL EXPENDITURES		**-**	**343,844**	**327,135**	**14,593**	**4.24%**
	NET GENERAL FUND GRANT EXPENDITURES		**(185)**	**770**	**1,030**	**725**	**94.16%**

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, 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 county fair. 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 with the City and grant monies. On these joint projects, the funds will be transferred into the Joint Capital Projects Fund, Fund 390.

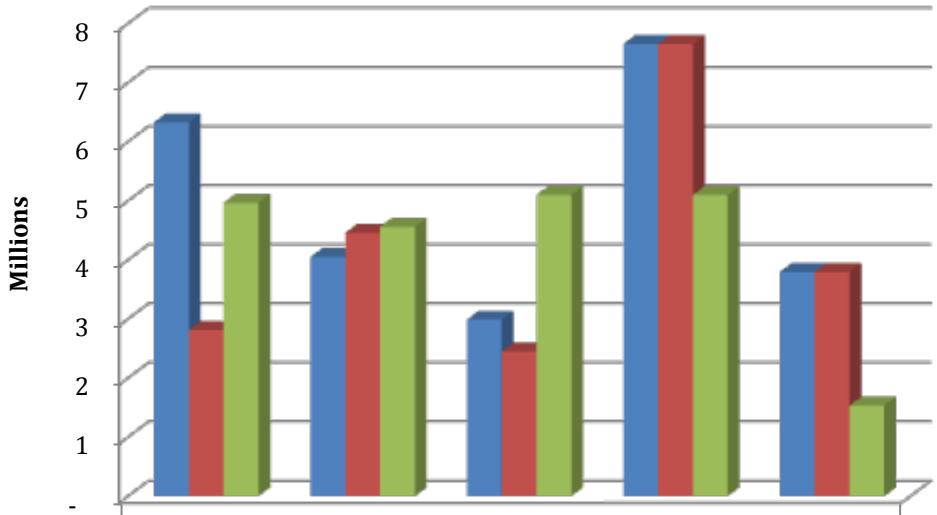
CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)					
BEGINNING FUND BALANCES	**4,559,766**	**5,100,453**	**5,100,453**	**1,532,567**	**-69.95%**
REVENUES/SOURCES					
Tax Increment Funds (TIF)	2,882,564	2,703,409	2,703,409	2,516,892	-6.90%
Grants	57,155	-	-	-	0.00%
Charges for Services	14,773	4,200	3,287	2,000	-52.38%
Interest Revenue	29,403	29,950	29,950	29,950	0.00%
Miscellaneous	3,642	3,000	3,109	-	0.00%
Non-Cash Revenue Sources	4,249	4,913,139	-	1,247,490	-74.61%
TOTAL REVENUES/SOURCES	**2,991,786**	**7,653,698**	**2,739,755**	**3,796,332**	**-50.40%**
EXPENSES					
Personnel	274,299	298,391	276,760	265,969	-10.87%
Operating Expenses	268,832	423,166	418,915	361,226	-14.64%
Community Programs and Special Projects	1,290,474	1,763,896	1,224,660	966,101	-45.23%
Capital Expenses	81,010	3,625,199	3,440,199	1,140,000	-68.55%
Debt Service	378,051	867,877	271,938	1,017,097	17.19%
Transfers Out	158,433	675,169	675,169	45,939	-93.20%
TOTAL EXPENDITURES	**2,451,099**	**7,653,698**	**6,307,641**	**3,796,332**	**-50.40%**
Excess Revenue Over (Under) Expenditures	540,687	-	(3,567,886)	-	0.00%
Fund Balance, End of Year	**5,100,453**	**5,100,453**	**1,532,567**	**1,532,567**	**-69.95%**

190-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CRA FUND REVENUE/SOURCES						
	TAX INCREMENT FUNDS (TIF)					
369-4700	Tax Increment Funds-Manatee County	1,638,624	1,485,097	1,485,097	1,377,370	-7.25%
369-4900	Tax Increment Funds-Palmetto	1,243,940	1,218,312	1,218,312	1,139,522	-6.47%
	TAX INCREMENT FUNDS (TIF)	**2,882,564**	**2,703,409**	**2,703,409**	**2,516,892**	**-6.90%**
	GRANTS					
334-4900-9011	(TRIP) US41 (8th) and Riverside	57,155	-	-	-	0.00%
	GRANTS	**57,155**	**-**	**-**	**-**	**0.00%**
	CHARGES FOR SERVICES					
341-0100	GIS Reimbursement	13,473	-	-	-	0.00%
347-4500	Festival Revenue	-	3,000	3,187	2,000	-33.33%
347-9000	Movie Projector Rental	1,300	1,200	100	-	-100.00%
	CHARGES FOR SERVICES	**14,773**	**4,200**	**3,287**	**2,000**	**-52.38%**
	INTEREST REVENUE					
361-0100	Investment Earnings	29,403	29,950	29,950	29,950	0.00%
	INTEREST REVENUE	**29,403**	**29,950**	**29,950**	**29,950**	**0.00%**
	MISCELLANEOUS REVENUE					
369-0300	Other Misc Revenue/Sponsorship	3,000	3,000	3,000	-	0.00%
369-6800	Other Misc-Refund Prior Year Expense	642	-	109	-	0.00%
	MISCELLANEOUS REVENUE	**3,642**	**3,000**	**3,109**	**-**	0.00%
	NON-CASH REVENUE SOURCES					
383-7000	Capital Lease Inception	4,249	-	-	-	0.00%
369-6900	2007 Loan Proceeds	-	712,563	-	645,915	-9.35%
381-9000	Funding Provided from Equity	-	4,158,780	-	601,575	-85.53%
399-0000	Funding Provided from Equity for Outstanding Enc.	-	41,796	-	-	-100.00%
	NON-CASH REVENUE SOURCES	**4,249**	**4,913,139**	**-**	**1,247,490**	**-74.61%**
	TOTAL CRA REVENUES	**2,991,786**	**7,653,698**	**2,739,755**	**3,796,332**	**-50.40%**

CRA FUND – 190

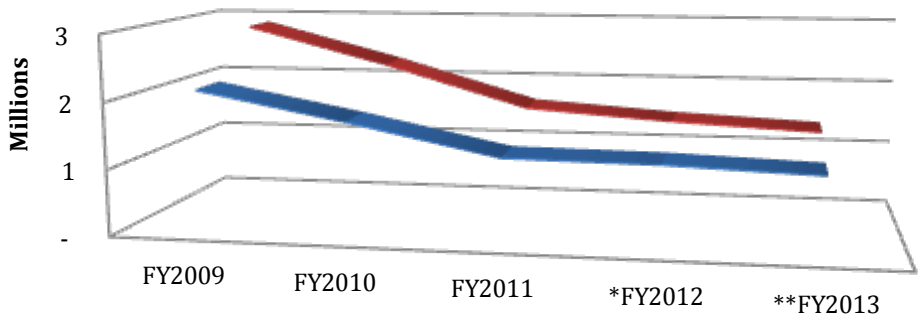
5-Year Revenue, Expense and Fund Balance



	FY2009	FY2010	FY2011	*FY2012	**FY2013
Revenue	6,329,395	4,049,028	2,987,540	7,653,698	3,796,332
Expense	2,813,177	4,456,248	2,446,853	7,653,698	3,796,332
Fund Balance	4,966,986	4,559,766	5,100,453	5,100,453	1,532,567

***Projected **Estimated**

5- Year History of Tax Incremental Funds (TIF)



	FY2009	FY2010	FY2011	*FY2012	**FY2013
Tax Increment Funds - City of Palmetto	2,121,201	1,702,554	1,243,940	1,218,312	$1,139,522
Tax Increment Funds - Manatee County	2,863,588	2,286,282	1,638,625	1,485,097	$1,377,370

- TIF Funds from the City decreased 46% from FY2009
- TIF Funds from Manatee County Decreased 51% from FY2009

Community Redevelopment Agency (CRA)
Cost Center 559

FUND: CRA Fund - 190
DEPARTMENT: CRA

PRIMARY DUTIES

The elimination and/or minimization of slum and blighted areas in the designated Community Redevelopment Area.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- Improve community public safety and crime prevention.
- Increase community compliance with City's codes and standards.
- Improve the internal and external community image.
- Better guarantee accountability to local and state mandates.
- Nurture a robust and diverse community economy.
- Assist city upgrade of community infrastructure.

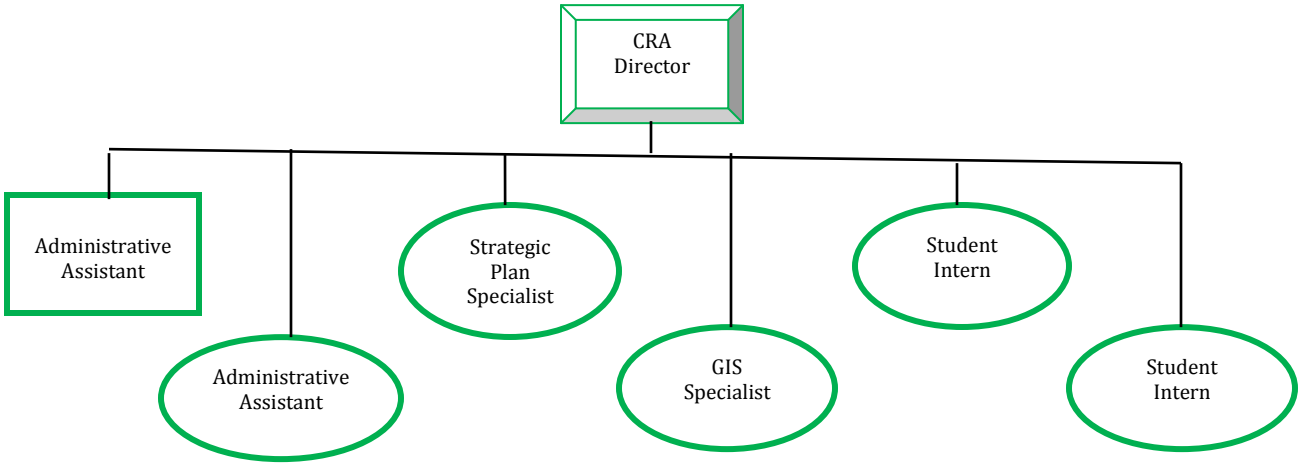
WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Projects started	2	2	1
Projects completed	1	3	1
Storefront grants awarded	9	11	6
Job incentives awarded	0	2	3

CRA sponsors the maintenance on the City's Historical Park to preserve the heritage of the City.

COMMUNITY REDEVELOPMENT AGENCY
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Administrative Assistant	108/6	37,685	20,105	57,790	1.00
CRA Director	122S/2	78,660	35,188	113,848	1.00
Total CRA - Full Time		116,345	55,293	171,638	2.00
Administrative Assistant - PT 30 hrs week	108P/0	23,753	1,892	25,646	0.75
Strategic Plan Specialist PT - Temporary 30 Hrs week	103P/8	23,467	1,869	25,336	0.75
GIS Specialist	112/8	24,269	1,933	26,203	0.50
Student Intern	101P/0	5,626	448	6,075	0.50
Student Intern	101P/0	5,626	448	6,075	0.50
Total CRA - Part Time		82,742	6,591	89,334	3.00
TOTAL CRA FUND		**199,087**	**61,884**	**260,972**	**5.00**

COST CENTER ORGANIZATIONAL CHART



LEGEND

CRA Fund - Community Redevelopment Agency

190-559-Project #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY EXPENSES						
1101	Executive Salaries	73,853	78,660	78,660	78,660	0.00%
1201	Regular Salaries	64,878	37,685	37,571	37,685	0.00%
1301	Part Time Wages	55,358	114,614	96,731	82,740	-27.81%
1401	Overtime	6,965	5,000	5,000	5,000	0.00%
2101	FICA Taxes	15,345	17,706	16,013	15,230	-13.98%
2221	Retirement General Employees	35,508	28,662	26,369	33,170	15.73%
2301	Health and Dental Insurance	17,476	12,644	13,575	10,720	-15.22%
2302	Health Insurance -Dependent Subsidy	4,202	2,102	2,102	1,704	-18.93%
2303	Life Insurance & EAP	323	431	408	431	0.00%
2401	Workers' Compensation	391	887	331	629	-29.09%
	PERSONNEL EXPENSES	**274,299**	**298,391**	**276,760**	**265,969**	**-10.87%**
3101	Consulting	43,992	84,722	84,722	25,000	-70.49%
3103	Membership Dues	6,995	6,595	6,595	5,995	-9.10%
3106	Attorney	29,564	30,960	30,960	76,360	146.64%
3116	Contract Services	3,709	4,912	4,912	4,833	-1.61%
3442	Building Demolition	3,915	25,000	25,000	15,000	-40.00%
4051	Travel and Per Diem	2,695	1,900	1,900	3,250	71.05%
4111	Communications	1,580	3,290	3,290	2,980	-9.42%
4212	Postage/Mailing Services	100	960	960	950	-1.04%
4300	Utility Services	3,964	4,800	5,000	4,500	-6.25%
4405	Operating Lease	4,418	7,662	7,662	5,136	-32.97%
4415	Rental Expenses	28,555	29,771	29,771	31,020	4.20%
4512	Insurance	8,534	9,210	8,700	8,700	-5.54%
4634	Repair and Maintenance	4,617	2,500	2,500	2,500	0.00%
4751	Printing and Binding	625	1,600	1,600	850	-46.88%
4891	Promotional Advertising	16,886	29,924	29,924	23,000	-23.14%
4996	Bank Service Charges	4,709	2,200	7,500	6,500	195.45%
5112	Office Supplies	820	1,500	1,500	1,250	-16.67%
5215	Fuel and Lubricants	832	2,000	848	1,500	-25.00%
5223	Operating Expenses	7,144	11,595	8,000	5,000	-56.88%
5242	Small Tools/Equipment	922	1,384	1,000	1,000	-27.75%
5271	Fairs and Festivals	82,024	124,490	124,490	112,500	-9.63%
5272	Palmetto Historical Park	-	11,456	11,456	10,652	-7.02%
5274	Ag Museum	-	14,554	13,000	8,250	-43.31%
5401	Non-Capitalized Equipment	2,828	5,576	5,000	1,000	-82.07%
5412	Publications	151	-	125	-	0.00%
5513	Technical/Training	9,253	4,605	2,500	3,500	-24.00%
	OPERATING EXPENSES	**268,832**	**423,166**	**418,915**	**361,226**	**-14.64%**

CRA Fund - Community Redevelopment Agency

190-559-Project #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY EXPENSES						
6100	Land	-	1,400,000	1,330,000	-	-100.00%
6200	Building Improvements	-	7,700	7,700	-	-100.00%
6300	Improvments not Buiildings	11,249	13,193	13,193	-	-100.00%
6401	Machinery and Equipment	2,680	3,600	3,600	-	0.00%
	CAPITAL PURCHASES	**13,929**	**1,424,493**	**1,354,493**	**-**	**-100.00%**
6300-9011	(TRIP) US41 (8th) and Riverside	22,168	-	-	-	0.00%
701-6300-9011	(TRIP) US41 (8th) and Riverside	22,168	-	-	-	0.00%
6300-1101	MLK Park	-	29,368	29,368	690,000	2249.50%
6300-1103	Riverfront Project	-	62,513	62,513	-	-100.00%
6300-1104	Lamb/Sutton Park	7,380	1,368,118	1,368,118	-	-100.00%
6300-1105	5th Street	15,365	575,000	575,000	-	-100.00%
6300-1201	Linear Trail Park	-	50,707	50,707	-	-100.00%
6300-1202	Riverside Park	-	115,000	-	-	-100.00%
6300-1301	MMEP Project	-	-	-	450,000	0.00%
	CAPITAL PROJECTS	**67,081**	**2,200,706**	**2,085,706**	**1,140,000**	**-48.20%**
7101	Principal - Lease	110,664	9,562	9,562	1,069	-88.82%
7169	CRA - 06 Loan Principle	219,750	788,752	219,750	955,977	21.20%
7201	Interest Expense - Lease	2,662	165	165	51	-69.09%
7269	CRA - 06 Loan Interest Expense	44,975	69,398	42,461	60,000	-13.54%
	DEBT SERVICE	**378,051**	**867,877**	**271,938**	**1,017,097**	**17.19%**
8211	Commercial Renovation	69,266	103,392	103,392	50,000	-51.64%
8212	Community Renovation Program	1,193,940	844,142	803,906	720,859	-14.60%
8213	Tax Abatement Program	-	56,560	56,560	56,560	0.00%
8214	CRA Community	4,245	177,100	177,100	6,100	-96.56%
8215	Job Incentive	-	500,000	-	19,582	-96.08%
8216	General Property Upgrades	-	-	-	50,000	0.00%
8221	Residential Revitalization Program	23,027	82,702	83,702	63,000	-23.82%
	COMMUNITY PROGRAMS	**1,290,478**	**1,763,896**	**1,224,660**	**966,101**	**-45.23%**

CRA Fund - Community Redevelopment Agency

190-559-Project #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY EXPENSES						
9101	Transfer out - Administration Charges	43,812	55,048	55,048	45,939	-16.55%
9541	Transfer out - Ward I Phase II	43,000	37,621	37,621	-	-100.00%
9390-1105	Transfer out - 5th St. SWFWMD Grant	-	582,500	582,500	-	-100.00%
9307-1107	Transfer Out - Haben Blvd Roundabout	71,621	-	-	-	0.00%
	TRANSFERS	**158,433**	**675,169**	**675,169**	**45,939**	**-93.20%**
	TOTAL EXPENSES	**2,451,103**	**7,653,698**	**6,307,641**	**3,796,332**	**-50.40%**

Community Redevelopment Agency
FY 13 Itemized Budget for Cost Center - 559

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
190 559 1101	Executive Salaries			
CRA Director	1	78,660	78,660	1481
		Total	**$78,660**	
190 559 1201	Regular Salaries			
Administrative Assistant	1	37,685	37,685	1258
		Total	**$37,685**	
190 559 1301	Part Time Wages			
Administrative Assistant	1	23,753	23,753	1473
GIS Specialist	1	24,269	24,269	1470
Strategic Plan Specialist	1	23,466	23,466	1471
Student Intern	1	5,626	5,626	1493
Student Intern	1	5,626	5,626	1500
		Total	**$82,740**	
190 559 1401	Overtime			
Overtime	1	5,000	5,000	
		Total	**$5,000**	
190 559 2101	FICA Taxes			
Full Time FICA	1	8,900	8,900	
Part time FICA	1	6,330	6,330	
		Total	**$15,230**	
190 559 2221	Retirement General Employee			
Full Time Pension	1	33,170	33,170	
		Total	**$33,170**	
190 559 2301	Health and Dental Insurance			
Health Insurance	2	5,360	10,720	
		Total	**$10,720**	
190 559 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	2	852	1,704	
		Total	**$1,704**	
190 559 2303	Life Insurance and EAP			
Life and EAP	1	431	431	
		Total	**$431**	
190 559 2401	Worker's Compensation			
Full time Workers Comp	1	368	368	
Part time Workers Comp	1	261	261	
		Total	**$629**	
190 559 3101	Consulting			
Comp Plan Amendments	1	5,000	5,000	
Create DCOMC Redevel. Criteria	1	15,000	15,000	
Create GCOM Redevel. Criteria	1	5,000	5,000	
		Total	**$25,000**	

Community Redevelopment Agency
FY 13 Itemized Budget for Cost Center - 559

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
190 559 3103	Membership Dues			
BROWNFIELD ANNUAL DUES	1	100	100	
EDC DUES	1	5,000	5,000	
FRA MEMBERSHIP	1	895	895	
		Total	**$5,995**	
190 559 3106	Attorneys Fees - Contracted Services			
General Legal Fees-CRA portion	0	240,000	45,600	19% of total
Litigation Legal Fees-CRA	1	30,000	30,000	CRA portion
Misc Expense - Recording Fees	0	4,000	760	19% CRA portion
		Total	**$76,360**	
190 559 3116	Contract Services			
ALARM SYSTEM	12	32	383	
CLEANING SERVICES	26	125	3,250	
CRA LAWN MAINTENANCE	0	80	0	
DRINKING WATER SERVICE	12	25	300	WATERBOY
HVAC ANNUAL MAINTENANCE	2	100	200	LEASE REQ 2 X'S/YR
LAWN MAINT	0	130	0	7TH AVE/4TH ST W
NEWSPAPER	1	180	180	BRADENTON HERALD
PEST CONTROL	4	30	120	
SNACKWORKS	1	400	400	COFFEE,TEA,SUPPLIES
		Total	**$4,833**	
190 559 3442	Building Demolition			
Building Demolition	1	15,000	15,000	
		Total	**$15,000**	
190 559 4051	Travel and Per Diem			
ANNUAL FRA CONFERENCE	1	2,250	2,250	
Other Travel	1	1,000	1,000	
		Total	**$3,250**	
190 559 4111	Communication			
CELL PHONE	12	100	1,200	DIRECTOR
WEBSITE HOSTING FEE	12	65	780	MTHLY MAINTENANCE
WEBSITE UPDATES	1	1,000	1,000	
		Total	**$2,980**	
190 559 4212	Postage/Mailing Services			
CH Postage Meter	4	13	50	Quarterly
CRA POSTAGE	1	900	900	
		Total	**$950**	
190 559 4300	Utility Services			
Utility Services	1	4,500	4,500	
		Total	**$4,500**	
190 559 4405	Operating Lease			
Canon C5035 - Lease	12	203	2,436	Payment 15-26 of 36
Canon C5035 - Maint	12	225	2,700	Quarterly
		Total	**$5,136**	

Community Redevelopment Agency
FY 13 Itemized Budget for Cost Center - 559

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
190 559 4415	Rental Expense			
CRA LEASE	12	2,585	31,020	EXPIRES 12/2014
		Total	**$31,020**	
190 559 4512	Insurance			
Gen. Liab, Auto, Property Ins	1	8,700	8,700	Oct 12
		Total	**$8,700**	
190 559 4634	Repair & Maintenance			
CRA OFFICE	1	2,500	2,500	REQ IN LEASE
		Total	**$2,500**	
190 559 4751	Printing and Binding			
BUSINESS CARDS	1	100	100	
CRA BROCHURES	1	750	750	RE-ORDER
		Total	**$850**	
190 559 4891	Promotional Advertising			
ADVERTISING	1	4,000	4,000	
BANNERS & FLYERS	0	2,500	0	
BILLBOARD ADVERTISING	2	2,500	5,000	QUARTERLY
MOVIE IN THE PARK	1	4,000	4,000	
NEWSPAPER ADVERTISING	0	4,000	0	
Social Media Advertising	1	10,000	10,000	
		Total	**$23,000**	
190 559 4996	Bank Service Charges			
Bank Charges	12	542	6,500	
		Total	**$6,500**	
190 559 5112	Office Supplies			
PAPER, PENS, INK, ECT	1	1,250	1,250	
		Total	**$1,250**	
190 559 5215	Fuel and Lubricants			
FUEL & OIL CHANGES	1	1,500	1,500	
		Total	**$1,500**	
190 559 5223	Operating Expenses			
COMMUNITY MEETINGS	1	3,000	3,000	COMM/BDS MTGS ECT
GENERAL OPERATING EXPENSE	1	2,000	2,000	
		Total	**$5,000**	
190 559 5242	Small Tools/Equipment			
MISC ITEMS	1	1,000	1,000	
		Total	**$1,000**	
190 559 5271	Fairs and Festivals			
4TH OF JULY FESTIVAL	1	80,000	80,000	
MANATEE COUNTY FAIR	1	7,500	7,500	BOOTH/TICKETS/BAGS
MULTI-CULTURAL EVENT	1	25,000	25,000	
		Total	**$112,500**	

Community Redevelopment Agency
FY 13 Itemized Budget for Cost Center - 559

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
190 559 5272	Palmetto Historical Park			
AC Maintenance	1	725	725	
CARNEGIE LIBRARY LICENSE RENE	1	75	75	BUREAU OF ELEV SAFET
ELEVATOR SERVICE	4	460	1,840	QUARTERLY
PEST CONTROL	4	128	512	ALL BUILDINGS
UTILITIES-FPL	12	475	5,700	YEARLY
UTILITIES-WATER	12	150	1,800	
		Total	**$10,652**	
190 559 5274	Agriculture Museum			
AC Maintenance	1	450	450	
UTILITIES-FPL	12	600	7,200	
UTLITIES-WATER	12	50	600	
		Total	**$8,250**	
190 559 5401	Non-Capitalized Equipment			
OFFICE FURNISHINGS	1	1,000	1,000	
		Total	**$1,000**	
190 559 5513	Technical/Training			
ANNUAL CRA BOARD TRAINING	1	1,000	1,000	
GENERAL TRAINING	1	2,500	2,500	
		Total	**$3,500**	
190 559 6300 1101	Improvement not Building - Lamb/Sutton Park			
MATCHING SWFMD GRANT	1	690,000	690,000	
		Total	**$690,000**	
190 559 6300 1104	Improvement not Building - MLK Park			
Lamb/Sutton Park	0	250,000	0	
		Total	**$0**	
190 559 6300 1301	Improvement not Building - Multi Modal Encha			
MMEP Project	1	450,000	450,000	
		Total	**$450,000**	
190 559 7101	Lease Principal Payments			
FA#20061 Mitel Phone System	4	267	1,069	Payment# 7-10 of 16
		Total	**$1,069**	
190 559 7169	CRA - CIP 06 - Loan Principal			
CRA Loan Principal	1	219,750	219,750	$ From Loan Proceeds
Sale of Land Proceeds	1	736,227	736,227	Restricted
		Total	**$955,977**	
190 559 7201	Lease Interest Payments			
FA#20061 Mitel Phone System	4	13	51	Payment# 7-10 of 16
		Total	**$51**	
190 559 7269	CRA CIP06 Loan Interest			
CRA Loan Interest	1	60,000	60,000	
		Total	**$60,000**	
190 559 8211	Commercial Renovation			
STOREFRONT GRANT	1	50,000	50,000	
		Total	**$50,000**	

Community Redevelopment Agency
FY 13 Itemized Budget for Cost Center - 559

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
190 559 8212	Community Renovation Program			
Code Enforcement SubPlan	1	33,880	33,880	
PD Subplan	1	678,479	678,479	
PW Admin Subplan	1	8,500	8,500	
		Total	**$720,859**	
190 559 8213	Tax Abatement Program			
PUBLIX TAX ABATEMENT	1	56,560	56,560	
		Total	**$56,560**	
190 559 8214	CRA Community			
8TH AVE RIGHT-OF-WAY	0	150,000	0	PLUS ENCUMBERANCE
MURALS	1	4,000	4,000	
Palmetto Utilities	12	175	2,100	
		Total	**$6,100**	
190 559 8215	Jobs Incentive			
Jobs Incentives	1	19,582	19,582	
		Total	**$19,582**	
190 559 8216	General Property Upgrade			
GENERAL PROPERTY UPGRADES	1	50,000	50,000	
		Total	**$50,000**	
190 559 8221	Residential Revitalization			
RESIDENTIAL REHAB	1	63,000	63,000	
		Total	**$63,000**	
190 559 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	45,939	45,939	
		Total	**$45,939**	
		Total Budget:	**$3,796,332**	

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 which is managed by the Superintendent of Public Works from the General Fund. The cost center then reimburses the General Fund through transfers, for the services it provides.

- Road and Bridge – Cost Center 541

Gas taxes account for 87% of this fund's revenue source before funding from equity in the amount of $352,162 for capital projects. The remaining 13% comes from miscellaneous interest and service related revenues.

This fund is currently the most financially stable of the City's funds with usable fund balance over twelve months of 2013 expense levels. With this stability, it supports the Stormwater Fund through subsidizing operating activities and the Reuse Fund's capital projects as well as street related capital projects.

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

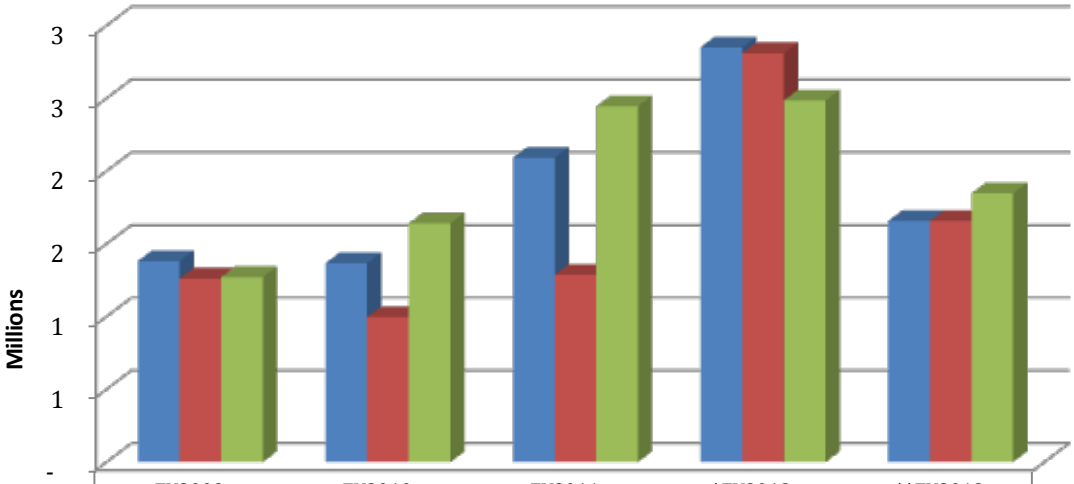
ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
ROAD AND BRIDGE FUND					
BEGINNING FUND BALANCES	**1,640,794**	**2,444,555**	**2,444,555**	**1,846,224**	**-24.48%**
Taxes	1,103,817	1,105,758	1,079,906	1,050,471	-5.00%
Impact Fees	1,211	4,846	4,846	-	0.00%
Intergovernmental Revenue	163,252	721,439	685,492	129,092	-82.11%
Charges for Services	84,138	85,520	86,231	84,496	-1.20%
Interest Revenue	12,343	16,249	16,325	16,325	0.47%
Miscellaneous	-	1,210	1,210	600	0.00%
Transfers In	725,955	37,621	37,621	-	-100.00%
Debt/Lease Proceeds	-	200,000	198,000	22,750	-88.63%
Non-Revenue Sources	-	676,824	-	352,163	-47.97%
TOTAL REVENUES	**2,090,716**	**2,849,467**	**2,109,631**	**1,655,897**	**-41.89%**
EXPENSES					
Personnel	180,333	195,530	198,179	244,276	24.93%
Operating Expenses	389,602	469,643	405,866	521,182	10.97%
Capital Expenses	127,270	1,518,932	1,483,257	81,192	-94.65%
Debt Service	182,102	226,936	221,757	246,488	8.62%
Transfers Out	407,648	398,903	398,903	562,759	41.08%
TOTAL EXPENDITURES	**1,286,955**	**2,809,944**	**2,707,962**	**1,655,897**	**-41.07%**
Excess Revenue Over (Under) Expenditures	803,761	39,523	(598,331)	-	-100.00%
Fund Balance, End of Year	**2,444,555**	**2,484,078**	**1,846,224**	**1,846,224**	**-25.68%**

307-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
ROAD AND BRIDGE FUND REVENUE/SOURCES						
	TAXES					
312-3000	9th Cent Gas Tax	70,733	67,950	61,962	64,553	-5.00%
312-4100	$.04 Local Gas Tax-Manatee County	394,739	397,968	383,570	378,070	-5.00%
312-4101	5th and 6th Cent Gas Tax	198,814	199,520	198,747	189,544	-5.00%
312-4201	5 Cent Second Local Option Gas Tax	439,531	440,320	435,627	418,304	-5.00%
	FUEL TAXES	**1,103,817**	**1,105,758**	**1,079,906**	**1,050,471**	**-5.00%**
	IMPACT FEES					
324-3100	Impact Fees - Residential - Roads	1,211	2,423	2,423	-	0.00%
324-3200	Impact Fees - Commercial - Roads	-	2,423	2,423	-	0.00%
	IMPACT FEES	**1,211**	**4,846**	**4,846**	**-**	**0.00%**
	INTERGOVERNMENTAL REVENUE					
	GRANTS					
331-4000-1107						
	FDOT - Haben Boulevard Roundabout	13,559	353,441	319,173	34,268	0.00%
331-4100	Capital Projects Retainage	4,977	-	(4,977)	-	0.00%
331-4900-9014						
	Ward I Phase 2 CDBG - Administrative	31,234	267,946	267,946	-	0.00%
	GRANT REVENUE	**49,770**	**621,387**	**582,142**	**34,268**	**-94.49%**
	STATE REVENUE SHARING					
335-1200	$.08 Motor Fuel Tax-State Revenue Sharing	113,482	100,052	103,350	94,824	-5.23%
	INTERGOVERNMENTAL REVENUES	**163,252**	**721,439**	**685,492**	**129,092**	**-82.11%**
	CHARGES FOR SERVICES					
341-2500	Cell Phone Reimbursement	2	-	-	-	0.00%
343-2000	FDOT/Highway MTCE Contract	24,311	21,998	21,998	19,686	-10.51%
343-2010	FDOT/Signalization Contract	17,480	18,007	18,007	18,547	3.00%
343-2020	FDOT/Lighting Contract	35,912	36,813	36,813	46,263	25.67%
349-0000	Charges for Services Provided	6,433	8,702	9,413	-	-100.00%
	CHARGES FOR SERVICES	**84,138**	**85,520**	**86,231**	**84,496**	**-1.20%**
	INTEREST REVENUE					
361-0100	Interest Earnings	11,783	15,700	15,700	15,700	0.00%
361-0200	Interest Revenue - Impact Fees	560	549	625	625	0.00%
	INTEREST REVENUE	**12,343**	**16,249**	**16,325**	**16,325**	**0.47%**

307-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
ROAD AND BRIDGE FUND REVENUE/SOURCES						
	MISCELLANEOUS REVENUE					
369-7401	Other Misc Revenue / Insurance Reimbursement	-	1,210	1,210	600	0.00%
	MISCELLANEOUS REVENUE	**-**	**1,210**	**1,210**	**600**	**0.00%**
	OTHER FINANCING SOURCES					
	Transfers In					
381-8190-1107	Transfer In - Haben Boulevard Roundabout	71,621	-	-	-	0.00%
381-8432-9014	Transfer In - Ward I Phase 2	654,334	37,621	37,621	-	-100.00%
	TRANSFERS-IN	**725,955**	**37,621**	**37,621**	**-**	**-100.00%**
	Debt/Lease Proceeds					
383-7000	Capital Lease Inception	-	200,000	198,000	22,750	-88.63%
	TOTAL DEBT/LEASE PROCEEDS	**-**	**200,000**	**198,000**	**22,750**	**-88.63%**
	Non-Revenue Sources					
399-0000	Funding from Fund Balance for Outstanding Enc	-	606,390	-	-	-100.00%
399-0001	Funding from Fund Balance - Contingency	-	27,584	-	-	-100.00%
399-1000	Funding from Equity	-	42,850	-	-	-100.00%
399-9301	Funding from Fund Balance - Capital	-	-	-	327,988	0.00%
399-9001-1107	Funding from Equity - Haben Blvd.	-	-	-	24,174	0.00%
	NON-REVENUE SOURCES	**-**	**676,824**	**-**	**352,162**	**-47.97%**
	TOTAL OTHER FINANCING SOURCES	**725,955**	**914,445**	**235,621**	**374,912**	-59.00%
	TOTAL ROAD & BRIDGE FUND	**2,090,716**	**2,849,467**	**2,109,631**	**1,655,896**	**-41.89%**

ROAD AND BRIDGE FUND – 307

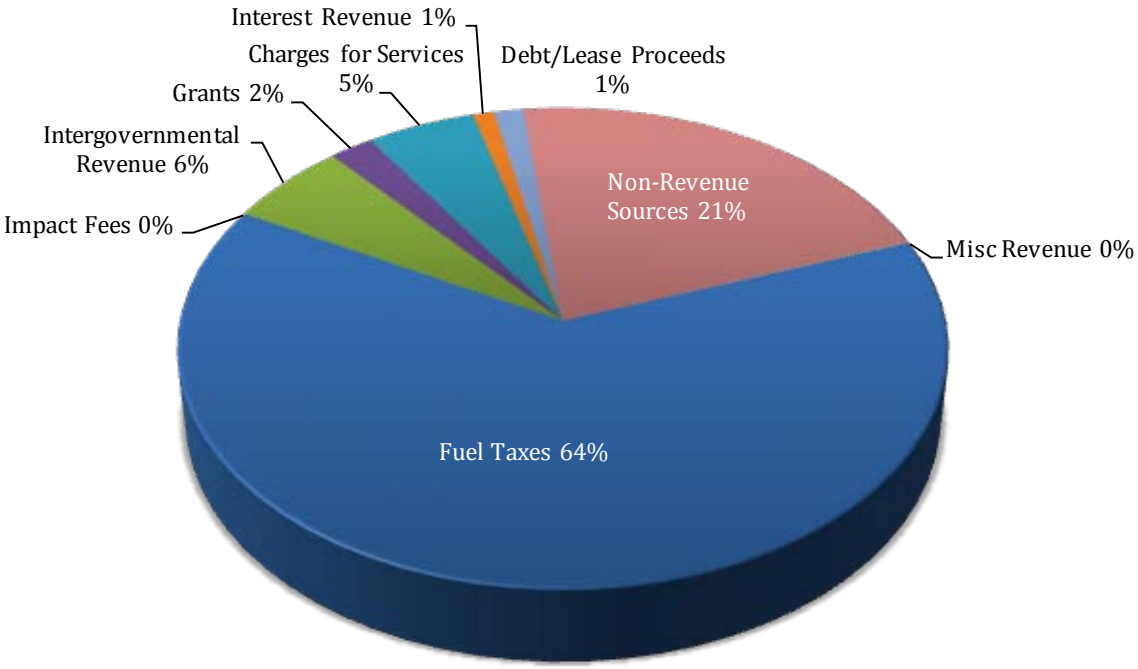
5-Year Revenue, Expense and Fund Balance



	FY2009	FY2010	FY2011	*FY2012	**FY2013
Revenue	1,380,685	1,365,322	2,090,716	2,849,467	1,655,897
Expense	1,261,044	995,533	1,286,955	2,809,944	1,655,897
Fund Balance	1,271,005	1,640,794	2,444,555	2,484,078	1,846,224

***Projected **Estimated**

FY 2013 Revenues By Source



ROAD AND BRIDGE FUND - 307

Revenue Analysis and Forecasting

Revenue Trends

***Motor Fuel Taxes – Road and Bridge Fund* - $1,050,471 (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: 9th cent, 1 – 4 cents, 5th and 6th 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:

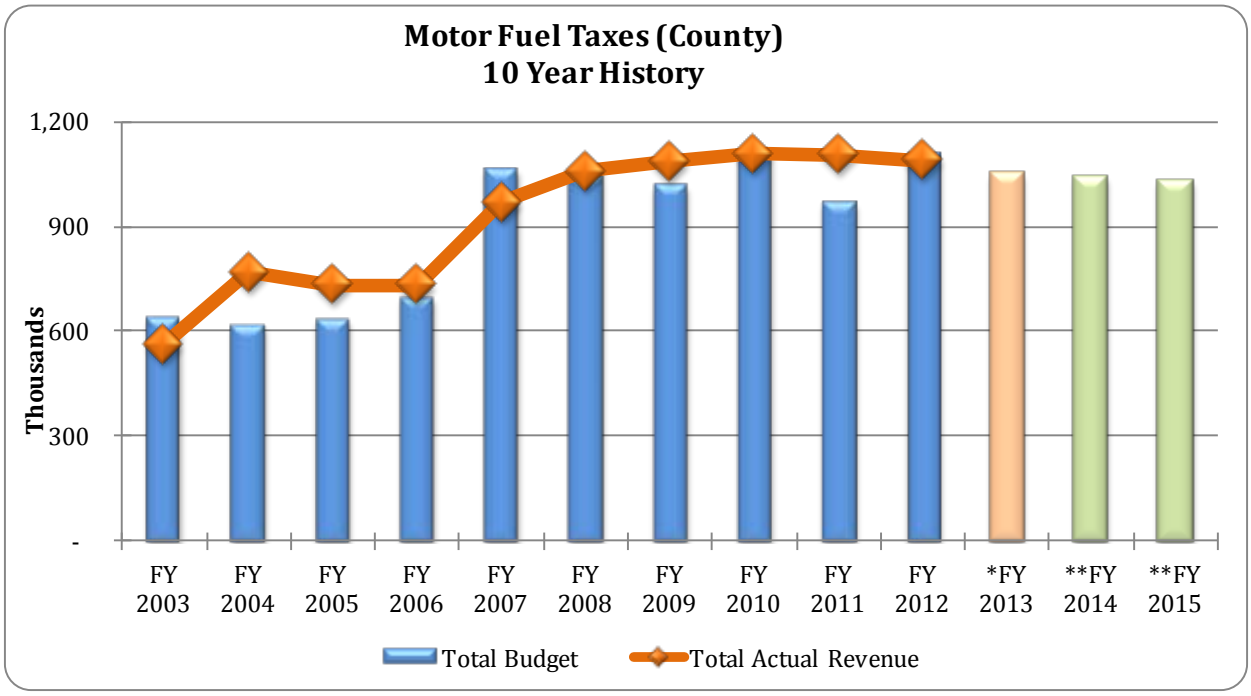


Figure 9

Figure 9 illustrates budgeted revenue as it compares with revenue actually received.

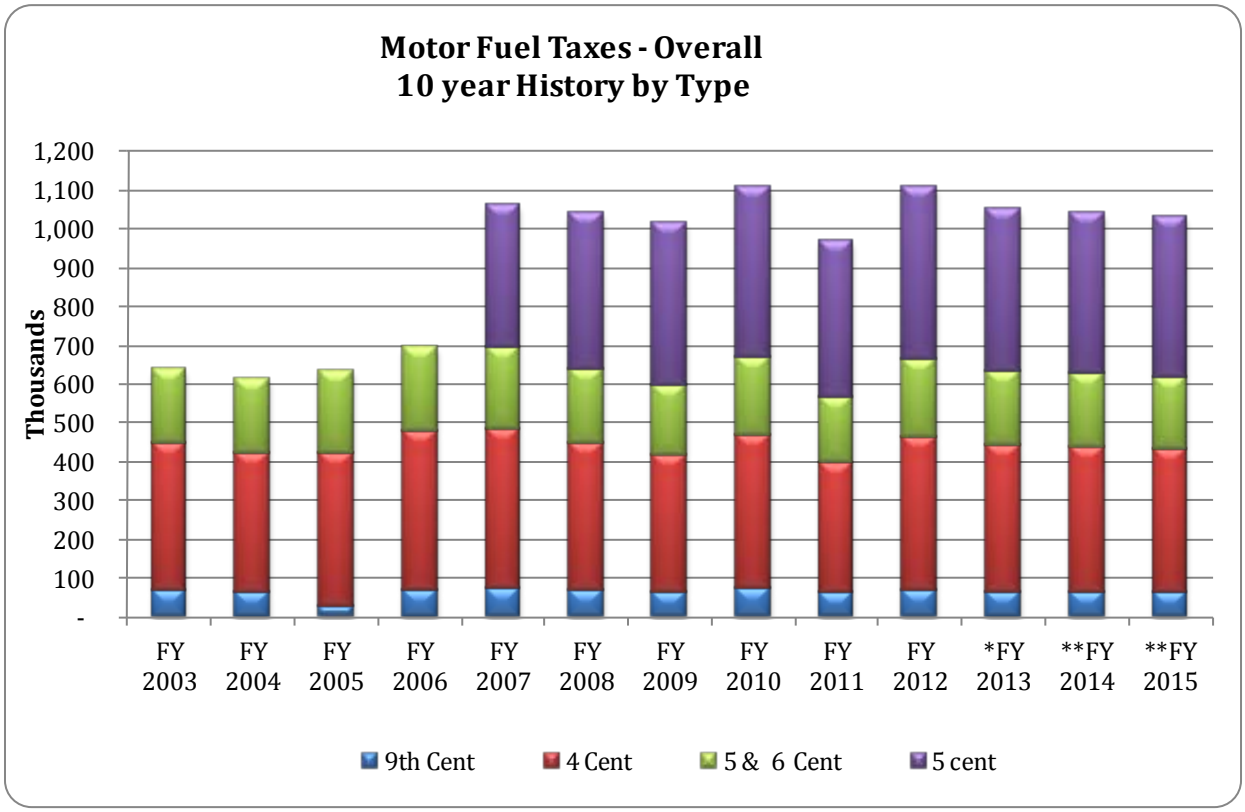


Figure 10

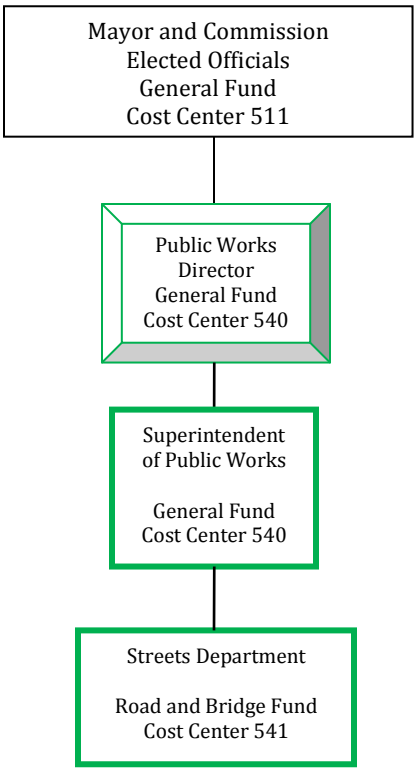
A smaller portion of gas taxes is received from the State of Florida in the form of the 8th cent fuel tax. This is received as state revenue sharing dollars and 26.63% is deposited into the Road and Bridge fund while the remaining 73.37% is deposited into the General Fund. The Road and Bridge Fund portion is budgeted at $94,824 for fiscal year 2013 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 .05% increase over the next two years

Charges for Services – Road and Bridge Fund

Charges for services in the Road and Bridge fund consists of $84,496 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.

ROAD AND BRIDGE FUND ORGANIZATIONAL CHART



LEGEND

Road and Bridge Department
Cost Center 541

FUND: **Road and Bridge**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Street Department is responsible for the maintenance of the City's street infrastructure through the repair and maintenance of city owned streets. Perform pothole repairs, asphalt streets, overlays, striping, sidewalk repairs and sidewalk installation as capable, sweeping of the streets and trimming trees out of the streets as necessary.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

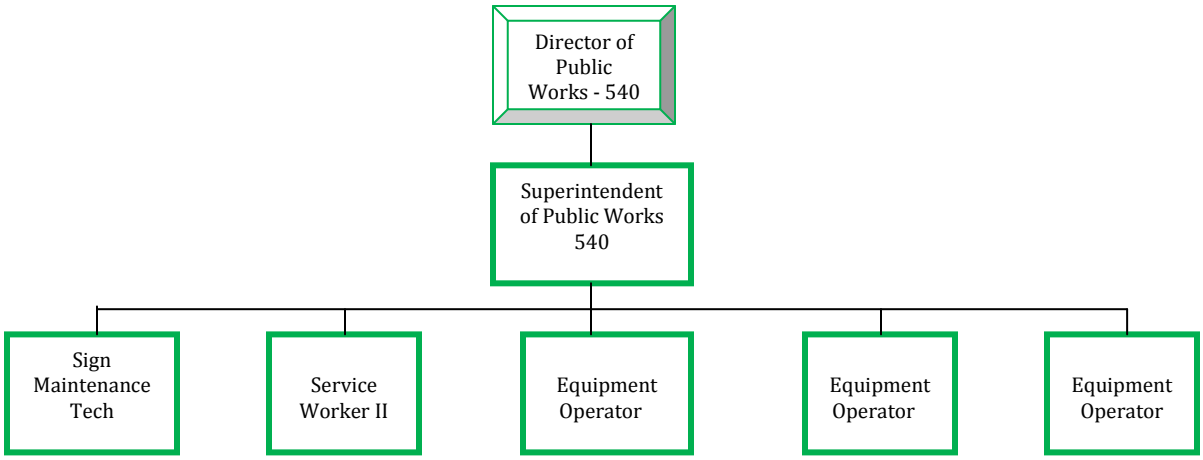
- To continue to maintain the City's public streets and avenues to ensure safe and reliable means of transportation.
- Maintenance of pedestrian sidewalks, drainage, curbs, striping and pavement.

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of potholes filled/fixed	504		
Number of miles of streets swept	6,876	9,204	

ROAD AND BRIDGE DEPARTMENT
ORGANIZATIONAL INFORMATION

Sign Maintenance Tech	107/0	30,163	18,465	48,628	1.00
Service Worker II - DROP	105/13	39,875	11,035	50,910	1.00
Equipment Operator	106/0	28,727	17,883	46,610	1.00
Equipment Operator	106/0	28,727	17,883	46,610	1.00
Equipment Operator	106/0	28,727	9,692	38,419	1.00
TOTAL ROAD AND BRIDGE FUND		156,219	74,958	231,177	5.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

Road and Bridge Fund - Streets Department

307-541	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
STREETS DEPARTMENT EXPENSES						
1201	Regular Salaries	106,673	127,492	127,847	156,219	22.53%
1401	Overtime	2,920	1,700	5,000	3,500	105.88%
2101	FICA Taxes	8,466	9,883	10,047	12,219	23.64%
2221	Retirement General Employee	26,457	21,097	21,595	34,168	61.96%
2301	Health and Dental Insurance	26,852	25,288	25,288	26,800	5.98%
2302	Health Insurance -Dependent Subsidy	6,193	4,204	3,154	4,260	1.33%
2303	Life Insurance & EAP	361	509	453	625	22.79%
2401	Workers' Compensation	2,411	5,357	4,795	6,485	21.06%
	PERSONNEL EXPENDITURES	**180,333**	**195,530**	**198,179**	**244,276**	**24.93%**
3101	Consulting	-	8,500	8,500	-	-100.00%
3120	Engineering Services	-	2,500	2,500	11,000	340.00%
3416	Lot Clearing	4,500	3,000	1,675	2,000	-33.33%
4051	Travel and Per Diem	116	300	8	-	-100.00%
4111	Communciations	76	236	236	250	5.93%
4305	Street Lights - Electric	117,221	125,000	115,000	120,000	-4.00%
4405	Operating Lease	-	712	712	630	-11.52%
4415	Rental Expenses	393	309	309	400	29.45%
4512	Insurance	6,597	4,860	4,859	9,216	89.63%
4599	Insurance Contingency	-	27,584	27,584	-	-100.00%
4634	Repair & Maintenance	20,702	24,117	30,000	30,000	24.39%
4950	Locate Costs	-	2,141	1,500	-	-100.00%
4996	Bank Service Charges	4,449	3,400	3,000	3,300	-2.94%
5112	Office Supplies	34	50	50	50	0.00%
5215	Fuel and Lubricants	21,160	19,000	23,221	23,000	21.05%
5223	Operating Expenses	3,929	4,622	4,600	4,000	-13.46%
5239	Safety Program Expense	1,009	1,200	1,200	800	-33.33%
5242	Small Tools/Equipment	402	415	415	500	20.48%
5251	Uniform Purchases and Cleaning	1,059	1,002	1,002	1,113	11.08%
5302	Materials-Road Repairs and Maintenance	207,356	236,199	175,000	178,423	-24.46%
5303	Materials-Sidewalk Repairs and Maintenance	-	-	-	65,000	0.00%
5305	ADA Sidewalk Compliance				46,000	0.00%
5401	Non-Capitalized Equipment	119	4,196	4,195	25,000	495.81%
5513	Technical/Training	480	300	300	500	66.67%
	OPERATING EXPENSES	**389,602**	**469,643**	**405,866**	**521,182**	**10.97%**
6300	Improvement Not Buildings	40	-	-	-	0.00%
6401	Machinery & Equipment	9,046	7,359	7,300	-	-100.00%
6449	Capital Leased Equipment	-	200,000	198,652	22,750	-88.63%
	CAPITAL EQUIPMENT PURCHASES	**9,086**	**207,359**	**205,952**	**22,750**	**-89.03%**

Road and Bridge Fund - Streets Department

307-541	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
STREETS DEPARTMENT EXPENSES						
7101	Principal - Lease	-	36,121	36,121	48,873	35.30%
7104	Principal -BOA Loan 2004	7,942	9,000	8,242	9,000	0.00%
7105	Principal -BOA Loan 2005	43,925	46,000	45,683	48,250	4.89%
7107	Principal -BOA Loan 2007	41,031	43,000	42,734	45,000	4.65%
7201	Interest Expense - Lease	-	2,344	2,344	2,413	2.94%
7204	Interest Expense -BOA Loan 2004	6,261	6,500	5,996	6,500	0.00%
7205	Interest Expense - BOA Loan 2005	39,354	39,500	37,801	38,500	-2.53%
7207	Interest Expense - BOA Loan 2007	43,589	43,000	41,365	43,500	1.16%
7305	New Debt Service	-	1,471	1,471	4,452	202.65%
	DEBT SERVICE	**182,102**	**226,936**	**221,757**	**246,488**	**8.62%**
9101	Transfer Out - Administration Charges	206,053	206,053	206,053	126,771	-38.48%
7107	Transfer to Capital Projects Fund	51,595	-	-	327,988	0.00%
7140	Transfer to Stormwater - Capital Projects	-	42,850	42,850	-	-100.00%
7144	Transfer to Stormwater - Subsidy	150,000	150,000	150,000	108,000	-28.00%
	TRANSFERS	**407,648**	**398,903**	**398,903**	**562,759**	**41.08%**
	TOTAL EXPENSES	**1,168,771**	**1,498,371**	**1,430,657**	**1,597,455**	**6.61%**

Road & Bridge Department
FY 13 Itemized Budget for Cost Center - 541

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
307 541 1201	Regular Salaries			
Equipment Operator	1	28,727	28,727	1477
Equipment Operator	1	28,727	28,727	Moved from 572
Equipment Operator	1	28,727	28,727	
Service Worker II	1	39,875	39,875	126 - DROP
Sign Maintenance Tech	1	30,163	30,163	1377
		Total	**$156,219**	
307 541 1401	Overtime			
Emergency Call-outs	1	3,500	3,500	
		Total	**$3,500**	
307 541 2101	FICA Taxes			
Full Time FICA	1	11,951	11,951	
Overtime FICA	1	268	268	
		Total	**$12,219**	
307 541 2221	Retirement General Employee			
Full Time Pension	1	33,170	33,170	
Overtime Pension	1	998	998	
		Total	**$34,168**	
307 541 2301	Health and Dental Insurance			
Health Insurance	5	5,360	26,800	
		Total	**$26,800**	
307 541 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	5	852	4,260	
		Total	**$4,260**	
307 541 2303	Life Insurance and EAP			
Life and EAP	1	625	625	
		Total	**$625**	
307 541 2401	Worker's Compensation			
Overtime Workers Comp	1	142	142	
Workers Comp	1	6,343	6,343	
		Total	**$6,485**	
307 541 3120	Engineering Services			
Engineering Services	1	11,000	11,000	
		Total	**$11,000**	
307 541 3416	Lot/Tree Clearing			
Tree Trimming, Cutting	1	2,000	2,000	
		Total	**$2,000**	
307 541 4111	Communication			
Cell 737-2819 Sign Tech	12	21	250	
		Total	**$250**	
307 541 4305	Street Lights - Electric			
FPL	12	10,000	120,000	
		Total	**$120,000**	

Road & Bridge Department
FY 13 Itemized Budget for Cost Center - 541

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
307 541 4405	Operating Lease			
Canon 2535I - Lease	12	33	390	Payment #17-28 of 36
Canon 2535I - Maint	12	20	240	Monthly
		Total	**$630**	
307 541 4415	Rental Expense			
Rental of Specialty Equipment	1	400	400	
		Total	**$400**	
307 541 4512	Insurance			
Gen. Liab, Auto, Property Ins	4	2,304	9,216	Quarterly
		Total	**$9,216**	
307 541 4634	Repair & Maintenance			
Repairs/Shop Parts/Tires Etc.	1	30,000	30,000	
		Total	**$30,000**	
307 541 4996	Bank Service Charges			
Bank Charges	12	275	3,300	
		Total	**$3,300**	
307 541 5112	Office Supplies			
Pens, Pencils, Paper Etc.	1	50	50	
		Total	**$50**	
307 541 5215	Fuel and Lubricants			
FA#12045-WOODCHUCK CHIPPER	0	0	0	
FA#16510-744 FORD RANGER P/U	0	0	0	
FA#16677-746 DODGE RAM 1500 PU	0	0	0	
FA#16685-232 DODGE PICK-UP	0	0	0	
FA#16789-124 CAT LOADER	0	0	0	
FA#16893-360 LIGHTNING LOADEE	0	0	0	
FA#17079-288 BUCKET TRUCK	0	0	0	
FA#17105-347 CRANE CARRIER	0	0	0	
FA#17244-139 JOHNSON SWEEPER	0	0	0	
FA#17254 INT'L DUMP TRUCK	0	0	0	
FA#17331 LEEBOY MOTOR GRADER	0	0	0	
FA#17384-1323 SEMI TRACTOR	0	0	0	
FUEL AND LUB	1	23,000	23,000	
		Total	**$23,000**	
307 541 5223	Operating Expenses			
CENTRAL STORE SUPPLIES	1	1,000	1,000	
JANITORIAL SUPPLIES	1	2,000	2,000	
PAINT	1	1,000	1,000	
		Total	**$4,000**	

Road & Bridge Department
FY 13 Itemized Budget for Cost Center - 541

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
307 541 5239	Safety Program Expense			
MUNICIPAL SAFETY SERVICES	1	350	350	
PPE CENTRAL STORE	1	250	250	
SAFETY SHOES - R. CARTER	1	50	50	
SAFETY SHOES J.GUERRERO	1	50	50	
SAFETY SHOES K. GRIFFIN	1	50	50	
SAFETY SHOES SIGN TECH	1	50	50	
		Total	**$800**	
307 541 5242	Small Tools/Equipment			
SAWS,LUTES,TROWELS, MINOR EQUI	1	500	500	
		Total	**$500**	
307 541 5251	Uniform Purchases and Cleaning			
CHANGE OUTS	1	200	200	
J.GUERRERO	52	4	228	
K.GRIFFIN	52	4	228	
R.CARTER	52	4	228	
SIGN TECH	52	4	228	
		Total	**$1,113**	
307 541 5302	Road Repair & Maintenance			
Drainage Repair	1	20,000	20,000	
Permitting	1	2,500	2,500	
Resurfacing	1	84,423	84,423	
Sign Repair	1	6,500	6,500	
Street Repair	1	40,000	40,000	
Striping	1	25,000	25,000	
		Total	**$178,423**	
307 541 5303	Materials - Sidewalk Repairs & Maintenance			
Curb & Sidewalks	1	15,000	15,000	
Sidewalk R&R	1	50,000	50,000	
		Total	**$65,000**	
307 541 5304	Materials - Sidewalk Repairs & Maintenance			
Street Light Repair	1	25,000	25,000	
Traffic Light Repair	1	21,000	21,000	
		Total	**$46,000**	
307 541 5305	ADA Sidewalk Compliance			
ADA Compliance	1	25,000	25,000	
		Total	**$25,000**	
307 541 5513	Technical/Training			
TRAINING FOR SIGN TECH	1	500	500	
		Total	**$500**	
307 541 6401	Machinery and Equipment			
1/4 OF $90,282 CAT BACKHOE	0	22,571	0	Removed for lease
		Total	**$0**	
307 541 6449	Capital Lease Expense			
1/4 New Backhoe	1	22,750	22,750	541, 533, 535, 538
		Total	**$22,750**	

Road & Bridge Department
FY 13 Itemized Budget for Cost Center - 541

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
307 541 7101	Lease Principal Payments			
FA#20130 Street Sweeper	4	12,218	48,873	Payment# 3-6 of 16
		Total	**$48,873**	
307 541 7104	Principal - BOA 2004			
2004 BOA Loan Principal	1	9,000	9,000	
		Total	**$9,000**	
307 541 7105	Principal - BAO 2005			
2005 BOA Loan Principal	1	48,250	48,250	
		Total	**$48,250**	
307 541 7107	Principal - BAO 2007			
2007 BOA Loan Principal	1	45,000	45,000	
		Total	**$45,000**	
307 541 7201	Lease Interest Payments			
FA#20130 Street Sweeper	4	603	2,413	Payment# 3-6 of 16
		Total	**$2,413**	
307 541 7204	Interest - BOA 2004			
2004 BOA Loan Interest	1	6,500	6,500	
		Total	**$6,500**	
307 541 7205	Interest - BAO 2005			
2005 BOA Loan Interest	1	38,500	38,500	
		Total	**$38,500**	
307 541 7207	Interest - BAO 2007			
2007 BOA Loan Interest	1	43,500	43,500	
		Total	**$43,500**	
307 541 7305	New Debt Service			
New lease - backhoe	3	1,484	4,452	Pmt 1-3 of 16
		Total	**$4,452**	
307 541 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	126,771	126,771	
		Total	**$126,771**	
307 541 9144	Transfer Out - Stormwater			
Transfer Out - Stormwater	1	108,000	108,000	
		Total	**$108,000**	
		Total Budget:	**$1,269,467**	

Road and Bridge Fund - Grant Funding

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
ROAD AND BRIDGE GRANTS						
	HABEN ROUNDABOUT	**ENDS: 12/31/2014**				
	AWARD #: 420875-1-58-01					
	REVENUE					
307-331-4000-1107						
	FDOT - Haben Blvd Roundabout	13,559	353,441	319,173	34,268	9.70%
	TOTAL REVENUES	**13,559**	**353,441**	**319,173**	**34,268**	**26.96%**
	EXPENSES					
307-541-6300-1107						
	Haben - Improvements not Buildings	-	71,621	71,621	24,174	33.75%
307-701-6300-1107						
	FDOT - Haben Blvd Roundabout	15,065	351,935	317,667	34,268	9.74%
	CAPITAL PURCHASES	**15,065**	**423,556**	**389,288**	**58,442**	**13.80%**
	TOTAL EXPENSES	**15,065**	**423,556**	**389,288**	**58,442**	**13.80%**
	NET TOTAL GRANT EXPENDITURES	**1,506**	**70,115**	**70,115**	**24,174**	**34.48%**

Road and Bridge Fund - Grant Funding

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
ROAD AND BRIDGE GRANTS						
	CDBG GRANT - WARD I, PHASE II					
	REVENUE					
307-331-4900-9014						
	Ward I, Phase II CDBG	31,234	267,946	267,946	-	0.00%
307-381-8432-9014						
	Transfer In - Ward I Phase II	354,334	37,621	37,621	-	0.00%
	TOTAL REVENUES	**385,568**	**305,567**	**305,567**	**-**	**0.00%**
	EXPENSES					
307-701-6300-9014						
	Ward I Phase II, CDBG	34,705	264,475	264,475	-	0.00%
307-541-6310-9014						
	Ward I, Phase II	45,645	464,649	464,649	-	0.00%
307-541-6312-9014						
	Ward I, Phase II	22,769	158,893	158,893	-	0.00%
	CAPITAL PURCHASES	**103,119**	**888,017**	**888,017**	**-**	**0.00%**
	TOTAL EXPENSES	**103,119**	**888,017**	**888,017**	**-**	**0.00%**
	NET TOTAL GRANT EXPENDITURES	**(282,449)**	**582,450**	**582,450**	**-**	**0.00%**
	TOTAL ROAD & BRIDGE FUND GRANT REVENUE	**399,127**	**659,008**	**624,740**	**34,268**	**5.20%**
	TOTAL ROAD & BRIDGE FUND GRANT OPERATING EXPENSES	**-**	**-**	**-**	**-**	**0.00%**
	TOTAL ROAD & BRIDGE FUND GRANT CAPITAL EXPENDITURES	**118,184**	**1,311,573**	**1,277,305**	**58,442**	**4.58%**
	NET ROAD & BRIDGE FUND GRANT EXPENDITURES	**(280,943)**	**652,565**	**652,565**	**24,174**	**3.70%**

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

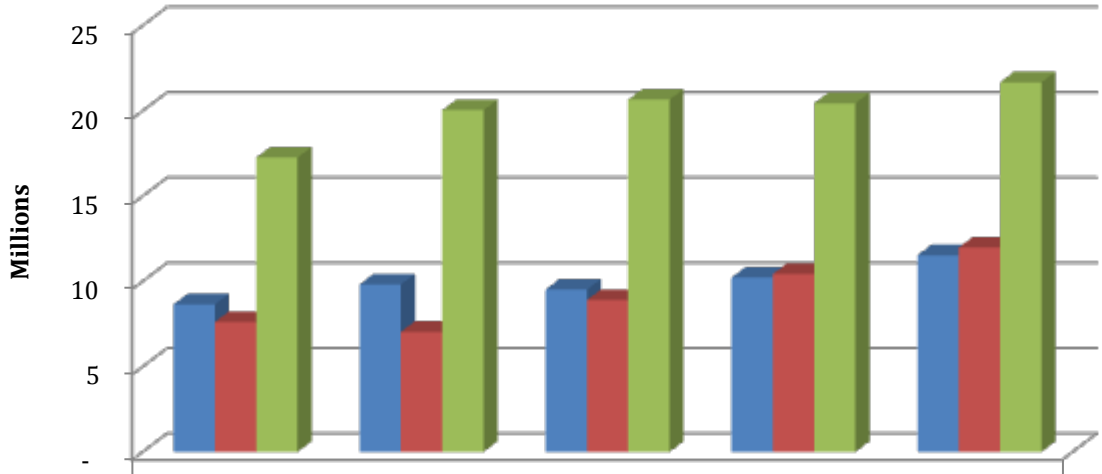
Stormwater Fund
- Stormwater Department – Cost Center 538

Reuse Fund
- Reuse Department – Cost Center 539

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.

ENTERPRISE FUNDS –
Solid Waste Fund - 403
Water and Sewer Fund - 432
Stormwater Fund - 440
Reuse Fund - 460

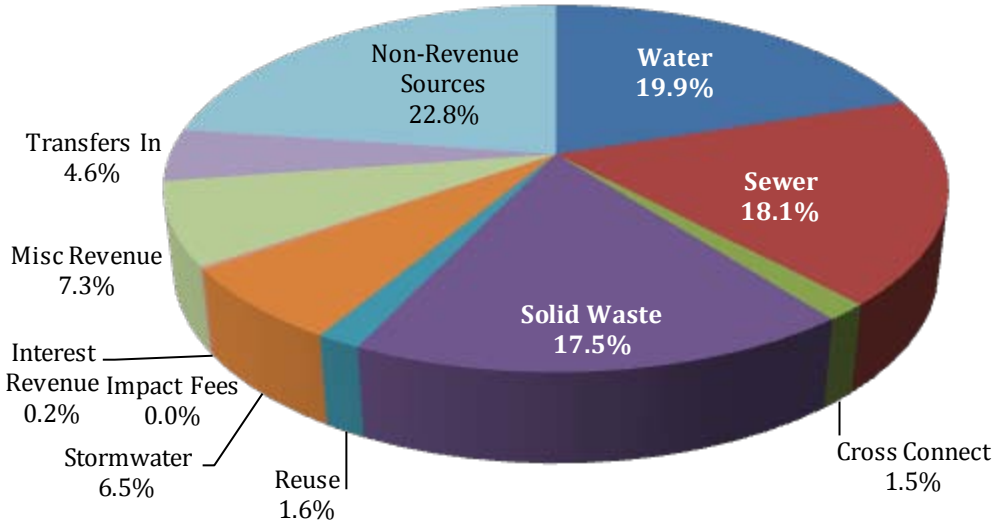
5-Year Revenue, Expense and Fund Balance



	FY2009	FY2010	FY2011	*FY2012	**FY2013
Revenue	8,652,722	9,818,586	9,518,419	10,217,362	11,527,491
Expense	7,619,587	7,041,031	8,900,285	10,427,415	11,985,157
Fund Balance	17,261,120	20,038,675	20,656,809	20,446,756	21,671,491

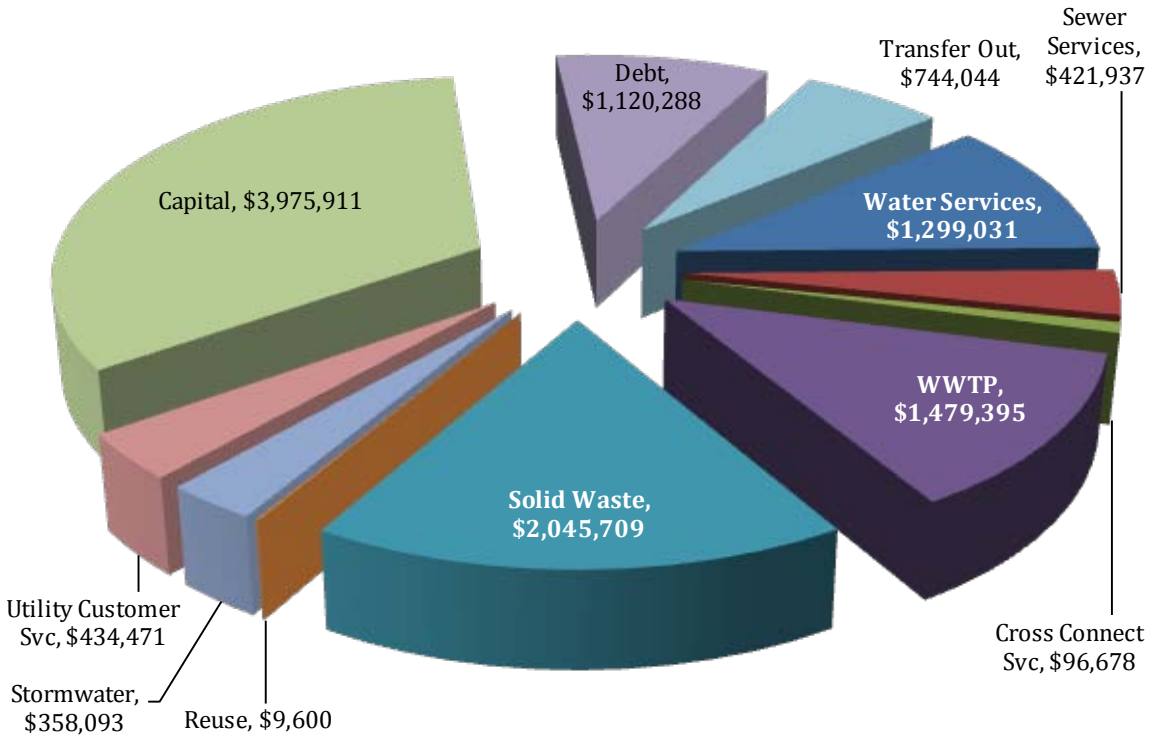
***Projected **Estimated**

FY 2013 Revenues By Source



ENTERPRISE FUNDS –
Solid Waste Fund - 403
Water and Sewer Fund - 432
Stormwater Fund - 440
Reuse Fund - 460

FY2013 Budgeted Expenditures By Function



- **Solid Waste Fund** represents one department and is utilized for all solid waste services.
- **Water and Sewer Fund** represents Water, Sewer, Cross Connect, Utility Customer Service and WWTP (Waste Water Treatment Plant.
- **Stormwater Fund** represents one department and is utilized for all stormwater services.
- **Reuse Fund** represents one department and is utilized for the reclamation of water from the Waste Water Treatment Plant.
- **Capital** expenditures accounts for operating capital outland and the Capital Improvement Plan. A detail description is listed in Capital section of this budget book.
- **Debt** expenditures accounts for three loans made in 2004, 2005 and 2007 to improve infrastructure; SRF loan for the Stormwater and Reuse department and the lease purchase of a valve exerciser for the Water Department.

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 2004, a rate study was completed for the water, sewer and reuse utilities. A schedule of rate increases was approved and the scheduled increases ended in October 2008. 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. No additional increases to utility fees have occurred since October 2008 and will not be increased during fiscal year 2013 to minimize the impact on the citizens. Utility funds will be monitored and new rate studies will be ordered as the need arises.

A 10-year history of utility expense is illustrated in the following graph:

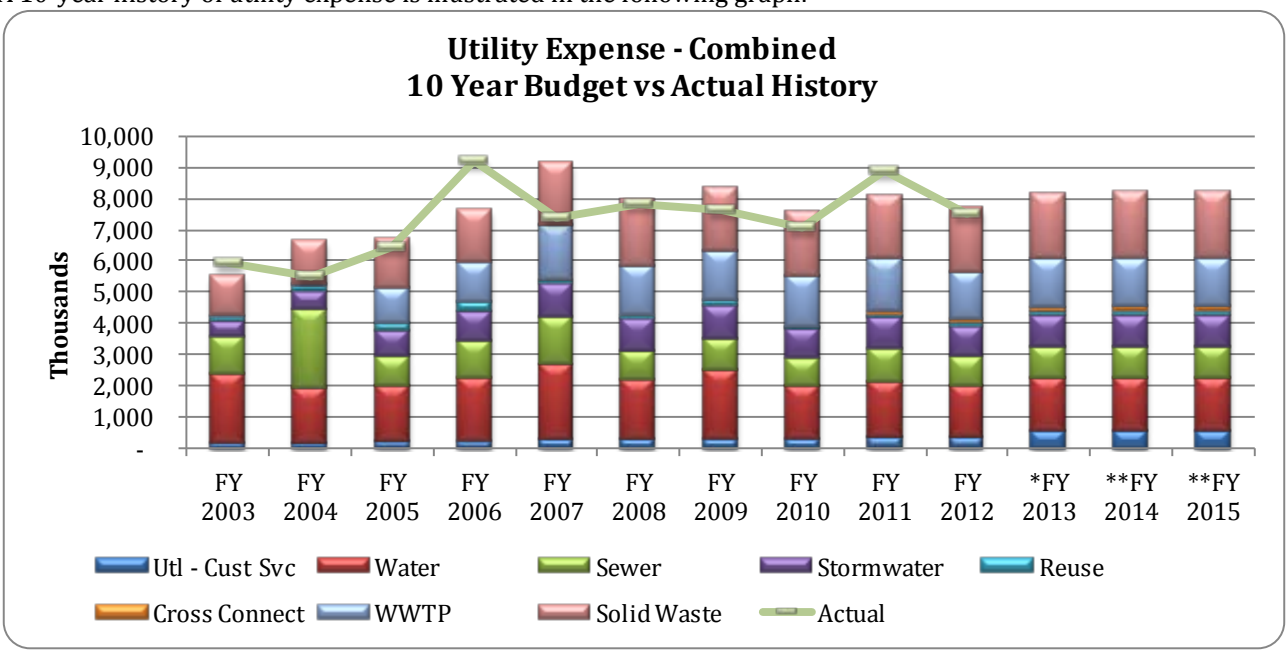


Figure12

Combined utility revenue budget compared to actual revenue received:

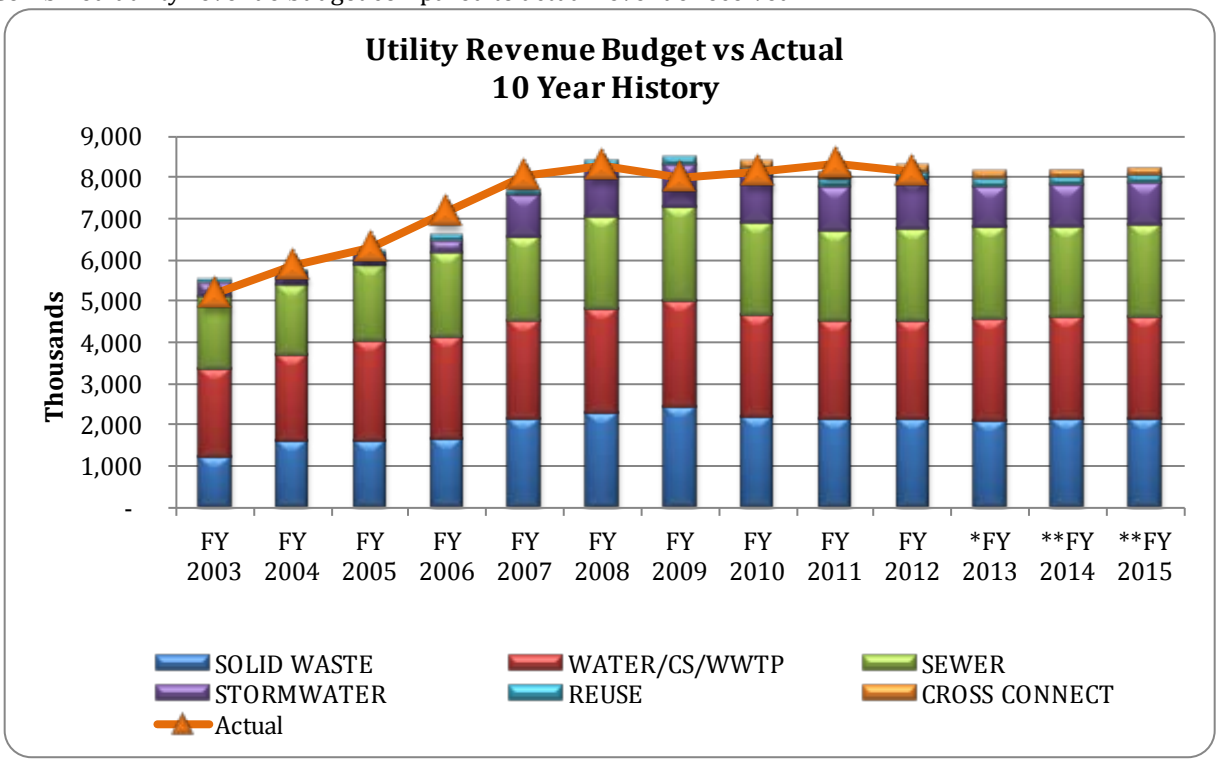


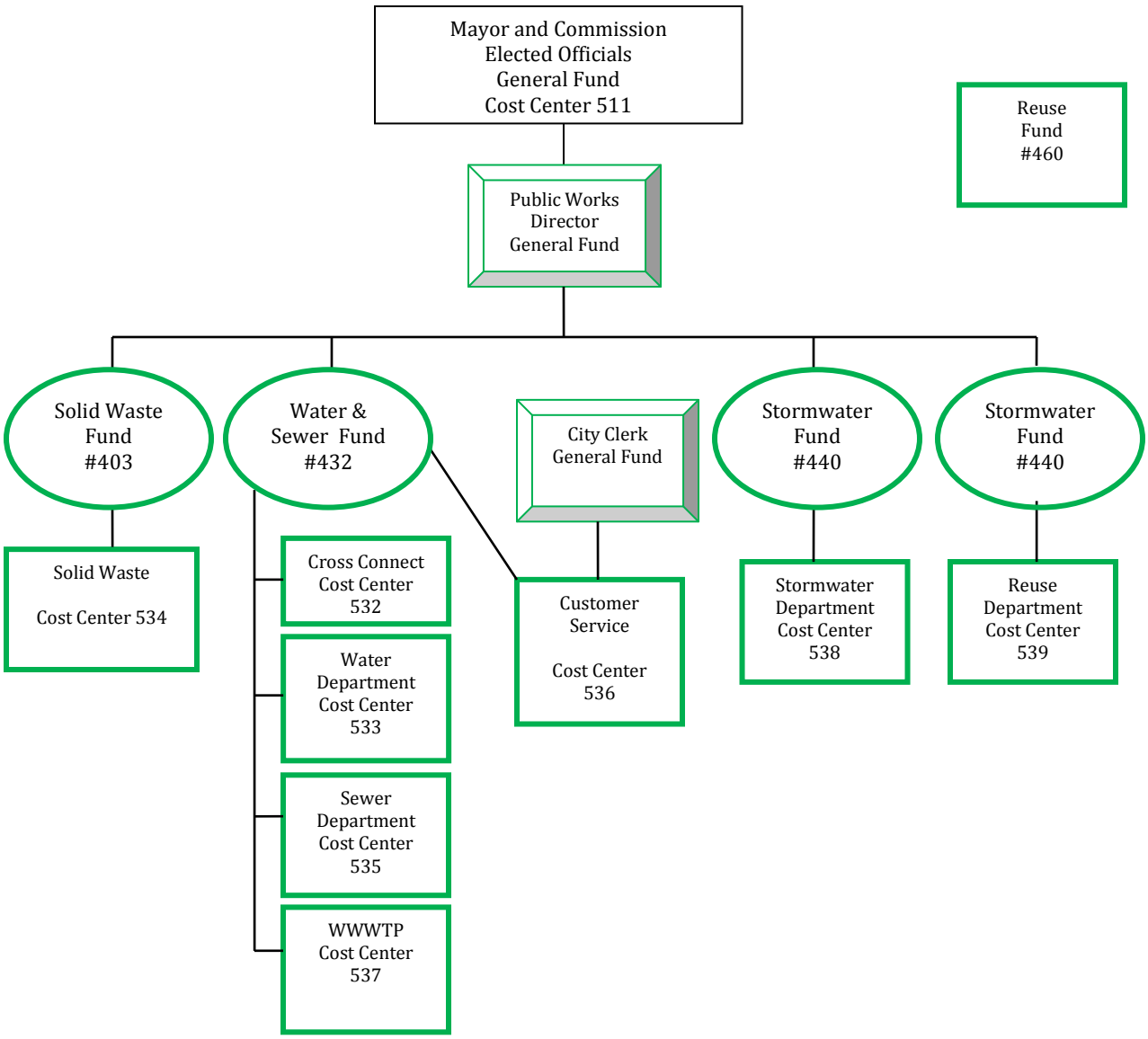
Figure 13

Key Points

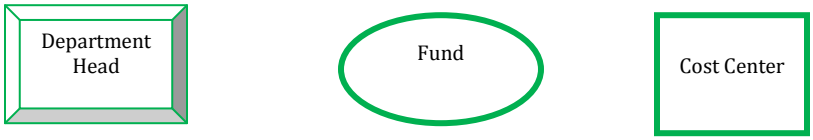
- This graph has been enhanced to include all cost centers in the propriety funds. In addition, actual expense is included in the graph to compare with budgeted expense.
- Cross Connect Service was added to the Water/Sewer Fund in FY2010.
- Water Department transferred 3 employees (Meter Readers) to the Utility Customer Service Department.
- Both graphs are based on a .05% projected increase in revenue and no increase in expense for the FY2014 and FY2015.

ENTERPRISE FUNDS ORGANIZATIONAL CHART

SOLID WASTE FUND
WATER AND SEWER FUND
STORMWATER FUND
REUSE FUND



LEGEND



Solid Waste Fund
Fund # 403

ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
SOLID WASTE FUND					
BEGINNING FUND BALANCES	**393,495**	**487,058**	**487,058**	**547,319**	**12.37%**
REVENUE/SOURCES					
Franchise Fees	226,448	230,400	228,696	229,000	-0.61%
Utility Charges	1,898,269	1,921,000	1,867,364	1,880,000	-2.13%
Interest Revenue	2,655	3,750	3,750	3,750	0.00%
Miscellaneous	111	160	300	200	25.00%
TOTAL REVENUES	**2,127,483**	**2,155,310**	**2,100,110**	**2,112,950**	**-1.97%**
EXPENSES					
Personnel	83,144	105,112	61,850	105,532	0.40%
Operating Expenses	1,917,422	1,933,735	1,938,784	1,940,177	0.33%
Transfers Out	33,354	39,215	39,215	47,049	19.98%
TOTAL EXPENDITURES	**2,033,920**	**2,078,062**	**2,039,849**	**2,092,758**	**0.71%**
Excess Revenue Over (Under) Expenditures	93,563	77,248	60,261	20,192	-73.86%
Conversion to full accrual	-	-	-	-	0.00%
Excess Revenue Over (Under) Expenditures	93,563	77,248	60,261	20,192	-73.86%
ENDING FUND BALANCES					
Fund Balance, End of Year	**487,058**	**564,306**	**547,319**	**567,511**	**0.57%**

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

403-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
SOLID WASTE FUND REVENUE/SOURCES						
	CHARGES FOR SERVICES					
	Franchise Fees					
323-7000	Solid Waste Franchise Fees-WM	226,448	230,400	228,696	229,000	-0.61%
	Utility Services					
343-7200	Solid Waste Service Charge	1,693,931	1,706,000	1,688,663	1,700,000	-0.35%
343-7300	Garbage & Trash Misc Charges	168,180	180,000	143,943	145,000	-19.44%
343-7800	Garbage Penalties	36,158	35,000	34,758	35,000	0.00%
	Total Utility Services	**1,898,269**	**1,921,000**	**1,867,364**	**1,880,000**	**-2.13%**
	CHARGES FOR SERVICES	**2,124,717**	**2,151,400**	**2,096,060**	**2,109,000**	**-1.97%**
	INTEREST REVENUE					
361-0100	Investment Earnings	2,655	3,750	3,750	3,750	0.00%
	INTEREST REVENUE	**2,655**	**3,750**	**3,750**	**3,750**	**0.00%**
	MISCELLANEOUS REVENUE					
341-2500	Cell Phone Reimbursement	111	-	-	-	0.00%
369-7401	Other Misc Revenue/ Insurance Reimbursement	-	160	300	200	0.00%
	MISCELLANEOUS REVENUE	**111**	**160**	**300**	**200**	**0.00%**
	TOTAL SOLID WASTE REVENUES	**2,127,483**	**2,155,310**	**2,100,110**	**2,112,950**	**-1.97%**

"Don't blow it - good planets are hard to find."

Quoted in Time

Solid Waste Department
Cost Center 534

FUND: **Solid Waste Fund - 403**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Solid Waste Department is responsible for coordinating and enforcing the contract with the City's hauler, Waste Management. Take calls from the customers and relay them to the hauler as necessary in an accurate and reliable manner. Work indirectly and directly with residential and commercial customers for extra services and to maintain a high level of regular service to all customers at all times.

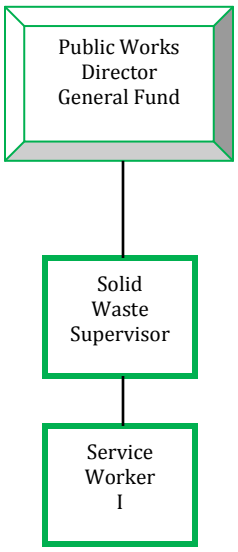
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- Maintain high quality services throughout the City of Palmetto.
- Maintain a high quality level of communication between the Hauler and the City.
- Keep rates relatively level

SOLID WASTE DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Supervisor	112/2	40,792	23,218	64,010	1.00
Service Worker I - Vacant	**103/0**	**24,815**	**16,565**	**41,380**	**1.00**
		40,792	23,218	64,010	1.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

Solid Waste Fund - Solid Waste Department

403-534-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
SOLID WASTE EXPENSES						
1201	Regular Salaries	51,115	65,607	40,793	65,607	0.00%
1401	Overtime	10	-	118	100	0.00%
2101	FICA Taxes	3,864	5,019	3,082	5,027	0.16%
2221	Retirement General Employee	12,454	15,496	9,526	18,733	20.89%
2301	Health and Dental Insurance	9,986	12,644	6,322	10,720	-15.22%
2302	Health Insurance -Dependent Subsidy	2,401	2,102	1,051	1,704	-18.93%
2303	Life Insurance & EAP	187	261	142	261	0.00%
2401	Workers' Compensation	3,127	3,983	816	3,380	-15.14%
	PERSONNEL EXPENSES	**83,144**	**105,112**	**61,850**	**105,532**	**0.40%**
3116	Contract Services	1,887,066	1,920,000	1,924,000	1,925,000	0.26%
4111	Communications	267	360	360	760	111.11%
4311	Solid Waste Disposal Fees	8,542	8,228	8,228	8,000	-2.77%
4512	Insurance	1,613	1,616	1,616	1,864	15.35%
4634	Repair & Maintenance	90	500	600	700	40.00%
4751	Printing and Binding	-	58	50	50	-13.79%
4996	Bank Service Charges	952	700	700	720	2.86%
5215	Fuel and Lubricants	1,609	1,500	2,226	2,000	33.33%
5223	Operating Expenses	203	200	203	200	0.00%
5239	Safety Program Expense	125	72	300	250	247.22%
5242	Small Tools/Equipment	18	57	57	75	31.58%
5251	Uniform Purchases and Cleaning	400	444	444	458	3.15%
5513	Technical/Training	-	-	-	100	0.00%
5901	Depreciation	207	-	-	-	0.00%
9500	Doubtful Accounts Expense	16,617	-	-	-	0.00%
9545	OPEB Expense	(286)	-	-	-	0.00%
	OPERATING EXPENSES	**1,917,423**	**1,933,735**	**1,938,784**	**1,940,177**	**0.33%**
9101	Transfer Out - Administrative Services	33,354	39,215	39,215	47,049	19.98%
	TRANSFERS	**33,354**	**39,215**	**39,215**	**47,049**	**19.98%**
	TOTAL EXPENSES	**2,033,921**	**2,078,062**	**2,039,849**	**2,092,758**	**0.71%**

Solid Waste

FY 13 Itemized Budget for Cost Center - 534

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
403 534 1201	Regular Salaries			
Service Worker I - Vacant	1	24,815	24,815	Vacant
Supervisor	1	40,792	40,792	931
		Total	**$65,607**	
403 534 1401	Overtime			
Overtime	1	100	100	
		Total	**$100**	
403 534 2101	FICA Taxes			
Full Time FICA	1	5,019	5,019	
Overtime FICA	1	8	8	
		Total	**$5,027**	
403 534 2221	Retirement General Employee			
Full time Pension	1	18,704	18,704	
Overtime Pension	1	29	29	
		Total	**$18,733**	
403 534 2301	Health and Dental Insurance			
Health Insurance	2	5,360	10,720	
		Total	**$10,720**	
403 534 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	2	852	1,704	
		Total	**$1,704**	
403 534 2303	Life Insurance and EAP			
Life and EAP	1	261	261	
		Total	**$261**	
403 534 2401	Worker's Compensation			
Overtime Workers Comp	1	5	5	
Workers Compensation	1	3,375	3,375	
		Total	**$3,380**	
403 534 3116	Contract Services			
Waste Management Contract	1	1,925,000	1,925,000	
		Total	**$1,925,000**	
403 534 4111	Communication			
Cel Phone, Supervisor	1	400	400	Jeff Scott
CELL 737-0174	12	30	360	JEFF SCOTT
		Total	**$760**	
403 534 4311	Solid Waste Disposal			
Landfill Disposal Fees	1	8,000	8,000	
		Total	**$8,000**	
403 534 4512	Insurance			
Gen. Liab, Auto, Property Ins	4	466	1,864	Quarterly
		Total	**$1,864**	
403 534 4634	Repair & Maintenance			
Tires,wipers, coolant,etc	1	700	700	Solid Waste vehicles
		Total	**$700**	

Solid Waste

FY 13 Itemized Budget for Cost Center - 534

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
403 534 4751	Printing and Binding			
Business cards	1	50	50	jeff scott
		Total	**$50**	
403 534 4996	Bank Service Charges			
Bank Charges	12	60	720	
		Total	**$720**	
403 534 5215	Fuel and Lubricants			
Ford F-150 Supervisor vehicle	1	2,000	2,000	
		Total	**$2,000**	
403 534 5223	Operating Expenses			
coffee, toner, water services	1	200	200	
		Total	**$200**	
403 534 5239	Safety Program Expense			
Safety shoes SW1 (vacant)	1	50	50	
Safety Shoes, Supervisor	1	50	50	Jeff Scott
Warehouse items, vests, gloves	1	150	150	
		Total	**$250**	
403 534 5242	Small Tools/Equipment			
Rakes, pruners,etc	1	75	75	hand tools
		Total	**$75**	
403 534 5251	Uniform Purchases and Cleaning			
SW1/Uniform purchase,cleaning	1	229	229	(Vacant)
Uniform purchase & cleaning	1	229	229	Jeff Scott
		Total	**$458**	
403 534 5513	Technical/Training			
CDL Training (License)	1	100	100	
		Total	**$100**	
403 534 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	47,049	47,049	
		Total	**$47,049**	
		Total Budget:	**$2,092,758**	

"Leadership: The art of getting someone else to do something you want done because he wants to do it."

Dwight D. Eisenhower

Water and Sewer Fund

Fund # 432

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WATER AND SEWER FUND					
BEGINNING FUND BALANCES	**14,856,855**	**14,886,748**	**14,886,748**	**15,333,124**	**3.00%**
REVENUE/SOURCES					
Water Services	2,360,853	2,356,700	2,405,616	2,408,750	2.21%
Sewer Services	2,163,522	2,141,000	2,160,653	2,192,700	2.41%
Cross Connect Services	178,053	179,000	178,176	179,000	0.00%
Impact Fees	32,966	23,785	23,785	-	0.00%
Interest Revenue	24,439	21,000	21,900	21,900	4.29%
Grants	770,816	182,768	157,909	-	-100.00%
Miscellaneous Revenue	99,546	92,550	92,729	14,000	-84.87%
Transfers In	43,000	-	-	-	0.00%
Non-Revenue Sources	-	567,485	-	1,825,762	221.73%
TOTAL REVENUES	**5,673,195**	**5,564,288**	**5,040,768**	**6,642,112**	**19.37%**
EXPENSES - DEPARTMENTAL					
Cross Connect	106,399	111,465	86,041	96,678	-13.27%
Water	1,536,299	1,477,798	1,546,730	1,299,031	-12.10%
Sewer	624,417	467,894	607,447	421,937	-9.82%
Customer Service	248,777	271,152	245,812	434,471	60.23%
Waste Water Treatment Plant	1,493,788	1,465,129	1,513,208	1,479,395	0.97%
Capital	849,139	926,657	927,055	1,809,762	95.30%
Debt Service	505,063	492,207	481,722	513,411	4.31%
Transfers Out	1,407,052	379,140	379,140	583,208	53.82%
TOTAL EXPENSES	**6,770,934**	**5,591,442**	**5,787,155**	**6,637,893**	**18.72%**
Excess Revenue Over (Under) Expenditures (Modified accrual)	(1,097,739)	(27,154)	(746,387)	4,219	-115.54%
Conversion to full accrual	(1,127,632)	(628,763)	(1,192,763)	(273,674)	-56.47%
Excess Revenue Over (Under) Expenditures	29,893	601,609	446,376	277,893	-53.81%
Fund Balance, End of Year	**14,886,748**	**15,488,357**	**15,333,124**	**15,611,017**	**0.79%**

432-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WATER AND SEWER FUND REVENUE/SOURCES						
	CHARGES FOR SERVICES					
	Water Services					
343-6100	Water Sales	2,292,492	2,300,000	2,345,786	2,350,000	2.17%
343-3200	Water Service Installation	2,500	5,000	6,000	5,000	0.00%
343-6800	Misc Water Charges	12,429	1,700	1,300	1,250	-26.47%
343-6900	Water Penalties	53,432	50,000	52,530	52,500	5.00%
	TOTAL WATER SERVICES	**2,360,853**	**2,356,700**	**2,405,616**	**2,408,750**	**2.21%**
	Sewer Services					
343-8100	Sewer Service Charges	2,120,747	2,100,000	2,118,045	2,150,000	2.38%
343-5200	Sewer Connection Charges	800	1,000	1,200	1,200	20.00%
343-7900	Sewer Penalties	41,975	40,000	41,408	41,500	3.75%
	TOTAL SEWER SERVICES	**2,163,522**	**2,141,000**	**2,160,653**	**2,192,700**	**2.41%**
	Cross Connect Services					
343-8500	Backflow Preventer Maintenance	173,906	175,000	173,814	175,000	0.00%
343-8700	Backflow Penalties	4,150	4,000	4,362	4,000	0.00%
343-8800	Miscellaneous Cross Connection	(3)	-	-	-	0.00%
	TOTAL CROSS CONNECT SERVICES	**178,053**	**179,000**	**178,176**	**179,000**	**0.00%**
	TOTAL CHARGES FOR SERVICES	**4,702,428**	**4,676,700**	**4,744,445**	**4,780,450**	**2.22%**
	IMPACT FEES					
324-2100	Water Impact Fees - Residential	1,373	3,102	3,102	-	0.00%
324-2200	Water Impact Fees - Commercial	4,403	3,170	11,185	-	0.00%
324-2150	Sewer Impact Fees - Residential	7,249	11,185	3,170	-	0.00%
324-2250	Sewer Impact Fees - Commercial	19,941	6,328	6,328	-	0.00%
	IMPACT FEES	**32,966**	**23,785**	**23,785**	**-**	**0.00%**
	INTEREST REVENUE					
361-0100	Investment Earnings	19,626	16,750	16,750	16,750	0.00%
361-0200	Interest Revenue - Impact Fees	1,694	1,250	2,000	2,000	60.00%
361-9000	Interest Revenue - BOA Loan	3,119	3,000	3,150	3,150	5.00%
	INTEREST REVENUE	**24,439**	**21,000**	**21,900**	**21,900**	**4.29%**
	GRANTS					
331-4100	Capital Projects Retainage	24,858	-	(24,858)		0.00%
331-3500-9014	Ward I Phase 2 - Water	77,505	84,912	84,911	-	-100.00%
331-3100-9014	Ward I Phase 2 - Sewer	146,221	3,997	3,997	-	-100.00%
331-3500-9013	FECC - Energy Initiative Revenue	41,829	93,859	93,859	-	-100.00%
331-3500-4389	I&I Revenue - DEP/CBIR Grant	480,403	-	-	-	0.00%

432-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WATER AND SEWER FUND REVENUE/SOURCES						
	GRANTS	**770,816**	**182,768**	**157,909**	**-**	**-100.00%**
	MISCELLANEOUS REVENUE					
341-1100	Credit Card Transaction Fees	5,496	6,500	6,500	5,500	-15.38%
341-2500	Cell Phone Reimbursement	143	-	-	-	0.00%
365-1100	Sale of Surplus Materials/Scrap	1,013	2,187	2,187	-	0.00%
367-1000	Gain/Loss on Sale of Surplus Property	(4,804)	-	-	-	0.00%
369-6700	Other Misc. Revenue-Return Check	1,940	1,800	1,980	1,900	5.56%
369-7000	Other Misc. Revenue-Reimbursement - Veolia	94,987	69,277	69,276	-	-100.00%
369-7400	Other Misc Revenue/Insurance Reimbursement	876	-	-	-	0.00%
369-7401	Other Misc Revenue/ Insurance Premium Reimbursement	-	12,786	12,786	6,600	-48.38%
369-8001	Over/Short Cash	(105)	-	-	-	0.00%
	MISCELLANEOUS REVENUE	**99,546**	**92,550**	**92,729**	**14,000**	**-84.87%**
	TRANSFERS-IN					
381-7190	Transfer In - Ward I Phase 2	43,000	-	-	-	0.00%
	TRANSFERS-IN	**43,000**	**-**	**-**	**-**	**0.00%**
	NON-REVENUE SOURCES					
383-7000	Capital Lease Inception	-	-	-	45,142	0.00%
399-0000	Funding from Equity for Outstanding Encumbrances	-	498,295	-	-	-100.00%
399-7533	Funding from Fund Equity - Capital	-	69,190	-	370,620	435.66%
399-9601	Funding from Fund Equity - Loan Funds	-	-	-	1,410,000	0.00%
	NON-REVENUE SOURCES	**-**	**567,485**	**-**	**1,825,762**	**221.73%**
	TOTAL WATER/SEWER FUND	**5,673,195**	**5,564,288**	**5,040,768**	**6,642,112**	**19.37%**

Cross Connect Department
Cost Center 532

FUND: **Water and Sewer Fund - 432**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Cross Connect Department performs annual backflow testing and certification throughout the City's distribution system to protect homeowners against sewage backup and mixing with potable water supplies.

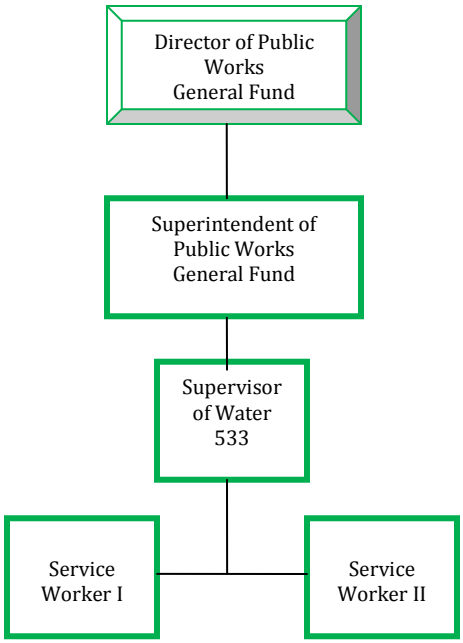
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- To ensure the safety of the City's drinking water system.
- To remain up to date on all required licenses, permits and certifications.
- To install new meters that have backflows built into them to improve the aesthetics (new backflows built into the meters are below ground, can't see them) of the City as well as accuracy of the metering system.

CROSS CONNECT DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Service Worker II - DROP	105/8	34,497	9,696	44,193	1.00
Service Worker I - Vacant	**103/0**	**24,815**	**15,798**	**40,613**	**1.00**
		59,312	25,494	84,806	2.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

Water and Sewer Fund - Cross Connect Department

432-532-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CROSS CONNECT EXPENSES						
1201	Regular Salaries	62,454	64,024	53,835	59,312	-7.36%
1401	Overtime	152	350	400	300	-14.29%
2101	FICA Taxes	4,497	4,925	3,752	4,560	-7.41%
2221	Retirement General Employee	14,996	15,205	5,102	7,161	-52.90%
2301	Health and Dental Insurance	13,391	12,644	10,427	10,720	-15.22%
2302	Health Insurance -Dependent Subsidy	3,220	2,102	1,856	1,704	-18.93%
2303	Life Insurance & EAP	219	255	172	239	-6.27%
2401	Workers' Compensation	1,498	1,528	1,291	1,225	-19.83%
	PERSONNEL EXPENSES	**100,427**	**101,033**	**76,835**	**85,221**	**-15.65%**
4051	Travel and Per Diem	-	100	-	500	400.00%
4512	Insurance	1,320	1,380	1,381	1,772	28.41%
4634	Repair & Maintenance	89	400	375	1,000	150.00%
4636	Repair & Maintenance - Utility	1,930	2,200	2,200	3,000	36.36%
5215	Fuel and Lubricants	1,338	1,500	1,386	2,000	33.33%
5223	Operating Expenses	603	500	550	400	-20.00%
5239	Safety Program Expense	5	1,000	1,000	300	-70.00%
5242	Small Tools/Equipment	132	350	300	200	-42.86%
5251	Uniform Purchases and Cleaning	-	902	-	885	-1.88%
5401	Non-Capitalized Equipment	-	1,000	1,000	-	-100.00%
5513	Technical/Training	400	1,100	500	1,400	27.27%
5901	Depreciation Expense	155	-	514	-	0.00%
	OPERATING EXPENSES	**5,972**	**10,432**	**9,206**	**11,457**	**9.83%**
6302	Improvement not Buildings - Backflow	7,369	17,100	17,100	27,000	57.89%
	CAPITAL EXPENSES	**7,369**	**17,100**	**17,100**	**27,000**	**57.89%**
9101	Transfer Out - Administrative Services	-	25,100	25,100	37,049	47.61%
	TRANSFERS	**-**	**25,100**	**25,100**	**37,049**	**47.61%**
	TOTAL CROSS CONNECT EXPENSES	**113,768**	**153,665**	**128,241**	**160,727**	**4.60%**

Cross Connect

FY 13 Itemized Budget for Cost Center - 532

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 532 1201	Regular Salaries			
Service Worker I - Vacant	1	24,815	24,815	
Service Worker II	1	34,497	34,497	939 - DROP
		Total	**$59,312**	
432 532 1401	Overtime			
EMERGENCY CALL OUTS	1	300	300	
		Total	**$300**	
432 532 2101	FICA Taxes			
Full time FICA	1	4,537	4,537	
Overtime FICA	1	23	23	
		Total	**$4,560**	
432 532 2221	Retirement General Employee			
Full Time Pension	1	7,075	7,075	
Overtime Pension	1	86	86	
		Total	**$7,161**	
432 532 2301	Health and Dental Insurance			
Health Insurance	2	5,360	10,720	
		Total	**$10,720**	
432 532 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	2	852	1,704	
		Total	**$1,704**	
432 532 2303	Life Insurance and EAP			
Life and EAP	1	239	239	
		Total	**$239**	
432 532 2401	Worker's Compensation			
Overtime Workers Comp	1	6	6	
Workers Comp	1	1,219	1,219	
		Total	**$1,225**	
432 532 4051	Travel and Per Diem			
OUT OF TOWN EXPENSES P.DOUGLA	1	250	250	
OUT OF TOWN EXPENSES SWI	1	250	250	
		Total	**$500**	
432 532 4512	Insurance			
Gen. Liab, Auto, Property Ins	4	443	1,772	Quarterly
		Total	**$1,772**	
432 532 4634	Repair & Maintenance			
FA#17315 CARGO VAN E250	1	1,000	1,000	
		Total	**$1,000**	
432 532 4636	Repair & Maintenance - Utility			
BACKFLOW REPAIRS	1	2,500	2,500	
KIT CALIBRATIONS	1	500	500	
		Total	**$3,000**	
432 532 5215	Fuel and Lubricants			
FUEL,OIL C/C VEHICLES	1	2,000	2,000	
		Total	**$2,000**	

Cross Connect

FY 13 Itemized Budget for Cost Center - 532

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 532 5223	Operating Expenses			
PENS,PENCILS,ACETYLENE,ETC.	1	400	400	
		Total	**$400**	
432 532 5239	Safety Program Expense			
PPE CENTRAL STORE ISSUES	1	200	200	
SAFETY SHOES P.DOUGLAS	1	50	50	
SAFETY SHOES SWI (VACANT)	1	50	50	
		Total	**$300**	
432 532 5242	Small Tools/Equipment			
HAND TOOLS WRENCHES,PLIERS,ET	1	200	200	
		Total	**$200**	
432 532 5251	Uniform Purchases and Cleaning			
CHANGE OUTS	1	200	200	
P.DOUGLAS	52	9	457	
SWI (VACANT)	52	4	228	
		Total	**$885**	
432 532 5513	Technical/Training			
CERTIFICATION SWI (VACANT)	1	1,100	1,100	
RE-CERTIFICATION P.DOUGLAS	1	300	300	
		Total	**$1,400**	
432 532 6302	Improvement not Building - Sewer			
TELEMETRY METERS	90	300	27,000	
		Total	**$27,000**	
432 532 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	37,049	37,049	
		Total	**$37,049**	
		Total Budget:	**$160,727**	

"When the well's dry, we know the worth of water."

Benjamin Franklin (1706-1790)
Poor Richard's Almanac, 1746

Water Department
Cost Center 533

FUND: **Water and Sewer Fund - 432**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Water Department is on call 24hrs. The Water Department performs monthly meter readings and preventative maintenance in water distribution. It provides timely connections and disconnections of water services. Installs, maintains and makes repairs to existing and new infrastructure. The Water Department monitors water quality through daily, monthly and quarterly sampling and testing throughout the City of Palmetto.

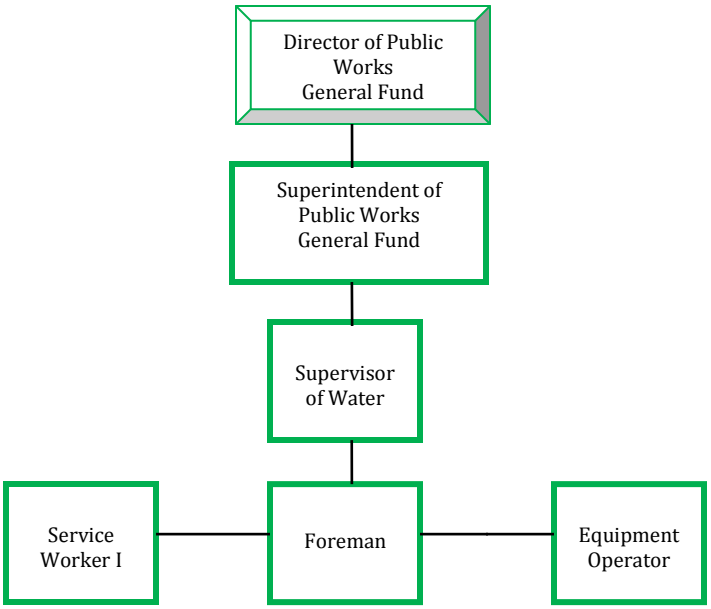
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- To maintain a system of water lines that give customers a reliable source of safe drinking water at all times. To maintain a source of reliable water flow to all fire protection services and fire hydrants. Respond to emergencies in a timely manner and make emergency repairs as accurately and economically as possibly.
- To ensure water meters are read timely and accurately by gradually evolving to telemetry (electronic/radio read) water meters. These meters are extremely accurate and will increase the efficiency of the department through time savings during the meter reading cycles.

WATER DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Equipment Operator - Vacant	106/2	30,441	17,967	48,408	1.00
Foreman	107/3	32,902	18,916	51,818	1.00
Service Worker I	103/0	24,815	15,798	40,613	1.00
Supervisor of Water - DROP	117/4	55,170	27,501	82,671	1.00
		143,328	80,182	223,510	4.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

Water and Sewer Fund - Water Department

432-533-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WATER DEPARTMENT EXPENSES						
1201	Regular Salaries	230,883	228,165	233,142	143,328	-37.18%
1401	Overtime	7,497	6,000	8,000	8,000	33.33%
2101	FICA Taxes	18,914	17,914	18,366	11,577	-35.37%
2221	Retirement General Employee	26,910	35,088	41,157	45,425	29.46%
2301	Health and Dental Insurance	45,668	44,254	41,715	21,440	-51.55%
2302	Health Insurance -Dependent Subsidy	10,886	7,357	6,962	3,408	-53.68%
2303	Life Insurance & EAP	842	907	750	562	-38.04%
2401	Workers' Compensation	5,507	5,558	6,268	3,110	-44.04%
	PERSONNEL EXPENSES	**347,107**	**345,243**	**356,360**	**236,850**	**-31.40%**
3101	Consulting	-	986	-	10,000	914.20%
3120	Engineering Services	10,500	12,000	12,000	12,000	0.00%
4111	Communications	391	621	726	440	-29.15%
4212	Postage/Mailing Service	-	-	-	50	0.00%
4405	Operating Lease	-	710	710	630	-11.27%
4415	Rental Expenses	-	250	-	500	100.00%
4512	Insurance	8,642	8,416	8,418	6,212	-26.19%
4599	Insurance Contingency	25,000	-	-	-	0.00%
4605	Contamination Testing	4,554	4,500	4,000	10,000	122.22%
4634	Repair & Maintenance	9,955	10,620	9,000	7,500	-29.38%
4636	Repair & Maintenance - Utility	23,686	20,772	25,000	25,000	20.35%
4751	Printing and Binding	911	1,739	1,000	2,500	43.76%
5112	Office Supplies	44	75	75	100	33.33%
5215	Fuel and Lubricants	17,459	16,000	22,150	11,000	-31.25%
5223	Operating Expenses	5,079	3,383	3,400	4,000	18.24%
5239	Safety Program Expense	1,215	1,400	1,500	600	-57.14%
5242	Small Tools/Equipment	870	1,514	1,900	500	-66.97%
5251	Uniform Purchases and Cleaning	2,609	2,519	2,519	899	-64.31%
5263	Water Purchased for Resale	908,012	1,014,615	950,000	970,000	-4.40%
5401	Non-Capitalized Equipment	1,177	6,560	7,000	-	-100.00%
5513	Technical/Training	-	170	170	250	47.06%
5901	Depreciation	141,213	-	140,802	-	0.00%
9500	Doubful Accts Expense	24,613	-	-	-	0.00%
9545	OPEB Expense	3,262	-	-	-	0.00%
	OPERATING EXPENSES	**1,189,192**	**1,106,850**	**1,190,370**	**1,062,181**	**-4.04%**
6302	Improvement not Buildings-Meters	24,572	14,250	28,000	27,000	89.47%
6401	Machinery & Equipment-Water Lines	3,147	48,422	57,019	22,571	-53.39%
	CAPITAL EXPENSES	**27,719**	**62,672**	**85,019**	**49,571**	**-20.90%**

Water and Sewer Fund - Water Department

432-533-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WATER DEPARTMENT EXPENSES						
7101	Principal - Lease	19,871	15,091	15,091	15,470	2.51%
7104	Principal - BOA Loan 2004	1,142	1,500	1,186	1,300	-13.33%
7105	Principal - BOA Loan 2005	7,284	8,000	7,575	8,000	0.00%
7107	Principal - BOA Loan 2007	43,662	46,000	45,473	48,000	4.35%
7201	Interest Expense - Lease	1,223	1,116	1,116	737	-33.96%
7204	Interest Expense - BOA Loan 2004	900	1,000	862	1,000	0.00%
7205	Interest Expense - BOA Loan 2005	6,526	7,000	6,267	6,500	-7.14%
7207	Interest Expense - BOA Loan 2007	46,384	46,000	44,017	46,250	0.54%
7305	New Lease	-	-	-	4,452	0.00%
	DEBT SERVICE	**126,992**	**125,707**	**121,587**	**131,709**	**4.77%**
9101	Transfer Out-Administrative Services	108,180	133,280	133,280	94,367	-29.20%
9144	Transfer to Stormwater Subsidy	50,000	25,000	25,000	36,000	44.00%
9014	Transfer Out - Ward 1 Phase 2	1,060,716	-	-	-	0.00%
9460	Transfer Out - Reuse Capital	-	-	-	110,000	0.00%
	TRANSFERS	**1,218,896**	**158,280**	**158,280**	**240,367**	**51.86%**
	TOTAL OPERATING EXPENSES	**2,909,906**	**1,798,752**	**1,911,616**	**1,720,678**	**-4.34%**

Water Department
FY 13 Itemized Budget for Cost Center - 533

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 533 1201	Regular Salaries			
Equipment Operator - Vacant	1	30,441	30,441	
Foreman	1	32,902	32,902	1260
Service Worker I	1	24,815	24,815	1483
Supervisor of Water - DROP	1	55,170	55,170	932
		Total	**$143,328**	
432 533 1401	Overtime			
EMERGENCY CALL-OUTS	1	8,000	8,000	
		Total	**$8,000**	
432 533 2101	FICA Taxes			
Full time FICA	1	10,965	10,965	
Overtime FICA	1	612	612	
		Total	**$11,577**	
432 533 2221	Retirement General Employee			
Full time Pension	1	43,144	43,144	
Overtime Pension	1	2,281	2,281	
		Total	**$45,425**	
432 533 2301	Health and Dental Insurance			
Health Insurance	4	5,360	21,440	
		Total	**$21,440**	
432 533 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	4	852	3,408	
		Total	**$3,408**	
432 533 2303	Life Insurance and EAP			
Life and EAP	1	562	562	
		Total	**$562**	
432 533 2401	Worker's Compensation			
Full time workers comp'	1	3,110	3,110	
		Total	**$3,110**	
432 533 3101	Consulting			
Consulting Services	1	10,000	10,000	
		Total	**$10,000**	
432 533 3120	Engineering Services			
Engineering Services	1	12,000	12,000	
		Total	**$12,000**	
432 533 4111	Communication			
CELL: SUPERVISOR 737-5705	12	37	440	
		Total	**$440**	
432 533 4212	Postage/Mailing Services			
WATER NOTICES	1	50	50	
		Total	**$50**	
432 533 4405	Operating Lease			
Canon 2535I - Lease	12	33	390	Payment #17-28 of 36
Canon 2535I - Maint	12	20	240	Monthly
		Total	**$630**	

Water Department
FY 13 Itemized Budget for Cost Center - 533

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 533 4415	Rental Expense			
EMERGENCY SPECIALTY EQUIPMEN	1	500	500	
		Total	**$500**	
432 533 4512	Insurance			
Gen. Liab, Auto, Property Ins	4	1,553	6,212	Quarterly
		Total	**$6,212**	
432 533 4605	Contamination Testing			
BACTERIOLOGICAL ANALYSIS	1	5,000	5,000	
CHEMICAL TESTING	1	3,500	3,500	
LINE CLEARANCE	1	1,500	1,500	
		Total	**$10,000**	
432 533 4634	Repair & Maintenance			
REPAIR OF HEAVY EQUIPMENT	1	4,500	4,500	
REPAIRS OF LIGHT EQUIPMENT	1	1,000	1,000	
REPAIRS OF MINOR EQUIPMENT	1	1,500	1,500	
REPAIRS OF MOBILE EQUIPMENT	1	500	500	
		Total	**$7,500**	
432 533 4636	Repair & Maintenance - Utility			
CENTRAL STORE ISSUES	1	8,000	8,000	
REPAIR UTILITY SYSTEM	1	17,000	17,000	
		Total	**$25,000**	
432 533 4751	Printing and Binding			
BOIL WATER NOTICES	1	1,000	1,000	
BULLETINS	1	500	500	
SHUT OFF NOTICES	1	1,000	1,000	
		Total	**$2,500**	
432 533 5112	Office Supplies			
PENS,PENCILS,ETC.	1	100	100	
		Total	**$100**	
432 533 5215	Fuel and Lubricants			
VEHICLES	1	11,000	11,000	
		Total	**$11,000**	
432 533 5223	Operating Expenses			
ANNUAL DRINKING WATER PERMIT	1	1,000	1,000	
CENTRAL STORE ISSUES	1	2,500	2,500	
JANITORIAL SUPPLIES	1	500	500	
		Total	**$4,000**	
432 533 5239	Safety Program Expense			
PPE CENTRAL STORE ISSUES	1	150	150	
SAFETY PROGRAMS BY FLC	1	250	250	
SAFETY SHOES J.COUNCIL	1	50	50	
SAFETY SHOES N.MERCADO	1	50	50	
SAFETY SHOES SUPERVISOR	1	50	50	
SAFETY SHOES SWI (VACANT)	1	50	50	
		Total	**$600**	

Water Department
FY 13 Itemized Budget for Cost Center - 533

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 533 5242	Small Tools/Equipment			
SPECIALTY TOOLS	1	500	500	
		Total	**$500**	
432 533 5251	Uniform Purchases and Cleaning			
CHANGE OUTS	1	100	100	
J.COUNCIL	52	4	228	
N.MERCADO	52	7	343	
SUPERVISOR	52	4	228	
		Total	**$899**	
432 533 5263	Water Purchased for Resale			
Water Purchased for Resale	12	80,833	970,000	
		Total	**$970,000**	
432 533 5513	Technical/Training			
CDL LICENSING	1	250	250	
		Total	**$250**	
432 533 6302	Improvement not Building - Cross Connect			
TELEMETRY METERS	90	300	27,000	
		Total	**$27,000**	
432 533 6401	Machinery and Equipment			
1/4 OF $90,282.00 CAT BACKHOE	1	22,571	22,571	
		Total	**$22,571**	
432 533 7101	Lease Principal Payments			
FA# 20124 Valve Exerciser	4	3,868	15,470	Payment# 7-10 of 16
		Total	**$15,470**	
432 533 7104	Principal - BOA 2004			
2004 BOA Loan Principal	1	1,300	1,300	
		Total	**$1,300**	
432 533 7105	Principal - BAO 2005			
2005 BOA Loan Principal	1	8,000	8,000	
		Total	**$8,000**	
432 533 7107	Principal - BAO 2007			
2007 BOA Loan Principal	1	48,000	48,000	
		Total	**$48,000**	
432 533 7201	Lease Interest Payments			
FA#20124 Valve Exerciser	4	184	737	Payment# 7-10 of 16
		Total	**$737**	
432 533 7204	Interest - BOA 2004			
2004 BOA Loan Interest	1	1,000	1,000	
		Total	**$1,000**	
432 533 7205	Interest - BAO 2005			
2005 BOA Loan Interest	1	6,500	6,500	
		Total	**$6,500**	
432 533 7207	Interest - BAO 2007			
2007 BOA Loan Interest	1	46,250	46,250	
		Total	**$46,250**	

Water Department

FY 13 Itemized Budget for Cost Center - 533

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 533 7305	New Debt Service			
New Lease - backhoe	3	1,484	4,452	Pmt 1-3 of 16
		Total	**$4,452**	
432 533 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	94,367	94,367	
		Total	**$94,367**	
432 533 9144	Transfer Out - Stormwater			
Transfer Out - Stormwater	1	36,000	36,000	
		Total	**$36,000**	
		Total Budget:	**$1,610,678**	

Sewer Department
Cost Center 535

FUND: **Water and Sewer Fund - 432**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Sewer Department is on call 24 hrs. The Sewer Department is responsible for providing and maintaining a reliable and safe means of transporting sewerage from customers to the Waste Water Treatment Facility. Other responsibilities include but are not limited to installation of new services, maintaining and repairing existing infrastructure as necessary, accurately and economically as possible.

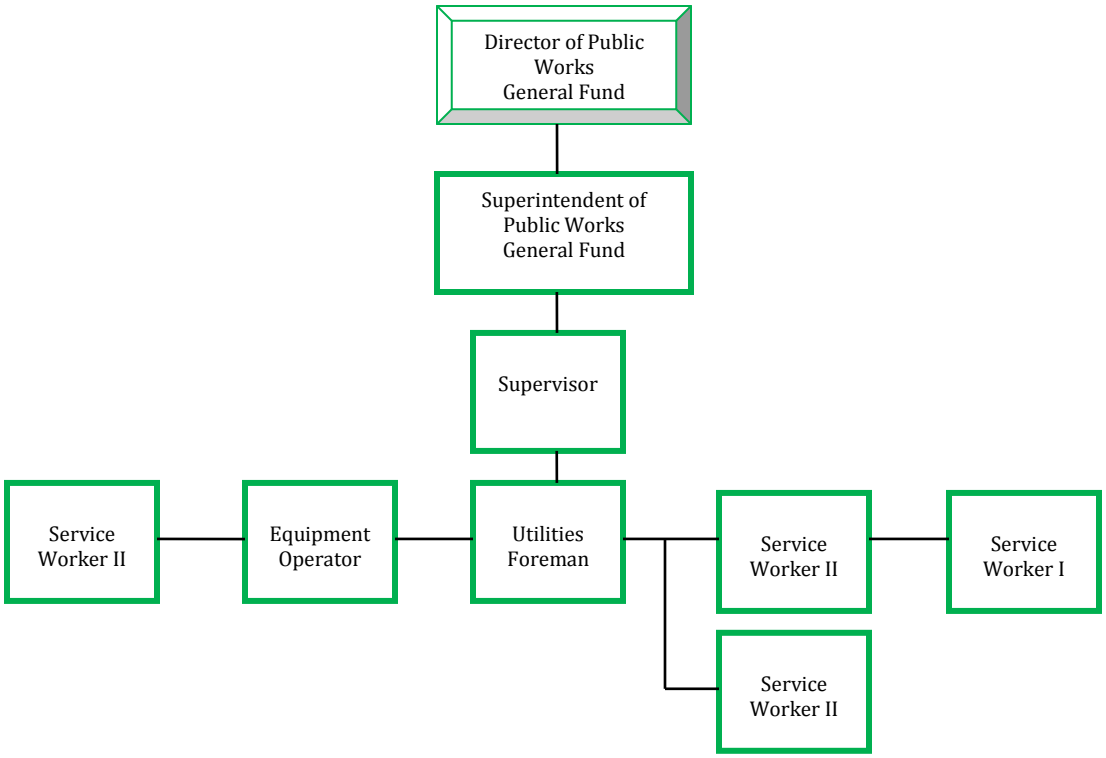
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- Keep waste water services in good repair through regular cleaning and video of existing lines. Continue to provide reliable service to all customers.
- Repair or replace damaged or failing lines in a timely manner to reduce or prevent raw sewerage from polluting the soil and ground water.
- Repair or replace damaged or failing lines to prevent I&I.

SEWER DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Equipment Operator	106/1	29,572	17,487	47,059	1.00
Service Worker I	103/0	24,815	15,677	40,492	1.00
Service Worker II	105/5	31,625	18,424	50,049	1.00
Service Worker II	105/5	31,625	18,424	50,049	1.00
Service Worker II - DROP	105/9	35,511	9,624	45,135	1.00
Supervisor - DROP	112/10	51,435	11,145	62,580	1.00
Utilities Foremen - DROP	107/6	35,890	9,660	45,550	1.00
		240,473	100,441	340,914	7.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

Water and Sewer Fund - Sewer Department

432-535-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
SEWER DEPARTMENT EXPENSES						
1201	Regular Salaries	197,786	243,345	203,205	240,473	-1.18%
1401	Overtime	7,559	7,000	8,500	8,000	14.29%
2101	FICA Taxes	16,202	19,152	15,866	19,008	-0.75%
2221	Retirement General Employee	31,171	38,505	20,459	35,819	-6.98%
2301	Health and Dental Insurance	37,335	44,254	36,502	37,520	-15.22%
2302	Health Insurance -Dependent Subsidy	8,976	7,357	6,033	5,964	-18.93%
2303	Life Insurance & EAP	678	958	712	948	-1.04%
2401	Workers' Compensation	3,885	4,882	4,404	4,199	-13.99%
	PERSONNEL EXPENSES	**303,592**	**365,453**	**295,681**	**351,931**	**-3.70%**
3120	Engineering Services	-	12,000	8,000	12,000	0.00%
4111	Communications	388	576	576	600	4.17%
4405	Operating Lease	-	710	710	630	-11.27%
4415	Rental Expenses	-	404	-	500	23.76%
4512	Insurance	12,530	12,640	12,640	15,444	22.18%
4634	Repair & Maintenance	8,306	9,300	9,300	12,000	29.03%
4636	Repair & Maintenance - Utility	11,415	10,691	10,000	12,000	12.24%
5112	Office Supplies	32	50	50	50	0.00%
5215	Fuel and Lubricants	9,455	8,500	11,100	9,750	14.71%
5223	Operating Expenses	3,374	4,592	2,500	3,500	-23.78%
5239	Safety Program Expense	1,051	1,350	1,350	950	-29.63%
5242	Small Tools/Equipment	368	900	750	500	-44.44%
5251	Uniform Purchases and Cleaning	1,779	2,011	1,711	1,832	-8.90%
5401	Non-Capitalized Equipment	1,593	4,991	4,991	-	-100.00%
5513	Technical/Training	-	340	340	250	-26.47%
5901	Depreciation	249,628	-	240,067	-	0.00%
9500	Doubtful Accounts Expense	20,906	-	-	-	0.00%
	OPERATING EXPENSES	**320,825**	**69,055**	**304,085**	**70,006**	**1.38%**
6302	Improvements not buildings	-	-	-	40,000	0.00%
6401	Machinery & Equipment	3,146	7,779	7,779	22,571	190.15%
	CAPITAL EXPENSES	**3,146**	**7,779**	**7,779**	**62,571**	**704.36%**

Water and Sewer Fund - Sewer Department

432-535-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
SEWER DEPARTMENT EXPENSES						
7104	Principal - BOA Loan 2004	46,880	50,000	48,656	52,000	4.00%
7105	Principal - BOA Loan 2005	100,180	105,000	104,191	110,000	4.76%
7107	Principal - BOA Loan 2007	41,802	44,000	43,536	46,000	4.55%
7204	Interest Expense - BOA Loan 2004	36,961	35,500	35,398	37,000	4.23%
7205	Interest Expense - BOA Loan 2005	89,761	88,000	86,212	88,000	0.00%
7207	Interest Expense - BOA Loan 2007	44,408	44,000	42,142	44,250	0.57%
7305	New Debt Service	-	-	-	4,452	0.00%
	DEBT SERVICE	**359,992**	**366,500**	**360,135**	**381,702**	**4.15%**
9101	Transfer Out - Administrative Charges	62,313	87,413	87,413	128,340	46.82%
9144	Transfer to Stormwater Subsidy	50,000	25,000	25,000	36,000	44.00%
	TRANSFERS	**112,313**	**112,413**	**112,413**	**164,340**	**46.19%**
	TOTAL EXPENSES	**1,099,868**	**921,200**	**1,080,093**	**1,030,550**	**11.87%**

Sewer Department
FY 13 Itemized Budget for Cost Center - 535

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 535 1201	Regular Salaries			
Equipment Operator	1	29,572	29,572	1417
Service Worker I	1	24,815	24,815	1499
Service Worker II	1	31,625	31,625	1204
Service Worker II	1	31,625	31,625	957
Service Worker II	1	35,511	35,511	936 - DROP
Supervisor	1	51,435	51,435	128 - DROP
Utilities Foreman	1	35,890	35,890	960 - DROP
		Total	**$240,473**	
432 535 1401	Overtime			
Emergency Call Outs/Sewer Stop	1	8,000	8,000	
		Total	**$8,000**	
432 535 2101	FICA Taxes			
Full time FICA	1	18,396	18,396	
Overtime FICA	1	612	612	
		Total	**$19,008**	
432 535 2221	Retirement General Employee			
Full Time Pension	1	33,538	33,538	
Overtime Pension	1	2,281	2,281	
		Total	**$35,819**	
432 535 2301	Health and Dental Insurance			
Health Insurance	7	5,360	37,520	
		Total	**$37,520**	
432 535 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	7	852	5,964	
		Total	**$5,964**	
432 535 2303	Life Insurance and EAP			
Life and EAP	1	948	948	
		Total	**$948**	
432 535 2401	Worker's Compensation			
Overtime Workers Comp	1	125	125	
Workers Comp	1	4,074	4,074	
		Total	**$4,199**	
432 535 3120	Engineering Services			
Engineering Services	1	12,000	12,000	
		Total	**$12,000**	
432 535 4111	Communication			
CELL G. David 812-6899	1	200	200	
Foreman Cell Phone	1	200	200	
Stand By Cell Phone 737-2390	1	200	200	
		Total	**$600**	
432 535 4405	Operating Lease			
Canon 2535I - Lease	12	33	390	Payment #17-28 of 36
Canon 2535I - Maint	12	20	240	Payment #17-28 of 36
		Total	**$630**	

Sewer Department
FY 13 Itemized Budget for Cost Center - 535

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 535 4415	Rental Expense			
Emergency Equip Rental	1	500	500	
		Total	**$500**	
432 535 4512	Insurance			
Gen. Liab, Auto, Property Ins	4	3,861	15,444	Quarterly
		Total	**$15,444**	
432 535 4634	Repair & Maintenance			
Heavy Equip Repair	1	8,000	8,000	
Light Vehicle Repair	1	2,000	2,000	
Repair Mobile equip	1	2,000	2,000	
		Total	**$12,000**	
432 535 4636	Repair & Maintenance - Utility			
Maintaining Sewer Lines	1	12,000	12,000	
		Total	**$12,000**	
432 535 5112	Office Supplies			
Pens Pencils Paper Clips Etc.	1	50	50	
		Total	**$50**	
432 535 5215	Fuel and Lubricants			
Fuel	1	9,750	9,750	
		Total	**$9,750**	
432 535 5223	Operating Expenses			
Central Store Issues	1	2,000	2,000	
Chemicals/Chlorine	1	1,500	1,500	
		Total	**$3,500**	
432 535 5239	Safety Program Expense			
Municipal Safety Services	1	350	350	
PPE Central Store	1	250	250	Vests, gloves,etc.
Safety Shoe Program - 1204	1	50	50	
Safety Shoe Program - 128	1	50	50	
Safety Shoe Program - 1417	1	50	50	
Safety Shoe Program - 1499	1	50	50	
Safety Shoe Program - 936	1	50	50	
Safety Shoe Program - 957	1	50	50	
Safety Shoe Program - 960	1	50	50	
		Total	**$950**	
432 535 5242	Small Tools/Equipment			
Saws, wrenches & hand tools	1	500	500	
		Total	**$500**	

Sewer Department
FY 13 Itemized Budget for Cost Center - 535

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 535 5251	Uniform Purchases and Cleaning			
Uniform Purchases & Cleaning	1	229	229	L Gonzales
Uniform Purchases & Cleaning	1	229	229	R Moreno
Uniform Purchases & Cleaning	1	229	229	K Griffin Jr
Uniform Purchases & Cleaning	1	229	229	C Mathis
Uniform Purchases & Cleaning	1	229	229	R Walker
Uniform Purchases & Cleanng	1	229	229	M Griffin
Uniform Purchases & clraning	1	458	458	G David
		Total	**$1,832**	
432 535 5513	Technical/Training			
CDL License Training	1	250	250	
		Total	**$250**	
432 535 6302	Improvement not Building - Water			
Sewer Line R&R	1	40,000	40,000	CIP project
		Total	**$40,000**	
432 535 6401	Improvement not Building			
1/4 Cost of new Cat Backhoe	1	22,571	22,571	Replace old backhoe
		Total	**$22,571**	
432 535 7104	Principal - BOA 2004			
2004 BOA Loan Principal	1	52,000	52,000	
		Total	**$52,000**	
432 535 7105	Principal - BAO 2005			
2005 BOA Loan Principal	1	110,000	110,000	
		Total	**$110,000**	
432 535 7107	Principal - BAO 2007			
2007 BOA Loan Principal	1	46,000	46,000	
		Total	**$46,000**	
432 535 7204	Interest - BOA 2004			
2004 BOA Loan Interest	1	37,000	37,000	
		Total	**$37,000**	
432 535 7205	Interest - BAO 2005			
2005 BOA Loan Interest	1	88,000	88,000	
		Total	**$88,000**	
432 535 7207	Interest - BAO 2007			
2007 BOA Loan Interest	1	44,250	44,250	
		Total	**$44,250**	
432 535 7305	New Debt Service			
New Lease - backhoe	3	1,484	4,452	Pmt 1-3 of 16
		Total	**$4,452**	
432 535 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	128,340	128,340	
		Total	**$128,340**	
432 535 9144	Transfer Out - Stormwater			
Transfer Out - Stormwater	1	36,000	36,000	
		Total	**$36,000**	
		Total Budget:	**$1,030,550**	

"I think the environment should be put in the category of our national security. Defense of our resources is just as important as defense abroad. Otherwise what is there to defend?"

Robert Redford

Customer Service Department
Cost Center 536

FUND: **Water and Sewer Fund - 432**
DEPARTMENT: **City Clerk**

PRIMARY DUTIES

The Customer Service Department maintains all Utilities billing records, Centralized Cash Receipt and communications with the public.

ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

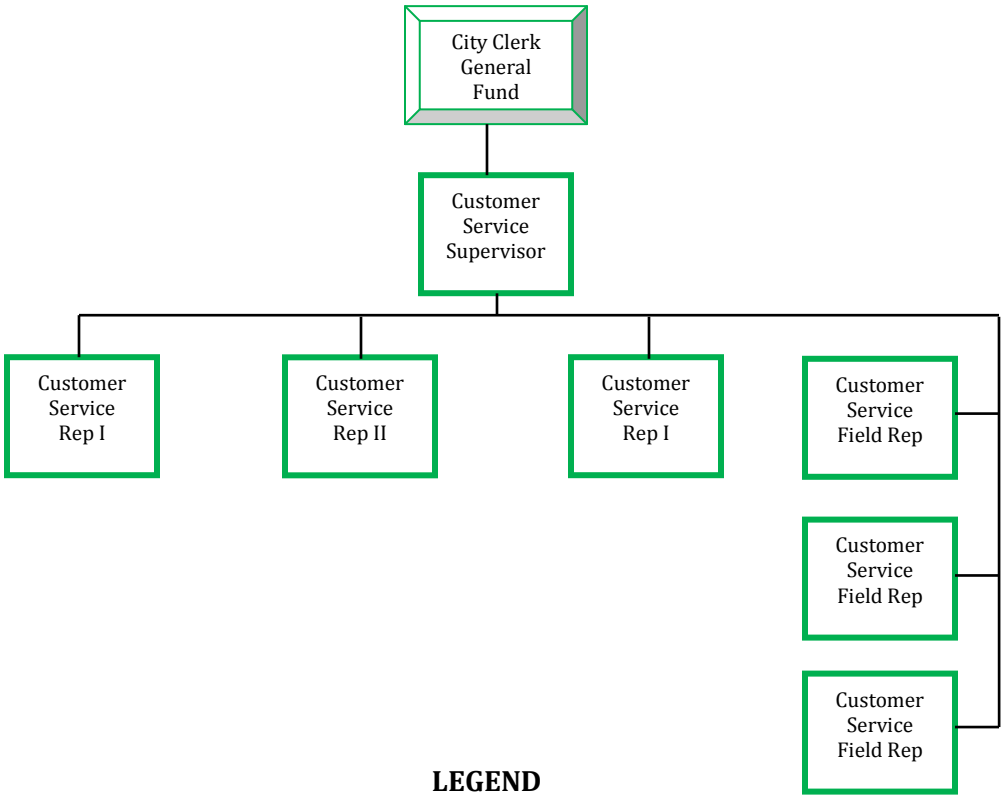
- To keep proper balances on utilities customer accounts.
- Reduce outstanding accounts receivables monthly and annually.
- To process monthly billing accurately and mail on-time.
- Improving Key Performance & Reporting measures.
- Create best practices for consistent departmental operations
- To reduce the number of meters re-reads monthly.
- To reduce the number of meter repairs and meter change-outs monthly

WORKLOAD MEASURES	2010-2011 ACTUAL	2011-2012 PROJECTED	2012-2013 GOAL
Number of on-time billings	75%	90%	100%
Number of utility customers	4,593	4,593	4,603
Number of payments processed online	2,781	3,322	3,388
Number of customer turnoffs	N/A	316	253

CUSTOMER SERVICE DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Customer Service Field Rep	103/6	29,527	17,615	47,142	1.00
Customer Service Field Rep	103/0	24,815	15,798	40,613	1.00
Customer Service Field Rep	103/6	29,527	17,615	47,142	1.00
Customer Service Supervisor	112/4	43,227	22,062	65,289	1.00
Customer Service Rep. II	105/1	28,164	16,546	44,710	1.00
Customer Service Rep I	103/1	25,545	15,587	41,132	1.00
Customer Service Rep. I	103/0	24,815	15,320	40,135	1.00
		205,620	120,543	326,163	7.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

Water and Sewer Fund - Utility Billing/Customer Service Department

432-536	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
UTILITY BILLING/CUSTOMER SERVICE EXPENSES						
1201	Regular Salaries	113,154	121,750	116,567	205,620	68.89%
2101	FICA Taxes	8,752	9,314	8,594	15,730	68.89%
2221	Retirement General Employee	27,373	28,757	27,233	58,622	103.85%
2301	Health and Dental Insurance	26,327	25,288	25,286	37,520	48.37%
2302	Health Insurance -Dependent Subsidy	6,330	4,204	4,204	5,964	41.86%
2303	Life Insurance & EAP	418	489	432	831	69.94%
2401	Workers' Compensation	185	193	144	1,876	872.02%
	PERSONNEL EXPENSES	**182,539**	**189,995**	**182,460**	**326,163**	**71.67%**
3116	Contract Services	837	6,450	1,068	21,800	237.98%
4051	Travel and Per Diem	-	500	-	800	60.00%
4111	Communications	46	120	120	660	450.00%
4212	Postage/Mailing Services	30,780	31,860	31,860	32,400	1.69%
4512	Insurance	2,774	2,732	2,732	6,244	128.55%
4634	Repair and Maintenance	-	-	-	5,000	0.00%
4751	Printing and Binding	3,117	7,931	7,927	7,820	-1.40%
4996	Bank Service Charges	24,860	28,075	16,628	19,200	-31.61%
5112	Office Supplies	298	589	499	500	-15.11%
5215	Fuel and Lubricants	-	-	-	9,000	0.00%
5223	Operating Expenses	2,157	1,750	1,750	2,000	14.29%
5242	Small Tools/Minor Equip	61	550	-	300	0.00%
5251	Uniform Purchases and Cleaning	576	600	530	1,384	130.67%
5513	Technical/Training	-	-	-	1,200	0.00%
5901	Depreciation Expense	732	-	238	-	0.00%
	OPERATING EXPENSES	**66,238**	**81,157**	**63,352**	**108,308**	**33.45%**
9101	Transfer Out - Administrative Charges	72,553	75,409	75,409	127,958	69.69%
	TRANSFERS	**72,553**	**75,409**	**75,409**	**127,958**	**69.69%**
	TOTAL EXPENSES	**321,330**	**346,561**	**321,221**	**562,429**	**62.29%**

Customer Service - Utility Billing
FY 13 Itemized Budget for Cost Center - 536

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 536 1201	Regular Salaries			
Customer Service Field Rep	1	29,527	29,527	1241
Customer Service Field Rep	1	29,527	29,527	998
Customer Service Field Rep	1	24,815	24,815	1495
Customer Service Rep I	1	24,815	24,815	1459
Customer Service Rep I	1	25,545	25,545	1464
Customer Service Rep II	1	28,164	28,164	1402
Customer Service Supervisor	1	43,227	43,227	1449
		Total	**$205,620**	
432 536 2101	FICA Taxes			
Full time FICA	1	15,730	15,730	
		Total	**$15,730**	
432 536 2221	Retirement General Employee			
Full time Pension	1	58,622	58,622	
		Total	**$58,622**	
432 536 2301	Health and Dental Insurance			
Health Insurance	7	5,360	37,520	
		Total	**$37,520**	
432 536 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	7	852	5,964	
		Total	**$5,964**	
432 536 2303	Life Insurance and EAP			
Life and EAP	1	831	831	
		Total	**$831**	
432 536 2401	Worker's Compensation			
Workers Compensation	1	1,876	1,876	
		Total	**$1,876**	
432 536 3116	Contract Services			
Contract Services	1	20,000	20,000	Rate Study Fee
Fee for collection services	1	1,800	1,800	M.J. Altman Co. Inc.
		Total	**$21,800**	
432 536 4051	Travel and Per Diem			
ADG Conference - Hotel	4	100	400	Lodging / 4 - CSR
CSR Mileage & Per Diem	4	100	400	Meals/Mileage 4-CSR
		Total	**$800**	
432 536 4111	Communication			
Cell - J. Carranza 737-9193	12	15	180	
Cell: J. Carter 737-2299	12	15	180	
Cell: W. Washington 737-2781	12	15	180	
Communications - Cell Phone	12	10	120	Shared Phone
		Total	**$660**	
432 536 4212	Postage/Mailing Services			
CH Postage Meter	4	600	2,400	Quarterly
Mailing Service -Utility Bills	12	2,500	30,000	AM/PM Mailing Servic
		Total	**$32,400**	

Customer Service - Utility Billing
FY 13 Itemized Budget for Cost Center - 536

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 536 4512	Insurance			
Gen. Liab, Auto, Property Ins	4	1,561	6,244	Quarterly
		Total	**$6,244**	
432 536 4634	Repair & Maintenance			
Repair & Maintenance	1	5,000	5,000	
		Total	**$5,000**	
432 536 4751	Printing and Binding			
Printing and Binding	1	7,820	7,820	Bill Paper &Envelope
		Total	**$7,820**	
432 536 4996	Bank Service Charges			
Bank Charges	12	900	10,800	
Credit Card Fees	12	700	8,400	
		Total	**$19,200**	
432 536 5112	Office Supplies			
Office Supplies	1	500	500	4 -CSR WORK STATIONS
		Total	**$500**	
432 536 5215	Fuel and Lubricants			
Vehicles	1	9,000	9,000	
		Total	**$9,000**	
432 536 5223	Operating Expenses			
Manatee County Recording Fees	1	2,000	2,000	Utility Liens
		Total	**$2,000**	
432 536 5239	Safety Program Expense			
PPE Central Store Issues	1	50	50	
Safety Programs by FLC	1	100	100	
Safety Shoes J. Carranza	1	50	50	
Safety Shoes J. Carter	1	50	50	
Safety Shoes W. Washington	1	50	50	
		Total	**$300**	
432 536 5251	Uniform Purchases and Cleaning			
Uniform Change Outs	1	100	100	Size Changes
Uniform Shirts for CS2	5	30	150	
Uniform Shirts for CS3	5	30	150	
Uniform Shirts for CST	5	30	150	
Uniform Shirts for Supervisor	5	30	150	
Uniform Svc J. Carranza	52	4	228	
Uniform Svc J. Carter	52	4	228	
Uniform Svc W. Washington	52	4	228	
		Total	**$1,385**	
432 536 5513	Technical/Training			
ADG CONFERENCE REGISTRATION	4	100	400	
Misc. Conference	4	200	800	
		Total	**$1,200**	
432 536 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	127,958	127,958	
		Total	**$127,958**	
		Total Budget:	**$562,430**	

Be everywhere, do everything, and never fail to astonish the customer.

Macy's Motto

Waste Water Treatment Plant (WWTP)
Cost Center 537

FUND: **Water and Sewer Fund - 432**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Waste Water Treatment Plant (WWTP) is operated on a contractual basis by Veolia which is responsible for its efficient and environmentally safe operation. The purpose of the WWTP is to collect test and treat the city's waste water from the utility systems and create reclaimed water to be distributed to city residents through the Reuse System.

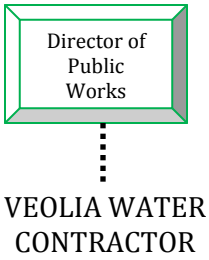
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- To provide disposable waste without causing harm or trouble to the communities and prevent pollution to our natural resources.

WASTE WATER TREATMENT PLANT ORGANIZATIONAL INFORMATION

NO CITY EMPLOYEES

COST CENTER ORGANIZATIONAL CHART



LEGEND

Water and Sewer Fund - Waste Water Treatment Plant (WWTP)

432-537-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WASTE WATER TREATMENT PLANT EXPENSES- (WWTP)						
3116	Contract Services	1,161,667	1,161,667	1,161,667	1,206,191	3.83%
3120	WWTP - Engineering Services	970	2,500	-	2,500	0.00%
4300	Utility Services	230,855	239,600	222,132	222,132	-7.29%
4512	Insurance	47,738	45,262	45,262	37,322	-17.54%
4634	Repair & Maintenance	8,566	12,600	2,500	8,150	-35.32%
5200	Operating Expenses - Veolia	2,423	2,000	2,500	2,000	0.00%
5223	Operating Expenses	546	1,400	1,400	1,000	-28.57%
5242	Small Tools/Equipment	-	100	100	100	0.00%
5901	Depreciation Expense	41,023	-	77,647	-	0.00%
	OPERATING EXPENSES	**1,493,788**	**1,465,129**	**1,513,208**	**1,479,395**	**0.97%**
6401	Machinery and Equipment	11,700	58,630	58,630	-	-100.00%
	CAPITAL EXPENSES	**11,700**	**58,630**	**58,630**	**-**	**-100.00%**
7101	Principal - Lease	17,662	-	-	-	0.00%
7201	Interest Expense - Lease	417	-	-	-	0.00%
	DEBT SERVICE	**18,079**	**-**	**-**	**-**	**0.00%**
9101	Transfer Out - Administrative Charges	3,290	7,938	7,938	13,494	69.99%
	TRANSFERS	**3,290**	**7,938**	**7,938**	**13,494**	**69.99%**
	TOTAL WWTP EXPENSE	**1,526,857**	**1,531,697**	**1,579,776**	**1,492,889**	**-2.53%**

Waste Water Treatment Plant
FY 13 Itemized Budget for Cost Center - 537

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
432 537 3116	Contract Services			
VEOLIA WATER NORTH AMERICA	1	1,206,191	1,206,191	
		Total	**$1,206,191**	
432 537 3120	Engineering Services			
JONES, EDMUNDS & ASSOCIATE	1	2,500	2,500	
		Total	**$2,500**	
432 537 4300	Utility Services			
FPL	1	222,132	222,132	
		Total	**$222,132**	
432 537 4512	Insurance			
B-1 Pollution & Remediation	1	3,258	3,258	Quarterly
Flood Insurance	1	3,500	3,500	Annual
Gen. Liab, Auto, Property Ins	4	7,641	30,564	Quarterly
		Total	**$37,322**	
432 537 4634	Repair & Maintenance			
AC Maintenance	1	150	150	
REPAIRS TO PUMPS/LS	1	8,000	8,000	
		Total	**$8,150**	
432 537 5200	Hurricane Materials/Supplies			
GENERAL	1	2,000	2,000	
		Total	**$2,000**	
432 537 5223	Operating Expenses			
WAREHOUSE ISSUES	1	1,000	1,000	
		Total	**$1,000**	
432 537 5242	Small Tools/Equipment			
SMALL HAND TOOLS/WAREHOUSE	1	100	100	
		Total	**$100**	
432 537 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	13,494	13,494	
		Total	**$13,494**	
		Total Budget:	**$1,492,889**	

"Preparation is everything. Noah did not start building the ark when it was raining."

Warren Buffett (born 1930)

CEO of Berkshire Hathaway

Water/Sewer Fund - Grant Funding

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WATER AND SEWER FUND GRANTS						
	CDBG GRANT - WARD I, PHASE II - WATER/SEWER FUND					
	ENDS: 10/31/2012					
	AWARD#: 11DB-L4-08-51-02-N32					
	REVENUE					
432-331-3100-9014						
	Ward I, Phase II CDBG - Sewer	146,221	3,997	3,997	-	0.00%
432-331-3500-9014						
	Ward I, Phase II CDBG - Water	77,505	84,912	84,911	-	0.00%
432-381-7190						
	Transfer In - Ward I Phase II	43,000	-	-	-	0.00%
	TOTAL REVENUES	**266,726**	**88,909**	**88,908**	**-**	**0.00%**
	EXPENSES					
432-533-6310-9014						
	Ward I Phase II	28,827	132,755	138,999	-	0.00%
432-533-6311-9014						
	Ward I, Phase II - Admin	55,000	5,000	5,000	-	0.00%
432-533-6312-9014						
	Ward I, Phase II - Engineering	140,195	5,727	18,227	-	0.00%
432-535-6310-9014						
	Ward I Phase II	17,045	168,308	168,308	-	0.00%
432-535-6312-9014						
	Ward I Phase II	11,331	5,862	5,862	-	0.00%
432-701-6333-9014						
	Ward I Phase II, CDBG - Sewer	162,467	(12,249)	(12,249)	-	0.00%
432-701-6335-9014						
	Ward I Phase II, CDBG - Water	86,117	76,301	76,300	-	0.00%
432-533-9307-9014						
	Transfer out - Ward I, Phase II	654,334	-	-	-	0.00%
432-533-9440-9014						
	Transfer out - Ward I, Phase II	183,000	-	-	-	0.00%
432-533-9460-9014						
	Transfer out - Ward I, Phase II	223,382	-	-	-	0.00%
	CAPITAL PURCHASES	**1,561,698**	**381,704**	**400,447**	**-**	**0.00%**
	TOTAL EXPENSES	**1,561,698**	**381,704**	**400,447**	**-**	**0.00%**
	NET TOTAL GRANT EXPENDITURES	**1,294,972**	**292,795**	**311,539**	**-**	**0.00%**

Water/Sewer Fund - Grant Funding

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
WATER AND SEWER FUND GRANTS						
	FECC: CLEAN ENERGY INITIATIVE					
	ENDS 4/30/2012					
	AWARD #: ARS016					
	REVENUE					
432-331-3500-9013						
	FECC - Energy Initiative Revenue	41,829	93,859	93,859	-	0.00%
	TOTAL REVENUES	41,829	93,859	93,859	-	0.00%
	EXPENSES					
432-704-3101-9013						
	FECC - Consulting	-	7,681	7,681	-	0.00%
432-704-6401-9013						
	FECC - Equipment	41,829	86,178	86,178	-	0.00%
	TOTAL GRANT EXPENDITURES	41,829	93,859	93,859	-	0.00%
	NET TOTAL GRANT EXPENDITURES	-	-	-	-	**0.00%**
	TOTAL WATER/SEWER FUND GRANT REVENUE	**308,555**	**182,768**	**182,767**	-	**0.00%**
	TOTAL WATER/SEWER FUND GRANT OPERATING EXPENSES	**1,060,716**	**7,681**	**7,681**	-	**0.00%**
	TOTAL WATER/SEWER FUND GRANT CAPITAL EXPENDITURES	**542,811**	**467,882**	**486,625**	-	**0.00%**
	NET WATER/SEWER FUND GRANT EXPENDITURES	**234,256**	**285,114**	**303,858**	-	**0.00%**

Stormwater Fund

Fund #440

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
STORMWATER FUND					
BEGINNING FUND BALANCES	**2,379,674**	**2,955,352**	**2,955,352**	**3,260,656**	**10.33%**
REVENUE/SOURCES					
Stormwater Charges	788,762	790,000	788,982	790,000	0.00%
Interest Revenue	1,726	1,740	1,765	1,765	1.44%
Grants	108,260	40,751	29,925	-	-100.00%
Miscellaneous	156	864	864	400	0.00%
Transfer In	433,000	242,850	242,850	305,000	25.59%
Non-Revenue Sources	-	163,103	-	57,571	0.00%
TOTAL REVENUES	**1,331,904**	**1,239,308**	**1,064,386**	**1,154,736**	**-6.82%**
EXPENSES					
Personnel	283,304	271,191	267,814	273,949	1.02%
Operating Expenses	215,599	66,593	206,896	84,144	26.36%
Capital Expenses	280,434	234,307	234,306	182,571	-22.08%
Debt Service	480,721	491,000	482,849	501,952	2.23%
Transfers Out	67,519	102,761	102,761	93,511	-9.00%
TOTAL EXPENSES	**1,327,577**	**1,165,852**	**1,294,626**	**1,136,127**	**-2.55%**
Excess Revenue Over (Under) Expenditures (Modified accrual)	4,327	73,456	(230,240)	18,609	-74.67%
Conversion to full accrual	(571,351)	(376,204)	(535,544)	(439,750)	16.89%
Excess Revenue Over (Under) Expenditures (Full accrual)	575,678	449,660	305,304	458,359	1.93%
Fund Balance, End of Year	**2,955,352**	**3,405,012**	**3,260,656**	**3,719,015**	**9.22%**

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

440-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
STORMWATER FUND REVENUE/SOURCES						
	CHARGES FOR SERVICES					
343-9100	Stormwater Charges	773,961	775,000	774,224	775,000	0.00%
343-9800	Stormwater Mitigation Fee	25	-	25	-	0.00%
343-9900	Stormwater Penalties	14,776	15,000	14,733	15,000	0.00%
	CHARGES FOR SERVICES	**788,762**	**790,000**	**788,982**	**790,000**	**0.00%**
	INTEREST REVENUE					
361-0100	Investment Earnings	701	740	740	740	0.00%
361-9000	Investment Revenue - BOA Loan	1,025	1,000	1,025	1,025	2.50%
	INTEREST REVENUE	**1,726**	**1,740**	**1,765**	**1,765**	**1.44%**
	GRANTS					
331-4100	Capital Projects Retainage	97,434	-	(10,826)	-	0.00%
331-3900-9014	Ward I Phase 2 - CDBG	10,826	40,751	40,751	-	-100.00%
	GRANTS	**108,260**	**40,751**	**29,925**	**-**	**0.00%**
	MISCELLANEOUS REVENUE					
341-2500	Cell Phone Reimbursement	156	-	-	-	0.00%
369-7401	Other Misc Revenue/Insurance Reimbursement	-	864	864	400	-53.70%
	MISCELLANEOUS REVENUE	**156**	**864**	**864**	**400**	**0.00%**
	TRANSFERS					
381-8432-9014	Transfer In - Ward I Phase 2	183,000	-	-	-	0.00%
381-9307	Transfer In - Capital Projects	-	42,850	42,850	125,000	0.00%
381-7307	Transfer in - Subsidy - Road & Bridge	150,000	150,000	150,000	108,000	-28.00%
381-7432	Transfer in - Subsidy - Water	50,000	25,000	25,000	36,000	44.00%
381-7433	Transfer In - Subsidy - Sewer	50,000	25,000	25,000	36,000	44.00%
	TRANSFERS	**433,000**	**242,850**	**242,850**	**305,000**	**25.59%**
	NON-REVENUE SOURCES					
383-7000	Capital Lease Inception	-	-	-	22,571	0.00%
399-0000	Funding from Equity for Outstanding Encumbrances	-	163,103	-	-	-100.00%
399-9601	Funding from Equity - Loan Funds	-	-	-	35,000	0.00%
399-0000	Funding from Fund Balance for Outstanding Encumbrances	-		-	-	0.00%
	NON-REVENUE SOURCES	**-**	**163,103**	**-**	**57,571**	**0.00%**
	TOTAL STORMWATER FUND REVENUES	**1,331,904**	**1,239,308**	**1,064,386**	**1,154,736**	**-6.82%**

"The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it."

Theodore Roosevelt

Stormwater Department
Cost Center 538

FUND: **Stormwater Fund - 440**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Stormwater Department is responsible for the development of the storm water management plan and improvement of storm water drainage quality.

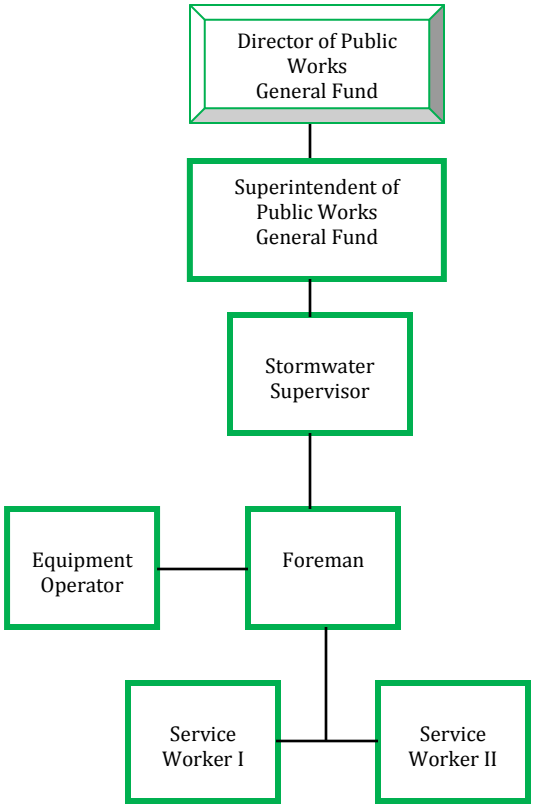
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- Continue to strive towards alleviating all flooding of the streets throughout the City by the regular cleaning and videoing of the City's drainage system. Lines found to be faulty or clogged with debris are repaired, replaced or cleaned in a timely and accurate manner.
- Ditches throughout the City are maintained on a monthly basis by means of mowing and reshaping of the ditch banks where necessary. The Road Gang is responsible for a large part of this work when equipment can not access the area to be cleaned.

STORMWATER DEPARTMENT
ORGANIZATIONAL INFORMATION

Schedule of Personnel	Pay Grade/Step	Base Salary	Benefits	Total Position Costs	FTE
Equipment Operator	106/0	28,727	17,883	46,610	1.00
Foreman	107/10	40,301	22,577	62,878	1.00
Service Worker I	103/0	24,815	16,296	41,111	1.00
Service Worker II	105/0	27,359	17,328	44,687	1.00
Stormwater Supervisor	112/8	48,539	25,918	74,457	1.00
		169,741	100,002	269,743	5.00

COST CENTER ORGANIZATIONAL CHART



LEGEND

Stormwater Fund - Stormwater Department

440-538-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
STORMWATER EXPENSES						
1201	Regular Salaries	177,649	170,544	167,947	169,741	-0.47%
1401	Overtime	3,484	2,000	4,500	3,000	50.00%
2101	FICA Taxes	13,016	13,200	12,798	13,215	0.11%
2221	Retirement General Employee	42,105	40,754	40,404	49,248	20.84%
2301	Health and Dental Insurance	32,278	31,610	30,180	26,800	-15.22%
2302	Health Insurance -Dependent Subsidy	7,667	5,255	4,983	4,260	-18.93%
2303	Life Insurance & EAP	602	673	577	671	-0.30%
2401	Workers' Compensation	6,503	7,155	6,425	7,014	-1.97%
	PERSONNEL EXPENSES	**283,304**	**271,191**	**267,814**	**273,949**	**1.02%**
3116	Contract Services	21,874	20,310	15,000	30,000	47.71%
3120	Engineering Services		350	350	9,046	2484.57%
4111	Communications	735	1,036	1,036	720	-30.50%
4415	Rental Expenses	-	1,641	-	2,500	52.35%
4512	Insurance	4,692	4,788	4,788	5,444	13.70%
4634	Repair & Maintenance	5,819	9,298	9,000	13,000	39.82%
4751	Printing and Binding	643	1	-	700	69900.00%
5112	Office Supplies	32	50	50	50	0.00%
5215	Fuel and Lubricants	11,378	10,595	12,700	9,500	-10.34%
5223	Operating Expenses	5,524	8,531	7,500	9,000	5.50%
5239	Safety Program Expense	1,283	1,775	2,000	300	-83.10%
5242	Small Tools/Equipment	1,726	2,200	2,200	2,200	0.00%
5251	Uniform Purchases and Cleaning	1,291	1,482	1,482	1,684	13.63%
5401	Non-Capitalized Equipment	3,464	4,196	4,195	-	-100.00%
5513	Technical/Training	-	340	330	-	-100.00%
5901	Depreciation Expense	148,117	-	146,265	-	0.00%
9500	Doubtful Accounts Expense	8,009	-	-	-	0.00%
9545	OPEB Expense	1,015	-	-	-	0.00%
	OPERATING EXPENSES	**215,602**	**66,593**	**206,896**	**84,144**	**26.36%**
6401	Machinery and Equipment	-	859	859	22,571	2527.59%
	CAPITAL EXPENSES	**-**	**859**	**859**	**22,571**	**2527.59%**

Stormwater Fund - Stormwater Department

440-538-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
STORMWATER EXPENSES						
7100	Principal - SRF Stormwater Loan	135,443	140,000	139,578	144,000	2.86%
7104	Principal - BOA Loan 2004	36,794	40,000	38,188	40,500	1.25%
7105	Principal - BOA Loan 2005	90,602	95,000	94,229	99,500	4.74%
7107	Principal - BOA Loan 2007	28,078	30,000	29,243	30,750	2.50%
7200	Interest Expense - SRF Stormwater Loan	49,798	48,000	47,552	43,500	-9.38%
7204	Interest Expense - BOA Loan 2004	29,009	28,000	27,782	29,250	4.46%
7205	Interest Expense - BOA Loan 2005	81,169	80,000	77,970	80,000	0.00%
7207	Interest Expense - BOA Loan 2007	29,828	30,000	28,307	30,000	0.00%
7305	New Debt Service	-	-	-	4,452	0.00%
	DEBT SERVICE	**480,721**	**491,000**	**482,849**	**501,952**	**2.23%**
9101	Transfer Out - Administrative Charges	67,519	102,761	102,761	93,511	-9.00%
	TRANSFERS	**67,519**	**102,761**	**102,761**	**93,511**	**-9.00%**
	TOTAL EXPENSES	**1,047,146**	**932,404**	**1,061,179**	**976,127**	**4.69%**

Stormwater Department
FY 13 Itemized Budget for Cost Center - 538

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
440 538 1201	Regular Salaries			
Equipment Operator	1	28,727	28,727	1327
Foreman	1	40,301	40,301	712
Service Worker I	1	24,815	24,815	1494
Service Worker II	1	27,359	27,359	1482
Stormwater Supervisor	1	48,539	48,539	911
		Total	**$169,741**	
440 538 1401	Overtime			
Emergency call outs	1	3,000	3,000	
		Total	**$3,000**	
440 538 2101	FICA Taxes			
Full time FICA	1	12,985	12,985	
Overtime FICA	1	230	230	
		Total	**$13,215**	
440 538 2221	Retirement General Employee			
Full time Pension	1	48,393	48,393	
Overtime Pension	1	855	855	
		Total	**$49,248**	
440 538 2301	Health and Dental Insurance			
Health Insurance	5	5,360	26,800	
		Total	**$26,800**	
440 538 2302	Health Insurance - Dependent Subsidy			
Dependent Health Subsidy	5	852	4,260	
		Total	**$4,260**	
440 538 2303	Life Insurance and EAP			
Life and EAP	1	671	671	
		Total	**$671**	
440 538 2401	Worker's Compensation			
Overtime Workers Compensation	1	122	122	
Workers Compensation	1	6,892	6,892	
		Total	**$7,014**	
440 538 3116	Contract Services			
Consultant	1	13,000	13,000	
Environmental Contracts	1	12,000	12,000	
Utility Rate Study	1	5,000	5,000	
		Total	**$30,000**	
440 538 3120	Engineering Services			
Engineering Services PD SSAR	1	9,046	9,046	
		Total	**$9,046**	
440 538 4111	Communication			
Cell MBloome 737-1704	1	240	240	
Cell On Call 737-0645	1	240	240	
Cell Road Gang 737-4594	1	240	240	
		Total	**$720**	

Stormwater Department
FY 13 Itemized Budget for Cost Center - 538

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
440 538 4415	Rental Expense			
Rental equipment	1	2,500	2,500	
		Total	**$2,500**	
440 538 4512	Insurance			
Gen. Liab, Auto, Property Ins	4	1,361	5,444	Quarterly
		Total	**$5,444**	
440 538 4634	Repair & Maintenance			
Maintenance of Vehicles	1	13,000	13,000	
		Total	**$13,000**	
440 538 4751	Printing and Binding			
NPDES Flyer	1	700	700	
		Total	**$700**	
440 538 5112	Office Supplies			
Pens Pencils Toner	1	50	50	
		Total	**$50**	
440 538 5215	Fuel and Lubricants			
Fuel,oil for Veh small equip	1	9,500	9,500	
		Total	**$9,500**	
440 538 5223	Operating Expenses			
coffee, Janitorial,warehouse	1	9,000	9,000	
		Total	**$9,000**	
440 538 5239	Safety Program Expense			
safety shoes f mobley	1	50	50	
safety shoes jmatthews	1	50	50	
safety shoes k green	1	50	50	
safety shoes mbloome	1	50	50	
safety shoes o madrid	1	50	50	
safety shoes vacant	1	50	50	
		Total	**$300**	
440 538 5242	Small Tools/Equipment			
chain Saws,Weedeaters	1	2,200	2,200	
		Total	**$2,200**	
440 538 5251	Uniform Purchases and Cleaning			
Change Outs	1	200	200	
Uniform F Mobley	52	7	343	
uniform JMatthews	52	4	228	
Uniform K Green	52	4	228	
Uniform MBloome	52	4	228	
Uniform O Madrid	52	4	228	
Uniforms Vacant	52	4	228	
		Total	**$1,684**	
440 538 6401	Machinery and Equipment			
1/4 prices of cat backhoe	1	22,571	22,571	
		Total	**$22,571**	

Stormwater Department
FY 13 Itemized Budget for Cost Center - 538

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
440 538 7100	SRF Loan - Principal			
SRF Stormwater Loan-Principal	1	144,000	144,000	
		Total	**$144,000**	
440 538 7104	Principal - BOA 2004			
2004 BOA Loan Principal	1	40,500	40,500	
		Total	**$40,500**	
440 538 7105	Principal - BAO 2005			
2005 BOA Loan Principal	1	99,500	99,500	
		Total	**$99,500**	
440 538 7107	Principal - BAO 2007			
2007 BOA Loan Principal	1	30,750	30,750	
		Total	**$30,750**	
440 538 7200	SRF Interest Expense			
SRF Stormwater Loan - Interest	1	43,500	43,500	
		Total	**$43,500**	
440 538 7204	Interest - BOA 2004			
2004 BOA Loan Interest	1	29,250	29,250	
		Total	**$29,250**	
440 538 7205	Interest - BAO 2005			
2005 BOA Loan Interest	1	80,000	80,000	
		Total	**$80,000**	
440 538 7207	Interest - BAO 2007			
2007 BOA Loan Interest	1	30,000	30,000	
		Total	**$30,000**	
440 538 7305	New Debt Service			
New Lease - backhoe	3	1,484	4,452	Pmt 1-3 of 16
		Total	**$4,452**	
440 538 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	93,511	93,511	
		Total	**$93,511**	
		Total Budget:	**$976,127**	

Stormwater Fund - Grant Funding

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
STORMWATER FUND GRANTS						
	CDBG GRANT - WARD I, PHASE II - STORMWATER FUND					
	ENDS: 10/31/2012					
	AWARD#: 11DB-L4-08-51-02-N32					
	REVENUE					
440-331-3900-9014						
	Ward I, Phase II CDBG - Stormwater	97,434	40,751	40,751	-	0.00%
440-381-8432-9014						
	Transfer In - Ward I Phase II	183,000	-	-	-	0.00%
	TOTAL REVENUES	**280,434**	**40,751**	**40,751**	**-**	**0.00%**
	EXPENSES					
440-538-6310-9014						
	Ward I Phase II	10,125	116,230	116,230	-	0.00%
440-538-6312-9014						
	Ward I, Phase II	12,203	44,442	44,442	-	0.00%
440-701-6300-9014						
	Ward I Phase II, CDBG - Stormwater	108,260	29,926	29,925	-	0.00%
	CAPITAL PURCHASES	**130,588**	**190,598**	**190,597**	**-**	**0.00%**
	TOTAL EXPENSES	**130,588**	**190,598**	**190,597**	**-**	**0.00%**
	NET TOTAL GRANT EXPENDITURES	**(149,846)**	**149,847**	**149,846**	**-**	**0.00%**

TOTAL STORMWATER FUND GRANT REVENUE	**280,434**	**40,751**	**40,751**	**-**	**0.00%**
TOTAL STORMWATER FUND GRANT OPERATING EXPENSES	**-**	**-**	**-**	**-**	**0.00%**
TOTAL STORMWATER FUND GRANT CAPITAL EXPENDITURES	**130,588**	**190,598**	**190,597**	**-**	**0.00%**
NET STORMWATER FUND GRANT EXPENDITURES	**(149,846)**	**149,847**	**149,846**	**-**	**0.00%**

Reuse Fund

Fund #460

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
REUSE FUND					
BEGINNING FUND BALANCES	**2,007,384**	**2,327,651**	**2,327,651**	**2,433,058**	**4.53%**
REVENUE/SOURCES					
Reuse Water Fees	187,481	184,700	187,873	187,950	**1.76%**
Interest Revenue	1,167	1,250	1,165	1,165	**-6.80%**
Miscellaneous	-	946,289	-	866,789	**0.00%**
Transfers In	223,382	-	-	250,000	**0.00%**
Non-Revenue Sources	-	126,217	-	866,789	**0.00%**
TOTAL REVENUES	**412,030**	**1,258,456**	**189,038**	**2,172,693**	**72.65%**
EXPENSES					
Operating Expenses	42,489	5,800	36,769	9,600	**65.52%**
Capital Expenses	290,913	1,482,559	87,250	1,983,578	**33.79%**
Debt Service	100,403	103,700	100,111	104,925	**1.18%**
Transfers Out	-	-	-	20,276	**0.00%**
TOTAL EXPENSES	**433,805**	**1,592,059**	**224,130**	**2,118,379**	**33.06%**
Excess Revenue Over (Under) Expenditures (Modified accrual)	(21,775)	(333,603)	(35,092)	54,314	-116.28%
Conversion to full accrual	(342,042)	(1,410,442)	(140,499)	(1,172,789)	-16.85%
Excess Revenue Over (Under) Expenditures (Full accrual)	320,267	1,076,839	105,407	1,227,103	13.95%
Fund Balance, End of Year	**2,327,651**	**3,404,490**	**2,433,058**	**3,660,161**	**7.51%**

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

460-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
REUSE FUND REVENUE/SOURCES						
	CHARGES FOR SERVICES					
343-9010	Reuse Water Fees	182,718	180,000	182,897	183,000	1.67%
343-6900	Reuse Penalties	4,763	4,700	4,976	4,950	5.32%
	CHARGES FOR SERVICES	**187,481**	**184,700**	**187,873**	**187,950**	**1.76%**
	INTEREST REVENUE					
361-9000	Interest Revenue-BOA Loan	1,142	1,250	1,150	1,150	-8.00%
361-0100	Interest Income	25	-	15	15	0.00%
	INTEREST REVENUE	**1,167**	**1,250**	**1,165**	**1,165**	**-6.80%**
	GRANT REVENUE					
334-1000-5904	SWFWMD ASR Grant	-	946,289	-	866,789	0.00%
	GRANT REVENUE	**-**	**946,289**	**-**	**866,789**	**0.00%**
	TRANSFERS-IN					
381-8600	Transfer-In - Impact Fees	-	-	-	250,000	0.00%
381-8432-9014	Transfer-In - Ward I Phase 2	223,382	-	-	-	0.00%
	TRANSFERS-IN	**223,382**	**-**	**-**	**250,000**	**0.00%**
	NON-REVENUE SOURCES					
399-0000	Funding from Equity for Outstanding Encumbrances	-	126,217	-	-	-100.00%
399-9601	Funding from Equity - Loan Funds	-	-	-	735,035	0.00%
399-9602	Funding from Fund Balance for Capital	-		-	131,754	0.00%
	NON-REVENUE SOURCES	**-**	**126,217**	**-**	**866,789**	**0.00%**
	TOTAL REUSE	**412,030**	**1,258,456**	**189,038**	**2,172,693**	**72.65%**

"Not everything that can be counted counts, and not everything that counts can be counted."

Albert Einstein (1879-1955)

Reuse Department
Cost Center 539

FUND: **Reuse Fund - 460**
DEPARTMENT: **Public Works**

PRIMARY DUTIES

The Reuse Department maintains, repairs and installs the City's Reuse System as necessary to provide customers with reuse water as available. The Reuse Department makes all new taps to customers where available and maintains those services.

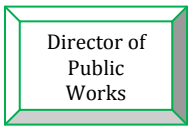
ADMINISTRATIVE AND BUDGET GOALS AND OBJECTIVES

- Become a self sustaining utility with the total matching of revenues and expenses.
- Continue to provide quality service and make necessary repairs on a timely basis as economically as possible.
- Finish development of the ASR to ensure safe storage of reclaimed water during surplus times and reduce the need to discharge into area public waters.

ORGANIZATIONAL INFORMATION

NO CITY EMPLOYEES

COST CENTER ORGANIZATIONAL CHART



LEGEND

Reuse Fund - Reuse Department

460-539-	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
REUSE EXPENSES						
3116	Contract Services	-	-	-	5,000	0.00%
4636	Repair & Maintenance - Utility	5,440	5,000	2,500	4,000	-20.00%
5223	Operating Expenses	62	600	150	400	-33.33%
5242	Small Tools/Equipment	39	200	200	200	0.00%
5901	Depreciation Expense	34,115	-	33,919	-	0.00%
9500	Doubtful Account Expense	2,830	-	-	-	0.00%
	OPERATING EXPENSES	**42,486**	**5,800**	**36,769**	**9,600**	**65.52%**
7100	Principal - SRF Reuse Loan	3,486	3,600	3,656	3,750	4.17%
7104	Principal - BOA Loan 2004	2,194	2,500	2,278	2,500	0.00%
7105	Principal - BOA Loan 2005	14,151	15,000	14,718	15,500	3.33%
7107	Principal - BOA Loan 2007	31,298	33,000	32,597	34,250	3.79%
7200	Interest Expense - SRF Reuse Loan	1,612	1,600	1,475	1,425	-10.94%
7204	Interest Expense - BOA Loan 2004	1,730	2,000	1,656	1,750	-12.50%
7205	Interest Expense - BOA Loan 2005	12,683	13,000	12,178	12,500	-3.85%
7207	Interest Expense - BOA Loan 2007	33,249	33,000	31,553	33,250	0.76%
	DEBT SERVICE	**100,403**	**103,700**	**100,111**	**104,925**	**1.18%**
9101	Transfer Out - Administrative Charges	-	-	-	20,276	0.00%
	TRANSFERS	**-**	**-**	**-**	**20,276**	0.00%
	TOTAL REUSE EXPENSES	**142,889**	**109,500**	**136,880**	**134,801**	**23.11%**

Reuse Department
FY 13 Itemized Budget for Cost Center - 539

DESCRIPTION	QTY	UNIT PRICE	TOTAL	NOTE
460 539 3116	Contract Services			
Utility Rate Study	1	5,000	5,000	
		Total	**$5,000**	
460 539 4636	Repair & Maintenance - Utility			
warehouse, line repairs	1	4,000	4,000	
		Total	**$4,000**	
460 539 5223	Operating Expenses			
Paint, Vending machine	1	400	400	
		Total	**$400**	
460 539 5242	Small Tools/Equipment			
Specialty Tools	1	200	200	
		Total	**$200**	
460 539 7100	SRF Loan - Principal			
SRF Reuse Loan - Principal	1	3,750	3,750	
		Total	**$3,750**	
460 539 7104	Principal - BOA 2004			
2004 BOA Loan Principal	1	2,500	2,500	
		Total	**$2,500**	
460 539 7105	Principal - BAO 2005			
2005 BOA Loan Principal	1	15,500	15,500	
		Total	**$15,500**	
460 539 7107	Principal - BAO 2007			
2007 BOA Loan Principal	1	34,250	34,250	
		Total	**$34,250**	
460 539 7200	SRF Interest Expense			
SRF Reuse Loan - Interest	1	1,425	1,425	
		Total	**$1,425**	
460 539 7204	Interest - BOA 2004			
2004 BOA Loan Interest	1	1,750	1,750	
		Total	**$1,750**	
460 539 7205	Interest - BAO 2005			
2005 BOA Loan Interest	1	12,500	12,500	
		Total	**$12,500**	
460 539 7207	Interest - BAO 2007			
2007 BOA Loan Interest	1	33,250	33,250	
		Total	**$33,250**	
460 539 9101	Transfer Out - Administrative Services			
Transfer Out - Admin Services	1	20,276	20,276	
		Total	**$20,276**	
		Total Budget:	**$134,801**	

Reuse Fund - Grant Funding

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
REUSE FUND GRANTS						
	CDBG GRANT - WARD I, PHASE II - REUSE FUND					
	ENDS: 10/31/2012					
	AWARD#: 11DB-L4-08-51-02-N32					
	REVENUE					
460-381-8432-9014						
	Transfer In - Ward I Phase II	223,382	-	-	-	0.00%
	TOTAL REVENUES	**223,382**	**-**	**-**	**-**	**0.00%**
	EXPENSES					
460-539-6310-9014						
	Ward I Phase II	33,764	87,250	87,250	-	0.00%
460-539-6312-9014						
	Ward I, Phase II	114,012	(11,644)	-	-	0.00%
	CAPITAL PURCHASES	**147,776**	**75,606**	**87,250**	**-**	**0.00%**
	TOTAL EXPENSES	**147,776**	**75,606**	**87,250**	**-**	**0.00%**
	NET TOTAL GRANT EXPENDITURES	**(75,606)**	**75,606**	**87,250**	**-**	**0.00%**
	TOTAL REUSE FUND GRANT REVENUE	**223,382**	**-**	**-**	**-**	**0.00%**
	TOTAL REUSE FUND GRANT OPERATING EXPENSES	**-**	**-**	**-**	**-**	**0.00%**
	TOTAL REUSE FUND GRANT CAPITAL EXPENDITURES	**147,776**	**75,606**	**87,250**	**-**	**0.00%**
	NET REUSE FUND GRANT EXPENDITURES	**(75,606)**	**75,606**	**87,250**	**-**	**0.00%**

Capital Improvements

Includes budget in Funds #190, 301, 390, 432, 440, 460

Budget for capital outlay expenditures can occur in any fund or fund type. Capital improvements refers to projects designed to improve land, buildings and or infrastructure and may include large purchases for software, or equipment although these types of capital expenditures are not common in the City's capital improvement projects. Details pertaining to the processes and policies of capital improvement budgeting can be found in the Policies and Planning section of this book.

The City has two Capital Projects Funds which are:

- Capital Project Fund - #301 – accounts for the Capital Improvement Program budget and expenditures of the Governmental Funds.
- Joint Capital Projects Fund - #390 – accounts for joint capital projects between the City, CRA and a granting agency.

Capital projects funded solely from CRA are budgeted and accounted for within the CRA fund (Fund #190). Florida statutes prohibit the CRA from funding capital projects which are included in the City's CIP and these are accounted for separately. Capital projects that occur in the Enterprise Funds are accounted for in the fund receiving the ending capital assets.

CRA projects within the 2013 operating budget (Fund #190):

- MLK Park – $690,000 budgeted. A new park is planned and in process within Ward I and the CRA district. These funds will be transferred to the Joint Capital Projects Fund as matching funds for the City's SWFWMD grant and combined with City funding from impact fees.
- MMEP – Multimodal Enhancement Project - $450,000 budgeted. This project enhances alternative transportation for the City's residents. The project will provide residents the ability to take advantage to many different methods of travel within the City. The 2013 budget allows the CRA to save funds for this future project as it is estimated to be several million dollars.

Projects budgeted in the Joint Capital Projects Fund (Fund #390):

- No new projects are budgeted for FY2013.
- MLK Park and 5th Street is continuing from FY2012.

Projects budgeted in the Capital Improvement Program (CIP)

- Sidewalk Rehabilitation and Renovation - $50,000
- ADA Sidewalk Compliance - $25,000
- 13th Ave – 7th to 8th Street - $188,965
- City Facility Security - $50,000
- City Wide Facilities Upgrades - $50,000
- City Wide Enterprise Software - $350,000
- TMDL Program - $25,000
- 13th Street Drainage - $875,000
- Dredging Projects - $10000
- WWTP Upgrades - $275,500
- WWTP Rehabilitation and Renovation - $176,000
- Lift Stations - $24,000
- Sewer Lines Rehabilitation and Renovation - $40,000
- I&I Program - $50,000
- Aquifer Storage Recovery (ASR) - $1,733,578
- Water Lines Rehabilitation and Renovation - $25,000
- Telemetry Meters - $1,300,000
- 8th Street West & 9th Street West, Ward 2 Reclaim lines - $250,000

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND - JOINT PROJECTS - CITY AND CRA - FUND 390						
BEGINNING FUND BALANCES		**-**	**-**	**-**	**246,395**	0.00%
	REVENUES/SOURCES					
	Grants	-	582,500	496,737	-	-100.00%
	Transfers In	-	743,132	743,132	-	-100.00%
	TOTAL REVENUES	**-**	**1,325,632**	**1,239,869**	**-**	-100.00%
	EXPENSES					
	Capital Outlay					
	Streets	-	1,165,000	993,474	-	-100.00%
	Other	-	160,632	-	-	-100.00%
	TOTAL EXPENDITURES	**-**	**1,325,632**	**993,474**	**-**	-100.00%
	Excess Revenue Over (Under) Expenditures	-	-	246,395	-	0.00%
	Fund Balance, End of Year	**-**	**-**	**246,395**	**246,395**	**0.00%**

Capital Projects Fund - Joint Projects - City and CRA

ACCT #	ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CAPITAL JOINT PROJECTS FUND						
	REVENUE					
390-381-8001-1101						
	Transfer in from General Fund - MLK Park	-	160,632	160,632	-	-100.00%
390-334-4100-1105						
	5th St LID SWFWMD	-	582,500	496,737	-	-100.00%
390-381-8190-1105						
	Transfer in from CRA - 5th Street	-	582,500	582,500	-	-100.00%
	TOTAL REVENUES	**-**	**1,325,632**	**1,239,869**	**-**	**-100.00%**
	EXPENSES					
390-859-6300-1101						
	MLK Park	-	160,632	-	-	-100.00%
390-859-6300-1105						
	Improvements not Bldgs - 5th St	-	582,500	496,737	-	-100.00%
390-702-6300-1105						
	SWFWMD Grant - 5th St LID	-	582,500	496,737	-	-100.00%
	CAPITAL PURCHASES	**-**	**1,325,632**	**993,474**	**-**	**-100.00%**
	TOTAL EXPENSES	**-**	**1,325,632**	**993,474**	**-**	**-100.00%**
	NET TOTAL GRANT EXPENDITURES	-	-	(246,395)	-	0.00%

CRA Capital Projects

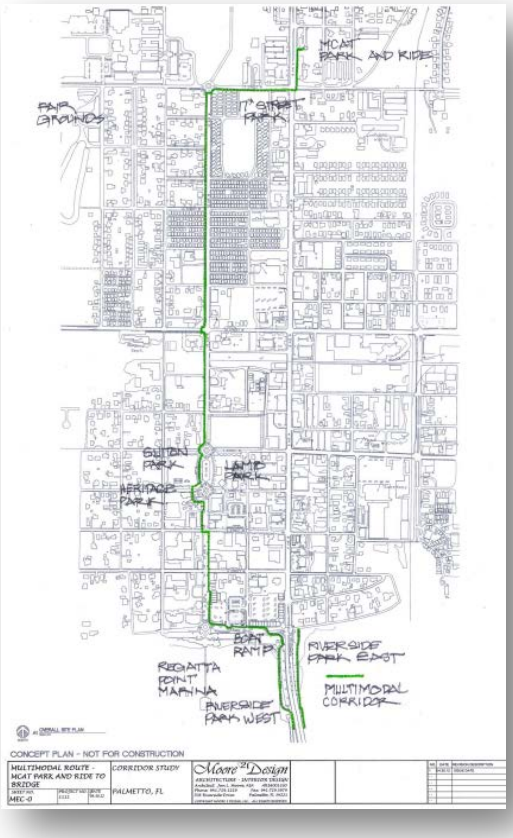
The capital projects funded by the CRA are included in both the CRA fund and the Joint Capital Projects fund. The CRA fund includes projects continuing from fiscal year 2012 such as Lamb/Sutton Park, 5th Street LID, and the Riverfront Projects.

- Lamb/Sutton Park – began in fiscal year 2012 with Phase I which includes a new entryway to the park bordering 10th Avenue and begins to give the park a new environmentally "green" feel. The park is now dedicated to veterans from all military branches. Phase II will begin in fiscal year 2013 with a new playground, restrooms, pavilions and walking trails.

- 5th Street LID – began in fiscal year 2012 and nearly completed by the end of the year. This project, accounted for in CRA operating fund #190 and the Joint Capital Projects Fund #390, gives a total new face to 5th Street leading into the City's downtown area with improvements to infrastructure and drainage issues.

- 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, bait shop and a shop named the "Seahorse" to revive a 1950's business in the city.

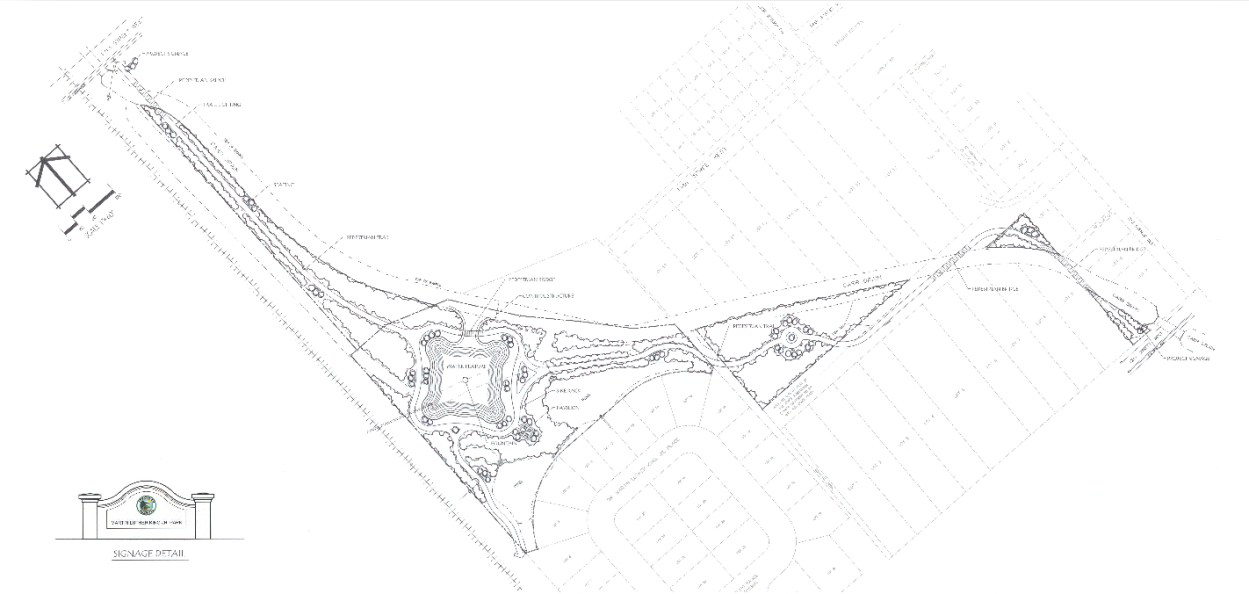
- MMEP Project – Multi-modal Enhancement Project (MMEP) is a project providing areas for alternative modes of transportation such as walking, running, biking etc. This linear trail will begin at the Green Bridge and continue throughout the city creating a corridor south to north. The funding is expected 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 Joint Capital Projects Fund includes projects jointly funded by the CRA and City, along with grant funding. In fiscal year 2012, this includes the 5th Street LID and adds the new MLK Park for fiscal year 2013 with funding budgeted from CRA's operating fund.

- MLK Park – A new park in Ward I where very few parks exist. Land was purchased in fiscal year 2012 and added to existing parcels to allow area children safe access to the city's newest park. The park will be developed using CRA funding, impact fees, an a SWFWMD grant.

Plans for MLK Park



2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

	Project Description	Supporting Fund	FY2013	FY2014	FY2015	FY2016	FY2017	Total 2013-2017 Project Cost
	Road Improvements							
1	23rd St. Realignment	Capital Projects	$ -	$ -	$ -	$ -	$ -	$ -
2	10th Avenue Extension	Capital Projects	-	-	-		-	-
3	Sidewalk R& R	Road & Bridge	50,000	65,000	65,000	65,000	65,000	310,000
4	ADA Sidewalk Compliance	Road & Bridge	25,000	25,000	25,000	25,000	25,000	125,000
5	14th Ave & 17th St Round About	Capital Projects		20,000	42,000	440,170	-	502,170
6	13th Ave 7th to 8th Street***	Capital Projects/ Road & Bridge/ Assesment	188,965					188,965
	ROAD IMPROVEMENTS TOTAL		**$ 263,965**	**$ 110,000**	**$ 132,000**	**$ 530,170**	**$ 90,000**	**$ 1,126,135**
	Public Facilities							
1	City Facility Security	Capital Projects	$ 50,000	$ 50,000	$ 25,000	$ 25,000	$ 25,000	$ 175,000
2	City Wide Facilities Upgrades	Capital Projects	50,000	25,000	25,000	25,000	25,000	150,000
3	New Public Works Facility Building	Capital Projects	-	-	477,540	3,183,600	-	3,661,140
4	City Wide Enterprise Software	Capital Projects	350,000	-	-	-	-	350,000
	PUBLIC BUILDINGS TOTAL		**$ 450,000**	**$ 75,000**	**$ 527,540**	**$ 3,233,600**	**$ 50,000**	**$ 4,336,140**
	Stormwater							
1	TMDL Program	Stormwater	$ 25,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 225,000
2	PPD Pond	Stormwater	-	-	-	150,000	-	150,000
3	13th St. Drainage Project from 25th Ave. W to 28th Ave. W	Road & Bridge/ Stormwater	875,000	-	-	-	-	875,000
4	Dredging Projects	Stormwater	10,000	10,000	10,000	10,000	10,000	50,010
	STORMWATER TOTAL		**$ 910,000**	**$ 60,000**	**$ 60,000**	**$ 210,000**	**$ 60,000**	**$ 1,300,000**
	Utility Improvements							
1			$ -	$ -	$ -	$ -	$ -	$ -
2	WWTP Upgrades	Water/Sewer	275,500	62,199	62,199	62,199	62,199	524,296
3	WWTP R&R	Water/Sewer	176,000	74,638	74,638	74,638	74,638	474,552
4	Lift Station Upgrades	Water/Sewer	24,000	99,517	99,517	99,517	99,517	422,068
5	Sewer Lines R&R	Water/Sewer	40,000	50,000	50,000	50,000	50,000	240,000
6	I&I Program	Water/Sewer	50,000	50,000	100,000	100,000	100,000	400,000
7	PARS	Reuse	-	50,000	50,000	50,000	50,000	200,000
8	Aquifer Storage Recovery	Reuse	1,733,578	474,723	-	-	-	2,208,301
9	Regional Reuse System (MARS)	Reuse	-	-	-	100,000	100,000	200,000
10	Water Lines R&R	Water/Sewer	25,000	30,000	30,000	50,000	50,000	185,000
11	Telemetry Meters	Water/Sewer	1,300,000	-	-	-	-	1,300,000
12	8th St. W & 9th St. W Ward 2 Reclaim lines.	Water/Sewer	250,000					250,000
13	21st St. Utility Extension	Water/Sewer	-	-	-	150,000	-	150,000
		UTILITY TOTAL	**$ 3,874,078**	**$ 891,077**	**$ 466,354**	**$ 736,354**	**$ 586,354**	**$ 6,554,217**
		GRAND TOTAL	**$ 5,498,043**	**$ 1,136,077**	**$ 1,185,894**	**$ 4,710,124**	**$ 786,354**	**$ 13,316,492**

***** Represents Additions To The CIP**

Project to be funded through a new capital lease. Debt service will be funded by fund balance or current revenues.
Project to be partially funded using Impact Fees.
Project to be funded with assessments to property owners and City impact fees.
Project to be funded with a future CDBG grant. Application to be made 10/1/2012

2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

FUNDING SOURCE FY 2013 PROJECTS

	Project Description	Loan Funds/ New Lease	City Fund Balance and Impact Fees	2013 Grants	Total from Capital Funding	FY2013 Revenues	Unfunded or Partial Funded Projects	Total 2013 Funding
	Road Improvements							
1	23rd St. Realignment	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	10th Avenue Extension	-	-	-	-	-	-	-
3	Sidewalk R& R	-	-	-	-	50,000	-	50,000
4	ADA Sidewalk Compliance	-	-	-	-	25,000	-	25,000
5	14th Ave & 17th St Round About	-	-	-	-	-	-	-
6	13th Ave 7th to 8th Street***	-	62,988	-	62,988	-	125,977	188,965
	ROAD IMPROVEMENTS TOTAL	**$ -**	**$ 62,988**	**$ -**	62,988	**$ 75,000**	**$ 125,977**	**$ 263,965**
	Public Facilities							
1	City Facility Security	$ -	$ 45,000	$ 5,000	50,000	$ -	$ -	$ 50,000
2	City Wide Facilities Upgrades	-	50,000	-	50,000	-	-	50,000
3	New Public Works Facility Building ***	-	-	-	-	-	-	-
4	City Wide Enterprise Software	-	350,000	-	350,000	-	-	350,000
	PUBLIC BUILDINGS TOTAL	**$ -**	**$ 445,000**	**$ 5,000**	**$ 450,000**	**$ -**	**$ -**	**$ 450,000**
	Stormwater							
1	TMDL Program	$ 25,000	$ -	$ -	$ 25,000	$ -	$ -	$ 25,000
2	PPD Pond	-	-	-	-	-	-	-
3	13th St. Drainage Project from 25th Ave. W to 28th Ave. W	-	125,000	-	125,000	-	750,000	875,000
4	Dredging Projects	10,000	-	-	10,000	-	-	10,000
	STORMWATER TOTAL	**$ 35,000**	**$ 125,000**	**$ -**	**$ 160,000**	**$ -**	**$ 750,000**	**$ 910,000**
	Utility Improvements							
1		$ -	$ -	$ -	$ -	$ -	$ -	$ -
2	WWTP Upgrades	-	20,620	-	20,620	-	254,880	275,500
3	WWTP R&R	110,000	66,000	-	176,000	-	-	176,000
4	Lift Station Upgrades	-	24,000	-	24,000	-	-	24,000
5	Sewer Lines R&R	-	-	-	-	40,000	-	40,000
6	I&I Program	-	50,000	-	50,000	-	-	50,000
7	PARS	-	-	-	-	-	-	-
8	Aquifer Storage Recovery	655,535	211,254	866,789	1,733,578	-	-	1,733,578
9	Regional Reuse System (MARS)	-			-	-	-	-
10	Water Lines R&R	-	25,000	-	25,000	-	-	25,000
11	Telemetry Meters	1,300,000	-	-	1,300,000	-	-	1,300,000
12	8th St. W & 9th St. W Ward 2 Reclaim lines.		250,000		250,000		-	250,000
13	21st St. Utility Extension	-	-	-	-	-	-	-
	UTILITY TOTAL	**$ 2,065,535**	**$ 646,874**	**$ 866,789**	**$ 3,579,198**	**$ 40,000**	**$ 254,880**	**$ 3,874,078**
	GRAND TOTAL	**$ 2,100,535**	**$ 1,279,862**	**$ 871,789**	**$ 4,252,186**	**$ 115,000**	**$ 1,130,857**	**$ 5,498,043**

***** Represents Additions To The CIP**

Project to be funded through a new capital lease. Debt service will be funded by fund balance or current revenues.
Project to be partially funded using Impact Fees.
Project to be funded with assessments to property owners and City impact fees.
Project to be funded with a future CDBG grant. Application to be made 10/1/2012

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

Project Name	Supporting Fund	Funding Source	Total FY2013 Funded	General	Road & Bridge	Capital Projects Fund	Water/ Sewer Fund	Stormwater Fund	Reuse Fund
REVENUES									
Grants			871,789			5,000			866,789
Transfers-In			807,988			432,988		125,000	250,000
Funding from Fund Balance - Loan Proceeds			2,180,035				1,410,000	35,000	735,035
Funding from Fund Balance			1,200,362	370,000	327,988	-	370,620		131,754
TOTAL FROM ALL FUNDING SOURCES			**5,060,174**	**370,000**	**327,988**	**437,988**	**1,780,620**	**160,000**	**1,983,578**
EXPENSES									
Transfers-Out			807,988	370,000	327,988	-	110,000		
Road Improvements									
13th Ave.;7th to 8th Street	Road & Bridge	Impact Fees/ Assessment	62,988	-	-	62,988	-	-	-
Total Road Improvements			**62,988**	**-**	**-**	**62,988**	**-**	**-**	**-**
Public Buildings									
City Facility Security	General Fund	Fund Balance	50,000	-	-	50,000	-	-	-
City-wide Facilities Upgrades	General Fund	Fund Balance	50,000	-	-	50,000	-	-	-
City Wide Enterprise Software	General Fund/ Water&Sewer	Impact Fees/ Fund Balance	350,000	-	-	275,000	75,000	-	-
Total Public Buildings			**450,000**	**-**	**-**	**375,000**	**75,000**	**-**	**-**
Stormwater									
TMDL Program	Stormwater	Loan Funds	25,000	-	-	-	-	25,000	-
13th Street Drainage	Road & Bridge	Loan Funds/Grant	125,000	-	-	-	-	125,000	-
Dredging Projects	Stormwater	Loan Funds	10,000	-	-	-	-	10,000	-
Total Stormwater Program			160,000	-	-		-	160,000	-
Utility Improvements									
WWTP Upgrades - Construction	Water/Sewer	Fund Balance/ Unidentified	20,620	-	-	-	20,620	-	-
WWTP Repair and Rehabilitation	Water/Sewer	Loan Funds/ Fund Balance	176,000	-	-	-	176,000	-	-
Lift Station Upgrades - Construction	Water/Sewer	Fund Balance	24,000	-	-	-	24,000	-	-
I&I Program - Construction	Water/Sewer	Fund Balance	50,000	-	-	-	50,000	-	-
Aquifer Storage Recovery (ASR)	Reuse Fund	Loans Funds/City funds/SWFWMD Grant	1,733,578	-	-	-	-	-	1,733,578
Water Lines Repair and Rehabilitation	Water/Sewer	Fund Balance	25,000	-	-	-	25,000	-	-
Telemetry Meters Program	Water/Sewer	Capital Lease	1,300,000	-	-	-	1,300,000	-	-
8th and 9th Street Utility Upgrades	Road & Bridge / Water/Sewer	Impact Fees / Fund Balance	250,000	-	-	-	-	-	250,000
Total Utility Improvements			**3,579,198**	**-**	**-**	**-**	**1,595,620**	**-**	**1,983,578**
TOTAL CITY-WIDE CAPITAL IMPROVEMENT PLAN			**4,252,186**	**-**	**-**	**437,988**	**1,670,620**	**160,000**	**1,983,578**
TOTAL EXPENSES			**5,060,174**	**370,000**	**327,988**	**437,988**	**1,780,620**	**160,000**	**1,983,578**
NET CIP EXPENSES			**-**	**-**	**-**	**-**	**-**	**-**	**-**

Fund	Total Projected Fund Balance @ 9/30/2012	Total Restricted/ Committed	Remaining Uncommitted Fund Balance *	# of Months of 2013 Expenses	Uncommitted amount over 5 months	Amount to be used for Capital Projects	% Used	Remaining Months of expenses
General Fund	5,834,916	1,392,570	4,442,346	5.78	597,293	298,647	50%	5.39
Road and Bridge	1,981,296	582,535	1,398,761	13.22	869,850	434,925	50%	9.11
Water and Sewer	15,540,887	13,021,628	2,519,259	6.30	521,241	260,620	50%	5.65

* Fund Balance in the Road and Bridge Fund is restricted/committed to use for roads, bridges, sidewalks, etc. by statute. For the purpose of this exercise, we will treat the $1.9 million as uncommitted.

Use of Fund Balance for 2013 CIP

Fund	Project Name	Funding Amount	Amount Available	Unused Amount
To be transferred to other funds:				
General Fund	City Facility Security	45,000		
	Facilities Upgrades	50,000		
	City-wide Software	175,000		
	Total Use of General Fund Fund Balance	270,000	298,647	28,647
General Government Impact Fees				
	City-wide Software	100,000	104,853	4,853
Road and Bridge	8th & 9th Reuse	140,000		
	α 13th Street Drainage	125,000		
	Total Use of Road & Bridge Fund Balance	265,000	434,925	169,925
Transportation Impact Fees				
	13th Ave; 7th to 8th Street	62,988	88,669	25,681
Water & Sewer Impact Fees				
	8th & 9th Reuse	110,000	289,000	179,000
	Total transfers to other funds	**807,988**		
To be used in originating fund:				
Water & Sewer	WWTP Upgrades	20,620		
	WWTP R&R	66,000		
	Lift Stations	24,000		
	I&I Program	50,000		
	Water Lines R&R	25,000		
	City-wide Software	75,000		
	Total Use of Water & Sewer Fund Balance	260,620	260,620	0
	WWTP Upgrades	-		
	Total Use of Water & Sewer Fund Balance	-	260,620	260,620
Reuse	ASR (Cash)	211,254	211,254	-
Total Use of City Fund Balance and Impact Fees		1,279,862	1,948,588	668,726

α Grant funding is being sought. If it is not received, the drainage portion of the project will be funded entirely from Road and Bridge fund balance.

CITY OF PALMETTO, FLORIDA
2012-2013 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND - Fund 301					
BEGINNING FUND BALANCES	**1,232,815**	**1,215,816**	**1,215,816**	**1,240,467**	**2.03%**
REVENUES/SOURCES					
Interest Revenue	1,231	-	1,610	-	0.00%
Grants	243,757	682,238	141,585	5,000	-99.27%
Transfers In	51,595	-	-	432,988	0.00%
Funding from Fund Balance	-	1,054,355	90,000	-	-100.00%
TOTAL REVENUES	**296,583**	**1,736,593**	**233,195**	**437,988**	**-74.78%**
EXPENSES					
Capital Outlay					
Streets	234,285	1,646,593	164,207	62,988	-96.17%
Other	70,991	90,000	44,337	375,000	316.67%
Transfers Out	8,306	-	-	-	0.00%
TOTAL EXPENDITURES	**313,582**	**1,736,593**	**208,544**	**437,988**	**-74.78%**
Excess Revenue Over (Under) Expenditures	(16,999)	-	24,651	-	0.00%
ENDING FUND BALANCES					
Designated/Reserved	1,215,816	1,215,816	1,240,467	1,240,467	2.03%
Undesignated/Unreserved	-	-	-	-	0.00%
Fund Balance, End of Year	**1,215,816**	**1,215,816**	**1,240,467**	**1,240,467**	**2.03%**

Capital Projects Fund - Grant Funding

ACCT #	ACCOUNT/GRANT DESCRIPTION	ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND GRANTS						
FMIT Safety Grant Lighting		**ENDS 9/30/2012**				
	REVENUE					
301-337-4000-0618						
	FY12 FMIT Safety Grant	-	5,000	4,929	5,000	100.00%
	TOTAL GRANT REVENUE	-	5,000	4,929	5,000	100.00%
	EXPENSES					
301-705-6300-0618						
	FMIT Safety Grant - Improvements	-	5,000	4,929	5,000	100.00%
	TOTAL GRANT EXPENDITURES	-	5,000	4,929	5,000	0.00%
	NET TOTAL GRANT EXPENDITURES	-	-	-	-	0.00%
10th AND 10th FDOT						
	FDOT	**ENDS 12/31/2013**				
	Award # - FM#423665-1-A8-01	**In Progress**				
	REVENUE					
301-331-4000-7555						
	10th St W and 10th Ave W FDOT	74,738	682,238	247,259	-	0.00%
	TOTAL GRANT REVENUE	74,738	682,238	247,259	-	0.00%
	EXPENSES					
301-701-6300-7555						
	FDOT 10th St W and 10th Ave W	83,052	682,238	247,259	-	0.00%
	TOTAL GRANT EXPENDITURES	83,052	682,238	247,259	-	0.00%
	NET TOTAL GRANT EXPENDITURES	8,314	-	-	-	0.00%

Capital Projects Fund - Grant Funding

ACCT #	ACCOUNT/GRANT DESCRIPTION		ACTUAL 2011	REVISED BUDGET 2012	ESTIMATED ACTUAL 2012	ADOPTED BUDGET 2013	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND GRANTS							
10th AND 14th FDOT GRANT							
	Award # FM#420876-1-58-01	**ENDS 12/31/2012 In Progress**					
	REVENUE						
301-331-4000-7576							
	10th & 14th FDOT Grant		146,193	450,000	449,056	-	0.00%
	TOTAL GRANT REVENUE		146,193	450,000	449,056	-	0.00%
	EXPENSES						
301-701-6300-7576							
	10th & 14th FDOT Grant		60,135	450,000	449,056	-	0.00%
	TOTAL GRANT EXPENDITURES		60,135	450,000	449,056	-	0.00%
	NET TOTAL GRANT EXPENDITURES		(86,058)	-	-	-	0.00%
10th ST RESURFACE							
	Award # FM423665	**ENDS 12/31/2012 In Progress**					
	REVENUE						
301-331-4000-9597							
	10th St Resurface FDOT Grant		14,523	76,106	76,106	-	0.00%
	TOTAL GRANT REVENUE		14,523	76,106	76,106	-	0.00%
	EXPENSES						
301-704-6300-9597							
	10th St Resurface FDOT Grant		68	76,106	76,106	-	0.00%
	TOTAL GRANT EXPENDITURES		68	76,106	76,106	-	0.00%
	NET TOTAL GRANT EXPENDITURES		(14,455)	-	-	-	0.00%
	TOTAL CAPITAL PROJECTS FUND GRANT REVENUE		**235,454**	**1,213,344**	**777,350**	**5,000**	**0.41%**
	TOTAL CAPITAL PROJECTS FUND GRANT CAPITAL EXPENDITURES		**143,255**	**1,213,344**	**777,350**	**5,000**	**0.41%**
	NET CAPITAL PROJECTS FUND GRANT EXPENDITURES		**(92,199)**	**-**	**-**	**-**	**0.00%**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: 23rd St. Realignment
Project ID: 09- 601 Job Cost 96011
Department: Public Works
Functional Area:
Location: 23rd St. from 8th Ave. to 14th Ave.

Project Priority

High				Low
1	2	3	4	5

Project Description

Realigning 23rd Street between 14th Ave. and US 41 (Bus.) which includes relocating City facilities.

Long Term Goals

Appearance	
Services	
Infrastructure	x
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

This project is connected with the Little League Baseball Complex. To facilitate the building of Baseball Fields, 23rd Street will need to be realigned. If the Ballfields are not built, the street will not be realigned at this time.

Impact on Operating Budget

None.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

No 2013 Funding

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: 10th Avenue Extension
Project ID: 09-604 Job Cost 96044
Department: Public Works
Functional Area:
Location: 10th Ave. from 17th St. to 23rd St.

Project Priority

High				Low
1	2	3	4	5

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Description

Extending 10th Ave. from 17th St. W. north to 23rd St, which will include City facilities.

Project Rationale

This project will increase access to Northern Palmetto and add new customers to the City's utility base.

Impact on Operating Budget

Additional customers will provide new revenue sources while also marginally increasing utility expenses.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund			-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-		-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-		-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	Sidewalks R&R
Project ID:	N/A Job Cost N/A
Department:	Public Works
Functional Area:	Public Services
Location:	City Wide

Project Priority

High Low

1 2 3 4 5

Project Description

This project is for replacement and repairs to existing sidewalks and to fill in missing section to create a continuous pedestrian system.

Long Term Goals

Appearance	
Services	
Infrastructure	X
Safety	X
Economic Stability	
Historic Preservation	

Project Rationale

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.

Impact on Operating Budget

This project is included in the Road & Bridge Operating Budget and will be funded with FY2013 Revenues.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	50,000	65,000	65,000	65,000	65,000	-	310,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**50,000**	**65,000**	**65,000**	**65,000**	**65,000**	**-**	**310,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	50,000	65,000	65,000	65,000	65,000	-	310,000
Capital Project Fund			-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**50,000**	**65,000**	**65,000**	**65,000**	**65,000**	**-**	**310,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	50,000	-	-	-	-	50,000
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-		-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**50,000**	**-**	**-**	**-**	**-**	**50,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: ADA Sidewalk Compliance
Project ID: N/A Job Cost N/A
Department: Public Works
Functional Area: Public Services
Location: City Wide

Project Priority

High Low
1 2 3 4 5

Project Description

The PWD is proposing a 5-year plan which will address all public sidewalks throughout the COP. An assessment of the public sidewalks has been completed to determine what action is needed to ensure compliance with the ADA.

Long Term Goals

Appearance	
Services	
Infrastructure	X
Safety	X
Economic Stability	
Historic Preservation	

Project Rationale

This project will allow the City to be in compliance with the ADA by improving the accessibility and safety of the City's sidewalks.

Impact on Operating Budget

This project is included in the Road & Bridge Operating Budget and will be funded with FY2013 Revenues.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	25,000	25,000	25,000	25,000	25,000	-	125,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	**-**	**125,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	25,000	25,000	25,000	25,000	25,000	-	125,000
Capital Project Fund			-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**25,000**	**25,000**	**25,000**	**25,000**	**25,000**	**-**	**125,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	25,000	-	-	-	-	25,000
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-		-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**25,000**	**-**	**-**	**-**	**-**	**25,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: 14th Ave & 17th St Round About (CMS)
Project ID: 09-600 Job Cost 9600
Department: Public Works
Functional Area: Public Services
Location: 14th Ave & 17th St

Project Priority

High Low
1 2 3 4 5

Project Description

Design and construct Round About at 14th Avenue and 17th Street.

Long Term Goals

Appearance	
Services	
Infrastructure	X
Safety	X
Economic Stability	
Historic Preservation	

Project Rationale

This project is a State funded project using Congestion Management Dollars . A Round About at this location would help to reduce congestion and improve driver safety.

Impact on Operating Budget

None.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	30,000	-	30,000
Construction Cost	-	-	-	-	410,170	-	410,170
Design	-	-		42,000	-	-	42,000
Other	-	-	20,000	-	-	-	20,000
Totals	**-**	**-**	**20,000**	**42,000**	**440,170**	**-**	**502,170**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund		-	20,000	42,000	440,170	-	502,170
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**-**	**-**	**20,000**	**42,000**	**440,170**	**-**	**502,170**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-		-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

No 2013 Funding

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: 13th Ave 7th to 8th Street
Project ID: TBD Job Cost TBD
Department: Public Works
Functional Area: Public Services
Location: 13th Ave 7th to 8th Street

Project Priority

High Low
1 2 3 4 5

Project Description

This project is a reconstruction of a substandard roadway which will include drainage, curbs, sidewalks and roadway improvements. The project scope may increase to include water line replacement. The project will be an assessment project.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	X
Economic Stability	
Historic Preservation	

Project Rationale

To improve the roadway and potentially replace utilities.

Impact on Operating Budget

None.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	188,965	-	-	-	-	-	188,965
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**188,965**	**-**	**-**	**-**	**-**	**-**	**188,965**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	188,965	-	-	-	-	-	188,965
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**188,965**	**-**	**-**	**-**	**-**	**-**	**188,965**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	62,988	-	-	-	62,988
Grants	-	-	-	-	-	-	-
Potential Grants	-	-		-	-	-	-
Unidentified	-	-	125,977	-	-	-	125,977
Totals	**-**	**-**	**188,965**	**-**	**-**	**-**	**188,965**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	City Facility Security		
Project ID:	05-467	Job Cost	5467
Department:	City Wide		
Functional Area:	Public Services		
Location:	PW/ CH/ PD		

Project Priority

High Low

1 2 3 4 5

Project Description

This project involves the installation of further security measures at City Facilities, primarily involving security cameras.

Long Term Goals

Appearance	
Services	
Infrastructure	
Safety	X
Economic Stability	
Historic Preservation	

Project Rationale

Provide a security system proposal to improve the physical security environment at the all City Facilities.

Impact on Operating Budget

There will be monitoring fees associated with the cameras. The additional security should assist in the prevention and/or identification of theft which should reduce the need to replace equipment.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	50,000	50,000	25,000	25,000	25,000	-	175,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**50,000**	**50,000**	**25,000**	**25,000**	**25,000**	**-**	**175,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	50,000	50,000	25,000	25,000	25,000	-	175,000
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**50,000**	**50,000**	**25,000**	**25,000**	**25,000**	**-**	**175,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	45,000	-	-	-	-	-	45,000
Impact Fees	-	-	-	-	-	-	-
Grants	5,000	-	-	-	-	-	5,000
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**50,000**	**-**	**-**	**-**	**-**	**-**	**50,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: City Wide Facilities Upgrade
Project ID: 10-618 Job Cost 10618
Department: City Hall/ Public Works and Police Dept.
Functional Area: Public Services
Location: TBD

Project Priority				
High				Low
1	2	3	4	5

Project Description

To make improvements to the Police Department Building - pending a decision on the long-term plans regarding the building's locations.

Project Rationale

The Police Department building was established in 1972 and if chosen to remain viable into the future requires repairs to bring the older part of the building up to current standards.

Impact on Operating Budget

Large scale repairs should reduce smaller repair and maintenance expenses.

Long Term Goals	
Appearance	
Services	
Infrastructure	X
Safety	X
Economic Stability	
Historic Preservation	

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	50,000	25,000	25,000	25,000	25,000	-	150,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**50,000**	**25,000**	**25,000**	**25,000**	**25,000**	**-**	**150,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	50,000	25,000	25,000	25,000	25,000	-	150,000
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**50,000**	**25,000**	**25,000**	**25,000**	**25,000**	**-**	**150,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	50,000	-	-	-	-	-	50,000
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**50,000**	**-**	**-**	**-**	**-**	**-**	**50,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	New Public Works Facility Building
Project ID:	TBD Job Cost TBA
Department:	Public Works
Functional Area:	Public Services
Location:	600 17th St W

Project Priority

High Low

1 2 3 4 5

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	X
Economic Stability	
Historic Preservation	

Project Description

This project will replace the existing Public Works Facility with a 3 story building.

Project Rationale

A larger building would allow Public Works Admin, Planning, Building, Parks, Utilities, and possibly Code Enforcement to be under one roof. It would also provide shelter for city crews and their families to ensure that work force is available in the event of a major hurricane.

Impact on Operating Budget

A larger building would potentially increase utility expenses however these would net against savings from energy efficient construction.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-		477,540	-	-	477,540
Construction Cost	-	-	-		3,183,600	-	3,183,600
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**477,540**	**3,183,600**	**-**	**3,661,140**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	477,540	3,183,600	-	3,661,140
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**477,540**	**3,183,600**	**-**	**3,661,140**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

No 2013 Funding

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: City Wide Integrated Software
Project ID: Job Cost
Department: City Wide
Functional Area: City Wide
Location:

Project Priority

High Low
1 2 3 4 5

Project Description

To purchase and implement a city wide integrated software package.

Long Term Goals

Appearance	
Services	X
Infrastructure	
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

The City currently utilizes a 11 year old software package for it's accounting needs. With advances in technology in that time frame and a desire to maximize the effectiveness of data to both internal and external sources the City will research the benefits of updating its current software package.

Impact on Operating Budget

Dependent on new yearly maintenance fee.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	350,000		-	-	-	-	350,000
Totals	**350,000**	**-**	**-**	**-**	**-**	**-**	**350,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	275,000		-	-	-	-	275,000
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	37,500	-	-	-	-	-	37,500
Sewer	37,500	-	-	-	-	-	37,500
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**350,000**	**-**	**-**	**-**	**-**	**-**	**350,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	175,000	-	-	75,000	-	-	250,000
Impact Fees	100,000	-	-	-	-	-	100,000
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**275,000**	**-**	**-**	**75,000**	**-**	**-**	**350,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	TMDL Program (Mandate)		
Project ID:	05-463/09-602	Job Cost	5916/96022
Department:	Public Works		
Functional Area:	Public Services		
Location:	City Wide		

Project Priority				
High				Low
1	2	3	4	5

Project Description

The Total Maximum Daily Load (TMDL) is the maximum amount of a given pollutant that a water body can absorb and still maintain its designated uses (e.g. drinking, fishing, swimming, shellfish harvesting). This project will fund the monitoring of the water quality levels and investigation into causes of increased pollutants and the mitigation steps necessary to achieve the City's water quality goals.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

This project will help the City to maintain optimal water bodies for its residents and to meet the standards set in place under Section 303(d) of the Federal Clean Water Act and the Florida Watershed Restoration Act.

Impact on Operating Budget

Once the project is established, ongoing expenses will be funded through the Stormwater operating fund.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	25,000	50,000	50,000	50,000	50,000	-	225,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**25,000**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**225,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	25,000	50,000	50,000	50,000	50,000	-	225,000
Reuse	-	-	-	-	-	-	-
Totals	**25,000**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**225,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	25,000	-	25,000
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**25,000**	**-**	**25,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	PPD Retention Pond		
Project ID:	04-400/09-603	Job Cost	4400/9603
Department:	Public Works		
Functional Area:	Public Services		
Location:	Police Dept.		

Project Priority

High Low

1 2 3 4 5

Project Description

This project includes constructing a weir structure and piping in the vicinity of the Palmetto Police Department Retention Pond.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

To reduce the impact to the Davidson Creek / Lake Rowlett Basin from treated stormwater. Note: This project is pending a decision regarding the location of a potential future Police Station.

Impact on Operating Budget

None.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-		50,000	-	50,000
Construction Cost	-	-	-		100,000	-	100,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**150,000**	**-**	**150,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	150,000	-	150,000
Reuse	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**150,000**	**-**	**150,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-		-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

No 2013 Funding

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	13th Street Drainage
Project ID:	07-568 Job Cost 7568
Department:	Public Works
Functional Area:	Public Services
Location:	13th St. from 24th Ave. to 28th Ave.

Project Priority

High Low

1 2 3 4 5

Project Description

This projects consists of stormwater improvements and the installation of a Continuous Deflective Separation (CDS) Unit. The City has applied for a CDBG grant which will allow for an increase in scope for the project.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	X
Economic Stability	
Historic Preservation	

Project Rationale

This project will address flooding issues that currently exists on 13th St. from 24th Ave. to 28th Ave as well as to limit sediments and pollutants from entering into Terra Ceia Bay.

Impact on Operating Budget

None.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	125,000	-	-	-	-	-	125,000
Construction Cost	750,000	-	-	-	-	-	750,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**875,000**	**-**	**-**	**-**	**-**	**-**	**875,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	125,000	-	-	-	-	-	125,000
Capital Project Fund	750,000	-	-	-	-	-	750,000
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**875,000**	**-**	**-**	**-**	**-**	**-**	**875,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	125,000	-	-	-	-	125,000
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	750,000	-	-	-	-	750,000
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**875,000**	**-**	**-**	**-**	**-**	**875,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: Dredging Projects
Project ID: TBA Job Cost TBA
Department: Public Works
Functional Area: Public Services
Location: TBD

Project Priority

High Low
1 2 3 4 5

Long Term Goals

Appearance	
Services	X
Infrastructure	
Safety	X
Economic Stability	
Historic Preservation	

Project Description

This project consists of engineering plans and permits required to apply for a West Coast Inland Navigational District (WCIND) Grant for dredging projects.

Project Rationale

In order to secure additional funding for potential dredging projects engineering plans and permits are required.

Impact on Operating Budget

None. Project will not be started prior to the establishment of funding.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	10,000	10,000	10,000	10,000	10,000	-	50,000
Construction Cost	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**-**	**50,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	10,000	10,000	10,000	10,000	10,000	-	50,000
Reuse	-	-	-	-	-	-	-
Totals	**10,000**	**10,000**	**10,000**	**10,000**	**10,000**	**-**	**50,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	10,000	-	10,000
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**10,000**	**-**	**10,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	Wastewater Treatment Plant Upgrades
Project ID:	0621 Job Cost 0621
Department:	Public Works
Functional Area:	Public Services
Location:	1310 28th Avenue West

Project Priority

High Low

1 2 3 4 5

Project Description

Upgrades to the Wastewater Treatment Plant on an as needed basis according to consultation with Public Works and Veolia.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

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.

Impact on Operating Budget

Updated equipment and consolidated panels may result in some utility expense savings.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	275,500	62,199	62,199	62,199	62,199	-	524,296
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**275,500**	**62,199**	**62,199**	**62,199**	**62,199**	**-**	**524,296**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	275,500	62,199	62,199	62,199	62,199	-	524,296
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**275,500**	**62,199**	**62,199**	**62,199**	**62,199**	**-**	**524,296**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	20,620	-	-	20,620
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	254,880	-	-	254,880
Totals	**-**	**-**	**-**	**275,500**	**-**	**-**	**275,500**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	WWTP Repair & Replace
Project ID:	0619 Job Cost 0619
Department:	Public Works
Functional Area:	Public Services
Location:	1310 28th Avenue West

Project Priority

High Low

1 2 3 4 5

Project Description

Project includes the restoring and rehabilitation of various systems/ components within the WWTP.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

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.

Impact on Operating Budget

By replacing older technology with newer the plant can enjoy savings resulting from energy efficiency.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	176,000	74,638	74,638	74,638	74,638	-	474,552
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**176,000**	**74,638**	**74,638**	**74,638**	**74,638**	**-**	**474,552**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	176,000	74,638	74,638	74,638	74,638	-	474,552
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**176,000**	**74,638**	**74,638**	**74,638**	**74,638**	**-**	**474,552**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	110,000	-	-	110,000
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	66,000	-	-	66,000
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**176,000**	**-**	**-**	**176,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: Lift Station Upgrades
Project ID: Job Cost
Department: Public Works
Functional Area: Public Services
Location: City Wide

Project Priority

High Low
1 2 3 4 5

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

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 Rationale

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.

Impact on Operating Budget

There will be additional monitoring fees required as well as utility savings from the decreased/more efficient running time.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	24,000	99,517	99,517	99,517	99,517	-	422,068
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**24,000**	**99,517**	**99,517**	**99,517**	**99,517**	**-**	**422,068**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	24,000	99,517	99,517	99,517	99,517	-	422,068
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**24,000**	**99,517**	**99,517**	**99,517**	**99,517**	**-**	**422,068**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	24,000	-	-	24,000
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**24,000**	**-**	**-**	**24,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	Sewer Lines Repair and Replace
Project ID:	TBD Job Cost TBD
Department:	Public Works
Functional Area:	Public Services
Location:	City Wide

Project Priority

High Low

1 2 3 4 5

Project Description

This project includes the cleaning, inspection, and replacement of sewer mains and rehabilitation of manholes throughout the COP.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

As older aspects of the sewer system breakdown, in order to ensure optimal efficiency, the City will repair and replace based upon need.

Impact on Operating Budget

Preventing large scale disruptions before they happen will save the city in Overtime and equipment costs. Project to be funded from current revenues.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	40,000	50,000	50,000	50,000	50,000	-	240,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**40,000**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**240,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	40,000	50,000	50,000	50,000	50,000	-	240,000
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**40,000**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**240,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	40,000	-	-	40,000
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**40,000**	**-**	**-**	**40,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: I and I Program (5-Year Plan)
Project ID: 9613 Job Cost 9613
Department: Public Works
Functional Area: Public Services
Location: City Wide

Project Priority

High Low
1 2 3 4 5

Project Description

Upgrades to the City's sewer system to address problems caused by worn manhole covers and unstable infrastructure piping.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

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.

Impact on Operating Budget

A reduction in stormwater flows to the WWTP will result in potential operational savings.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	50,000	50,000	100,000	100,000	100,000	-	400,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**50,000**	**50,000**	**100,000**	**100,000**	**100,000**	**-**	**400,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	50,000	50,000	100,000	100,000	100,000	-	400,000
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**50,000**	**50,000**	**100,000**	**100,000**	**100,000**	**-**	**400,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	50,000	-	-	50,000
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**50,000**	**-**	**-**	**50,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	Reuse Line Installation	(PARS)	
Project ID:	04-394	Job Cost	4394
Department:	Public Works		
Functional Area:	Public Services		
Location:	City Wide		

Project Priority

High Low

1 2 3 4 5

Project Description

This project consists of the installation of reuse lines throughout the City.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

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.

Impact on Operating Budget

Additional lines would increase the customer base resulting in increased revenue partially offset by marginally higher maintenance costs.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	-	50,000	50,000	50,000	50,000	-	200,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**-**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**200,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	50,000	50,000	50,000	50,000	-	200,000
Totals	**-**	**50,000**	**50,000**	**50,000**	**50,000**	**-**	**200,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

No 2013 Funding

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	ASR (5-Year Plan)		
Project ID:	04-427	Job Cost	5904
Department:	Public Works		
Functional Area:	Public Services		
Location:	WWTP		

Project Priority

High Low

1 2 3 4 5

Project Description

The development of an ASR well at the City's Wastewater Treatment Plant.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

This project is an effort to provide disposal/storage alternatives for the re-use water currently being released into Terra Ceia Bay. With the ability to store reuse water, the City will be better suited to provide reclaimed water to its citizens during the summer months.

Impact on Operating Budget

There will be additional costs associated with the operation of the ASR well, however the City will be able to add to its existing reuse customer base.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	1,583,578	424,723	-	-	-	-	2,008,301
Design	150,000	-	-	-	-	-	150,000
Other	-	50,000	-	-	-	-	50,000
Totals	**1,733,578**	**474,723**	**-**	**-**	**-**	**-**	**2,208,301**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	1,733,578	474,723	-	-	-	-	2,208,301
Totals	**1,733,578**	**474,723**	**-**	**-**	**-**	**-**	**2,208,301**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	655,535	655,535
2013 Revenues	-	-	-	-	-	-	
Fund Balance	-	-	-	-	-	211,254	211,254
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	866,789	866,789
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**1,733,578**	**1,733,578**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: Regional Network Reuse (MARS)
Project ID: 06-501 Job Cost 5907
Department: Public Works
Functional Area: Public Services
Location: City Wide

Project Priority

High				Low
1	2	3	4	5

Project Description

The extension of the City's reclaimed water system for future connection to other agencies.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

In connecting with other agencies, the City would be able to manage periods of excess and insufficient supply of reclaimed water to better serve the citizens needs.

Impact on Operating Budget

The cost of purchasing excess reclaimed water from other agencies would net against the revenue generated from selling the City's excess.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	-	-	-	100,000	100,000	-	200,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**100,000**	**100,000**	**-**	**200,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	100,000	100,000	-	200,000
Totals	**-**	**-**	**-**	**100,000**	**100,000**	**-**	**200,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

No 2013 Funding

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	Water Lines Repair and Replace		
Project ID:	11-622	Job Cost	11622
Department:	Public Works		
Functional Area:	Public Services		
Location:	City Wide		

Project Priority

High Low

1 2 3 4 5

Project Description

This project includes the inspection, and replacement of water main throughout the COP.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

As older aspects of the water system breakdown, in order to ensure optimal efficiency, the City will repair and replace based upon need.

Impact on Operating Budget

Preventing large scale disruptions before they happen will save the city in Overtime and equipment costs.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	25,000	30,000	30,000	50,000	50,000	-	185,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**25,000**	**30,000**	**30,000**	**50,000**	**50,000**	**-**	**185,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	25,000	30,000	30,000	50,000	50,000	-	185,000
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**25,000**	**30,000**	**30,000**	**50,000**	**50,000**	**-**	**185,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	25,000	-	-	25,000
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**25,000**	**-**	**-**	**25,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	Telemetry Meters		
Project ID:	06-531	Job Cost	6531
Department:	Public Works		
Functional Area:			
Location:	City Wide		

Project Priority

High Low

1 2 3 4 5

Project Description

This project consists of the installation of new telemetry meters throughout the City.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

This project will reduce the staffing requirements for reading the meters, removing the human error associated with mis-reads and help keep the utility revenues stable.

Impact on Operating Budget

This project should provide savings in personnel expenses as well as an increase to utility revenue as the more accurate meter should capture more of the actual water usage.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	1,300,000	-	-	-	-	-	1,300,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**1,300,000**	**-**	**-**	**-**	**-**	**-**	**1,300,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	1,300,000	-	-	-	-	-	1,300,000
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**1,300,000**	**-**	**-**	**-**	**-**	**-**	**1,300,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	1,300,000	-	-	1,300,000
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**1,300,000**	**-**	**-**	**1,300,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name:	8th St. and 9th St. Ward 2 Reclaim water Ext
Project ID:	09-609 Job Cost 96099
Department:	Public Works
Functional Area:	Public Services
Location:	8th St. & 9th St. from 14th Ave. to 19th Ave.

Project Priority

High Low

1 2 3 4 5

Project Description

This project consists of installation of reclaimed water lines and street resurfacing. Project limits are 7th St. to 10th St. from 14th Ave. to 19th Ave.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Project Rationale

The City has made a priority of providing reclaimed water to as many residents and businesses as is feasible.

Impact on Operating Budget

The installation of new reclaimed lines will result in an additional customer base increasing revenue which will net against the cost in maintaining these lines.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	250,000	-	-	-	-	-	250,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**250,000**	**-**	**-**	**-**	**-**	**-**	**250,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	-	-	-	-
Stormwater	-	-	-	-	-	-	-
Reuse	250,000	-	-	-	-	-	250,000
Totals	**250,000**	**-**	**-**	**-**	**-**	**-**	**250,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-	-	-	-	-	-
2013 Revenues	-	-	-	-	-	-	-
Fund Balance	-	140,000	-	-	-	-	140,000
Impact Fees	-	-	-	110,000	-	-	110,000
Grants	-	-	-	-	-	-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**140,000**	**-**	**110,000**	**-**	**-**	**250,000**

CITY OF PALMETTO
2013 - 2017 CAPITAL IMPROVEMENT PROGRAM

Project Name: 21st Street Utility Expansion
Project ID: TBA Job Cost TBA
Department: Public Works
Functional Area: City Wide
Location: 21st St. from 14th Ave. W. To 27th Ave. W.

Project Priority

High Low
1 2 3 4 5

Project Description

This project consists of extending sewer lines along 21st Street from 14th Ave. W. to 27th Ave. W.

Project Rationale

This project would allow for an increased customer base for the City while also removing septic tanks which would have a positive environmental impact.

Long Term Goals

Appearance	
Services	X
Infrastructure	X
Safety	
Economic Stability	
Historic Preservation	

Impact on Operating Budget

Additional lines would increase the customer base resulting in increased revenue partially offset by marginally higher maintenance costs.

Budget Impact	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
Engineering Cost	-	-	-	-	-	-	-
Construction Cost	-	-	-	150,000	-	-	150,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**150,000**	**-**	**-**	**150,000**

Funding Source	Fiscal Yr. 13	Fiscal Yr. 14	Fiscal Yr. 15	Fiscal Yr. 16	Fiscal Yr. 17	Future	Totals
General Fund	-	-	-	-	-	-	-
Road & Bridge	-	-	-	-	-	-	-
Capital Project Fund	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Sewer	-	-	-	150,000	-	-	150,000
Stormwater	-	-	-	-	-	-	-
Reuse	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**150,000**	**-**	**-**	**150,000**

FY2013 Funding Dollars Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
Loan Proceeds	-	-		-	-	-	-
2013 Revenue							
Fund Balance	-	-	-	-	-	-	-
Impact Fees	-					-	-
Grants	-					-	-
Potential Grants	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	**-**	**-**	**-**	**-**	**-**	**-**	**-**

No 2013 Funding

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.

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.

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 **A**nnual **F**inancial **R**eport – 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 **I**mprovement **P**lan – 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 **O**f **L**iving **A**djustment – 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 **R**edevelopment **A**gency – 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.

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-**T**ime **E**quivalent – 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.

GAAP – Generally **A**ccepted **A**ccounting **P**rinciples – 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 **A**ccounting **S**tandards **B**oard – 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 **F**inance **O**fficers **A**ssociation – 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.

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.

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 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 **O**f **S**ervice – 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.

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-classifies revenues.

Mission – A clear and concise statement that declares the fundamental purpose of a department/program 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 b e 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 **C**asualty and **L**iability 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.

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 **I**n **F**orce 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 – **R**equest **F**or **P**roposal – 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 – **S**outh**w**est **F**lorida **W**ater **M**anagement **D**istrict – 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 equipment items.

TIF – **T**ax **I**ncrement **F**inancing – 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 – **Tr**uth **I**n **M**illage – 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.

Acronym	Description
ADA	Americans with Disabilities Act
ADG	American Data Group
AG	Agricultural Museum
AP	Accounts Payable
BOA	Bank of America
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 Accounted Principals
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Global Information System
GPS	Global Positioning System
HRN	Human Resource Network

Acronym	Description
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
MMEP	Multi-modal Enhancement Project
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
WM	Waste Management
WWTP	Waste Water Treatment Plant