

City of Palmetto, Florida

2018 Annual Budget

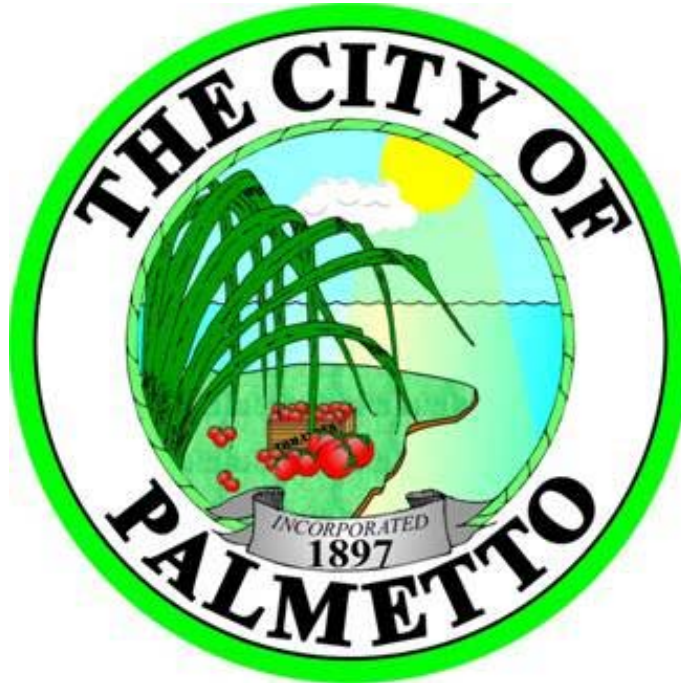
Fiscal Year 2017-2018

Adopted September 26, 2017



CITY OF PALMETTO, FLORIDA

**FISCAL YEAR 2018
FINAL APPROVED BUDGET**



Shirley Groover-Bryant
Mayor

Brian Williams
Vice-Mayor
Commissioner, Ward 3

Tambra Varnadore
Commissioner, Ward 2

Harold Smith
Commissioner, Ward 1

Tamara Cornwell
Commissioner At-large

Jonathan Davis
Commissioner At-Large

Prepared by the Finance Department



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Palmetto
Florida**

For the Fiscal Year Beginning

October 1, 2016

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 2016-2017 beginning October 1, 2016.

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 2017 is the eighth consecutive year that the City has received this prestigious award. The budget for fiscal year 2018 will also be submitted for the award.



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Introductions to the Budget Document

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

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

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

Introductory Section (pages 11-28)

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 29-49)

The section details the steps taken to compile, present to Commission and approve the 2018 Budget. It includes the timeline and the final resolutions approved by Commission for both the operating and capital improvement budgets. Several consolidated schedules and graphs of all City funds are presented to give an overall perspective of the budget as well as historical, estimated and projected fund balances.

Policies (pages 51-70)

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

Personnel Budget (pages 71-78)

This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 2018, is provided in detail as well as comparative summary data.



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Operating Budgets

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

- Fund description
- Fund summary including revenue and expenses for all cost centers showing beginning and ending fund balance for 2016 actual, 2017 budget and projected and 2018 adopted budget.
- All revenues for the fund including actual 2016 amounts, 2017 budget and projected and adopted budget for 2018.
- 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 2016 and 2017, and the itemized budget for 2018.

The information for the governmental funds is as follows:

General Fund – Fund #001 – (pages 79-204)

Community Redevelopment Agency (CRA) – Fund #190 – (pages 205-222)

Road and Bridge Fund – Fund #307 – (pages 223-240)

The Enterprise Fund information is arranged as follows: (pages 241-322)

- Fund descriptions of all enterprise funds.
- Revenue analysis and forecasting with graphs for all enterprise funds.
- Organizational Chart for all enterprise funds
- Individual enterprise funds to include:
 - o Fund summary including revenue and expenses for all cost centers showing beginning and ending fund balance for 2016 actual, 2017 budget and projected and 2018 adopted budget.
 - o All revenues for the fund including actual 2016 amounts, 2017 budget and projected and adopted budget for 2018.
 - o Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2016 and 2017, and the itemized budget for 2018.

The information for the enterprise funds is as follows:

Solid Waste Fund – Fund #403 – (pages 250-258)

Water and Sewer Fund – Fund #432 – (pages 259-300)

Stormwater Fund – Fund #440 – (pages 301-312)

Reuse Fund – Fund #460 – (pages 313-322)



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Capital Improvements Section (pages 323-364)

This section presents the City's capital improvement plans that are budgeted for 2018. It includes the budgeting process, funding challenges, mission fulfillments and a summary of the capital purchases. These capital items are from the operating budget, the Joint Capital Projects fund for the capital projects which are funded jointly by CRA, the City and grants, and the 5-year CIP program. The associated budgets and individual project sheets for the 2018 year are included.

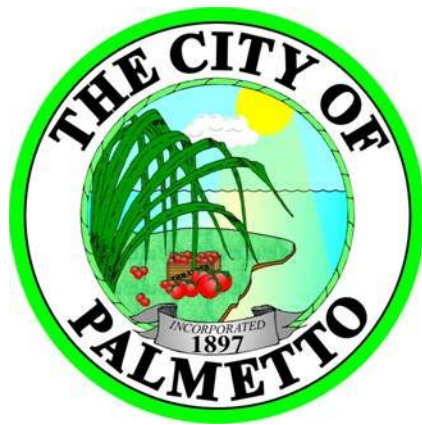
Appendix (pages 365-374)

This section contains:

- a glossary of terms
- a listing of acronyms



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



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

Will Rogers



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

October 1, 2017

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2018 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 2018, City Commission indicated that their goals continue to be:

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

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

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

Current Challenges/Current Solutions

No formal planning session was held by City Commission to develop goals and objectives for fiscal year 2018. However, with each issue discussed by the Commission, it was clear that our biggest challenges would include retention of personnel, technology, and infrastructure needs. Operational budgets still faced some challenges, but the cost cutting and efficiency initiatives during previous years continued to prepare us for the current year. These cost reduction measures must be continually reevaluated with the goal of providing services to citizens and taxpayers, maintaining economic stability, ensuring safety of our citizens, updating the infrastructure and preserving the historic heritage of our City.

Going into the current year budget process, it was anticipated that ad valorem taxes would continue increasing at a slow pace after seeing 4% to 6% increases in the previous fiscal years. In fact, our preliminary tax roll based on Truth in Millage (TRIM) reflected a 6.05% increase for the City for fiscal year 2018. Property values have increased a total of 24.3% since fiscal year 2013, however, the values are still 21% lower than when they reached their peak in the 2008 tax year. Since fiscal year 2009, the millage rate has increased \$1.3 mils or 27.8% in an effort to meet the rising cost of providing services.



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Economic indicators are favorable and the City expects values will continue to increase in the coming years, especially due to the fact that one of the larger residential developments within the City has started pulling building permits. This project is called Sanctuary Cove and it is expected to generate significant tax dollars for the City as a result of 1,100 housing units at build out. Other construction projects are also expected to increase the City's property value and therefore increase ad valorem tax revenue.

Other General Fund revenues were a mixed bag as some increased in comparison to the previous year while others were lower. Florida Power and Light (FPL) was granted an increase in rates that became effective in January, 2017 and was expected to increase the City's fiscal year 2017 franchise fee revenue as well as increase utility costs associated with City power bills. The rate increase resulted in an increase in revenue to the city \$73,000 (3.83%) from taxes and franchise fees, and an increase in the city's utility costs of \$37,000 or 8.23%. Communication taxes continue to decrease however, the half-cent sales tax revenue has been increasing in recent years.

In the November, 2016 election, the voters of Manatee County approved a new half-cent sales tax which is estimated to contribute approximately \$1,000,000 per year in additional City revenues that will be available to fund capital projects. In particular, this money may be used for capital projects related to transportation, public safety, and parks. The project list has been proposed but not adopted at the time of publication.

Funding for capital projects remains a high priority with the cost of improvements outweighing the overall availability of funds. With the passage of the half-cent sales tax, much needed improvements are planned for City buildings, parks and streets. A utility rate study increase that was approved in fiscal year 2014 continues through 2018 with a 4% increase to the water and sewer rates, and 2% to the reuse rates. The FY 2018 budget includes funding to update this utility rate study for water, sewer, stormwater and reuse rates to ensure we have sufficient dollars available to meet future capital funding needs. Even with this additional revenue, prioritization of capital projects will continue to be important.

There continues to be obstacles to overcome in order to reach our objectives such as the City's personnel budget. Personnel costs represent 55% of the General Fund expense budget and 30% of the total City budget. From fiscal year 2009 to 2013, City wages remained relatively flat as a result of the economic decline and cost cutting initiatives, with the exception that employees received two onetime payments of \$1,000 in fiscal year 2011 and 2013. Employees began receiving wage increases again in 2014 and a salary study was completed during the fiscal year 2017 budget process resulting in a realignment of general employee wages to market value. The Police union contract was negotiated, approved and implemented in fiscal year 2016 for a three year term. Negotiations will occur again in the coming year during the fiscal year 2019 budget process.

Personnel turnover has become another obstacle for the City. The turnover rate in fiscal year 2012 was 8% but by fiscal year 2017 it grew to be 18%. This turnover is due to several factors such as retirement, terminations for job performance, and employees leaving the City for other employment opportunities. In fiscal year 2017, fourteen of the twenty-five who separated from the City were in the Public Works Department.

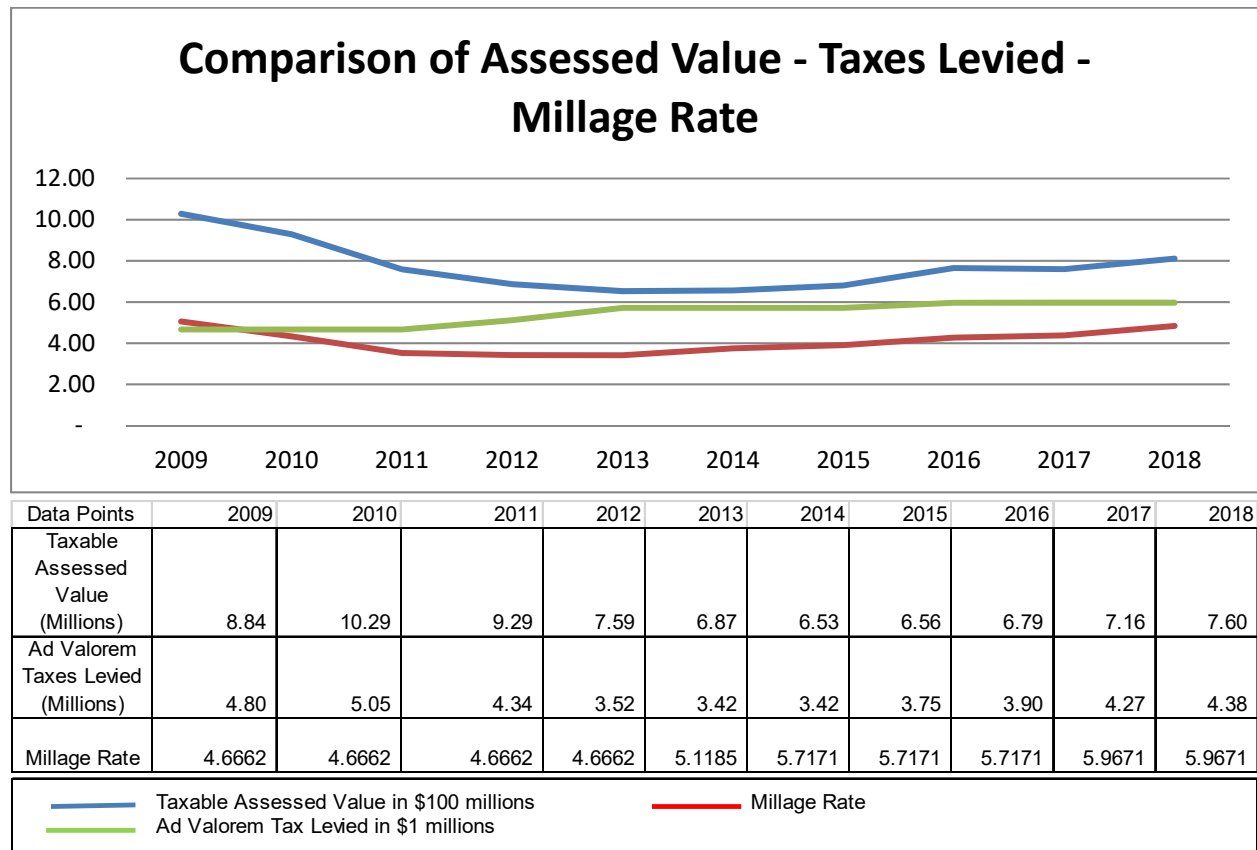
The fiscal year 2018 budget saw total personnel costs increase slightly or approximately 1.52%. This overall percentage was slightly lower, due to the fact that employee costs in the building department were outsourced resulting in a decrease in salary expense and an increase in consulting services. After accounting for this change, the overall salaries for the rest of the City were up approximately 3%. Increases in salary and health insurance were offset by reductions in pension contribution percentages in both Police and General employee



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plans. More specifically, health costs increased by approximately 2.5% while the pension cost as a percentage of payroll declined by approximately 4% for both Police and General employee plans.

Even with aggressive cost cutting initiatives and rising property values, the City must be cautious as we move forward to improve the quality of services we provided to our residents. Costs continue to rise and the City must continue to ensure revenues will be available to support the operations. The millage was held at \$5.9671 for fiscal year 2018 and was about 5.52% higher than the rolled back rate or the rate that would allow the City to collect the same amount of revenue compared to the prior year. This equated to approximately \$274,000 more in ad valorem revenue for the City, of which, \$133,000 will increase the TIF funds to CRA, leaving a net amount of \$141,000.



In recent years, the City has worked hard to reduce funding from the CRA as new CRA projects and incentive programs have become increasingly important to remove slum and blight. CRA has been experiencing a vast amount of changes during the last few years through a change in structure, governing board, and development of a well-defined CRA plan. As a result of these changes, the variety of programs and incentives within the CRA have increased and required use of TIF dollars to fund the new CRA programs which require reductions in the funding from CRA to the City for services rendered. However, the total budget reimbursement approved from the CRA to the City for fiscal year 2018 was approximately \$582,907 which is \$65,630 more than the 2017 budgeted reimbursement. This increase is due to the CRA's request for an additional Code Enforcement Officer to assist in controlling code violations within the CRA District and will reimburse the City for all expenses associated with this position. All of CRA funding is for enhanced services provided by our Police Department



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

within the CRA boundaries, however, every effort will be made in future years to continue to reduce this funding.

Enterprise funds are experiencing the pinch as well. A user fee study was completed and implemented during fiscal year 2014. The rate increases are in the last year of a five year cycle and affects water, sewer, and reclaimed water services. All of the scheduled increases in revenue are being used to fund capital infrastructure projects. The percentage increases for water and sewer rates of 15% each of the first two years, has been implemented and a 4% increase for fiscal years 2016 through 2018 has been budgeted. Revenues associated with the rate adjustment were expected to generate an additional \$5 million over five years and were about on target for the first three years of the study but are slightly lower as a result of increasing operational cost relative to initial assumptions. Prior to this rate adjustment, maintenance to infrastructure was curtailed during the current economic crisis due to decreased funding. The fiscal year 2018 Capital Improvement Plan (CIP) of \$9.2 million was adopted in October and is being funded from a variety of sources including current revenues, fund balance, a new loan and grants. The five year plan calls for \$18.7 million in expenditures for a variety of projects. Many of these projects are discussed in further detail below.

Major Projects

In the coming year, grant funding will continue to be a priority to help fund the CIP projects that have been approved. During the past year, the City has been successful in receiving two grants from the Florida Division of Historical Resources for restoration and repair to our Yellow Fever Cemetery and our Historical Park. The grants totaled \$50K and \$109K respectively. The City also partnered with the Florida Department of Transportation (FDOT) for a multi modal project along the City's main downtown corridor. In addition, it appears that the City is on track to be awarded \$750K Community Development Block Grant for utility Infrastructure improvements between 10th Ave. West and 13th Avenue West between 10th Street West and 17th Street West.

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

The CRA continues to use incentives to entice new businesses to the City. In particular, the CRA is partnering with Manatee County to try and attract a new hotel complex at the Bradenton Area Convention Center property.



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Sutton and Lamb Parks have undergone major renovations with the covered sound stage and new public restrooms. Additional enhancements such as new playground equipment, walking trails, and covered pavilions are forthcoming. 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. Once considered the jewels of the parks in Manatee County, Lamb and Sutton Parks are being revived to their highest level of public service. This redevelopment focuses on technology, architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and "movies in the park" and has become home to several annual events including the City's annual July 4th Celebration, the DeSoto Historical Society's Seafood Festival and the Taste of Manatee.

Great strides continue to be accomplished in the City's infrastructure. The long-awaited Aquifer Storage Recovery (ASR) is now complete and operational, enabling the City storage of reclaimed water during the rainy season and providing options in lieu of discharging excess completion to alleviate flooding in the City's Ward II area and additional reuse lines are being laid by City employees to provide irrigation to a larger portion of the City. In addition, great strides are being made to repair and improve the City's water and sewer lines, correct its inflow and infiltration (I&I) issues and prepare for expansion to the Wastewater Treatment Plant (WWTP). A \$4M SRF loan has been obtained to fund an equalization tank for the WWTP. Engineering plans are being finalized and the City hopes to begin construction in late 2018 or early 2019.

Funding for capital equipment purchases continues during the coming year. Some of the more notable capital equipment purchases include four three patrol cars and in-car video systems. The Public Works Department will receive a mini-excavator, several fleet trucks, a street sweeper, and new server equipment. Other one time purchases totaling approximately \$125,000 are being funded with fund balance and include fees associated with Other Post Employee Benefits (OPEB) study, Financial Advisor (FA) services, and Legal fees for Union negotiations. The City also expects to perform a follow-up utilities rate study as it has been five years since the last study was completed.

Meeting Goals

The Fiscal Year 2018 budget offers enhancements to the appearance of the City, protection to its historic heritage and preservation and a focus on improving the overall effectiveness and efficiency we deliver to our residents. The economic stability of the City and its citizens is guided by CRA and code enforcement efforts to protect the property values and by the City Departments in wisely spending the hard-earned taxpayer dollars. All funds are balanced and showing small surpluses to fortify the fund balances/net assets of the funds of the City.

Summary

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



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As I submit the budget for fiscal year 2018, I would like to sincerely thank the Mayor and City Commission for the support, confidence and guidance given to the leadership team and myself this past year. Special thanks and appreciation are extended to the Finance Department and to the other Department Heads who have worked so diligently in the preparation of this document. This document will be submitted to Government Finance Officers Association (GFOA) for the seventh straight year to be awarded the Distinguished Budget Award. I look forward to another great year as we strive to deliver the highest quality public services to our citizens.

A handwritten signature in blue ink, which appears to read "James R. Freeman".

James R. Freeman, City Clerk



CITY PALMETTO, FLORIDA 2017-2018 BUDGET

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

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

Then and Now...

- The first road was built in 1846. The streets were paved in 1913 and 42 miles of streets are being maintained by the City in 2014. During 2013, the rebuilding of 5th Street, between 8th and 12th Avenues and was completed using a low impact design (LID) to improve stormwater runoff.
- 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 thirteen parks, including MLK Park that was recently completed in 2015. The focal point of the City has become Sutton Park and renovations began in 2012 in phases to include a new covered pavilion for concerts and new restrooms. The next phase is slated to include new playground equipment and a planned walking path. Sutton Park hosts the City's July 4th Celebration as well as the Taste of Manatee and DeSoto Historical Society's Seafood Festival. Each month the City hosts the Movie In The Park as a free family event.
- The City's Historical Park, across the street from Sutton Park, houses several buildings from the early days of the City – Carnegie Library, the original post office, the one room school house and the Agriculture Center housed in the old fire station. All landscaped with bricks taken from the old streets.
- The Manatee County Fair was started in 1916 and in 1950 the fairgrounds were built in the city. In 2016, the County Fair celebrated its 100th birthday. The City now hosts a number of events including the annual July 4th celebration, Multi-Cultural Festival, MLK Parade and Children's Parade. In 2014, the Desoto Seafood Festival will also be held in Palmetto.
- 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.



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- The seawall around the Green Bridge fishing pier was replaced during fiscal year 2016 with an environment friendly concept. Approximately 1,000 feet of seawall was replaced along the shoreline leading to the fishing pier. A Living Seawall was then installed to minimize wave energy that causes erosion as well as create a habitat for marine life.
- The city began using Manatee County Water System in 1963 after Lake Manatee was built. The City provided additional customer base to assist in the County bonding the project, even though the City operated its own potable water plant.
- The sewer system was installed in 1913 and now consists of 49 miles of piping and the City's Waste Water Treatment Plant treats and average of 1,200,000 gallons of sewage daily with peaks above 2 million gallons during the rainy season.
- The reclaimed water system was started in the 1990's and now consists of 23 miles of lines. Storage capacity, in the form of an aquifer storage and recovery (ASR) well was completed during 2015, increasing the City's capability of providing year-round irrigation to its customers and virtually eliminates the need to discharge into the bay. In fiscal year 2018, the City will install more reuse lines to provide the service to a greater number of customers.
- The first City debt was \$1,500 in 1894 for a schoolhouse. The City's debt is currently \$13 million which was mostly for infrastructure and equipment in the form of qualified bank loans and capital leases. The City anticipates additional debt in fiscal year 2018 of \$4.5 million for additional 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. In fiscal year 2011, the boundaries of the CRA was expanded and the Agency extended to sunset its existence in 2042.
- Since the inception of the CRA, it has been instrumental in changing the look of the City with improvements to 5th Street, Sutton Park, the new MLK Park, the replacement seawall and the living seawall. The look is to future projects including a new hotel at the Civic Center, the Multi-modal corridor, and additional improvements to the City's waterfront.
- During fiscal year 2017, Manatee County completed a RFP for a hotel to be constructed at the Bradenton Area Convention Center located within the Palmetto City limits. At budget time, the CRA is has committed to provide \$8.5 million toward land for a new parking location and the extension of 7th Street to provide better access to the convention center and hotel. The project will be financed through a bond issue and paid from the anticipated increase of TIF funds.

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.



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

- Sutton Park – new covered stage area and restrooms completed – new playground and walking track planned.
- Riverside Park – replacement of the seawall, installation of a living seawall and new boat ramps have been completed. Fiscal year 2017 brought improvements to the south entrance to the City with Florida friendly landscaping and permeable pavers to utilize the LID technique for stormwater treatment.
- Multi-Modal Corridor - planned to redevelop an old north-south corridor through the City's urban core and will allow for all types of non-standard transportation such as walking, jogging and biking. A project the City is partnering with SWFWMD and FDOT was completed in fiscal year 2017 to construct the first phase of the Multi-Modal Corridor.

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

These challenges in infrastructure include:

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

Other challenges include:

- Ensuring the utility rates are matched with operational and maintenance needs. Fiscal year 2017 is the fourth year of a five year rate study. A new rate study for water, sewer, stormwater and reuse fees is budgeted for fiscal year 2018.
- Increased turnover in employees.
- Keeping up with increasing wage and benefit costs while attempting to keep employees paid at market value.
- Implementation of the second phase of the completed salary study in fiscal year 2017.



CITY PALMETTO, FLORIDA 2017-2018 BUDGET

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



CITY PALMETTO, FLORIDA 2017-2018 BUDGET

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

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

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



CITY PALMETTO, FLORIDA 2017-2018 BUDGET

City-wide Initiatives to Achieve the Long Term Goals **Completed in Fiscal Year 2017 or to start in Fiscal Year 2018**

Appearance

- Landscaping installed at southern gateways to the City and other locations
- Rebuilt the seawall and installed the living seawall and beautify the riverside area with landscaping and FDOT project
- New enhancements to parks, other than Sutton Park, through the new half-cent sales tax implemented January, 2017

Services

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

Infrastructure

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

Safety

- Safety improvements to public areas – additional lighting, security cameras
- Additional police officers in high crime areas
- Work toward new police station planned for higher visibility
- Repaired crumbling seawall at City's fishing pier

Economic Stability

- Property values increased 6.0% for FY2018
- All governmental funds and three of the four enterprise funds meet the minimum 3 month fund balance requirement.
- Revision of all financial policies
- New Hotel will increase property values in the City and CRA and increase sales taxes.

Historic Preservation

- Continued maintenance to the Historic Park and other historic parts of the City
- Future multimodal trail connecting the historic parts of the City.
- Improvements to Yellow Fever Cemetery – fencing and lighting

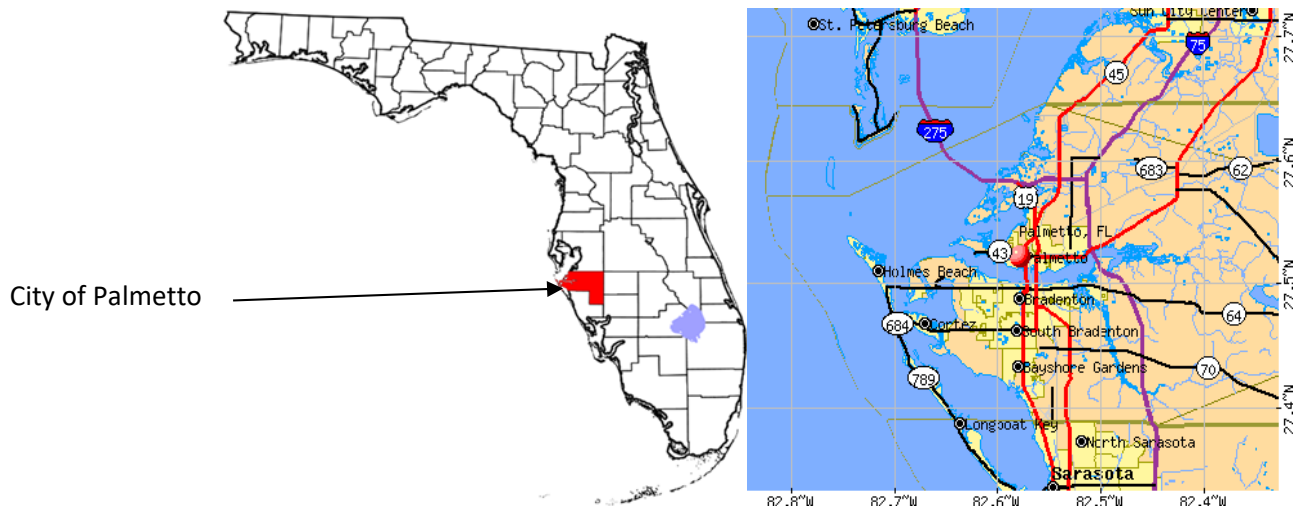


CITY PALMETTO, FLORIDA 2017-2018 BUDGET

CITY OF PALMETTO MANATEE COUNTY FLORIDA

Website: www.palmettofl.org

Zip Code: 34221



CITY FACTS

Date of Incorporation	June 15, 1897		
Form of Government	Mayor and Commission		
Size	7 square miles		
Population	13,082 estimated 2015		
2018 Assessed Property Value	\$811,588,615		
City Services Provided	Police, Water, Sewer, Garbage, Stormwater, Reclaimed Water		
Parks	13 parks, 100.79 acres		
Infrastructure:			
Streets	42 miles	Traffic signals	12
Street Lights	928	Tennis courts	1
Water mains	73.85 miles	Sewer pipes	67.76 miles
Storm drains	27.30 miles	Reclaimed water pipes	32.54 miles
City Buildings	City Hall, 516 8 th Avenue West		
	Public Works, 600 17 th Street West		
	Police Department, 1115 10 th Street West		
	CRA, 517 4 th Street West		



CITY PALMETTO, FLORIDA 2017-2018 BUDGET

CITY DEMOGRAPHICS

**Source-www.city-data.com/city/Palmetto-Florida.html
Information based on 2015**

Estimated median household income	\$37,854	Florida median household income	\$ 49,426
Per capita income	\$21,691		
Median Age in Palmetto	45.9	Florida Median Age	41.8
Median house/condo value	\$125,469	Florida median house/condo value	\$179,800
Unemployment-September, 2015	5.1%	Florida Unemployment-September, 2015	5.4%
Median Property Taxes with mortgages	\$ 1,441	Median Property Taxes without mortgage	\$976

For Population 25 years and over in Palmetto:

83.2%	High School education or higher
20.3%	Bachelor's degree or higher
5.8%	Graduate or professional degree
25.1 minutes	Mean travel time to work

Nearest City:

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

Educational Centers:

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

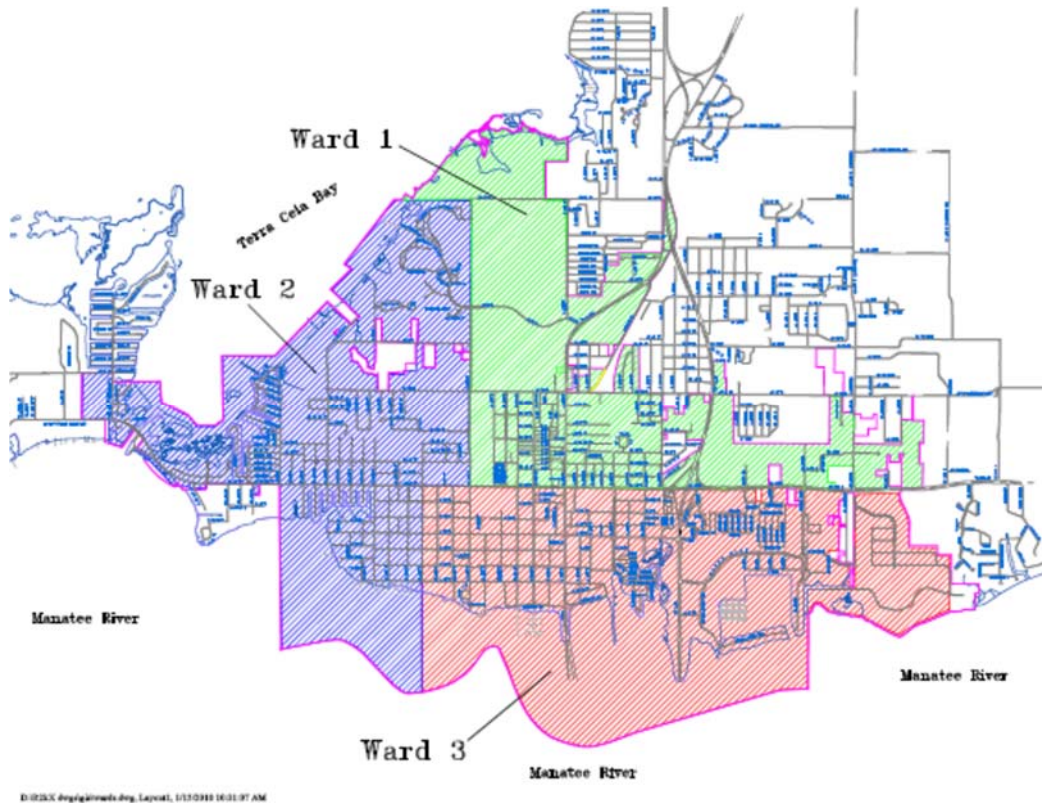
Principal Taxpayers in 2016:

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Percentage of Total Assessed Value</u>
Wal-Mart Stores East LP	\$12,296,130	1.61%
Palm Bay MHC Holdings, LLC	\$10,820,100	1.41%
Colonial Manor MHC Holdings LLC	\$10,094,172	1.32%
Florida Power and Light Co.	\$ 8,260,990	1.08%
SS Palmetto LLC	\$ 7,000,970	0.91%
Palmetto Dunes LTD	\$ 6,757,861	0.88%
Sanctuary Cove (Bradenton) ASFI VI LLLP	\$ 6,366,163	0.83%
Palmetto Mobile Home Club Inc.	\$ 6,170,365	0.81%
Riverside Investment Property LLC	\$ 5,885,406	0.77%



CITY PALMETTO, FLORIDA 2017-2018 BUDGET

City of Palmetto City Limits



Elected Officials

Mayor	Shirley Groover Bryant	Term – Nov., 2016 to Nov., 2020	mayor@palmettofl.org
Ward 1	Harold Smith	Term – Nov., 2014 to Nov., 2018	hsmith@palmettofl.org
Ward 2	Tambra Varnadore	Term – Nov., 2014 to Nov., 2018	tvarnadore@palmettofl.org
Ward 3	Brian Williams	Term – Nov., 2014 to Nov., 2018	bwilliams@palmettofl.org
At-Large	Tamara Cornwell	Term – Nov., 2016 to Nov., 2020	tcornwell@palmettofl.org
At-Large	Jonathan Davis	Term – Nov., 2016 to Nov., 2020	jdavis@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
Deputy Director – Public Works	Vacant	941-723-4580	
Chief of Police	Scott Tyler	941-723-4887	styler@palmettofl.org
CRA Executive Director	Jeff Burton	941-723-4988	jburton@palmettofl.org
Finance Director	Karen Simpson	941-723-4570	ksimpson@palmettofl.org
City Planner	Carla Owens	941-723-4580	cowens@palmettofl.org
Assistant City Clerk	Amber Foley	941-723-4570	afoley@palmettofl.org
Human Resources Administrator	Paula Hall	941-723-4570	phall@palmettofl.org
Purchasing Agent	Nixa Haisley	941-723-4570	nhaisley@palmettofl.org



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

**Fiscal Year 2018 Budget
List of Principal Officials**

Elected Officials

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

Office of the City Clerk

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

Public Works

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

Police Department

Scott Tyler	Police Chief
Mike Stinson	Captain

Community Redevelopment Agency

Jeff Burton	Director
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City Attorney

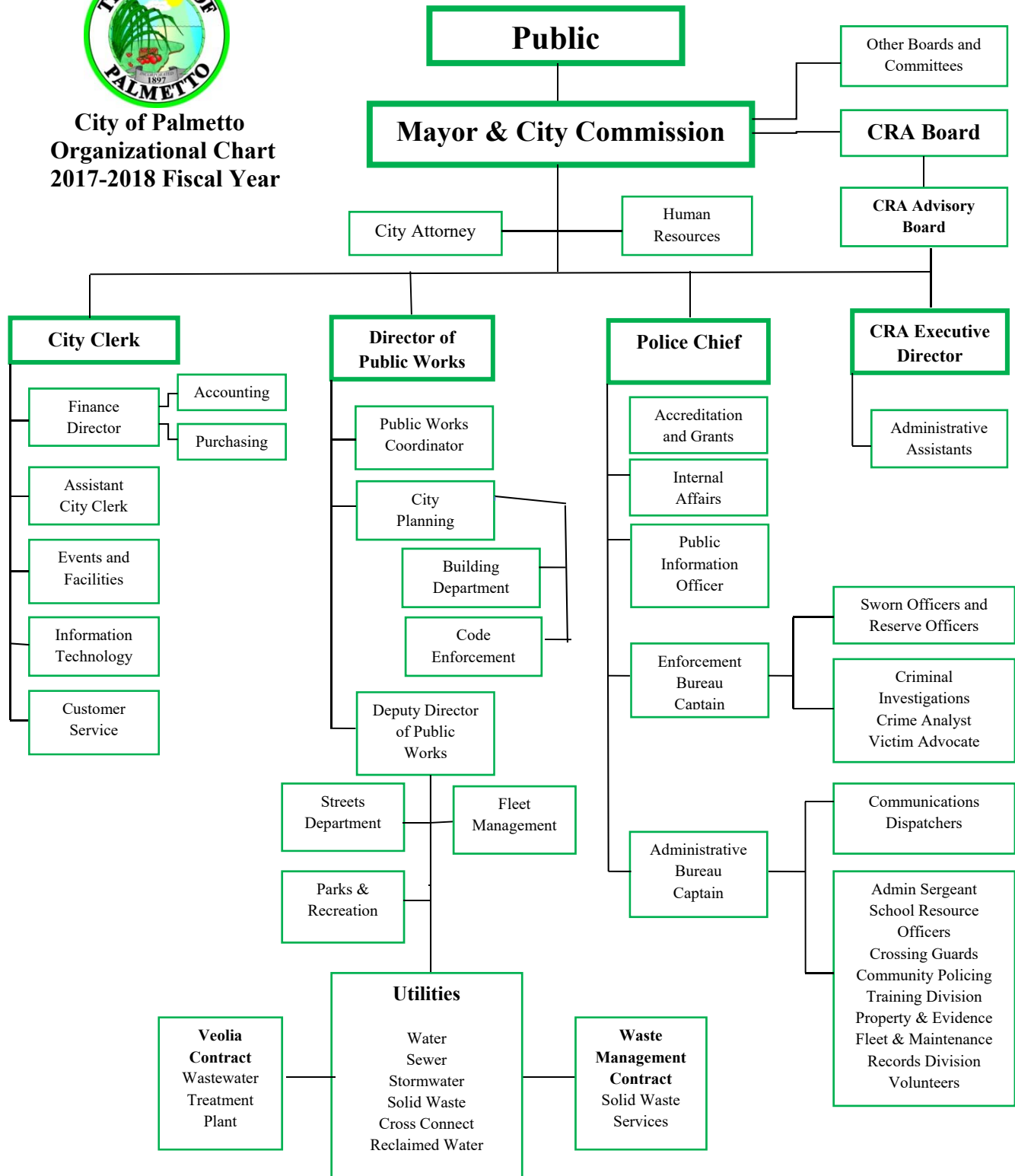
Mark Barnebey	City Attorney
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**CITY PALMETTO, FLORIDA
2017-2018 BUDGET**



**City of Palmetto
Organizational Chart
2017-2018 Fiscal Year**





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



“Set your goals high, and don’t stop till you get there.”

Bo Jackson



CITY PALMETTO 2017-2018 BUDGET

THE CITY OF PALMETTO BUDGET PROCESS

The Budget: The Process Begins. . .

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

The City budgets resources on a fiscal year, which begins October 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.

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

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

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

This process began on April 27th for the fiscal year 2018 budget with the initial distribution of budget packets to the cost centers to be returned to the Finance Department by May 31st. The initial version of the 2018 Budget was distributed to Commission on July 7th without any changes to wages and benefits. Version 1 was a balanced budget however, two questions that were left unanswered



CITY PALMETTO 2017-2018 BUDGET

including: revenue estimates from the state and county and the final cost of health and property insurance.

This year only two versions of the budget were presented to the City Commission before settling on the Tentative and Final budget. Version 2 was delivered to Commission August 14th and was balanced with no increase to ad valorem taxes. Few adjustments were made prior to the Tentative Budget in the form of truing up insurance and personnel costs. The Tentative Budget was presented to City Commission September 15th with all funds balanced or in a surplus position and after many cuts and creative funding were engaged since the City Commission had denied any increase in the millage rate. The Final Budget was adopted on September 26, 2017 with the second public hearing. The five year capital improvement plan was first presented to City Commission on August 23rd, and presented again and adopted on October 2, 2017.

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



CITY PALMETTO 2017-2018 BUDGET

Budget Calendar Fiscal Year 2017-2018

April, 2017

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						

April 3
April 17
April 28

Regular Commission meeting – No budget action
Regular Commission meeting – No budget action
Distribution of budget packets to Cost Centers

May, 2017

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 2
May 16
May 31

Regular Commission meeting – No budget action
Regular Commission meeting – No budget action
Budget due back from cost centers

June, 2017

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 6
June 20
June 27

Regular Commission meeting – No budget action
Regular Commission meeting – No budget action
First draft of compensation study received

July, 2016

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
July 8
July 18
July 25

Property Appraiser certifies taxable value to City
Version 1 budget submitted to Commission by staff
Regular Commission meeting – Version 1 discussed
Budget meeting – Version 2 discussed

August, 2016

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 1
August 4
August 5

August 8
August 15
August 24

Regular Commission meeting – Discussion of compensation study
TRIM requirement – Return to Property Appraiser the proposed mill rate
Budget discussion among Department Heads to cut budget. Issued a balanced Version 3
Budget meeting discussed Version 3
Regular Commission Workshop-Discussed CRA budget
Budget meeting discussed Version 4

September, 2016

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 11

September 21
September 25
September 26

Regular Commission meeting – TRIM required 1st Public Hearing and Approval of Tentative Budget – postponed to Sept 15 due to Hurricane Irma
TRIM Advertisement in newspaper
Regular Commission meeting - no budget action
TRIM required 2nd Public Hearing – Adoption of Final Budget

October, 2016

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

October 1
October 2

October 16

November 6

New fiscal year and beginning of 2017 Budget year
Regular Commission meeting; - Adoption of CIP and Discussion of half-Cent sales tax budget
Regular Commission meeting – Adoption of half-cent sales tax
Presentation of Half-cent Sales Tax Projects to Commission

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



CITY PALMETTO 2017-2018 BUDGET

ASSUMPTIONS FOR 2018 BUDGET

The budget for fiscal year 2018 includes the following assumptions:

Ad Valorem

- General Fund ad valorem revenues levied are \$4,842,830 and are budgeted at 96%, or \$4,649,117 with the assumption of assessing a preliminary millage rate of \$5.9671. This is the same millage rate that was assessed last year. Gross taxable values have increased from 765,296,527 in FY 2017 to 811,588,615 or 6.0%. The millage rate of \$5.9671 is 5.52% higher than the roll-back rate of \$5.6550.
- Taxable value in the TIF area is up \$20 million for a total value of \$397 million or 5.4% higher compared to the previous year. The current year tax increment value is \$304 million compared to \$284 million in the previous year. This represents a 7.1% increase in increment revenue over last year. TIF monies from the City to CRA will equal \$1.746 million compared to \$1.613 million the previous year. TIF monies from Manatee County to the CRA are also projected to increase and are loaded at \$1.859 million versus \$1.732 million last year. This represents an increase of 7.3%.

Other Revenues

- General Fund is projected to receive \$529,149 in PD reimbursement from CRA during FY 2018 compared to \$517,277 in FY 2017. This increase of \$12,000 is attributed to higher salaries and lease payments associated with two patrol cars.
- General Fund is projected to receive \$53,758 in Code Enforcement reimbursement from CRA during FY2018. This represents the addition of a new Code Enforcement Officer.
- Utility revenues are loaded with the approved rate increases associated with the rate study that was approved in 2013. Water and Sewer revenues reflect a 4% increase while Reuse revenues reflect a 2% increase. This is year five of a five year plan.
- The subsidy to Stormwater is \$166,000. The subsidy includes \$64,000 from Road and Bridge Fund and a total of \$51,000 each from the Water and Sewer cost centers. This is \$8,000 lower than the FY2017. Stormwater fees have not been adjusted since October, 2008. A new rate study for Stormwater fees has been budgeted in FY 2018 along with the other utility funds.
- The Building Department is now balanced and using no Building Department Reserves.



CITY PALMETTO 2017-2018 BUDGET

Wages and Benefits

- The budget contains 140 funded positions.
 - 120 full-time
 - 14 part-time
 - 9 are in PD – 6 Crossing Guards, 2 Sworn Park Patrol, 1 Admin.
 - 1 is in HR
 - 4 interns in CRA
 - 6 Elected Officials
- Thirteen (13) vacant positions remain funded in the budget; 10 full-time and 3 part-time.
 - 1 Captain - PD
 - 1 Police Officer – PD
 - 1 Accountant I - Finance
 - 1 HR Coordinator PT – CH
 - 1 Deputy Director of PW – Public Works Administration
 - 1 Code Enforcement Officer – Code Enforcement (New Position)
 - 1 Equipment Operator – Sewer
 - 1 Equipment Operator – Stormwater
 - 1 Inmate Services Coordinator - Stormwater
 - 2 Service Worker I – Road & Bridge and Parks
 - 2 Interns - CRA
- One new position has been requested and funded from the CRA – CPIP
 - PW – Code Enforcement
- One new position has been requested with a delayed start date of January 2018:
 - PD – Dispatcher
- The Planning Department will undergo an organizational change effective FY 2018.
 - City Planner position and Planning Tech will be upgraded and the Planner will have oversight for Planning, Code Enforcement, and Building Department. Additional salary expenses in the Planning Department are offset by shifting the Building inspection functions to a private contractor.
- The Commission and Mayor's salaries, as well as sworn officers under the PBA contract salary received a 3% increase over FY 2017. In addition, approximately 33 positions will receive the second part of the salary adjustment as part of the study that was completed in FY 2016. This will complete the implementation of the salary study.
- Pension costs are loaded based on the actuarial report received in January of 2017. The rate for PD decreased from 30.04% in FY2017 to 25.81%. General Employees' pension decreased from 28.77% to 24.47%.
- The renewal cost for health insurance is 2.29% higher and Florida Blue Cross and Blue Shield will continue as our medical insurance vendor.



CITY PALMETTO 2017-2018 BUDGET

Expenses

- The budget for the City's Property, Casualty and Liability insurance decreased per the FY18 invoice.
- Cost allocation for General Fund support services methodology is consistent with prior years.
- The funding of one-time expenditures with fund balance is allowed by the budget policy and include:
 - Contingencies:
 - Insurance Contingencies- \$40,000 (General Fund)
 - Hurricane emergency supplies-\$8,500 total
 - One-time expenditures - \$125,376
 - Consulting items - \$43,750
 - Financial advisor
 - Legal fees for union negotiations
 - OPEB valuation
 - Various small equipment items-\$81,626 to include:
 1. City Hall office furniture, trash receptacles, A/V for lobby, picnic table and umbrella, TV
 2. Computer equipment – desktops, monitors, scanners
 3. PD – carpet and impact window, refrigerator, digital scale, DVD duplicator, rotating data center
 4. Celebration Center – carpet and bathroom upgrades
 5. Public Works – cordless headsets
 6. Parks – blower, lights and ceiling fans (Sutton Park), flag sets and message center

Capital Expenses

- Capital Leases include the following (4 yr lease) \$745,345:

PD

- 3 Patrol Chargers-\$79,500
- 3 Coban EDGE In-car video-\$16,845

Parks

- 1 Ford F-250 - \$33,000

Customer Service

- 1 Small pickup - \$24,000

Road and Bridge

- Street sweeper - \$300,000
- F-250 - \$33,000
- Sign truck - \$33,000

Solid Waste

- F-250 - \$33,000

Water Department

- F-250 - \$33,000
- Valve turning machine - \$67,000



CITY PALMETTO 2017-2018 BUDGET

Sewer Department

- F-250 - \$33,000

Road and Bridge, Water, Sewer, and Stormwater – Shared cost

- Mini Excavator - \$60,000 – 25% each
- The following one-time capital expenditures are being funded with fund balance General Fund- \$94,175
 - IT Hardware –5 laptops - \$12,500
 - DROBO - \$2,800
 - Fuel master upgrade - \$8,875
 - AC Units for City Hall and Celebration Center - \$9,500
 - PD – Elliptical – \$3,000
 - PD – GPS tracker - \$2,500
 - Steam cleaner - \$7,000
 - Parks - Z-Track mower - \$9,000
 - PD SAN - \$20,000
 - Decimeters - \$6,000
 - ESXI Server - \$13,000

**CITY OF PALMETTO
RESOLUTION NO. 2017-22**

**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 2018; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 26, 2017, adopted Fiscal Year Final Millage Rates following a public hearing as required by Florida Statute 200.065; and

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

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Palmetto has been certified by the Manatee County Property Appraiser to the City Palmetto as \$811,588,615.

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

Section 1: The Fiscal Year 2018 operating millage is 5.9671 mills, which is 5.52% greater than the rolled-back rate of 5.6550.

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 26th day of September, 2017 at 5:35 pm.

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

BY: 
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN
City Clerk

BY: 
City Clerk

**CITY OF PALMETTO
RESOLUTION NO. 2017-23**

A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2018; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 26, 2017, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Palmetto of Manatee County, Florida, has determined that it is necessary and in the best interest of the City to establish a final budget for the Fiscal Year 2018.

WHEREAS, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2018 in the amount of \$27,094,891.

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

Section 1: The Final Budget for Fiscal Year 2018, 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 26th day of September, 2017 at 5:37 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: _____

City Clerk

**ATTACHMENT A
Fiscal Year 2018
Final Budget
Resolution 2017-23**

General Fund - #001

Mayor & Commission	264,294
City Clerk	2,278,625
Information Technology	502,853
City Attorney	284,490
Finance	686,201
Human Resources	200,101
Events and Facilities	170,931
Police	4,540,892
Code Enforcement	192,757
Public Works Administration	685,107
Planning	215,671
Fleet Maintenance	254,592
Parks & Landscape	650,937
Building Department	377,200
Total General Fund Expenses	<u>\$ 11,304,651</u>

CRA Fund - #190

\$ 3,807,213

Road & Bridge Fund - #307

\$ 2,051,635

Solid Waste Fund - #403

\$ 2,196,466

Water and Sewer Fund - #432

Cross Connect	238,645
Water Department	2,394,451
Sewer Department	1,297,123
Customer Service	621,451
Waste Water Treatment Plant	1,939,206
Total Water and Sewer Fund Expenses	<u>\$ 6,490,876</u>

Stormwater Fund - #440

\$ 975,944

Reuse Fund - #460

\$ 268,106

TOTAL CITY BUDGET

\$ 27,094,891

RESOLUTION NO. 2017-24

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING THE CAPITAL IMPROVEMENT PLAN BUDGET FOR FISCAL YEARS 2018-2022; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

Section 1: The Capital Improvement Plan for 2018 through 2022 as shown on Attachment A to this Resolution is hereby adopted in the total amount of \$18,708,294.

Section 2: The Capital Improvement Plan Budget for the Fiscal Year 2018 as shown on Attachments A to this Resolution is hereby adopted in the amount of \$9,176,940.

Section 3: The budget for funding from fund balance/net position as detailed on Attachments B and included in Attachment A to the Resolution is hereby adopted in the amount of \$3,306,589.

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 16th day of October, 2017.

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

By: 
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN

By: 
City Clerk



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

**2018- 2022 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Items in red were included in rate study

Items in green were included in rate study to be funded through debt

Items in blue are funded with a combination of debt and current revenues

Project Description	Supporting Fund	FY2017 PROJECTS CARRIED FORWARD	FY2018 - INCLUDING FY2017 CARRIED FORWARD	FY2019	FY2020	FY2021	FY2022	Total Project Cost
Road Improvements								
1 New Sidewalk Projects 14th Ave & 17th St Intersection	Capital Projects	\$ 65,000	\$ 130,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 390,000
2 Improvements	Capital Projects	267,617	267,617	-	-	-	-	267,617
3 Street Paving (W, S & R Water Infrastructure)	Capital Projects	500,000	600,000	100,000	100,000	100,000	100,000	1,000,000
ROAD IMPROVEMENTS TOTAL		\$ 832,617	\$ 997,617	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 1,657,617
Public Facilities								
1 City Facility Security	Capital Projects	\$ 3,852	\$ 23,852	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 123,852
2 City Wide Facilities Upgrades	Capital Projects	3,925	43,925	25,000	25,000	25,000	25,000	\$ 143,925
3 Public Works Yard Lighting	Capital Projects	45,000	45,000	-	-	-	-	\$ 45,000
4 New Public Works Facility Building	Capital Projects	-	-	-	47,754	3,183,600	-	\$ 3,231,354
PUBLIC FACILITIES TOTAL		\$ 52,777	\$ 112,777	\$ 50,000	\$ 97,754	\$ 3,233,600	\$ 50,000	\$ 3,544,131
Stormwater								
1 TMDL Program	Road & Bridge	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
2 Dredging Projects	Road & Bridge	130,000	150,000	10,000	10,000	10,000	10,000	190,000
STORMWATER TOTAL		\$ 130,000	\$ 150,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 390,000
Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	3,900,000	-	-	-	-	3,900,000
3 WWTP Upgrades	Water/Sewer	149,481	349,481	200,000	200,000	200,000	200,000	1,149,481
4 WWTP R&R	Water/Sewer	30,515	80,515	50,000	50,000	50,000	50,000	280,515
5 Lift Station Upgrades	Water/Sewer	31,295	131,295	100,000	100,000	100,000	100,000	531,295
6 Sewer Lines R&R	Water/Sewer	58,505	108,505	50,000	50,000	50,000	50,000	308,505
7 I&I Program	Water/Sewer	417,992	818,332	400,000	400,000	400,000	400,000	2,418,332
8 Water Lines R&R	Water/Sewer	147,087	297,087	150,000	150,000	150,000	150,000	897,087
9 Chloramines Injection System	* Water/Sewer & Loan	209,796	209,796	-	-	-	-	209,796
10 Fire Protection Upgrades	* Water/Sewer & Loan	606,100	706,100	100,000	100,000	100,000	100,000	1,106,100
WATER/SEWER TOTAL		\$ 1,850,771	\$ 6,801,111	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 11,001,111
Reuse								
1 PARS Expansion	Reuse	\$ 463,041	\$ 1,115,435	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,115,435
REUSE TOTAL		\$ 463,041	\$ 1,115,435	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,115,435
GRAND TOTAL		\$ 3,329,206	\$ 9,176,940	\$ 1,575,000	\$ 1,622,754	\$ 4,758,600	\$ 1,575,000	\$ 18,708,294

* Carry forward funding includes proceeds from FY2014 CIP Loan



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

**2018 - 2022 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2017 Funding Carried Forward	Current Revenue	City Fund Balance	New Loan Funds	Grants	Total Funded Projects	Unfunded	Total FY2018 CIP
Road Improvements									
1 New Sidewalk Projects	Capital Projects	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
14th Ave & 17th St Intersection									
2 Improvements	* Capital Projects	267,617	-	-	-	-	267,617	-	267,617
Street Paving (W, S & R Water									
3 Infrastructure)	Capital Projects	500,000	-	100,000	-	-	600,000	-	600,000
ROAD IMPROVEMENTS TOTAL		\$ 832,617	\$ -	\$ 165,000	\$ -	\$ -	\$ 997,617	\$ -	\$ 997,617
Public Facilities									
1 City Facility Security	Capital Projects	\$ 3,852	\$ -	\$ 20,000	\$ -	\$ -	\$ 23,852	\$ -	\$ 23,852
2 City Wide Facilities Upgrades	Capital Projects	3,925	-	40,000	-	-	43,925	-	43,925
3 Public Works Yard Lighting	Capital Projects	45,000	-	-	-	-	45,000	-	45,000
4 New Public Works Facility Building	Capital Projects	-	-	-	-	-	-	-	-
PUBLIC FACILITIES TOTAL		\$ 52,777	\$ -	\$ 60,000	\$ -	\$ -	\$ 112,777	\$ -	\$ 112,777
Stormwater									
1 TMDL Program	Road & Bridge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 Dredging Projects	Road & Bridge	130,000	-	20,000	-	-	150,000	-	150,000
STORMWATER TOTAL		\$ 130,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	-	-	3,900,000	-	3,900,000	-	3,900,000
3 WWTP Upgrades	Water/Sewer	149,481	200,000	-	-	-	349,481	-	349,481
4 WWTP R&R	Water/Sewer	30,515	50,000	-	-	-	80,515	-	80,515
5 Lift Station Upgrades	Water/Sewer	31,295	100,000	-	-	-	131,295	-	131,295
6 Sewer Lines R&R	Water/Sewer	58,505	50,000	-	-	-	108,505	-	108,505
7 I&I Program	Water/Sewer	417,992	400,340	-	-	-	818,332	-	818,332
8 Water Lines R&R	Water/Sewer	147,087	150,000	-	-	-	297,087	-	297,087
9 Chloramines Injection System	** Water/Sewer & Loan	209,796	-	-	-	-	209,796	-	209,796
10 Fire Protection Upgrades	** Water/Sewer & Loan	606,100	100,000	-	-	-	706,100	-	706,100
WATER/SEWER TOTAL		\$ 1,850,771	\$ 1,050,340	\$ -	\$ 3,900,000	\$ -	\$ 6,801,111	\$ -	\$ 6,801,111
Reuse									
1 PARS Expansion	Reuse	\$ 463,041	\$ 152,394	\$ -	\$ 500,000	\$ -	\$ 1,115,435	\$ -	\$ 1,115,435
REUSE TOTAL		\$ 463,041	\$ 152,394	\$ -	\$ 500,000	\$ -	\$ 1,115,435	\$ -	\$ 1,115,435
GRAND TOTAL		\$ 3,329,206	\$ 1,202,734	\$ 245,000	\$ 4,400,000	\$ -	\$ 9,176,940	\$ -	\$ 9,176,940

* 14th & 17th Street Project funding consists of FY2017 grant carried into FY2018

** Carry forward funding includes proceeds from FY2014 CIP Loan



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

FUND BALANCE USABLE FOR CAPITAL PROJECTS

Attachment B

Fund/Reserve	FY2017 Unassigned Fund Balance / Unrestricted Net Position as projected (1)	1/12 of FY2018 Original Budgeted Expenses (2)	# of Months of Unassigned Fund Balance/ Unrestricted Net Position	Amount over(under) 3 month minimum	Amount over(under) 5 months for Capital Reserve	Amount over(under) 6 month maximum
General Fund	5,135,631	942,054	5.45	2,309,468	425,360	(516,695)
Road and Bridge	1,089,848	170,970	6.37	576,940	235,000	64,031
Solid Waste	621,743	183,039	3.40	72,627	(293,451)	(476,490)
(3) Water/Sewer	2,024,231	540,906	3.74	401,512	(680,301)	(1,221,207)
Stormwater	(123,498)	81,329	(1.52)	(367,484)	(530,142)	(611,470)
(3) Reuse	69,538	22,342	3.11	2,511	(42,173)	(64,515)

- (1) Amount is calculated using FY 2017 projected revenues and expenses as of 9/20/2017, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- (2) Amount is calculated using FY2018 budget as of 9/20/2017. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- (3) Unassigned Fund Balance for these two funds is net of funding for projects that are funded from 2015, 2016 and/or 2017 current revenues that were not spent in the year received.

Use of Fund Balance for 2018 CIP

Fund	Project Name	Funding Amount	Amount Available (Fund Balance/Carry Forward)	Unused Amount
To be transferred to other funds or used within an Enterprise Fund				
General Fund	City Facility Security	20,000		
	City Wide Facilities Upgrades	40,000		
	Total Use of General Fund Balance	60,000	425,360	365,360
Road & Bridge	New Sidewalk Projects	65,000		
	Street Paving	100,000		
	Dredging Projects	20,000		
	Total Use of Road & Bridge Fund Balance	185,000	235,000	50,000
Use of Committed/Assigned Fund Balance/Unrestricted Net Position for Carry-Forward Funding				
Capital Projects Committed Fund Balance (not to exceed)				
	New Sidewalk Projects	65,000		
	Street Paving	500,000		
	City Facility Security	3,852		
	City Wide Facility Upgrades	3,925		
	Public Works Yard Lighting	45,000		
		617,777	617,777	-
Water & Sewer Restricted Net Position (not to exceed)				
	WWTP Expansion	200,000		
	WWTP Upgrades	149,481		
	WWTP R&R	30,515		
	Lift Station Upgrades	31,295		
	Sewer Line R&R	58,505		
	I&I Programs	417,992		
	Water Line R&R	147,087		
	Chloramine Injection Systems	166,409		
	Fire Protection Upgrades	100,000		
	Total Net Position to be used for funding	1,301,284	1,301,284	-
Restricted Loan Funds				
	Chloramines Injection System	43,387		
	Fire Protection Upgrades	506,100		
	Total Loan Funds to be used for funding	549,487	549,487	-
	Total Use of Water & Sewer Unrestricted Net Position	1,850,771	1,850,771	-
Stormwater Restricted Net Position (not to exceed)				
	Dredging Projects	130,000		
	Total Use of Stormwater Unrestricted Net Position	130,000	130,000	-
Reuse Restricted Net Position (not to exceed)				
	PARS Expansion	463,041		
	Total Use of Reuse Unrestricted Net Position	463,041	463,041	-
Total Use of City Fund Balance/Net Position		3,306,589	3,721,949	415,360

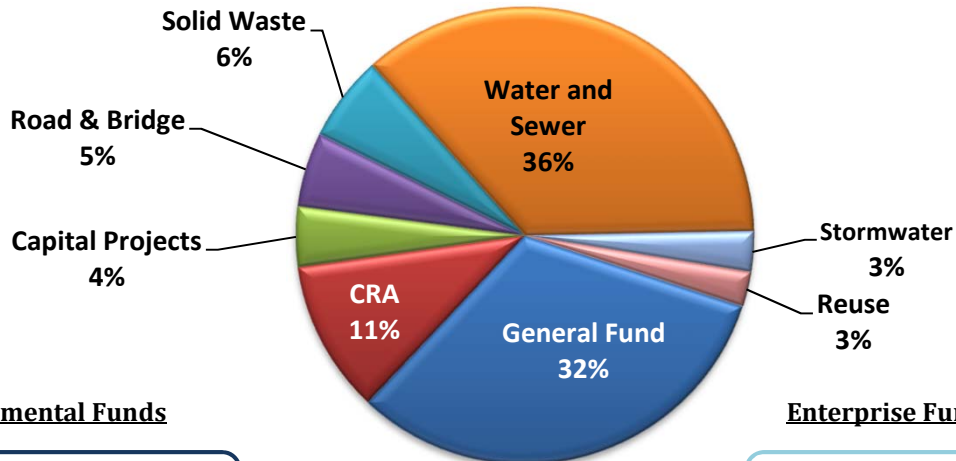


CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Budget Breakdown All Funds

Including Capital Improvement Program (CIP)

**FY 2018
Total Fund Expenditure
Budget
(Before other sources)
\$ 34,954,163**



Governmental Funds

General Fund

\$ 11,192,247

Community Redevelopment Agency (CRA)

\$ 3,767,896

Road and Bridge Fund

\$ 1,837,059

Capital Project Funds (combined)

\$ 1,488,839

Enterprise Funds

Solid Waste Fund

\$ 2,130,180

Water and Sewer Fund

\$ 12,680,300

Stormwater Fund

\$ 1,001,888

Reuse Fund

\$ 855,754



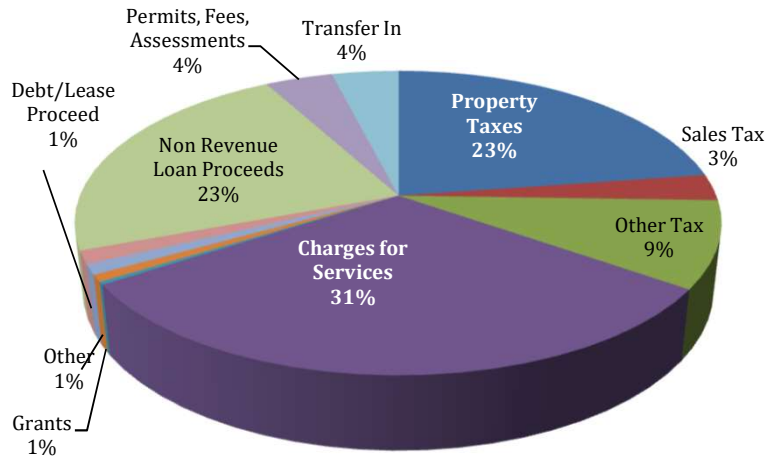
CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Where the Money Comes From And Where it Goes

City-Wide Fund Revenues

Property Taxes	\$ 8,260,616
Sales Tax	\$ 1,016,362
Other Tax	3,350,396
Charges for Services	11,326,392
Intergovernmental	104,850
Grants	267,617
Other	389,472
Debt/Lease Proceed	510,345
Non Revenue Loan Proceeds	8,269,013
Permits, Fees, Assessments	1,459,100
Transfer In	1,441,111
	\$ 36,395,274

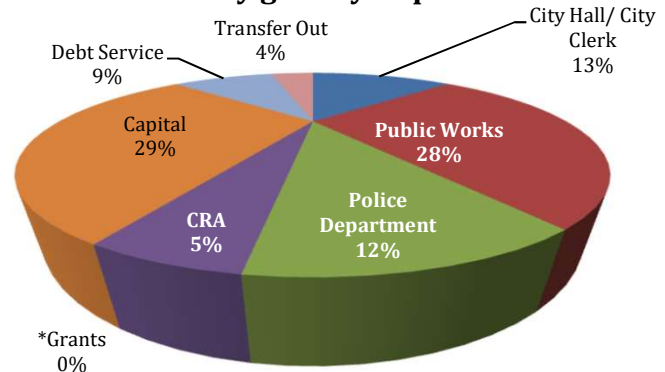
Where the Money Come from by Source



City-Wide Expenses by Department

City Hall/ City Clerk	\$ 4,690,747
Public Works	10,054,698
Police Department	4,238,485
CRA	1,988,144
*Grants	-
Capital	10,666,103
Debt Service	3,315,986
Transfer Out	1,441,111
	\$ 36,395,274

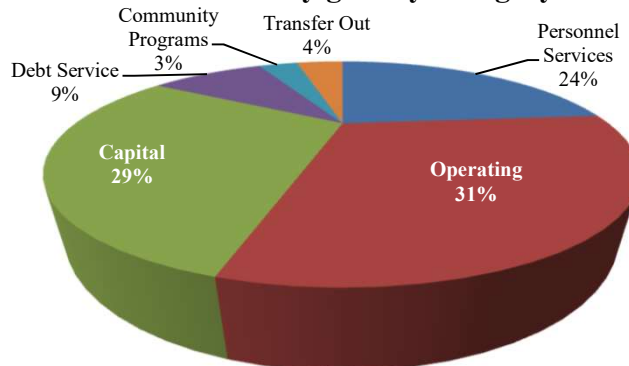
Where the Money goes by Department



City-Wide Expenses by Category

Personnel Services	\$ 8,595,972
Operating	11,179,325
Capital	10,666,103
Debt Service	3,315,986
Community Programs	1,196,777
Transfer Out	1,441,111
	\$ 36,395,274

Where the Money goes by Category



Surplus/(Deficit) \$ -

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



CITY OF PALMETTO, FLORIDA

2017-2018 BUDGET

FISCAL YEAR 2018 BUDGET SUMMARY - ALL FUNDS

	2018 Adopted Budget
REVENUES:	
Property Taxes	8,260,616
Sales Taxes	1,016,362
Utility Service Taxes	1,087,867
Motor Fuel Taxes	1,442,533
Other Taxes	819,996
Permits, Fees and Assessments	1,459,100
Intergovernmental Revenue	104,850
Grants	267,617
Charges for Services/Utility Fees	11,326,392
Fines & Forfeitures	32,800
Interest Revenue	132,109
Miscellaneous Revenue	224,563
Debt/Lease Proceeds	510,345
Non-revenue loan proceeds/fund balance	8,269,013
Total Revenues	34,954,163
EXPENSES:	
City Hall/City Clerk	
Mayor and Commission	264,294
City Clerk	2,207,857
Information Technology	454,553
City Attorney	284,490
Finance	678,371
Human Resources	200,101
Events and Facilities	161,431
Customer Service	439,650
TOTAL CITY CLERK	4,690,747
Police Department	4,238,485
Public Works	
Public Works Administration	658,372
Code Enforcement	192,757
Planning	215,671
Fleet Management	243,472
Parks and Recreation	599,593
Building Department	264,796
Grants - Non-Capital	-
Streets	1,151,937
Solid Waste	2,076,642
Cross Connect	190,905
Water Department	1,728,143
Sewer Department	505,316
WWTP	1,819,223
Stormwater Department	361,396
Reuse Department	46,475
TOTAL PUBLIC WORKS	10,054,698
Community Redevelopment Agency	1,988,144
Capital	10,666,103
Debt Service	3,315,986
TOTAL EXPENDITURES	34,954,163
Transfers In	1,441,111
Transfers out	(1,441,111)
TOTAL OTHER SOURCES(USES)	-
EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER SOURCES	-



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ALL FUNDS SUMMARY

	GOVERNMENTAL FUNDS								
	General Fund *(Includes Infrastructure Sales Tax)			Community Redevelopment Agency			Road and Bridge Fund		
	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget
REVENUES:									
Property Taxes	4,141,024	4,395,511	4,655,217	3,120,083	3,347,857	3,605,399	-	-	-
* Sales Taxes	987,991	1,647,004	1,016,362	-	-	-	-	-	-
Utility Service Taxes	1,107,225	1,113,879	1,087,867	-	-	-	-	-	-
Motor Fuel Taxes	11,603	11,445	11,000	-	-	-	1,413,405	1,460,412	1,431,533
Other Taxes	813,066	840,875	819,996	-	-	-	-	-	-
Permits, Fees and Assessments	1,314,226	1,256,157	1,235,900	-	-	-	-	-	-
Impact Fees	27,220	35,594	-	-	-	-	37,308	69,045	-
Intergovernmental Revenue	5,470	7,438	-	-	-	-	103,042	100,054	104,850
Grants	-	-	-	(5,000)	-	-	-	-	-
Charges for Services/Utility Fees	665,174	722,418	769,207	3,100	5,142	3,000	51,289	177,954	121,285
Fines & Forfeitures	47,122	37,575	32,800	-	-	-	-	-	-
Interest Revenue	75,897	49,883	57,600	9,672	17,500	20,000	7,244	10,986	12,500
Miscellaneous Revenue	220,417	222,230	189,079	5,714	635	-	21,905	638	467
Debt/Lease Proceeds	254,767	280,300	129,345	-	-	-	11,233	37,500	381,000
Non-revenue loan proceeds/fund balance	-	-	330,167	-	-	178,814	-	-	185,000
Total Revenues	9,671,202	10,620,309	10,334,540	3,133,569	3,371,134	3,807,213	1,645,426	1,856,589	2,236,635
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	253,637	256,099	264,294	-	-	-	-	-	-
City Clerk	1,901,151	2,036,267	2,207,857	-	-	-	-	-	-
Information Technology	354,466	378,477	454,553	-	-	-	-	-	-
City Attorney	233,754	248,856	284,490	-	-	-	-	-	-
Finance	578,214	629,226	678,371	-	-	-	-	-	-
Human Resources	144,847	179,889	200,101	-	-	-	-	-	-
Events and Facilities	133,773	147,144	161,431	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	3,891,860	4,153,660	4,238,485	-	-	-	-	-	-
Public Works									
Public Works Administration	562,911	561,079	658,372	-	-	-	-	-	-
Code Enforcement	133,718	111,408	192,757	-	-	-	-	-	-
Planning	173,454	178,354	215,671	-	-	-	-	-	-
Fleet Management	221,900	231,558	243,472	-	-	-	-	-	-
Parks and Recreation	483,732	555,903	599,593	-	-	-	-	-	-
Building Department	255,193	198,734	264,796	-	-	-	-	-	-
Grants - Non-Capital	1,947	-	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	740,797	1,105,483	1,151,937
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency									
Capital	419,869	433,493	223,520	1,383,095	1,895,987	1,988,144	292,248	41,488	386,000
Debt Service	246,007	281,565	304,484	251,921	254,750	1,119,752	281,537	266,873	299,122
TOTAL FUND EXPENDITURES	9,990,433	10,581,712	11,192,247	1,802,947	2,624,229	3,767,896	1,314,582	1,413,844	1,837,059
Excess Revenues Over(Under) Expenditures	(319,231)	38,597	(857,707)	1,330,622	746,905	39,317	330,844	442,745	399,576
Transfers In	909,332	1,066,841	1,030,111	-	179,875	-	-	-	-
Transfers out	(106,022)	(142,529)	(172,404)	(2,148,020)	(38,132)	(39,317)	(600,674)	(513,195)	(399,576)
TOTAL OTHER SOURCES(USES)	803,310	924,312	857,707	(2,148,020)	141,743	(39,317)	(600,674)	(513,195)	(399,576)
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	484,079	962,909	-	(817,398)	888,648	-	(269,830)	(70,450)	-
Conversion to full accrual	-	-	(330,167)	-	-	(178,814)	-	-	(185,000)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	484,079	962,909	(330,167)	(817,398)	888,648	(178,814)	(269,830)	(70,450)	(185,000)
Fund Balance, Beginning of Year	7,722,601	8,206,680	9,169,589	1,868,186	1,050,788	1,939,436	1,688,356	1,418,526	1,348,076
Fund Balance, End of Year	8,206,680	9,169,589	8,839,422	1,050,788	1,939,436	1,760,622	1,418,526	1,348,076	1,163,076
Change of Fund Balance/Net Position	6.27%	11.73%	-3.60%	-43.75%	84.57%	-18.44%	-15.98%	-4.97%	-27.45%

NOTE: Fund Balance, Beginning of Year for 2018 Adopted Budget is based on the projected revenues and expenses from fiscal year 2017.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ALL FUNDS SUMMARY (Continued)

	GOVERNMENTAL FUNDS (Continued)								
	Capital Projects Fund			Joint Capital Projects Fund			Total Governmental Funds		
	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	7,261,107	7,743,368	8,260,616
Sales Taxes	-	-	-	-	-	-	987,991	1,647,004	1,016,362
Utility Service Taxes	-	-	-	-	-	-	1,107,225	1,113,879	1,087,867
Motor Fuel Taxes	-	-	-	-	-	-	1,425,008	1,471,857	1,442,533
Other Taxes	-	-	-	-	-	-	813,066	840,875	819,996
Permits, Fees and Assessments	-	-	-	-	-	-	1,314,226	1,256,157	1,235,900
Impact Fees	-	-	-	-	-	-	64,528	104,639	-
Intergovernmental Revenue	-	-	-	-	-	-	108,512	107,492	104,850
Grants	10,888	12,496	267,617	213,089	207,500	-	218,977	219,996	267,617
Charges for Services/Utility Fees	-	-	-	-	-	-	719,563	905,514	893,492
Fines & Forfeitures	-	-	-	-	-	-	47,122	37,575	32,800
Interest Revenue	-	-	-	-	21,046	-	92,813	99,415	90,100
Miscellaneous Revenue	-	-	-	-	-	-	248,036	223,503	189,546
Debt/Lease Proceeds	-	-	-	-	-	-	266,000	317,800	510,345
Non-revenue loan proceeds/fund balance	-	-	885,394	-	-	110,828	-	-	1,690,203
Total Revenues	10,888	12,496	1,153,011	213,089	228,546	110,828	14,674,174	16,089,074	17,642,227
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	253,637	256,099	264,294
City Clerk	-	-	-	-	-	-	1,901,151	2,036,267	2,207,857
Information Technology	-	-	-	-	-	-	354,466	378,477	454,553
City Attorney	-	-	-	-	-	-	233,754	248,856	284,490
Finance	-	-	-	-	-	-	578,214	629,226	678,371
Human Resources	-	-	-	-	-	-	144,847	179,889	200,101
Events and Facilities	-	-	-	-	-	-	133,773	147,144	161,431
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	-	-	-	-	-	-	3,891,860	4,153,660	4,238,485
Public Works									
Public Works Administration	-	-	-	-	-	-	562,911	561,079	658,372
Code Enforcement	-	-	-	-	-	-	133,718	111,408	192,757
Planning	-	-	-	-	-	-	173,454	178,354	215,671
Fleet Management	-	-	-	-	-	-	221,900	231,558	243,472
Parks and Recreation	-	-	-	-	-	-	483,732	555,903	599,593
Building Department	-	-	-	-	-	-	255,193	198,734	264,796
Grants - Non-Capital	-	-	-	-	-	-	1,947	-	-
Streets	-	-	-	-	-	-	740,797	1,105,483	1,151,937
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	-	-	-	1,383,095	1,895,987	1,988,144
Capital	58,124	53,157	1,378,011	786,018	1,300,798	110,828	1,724,190	2,302,428	2,758,359
Debt Service	-	-	-	-	-	-	779,465	803,188	1,723,358
TOTAL FUND EXPENDITURES	58,124	53,157	1,378,011	786,018	1,300,798	110,828	13,952,104	15,973,740	18,286,041
Excess Revenues Over(Under) Expenditures	(47,236)	(40,661)	(225,000)	(572,929)	(1,072,252)	-	722,070	115,334	(643,814)
Transfers In	300,000	246,404	225,000	2,104,347	-	-	3,313,679	1,493,120	1,255,111
Transfers out	-	-	-	-	(179,875)	-	(2,854,716)	(873,731)	(611,297)
TOTAL OTHER SOURCES(USES)	300,000	246,404	225,000	2,104,347	(179,875)	-	458,963	619,389	643,814
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	252,764	205,743	-	1,531,418	(1,252,127)	-	1,181,033	734,723	-
Conversion to full accrual	-	-	(885,394)	-	-	(110,828)	-	-	(1,690,203)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	252,764	205,743	(885,394)	1,531,418	(1,252,127)	(110,828)	1,181,033	734,723	(1,690,203)
Fund Balance, Beginning of Year	300,742	553,506	759,249	(37,886)	1,493,532	241,405	11,541,999	12,723,032	13,457,755
Fund Balance, End of Year	553,506	759,249	(126,145)	1,493,532	241,405	130,577	12,723,032	13,457,755	11,767,552
	84.05%	37.17%	-233.23%	-4042.17%	-83.84%	-91.82%	10.23%	5.77%	-25.12%

NOTE: Fund Balance, Beginning of Year for 2018 Adopted Budget is based on the projected revenues and expenses from fiscal year 2017.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ALL FUNDS SUMMARY

	ENTERPRISE FUNDS								
	Solid Waste Fund			Water and Sewer Fund			Stormwater Fund		
	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	-	-	-
Sales Taxes	-	-	-	-	-	-	-	-	-
Utility Service Taxes	-	-	-	-	-	-	-	-	-
Motor Fuel Taxes	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-
Permits, Fees and Assessments	223,134	219,000	223,200	-	-	-	-	-	-
Impact Fees	-	-	-	41,303	36,087	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-
Charges for Services/Utility Fees	1,916,684	1,895,048	1,906,000	6,766,112	7,063,992	7,317,400	785,073	780,834	792,500
Fines & Forfeitures	-	-	-	-	-	-	-	-	-
Interest Revenue	3,291	4,000	4,000	27,513	31,055	32,500	2,013	1,800	2,009
Miscellaneous Revenue	30,269	30,143	30,266	208,972	116,671	4,316	1,839	338	435
Debt/Lease Proceeds	-	-	-	-	-	-	-	-	-
Non-revenue loan proceeds/fund balance	-	-	33,000	-	-	5,937,769	-	-	145,000
Total Revenues	2,173,378	2,148,191	2,196,466	7,043,900	7,247,805	13,291,985	788,925	782,972	939,944
EXPENSES:									
City Hall/City Clerk	-	-	-	-	-	-	-	-	-
Mayor and Commission	-	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-	-
Events and Facilities	-	-	-	-	-	-	-	-	-
Customer Service	-	-	-	355,610	392,686	439,650	-	-	-
Police Department	-	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-	-	-
Public Works Administration	-	-	-	-	-	-	-	-	-
Code Enforcement	-	-	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-	-	-
Fleet Management	-	-	-	-	-	-	-	-	-
Parks and Recreation	-	-	-	-	-	-	-	-	-
Building Department	-	-	-	-	-	-	-	-	-
Grants - Non-Capital	-	-	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	-	-	-
Solid Waste	2,004,370	2,015,463	2,076,642	-	-	-	-	-	-
Cross Connect	-	-	-	136,934	131,357	190,905	-	-	-
Water Department	-	-	-	1,785,591	1,963,076	1,728,143	-	-	-
Sewer Department	-	-	-	978,903	795,888	505,316	-	-	-
WWTP	-	-	-	1,796,889	1,847,917	1,819,223	-	-	-
Stormwater Department	-	-	-	-	-	-	485,201	523,168	361,396
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	-	-	-	-	-	-
Capital	-	-	49,200	1,057,312	1,659,750	7,078,109	313,622	197,645	165,000
Debt Service	-	-	4,338	885,445	943,275	918,954	445,038	466,167	475,492
TOTAL FUND EXPENDITURES	2,004,370	2,015,463	2,130,180	6,996,684	7,733,949	12,680,300	1,243,861	1,186,980	1,001,888
Excess Revenues Over(Under) Expenditures	169,008	132,728	66,286	47,216	(486,144)	611,685	(454,936)	(404,008)	(61,944)
Transfers In	-	-	-	-	-	-	210,000	262,333	186,000
Transfers out	(45,950)	(73,748)	(66,286)	(489,581)	(643,439)	(611,685)	(107,954)	(128,408)	(124,056)
TOTAL OTHER SOURCES(USES)	(45,950)	(73,748)	(66,286)	(489,581)	(643,439)	(611,685)	102,046	133,925	61,944
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	123,058	58,980	-	(442,365)	(1,129,583)	-	(352,890)	(270,083)	-
Conversion to full accrual	2,750	6,200	49,691	(1,701,416)	(2,371,596)	(773,331)	(649,951)	(560,158)	(131,325)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	125,808	65,180	49,691	1,259,051	1,242,013	773,331	297,061	290,075	131,325
Fund Balance, Beginning of Year	448,027	573,835	639,015	15,833,673	17,092,724	18,334,737	4,389,190	4,686,251	4,976,326
Fund Balance, End of Year	573,835	639,015	688,706	17,092,724	18,334,737	19,108,068	4,686,251	4,976,326	5,107,651
	28.08%	11.36%	2.61%	7.95%	7.27%	-28.17%	6.77%	6.19%	-0.27%

NOTE: Fund Balance, Beginning of Year for 2018 Adopted Budget is based on the projected revenues and expenses from fiscal year 2017.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

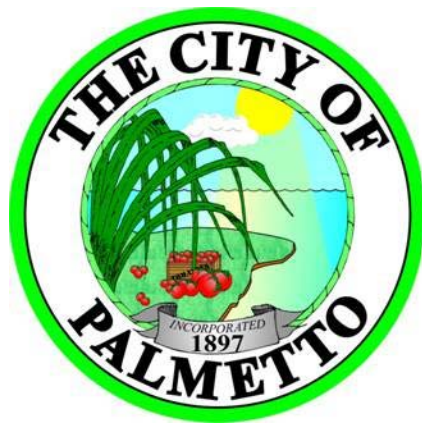
ALL FUNDS SUMMARY

	ENTERPRISE FUNDS (Continued)						Total All Funds		
	Reuse Fund			Total Enterprise Funds			2017		
	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget	2016 Actual	2017 Estimated Actual	2018 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	7,261,107	7,743,368	8,260,616
Sales Taxes	-	-	-	-	-	-	987,991	1,647,004	1,016,362
Utility Service Taxes	-	-	-	-	-	-	1,107,225	1,113,879	1,087,867
Motor Fuel Taxes	-	-	-	-	-	-	1,425,008	1,471,857	1,442,533
Other Taxes	-	-	-	-	-	-	813,066	840,875	819,996
Permits, Fees and Assessments	-	-	-	223,134	219,000	223,200	1,537,360	1,475,157	1,459,100
Impact Fees	-	-	-	41,303	36,087	-	105,831	140,726	-
Intergovernmental Revenue	-	-	-	-	-	-	108,512	107,492	104,850
Grants	-	-	-	-	-	-	218,977	219,996	267,617
Charges for Services/Utility Fees	397,958	409,971	417,000	9,865,827	10,149,845	10,432,900	10,585,390	11,055,359	11,326,392
Fines & Forfeitures	-	-	-	-	-	-	47,122	37,575	32,800
Interest Revenue	3,937	3,500	3,500	36,754	40,355	42,009	129,567	139,770	132,109
Miscellaneous Revenue	-	-	-	241,080	147,152	35,017	489,116	370,655	224,563
Debt/Lease Proceeds	-	-	-	-	-	-	266,000	317,800	510,345
Non-revenue loan proceeds/fund balance	-	-	463,041	-	-	6,578,810	-	-	8,269,013
Total Revenues	401,895	413,471	883,541	10,408,098	10,592,439	17,311,936	25,082,272	26,681,513	34,954,163
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	253,637	256,099	264,294
City Clerk	-	-	-	-	-	-	1,901,151	2,036,267	2,207,857
Information Technology	-	-	-	-	-	-	354,466	378,477	454,553
City Attorney	-	-	-	-	-	-	233,754	248,856	284,490
Finance	-	-	-	-	-	-	578,214	629,226	678,371
Human Resources	-	-	-	-	-	-	144,847	179,889	200,101
Events and Facilities	-	-	-	-	-	-	133,773	147,144	161,431
Customer Service	-	-	-	355,610	392,686	439,650	355,610	392,686	439,650
Police Department	-	-	-	-	-	-	3,891,860	4,153,660	4,238,485
Public Works									
Public Works Administration	-	-	-	-	-	-	562,911	561,079	658,372
Code Enforcement	-	-	-	-	-	-	133,718	111,408	192,757
Planning	-	-	-	-	-	-	173,454	178,354	215,671
Fleet Management	-	-	-	-	-	-	221,900	231,558	243,472
Parks and Recreation	-	-	-	-	-	-	483,732	555,903	599,593
Building Department	-	-	-	-	-	-	255,193	198,734	264,796
Grants - Non-Capital	-	-	-	-	-	-	1,947	-	-
Streets	-	-	-	-	-	-	740,797	1,105,483	1,151,937
Solid Waste	-	-	-	2,004,370	2,015,463	2,076,642	2,004,370	2,015,463	2,076,642
Cross Connect	-	-	-	136,934	131,357	190,905	136,934	131,357	190,905
Water Department	-	-	-	1,785,591	1,963,076	1,728,143	1,785,591	1,963,076	1,728,143
Sewer Department	-	-	-	978,903	795,888	505,316	978,903	795,888	505,316
WWTP	-	-	-	1,796,889	1,847,917	1,819,223	1,796,889	1,847,917	1,819,223
Stormwater Department	-	-	-	485,201	523,168	361,396	485,201	523,168	361,396
Reuse Department	97,027	88,711	46,475	97,027	88,711	46,475	97,027	88,711	46,475
Community Redevelopment Agency	-	-	-	-	-	-	1,383,095	1,895,987	1,988,144
Capital	79,173	358,553	615,435	1,450,107	2,215,948	7,907,744	3,174,297	4,518,376	10,666,103
Debt Service	189,429	191,528	193,844	1,519,912	1,600,970	1,592,628	2,299,377	2,404,158	3,315,986
TOTAL FUND EXPENDITURES	365,629	638,792	855,754	10,610,544	11,575,184	16,668,122	24,562,648	27,548,924	34,954,163
Excess Revenues Over(Under) Expenditures	36,266	(225,321)	27,787	(202,446)	(982,745)	643,814	519,624	(867,411)	-
Transfers In	-	-	-	210,000	262,333	186,000	3,523,679	1,755,454	1,441,111
Transfers out	(25,478)	(28,673)	(27,787)	(668,963)	(874,268)	(829,814)	(3,523,679)	(1,748,000)	(1,441,111)
TOTAL OTHER SOURCES(USES)	(25,478)	(28,673)	(27,787)	(458,963)	(611,935)	(643,814)	-	7,454	-
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	10,788	(253,994)	-	(661,409)	(1,594,680)	-	519,624	(859,957)	-
Conversion to full accrual	(207,413)	(492,025)	(233,524)	(2,556,030)	(3,417,579)	(1,088,489)	(2,556,030)	(3,417,579)	(2,778,692)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	218,201	238,031	233,524	1,894,621	1,822,899	1,088,489	3,075,654	2,557,622	2,778,692
Fund Balance, Beginning of Year	5,326,535	5,544,736	5,782,767	25,997,425	27,897,546	29,732,845	37,539,424	40,620,578	43,190,600
Fund Balance, End of Year	5,544,736	5,782,767	6,016,291	27,892,046	29,720,445	30,821,334	40,615,078	43,178,200	45,969,292
	4.10%	4.29%	-3.97%	7.29%	6.53%	-18.47%	8.19%	6.30%	-12.71%

NOTE: Fund Balance, Beginning of Year for 2018 Adopted Budget is based on the projected revenues and expenses from fiscal year 2017.



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



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

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Policies and Planning

Accounting Policies

- **Basis of Presentation**

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

- **Basis of Accounting**

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

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

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

- **Measurement Focus**

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

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

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

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

- **Interfund Transactions**

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

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Financial Structure

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

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

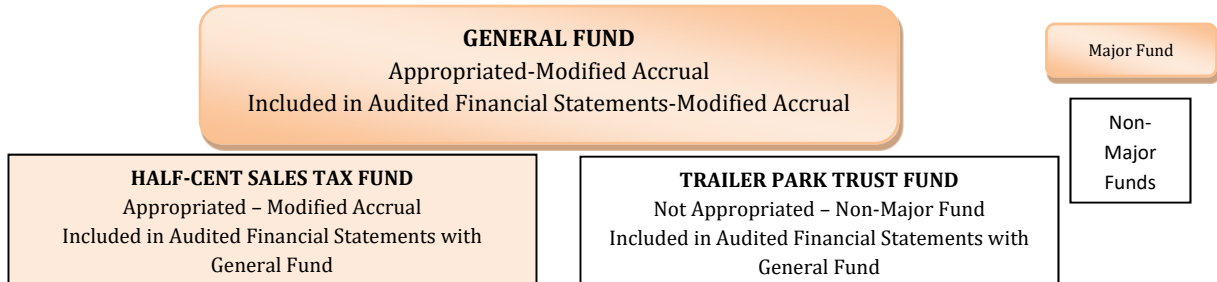
- **Proprietary Funds:** Proprietary Funds are accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, assets, liabilities, and net assets included on their balance sheet, and operating statements provide an indication of the economic net worth of the fund. Proprietary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



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

FUND STRUCTURE

Governmental Funds



SPECIAL REVENUE FUNDS

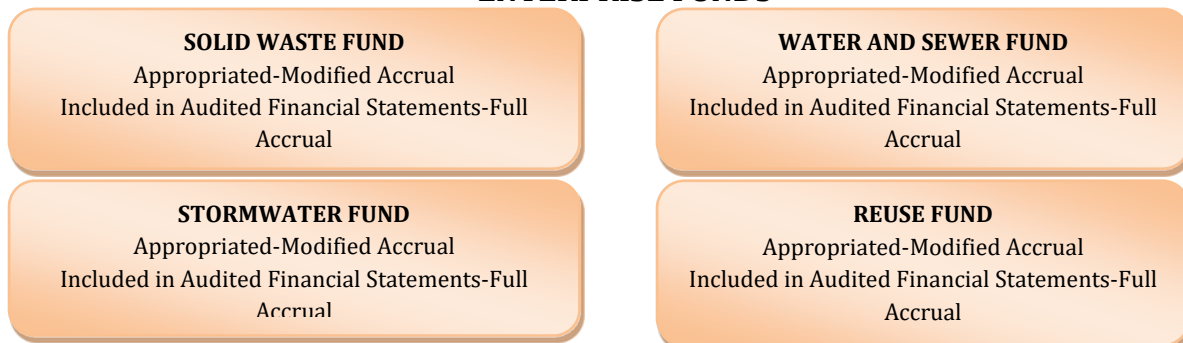


CAPITAL PROJECTS FUNDS



Proprietary Funds

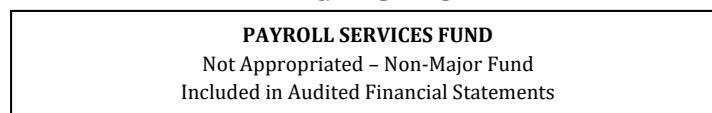
ENTERPRISE FUNDS



FIDUCIARY FUNDS



AGENCY FUND





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

FUND AND FUNCTION

Governmental Funds

Fund 001 - General Fund

General Government

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

Public Safety

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

Recreation

572 – Parks and recreation
579 – Events and facilities

Intergovernmental Services

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

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

XXX – Half-Cent Sales Tax

Special Revenue Funds

Fund 190 – Community Redevelopment Agency (CRA)

Intergovernmental Services - 559 – CRA

Fund 307 – Road and Bridge Fund

Highways and Streets - 541 – Road and Bridge

Capital Projects Funds

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

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

Enterprise Funds

Fund 403 – Solid Waste

534 – Solid Waste

Fund 440 – Stormwater

538 – Stormwater

Fund 460 – Reuse

539 - Reuse

Fund 432 – Water and Sewer

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Financial Policies

• **Investment Policy**

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

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

• **Financial Reserve Policies**

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

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

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

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

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

the excess within the fund creating the excess. In recent years, it has been necessary to use this excess to fund portions of the Capital Improvement Program. This funding is further discussed in the Policies and Planning for Capital Improvements section of this book.

During the fiscal year 2018 budgeting process, City Commission approved the use of fund balance/net position as follows:

<u>Fund</u>	<u>Amount</u>	<u>Use of Fund Balance/Net Position</u>
General Fund		
	2,116	To fund the purchase of trees and landscaping plants from the reserve.
	48,500	To fund unusual items such as hurricane supplies, and insurance contingencies.
	125,376	To fund one-time expenditures for miscellaneous equipment
	94,175	To fund capital acquisitions not funded through a capital lease.
	<u>60,000</u>	To fund CIP projects
	<u>330,167</u>	Total General Fund
CRA Fund		
	<u>178,814</u>	Unused fund balance calculated and designated for projects.
	<u>178,814</u>	Total CRA Fund
Road and Bridge Fund		
	<u>235,000</u>	To fund Capital Projects from usable fund balance in excess of five months.
	<u>235,000</u>	Total Road and Bridge Fund
Capital Projects Fund		
	714,361	To fund Capital Projects from funds carried forward from previous years – Fund 301 – Capital Projects Fund
	<u>430,811</u>	To fund Capital Projects from funds carried forward from previous years – Fund 390 – Joint Capital Projects Fund
	<u>1,145,172</u>	Total Capital Projects Fund
Water and Sewer Fund		
	1,154,272	To fund CIP projects from funds carried forward from previous years
	<u>549,487</u>	To fund CIP projects from 2014 Loan proceeds.
	<u>1,703,759</u>	Total Water and Sewer Fund



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Stormwater Fund

<u>80,000</u>	To fund CIP projects from funds carried forward from previous years
<u>80,000</u>	Total Stormwater Fund

Reuse Fund

<u>463,041</u>	To fund CIP projects from funds carried forward from previous years
<u>463,041</u>	Total Reuse Fund
<u>3,705,142</u>	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. Commission also approved the use of fund balance for one-time purchases of non-financed capital equipment as well as other one-time expenditures. As in the case of CRA, state statutes require the budgeting of all available funds which includes available fund balance. Each year the unused portion of fund balance is calculated and budgeted for projects or other expenditures within the CRA Plan.

While the policy requires a three month minimum, as a general practice the City can use fund balance over five months of the fund's budgeted expenses to fund capital projects. It was determined that two funds had fund balance over five months available for 2018 capital projects – General Fund and the Road and Bridge Funds. Solid Waste, Water/Sewer and Reuse Funds exceeded the three month minimum, however, did not meet the five month level. The enterprise funds were projected net of the carry forward funds. These carry-forward funds consist of unspent revenue generated from the 2013 rate study that was designated for CIP use.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Fund Balance/Net Position Levels

Fund/Reserve	FY2017 Unassigned Fund Balance / Unrestricted Net Position as projected (1)	1/12 of FY2018 Original Budgeted Expenses (2)	# of Months of Unassigned Fund Balance/ Unrestricted Net Position	Amount over(under) 3 month minimum	Amount over(under) 5 months for Capital Reserve	Amount over(under) 6 month maximum
General Fund	5,135,631	942,054	5.45	2,309,468	425,360	(516,695)
Road and Bridge	1,089,848	170,970	6.37	576,940	235,000	64,031
Solid Waste	621,743	183,039	3.40	72,627	(293,451)	(476,490)
(3) Water/Sewer	2,024,231	540,906	3.74	401,512	(680,301)	(1,221,207)
Stormwater	(123,498)	81,329	(1.52)	(367,484)	(530,142)	(611,470)
(3) Reuse	69,538	22,342	3.11	2,511	(42,173)	(64,515)

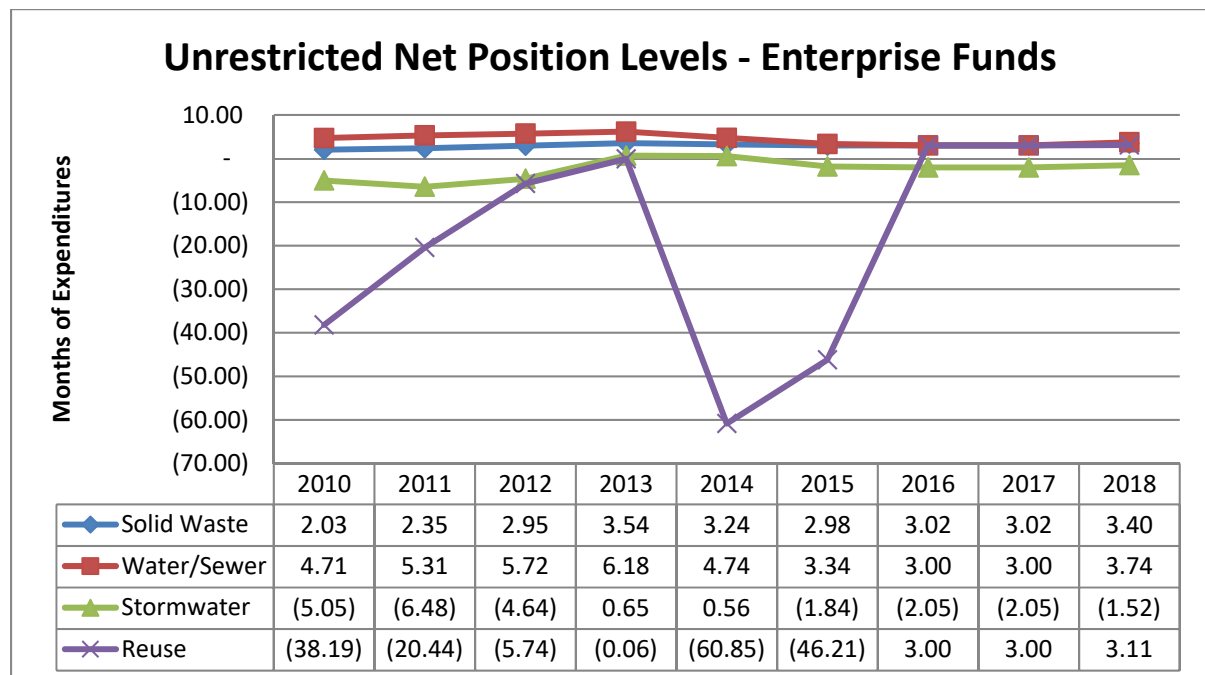
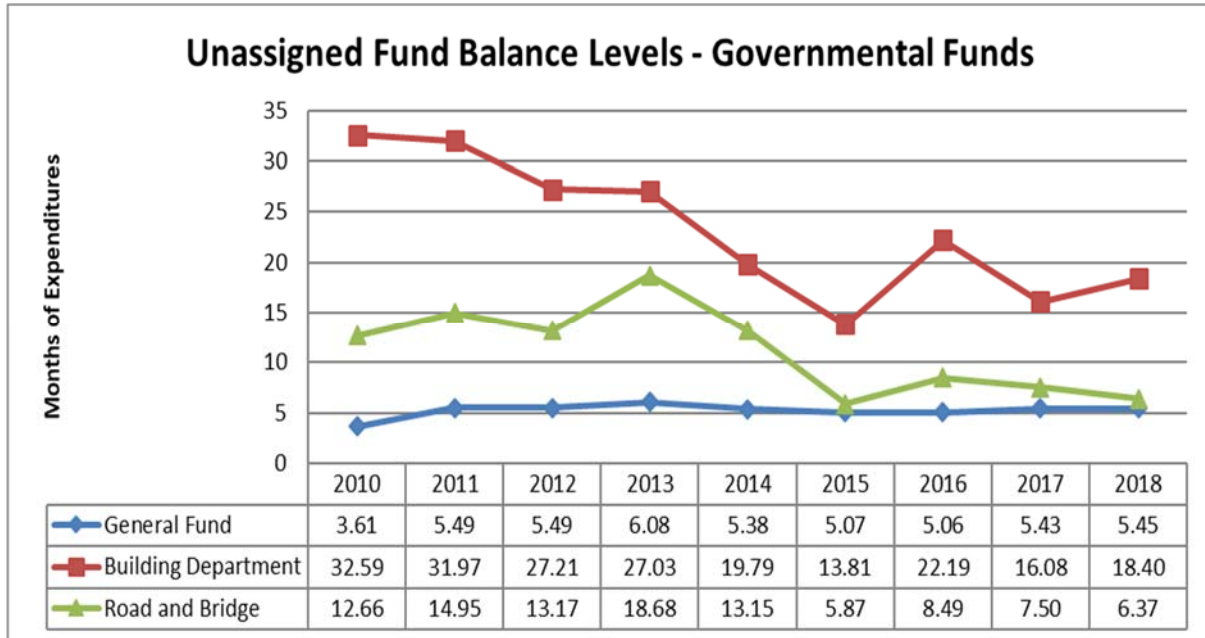
- (1) Amount is calculated using FY 2017 projected revenues and expenses as of 9/20/2017, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- (2) approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- (3) Unassigned Fund Balance for these two funds is net of funding for projects that are funded from 2015, 2016 and/or 2017 current revenues that were not spent in the year received.

The Stormwater and Reuse funds have reported deficit net position for several years. An effort to get these funds in a positive position has been ongoing since 2005. While user fees were unchanged for all funds during the years between 2009 and 2014, rates were increased in 2014 for water, sewer and reuse only which improved the position of the Reuse Fund. The Reuse Fund is now projected to have 3.11 months of expenses however, the Stormwater Fund remains in a negative position. User fees for all utilities except solid waste is budgeted to be evaluated during fiscal year 2018. For the Stormwater Fund, this rate study will be the first since 2008 and will focus on bringing the fund to be self-supporting as well as clean up the negative cash in the fund. Efforts will continue until this fund is in a positive position and no longer needing subsidized.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Trends of Unassigned/Unrestricted Fund Balance



Charts demonstrating the levels of unassigned fund balance/unrestricted net position since fiscal year 2010.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

- **Operating Budget Policy**

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

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

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

- **Basis of Budgeting**

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

- **Balanced Budgeting**

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

- **Budgetary Control**

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

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

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

- **Budget Amendment Process**

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

- **Procurement Policy**

The purpose of these purchasing regulations is to:

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

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

Guidelines:

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

• Capitalization Policy

The Capitalization Policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets are budgeted using the modified accrual method of accounting but are reported in the business activities and government-wide financial statements using full accrual. Capital assets are defined by the government as assets with an initial, individual cost per the schedule below. Equipment and vehicles with an individual cost between \$500 and \$2,000 are tracked as sundry items only, and not recorded as capital assets or depreciated. Capital assets are recorded at historical cost or estimated historical cost if constructed. Capital expenditures are reported in greater detail beginning on page 323.

Capital assets of the primary government are depreciated, using the straight-line method over the following estimated useful lives using these capitalization thresholds:

<u>Assets</u>	<u>Useful Life</u>	<u>Threshold</u>
Buildings and building improvements	30 years	\$20,000
Machinery and equipment		
Equipment and vehicles	7 years	\$ 2,000
Software	7 years	\$20,000
Infrastructure	50 years	\$20,000
Improvements other than buildings	50 years	\$20,000

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

• Debt Management Policy

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

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

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.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

3. Be in the form of bank qualified loans, bonds or a capital leasing program as in the best interest the City.
4. Be tracked and evaluated annually.
5. Be maintained within the accepted benchmarks indicated by the table below.

The City plans financing activity during fiscal year 2018 for its capital lease (\$745,345) for equipment. In fiscal year 2017, the City secured a state funded State Revolving Fund (SRF) loan (\$4.4 million) for some CIP activities – EQ Tank and Reclaimed Water distribution expansion at very low financing costs.

Until the end of fiscal year 2017, the City's CRA intended to issue \$10.7 million in bonds during fiscal year 2018 however, the deal was put on hold and the Participation Agreement with the Developer was terminated due to contract defaults by the developer. The project concept remains to be a priority of the City. The intended revenue bonds included \$8.5 million for parking at the Bradenton Area Civic Center, located in the Palmetto City limits, an extension of 7th Street and \$2.1 million in refunding bonds for the balance of the CRA 2006 loan. This bonds would assist in the development and construction of a new hotel located at the Bradenton Area Civic Center in the City which, when complete, would increase property values and raise additional tax increment financing (TIF) dollars to fund the debt service on the bonds. The hotel project remains a priority with the City and County.

Debt Ratios

Item # and Item Description	City Wide	Target Ratio	Governmental Funds*	Proprietary Funds	Total City
1 Population	13,082				
2 Assessed taxable property value	811,588,615				
3 Personal income per capita	\$ 21,691				
4 Total Debt projected at 9/30/17			4,155,727	9,230,280	13,386,007
5 Total Revenue FY2018			13,086,119	11,074,322	24,160,441
6 Operating Expenses FY2018 **			12,394,738	7,655,977	20,050,715
7 Net Operating Income (Loss)			691,381	3,418,345	4,109,726
8 Debt Service FY2018			603,606	1,588,290	2,191,896
9 Net Debt Per Capita	#4 / #1	≤ \$900	318	706	1,023
10 Percentage of assessed taxable property value	#4 / #2	≤ 3%	0.51%	1.14%	1.65%
11 Net debt per capita as a percentage of income per capita	#10 / #3	≤ 5%	1.46%	3.25%	4.72%
12 Debt Service Coverage Ratio	#7 / #8	≥ 110%	115%	215%	187%

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

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

It is necessary to note that prior to fiscal year 2012, the city's population was estimated to be in excess of 14,000. However, during the 2010 Census, the population was determined to be 12,606 and is now estimated at 13,082 for the 2018 fiscal year. Of the four ratios, only the net debt per capita (line 9 is above the ratio limit for the total city however, is in acceptable limits for each of the fund types. This is an improvement over the previous year when both line 9 and 11 were not within acceptable limits for the total city but within limits for each fund type. And the Net Debt Per Capita for the total City has improved by 100 points. When applying for financing, the lending institution institutes its own calculation and considering the closeness of the ratios, the overall ratios are determined to be within acceptable limits. However, future financing should be reviewed at the individual fund level to determine feasibility.

- **Debt Service**

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

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

The City has a projected debt obligation of \$13,386,007 as of September 30, 2017 which is comprised of bank qualified loans, state revolving fund loans and capital leases.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

The debt service budgeted for 2018 is illustrated in the following table by fund:

Outstanding Debt and Debt Service

Loan	Original Loan Issued	Governmental Loan Balance as of September 30, 2017	Business type Loan Balance as of September 30, 2017	Total Principal Outstanding as of September 30, 2017	Fiscal Year 2018 Governmental Debt Service	Fiscal Year 2018 Business Type Debt Service	Total FY2018 Debt Service
Stormwater SRF Loan	2,872,229	-	699,964	699,964	-	187,250	187,250
Reuse SRF Loan	134,200	-	25,699	25,699	-	5,500	5,500
2017 SRF Loan	4,500,000	-	4,500,000	4,500,000	-	-	-
2004 BOA Loan	4,300,000	259,382	921,832	1,181,214	45,252	161,056	206,308
2005 BOA Loan	6,500,000	681,898	2,744,978	3,426,876	103,500	415,076	518,576
2007 BOA Loan	5,337,000	557,162	2,745,718	3,302,880	67,952	334,952	402,904
2014 BB&T Loan	1,250,000	-	1,041,016	1,041,016	-	106,500	106,500
Reuse TPT Loan *	500,000	-	317,530	317,530	-	58,616	58,616
Capital Leases	3,332,812	674,710	1,041,016	1,715,726	319,798	297,118	616,916
Existing City Debt	28,726,241	2,173,152	14,037,753	16,210,905	536,502	1,566,068	2,102,570
CRA 2006 BOA Loan	4,395,000	1,977,750	-	1,977,750	269,752	-	269,752
Existing CRA Debt	4,395,000	1,977,750	-	1,977,750	269,752	-	269,752
Total City-wide Debt	33,121,241	4,150,902	14,037,753	18,188,655	806,254	1,566,068	2,372,322
Proposed New Debt							
CRA Hotel Bonds		8,500,000		8,500,000	850,000	-	850,000
2017 Capital Lease		317,800	234,500	552,300	67,104	26,560	93,664
Total 2016 Debt		8,817,800	234,500	9,052,300	917,104	26,560	943,664
Total Existing and Proposed Debt		12,968,702	14,272,253	27,240,955	1,723,358	1,592,628	3,315,986

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



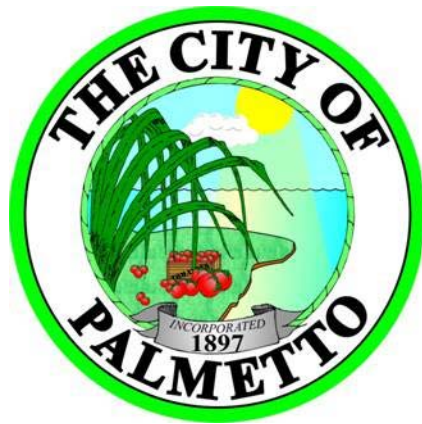
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

Fiscal Year 2018 Debt Service By Fund

Fund	Principal Payments	Interest Payments	Budgeted New Debt Service	Total Debt Service
General Fund	261,918	25,556	17,010	304,484
CRA	219,752	50,000	850,000	1,119,752
Road and Bridge	199,250	49,778	50,094	299,122
Total Governmental Funds	<u>680,920</u>	<u>125,334</u>	<u>917,104</u>	<u>1,723,358</u>
Solid Waste	-	-	4,338	4,338
Water and Sewer	686,744	213,936	18,274	918,954
Stormwater	381,746	91,772	1,974	475,492
Reuse	138,918	54,926	58,606	252,450
Total Business-Type Funds	<u>1,207,408</u>	<u>360,634</u>	<u>83,192</u>	<u>1,651,234</u>
Total City-Wide Debt Service	<u>1,888,328</u>	<u>485,968</u>	<u>1,000,296</u>	<u>3,374,592</u>



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



“The best preparation for tomorrow is to do today’s work superbly well”

Sir William Osler



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Personnel Budget

The City values each 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 2018 are \$8,596,398 and accounts for 28% of city-wide total operating budget not to include transfers out.

The budget contains funding for 140 positions; 120 full-time, 14 part-time and 6 elected officials of which 9 full-time and 1 part-time positions were vacant. The Planning Department will undergo an organizational change during FY 2018. As part of this change, 2 employees, City Planner and Planning Technician will be upgraded to Development Service Director and Planning Analyst, respectively. The Development Service Director will have oversight for Planning, Code Enforcement, and Building Departments.

The Commission and Mayor's salaries, general employees and sworn officers under the PBA contract salary received a 3% increase over FY 2017. In addition, approximately 33 positions will receive the second part of the salary adjustment as part of the study that was completed in FY 2016. This will complete the implementation of the salary study. Overall wage will increase from FY2017 to FY2018 is \$86,499.

Pension costs are loaded based on the actuarial report received in January of 2017. The rate for PD decreased from 30.04% in FY2017 to 25.81%. General Employees' pension decreased from 28.77% to 24.47% as a result of reduction of the rate of return by both pension boards.

Fiscal year 2018 Personnel Budget:

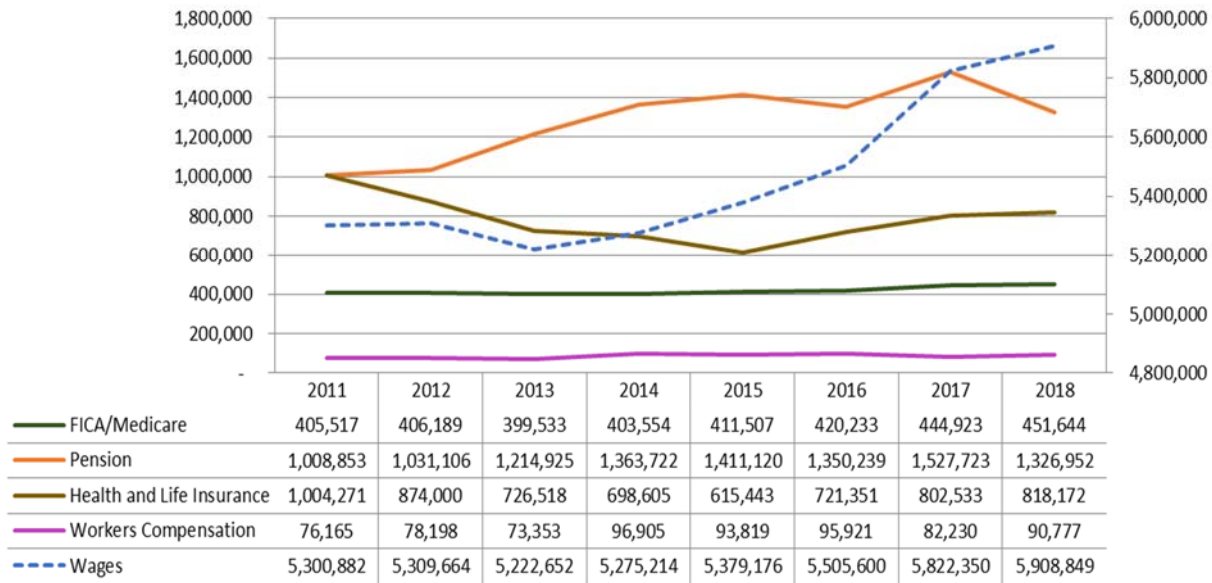
This fiscal year has brought a few benefits and challenges.

- Wages are up 5.75% from fiscal year 2017. This is the net effect of implementing the remaining portion of the compensation study, 3% increase, and two new positions.
- Pension costs are 22.5% of annual wages, which is 3.8% lower than fiscal year 2017 due to a decrease of 4.23 % in Police pension rates and a 4.30% decrease in the General Employee Pension rate. This is the fourth straight year for General Employees' pension rate decreases and first year for the Police Pension.
- The decrease in the pension rates is due to a reduction of the expected rate of return set by the both Pension Boards from 7.5% to 7.0%
- Health insurance is 14% of annual wages, which is the same as fiscal year 2017. The overall increase in health insurance premium rates were held to 2.29%.

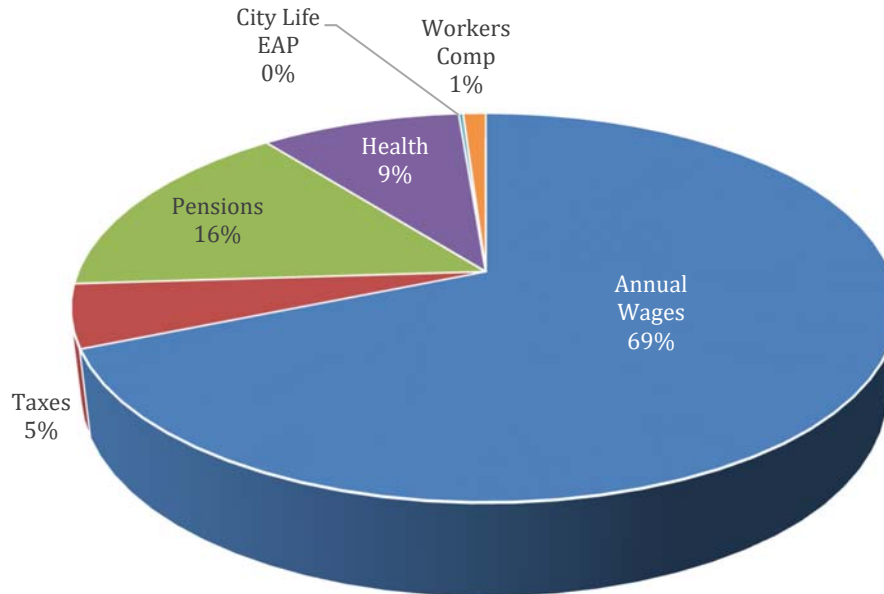


CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

History of Wages/Benefits - 2011-2018



2018 Personnel Cost





CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Personnel Cost for Fiscal Year 2017-2018

Breakdown by Department by Fund

Departments	Dept	Annual Wages	Taxes	Pensions	Health	City Life EAP	Workers Comp	Total Benefits	Total Cost
Mayor & Commission	511	182,730	13,978	10,532	10,872	143	231	35,757	218,487
City Clerk	512	150,326	11,501	36,785	17,512	486	208	66,492	216,818
Information Technologies	513	52,716	4,033	12,900	9,561	172	73	26,738	79,454
Finance	515	391,099	29,919	95,702	42,582	1,278	1,032	170,514	561,613
Human Resources	516	100,093	7,275	16,582	9,561	217	132	33,767	133,860
Events and Facilities	579	63,244	4,838	1,468	9,561	188	916	16,971	80,215
Police Department	521	2,513,445	192,278	599,622	352,723	7,348	37,359	1,189,330	3,702,775
Code Enforcement	523	117,574	8,994	28,770	5,436	386	1,702	45,288	162,862
Public Works Administration	540	375,127	28,697	67,526	32,616	1,225	3,371	133,436	508,563
Planning Department	543	110,788	8,475	27,110	17,215	363	154	53,316	164,104
Fleet Maintenance Department	549	151,254	11,570	26,181	22,651	454	3,261	64,116	215,370
Parks & Recreation Department	572	280,878	21,486	68,731	43,488	897	7,671	142,273	423,151
Building Department	524	33,086	2,531	8,096	5,436	110	46	16,219	49,305
Total General Fund		4,522,359	345,575	1,000,004	579,213	13,266	56,156	1,994,217	6,516,576
Community Redevelopment Agency	559	240,380	18,391	46,494	22,651	606	899	89,040	329,420
Total CRA Fund		240,380	18,391	46,494	22,651	606	899	89,040	329,420
Road & Bridge Department	541	162,048	12,398	39,653	31,305	499	8,784	92,640	254,688
Total Road & Bridge Department		162,048	12,398	39,653	31,305	499	8,784	92,640	254,688
Solid Waste Department	534	113,759	8,703	27,837	16,308	369	1,647	54,864	168,623
Total Solid Waste Fund		113,759	8,703	27,837	16,308	369	1,647	54,864	168,623
Cross Connection Services	532	64,314	4,920	15,738	17,215	201	1,773	39,846	104,160
Water Services	533	163,153	12,482	39,924	30,601	509	4,497	88,013	251,166
Sewer Services	535	237,001	18,130	57,994	37,645	752	4,778	119,298	356,299
Utility Customer Service	536	213,914	16,364	52,345	41,473	700	1,840	112,722	326,636
Total Water/Sewer Fund		678,383	51,896	166,000	126,934	2,161	12,888	359,879	1,038,262
Stormwater Services	538	177,031	13,542	43,319	24,259	567	9,596	91,284	268,315
Total Stormwater Fund		177,031	13,542	43,319	24,259	567	9,596	91,284	268,315
Reuse Services	539	14,889	1,139	3,643	-	35	807	5,625	20,514
Total Reuse Fund		14,889	1,139	3,643	-	35	807	5,625	20,514
Grand Total		\$5,908,849	\$451,644	\$1,326,952	\$800,669	\$17,503	\$90,777	\$2,687,549	\$8,596,398



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Personnel cost for Fiscal Year 2017-2018

FY2018 Payroll with 3% Adopted Increase

	<u>All Employees Insurance</u>							Total Position Cost
	FY18 Annual Salary	Taxes	Pensions	Health	Life and EAP	Work Comp	Total Benefits	
Breakdown by Fund								
General Fund	4,489,273	343,044	991,908	573,777	13,156	56,110	1,977,998	6,467,271
Building Department	33,086	2,531	8,096	5,436	110	46	16,219	49,305
CRA	240,380	18,391	46,494	22,651	606	899	89,040	329,420
Road and Bridge	162,048	12,398	39,653	31,305	499	8,784	92,640	254,688
Solid Waste	113,759	8,703	27,837	16,308	369	1,647	54,864	168,623
Water & Sewer	678,383	51,896	166,000	126,934	2,161	12,888	359,879	1,038,262
Stormwater	177,031	13,542	43,319	24,259	567	9,596	91,284	268,315
Reuse	14,889	1,139	3,643	-	35	807	5,625	20,514
Total Personnel Cost	5,908,849	451,644	1,326,952	800,669	17,503	90,777	2,687,549	8,596,398

Breakdown by type	FY2017		FY2018		Increase (Decrease)
Total Wages		5,822,350		5,908,849	86,499
FICA		444,923		451,644	6,721
General Employee Pension Contribution	979,183		841,572		(137,611)
Police Department Pension Contribution	520,839		461,116		(59,724)
Non-pensioned Department Heads	27,701		24,268		(3,433)
Total Pension Contribution		1,527,723		1,326,955	(200,768)
Health Dental and Life Insurance		802,533		818,173	15,640
Workers Compensation		82,230		90,777	8,547
Total Benefits		2,857,409		2,687,549	(169,860)
Total Cost of Payroll		8,679,759		8,596,398	(83,361)

The personnel costs include:

Applicable employees received the remaining 1/2 of their compensation study increase to bring them to market value.

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

Union (sworn officers) were increased 3% to include 1 step. Steps were adjusted.

The Pension rates decreased from FY17 and changed to reflect the new rates.

The new rates for health insurance are 2.69% higher.

The Final personnel budgets include:

Total Funded Positions

Full Time Funded Positions	120
Part Time Funded Positions	14
Elected Officials	6
Total Funded Positions	140

New Positions - Full Time Funded

1-Code Enforcement Officer	2
1-Dispatcher - PD	

New Positions - Part Time Funded

0

Vacant Positions - Full Time Funded

9

- 1-Captain - PD
- 1-Police Officer - PD
- 1-Deputy Director of PW - Public Works Admin
- 1-Service Worker II - Sewer
- 1-Equipment Operator - Sewer
- 1-Equipment Operator - Stormwater
- 2-Service Worker I - Road & Bridge
- 1-Service Worker II - Road & Bridge

Vacant Positions - Part Time Funded

1

- 1 HR Coordinator PT - CH



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

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
* Part Time Positions (1) Title change with salary study FY2017						
GENERAL FUND						
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
(1) Executive Assistant to Mayor & Commission	113	1	1	1	1	1
Total Mayor and Commission - Full Time		1	1	1	1	1
Total Mayor and Commission		7	7	7	7	7
City Clerk						
Assistant City Clerk	114	1	1	1	1	1
City Clerk	126	1	1	1	1	1
Total City Clerk - Full Time		2	2	2	2	2
Information Technology						
IT Specialist	113	1	1	1	1	1
Total Information Technology - Full Time		1	1	1	1	1
Finance						
(1) Finance Director	124	1	1	1	1	1
(1) Finance Manager	119	1	1	1	1	1
Purchasing Agent	116	1	1	1	1	1
Warehouse Operator	106	1	1	1	1	1
Accountant I	112	0	0	0	1	1
Accountant II	114	1	1	1	1	1
(1) Purchasing Assistant	107	1	1	1	1	1
Junior Accountant	109	0	0	0	0	1
Payroll Clerk	106	1	1	1	0	0
Total Finance - Full Time		7	7	7	7	8
Human Resources						
Human Resources Administrator	122	1	1	1	1	1
Total Human Resources - Full Time		1	1	1	1	1
Human Resources Coordinator - Part Time	111	0	0	0	1	1
Total Human Resources - Part Time		0	0	0	1	1
Total Human Resources Department		1	1	1	2	2
Events and Facilities						
Special Projects/Events Coordinator	112	0	1	1	1	1
Total Information Technology - Full Time		0	1	1	1	1
Police - Administration						
Records Clerk	106	1	1	1	0	0
Records Clerk II	108	1	1	1	2	2
(1) Police Fleet/Inventory Specialist	107	0	0	0	1	1
Evidence Custodian	111	1	1	1	1	1
Dispatch Supervisor	115	1	1	1	1	1
Dispatcher II	107	1	0	0	0	0
Dispatcher I	109	5	6	6	6	7
Accreditation/Grants Coordinator	111	1	1	1	1	1
Victim Advocate	111	1	1	1	1	1
Total Police Administration - Full Time		12	12	12	13	14



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

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
* Part Time Positions						
(1) Title change with salary study FY2017						
* Crime Analyst - Part Time	107	1	1	1	1	1
* Maintenance Technical - Part Time	107	1	1	1	0	0
* Crossing Guards - Part Time	104C	7	7	7	7	6
Total Police Administration - Part Time		9	9	9	8	7
Police - Sworn Officers						
Chief of Police	127	1	1	1	1	1
Deputy Chief of Police	118	1	0	0	0	0
Captain	123	0	2	2	2	2
Police Lieutenant	115	1	1	0	0	0
Police Sergeant	113SO	6	6	6	6	6
Corporal	111SO	5	5	5	5	5
Police Officer	110SO	21	21	20	20	20
Total Police - Sworn Officers - Full Time		35	36	34	34	34
* Sworn Officers - Part Time	110SO	2	2	2	2	2
Total Police - Sworn Officers - PartTime		2	2	2	2	2
Total Police Department - Full Time		47	48	46	47	48
Total Police Department - Part Time		11	11	11	10	9
Total Police Department		58	59	57	57	57
Code Enforcement						
Code Enforcement Officer	110	2	2	2	2	3
Total Code Enforcement - Full Time		2	2	2	2	3
Public Works Administration						
Public Work Director	126	1	1	1	1	1
Deputy Director of Public Works	124	1	1	1	1	1
(1) Public Works Coordinator	115	1	1	1	1	1
Sr GIS Analyst	117	0	0	1	1	1
GIS Analyst/Compliance Coordinator	114	0	1	1	1	1
Records Clerk I	105	1	0	0	0	0
Customer Service Representative I	106	1	1	1	1	1
Total Public Works Administration - Full Time		5	5	6	6	6
Planning						
Development Service Director (Title change FY2018)	124	1	1	1	1	1
Planning Analyst (Title change FY2018)	110	1	1	1	1	1
Total Planning Department - Full Time		2	2	2	2	2
Fleet Management						
Fleet Maintenance Supervisor	115	1	1	1	1	1
Equipment Mechanic II	110	1	1	1	1	1
Equipment Mechanic I	108	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	0	0	0	0
Parks Supervisor	115	1	0	0	1	1
(1) Crew Leader	109	1	1	1	1	1
Service Worker II	106	4	3	3	3	3
Service Worker I	104	2	3	3	3	3
Total Parks and Recreation - Full Time		9	7	7	8	8



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

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
* Part Time Positions (1) Title change with salary study FY2017						
Building Department						
Building Official	122	1	1	1	1	0
Building Inspector	112	1	1	1	1	0
Permit Technician I	107	1	1	1	1	1
Total Building Department - Full Time		3	3	3	3	1
Total General Fund - Elected Officials		6	6	6	6	6
Total General Fund - Full Time		83	83	82	84	85
Total General Fund - Part Time		11	11	11	11	10
Total General Fund		100	100	99	101	101
CRA FUND						
Community Redevelopment Agency (CRA)						
CRA Director	126	1	1	1	1	1
(1) Administrative Assistant	111	1	2	2	2	2
Total CRA - Full Time		2	3	3	3	3
* GIS Specialist - Part Time	112	1	1	0	0	0
* Strategic Plan Specialist - Part Time - Temporary	103	1	1	1	0	0
* Administrative Assistant - Part Time - Temporary	108	1	0	0	0	0
* Student Intern	103	0	0	0	0	4
Total CRA - Part Time		3	2	1	0	4
Total CRA Fund		5	5	4	3	7
ROAD AND BRIDGE FUND						
Streets Department						
Sign Maintenance Tech	108	1	1	1	1	1
Equipment Operator	107	3	3	1	1	1
Service Worker I	104	0	1	2	2	2
Service Worker II	106	1	0	1	1	1
Total Streets Department - Full Time		5	5	5	5	5
Total Road and Bridge Fund		5	5	5	5	5
SOLID WASTE FUND						
Solid Waste Department						
(1) Public Works Supervisor	115	1	1	1	1	1
Service Worker II	106	0	1	0	0	0
Service Worker I	104	1	0	1	1	1
Equipment Operator	107	0	0	0	1	1
Total Solid Waste Department and Fund - Full Time		2	2	2	3	3
WATER AND SEWER FUND						
Cross Connect						
Service Worker II	106	2	2	2	2	2
Total Cross Connect - Full Time		2	2	2	2	2
Water Department						
(1) Public Works Supervisor	115	1	1	1	1	1
(1) Crew Leader	109	1	1	1	1	1
Operator, Equipment	107	1	1	1	1	1
Service Worker I	104	1	1	1	1	1
Total Water Department - Full Time		4	4	4	4	4



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

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
* Part Time Positions						
(1) Title change with salary study FY2017						
Sewer Department						
(1) Public Works Supervisor	115	1	1	1	1	1
(1) Crew Leader	109	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker II	106	3	1	1	1	1
Service Worker I	104	1	3	3	3	3
Total Sewer Department - Full Time		7	7	7	7	7
Customer Service						
Customer Service Supervisor	115	1	1	1	1	1
Customer Service Rep. II	107	2	1	1	1	1
Customer Service Rep. I	106	1	1	1	1	1
Customer Service Field	105	2	2	2	2	2
Utility Billing Analyst	109	0	1	1	1	1
Total Customer Service - Full Time		6	6	6	6	6
Total Customer Service Department		6	6	6	6	6
Total Water and Sewer Fund - Full Time		19	19	19	19	19
Total Water and Sewer Fund		19	19	19	19	19
STORMWATER FUND						
Stormwater						
(1) Public Works Supervisor - 75% salary	115	1	1	0.75	0.75	0.75
(1) Crew Leader	109	1	1	1	1	1
Inmate Services Coordinator	107	0	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker II	106	1	0	0	0	0
Service Worker I	104	1	1	1	1	1
Total Stormwater Department and Fund - Full Time		5	5	4.75	4.75	4.75
REUSE FUND						
Reclaimed Water Department						
(1) Public Works Supervisor - 25% salary	115	0	0	0.25	0.25	0.25
Total Reuse Department and Fund - Full Time		0	0	0.25	0.25	0.25
Total Elected Officials		6	6	6	6	6
Total Full Time Employees		116	117	116	119	120
Total Part Time Employees		14	13	12	11	14
Total City Employees		136	136	134	136	140



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

**General Fund
Fund #001**

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

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

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



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

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
GENERAL FUND					
BEGINNING FUND BALANCES	7,722,601	8,206,680	8,206,680	9,169,589	11.73%
REVENUE/SOURCES					
Property Taxes	4,141,024	4,396,340	4,395,511	4,655,217	5.89%
Sales Taxes	987,991	1,627,930	1,647,004	1,016,362	-37.57%
Utility Service Taxes	1,107,225	1,132,894	1,113,879	1,087,867	-3.97%
Motor Fuel Taxes	11,603	11,445	11,445	11,000	-3.89%
Other Taxes	813,066	849,216	840,875	819,996	-3.44%
Permits, Fees and Assessments	1,314,226	1,293,915	1,256,157	1,235,900	-4.48%
Intergovernmental Revenue	5,470	7,438	7,438	-	-100.00%
Fines and Forfeitures	47,122	43,199	37,575	32,800	-24.07%
Charges for Services	665,174	730,733	722,418	769,207	5.27%
Interest Revenue	75,897	28,781	49,883	57,600	100.13%
Miscellaneous Revenue	220,417	221,349	222,230	189,079	-14.58%
Impact Fees	27,220	38,428	35,594	-	0.00%
Transfers In	909,332	1,066,841	1,066,841	1,030,111	-3.44%
Debt/Lease Proceeds	254,767	280,300	280,300	129,345	-53.85%
Non-Revenue Sources	-	395,631	-	330,167	-16.55%
TOTAL REVENUES/SOURCES	10,580,534	12,124,440	11,687,150	11,364,651	-6.27%
EXPENSES - DEPARTMENTAL					
Mayor & City Commission	253,637	262,312	256,099	264,294	0.76%
City Clerk	1,901,151	2,084,193	2,036,267	2,207,857	5.93%
Information Technology	354,466	379,694	378,477	454,553	19.72%
City Attorney	233,754	248,926	248,856	284,490	14.29%
Finance	578,214	641,586	629,226	678,371	5.73%
Human Resources	144,847	204,666	179,889	200,101	-2.23%
Events and Facilities	133,773	149,859	147,144	161,431	7.72%
Police Department	3,891,860	4,223,415	4,153,660	4,238,485	0.36%
Code Enforcement	133,718	156,701	111,408	192,757	23.01%
Public Works Administration	562,911	693,114	561,079	658,372	-5.01%
Planning Department	173,454	245,474	178,354	215,671	-12.14%
Fleet Maintenance	221,900	237,945	231,558	243,472	2.32%
Parks & Landscaping	483,732	631,506	555,903	599,593	-5.05%
Building Department	255,193	272,350	198,734	264,796	-2.77%
Grants - Non-Capital	1,947	2,983	-	-	-100.00%
Capital Expenses	419,869	445,649	433,493	223,520	-49.84%
Debt Service	246,007	283,245	281,565	304,484	7.50%
Transfers Out	106,022	149,983	142,529	172,404	14.95%
TOTAL EXPENDITURES	10,096,455	11,313,601	10,724,241	11,364,651	0.45%
Excess Revenue Over (Under)	484,079	810,839	962,909	-	-100.00%
Fund Balance, End of Year	8,206,680	9,017,519	9,169,589	9,169,589	1.69%

** 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, FY2013 and FY2014 to balance the department's expenses. This use of reserve funds is included in the Non-Cash Revenue Sources.



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-000 - GENERAL FUND REVENUE
Fund Revenue Summary

Account 001-000	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
311.1010	Current Property Taxes	\$ 4,134,271	\$ 4,383,765	\$ 4,383,764	\$ 4,649,117	6.1 %
311.1006	2006 Property Taxes	442	3,300	3,300	-	(100.0)%
311.1007	2007 Property Taxes	470	-	-	-	- %
311.1013	2013 Property Taxes	233	100	-	-	(100.0)%
311.1014	2014 Property Taxes	5,608	334	334	100	(70.1)%
311.1015	2015 Property Taxes	-	7,401	7,500	1,000	(86.5)%
311.1016	2016 Property Taxes	-	1,440	613	5,000	247.2 %
	Total Ad Valorem Taxes	4,141,024	4,396,340	4,395,511	4,655,217	5.9 %
335.8000	State Rev/Lg Half Cent Sales Tax	987,991	1,016,077	1,014,996	1,016,362	- %
	Total Sales Taxes	987,991	1,016,077	1,014,996	1,016,362	- %
312.4101	5th And 6th Cent Gas Tax	-	-	-	-	- %
312.4201	5 Cent 2nd Local Option Gas Tax	-	-	-	-	- %
335.4100	State Rev/Mtr Fuel Tax Refund	11,603	11,445	11,445	11,000	(3.9)%
	Total Motor Fuel Taxes	11,603	11,445	11,445	11,000	(3.9)%
314.1000	Electric Utility Taxes	1,072,168	1,097,494	1,080,000	1,054,467	(3.9)%
314.4000	Natural Gas Utility Tax	12,390	10,400	9,800	10,400	- %
314.8000	Propane Utility Taxes	22,667	25,000	24,079	23,000	(8.0)%
	Total Utility Service Taxes	1,107,225	1,132,894	1,113,879	1,087,867	(4.0)%
315.0000	Communications Services Tax	387,502	385,781	382,000	377,000	(2.3)%
316.0000	Local Business Tax	47,703	68,000	65,000	65,000	(4.4)%
316.0500	Local Business Tax-FLC Collected	819	2,691	2,691	-	(100.0)%
316.3100	Local Business Tax Penalties	2,088	1,195	(395)	-	(100.0)%
335.1200	State Revenue Sharing Proceeds	331,224	349,036	349,036	335,696	(3.8)%
335.4000	Mobile Home Licenses	31,499	30,829	30,859	32,000	3.8 %
335.5000	State Rev/Alcohol Bev License	12,231	11,684	11,684	10,300	(11.8)%
	Total Other Taxes	813,066	849,216	840,875	819,996	(3.4)%
	TOTAL TAXES	7,060,909	7,405,972	7,376,706	7,590,442	2.5 %
322.1100	Building Permits	403,286	382,660	360,000	350,000	(8.5)%
322.1700	Building Inspections	4,510	2,287	2,167	2,000	(12.5)%
323.1000	Electricity Franchise Fee	839,318	875,582	860,090	850,000	(2.9)%
323.4000	Natural Gas Franchise Fee	9,261	7,251	8,700	8,700	20.0 %
329.0300	Building Permit Surcharge	9,210	8,333	8,200	8,200	(1.6)%
367.0100	Building Admin Fee	48,641	17,802	17,000	17,000	(4.5)%
	TOTAL PERMITS, FEES AND ASSESSMENTS	1,314,226	1,293,915	1,256,157	1,235,900	(4.5)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-000 - GENERAL FUND REVENUE
Fund Revenue Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-000						
331.2400-9006	Bulletproof Vest Grant	1,957	2,983	2,983	-	(100.0)%
331.2880-9023	FDLE Rapid ID Implementation	3,513	-	-	-	- %
331.2880-9027	2017 Byrne Rapid ID	-	4,455	4,455	-	(100.0)%
	TOTAL	5,470	7,438	7,438	-	(100.0)%
	INTERGOVERNMENTAL/ GRANT REVENUE					
351.2125	Judgements and Fines - 629	16,037	16,000	12,399	12,400	(22.5)%
351.3000	Judgement/Fines - Law Enforcement	2,509	2,500	2,200	2,000	(20.0)%
	Educ.					
351.6000	Judgements and Fines - Juvenile	2,561	-	-	-	- %
	Court					
354.1000	Violation - Local Ordinance	840	840	825	400	(52.4)%
354.2500	Violation-Local Ord/Code Enfrcmt	793	1,567	788	500	(68.1)%
354.2550	Violation Lot Clearing - Pass Thru	750	1,010	960	500	(50.5)%
359.0300	PD Abandoned Property	1,736	2,476	2,476	-	(100.0)%
359.1000	Traffic Infractions	19,955	17,725	17,102	17,000	(4.1)%
359.2000	Forfeits/Restitution	1,941	1,081	825	-	(100.0)%
	TOTAL FINES AND FORFEITURES	47,122	43,199	37,575	32,800	(24.1)%
341.0221	CRA Reimbursement - PD	495,242	517,277	512,000	529,149	2.3 %
341.0223	CRA Reimbursement - Code	-	-	-	53,758	- %
	Enforcement					
341.1000	Ag Museum Insurance	2,316	2,112	2,108	2,213	4.8 %
	Reimbursement					
341.2100	Engineering Fees Pass Thru	(469)	-	-	-	- %
	Revenue					
341.2200	Zoning Fees/Variances	24,049	48,057	46,583	30,000	(37.6)%
341.3000	Notary Fee	250	300	300	300	- %
341.3200	Reproduction - Map & Publications	137	362	350	225	(37.8)%
341.3224	Building Maps/Reproduction	19	-	2	-	- %
341.4100	Recording Fees	102	160	100	100	(37.5)%
341.9023	Abandoned/Vacant Property	4,600	4,400	4,200	4,000	(9.1)%
	Registration					
341.9521	PBA Administrative Fee	120	100	120	100	- %
341.9550	Political Sign Revenue	75	-	-	-	- %
342.0400	Fingerprint/Copying/Ids-Pd	7,428	12,172	11,500	6,500	(46.6)%
342.2010	School Resource Officer - Manatee	97,111	106,983	109,614	109,996	2.8 %
	School Bd					
343.8200	Locate Cemetery Spaces	400	475	475	200	(57.9)%
347.4000	Special Event - Svc Charge	6,053	10,669	7,400	5,000	(53.1)%
347.4050	Special Event Permit App	1,075	1,000	1,000	1,000	- %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-000 - GENERAL FUND REVENUE
Fund Revenue Summary

Account 001-000	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
347.4600	July 4th Fireworks Reimbursement	26,666	26,666	26,666	26,666	- %
	TOTAL CHARGES FOR SERVICES	665,174	730,733	722,418	769,207	5.3 %
361.0100	Investment Earnings	30,282	20,238	40,000	50,000	147.1 %
361.0200	Interest Rev - Impact Fees	1,019	-	-	-	- %
361.0800	Interest Special Assmt	1,890	1,800	1,800	1,800	- %
361.0900	A/R Interest Charges	6,579	6,743	7,800	5,800	(14.0)%
	TOTAL INTEREST REVENUE	39,770	28,781	49,600	57,600	100.1 %
362.2000	Rents - Cell Tower (Non Taxable)	17,249	17,740	17,568	17,740	- %
362.4000	Rents-Heritage Park Taxable	2,146	1,500	750	750	(50.0)%
362.4100	Rents Park -Taxable	21,868	24,240	26,000	27,500	13.4 %
362.4300	Rents - Submerged Land	79,938	79,652	79,652	80,000	0.4 %
362.4900	Rents/Lease Solar	-	2,170	2,170	1,000	(53.9)%
362.5000	Rents - Banners/Signage	1,475	1,750	1,500	1,500	(14.3)%
364.4100	Disposition Of Fixed Assets	20,349	4,140	4,140	-	(100.0)%
364.5000	Sales Of Scrap Materials	5,678	4,441	4,345	-	(100.0)%
365.1100	Sale Of Surplus Materials/Scrap	(18,446)	-	(1)	-	- %
369.0200	Other Misc Revenue	17,772	15,565	15,289	16,000	2.8 %
369.0900	Other Misc Rev/Refund Exp	2,022	-	-	-	- %
369.1700	Other Misc Rev/Nsf Check Charges	40	80	60	-	(100.0)%
369.3000	Living Tree Memorial	900	900	900	1,200	33.3 %
369.3099	Tree/Landscape Revenue - Reserve	875	18,100	18,000	-	(100.0)%
369.6800	Other Misc Rev/Refund Exp	3,020	-	-	-	- %
369.7400	Other Misc Revenue	19,425	7,114	7,114	-	(100.0)%
369.7401	Other Misc Rev/Ins Premium Reimbursement	14,381	7,732	7,732	7,389	(4.4)%
369.8001	Over/Short Cash	(3,279)	-	-	-	- %
369.8002	Over/Short Central Stores Inventory	(1,204)	-	(227)	-	- %
369.8003	Over/Short Shop Materials	(98)	-	438	-	- %
369.9000	Cemetery Spaces	550	800	800	-	(100.0)%
369.9521	PD Take Home Vehicle Reimbursement	4,850	5,425	6,000	6,000	10.6 %
	TOTAL MISCELLANEOUS REVENUE	189,511	191,349	192,230	159,079	(16.9)%
324.1100	Impact Fees - Law (Residential)	1,508	2,917	2,500	-	(100.0)%
324.1200	Impact Fees - Law (Commerical)	16,965	18,590	18,590	-	(100.0)%
324.6100	Impact Fees - Parks (Residential)	7,040	13,619	11,674	-	(100.0)%
324.7100	Impact Fees - General (Residential)	1,707	3,302	2,830	-	(100.0)%
	TOTAL IMPACT FEES	27,220	38,428	35,594	-	(100.0)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-000 - GENERAL FUND REVENUE
Fund Revenue Summary

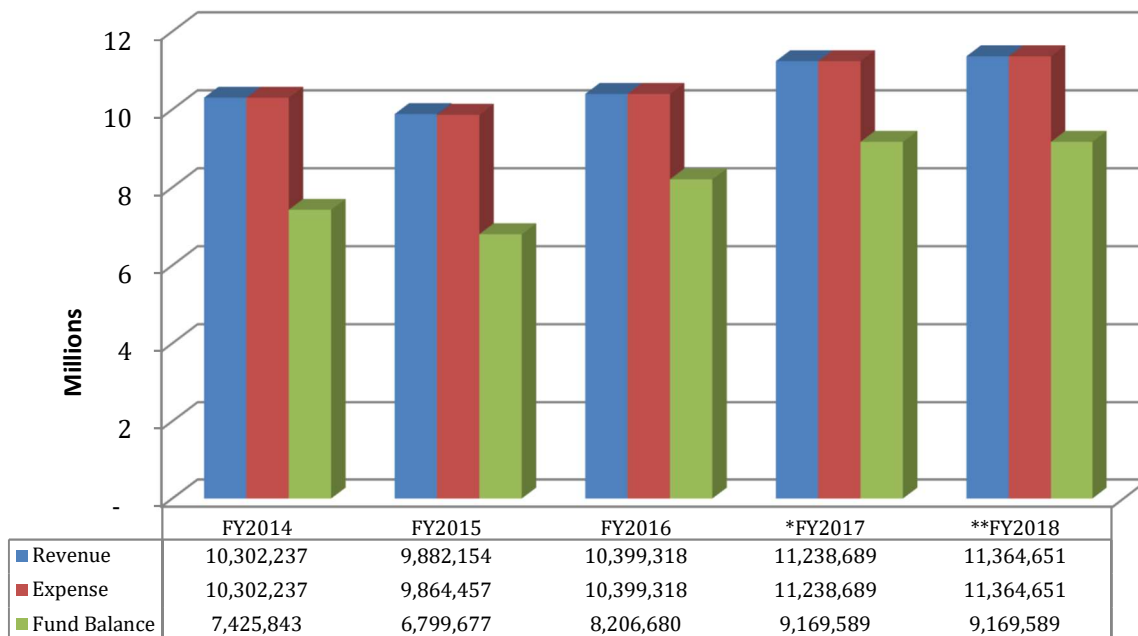
Account 001-000	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
OTHER FINANCING SOURCES						
381.7065	Transfer-In From Trailer Park Fund	30,906	30,000	30,000	30,000	- %
381.8212	Transfer-In From CRA Fund	43,673	38,132	38,132	39,317	3.1 %
382.0010	Transfer-In - Building Department	106,022	113,529	113,529	112,404	(1.0)%
382.3070	Transfer In - Road & Bridge	140,674	154,912	154,912	150,576	(2.8)%
382.4030	Transfer-In - Solid Waste Fund	45,950	73,748	73,748	66,286	(10.1)%
382.4321	Transfer-In - Water & Sewer Fund	439,581	529,439	529,439	509,685	(3.7)%
382.4400	Transfer-In - Stormwater Fund	107,954	128,408	128,408	124,056	(3.4)%
382.4600	Transfer-In - Reuse Water Fund	25,478	28,673	28,673	27,787	(3.1)%
	Total Transfers-In	940,238	1,096,841	1,096,841	1,060,111	(3.3)%
383.7000	Capital Lease Inception	254,767	280,300	280,300	129,345	(53.9)%
	Total Debt/Lease Proceeds	254,767	280,300	280,300	129,345	(53.9)%
399.0000	Funding From Fund Balance - Outstanding Enc	-	58,427	-	-	(100.0)%
399.0001	Funding From Fund Bal - Contingency	-	73,500	-	48,500	(34.0)%
399.0002	Funding From Equity - One time Expenses	-	129,260	-	125,376	(3.0)%
399.6000	Funding From Equity - Capital Proj	-	105,010	-	94,175	(10.3)%
399.6100	Funding from Fund Balance - Consulting	-	81,000	-	-	(100.0)%
399.7512	Funding from Cemetery Reserve	-	7,454	-	-	(100.0)%
399.7524	Funding From Bldg Dept Reserves	-	(97,120)	-	-	(100.0)%
399.7572	Funding From Tree/Landscape Reserve	-	2,100	-	2,116	0.8 %
399.9301	Funding From Equity - Cap Prjs	-	-	-	60,000	- %
399.9521	Funding from Impact Fees - PD	-	36,000	-	-	(100.0)%
	Total Non-Revenue Sources	-	395,631	-	330,167	(16.5)%
	TOTAL OTHER FINANCING SOURCES	1,195,005	1,772,772	1,377,141	1,519,623	(14.3)%
	TOTAL GENERAL FUND REVENUE	\$10,544,407	\$11,512,587	\$11,054,859	\$11,364,651	(1.3)%



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

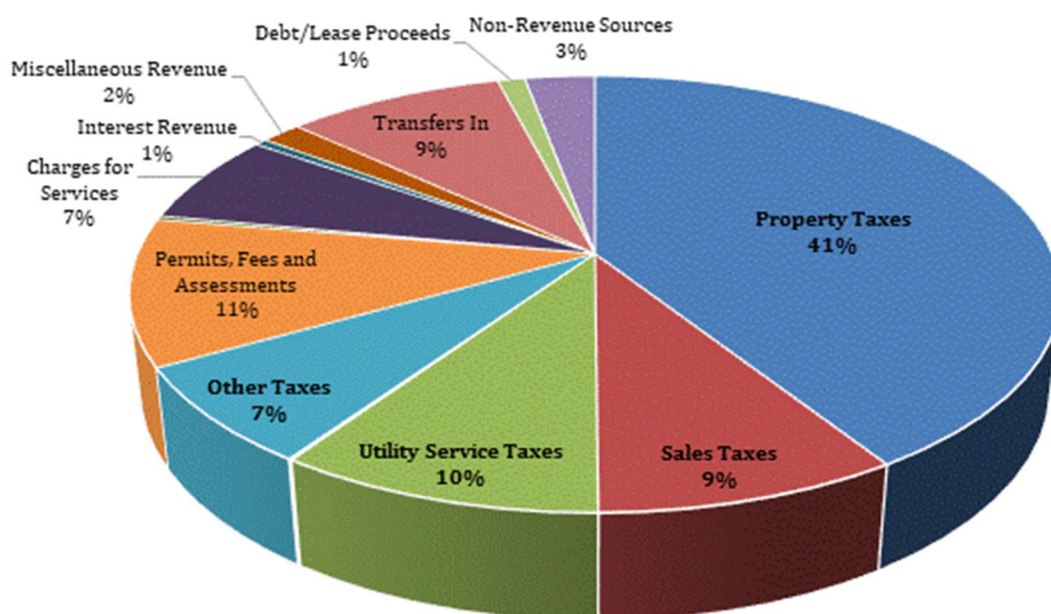
GENERAL FUND – 001

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2018 Revenues By Source

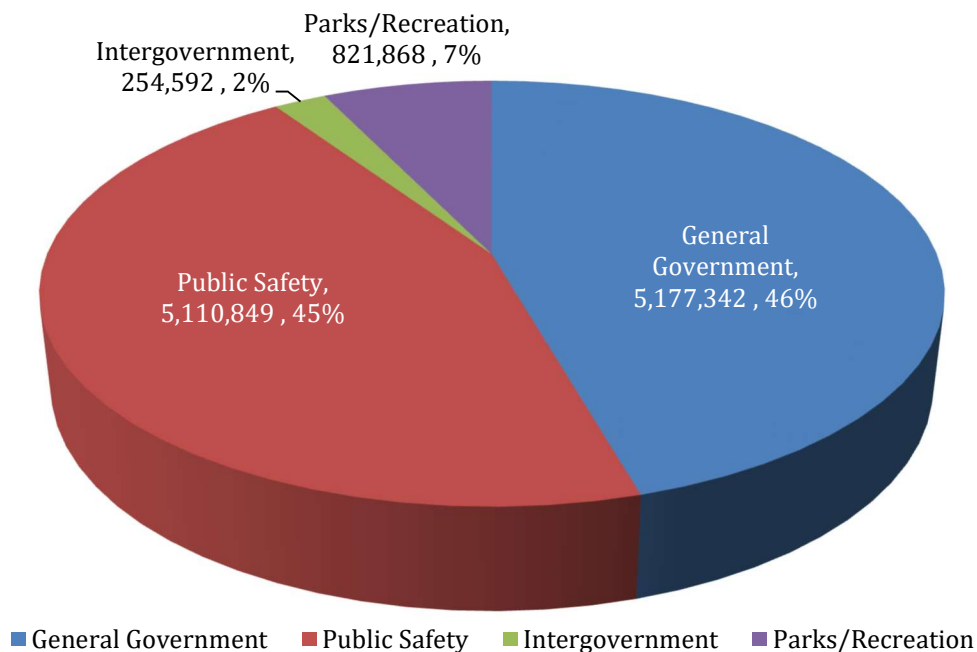




CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

GENERAL FUND – 001

FY2018 Budgeted Expenditures By Function



- **General Government** expenditures total \$5,177,342; Departments in this category are: Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures \$5,110,849; Departments in this category are Police, Building Department and Code Enforcement.
- **Intergovernmental** expenditures \$254,592; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures \$821,868; this represents the Parks and Recreation Department.
- **Total General Fund expenses are \$11,364,651. Overall increase by 1.1% or \$125,962 from FY17.**



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

GENERAL FUND - 001 Revenue Analysis and Forecasting

Revenue Trends

The General Fund is estimated to receive \$11,364,651 in FY2018 of which 77.6% or \$ 8,815,342 is generated from Ad Valorem Taxes (41% - \$4,655,217), Permit, Fees and Assessments (10.9% - \$1,235,900), Utility Service Tax (9.6% - \$1,087,867), Sales Tax (16.3% or \$1,856,362) and Other Taxes (7.2% - \$819,996).

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

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

Revenue Detail

Ad Valorem Taxes – General Fund - \$4,655,217 (41% of General Fund Revenue)

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of \$ 811,588,615. The millage rate for fiscal year 2018 is 5.9671 per \$1,000 of assessed value. However, this fiscal year, the millage rate is 5.52% greater than the rolled back rate of \$5.6550.

The ad valorem taxes make up 41% of the city's general fund revenues as shown the previous page and 23.6% overall revenue. As illustrated by the chart below, ad valorem taxes are expected to slightly increase though fiscal year 2020. The economy is improving, foreclosures are still pending completion, and minor increases in assessed values; this caused a 6.05% increase in the city's tax base for the fiscal year 2018 budget year. This trend is expected to continually increase at 5% over the next few years as our county is showing an increase in sales and economic growth.

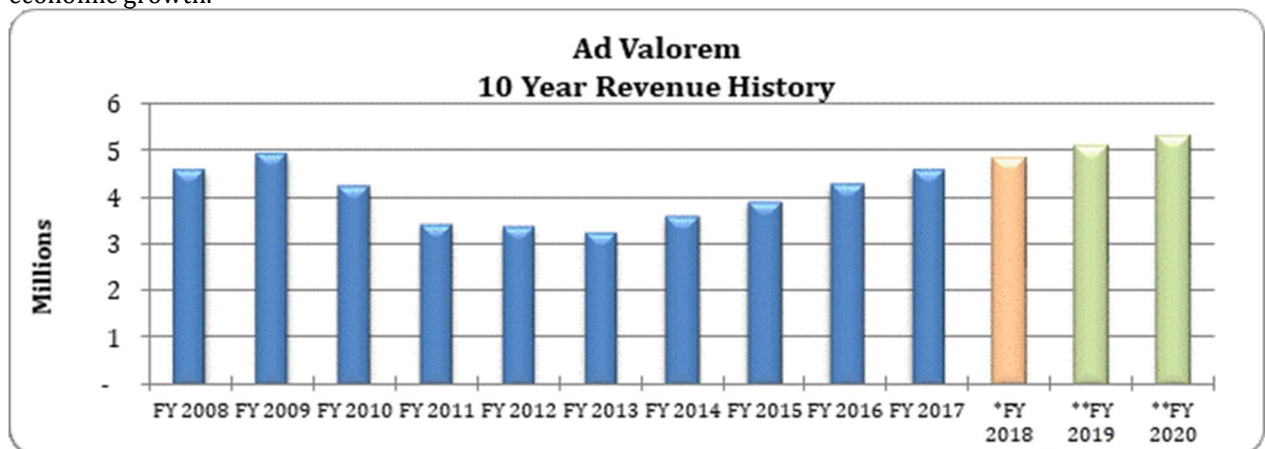


Figure 2



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

The graph in Figure 3 illustrates 10 years of ad valorem history and includes the millage rate, assessed value and ad valorem revenue. The City's millage rate is 5.9671 for FY 2018.

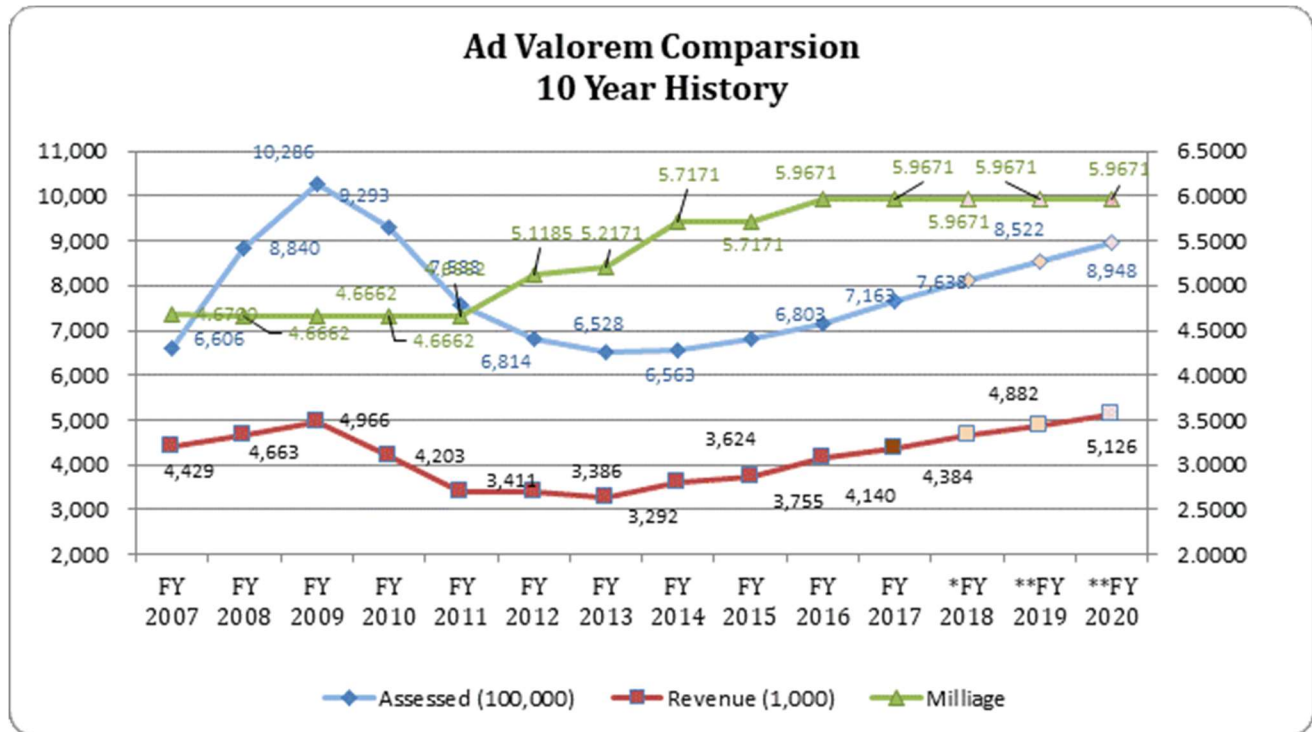


Figure 3

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 and the third largest population behind unincorporated Manatee County and the City of Bradenton.

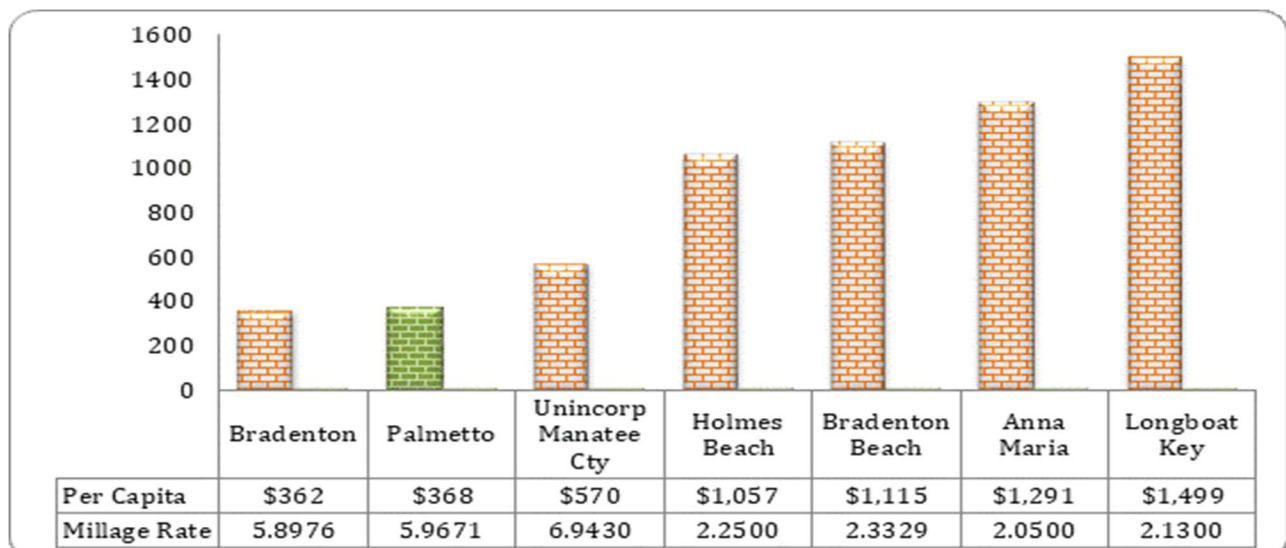


Figure 4



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

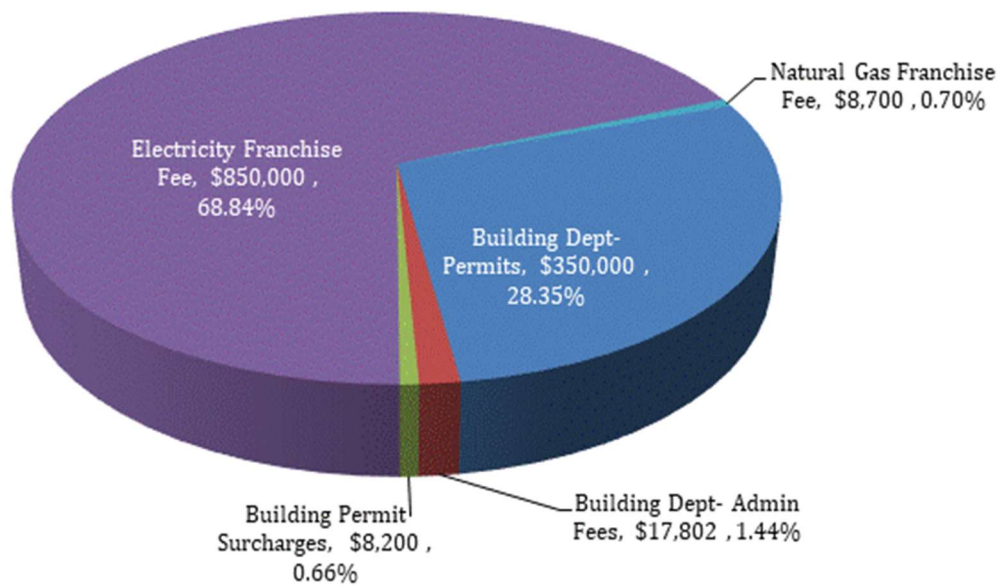
Permit, Fees and Assessments – General Fund - \$1,235,900 (10.9% of General Fund Revenues)

Permit, Fees and Assessments are sources of fees and assessment as determined by the City Commission and F.S. § 166.201. The Electricity Franchise Fee is the largest revenue sources for permit, fees and assessments, budgeted at \$850,000 or 68.7% of the total permit, fees and assessments revenues. Electricity Franchise Fee, authorized by City ordinance, (*Palmetto, FL – Code of Ordinances, Ordinance No. 2011-03 (App. A, Art. I, Florida Power and Light Company)*) Retrieved from <http://library.municode.com/index.aspx?clientId=11965>. Future assumptions are based on a slight increase of 0.5% through FY2020.

The Building Department is showing a slight revenue decrease for the next fiscal year. This is due to the reorganization of the Building Department during FY2018.

The agreement between FPL and the City represents 6% of FPL billed revenues, less actual write-offs, from the sale of electrical energy to residential, commercial and industrial customers (as such customers are defined by FPL's tariff) within the incorporated areas of the City. This agreement was recently renewed in FY2011 and will continue through FY2041 (30 Years). The chart below represents the detailed budget for FY2018:

Permit, Fees and Assestments





CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Permit, Fees and Assessments 10 Year History



Utility Service Taxes – General Fund - \$ 1,087,867 (9.6% of General Fund Revenue)

Utility service taxes are taxes levied on the consumer of a utility for the use of utilities within the City's limits. For the City of Palmetto, the largest of these include Florida Power and Light (FPL). These are budgeted at \$1,054,467 account for 97% of the total utility service taxes.

Florida Power and Light

Electric Utility Taxes 10 Years History

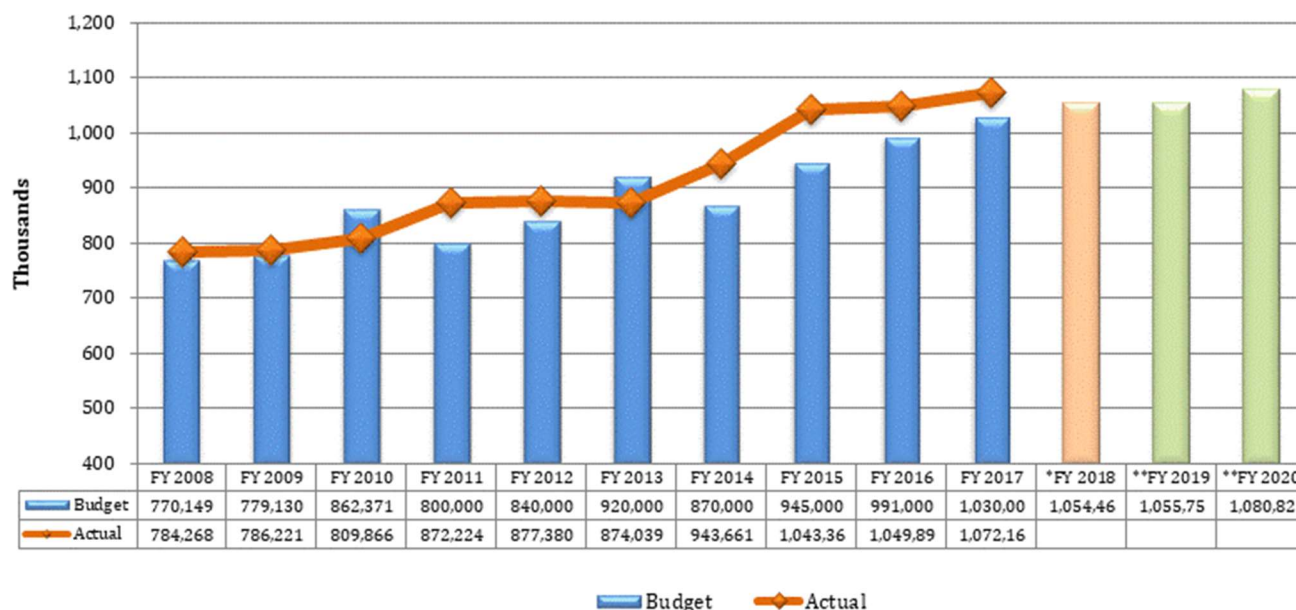


Figure 5



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

The city assesses 6% on all electric utility payments made within the City, excluding churches, through Florida Power and Light. Electric Utility Taxes are used entirely by the city's General Fund. This tax is based on consumption, and as customers experience higher costs for electricity, it is anticipated to increase at 2.5% annually from Fiscal Year 2018. These projections are made by overall revenues collected in the past 4 years.

Sales Tax – General Fund - \$1,856,362 (16.3% of General Fund Revenues)

Half-Cent Sales Tax – State Tax - \$1,016,362

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

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis, is projected a slight growth rate over the next two year. The City is projecting a 1% increase over the next 2 years beginning with fiscal year 2018.

Infrastructure Half-Cent Sales Tax - \$840,000

New to FY2017 is the Infrastructure Sales Tax. Ordinance 16-35 provided for a referendum to be conducted allowing for the collection and distribution of an infrastructure sales tax. The referendum was passed by voters on November 8, 2016, and beginning January 1, 2017, a half-cent discretionary local government infrastructure sales surtax is being collected by the municipalities within Manatee County. At the time of publication, the FY2018 budget for Infrastructure Sales Tax had not been approved but has been proposed to commission. For purposes of forecasting, the below graph reflects the proposed revenue.

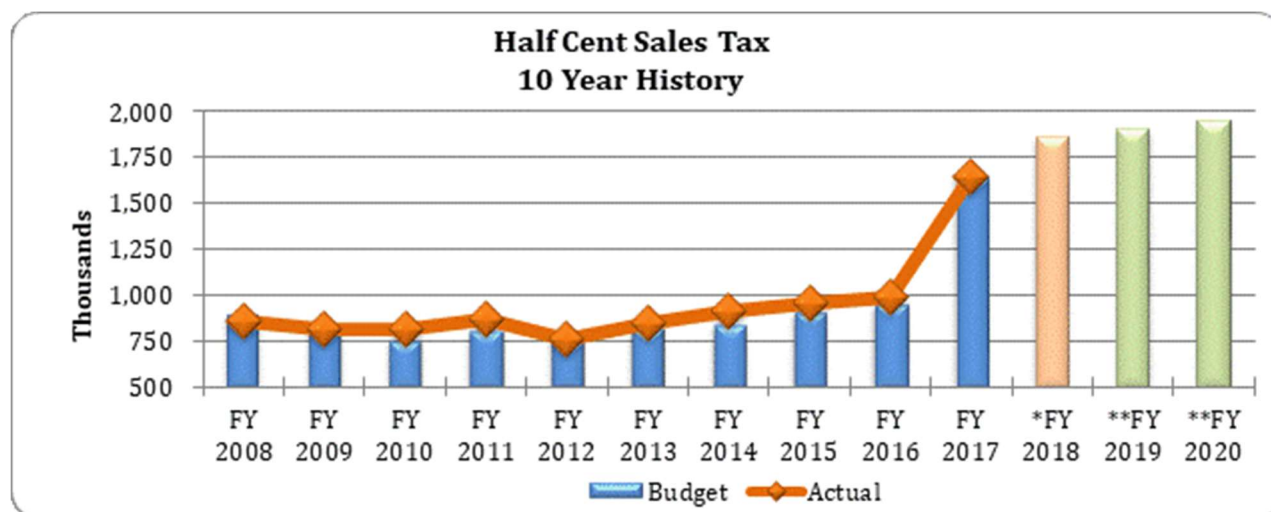


Figure 6



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Other Taxes – General Fund - \$ 819,996 (7.2% of General Fund Revenue)

Other Taxes – Summary of revenues

Communication Service Tax – State Tax - \$377,000

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

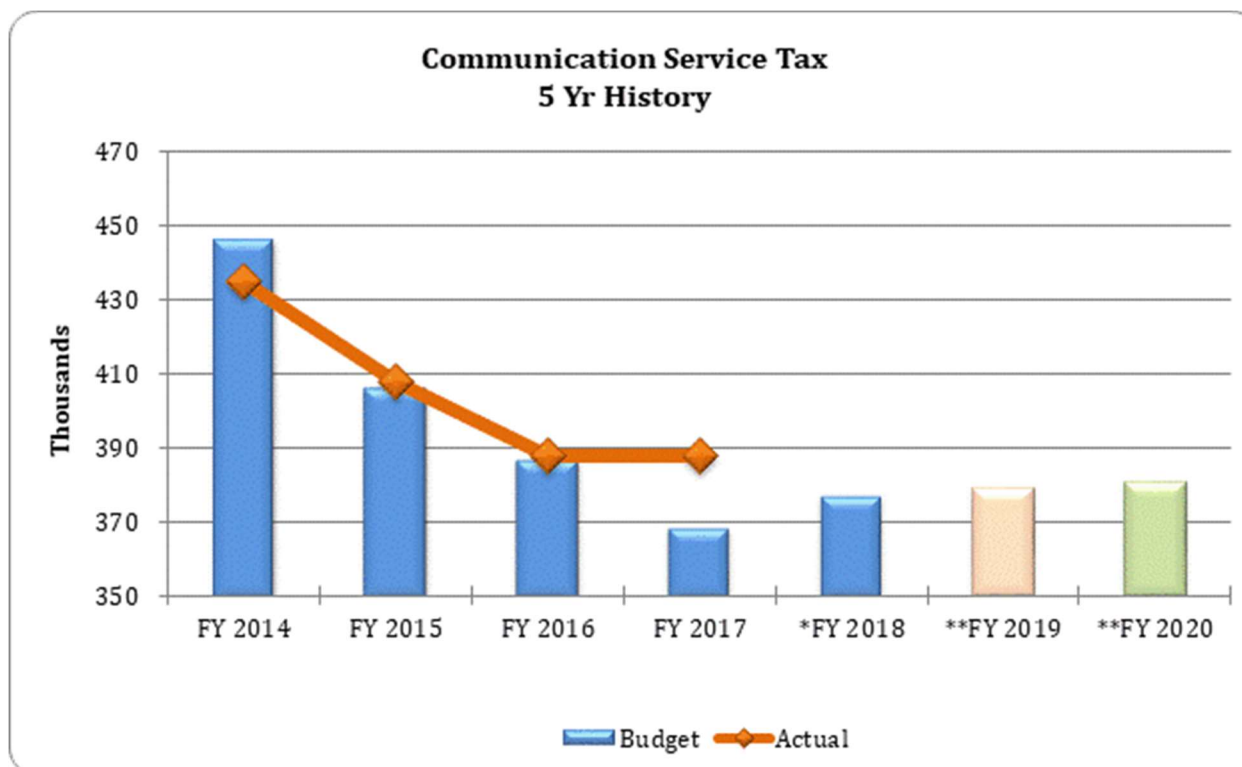


Figure 7

The tax is comprised of state communication service tax and local communication service tax. The state communication tax consists of two components: a state tax of 6.65% and a gross receipts tax of 2.52%. The local communication service tax for Palmetto is 5.42% as of FY2014. (F.S. 202.12(1)(a)(c) and (d)). Effective July 2014, changes in state law, Chapter 2014-36 (F.S. 202.11) moves certain communication aspects; data processing etc from the communication tax to sales tax and 2014-38 moves prepaid calling arrangements from communication tax to sales tax. These changes will show a decrease in overall collection of communication taxes through FY2017. This revenue represents 46% of Other Tax Revenue.

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

State (Municipal) Revenue Share – State - \$335,696

The Revenue Share Program was enacted in 1972 to ensure minimum level of revenue parity. The trust fund receives 1.3517 percent of sales and use tax collection and the net collections from the one-cent municipal fuel tax. An allocation formula serves as the basis for the distribution of these revenues to each municipality that meets strict eligibility requirements. Municipalities must use the funds derived from the one-cent municipal fuel tax for transportation-related expenditures. (*F.S. Sections 206.605(1), 206.879(1), 212.20(6), and 218.20-.26*) For FY2018, the proportional contribution of each revenue source comprising the Municipal Revenue Sharing Program is \$432,392 of which 76.2% or \$335,696 for the General Fund and 23.8% or \$104,850 for Road & Bridge Fund. This revenue represents 40.2% of Other Tax Revenue.

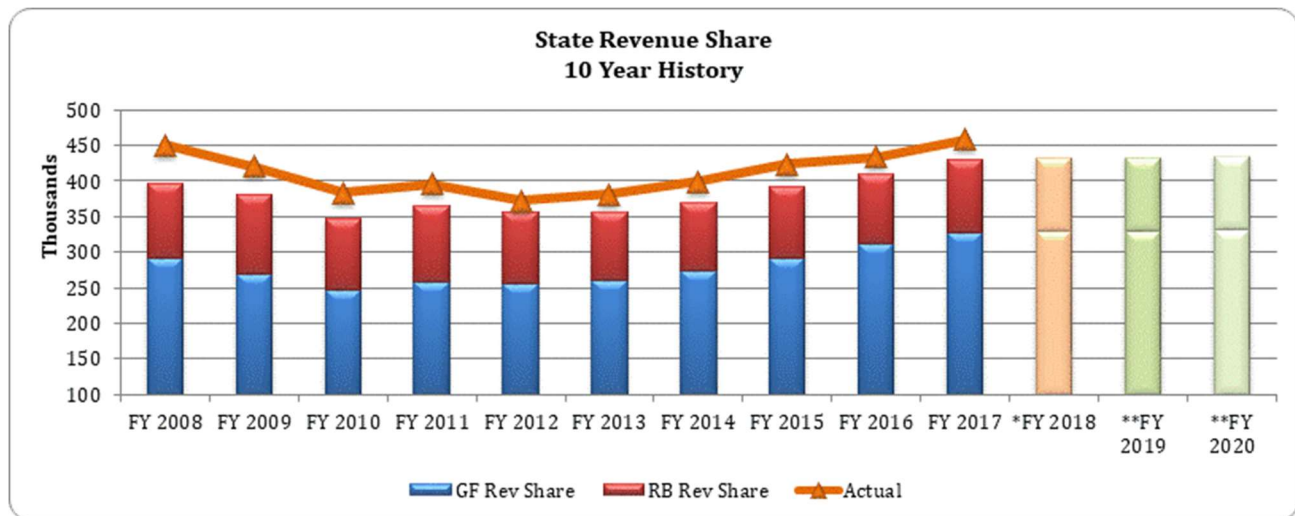
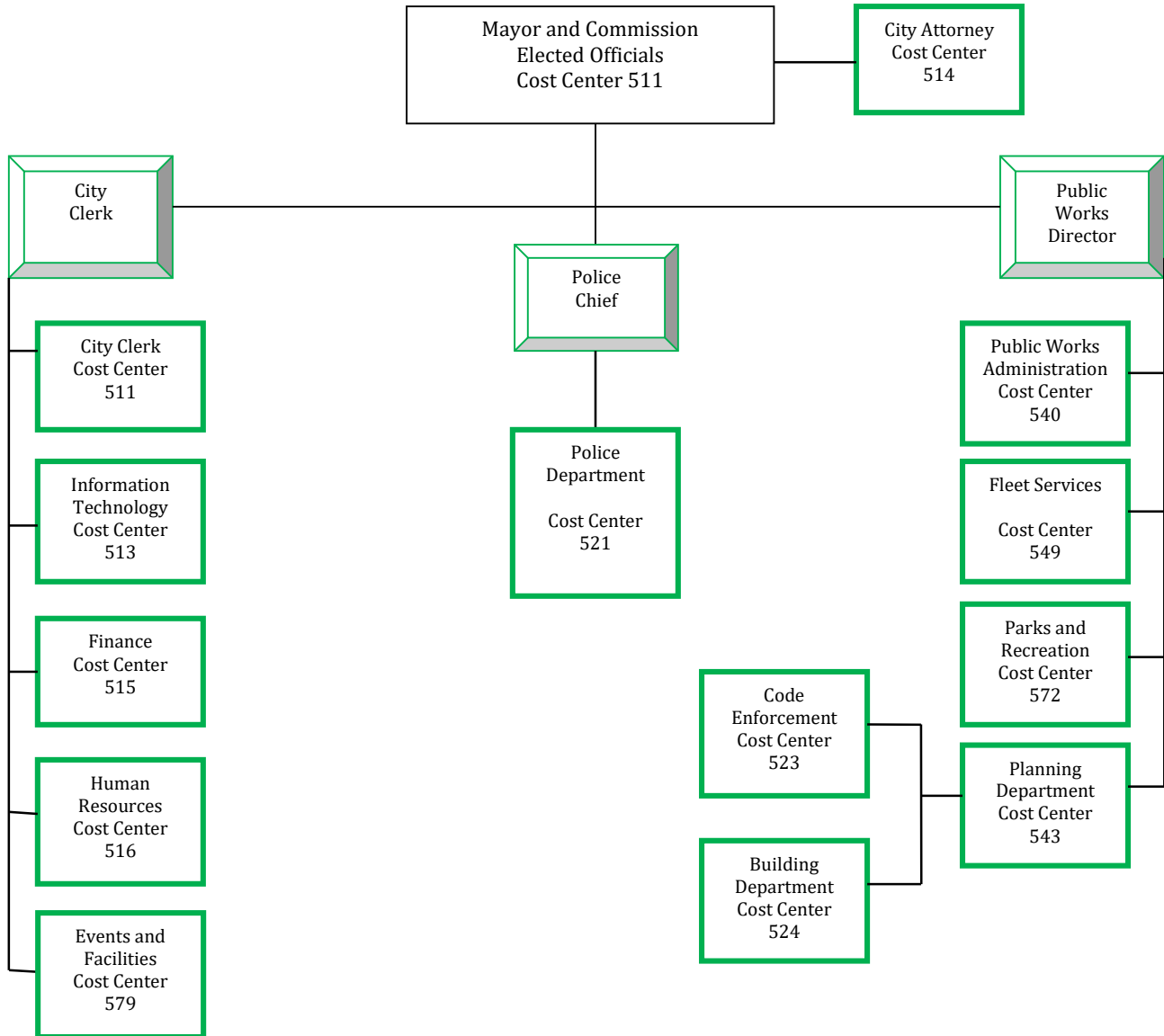


Figure 8



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

GENERAL FUND ORGANIZATIONAL CHART



LEGEND



Full-time
Position

Full-time CRA
funded
Position

Unfunded
Position

Part time
Position

Part time
CRA funded
Position



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Mayor and Commission - 511

Fund: General Fund
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



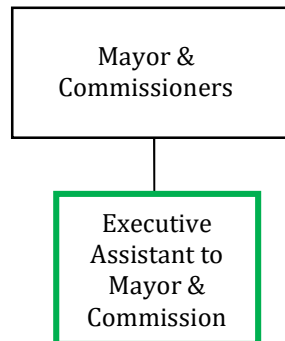
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Mayor & Commission
Organizational Information**

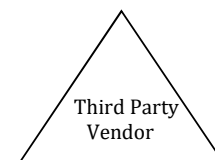
Total Personnel Wages	\$	182,730
Total Benefits	\$	35,757
Total Personnel Cost	\$	218,487

Grade	Job Title	FTE
-	Commissioner	1.00
-	Commissioner	1.00
-	Mayor	1.00
-	Commissioner	1.00
-	Commissioner	1.00
-	Commissioner	1.00
113	Executive Assistant to Mayor & Commission	1.00
	Full-Time Position	1
	Part-Time Positions	0
	Elected Officials	6
	Total Positions	7

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-511 - MAYOR AND COMMISSION
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-511						
EXPENDITURES						
512.0100	Regular Salaries	\$ 178,811	\$ 161,901	\$ 161,903	\$ 166,758	3.0 %
515.2000	Vehicle Allowance	3,600	3,600	3,600	3,600	- %
521.0100	Fica Taxes	13,693	13,607	12,454	13,978	2.7 %
522.2100	Retirement General Employee	3,453	12,022	12,376	10,532	(12.4)%
522.2500	Matching Deferred Comp	9,231	12,372	9,825	12,372	- %
523.0100	Health Insurance	10,928	10,622	10,621	10,872	2.4 %
523.0300	Insurance & EAP	288	358	348	143	(60.1)%
524.0100	Workers' Compensation	268	204	250	231	13.2 %
	Total Personnel Expenses	220,272	214,686	211,377	218,486	1.8 %
531.0300	Membership Dues	9,835	9,885	9,902	9,950	0.7 %
540.5100	Travel And Per Diem	4,232	9,635	6,672	10,450	8.5 %
541.1100	Communications	1,911	3,600	3,600	3,600	- %
542.1200	Postage/Mailing Service	-	75	-	25	(66.7)%
545.1200	Insurance	5,974	6,148	6,148	6,078	(1.1)%
546.3400	Repair & Maintenance	1,130	7,300	7,292	1,000	(86.3)%
547.5100	Printing And Binding	919	1,150	1,063	2,650	130.4 %
551.1200	Office Supplies	254	410	403	400	(2.4)%
552.2300	Operating Expenses	1,925	2,458	2,724	3,080	25.3 %
552.4200	Small Tools/Equipment	4,086	1,390	1,390	2,500	79.9 %
554.0100	Non-Capitalized Equipment	1,344	-	-	-	- %
555.1300	Technical/Training	1,755	5,575	5,528	6,075	9.0 %
	Total Operating Expenses	33,365	47,626	44,722	45,808	(3.8)%
564.0100	Machinery & Equipment	-	17,000	16,871	-	(100.0)%
	Total Capital Purchases	-	17,000	16,871	-	(100.0)%
	TOTAL EXPENDITURES	\$ 253,637	\$ 279,312	\$ 272,970	\$ 264,294	(5.4)%



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

**Mayor and Commission Department
Fund 001; Department 511**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 511-MAYOR AND COMMISSION			
001-511-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	166,758	166,758
Totals for GL# 001-511-512.0100-REGULAR SALARIES			166,758
001-511-515.2000 VEHICLE ALLOWANCE			
MAYOR VEHICLE ALLOWANCE	12	300	3,600
Totals for GL# 001-511-515.2000-VEHICLE ALLOWANCE			3,600
001-511-521.0100 FICA TAXES			
FICA TAXES	1	13,978	13,978
Totals for GL# 001-511-521.0100-FICA TAXES			13,978
001-511-522.2100 RETIREMENT GENERAL EMPLOYEE			
PENSION	1	10,532	10,532
Totals for GL# 001-511-522.2100-RETIREMENT GENERAL EMPLOYEE			10,532
001-511-522.2500 MATCHING DEFERRED COMP			
CITY CONTRIBUTION FOR DEFERRED COMP	1	12,372	12,372
Totals for GL# 001-511-522.2500-MATCHING DEFERRED COMP			12,372
001-511-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE ONLY	2	5,436	10,872
Totals for GL# 001-511-523.0100-HEALTH INSURANCE			10,872
001-511-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	143	143
Totals for GL# 001-511-523.0300-LIFE INSURANCE & EAP			143
001-511-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	231	231
Totals for GL# 001-511-524.0100-WORKERS' COMPENSATION			231
001-511-531.0300 MEMBERSHIP DUES			
ECONOMIC DEVELOPMENT COUNCIL	1	5,000	5,000
FACE MEMBERSHIP	2	35	70
FL LEAGUE OF MAYORS	1	350	350



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

**Mayor and Commission Department
Fund 001; Department 511**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
FLOC MEMBERSHIP	1	1,500	1,500
MANASOTA LEAGUE OF CITIES	1	500	500
MANATEE CHAMBER OF COMMERCE	1	425	425
TAMPA BAY REGIONAL PLAN COUNCIL	1	2,000	2,000
MANATEE COUNTY 4H FOUNDATION	1	90	90
ARBOR DAY FOUNDATION	1	15	15
Totals for GL# 001-511-531.0300-MEMBERSHIP DUES			9,950
001-511-540.5100 TRAVEL AND PER DIEM			
EMO TRAINING - BASIC	1	300	300
EMO TRAINING - ADVANCED - SMITH	1	300	300
FACE CONFERENCE	1	650	650
FLOC ANNUAL CONFERENCE - COMMISSION	5	1,100	5,500
FLOC ANNUAL CONFERENCE - MAYOR	1	1,100	1,100
MANATEE COUNTY 4H			
MISCELLANEOUS TRAVEL - MAYOR/COMMISSION	1	1,000	1,000
FLC COMMITTEE TRAVEL	1	1,000	1,000
BUSINESS MEETINGS/ MARKETING	12	50	600
Totals for GL# 001-511-540.5100-TRAVEL AND PER DIEM			10,450
001-511-541.1100 COMMUNICATIONS			
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - COMMISSIONER	12	60	720
CELL SERVICE - MAYOR	12	60	720
Totals for GL# 001-511-541.1100-COMMUNICATIONS			3,600
001-511-542.1200 POSTAGE/MAILING SERVICES			
POSTAGE	1	25	25
Totals for GL# 001-511-542.1200-POSTAGE/MAILING SERVICES			25
001-511-545.1200 INSURANCE			
D-6 ACCIDENT INSURANCE-MAYOR AND COMMISSION	1	330	330
GENERAL LIABILITY, AUTO, AND PROPERTY	4	1,437	5,748
Totals for GL# 001-511-545.1200-INSURANCE			6,078



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

**Mayor and Commission Department
Fund 001; Department 511**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-511-546.3400 REPAIR & MAINTENANCE			
REPAIRS TO CHAMBERS	1	500	500
REPAIRS TO MAYOR'S OFFICE			
	1	500	500
Totals for GL# 001-511-546.3400-REPAIR & MAINTENANCE			1,000
001-511-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	4	50	200
FLYERS/MAILINGS FOR MAYOR	1	200	200
PROMOTIONAL ADVERTISING	1	1,500	1,500
SUPPLIES WITH NEW LOGO	1	250	250
COUNTY CALENDAR/ CHAMBER MAP & GUIDE	1	500	500
Totals for GL# 001-511-547.5100-PRINTING AND BINDING			2,650
001-511-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	400	400
Totals for GL# 001-511-551.1200-OFFICE SUPPLIES			400
001-511-552.2300 OPERATING EXPENSES			
AWARDS/CERTIFICATES/PLAQUES	1	500	500
BUSINESS OBSERVER SUBSCRIPTION	1	40	40
CITY SHIRTS - MAYOR/COMMISSION	6	35	210
EVENT SUPPLIES (EMP. APPR,MULTI,FAIR,4TH)	1	2,000	2,000
FLORIDA TREND SUBSCRIPTION	4	10	40
PERIODICALS	3	30	90
SEASONAL DECOR	1	200	200
Totals for GL# 001-511-552.2300-OPERATING EXPENSES			3,080
001-511-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS EQUIPMENT FOR CHAMBERS	1	200	200
OFFICE FURNITURE/EQUIPMENT	1	400	400
LCD TV FOR MAYOR	1	900	900
OFFICE CHAIRS	2	500	1,000
Totals for GL# 001-511-552.4200-SMALL TOOLS/EQUIPMENT			2,500



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

**Mayor and Commission Department
Fund 001; Department 511**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-511-555.1300 TECHNICAL/TRAINING			
EMO TRAINING - ADVANCED	1	300	300
EMO TRAINING - BASIC	1	300	300
FLOC REGISTRATION FEE	6	600	3,600
FACE CONFERENCE REGISTRATION	1	375	375
MISCELLANEOUS TRAINING FOR COMMISSION	1	1,000	1,000
TRAINING FOR MAYOR	1	500	500
Totals for GL# 001-511-555.1300-TECHNICAL/TRAINING			6,075
<hr/>			
Totals for dept 511-MAYOR AND COMMISSION			264,294



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: City Clerk - 512

Fund: General Fund
Department: City Clerk

Contact Hours: Monday through Friday 8:00 to 5:00
 Location: City Hall – 516 8th Ave West, Palmetto, FL 34220

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



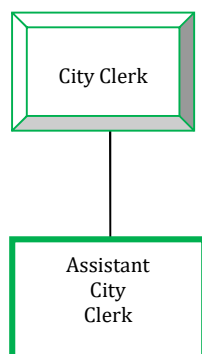
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**City Clerk
Organizational Information**

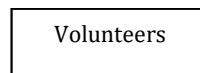
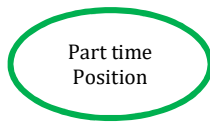
Total Personnel Wages	\$	150,326
Total Benefits	\$	66,492
Total Personnel Cost	\$	216,818

Grade	Job Title	FTE
114	Assistant City Clerk	1.00
126	City Clerk	1.00
	Full-Time Position	2
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	2

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-512 - CITY CLERK
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-512						
EXPENDITURES						
511.0100	Executive Salaries	\$ 94,199	\$ 96,284	\$ 96,284	\$ 99,173	3.0 %
512.0100	Regular Salaries	43,585	45,564	47,160	49,945	9.6 %
521.0100	Fica Taxes	10,079	10,851	10,504	11,408	5.1 %
522.2100	Retirement General Employee	39,525	40,810	42,479	36,489	(10.6)%
523.0100	Health Insurance	16,598	17,106	17,105	17,512	2.4 %
523.0300	Insurance & EAP	491	519	590	486	(6.4)%
524.0100	Workers' Compensation	217	179	217	208	16.2 %
529.0000	Career Advancement	-	4,000	-	1,600	(60.0)%
	Total Personnel Expenses	204,694	215,313	214,339	216,821	0.7 %
531.0300	Membership Dues	544	575	575	694	20.7 %
531.1600	Contract Services	7,094	7,760	6,400	7,760	- %
540.5100	Travel And Per Diem	1,630	2,995	1,200	3,470	15.9 %
541.1100	Communications	18,671	22,219	21,800	21,360	(3.9)%
542.1200	Postage/Mailing Service	2,700	2,700	2,700	2,700	- %
543.0000	Utility Services	19,309	22,250	20,500	23,000	3.4 %
544.0500	Operating Lease	6,181	6,672	6,483	6,437	(3.5)%
545.1200	Insurance	4,333	4,666	4,664	5,708	22.3 %
545.9900	Insurance Contingency - Vehicle	1,280	30,000	-	30,000	- %
546.3400	Repair & Maintenance	18,039	21,395	21,000	8,340	(61.0)%
546.4000	Vehicle Repair & Maintenance	81	750	750	800	6.7 %
547.5100	Printing And Binding	3,696	5,489	5,200	8,600	56.7 %
548.9100	Promotional Advertising	5,041	10,542	5,000	10,542	- %
549.0100	Repurchase Of Cemetery Spaces	-	800	-	800	- %
549.9000	Tax Increment Funds To CRA	1,504,604	1,613,534	1,613,534	1,746,132	8.2 %
549.9600	Bank Service Charges	8,408	11,000	10,600	10,600	(3.6)%
551.1200	Office Supplies	1,769	1,850	1,850	1,800	(2.7)%
552.0000	Operating Expenses - Veolia	-	1,500	-	1,500	- %
552.1500	Fuel And Lubricants	155	500	450	500	- %
552.2300	Operating Expenses	83,968	85,403	86,000	84,618	(0.9)%
552.4200	Small Tools/Equipment	7,741	625	600	2,975	376.0 %
552.7100	Fairs & Festivals	-	186	130	-	(100.0)%
554.0100	Non-Capitalized Equipment	-	10,525	10,525	7,500	(28.7)%
554.1200	Publications	488	894	867	660	(26.2)%
555.1300	Technical/Training	1,025	1,050	1,100	1,540	46.7 %
555.9900	Tuition Reimbursement	(300)	3,000	-	3,000	- %
	Total Operating Expenses	1,696,457	1,868,880	1,821,928	1,991,036	6.5 %
561.0000	Land	5,277	-	-	-	- %
564.4900	Capital Leases	-	29,000	28,371	-	(100.0)%
	Total Capital Purchases	5,277	29,000	28,371	-	(100.0)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-512 - CITY CLERK
Cost Center Summary

Account		2016	2017	2017	2018	% Change
001-512	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
571.0100	Princ - Lease	-	3,499	3,499	7,106	103.1 %
571.0400	Principal - Loan 2004	21,202	22,500	22,285	23,500	4.4 %
571.0500	Principal - Loan 2005	10,930	11,500	11,405	12,000	4.3 %
571.0700	Principal - Loan 2007	9,050	9,500	9,475	9,900	4.2 %
572.0100	Interest Expense - Lease	-	283	283	462	63.3 %
572.0400	Interest Expense - Loan 2004	9,049	8,500	8,200	7,000	(17.6)%
572.0500	Interest Expense - Loan 2005	5,734	6,000	5,500	5,500	(8.3)%
572.0700	Interest Expense - Loan 2007	5,876	6,000	5,600	5,300	(11.7)%
573.0500	New Debt Service	-	148	-	-	(100.0)%
	Total Debt Service	61,841	67,930	66,247	70,768	4.2 %
591.0700	Transfer To Capital Projects Fund	-	36,454	29,000	60,000	64.6 %
	Total Transfers-Out	-	36,454	29,000	60,000	64.6 %
	TOTAL EXPENDITURES	\$ 1,968,269	\$ 2,217,577	\$ 2,159,885	\$ 2,338,625	5.5 %



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

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 512-CITY CLERK			
001-512-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	99,173	99,173
Totals for GL# 001-512-511.0100-EXECUTIVE SALARIES			99,173
001-512-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	49,945	49,945
Totals for GL# 001-512-512.0100-REGULAR SALARIES			49,945
001-512-521.0100 FICA TAXES			
FICA TAXES	1	11,408	11,408
Totals for GL# 001-512-521.0100-FICA TAXES			11,408
001-512-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	36,489	36,489
Totals for GL# 001-512-522.2100-RETIREMENT GENERAL EMPLOYEE			36,489
001-512-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	9,561	9,561
HEALTH INSURANCE - CHILDREN	1	7,951	7,951
Totals for GL# 001-512-523.0100-HEALTH INSURANCE			17,512
001-512-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	486	486
Totals for GL# 001-512-523.0300-LIFE INSURANCE & EAP			486
001-512-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	208	208
Totals for GL# 001-512-524.0100-WORKERS' COMPENSATION			208
001-512-529.0000 CAREER ADVANCEMENT			
ADJUSTMENT FOR CERTIFICATION	1	1,600	1,600
Totals for GL# 001-512-529.0000-CAREER ADVANCEMENT			1,600



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

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-512-531.0300 MEMBERSHIP DUES			
FACC ANNUAL MEMBERSHIP DUES	2	75	150
FGFOA ANNUAL DUES	1	35	35
INSTITUTE OF INTERNAL AUDITORS ANNUAL DUES	1	150	150
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	1	160	160
ASSOCIATE IIMC MEMBERSHIP	1	100	100
AMAZON PRIME MEMBERSHIP	1	99	99
Totals for GL# 001-512-531.0300-MEMBERSHIP DUES			694
001-512-531.1600 CONTRACT SERVICES			
CH CLEANING SERVICE	12	600	7,200
CH PEST CONTROL (QTR)	4	50	200
CH SECURITY SYSTEM (ADT)	4	90	360
Totals for GL# 001-512-531.1600-CONTRACT SERVICES			7,760
001-512-540.5100 TRAVEL AND PER DIEM			
FACC CONFERENCE-CITY CLERK/ASSIT CITY CLERK	2	900	1,800
FGFOA ANNUAL CONFERENCE-CITY CLERK	1	920	920
MISC MILEAGE FOR TRAINING	1	150	150
GOVERNMENT ANNUAL HURRICANE CONFERENCE	1	600	600
Totals for GL# 001-512-540.5100-TRAVEL AND PER DIEM			3,470
001-512-541.1100 COMMUNICATIONS			
CELL PHONE SERVICE- CITY CLERK	12	50	600
SUNCOM FAX LINES	12	488	5,856
VERIZON ALARM LINE	12	175	2,100
BRIGHTHOUSE PHONE PD AND CH	12	1,067	12,804
Totals for GL# 001-512-541.1100-COMMUNICATIONS			21,360
001-512-542.1200 POSTAGE/MAILING SERVICE			
CH- POSTAGE METER	4	675	2,700
Totals for GL# 001-512-542.1200-POSTAGE/MAILING SERVICE			2,700
001-512-543.0000 UTILITY SERVICES			
CITY HALL ELECTRICITY	1	15,000	15,000
CITY HALL WATER	1	8,000	8,000
Totals for GL# 001-512-543.0000-UTILITY SERVICES			23,000



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

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-512-544.0500 OPERATING LEASE			
POSTAGE METER LEASE P#3 - 6 OF 16	4	245	980
RICOH C5503 - LEASE P# 28-36 OF36	9	248	2,232
RICOH C5503 - MAINT (9 MONTHS)	9	200	1,800
NEW COPIER LEASE P#1-3 OF 36	3	275	825
NEW COPIER - MAINT (3 MONTHS)	3	200	600
Totals for GL# 001-512-544.0500-OPERATING LEASE			6,437
001-512-545.1200 INSURANCE			
A-3 FIDUCIARY BOND GE PENSION	1	60	60
D-6 EXEC TRAVEL POLICY - CITY CLERK	1	60	60
GEN LIAB, AUTO, PROP. INSURANCE	4	1,397	5,588
Totals for GL# 001-512-545.1200-INSURANCE			5,708
001-512-545.9900 INSURANCE CONTINGENCY			
FULL LIABILITY DEDUCTIBLE	1	25,000	25,000
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 001-512-545.9900-INSURANCE CONTINGENCY			30,000
001-512-546.3400 REPAIR & MAINTENANCE			
AC MAINTENANCE	4	225	900
GENERATOR ANNUAL MAINTENANCE	2	460	920
EXTERIOR REPAIRS TO CITY HALL	1	2,000	2,000
FIRE ALARM & HALON INSPECTION	2	400	800
FIRE EXTINGUISHER MAINT.	1	220	220
INTERIOR REPAIRS FOR CITY HALL	1	2,500	2,500
LANDSCAPE	1	1,000	1,000
Totals for GL# 001-512-546.3400-REPAIR & MAINTENANCE			8,340
001-512-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA# 20131 VEHICLE MAINT (VOLT)	1	600	600
VEHICLE MAINTENANCE EXPLORER	1	200	200
Totals for GL# 001-512-546.4000-VEHICLE REPAIR & MAINTENANCE			800



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

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-512-547.5100 PRINTING AND BINDING			
CITY CODE UPDATES	2	3,200	6,400
MINUTE BOOKS	10	215	2,150
BUSINESS CARDS	1	50	50
Totals for GL# 001-512-547.5100-PRINTING AND BINDING			8,600
001-512-548.9100 PROMOTIONAL ADVERTISING			
ADVERTISING RFP/BUDGET (NORTH RIVER)	1	500	500
ADVERTISING RFP/BUDGET (TEMPO)	1	900	900
ADVERTISING RFP/ORD/RES/BUDGET (B. HERALD)	1	9,000	9,000
FDOT OUTDOOR ADVERTISING LICENSE	1	142	142
Totals for GL# 001-512-548.9100-PROMOTIONAL ADVERTISING			10,542
001-512-549.0100 REPURCHASE OF CEMETERY SPACES			
REPURCHASE OF CEMETERY SPACES	1	800	800
Totals for GL# 001-512-549.0100-REPURCHASE OF CEMETERY SPACES			800
001-512-549.9000 TAX INCREMENT FUNDS TO CRA			
TIF TO CRA (37.6% OF \$4,649,117)	1	1,746,132	1,746,132
Totals for GL# 001-512-549.9000-TAX INCREMENT FUNDS TO CRA			1,746,132
001-512-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	10,000	10,000
CREDIT CARD FEES	1	600	600
Totals for GL# 001-512-549.9600-BANK SERVICE CHARGES			10,600
001-512-551.1200 OFFICE SUPPLIES			
COPIER PAPER	12	100	1,200
PENS/FOLDERS/SUPPLIES	1	600	600
Totals for GL# 001-512-551.1200-OFFICE SUPPLIES			1,800
001-512-552.0000 HURRICANE MATERIALS/SUPPLIES			
HURRICANE SUPPLIES	1	1,500	1,500
Totals for GL# 001-512-552.0000-HURRICANE MATERIALS/SUPPLIES			1,500



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

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-512-552.1500 FUEL AND LUBRICANTS			
FUEL FOR CITY HALL VEHICLES	1	500	500
Totals for GL# 001-512-552.1500-FUEL AND LUBRICANTS			500
001-512-552.2300 OPERATING EXPENSES			
ASCAP LICENSE FEE FOR MUSIC	1	350	350
BMI SONGWRITER/MUSIC LICENSE	1	350	350
CITY HALL RESTROOM SUPPLIES	1	130	130
CITY HALL COFFEE SERVICE	12	90	1,080
CONFIDENTIAL PAPER SHREDDING	3	52	156
DEFIBRILLATOR MAINTENANCE (1/3 OF COST)	1	95	95
RECORDING FEES-CLERK OF COURT	1	60	60
REGATTA POINT SUMBERGED LAND LEASE	1	80,000	80,000
TANGIBLE TAX ON COPIERS	1	260	260
TECO PEOPLES GAS (FOR GENERATOR)	12	46	552
UNISHIPPERS	1	1,000	1,000
US POST OFFICE ANNUAL FEES	1	550	550
EMPLOYEE OF THE YEAR PROGRAM PLAQUES	1	35	35
Totals for GL# 001-512-552.2300-OPERATING EXPENSES			84,618
001-512-552.4200 SMALL TOOLS/EQUIPMENT			
MISC SUPPLIES	1	100	100
CELL PHONE CASES	10	35	350
IPAD CASES	1	125	125
6 CHAIRS FOR CITY CLERK OFFICE	6	200	1,200
OUTSIDE TRASH RECEPTACLES	1	700	700
OFFICE CHAIRS	1	500	500
Totals for GL# 001-512-552.4200-SMALL TOOLS/EQUIPMENT			2,975
001-512-554.0100 NON-CAPITALIZED EQUIPMENT			
MISC EQUIPMENT	1	500	500
OFFICE FURNITURE (EA PIECE LESS THAN 2000)	2	2,000	4,000
UMBRELLA AND PICNIC TABLE	1	2,000	2,000
AUDIO/VIDEO LOBBY AREA FOR COMMISSION MEET	1	1,000	1,000
Totals for GL# 001-512-554.0100-NON-CAPITALIZED EQUIPMENT			7,500



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

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-512-554.1200 PUBLICATIONS			
BRADENTON HERALD (ANNUAL SUBSCRIPTION)	12	30	360
HERALD TRIBUNE	12	25	300
Totals for GL# 001-512-554.1200-PUBLICATIONS			660
001-512-555.1300 TECHNICAL/TRAINING			
CPE CREDITS FOR CITY CLERK	1	200	200
FACC ANNUAL CONFERENCE (REGISTRATION)	2	350	700
FGFOA ANNUAL CONFERENCE (REGISTRATION)	1	275	275
FLORIDA HURRICANE CONFERENCE	1	165	165
MISC. WEBINARS	4	50	200
Totals for GL# 001-512-555.1300-TECHNICAL/TRAINING			1,540
001-512-555.9900 TUITION REIMBURSEMENT			
TUITION REIMBURSEMENT	1	3,000	3,000
Totals for GL# 001-512-555.9900-TUITION REIMBURSEMENT			3,000
001-512-571.0100 PRINC - LEASE			
P# 03-06 FA#20444 FORD EXPLORER	4	1,777	7,106
Totals for GL# 001-512-571.0100-PRINC - LEASE			7,106
001-512-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	4	5,875	23,500
Totals for GL# 001-512-571.0400-PRINC-BOA LOAN 2004			23,500
001-512-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	4	3,000	12,000
Totals for GL# 001-512-571.0500-PRINC-BOA LOAN 2005			12,000
001-512-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	4	2,475	9,900
Totals for GL# 001-512-571.0700-PRINC-BOA LOAN 2007			9,900
001-512-572.0100 INT EXP - LEASE			
P# 03-06 FA#20444 FORD EXPLORER	4	116	462
Totals for GL# 001-512-572.0100-INT EXP - LEASE			462



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

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-512-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA INTEREST	4	1,750	7,000
Totals for GL# 001-512-572.0400-INT EXP-BOA LOAN 2004			7,000
001-512-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	4	1,375	5,500
Totals for GL# 001-512-572.0500-INT EXP-BOA LOAN 2005			5,500
001-512-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	4	1,325	5,300
Totals for GL# 001-512-572.0700-INT EXP-BOA LOAN 2007			5,300
Totals for dept 512-CITY CLERK			2,278,625



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Information Technology - 513

Fund: General Fund - 001

Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Support all City departments with limited manpower

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

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

Cost Center Goals and Objectives:

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



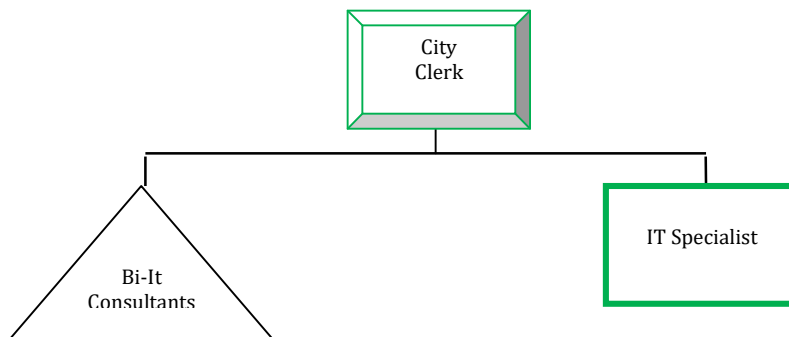
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

**Information Technologies
Organizational Information**

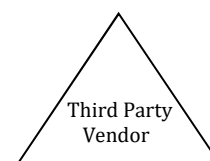
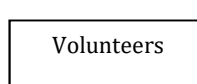
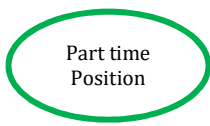
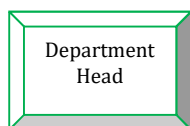
Total Personnel Wages	\$	52,716
Total Benefits	\$	26,738
Total Personnel Cost	\$	79,454

Grade	Job Title	FTE
113	IT Specialist	1.00
	Full-Time Position	1
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	1

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-513 - INFORMATION TECHNOLOGY
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-513						
EXPENDITURES						
512.0100	Regular Salaries	\$ 49,392	\$ 50,833	\$ 50,833	\$ 52,716	3.7 %
521.0100	Fica Taxes	3,218	3,889	3,308	4,033	3.7 %
522.2100	Retirement General Employee	14,137	14,625	15,059	12,900	(11.8)%
523.0100	Health Insurance	9,064	9,342	9,341	9,561	2.3 %
523.0300	Insurance & EAP	187	192	218	172	(10.4)%
524.0100	Workers' Compensation	78	64	77	73	14.1 %
	Total Personnel Expenses	76,076	78,945	78,836	79,455	0.6 %
531.0100	Consultant	107,705	99,636	98,754	99,500	(0.1)%
540.5100	Travel And Per Diem	-	162	-	200	23.5 %
541.1100	Communications	43	50	50	60	20.0 %
545.1200	Insurance	1,425	1,518	1,517	1,536	1.2 %
546.3400	Repair & Maintenance	11,647	18,200	18,200	17,856	(1.9)%
551.1200	Office Supplies	1,567	2,450	2,450	2,450	- %
552.2300	Operating Expenses	127,588	145,483	146,365	208,286	43.2 %
552.4200	Small Tools/Equipment	10,913	12,550	12,550	11,550	(8.0)%
552.5100	Uniform Purchases And Cleaning	-	-	-	100	- %
554.0100	Non-Capitalized Equipment	13,249	18,400	18,400	32,000	73.9 %
554.1200	Publications	-	-	-	200	- %
555.1300	Technical/Training	4,253	2,300	1,355	1,360	(40.9)%
	Total Operating Expenses	278,390	300,749	299,641	375,098	24.7 %
564.0100	Machinery & Equipment	97,501	55,800	55,392	48,300	(13.4)%
	Total Capital Purchases	97,501	55,800	55,392	48,300	(13.4)%
	TOTAL EXPENDITURES	\$ 451,967	\$ 435,494	\$ 433,869	\$ 502,853	15.5 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Information Technology Department
Fund 001; Department 513

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 513-INFORMATION TECHNOLOGY			
001-513-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	52,716	52,716
Totals for GL# 001-513-512.0100-REGULAR SALARIES			52,716
001-513-521.0100 FICA TAXES			
FICA TAXES	1	4,033	4,033
Totals for GL# 001-513-521.0100-FICA TAXES			4,033
001-513-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	12,900	12,900
Totals for GL# 001-513-522.2100-RETIREMENT GENERAL EMPLOYEE			12,900
001-513-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	9,561	9,561
Totals for GL# 001-513-523.0100-HEALTH INSURANCE			9,561
001-513-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	172	172
Totals for GL# 001-513-523.0300-LIFE INSURANCE & EAP			172
001-513-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	73	73
Totals for GL# 001-513-524.0100-WORKERS' COMPENSATION			73
001-513-531.0100 CONSULTING			
IT HOURLY WORK - STRATEGIC PROJECTS	1	51,500	51,500
IT MONTHLY MANAGED CARE HOURS	12	4,000	48,000
Totals for GL# 001-513-531.0100-CONSULTING			99,500
001-513-540.5100 TRAVEL AND PER DIEM			
TRAINING	1	200	200
Totals for GL# 001-513-540.5100-TRAVEL AND PER DIEM			200
001-513-541.1100 COMMUNICATIONS			
CELL SERVICE - IT TECHNICIAN	12	5	60
Totals for GL# 001-513-541.1100-COMMUNICATIONS			60



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

**Information Technology Department
Fund 001; Department 513**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-513-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	384	1,536
Totals for GL# 001-513-545.1200-INSURANCE			1,536
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001-513-546.3400 REPAIR & MAINTENANCE			
BARRACUDA MESSAGE ARCHIVER ENERGIZE UPDATES/WARRANTY	1	2,221	2,221
BARRACUDA SPAM FIREWALL ENERGIZE UPDATES/WARRANTY	1	1,194	1,194
BARRACUDA WEB FILTER ENERGIZE UPDATES/WARRANTY	1	891	891
BATTERY REPLACEMENTS	1	650	650
CABLING	1	1,000	1,000
UPS MAINTENANCE (CH & PD)	1	600	600
WARRANTY RENEWALS (SERVER VM FARM)	1	5,000	5,000
PHONE MAINTENANCE (IP PHONE SUPPORT)	1	5,100	5,100
ELECTRICAL SERVICES (REPAIRS & INSALLATIONS)	1	1,000	1,000
HP PRINTER MAINTENANCE	1	200	200
Totals for GL# 001-513-546.3400-REPAIR & MAINTENANCE			17,856
<hr/>			
001-513-551.1200 OFFICE SUPPLIES			
MISCELLANEOUS OFFICE SUPPLIES	1	250	250
REPLACEMENT TONER	1	1,800	1,800
SCANNER MAINTENANCE KIT - FIJITSU DESK SCANNER			
	2	200	400
Totals for GL# 001-513-551.1200-OFFICE SUPPLIES			2,450
<hr/>			
001-513-552.2300 OPERATING EXPENSES			
BSA ANNUAL MAINTENANCE	1	28,000	28,000
BUSINESS INFORMATION SYSTEM (MINUTES RECORDING SOFTWARE)	1	1,200	1,200
CIVIC PLUS MONTHLY FEE (CITY WEBSITE)	12	422	5,064
COBAN TECHNOLOGIES INC ANNUAL MAINTENANCE	1	5,000	5,000
COOLCAT INC ESET VIRUS SOFTWARE	1	1,300	1,300
DATA PROTECTION PC MANAGEMENT	12	75	900
DATA PROTECTION SERVER MGNT	12	100	1,200
DROPBOX	1	2,800	2,800



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Information Technology Department
Fund 001; Department 513

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
DSM VEEAM BACKUP MGMT SUITE	1	2,100	2,100
XBYTE VMWARE VCENTER RENEWAL	1	4,600	4,600
HRN PERFORMANCE PRO RENEWAL (HR)	1	2,650	2,650
IMPRAVATA ONESIGN (SECURITY SIGN ON)	1	1,350	1,350
KASEYA BASIC MONITORING CARE	12	1,800	21,600
LASERFISCHE ANNUAL MAINTENANCE	1	8,600	8,600
MDE INC. ADORE CLIENT SOFTWARE (PD)	1	800	800
METER READER MOBILE SOFTWARE	1	1,000	1,000
MUNICODE INTERNET POSITING FEE	1	800	800
NET MOTION ANNUAL MAINTENANCE	1	3,000	3,000
PMI EVIDENCE TRACKER MAINTENANCE	1	500	500
POWER DMS ACCREDITATION	1	3,750	3,750
FRONTIER COMM. INTERNET SERVICE CITY HALL	12	200	2,400
VESTA (PD)	1	4,450	4,450
CAD (PD)	1	11,600	11,600
TRANSPORT (PD FIBER)	1	8,500	8,500
RMS/TYLER SOFTWARE MAINTENANCE (PD)	1	4,500	4,500
ADOBE PHOTO SHOP	1	400	400
MICROSOFT OFFICE LICENSES	1	11,400	11,400
DATAWORKS PLUS (FINGER PRINT PD)	1	500	500
CASEWARE [FINANCE DEPT)	1	12,240	12,240
CONVERGENT (SURVEILANCE / CAMERA MAINTENANCE)	1	5,000	5,000
NOVACHARGE (CHARGE STATION RENEWAL)	1	1,150	1,150
VETEC INC (INTRUSION DETECTION)	1	1,050	1,050
SOFTWARE - WINDOWS SERVER 2016 STD	9	1,000	9,000
SOFTWARE - WINDOWS SERVER USER CALS	130	40	5,200
SOFTWARE - EXCHANGE SERVER 2016 STD	1	1,000	1,000
SOFTWARE - EXCHANGE SERVER USER CALS	130	70	9,100
SOFTWARE - TERMINAL SERVER USER CALS	10	150	1,500
SOFTWARE - SQL SERVER 2016	1	1,000	1,000
SMARSH ARCHIVE	1	5,700	5,700
MDM AIRWATCH	1	2,500	2,500
USA (RMS) ANNUAL MAINTENANCE	1	13,882	13,882
Totals for GL# 001-513-552.2300-OPERATING EXPENSES			208,286



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

**Information Technology Department
Fund 001; Department 513**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-513-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS COMPUTER HARDWARE	1	3,000	3,000
REPLACEMENT DESKTOP UPS	15	100	1,500
REPLACEMENT MONITORS	10	275	2,750
REPLACEMENT PRINTERS	6	300	1,800
MISCELLANEOUS COMPUTER EQUIPMENT <500	1	1,500	1,500
OFFICE CHAIRS	2	500	1,000
Totals for GL# 001-513-552.4200-SMALL TOOLS/EQUIPMENT			11,550
001-513-552.5100 UNIFORM PURCHASES & CLEANING			
SHIRTS W/ LOGO	1	100	100
Totals for GL# 001-513-552.5100-UNIFORM PURCHASES & CLEANING			100
001-513-554.0100 NON-CAPITALIZED EQUIPMENT			
REPLACEMENT LF SCANNERS	2	1,000	2,000
REPLACEMENT DESKTOPS	30	1,000	30,000
Totals for GL# 001-513-554.0100-NON-CAPITALIZED EQUIPMENT			32,000
001-513-554.1200 PUBLICATIONS			
IT CERTIFICATION TRAINING MATERIAL	1	200	200
Totals for GL# 001-513-554.1200-PUBLICATIONS			200
001-513-555.1300 TECHNICAL/TRAINING			
TRAINING			
CERTIFICATION	3	200	600
ONLINE TRAINING W\ LABS	1	400	400
ONLINR TRAINING W\DEMOS	1	360	360
Totals for GL# 001-513-555.1300-TECHNICAL/TRAINING			1,360
001-513-564.0100 MACHINERY AND EQUIPMENT			
REPLACEMENT LAPTOPS	5	2,500	12,500
PD SAN	1	20,000	20,000
DROBO B810I	1	2,800	2,800
PD ESXI SERVER	1	13,000	13,000
Totals for GL# 001-513-564.0100-MACHINERY AND EQUIPMENT			48,300
Totals for dept 513-INFORMATION TECHNOLOGY			502,853



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: City Attorney - 514

Fund: General Fund - 001

Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

1. Assist the City in handling all legal affairs timely, efficiently and compliant to law.



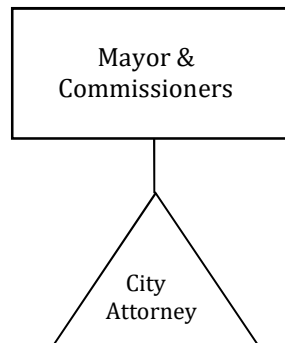
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**CITY ATTORNEY
ORGANIZATIONAL INFORMATION**

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

COST CENTER ORGANIZATIONAL CHART



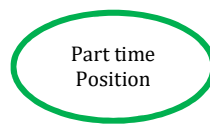
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Department
Head



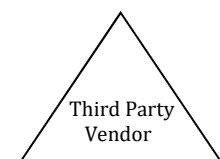
Full-time
Position



Part time
Position



Volunteers



Third Party
Vendor



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-514 - CITY ATTORNEY
Cost Center Summary

Account		2016	2017	2017	2018	% Change
001-514	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
531.0600	Attorney Fees	\$ 211,985	\$ 218,676	\$ 218,676	\$ 225,240	3.0 %
531.0700	Attorney Fees-Special Services	19,956	25,000	25,000	25,000	- %
531.0900	Legal Ads Pass-Thru	-	1,905	1,905	30,000	1,474.8 %
540.5100	Travel And Per Diem	804	1,500	900	1,500	- %
552.2300	Operating Expenses	1,009	1,095	2,000	2,000	82.6 %
555.1300	Technical/Training	-	750	375	750	- %
Total Operating Expenses		233,754	248,926	248,856	284,490	14.3 %
TOTAL EXPENDITURES		\$ 233,754	\$ 248,926	\$ 248,856	\$ 284,490	14.3 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

City Attorney Department
Fund 001; Department 514

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 514-CITY ATTORNEY			
001-514-531.0600 ATTORNEY FEES-CONTRACTED SERVICES			
REGULAR ATTORNEY FEES-CITY PORTION - 81%	12	18,770	225,240
Totals for GL# 001-514-531.0600-ATTORNEY FEES-CONTRACTED SERVICES			225,240
001-514-531.0700 ATTORNEY FEES-SPECIAL SERVICES			
LITIGATION-CITY PORTION	1	25,000	25,000
Totals for GL# 001-514-531.0700-ATTORNEY FEES-SPECIAL SERVICES			25,000
001-514-531.0900 ATTORNEY FEES - UNION			
ATTORNEY FEES-PD UNION	1	30,000	30,000
Totals for GL# 001-514-531.0900-ATTORNEY FEES - UNION			30,000
001-514-540.5100 TRAVEL AND PER DIEM			
TRAVEL/PER DIEM-ATTORNEY	1	1,500	1,500
Totals for GL# 001-514-540.5100-TRAVEL AND PER DIEM			1,500
001-514-552.2300 OPERATING EXPENSES			
OPERATING EXPENSE-LITIGATION	1	2,000	2,000
Totals for GL# 001-514-552.2300-OPERATING EXPENSES			2,000
001-514-555.1300 TECHNICAL/TRAINING			
TECHNICAL/TRAINING	1	750	750
Totals for GL# 001-514-555.1300-TECHNICAL/TRAINING			750
Totals for dept 514-CITY ATTORNEY			284,490



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Finance - 515

Fund: General Fund - 001

Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Continue to learn and maintain new ERP financial software.
- Implement GASB 68 in fiscal year 2018.
- Managing current daily workloads and multiple projects with current staffing levels.
- Complete capital asset inventory

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

Color Block	Vision or Fundamental Strategies	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Produce budget and submit for award.
Services	Maintain and improve everyday services	2. Submit CAFR for award.
Infrastructure	Maintain and improve infrastructure	3. Cross training Finance staff.
Safety	Make the City safe	4. Continue accurate and professional support to Citizens, City staff and elected officials.
Economic Stability	Enhance and prosper the City and its citizens	5. Cut expenses by becoming green.
Historic Preservation	Preserve Palmetto's history	6. Complete capital asset inventory



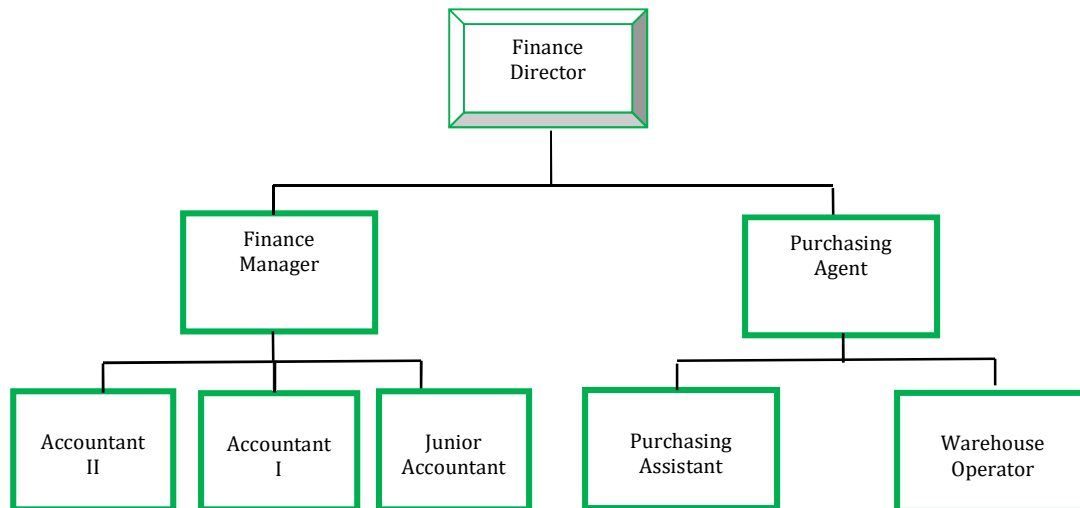
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Finance
Organizational Information**

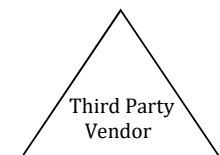
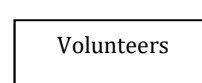
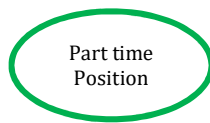
Total Personnel Wages	\$ 391,099
Total Benefits	\$ 170,514
Total Personnel Cost	\$ 561,613

Grade	Job Title	FTE
	Warehouse	
106	Operator/Account Clerk	1.00
107	Purchasing Assistant	1.00
109	Junior Accountant	1.00
112	Accountant I	1.00
114	Accountant II	1.00
116	Purchasing Agent	1.00
119	Finance Manager	1.00
124	Finance Director	1.00
	Full-Time Position	8
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	8

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-515 - FINANCE
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-515						
EXPENDITURES						
512.0100	Regular Salaries	\$ 326,386	\$ 363,742	\$ 354,629	\$ 391,099	7.5 %
521.0100	Fica Taxes	24,678	26,832	26,831	29,919	11.5 %
522.2100	Retirement General Employee	93,663	100,908	104,214	95,702	(5.2)%
523.0100	Health Insurance	34,607	37,177	34,297	42,582	14.5 %
523.0300	Insurance & EAP	959	1,353	1,493	1,278	(5.5)%
524.0100	Workers' Compensation	1,056	883	1,040	1,032	16.9 %
529.0000	Career Advancement	-	4,000	-	-	(100.0)%
	Total Personnel Expenses	481,349	534,895	522,504	561,612	5.0 %
531.0100	Consultant	16,266	14,541	14,541	13,750	(5.4)%
531.0300	Membership Dues	942	1,140	1,140	1,121	(1.7)%
532.0100	Audit Services	49,500	51,000	51,000	57,000	11.8 %
540.5100	Travel And Per Diem	5,577	7,747	7,747	6,300	(18.7)%
544.0500	Operating Lease	4,388	6,292	6,292	5,284	(16.0)%
545.1200	Insurance	9,551	10,184	10,184	11,112	9.1 %
546.3400	Repair & Maintenance	43	-	150	250	- %
546.4000	Vehicle Repair & Maintenance	-	300	300	-	(100.0)%
547.5100	Printing And Binding	59	290	200	290	- %
549.3000	Sales Tax	1,589	2,100	2,050	2,100	- %
551.1200	Office Supplies	446	500	500	600	20.0 %
552.2300	Operating Expenses	1,170	1,389	1,390	3,855	177.5 %
552.3900	Safety Program Expense	100	300	300	100	(66.7)%
552.4200	Small Tools/Equipment	2,094	1,450	1,500	4,500	210.3 %
552.5100	Uniform Purchases And Cleaning	548	535	538	612	14.4 %
554.0100	Non-Capitalized Equipment	-	603	900	-	(100.0)%
554.1200	Publications	459	530	200	530	- %
555.1300	Technical/Training	4,133	7,790	7,790	9,355	20.1 %
	Total Operating Expenses	96,865	106,691	106,722	116,759	9.4 %
564.4900	Capital Leases	-	30,000	28,703	-	(100.0)%
	Total Capital Purchases	-	30,000	28,703	-	(100.0)%
571.0100	Princ - Lease	-	3,620	3,620	7,352	103.1 %
572.0100	Interest Expense - Lease	-	293	293	478	63.1 %
	Total Debt Service	-	3,913	3,913	7,830	100.1 %
	TOTAL EXPENDITURES	\$ 578,214	\$ 675,499	\$ 661,842	\$ 686,201	1.6 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Finance Department
Fund 001; Department 515

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 515-FINANCE			
001-515-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	391,099	391,099
Totals for GL# 001-515-512.0100-REGULAR SALARIES			391,099
001-515-521.0100 FICA TAXES			
FICA TAXES	1	29,919	29,919
Totals for GL# 001-515-521.0100-FICA TAXES			29,919
001-515-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES RETIREMENT	1	95,702	95,702
Totals for GL# 001-515-522.2100-RETIREMENT GENERAL EMPLOYEE			95,702
001-515-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	42,582	42,582
HEALTH INSURANCE - SPOUSE			
Totals for GL# 001-515-523.0100-HEALTH INSURANCE			42,582
001-515-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,278	1,278
Totals for GL# 001-515-523.0300-LIFE INSURANCE & EAP			1,278
001-515-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,032	1,032
Totals for GL# 001-515-524.0100-WORKERS' COMPENSATION			1,032
001-515-531.0100 CONSULTING			
FINANCIAL ADVISOR - AS NEEDED	1	10,000	10,000
OPEB VALUATION	1	3,750	3,750
Totals for GL# 001-515-531.0100-CONSULTING			13,750
001-515-531.0300 MEMBERSHIP DUES			
FGFOA DUES	4	35	140
GFOA DUES	2	170	340
HILLSBOROUGH CHAPTER DUES	3	10	30
NIGP NATIONAL DUES	1	195	195
NIGP SARASOTA CHAPTER DUES	2	32	64



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Finance Department
Fund 001; Department 515

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-515-531.0300 MEMBERSHIP DUES (Continued)			
SWGFOA CHAPTER DUES	4	10	40
NIGP TAMPA CHAPTER DUES	2	35	70
SAMS CLUB	1	23	23
AMERICAN PAYROLL ASSOCIATION	1	219	219
Totals for GL# 001-515-531.0300-MEMBERSHIP DUES			1,121
001-515-532.0100 AUDIT SERVICES			
2017 AUDIT SERVICES	1	52,000	52,000
MISCELLANEOUS AUDIT EXPENSE	1	500	500
SINGLE AUDIT	1	4,000	4,000
AUDIT LETTER	1	500	500
Totals for GL# 001-515-532.0100-AUDIT SERVICES			57,000
001-515-540.5100 TRAVEL AND PER DIEM			
CHAPTER TRAVEL	1	200	200
FGFOA ANNUAL CONFERENCE - ORLANDO FL	3	800	2,400
FGFOA SCHOOL OF FINANCE - JACKSONVILLE	1	800	800
LOCAL CLASSES	1	500	500
NIGP CLASSES	2	750	1,500
LEADERSHIP CLASSES	1	500	500
FGFOA BOOT CAMP	1	400	400
Totals for GL# 001-515-540.5100-TRAVEL AND PER DIEM			6,300
001-515-544.0500 OPERATING LEASE			
CANON C5560I-LEASE - PMT 5-17 OF 36	12	307	3,684
CANON C5560I-MAINTENANCE	12	125	1,500
COLOR COPIES FOR CAFR/BUDGET	1	100	100
Totals for GL# 001-515-544.0500-OPERATING LEASE			5,284
001-515-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	2,778	11,112
Totals for GL# 001-515-545.1200-INSURANCE			11,112
001-515-546.3400 REPAIR & MAINTENANCE			
FORKLIFT MAINTENANCE	1	250	250
Totals for GL# 001-515-546.3400-REPAIR & MAINTENANCE			250



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Finance Department
Fund 001; Department 515

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-515-547.5100 PRINTING AND BINDING			
BUDGET PRINTING	1	100	100
BUSINESS CARDS	2	45	90
CAFR PRINTING	1	100	100
Totals for GL# 001-515-547.5100-PRINTING AND BINDING			290
001-515-549.3000 SALES TAX			
MONTHLY SALES TAXES	12	175	2,100
Totals for GL# 001-515-549.3000-SALES TAX			2,100
001-515-551.1200 OFFICE SUPPLIES			
FORMS-W-2'S, 1099'S	1	100	100
MISCELLANEOUS OFFICE SUPPLIES	1	500	500
Totals for GL# 001-515-551.1200-OFFICE SUPPLIES			600
001-515-552.2300 OPERATING EXPENSES			
AP CHECKS	1	275	275
BUDGET AWARD FEE	1	330	330
CAFR AWARD FEE	1	450	450
PROPANE FOR WAREHOUSE FORKLIFT	3	100	300
CAPITAL LEASE AUDIT LETTER	1	2,500	2,500
Totals for GL# 001-515-552.2300-OPERATING EXPENSES			3,855
001-515-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES FOR WAREHOUSE	1	100	100
Totals for GL# 001-515-552.3900-SAFETY PROGRAM EXPENSE			100
001-515-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS EQUIPMENT	1	500	500
OFFICE CHAIRS	8	500	4,000
Totals for GL# 001-515-552.4200-SMALL TOOLS/EQUIPMENT			4,500
001-515-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRTS FOR FINANCE STAFF	7	25	175
SHIRTS FOR WAREHOUSE OPERATOR	5	25	125
UNIFORM PANTS RENTAL	52	6	312
Totals for GL# 001-515-552.5100-UNIFORM PURCHASES AND CLEANING			612



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Finance Department
Fund 001; Department 515

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-515-554.1200 PUBLICATIONS			
ACCOUNTING/PURCHASING REFERENCE	1	500	500
SUBSCRIPTION CONSUMER REPORTS	1	30	30
Totals for GL# 001-515-554.1200-PUBLICATIONS			530
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001-515-555.1300 TECHNICAL/TRAINING			
FGFOA ANNUAL CONFERENCE	3	275	825
GOVT SCHOOL OF FINANCE	1	300	300
GRANT CLASS	1	600	600
LOCAL TRAINING/WEBINARS	1	800	800
NIGP TUITION	3	360	1,080
PURCHASING CLASS-CERTIFICATION RENEWAL	2	660	1,320
RENEWAL OF CGFO CERTIFICATION	2	40	80
FGFOA LEADERSHIP FORUM	1	2,500	2,500
PAYROLL CERTIFICATION ONLINE	1	1,850	1,850
Totals for GL# 001-515-555.1300-TECHNICAL/TRAINING			9,355
<hr/>			
001-515-571.0100 PRINC - LEASE			
P# 03-06 FA#20454 FORKLIFT	4	1,838	7,352
Totals for GL# 001-515-571.0100-PRINC - LEASE			7,352
<hr/>			
001-515-572.0100 INT EXP - LEASE			
P# 03-06 FA#20454 FORKLIFT	4	120	478
Totals for GL# 001-515-572.0100-INT EXP - LEASE			478
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Totals for dept 515-FINANCE			686,201



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Human Resources - 516

Fund: General Fund - 001

Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

Color Block	Vision or Fundamental Strategies	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Personnel files standardized and compliant.
Services	Maintain and improve everyday services	2. Job Descriptions updated and compliant.
Infrastructure	Maintain and improve infrastructure	3. Performance Evaluations conducted on time.
Safety	Make the City safe	4. In-house training sessions conducted.
Economic Stability	Enhance and prosper the City and its citizens	5. Implement standardized operating procedures for the department.
Historic Preservation	Preserve Palmetto's history	



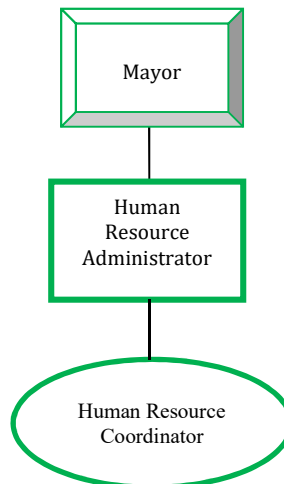
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Human Resources
Organizational Information**

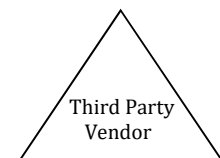
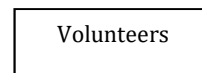
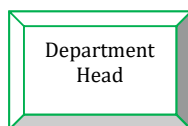
Total Personnel Wages	\$	100,093
Total Benefits	\$	33,767
Total Personnel Cost	\$	133,860

Grade	Job Title	FTE
122	HR Administrator	1.00
	HR Coordinator - Part	
111	Time/28 hrs week	0.70
	Full-Time Position	1
	Part-Time Positions	1
	Elected Officials	0
	Total Positions	2

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-516 - HUMAN RESOURCES
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-516						
EXPENDITURES						
512.0100	Regular Salaries	\$ 49,397	\$ 64,822	\$ 64,822	\$ 66,767	3.0 %
513.0100	Part Time Wages	-	11,669	-	27,326	134.2 %
515.2200	Employee Recognition	1,000	1,365	1,000	1,000	(26.7)%
521.0100	Fica Taxes	3,660	5,851	4,705	7,275	24.3 %
522.2100	Retirement General Employee	14,114	18,649	19,330	16,582	(11.1)%
522.2400	Retirement Sworn	148	-	60	-	- %
523.0100	Health Insurance	6,909	9,342	9,341	9,561	2.3 %
523.0300	Insurance & EAP	173	239	271	217	(9.2)%
524.0100	Workers' Compensation	93	115	131	132	14.8 %
525.0000	Unemployment Expense	3,043	5,000	-	5,000	- %
	Total Personnel Expenses	78,537	117,052	99,660	133,860	14.4 %
		-	15,998	15,998	-	(100.0)%
531.0300	Membership Dues	175	320	320	450	40.6 %
531.1600	Contract Services	57,390	50,905	50,820	42,181	(17.1)%
534.2100	Employee Testing	3,550	8,050	5,883	8,050	- %
540.5100	Travel And Per Diem	1,140	2,550	1,500	2,925	14.7 %
541.1100	Communications	-	-	-	360	- %
545.1200	Insurance	1,700	2,283	2,283	2,700	18.3 %
547.5100	Printing And Binding	77	200	200	400	100.0 %
548.9100	Promotional Advertising	1,287	2,000	700	2,000	- %
551.1200	Office Supplies	58	200	165	400	100.0 %
552.2300	Operating Expenses	503	2,408	1,000	2,525	4.9 %
552.4200	Small Tools/Equipment	-	360	360	1,100	205.6 %
552.5100	Uniform Purchases And Cleaning	-	-	-	50	- %
554.1200	Publications	-	640	-	1,000	56.3 %
555.1300	Technical/Training	430	1,700	1,000	2,100	23.5 %
	Total Operating Expenses	66,310	87,614	80,229	66,241	(24.4)%
	TOTAL EXPENDITURES	\$ 144,847	\$ 204,666	\$ 179,889	\$ 200,101	(2.2)%



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

**Human Resources Department
Fund 001; Department 516**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 516-HUMAN RESOURCES			
001-516-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	66,767	66,767
Totals for GL# 001-516-512.0100-REGULAR SALARIES			66,767
001-516-513.0100 HR PART-TIME WAGES			
HR COORDINATOR	1	27,326	27,326
Totals for GL# 001-516-513.0100-HR PART-TIME WAGES			27,326
001-516-515.2200 EMPLOYEE RECOGNITION			
EMPLOYEE RECOGNITION - QUARTERLY	4	150	600
EMPLOYEE RECOGNITION - YEAR	1	400	400
Totals for GL# 001-516-515.2200-EMPLOYEE RECOGNITION			1,000
001-516-521.0100 FICA TAXES			
FICA TAXES	1	7,275	7,275
Totals for GL# 001-516-521.0100-FICA TAXES			7,275
001-516-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	16,582	16,582
Totals for GL# 001-516-522.2100-RETIREMENT GENERAL EMPLOYEE			16,582
001-516-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE			
HEALTH INSURANCE - SPOUSE	1	9,561	9,561
Totals for GL# 001-516-523.0100-HEALTH INSURANCE			9,561
001-516-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	217	217
Totals for GL# 001-516-523.0300-LIFE INSURANCE & EAP			217
001-516-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	132	132
Totals for GL# 001-516-524.0100-WORKERS' COMPENSATION			132
001-516-525.0000 UNEMPLOYMENT EXPENSE			
UNEMPLOYMENT EXPENSE	1	5,000	5,000
Totals for GL# 001-516-525.0000-UNEMPLOYMENT EXPENSE			5,000



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

**Human Resources Department
Fund 001; Department 516**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-516-531.0300 MEMBERSHIP DUES			
FPHRA ANNUAL DUES	2	55	110
SHRA	2	75	150
SHRM	1	190	190
Totals for GL# 001-516-531.0300-MEMBERSHIP DUES			450
001-516-531.1600 CONTRACT SERVICES			
AGENT FEE - HEALTH INSURANCE	12	3,333	39,996
DRUG SCREEN PROGRAM (AYS)	12	158	1,896
AED PYHSIO CONTROL SHARE COST	1	289	289
Totals for GL# 001-516-531.1600-CONTRACT SERVICES			42,181
001-516-534.2100 PRE-EMPLOYMENT TESTING			
GENERAL PRE EMPLOYMENT TESTING	20	170	3,400
PD PSYCHOLOGICAL TESTING	10	250	2,500
PD PRE EMPLOYMENT TESTING/CREDIT CHECK	10	215	2,150
Totals for GL# 001-516-534.2100-PRE-EMPLOYMENT TESTING			8,050
001-516-540.5100 TRAVEL AND PER DIEM			
FPHRA CONFERENCE	2	675	1,350
SHRA CHAPTER MEETINGS	1	150	150
LOCAL MEETINGS/TRAINING	1	500	500
SHRA ANNUAL CONFERENCE	1	925	925
Totals for GL# 001-516-540.5100-TRAVEL AND PER DIEM			2,925
001-516-541.1100 COMMUNICATIONS			
SUNCOM HR FAX LINE	12	30	360
Totals for GL# 001-516-541.1100-COMMUNICATIONS			360
001-516-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	675	2,700
Totals for GL# 001-516-545.1200-INSURANCE			2,700
001-516-547.5100 PRINTING AND BINDING			
GENERAL PRINTING MATERIALS	1	200	200
INTERNAL TRAINING MATERIALS	1	200	200



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

**Human Resources Department
Fund 001; Department 516**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Totals for GL# 001-516-547.5100-PRINTING AND BINDING			400
001-516-548.9100 PROMOTIONAL ADVERTISING			
RECRUITMENT ADVERTISEMENT	1	2,000	2,000
Totals for GL# 001-516-548.9100-PROMOTIONAL ADVERTISING			2,000
001-516-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	400	400
Totals for GL# 001-516-551.1200-OFFICE SUPPLIES			400
001-516-552.2300 OPERATING EXPENSES			
LABOR LAW POSTERS	1	275	275
RECRUITING SUPPLIES	1	250	250
BADGE SUPPLIES	1	500	500
EMPLOYEE APPRECIATION EVENTS	1	1,500	1,500
Totals for GL# 001-516-552.2300-OPERATING EXPENSES			2,525
001-516-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS AS NEEDED	1	100	100
OFFICE CHAIRS	2	500	1,000
Totals for GL# 001-516-552.4200-SMALL TOOLS/EQUIPMENT			1,100
001-516-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRTS FOR HR STAFF	2	25	50
Totals for GL# 001-516-552.5100-UNIFORM PURCHASES AND CLEANING			50
001-516-554.1200 PUBLICATIONS			
PUBLICATIONS AS NEEDED	1	1,000	1,000
Totals for GL# 001-516-554.1200-PUBLICATIONS			1,000
001-516-555.1300 TECHNICAL/TRAINING			
FPHRA ANNUAL CONFERENCE REGISTRATION	2	350	700
SHRA CONFERENCE - ORLANDO	1	900	900
LOCAL TRAINING	1	500	500
Totals for GL# 001-516-555.1300-TECHNICAL/TRAINING			2,100
Totals for dept 516-HUMAN RESOURCES			200,101



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Events and Facilities - 579

Fund: General Fund - 001

Department: City Clerk

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

Primary Duties

- Responsible for the maintenance all city facilities.
- To promote and coordinate safe events and facility rentals to be enjoyed by City residents and guests

Future Challenges or Issues facing the Cost Center

- As a new cost center, the responsibilities and tasks continue to be defined

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

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

Cost Center Goals and Objectives:

1. Make improvements to Hidden Lake and Taylor Parks
2. Provide prompt and complete service for rentals to City property
3. Ensure City property is maintained to be safe and attractive



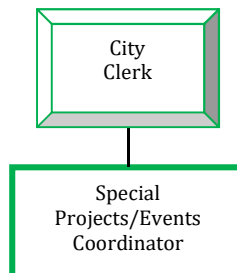
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Events and Facilities
Organizational Information**

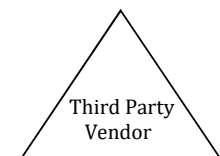
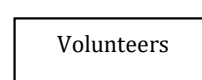
Total Personnel Wages	\$	63,244
Total Benefits	\$	16,971
Total Personnel Cost	\$	80,215

Grade	Job Title	FTE
	Special Projects/Events Coordinator - Longevity -	
112	DROP	1.00
	Full-Time Position	1
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	1

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-579 - EVENTS AND FACILITIES
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-579						
EXPENDITURES						
512.0100	Regular Salaries	\$ 56,544	\$ 55,577	\$ 55,686	\$ 57,244	3.0 %
514.0100	Overtime - GE	4,307	6,000	4,000	6,000	- %
514.0150	Overtime - Holiday General Employees	292	-	800	-	- %
521.0100	Fica Taxes	4,657	4,711	4,338	4,838	2.7 %
522.2100	Retirement General Employee	531	-	170	1,468	- %
523.0100	Health Insurance	5,480	9,289	9,460	9,561	2.9 %
523.0300	Insurance & EAP	184	208	237	188	(9.6)%
524.0100	Workers' Compensation	1,038	810	915	916	13.1 %
529.9900	Reimbursement Of Personnel Costs	(93)	-	-	-	- %
Total Personnel Expenses		72,940	76,595	75,606	80,215	4.7 %
541.1100	Communications	109	300	300	600	100.0 %
544.1500	Rental Expenses	-	1,050	1,050	3,200	204.8 %
545.1200	Insurance	1,771	1,817	1,817	1,964	8.1 %
546.3400	Repair & Maintenance	8,552	3,297	4,197	8,326	152.5 %
546.4000	Vehicle Repair & Maintenance	-	503	800	800	59.0 %
547.5100	Printing And Binding	871	850	850	875	2.9 %
549.9600	Bank Service Charges	85	1,000	1,000	300	(70.0)%
551.1200	Office Supplies	15	220	30	200	(9.1)%
552.1500	Fuel And Lubricants	363	600	553	700	16.7 %
552.2300	Operating Expenses	268	400	400	1,500	275.0 %
552.3000	Living Tree Memorial Expense	719	1,481	1,480	616	(58.4)%
552.3900	Safety Program Expense	47	50	50	50	- %
552.4200	Small Tools/Equipment	1,146	500	500	4,600	820.0 %
552.5100	Uniform Purchases And Cleaning	119	125	125	125	- %
552.7100	Fairs & Festivals	43,637	44,048	44,360	44,268	0.5 %
552.7200	Palmetto Historical Park	-	8,164	6,164	7,768	(4.9)%
552.7400	Ag Museum	3,131	7,859	7,862	3,124	(60.2)%
554.0100	Non-Capitalized Equipment	-	800	-	2,000	150.0 %
555.1300	Technical/Training	-	200	-	200	- %
Total Operating Expenses		60,833	73,264	71,538	81,216	10.9 %
563.0100	Improvements Not Buildings	19,394	-	-	-	- %
564.0100	Machinery & Equipment	-	13,500	9,365	9,500	(29.6)%
Total Capital Purchases		19,394	13,500	9,365	9,500	(29.6)%
TOTAL EXPENDITURES		\$ 153,167	\$ 163,359	\$ 156,509	\$ 170,931	4.6 %



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

**Events and Facilities Department
Fund 001; Department 579**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 579-EVENTS AND FACILITIES			
001-579-512.0100 REGULAR SALARIES			
SPECIAL PROJECT/EVENTS COORDINATOR-191 - DROP	1	57,244	57,244
Totals for GL# 001-579-512.0100-REGULAR SALARIES			57,244
001-579-514.0100 OVERTIME - GE			
OVERTIME FOR SPECIAL EVENTS	1	6,000	6,000
Totals for GL# 001-579-514.0100-OVERTIME - GE			6,000
001-579-521.0100 FICA TAXES			
FICA TAXES	1	4,838	4,838
Totals for GL# 001-579-521.0100-FICA TAXES			4,838
001-579-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION - DROP	1	1,468	1,468
Totals for GL# 001-579-522.2100-RETIREMENT GENERAL EMPLOYEE			1,468
001-579-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	9,561	9,561
Totals for GL# 001-579-523.0100-HEALTH INSURANCE			9,561
001-579-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	188	188
Totals for GL# 001-579-523.0300-LIFE INSURANCE & EAP			188
001-579-524.0100 WORKERS COMP			
WORKERS COMPENSATION	1	916	916
Totals for GL# 001-579-524.0100-WORKERS COMP			916
001-579-541.1100 COMMUNICATIONS			
CELL PHONE SERVICE	12	50	600
Totals for GL# 001-579-541.1100-COMMUNICATIONS			600
001-579-544.1500 RENTAL EXPENSES			
MISC HAND TOOLS	1	200	200
MISC EVENT RENTALS - REIMBURSEMENTS	1	1,500	1,500
MISC RENTALS - NON-REIMBURSEMENT	1	1,500	1,500
Totals for GL# 001-579-544.1500-RENTAL EXPENSES			3,200



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

**Events and Facilities Department
Fund 001; Department 579**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-579-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO AND PROPERTY	4	491	1,964
Totals for GL# 001-579-545.1200-INSURANCE			1,964
<hr/>			
001-579-546.3400 REPAIR & MAINTENANCE			
CELEBRATION CENTER - NEW CARPET	1	2,500	2,500
CELEBRATION CENTER - NEW TOILETS	2	163	326
PARKS, BUILDINGS & PLAYGROUND REPAIRS	1	5,000	5,000
LANDSCAPE MATERIALS - CITY BLDGS	1	500	500
Totals for GL# 001-579-546.3400-REPAIR & MAINTENANCE			8,326
<hr/>			
001-579-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR FOR 17611	1	800	800
Totals for GL# 001-579-546.4000-VEHICLE REPAIR & MAINTENANCE			800
<hr/>			
001-579-547.5100 PRINTING & BINDING			
NEWS IN BRIEF	1	875	875
Totals for GL# 001-579-547.5100-PRINTING & BINDING			875
<hr/>			
001-579-549.9600 BANK SERVICE CHARGES			
CREDIT CARD FEES	1	300	300
Totals for GL# 001-579-549.9600-BANK SERVICE CHARGES			300
<hr/>			
001-579-551.1200 PRINTING SUPPLIES			
MISCELLANEOUS SUPPLIES	1	200	200
Totals for GL# 001-579-551.1200-PRINTING SUPPLIES			200
<hr/>			
001-579-552.1500 FUEL AND LUBRICANTS			
VEHICLE 17611	1	700	700
Totals for GL# 001-579-552.1500-FUEL AND LUBRICANTS			700
<hr/>			
001-579-552.2300 OPERATING EXPENSES			
MISC ITEMS FROM CENTRAL STORE	1	1,000	1,000
TONER CARTAGES	1	500	500
Totals for GL# 001-579-552.2300-OPERATING EXPENSES			1,500



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

**Events and Facilities Department
Fund 001; Department 579**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-579-552.3000 LIVING TREE MEMORIAL EXPENSE			
MEMORIAL TREES	2	125	250
MEMORIAL PLAQUES	2	183	366
Totals for GL# 001-579-552.3000-LIVING TREE MEMORIAL EXPENSE			616
001-579-552.3900 SAFETY EXPENSE			
SAFETY SHOES	1	50	50
Totals for GL# 001-579-552.3900-SAFETY EXPENSE			50
001-579-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS SMALL HAND TOOLS	1	500	500
BACK PACK BLOWER	1	500	500
TUB LIGHTS - SUTTON PARK	3	300	900
CEILING FANS - SYTTON PARK	6	300	1,800
FLAGS, POLES & STANDS - COMMISSION CHAMBER	2	200	400
OFFICE CHAIR	1	500	500
Totals for GL# 001-579-552.4200-SMALL TOOLS/EQUIPMENT			4,600
001-579-552.5100 UNIFORM PURCHASES & CLEANING			
CITY SHIRTS	5	25	125
Totals for GL# 001-579-552.5100-UNIFORM PURCHASES & CLEANING			125
001-579-552.7100 FAIRS & FESTIVALS			
ADVANCE TICKETS FOR VOLUNTEERS	1	168	168
BOOTH DESIGN BASED ON THEME	1	1,500	1,500
BOOTH RENTAL	1	600	600
FAIR SPONSORSHIP	1	2,000	2,000
FIREWORKS DISPLAY	1	40,000	40,000
Totals for GL# 001-579-552.7100-FAIRS & FESTIVALS			44,268
001-579-552.7200 PALMETTO HISTORICAL PARK			
MISCELLANEOUS REPAIRS	1	4,000	4,000
GEN LIABL, AUTO, PROPERTY INSURANCE	4	942	3,768
Totals for GL# 001-579-552.7200-PALMETTO HISTORICAL PARK			7,768



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

**Events and Facilities Department
Fund 001; Department 579**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-579-552.7400 AG MUSEUM			
GEN LIABL, AUTO, PROPERTY INSURANCE	4	531	2,124
MISC REPAIRS TO BUIDLING	1	1,000	1,000
Totals for GL# 001-579-552.7400-AG MUSEUM			3,124
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001-579-554.0100 NON-CAPITALIZED EQUIPMENT			
MESSAGE CENTER FOR 17TH STREET PARK	1	500	500
MESSAGE CENTER FOR HIDDEN LAKE PARK	1	500	500
MISCELLANEOUS	1	1,000	1,000
Totals for GL# 001-579-554.0100-NON-CAPITALIZED EQUIPMENT			2,000
<hr/>			
001-579-555.1300 TECHNICAL/TRAINING			
CLASSES/TRAINING	1	200	200
Totals for GL# 001-579-555.1300-TECHNICAL/TRAINING			200
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001-579-564.0100 MACHINERY & EQUIPMENT			
A/C UNIT-CITY HALL ROOF TOP UNIT	1	6,000	6,000
A/C UNIT - CELEBRATION CENTER	1	3,500	3,500
Totals for GL# 001-579-564.0100-MACHINERY & EQUIPMENT			9,500
<hr/>			
Totals for dept 579-EVENTS AND FACILITIES			170,931



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Police Department - 521

Fund: General Fund - 001

Department: Police Department

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



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

**Police Department
Organizational Information**

Total Personnel Wages \$ 2,513,445
Total Benefits \$ 1,189,330
Total Personnel Cost **\$ 3,702,775**

Grade	Job Title	FTE
	Police Fleet/Inventory	
107	Specialist	1.00
108	Records Clerk II	1.00
108	Records Clerk II	1.00
109	Dispatcher	1.00
109	Dispatcher	1.00
109	Dispatcher	1.00
109	Dispatcher	1.00
109	Dispatcher	1.00
109	Dispatcher	1.00
	Dispatcher New Start	
109	1/1/2018 (1560 Hrs)	1.00
111	Evidence Custodian	1.00
	Accreditation/Grants	
111	Coordinator	1.00
111	Victim Advocate	1.00
115	Dispatch Supervisor	1.00
104C	Crossing Guard (800 Hours)	0.26
104C	Crossing Guard (800 Hours)	0.26
104C	Crossing Guard (800 Hours)	0.26
104C	Crossing Guard (800 Hours)	0.26
104C	Crossing Guard (800 Hours)	0.26
104C	Crossing Guard (800 Hours)	0.26
123	Captain of Police	1.00
123	Captain of Police	1.00
127	Chief of Police	1.00
107	Crime Analyst - Part Time	0.56



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

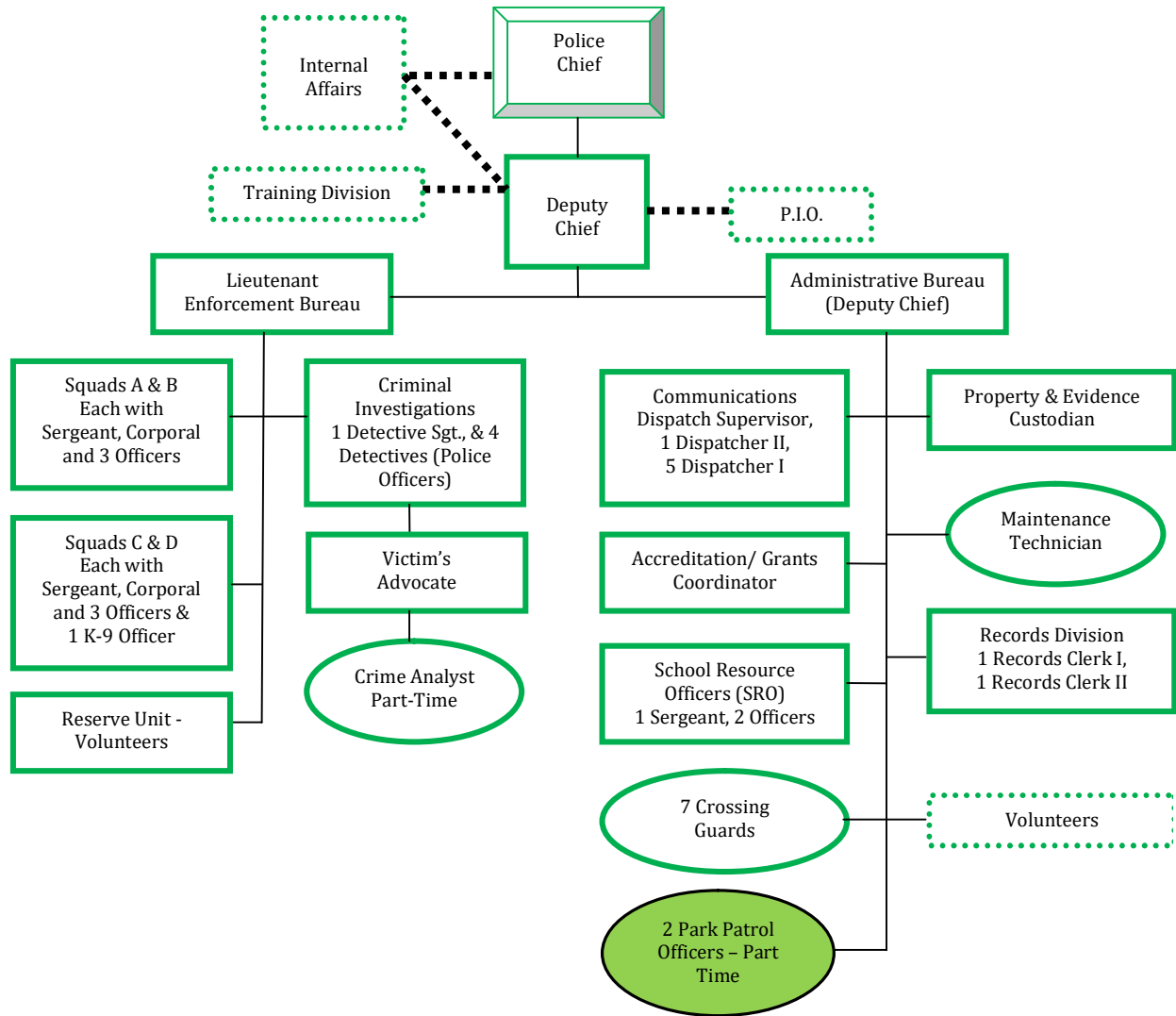
**Police Department
Organizational Information (Cont.)**

Grade	Job Title	FTE
110SO/1	Police Officer	1.00
110SO/1	Police Officer	1.00
110SO/13	Police Officer	1.00
110SO/13	Police Officer - SRO	1.00
110SO/2	Police Officer	1.00
110SO/2	Police Officer	1.00
110SO/3	Police Officer	1.00
110SO/3	Police Officer - CID	1.00
110SO/3	Police Officer	1.00
110SO/4	Police Officer - CRA	1.00
110SO/5	Police Officer	1.00
110SO/5	Police Officer - CRA	1.00
110SO/7	Police Officer - CRA	1.00
110SO/7	Police Officer	1.00
110SO/8	Police Officer - CRA	1.00
110SO/8	Police Officer - CID	1.00
110SO/8	Police Officer - SRO	1.00
110SO/9	Police Officer	1.00
110SO/9	Police Officer - SRO	1.00
110SO/9	Police Officer - CID	1.00
111SO/12	Corporal - CID	1.00
111SO/13	Corporal	1.00
111SO/7	Corporal - CRA	1.00
111SO/7	Corporal	1.00
111SO/8	Corporal - CRA	1.00
113SO/1	Police Sergeant	1.00
113SO/3	Police Sergeant	1.00
113SO/5	Police Sergeant	1.00
113SO/5	Police Sergeant - CID	1.00
113SO/5	Police Sergeant	1.00
113SO/9	Police Sergeant	1.00
110SOP/4	Park Patrol - Sworn - CRA	0.70
110SOP/4	Park Patrol - Sworn - CRA	0.70
Full-Time Position		48
Part-Time Positions		9
Elected Officials		0
Total Positions		57

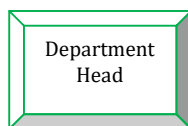


CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

COST CENTER ORGANIZATIONAL CHART



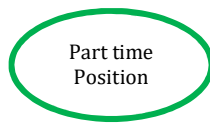
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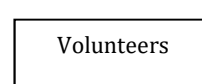
Department Head



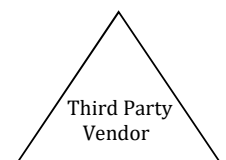
Full-time Position



Part time Position



Volunteers



Third Party Vendor



CITY OF PALMETTO, FLORIDA

2017-2018 BUDGET

001-521 - POLICE DEPARTMENT

Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-521						
EXPENDITURES						
511.0100	Executive Salaries	\$ 235,432	\$ 244,030	\$ 260,794	\$ 251,351	3.0 %
512.0100	Regular Salaries	408,299	510,458	492,249	541,025	6.0 %
512.0200	Sworn Officer's Wages	1,464,983	1,478,887	1,443,437	1,473,894	(0.3)%
513.0100	Part Time Wages	70,647	76,301	65,596	76,513	0.3 %
513.0200	School Crossing Guards	58,954	58,716	66,463	70,993	20.9 %
514.0100	Overtime - GE	24,070	15,000	21,549	20,000	33.3 %
514.0150	Overtime - Holiday General Employees	9,553	9,300	5,000	5,000	(46.2)%
514.0200	Overtime - Sworn	23,613	24,000	26,000	24,000	- %
514.0250	Overtime - Holiday Sworn Officers	18,319	19,700	26,000	19,700	- %
515.1000	Incentive Payments To Officers	26,984	26,520	26,369	26,520	- %
515.2100	Clothing Allowance - Taxable	4,000	4,500	3,750	4,500	- %
521.0100	Fica Taxes	171,162	188,757	177,203	192,281	1.9 %
522.2100	Retirement General Employee	125,440	152,613	153,384	138,506	(9.2)%
522.2400	Retirement Sworn	442,788	521,894	525,112	461,128	(11.6)%
523.0100	Health Insurance	306,347	336,365	334,801	352,723	4.9 %
523.0300	Insurance & EAP	7,787	8,524	9,228	7,348	(13.8)%
524.0100	Workers' Compensation	40,030	33,172	45,716	37,360	12.6 %
529.9900	Reimbursement Of Personnel Costs	(6,720)	-	(14,571)	-	- %
	Total Personnel Expenses	3,431,688	3,708,737	3,668,080	3,702,842	(0.2)%
531.0100	Consultant	-	5,000	-	-	(100.0)%
531.0100-0025	Special Fund	5,000	-	-	-	- %
	Consulting/Contracting					
531.0300	Membership Dues	1,179	2,190	2,190	2,270	3.7 %
534.2100	Employee Testing	520	1,080	1,080	1,100	1.9 %
535.2100	Special Investigation Account	4,140	15,139	5,000	10,000	(33.9)%
540.5100	Travel And Per Diem	15,840	12,615	13,550	13,750	9.0 %
540.5100-0025	Special Fund - Travel and Per Diem	1,410	665	665	-	(100.0)%
541.1100	Communications	43,255	45,805	45,803	47,433	3.6 %
542.1200	Postage/Mailing Service	467	1,200	1,200	1,250	4.2 %
543.0000	Utility Services	30,178	32,820	30,500	35,000	6.6 %
544.0500	Operating Lease	6,866	8,148	8,148	7,872	(3.4)%
545.1200	Insurance	70,303	79,183	79,181	83,094	4.9 %
545.9900	Insurance Contingency - Vehicle	(2,487)	5,000	1,778	5,000	- %
546.3400	Repair & Maintenance	7,811	12,809	12,300	28,600	123.3 %
546.4000	Vehicle Repair & Maintenance	71,256	67,491	68,000	64,000	(5.2)%
546.4000-8212	Vehicle Repair & Maintenance - CRA Plan	14,916	10,000	10,000	10,000	- %
547.5100	Printing And Binding	2,187	3,980	3,500	3,000	(24.6)%
549.0400-8212	Partnership/Sponsorship - CRA Plan	-	1,000	-	1,000	- %
551.1200	Office Supplies	5,500	6,050	5,900	6,750	11.6 %
552.0000	Operating Expenses - Veolia	-	5,000	-	5,000	- %
552.1500	Fuel And Lubricants	60,481	64,251	65,000	75,000	16.7 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-521 - POLICE DEPARTMENT
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-521						
552.1500-8212	Fuel And Lubricants - CRA Sub Plan	15,503	25,000	17,200	25,000	- %
552.2300	Operating Expenses	41,903	41,182	38,682	37,238	(9.6)%
552.2500	Spec Fund-Operating Supplies	9,278	-	-	-	- %
552.3000	Living Tree Memorial Expense	2,435	4,550	5,800	8,500	86.8 %
552.4200	Small Tools/Equipment	2,063	4,025	4,100	4,200	4.3 %
552.4200-9006	Small Tool/Equipment Bulletproof Vest	1,967	3,811	3,811	3,456	(9.3)%
552.5100	Uniform Purchases And Cleaning	21,077	18,278	22,478	27,780	52.0 %
552.6000	Canine Supplies	287	-	-	-	- %
554.0100	Non-Capitalized Equipment	-	14,870	13,200	3,100	(79.2)%
554.1200	Publications	875	1,180	1,180	1,000	(15.3)%
554.1400	Accreditation	4,016	3,956	4,434	4,250	7.4 %
555.1300	Technical/Training	21,547	18,400	20,900	21,000	14.1 %
555.1300-0025	Special Fund - Technical/Training	399	-	-	-	- %
	Total Operating Expenses	460,172	514,678	485,580	535,643	4.1 %
564.2500	Special fund - Equipment	9,768	-	-	-	- %
564.0100	Machinery & Equipment	24,281	42,000	41,700	11,500	(72.6)%
564.4900	Capital Leases	242,155	166,753	166,753	96,345	(42.2)%
	Total Capital Purchases	276,204	208,753	208,453	107,845	(48.3)%
571.0100	Princ - Lease	167,924	185,078	185,078	176,230	(4.8)%
572.0100	Interest Expense - Lease	5,812	6,908	6,908	5,660	(18.1)%
573.0500	New Debt Service	-	-	-	12,672	- %
	Total Debt Service	173,736	191,986	191,986	194,562	1.3 %
	TOTAL EXPENDITURES	\$ 4,341,800	\$ 4,624,154	\$ 4,554,099	\$ 4,540,892	(1.8)%



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

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 521-POLICE DEPARTMENT			
001-521-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	251,351	251,351
Totals for GL# 001-521-511.0100-EXECUTIVE SALARIES			251,351
001-521-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	541,025	541,025
Totals for GL# 001-521-512.0100-REGULAR SALARIES			541,025
001-521-512.0200 SWORN OFFICER'S WAGES			
SWORN OFFICER'S WAGES	1	1,473,894	1,473,894
Totals for GL# 001-521-512.0200-SWORN OFFICER'S WAGES			1,473,894
001-521-513.0100 PART TIME WAGES			
PART TIME WAGES	1	76,513	76,513
Totals for GL# 001-521-513.0100-PART TIME WAGES			76,513
001-521-513.0200 SCHOOL CROSSING GUARDS			
SCHOOL CROSSING GUARDS	1	70,993	70,993
Totals for GL# 001-521-513.0200-SCHOOL CROSSING GUARDS			70,993
001-521-514.0100 OVERTIME - GE			
OVERTIME	1	20,000	20,000
Totals for GL# 001-521-514.0100-OVERTIME - GE			20,000
001-521-514.0150 OVERTIME - HOLIDAY GE			
HOLIDAY WORKED OT	1	5,000	5,000
Totals for GL# 001-521-514.0150-OVERTIME - HOLIDAY GE			5,000
001-521-514.0200 OVERTIME - SWORN			
OVERTIME	1	24,000	24,000
Totals for GL# 001-521-514.0200-OVERTIME - SWORN			24,000
001-521-514.0250 OVERTIME - HOLIDAY SWORN			
HOLIDAY SWORN	1	19,700	19,700
Totals for GL# 001-521-514.0250-OVERTIME - HOLIDAY SWORN			19,700



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

Police Department
Fund 001; Department 521

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-521-515.1000 INCENTIVE PAYMENTS TO OFFICERS			
CAREER DEVELOPMENT	1	22,490	22,490
CAREER DEVELOPMENT - EXECUTIVE	1	4,030	4,030
Totals for GL# 001-521-515.1000-INCENTIVE PAYMENTS TO OFFICERS			26,520
001-521-515.2100 CLOTHING ALLOWANCE - TAXABLE			
CHIEF OF POLICE	1	500	500
CAPTAINS	2	500	1,000
DETECTIVE SERGEANT	1	500	500
DETECTIVE CORPORAL	2	500	1,000
THREE DETECTIVES	3	500	1,500
Totals for GL# 001-521-515.2100-CLOTHING ALLOWANCE - TAXABLE			4,500
001-521-521.0100 FICA TAXES			
FICA TAXES	1	192,281	192,281
Totals for GL# 001-521-521.0100-FICA TAXES			192,281
001-521-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	138,506	138,506
Totals for GL# 001-521-522.2100-RETIREMENT GENERAL EMPLOYEE			138,506
001-521-522.2400 RETIREMENT SWORN			
SWORN OFFICERS RETIREMENT	1	461,128	461,128
Totals for GL# 001-521-522.2400-RETIREMENT SWORN			461,128
001-521-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	28	5,436	152,208
HEALTH INSURANCE - SPOUSE	3	9,561	28,683
HEALTH INSURANCE - CHILDREN	7	7,951	55,657
HEALTH INSURANCE - FAMILY	11	11,779	129,569
HEALTH INSURANCE - PRORATED	1	(13,394)	(13,394)
Totals for GL# 001-521-523.0100-HEALTH INSURANCE			352,723
001-521-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	7,348	7,348
Totals for GL# 001-521-523.0300-LIFE INSURANCE & EAP			7,348



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

Police Department
Fund 001; Department 521

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-521-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	37,360	37,360
Totals for GL# 001-521-524.0100-WORKERS' COMPENSATION			37,360
001-521-531.0300 MEMBERSHIP DUES			
FLORIDA POLICE CHIEF ASSOC (FPCA)	1	300	300
TAMPA BAY AREA CHIEF OF POLICE	1	50	50
INTERNATIONAL ASSOC. CHIEF OF POLICE (IACP)	1	150	150
PROPERTY & EVIDENCE ASSOC. OF FLORIDA (PEAF)	1	100	100
INT'L ASSOC. OF PROPERTY & EVIDENCE (IAPE)	1	70	70
APCO INTERNATIONAL INC.(ASSOCIATION OF POLICE DISPATCHERS)	2	100	200
CRIME STOPPERS ANNUAL MEMBERSHIP FOR AGENCY	1	200	200
INT'L ASSOC. OF LAW ENFORCEMENT FIREARMS INSTRUCTORS (IALEFI)	2	100	200
MANATEE COUNTY JUVENILE JUSTICE MEMBERSHIP	1	50	50
SUNCOAST CRIME PREVENTION ASSOCIATION - CRIME PREVENTION OFFICER	1	150	150
FLA. DEPT. OF HEALTH (911 CERT.) FOR DISPATCHERS AND OFFICERS.	2	75	150
FOUR NOTARY RENEWALS	4	100	400
INITIAL DISPATCH CERTIFICATION FOR 2	2	125	250
Totals for GL# 001-521-531.0300-MEMBERSHIP DUES			2,270
001-521-534.2100 EMPLOYEE TESTING			
EMPLOYEE TESTING FOR CRASHES	4	200	800
FITNESS FOR DUTY TESTING	1	300	300
Totals for GL# 001-521-534.2100-EMPLOYEE TESTING			1,100
001-521-535.2100 SPECIAL INVESTIGATION ACCOUNT			
SPECIAL INVESTIGATIVE EXPENSES	1	10,000	10,000
Totals for GL# 001-521-535.2100-SPECIAL INVESTIGATION ACCOUNT			10,000



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

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-521-540.5100 TRAVEL AND PER DIEM			
CJIS CONFERENCE DISPATCH SANCHEZ (5 DAYS)	1	800	800
BACKGROUND INVESTIGATION FOR 3 (5 DAYS)	3	800	2,400
REID KINESIC INTERVIEWING FOR 2 DETECTIVES (5 DAYS)	2	800	1,600
PUBLIC RECORDS SEMINAR (MURRAY/MEJIA)	2	125	250
PEAF CONFERENCE FOR P&E MANAGER, BACK-UP (4 DAYS)	2	450	900
FPCA SUMMER AND WINTER CONFERENCES FOR CHIEF	2	750	1,500
HOMICIDE CONFERENCE (LEAD HOMICIDE INVESTIGATOR) 5 DAYS	1	800	800
PER-DIEM. FOR GENERAL TRAINING CLASSES	1	5,000	5,000
APCO CONFERENCE FOR DISPATCH SANCHEZ (3 DAYS)	1	500	500
Totals for GL# 001-521-540.5100-TRAVEL AND PER DIEM			13,750
001-521-541.1100 COMMUNICATIONS			
ANNUAL RADIO CONTRACT	1	20,000	20,000
IN-CAR WIRELESS SERVICE	39	457	17,823
CELL PHONES (14 PHONES)	14	615	8,610
UNCOVERED RADIO REPAIRS	1	1,000	1,000
Totals for GL# 001-521-541.1100-COMMUNICATIONS			47,433
001-521-542.1200 POSTAGE/MAILING SERVICE			
CH POSTAGE METER	1	250	250
OVERNIGHT SHIPPING.	1	1,000	1,000
Totals for GL# 001-521-542.1200-POSTAGE/MAILING SERVICE			1,250
001-521-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	5,000	5,000
FPL	1	30,000	30,000
Totals for GL# 001-521-543.0000-UTILITY SERVICES			35,000
001-521-544.0500 OPERATING LEASE			
CANON- 4535I-SQUAD ROOM - PMT 7-19 OF 36	12	157	1,884
CANON - ADV4235-SQUAD ROOM MAINT.	1	900	900
CANON - C5560I - RECORDS - PMT 5-17 OF 36	12	324	3,888
CANON - C5255 - RECORDS MAINT.	1	1,200	1,200
Totals for GL# 001-521-544.0500-OPERATING LEASE			7,872



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

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-521-545.1200 INSURANCE			
A-3 FIDUCIARY BOND PENSION	1	60	60
D-5 POLICE AD & D	1	330	330
D-5 STATE MANDATED AD & D	1	2,420	2,420
D-6 EXECUTIVE TRAVEL POLICE	1	60	60
GEN LIAB, AUTO, PROPERTY INS	4	19,931	79,724
NEW AUTO - OVERLAP AUTO INS	1	500	500
Totals for GL# 001-521-545.1200-INSURANCE			83,094
001-521-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 001-521-545.9900-INSURANCE CONTINGENCY			5,000
001-521-546.3400 REPAIR & MAINTENANCE			
AC MAINT. CONTRACT	1	1,600	1,600
FIRE EXT MAINT CONTRACT	1	1,500	1,500
GENERATOR MAINT CONTRACT	1	1,600	1,600
MISC AC REPAIRS	1	2,500	2,500
MISC BUILD & PLUMBING REPAIRS	1	3,000	3,000
PEST CONTROL	4	100	400
CARPET FOR RECORDS, ENF COMMANDER OFFICE, CID SGT OFFICE	1	12,000	12,000
IMPACT RESISTANT WINDOW FOR RECORDS	1	5,000	5,000
TWO REPLACEMENT TOILETS	2	500	1,000
Totals for GL# 001-521-546.3400-REPAIR & MAINTENANCE			28,600
001-521-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE MAINTENANCE, REPAIR/LEX CONTRACT	1	50,000	50,000
VEHICLE TIRES	1	9,000	9,000
MISC. VEHICLE MAINTENANCE/TOWING	1	5,000	5,000
Totals for GL# 001-521-546.4000-VEHICLE REPAIR & MAINTENANCE			64,000
001-521-546.4000-8212 VEHICLE REPAIR & MAINT - CRA PLAN			
VEH MAINT. (CRA), REPAIRS,SERVICE & TIRES	1	10,000	10,000
Totals for GL# 001-521-546.4000-8212-VEHICLE REPAIR & MAINT - CRA PLAN			10,000



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

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-521-547.5100 PRINTING AND BINDING			
BUSINESS CARDS/STATIONERY	1	500	500
COPY SERVICE, FORMS	1	2,500	2,500
Totals for GL# 001-521-547.5100-PRINTING AND BINDING			3,000
<hr/>			
001-521-549.0400-8212 PARTNERSHIP/SPONSORSHIP - CRA PLAN			
CRIME STOPPERS PARTNERSHIP	1	1,000	1,000
Totals for GL# 001-521-549.0400-8212-PARTNERSHIP/SPONSORSHIP - CRA PLAN			1,000
<hr/>			
001-521-551.1200 OFFICE SUPPLIES			
COPY PAPER (CENTRAL STORES)	1	1,500	1,500
OFFICE SUPPLIES	1	2,500	2,500
PRINTER / COPIER CARTRIDGES	1	2,000	2,000
RECORDS SUPPLIES	1	750	750
Totals for GL# 001-521-551.1200-OFFICE SUPPLIES			6,750
<hr/>			
001-521-552.0000 HURRICANE MATERIALS/SUPPLIES			
FOOD & WATER	1	5,000	5,000
Totals for GL# 001-521-552.0000-HURRICANE MATERIALS/SUPPLIES			5,000
<hr/>			
001-521-552.1500 FUEL AND LUBRICANTS			
FUEL - NON - CRA VEHICLES	1	75,000	75,000
Totals for GL# 001-521-552.1500-FUEL AND LUBRICANTS			75,000
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001-521-552.1500-8212 FUEL AND LUBRICANTS - CRA SUB PLAN			
FUEL- CRA VEHICLES	1	25,000	25,000
Totals for GL# 001-521-552.1500-8212-FUEL AND LUBRICANTS - CRA SUB PLAN			25,000
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001-521-552.2300 OPERATING EXPENSES			
AMMUNITION AND TARGETS - QUALIFYING TWICE PER YEAR	1	7,500	7,500
ANNUAL AED MAINTENANCE	1	100	100
ANNUAL BIOHAZARD DISPOSAL-EVIDENCE DESTRUCTION	1	750	750
CONSUMABLE SUPPLIES	1	3,000	3,000
DUTY EQUIPMENT	1	6,500	6,500



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

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
HEPATITUS SHOTS/TITHERS FOR HIGH RISK PERSONNEL	40	25	1,000
LEXIS NEXIS DATA. WEB -BASED INVESTIGATIVE TOOL FOR C.I.D.	3	1,656	4,968
P & E PACKAGING & LABELS	1	1,000	1,000
001-521-552.2300 OPERATING EXPENSES (Continued)			
FIRST AID STATION RESUPPLY	1	300	300
MANATEE COUNTY CLERK OFFICE	1	400	400
CENTRAL STORE SUPPLIES	1	3,500	3,500
CALLYO INVESTIGATIVE RECORDING SOFTWARE	1	2,750	2,750
AGENCY & CITIZEN AWARDS (PLAQUES, CERTIFICATES)	1	400	400
NORTH AMERICAN RESCUE COMBAT TOURNIQUET AND HOLDER	38	75	2,850
NARCAN/NALOXEN DOSES	20	75	1,500
COOLERS FOR NARCAN	12	60	720
Totals for GL# 001-521-552.2300-OPERATING EXPENSES			37,238
001-521-552.3000 COMMUNITY OUTREACH			
HONOR THE BADGE CHRISTMAS PROGRAM	1	1,500	1,500
SUMMER SLAM BACK TO SCHOOL YOUTH EVENT.	1	1,000	1,000
COMMUNITY POLICING MATERIALS	1	3,000	3,000
CITIZEN ACADEMY (X2) & COMMUNITY EVENTS.	1	2,000	2,000
BRIDGING THE GAP YOUTH FOOTBALL TOURNAMENT	1	1,000	1,000
Totals for GL# 001-521-552.3000-COMMUNITY OUTREACH			8,500
001-521-552.4200 SMALL TOOLS/EQUIPMENT			
ENF METER CALIBRATION	1	3,000	3,000
SMALL TOOLS / PARTS	1	1,000	1,000
WHEELED POLYMER CART FOR P&E	1	200	200
Totals for GL# 001-521-552.4200-SMALL TOOLS/EQUIPMENT			4,200
001-521-552.4200-9006 SMALL TOOL/EQUIP BULLETPROOF VEST			
BULLESTIC VEST / GRANT MATCH 50%	9	384	3,456
Totals for GL# 001-521-552.4200-9006-SMALL TOOL/EQUIP BULLETPROOF VEST			3,456
001-521-552.5100 UNIFORM PURCHASES AND CLEANING			
ANNUAL SHOE ALLOWANCE / SWORN OFFICERS	27	100	2,700
DRY CLEANING & ALTERATIONS	1	12,000	12,000



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

Police Department
Fund 001; Department 521

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
SAFETY VESTS, POLOS, HATS	1	2,000	2,000
UNIFORMS	1	5,000	5,000
CAMPAIGN HATS FOR SWORN OFFICERS	38	160	6,080
Totals for GL# 001-521-552.5100-UNIFORM PURCHASES AND CLEANING			27,780
001-521-554.0100 NON-CAPITALIZED EQUIPMENT			
ROTATING DATA CENTER SHELVES FOR DISPATCH	1	1,500	1,500
TREE LVS-700 DIGITAL SCALE FOR P&E	1	300	300
SYSTORE 1:2 CD DVD DUPLICATOR FOR P&E	1	500	500
REPLACEMENT REFRIGERATOR FOR P&E	1	800	800
Totals for GL# 001-521-554.0100-NON-CAPITALIZED EQUIPMENT			3,100
001-521-554.1200 PUBLICATIONS			
FIFTY 2018 LEGAL HANDBOOKS	50	20	1,000
Totals for GL# 001-521-554.1200-PUBLICATIONS			1,000
001-521-554.1400 ACCREDITATION			
CONFERENCES CFA, FLA-PAC (INCLUDES FEE, TRAVEL, PER-DIEM)	1	2,750	2,750
ANNUAL CFA, FLA-PAC FEES	1	1,000	1,000
ACCREDITATION SUPPLIES, MEETINGS	1	500	500
Totals for GL# 001-521-554.1400-ACCREDITATION			4,250
001-521-555.1300 TECHNICAL/TRAINING			
WEB-BASED DISPATCH TRAINING - POLICE LEGAL SCIENCES.	1	1,000	1,000
ANNUAL AGENCY FIRST AID, CPR, AND AED TRAINING (I.M.M.)	1	1,600	1,600
WEB-BASED TRAINING FOR AGENCY PERSONNEL (POLICE ONE)	1	2,000	2,000
ADVANCED HOMICIDE TRAINING FOR ROGERS	1	700	700
BACKGROUND INVESTIGATOR FOR THREE	3	700	2,100
CJIS CONFERENCE FEE FOR DISPATCH SUPERVISOR	1	300	300
CTO TRAINING FOR CRAWFORD & HUTTON	2	400	800
REID KINESIC INTERVIEWING SCHOOL FOR TWO NEW DETECTIVES.	2	600	1,200
PUBLIC RECORDS SEMINAR.	2	300	600



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

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
ANNUAL HOMICIDE CONFERENCE FOR LEAD HOMICDE DETECTIVE	1	500	500
PEAF CONFERENCE FOR TWO: P&E MANAGER AND BACK-UP.	2	500	1,000
FPCA CONFERENCES: WINTER AND SUMMER CONFERENCES	2	400	800
GENERAL AGENCY TRAINING OPPORTUNITIES	1	8,000	8,000
APCO CONFERENCE FOR DISPATCH SUPERVISOR	1	400	400
Totals for GL# 001-521-555.1300-TECHNICAL/TRAINING			21,000
001-521-564.0100 MACHINERY AND EQUIPMENT			
DECIMETERS: TO PREPARE FOR NEW ORDINANCE WITH DECIBLE STANDARD	2	3,000	6,000
GPS TRACKER	1	2,500	2,500
REPLACEMENT ELIPTICAL FOR OFFICER FITNESS	1	3,000	3,000
Totals for GL# 001-521-564.0100-MACHINERY AND EQUIPMENT			11,500
001-521-564.4900 CAPITAL LEASES			
PATROL CAR - CHARGER WITH UPFIT PKGS	3	26,500	79,500
COBAN EDGE IN-CAR VIDEO	3	5,615	16,845
Totals for GL# 001-521-564.4900-CAPITAL LEASES			96,345
001-521-571.0100 PRINC - LEASE			
P# 15-16F FA# 20187-88/77 TAHOE 20200 CHGR	2	10,211	20,422
P# 11-14 FA# 20248-20269 RADIOS, 20271-20272 & 20275 CHARGER, 20274 TAHOE	4	13,717	54,868
P# 07-10 FA# 20316 RAM PU, 20311, 20312, 20315, RADIOS	4	15,233	60,932
P# 03-06 FA# 20417-420 CHARGER, RADIO, VIDEO	4	10,002	40,008
Totals for GL# 001-521-571.0100-PRINC - LEASE			176,230
001-521-572.0100 INT EXP - LEASE			
P# 15-16F FA# 20187-88/77 TAHOE 20200 CHGR	2	46	92
P# 11-14 FA# 20248-20269 RADIOS, 20271-20272 CHARGER, 20274 TAHOE, 20275 CHARGER	4	213	852
P# 07-10 FA# 20316 RAM PU, 20311, 20312, 20315, RADIOS	4	532	2,128



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

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
P# 03-06 FA# 20417-420 CHARGER, RADIO, VIDEO	4	647	2,588
Totals for GL# 001-521-572.0100-INT EXP - LEASE			5,660
001-521-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE FOR LEASE - PATROL CHARGERS	2	5,229	10,458
NEW DEBT SERVICE FOR LEASE - IN-CAR VIDEOS	2	1,107	2,214
Totals for GL# 001-521-573.0500-NEW DEBT SERVICE			12,672
Totals for dept 521-POLICE DEPARTMENT			4,540,892



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Code Enforcement - 523

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

1. Increase number of violations corrected without fines.
2. Increase percentage of registered abandoned houses



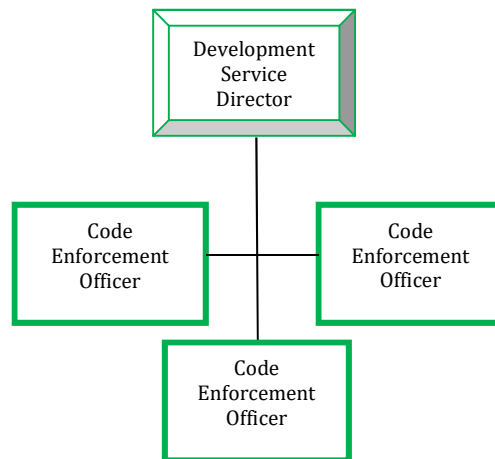
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

**Code Enforcement
Organizational Information**

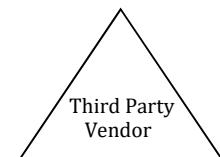
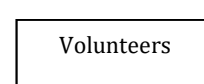
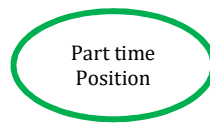
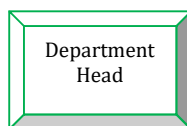
Total Personnel Wages	\$	117,574
Total Benefits	\$	45,288
Total Personnel Cost	\$	162,862

Grade	Job Title	FTE
110	Code Enforcement Officer	1.00
110	Code Enforcement Officer	1.00
	Code Enforcement Officer -	
110	CPIP/CRA	1.00
	Full-Time Position	3
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	3

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-523 - CODE ENFORCEMENT
Cost Center Summary

Account		2016	2017	2017	2018	% Change
001-523	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 82,710	\$ 86,426	\$ 63,095	\$ 117,574	36.0 %
521.0100	Fica Taxes	6,279	6,612	4,793	8,994	36.0 %
522.2100	Retirement General Employee	23,665	24,865	18,895	28,770	15.7 %
523.0100	Health Insurance	5,153	5,311	1,328	5,436	2.4 %
523.0300	Insurance & EAP	360	333	244	386	15.9 %
524.0100	Workers' Compensation	1,338	1,137	960	1,702	49.7 %
	Total Personnel Expenses	119,505	124,684	89,315	162,862	30.6 %
531.0100	Consultant	-	1,000	-	1,000	- %
531.0300	Membership Dues	-	35	35	70	100.0 %
531.0600	Attorney Fees	1,688	2,948	2,500	2,500	(15.2)%
534.1700	Lot Clearing - Pass Thru	750	4,000	2,500	5,000	25.0 %
534.4200	Building Demolition	-	8,800	3,125	3,369	(61.7)%
540.5100	Travel And Per Diem	343	1,974	1,500	1,400	(29.1)%
541.1100	Communications	898	1,200	971	1,200	- %
542.1200	Postage/Mailing Service	1,500	2,325	1,325	1,500	(35.5)%
544.0500	Operating Lease	297	500	500	500	- %
545.1200	Insurance	2,832	3,080	3,080	4,796	55.7 %
546.3900	Repair and Maintenance	24	-	-	-	- %
546.4000	Vehicle Repair & Maintenance	929	912	912	2,000	119.3 %
547.5100	Printing And Binding	104	500	500	800	60.0 %
551.1200	Office Supplies	106	200	250	200	- %
552.1500	Fuel And Lubricants	1,691	2,000	750	2,000	- %
552.2300	Operating Expenses	382	1,052	1,793	1,000	(4.9)%
552.3900	Safety Program Expense	-	100	-	150	50.0 %
552.4200	Small Tools/Equipment	230	200	200	200	- %
552.5100	Uniform Purchases And Cleaning	273	226	226	200	(11.5)%
555.1300	Technical/Training	1,485	965	840	2,010	108.3 %
595.0000	Doubtful Accts Exp	681	-	1,086	-	- %
	Total Operating Expenses	14,213	32,017	22,093	29,895	(6.6)%
	TOTAL EXPENDITURES	\$ 133,718	\$ 156,701	\$ 111,408	\$ 192,757	23.0 %



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

**Code Enforcement Department
Fund 001; Department 523**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 523-CODE ENFORCEMENT			
001-523-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	117,574	117,574
Totals for GL# 001-523-512.0100-REGULAR SALARIES			117,574
001-523-521.0100 FICA TAXES			
FICA	1	6,233	6,233
NEW POSITION	1	2,761	2,761
Totals for GL# 001-523-521.0100-FICA TAXES			8,994
001-523-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	19,938	19,938
NEW POSITION	1	8,832	8,832
Totals for GL# 001-523-522.2100-RETIREMENT GENERAL EMPLOYEE			28,770
001-523-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1		
NEW POSITION	1	5,436	5,436
Totals for GL# 001-523-523.0100-HEALTH INSURANCE			5,436
001-523-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	386	386
Totals for GL# 001-523-523.0300-LIFE INSURANCE & EAP			386
001-523-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,179	1,179
NEW POSITION	1	523	523
Totals for GL# 001-523-524.0100-WORKERS' COMPENSATION			1,702
001-523-531.0100 CONSULT/CONTRACT SERV			
CONTRACT SERVICES	1	1,000	1,000
Totals for GL# 001-523-531.0100-CONSULT/CONTRACT SERV			1,000
001-523-531.0300 MEMBERSHIP DUES			
FACE ANNUAL MEMBERSHIP FEES	2	35	70
Totals for GL# 001-523-531.0300-MEMBERSHIP DUES			70



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Code Enforcement Department
Fund 001; Department 523

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-523-531.0600 ATTORNEY FEES - CODE ENF BOARD			
CE BOARD ATTORNEY MONTHLY FEES	1	2,500	2,500
Totals for GL# 001-523-531.0600-ATTORNEY FEES - CODE ENF BOARD			2,500
001-523-534.1700 LOT CLEARING - PASS THRU			
NUISANCE ABATE LOT CLEARING	1	5,000	5,000
Totals for GL# 001-523-534.1700-LOT CLEARING - PASS THRU			5,000
001-523-534.4200 BUILDING DEMOLITION			
BUILDING DEMOLITION	1	3,369	3,369
Totals for GL# 001-523-534.4200-BUILDING DEMOLITION			3,369
001-523-540.5100 TRAVEL AND PER DIEM			
FACE ANNUAL TRAINING CONFERENCE-CEO	2	600	1,200
FACE LEVEL CERTIFICATION	2	100	200
Totals for GL# 001-523-540.5100-TRAVEL AND PER DIEM			1,400
001-523-541.1100 COMMUNICATIONS			
CELL SERVICE-CODE ENFORCEMENT	12	50	600
CELL SERVICE-CODE ENFORCEMENT	12	50	600
Totals for GL# 001-523-541.1100-COMMUNICATIONS			1,200
001-523-542.1200 POSTAGE/MAILING SERVICE			
REFILL POSTAGE METER	1	1,500	1,500
Totals for GL# 001-523-542.1200-POSTAGE/MAILING SERVICE			1,500
001-523-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	500	500
Totals for GL# 001-523-544.0500-OPERATING LEASE			500
001-523-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,199	4,796
Totals for GL# 001-523-545.1200-INSURANCE			4,796
001-523-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA#17492 PICKUP, FORD 4X4	1	1,000	1,000
FA#17525 FORD F150, 1/2 TON	1	1,000	1,000
Totals for GL# 001-523-546.4000-VEHICLE REPAIR & MAINTENANCE			2,000



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

**Code Enforcement Department
Fund 001; Department 523**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-523-547.5100 PRINTING AND BINDING			
BUSINESS CARDS-NEW CEO	1	50	50
PRINTING-NOTICES-DOOR HANGERS	1	750	750
Totals for GL# 001-523-547.5100-PRINTING AND BINDING			800
001-523-551.1200 OFFICE SUPPLIES			
PENS-CALENDRS-MARKERS-PADS	1	200	200
Totals for GL# 001-523-551.1200-OFFICE SUPPLIES			200
001-523-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL CEO VEHICLE FA#17525	1	1,000	1,000
FUEL-OIL CEO VEHICLE FA#17492	1	1,000	1,000
Totals for GL# 001-523-552.1500-FUEL AND LUBRICANTS			2,000
001-523-552.2300 OPERATING EXPENSES			
MANTEE COURT RECORDING FEES	1	1,000	1,000
Totals for GL# 001-523-552.2300-OPERATING EXPENSES			1,000
001-523-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY PPE AS NEEDED	1	150	150
Totals for GL# 001-523-552.3900-SAFETY PROGRAM EXPENSE			150
001-523-552.4200 SMALL TOOLS/EQUIPMENT			
HAND TOOLS AS NEEDED	1	200	200
Totals for GL# 001-523-552.4200-SMALL TOOLS/EQUIPMENT			200
001-523-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM SHIRTS CEO - 2 EMPLOYEES	2	100	200
Totals for GL# 001-523-552.5100-UNIFORM PURCHASES AND CLEANING			200
001-523-555.1300 TECHNICAL/TRAINING			
FACE CERTIFICATION EXAM	2	85	170
FACE CONFERENCE-TRAINING FEE	2	400	800
FACE LEVEL TRAINING	2	520	1,040
Totals for GL# 001-523-555.1300-TECHNICAL/TRAINING			2,010
Totals for dept 523-CODE ENFORCEMENT			192,757



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Public Works Administration - 540

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

Color Block	Vision or Fundamental Strategies	Cost Center Goals and Objectives:
Appearance	Beautify and enhance	1. Update city area maps and display
Services	Maintain and improve everyday services	2. Provide a one-stop service that will expedite the needs of the citizens of Palmetto
Infrastructure	Maintain and improve infrastructure	3. Provide infrastructure data for future improvements through a new software system
Safety	Make the City safe	4. Continue to strive for workplace safety
Economic Stability	Enhance and prosper the City and its citizens	5. Continue to scan documents and make it available for citizens to view online
Historic Preservation	Preserve Palmetto's history	6. Provide home town environment or service



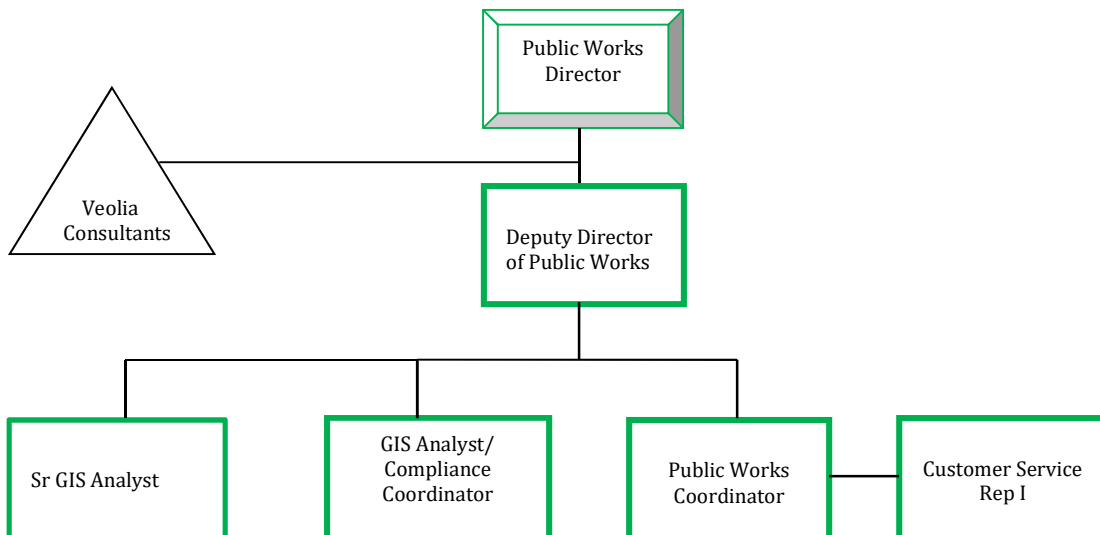
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Public Works Administration
Organizational Information**

Total Personnel Wages	\$	375,127
Total Benefits	\$	133,436
Total Personnel Cost	\$	508,563

Grade	Job Title	FTE
106	Customer Service Rep I	1.00
	GIS Analyst/Compliance	
114	Coordinator	1.00
115	Public Works Coordinator	1.00
117	Sr GIS Analyst	1.00
	Deputy Director of Public	
124	Works	1.00
126	Public Works Director	1.00
	Full-Time Position	6
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	6

COST CENTER ORGANIZATIONAL CHART



LEGEND



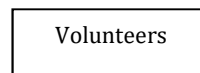
Full-time
Position



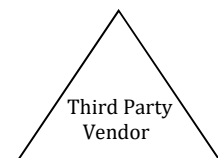
Part time
Position



Volunteers



Third Party
Vendor





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-540 - PUBLIC WORKS ADMINISTRATION
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-540						
EXPENDITURES						
511.0100	Executive Salaries	\$ 90,889	\$ 96,284	\$ 96,284	\$ 99,173	3.0 %
512.0100	Regular Salaries	221,454	273,979	224,432	275,954	0.7 %
521.0100	Fica Taxes	23,726	29,320	24,082	28,697	(2.1)%
522.2100	Retirement General Employee	61,612	82,564	65,968	67,526	(18.2)%
523.0100	Health Insurance	24,471	31,866	27,592	32,616	2.4 %
523.0300	Insurance & EAP	1,097	1,415	1,315	1,225	(13.4)%
524.0100	Workers' Compensation	3,600	3,228	2,549	3,371	4.4 %
529.9900	Reimbursement Of Personnel Costs	(915)	-	-	-	- %
	Total Personnel Expenses	425,934	518,656	442,222	508,562	(1.9)%
531.0300	Membership Dues	828	844	844	844	- %
531.1600	Contract Services	12,503	12,778	8,420	12,790	0.1 %
531.2000	Engineering Services	-	8,985	-	10,000	11.3 %
534.2100	Employee Testing	480	1,500	850	500	(66.7)%
540.5100	Travel And Per Diem	1,342	2,015	2,015	2,000	(0.7)%
541.1100	Communications	1,227	1,980	1,295	2,580	30.3 %
542.1200	Postage/Mailing Service	435	1,000	940	1,000	- %
543.0000	Utility Services	28,539	38,500	37,000	35,000	(9.1)%
544.0500	Operating Lease	4,613	5,368	5,000	4,932	(8.1)%
545.1200	Insurance	9,692	11,906	11,906	12,712	6.8 %
545.9900	Insurance Contingency - Vehicle	28,932	30,000	-	5,000	(83.3)%
546.3400	Repair & Maintenance	16,165	24,162	20,000	24,000	(0.7)%
546.4000	Vehicle Repair & Maintenance	3,389	2,000	1,000	2,000	- %
547.5100	Printing And Binding	10	100	-	100	- %
549.0300	Issues To North River FD	17,772	17,000	15,321	17,000	- %
551.1200	Office Supplies	614	1,500	900	1,500	- %
552.1500	Fuel And Lubricants	2,457	2,500	1,975	2,500	- %
552.2300	Operating Expenses	4,913	7,078	7,078	7,380	4.3 %
552.3900	Safety Program Expense	1,128	1,900	1,532	1,500	(21.1)%
552.4200	Small Tools/Equipment	652	200	350	1,300	550.0 %
552.5100	Uniform Purchases And Cleaning	675	1,100	500	700	(36.4)%
554.0100	Non-Capitalized Equipment	-	870	870	800	(8.0)%
554.1200	Publications	-	300	-	300	- %
555.1300	Technical/Training	611	872	1,061	3,372	286.7 %
	Total Operating Expenses	136,977	174,458	118,857	149,810	(14.1)%
564.0100	Machinery & Equipment	-	-	-	8,875	- %
564.4900	Capital Leases	-	58,000	57,378	-	(100.0)%
	Total Capital Purchases	-	58,000	57,378	8,875	(84.7)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-540 - PUBLIC WORKS ADMINISTRATION
Cost Center Summary

Account		2016	2017	2017	2018	% Change
001-540	Description	Actual	Revised	Projected	Adopted	of Budget
			Budget	Actual	Budget	
571.0100	Princ - Lease	2,614	9,646	9,648	16,898	75.2 %
572.0100	Interest Expense - Lease	114	646	645	962	48.9 %
	Total Debt Service	2,728	10,292	10,293	17,860	73.5 %
	TOTAL EXPENDITURES	\$ 565,639	\$ 761,406	\$ 628,750	\$ 685,107	(10.0)%



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

**Public Works Administration Department
Fund 001; Department 540**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 540-PUBLIC WORKS ADMINISTRATION			
001-540-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	99,173	99,173
Totals for GL# 001-540-511.0100-EXECUTIVE SALARIES			99,173
001-540-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	275,954	275,954
Totals for GL# 001-540-512.0100-REGULAR SALARIES			275,954
001-540-521.0100 FICA TAXES			
FICA TAXES	1	28,697	28,697
Totals for GL# 001-540-521.0100-FICA TAXES			28,697
001-540-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	67,526	67,526
Totals for GL# 001-540-522.2100-RETIREMENT GENERAL EMPLOYEE			67,526
001-540-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	6	5,436	32,616
Totals for GL# 001-540-523.0100-HEALTH INSURANCE			32,616
001-540-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,225	1,225
Totals for GL# 001-540-523.0300-LIFE INSURANCE & EAP			1,225
001-540-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	3,371	3,371
Totals for GL# 001-540-524.0100-WORKERS' COMPENSATION			3,371
001-540-531.0300 MEMBERSHIP DUES			
MEMBERSHIP - AMERICAN PW ASSOC-DIRECTOR #626987	1	320	320
MEMBERSHIP - TAMPA AREA SAFETY-RENEWAL	1	300	300
MEMBERSHIP - AMERICAN WATER WORKS ASSOCIATION #03124947	1	224	224
Totals for GL# 001-540-531.0300-MEMBERSHIP DUES			844



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

**Public Works Administration Department
Fund 001; Department 540**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-540-531.1600 CONTRACT SERVICES			
AED PHYSIO-CONTROL SHARED COST-ON-SITE INSPECTION	1	275	275
JANITORIAL SERVICES PW FACILITIES	12	700	8,400
PEST CONTROL PW FACILITIES	4	80	320
SONITROL SECURITY MONITORING	4	825	3,300
SYN-TECH SYSTEMS MAINTENANCE 5/27/17-5/26/18	1	495	495
Totals for GL# 001-540-531.1600-CONTRACT SERVICES			12,790
001-540-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	10,000	10,000
Totals for GL# 001-540-531.2000-ENGINEERING SERVICES			10,000
001-540-534.2100 EMPLOYEE TESTING			
HEPATITIS VACCINE	1	500	500
Totals for GL# 001-540-534.2100-EMPLOYEE TESTING			500
001-540-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	2,000	2,000
Totals for GL# 001-540-540.5100-TRAVEL AND PER DIEM			2,000
001-540-541.1100 COMMUNICATIONS			
CELL SERVICE-PW ADMIN SUPERVISOR-JOHNSON	12	10	120
CELL SERVICE-PW CUSTOMER SERVICE	12	5	60
CELL SERVICE-PW DIRECTOR-TUSING	12	50	600
CELL SERVICE-PW DEPUTY DIRECTOR	12	50	600
CELL SERVICE OVERAGES	1	600	600
CELL SERVICE - GIS COORDINATOR	12	50	600
Totals for GL# 001-540-541.1100-COMMUNICATIONS			2,580
001-540-542.1200 POSTAGE/MAILING SERVICES			
PITNEY BOWES DM100 REFILL AS NEEDED	1	1,000	1,000
Totals for GL# 001-540-542.1200-POSTAGE/MAILING SERVICES			1,000



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

**Public Works Administration Department
Fund 001; Department 540**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-540-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	15,000	15,000
FPL	1	20,000	20,000
Totals for GL# 001-540-543.0000-UTILITY SERVICES			35,000
001-540-544.0500 OPERATING LEASE			
CANON-C5560I-LEASE-PAYMENT# 7-19 OF 36	12	274	3,288
CANON-C5255-MAINTENANCE	1	1,128	1,128
POSTAGE METER-LEASE	4	129	516
Totals for GL# 001-540-544.0500-OPERATING LEASE			4,932
001-540-545.1200 INSURANCE			
B-2 FUEL TANK PREMIUM AUGUST 14	1	760	760
D-6 EXECUTIVE TRAVEL OCT 13 PW DIRECTOR	1	60	60
GEN LIAB, AUTO, PROPERTY INSURANCE QUARTERLY	4	2,973	11,892
Totals for GL# 001-540-545.1200-INSURANCE			12,712
001-540-545.9900 INSURANCE CONTINGENCY - VEHICLE			
INSURANCE DEDUCTIBLES	1	5,000	5,000
Totals for GL# 001-540-545.9900-INSURANCE CONTINGENCY - VEHICLE			5,000
001-540-546.3400 REPAIR & MAINTENANCE			
ABOVEGROUND TANK REPAIRS AS NEEDED	1	2,000	2,000
AC MAINTENANCE AS NEEDED	1	1,000	1,000
ELECTRIC GATE REPAIRS AS NEEDED	1	1,000	1,000
MAINTENANCE-CITY BUILDINGS AS NEEDED	1	20,000	20,000
Totals for GL# 001-540-546.3400-REPAIR & MAINTENANCE			24,000
001-540-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA#17323 DURANGO,4-D,2004-SPARE	1	1,000	1,000
FA#20437 FORD EXPLORER, 2017 -TUSING	1	500	500
FA#20441 FORD EXPLORER, 2017- SPARE	1	500	500
Totals for GL# 001-540-546.4000-VEHICLE REPAIR & MAINTENANCE			2,000
001-540-547.5100 PRINTING AND BINDING			
BUSINESS CARDS/GENERAL	1	100	100
Totals for GL# 001-540-547.5100-PRINTING AND BINDING			100



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

**Public Works Administration Department
Fund 001; Department 540**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-540-549.0300 ISSUES TO NORTH RIVER RD			
EXPENSES PASSED THRU TO NRFD	1	17,000	17,000
Totals for GL# 001-540-549.0300-ISSUES TO NORTH RIVER RD			17,000
001-540-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	1,000	1,000
PAPER FOR PLOTTER 24X50 YDS-AS NEEDED	1	500	500
Totals for GL# 001-540-551.1200-OFFICE SUPPLIES			1,500
001-540-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANT AS NEEDED	1	2,500	2,500
Totals for GL# 001-540-552.1500-FUEL AND LUBRICANTS			2,500
001-540-552.2300 OPERATING EXPENSES			
ANNUAL COPIER PROPERTY TAX-ANNUALLY	1	180	180
ARCGIS	1	4,900	4,900
COFFEE AND WATER SERVICES AS NEEDED	1	800	800
JANITORIAL SUPPLIES AS NEEDED/STOCK	1	500	500
PRINTER CARTRIDGES/TONERS/PLOTTER AS NEEDED	1	1,000	1,000
Totals for GL# 001-540-552.2300-OPERATING EXPENSES			7,380
001-540-552.3900 SAFETY PROGRAM EXPENSE			
FIRE EXTINGUISHER MAINTENANCE ANNUALLY	1	1,200	1,200
PPE SAFETY FOOTWEAR-DIR/DEPUTY DIRECTORS/GIS	2	100	200
PPE VEST/SAFETY GLASSES, ETC. AS NEEDED/STOCK	1	100	100
Totals for GL# 001-540-552.3900-SAFETY PROGRAM EXPENSE			1,500
001-540-552.4200 SMALL TOOLS/EQUIPMENT			
FIELD EQUIPMENT-STAKES AS NEEDED/STOCK	1	100	100
24" LED COMPUTER MONITOR	4	300	1,200
Totals for GL# 001-540-552.4200-SMALL TOOLS/EQUIPMENT			1,300



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

**Public Works Administration Department
Fund 001; Department 540**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-540-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS-DEPUTY DIR-VACANT	5	35	175
CITY SHIRTS-DIRECTOR-TUSING	5	35	175
CITY SHIRTS-PW COORDINATOR-JOHNSON	5	35	175
CITY SHIRTS-CS I-WILSON	5	35	175
Totals for GL# 001-540-552.5100-UNIFORM PURCHASES AND CLEANING			700
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001-540-554.0100 NON-CAPITALIZED EQUIPMENT			
MITEL IP PHONE 5340-CORDLESS HEADSET	1	800	800
Totals for GL# 001-540-554.0100-NON-CAPITALIZED EQUIPMENT			800
<hr/>			
001-540-554.1200 PUBLICATIONS			
AWWA - MANUALS	1	300	300
Totals for GL# 001-540-554.1200-PUBLICATIONS			300
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001-540-555.1300 TECHNICAL/TRAINING			
BEGINNER COMPUTER 1-WORKFORCE	4	109	436
SEMINAR-CONFERENCE-WORD AS NEEDED	4	109	436
UTILITIES MANAGEMENT SEMINAR	1	2,500	2,500
Totals for GL# 001-540-555.1300-TECHNICAL/TRAINING			3,372
<hr/>			
001-540-564.0100 MACHINERY AND EQUIPMENT			
SYN-TECH-FUELMaster UPGRADE	1	8,875	8,875
Totals for GL# 001-540-564.0100-MACHINERY AND EQUIPMENT			8,875
<hr/>			
001-540-571.0100 PRINC - LEASE			
P# 11-14 FA# 20273 PLOTTER	4	672	2,686
P# 03-06 FA20437/20438 EXPLORER	4	3,553	14,212
Totals for GL# 001-540-571.0100-PRINC - LEASE			16,898
<hr/>			
001-540-572.0100 INT EXP - LEASE			
P# 11-14 FA# 20273 PLOTTER	4	11	42
P# 03-06 FA20437/20438 EXPLORER	4	230	920
Totals for GL# 001-540-572.0100-INT EXP - LEASE			962
<hr/>			
Totals for dept 540-PUBLIC WORKS ADMINISTRATION			685,107



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Planning - 543

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



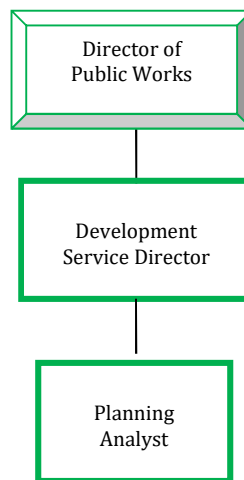
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Planning Department
Organizational Information

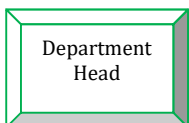
Total Personnel Wages	\$	110,788
Total Benefits	\$	53,316
Total Personnel Cost	\$	164,104

Grade	Job Title	FTE
124	Development Service Director	1.00
110	Planning Analyst	1.00
	Full-Time Position	2
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	2

COST CENTER ORGANIZATIONAL CHART



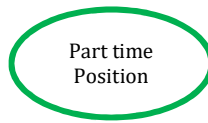
LEGEND



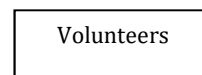
Department
Head



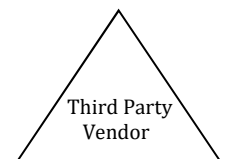
Full-time
Position



Part time
Position



Volunteers



Third Party
Vendor



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-543 - PLANNING
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-543						
EXPENDITURES						
512.0100	Regular Salaries	\$ 98,175	\$ 100,348	\$ 80,490	\$ 110,787	10.4 %
521.0100	Fica Taxes	6,783	7,677	5,581	8,475	10.4 %
522.2100	Retirement General Employee	28,088	28,870	23,291	27,110	(6.1)%
523.0100	Health Insurance	17,126	19,267	15,009	17,215	(10.7)%
523.0300	Insurance & EAP	371	380	334	363	(4.5)%
524.0100	Workers' Compensation	158	126	126	153	21.4 %
529.0000	Career Advancement	-	1,500	-	-	(100.0)%
	Total Personnel Expenses	150,701	158,168	124,831	164,103	3.8 %
531.0100	Consultant	13,035	69,064	45,000	30,000	(56.6)%
531.0300	Membership Dues	355	616	530	700	13.6 %
531.0900	Legal Ads Pass-Thru	-	5,000	-	5,000	- %
540.5100	Travel And Per Diem	84	455	525	1,750	284.6 %
541.1100	Communications	495	600	583	600	- %
542.1200	Postage/Mailing Service	500	745	950	2,500	235.6 %
544.0500	Operating Lease	217	300	209	300	- %
545.1200	Insurance	2,536	2,756	2,756	3,468	25.8 %
547.5100	Printing And Binding	589	500	500	750	50.0 %
548.9100	Promotional Advertising	1,594	4,175	-	2,500	(40.1)%
551.1200	Office Supplies	315	500	400	500	- %
552.2300	Operating Expenses	349	400	500	600	50.0 %
552.3900	Safety Program Expense	-	-	-	100	- %
552.4200	Small Tools/Equipment	220	100	100	200	100.0 %
552.5100	Uniform Purchases And Cleaning	-	145	145	200	37.9 %
554.0100	Non-Capitalized Equipment	1,588	550	-	800	45.5 %
554.1200	Publications	-	200	-	100	(50.0)%
555.1300	Technical/Training	847	1,200	1,325	1,500	25.0 %
595.0000	Doubtful Accts Exp	29	-	-	-	- %
	Total Operating Expenses	22,753	87,306	53,523	51,568	(40.9)%
TOTAL EXPENDITURES		\$ 173,454	\$ 245,474	\$ 178,354	\$ 215,671	(12.1)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Planning Department
Fund 001; Department 543

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 543-PLANNING			
001-543-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	110,787	110,787
Totals for GL# 001-543-512.0100-REGULAR SALARIES			110,787
001-543-521.0100 FICA TAXES			
FICA TAXES	1	8,475	8,475
Totals for GL# 001-543-521.0100-FICA TAXES			8,475
001-543-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	27,110	27,110
Totals for GL# 001-543-522.2100-RETIREMENT GENERAL EMPLOYEE			27,110
001-543-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	5,436	5,436
HEALTH INSURANCE - FAMILY	1	11,779	11,779
Totals for GL# 001-543-523.0100-HEALTH INSURANCE			17,215
001-543-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	363	363
Totals for GL# 001-543-523.0300-LIFE INSURANCE & EAP			363
001-543-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	153	153
Totals for GL# 001-543-524.0100-WORKERS' COMPENSATION			153
001-543-531.0100 CONSULTING			
CONSULTING-CONTRACT SERVICES-ENG-LEGAL	1	20,000	20,000
GENERAL CONSULTANT LAND DEV	1	10,000	10,000
Totals for GL# 001-543-531.0100-CONSULTING			30,000
001-543-531.0300 MEMBERSHIP DUES			
ANNUAL APA/AICP MEMBERSHIP FEE	1	700	700
Totals for GL# 001-543-531.0300-MEMBERSHIP DUES			700
001-543-531.0900 LEGAL ADS PASS-THRU			
PUBLIC NOTICE AS NEEDED	1	5,000	5,000
Totals for GL# 001-543-531.0900-LEGAL ADS PASS-THRU			5,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Planning Department
Fund 001; Department 543

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-543-540.5100 TRAVEL AND PER DIEM			
SEMINARS-CONFERENCE	1	1,750	1,750
Totals for GL# 001-543-540.5100-TRAVEL AND PER DIEM			1,750
001-543-541.1100 COMMUNICATIONS			
CELL SERVICE-SUPERVISOR	12	50	600
Totals for GL# 001-543-541.1100-COMMUNICATIONS			600
001-543-542.1200 POSTAGE/MAILING SERVICES			
REFILL TO POSTAGE MACHINE	1	1,000	1,000
CERTIFIED MAILINGS	1	1,500	1,500
Totals for GL# 001-543-542.1200-POSTAGE/MAILING SERVICES			2,500
001-543-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	300	300
Totals for GL# 001-543-544.0500-OPERATING LEASE			300
001-543-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	867	3,468
Totals for GL# 001-543-545.1200-INSURANCE			3,468
001-543-547.5100 PRINTING AND BINDING			
PUBLIC NOTICE AS NEEDED FOR VARIANCES, REZONING, ETC	1	750	750
Totals for GL# 001-543-547.5100-PRINTING AND BINDING			750
001-543-548.9100 PROMOTIONAL ADVERTISING			
PLANNING PROMO AS NEEDED, CURB APPEAL CONTEST	1	2,500	2,500
Totals for GL# 001-543-548.9100-PROMOTIONAL ADVERTISING			2,500
001-543-551.1200 OFFICE SUPPLIES			
PEN-PENCIL-FOLDERS AS NEEDED	1	500	500
Totals for GL# 001-543-551.1200-OFFICE SUPPLIES			500
001-543-552.2300 OPERATING EXPENSES			
MISCELLANEOUS EXPENSES	1	600	600
Totals for GL# 001-543-552.2300-OPERATING EXPENSES			600



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Planning Department
Fund 001; Department 543

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-543-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES	1	100	100
Totals for GL# 001-543-552.3900-SAFETY PROGRAM EXPENSE			100
001-543-552.4200 SMALL TOOLS/EQUIPMENT			
OFFICE LABEL MACHINE REFILL	1	200	200
Totals for GL# 001-543-552.4200-SMALL TOOLS/EQUIPMENT			200
001-543-552.5100 Uniform Purchases and Cleaning			
CITY SHIRTS	1	200	200
Totals for GL# 001-543-552.5100-Uniform Purchases and Cleaning			200
001-543-554.0100 NON-CAPITALIZED EQUIPMENT			
MITEL IP PHONE 5350-CORDLESS HEADSET	1	800	800
Totals for GL# 001-543-554.0100-NON-CAPITALIZED EQUIPMENT			800
001-543-554.1200 PUBLICATIONS			
BOOKS, PUBS TO SUPPORT PLANNING AND ZONING	1	100	100
Totals for GL# 001-543-554.1200-PUBLICATIONS			100
001-543-555.1300 TECHNICAL/TRAINING			
WEBINARS TO SUPPORT PLANNING AND ZONING, SHORT COURSES	1	1,000	1,000
TECHNICAL/TRAINING	1	500	500
Totals for GL# 001-543-555.1300-TECHNICAL/TRAINING			1,500
Totals for dept 543-PLANNING			215,671



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Fleet - 549

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



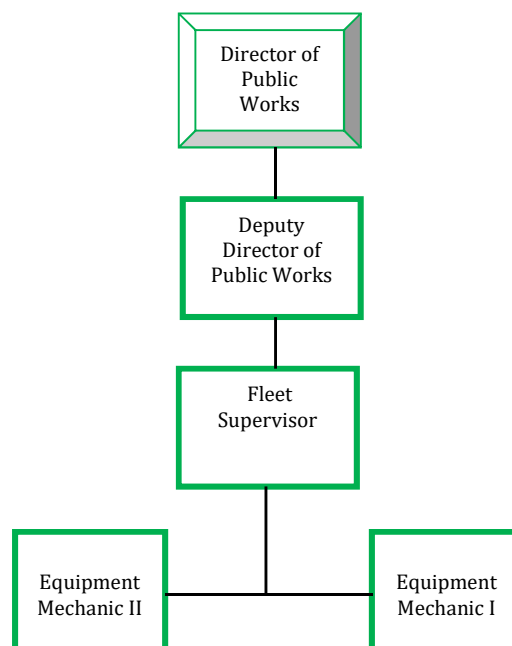
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Fleet Maintenance Department
Organizational Information**

Total Personnel Wages	\$	151,254
Total Benefits	\$	64,116
Total Personnel Cost	\$	215,370

Grade	Job Title	FTE
108	Equipment Mechanic I	1.00
110	Equipment Mechanic II	1.00
	Fleet Supervisor - DROP	
115	6/30/2018	1.00
	Full-Time Position	3
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	3

COST CENTER ORGANIZATIONAL CHART



LEGEND



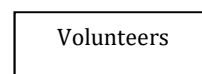
Department
Head



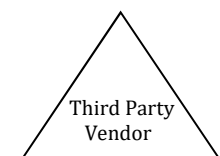
Full-time
Position



Part time
Position



Volunteers



Third Party
Vendor



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-549 - FLEET
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-549						
EXPENDITURES						
512.0100	Regular Salaries	\$ 142,086	\$ 146,657	\$ 146,537	\$ 150,504	2.6 %
514.0100	Overtime - GE	76	750	550	750	- %
514.0150	Overtime - Holiday General Employees	861	-	-	-	- %
521.0100	Fica Taxes	10,457	11,277	10,744	11,570	2.6 %
522.2100	Retirement General Employee	24,894	25,925	26,570	26,181	1.0 %
523.0100	Health Insurance	21,414	22,125	22,108	22,651	2.4 %
523.0300	Insurance & EAP	410	556	625	454	(18.3)%
524.0100	Workers' Compensation	2,603	2,889	3,298	3,261	12.9 %
	Total Personnel Expenses	202,801	210,179	210,432	215,371	2.5 %
540.5100	Travel And Per Diem	19	600	300	600	- %
541.1100	Communications	34	150	150	120	(20.0)%
544.1500	Rental Expenses	1,899	1,868	845	1,800	(3.6)%
545.1200	Insurance	4,622	4,952	4,952	5,996	21.1 %
546.3400	Repair & Maintenance	2,894	5,012	4,727	4,012	(20.0)%
546.4000	Vehicle Repair & Maintenance	865	2,500	1,000	2,500	- %
547.5100	Printing And Binding	-	100	-	-	(100.0)%
551.1200	Office Supplies	-	21	21	470	2,138.1 %
552.1500	Fuel And Lubricants	775	1,500	960	1,500	- %
		2,211	2,800	2,362	2,800	- %
552.3900	Safety Program Expense	332	400	376	400	- %
552.4200	Small Tools/Equipment	2,200	2,500	1,500	2,500	- %
552.5100	Uniform Purchases And Cleaning	904	980	905	1,020	4.1 %
554.0100	Non-Capitalized Equipment	699	1,250	1,100	1,250	- %
554.1200	Publications	1,536	2,133	1,828	2,133	- %
555.1300	Technical/Training	109	1,000	100	1,000	- %
	Total Operating Expenses	19,099	27,766	21,126	28,101	1.2 %
564.0100	Machinery & Equipment	7,405	5,010	5,010	7,000	39.7 %
	Total Capital Purchases	7,405	5,010	5,010	7,000	39.7 %
571.0100	Princ - Lease	3,945	4,000	4,000	4,056	1.4 %
572.0100	Interest Expense - Lease	172	116	118	64	(44.8)%
	Total Debt Service	4,117	4,116	4,118	4,120	0.1 %
	TOTAL EXPENDITURES	\$ 233,422	\$ 247,071	\$ 240,686	\$ 254,592	3.0 %



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

**Fleet Management Department
Fund 001; Department 549**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 549-FLEET MANAGEMENT			
001-549-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	150,504	150,504
Totals for GL# 001-549-512.0100-REGULAR SALARIES			150,504
001-549-514.0100 OVERTIME - GE			
OVERTIME-EMERGENCY CALL OUT	1	750	750
Totals for GL# 001-549-514.0100-OVERTIME - GE			750
001-549-521.0100 FICA TAXES			
FICA TAXES	1	11,570	11,570
Totals for GL# 001-549-521.0100-FICA TAXES			11,570
001-549-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	26,181	26,181
Totals for GL# 001-549-522.2100-RETIREMENT GENERAL EMPLOYEE			26,181
001-549-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,436	10,872
HEALTH INSURANCE - FAMILY	1	11,779	11,779
Totals for GL# 001-549-523.0100-HEALTH INSURANCE			22,651
001-549-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	454	454
Totals for GL# 001-549-523.0300-LIFE INSURANCE & EAP			454
001-549-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	3,261	3,261
Totals for GL# 001-549-524.0100-WORKERS' COMPENSATION			3,261
001-549-540.5100 TRAVEL AND PER DIEM			
PER DIEM	1	600	600
Totals for GL# 001-549-540.5100-TRAVEL AND PER DIEM			600
001-549-541.1100 COMMUNICATIONS			
CELL SERVICE-FLEET MAINTENANCE	12	10	120
Totals for GL# 001-549-541.1100-COMMUNICATIONS			120



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

**Fleet Management Department
Fund 001; Department 549**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-549-544.1500 RENTAL EXPENSES			
TORCH TANKS SHOP RAGS	1	1,800	1,800
Totals for GL# 001-549-544.1500-RENTAL EXPENSES			1,800
<hr/>			
001-549-545.1200 INSURANCE			
B-1 POLLUTION	1	420	420
GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,394	5,576
Totals for GL# 001-549-545.1200-INSURANCE			5,996
<hr/>			
001-549-546.3400 REPAIR & MAINTENANCE			
GAS PUMPS CHECKED HOSES/BREAK AWAYS	1	1,692	1,692
SERVICE AIR COMPRESSOR	1	1,320	1,320
RACKS AND OVER HEAD INSPECTED	1	1,000	1,000
Totals for GL# 001-549-546.3400-REPAIR & MAINTENANCE			4,012
<hr/>			
001-549-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE MAINTENANCE FA#17443-775	1	2,500	2,500
Totals for GL# 001-549-546.4000-VEHICLE REPAIR & MAINTENANCE			2,500
<hr/>			
001-549-551.1200 OFFICE SUPPLIES			
PENS-PENCILS-PAPER CALENDER	1	50	50
COLOR PRINTER CARTRIDGES	1	420	420
Totals for GL# 001-549-551.1200-OFFICE SUPPLIES			470
<hr/>			
001-549-552.1500 FUEL AND LUBRICANTS			
#775, #17443 DIESEL CAN	1	1,500	1,500
Totals for GL# 001-549-552.1500-FUEL AND LUBRICANTS			1,500
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001-549-552.2300 OPERATING EXPENSES			
MISC NUTS-GREASE-SAFETY KLEEN	1	2,400	2,400
OIL DRY TEST AND HAUL OFF OIL FILTERS	1	400	400
Totals for GL# 001-549-552.2300-OPERATING EXPENSES			2,800
<hr/>			
001-549-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR PROGRAM	3	100	300
MISC PPE CENTRAL STORES	1	100	100
Totals for GL# 001-549-552.3900-SAFETY PROGRAM EXPENSE			400



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

**Fleet Management Department
Fund 001; Department 549**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-549-552.4200 SMALL TOOLS/EQUIPMENT			
MISC SCREW DRIVERS-WRENCHES	1	2,500	2,500
Totals for GL# 001-549-552.4200-SMALL TOOLS/EQUIPMENT			2,500
001-549-552.5100 UNIFORM PURCHASES AND CLEANING			
CHANGE OUTS AS NEEDED	1	200	200
UNIFORM RENTAL-CHAVEZ	1	259	259
UNIFORM RENTAL-PAWLIKOWSKI	1	261	261
SUPERVISOR UNIFORM PITTMAN	6	50	300
Totals for GL# 001-549-552.5100-UNIFORM PURCHASES AND CLEANING			1,020
001-549-554.0100 NON-CAPITALIZED EQUIPMENT			
MISC OIL PUMPS	1	700	700
NON- CAPITALIZED EQUIPMENT	1	550	550
Totals for GL# 001-549-554.0100-NON-CAPITALIZED EQUIPMENT			1,250
001-549-554.1200 PUBLICATIONS			
ATN RENEWAL	1	225	225
IDENTIFLIX REPLACE ALL DATA BETTER	1	1,908	1,908
Totals for GL# 001-549-554.1200-PUBLICATIONS			2,133
001-549-555.1300 TECHNICAL/TRAINING			
CDL			
TECHNICAL AND TRAINING	1	1,000	1,000
Totals for GL# 001-549-555.1300-TECHNICAL/TRAINING			1,000
001-549-564.0100 MACHINERY & EQUIPMENT			
STEAM CLEANER	1	7,000	7,000
Totals for GL# 001-549-564.0100-MACHINERY & EQUIPMENT			7,000
001-549-571.0100 PRINC - LEASE			
P# 11-14 FA#20246 ROTARY LIFT	4	1,014	4,056
Totals for GL# 001-549-571.0100-PRINC - LEASE			4,056
001-549-572.0100 INT EXP - LEASE			
P# 11-14 FA#20246 ROTARY LIFT	4	16	64
Totals for GL# 001-549-572.0100-INT EXP - LEASE			64
Totals for dept 549-FLEET MANAGEMENT			254,592



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Parks and Recreation - 572

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Staffing levels with new parks coming online

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

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

Cost Center Goals and Objectives:

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



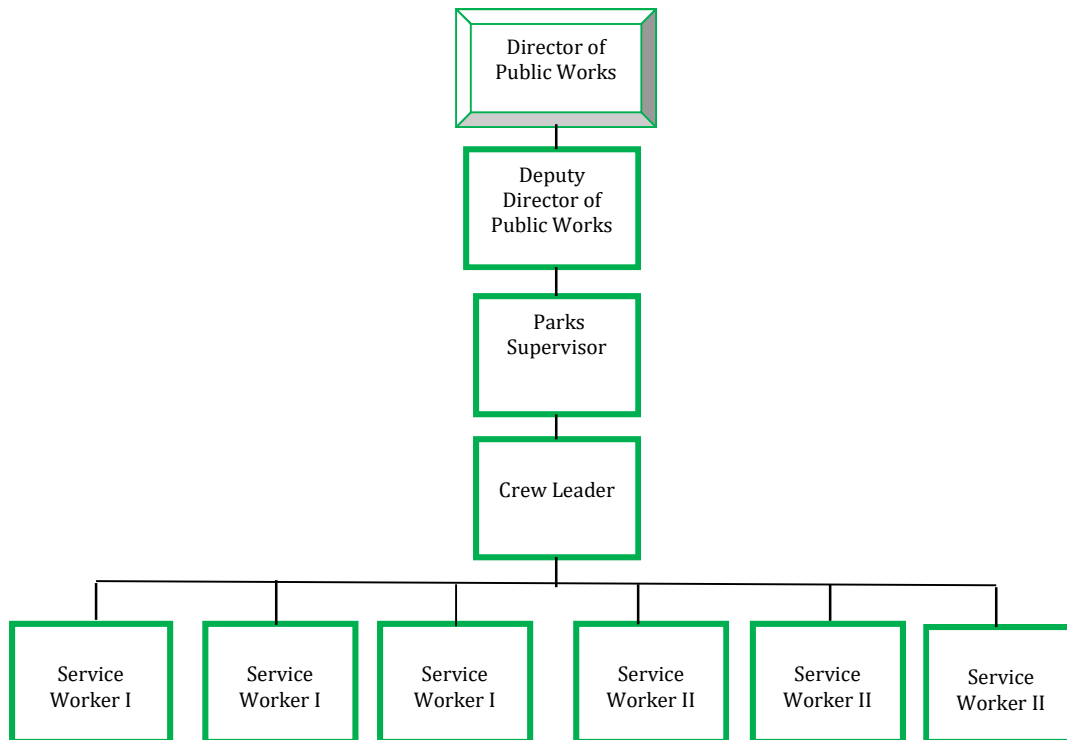
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Parks & Recreation Department
Organizational Information**

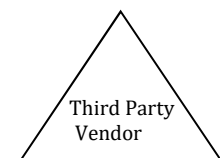
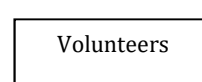
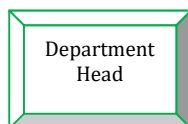
Total Personnel Wages	\$	280,878
Total Benefits	\$	142,273
Total Personnel Cost	\$	423,151

Grade	Job Title	FTE
104	Service Worker I	1.00
104	Service Worker I	1.00
104	Service Worker I	1.00
106	Service Worker II	1.00
106	Service Worker II	1.00
106	Service Worker II	1.00
109	Crew Leader	1.00
115	Parks Supervisor	1.00
	Full-Time Position	8
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	8

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-572 - PARKS AND RECREATION
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-572						
EXPENDITURES						
512.0100	Regular Salaries	\$ 183,191	\$ 266,464	\$ 227,554	\$ 274,378	3.0 %
514.0100	Overtime - GE	8,223	4,000	1,000	6,500	62.5 %
514.0150	Overtime - Holiday General Employees	1,404	2,500	-	-	(100.0)%
521.0100	Fica Taxes	14,163	20,882	17,145	21,486	2.9 %
522.2100	Retirement General Employee	55,302	78,532	67,242	68,731	(12.5)%
523.0100	Health Insurance	34,387	47,394	31,797	43,488	(8.2)%
523.0300	Insurance & EAP	682	1,065	932	897	(15.8)%
524.0100	Workers' Compensation	4,088	6,993	6,342	7,671	9.7 %
529.9900	Reimbursement Of Personnel Costs	(93)	-	(243)	-	- %
Total Personnel Expenses		301,347	427,830	351,769	423,151	(1.1)%
531.1600	Contract Services	40,447	24,623	29,606	816	(96.7)%
534.1600	Lot Clearing	7,800	13,000	11,000	6,000	(53.8)%
540.5100	Travel And Per Diem	-	700	700	700	- %
541.1100	Communications	-	200	300	720	260.0 %
542.1200	Postage/Mailing Service	-	300	-	-	(100.0)%
543.0000	Utility Services	31,761	38,000	38,000	42,000	10.5 %
544.1500	Rental Expenses	941	1,800	900	1,300	(27.8)%
545.1200	Insurance	19,123	19,705	19,705	14,006	(28.9)%
546.3400	Repair & Maintenance	28,833	20,948	27,227	30,000	43.2 %
546.4000	Vehicle Repair & Maintenance	-	24,200	22,000	20,000	(17.4)%
547.5100	Printing And Binding	-	100	100	100	- %
551.1200	Office Supplies	18	100	100	100	- %
552.0000	Operating Expenses - Veolia	-	2,000	-	2,000	- %
552.1100	Chemicals	11,242	10,000	11,000	14,000	40.0 %
552.1500	Fuel And Lubricants	12,404	15,000	12,096	15,000	- %
552.1700	Irrigation Supplies	1,690	6,000	5,000	6,000	- %
552.2000	Tree And Landscape Fund	-	1,500	1,500	1,500	- %
552.2100	Landscaping Material	2,213	600	1,000	2,600	333.3 %
552.2300	Operating Expenses	8,624	10,400	10,000	5,000	(51.9)%
552.3900	Safety Program Expense	1,474	2,000	2,000	1,100	(45.0)%
552.4200	Small Tools/Equipment	3,664	8,041	6,500	6,500	(19.2)%
552.5100	Uniform Purchases And Cleaning	1,835	3,000	3,000	3,000	- %
552.7100	Fairs & Festivals	689	-	-	-	- %
552.7200	Palmetto Historical Park	4,572	-	-	-	- %
552.7400	Ag Museum	2,316	-	-	-	- %
554.0100	Non-Capitalized Equipment	2,524	459	1,400	3,000	553.6 %
555.1300	Technical/Training	215	1,000	1,000	1,000	- %
Total Operating Expenses		182,385	203,676	204,134	176,442	(13.4)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-572 - PARKS AND RECREATION
Cost Center Summary

Account		2016	2017	2017	2018	% Change
001-572	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
564.0100	Machinery & Equipment	2,613	24,131	23,950	9,000	(62.7)%
564.4900	Capital Leases	7,962	-	-	33,000	- %
	Total Capital Purchases	10,575	24,131	23,950	42,000	74.0 %
571.0100	Princ - Lease	3,408	4,804	4,806	4,876	1.5 %
572.0100	Interest Expense - Lease	177	204	202	130	(36.3)%
573.0500	New Debt Service	-	-	-	4,338	- %
	Total Debt Service	3,585	5,008	5,008	9,344	86.6 %
	TOTAL EXPENDITURES	\$ 497,892	\$ 660,645	\$ 584,861	\$ 650,937	(1.5)%



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

**Parks and Recreation Department
Fund 001; Department 572**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 572-PARKS & RECREATION			
001-572-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	274,378	274,378
Totals for GL# 001-572-512.0100-REGULAR SALARIES			274,378
001-572-514.0100 OVERTIME - GE			
EMERGENCY CALL OUTS	1	6,500	6,500
Totals for GL# 001-572-514.0100-OVERTIME - GE			6,500
001-572-521.0100 FICA TAXES			
FICA TAXES	1	21,486	21,486
Totals for GL# 001-572-521.0100-FICA TAXES			21,486
001-572-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	68,731	68,731
Totals for GL# 001-572-522.2100-RETIREMENT GENERAL EMPLOYEE			68,731
001-572-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	43,488	43,488
Totals for GL# 001-572-523.0100-HEALTH INSURANCE			43,488
001-572-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	897	897
Totals for GL# 001-572-523.0300-LIFE INSURANCE & EAP			897
001-572-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	7,671	7,671
Totals for GL# 001-572-524.0100-WORKERS' COMPENSATION			7,671
001-572-531.1600 CONTRACT SERVICES			
TEMPORARY CONTRACT LABOR			
PEST CONTROL-PARK BUILDINGS 4 QTR	4	85	340
SONITROL MONITORING-17 ST TOOL ROOM	4	119	476
Totals for GL# 001-572-531.1600-CONTRACT SERVICES			816



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

**Parks and Recreation Department
Fund 001; Department 572**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-572-534.1600 LOT CLEARING			
MANGROVE TRIMMING/RIVERSIDE PARK	1	3,000	3,000
MANGROVE TRIMMING ESTUARY PARK	1	3,000	3,000
Totals for GL# 001-572-534.1600-LOT CLEARING			6,000
001-572-540.5100 TRAVEL AND PER DIEM			
CLASSES REQUIRED CEU	1	700	700
Totals for GL# 001-572-540.5100-TRAVEL AND PER DIEM			700
001-572-541.1100 COMMUNICATIONS			
COMMUNICATIONS/SUPERVISOR	12	60	720
Totals for GL# 001-572-541.1100-COMMUNICATIONS			720
001-572-543.0000 UTILITY SERVICES			
ELECTRICITY-PARKS	1	20,000	20,000
WATER USAGE-PARKS	1	22,000	22,000
Totals for GL# 001-572-543.0000-UTILITY SERVICES			42,000
001-572-544.1500 RENTAL EXPENSES			
MISC RENTAL OF EQUIPMENT	1	500	500
PORT-O-LET RENTALS	1	800	800
Totals for GL# 001-572-544.1500-RENTAL EXPENSES			1,300
001-572-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE - QUARTERLY	4	3,439	13,756
NEW AUTO OVERLAP INSURANCE	1	250	250
Totals for GL# 001-572-545.1200-INSURANCE			14,006
001-572-546.3400 REPAIR & MAINTENANCE			
REPAIR-MAINTENANCE-EQUIPMENT	1	15,000	15,000
REPAIR-MAINTENANCE-PARKS-FENCE	1	10,000	10,000
SHELL FOR TRAILS AND PARKING	1	5,000	5,000
Totals for GL# 001-572-546.3400-REPAIR & MAINTENANCE			30,000
001-572-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR & MAINTENANCE	1	20,000	20,000
Totals for GL# 001-572-546.4000-VEHICLE REPAIR & MAINTENANCE			20,000



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

**Parks and Recreation Department
Fund 001; Department 572**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-572-547.5100 PRINTING AND BINDING			
BROCHURES-FLIERS-NEWSLETTERS	1	100	100
Totals for GL# 001-572-547.5100-PRINTING AND BINDING			100
<hr/>			
001-572-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	100	100
Totals for GL# 001-572-551.1200-OFFICE SUPPLIES			100
<hr/>			
001-572-552.0000 HURRICANE MATERIALS/SUPPLIES			
EMERGENCY EQUIPMENT-MATERIALS	1	2,000	2,000
Totals for GL# 001-572-552.0000-HURRICANE MATERIALS/SUPPLIES			2,000
<hr/>			
001-572-552.1100 CHEMICALS			
FERTILIZERS	1	5,000	5,000
FUNGICIDES	1	1,000	1,000
HERBICIDES	1	4,000	4,000
PESTICIDES	1	4,000	4,000
Totals for GL# 001-572-552.1100-CHEMICALS			14,000
<hr/>			
001-572-552.1500 FUEL AND LUBRICANTS			
TRACTORS-MOWERS-EQUIPMENT	1	4,200	4,200
VEHICLES-EQUIPMENT	1	10,800	10,800
Totals for GL# 001-572-552.1500-FUEL AND LUBRICANTS			15,000
<hr/>			
001-572-552.1700 IRRIGATION SUPPLIES			
IRRIGATION REPAIRS CITY WIDE	1	6,000	6,000
Totals for GL# 001-572-552.1700-IRRIGATION SUPPLIES			6,000
<hr/>			
001-572-552.2000 TREE AND LANDSCAPE FUND			
TREE-LANDSCAPE RESERVE	1	1,500	1,500
Totals for GL# 001-572-552.2000-TREE AND LANDSCAPE FUND			1,500
<hr/>			
001-572-552.2100 LANDSCAPING MATERIAL			
GATEWAY LANDSCAPE	1	1,000	1,000
LANDSCAPE MATERIALS PARKS	1	1,600	1,600
Totals for GL# 001-572-552.2100-LANDSCAPING MATERIAL			2,600



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

**Parks and Recreation Department
Fund 001; Department 572**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
001-572-552.2300 OPERATING EXPENSES			
MISC ITEMS AS NEEDED	1	5,000	5,000
Totals for GL# 001-572-552.2300-OPERATING EXPENSES			5,000
<hr/>			
001-572-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOE PURCHASE- PARKS EMPLOYEES	1	900	900
MONTHLY SAFETY MEETINGS	1	200	200
Totals for GL# 001-572-552.3900-SAFETY PROGRAM EXPENSE			1,100
<hr/>			
001-572-552.4200 SMALL TOOLS/EQUIPMENT			
MISC HAND TOOLS-POWER TOOLS	1	3,000	3,000
TRAFFIC SAFETY SIGNS-EVENTS	1	2,000	2,000
TRASH RECEPTACLES-PARKS	1	1,500	1,500
Totals for GL# 001-572-552.4200-SMALL TOOLS/EQUIPMENT			6,500
<hr/>			
001-572-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORMS - 7 EMPLOYEES	1	3,000	3,000
Totals for GL# 001-572-552.5100-UNIFORM PURCHASES AND CLEANING			3,000
<hr/>			
001-572-554.0100 NON-CAPITALIZED EQUIPMENT			
NON-CAPITALIZED EQUIPMENT	1	3,000	3,000
Totals for GL# 001-572-554.0100-NON-CAPITALIZED EQUIPMENT			3,000
<hr/>			
001-572-555.1300 TECHNICAL/TRAINING			
AQUATICS TRAINING	1	500	500
PESTICIDE TRAINING	1	500	500
Totals for GL# 001-572-555.1300-TECHNICAL/TRAINING			1,000
<hr/>			
001-572-564.0100 MACHINERY & EQUIPMENT			
Z-TRACK ZERO TURN MOWER	1	9,000	9,000
Totals for GL# 001-572-564.0100-MACHINERY & EQUIPMENT			9,000
<hr/>			
001-572-564.4900 CAPITAL LEASES			
2017 F-250 TO REPLACE 17433	1	33,000	33,000
Totals for GL# 001-572-564.4900-CAPITAL LEASES			33,000



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

**Parks and Recreation Department
Fund 001; Department 572**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-572-571.0100 PRINC - LEASE			
P# 11-14 FA#20235 TURF MOWER	4	532	2,128
P# 07-10 FA#20317 TURF MOWER	4	687	2,748
Totals for GL# 001-572-571.0100-PRINC - LEASE			4,876
001-572-572.0100 INT EXP - LEASE			
P# 11-14 FA#20235 TURF MOWER	4	8	32
P# 07-10 FA#20317 TURF MOWER	4	25	98
Totals for GL# 001-572-572.0100-INT EXP - LEASE			130
001-572-573.0500 NEW DEBT SERVICE			
F-250	2	2,169	4,338
Totals for GL# 001-572-573.0500-NEW DEBT SERVICE			4,338
Totals for dept 572-PARKS & RECREATION			650,937



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Building Department - 524

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



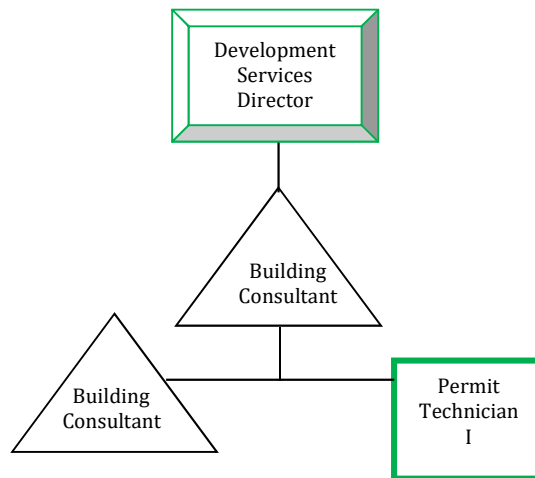
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Building Department
Organizational Information**

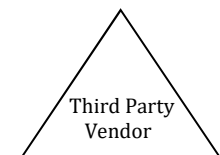
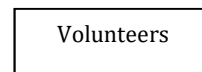
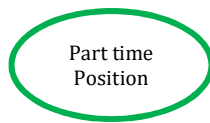
Total Personnel Wages	\$	33,086
Total Benefits	\$	16,219
Total Personnel Cost	\$	49,305

Grade	Job Title	FTE
107	Permit Technician	1.00
	Full-Time Position	1
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	1

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-524 - BUILDING DEPARTMENT
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
001-524						
EXPENDITURES						
512.0100	Regular Salaries	\$ 157,483	\$ 125,513	\$ 98,329	\$ 33,086	(73.6)%
521.0100	Fica Taxes	11,857	8,876	7,539	2,531	(71.5)%
522.2100	Retirement General Employee	45,085	33,392	28,633	8,096	(75.8)%
523.0100	Health Insurance	15,459	15,933	9,293	5,436	(65.9)%
523.0300	Insurance & EAP	545	602	310	110	(81.7)%
524.0100	Workers' Compensation	2,200	1,342	999	46	(96.6)%
	Total Personnel Expenses	232,629	185,658	145,103	49,305	(73.4)%
531.0300	Membership Dues	615	850	685	850	- %
531.1600	Contract Services	-	55,000	30,000	195,052	254.6 %
540.5100	Travel And Per Diem	195	1,075	1,075	500	(53.5)%
541.1100	Communications	1,192	2,000	1,250	-	(100.0)%
542.1200	Postage/Mailing Service	105	50	50	250	400.0 %
544.0500	Operating Lease	349	350	350	350	- %
545.1200	Insurance	4,620	4,936	4,936	1,664	(66.3)%
545.9900	Insurance Contingency - Vehicle	-	-	197	-	- %
546.3400	Repair & Maintenance	684	200	200	-	(100.0)%
546.4000	Vehicle Repair & Maintenance	-	500	600	-	(100.0)%
547.5100	Printing And Binding	11	150	150	150	- %
549.9600	Bank Service Charges	553	4,000	2,400	2,400	(40.0)%
551.1200	Office Supplies	339	656	718	800	22.0 %
552.1500	Fuel And Lubricants	3,222	3,500	1,700	-	(100.0)%
552.2300	Operating Expenses	486	400	550	500	25.0 %
552.3900	Safety Program Expense	-	150	150	-	(100.0)%
552.4200	Small Tools/Equipment	357	400	383	-	(100.0)%
552.5100	Uniform Purchases And Cleaning	269	250	250	175	(30.0)%
554.0100	Non-Capitalized Equipment	-	-	-	800	- %
554.1200	Publications	-	500	422	500	- %
555.1300	Technical/Training	896	1,725	342	1,500	(13.0)%
598.0000	Building Permit Surcharge	8,671	10,000	7,223	10,000	- %
	Total Operating Expenses	22,564	86,692	53,631	215,491	148.6 %
591.0100	Transfer Out - Admin Services	106,022	113,529	113,529	112,404	(1.0)%
	Total Transfers-Out	106,022	113,529	113,529	112,404	(1.0)%
	TOTAL EXPENDITURES	\$ 361,215	\$ 385,879	\$ 312,263	\$ 377,200	(2.2)%



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

**Building Department
Fund 001; Department 524**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 524-BUILDING DEPARTMENT			
001-524-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	33,086	33,086
Totals for GL# 001-524-512.0100-REGULAR SALARIES			33,086
001-524-521.0100 FICA TAXES			
FICA TAXES	1	2,531	2,531
Totals for GL# 001-524-521.0100-FICA TAXES			2,531
001-524-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	8,096	8,096
Totals for GL# 001-524-522.2100-RETIREMENT GENERAL EMPLOYEE			8,096
001-524-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	5,436	5,436
Totals for GL# 001-524-523.0100-HEALTH INSURANCE			5,436
001-524-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	110	110
Totals for GL# 001-524-523.0300-LIFE INSURANCE & EAP			110
001-524-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	46	46
Totals for GL# 001-524-524.0100-WORKERS' COMPENSATION			46
001-524-531.0300 MEMBERSHIP DUES			
MEMBERSHIP-TRAINING-ICC-FEMA-ASFPM-FFMA-BOAT	1	850	850
Totals for GL# 001-524-531.0300-MEMBERSHIP DUES			850
001-524-531.1600 CONTRACT SERVICES			
CONTRACT INSPECTOR WHEN NEEDED	1	195,052	195,052
Totals for GL# 001-524-531.1600-CONTRACT SERVICES			195,052
001-524-540.5100 TRAVEL AND PER DIEM			
BOAF-CONFERENCE	1	500	500
Totals for GL# 001-524-540.5100-TRAVEL AND PER DIEM			500



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Building Department
Fund 001; Department 524

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-524-542.1200 POSTAGE/MAILING SERVICE			
POSTAGE-MAILING-CERTIFIED LETTERS	1	250	250
Totals for GL# 001-524-542.1200-POSTAGE/MAILING SERVICE			250
001-524-544.0500 OPERATING LEASE			
COPIER MAINTENANCE - OVERAGES	1	350	350
Totals for GL# 001-524-544.0500-OPERATING LEASE			350
001-524-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	416	1,664
Totals for GL# 001-524-545.1200-INSURANCE			1,664
001-524-547.5100 PRINTING AND BINDING			
BUILDING PERMIT PLACARD	1	150	150
Totals for GL# 001-524-547.5100-PRINTING AND BINDING			150
001-524-549.9600 BANK SERV CHARGE			
CREDIT CARD FEES	1	2,400	2,400
Totals for GL# 001-524-549.9600-BANK SERV CHARGE			2,400
001-524-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED+NEW SCANNER FOR TONYA	1	800	800
Totals for GL# 001-524-551.1200-OFFICE SUPPLIES			800
001-524-552.2300 OPERATING EXPENSES			
TONER-COFFEE-SERVICE-JANITORIAL	1	500	500
Totals for GL# 001-524-552.2300-OPERATING EXPENSES			500
001-524-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS	5	35	175
Totals for GL# 001-524-552.5100-UNIFORM PURCHASES AND CLEANING			175
001-524-554.0100 NON-CAPITALIZED EQUIPMENT			
MITEL IP PHONE 5340-CORDLESS HEADSET	1	800	800
Totals for GL# 001-524-554.0100-NON-CAPITALIZED EQUIPMENT			800



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

**Building Department
Fund 001; Department 524**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
001-524-554.1200 PUBLICATIONS			
INT RESIDENTIAL-STUDY GUIDES FOR TW	1	500	500
Totals for GL# 001-524-554.1200-PUBLICATIONS			500
001-524-555.1300 TECHNICAL/TRAINING			
CONFERENCE-SEMINARS-TESTS FOR TW	1	500	500
ASSOCIATION OF STATE FLOODPLAIN MANAGERS FOR BUILDING	1	1,000	1,000
Totals for GL# 001-524-555.1300-TECHNICAL/TRAINING			1,500
001-524-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	112,404	112,404
Totals for GL# 001-524-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			112,404
001-524-598.0000 BUILDING PERMIT SURCHARGE			
BUILDING PERMIT SURCHARGE	1	10,000	10,000
Totals for GL# 001-524-598.0000-BUILDING PERMIT SURCHARGE			10,000
Totals for dept 524-BUILDING DEPARTMENT			377,200



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: General Fund Grants - 701

Fund: General Fund - 001

Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



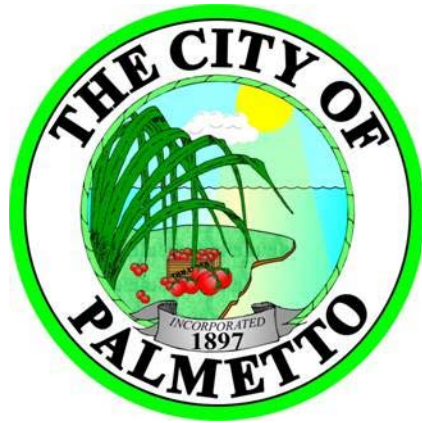
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

001-701 - FEDERAL GRANTS
Cost Center Summary

Account		2016	2017	2017	2018	% Change
001-701	Description	Actual	Revised	Projected	Adopted	of Budget
	EXPENDITURES					
752.4200-9006	Bulletproof Vest Grant	\$ 1,947	\$ 2,983	\$ -	\$ -	(100.0)%
	Total Operating Expenses	1,947	2,983	-	-	(100.0)%
764.0100-9023	Machinery and Equipment - Grant	3,513	-	-	-	- %
764.0100-9027	Machinery and Equipment - Grant	-	4,455	-	-	(100.0)%
	Total Capital Purchases	3,513	4,455	-	-	(100.0)%
	TOTAL EXPENDITURES	\$ 5,460	\$ 7,438	\$ -	\$ -	(100.0)%



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



**“If you don’t know exactly where you’re going,
how will you know when you get there”**

Steve Maraboli



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

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

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

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

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

This fund is comprised of one cost center which is:

- CRA – Cost Center 559

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



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)					
BEGINNING FUND BALANCES	1,868,186	1,050,788	1,050,788	1,939,436	84.57%
REVENUES/SOURCES					
Tax Increment Funds (TIF)	3,120,083	3,345,371	3,347,857	3,605,399	7.77%
Grants	(5,000)	200,000	-	-	0.00%
Charges for Services	3,100	-	5,142	3,000	#DIV/0!
Interest Revenue	9,672	15,000	17,500	20,000	33.33%
Miscellaneous	5,714	-	635	-	0.00%
Debt/Lease Proceeds	-	-	-	-	100.00%
Transfers In	-	179,875	179,875	-	0.00%
Non-Cash Revenue Sources	-	1,044,477	-	178,814	-82.88%
TOTAL REVENUES/SOURCES	3,133,569	4,784,723	3,551,009	3,807,213	-20.43%
EXPENSES					
Personnel	278,466	306,046	305,704	329,422	7.64%
Operating Expenses	443,400	1,385,292	837,628	461,945	-66.65%
Community Programs and Special Projects	661,229	905,155	752,655	1,196,777	32.22%
Capital Expenses	167,931	1,674,348	473,492	660,000	-60.58%
Debt Service	251,921	269,750	254,750	1,119,752	315.11%
Transfers Out	2,148,020	38,132	38,132	39,317	3.11%
TOTAL EXPENDITURES	3,950,967	4,578,723	2,662,361	3,807,213	-16.85%
Excess Revenue Over (Under) Expenditures	(817,398)	206,000	888,648	-	0.00%
Fund Balance, End of Year	1,050,788	212,307	1,939,436	1,939,436	100.00%

Note: FY2017 non-cash revenue sources is based upon projections. As FY2016 financial statements are completed, a budget amendment is submitted to the CRA Board to ensure that prior year ending fund balance is budgeted in full.



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

190-000 - CRA REVENUE
Fund Revenue Summary

Account 190-000	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
369.4700	Tax Increment Funds-Manatee County	\$ 1,615,479	\$ 1,731,837	\$ 1,734,323	\$ 1,859,267	7.4 %
369.4900	Tax Increment Funds-Palmetto	1,504,604	1,613,534	1,613,534	1,746,132	8.2 %
	TOTAL	3,120,083	3,345,371	3,347,857	3,605,399	7.8 %
	INTERGOVERNMENTAL - TAX INCREMENT FUNDS					
337.4000	Fmit Safety Grant Lighting - CRA	(5,000)	-	-	-	- %
331.3900-9025	Edenfield Brownfield Grant	-	200,000	-	-	(100.0)%
	TOTAL	(5,000)	200,000	-	-	(100.0)%
	INTERGOVERNMENTAL/ GRANT REVENUE					
347.4500	Culture/Recreation - July 4th Celebration	2,800	-	5,142	3,000	- %
347.9000	Movie Projector Rental	300	-	-	-	- %
	TOTAL CHARGES FOR SERVICES	3,100	-	5,142	3,000	- %
361.0100	Investment Earnings	9,672	15,000	17,500	20,000	33.3 %
	TOTAL INTEREST REVENUE	9,672	15,000	17,500	20,000	33.3 %
362.9900	CRA Rental Revenue	120	-	-	-	- %
369.0300	Other Misc Rev/Sponsorship	5,400	-	-	-	- %
369.6800	Other Misc Rev/Refund Exp	-	-	537	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	194	-	98	-	- %
	TOTAL MISCELLANEOUS REVENUE	5,714	-	635	-	- %
	OTHER FINANCING SOURCES					
381.9390	Transfer-In - Joint Capital Projects Fund	-	179,875	179,875	-	(100.0)%
	Total Transfers-In	-	179,875	179,875	-	(100.0)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

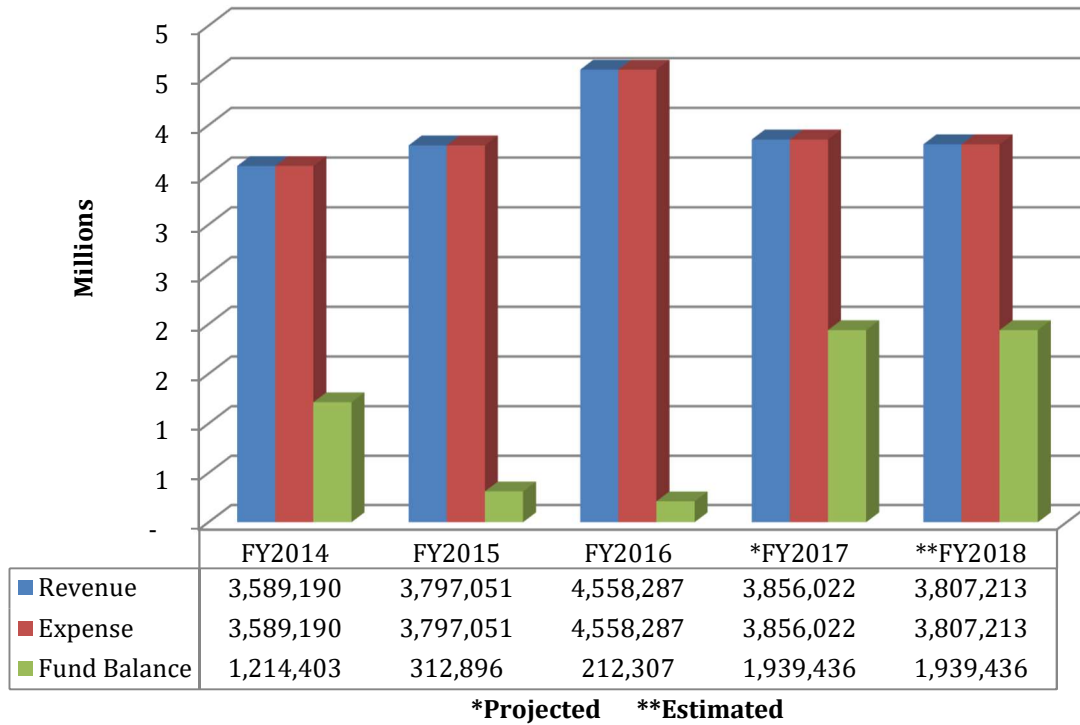
190-000 - CRA REVENUE
Fund Revenue Summary

Account		2016	2017	2017	2018	% Change
190-000	Description	Actual	Revised	Projected	Adopted	of Budget
			Budget	Actual	Budget	
381.9000	Funding Provided From Equity	-	642,068	-	178,814	(72.2)%
399.0000	Funding From Fund Balance -	-	402,409	-	-	(100.0)%
	Outstanding Enc					
	Total Non-Revenue Sources	-	1,044,477	-	178,814	(82.9)%
	TOTAL OTHER FINANCING					
	SOURCES	-	1,224,352	179,875	178,814	(85.4)%
	TOTAL CRA REVENUE	\$ 3,133,569	\$ 4,784,723	\$ 3,551,009	\$ 3,807,213	(20.4)%

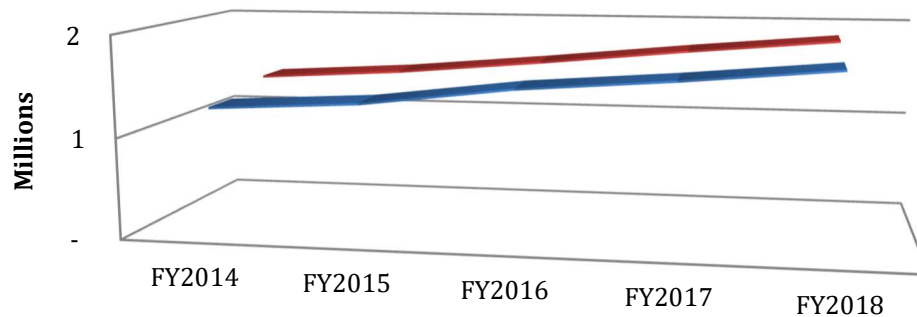


CITY OF PALMETTO, FLORIDA **2017-2018 BUDGET**

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



5-Year History of Tax Incremental Funds (TIF)



	FY2014	FY2015	FY2016	FY2017	FY2018
Tax Increment Funds - City of Palmetto	1,250,198	1,326,531	1,504,604	1,613,534	1,746,132
Tax Increment Funds - Manatee County	1,376,134	1,459,343	1,588,369	1,731,837	1,859,267

- ❖ TIF Funds from the City increased 8% from FY2017
- ❖ TIF Funds from Manatee County increased 7% from FY2017



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

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

Fund: CRA Fund - 190

Department: CRA

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



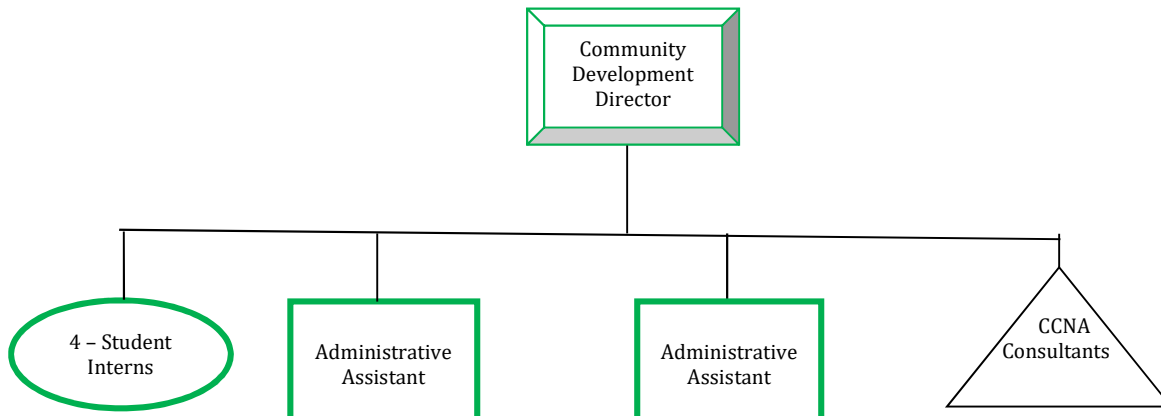
CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Community Redevelopment Agency Organizational Information

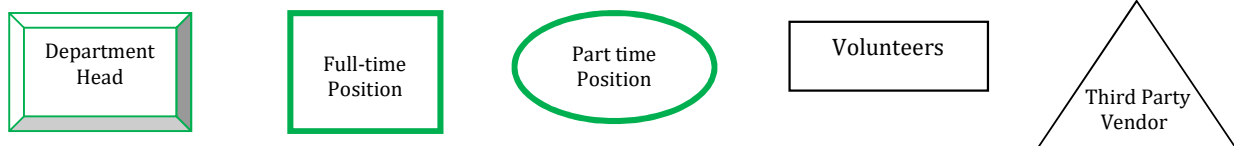
Total Personnel Wages	\$	240,380
Total Benefits	\$	89,040
Total Personnel Cost	\$	329,420

Grade	Job Title	FTE
111	Administrative Assistant	1.00
111	Administrative Assistant Community Development	1.00
126	Director	1.00
103	Intern - PT (50 hrs - 52 Weeks)	0.62
103	Intern - PT (50 hrs - 52 Weeks)	0.62
103	Intern - PT (50 hrs - 13 Weeks)	0.62
103	Intern - PT (50 hrs - 52 Weeks)	0.62
	Full-Time Position	3
	Part-Time Positions	4
	Elected Officials	0
	Total Positions	7

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

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

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
190-559						
511.0100	Executive Salaries	\$ 94,199	\$ 96,284	\$ 96,284	\$ 99,173	3.0 %
512.0100	Regular Salaries	80,431	83,791	84,369	85,832	2.4 %
513.0100	Part Time Wages	14,828	29,250	25,121	50,375	72.2 %
514.0100	Overtime - GE	1,953	5,000	2,000	5,000	- %
514.0150	Overtime - Holiday General Employees	160	-	2,025	-	- %
521.0100	Fica Taxes	14,042	16,396	15,404	18,391	12.2 %
522.2100	Retirement General Employee	23,577	24,107	26,238	22,227	(7.8)%
522.2500	Matching Deferred Comp	26,947	27,701	28,576	24,268	(12.4)%
523.0100	Health Insurance	20,784	22,125	24,105	22,651	2.4 %
523.0300	Insurance & EAP	650	663	812	606	(8.6)%
524.0100	Workers' Compensation	895	729	770	899	23.3 %
	Total Personnel Expenses	278,466	306,046	305,704	329,422	7.6 %
531.0100	Consultant	110,212	898,848	379,958	35,000	(96.1)%
531.0300	Membership Dues	6,820	7,245	6,695	7,245	- %
531.0600	Attorney Fees	52,323	111,294	100,000	62,836	(43.5)%
531.1600	Contract Services	15,308	40,678	40,678	36,484	(10.3)%
534.4200	Building Demolition	5,000	-	-	-	- %
540.5100	Travel And Per Diem	12,179	13,000	13,000	16,300	25.4 %
541.1100	Communications	908	1,500	650	1,000	(33.3)%
542.1200	Postage/Mailing Service	7	6,535	6,606	150	(97.7)%
543.0000	Utility Services	4,089	4,500	4,000	4,000	(11.1)%
544.0500	Operating Lease	3,288	5,100	4,500	5,160	1.2 %
544.1500	Rental Expenses	24,000	24,000	24,000	24,000	- %
545.1200	Insurance	7,133	9,732	8,429	11,010	13.1 %
546.3400	Repair & Maintenance	17,375	5,995	2,500	5,000	(16.6)%
546.4000	Vehicle Repair & Maintenance	97	1,400	200	1,400	- %
547.5100	Printing And Binding	30	50	300	100	100.0 %
548.9100	Promotional Advertising	17,011	25,700	25,700	33,200	29.2 %
549.9600	Bank Service Charges	3,581	5,000	5,000	5,000	- %
551.1200	Office Supplies	345	1,500	1,500	1,500	- %
552.1500	Fuel And Lubricants	408	1,500	810	1,500	- %
552.2300	Operating Expenses	3,230	9,400	9,750	13,900	47.9 %
552.4200	Small Tools/Equipment	2,460	1,000	600	1,000	- %
552.5100	Uniform Purchases And Cleaning	-	500	-	1,000	100.0 %
552.7100	Fairs & Festivals	120,580	164,000	156,000	160,000	(2.4)%
552.7200	Palmetto Historical Park	10,586	10,800	10,800	10,800	- %
552.7400	Ag Museum	6,276	6,800	6,800	6,800	- %
554.0100	Non-Capitalized Equipment	5,644	15,000	9,737	5,000	(66.7)%
554.1200	Publications	1,300	1,000	200	500	(50.0)%
555.1300	Technical/Training	13,210	13,215	13,215	12,060	(8.7)%
	Total Operating Expenses	443,400	1,385,292	831,628	461,945	(66.7)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

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

Account 190-559	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
561.0000	Land	4,384	166,582	166,582	250,000	50.1 %
561.0000-1202	Land - Riverside Project	-	110,378	110,378	-	(100.0)%
561.0100-9025	Land for Grants	-	34,000	-	-	(100.0)%
562.0000	Building Improvements	146,951	750,000	-	100,000	(86.7)%
563.0000-1104	Lamb/Sutton Park	-	15,378	10,021	-	(100.0)%
563.0000-1107	Haben Boulevard Improvements	-	85,000	85,000	-	(100.0)%
563.0000-1202	Riverside Project	-	419,596	8,097	210,000	(50.0)%
563.0000-1301	MMEC Project	16,596	93,414	93,414	80,000	(14.4)%
563.0000-1491	Historical Park	-	-	-	20,000	- %
	Total Capital Purchases	167,931	1,674,348	473,492	660,000	(60.6)%
571.6900	Principal - 06 CRA Loan	219,750	219,750	219,750	219,752	- %
572.6900	Interest Expense - CRA 2006 Loan	37,863	50,000	35,000	50,000	- %
573.0500	New Debt Service	-	-	-	850,000	- %
	Total Debt Service	257,613	269,750	254,750	1,119,752	315.1 %
582.1100	Commercial Renovation	35,651	88,776	88,776	50,000	(43.7)%
582.1200	Community Renovation Program	495,242	517,509	517,509	582,907	12.6 %
582.1400	Cra Community	13,067	17,000	13,500	7,000	(58.8)%
582.1500	Redevelopment Incentives	117,269	131,870	131,870	131,870	- %
582.1600	General Property Upgrades	-	-	-	175,000	- %
582.2100	Residential Revitalization Program	-	150,000	1,000	250,000	66.7 %
	Total Community Programs	661,229	905,155	752,655	1,196,777	32.2 %
591.0100	Transfer Out - Admin Services	43,673	38,132	38,132	39,317	3.1 %
593.9000-1301	Transfer-Out - MMEC	1,500,000	-	-	-	- %
593.9000-1601	Transfer-Out - Seawall	604,347	-	-	-	- %
	Total Transfers-Out	2,148,020	38,132	38,132	39,317	3.1 %
	TOTAL EXPENDITURES	\$ 3,956,659	\$ 4,578,723	\$ 2,656,361	\$ 3,807,213	(16.8)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Community Redevelopment Agency
Fund 190; Department 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
190-559-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	99,173	99,173
Totals for GL# 190-559-511.0100-EXECUTIVE SALARIES			99,173
190-559-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	85,832	85,832
Totals for GL# 190-559-512.0100-REGULAR SALARIES			85,832
190-559-513.0100 PART TIME WAGES			
PART TIME WAGES	1	50,375	50,375
Totals for GL# 190-559-513.0100-PART TIME WAGES			50,375
190-559-514.0100 OVERTIME - GE			
FESTIVAL OVERTIME	1	5,000	5,000
Totals for GL# 190-559-514.0100-OVERTIME - GE			5,000
190-559-521.0100 FICA TAXES			
FICA TAXES	1	18,391	18,391
Totals for GL# 190-559-521.0100-FICA TAXES			18,391
190-559-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	22,227	22,227
Totals for GL# 190-559-522.2100-RETIREMENT GENERAL EMPLOYEE			22,227
190-559-522.2500 MATCHING DEFERRED COMP			
CRA DIRECTOR	1	24,268	24,268
Totals for GL# 190-559-522.2500-MATCHING DEFERRED COMP			24,268
190-559-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,436	10,872
HEALTH INSURANCE - FAMILY	1	11,779	11,779
Totals for GL# 190-559-523.0100-HEALTH INSURANCE			22,651
190-559-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	606	606
Totals for GL# 190-559-523.0300-LIFE INSURANCE & EAP			606



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

**Community Redevelopment Agency
Fund 190; Department 559**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
190-559-524.0100 WORKERS' COMPENSATION			
WORKERS' COMPENSATION	1	899	899
Totals for GL# 190-559-524.0100-WORKERS' COMPENSATION			899
190-559-531.0100 CONSULTING			
SURVEY	1	10,000	10,000
GENERAL CONSULTING	1	20,000	20,000
COMMUNITY GARDEN	1	5,000	5,000
Totals for GL# 190-559-531.0100-CONSULTING			35,000
190-559-531.0300 MEMBERSHIP DUES			
FLORIDA BROWNFIELD ASSOCIATION	1	150	150
BRADENTON AREA ECONOMIC DEVELOPMENT CORP	1	5,000	5,000
FLORIDA DEPT OF ECONOMIC OPPORTUNITY	1	175	175
FLORIDA HOUSING COALITION	1	200	200
FLORIDA REDEVELOPMENT ASSOCIATION	1	1,245	1,245
NATIONAL ASSOCIATION OF PARLIAMENTARIANS	1	75	75
COUNCIL OF DEVELOPMENT FINANCE AGENICES (CDFA)	1	400	400
Totals for GL# 190-559-531.0300-MEMBERSHIP DUES			7,245
190-559-531.0600 ATTORNEY FEES			
GENERAL LEGAL FEES - 19%	12	4,403	52,836
MISC EXPENSES - RECORDING FEES	1	10,000	10,000
Totals for GL# 190-559-531.0600-ATTORNEY FEES			62,836
190-559-531.1600 CONTRACT SERVICES			
5TH STREET MAINTENANCE	1	10,000	10,000
ALARM SYSTEM	12	34	408
CLEANING SERVICES	52	75	3,900
DRINKING WATER SERVICE	1	300	300
HABEN BLVD MAINTENANCE	1	6,000	6,000
HVAC ANNUAL MAINTENANCE	2	128	256
GENERAL REPAIRS	1	5,000	5,000
PEST CONTROL	1	120	120
LANDSCAPE (GATEWAY/SUTTON)	1	10,000	10,000
COFFEE SUPPLIES	1	500	500
Totals for GL# 190-559-531.1600-CONTRACT SERVICES			36,484



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

Community Redevelopment Agency
Fund 190; Department 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
190-559-540.5100 TRAVEL AND PER DIEM			
FLORIDA HOUSING COALITION	1	800	800
FRA CONFERENCE	1	5,000	5,000
MISCELLANEOUS	1	3,500	3,500
FRA CERTIFICATION	1	1,500	1,500
CDFA	1	3,000	3,000
BROWNFIELDS	1	1,500	1,500
FLORIDA LEAGUE OF CITIES	1	1,000	1,000
Totals for GL# 190-559-540.5100-TRAVEL AND PER DIEM			16,300
190-559-541.1100 COMMUNICATIONS			
CELL SERVICE - CRA DIRECTOR	1	1,000	1,000
Totals for GL# 190-559-541.1100-COMMUNICATIONS			1,000
190-559-542.1200 POSTAGE/MAILING SERVICES			
CH POSTAGE METER	1	25	25
POSTAGE	1	125	125
Totals for GL# 190-559-542.1200-POSTAGE/MAILING SERVICES			150
190-559-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	1,000	1,000
FPL	1	3,000	3,000
Totals for GL# 190-559-543.0000-UTILITY SERVICES			4,000
190-559-544.0500 OPERATING LEASE			
CANON 5248 - LEASE - PMT 3-14 OF 36	12	230	2,760
CANON 5248 - MAINTENANCE	1	2,400	2,400
Totals for GL# 190-559-544.0500-OPERATING LEASE			5,160
190-559-544.1500 RENTAL EXPENSES			
OFFICE RENT	12	2,000	24,000
Totals for GL# 190-559-544.1500-RENTAL EXPENSES			24,000



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

**Community Redevelopment Agency
Fund 190; Department 559**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
190-559-545.1200 INSURANCE			
D-6 EXECUTIVE TRAVEL AD&D	1	60	60
GENERAL LIABILITY, AUTO AND PROPERTY	1	6,830	6,830
4TH JULY	1	2,120	2,120
MULTICULTURAL	1	2,000	2,000
Totals for GL# 190-559-545.1200-INSURANCE			11,010
190-559-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	5,000	1	5,000
Totals for GL# 190-559-546.3400-REPAIR & MAINTENANCE			5,000
190-559-546.4000 VEHICLE REPAIR & MAINTENANCE			
OIL CHANGES	1	200	200
DETAILED	1	200	200
MISC.	1	1,000	1,000
Totals for GL# 190-559-546.4000-VEHICLE REPAIR & MAINTENANCE			1,400
190-559-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	1	100	100
Totals for GL# 190-559-547.5100-PRINTING AND BINDING			100
190-559-548.9100 PROMOTIONAL ADVERTISING			
ADVERTISING	1	1,000	1,000
BAGS	1	5,000	5,000
SOCIAL MEDIA ADVERTISING	1	7,500	7,500
MIP	1	4,200	4,200
THUMBDRIVES	1	7,500	7,500
EDC	1	5,000	5,000
MISC.	1	3,000	3,000
Totals for GL# 190-559-548.9100-PROMOTIONAL ADVERTISING			33,200
190-559-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	5,000	5,000
Totals for GL# 190-559-549.9600-BANK SERVICE CHARGES			5,000



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

**Community Redevelopment Agency
Fund 190; Department 559**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
190-559-551.1200 OFFICE SUPPLIES			
PAPER, PENS, INK, ETC.	1	1,500	1,500
Totals for GL# 190-559-551.1200-OFFICE SUPPLIES			1,500
190-559-552.1500 FUEL AND LUBRICANTS			
FUEL FOR CRA VEHICLE	1	1,500	1,500
Totals for GL# 190-559-552.1500-FUEL AND LUBRICANTS			1,500
190-559-552.2300 OPERATING EXPENSES			
BUSINESS RECRUITMENT	1	2,000	2,000
GENERAL OPERATING EXPENSES	1	5,000	5,000
GIS SOFTWARE - ESRI ONLINE	1	1,400	1,400
OFFICE 365 MONTHLY FEE	1	4,500	4,500
AWARDS	1	1,000	1,000
Totals for GL# 190-559-552.2300-OPERATING EXPENSES			13,900
190-559-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS/EQUIPMENT	1	1,000	1,000
Totals for GL# 190-559-552.4200-SMALL TOOLS/EQUIPMENT			1,000
190-559-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRT ALLOWANCE	1	1,000	1,000
Totals for GL# 190-559-552.5100-UNIFORM PURCHASES AND CLEANING			1,000
190-559-552.7100 FAIRS & FESTIVALS			
4TH OF JULY	1	80,000	80,000
MULTI-CULTURAL FESTIVAL	1	30,000	30,000
SEAFOOD FESTIVAL-10 YEAR AGREEMENT	1	25,000	25,000
4TH OF JULY FAMILY EVENT	1	25,000	25,000
Totals for GL# 190-559-552.7100-FAIRS & FESTIVALS			160,000
190-559-552.7200 PALMETTO HISTORICAL PARK			
CARNEGIE LIBRARY LICENSE	1	80	80
FPL	1	7,000	7,000
ELEVATOR SERVICE	1	1,700	1,700
PEST CONTROL	1	520	520
WATER	1	1,500	1,500
Totals for GL# 190-559-552.7200-PALMETTO HISTORICAL PARK			10,800



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

**Community Redevelopment Agency
Fund 190; Department 559**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
190-559-552.7400 AG MUSEUM			
FPL	1	6,000	6,000
WATER	1	800	800
Totals for GL# 190-559-552.7400-AG MUSEUM			6,800
190-559-554.0100 NON-CAPITALIZED EQUIPMENT			
EQUIPMENT	1	5,000	5,000
Totals for GL# 190-559-554.0100-NON-CAPITALIZED EQUIPMENT			5,000
190-559-554.1200 PUBLICATIONS			
PUBLICATIONS	1	500	500
Totals for GL# 190-559-554.1200-PUBLICATIONS			500
190-559-555.1300 TECHNICAL/TRAINING			
ANNUAL CONFERENCE	1	1,500	1,500
CRA CERTIFICATION	1	2,670	2,670
CONTINUED EDUCATION/TRAINING	1	5,000	5,000
FLORIDA HOUSING COALITION	1	790	790
CDFA	1	500	500
MISC.	1	1,000	1,000
GIS	1	600	600
Totals for GL# 190-559-555.1300-TECHNICAL/TRAINING			12,060
190-559-561.0000 LAND			
REPLACEMENT RECREATIONAL FOR RIVERSIDE SEAHORSE	1	250,000	250,000
Totals for GL# 190-559-561.0000-LAND			250,000
190-559-562.0000 BUILDING IMPROVEMENTS			
ARMORY HISTORIC PRESERVATION	1	100,000	100,000
Totals for GL# 190-559-562.0000-BUILDING IMPROVEMENTS			100,000
190-559-563.0000-1202 RIVERSIDE PROJECT			
RIVERSIDE PARKING	1	210,000	210,000
Totals for GL# 190-559-563.0000-1202-RIVERSIDE PROJECT			210,000



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

**Community Redevelopment Agency
Fund 190; Department 559**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
190-559-563.0000-1301 MMEC PROJECT			
TRANSIT IMPROVEMENTS	2	40,000	80,000
Totals for GL# 190-559-563.0000-1301-MMEC PROJECT			80,000
190-559-563.0000-1491 HISTORICAL PARK			
PARK IMPROVEMENTS (LANDSCAPING, LIGHTS AND FENCE)	1	20,000	20,000
Totals for GL# 190-559-563.0000-1491-HISTORICAL PARK			20,000
190-559-571.6900 PRINC - 06 CRA LOAN			
CRA LOAN PRINCIPAL	4	54,938	219,752
Totals for GL# 190-559-571.6900-PRINC - 06 CRA LOAN			219,752
190-559-572.6900 INT EXP - 06 CRA LOAN			
CRA LOAN INTEREST	4	12,500	50,000
Totals for GL# 190-559-572.6900-INT EXP - 06 CRA LOAN			50,000
190-559-573.0500 NEW DEBT SERVICE			
BOND ISSUANCE	1	750,000	750,000
POOL	1	100,000	100,000
Totals for GL# 190-559-573.0500-NEW DEBT SERVICE			850,000
190-559-582.1100 COMMERCIAL RENOVATION			
COMMERCIAL RENOVATION	1	50,000	50,000
Totals for GL# 190-559-582.1100-COMMERCIAL RENOVATION			50,000
190-559-582.1200 COMMUNITY RENOVATION PROGRAM			
PD SUBPLAN	1	529,149	529,149
CODE ENFORCEMENT SUBPLAN	1	53,758	53,758
Totals for GL# 190-559-582.1200-COMMUNITY RENOVATION PROGRAM			582,907
190-559-582.1400 CRA COMMUNITY			
PALMETTO UTILITIES	7,000	1	7,000
Totals for GL# 190-559-582.1400-CRA COMMUNITY			7,000



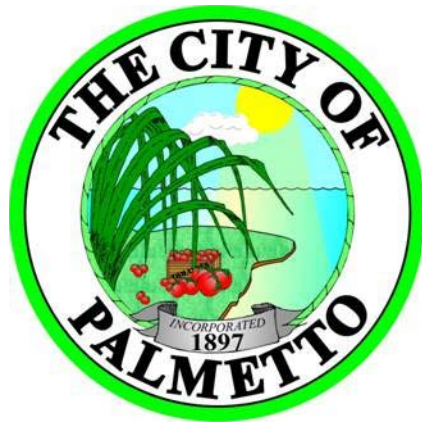
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Community Redevelopment Agency
Fund 190; Department 559**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
190-559-582.1500 REDEVELOPMENT INCENTIVES			
IT WORKS! GLOBAL	1	61,026	61,026
PALMETTO ANIMAL CLINIC	1	9,491	9,491
PALMETTO THEATER	1	40,291	40,291
DOLLAR GENERAL	1	6,462	6,462
O'REILLY AUTO PARTS	1	14,600	14,600
Totals for GL# 190-559-582.1500-REDEVELOPMENT INCENTIVES			131,870
190-559-582.1600 GENERAL PROPERTY UPGRADES			
SOLAR TREES	5	35,000	175,000
Totals for GL# 190-559-582.1600-GENERAL PROPERTY UPGRADES			175,000
190-559-582.2100 RESIDENTIAL REVITALIZATION PROGRAM			
RESIDENTIAL REHAB			
HOUSING	1	250,000	250,000
Totals for GL# 190-559-582.2100-RESIDENTIAL REVITALIZATION PROGRAM			250,000
190-559-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
FINANCE	1	14,684	14,684
HR	1	4,915	4,915
IT SERVICES	1	19,718	19,718
Totals for GL# 190-559-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			39,317
Totals for dept 559-CRA			3,807,213



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



“Trying to predict the future is like trying to drive down a country road at night with no lights while looking out the back window”

Peter Drucker



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Road and Bridge Fund Fund #307

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

This fund is comprised of one cost center:

- Road and Bridge – Cost Center 541

Gas taxes accounted for 86% of this fund's revenue sources in fiscal year 2017 before other financing sources in the amount of \$1,560,466 for operations. For fiscal year 2018, the gas taxes are budgeted to be 92% of the total revenues before other financing sources. The remaining revenues come from miscellaneous interest and service related revenues. In fiscal year 2018 other financing sources in the amount of \$566,000 are from fund balance for \$185,000 in capital projects funding and \$381,000 from a capital lease for a new street sweeper and two new departmental trucks.

This fund is currently one of the most stable in the City with regards to the level of fund balance. In fiscal year 2014 the Road and Bridge fund supported capital projects in an amount to bring the fund balance levels from thirteen months to five months. Now for fiscal year 2018, the fund is projected to have 6.37 months of budgeted expenses which allows for \$185,000 in funding for capital projects and will bring the fund down to 5.29 months. This level is well within the fund balance policy requirements. Since fiscal year 2015, more operating funds are being used to maintain the city's road rather than fund the repairs through CIP. The new half-cent sales taxes are partially intended to fund road maintenance as well.



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

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
ROAD AND BRIDGE FUND					
BEGINNING FUND BALANCES	1,688,356	1,418,526	1,418,526	1,348,076	-4.97%
Taxes	1,413,405	1,471,523	1,460,412	1,431,533	-2.72%
Impact Fees	37,308	70,256	69,045	-	0.00%
Intergovernmental Revenue	103,042	109,017	100,054	104,850	0.00%
Charges for Services	51,289	118,521	177,954	121,285	2.33%
Interest Revenue	7,244	8,600	10,986	12,500	45.35%
Miscellaneous	21,905	-	638	467	-100.00%
Debt/Lease Proceeds	11,233	37,500	37,500	381,000	916.00%
Non-Revenue Sources	-	446,225	-	185,000	-58.54%
TOTAL REVENUES	1,645,426	2,261,642	1,856,589	2,236,635	-1.11%
EXPENSES					
Personnel	255,002	261,791	195,167	254,687	-2.71%
Operating Expenses	485,795	926,996	910,316	897,250	-3.21%
Capital Expenses	292,248	44,079	41,488	386,000	775.70%
Debt Service	281,537	264,399	266,873	299,122	13.13%
Transfers Out	600,674	513,195	513,195	399,576	-22.14%
TOTAL EXPENDITURES	1,915,256	2,010,460	1,927,039	2,236,635	11.25%
Excess Revenue Over (Under) Expenditures	(269,830)	251,182	(70,450)	-	-100.00%
Fund Balance, End of Year	1,418,526	1,669,708	1,348,076	1,348,076	-19.26%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

307-000 - ROAD AND BRIDGE REVENUE
Fund Revenue Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
307-000						
312.3000	9th Cent Gas Tax	\$ 70,552	\$ 71,584	\$ 71,140	\$ 67,394	(5.9)%
312.4100	\$.04 Local Gas Tax-Manatee County	552,555	566,927	562,142	554,262	(2.2)%
312.4101	5Th And 6Th Cented Gas Tax	269,765	276,780	272,778	270,701	(2.2)%
312.4201	5 Cent Second Local Option Gas Tax	520,533	556,232	554,352	539,176	(3.1)%
335.4900	State Rev Sharing - Other Fuel Taxes	103,042	109,017	100,054	104,850	(3.8)%
	TOTAL MOTOR FUEL TAXES	1,516,447	1,580,540	1,560,466	1,536,383	(2.8)%
343.2000	FDOT/Hwy Maintenance Contract	18,257	18,257	18,257	18,257	- %
343.2010	FDOT Signalization Contract	32,832	49,631	49,631	50,876	2.5 %
343.2020	FDOT Lighting Contract	-	50,633	110,041	52,152	3.0 %
341.9435	Special Event Fee - Electricity	-	-	25	-	- %
349.0000	Charges For Services Provided	200	-	-	-	- %
	TOTAL CHARGES FOR SERVICES	51,289	118,521	177,954	121,285	2.3 %
361.0100	Investment Earnings	6,148	8,000	10,000	12,500	56.3 %
361.0200	Interest Rev - Impact Fees	1,096	-	-	-	- %
361.0800	Interest Special Assmt	-	600	986	-	(100.0)%
	TOTAL INTEREST REVENUE	7,244	8,600	10,986	12,500	45.3 %
364.4100	Disposition Of Fixed Assets	17,470	-	-	-	- %
369.7400	Other Misc Revenue	3,543	-	100	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	892	-	538	467	- %
	TOTAL MISCELLANEOUS REVENUE	21,905	-	638	467	- %
324.3100	Impact Fees - Streets (Residential)	4,603	8,479	7,268	-	(100.0)%
324.3200	Impact Fees - Streets (Commerical)	32,705	61,777	61,777	-	(100.0)%
	TOTAL IMPACT FEES	37,308	70,256	69,045	-	(100.0)%
	OTHER FINANCING SOURCES					
383.7000	Capital Lease Inception	11,233	37,500	37,500	381,000	916.0 %
	Total Debt/Lease Proceeds	11,233	37,500	37,500	381,000	916.0 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

307-000 - ROAD AND BRIDGE REVENUE
Fund Revenue Summary

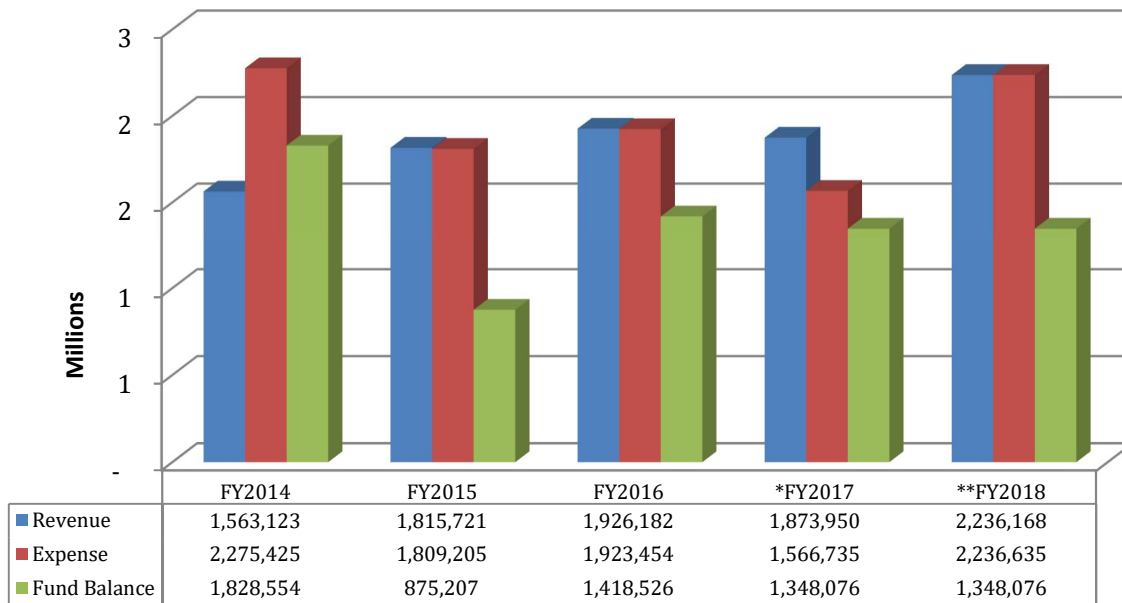
Account		2016	2017	2017	2018	% Change
307-000	Description	Actual	Revised	Projected	Adopted	of Budget
			Budget	Actual	Budget	
399.0000	Funding From Fund Balance - Outstanding Enc	-	150,442	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	295,783	-	185,000	(37.5)%
	Total Non-Revenue Sources	-	446,225	-	185,000	(58.5)%
	TOTAL OTHER FINANCING SOURCES	11,233	483,725	37,500	566,000	17.0 %
	TOTAL ROAD AND BRIDGE REVENUE	\$ 1,645,426	\$ 2,261,642	\$ 1,856,589	\$ 2,236,635	(1.1)%



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

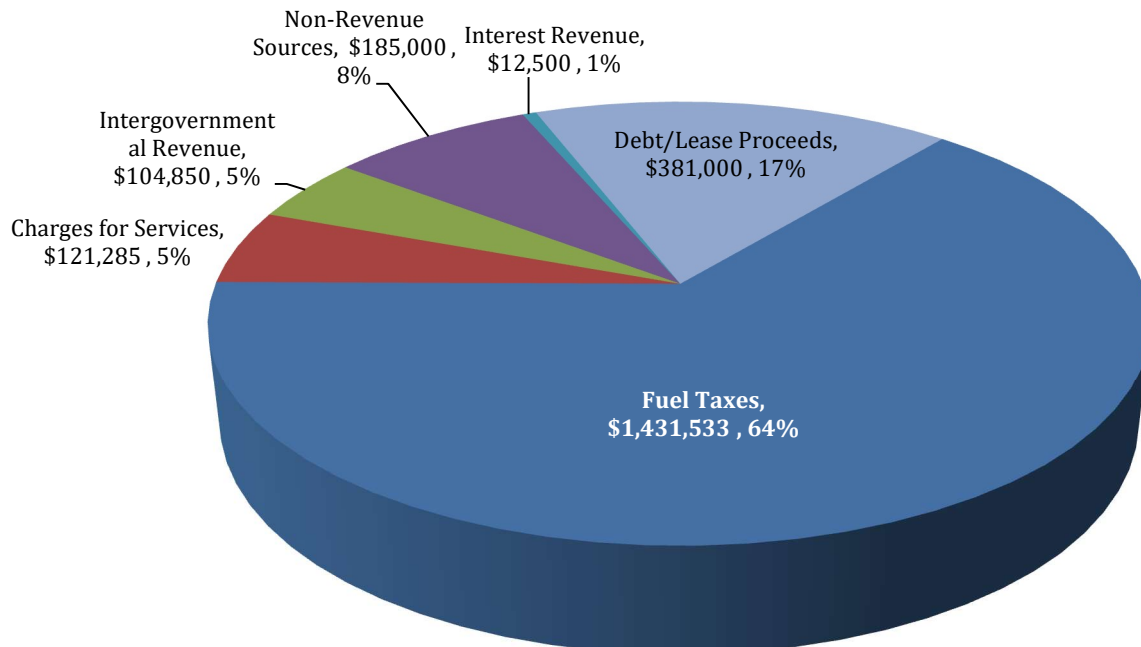
ROAD AND BRIDGE FUND - 307

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2018 Revenues By Source





CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ROAD AND BRIDGE FUND - 307

Revenue Analysis and Forecasting

Revenue Trends

The Road and Bridge fund is estimated to receive \$2,236,635 in FY2018 of which 74% or \$1,657,668, is generated from Motor Fuel Taxes (\$1,536,383) and Florida Department of Transportation Highway/Lighting and Maintenance Agreements (\$121,285).

Motor Fuel Taxes – Road and Bridge Fund - \$1,536,383 (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:

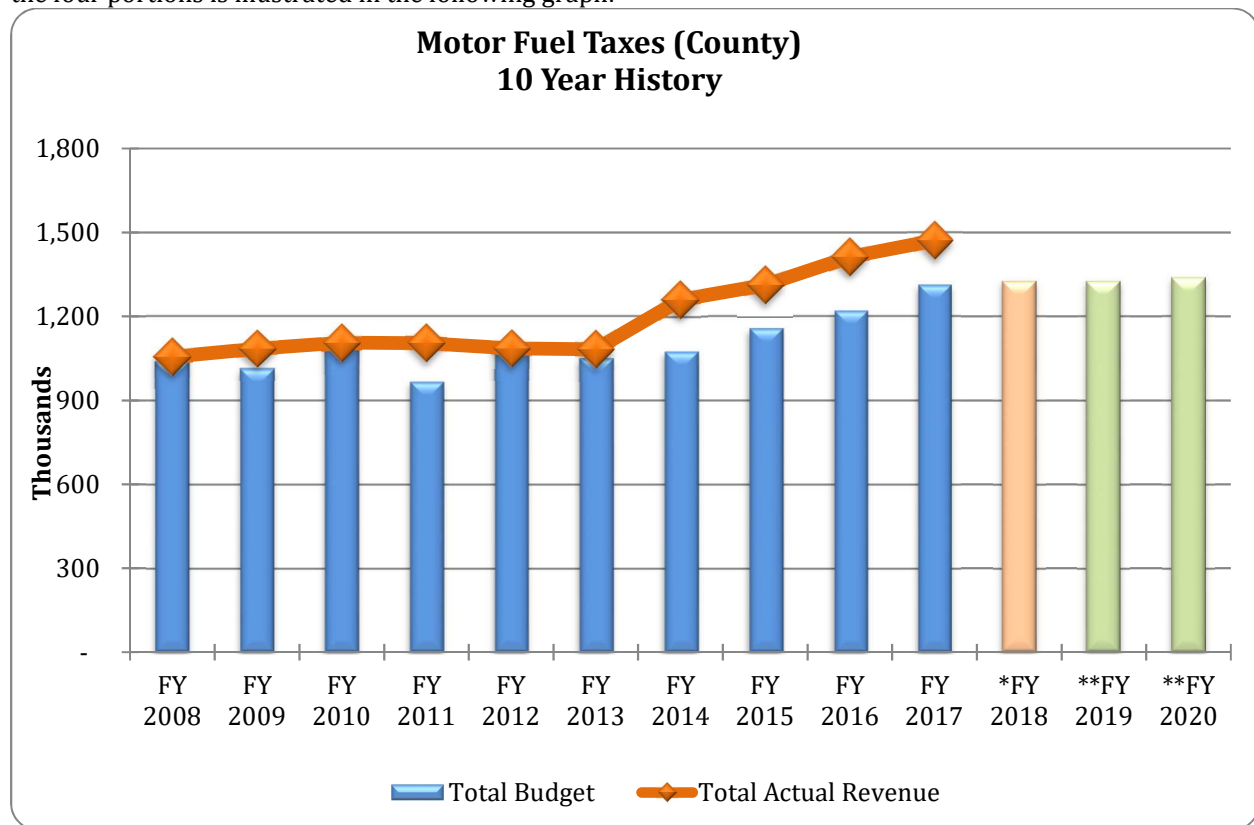


Figure 9 illustrates budgeted revenue as it compares with revenue actually received.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

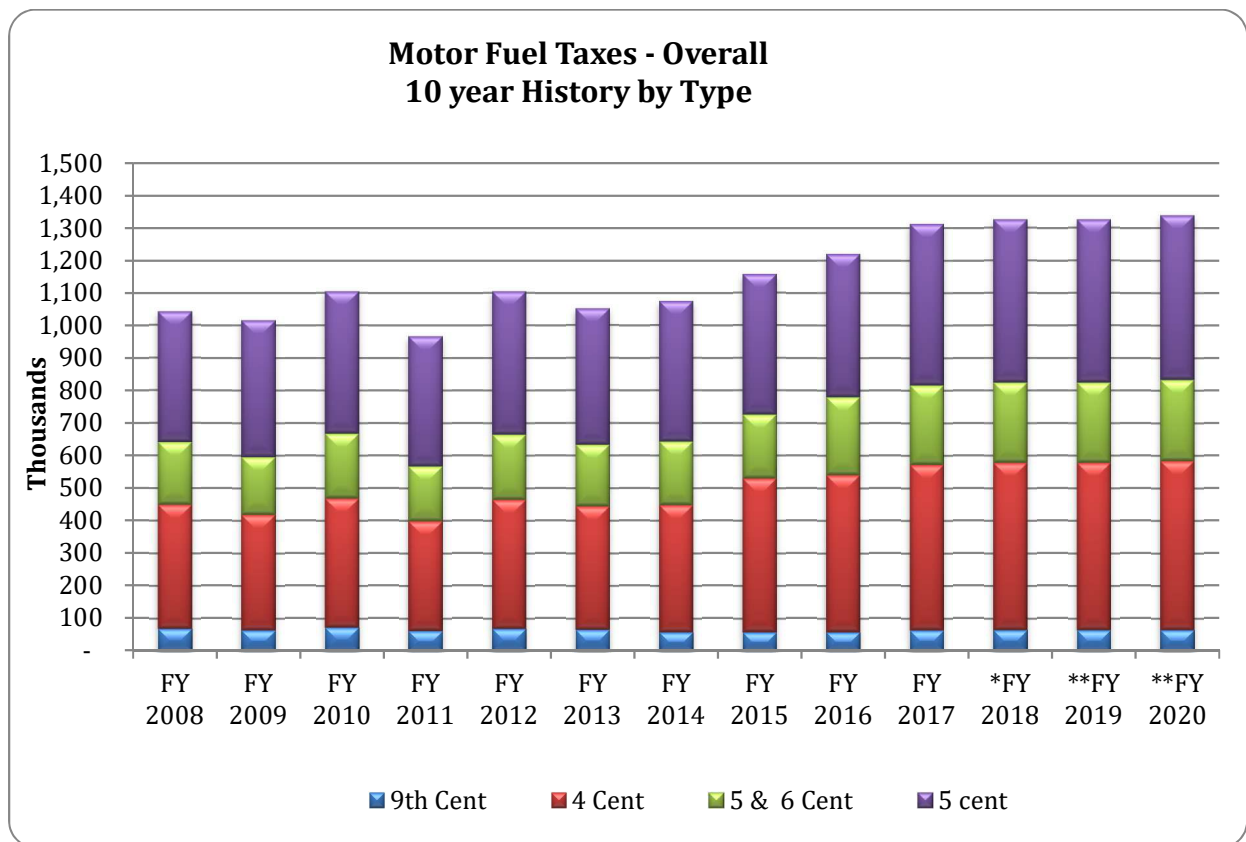


Figure 10

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 23.8% is deposited into the Road and Bridge fund while the remaining 76.2% is deposited into the General Fund. The Road and Bridge Fund portion is budgeted at \$104,850 for fiscal year 2018 as shown in Figure 8 – General Fund Section.

Typically, as gasoline prices rise and the economy worsens, the demand reduces and therefore the revenue is reduced. This is illustrated in both graphs Figure 9 and 10. As gas prices adjust to the rebuilding of our economy, the city is projecting a 1% increase for both years.

Charges for Services – Road and Bridge Fund

Charges for services in the Road and Bridge fund consists of \$121,285 in contracts with FDOT for highway maintenance of medians and right-of-ways, lighting and signalization. Several state and federal highways are within the Palmetto city limits and the City maintains the mowing and utilities. FDOT will then reimburse the City for those costs per the contract that is renewed annually.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Streets - 541

Fund: Road and Bridge Fund - 307

Department: Public Works

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

Primary Duties

- Responsible for the maintenance of City street infrastructure.
- Repair potholes, asphalt, overlays, striping, sidewalks
- Maintain road signage
- Keep streets clean and free of debris

Future Challenges or Issues facing the Cost Center

- Continual changes in environmental rules

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

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

Cost Center Goals and Objectives:

1. Maintain city streets and keep asphalt free of potholes



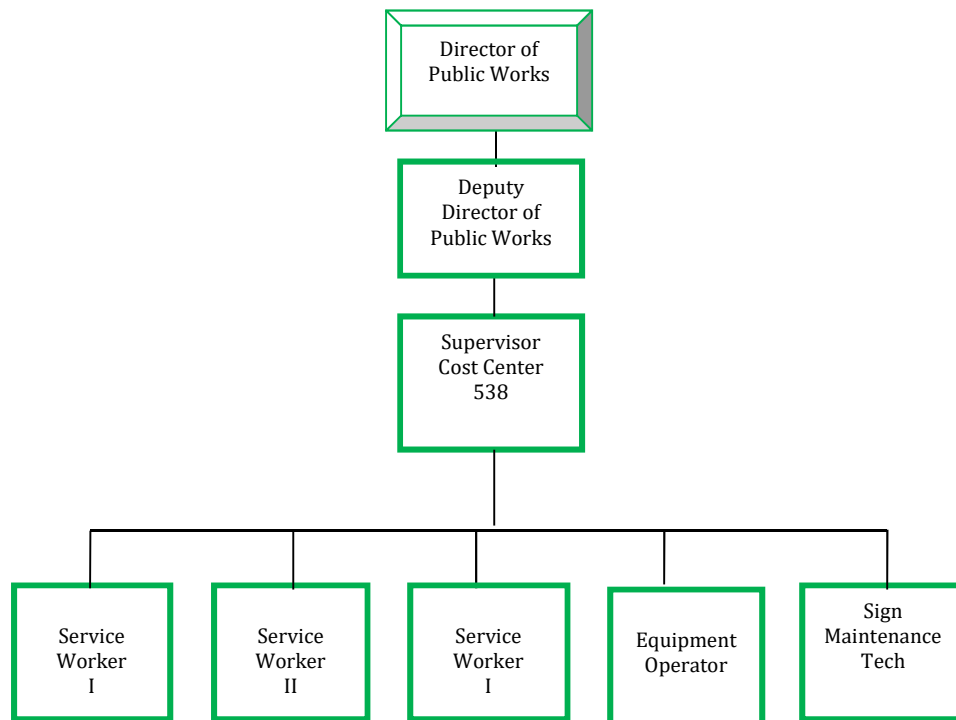
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Road & Bridge Department
Organizational Information**

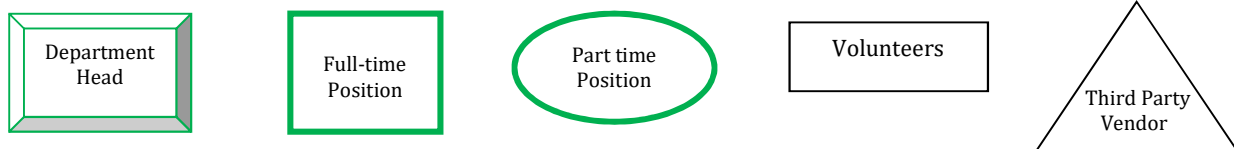
Total Personnel Wages	\$	162,048
Total Benefits	\$	92,640
Total Personnel Cost	\$	254,688

Grade	Job Title	FTE
104	Service Worker I	1.00
104	Service Worker I	1.00
106	Service Worker II	1.00
107	Equipment Operator	1.00
	Sign Maintenance	
108	Technician	1.00
	Full-Time Position	5
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	5

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

307-541 - ROAD AND BRIDGE
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
307-541						
512.0100	Regular Salaries	\$ 165,578	\$ 151,752	\$ 118,146	\$ 153,048	0.9 %
514.0100	Overtime - GE	3,377	9,000	1,800	9,000	- %
514.0150	Overtime - Holiday General Employees	263	-	-	-	- %
521.0100	Fica Taxes	12,899	12,298	9,037	12,398	0.8 %
522.2100	Retirement General Employee	41,536	46,248	35,648	39,653	(14.3)%
523.0100	Health Insurance	23,641	26,555	22,782	31,305	17.9 %
523.0300	Insurance & EAP	583	616	501	499	(19.0)%
524.0100	Workers' Compensation	7,825	7,922	7,253	8,784	10.9 %
529.0000	Career Advancement	-	7,400	-	-	(100.0)%
529.9900	Reimbursement Of Personnel Costs	(698)	-	-	-	- %
	Total Personnel Expenses	255,004	261,791	195,167	254,687	(2.7)%
531.2000	Engineering Services	885	6,475	3,500	-	(100.0)%
534.1600	Lot Clearing	7,200	8,200	8,200	8,000	(2.4)%
540.5100	Travel And Per Diem	370	800	800	2,000	150.0 %
541.1100	Communications	716	900	765	720	(20.0)%
543.0500	Street Lights - Electric	117,106	127,102	128,000	142,000	11.7 %
544.0500	Operating Lease	63	75	75	75	- %
544.1500	Rental Expenses	350	1,000	1,000	1,000	- %
545.1200	Insurance	10,989	8,169	8,169	10,846	32.8 %
545.9900	Insurance Contingency - Vehicle	1,029	5,000	1,500	5,000	- %
546.3400	Repair & Maintenance	14,660	39,005	25,000	30,000	(23.1)%
546.4000	Vehicle Repair & Maintenance	-	18,372	17,500	30,000	63.3 %
549.5000	Locate Costs	-	900	-	1,000	11.1 %
549.9600	Bank Service Charges	1,881	2,500	2,500	2,500	- %
551.1200	Office Supplies	33	75	75	100	33.3 %
552.1500	Fuel And Lubricants	16,505	18,000	17,250	18,000	- %
552.2300	Operating Expenses	4,486	9,793	3,855	4,600	(53.0)%
552.3900	Safety Program Expense	540	1,932	1,000	2,300	19.0 %
552.4200	Small Tools/Equipment	3,011	4,873	3,000	4,000	(17.9)%
552.5100	Uniform Purchases And Cleaning	1,428	1,750	1,750	1,750	- %
553.0200	Materials-Road Repairs&Maint	179,144	492,712	508,732	443,759	(9.9)%
553.0300	Materials-Sidewalk Repairs & Maint	46,731	86,418	86,000	90,000	4.1 %
553.0400	Materials-Light Repairs & Maint	63,183	74,300	74,300	75,000	0.9 %
553.0500	Ada Sidewalk Compliance	12,050	16,000	16,000	20,000	25.0 %
554.0100	Non-Capitalized Equipment	1,263	145	145	1,600	1,003.4 %
555.1300	Technical/Training	2,172	2,500	1,200	3,000	20.0 %
	Total Operating Expenses	485,795	926,996	910,316	897,250	(3.2)%
564.0100	Machinery & Equipment	51,577	6,579	3,988	5,000	(24.0)%
564.4900	Capital Leases	240,671	37,500	37,500	381,000	916.0 %
	Total Capital Purchases	292,248	44,079	41,488	386,000	775.7 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

307-541 - ROAD AND BRIDGE
Cost Center Summary

Account		2016	2017	2017	2018	% Change
307-541	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
571.0100	Princ - Lease	128,152	107,283	107,283	93,746	(12.6)%
571.0400	Principal - Loan 2004	10,181	11,000	10,700	11,252	2.3 %
571.0500	Principal - Loan 2005	54,604	57,500	57,000	60,000	4.3 %
571.0700	Principal - Loan 2007	31,336	33,000	32,800	34,252	3.8 %
572.0100	Interest Expense - Lease	3,951	2,866	2,866	1,778	(38.0)%
572.0400	Interest Expense - Loan 2004	4,345	4,250	4,000	3,500	(17.6)%
572.0500	Interest Expense - Loan 2005	28,646	28,500	27,900	26,000	(8.8)%
572.0700	Interest Expense - Loan 2007	20,322	20,000	19,500	18,500	(7.5)%
573.0500	New Debt Service	-	-	4,824	50,094	- %
	Total Debt Service	281,537	264,399	266,873	299,122	13.1 %
591.0100	Transfer Out - Admin Services	140,674	154,912	154,912	150,576	(2.8)%
591.0700	Transfer To Capital Projects Fund	300,000	209,950	209,950	165,000	(21.4)%
591.4000	Transfer To Stormwater - Capital	-	83,333	83,333	20,000	(76.0)%
591.4400	Transfer To Stormwater - Subsidy	100,000	65,000	65,000	64,000	(1.5)%
594.4000	Transfer for CIP - Stormwater	60,000	-	-	-	- %
	Total Transfers-Out	600,674	513,195	513,195	399,576	(22.1)%
	TOTAL EXPENDITURES	\$ 1,915,258	\$ 2,010,460	\$ 1,927,039	\$ 2,236,635	11.2 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Road and Bridge Department
Fund 307; Department 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 541-ROAD & BRIDGE			
307-541-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	153,048	153,048
Totals for GL# 307-541-512.0100-REGULAR SALARIES			153,048
307-541-514.0100 OVERTIME - GE			
OVERTIME	1	9,000	9,000
Totals for GL# 307-541-514.0100-OVERTIME - GE			9,000
307-541-521.0100 FICA TAXES			
FICA TAXES	1	12,398	12,398
Totals for GL# 307-541-521.0100-FICA TAXES			12,398
307-541-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	39,653	39,653
Totals for GL# 307-541-522.2100-RETIREMENT GENERAL EMPLOYEE			39,653
307-541-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	31,305	31,305
Totals for GL# 307-541-523.0100-HEALTH INSURANCE			31,305
307-541-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	499	499
Totals for GL# 307-541-523.0300-LIFE INSURANCE & EAP			499
307-541-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	8,784	8,784
Totals for GL# 307-541-524.0100-WORKERS' COMPENSATION			8,784
307-541-534.1600 LOT CLEARING			
TREE TRIMMING, REMOVAL	1	8,000	8,000
Totals for GL# 307-541-534.1600-LOT CLEARING			8,000
307-541-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	2,000	2,000
Totals for GL# 307-541-540.5100-TRAVEL AND PER DIEM			2,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Road and Bridge Department
Fund 307; Department 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
307-541-541.1100 COMMUNICATIONS			
CELL SERVICE - 737-9193-SIGN TECH	12	60	720
Totals for GL# 307-541-541.1100-COMMUNICATIONS			720
307-541-543.0500 STREET LIGHTS - ELECTRIC			
FPL	1	142,000	142,000
Totals for GL# 307-541-543.0500-STREET LIGHTS - ELECTRIC			142,000
307-541-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
Totals for GL# 307-541-544.0500-OPERATING LEASE			75
307-541-544.1500 RENTAL EXPENSES			
RENTAL OF SPECIALTY EQUIPMENT	1	1,000	1,000
Totals for GL# 307-541-544.1500-RENTAL EXPENSES			1,000
307-541-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,524	10,096
NEW AUTO OVERLAP INSURANCE	3	250	750
Totals for GL# 307-541-545.1200-INSURANCE			10,846
307-541-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 307-541-545.9900-INSURANCE CONTINGENCY			5,000
307-541-546.3400 REPAIR & MAINTENANCE			
REPAIR MAINT.	1	30,000	30,000
Totals for GL# 307-541-546.3400-REPAIR & MAINTENANCE			30,000
307-541-546.4000 VEHICLE REPAIR & MAINTENANCE			
VECHILE REPAIR MAINT	1	20,000	20,000
REPAIR VEC. # 360	1	10,000	10,000
Totals for GL# 307-541-546.4000-VEHICLE REPAIR & MAINTENANCE			30,000
307-541-549.5000 LOCATE COSTS			
SUNSHINE LOCATE SERVICE 811	1	1,000	1,000
Totals for GL# 307-541-549.5000-LOCATE COSTS			1,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Road and Bridge Department
Fund 307; Department 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
307-541-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	2,500	2,500
Totals for GL# 307-541-549.9600-BANK SERVICE CHARGES			2,500
307-541-551.1200 OFFICE SUPPLIES			
PENS-PENCILS-PAPER ETC	1	100	100
Totals for GL# 307-541-551.1200-OFFICE SUPPLIES			100
307-541-552.1500 FUEL AND LUBRICANTS			
FUEL AND LUBE-VEHICLES-EQUIPMENT	1	18,000	18,000
Totals for GL# 307-541-552.1500-FUEL AND LUBRICANTS			18,000
307-541-552.2300 OPERATING EXPENSES			
CENTRAL STORES SUPPLIES	1	2,000	2,000
JANITORIAL SUPPLIES	1	500	500
PAINT	1	900	900
SAND	1	1,200	1,200
Totals for GL# 307-541-552.2300-OPERATING EXPENSES			4,600
307-541-552.3900 SAFETY PROGRAM EXPENSE			
MUNICIPAL SAFETY SERVICES	1	500	500
PPE CENTRAL STORES	1	500	500
SAFETY SHOES PURCHASES	5	100	500
SIGNS FOR TRUCK (SAFETY ZONE)	2	400	800
Totals for GL# 307-541-552.3900-SAFETY PROGRAM EXPENSE			2,300
307-541-552.4200 SMALL TOOLS/EQUIPMENT			
MINOR TOOLS AND SMALL EQUIPMENT	1	4,000	4,000
Totals for GL# 307-541-552.4200-SMALL TOOLS/EQUIPMENT			4,000
307-541-552.5100 UNIFORM PURCHASES AND CLEANING			
EMPLOYEE UNIFORMS	1	1,750	1,750
Totals for GL# 307-541-552.5100-UNIFORM PURCHASES AND CLEANING			1,750



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Road and Bridge Department
Fund 307; Department 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
307-541-553.0200 MATERIALS-ROAD REPAIRS&MAINT			
DRAINAGE REPAIRS	1	50,000	50,000
CITYWIDE ROAD PAVING	1	318,759	318,759
STREET REPAIRS	1	50,000	50,000
STREET SIGN REPAIR-REPLACE	1	5,000	5,000
STREET STRIPING	1	20,000	20,000
Totals for GL# 307-541-553.0200-MATERIALS-ROAD REPAIRS&MAINT			443,759
307-541-553.0300 MATERIALS-SIDEWALK REPAIRS & MAINT			
CURB-SIDEWALK REPAIR AND	1	90,000	90,000
Totals for GL# 307-541-553.0300-MATERIALS-SIDEWALK REPAIRS & MAINT			90,000
307-541-553.0400 MATERIALS-LIGHT REPAIRS & MAINT			
STREET LIGHT REPAIRS	1	40,000	40,000
TRAFFIC LIGHT REPAIRS	1	15,000	15,000
TRAFFIC MANAGEMENT CENTER-ITMC SYSTEM	1	20,000	20,000
Totals for GL# 307-541-553.0400-MATERIALS-LIGHT REPAIRS & MAINT			75,000
307-541-553.0500 ADA SIDEWALK COMPLIANCE			
ADA RAMP COMPLIANCE	1	20,000	20,000
Totals for GL# 307-541-553.0500-ADA SIDEWALK COMPLIANCE			20,000
307-541-554.0100 NON-CAPITALIZED EQUIPMENT			
PIPE LOCATER	2	800	1,600
Totals for GL# 307-541-554.0100-NON-CAPITALIZED EQUIPMENT			1,600
307-541-555.1300 TECHNICAL/TRAINING			
EMPLOYEE TRAINING	1	1,500	1,500
IMSA SIGNS & MARKETING LEVEL I	1	1,500	1,500
Totals for GL# 307-541-555.1300-TECHNICAL/TRAINING			3,000
307-541-564.0100 MACHINERY & EQUIPMENT			
PLATE WACKER	1	5,000	5,000
Totals for GL# 307-541-564.0100-MACHINERY & EQUIPMENT			5,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Road and Bridge Department
Fund 307; Department 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
307-541-564.4900 CAPITAL LEASES			
SHARED COST - MINI EXCAVATOR 25%	0	60,000	15,000
STREET SWEEPER	1	300,000	300,000
NEW SUPERVISOR TRUCK	1	33,000	33,000
NEW SIGN TRUCK	1	33,000	33,000
Totals for GL# 307-541-564.4900-CAPITAL LEASES			381,000
307-541-571.0100 PRINC - LEASE			
P# 15-16F FA# 20208 F350/20209 BOBCAT	2	8,393	16,786
P# 11-14 FA# 20231 TRAFFIC CONTROL FA#20276 LOADER	4	16,241	64,964
P# 07-10 FA#20309 MINI-EXCAVATOR (1/4)	4	702	2,808
P# 03-06 FA#20401 FRONT LOADER (1/4)	4	2,297	9,188
Totals for GL# 307-541-571.0100-PRINC - LEASE			93,746
307-541-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	4	2,813	11,252
Totals for GL# 307-541-571.0400-PRINC-BOA LOAN 2004			11,252
307-541-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	4	15,000	60,000
Totals for GL# 307-541-571.0500-PRINC-BOA LOAN 2005			60,000
307-541-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	4	8,563	34,252
Totals for GL# 307-541-571.0700-PRINC-BOA LOAN 2007			34,252
307-541-572.0100 INT EXP - LEASE			
P# 15-16F FA #20208 F350/20209 BOBCAT	2	37	74
P# 11-14 FA# 20231 TRAFFIC CONTROL FA#20276 LOADER	4	252	1,008
P# 07-10 FA#20309 MINI-EXCAVATOR (1/4)	4	25	100
P# 03-06 FA#20401 FRONT LOADER (1/4)	4	149	596
Totals for GL# 307-541-572.0100-INT EXP - LEASE			1,778
307-541-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	4	875	3,500
Totals for GL# 307-541-572.0400-INT EXP-BOA LOAN 2004			3,500



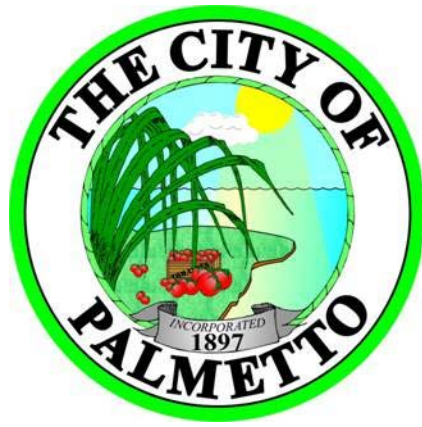
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Road and Bridge Department
Fund 307; Department 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
307-541-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	4	6,500	26,000
Totals for GL# 307-541-572.0500-INT EXP-BOA LOAN 2005			26,000
307-541-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	4	4,625	18,500
Totals for GL# 307-541-572.0700-INT EXP-BOA LOAN 2007			18,500
307-541-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE - SHARED COST MINI EXCAVATOR	2	987	1,974
NEW DEBT SERVICE - STREET SWEEPER	2	19,722	39,444
NEW DEBT SERVICE - SUPERVISOR TRUCK	2	2,169	4,338
NEW DEBT SERVICE - SIGN TRUCK	2	2,169	4,338
Totals for GL# 307-541-573.0500-NEW DEBT SERVICE			50,094
307-541-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	150,576	150,576
Totals for GL# 307-541-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			150,576
307-541-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
SUBSIDY TO STORMWATER	1	64,000	64,000
Totals for GL# 307-541-591.4400-TRANSFER TO STORMWATER - SUBSIDY			64,000
Totals for dept 541-ROAD & BRIDGE			2,051,635



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



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

Theodore Hesburgh



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

**Enterprise Funds
Solid Waste – Fund #403
Water and Sewer – Fund #432
Stormwater – Fund #440
Reuse – Fund #460**

The enterprise funds are proprietary funds that account for the provision of utility services to City residents. The City has four enterprise funds that account for:

- Solid Waste Fund – accounts for the provision of garbage and trash collection to the City through services contracted with Waste Management.
- Water and Sewer Fund – accounts for the provision of water, sewer and cross connection services to the City and certain surrounding areas. The water is purchased from Manatee County Water and distributed and billed by the City to its customers. The sewage is treated and managed at the City's wastewater treatment plant managed and contracted by Veolia Water.
- Stormwater Fund – accounts for the operation of a stormwater utility to improve stormwater drainage throughout the City.
- Reuse Fund – accounts for the operation of a reclaimed water utility to provide reclaimed water for irrigation in parts of the City with the goal being to provide city-wide services.

Revenues are provided largely from utility user fees, franchise fees and applicable grants. Greater detail of revenues will follow in this section.

These funds also account for the expenses within these funds. Solid Waste, Stormwater and Reuse are all one cost center funds while the Water and Sewer Fund is made up of five cost centers. These cost centers include:

Solid Waste Fund

- Solid Waste - Cost Center 534

Water and Sewer Fund

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

Stormwater Fund

- Stormwater Department – Cost Center 538

Reuse Fund

- Reuse Department – Cost Center 539



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Capital projects for utility infrastructure is budgeted and accounted for within these funds in a modified accrual method. CIP expenses are accounted in cost centers numbered 633 or 635 which relate to water or sewer projects, 640 relating to stormwater projects and 660 relating to reuse projects. As required by GAAP and full accrual accounting, these capital expenditures are moved to capital assets and reported as such in the CAFR.



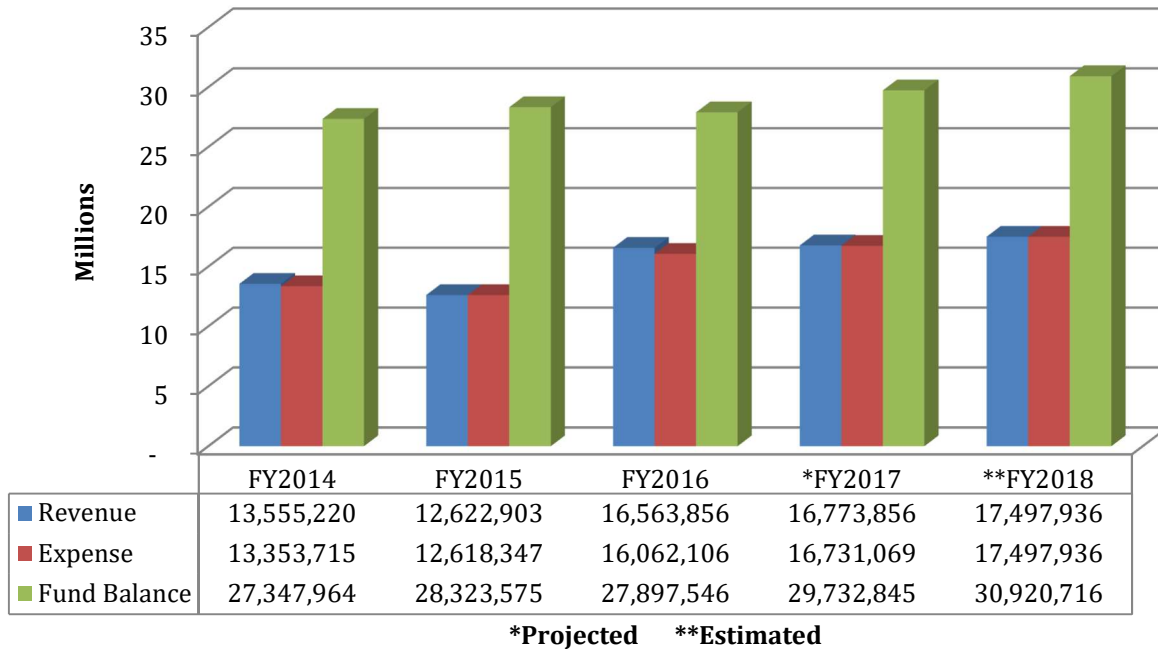
The Wastewater Treatment Plant processes water, sewage and reclaimed water for public purposes.



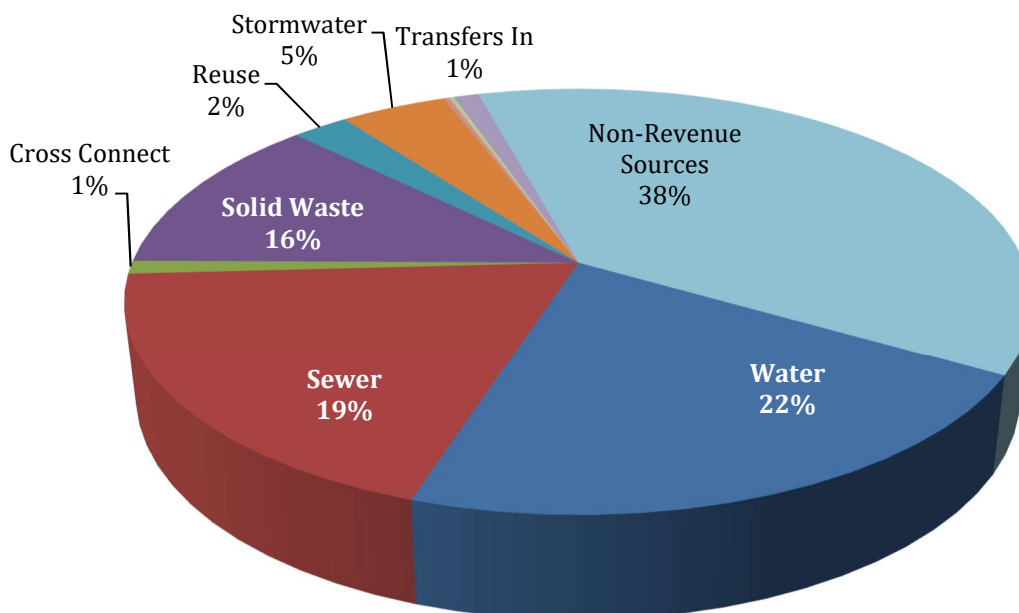
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

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

5-Year Revenue, Expense and Fund Balance



FY 2018 Revenues By Source

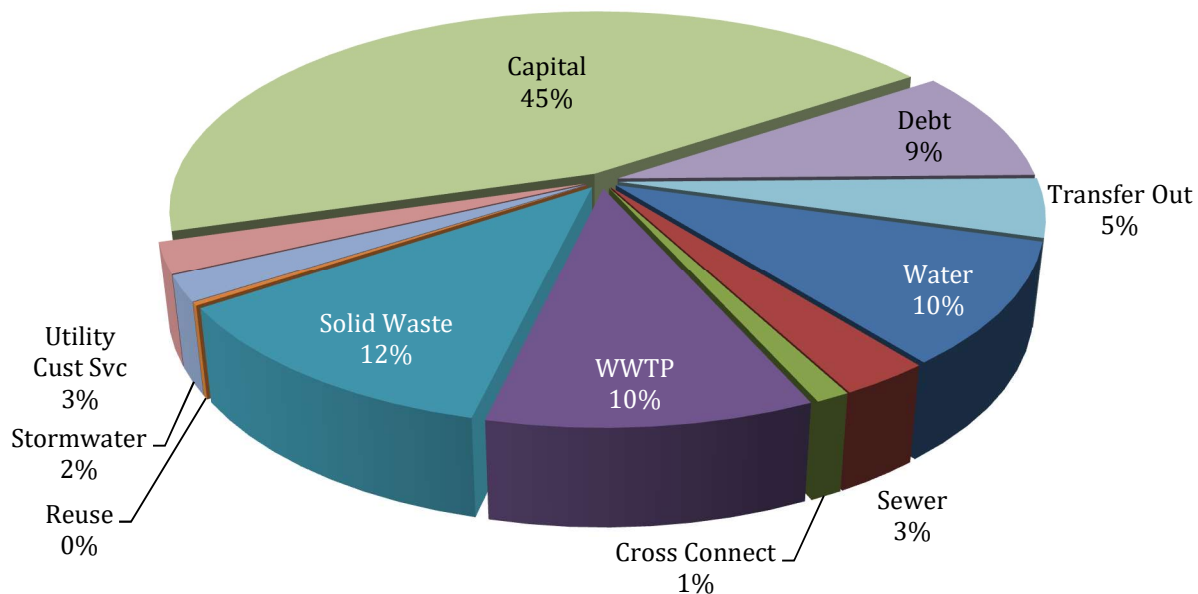




CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

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

FY2018 Budgeted Expenditures By Function



- ❖ **Solid Waste Fund** expenditures are \$2,076,642 and represent one department and utilized for all solid waste services.
- ❖ **Water and Sewer Fund** expenditures are \$4,683,237 and represents 5 departments; Water Department (\$1,728,143), Sewer Department (\$505,316), Cross Connect (\$190,905), Waste Water Treatment Plant (\$1,819,223) and Utility Customer Service (\$439,650).
- ❖ **Stormwater Fund** expenditures are \$361,396 and represent one department and is utilized for all stormwater service.
- ❖ **Reuse Fund** expenditures are \$46,475 represents one department and is utilized for the reclamation of water from the Waste Water Treatment Plant. The majority of the budget is listed in Capital and Debt Service.
- ❖ **Capital** expenditures are \$7,907,744 and accounts for operating capital outlay and the Capital Improvement Plan. A detail description is listed in Capital section of this budget book.
- ❖ **Debt** expenditures are \$1,592,628 and accounts for three loans made in 2004, 2005 and 2007 to improve infrastructure; SRF loan for the Stormwater and Reuse department and the lease purchases of a valve exerciser and telemetry meters for the Water Department.
- ❖ **Transfer Out** expenditures are \$829,814 and represents administrative cost (\$727,814) and Stormwater subsidy (\$102,000).
- ❖ **Total Enterprise Funds Expenditures: \$17,497,936**



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ENTERPRISE FUNDS –

Solid Waste Fund - 403
Water and Sewer Fund - 432,
Stormwater Fund - 440
Reuse Fund - 460

Revenue Analysis and Forecasting

Revenue Trends

Utility Fees – Solid Waste, Water and Sewer, Stormwater and Reuse Funds

The City maintains and bills user fees for five utilities including: Solid Waste, Cross Connect, Water, Sewer, Stormwater and Reclaimed Water (Reuse). Each of these utilities is reported in separate proprietary funds with the exception of water and sewer which are combined into one fund. Utilities fees for cross connect, water, sewer and reuse are billed based on metered consumption and solid waste is billed based on the service and container provided. Stormwater fees are based on the impervious land surface of the customer.

Periodically a rate study is performed to determine the rate structure of the utility user fees. In 2013, a rate study was completed for the water, sewer and reuse utilities. A schedule of rate increases was approved and the scheduled increase began November 1, 2013. A rate study for stormwater fees was completed in 2007 and a five-year schedule of increases was approved. Stormwater user fees were increased during fiscal year 2008 according to the schedule and then the increases suspended. The Utility rates increase will be FY2014 – 15%, FY2016 – 15% and FY 2016-FY2018 – 4% and will remain at that level. A new rate study for all utilities except Solid Waste has been budgeted in FY 2018.

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

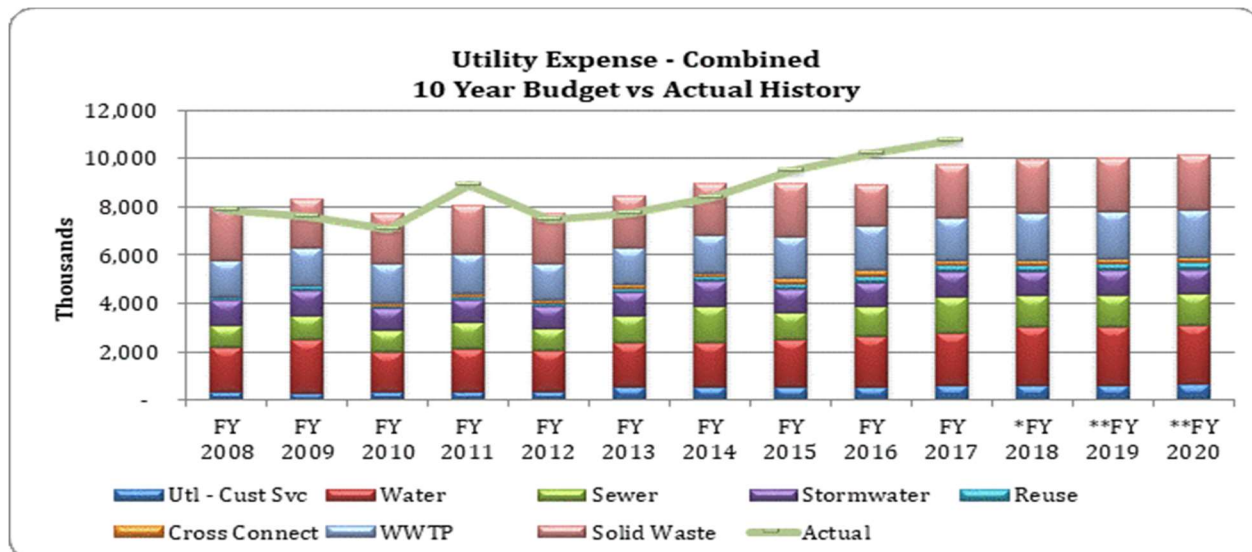


Figure12



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Combined utility revenue budget compared to actual revenue received:

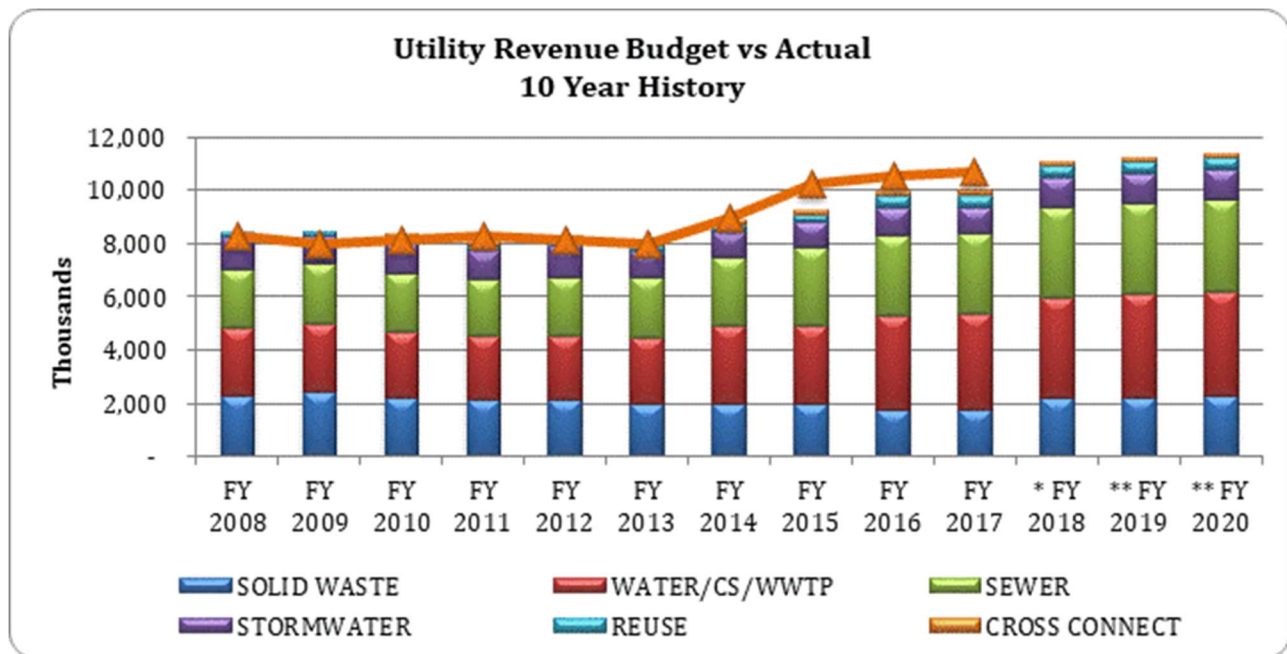


Figure 13

Key Points

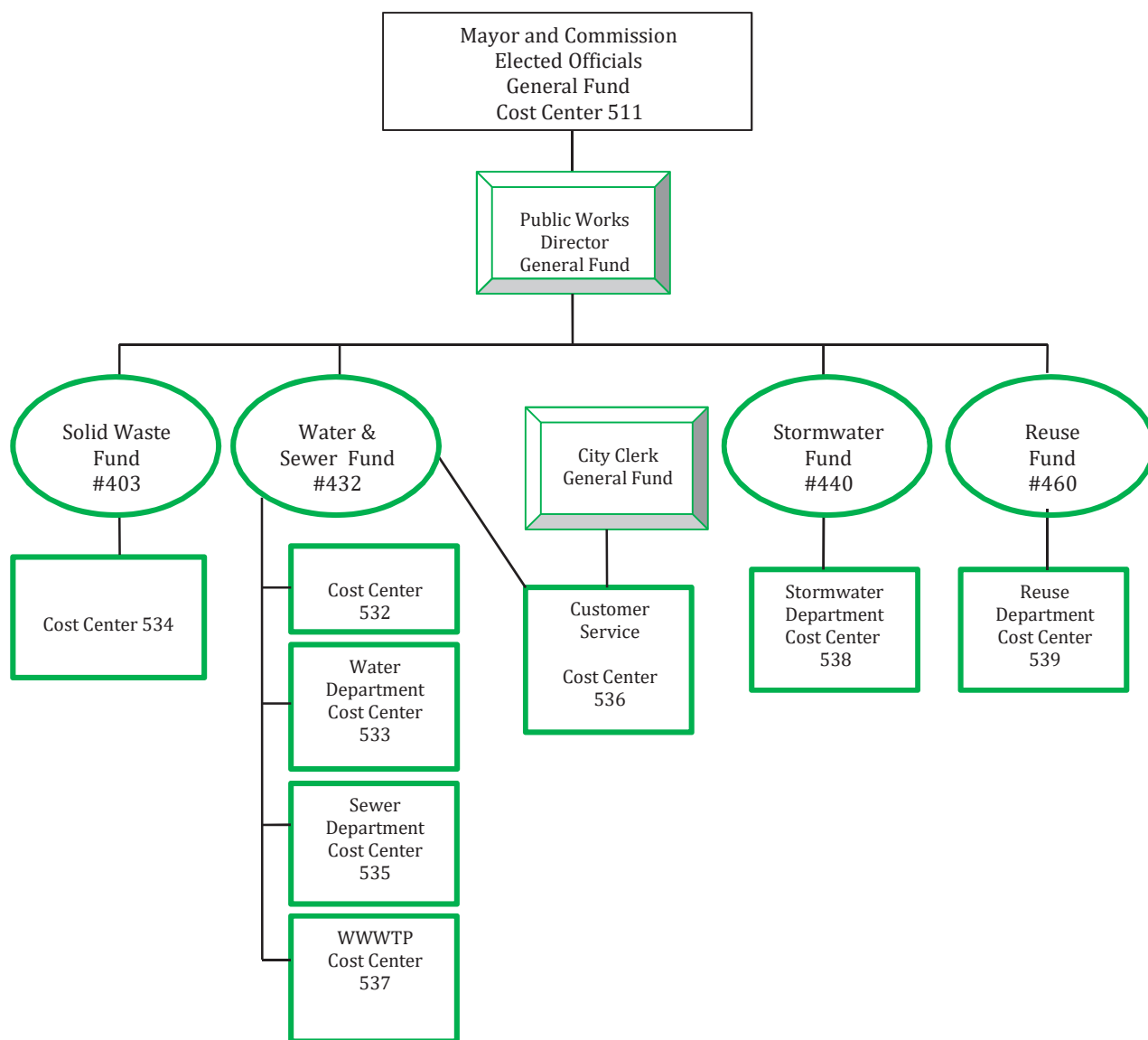
- ❖ This graph has been enhanced to include all cost centers in the proprietary funds. In addition, actual expense is included in the graph to compare with budgeted expense.
- ❖ Impact Fees and interest associated are not included within Figure 12.
- ❖ Cross Connect cost center was separated from the Water Department in FY2010. Prior expenses were reported in the Water Department.



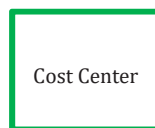
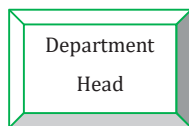
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

ENTERPRISE FUNDS ORGANIZATIONAL CHART

SOLID WASTE FUND
WATER AND SEWER FUND
STORMWATER FUND
REUSE FUND



LEGEND





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



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

Margaret Mead (1901-1978)
US Cultural Anthropologist



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

A large, faded version of the City of Palmetto seal serves as a background for the title. It contains the same elements as the smaller logo: a palm tree, a sun, and the text "THE CITY OF PALMETTO" and "INCORPORATED 1897".

Solid Waste Fund Fund # 403



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

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
SOLID WASTE FUND					
BEGINNING TOTAL NET POSITION	448,027	573,835	573,835	639,015	11.36%
REVENUE/SOURCES					
Franchise Fees	223,134	228,420	219,000	223,200	-2.29%
Utility Charges	1,916,684	1,940,185	1,895,048	1,906,000	-1.76%
Interest Revenue	3,291	2,000	4,000	4,000	100.00%
Miscellaneous	30,269	30,000	30,143	30,266	0.89%
Non-revenue sources	-	-	-	33,000	0.00%
TOTAL REVENUES	2,173,378	2,200,605	2,148,191	2,196,466	-0.19%
EXPENSES					
Personnel	128,154	173,849	147,683	168,623	-3.01%
Operating Expenses	1,873,466	1,939,648	1,861,580	1,908,019	-1.63%
Capital Expenses	2,750	8,100	6,200	49,200	100.00%
Debt Service	-	-	-	4,338	
Transfers Out	45,950	73,748	73,748	66,286	-10.12%
TOTAL EXPENDITURES	2,050,320	2,195,345	2,089,211	2,196,466	0.05%
Excess Revenue Over (Under) Expenditures	123,058	5,260	58,980	-	-100.00%
Conversion to full accrual	2,750	8,296	6,200	49,691	100.00%
Excess Revenue Over (Under) Expenditures	125,808	13,556	65,180	49,691	266.56%
ENDING FUND BALANCES					
Total Net Position, End of Year	573,835	587,391	639,015	688,706	17.25%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

403-000 - SOLID WASTE REVENUE
Fund Revenue Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
403-000						
323.7000	Solid Waste Franch Fees-Wm	\$ 223,134	\$ 228,420	\$ 219,000	\$ 223,200	(2.3)%
343.7200	Solid Waste Service Charge	1,709,456	1,722,000	1,703,000	1,710,000	(0.7)%
343.7300	Garbage & Trash Misc Charges	66	6,500	(368)	-	(100.0)%
343.7310	City Miscellaneous Solid Waste Services	6,393	1,685	10,368	12,000	612.2 %
343.7350	Roll Off Services	168,712	175,000	148,000	150,000	(14.3)%
343.7360	City Roll-Off Services	3,274	6,000	2,392	3,000	(50.0)%
343.7370	City Roll-Off Event	-	-	2,043	1,000	- %
343.7800	Garbage Penalties	28,783	29,000	29,613	30,000	3.4 %
	Total Solid Waste Services	2,139,818	2,168,605	2,114,048	2,129,200	(1.8)%
361.0100	Investment Earnings	3,291	2,000	4,000	4,000	100.0 %
	TOTAL INTEREST REVENUE	3,291	2,000	4,000	4,000	100.0 %
369.7100	Other Misc Revenue	30,000	30,000	30,000	30,000	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	269	-	143	266	- %
	TOTAL MISCELLANEOUS REVENUE	30,269	30,000	30,143	30,266	0.9 %
383.7000	Capital Lease Inception	-	-	-	33,000	- %
	Total Debt/Lease Proceeds	-	-	-	33,000	- %
	TOTAL OTHER FINANCING SOURCES	-	-	-	33,000	- %
	TOTAL SOLID WASTE REVENUES	\$ 2,173,378	\$ 2,200,605	\$ 2,148,191	\$ 2,196,466	(0.2)%



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Solid Waste Department - 534

Fund: Solid Waste - 403
Department: Public Works

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

Primary Duties

- Responsible for coordinating and enforcing the contract with the City's hauler.
- Provide customer service and communicate needs to the hauler.
- Work directly and indirectly with commercial customers for extra services

Future Challenges or Issues facing the Cost Center

- A new contract for solid waste services goes into effect January, 2018

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

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

Cost Center Goals and Objectives:

1. Maintain high quality services
2. Maintain high quality level of communication between the City and the hauler
3. Keep communication with Utility Billing to ensure timely and accurate billing
4. Enter into new contract to assure citizens a fair and continual rate



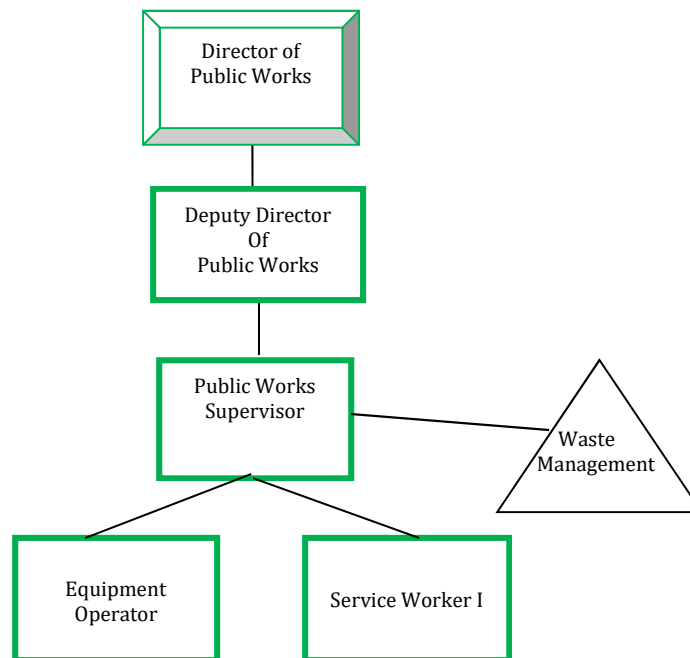
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Solid Waste Department
Organizational Information**

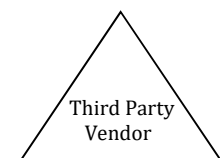
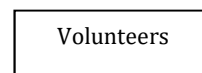
Total Personnel Wages	\$	113,759
Total Benefits	\$	54,864
Total Personnel Cost	\$	168,623

Grade	Job Title	FTE
	Service Worker I - New	
104	Position	1.00
107	Equipment Operator	1.00
115	Public Works Supervisor	1.00
	Full-Time Position	3
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	3

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

403-534 - SOLID WASTE
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
403-534						
512.0100	Regular Salaries	\$ 79,777	\$ 113,328	\$ 95,795	\$ 112,759	(0.5)%
514.0100	Overtime - GE	931	1,000	1,000	1,000	- %
514.0150	Overtime - Holiday General Employees	102	-	-	-	- %
521.0100	Fica Taxes	7,319	8,746	7,373	8,703	(0.5)%
522.2100	Retirement General Employee	28,253	32,892	28,036	27,837	(15.4)%
523.0100	Health Insurance	10,003	15,933	13,261	16,308	2.4 %
523.0300	Insurance & EAP	305	445	418	369	(17.1)%
524.0100	Workers' Compensation	1,464	1,505	1,800	1,647	9.4 %
	Total Personnel Expenses	128,154	173,849	147,683	168,623	(3.0)%
531.1600	Contract Services	1,859,723	1,900,000	1,825,000	1,860,000	(2.1)%
541.1100	Communications	689	600	1,134	1,440	140.0 %
543.1100	Solid Waste Disposal Fees	15,891	18,392	15,000	25,317	37.7 %
545.1200	Insurance	2,922	4,503	4,503	5,962	32.4 %
546.3400	Repair & Maintenance	83	1,244	1,000	1,500	20.6 %
546.4000	Vehicle Repair & Maintenance	-	3,500	3,000	3,000	(14.3)%
547.5100	Printing And Binding	-	50	50	100	100.0 %
549.9600	Bank Service Charges	863	1,000	1,000	1,200	20.0 %
551.1200	Office Supplies	-	50	50	-	(100.0)%
552.1500	Fuel And Lubricants	1,388	8,384	8,350	5,000	(40.4)%
552.2300	Operating Expenses	355	375	550	500	33.3 %
552.3900	Safety Program Expense	193	300	300	600	100.0 %
552.4200	Small Tools/Equipment	21	200	200	2,000	900.0 %
552.5100	Uniform Purchases And Cleaning	615	850	850	1,100	29.4 %
555.1300	Technical/Training	-	200	200	300	50.0 %
559.0100	Depreciation Expense	196	-	393	-	- %
595.0000	Doubtful Accts Exp	(438)	-	-	-	- %
595.4500	OPEB Expense	196	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(9,231)	-	-	-	- %
	Total Operating Expenses	1,873,466	1,939,648	1,861,580	1,908,019	(1.6)%
564.0100	Machinery & Equipment	2,750	8,100	6,200	16,200	100.0 %
564.4900	Capital Leases	-	-	-	33,000	- %
	Total Capital Purchases	2,750	8,100	6,200	49,200	507.4 %
573.0500	New Debt Service	-	-	-	4,338	- %
	Total Debt Service	-	-	-	4,338	- %
591.0100	Transfer Out - Admin Services	45,950	73,748	73,748	66,286	(10.1)%
	Total Transfers-Out	45,950	73,748	73,748	66,286	(10.1)%
	TOTAL EXPENDITURES	\$ 2,050,320	\$ 2,195,345	\$ 2,089,211	\$ 2,196,466	0.1 %



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

**Solid Waste Department
Fund 403; Department 534**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 534-SOLID WASTE			
403-534-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	112,759	112,759
Totals for GL# 403-534-512.0100-REGULAR SALARIES			112,759
403-534-514.0100 OVERTIME - GE			
OVERTIME	1	1,000	1,000
Totals for GL# 403-534-514.0100-OVERTIME - GE			1,000
403-534-521.0100 FICA TAXES			
FICA TAXES	1	8,703	8,703
Totals for GL# 403-534-521.0100-FICA TAXES			8,703
403-534-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	27,837	27,837
Totals for GL# 403-534-522.2100-RETIREMENT GENERAL EMPLOYEE			27,837
403-534-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	3	5,436	16,308
Totals for GL# 403-534-523.0100-HEALTH INSURANCE			16,308
403-534-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	369	369
Totals for GL# 403-534-523.0300-LIFE INSURANCE & EAP			369
403-534-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,647	1,647
Totals for GL# 403-534-524.0100-WORKERS' COMPENSATION			1,647
403-534-531.1600 CONTRACT SERVICES			
WASTE MANAGEMENT CONTRACT	1	1,860,000	1,860,000
Totals for GL# 403-534-531.1600-CONTRACT SERVICES			1,860,000
403-534-541.1100 COMMUNICATIONS			
CELL-SERVICE-SOLID WASTE	12	60	720
CELL SERVICE-SUPERVISOR	12	60	720
Totals for GL# 403-534-541.1100-COMMUNICATIONS			1,440



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Solid Waste Department
Fund 403; Department 534

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
403-534-543.1100 SOLID WASTE DISPOSAL FEES			
DISPOSAL FEES - CRR YARD WASTE	1	11,000	11,000
DISPOSAL FEES - ROLL OFF, LEANA ROAD	1	14,317	14,317
Totals for GL# 403-534-543.1100-SOLID WASTE DISPOSAL FEES			25,317
<hr/>			
403-534-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	1,428	5,712
NEW AUTO OVERLAP INSURANCE	1	250	250
Totals for GL# 403-534-545.1200-INSURANCE			5,962
<hr/>			
403-534-546.3400 REPAIR & MAINTENANCE			
MISC. REPAIRS	1	1,500	1,500
Totals for GL# 403-534-546.3400-REPAIR & MAINTENANCE			1,500
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403-534-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	3,000	3,000
Totals for GL# 403-534-546.4000-VEHICLE REPAIR & MAINTENANCE			3,000
<hr/>			
403-534-547.5100 PRINTING AND BINDING			
BUSINESS CARDS-REORDER	1	100	100
Totals for GL# 403-534-547.5100-PRINTING AND BINDING			100
<hr/>			
403-534-549.9600 BANK SERVICE CHARGES			
BANKING CHARGES	1	1,200	1,200
Totals for GL# 403-534-549.9600-BANK SERVICE CHARGES			1,200
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403-534-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL-LUB- SUPERVISOR TRUCK F150	1	5,000	5,000
Totals for GL# 403-534-552.1500-FUEL AND LUBRICANTS			5,000
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403-534-552.2300 OPERATING EXPENSES			
COFFEE-TONER-WATER SERVICES	1	500	500
Totals for GL# 403-534-552.2300-OPERATING EXPENSES			500



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Solid Waste Department
Fund 403; Department 534

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
403-534-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR-3 EMPLOYEES	3	100	300
WAREHOUSE ISSUES	1	300	300
Totals for GL# 403-534-552.3900-SAFETY PROGRAM EXPENSE			600
403-534-552.4200 SMALL TOOLS/EQUIPMENT			
MISC HAND TOOLS AS NEEDED	1	2,000	2,000
Totals for GL# 403-534-552.4200-SMALL TOOLS/EQUIPMENT			2,000
403-534-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORMS-2 EMPLOYEES	2	400	800
SHIRTS FOR SUPERVISOR	1	300	300
Totals for GL# 403-534-552.5100-UNIFORM PURCHASES AND CLEANING			1,100
403-534-555.1300 TECHNICAL/TRAINING			
CDL TRAINING - 2 EMPLOYEES	1	300	300
Totals for GL# 403-534-555.1300-TECHNICAL/TRAINING			300
403-534-564.0100 MACHINERY & EQUIPMENT			
10 YD ROLL OFFS FOR NEW TRUCK	2	2,100	4,200
20 YD ROLL OFFS FOR NEW TRUCK	2	6,000	12,000
Totals for GL# 403-534-564.0100-MACHINERY & EQUIPMENT			16,200
403-534-564.4900 CAPITAL LEASES			
NEW SUPERVISOR TRUCK	1	33,000	33,000
Totals for GL# 403-534-564.4900-CAPITAL LEASES			33,000
403-534-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE - SUPERVISOR TRUCK	2	2,169	4,338
Totals for GL# 403-534-573.0500-NEW DEBT SERVICE			4,338
403-534-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATION	1	66,286	66,286
Totals for GL# 403-534-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			66,286
Totals for dept 534-SOLID WASTE			2,196,466



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



“Coming together is a beginning.
Keeping together is progress.
Working together is success.”

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



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

A large, faded version of the City of Palmetto seal serves as a background for the title. The seal contains the text "THE CITY OF" at the top, "PALMETTO" at the bottom, and "INCORPORATED 1897" on a banner at the base. The central image of the seal depicts a landscape with a palm tree, a body of water, and a yellow sun.

Water and Sewer Fund

Fund # 432



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
WATER AND SEWER FUND					
BEGINNING TOTAL NET POSITION	15,833,673	17,092,724	17,092,724	18,334,737	7.27%
REVENUE/SOURCES					
Water Services	3,481,680	3,679,362	3,664,888	3,790,500	3.02%
Sewer Services	3,105,377	3,244,783	3,226,250	3,353,000	3.34%
Cross Connect Services	179,055	179,000	172,854	173,900	-2.85%
Impact Fees	41,303	50,025	36,087	-	-100.00%
Interest Revenue	27,513	20,000	31,055	32,500	62.50%
Miscellaneous Revenue	208,972	113,312	116,671	4,316	-96.19%
Non-Revenue Sources	-	1,806,146	-	5,937,769	228.75%
TOTAL REVENUES	7,043,900	9,092,628	7,247,805	13,291,985	46.18%
EXPENSES - DEPARTMENTAL					
Cross Connect	136,934	178,187	131,357	190,905	7.14%
Water	1,785,591	1,616,418	1,963,076	1,728,143	6.91%
Sewer	978,903	514,748	795,888	505,316	-1.83%
Customer Service	355,610	429,522	392,686	439,650	2.36%
Waste Water Treatment Plant	1,796,889	1,769,957	1,847,917	1,819,223	2.78%
Capital	1,057,312	2,914,458	1,659,750	7,078,109	142.86%
Debt Service	885,445	923,441	943,275	918,954	-0.49%
Transfers Out	489,581	643,439	643,439	611,685	-4.94%
TOTAL EXPENSES	7,486,265	8,990,170	8,377,388	13,291,985	47.85%
Excess Revenue Over (Under) Expenditures (Modified accrual)	(442,365)	102,458	(1,129,583)	-	-100.00%
Conversion to full accrual	(1,701,416)	(973,757)	(2,371,596)	(773,331)	-20.58%
Excess Revenue Over (Under) Expenditures	1,259,051	1,076,215	1,242,013	773,331	-28.14%
Total Net Position, End of Year	17,092,724	18,168,939	18,334,737	19,108,068	5.17%
Net investment in capital assets	13,601,713	15,652,315	15,652,315	19,010,434	21.45%
Restricted Net Position	772,908	121,181	121,181	121,181	0.00%
Unrestricted Net Position	2,718,103	2,395,443	2,561,241	(23,547)	-100.98%
Total Net Position, End of Year	17,092,724	18,168,939	18,334,737	19,108,068	5.17%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-000 - WATER AND SEWER REVENUE
Fund Revenue Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
432-000						
343.6100	Water Sales	\$ 3,396,934	\$ 3,590,862	\$ 3,579,000	\$ 3,700,000	3.0 %
343.3200	Water Service Installation	5,400	1,500	3,200	3,500	133.3 %
343.6800	Misc Water Charges	20,322	26,000	21,688	24,000	(7.7)%
343.6900	Reuse Penalties	59,024	61,000	61,000	63,000	3.3 %
	Total Water Services	3,481,680	3,679,362	3,664,888	3,790,500	3.0 %
343.8100	Sewer Service Charges	3,053,314	3,192,383	3,181,000	3,300,000	3.4 %
343.5200	Sewer Connection Charges	4,331	2,400	250	3,000	25.0 %
343.7700	Misc Sewer Charges	400	-	-	-	- %
343.7900	Sewer Penalties	47,332	50,000	45,000	50,000	- %
	Total Sewer Services	3,105,377	3,244,783	3,226,250	3,353,000	3.3 %
343.8500	Backflow Preventer Maint	175,277	175,000	168,982	170,000	(2.9)%
343.8700	Backflow Penalties	3,778	4,000	3,872	3,900	(2.5)%
	Total Cross Connect Services	179,055	179,000	172,854	173,900	(2.8)%
	TOTAL UTILITY SERVICES	6,766,112	7,103,145	7,063,992	7,317,400	3.0 %
361.0100	Investment Earnings	26,923	20,000	30,000	32,500	62.5 %
361.0200	Interest Rev - Impact Fees	590	-	1,023	-	- %
361.0800	Interest Special Assmt	-	-	32	-	- %
	TOTAL INTEREST REVENUE	27,513	20,000	31,055	32,500	62.5 %
364.4100	Disposition Of Fixed Assets	37,814	-	-	-	- %
365.1100	Sale Of Surplus Materials/Scrap	1,673	-	-	-	- %
369.6700	Other Misc. Revenue-Returned Check Chgs	1,740	1,200	1,200	1,500	25.0 %
369.7000	Other Misc Revenue-Reimb-Veolia	156,559	112,112	112,111	-	(100.0)%
369.7401	Other Misc Rev/Ins Premium Reimbursement	11,281	-	3,360	2,816	- %
369.8001	Over/Short Cash	(95)	-	-	-	- %
	TOTAL MISCELLANEOUS REVENUE	208,972	113,312	116,671	4,316	(96.2)%
324.2100	Impact Fees - Water (Residential)	4,040	5,179	3,868	-	(100.0)%
324.2150	Impact Fees - Sewer (Residential)	17,792	18,222	12,402	-	(100.0)%
324.2200	Impact Fees - Water (Commerical)	3,398	4,896	3,645	-	(100.0)%
324.2250	Impact Fees - Sewer (Commerical)	16,073	21,728	16,172	-	(100.0)%
	TOTAL IMPACT FEES	41,303	50,025	36,087	-	(100.0)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-000 - WATER AND SEWER REVENUE
Fund Revenue Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
432-000						
OTHER FINANCING SOURCES						
383.7000	Capital Lease Inception	-	172,000	-	187,000	8.7 %
	Total Debt/Lease Proceeds	-	172,000	-	187,000	8.7 %
399.0000	Funding From Fund Balance - Outstanding Enc	-	262,160	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	1,371,986	-	1,850,769	34.9 %
	Total Non-Revenue Sources	-	1,634,146	-	1,850,769	13.3 %
	TOTAL OTHER FINANCING SOURCES	-	1,806,146	-	2,037,769	12.8 %
	TOTAL WATER AND SEWER REVENUE	\$ 7,043,900	\$ 9,092,628	\$ 7,247,805	\$ 9,391,985	3.3 %



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Cross Connect - 532

Fund: Water and Sewer - 432

Department: Public Works

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

Primary Duties

- Performs backflow testing and certification throughout the City's distribution
- Protect homeowners against connections between a potable and non-potable water supply
- Inspections of homeowners system to insure that there is no cross connections

Future Challenges or Issues facing the Cost Center

To insure that the devices are tested in accordance with FDEP Regulations with the staffing that we have.

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

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

Cost Center Goals and Objectives:

- | | |
|----|---|
| 1. | Ensure the safety of the City's drinking water |
| 2. | Remain up to date on all required licenses, permits and certifications. |
| 3. | Keep devices tested and up to date |
| | |
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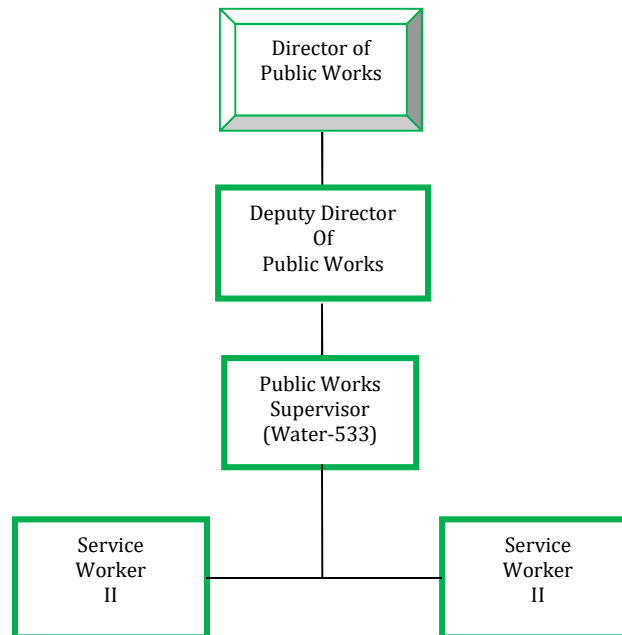
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

**Cross Connection Services
Organizational Information**

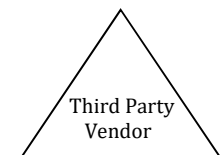
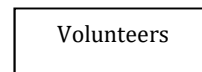
Total Personnel Wages	\$	64,314
Total Benefits	\$	39,846
Total Personnel Cost	\$	104,160

Grade	Job Title	FTE
106	Service Worker II	1.00
106	Service Worker II	1.00
	Full-Time Position	2
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	2

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-532 - CROSS CONNECT
Cost Center Summary

Account		2016	2017	2017	2018	% Change
432-532	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
512.0100	Regular Salaries	\$ 65,555	\$ 60,607	\$ 37,142	\$ 61,314	1.2 %
514.0100	Overtime - GE	3,671	3,000	3,000	3,000	- %
514.0150	Overtime - Holiday General Employees	555	-	-	-	- %
521.0100	Fica Taxes	4,905	4,866	2,781	4,920	1.1 %
522.2100	Retirement General Employee	9,855	18,300	11,525	15,738	(14.0)%
523.0100	Health Insurance	16,586	13,075	8,806	17,215	31.7 %
523.0300	Insurance & EAP	267	247	160	201	(18.6)%
524.0100	Workers' Compensation	1,806	1,594	1,054	1,773	11.2 %
529.0000	Career Advancement	-	2,500	-	-	(100.0)%
529.9900	Reimbursement Of Personnel Costs	(486)	-	(456)	-	- %
	Total Personnel Expenses	102,714	104,189	64,012	104,161	- %
531.1600	Contract Services	6,070	38,070	38,070	50,000	31.3 %
540.5100	Travel And Per Diem	30	522	800	100	(80.8)%
545.1200	Insurance	1,980	2,755	2,755	3,412	23.8 %
546.3400	Repair & Maintenance	510	1,200	500	2,000	66.7 %
546.3600	Repair & Maintenance - Utility	6,728	21,337	2,500	22,000	3.1 %
546.4000	Vehicle Repair & Maintenance	-	2,184	2,500	1,500	(31.3)%
552.1500	Fuel And Lubricants	2,586	3,500	3,000	3,000	(14.3)%
552.2300	Operating Expenses	900	700	700	800	14.3 %
552.3900	Safety Program Expense	526	520	520	300	(42.3)%
552.4200	Small Tools/Equipment	1,096	500	500	1,100	120.0 %
552.5100	Uniform Purchases And Cleaning	862	1,032	1,032	1,032	- %
554.0100	Non-Capitalized Equipment	-	600	-	-	(100.0)%
555.1300	Technical/Training	447	1,078	1,078	1,500	39.1 %
559.0100	Depreciation Expense	12,485	-	13,390	-	- %
	Total Operating Expenses	34,220	73,998	67,345	86,744	17.2 %
591.0100	Transfer Out - Admin Services	41,238	49,107	49,107	47,740	(2.8)%
	Total Transfers-Out	41,238	49,107	49,107	47,740	(2.8)%
	TOTAL EXPENDITURES	\$ 178,172	\$ 227,294	\$ 180,464	\$ 238,645	5.0 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Cross Connect Department
Fund 432; Department 532

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 532-CROSS CONNECT			
432-532-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	61,314	61,314
Totals for GL# 432-532-512.0100-REGULAR SALARIES			61,314
432-532-514.0100 OVERTIME - GE			
OVERTIME	1	3,000	3,000
Totals for GL# 432-532-514.0100-OVERTIME - GE			3,000
432-532-521.0100 FICA TAXES			
FICA TAXES	1	4,920	4,920
Totals for GL# 432-532-521.0100-FICA TAXES			4,920
432-532-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	15,738	15,738
Totals for GL# 432-532-522.2100-RETIREMENT GENERAL EMPLOYEE			15,738
432-532-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - CHILDREN			
HEALTH INSURANCE - EMPLOYEE	1	17,215	17,215
Totals for GL# 432-532-523.0100-HEALTH INSURANCE			17,215
432-532-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	201	201
Totals for GL# 432-532-523.0300-LIFE INSURANCE & EAP			201
432-532-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,773	1,773
Totals for GL# 432-532-524.0100-WORKERS' COMPENSATION			1,773
432-532-531.1600 CONTRACT SERVICES			
BACKFLOW METER TESTING FDEP REQUIRED	1	50,000	50,000
Totals for GL# 432-532-531.1600-CONTRACT SERVICES			50,000
432-532-540.5100 TRAVEL AND PER DIEM			
OBTAIN LICENSE - CERTIFICATION	1	100	100
Totals for GL# 432-532-540.5100-TRAVEL AND PER DIEM			100



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Cross Connect Department
Fund 432; Department 532

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-532-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	853	3,412
Totals for GL# 432-532-545.1200-INSURANCE			3,412
432-532-546.3400 REPAIR & MAINTENANCE			
EQUIPMENT	1	1,000	1,000
CALIBRATION	1	1,000	1,000
Totals for GL# 432-532-546.3400-REPAIR & MAINTENANCE			2,000
432-532-546.3600 REPAIR & MAINTENANCE - UTILITY			
BACKFLOW REPAIRS	1	22,000	22,000
Totals for GL# 432-532-546.3600-REPAIR & MAINTENANCE - UTILITY			22,000
432-532-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	1,500	1,500
Totals for GL# 432-532-546.4000-VEHICLE REPAIR & MAINTENANCE			1,500
432-532-552.1500 FUEL AND LUBRICANTS			
FUEL	1	3,000	3,000
Totals for GL# 432-532-552.1500-FUEL AND LUBRICANTS			3,000
432-532-552.2300 OPERATING EXPENSES			
CENTRAL STORE'S ISSUES	1	800	800
Totals for GL# 432-532-552.2300-OPERATING EXPENSES			800
432-532-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR	2	100	200
NEW-SAFETY CLASSES	1	100	100
Totals for GL# 432-532-552.3900-SAFETY PROGRAM EXPENSE			300
432-532-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS	1	1,100	1,100
Totals for GL# 432-532-552.4200-SMALL TOOLS/EQUIPMENT			1,100



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

**Cross Connect Department
Fund 432; Department 532**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
432-532-552.5100 UNIFORM PURCHASES AND CLEANING CHANGEOUTS AS NEEDED			
UNIFORM RENTAL-2 EMPLOYEES	2	516	1,032
Totals for GL# 432-532-552.5100-UNIFORM PURCHASES AND CLEANING			1,032
<hr/>			
432-532-555.1300 TECHNICAL/TRAINING			
BACKFLOW CERTIFICATIONS	1	1,500	1,500
Totals for GL# 432-532-555.1300-TECHNICAL/TRAINING			1,500
<hr/>			
432-532-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	47,740	47,740
Totals for GL# 432-532-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			47,740
<hr/>			
Totals for dept 532-CROSS CONNECT			238,645



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Water Department - 533

Fund: Water and Sewer Fund - 432

Department: Public Works

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

Primary Duties

- Installs, maintains and repairs existing and new infrastructure within the potable water distribution system.
- Monitors water quality through testing throughout the City.
- Improve the system to more efficiently provide protection and quality of service
- Provide oversight and correction of deficiencies in the system
- Add connections to improve service

Future Challenges or Issues facing the Cost Center

- Backflow system has not been consistently inspected as needed
- Fire protection is aging and major improvements are needed

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

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

Cost Center Goals and Objectives:

1. Increase number of fire hydrants
2. Provide adequate mapping and as-built records
3. Increase connections from Manatee Co. Water
4. Provide addition fire protection
5. Improve the quality of service



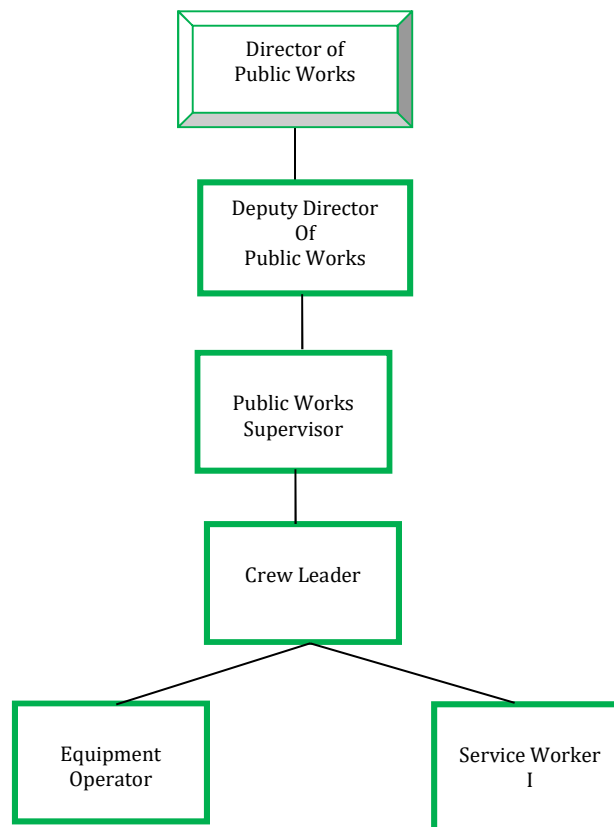
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Water Services
Organizational Information**

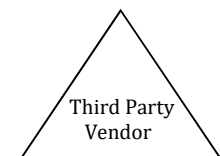
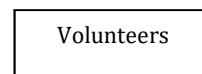
Total Personnel Wages	\$	163,153
Total Benefits	\$	88,013
Total Personnel Cost	\$	251,166

Grade	Job Title	FTE
104	Service Worker I	1.00
107	Equipment Operator	1.00
109	Crew Leader	1.00
115	Public Works Supervisor	1.00
	Full-Time Position	4
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	4

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-533 - WATER DEPARTMENT
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
432-533						
512.0100	Regular Salaries	\$ 132,108	\$ 153,586	\$ 141,655	\$ 155,153	1.0 %
514.0100	Overtime - GE	4,307	8,000	4,500	8,000	- %
514.0150	Overtime - Holiday General Employees	591	-	-	-	- %
521.0100	Fica Taxes	10,687	12,361	10,745	12,482	1.0 %
522.2100	Retirement General Employee	39,936	46,488	43,065	39,924	(14.1)%
523.0100	Health Insurance	18,398	21,244	25,353	30,601	44.0 %
523.0300	Insurance & EAP	468	602	608	509	(15.4)%
524.0100	Workers' Compensation	3,613	4,049	3,714	4,497	11.1 %
529.0000	Career Advancement	-	6,200	-	-	(100.0)%
529.9900	Reimbursement Of Personnel Costs	-	-	(181)	-	- %
	Total Personnel Expenses	210,108	252,530	229,459	251,166	(0.5)%
531.0100	Consultant	2,000	20,000	2,500	20,000	- %
531.0600	Attorney Fees	1,932	500	1,000	-	(100.0)%
531.2000	Engineering Services	300	9,436	9,000	12,000	27.2 %
540.5100	Travel And Per Diem	160	100	100	500	400.0 %
541.1100	Communications	1,710	1,800	1,400	1,440	(20.0)%
543.0000	Utility Services	810	1,000	1,100	1,500	50.0 %
544.0500	Operating Lease	65	75	75	75	- %
544.1500	Rental Expenses	-	475	-	10,000	2,005.3 %
545.1200	Insurance	9,222	8,048	8,048	8,534	6.0 %
545.9900	Insurance Contingency - Vehicle	16,758	-	500	-	- %
546.0500	Contamination Testing	8,949	12,500	10,000	12,500	- %
546.3400	Repair & Maintenance	8,883	4,446	4,000	4,000	(10.0)%
546.3600	Repair & Maintenance - Utility	54,319	42,564	45,000	60,000	41.0 %
546.4000	Vehicle Repair & Maintenance	-	12,000	12,000	8,000	(33.3)%
547.5100	Printing And Binding	1,252	1,000	1,000	2,000	100.0 %
551.1200	Office Supplies	62	300	300	300	- %
552.1500	Fuel And Lubricants	6,840	6,500	6,300	9,000	38.5 %
552.2300	Operating Expenses	2,296	5,899	4,000	4,000	(32.2)%
552.3900	Safety Program Expense	918	1,120	1,120	900	(19.6)%
552.4200	Small Tools/Equipment	1,973	2,200	2,600	3,100	40.9 %
552.5100	Uniform Purchases And Cleaning	1,132	1,128	1,088	1,428	26.6 %
552.6300	Water Purchased For Resale	1,133,576	1,230,552	1,250,000	1,312,500	6.7 %
554.0100	Non-Capitalized Equipment	4,727	745	145	3,700	396.6 %
555.1300	Technical/Training	593	1,500	1,000	1,500	- %
559.0100	Depreciation Expense	352,793	-	371,341	-	- %
595.0000	Doubtful Accts Exp	16,355	-	-	-	- %
595.4500	OPEB Expense	1,810	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(53,952)	-	-	-	- %
	Total Operating Expenses	1,575,483	1,363,888	1,733,617	1,476,977	8.3 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-533 - WATER DEPARTMENT
Cost Center Summary

Account		2016	2017	2017	2018	% Change
432-533	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
563.0200	Improvements Not Building	4,572	12,500	4,000	-	(100.0)%
564.0100	Machinery & Equipment	25,000	4,079	3,988	-	(100.0)%
564.4900	Capital Leases	-	37,500	37,500	115,000	206.7 %
	Total Capital Purchases	29,572	54,079	45,488	115,000	112.7 %
571.0100	Princ - Lease	8,257	13,272	13,272	15,352	15.7 %
571.0100-3659	Principal - Lease	126,369	128,532	128,531	130,732	1.7 %
571.0400	Principal - Loan 2004	1,464	1,750	1,550	1,652	(5.6)%
571.0500	Principal - Loan 2005	9,055	10,000	9,500	10,000	- %
571.0700	Principal - Loan 2007	54,107	57,000	56,650	59,252	4.0 %
571.1400	Principal Payment - 2014 Loan	68,694	70,814	70,814	74,000	4.5 %
572.0100	Interest Expense - Lease	291	696	696	812	16.7 %
572.0100-3659	Interest Expense - Lease	16,234	14,072	14,072	11,872	(15.6)%
572.0400	Interest Expense - Loan 2004	625	750	600	500	(33.3)%
572.0500	Interest Expense - Loan 2005	4,750	5,000	4,625	4,500	(10.0)%
572.0700	Interest Expense - Loan 2007	35,133	34,000	33,650	32,000	(5.9)%
572.1400	Interest Expense - Loan 2014	34,884	33,106	33,375	32,500	(1.8)%
573.0500	New Debt Service	-	-	4,824	15,120	- %
	Total Debt Service	359,863	368,992	372,159	388,292	5.2 %
591.0100	Transfer Out - Admin Services	101,379	115,718	115,718	112,016	(3.2)%
591.4400	Transfer To Stormwater - Subsidy	25,000	57,000	57,000	51,000	(10.5)%
	Total Transfers-Out	126,379	172,718	172,718	163,016	(5.6)%
	TOTAL EXPENDITURES	\$ 2,301,405	\$ 2,212,207	\$ 2,553,441	\$ 2,394,451	8.2 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Water Department
Fund 432; Department 533

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 533-WATER DEPARTMENT			
432-533-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	155,153	155,153
Totals for GL# 432-533-512.0100-REGULAR SALARIES			155,153
432-533-514.0100 OVERTIME - GE			
OVERTIME	1	8,000	8,000
Totals for GL# 432-533-514.0100-OVERTIME - GE			8,000
432-533-521.0100 FICA TAXES			
FICA TAXES	1	12,482	12,482
Totals for GL# 432-533-521.0100-FICA TAXES			12,482
432-533-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	39,924	39,924
Totals for GL# 432-533-522.2100-RETIREMENT GENERAL EMPLOYEE			39,924
432-533-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	30,601	30,601
HEALTH INSURANCE - CHILDREN		7,951	
Totals for GL# 432-533-523.0100-HEALTH INSURANCE			30,601
432-533-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	509	509
Totals for GL# 432-533-523.0300-LIFE INSURANCE & EAP			509
432-533-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	4,497	4,497
Totals for GL# 432-533-524.0100-WORKERS' COMPENSATION			4,497
432-533-531.0100 CONSULTING			
CONSULTING SERVICES	1	10,000	10,000
RATE STUDY - WATER RATES	1	10,000	10,000
Totals for GL# 432-533-531.0100-CONSULTING			20,000
432-533-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	12,000	12,000
Totals for GL# 432-533-531.2000-ENGINEERING SERVICES			12,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Water Department
Fund 432; Department 533

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-533-540.5100 TRAVEL AND PER DIEM			
WATER DISTRIBUTION COURSES	1	500	500
Totals for GL# 432-533-540.5100-TRAVEL AND PER DIEM			500
432-533-541.1100 COMMUNICATIONS			
CELL SERVICE - SUPERVISOR	12	60	720
CELL SERVICE - CREW LEADER	12	60	720
Totals for GL# 432-533-541.1100-COMMUNICATIONS			1,440
432-533-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITIES	1	1,500	1,500
Totals for GL# 432-533-543.0000-UTILITY SERVICES			1,500
432-533-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
Totals for GL# 432-533-544.0500-OPERATING LEASE			75
432-533-544.1500 RENTAL EXPENSES			
RENTAL EXPENSE	1	10,000	10,000
Totals for GL# 432-533-544.1500-RENTAL EXPENSES			10,000
432-533-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,071	8,284
NEW AUTO OVERLAP INSURANCE	1	250	250
Totals for GL# 432-533-545.1200-INSURANCE			8,534
432-533-546.0500 CONTAMINATION TESTING			
CHEMICAL TESTING	1	7,000	7,000
LINE CLEARANCE	1	2,500	2,500
BACTERIOLOGICAL ANALYSIS	1	3,000	3,000
Totals for GL# 432-533-546.0500-CONTAMINATION TESTING			12,500
432-533-546.3400 REPAIR & MAINTENANCE			
EQUIPMENT REPAIRS	1	4,000	4,000
Totals for GL# 432-533-546.3400-REPAIR & MAINTENANCE			4,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Water Department
Fund 432; Department 533

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-533-546.3600 REPAIR & MAINTENANCE - UTILITY			
REPAIRS TO UTILITY SYSTEM	1	30,000	30,000
REPLACE REPAIR WATER LINES	1	30,000	30,000
Totals for GL# 432-533-546.3600-REPAIR & MAINTENANCE - UTILITY			60,000
432-533-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	8,000	8,000
Totals for GL# 432-533-546.4000-VEHICLE REPAIR & MAINTENANCE			8,000
432-533-547.5100 PRINTING AND BINDING			
PRINTING AS NEEDED	1	2,000	2,000
Totals for GL# 432-533-547.5100-PRINTING AND BINDING			2,000
432-533-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	300	300
Totals for GL# 432-533-551.1200-OFFICE SUPPLIES			300
432-533-552.1500 FUEL AND LUBRICANTS			
FUEL COSTS	1	9,000	9,000
Totals for GL# 432-533-552.1500-FUEL AND LUBRICANTS			9,000
432-533-552.2300 OPERATING EXPENSES			
MAINTENANCE REQUIREMENTS	1	4,000	4,000
Totals for GL# 432-533-552.2300-OPERATING EXPENSES			4,000
432-533-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	100	100
SAFETY TRAINING MATERIALS	1	100	100
SAFETY FOOTWEAR PROGRAM	4	100	400
SAFETY SIGNS FOR TRUCK	1	300	300
Totals for GL# 432-533-552.3900-SAFETY PROGRAM EXPENSE			900
432-533-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS	1	2,600	2,600
OFFICE CHAIR	1	500	500
Totals for GL# 432-533-552.4200-SMALL TOOLS/EQUIPMENT			3,100



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Water Department
Fund 432; Department 533

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-533-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM RENTAL-3 EMPLOYEES	1	1,128	1,128
SUPERVISOR SHIRTS	1	300	300
Totals for GL# 432-533-552.5100-UNIFORM PURCHASES AND CLEANING			1,428
432-533-552.6300 WATER PURCHASED FR RESALE			
WATER PURCHASED FOR RESALE	1	1,312,500	1,312,500
Totals for GL# 432-533-552.6300-WATER PURCHASED FR RESALE			1,312,500
432-533-554.0100 NON-CAPITALIZED EQUIPMENT			
2" CENT PUMP	1	2,000	2,000
METAL DETECTOR	2	850	1,700
Totals for GL# 432-533-554.0100-NON-CAPITALIZED EQUIPMENT			3,700
432-533-555.1300 TECHNICAL/TRAINING			
WATER LICENSE TESTING	1	1,500	1,500
Totals for GL# 432-533-555.1300-TECHNICAL/TRAINING			1,500
432-533-564.4900 CAPITAL LEASES			
SHARED COST MINI EXCAVATOR 25%	0	60,000	15,000
NEW SUPERVISOR TRUCK	1	33,000	33,000
E.H.WACHS VALVE TURNING MACHINE	1	67,000	67,000
Totals for GL# 432-533-564.4900-CAPITAL LEASES			115,000
432-533-571.0100 PRINC - LEASE			
P# 07-10 FA# 20309 MINI-EXCAVATOR	4	1,562	6,248
P# 03-06 FA#20401 FRONT END LOADER	4	2,276	9,104
Totals for GL# 432-533-571.0100-PRINC - LEASE			15,352
432-533-571.0100-3659 PRINC - LEASE			
P# 19-22 OF 40 TELEMETRY METER	4	32,683	130,732
Totals for GL# 432-533-571.0100-3659-PRINC - LEASE			130,732
432-533-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	4	413	1,652
Totals for GL# 432-533-571.0400-PRINC-BOA LOAN 2004			1,652



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

**Water Department
Fund 432; Department 533**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-533-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	4	2,500	10,000
Totals for GL# 432-533-571.0500-PRINC-BOA LOAN 2005			10,000
432-533-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	4	14,813	59,252
Totals for GL# 432-533-571.0700-PRINC-BOA LOAN 2007			59,252
432-533-571.1400 PRINCIPAL PAYMENT - 2014 LOAN			
2014 LOAN PRINCIPAL PAYMENT	4	18,500	74,000
Totals for GL# 432-533-571.1400-PRINCIPAL PAYMENT - 2014 LOAN			74,000
432-533-572.0100 INT EXP - LEASE			
P# 07-10 FA# 20309 MINI-EXCAVATOR	4	55	220
P# 03-06 FA#20401 FRONT END LOADER (1/4)	4	148	592
Totals for GL# 432-533-572.0100-INT EXP - LEASE			812
432-533-572.0100-3659 INT EXP - LEASE			
P# 19-22 OF 40 TELEMETRY METER	4	2,968	11,872
Totals for GL# 432-533-572.0100-3659-INT EXP - LEASE			11,872
432-533-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	4	125	500
Totals for GL# 432-533-572.0400-INT EXP-BOA LOAN 2004			500
432-533-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	4	1,125	4,500
Totals for GL# 432-533-572.0500-INT EXP-BOA LOAN 2005			4,500
432-533-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	4	8,000	32,000
Totals for GL# 432-533-572.0700-INT EXP-BOA LOAN 2007			32,000
432-533-572.1400 INTEREST PAYMENT - 2014 LOAN			
2014 LOAN INTEREST	4	8,125	32,500
Totals for GL# 432-533-572.1400-INTEREST PAYMENT - 2014 LOAN			32,500



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Water Department
Fund 432; Department 533

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-533-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE - SHARED COST - MINI EXCAVATOR	2	987	1,974
NEW DEBT SERVICE - SUPERVISOR TRUCK	2	2,169	4,338
NEW DEBT SERVICE - VALVE TURNING MACHINE	2	4,404	8,808
Totals for GL# 432-533-573.0500-NEW DEBT SERVICE			15,120
432-533-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	112,016	112,016
Totals for GL# 432-533-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			112,016
432-533-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
STORMWATER SUBSIDY	1	51,000	51,000
Totals for GL# 432-533-591.4400-TRANSFER TO STORMWATER - SUBSIDY			51,000
Totals for dept 533-WATER DEPARTMENT			2,394,451



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Sewer Department - 535

Fund: Water and Sewer Fund - 432

Department: Public Works

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

Primary Duties

- Responsible for providing and maintaining a reliable and safe means of transporting sewerage from customers to the Wastewater Treatment Facility.
- Install new services and maintaining and repairing existing infrastructure as necessary.

Future Challenges or Issues facing the Cost Center

- Performing maintenance, cleaning, videoing and repairing areas in need while tending to the needs of the general public (sewer stops, Verizon hits, cleanout installations, new services, repairs to existing systems etc.).
- Overall maintenance and care for the sanitary sewer system is to be considered.

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

Color Block	Vision or Fundamental Strategies	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. To further investigate areas for I&I and resolve those issues as they are found or as budget will allow.
Services	Maintain and improve everyday services	2. Provide maintenance by cleaning, video inspecting mains & laterals and making repairs as necessary
Infrastructure	Maintain and improve infrastructure	3. Protect residents by decreasing the number of sanitary overflows through maintenance and repair reducing I&I.
Safety	Make the City safe	4. By reducing I&I monies can be saved by making the sanitary sewer system more efficient.
Economic Stability	Enhance and prosper the City and its citizens	
Historic Preservation	Preserve Palmetto's history	



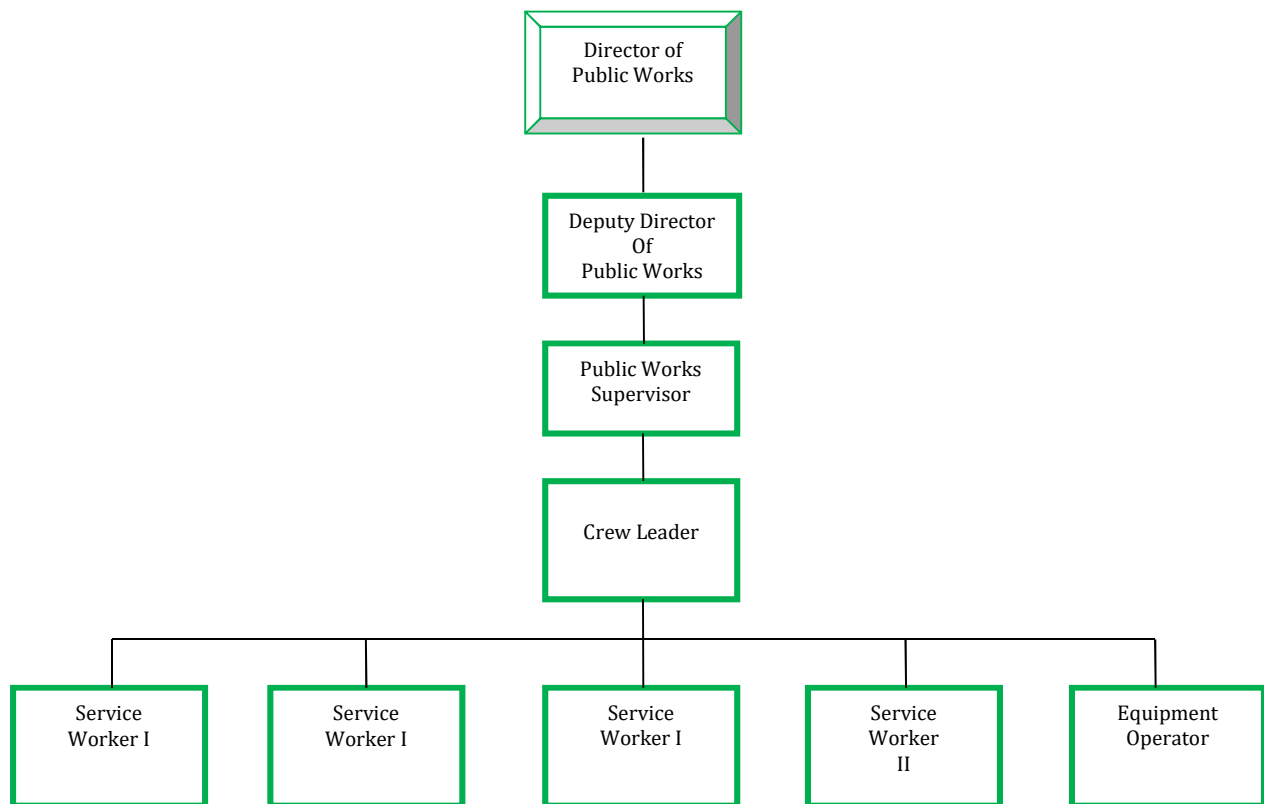
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Sewer Services
Organizational Information**

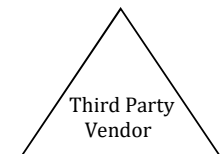
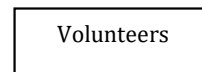
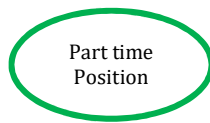
Total Personnel Wages	\$	237,001
Total Benefits	\$	119,298
Total Personnel Cost	\$	356,299

Grade	Job Title	FTE
104	Service Worker I	1.00
104	Service Worker I	1.00
104	Service Worker I	1.00
106	Service Worker II	1.00
107	Equipment Operator	1.00
109	Crew Leader	1.00
115	Public Works Supervisor	1.00
	Full-Time Position	7
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	7

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-535 - SEWER DEPARTMENT
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
432-535						
512.0100	Regular Salaries	\$ 223,472	\$ 232,810	\$ 179,279	\$ 228,631	(1.8)%
514.0100	Overtime - GE	4,786	8,000	3,000	8,000	- %
514.0150	Overtime - Holiday General	104	-	200	-	- %
	Employees					
521.0100	Fica Taxes	16,764	18,422	13,448	18,102	(1.7)%
522.2100	Retirement General Employee	66,238	69,281	54,146	57,903	(16.4)%
523.0100	Health Insurance	46,967	49,853	35,855	37,645	(24.5)%
523.0300	Insurance & EAP	966	933	783	752	(19.4)%
524.0100	Workers' Compensation	6,777	4,180	4,441	4,771	14.1 %
529.0000	Career Advancement	-	4,800	-	-	(100.0)%
529.9900	Reimbursement Of Personnel Costs	(233)	-	(122)	-	- %
	Total Personnel Expenses	365,841	388,279	291,030	355,804	(8.4)%
531.1600	Contract Services	2,240	-	-	10,000	- %
531.2000	Engineering Services	1,340	12,864	2,000	12,000	(6.7)%
540.5100	Travel And Per Diem	217	500	314	500	- %
541.1100	Communications	1,194	2,400	1,500	816	(66.0)%
544.0500	Operating Lease	64	75	75	75	- %
544.1500	Rental Expenses	40	1,000	1,000	1,000	- %
545.1200	Insurance	16,648	16,143	16,143	10,746	(33.4)%
545.9900	Insurance Contingency - Vehicle	25,000	-	10,362	-	- %
546.3400	Repair & Maintenance	26,195	21,996	12,500	43,025	95.6 %
546.3600	Repair & Maintenance - Utility	101,313	21,370	10,000	28,000	31.0 %
546.4000	Vehicle Repair & Maintenance	-	20,000	20,780	15,000	(25.0)%
551.1200	Office Supplies	46	200	200	200	- %
552.1500	Fuel And Lubricants	11,679	15,000	11,100	13,200	(12.0)%
552.2300	Operating Expenses	3,450	5,781	4,000	5,000	(13.5)%
552.3900	Safety Program Expense	1,414	1,840	1,840	1,950	6.0 %
		865	1,800	1,800	1,200	(33.3)%
552.5100	Uniform Purchases And Cleaning	2,268	2,500	2,500	2,800	12.0 %
554.0100	Non-Capitalized Equipment	-	1,000	1,000	1,000	- %
555.1300	Technical/Training	969	2,000	1,200	3,000	50.0 %
559.0100	Depreciation Expense	402,335	-	406,544	-	- %
595.0000	Doubtful Accts Exp	15,785	-	-	-	- %
	Total Operating Expenses	613,062	126,469	504,858	149,512	18.2 %
564.0100	Machinery & Equipment	48,295	13,009	13,203	-	(100.0)%
564.4900	Capital Leases	-	112,500	113,731	48,000	(57.3)%
	Total Capital Purchases	48,295	125,509	126,934	48,000	(61.8)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-535 - SEWER DEPARTMENT
Cost Center Summary

Account		2016	2017	2017	2018	% Change
432-535	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
571.0100	Princ - Lease	105,978	123,724	123,724	87,466	(29.3)%
571.0400	Principal - Loan 2004	60,100	63,500	63,200	66,500	4.7 %
571.0500	Principal - Loan 2005	124,536	130,500	130,000	136,500	4.6 %
571.0700	Principal - Loan 2007	85,544	90,000	89,500	93,500	3.9 %
572.0100	Interest Expense - Lease	2,905	2,993	2,993	2,396	(19.9)%
572.0400	Interest Expense - Loan 2004	25,649	23,250	24,000	20,000	(14.0)%
572.0500	Interest Expense - Loan 2005	65,333	64,000	64,000	59,000	(7.8)%
572.0700	Interest Expense - Loan 2007	55,537	53,500	53,200	50,000	(6.5)%
573.0500	New Debt Service	-	-	14,602	6,312	- %
	Total Debt Service	525,582	551,467	565,219	521,674	(5.4)%
591.0100	Transfer Out - Admin Services	140,222	181,811	181,811	171,133	(5.9)%
591.4400	Transfer To Stormwater - Subsidy	25,000	57,000	57,000	51,000	(10.5)%
	Total Transfers-Out	165,222	238,811	238,811	222,133	(7.0)%
	TOTAL EXPENDITURES	\$ 1,718,002	\$ 1,430,535	\$ 1,726,852	\$ 1,297,123	(9.3)%



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

**Sewer Department
Fund 432; Department 535**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 535-SEWER DEPARTMENT			
432-535-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	228,631	228,631
Totals for GL# 432-535-512.0100-REGULAR SALARIES			228,631
432-535-514.0100 OVERTIME - GE			
OVERTIME - GE	1	8,000	8,000
Totals for GL# 432-535-514.0100-OVERTIME - GE			8,000
432-535-521.0100 FICA TAXES			
FICA TAXES	1	18,102	18,102
Totals for GL# 432-535-521.0100-FICA TAXES			18,102
432-535-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	57,903	57,903
Totals for GL# 432-535-522.2100-RETIREMENT GENERAL EMPLOYEE			57,903
432-535-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	37,645	37,645
Totals for GL# 432-535-523.0100-HEALTH INSURANCE			37,645
432-535-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	752	752
Totals for GL# 432-535-523.0300-LIFE INSURANCE & EAP			752
432-535-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	4,771	4,771
Totals for GL# 432-535-524.0100-WORKERS' COMPENSATION			4,771
432-535-531.1600 CONTRACT SERVICES			
RATE STUDY - SEWER	1	10,000	10,000
Totals for GL# 432-535-531.1600-CONTRACT SERVICES			10,000
432-535-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES AS NEEDED	1	12,000	12,000
Totals for GL# 432-535-531.2000-ENGINEERING SERVICES			12,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Sewer Department
Fund 432; Department 535

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-535-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	500	500
Totals for GL# 432-535-540.5100-TRAVEL AND PER DIEM			500
432-535-541.1100 COMMUNICATIONS			
CELL SERVICE-FOREMAN	12	4	48
CELL SERVICE-CREW	12	4	48
CELL SERVICE-SUPERVISOR	12	60	720
Totals for GL# 432-535-541.1100-COMMUNICATIONS			816
432-535-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
Totals for GL# 432-535-544.0500-OPERATING LEASE			75
432-535-544.1500 RENTAL EXPENSES			
RENTAL EXPENSES	1	1,000	1,000
Totals for GL# 432-535-544.1500-RENTAL EXPENSES			1,000
432-535-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,624	10,496
NEW AUTO OVERLAP INSURANCE	1	250	250
Totals for GL# 432-535-545.1200-INSURANCE			10,746
432-535-546.3400 REPAIR & MAINTENANCE			
REPAIRS AND MAINTENANCE	1	18,000	18,000
MANHOLE RING & COVERS	77	325	25,025
Totals for GL# 432-535-546.3400-REPAIR & MAINTENANCE			43,025
432-535-546.3600 REPAIR & MAINTENANCE - UTILITY			
REPAIR AND MAINTENANCE-UTILITIES	1	28,000	28,000
Totals for GL# 432-535-546.3600-REPAIR & MAINTENANCE - UTILITY			28,000
432-535-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR & MAINTENANCE	1	15,000	15,000
Totals for GL# 432-535-546.4000-VEHICLE REPAIR & MAINTENANCE			15,000



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

**Sewer Department
Fund 432; Department 535**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-535-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	200	200
Totals for GL# 432-535-551.1200-OFFICE SUPPLIES			200
432-535-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL-LUBRICANTS	1	13,200	13,200
Totals for GL# 432-535-552.1500-FUEL AND LUBRICANTS			13,200
432-535-552.2300 OPERATING EXPENSES			
CENTRAL STORES ISSUES	1	3,000	3,000
CHEMICALS-LIME AS NEEDED	1	2,000	2,000
Totals for GL# 432-535-552.2300-OPERATING EXPENSES			5,000
432-535-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	700	700
SAFETY FOOTWEAR PROGRAM	7	100	700
SAFETY ZONE SIGNS	5	110	550
Totals for GL# 432-535-552.3900-SAFETY PROGRAM EXPENSE			1,950
432-535-552.4200 SMALL TOOLS/EQUIPMENT			
SAWS-WRENCHES-HAND TOOLS	1	1,200	1,200
Totals for GL# 432-535-552.4200-SMALL TOOLS/EQUIPMENT			1,200
432-535-552.5100 UNIFORM PURCHASES AND CLEANING			
SUPERVISOR'S UNIFORMS	1	300	300
UNIFORM RENTAL-6 EMPLOYEES	1	2,500	2,500
Totals for GL# 432-535-552.5100-UNIFORM PURCHASES AND CLEANING			2,800
432-535-554.0100 NON-CAPITALIZED EQUIPMENT			
LARGER TOOLS & OFFICE EQUIPMENT	1	1,000	1,000
Totals for GL# 432-535-554.0100-NON-CAPITALIZED EQUIPMENT			1,000
432-535-555.1300 TECHNICAL/TRAINING			
TECHNICAL AND TRAINING	1	3,000	3,000
Totals for GL# 432-535-555.1300-TECHNICAL/TRAINING			3,000



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

Sewer Department
Fund 432; Department 535

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-535-564.4900 CAPITAL LEASES			
SHARED COST MINI EXCAVATOR 25%	0.25	60,000	15,000
2017 FORD F-250 TO REPLACE 17317	1	33,000	33,000
Totals for GL# 432-535-564.4900-CAPITAL LEASES			48,000
432-535-571.0100 PRINC - LEASE			
P# 15-16F FA #20210 F350/20211 F550/20202 VAC TRUCK	2	24,327	48,654
P# 07-10 FA #20319 DEWATERING, 20309 MINI-EXCAVATOR	4	2,812	11,248
P# 03-06 FA#17484 CAMERA RETROFIT, 20401 FRONT END LOADER (1/4)	4	6,891	27,564
Totals for GL# 432-535-571.0100-PRINC - LEASE			87,466
432-535-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	4	16,625	66,500
Totals for GL# 432-535-571.0400-PRINC-BOA LOAN 2004			66,500
432-535-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	4	34,125	136,500
Totals for GL# 432-535-571.0500-PRINC-BOA LOAN 2005			136,500
432-535-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	4	23,375	93,500
Totals for GL# 432-535-571.0700-PRINC-BOA LOAN 2007			93,500
432-535-572.0100 INT EXP - LEASE			
P# 15-16F FA #20210 F350/20211 F550/20202 VAC TRUCK	2	110	220
P# 07-10 FA #20319 DEWATERING, 20309 MINI-EXCAVATOR	4	98	392
P# 03-06 FA#17484 CAMERA RETROFIT, 20401 FRONT END LOADER (1/4)	4	446	1,784
Totals for GL# 432-535-572.0100-INT EXP - LEASE			2,396
432-535-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	4	5,000	20,000
Totals for GL# 432-535-572.0400-INT EXP-BOA LOAN 2004			20,000



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Sewer Department
Fund 432; Department 535

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-535-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	4	14,750	59,000
Totals for GL# 432-535-572.0500-INT EXP-BOA LOAN 2005			59,000
432-535-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	4	12,500	50,000
Totals for GL# 432-535-572.0700-INT EXP-BOA LOAN 2007			50,000
432-535-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE - SHARED COST MINI EXCAVATOR	2	987	1,974
NEW DEBT SERVICE - F-250 SUPERVISOR TRUCK	2	2,169	4,338
Totals for GL# 432-535-573.0500-NEW DEBT SERVICE			6,312
432-535-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	171,133	171,133
Totals for GL# 432-535-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			171,133
432-535-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
STORMWATER SUBSIDY	1	51,000	51,000
Totals for GL# 432-535-591.4400-TRANSFER TO STORMWATER - SUBSIDY			51,000
Totals for dept 535-SEWER DEPARTMENT			1,297,123



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Customer Service Department - 536

Fund: Water and Sewer Fund - 432

Department: City Clerk

Contact Hours: Monday through Friday, 8:00 to 5:00
Location: City Hall, 516 8th Ave. West, Palmetto, FL 34221

Primary Duties

- Maintains all utility billing records
- Ensure timely meter reading
- Responsible for cash receipting and bank deposits

Future Challenges or Issues facing the Cost Center

- The new software and new telemeters will result in new procedures and initially, increased training time.

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

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

Cost Center Goals and Objectives:

1. Produce timely billing each and every time
2. Reduce the number of meter re-reads monthly
3. Keep accurate billing records resulting in few adjustments.



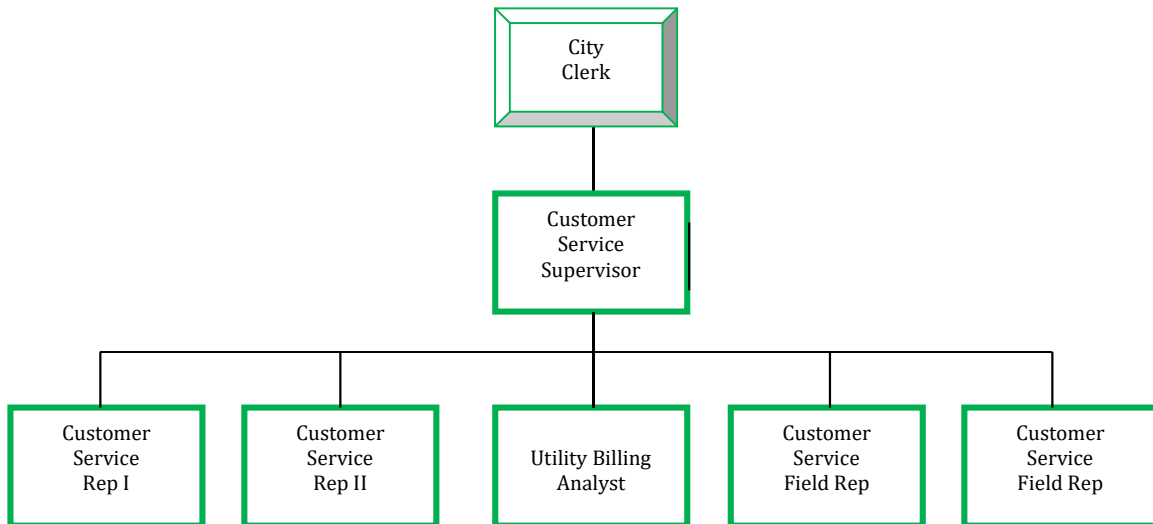
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Utility Customer Service
Organizational Information**

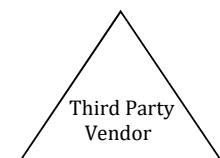
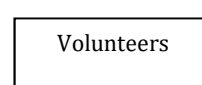
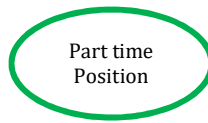
Total Personnel Wages	\$	213,914
Total Benefits	\$	112,722
Total Personnel Cost	\$	326,636

Grade	Job Title	FTE
105	Customer Service Field Rep	1.00
105	Customer Service Field Rep	1.00
106	Customer Service Rep. I	1.00
107	Customer Service Rep II	1.00
109	Utility Billing Analyst	1.00
	Customer Service	
115	Supervisor	1.00
	Full-Time Position	6
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	6

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-536 - CUSTOMER SERVICE
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
432-536						
512.0100	Regular Salaries	\$ 174,649	\$ 206,800	\$ 183,942	\$ 212,914	3.0 %
514.0100	Overtime - GE	205	1,000	100	1,000	- %
521.0100	Fica Taxes	12,856	15,897	13,261	16,364	2.9 %
522.2100	Retirement General Employee	49,091	59,784	54,088	52,345	(12.4)%
523.0100	Health Insurance	32,864	38,058	33,496	41,474	9.0 %
523.0300	Insurance & EAP	696	848	826	700	(17.5)%
524.0100	Workers' Compensation	1,165	1,648	1,376	1,840	11.7 %
	Total Personnel Expenses	271,526	324,035	287,089	326,637	0.8 %
531.1600	Contract Services	447	1,000	1,000	500	(50.0)%
540.5100	Travel And Per Diem	249	1,600	63	2,000	25.0 %
541.1100	Communications	623	1,320	1,232	1,320	- %
542.1200	Postage/Mailing Service	34,372	38,400	38,400	38,400	- %
545.1200	Insurance	7,989	8,536	8,536	8,870	3.9 %
546.3400	Repair & Maintenance	3,145	4,113	4,113	2,663	(35.3)%
546.4000	Vehicle Repair & Maintenance	1,679	2,566	2,400	2,250	(12.3)%
547.5100	Printing And Binding	7,795	8,500	8,500	8,500	- %
549.9600	Bank Service Charges	20,392	23,500	27,500	27,500	17.0 %
551.1200	Office Supplies	2,219	2,956	2,956	3,000	1.5 %
552.1500	Fuel And Lubricants	2,545	4,000	3,000	4,000	- %
552.2300	Operating Expenses	1,048	2,682	3,500	2,000	(25.4)%
552.3900	Safety Program Expense	81	700	700	700	- %
552.4200	Small Tools/Equipment	611	700	700	4,200	500.0 %
552.5100	Uniform Purchases And Cleaning	874	1,120	1,120	2,060	83.9 %
554.0100	Non-Capitalized Equipment	-	1,644	1,644	2,500	52.1 %
555.1300	Technical/Training	-	2,150	218	2,550	18.6 %
559.0100	Depreciation Expense	15	-	15	-	- %
	Total Operating Expenses	84,084	105,487	105,597	113,013	7.1 %
564.4900	Capital Leases	-	22,000	22,551	24,000	9.1 %
	Total Capital Purchases	-	22,000	22,551	24,000	9.1 %
571.0100	Princ - Lease	-	2,697	2,697	5,478	103.1 %
572.0100	Interest Expense - Lease	-	218	218	356	63.3 %
573.0500	New Debt Service	-	67	2,982	3,154	4,607.5 %
	Total Debt Service	-	2,982	5,897	8,988	201.4 %
591.0100	Transfer Out - Admin Services	137,101	151,937	151,937	148,813	(2.1)%
	Total Transfers-Out	137,101	151,937	151,937	148,813	(2.1)%
	TOTAL EXPENDITURES	\$ 492,711	\$ 606,441	\$ 573,071	\$ 621,451	2.5 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Customer Service Department
Fund 432; Department 536

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 536-CUSTOMER SERVICE			
432-536-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	212,914	212,914
Totals for GL# 432-536-512.0100-REGULAR SALARIES			212,914
432-536-514.0100 OVERTIME - GE			
OVERTIME	1	1,000	1,000
Totals for GL# 432-536-514.0100-OVERTIME - GE			1,000
432-536-521.0100 FICA TAXES			
FICA TAXES	1	16,364	16,364
Totals for GL# 432-536-521.0100-FICA TAXES			16,364
432-536-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	52,345	52,345
Totals for GL# 432-536-522.2100-RETIREMENT GENERAL EMPLOYEE			52,345
432-536-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	4	5,436	21,744
HEALTH INSURANCE - FAMILY	1	11,779	11,779
HEALTH INSURANCE - CHILDREN	1	7,951	7,951
Totals for GL# 432-536-523.0100-HEALTH INSURANCE			41,474
432-536-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	700	700
Totals for GL# 432-536-523.0300-LIFE INSURANCE & EAP			700
432-536-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,840	1,840
Totals for GL# 432-536-524.0100-WORKERS' COMPENSATION			1,840
432-536-531.1600 CONTRACT SERVICES			
FEES FOR COLLECTION SERVICES	1	500	500
Totals for GL# 432-536-531.1600-CONTRACT SERVICES			500



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Customer Service Department
Fund 432; Department 536

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-536-540.5100 TRAVEL AND PER DIEM			
CSR MILEAGE AND PER DIEM	5	100	500
TRAINING CONFERENCE: HOTEL EXPENSE	5	300	1,500
Totals for GL# 432-536-540.5100-TRAVEL AND PER DIEM			2,000
432-536-541.1100 COMMUNICATIONS			
CELL SERVICE CUSTOMER SERVICE	12	10	120
CELL SERVICE 2 FIELD REPS	12	100	1,200
Totals for GL# 432-536-541.1100-COMMUNICATIONS			1,320
432-536-542.1200 POSTAGE/MAILING SERVICE			
CITY HALL POSTAGE METER	4	600	2,400
MAILING SERVICE - UTILITY BILLS	1	36,000	36,000
Totals for GL# 432-536-542.1200-POSTAGE/MAILING SERVICE			38,400
432-536-545.1200 INSURANCE			
GENERAL LIABILITY. AUTO, PROPERTY INSURANCE	4	2,155	8,620
NEW AUTO OVERLAP INSURANCE	1	250	250
Totals for GL# 432-536-545.1200-INSURANCE			8,870
432-536-546.3400 REPAIR & MAINTENANCE			
METER READERS SUPPLIES/METER REPAIRS	1	798	798
NEPTUNE MAINTENANCE AGREEMENT - METER READER SOFTWARE	1	350	350
ANNUAL SUPPORT - R900 BLUETOOTH BELT CLIP	1	300	300
ANNUAL SUPPORT - MRX920V2 MOBILE DATA COLLECTOR	1	1,215	1,215
Totals for GL# 432-536-546.3400-REPAIR & MAINTENANCE			2,663
432-536-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA #17658 VEHICLE MAINTENANCE - RANGER	1	750	750
FA #17655 VEHICLE MAINTENANCE - EXPEDITION	1	750	750
FA #20455 VEHICLE MAINTENANCE - FRONTIER	1	750	750
Totals for GL# 432-536-546.4000-VEHICLE REPAIR & MAINTENANCE			2,250
432-536-547.5100 PRINTING AND BINDING			
BILL PAPER AND ENVELOPES	1	8,500	8,500
Totals for GL# 432-536-547.5100-PRINTING AND BINDING			8,500



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Customer Service Department
Fund 432; Department 536

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-536-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	9,500	9,500
CREDIT CARD FEES	1	18,000	18,000
Totals for GL# 432-536-549.9600-BANK SERVICE CHARGES			27,500
432-536-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	4	250	1,000
TONER CARTRIDGES FOR BILLING	8	250	2,000
Totals for GL# 432-536-551.1200-OFFICE SUPPLIES			3,000
432-536-552.1500 FUEL AND LUBRICANTS			
FUEL FOR METER READER VEHICLES	1	4,000	4,000
Totals for GL# 432-536-552.1500-FUEL AND LUBRICANTS			4,000
432-536-552.2300 OPERATING EXPENSES			
MANATEE COUNTY RECORDING FEES	1	2,000	2,000
Totals for GL# 432-536-552.2300-OPERATING EXPENSES			2,000
432-536-552.3900 SAFETY PROGRAM EXPENSE			
PPE CENTRAL STORE ISSUES	2	125	250
SAFETY SHOES - FIELD REPS	2	100	200
PROTECTIVE PERSONAL EQUIP (PPE):GOGGLES, RAIN GEAR, VESTS.	2	125	250
Totals for GL# 432-536-552.3900-SAFETY PROGRAM EXPENSE			700
432-536-552.4200 SMALL TOOLS/EQUIPMENT			
TOOLS/SUPPLIES FOR FIELD REPS	1	700	700
OFFICE CHAIRS	7	500	3,500
Totals for GL# 432-536-552.4200-SMALL TOOLS/EQUIPMENT			4,200
432-536-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM CHANGE OUTS	2	50	100
UNIFORM SERVICE - RENTAL	2	305	610
UNIFORM SHIRTS FOR CSR'S ,METER READERS, AND SUPERVISOR	6	225	1,350
Totals for GL# 432-536-552.5100-UNIFORM PURCHASES AND CLEANING			2,060



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

**Customer Service Department
Fund 432; Department 536**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
432-536-554.0100 NON CAPITALIZED EQUIPMENT			
SCANNER PURCHASE	3	500	1,500
NEW CSR CHAIRS	4	250	1,000
Totals for GL# 432-536-554.0100-NON CAPITALIZED EQUIPMENT			2,500
<hr/>			
432-536-555.1300 TECHNICAL/TRAINING			
CONFERENCE - CUSTOMER SERVICE	5	400	2,000
SAFETY PROGRAMS BY FLC	1	100	100
WATER DISTRIBUTION COURSE - FIELD REPS	2	225	450
Totals for GL# 432-536-555.1300-TECHNICAL/TRAINING			2,550
<hr/>			
432-536-564.4900 CAPITAL LEASES			
SMALL PICKUP TRUCK	1	24,000	24,000
Totals for GL# 432-536-564.4900-CAPITAL LEASES			24,000
<hr/>			
432-536-571.0100 PRINC - LEASE			
P# 03-06 FA#20455 PICKUP	4	1,370	5,478
Totals for GL# 432-536-571.0100-PRINC - LEASE			5,478
<hr/>			
432-536-572.0100 INT EXP - LEASE			
P# 03-06 FA#20455 PICKUP	4	89	356
Totals for GL# 432-536-572.0100-INT EXP - LEASE			356
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432-536-573.0500 NEW DEBT SERVICE			
NEW LEASE - SMALL PICKUP	2	1,577	3,154
Totals for GL# 432-536-573.0500-NEW DEBT SERVICE			3,154
<hr/>			
432-536-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	148,813	148,813
Totals for GL# 432-536-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			148,813
<hr/>			
Totals for dept 536-CUSTOMER SERVICE			621,451



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Waste Water Treatment Plant (WWTP) - 537

Fund: Water and Sewer Fund - 432

Department: Public Waste

Contact Hours: Monday through Friday, 7:00 to 4:00
Location:

Primary Duties

- Operated by Veolia Water by contract
- Responsible for efficient and environmentally safe operation
- Treat wastewater to standards set by applicable regulatory agencies.
- Perform additional capital projects as contracted

Future Challenges or Issues facing the Cost Center

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

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

Cost Center Goals and Objectives:

1. Complete City Aquifer Storage and Recovery Well (ASR)
2. Reduce gallons of sewage treated by reducing I&I
3. Reduce cost for operations through equalization of the flow through the WWTF



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

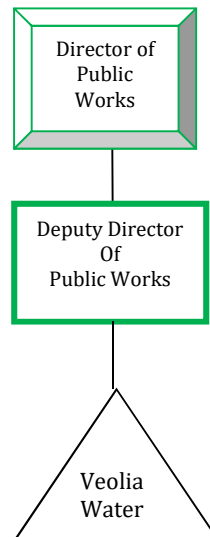
**Waste Water Treatment Plant
Organizational Information**

Total Personnel Wages	\$	-
Total Benefits	\$	-
Total Personnel Cost	\$	-

Grade	Job Title	FTE
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NO CITY EMPLOYEES

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time
Position

Part time
Position

Volunteers

Third Party
Vendor



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

432-537 - WWTP
Cost Center Summary

Account		2016	2017	2017	2018	% Change
432-537	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
	EXPENDITURES					- %
531.1600	Contract Services	1,474,721	1,494,452	1,494,452	1,518,779	1.6 %
543.0000	Utility Services	212,555	225,000	234,000	250,000	11.1 %
544.1500	Rental Expenses	-	-	-	500	- %
545.1200	Insurance	42,330	41,005	40,133	39,144	(4.5)%
546.3400	Repair & Maintenance	5,957	2,400	7,300	1,000	(58.3)%
546.4000	Vehicle Repair & Maintenance	-	2,400	3,000	4,500	87.5 %
552.0000	Operating Expenses - Veolia	2,278	4,000	2,000	4,000	- %
552.2300	Operating Expenses	260	700	700	1,100	57.1 %
552.3900	Safety Program Expense	-	-	-	100	- %
552.4200	Small Tools/Equipment	-	-	-	100	- %
559.0100	Depreciation Expense	58,783	-	66,332	-	- %
	Total Operating Expenses	1,796,884	1,769,957	1,847,917	1,819,223	2.8 %
564.0100	Machinery & Equipment	-	89,440	89,440	90,000	0.6 %
	Total Capital Purchases	-	89,440	89,440	90,000	0.6 %
591.0100	Transfer Out - Admin Services	19,641	30,866	30,866	29,983	(2.9)%
	Total Transfers-Out	19,641	30,866	30,866	29,983	(2.9)%
	TOTAL EXPENDITURES	\$ 1,816,525	\$ 1,890,263	\$ 1,968,223	\$ 1,939,206	2.6 %



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

**Wastewater Treatment Plant (WWTP)
Fund 432; Department 537**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 537-WASTE WATER TREATMENT PLANT			
432-537-531.1600 CONTRACT SERVICES			
CONTRACT-VEOLIA	1	1,518,779	1,518,779
Totals for GL# 432-537-531.1600-CONTRACT SERVICES			1,518,779
432-537-543.0000 UTILITY SERVICES			
UTILITY SERVICES-WWTP	1	250,000	250,000
Totals for GL# 432-537-543.0000-UTILITY SERVICES			250,000
432-537-544.1500 RENTAL EXPENSES			
RENTAL EXPENSE - GENERATOR	1	500	500
Totals for GL# 432-537-544.1500-RENTAL EXPENSES			500
432-537-545.1200 INSURANCE			
B-1 POLLUTION AND REMEDIATION	1	3,420	3,420
FLOOD INSURANCE (MAY 2018)	1	6,500	6,500
GEN LIAB-AUTO-PROPERTY INSURANCE	4	7,306	29,224
Totals for GL# 432-537-545.1200-INSURANCE			39,144
432-537-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	1,000	1,000
Totals for GL# 432-537-546.3400-REPAIR & MAINTENANCE			1,000
432-537-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR AND MAINTENANCE	1	4,500	4,500
Totals for GL# 432-537-546.4000-VEHICLE REPAIR & MAINTENANCE			4,500
432-537-552.0000 OPERATING EXPENSES - VEOLIA			
OPERATING EXPENSES-VEOLIA	1	4,000	4,000
Totals for GL# 432-537-552.0000-OPERATING EXPENSES - VEOLIA			4,000
432-537-552.2300 OPERATING EXPENSES			
FIRE EXTINGUISHER MAINTENANCE	1	600	600
OPERATING EXPENSES	1	500	500
Totals for GL# 432-537-552.2300-OPERATING EXPENSES			1,100



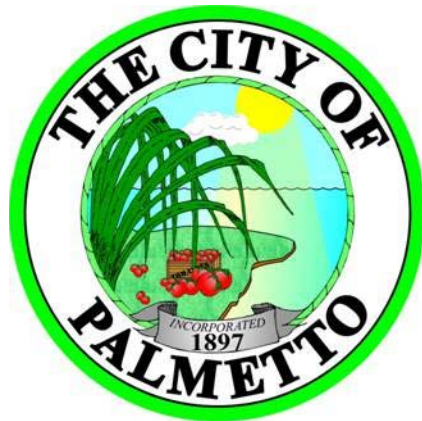
CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Wastewater Treatment Plant (WWTP)
Fund 432; Department 537

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
432-537-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	100	100
Totals for GL# 432-537-552.3900-SAFETY PROGRAM EXPENSE			100
432-537-552.4200 SMALL TOOLS/EQUIPMENT			
TOOLS AS NEEDED	1	100	100
Totals for GL# 432-537-552.4200-SMALL TOOLS/EQUIPMENT			100
432-537-564.0100 MACHINERY & EQUIPMENT			
PUMP REPLACEMENT AS NEEDED	1	90,000	90,000
Totals for GL# 432-537-564.0100-MACHINERY & EQUIPMENT			90,000
432-537-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS TO GENERAL FUND	1	29,983	29,983
Totals for GL# 432-537-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			29,983
Totals for dept 537-WASTE WATER TREATMENT PLANT			1,939,206



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



“Planning without action is futile, action without planning is fatal.”
Unknown



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

A large, faded version of the City of Palmetto seal serves as a background for the title. It contains the same elements as the logo: a palm tree, a sun, a body of water, and a boat, surrounded by the text "THE CITY OF PALMETTO" and "INCORPORATED 1897".

Stormwater Fund
Fund #440



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
STORMWATER FUND					
BEGINNING TOTAL NET POSITION	4,389,190	4,686,251	4,686,251	4,976,326	6.19%
REVENUE/SOURCES					
Stormwater Charges	785,073	781,000	780,834	792,500	1.47%
Interest Revenue	2,013	1,000	1,800	2,009	100.00%
Miscellaneous	1,839	-	338	435	0.00%
Transfer In	210,000	262,333	262,333	186,000	-29.10%
Non-Revenue Sources	-	109,167	-	145,000	100.00%
TOTAL REVENUES	998,925	1,153,500	1,045,305	1,125,944	-2.39%
EXPENSES					
Personnel	247,461	280,234	244,148	268,314	-4.25%
Operating Expenses	237,740	79,330	279,020	93,082	17.34%
Capital Expenses	313,622	197,736	197,645	165,000	-16.56%
Debt Service	445,038	467,792	466,167	475,492	1.65%
Transfers Out	107,954	128,408	128,408	124,056	-3.39%
TOTAL EXPENSES	1,351,815	1,153,500	1,315,388	1,125,944	-2.39%
Excess Revenue Over (Under) Expenditures (Modified accrual)	(352,890)	-	(270,083)	-	0.00%
Conversion to full accrual	(649,951)	(267,347)	(560,158)	(131,325)	-50.88%
Excess Revenue Over (Under) Expenditures (Full accrual)	297,061	267,347	290,075	131,325	-50.88%
Total Net Position, End of Year	4,686,251	4,953,598	4,976,326	5,107,651	3.11%
Net investment in capital assets	4,641,517	4,955,523	4,985,324	5,246,641	5.87%
Restricted Net Position	238,517	238,517	238,517	238,517	0.00%
Unrestricted Net Position	(193,783)	(240,442)	(247,515)	(377,507)	57.01%
Total Net Position, End of Year	4,686,251	4,953,598	4,976,326	5,107,651	3.11%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

440-000 - STORMWATER REVENUE
Fund Revenue Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
440-000						
343.9100	Stormwater Charges	\$ 772,640	\$ 768,000	\$ 768,492	\$ 780,000	1.6 %
341.9000	Charges for Emergency Services	510	-	-	-	- %
343.9900	Stormwater Penalties	11,923	13,000	12,342	12,500	(3.8)%
	Total Stormwater Services	785,073	781,000	780,834	792,500	1.5 %
	TOTAL UTILITY SERVICES	785,073	781,000	780,834	792,500	1.5 %
361.0100	Investment Earnings	1,999	1,000	1,800	2,009	100.9 %
389.1000	Interest Income	14	-	-	-	- %
	TOTAL INTEREST REVENUE	2,013	1,000	1,800	2,009	100.9 %
364.4100	Disposition Of Fixed Assets	1,080	-	-	-	- %
365.1100	Sale Of Surplus Materials/Scrap	61	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	698	-	338	435	- %
	TOTAL MISCELLANEOUS REVENUE	1,839	-	338	435	- %
381.7307	Transfer In - Subsidy - Road & Bridge	100,000	65,000	65,000	64,000	(1.5)%
381.7432	Transfer In - Subsidy - Water	25,000	57,000	57,000	51,000	(10.5)%
381.7433	Transfer In - Subsidy - Sewer	25,000	57,000	57,000	51,000	(10.5)%
381.9307-1441	Transfer In - TMDL Program	50,000	-	-	-	- %
381.9307-1442	Transfer In - Dredging Projects	10,000	-	-	-	- %
381.9307-1741	Transfer-In - R&B Capital	-	13,333	13,333	-	(100.0)%
381.9307-1742	Transfer-In - R&B Capital	-	70,000	70,000	20,000	(71.4)%
	Total Transfers-In	210,000	262,333	262,333	186,000	(29.1)%
383.7000	Capital Lease Inception	-	62,500	-	15,000	(76.0)%
	Total Debt/Lease Proceeds	-	62,500	-	15,000	(76.0)%
399.6000	Funding From Equity - Capital Proj	-	46,667	-	130,000	178.6 %
	Total Non-Revenue Sources	-	46,667	-	130,000	178.6 %
	TOTAL OTHER FINANCING SOURCES	210,000	371,500	262,333	331,000	(10.9)%
	TOTAL STORMWATER REVENUES	\$ 998,925	\$ 1,153,500	\$ 1,045,305	\$ 1,125,944	(2.4)%



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

Cost Center and Number: Stormwater - 538

Fund: Stormwater Fund - 440

Department: Public Works

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

Primary Duties

- Responsible for the development of the stormwater management plan and improvement of storm water drainage quality

Future Challenges or Issues facing the Cost Center

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

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

Cost Center Goals and Objectives:

1. Continue striving to alleviate all flooding within the City
2. Maintain ditches by mowing and reshaping



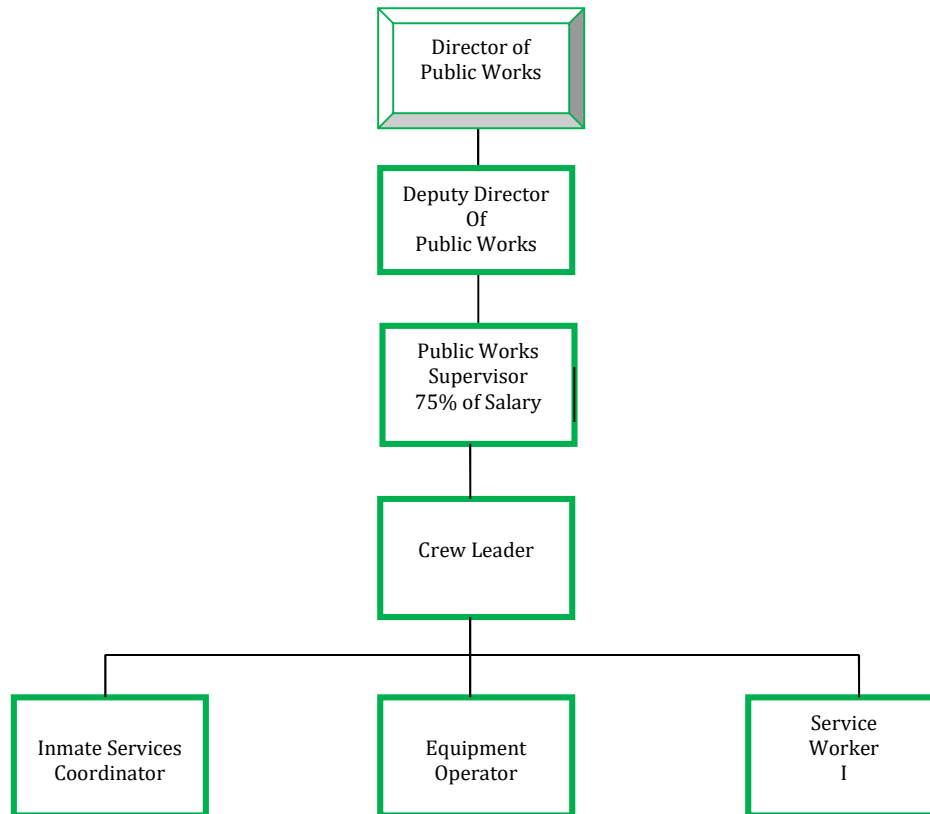
CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Stormwater Services Organizational Information

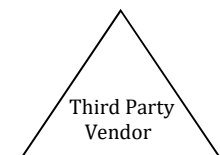
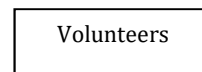
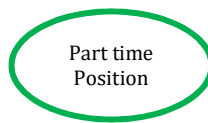
Total Personnel Wages	\$	177,031
Total Benefits	\$	91,284
Total Personnel Cost	\$	268,315

Grade	Job Title	FTE
104	Service Worker I	1.00
107	Inmate Services Coordinator	1.00
107	Equipment Operator	1.00
109	Crew Leader	1.00
	Public Works Supervisor -	
115	75% of salary	0.75
	Full-Time Position	5
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	5

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

440-538 - STORMWATER
Cost Center Summary

Account		2016	2017	2017	2018	% Change
440-538	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
512.0100	Regular Salaries	\$ 157,463	\$ 168,451	\$ 151,043	\$ 172,531	2.4 %
514.0100	Overtime - GE	2,232	4,500	5,000	4,500	- %
514.0150	Overtime - Holiday General Employees	-	-	400	-	- %
521.0100	Fica Taxes	11,562	13,231	11,657	13,542	2.4 %
522.2100	Retirement General Employee	44,952	49,758	45,288	43,319	(12.9)%
523.0100	Health Insurance	23,367	27,728	21,725	24,259	(12.5)%
523.0300	Insurance & EAP	577	667	650	567	(15.0)%
524.0100	Workers' Compensation	8,070	8,523	9,308	9,596	12.6 %
529.0000	Career Advancement	-	7,376	-	-	(100.0)%
529.9900	Reimbursement Of Personnel Costs	(762)	-	(923)	-	- %
	Total Personnel Expenses	247,461	280,234	244,148	268,314	(4.3)%
531.1600	Contract Services	8,625	12,100	12,100	25,000	106.6 %
531.2000	Engineering Services	1,898	7,100	7,100	7,000	(1.4)%
540.5100	Travel And Per Diem	343	800	-	2,000	150.0 %
541.1100	Communications	1,349	1,260	1,800	2,304	82.9 %
544.1500	Rental Expenses	-	2,200	1,100	1,000	(54.5)%
545.1200	Insurance	6,895	7,280	7,280	8,540	17.3 %
545.9900	Insurance Contingency - Vehicle	11,846	-	-	-	- %
546.3400	Repair & Maintenance	11,382	7,224	2,000	7,500	3.8 %
546.4000	Vehicle Repair & Maintenance	-	8,000	5,000	7,500	(6.3)%
547.5100	Printing And Binding	-	200	-	-	(100.0)%
549.9600	Bank Service Charges	366	1,000	500	500	(50.0)%
551.1200	Office Supplies	193	350	350	350	- %
552.1500	Fuel And Lubricants	8,442	10,000	8,200	10,000	- %
552.2300	Operating Expenses	5,956	9,789	7,500	9,000	(8.1)%
552.3900	Safety Program Expense	1,963	2,182	2,182	1,400	(35.8)%
552.4200	Small Tools/Equipment	1,266	4,800	4,800	5,000	4.2 %
552.5100	Uniform Purchases And Cleaning	1,367	2,100	2,100	2,050	(2.4)%
554.0100	Non-Capitalized Equipment	3,779	145	145	2,000	1,279.3 %
554.1200	Publications	-	800	-	120	(85.0)%
555.1300	Technical/Training	1,229	2,000	520	1,818	(9.1)%
559.0100	Depreciation Expense	184,635	-	216,343	-	- %
595.0000	Doubtful Accts Exp	1,519	-	-	-	- %
595.4500	OPEB Expense	667	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(15,980)	-	-	-	- %
	Total Operating Expenses	237,740	79,330	279,020	93,082	17.3 %
564.0100	Machinery & Equipment	36,763	5,236	5,145	-	(100.0)%
564.4900	Capital Leases	48,780	62,500	62,500	15,000	(76.0)%
	Total Capital Purchases	85,543	67,736	67,645	15,000	(77.9)%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

440-538 - STORMWATER
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
440-538						
571.0000	SRF Loan-Principal-Reuse Water	157,420	162,226	162,226	167,250	3.1 %
571.0100	Princ - Lease	17,209	31,179	31,179	36,644	17.5 %
571.0400	Principal - Loan 2004	47,170	50,000	49,575	52,252	4.5 %
571.0500	Principal - Loan 2005	112,629	118,000	117,525	123,500	4.7 %
571.0700	Principal - Loan 2007	1,893	2,000	2,000	2,100	5.0 %
572.0000	Srf Loan-Interest-Reuse Water	27,515	25,000	25,000	20,000	(20.0)%
572.0100	Interest Expense - Lease	802	1,637	1,637	1,672	2.1 %
572.0400	Interest Expense - Loan 2004	20,131	18,500	18,300	16,000	(13.5)%
572.0500	Interest Expense - Loan 2005	59,087	58,000	57,525	53,000	(8.6)%
572.0700	Interest Expense - Loan 2007	1,182	1,250	1,200	1,100	(12.0)%
573.0500	New Debt Service	-	-	-	1,974	- %
	Total Debt Service	445,038	467,792	466,167	475,492	1.6 %
591.0100	Transfer Out - Admin Services	107,954	128,408	128,408	124,056	(3.4)%
	Total Transfers-Out	107,954	128,408	128,408	124,056	(3.4)%
	TOTAL EXPENDITURES	\$ 1,123,736	\$ 1,023,500	\$ 1,185,388	\$ 975,944	(4.6)%



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

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 538-STORMWATER MANAGEMENT			
440-538-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	172,531	172,531
Totals for GL# 440-538-512.0100-REGULAR SALARIES			172,531
440-538-514.0100 OVERTIME - GE			
OVERTIME	1	4,500	4,500
Totals for GL# 440-538-514.0100-OVERTIME - GE			4,500
440-538-521.0100 FICA TAXES			
FICA TAXES	1	13,542	13,542
Totals for GL# 440-538-521.0100-FICA TAXES			13,542
440-538-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	43,319	43,319
Totals for GL# 440-538-522.2100-RETIREMENT GENERAL EMPLOYEE			43,319
440-538-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	3	5,436	16,308
HEALTH INSURANCE - CHILDREN	1	7,951	7,951
Totals for GL# 440-538-523.0100-HEALTH INSURANCE			24,259
440-538-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	567	567
Totals for GL# 440-538-523.0300-LIFE INSURANCE & EAP			567
440-538-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	9,596	9,596
Totals for GL# 440-538-524.0100-WORKERS' COMPENSATION			9,596
440-538-531.1600 CONTRACT SERVICES			
ENVIRONMENTAL SERVICES	1	15,000	15,000
RATE STUDY - STORMWATER	1	10,000	10,000
Totals for GL# 440-538-531.1600-CONTRACT SERVICES			25,000



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

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
<hr/>			
440-538-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	7,000	7,000
Totals for GL# 440-538-531.2000-ENGINEERING SERVICES			7,000
<hr/>			
440-538-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	2,000	2,000
Totals for GL# 440-538-540.5100-TRAVEL AND PER DIEM			2,000
<hr/>			
440-538-541.1100 COMMUNICATIONS			
CELL SERVICE-SUPERVISOR	12	55	660
CELL SERVICE-FOREMAN	12	50	600
CELL SERVICE-ROADGANG	12	50	600
AIRCARD	12	37	444
Totals for GL# 440-538-541.1100-COMMUNICATIONS			2,304
<hr/>			
440-538-544.1500 RENTAL EXPENSES			
RENTAL EQUIPMENT	1	1,000	1,000
Totals for GL# 440-538-544.1500-RENTAL EXPENSES			1,000
<hr/>			
440-538-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,135	8,540
Totals for GL# 440-538-545.1200-INSURANCE			8,540
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440-538-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	7,500	7,500
Totals for GL# 440-538-546.3400-REPAIR & MAINTENANCE			7,500
<hr/>			
440-538-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	7,500	7,500
Totals for GL# 440-538-546.4000-VEHICLE REPAIR & MAINTENANCE			7,500
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440-538-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	500	500
Totals for GL# 440-538-549.9600-BANK SERVICE CHARGES			500



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

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
440-538-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	350	350
Totals for GL# 440-538-551.1200-OFFICE SUPPLIES			350
440-538-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANTS	1	10,000	10,000
Totals for GL# 440-538-552.1500-FUEL AND LUBRICANTS			10,000
440-538-552.2300 OPERATING EXPENSES			
OPERATING EXPENSES	1	9,000	9,000
Totals for GL# 440-538-552.2300-OPERATING EXPENSES			9,000
440-538-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY PROGRAM	1	500	500
SIGNS FOR TRUCK (SAFETY ZONE)	1	400	400
SAFETY SHOES	5	100	500
Totals for GL# 440-538-552.3900-SAFETY PROGRAM EXPENSE			1,400
440-538-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS AND EQUIPMENT AS NEEDED	1	5,000	5,000
Totals for GL# 440-538-552.4200-SMALL TOOLS/EQUIPMENT			5,000
440-538-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM RENTAL - 4 EMPLOYEES	1	1,750	1,750
UNIFORMS FOR SUPERVISOR	1	300	300
Totals for GL# 440-538-552.5100-UNIFORM PURCHASES AND CLEANING			2,050
440-538-554.0100 NON-CAPITALIZED EQUIPMENT			
MISC.	1	2,000	2,000
Totals for GL# 440-538-554.0100-NON-CAPITALIZED EQUIPMENT			2,000
440-538-554.1200 PUBLICATIONS			
NPDES FLYERS	1	120	120
Totals for GL# 440-538-554.1200-PUBLICATIONS			120



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

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
440-538-555.1300 TECHNICAL/TRAINING			
TECHNICAL TRAINING	1	1,818	1,818
Totals for GL# 440-538-555.1300-TECHNICAL/TRAINING			1,818
440-538-564.4900 CAPITAL LEASES			
SHARED COST - MINI EXCAVATOR 25%	0.25	60,000	15,000
Totals for GL# 440-538-564.4900-CAPITAL LEASES			15,000
440-538-571.0000 SRF LOAN-PRINCIPAL-STORMWATER			
SRF STORMWATER LOAN PRINCIPAL	2	83,625	167,250
Totals for GL# 440-538-571.0000-SRF LOAN-PRINCIPAL-STORMWATER			167,250
440-538-571.0100 PRINC - LEASE			
P# 11-14 FA# 20242 TRAILER 6' DECK	4	833	3,332
P# 07-10 FA# 20309 MINI-EXCAVATOR, 20318 F-250	4	4,499	17,996
P# 03-06 FA#17484 CAMERA RETROFIT, 20401 FRONT END LOADER (1/4)	4	3,829	15,316
Totals for GL# 440-538-571.0100-PRINC - LEASE			36,644
440-538-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	4	13,063	52,252
Totals for GL# 440-538-571.0400-PRINC-BOA LOAN 2004			52,252
440-538-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	4	30,875	123,500
Totals for GL# 440-538-571.0500-PRINC-BOA LOAN 2005			123,500
440-538-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	4	525	2,100
Totals for GL# 440-538-571.0700-PRINC-BOA LOAN 2007			2,100
440-538-572.0000 SRF LOAN-INTEREST-STORMWATER			
SRF STORMWATER LOAN INTEREST	2	10,000	20,000
Totals for GL# 440-538-572.0000-SRF LOAN-INTEREST-STORMWATER			20,000



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

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
440-538-572.0100 INT EXP - LEASE			
P# 11-14 FA# 20242 TRAILER 6' DECK	4	13	52
P# 07-10 FA# 20309 MINI-EXCAVATOR, 20318 F-250	4	157	628
P# 03-06 FA#17484 CAMERA RETROFIT, 20401 FRONT END LOADER (1/4	4	248	992
Totals for GL# 440-538-572.0100-INT EXP - LEASE			1,672
440-538-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	4	4,000	16,000
Totals for GL# 440-538-572.0400-INT EXP-BOA LOAN 2004			16,000
440-538-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	4	13,250	53,000
Totals for GL# 440-538-572.0500-INT EXP-BOA LOAN 2005			53,000
440-538-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	4	275	1,100
Totals for GL# 440-538-572.0700-INT EXP-BOA LOAN 2007			1,100
440-538-573.0500 NEW DEBT SERVICE			
NEW DEBT FOR LEASE - SHARED COST MINI EXCAVATOR	2	987	1,974
Totals for GL# 440-538-573.0500-NEW DEBT SERVICE			1,974
440-538-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	124,056	124,056
Totals for GL# 440-538-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			124,056
Totals for dept 538-STORMWATER MANAGEMENT			975,944



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET



Reuse Fund
Fund #460



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

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
REUSE FUND					
BEGINNING TOTAL NET POSITION	5,326,535	5,544,736	5,544,736	5,782,767	4.29%
REVENUE/SOURCES					
Reuse Water Fees	397,958	405,230	409,971	417,000	2.90%
Interest Revenue	3,937	2,500	3,500	3,500	100.00%
Intergovernmental	-	318,495	-	-	0.00%
Transfers In	-	-	-	-	0.00%
Non-Revenue Sources	-	730,892	-	463,041	-36.65%
TOTAL REVENUES	401,895	1,457,117	413,471	883,541	-39.36%
EXPENSES					
Personnel Expenses	19,945	20,487	20,158	20,513	0.13%
Operating Expenses	77,082	31,274	68,553	25,962	-16.99%
Capital Expenses	79,173	864,961	358,553	615,435	-28.85%
Debt Service	189,429	193,228	191,528	193,844	0.32%
Transfers Out	25,478	28,673	28,673	27,787	0.00%
TOTAL EXPENSES	391,107	1,138,623	667,465	883,541	-22.40%
Excess Revenue Over (Under) Expenditures (Modified accrual)	10,788	318,494	(253,994)	-	-100.00%
Conversion to full accrual	(207,413)	(210,903)	(492,025)	(233,524)	10.73%
Excess Revenue Over (Under) Expenditures (Full accrual)	218,201	529,397	238,031	233,524	-55.89%
Total Net Position, End of Year	5,544,736	6,074,133	5,782,767	6,016,291	-0.95%
Net investment in capital assets	4,701,222	5,758,593	5,134,954	6,184,337	7.39%
Restricted Net Position	1,381	1,346	1,346	1,346	0.00%
Unrestricted Net Position	842,133	314,194	646,467	(169,392)	-153.91%
Total Net Position, End of Year	5,544,736	6,074,133	5,782,767	6,016,291	-0.95%



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

460-000 - REUSE REVENUE
Fund Revenue Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
460-539						
334.1000-5904	SWFWMD ASR Reimbursement	\$ -	\$ 318,495	\$ -	\$ -	(100.0)%
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	-	318,495	-	-	(100.0)%
343.9010	Reuse Water Fees	389,302	396,230	401,000	408,000	3.0 %
343.6900	Reuse Penalties	8,656	9,000	8,971	9,000	- %
	Total Reuse Services	397,958	405,230	409,971	417,000	2.9 %
	TOTAL UTILITY SERVICES	397,958	405,230	409,971	417,000	2.9 %
361.0100	Investment Earnings	3,937	2,500	3,500	3,500	40.0 %
	TOTAL INTEREST REVENUE	3,937	2,500	3,500	3,500	40.0 %
	OTHER FINANCING SOURCES					
399.0000	Funding From Fund Balance - Outstanding Enc	-	322,420	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	408,472	-	463,041	13.4 %
	Total Non-Revenue Sources	-	730,892	-	463,041	(36.6)%
	TOTAL OTHER FINANCING SOURCES	-	730,892	-	463,041	(36.6)%
	TOTAL REUSE REVENUE	\$ 401,895	\$ 1,457,117	\$ 413,471	\$ 883,541	(39.4)%



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Reuse - 539

Fund: Reuse Fund - 460
Department: Public Works

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

Primary Duties

- Installs, maintains and repairs the City's reuse system
- Provide customers with reuse water for irrigation as the distribution system is increased.

Future Challenges or Issues facing the Cost Center

- Fully implementing the ASR Well to improve reuse water availability with the assistance of other departments and third party vendors.
- Added 25% of Supervisor's salary to begin implementing reuse personnel costs

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

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

Cost Center Goals and Objectives:

1.	Increase reuse system by 11,000 feet
2.	Finish permitting and implementation of the ASR well



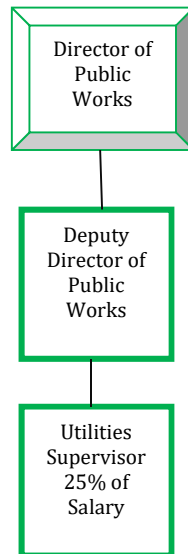
**CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET**

**Reuse Services
Organizational Information**

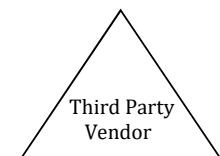
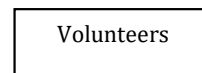
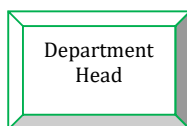
Total Personnel Wages	\$	14,889
Total Benefits	\$	5,625
Total Personnel Cost	\$	20,514

Grade	Job Title	FTE
	Public Works Supervisor -	
115	25% of salary	0.25
	Full-Time Position	0
	Part-Time Positions	0
	Elected Officials	0
	Total Positions	0

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

460-539 - REUSE
Cost Center Summary

Account	Description	2016 Actual	2017 Revised Budget	2017 Projected Actual	2018 Adopted Budget	% Change of Budget
460-539						
512.0100	Regular Salaries	\$ 14,144	\$ 14,456	\$ 14,025	\$ 14,889	3.0 %
521.0100	Fica Taxes	1,089	1,106	1,065	1,139	3.0 %
522.2100	Retirement General Employee	3,957	4,159	4,159	3,643	(12.4)%
523.0300	Insurance & EAP	38	54	58	35	(35.2)%
524.0100	Workers' Compensation	717	712	851	807	13.3 %
	Total Personnel Expenses	19,945	20,487	20,158	20,513	0.1 %
531.1600	Contract Services	-	-	-	10,000	- %
540.5100	Travel And Per Diem	-	800	-	2,000	150.0 %
545.1200	Insurance	-	560	560	824	47.1 %
546.3500	Repair and Maintenance - Equipment	-	5,000	2,500	-	(100.0)%
546.3600	Repair & Maintenance - Utility	2,685	11,984	5,500	7,500	(37.4)%
549.9100	Refund of Prior Year Revenues	14,641	-	-	-	- %
549.9600	Bank Service Charges	885	1,000	500	1,500	50.0 %
552.1500	Fuel And Lubricants	-	5,000	-	-	(100.0)%
552.2300	Operating Expenses	183	2,000	500	500	(75.0)%
552.3900	Safety Program Expense	-	200	200	200	- %
552.4200	Small Tools/Equipment	24	1,400	500	1,000	(28.6)%
552.5100	Uniform Purchases And Cleaning	-	730	-	438	(40.0)%
554.0100	Non-Capitalized Equipment	-	600	-	-	(100.0)%
555.1300	Technical/Training	-	2,000	-	2,000	- %
559.0100	Depreciation Expense	57,788	-	58,293	-	- %
595.0000	Doubtful Accts Exp	209	-	-	-	- %
595.4500	OPEB Expense	667	-	-	-	- %
	Total Operating Expenses	77,082	31,274	68,553	25,962	(17.0)%
564.0100	Machinery & Equipment	4,692	-	-	-	- %
	Total Capital Purchases	4,692	-	-	-	- %
571.0000	SRF Loan-Principal-Reuse Water	4,081	4,212	4,212	4,400	4.5 %
571.0400	Principal - Loan 2004	2,813	3,250	3,000	3,152	(3.0)%
571.0500	Principal - Loan 2005	17,592	19,000	18,400	19,276	1.5 %
571.0700	Principal - Loan 2007	57,482	60,500	60,200	63,000	4.1 %
571.7000	Principal Payment - Asr Advance	46,271	47,660	47,660	49,090	3.0 %
572.0000	Srf Loan-Interest-Reuse Water	1,011	950	1,000	1,100	15.8 %
572.0400	Interest Expense - Loan 2004	1,200	1,200	1,100	1,000	(16.7)%
572.0500	Interest Expense - Loan 2005	9,229	9,500	9,000	9,300	(2.1)%
572.0700	Interest Expense - Loan 2007	37,405	36,000	36,000	34,000	(5.6)%
572.7000	Interest Payment - Asr Advance	12,345	10,956	10,956	9,526	(13.1)%
	Total Debt Service	189,429	193,228	191,528	193,844	0.3 %



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

460-539 - REUSE
Cost Center Summary

Account		2016	2017	2017	2018	% Change
460-539	Description	Actual	Revised	Projected	Adopted	of Budget
			Budget	Actual	Budget	
591.0100	Transfer Out - Admin Services	25,478	28,673	28,673	27,787	(3.1)%
	Total Transfers-Out	25,478	28,673	28,673	27,787	(3.1)%
	TOTAL EXPENDITURES	\$ 316,626	\$ 273,662	\$ 308,912	\$ 268,106	(2.0)%



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

**Reuse Department
Fund 460; Department 539**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 539-REUSE			
460-539-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	14,889	14,889
Totals for GL# 460-539-512.0100-REGULAR SALARIES			14,889
460-539-521.0100 FICA TAXES			
FICA TAXES	1	1,139	1,139
Totals for GL# 460-539-521.0100-FICA TAXES			1,139
460-539-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES RETIREMENT	1	3,643	3,643
Totals for GL# 460-539-522.2100-RETIREMENT GENERAL EMPLOYEE			3,643
460-539-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	35	35
Totals for GL# 460-539-523.0300-LIFE INSURANCE & EAP			35
460-539-524.0100 WORKERS' COMPENSATION			
WORKERS COMP	1	807	807
Totals for GL# 460-539-524.0100-WORKERS' COMPENSATION			807
460-539-531.1600 CONTRACT SERVICES			
RATE STUDY - REUSE	1	10,000	10,000
Totals for GL# 460-539-531.1600-CONTRACT SERVICES			10,000
460-539-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	2,000	2,000
Totals for GL# 460-539-540.5100-TRAVEL AND PER DIEM			2,000
460-539-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	206	824
Totals for GL# 460-539-545.1200-INSURANCE			824
460-539-546.3600 REPAIR & MAINTENANCE - UTILITY			
WAREHOUSE ISSUES AND LINE REPAIR	1	7,500	7,500
Totals for GL# 460-539-546.3600-REPAIR & MAINTENANCE - UTILITY			7,500



CITY OF PALMETTO, FLORIDA
2017-2018 BUDGET

Reuse Department
Fund 460; Department 539

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
460-539-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	1,500	1,500
Totals for GL# 460-539-549.9600-BANK SERVICE CHARGES			1,500
460-539-552.2300 OPERATING EXPENSES			
PAINTING AND VENDING MACHINE	1	500	500
Totals for GL# 460-539-552.2300-OPERATING EXPENSES			500
460-539-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES	2	100	200
Totals for GL# 460-539-552.3900-SAFETY PROGRAM EXPENSE			200
460-539-552.4200 SMALL TOOLS/EQUIPMENT			
SPECIALITY TOOLS	1	1,000	1,000
Totals for GL# 460-539-552.4200-SMALL TOOLS/EQUIPMENT			1,000
460-539-552.5100 UNIFORM PURCHASES & CLEANING			
NEW EMPLOYEES	1	438	438
Totals for GL# 460-539-552.5100-UNIFORM PURCHASES & CLEANING			438
460-539-555.1300 TECHNICAL/TRAINING			
TECHNICAL AND TRAINING	1	2,000	2,000
Totals for GL# 460-539-555.1300-TECHNICAL/TRAINING			2,000
460-539-571.0000 SRF LOAN-PRINCIPAL-REUSE WATER			
SRF REUSE LOAN PRINCIPAL	2	2,200	4,400
Totals for GL# 460-539-571.0000-SRF LOAN-PRINCIPAL-REUSE WATER			4,400
460-539-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	4	788	3,152
Totals for GL# 460-539-571.0400-PRINC-BOA LOAN 2004			3,152
460-539-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	4	4,819	19,276
Totals for GL# 460-539-571.0500-PRINC-BOA LOAN 2005			19,276



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

**Reuse Department
Fund 460; Department 539**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
460-539-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	4	15,750	63,000
Totals for GL# 460-539-571.0700-PRINC-BOA LOAN 2007			63,000
460-539-571.7000 PRINCIPAL PAYMENT - ASR ADVANCE			
ASR ADVANCE-PRINCIPAL PMT	1	49,090	49,090
Totals for GL# 460-539-571.7000-PRINCIPAL PAYMENT - ASR ADVANCE			49,090
460-539-572.0000 SRF LOAN-INTEREST-REUSE WATER			
SRF REUSE LOAN INTEREST	2	550	1,100
Totals for GL# 460-539-572.0000-SRF LOAN-INTEREST-REUSE WATER			1,100
460-539-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	4	250	1,000
Totals for GL# 460-539-572.0400-INT EXP-BOA LOAN 2004			1,000
460-539-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	4	2,325	9,300
Totals for GL# 460-539-572.0500-INT EXP-BOA LOAN 2005			9,300
460-539-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	4	8,500	34,000
Totals for GL# 460-539-572.0700-INT EXP-BOA LOAN 2007			34,000
460-539-572.7000 INTEREST PAYMENT - ASR ADVANCE			
ASR ADVANCE-INTEREST PAYMENT	1	9,526	9,526
Totals for GL# 460-539-572.7000-INTEREST PAYMENT - ASR ADVANCE			9,526
460-539-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	27,787	27,787
Totals for GL# 460-539-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			27,787
Totals for dept 539-REUSE			268,106



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Capital Improvements

The City's Capital Improvement Program (CIP) includes several aspects of purchasing capital assets for the City. It includes its five-year CIP, capital assets which are purchased from the City's operating funds and capital projects funded, or partially funded, by the CRA. The Capitalization Policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets. These thresholds begin at a minimum of \$2,000 for equipment and vehicles, and \$20,000 for land, buildings, and infrastructure. All capital purchases are one-time purchases and are non-recurring. Only the debt service is recurring for capital that is financed.

- **Capital Budgeting Process**

The CIP and capital outlay is an important element in preparing the fiscal year 2017 budget and has occurred in separate actions in past years. The CIP was approved by City Commission on October 16, 2017 while the capital outlay budget from operating funds was approved with the final budget on September 26th.

The capital budget process for operating is as follows:

- Each capital outlay request is submitted with the cost center's budget for capital equipment, improvements to buildings, and/or land.
- These capital items are considered during the budget process first by department heads.
- The items are evaluated for financing by a capital lease which is usually four year financing. A minimum of \$50,000 in total capital items would be necessary to obtain a capital lease.
- Items are submitted with the operating budget for approval by City Commission.

The capital budget process for the CRA is as follows:

- Projects are determined by the CRA Director and CRA Advisory Board for their compliance to the CRA Plan.
- Preliminary plans are put together for submission to the Advisory Board and finally to the CRA Board.
- Budget for those approved projects are submitted with the CRA's operating budget and approved by City Commission.

The capital budget process for the CIP is as follows:

- Large capital projects regarding street, building and utility expansion or upgrades are submitted to the City's Public Works Director who is instrumental in preparing the project list and the prioritization for the CIP.
- The Public Works Director compiles the list of projects for a five-year period and the prioritization and estimated costs of those projects, assigning high priority projects to the current year when possible.
- The Public Works Director then works closely with the Finance Department and City Clerk to determine possible funding. Finance will identify all available funding available to fund capital projects.
 - Projections of usable fund balance/net assets are made using information known at the time and the amount that is unassigned or unrestricted.
 - Unassigned fund balance over five months of upcoming expenses can be used to fund CIP projects however City Commission may approve the use of a higher percentage if deemed necessary and in the best interest of the City.
 - Grants are also identified as possible funding sources but are not committed to the project until such time as the grant is awarded.
 - The project may be deemed unfunded until such time as grants or other funding sources may become available.
- The final CIP is submitted to City Commission for discussion, changes and final approval.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

- **Challenges for the funding of capital purchases**

The City's capital needs for operating equipment has increased due to stringent spending in the past few years. New, and additional, equipment and vehicles are needed to continue providing the level of services citizens have come to expect and funding these needs has become a challenge along with the funding of those needs.

City utilities and infrastructure is also in dire need of repair, maintenance and in several instances, replacement. A rate study was completed and implemented in fiscal year 2014 to fund the City's capital improvement program. This is discussed later.

Funding Options:

Operating Capital Purchases

The first option for funding operating capital purchases/projects, and most desired, is the use of current revenues. This year \$106,200 in capital purchases is budgeted using current revenues, mostly from the water and sewer fund.

The Fund Balance Policy allows for the funding of one-time purchases from funds meeting the requirements in the policy and City Commission approval. In recent years, the City has funded a small portion of the operating capital purchases from fund balance in funds that meet the three month minimum. In the 2018 budget, the City's fund balance will fund \$99,175 in capital equipment purchases mostly from General Fund for computer equipment, air conditioning units, police equipment, and new mower for the Parks Department. The use of fund balance was previously expanded to non-capital, one-time expense, items. In the fiscal year 2018 budget, fund balance will fund a total of \$173,876 including contingency accounts, consulting items, and various small equipment items.

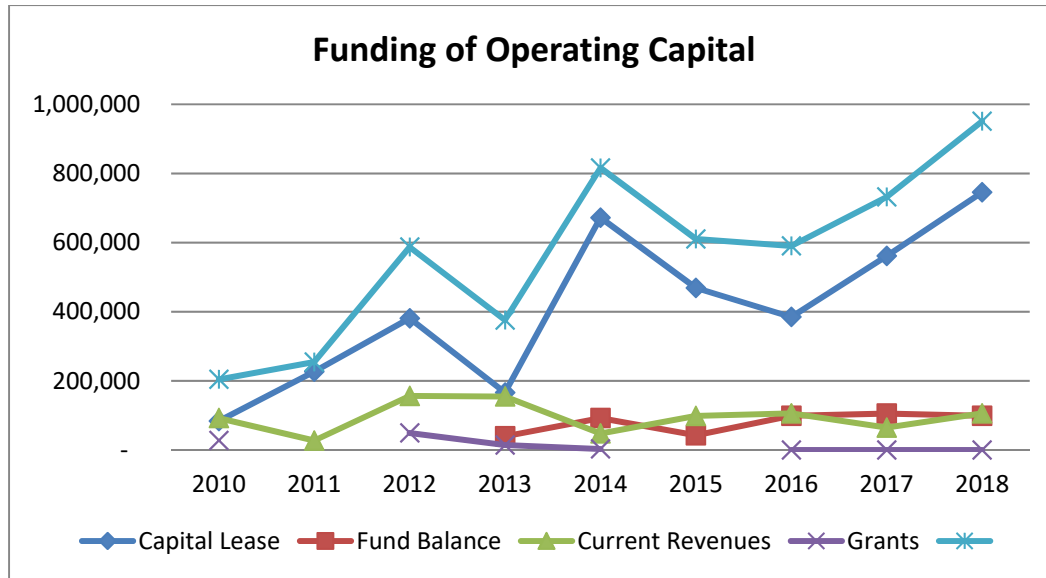
The Debt Policy allows for the use of financing for the funding of projects and equipment purchases meeting specific guidelines. Each year a capital lease is considered for equipment and vehicles and is usually financed over a four-year period. The City has had no choice but to incur additional debt for the larger equipment items needed. A capital lease is budgeted for police vehicles and radio equipment, administrative vehicles, street sweeper, valve turning machine, and mini excavator for approximately \$745,345.

Grant funding, when available, are always an option and are constantly sought after. This year no grants were available for operating capital.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

The following graph illustrates funding the City has used since fiscal year 2010:



CIP Projects

As previously stated, funding the CIP has been a challenge for the past few years. Loan funds from the 2007 BOA loan were totally depleted prior to fiscal year 2014 and few grants were available. The City was forced to find more creative means of funding.

As with operating capital, current revenues are the most desirable funding available however, none of the City's funds were in the position to provide funding from current revenues. In fiscal year 2013, a rate study was completed for the water, sewer and reuse user fees that had not been increased since 2008. The water and sewer user fees were increased in fiscal year 2014 by 15% and increased again in 2015 by another 15%. Rates are scheduled to increase 4% in each of fiscal years 2016, 2017 and 2018. The reuse fees were initially increased by 50% in 2014 and increased another 33% in 2015. The user fees will be increased 2% each of fiscal years 2016, 2017 and 2018. The increased user fees provided pay-as-you-go funding for most of the utility improvement projects for 2014 and are projected to continue to do so for the remaining years of the ordinance. Any unused revenue generated in a particular year is carried forward to be used in subsequent years for the CIP.

The City's Fund Balance Policy allows unassigned fund balance/unrestricted net position over three months of expenditure budget to be used for capital improvements but it has become chosen practice to allow a five month threshold. However, none of the Enterprise funds met the five month minimum. Due to the need for capital spending, the Water/Sewer and Reuse funds will use carried forward funds to fund these projects while maintaining the minimum three month balance.

The past years, CIP used most of the useable fund balance over the five month threshold to fund CIP projects such as road, stormwater and reuse projects. This year's CIP assigns the remaining fund balance over five months from the General Fund and Road and Bridge fund.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

The rate study provided for a small loan of \$2.9 million to finance four projects – I&I, equalization basin (EQ tank), chloramines injection system and fire protection upgrades. The equalization basin was delayed and a loan of \$1.25 million was obtained late in 2014 to fund the other three projects. Some of these funds were used in 2015 and the remainder will be carried forward into 2016. In fiscal year 2016 the approved \$2.9 million was increased by \$2.75 million to allow for a \$4.4 million State Revolving Fund (SRF) loan to fund the EQ tank and continued expansion of the Reclaimed Water system. This loan is expected to be received in fiscal year 2018 however, in keeping with SRF procedures, the debt service will not begin until after construction is complete. This is estimated to be in fiscal year 2019 with debt service beginning in 2019 or 2020.

Grant monies are expected to come in the form of a Florida Department of Transportation (FDOT) grant (\$267,617) for improvements to an intersection close to the local high school. The completion of the ASR well in 2015 brought an end to a SWFWMD grant for half of the \$2,000,000 cost of this final phase of the project. In fiscal year 2016, the City partnered with FDOT for improvements to the Riverside area which was partially funded with SWFWMD grant monies. In 2016, the CRA replaced the seawall that was in desperate need of repairs using existing loan funds. The project also included a living seawall to enhance the riverfront area also funded with SWFWMD and WCIND grants.

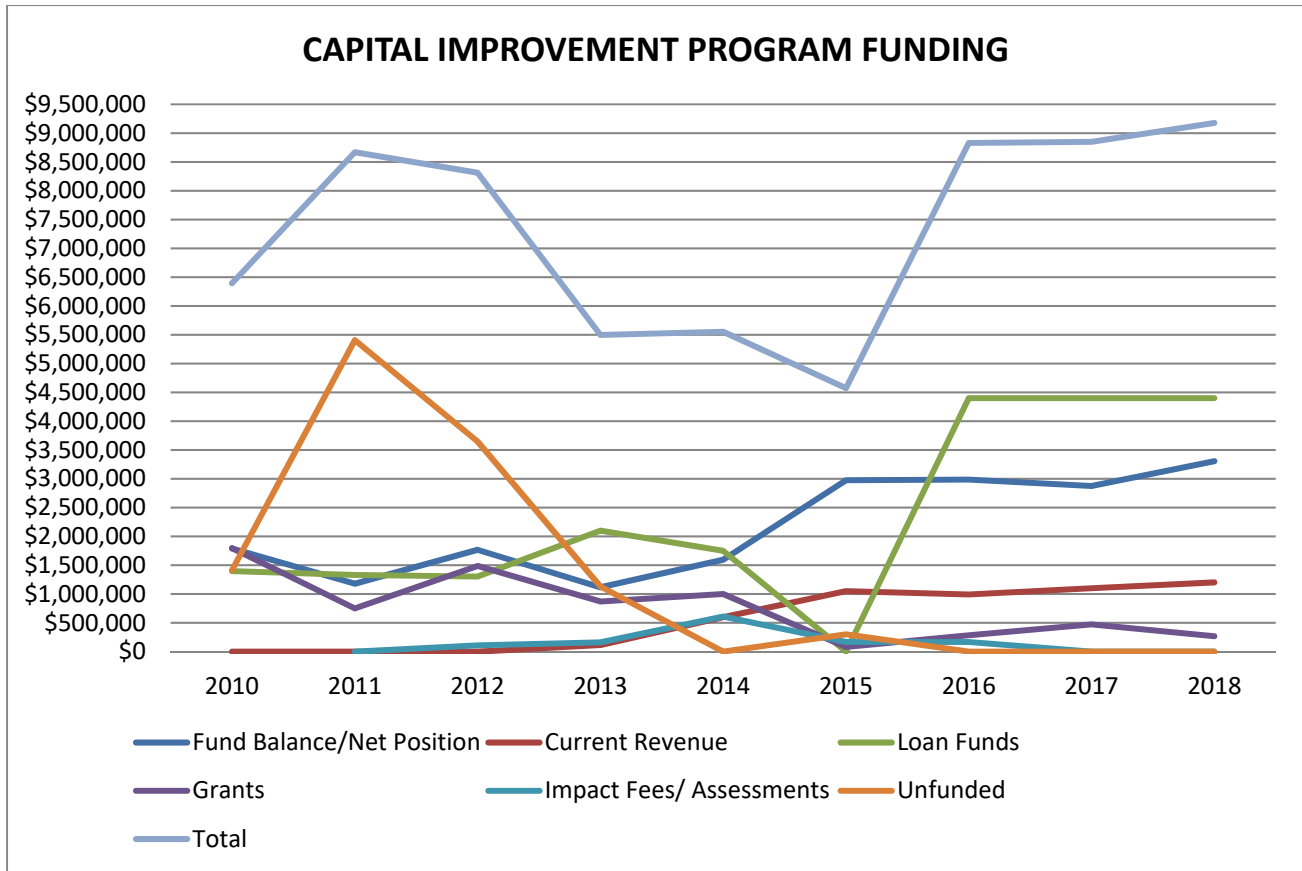
All of the 2018 projects are funded however, two are contingent on the loan funding and all are water or sewer projects. User fee revenues will continue to be monitored and analyzed to update projected water, sewer and reuse income for additional funding.

The 2018 CIP is approximately the same amount as the 2017 CIP in spite of the anticipated \$4.4 million SRF loan.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

The following graph depicts the types of funding used for City CIP projects since 2010.





CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

• Operating Capital Budget

As show below, the capital purchases from operating are funded in different ways. Current revenues fund \$106,200 and are included in the balanced budget. Fund balance is funding \$99,175. The planned capital lease for \$745,345 is to be financed for a four year term and adds an estimated \$98,002 in debt service to the budget. The debt service for at least one smaller lease will be completed during 2018 making the net effect of capital leases an increase of about \$23,500 annually.

The fiscal year 2018 final budget includes the following capital items from the operating budget as itemized below:

Fund/Cost Center	Item Description	Total Budget	Funding		
			Current Revenues	Fund Balance	Capital Lease
General Fund/IT	Computer Equipment	48,300	-	48,300	-
General Fund/PD	2 Decimeters	6,000	-	6,000	-
General Fund/PD	GPS Tracker	2,500	-	2,500	-
General Fund/PD	Fitness Equipment	3,000	-	3,000	-
General Fund/PD	3 - Dodge Chargers	79,500	-	-	79,500
General Fund/PD	3 - Coban Edge in Car Video	16,845	-	-	16,845
General Fund/PWA	FuelMaster Upgrade	8,875	-	8,875	-
General Fund/Fleet	Steam Cleaner	7,000	-	7,000	-
General Fund/Parks	Zero Turn Mower	9,000	-	9,000	-
General Fund/Parks	Ford F-250 Truck	33,000	-	-	33,000
General Fund/Events&Facilities	2 - A/C units	9,500	-	9,500	-
Total General Fund Capital Purchases		223,520	-	94,175	129,345
Road & Bridge/Streets	Plate Wacker	5,000	-	5,000	-
Road & Bridge/Streets	Mini Excavator-1/4 shared cost	15,000	-	-	15,000
Road & Bridge/Streets	Street Sweeper	300,000	-	-	300,000
Road & Bridge/Streets	Supervisor Truck	33,000	-	-	33,000
Road & Bridge/Streets	Sign Truck	33,000	-	-	33,000
Total Road & Bridge Fund Capital Purchases		386,000	-	5,000	381,000
Solid Waste/Solid Waste	2 - 10 yard roll off	4,200	4,200	-	-
Solid Waste/Solid Waste	2 - 20 yard roll offs	12,000	12,000	-	-
Solid Waste/Solid Waste	Supervisor Truck	33,000	-	-	33,000
Total Solid Waste Fund Capital Purchases		49,200	16,200	-	33,000
Water & Sewer/Water	Mini Excavator-1/4 shared cost	15,000	-	-	15,000
Water & Sewer/Water	Supervisor Truck	33,000	-	-	33,000
Water & Sewer/Water	Valve Turning Machine	67,000	-	-	67,000
Water & Sewer/Sewer	Mini Excavator-1/4 shared cost	15,000	-	-	15,000
Water & Sewer/Sewer	Supervisor Truck	33,000	-	-	33,000
Water & Sewer/Customer Svc	Small Pickup Truck	24,000	-	-	24,000
Water & Sewer/WWTP	Pump replacements	90,000	90,000	-	-
Total Water & Sewer Fund Capital Purchases		277,000	90,000	-	187,000
Stormwater/ Stormwater	Mini Excavator-1/4 shared cost	15,000	-	-	15,000
Total Stormwater Fund Capital Purchases		15,000	-	-	15,000
Total Capital Purchases from Operating Funds		950,720	106,200	99,175	745,345



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

• Capital Projects from CRA

CRA has developed a CRA plan to outline their direction for funding certain capital projects within the CRA district. The plan includes several projects to improve the City's appearance, improve and provide additional parks and trails. The project expenses and the 2018 project budgets include:

Project Name	FY2015 Actual	FY2016 Actual	FY2017 Projected	FY2018 Budget
Riverside Project	\$ 71,773	\$ -	\$ 64,334	\$ 266,515
Land Purchases	148,546	4,384	110,414	250,000
MMEC Project	64,720	74,220	1,209,829	125,832
VFW Rennovations	-	146,951	-	100,000
Haben Boulevard Improvements	7,540	-	-	92,600
Living Seawall Project	-	340,426	-	70,000
Historical Park Improvements	16,005	-	-	20,000
Lamb/Sutton Park	75,040	-	1,335	8,686
Boat Ramp	1,195,440	-	-	-
Martin Luther King Park (MLK)	187,591	-	-	-
Seawall Project	17,642	387,968	-	-
Carnegie Library Improvements	-	-	104,381	-
Total CRA Project Budget	\$ 1,784,297	\$ 953,950	\$ 1,490,292	\$ 933,633

The capital projects funded by the CRA are included in both the CRA fund and the Joint Capital Projects fund. The CRA fund includes projects that have in the planning stages and are now ready for construction such as:

- Riverfront Project – the conceptual plans began in fiscal year 2012 for renovations to the boat ramp and park areas to include a new seawall, boat ramp, and a new “bait shop”

The first round of improvements to the highly used boat ramp area was completed in fiscal year 2015 with grants from WCIND and SWFWMD and includes an additional ramp and dockage areas, channel dredging, and general beautification of the area. Fiscal year 2018 projects will include renovated parking to the Riverside area.

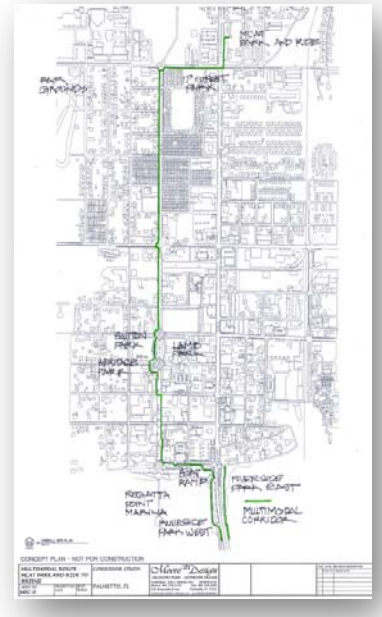




CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

- MMEP Project – Multi-modal Enhancement Corridor (MMEC) is a project providing areas for alternative modes of transportation such as walking, running, biking etc. This linear trail will begin at the Green Bridge and continue throughout the city creating a corridor south to north. The funding is expected to come from grants requiring 50% matching funds. For this reason, the CRA has budgeted funds to be put in reserve for this future project.

The first stages of construction began in fiscal year 2016 with an FDOT grant to redevelop the waterfront from the Green Bridge to 10th Avenue. This grant, combined with a SWFWMD grant will result in a completely sustainable, new waterfront with historic lighting, wide red brick paver walk/bike path with shaded trees, landscaping, benches and safety features.



- Other Projects -- In FY2016 the CRA purchased the historic VFW building. Fiscal year 2018 will see the continued effort to make improvements to the building. Extensive landscape work will be performed at Haben Boulevard (a major entryway to the City) as well as the Historic Park. The final phase of the Living Seawall project involving lighting will be completed.



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

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND - JOINT PROJECTS - CITY AND CRA - FUND 390					
BEGINNING FUND BALANCES	(37,886)	1,493,532	1,493,532	241,405	-83.84%
REVENUES/SOURCES					
Interest Revenue	-	-	21,046	-	0.00%
Grants	213,089	47,425	207,500	-	-100.00%
Transfers In	2,104,347	-	-	-	0.00%
Funding from Fund Balance	-	1,446,238	-	110,828	-92.34%
TOTAL REVENUES	2,317,436	1,493,663	228,546	110,828	-92.58%
EXPENSES					
Capital Outlay					
Other	786,018	1,313,788	1,300,798	110,828	-91.56%
Transfers Out	-	179,875	179,875	-	-100.00%
TOTAL EXPENDITURES	786,018	1,493,663	1,480,673	110,828	-92.58%
Excess Revenue Over (Under) Expenditures	1,531,418	-	(1,252,127)	-	0.00%
Fund Balance, End of Year	1,493,532	1,493,532	241,405	241,405	-83.84%



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

Capital Projects Fund - Joint Projects - City and CRA

ACCT #		ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
390-	ACCOUNT DESCRIPTION					
CAPITAL JOINT PROJECTS FUND						
REVENUE						
000-361.0100	Interest Earnings	-	-	21,046	-	0.00%
	TOTAL INTEREST REVENUE	-	-	21,046	-	0.00%
000-334.7000-9026	Historic Park Grant Revenue	-	47,425	-	-	-100.00%
000-337-7000-1101	MLK Park LID - SWFWMD Grant	63,089	-	-	-	0.00%
000-337.7000-1301	SWFWMD Grant - MMEC	-	-	207,500	-	0.00%
000-337.7100-1602	SWFWMD Grant	150,000	-	-	-	0.00%
	TOTAL GRANT REVENUE	213,089	47,425	207,500	-	-100.00%
000-381.9000-1301	Transfer In - MMEC	1,500,000	-	-	-	0.00%
000-381.8190-1601	Transfer In - Seawall	604,347	-	-	-	0.00%
	TOTAL TRANSFERS IN	2,104,347	-	-	-	0.00%
000-399.9301	Funding from Equity - Capital Projects	-	1,446,238	-	110,828	-92.34%
	TOTAL FUNDING FROM EQUITY	-	1,446,238	-	110,828	-92.34%
	TOTAL REVENUES	2,317,436	1,493,663	228,546	110,828	-92.58%
EXPENSES						
702-762.0000-9026	Historic Park Building	-	47,425	52,190	-	-100.00%
703-763.0000-1301	MMEC SWFWMD Grant	-	207,500	207,500	-	-100.00%
703-763.0000-1602	SWFWMD Seawall Grant	150,000	-	-	-	0.00%
859-862.0000-9026	Historic Park Grant Matching	-	47,425	52,190	-	-100.00%
859-863.0000-1301	MMEC Grant Matching	52,787	956,623	968,144	-	-100.00%
859-863.0000-1601	Seawall Project	387,968	500	-	-	-100.00%
859-863.0000-1602	Living Seawall	190,426	70,600	-	70,000	-0.85%
859-863.0100-1301	MMEC Project	4,837	(16,285)	20,774	40,828	-350.71%
	TOTAL JOINT CAPITAL PROJECTS	786,018	1,313,788	1,300,798	110,828	-91.56%
859-891.9000	Transfer Out - CRA	-	179,875	179,875	-	-100.00%
	TOTAL TRANSFERS	-	179,875	179,875	-	-100.00%
	TOTAL EXPENSES	786,018	1,493,663	1,480,673	110,828	-92.58%
	NET TOTAL EXPENDITURES	1,531,418	-	(1,252,127)	-	0.00%



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

- **Capital Improvement Program (CIP)**

The fiscal year 2018 Capital Improvement Program (CIP) was approved by City Commission on October 16, 2017 totaling \$9,176,940 for fiscal year 2018 and \$18,708,294 for the five-year period of 2017 through 2021.

The priorities of the City indicates the need to minimize the economic impact to our taxpayers, use City dollars efficiently and effectively, and maintain and improve the appearance and safety of the City both financially and physically. The CIP for fiscal year 2018 attempts to achieve these priorities and the initiatives to support them. Limited funds are available to support capital projects however, the maintenance of our facilities and infrastructure is vital to the future of the City.

This CIP incorporates all aspects of the City's long-term goals:

Appearance

- New sidewalk projects
- City-wide facilities upgrades

Services

- Improvements to the water distribution and expansion of the wastewater treatment facility
- Palmetto Area Reuse-reuse to additional users
- Chloramines Injection System-better tasting water and more efficient service

Infrastructure

- WWTP Expansion, Upgrades and R&R
- Water and Sewer Lines R&R

Safety

- New sidewalk projects
- Public Works Yard Lighting – safer environment for city employees
- Fire protection upgrades-improvements to fire hydrants

Economic Stability

- Inflow and Infiltration (I&I) Program - to decrease the amount of treatable substance for the WWTP and thus create higher efficiencies
- Palmetto Area Reuse System (PARS) -install additional reuse lines to allow services to more customers. This will assist the reuse fund to become self-sustaining and distribute greater amounts of reuse water.

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 2018-2022 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2018:



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

Fiscal Year 2018 Capital Improvement Program

Project Name	FY2017 Budget Carried Forward	FY2018 CIP Budget	Total FY2018 CIP Budget
Road Improvements			
New Sidewalk Projects	\$ 65,000	\$ 65,000	\$ 130,000
14th Ave & 17th St Intersection Improvements	-	267,617	267,617
Street Paving	500,000	100,000	600,000
Total Road Improvements	565,000	432,617	997,617
Public Facilities			
City Facility Security	3,852	20,000	23,852
City Wide Facilities Upgrades	3,925	40,000	43,925
Public Works Yard Lighting	45,000	-	45,000
Total Public Facilities	52,777	60,000	112,777
Stormwater Drainage			
Dredging Projects	130,000	20,000	150,000
Total Stormwater Drainage	130,000	20,000	150,000
Water/Sewer			
Wastewater Treatment Plant (WWTP) Expansion	200,000	-	200,000
Equalization Basin and Equipment	-	3,900,000	3,900,000
WWTP Upgrades	149,481	200,000	349,481
WWTP R&R	30,515	50,000	80,515
Lift Station Upgrades	31,295	100,000	131,295
Sewer Lines R&R	58,505	50,000	108,505
Inflow and Infiltration (I&I) Program	417,992	400,340	818,332
Water Lines R&R	147,087	150,000	297,087
Chloramines Injection System	209,796	-	209,796
Fire Protection Upgrades	606,100	100,000	706,100
Total Water/Sewer Improvements	1,850,771	4,950,340	6,801,111
Reuse			
Palmetto Area Reuse System (PARS)	463,041	652,394	1,115,435
Total Reuse	463,041	652,394	1,115,435
Total 2018 CIP	\$ 3,061,589	\$6,115,351	\$9,176,940



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

ACCOUNT DESCRIPTION	ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND - Fund 301					
BEGINNING FUND BALANCES	300,742	553,506	553,506	759,249	37.17%
REVENUES/SOURCES					
Grants	10,888	490,720	12,496	267,617	-45.46%
Transfers In	300,000	246,404	246,404	225,000	-8.69%
Funding from Fund Balance	-	444,412	-	885,394	99.23%
TOTAL REVENUES	310,888	1,181,536	258,900	1,378,011	16.63%
EXPENSES					
Capital Outlay					
Streets	1,208	574,362	2,893	997,617	73.69%
Other	56,916	116,454	33,131	112,777	-3.16%
Grants	-	490,720	17,133	267,617	-45.46%
TOTAL EXPENDITURES	58,124	1,181,536	53,157	1,378,011	16.63%
Excess Revenue Over (Under) Expenditures	252,764	-	205,743	-	0.00%
ENDING FUND BALANCES					
Designated/Reserved	553,506	553,506	759,249	759,249	37.17%
Undesignated/Unreserved	-	-	-	-	0.00%
Fund Balance, End of Year	553,506	553,506	759,249	759,249	37.17%



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

Capital Projects Fund -CIP

ACCT #		ACTUAL 2016	REVISED BUDGET 2017	ESTIMATED ACTUAL 2017	ADOPTED BUDGET 2018	% CHANGE OF BUDGET
301	ACCOUNT DESCRIPTION					
CAPITAL PROJECTS FUND						
REVENUE						
000-331.4900-1434	FDOT 14th Ave West and 17th St West	-	472,170	-	267,617	-43.32%
000-334.2400-9024	Yellow Fever Florida Historical Reserve	4,638	18,550	12,496	-	-100.00%
000-337.4000-1432	FMIT Safety Grant	6,250	-	-	-	0.00%
	TOTAL GRANT REVENUES	10,888	490,720	12,496	267,617	-45.46%
000-381.9101-9024	Transfer In - Cemetery Reserve	-	7,454	7,454	-	-100.00%
000-381.9301-1731	Transfer In - Facility Upgrades	-	19,000	19,000	-	-100.00%
000-381.9301-1732	Transfer In - City Facility Security	-	10,000	10,000	-	-100.00%
000-381.9301-1831	Transfer In - Facility Upgrades	-	-	-	40,000	100.00%
000-381.9301-1832	Transfer In - City Facility Security	-	-	-	20,000	100.00%
000-381.9307-1631	Transfer In - Street Paving	300,000	-	-	-	0.00%
000-381.9307-1730	Transfer In - R&B Capital	-	9,950	9,950	65,000	553.27%
000-381.9307-1736	Transfer In - R&B Capital	-	200,000	200,000	100,000	-50.00%
	TOTAL TRANSFERS IN	300,000	246,404	246,404	225,000	-8.69%
000-399.9301	Funding from Equity - Capital Projects	-	444,412	-	885,394	99.23%
	TOTAL FUNDING FROM EQUITY	-	444,412	-	885,394	99.23%
	TOTAL REVENUES	310,888	1,181,536	258,900	1,378,011	16.63%
EXPENSES						
601-662.0000-1431	City Facility Upgrades - Buildings	23,188	-	-	-	0.00%
601-662.0000-1731	City Facility Upgrades - Buildings	-	16,583	-	-	-100.00%
601-664.0000-1431	City Facility Upgrades - Equipment	14,138	-	-	-	0.00%
601-663.0000-1432	City Facility Security	19,590	-	-	-	0.00%



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

Capital Projects Fund -CIP

ACCT #		ACTUAL	REVISED	ESTIMATED	ADOPTED	%
301	ACCOUNT DESCRIPTION	2016	BUDGET 2017	ACTUAL 2017	BUDGET 2018	CHANGE OF BUDGET
601-663.0000-1433	Public Works Yard Lighting	-	45,000	-	45,000	0.00%
601-664.0000-9024	Machinery and Equipment	-	13,954	13,954	-	-100.00%
601-664.0000-1731	City Facility Upgrades - Equipment	-	13,417	9,491	-	-100.00%
601-664.0000-1732	City Facility Security	-	27,500	9,686	-	-100.00%
601-664.0100-1831	City Facility Upgrades - Equipment	-	-	-	43,925	100.00%
601-664.0100-1832	City Facility Security	-	-	-	23,852	100.00%
	Total Other Capital Projects	56,916	116,454	33,131	112,777	-3.16%
607-663.0000-1730	New Sidewalk Projects	-	65,000	-	130,000	100.00%
607-663.0000-1736	Street Paving	-	500,000	-	600,000	20.00%
607-663.0000-1434	14th Ave/17th St Intersection Imp.	1,208	9,362	2,893	267,617	2758.55%
	Total Street Capital Projects	1,208	574,362	2,893	997,617	73.69%
	GRANTS					
701-763.0000-1434	FDOT 14TH Ave W at 17th St W	-	472,170	-	267,617	-43.32%
702-664.0100-9024	Machinery and Equipment	-	18,550	17,133	-	-100.00%
	Total Grant Capital Projects	-	490,720	17,133	267,617	-45.46%
	TOTAL EXPENSES	58,124	1,181,536	53,157	1,378,011	16.63%
	NET TOTAL EXPENDITURES	252,764	-	205,743	-	100.00%



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

**2018- 2022 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Items in red were included in rate study

Items in green were included in rate study to be funded through debt

Items in blue are funded with a combination of debt and current revenues

Project Description	Supporting Fund	FY2017 PROJECTS CARRIED FORWARD	FY2018 - INCLUDING FY2017 CARRIED FORWARD	FY2019	FY2020	FY2021	FY2022	Total Project Cost
Road Improvements								
1 New Sidewalk Projects 14th Ave & 17th St Intersection	Capital Projects	\$ 65,000	\$ 130,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 390,000
2 Improvements	Capital Projects	267,617	267,617	-	-	-	-	267,617
3 Street Paving (W, S & R Water Infrastructure)	Capital Projects	500,000	600,000	100,000	100,000	100,000	100,000	1,000,000
ROAD IMPROVEMENTS TOTAL		\$ 832,617	\$ 997,617	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 1,657,617
Public Facilities								
1 City Facility Security	Capital Projects	\$ 3,852	\$ 23,852	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 123,852
2 City Wide Facilities Upgrades	Capital Projects	3,925	43,925	25,000	25,000	25,000	25,000	\$ 143,925
3 Public Works Yard Lighting	Capital Projects	45,000	45,000	-	-	-	-	\$ 45,000
4 New Public Works Facility Building	Capital Projects	-	-	-	47,754	3,183,600	-	\$ 3,231,354
PUBLIC FACILITIES TOTAL		\$ 52,777	\$ 112,777	\$ 50,000	\$ 97,754	\$ 3,233,600	\$ 50,000	\$ 3,544,131
Stormwater								
1 TMDL Program	Road & Bridge	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000
2 Dredging Projects	Road & Bridge	130,000	150,000	10,000	10,000	10,000	10,000	190,000
STORMWATER TOTAL		\$ 130,000	\$ 150,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 390,000
Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	3,900,000	-	-	-	-	3,900,000
3 WWTP Upgrades	Water/Sewer	149,481	349,481	200,000	200,000	200,000	200,000	1,149,481
4 WWTP R&R	Water/Sewer	30,515	80,515	50,000	50,000	50,000	50,000	280,515
5 Lift Station Upgrades	Water/Sewer	31,295	131,295	100,000	100,000	100,000	100,000	531,295
6 Sewer Lines R&R	Water/Sewer	58,505	108,505	50,000	50,000	50,000	50,000	308,505
7 I&I Program	Water/Sewer	417,992	818,332	400,000	400,000	400,000	400,000	2,418,332
8 Water Lines R&R	Water/Sewer	147,087	297,087	150,000	150,000	150,000	150,000	897,087
9 Chloramines Injection System	* Water/Sewer & Loan	209,796	209,796	-	-	-	-	209,796
10 Fire Protection Upgrades	* Water/Sewer & Loan	606,100	706,100	100,000	100,000	100,000	100,000	1,106,100
WATER/SEWER TOTAL		\$ 1,850,771	\$ 6,801,111	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 11,001,111
Reuse								
1 PARS Expansion	Reuse	\$ 463,041	\$ 1,115,435	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,115,435
REUSE TOTAL		\$ 463,041	\$ 1,115,435	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,115,435
GRAND TOTAL		\$ 3,329,206	\$ 9,176,940	\$ 1,575,000	\$ 1,622,754	\$ 4,758,600	\$ 1,575,000	\$ 18,708,294

* Carry forward funding includes proceeds from FY2014 CIP Loan



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

**2018 - 2022 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2017 Funding Carried Forward	Current Revenue	City Fund Balance	New Loan Funds	Grants	Total Funded Projects	Unfunded	Total FY2018 CIP
Road Improvements									
1 New Sidewalk Projects	Capital Projects	\$ 65,000	\$ -	\$ 65,000	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
14th Ave & 17th St Intersection									
2 Improvements	* Capital Projects	267,617	-	-	-	-	267,617	-	267,617
Street Paving (W, S & R Water									
3 Infrastructure)	Capital Projects	500,000	-	100,000	-	-	600,000	-	600,000
ROAD IMPROVEMENTS TOTAL		\$ 832,617	\$ -	\$ 165,000	\$ -	\$ -	\$ 997,617	\$ -	\$ 997,617
Public Facilities									
1 City Facility Security	Capital Projects	\$ 3,852	\$ -	\$ 20,000	\$ -	\$ -	\$ 23,852	\$ -	\$ 23,852
2 City Wide Facilities Upgrades	Capital Projects	3,925	-	40,000	-	-	43,925	-	43,925
3 Public Works Yard Lighting	Capital Projects	45,000	-	-	-	-	45,000	-	45,000
4 New Public Works Facility Building	Capital Projects	-	-	-	-	-	-	-	-
PUBLIC FACILITIES TOTAL		\$ 52,777	\$ -	\$ 60,000	\$ -	\$ -	\$ 112,777	\$ -	\$ 112,777
Stormwater									
1 TMDL Program	Road & Bridge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 Dredging Projects	Road & Bridge	130,000	-	20,000	-	-	150,000	-	150,000
STORMWATER TOTAL		\$ 130,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	-	-	3,900,000	-	3,900,000	-	3,900,000
3 WWTP Upgrades	Water/Sewer	149,481	200,000	-	-	-	349,481	-	349,481
4 WWTP R&R	Water/Sewer	30,515	50,000	-	-	-	80,515	-	80,515
5 Lift Station Upgrades	Water/Sewer	31,295	100,000	-	-	-	131,295	-	131,295
6 Sewer Lines R&R	Water/Sewer	58,505	50,000	-	-	-	108,505	-	108,505
7 I&I Program	Water/Sewer	417,992	400,340	-	-	-	818,332	-	818,332
8 Water Lines R&R	Water/Sewer	147,087	150,000	-	-	-	297,087	-	297,087
9 Chloramines Injection System	** Water/Sewer & Loan	209,796	-	-	-	-	209,796	-	209,796
10 Fire Protection Upgrades	** Water/Sewer & Loan	606,100	100,000	-	-	-	706,100	-	706,100
WATER/SEWER TOTAL		\$ 1,850,771	\$ 1,050,340	\$ -	\$ 3,900,000	\$ -	\$ 6,801,111	\$ -	\$ 6,801,111
Reuse									
1 PARS Expansion	Reuse	\$ 463,041	\$ 152,394	\$ -	\$ 500,000	\$ -	\$ 1,115,435	\$ -	\$ 1,115,435
REUSE TOTAL		\$ 463,041	\$ 152,394	\$ -	\$ 500,000	\$ -	\$ 1,115,435	\$ -	\$ 1,115,435
GRAND TOTAL		\$ 3,329,206	\$ 1,202,734	\$ 245,000	\$ 4,400,000	\$ -	\$ 9,176,940	\$ -	\$ 9,176,940

* 14th & 17th Street Project funding consists of FY2017 grant carried into FY2018

** Carry forward funding includes proceeds from FY2014 CIP Loan



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

FUND BALANCE USABLE FOR CAPITAL PROJECTS

Attachment B

Fund/Reserve	FY2017 Unassigned Fund Balance / Unrestricted Net Position as projected (1)	1/12 of FY2018 Original Budgeted Expenses (2)	# of Months of Unassigned Fund Balance/ Unrestricted Net Position	Amount over(under) 3 month minimum	Amount over(under) 5 months for Capital Reserve	Amount over(under) 6 month maximum
General Fund	5,135,631	942,054	5.45	2,309,468	425,360	(516,695)
Road and Bridge	1,089,848	170,970	6.37	576,940	235,000	64,031
Solid Waste	621,743	183,039	3.40	72,627	(293,451)	(476,490)
(3) Water/Sewer	2,024,231	540,906	3.74	401,512	(680,301)	(1,221,207)
Stormwater	(123,498)	81,329	(1.52)	(367,484)	(530,142)	(611,470)
(3) Reuse	69,538	22,342	3.11	2,511	(42,173)	(64,515)

- (1) Amount is calculated using FY 2017 projected revenues and expenses as of 9/20/2017, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- (2) Amount is calculated using FY2018 budget as of 9/20/2017. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- (3) Unassigned Fund Balance for these two funds is net of funding for projects that are funded from 2015, 2016 and/or 2017 current revenues that were not spent in the year received.

Use of Fund Balance for 2018 CIP

Fund	Project Name	Funding Amount	Amount Available (Fund Balance/Carry Forward)	Unused Amount
To be transferred to other funds or used within an Enterprise Fund				
General Fund	City Facility Security	20,000		
	City Wide Facilities Upgrades	40,000		
	Total Use of General Fund Balance	60,000	425,360	365,360
Road & Bridge	New Sidewalk Projects	65,000		
	Street Paving	100,000		
	Dredging Projects	20,000		
	Total Use of Road & Bridge Fund Balance	185,000	235,000	50,000
Use of Committed/Assigned Fund Balance/Unrestricted Net Position for Carry-Forward Funding				
Capital Projects Committed Fund Balance (not to exceed)				
	New Sidewalk Projects	65,000		
	Street Paving	500,000		
	City Facility Security	3,852		
	City Wide Facility Upgrades	3,925		
	Public Works Yard Lighting	45,000		
		617,777	617,777	-
Water & Sewer Restricted Net Position (not to exceed)				
	WWTP Expansion	200,000		
	WWTP Upgrades	149,481		
	WWTP R&R	30,515		
	Lift Station Upgrades	31,295		
	Sewer Line R&R	58,505		
	I&I Programs	417,992		
	Water Line R&R	147,087		
	Chloramine Injection Systems	166,409		
	Fire Protection Upgrades	100,000		
	Total Net Position to be used for funding	1,301,284	1,301,284	-
Restricted Loan Funds				
	Chloramines Injection System	43,387		
	Fire Protection Upgrades	506,100		
	Total Loan Funds to be used for funding	549,487	549,487	-
	Total Use of Water & Sewer Unrestricted Net Position	1,850,771	1,850,771	-
Stormwater Restricted Net Position (not to exceed)				
	Dredging Projects	130,000		
	Total Use of Stormwater Unrestricted Net Position	130,000	130,000	-
Reuse Restricted Net Position (not to exceed)				
	PARS Expansion	463,041		
	Total Use of Reuse Unrestricted Net Position	463,041	463,041	-
Total Use of City Fund Balance/Net Position		3,306,589	3,721,949	415,360



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

**2018 - 2022 CAPITAL IMPROVEMENT PLAN
BUDGET WORKSHEET**

Project Description	Funding Source	Total FY2018 Funded	General Fund	Road & Bridge	Capital Projects Fund	Water/ Sewer Fund	Storm water Fund	Reuse Fund
REVENUES								
Current budgeted revenues		991,549	-	-	-	813,305	-	178,244
New Loan		4,400,000	-	-	-	3,900,000	-	500,000
Grants		283,206	-	-	283,206	-	-	-
Assessments		166,667	-	-	166,667	-	-	-
Transfers In		443,333	-	-	383,333	-	60,000	-
Funding carried forward from 2017		1,870,659	-	-	172,975	553,703	630,540	513,441
Carried forward from 2014 loan		583,966	-	-	-	583,966	-	-
Carried forward from impact fees		83,333	-	83,333	-	-	-	-
Funding from Fund Balance		449,065	-	360,000	-	89,065	-	-
TOTAL FROM ALL FUNDING SOURCES		9,271,778	-	443,333	1,006,181	5,940,039	690,540	1,191,685
EXPENSES								
Transfers Out		443,333	-	443,333	-	-	-	-
TOTAL TRANSFERS OUT		443,333	-	443,333	-	-	-	-
Road Improvements								
New Sidewalk Projects	Carried forward/FB	65,000	-	-	65,000	-	-	-
14th Ave & 17th St Intersection								
Improvements	Grant funding	283,206	-	-	283,206	-	-	-
13th Ave 7th to 8th Street	Impact fees/assessment	250,000	-	-	250,000	-	-	-
Street Paving (W, S & R Water Infrastructure)								
	Fund Balance	300,000	-	-	300,000	-	-	-
ROAD IMPROVEMENTS TOTAL		898,206	-	-	898,206	-	-	-
Public Facilities								
City Facility Security	Carried forward/FB	37,741	-	-	37,741	-	-	-
City Wide Facilities Upgrades	Carried forward/FB	25,234	-	-	25,234	-	-	-
Public Works Yard Lighting	Carried forward/FB	45,000	-	-	45,000	-	-	-
PUBLIC FACILITIES TOTAL		107,975	-	-	107,975	-	-	-
Stormwater								
TMDL Program	Fund Balance	50,000	-	-	-	-	50,000	-
13th St. Drainage Project from 25th Ave. W to 28th Ave. W	Carried forward/FB	630,540	-	-	-	-	630,540	-
Dredging Projects	Fund Balance	10,000	-	-	-	-	10,000	-
STORMWATER TOTAL		690,540	-	-	-	-	690,540	-
Utility Improvements								
WWTP Expansion	Carried forward/FB	200,000	-	-	-	200,000	-	-
Equalization Basin & Equipment	New Loan	3,900,000	-	-	-	3,900,000	-	-
	Carried forward/FB/Current Revenues							
WWTP Upgrades		200,000	-	-	-	200,000	-	-
WWTP R&R	Current Revenues	50,000	-	-	-	50,000	-	-
Lift Station Upgrades	Current Revenues	100,000	-	-	-	100,000	-	-
Sewer Lines R&R	Current Revenues	50,000	-	-	-	50,000	-	-
	Carried forward/FB/Current Revenues							
I&I Program		433,939	-	-	-	433,939	-	-
PARS Expansion	Carried forward/FB	941,685	-	-	-	-	-	941,685
Water Lines R&R	Carried forward/FB	150,000	-	-	-	150,000	-	-
Chloramines Injection System	Carried forward/FB	250,000	-	-	-	250,000	-	-
	Carried forward/FB/Current Revenues							
Fire Protection Upgrades		606,100	-	-	-	606,100	-	-
8th St. W & 9th St. W Ward 2 Reclaim lines.	Carried forward/FB	250,000	-	-	-	-	-	250,000
UTILITY IMPROVEMENTS TOTAL		7,131,724	-	-	-	5,940,039	-	1,191,685
GRAND TOTAL		9,271,778	-	443,333	1,006,181	5,940,039	690,540	1,191,685



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

New Sidewalk Projects

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	301-607-663.0000-1730
Project Code:	1730
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

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

Project Justification:

To provide safer means of pedestrian traffic throughout the city. Broken or cracked sidewalks are a hazard to pedestrians and a liability to the City.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	130,000	65,000	65,000	65,000	65,000	65,000	455,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	130,000	65,000	65,000	65,000	65,000	65,000	455,000

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	65,000	-	-	-	-	65,000
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	65,000	-	-	-	-	65,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	130,000	-	-	-	-	130,000

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

An improved sidewalk system should help the City avoid additional litigation regarding pedestrian injuries.



**CITY OF PALMETTO
2017-2018 BUDGET**

14th Avenue and 17th Street Intersection Improvements

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	14th Ave & 17th Street Intersection
Department:	Public Works
Account Number:	301-607-663.0000-1434/301-701-763.0000-1434
Project Code:	1434
Status:	Continuing Project
Project Type:	Non-Recurring Project

Project Description:
Intersection improvement at 14th Avenue and 17th Street.
Project Justification:
This project is a State funded project using Congestion Management Dollars . Originally planned as a round about, this project will now consist of street realignment, relocation of pedestrian crosswalks, and bus stop improvements to help to reduce congestion and improve driver safety.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	267,617	-	-	-	-	-	267,617
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	267,617	-	-	-	-	-	267,617

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	-	-	-	-
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	267,617	-	-	-	-	267,617
Unidentified	-	-	-	-	-	-	-
Totals	-	267,617	-	-	-	-	267,617

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2017-2018 BUDGET**

Street Paving (Water/Sewer/Reuse Infrastructure)

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	301-607-663.0000-1736
Project Code:	1736
Status:	New Project
Project Type:	Recurring Project

Project Description:

The paving, drainage improvement, and striping of City streets, at locations determined annually. Based upon need and location, this project may also include the repair and installation of utility infrastructure.

Project Justification:

To improve the safety and appearance of City streets.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	500,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	500,000	100,000	100,000	100,000	100,000	100,000	1,000,000

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	500,000	-	-	-	-	500,000
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	100,000	-	-	-	-	100,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	600,000	-	-	-	-	600,000

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

Improved street paving should reduce the cost in materials and manpower of repairing existing streets. Any cost savings will be put towards the repair and maintenance of other streets in the City.



**CITY OF PALMETTO
2017-2018 BUDGET**

City Facility Security

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Wide
Account Number:	301-601-664.0100-1832
Project Code:	1832
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

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

Project Justification:

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



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	32,852	25,000	25,000	25,000	25,000	25,000	157,852
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	32,852	25,000	25,000	25,000	25,000	25,000	157,852

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	3,852	-	-	-	3,852
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	20,000	-	-	-	-	-	20,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	20,000	-	3,852	-	-	-	23,852

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

The additional security should assist in the prevention and/or identification of theft which should reduce the need to replace equipment.



**CITY OF PALMETTO
2017-2018 BUDGET**

City Wide Facility Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Hall/Public Works Admin/Police
Account Number:	301-601-664.0100-1831
Project Code:	1831
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

To make improvements to city facilities.

Project Justification:

To ensure that city facilities remain viable while determinations of future potential location options are determined. In prior years this project has funded new roofs at the Police Station and Public Works Building.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	43,925	25,000	25,000	25,000	25,000	25,000	168,925
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	43,925	25,000	25,000	25,000	25,000	25,000	168,925

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding		-	3,925	-	-	-	3,925
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	40,000	-	-	-	-	-	40,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	40,000	-	3,925	-	-	-	43,925

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)
Other	-	-	-	-	-	-	-
Totals	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)

Additional Information:

Large scale repairs should reduce smaller repair and maintenance expenses.



**CITY OF PALMETTO
2017-2018 BUDGET**

Public Works Yard Lighting

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Public Works
Department:	Public Works
Account Number:	301-601-663.0000-1433
Project Code:	1433
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
Project will include improvements/ upgrades to the lighting within the Public Works Yard.

Project Justification:
Additional lighting will improve employee safety as well as to assist the new proposed security system additions.

Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	45,000	-	-	-	-	-	45,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	45,000	-	-	-	-	-	45,000

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	45,000	-	-	-	45,000
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	45,000	-	-	-	45,000

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	100	100	100	100	100	100	600
Totals	100	100	100	100	100	100	600

Additional Information:
The lighting will add to the City's utility expenses.



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

New Public Works Facility Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Public Works
Department:	Public Works
Account Number:	301-601-664.0000-1439
Project Code:	1439
Status:	Continuing Project
Project Type:	Non-Recurring Project

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

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



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	47,754	-	-	-	-	47,754
Construction	-	-	3,183,600	-	-	-	3,183,600
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	47,754	3,183,600	-	-	-	3,231,354

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	-	-	-	-
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2018 Funding

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2017-2018 BUDGET**

Total Maximum Daily Load (TMDL) Program

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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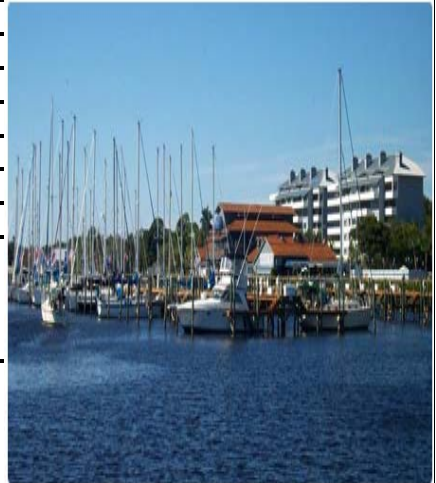
Location:	City Wide
Department:	Public Works
Account Number:	440-640-663.0000-1441
Project Code:	1441
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

TMDL is the maximum amount of a given pollutant that a water body can absorb and still maintain its designated uses. This project will fund the monitoring of the water quality levels and investigate causes of increased pollutants and mitigation steps.

Project Justification:

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.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	50,000	50,000	50,000	50,000	50,000	250,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	50,000	50,000	50,000	50,000	50,000	250,000

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	-	-	-	-
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2018 Funding

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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



**CITY OF PALMETTO
2017-2018 BUDGET**

Dredging Projects

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	To Be Determined
Department:	Public Works
Account Number:	440-640-663.0000-1742
Project Code:	1742
Status:	Continuing Project
Project Type:	Recurring Project

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 Justification:

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



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	150,000	10,000	10,000	10,000	10,000	10,000	200,000
Totals	150,000	10,000	10,000	10,000	10,000	10,000	200,000

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	-	130,000	-	130,000
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	20,000	-	-	-	-	20,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	20,000	-	-	130,000	-	150,000

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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**CITY OF PALMETTO
2017-2018 BUDGET**

Wastewater Treatment Plant Expansion

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1429
Project Code:	1429
Status:	New Project
Project Type:	Non-Recurring Project

Project Description:
To fund the potential expansion of the Wastewater Treatment Plant.
Project Justification:
Staff is considering options to expand the Wastewater Treatment Plant in the future to ensure optimal performance should the opportunity arise.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	200,000	-	-	-	-	-	200,000
Totals	200,000	-	-	-	-	-	200,000

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	200,000	-	-	200,000
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	200,000	-	-	200,000

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
The effect on the operating budget will be dependent on the option staff decides upon.

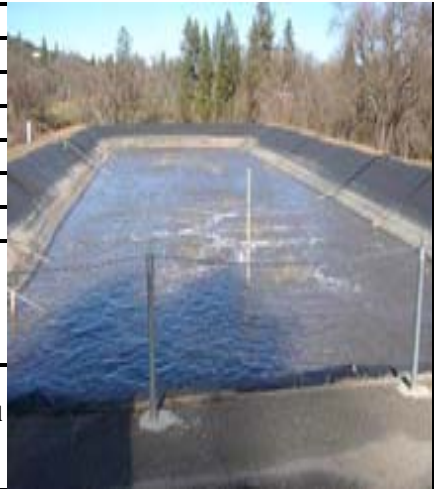


**CITY OF PALMETTO
2017-2018 BUDGET**

Equalization Basin & Equipment

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-635-663.0100-1728
Project Code:	1728
Status:	New Project
Project Type:	Non-Recurring Project



Project Description:

This project consists of the Design and construction of a 2.0 million gallon equalization tank with associated splitter box, piping, valves, return pumps, level control, Supervisory Control and Data Acquisition (SCADA) System.

Project Justification:

To provide a balanced inflow which will stabilize the plant operation over a 24 hour period and the ability to consistently meet our permitted regulatory compliance obligations including prevention of sewer spills.

Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	390,000	-	-	-	-	-	390,000
Construction	3,510,000	-	-	-	-	-	3,510,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	3,900,000	-	-	-	-	-	3,900,000

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	-	-	-	-
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	3,900,000	-	-	3,900,000
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	3,900,000	-	-	3,900,000

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

The City has applied for a SRF Loan to fund the project. Pending the award of the loan, debt service amounts will be determined and budget will be adjusted.



**CITY OF PALMETTO
2017-2018 BUDGET**

Wastewater Treatment Plant Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1727
Project Code:	1727
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

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

Project Justification:

In order for the Wastewater Treatment Plant to continue to run with peak efficiency, various parts over time will need to be replaced and/or upgraded. These upgrades will depend on need and funding availability.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	349,481	200,000	200,000	200,000	200,000	200,000	1,349,481
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	349,481	200,000	200,000	200,000	200,000	200,000	1,349,481

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	149,481	-	-	149,481
2018 Revenue	-	-	-	200,000	-	-	200,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	349,481	-	-	349,481

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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



**CITY OF PALMETTO
2017-2018 BUDGET**

Wastewater Treatment Plant Repair & Replacement

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1820
Project Code:	1820
Status:	Continuing Project
Project Type:	Recurring Project

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

Project Justification:
In order to maintain peak operating efficiency as well as to remain in compliance various parts of the WWTP need repair and replacement on an ongoing basis.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	80,515	50,000	50,000	50,000	50,000	50,000	330,515
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	80,515	50,000	50,000	50,000	50,000	50,000	330,515

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	30,515	-	-	30,515
2018 Revenue	-	-	-	50,000	-	-	50,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	50,000	-	-	50,000
Totals	-	-	-	130,515	-	-	130,515

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2017-2018 BUDGET**

Lift Station Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1821
Project Code:	1821
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

These projects include, but are not limited to, the replacement of pumps, piping, valves, manifolds, float systems, electrical systems and normal components of a submersible lift station.

Project Justification:

The improvements to the Lift Stations will allow them to run more efficiently, reduce the chance for spills, odors, improve safety, and allow for additional monitoring.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	131,295	100,000	100,000	100,000	100,000	100,000	631,295
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	131,295	100,000	100,000	100,000	100,000	100,000	631,295

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	31,295	-	-	31,295
2018 Revenue	-	-	-	100,000	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	131,295	-	-	131,295

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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



**CITY OF PALMETTO
2017-2018 BUDGET**

Sewer Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-663.0000-1722
Project Code:	1722
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

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

Project Justification:

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



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	108,505	50,000	50,000	50,000	50,000	50,000	358,505
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	108,505	50,000	50,000	50,000	50,000	50,000	358,505

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	58,505	-	-	58,505
2018 Revenue	-	-	-	50,000	-	-	50,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	108,505	-	-	108,505

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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



**CITY OF PALMETTO
2017-2018 BUDGET**

Inflow and Infiltration (I&I) Program

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1423
Project Code:	1423
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:
Upgrades to the City's sewer system to address problems caused by worn manhole covers and unstable infrastructure piping.
Project Justification:
To reduce the peaks at the WWTP during periods of heavy rain events. A continuing I&I program will allow the City to meet the permit requirements of FDEP.



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	818,332	400,000	400,000	400,000	400,000	400,000	2,818,332
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	818,332	400,000	400,000	400,000	400,000	400,000	2,818,332

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	417,992	-	-	417,992
2018 Revenue	-	-	-	400,340	-	-	400,340
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	818,332	-	-	818,332

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2017-2018 BUDGET**

Water Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1724
Project Code:	1724
Status:	Continuing Project
Project Type:	Recurring Project

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

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



Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	297,087	150,000	150,000	150,000	150,000	150,000	1,047,087
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	297,087	150,000	150,000	150,000	150,000	150,000	1,047,087

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	147,087	-	-	147,087
2018 Revenue	-	-	-	150,000	-	-	150,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	297,087	-	-	297,087

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
Preventing large scale disruptions before they happen will save the city in overtime and equipment costs.



**CITY OF PALMETTO
2017-2018 BUDGET**

Chloramines Injection System

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-662.0000-1425
Project Code:	1425
Status:	Continuing Project
Project Type:	Non-Recurring Project



<u>Project Description:</u>
Installation of Chloramine Injection System. Fiscal Year 2015 project funding allowed for the purchase of a house to contain the Injection System. Fiscal Year 2016 budget will allow for modifications to the house and the purchase and installation of the system.
<u>Project Justification:</u>
Additional chloramine injected into City Water supply will maintain the quality of water the City provides to its residents.

Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	209,796	-	-	-	-	-	209,796
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	209,796	-	-	-	-	-	209,796

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	209,796	-	-	209,796
2018 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	209,796	-	-	209,796

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>



**CITY OF PALMETTO
2017-2018 BUDGET**

Fire Protection Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1426
Project Code:	1426
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
Replacement of pipe with approximately 10,000 feet of 6 and 8 inch water main, fire hydrants, 6 and 8 inch gate valves, service lines interconnecting between 17th Street and 10th Street from 10th Ave to 14th Avenue.
Project Justification:
The described work will aid the City in keeping our ISO (International Standards Organization) Rating equal to or lower than our current rating. This rating provides our residences with less expensive fire protection insurance cost.

Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	706,100	100,000	100,000	100,000	100,000	100,000	1,206,100
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	706,100	100,000	100,000	100,000	100,000	100,000	1,206,100

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	606,100	-	-	606,100
2018 Revenue	-	-	-	100,000	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	706,100	-	-	706,100

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
As the water lines are installed, the City plans to use this opportunity to add Reuse lines funded from the Reuse Department budget.



**CITY OF PALMETTO
2017-2018 BUDGET**

Palmetto Area Reuse System (PARS)

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	460-660-663.0000-1760
Project Code:	1760
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:

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

Project Justification:

Once funded, this project will allow the installation of reuse lines to smaller subsections of the City based upon the discretion of the PW Director and Commission. Larger areas would be presented as a project of their own.

Annual Project Costs:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	1,115,435	250,000	250,000	250,000	250,000	250,000	2,365,435
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	1,115,435	250,000	250,000	250,000	250,000	250,000	2,365,435

FY 2018 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2017 Funding	-	-	-	-	-	463,041	463,041
2018 Revenue	-	-	-	-	-	152,394	152,394
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	500,000	500,000
Totals	-	-	-	-	-	1,115,435	1,115,435

Operating Budget Impact:	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

The City has applied for a \$500,000 SRF Loan to partially fund this project. Should the City be awarded the loan, the budget will be adjusted to account for increased debt service.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Cost Center and Number: Infrastructure Sales Tax Projects - 419

Fund: Infrastructure Sales Tax - 003
Department: Police/Public Works

Primary Duties

- Responsible for the receipt and expenditure of the City's portion of the Manatee County Half Cent Infrastructure Sales Tax.
- Ensure all funds are expended appropriately as per voter referendum

Future Challenges or Issues facing the Cost Center

- Prioritizing project list to best suit the needs of citizens.
- Determining optimal strategy to best leverage the 15 year revenue stream.
- Ensuring transparency and accountability of all expenditures.

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

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

Cost Center Goals and Objectives:

1. Improve police department ability to serve citizens.
2. Improve roadways to relieve congestion and increase safety.
3. Improve city parks and community amenities
4. Allow for the use of tax monies for capital expenditures freeing up other operating monies
5. Improve the look of city parks and buildings



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

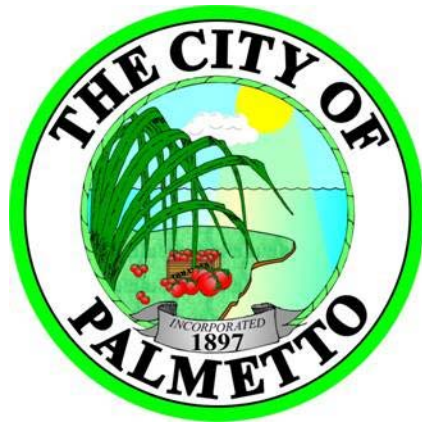
<u>ACCOUNT DESCRIPTION</u>	<u>ACTUAL 2016</u>	<u>REVISED BUDGET 2017</u>	<u>ESTIMATED ACTUAL 2017</u>	<u>ADOPTED BUDGET 2018</u>	<u>% CHANGE OF BUDGET</u>
INFRASTRUCTURE SALES TAX - GENERAL FUND SUB-FUND 003					
BEGINNING FUND BALANCES	-	-	-	632,291	100.00%
REVENUES/SOURCES					
Sales taxes	-	611,853	632,008	-	-100.00%
Interest Revenue	-	-	283	-	0.00%
TOTAL REVENUES	-	-	632,291	-	0.00%
EXPENSES					
Capital Outlay					
Streets	-	-	-	-	0.00%
Other	-	-	-	-	0.00%
TOTAL EXPENDITURES	-	-	-	-	0.00%
Excess Revenue Over (Under) Expenditures	-	-	632,291	-	0.00%
Fund Balance, End of Year	-	-	632,291	632,291	100.00%

Infrastructure Sales Tax Draft Project Listing

<u>Transportation Projects</u>	<u>Project Cost</u>	<u>Category Percentage</u>
Sidewalks	2,050,000	
Intersection Improvements	3,570,000	
Major Road Improvements	3,849,302	
Transportation Total	9,469,302	48%
<u>Public Safety and Law Enforcement Projects</u>		
Law Enforcement Facilities and Equipment	185,000	
Criminal Justice & Public Safety Facility Improvements	6,315,000	
911 and Public Safety Technology Upgrades	290,000	
Public Safety and Law Enforcement Total	6,790,000	34%
<u>Parks and Community Facilities Projects</u>		
City Parks	1,900,000	
Recreational Buildings and Playgrounds	850,000	
Environmental Preserves and Boat Ramps	250,000	
Government Buildings and Community Facilities	500,000	
Parks & Community Facilities Total	3,500,000	18%
GRAND TOTAL	19,759,302	100%



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



**“Fail to plan,
Plan to Fail.”**

Hillary Rodham Clinton



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

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 - **A**mericans with **D**isabilities **A**ct - A congressional act, passed in January, 1990, designed to establish a clear and comprehensive prohibition of discrimination on the basis of disability.

Appropriation - An authorization granted by the City Commission to make expenditures and to incur obligations for purposes specified in the Budget Resolution.

Assessed Valuation - A valuation set upon property by the County Property appraiser as a basis for levying taxes.

Asset - Resource owned or held by a government that possesses monetary value.

Available Fund Balance - Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Balanced Budget - Total anticipated revenues plus any portion of fund balance that is designated as a budget-funding source shall equal, or be greater than, total estimated expenditures for each fund.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal period.

Budget Hearing - As required by law, the City Commission conducts two public hearings to receive and consider input from the public and to propose and adopt a millage rate and annual budget.



CITY OF PALMETTO, FLORIDA 2017-2018 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 – **C**omprehensive **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 – **C**apital **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 – **C**ost **O**f **L**iving **A**justment – 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 – **C**ommunity **R**edevlopment **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.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

Department – A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the City is responsible. i.e. City Clerk, Public Works, Police Department and CRA

Depreciation – The decrease in value of physical assets due to use and the passage of time.

Encumbrance – An amount of money committed for the payment of goods and services not yet received or paid for, usually supported by an outstanding purchase order.

Enterprise Fund – A self-supporting fund designed to account for activities supported by user fees such as Solid Waste, Water, Sewer, Stormwater and Reuse Funds.

Fines and Forfeitures – Fines and forfeits are derived from penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty. These revenues include court fines, confiscated property and parking violations.

Fiscal Year – Any period of 12 consecutive months designated as the budget year. The City's fiscal year begins October 1 and ends September 30, the same as the Federal Government.

Fixed Asset – Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed asset includes land, buildings, equipment, and infrastructure. Also called Capital Assets

Franchise Fee – A fee assessed on a business, usually a public utility, in return for granting the business the exclusive right to operate in public rights of way inside the City limits. The City of Palmetto has negotiated franchise agreements for electric, cable television, and telephone service.

Fringe Benefits – For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health and life insurance.

FTE - Full-Time Equivalent – An employee position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example a part-time position of 20 hour per week would be equivalent to 0.5 FTE.

Fund – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance – The resources available for appropriation in accordance with the prescribed basis of budgeting. Accordingly, only undesignated and/or unencumbered resources are considered fund balance for budget purposes.

Fund Type – Any of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service and trust. The City of Palmetto has six of the seven types with no debt service fund.



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GAAP – **G**enerally **A**ccepted **A**ccounting **P**inciples – 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 – **G**overnmental **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 – **G**overnment **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.

Governmental Funds – Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds. The City does not have debt service or permanent funds.

Grant – Contribution or gift of cash or other asset from another government or agency to be used or expended for a specified purpose, activity or facility.

Homestead Exemption – A deduction from the taxable value of property occupied by the owner in the State of Florida. The exemption is currently \$50,000 for all property owners who qualify.

Infrastructure Sales Tax – Half-Cent sales tax voted and approved by Manatee County voters in November, 2016 for governmental capital improvements in the area of transportation, public safety, parks and community facilities.

Interfund Transfer – Transfer of resources from one fund to another fund in the same government. Transfers are not repayable and do not constitute payment or reimbursement of goods provided or services performed.



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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 Of Service – An indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility.

Licenses and Permits – Revenues derived from the issuance of local licenses and permits including professional and occupational licenses, building permits and other miscellaneous permits.

Line Items – The classification of objects of expenditure (object codes) by major expense category.

Local Option Fuel Tax – The Local Option Fuel Tax is a tax levied at the county level and passed through to the city based on sales per gallon of fuel.

Major Fund – Governmental fund or enterprise fund reported as a separate column in the basic fund statements and subject to a separate opinion in the independent auditor's report.

Manatee County Property Appraiser – A county elected officer whose primary mission is to provide taxpayers and taxing districts within the county with accurate, reliable and timely valuation of all property subject to ad valorem tax.

Manatee County Tax Collector – A county elected officer whose primary responsibility is the collection of ad valorem taxes and other taxes at the local level such as taxes imposed by special levying districts and state agencies.

Mill – The equivalent of one one-thousandth of a U.S. dollar –or- \$1 per \$1,000 of taxable property value.

Millage Rate – The tax rate on real property, established by a governmental body authorized by law to impose ad valorem taxes. Rate is presented as 1.000 mill –or- 1.000 dollar per \$1,000 of taxable property value.

Miscellaneous Revenue – Revenue not otherwise specified under Taxes, Licenses and Permits, Intergovernmental, Charges for Services, or Fines and Forfeits. They include rents, proceeds from asset sales, refunds and other non-classified revenues.



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

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 be measured and achieved within a given time frame.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Costs – Expenses for such items as expendable supplies, contractual services, and utilities.

Ordinance – A formal legislative enactment by the City Commission or governing body of a municipality. If it is not in conflict with any higher form of law such as a statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Performance Measurement – A managerial process for determining how a program is accomplishing its mission, goals, and objectives through the delivery of products, services, or processes. Performance measurement is a systematic process of evaluating outcomes of specific government programs and services that are delivered to customers with respect to efficiency and effectiveness.

PC&L – **P**roperty **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.



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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 In Force** occurs when an organization reduces the number of employees through lay-offs as a cost saving measure.

Reserve Account – An account that records the portion of the fund balance which is segregated for future use and is not available for further appropriation or expenditure.

Resolution – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation, including estimated revenue, fund transfers and beginning fund balances.

RFP – **Request For Proposal** – A procurement process also known as “Competitive Sealed Proposals” and is used when the requirements are not clearly know. A public request is made by the government for sealed proposals for a particular need.

Rolled-Back Rate – Under Florida law as property values are increased each year by the property appraiser due to inflation, the City property tax rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. All property tax rate changes are calculated using the rolled-back rate as the base. However, if property values are reduced due to economic conditions, the rolled-back rate can become higher than the applicable millage rate.

SWFWMD – **Southwest Florida Water Management District** – A sixteen county agency, established by state statute and directed by a governing board, to manage water and related natural resources to ensure their continued availability while maintaining the balance between the water needs of current and future users.

Special Revenue Fund – A fund to account for revenue derived from specific sources that are restricted by law or policy to finance specific activities. CRA is the City’s special revenue fund.



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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 - Tax Increment Financing - A mechanism for using property taxes to stimulate investment in economically depressed areas. This involves identifying the depressed areas, then, reinvesting property taxes generated as a result of new construction in projects designed to further enhance the area's economic vitality. TIF dollars is received by CRA of Palmetto.

Tax Revenue - Revenue derived by charges levied against the income or wealth of a person or other legal entity.

TRIM - Truth In Millage - One of many provisions of state legislation enacted in 1980 to direct taxpayer concerns regarding taxes to the appropriate public bodies. The county property appraiser is required, in August of each year, to prepare and deliver to each taxpayer a notice of proposed property taxes, known as TRIM Notice, for the upcoming year.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

User Charges (Fees) - The payment of a fee for direct receipt of a public service by the party benefiting from the service.



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<u>Acronym</u>	<u>Description</u>
ADA	Americans with Disabilities Act
ADG	American Data Group
AG	Agricultural Museum
AP	Accounts Payable
BOA	Bank of America
BS&A	BS&A Software
CAFR	Comprehensive Annual Financial Report
CBIR	Community Budget Issue Requests (DEP Grant Program)
CDBG	Community Development Block Grant
CE	Code Enforcement
CEB	Code Enforcement Board
CEO	Code Enforcement Officer
CEU	Continuing Education Units
CH	City Hall
CID	Criminal Investigation Division
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPIP	Community Policing and Innovation Plan
CPTED	Crime Prevention Through Environmental Design
CRA	Community Redevelopment Agency
DEP	Department of Environmental Protection
DROP	Deferred Retirement Option Plan
EAP	Employee Assistance Program
EDC	Economic Development Council
EEOC	Equal Employment Opportunity Commission
EMO	Elected Municipal Official
EMS	Emergency Medical Services
FACC	Florida Association of City Clerks
FACE	Florida Association of Code Enforcement
FDOT	Florida Department of Transportation
FECC	Florida Energy and Climate Commission
FEMA	Federal Emergency Management Agency
FGFOA	Florida Government Finance Officers Association
FICA	Federal Insurance Contributions Act
FLOC	Florida League of Cities
FPCA	Florida Police Chiefs Association
FPL	Florida Power and Light
FRDAP	Florida Recreation Development Assistance Program
FTE	Full-Time Equivalents
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Global Information System
GPS	Global Positioning System
HRN	Human Resource Network



CITY OF PALMETTO, FLORIDA 2017-2018 BUDGET

<u>Acronym</u>	<u>Description</u>
I&I	Inflow and Infiltration
IACP	International Association of Chiefs of Police
IT	Information Technology
LAP	Local Agency Program (Grants from FDOT)
LOS	Level of Service
MLK	Martin Luther King
MMEC	Multi-modal Enhancement Corridor
NIGP	National Institute of Governmental Purchasing
NPDES	Nation Pollutant Discharge Elimination System
OPEB	Other Post Employment Benefits
PD	Police Department
PDA	Personal Data Assistant
PW	Public Works
RFP	Request for Proposal
RIF	Reduction in Force
SWFGFOA	Southwest Florida Government Finance Officers Association
SWFWMD	Southwest Florida Water Management District
TIF	Tax Increment Financing
TRIM	Truth in Millage
TRIP	Transportation Regional Incentive Program
UPS	Uninterruptible Power Supplies
WCIND	West Coast Inland Navigation District
WM	Waste Management
WWTP	Waste Water Treatment Plant