

City of Palmetto

2021 Annual Budget

Fiscal Year 2020-2021

Adopted September 28, 2020



The Seahorse Statue, located at our southern gateway, was dedicated in 2020 as part of the City's remembrance to its historical value to our community. In the 1950s, '60s, and 70s, a traveler would remember seeing a giant seahorse at the souvenir shop with the same name at the foot of the old Green Bridge (Business US41). The landmark was removed in the early '80s to make way for the new bridge. Artist: Ron Berman

CITY OF PALMETTO, FLORIDA

**FISCAL YEAR 2021
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, 2019

Christopher P. Morill

Executive Director



CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

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CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Introductions to the Budget Document

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

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

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

Introductory Section (pages 9-28)

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 29-52)

The section details the steps taken to compile, present to Commission and approve the 2021 Budget. It includes the timeline and the final resolutions approved by Commission for both the operating and capital improvement budgets. Several consolidated schedules and graphs of all City funds are presented to give an overall perspective of the budget as well as historical, estimated and projected fund balances.

Policies (pages 53-68)

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

Personnel Budget (pages 69-76)

This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 2021, is provided in detail as well as comparative summary data.



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Operating Budgets (pages 77-322)

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 2019 actual, 2020 budget and projected and 2021 adopted budget.
- All revenues for the fund including actual 2019 amounts, 2020 budget and projected and adopted budget for 2021.
- 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 2019 and 2020, and the itemized budget for 2021.

Governmental Funds (pages 77-246)

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The Enterprise Fund information is arranged as follows: (pages 239-322)

- 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 2019 actual, 2020 budget and projected and 2021 adopted budget.
 - o All revenues for the fund including actual 2019 amounts, 2020 budget and projected and adopted budget for 2021.
 - o Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2019 and 2020, and the itemized budget for 2021.

Enterprise Funds

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Capital Improvements Section (pages 323-370)

This section presents the City's capital improvement plans that are budgeted for 2021. 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, the 5-year CIP program and Infrastructures Sales Tax Projects. The associated budgets and individual project sheets for the 2021 year are included.

Appendix (pages 371-380)

This section contains:

- a glossary of terms
- a listing of acronyms



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



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

Dwight D. Eisenhower



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

October 1, 2020

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2021 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 2021, 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 the COVID 19 pandemic, shrinking of state revenues, increasing personnel and health insurance costs, aging infrastructure, managing new residential construction and increasing safety issues. These challenges are partially mitigated by the fact that property values continue to increase since bottoming out in 2013.

Current Challenges/Current Solutions

No formal planning session was held by City Commission to develop goals and objectives for fiscal year 2021. However, with each issue discussed by the Commission, it was clear that our biggest challenges would include aging infrastructure, technology, human capital needs and the COVID 19 pandemic. Operational budgets still faced some challenges, but the cost cutting and efficiency initiatives during previous years continued to prepare us for the current year. Due to COVID 19, state revenues projections for fiscal year 2021 declined due to the reduction of tourism and the delayed return of our winter visitors. The City received the Manatee County Cares Acct grant to assist with the increased operational cost to meet the CDC guidelines for public safety. 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.



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Going into the current year budget process, staff anticipated the ad valorem taxes would increase approximately 5% to 6% over fiscal year 2020. For fiscal year 2021, our preliminary tax roll based on Truth in Millage (TRIM) reflects a 7.08% increase over fiscal year 2020. Property values have increased a total of 33% since fiscal year 2014, which marked the beginning of increased assessed values. The values are still 5% lower than when they reached their peak in the 2009 tax year. Since fiscal year 2010, the millage rate has increased \$1.3 mils or 27.8% as a result of property values decline between 2010-2013 and rising cost during the same time period. The City has not increased the millage rate in the past 6 years – fiscal years 2016 through 2021.

Economic indicators have been favorable and the City expects values will continue to increase in the coming years, however at a slower pace. As mentioned earlier, construction is underway at one of the larger residential developments within the City which will result in an increase in the tax base. This project is called Sanctuary Cove and has been approved for 1,100 housing units at build out. Other construction projects, such as the redevelopment on Riverside Drive and two proposed hotels have the potential to increase the City's property value, ad valorem tax revenue and Tax Increment Financing (TIF) in the Community Redevelopment Agency (CRA).

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

In the November 2016 election, the voters of Manatee County approved a new half-cent sales tax which is estimated to contribute approximately \$1,000,000 per year in additional City revenues that will be available to fund capital projects. In particular, this money may be used for capital projects related to transportation, public safety, and parks. In light of the COVID pandemic, the Florida Department of Revenue reduced the sales tax projection by approximately 20% or \$200,000 for fiscal year 2021. The project list is located in Capital Improvement Section.

Funding for capital projects remains a high priority with the cost of improvements outweighing the overall availability of funds. With the passage of the half-cent sales tax, much needed improvements are planned for City buildings, parks and streets. During the fall of 2019, Commission approved rate increases associated with water, sewer, reuse and storm water utilities which were effective October 1, 2019. Rates for fiscal year 2021 were increased for water and sewer by 2%, reuse 3.5% and stormwater increased by 5%. These rate increases are expected to generate approximately \$900,000 of additional revenue, which will be used to fund capital infrastructure projects in the 5 year capital improvement plan (CIP).

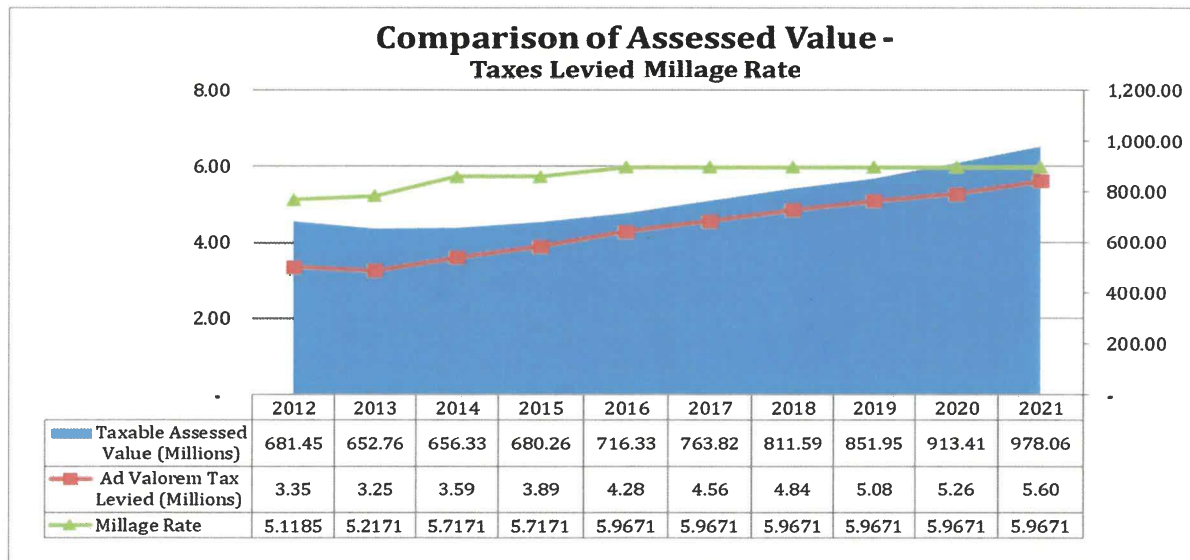
The fiscal year 2021 budget for total personnel costs is \$9,202,613, or a decrease of 1.26% over fiscal year 2020. The gross wages decreased by .05% as several tenured employees retired or separated from the City. General Employees received a 3% increase over fiscal year 2020 and Sworn Officers received a 10% increase. Pension costs decreased by 13% based on actuarial contributions and insurance coverages increased by 5% based on increased rates and open enrollment elections. Personnel costs represent 50.9% of the General Fund expense budget and 23.4% of the total City budget. In fiscal year 2021, the Police union contract will be renegotiated for another three year period.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

The turnover rate in fiscal year 2019 was 11% but by fiscal year 2020 increased to 21%. This turnover is due to several factors such as retirement and separations within the City. The 10% increase for sworn officers was intended to bring salaries in line with surrounding jurisdictions with the hope of improving recruitment. In fiscal year 2020, thirty employees separated from the City; three from City Hall, fourteen from the Police Department and thirteen from the Public Works Department.

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 provide to our residents. Costs continue to rise and the City must continue to ensure revenues will be available to support the operations. The millage remains unchanged at \$5.9671 for fiscal year 2021 which is 5.7138% 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 \$370,330 more in ad valorem revenue for the City, of which, \$116,691 is associated with properties in the CRA district, leaving a net amount of \$231,665 for the General Fund.



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. The 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. Generally speaking, these reductions in CRA funding to the City have occurred, yet the total budget reimbursement approved from the CRA to the City for fiscal year 2021 was \$23,082 higher for a total reimbursement of \$655,660. This is due to an increased personnel cost in the Police Department for sworn offices as part of the CPTED plan submitted to the CRA Advisory Board. All of CRA funding is for enhanced services provided by our Police Department within the CRA boundaries and every effort will be made in future years to continue to reduce this funding.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Enterprise funds have been able to continue funding daily operations and pay for several capital projects to meet the demands of aging infrastructure. As mentioned earlier, the utility rate study increases that were implemented at the beginning of fiscal year 2020 provided much need funding for the infrastructure projects. The fiscal year 2021 Capital Improvement Plan (CIP) of \$5.3 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 \$16.3 million in expenditures for a variety of projects. Many of these projects are discussed in further detail below.

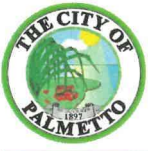
Major Projects

In the coming year, grant funding will continue to be a priority to help fund the CIP projects that have been approved. The City has been successful in receiving a grant from the Florida Department of Economic Opportunity Community Development Block Grant (CDBG) for \$1.5 million for street improvements surrounding the new hotel near the convention center. These monies will be used to extend 7th Street west from US/41 to Haben Blvd., which will greatly improve the east/west connectivity within the City. In addition, the City has submitted several CDBG grants through the Florida Department of Economic Opportunity for the police department, public works mitigation project and infrastructure improvement in Ward 1.

We are entering the 5th year of the ½ cent sales tax funding which provides funding for capital improvements in the areas of transportation, public safety, and park improvements. Several paving projects and park improvements are scheduled in the coming year and will utilize ½ cent sales tax dollars. Architectural plans and design for the new Police Department are well underway and the City anticipates construction to begin in the spring of 2021. The old Palmetto Elementary site has been selected as the new location for the Police Department and efforts are underway to build the new facility at an estimated cost of \$9 million dollars.

The beauty, appearance and historic heritage are extremely important to City leaders. The CRA continues to focus on improving the gateways within the City. 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 Avenue West to 17th Street West. 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 five years.

The CRA continues to use incentives to entice new businesses to the City. In particular, the CRA Board has approved \$6 million dollars in Tax Increment Financing rebates for a proposed full service 240 room hotel at the convention center here in Palmetto. Construction has been delayed due to COVID 19 but the City is hopeful construction will begin in 2021 and once completed, the hotel should provide significant tax revenue, jobs, and infrastructure improvements to the area.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Sutton and Lamb Parks have undergone major renovations with the covered sound stage and new public restrooms. Additional enhancements such as new playground equipment, walking trails, and covered pavilions are forthcoming. Once considered the jewels of the parks in Manatee County; Lamb and Sutton Parks are being revived to their highest level of public service. This redevelopment focuses on technology, architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and “movies in the park” and has become home to several annual events including the City's annual July 4th Celebration. Construction of new bathrooms at Martin Luther King Park is expected to begin during the first half of fiscal year 2021. The CRA also coordinates the Multicultural Festival every year at Lincoln Park which hosts great entertainment and food for all to enjoy. The CRA and City has also partnered with Manatee County to assist with funding a new pool at Lincoln Park, with the City donating land and the CRA contributing \$2M over 10 years to assist with construction of the facility. Groundbreaking occurred in November 2020 and this will be a great addition for the community and residents of the City.

Great strides continue to be accomplished in the City’s infrastructure. The long-awaited Equalization Basin will be completed and operational in fiscal year 2021, enabling the City storage of excess wastewater during the rainy season as a result of inflow and infiltration (I&I). This new facility will provide storage options in lieu of discharging excess treated sewer into surrounding bodies of water. Additionally, reuse lines are being laid by City employees to provide irrigation to a larger portion of the City. Great strides are being made to repair and improve the City’s water and sewer lines and correct its inflow and infiltration (I&I) issues. I&I continues to be one of the more heavily funded activities in the CIP and the completion of the 6.4 million dollar Equalization Basin at the Waste Water Treatment Plant. Both of these projects are expected to reduce the potential for sewage spills during heavy rain events and improve our efforts to limit negative impacts on our precious water bodies.

Funding for capital equipment purchases continues during the coming year. Some of the more notable capital equipment purchases include four patrol vehicles, mobile radios, in-car video systems and twenty-eight laptops. The Public Works Department will receive four pickup trucks, bucket truck, grapple truck and a Vacon truck to be used in the stormwater department for main line cleaning. Other one time purchases totaling approximately \$18,500 are being funded with current year revenues for IT hardware replacement.

Meeting Goals

The fiscal year 2021 budget offers enhancements to the appearance of the City, protection of our historic heritage and a focus on improving the overall effectiveness and efficiency of services 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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Summary

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

As I submit the budget for fiscal year 2021, 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 twelfth straight year to be awarded the Distinguished Budget Award. I look forward to another great year as we strive to deliver the highest quality public services to our citizens.

James R. Freeman, City Clerk



CITY OF PALMETTO, FLORIDA 2020-2021 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 Harlee, 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 2019. During 2020, the City completed an infrastructure project to replace water lines and repave streets in the area by the fairgrounds between 13th Ave. West and 10th Ave. West from 10th Street West to 17th Street West. This project was partially funded with a Community Development Block Grant of \$750,000.
- Electric street lights came to Palmetto in 1912 and was powered by a diesel generator at the Palmetto Fire Department that was located at 6th St and 10th Ave, the current location of the Agricultural Museum. The City currently has 928 street lights throughout the city.
- The population in 1889 was 300 and the 2010 census counted 12,606. The 2020 census estimate is 13,748.
- Lamb Park was the first city park built in 1909 on land donated by S.S. Lamb as a Christmas gift to Palmetto citizens. The City now has fourteen parks, including the planned Connor Park which will be completed in FY2021. The focal point of the City has become Sutton Park, which hosts with City's July 4th Celebration. Each month the City hosts the Movie in the Park as a free family event. The next phase is slated to include new playground equipment and a planned walking path. The City's Historical Park, across the street from Sutton Park, houses several buildings from the early days of the City – Carnegie Library, the original post office, the one room school house and the Agriculture Center housed in the old fire station. All landscaped with bricks taken from the old streets. In 2020, the Carnegie Library elevator was replaced.
- The Manatee County Fair started in 1916 and in 1950 the fairgrounds were built in the City. The City now hosts a number of events including the annual July 4th celebration, Movie's in the Park, Multi-Cultural Festival, MLK Parade and Children's Parade. These events were postponed during FY2020 due to the COVID 19 pandemic.
- 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. In 2020, the Community Redevelopment Agency commissioned the replacement of the City's southern gateway landmark. The Seahorse Statue was an early landmark for traveler's passing through the City from 1950-1980's until the construction of the new bridge.
- The sewer system was installed in 1913 and now consists of 69 miles of piping and the City's Waste Water Treatment Plant treats an average of 1,200,000 gallons of sewage daily with peaks above 2



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

million gallons during the rainy season. In fiscal year 2020, the City began construction of the 2 million gallon Equalization (EQ) Basin. The purpose of the EQ basin is to smooth out daily peaks and absorb excess water from rain events. This project will be completed in the winter of 2020 at a cost of approximately \$7M.

- The reclaimed water system was started in the 1990's and now consists of 33 miles of lines. Storage capacity, in the form of an aquifer storage and recovery (ASR) well was completed during 2018, increasing the City's capability of providing year-round irrigation to its customers and virtually eliminates the need to discharge into the bay. In fiscal year 2021, the City installed reuse lines to provide the service to a greater number of customers. Currently the City has 98 % of reuse system installed throughout the City.
- The first City debt was \$1,500 in 1894 for a schoolhouse. The City's debt is currently \$20 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 2021 of \$6 million for New Police Department.
- The CRA was formed in 1985 to relieve the slum and blight in 29.76% of the City where approximately 38.11% of the population lives. In fiscal year 2011, the boundaries of the CRA were expanded and the term of the CRA was extended until 2042. In 2020, the CRA will continue with redevelopment efforts and many CRA properties are undergoing Brownfield remediation with the use of State and Federal grant dollars. 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 restrooms, the replacement seawall and the living seawall. As we look ahead projects include a new hotel at the Civic Center, the 10th Avenue Multi-modal corridor, the addition of Connor Park and additional improvements to the City's waterfront.
- The City of Palmetto partnered with a hotel developer and received a \$1.5M Economic Development grant to extend 7th street west from US41 to Haben Blvd. as part of the hotel project. In addition, the CRA board approved up to \$6M in incentives as part of a 240 full service hotel being proposed adjacent to the Bradenton Convention Center.

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

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

- Martin Luther King Park – additional of new restrooms.
- Connor Park – Brownfield remediation and construction of new pavilion and boardwalk to view the Manatee River.
- 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. The CRA is partnering with SWFWMD and FDOT to start the design of Phase II. It is anticipated to begin in FY2022.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

- 23rd Street and Business 41 roundabout - The City is partnering with the FDOT to construct a roundabout to provide a safe access to Business 41.
- Lincoln Park Aquatics Center – The CRA and Manatee County entered into a joint partnership to construct the aquatics center for residents that are north of Manatee River.

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.
- 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.

Despite the challenges mentioned above, Palmetto has work hard to be progressive and address these issues with the resources we have available. Examples include:

- The new EQ basin is expected to go a long way towards reducing the frequency and volume of the sewer spills the City has experienced during high intensity rain events.
- With each new infrastructure project the City always strives to add new reuse lines whenever possible. We are well over 75% of residential customers which have the reuse service.
- Design plans are 60% completed for the new Police Department and we hope to break ground in summer 2021 with a construction time of one year.

Other challenges include:

- Increased turnover in employees.
- Keeping up with increasing wage and benefit costs while attempting to keep employees paid at market value.
- Due to the COVID 19 pandemic, staff is closely monitoring actual revenue and expenses to maintain current services.

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, COVID 19, storms, economic and agriculture hardships. Our citizens have continually pulled together to meet the challenges head-on and make the City a good place to live, raise their families, preserve the past left to them by the city founders and build for a bright future.



CITY OF PALMETTO, FLORIDA 2020-2021 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

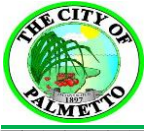
By 2026, the City will develop, provide and maintain a family friendly small town atmosphere in:

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 the 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 the citizens stability both financially and physically.
Historic Preservation	The City's rich heritage is very important to the city leaders and the citizens. The City will continue to maintain and enhance the Historic Park, as well as other historical parts of the city.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Citywide Initiatives to Achieve the Long Term Goals **Completed in Fiscal Year 2020 or to begin in Fiscal Year 2021**

Appearance

- Completed construction of the Seahorse Statue at the southern gateway to the City.
- The CRA Purchased property and demolished substandard housing.
- Continue to enhance landscaping throughout the City.
- Replace the 17th Street Park pavilion and playground utilizing a combination of impact fees and infrastructure project funding.
- FDOT 10th Avenue Streetscape in planning phase for road improvement

Services

- Completion of a new Equalization Basin at the Waste Water Treatment Plant to increase plant efficiency, especially during peak seasons.
- Provide new and improved park features at Sutton, Lamb, Martin Luther King Jr., Riverside, Hidden Lake, Taylor, and 17th Street Parks.
- The CRA will add a new park in FY2021 – Connor Park.
- Joint partnership with Manatee County for the new Lincoln Park Aquatics Center.

Infrastructure

- Utilized a Community Development Block Grant to contribute to an economic revitalization project.
- Made substantial improvements to city water and sewer lines and continued reuse expansion.
- Continue to effectively utilize the increased user fees to fund utility CIP projects.
- Perform engineering work necessary to begin Ward 1 Phase III Infrastructure

Safety

- Continued improvements to public areas – adding lighting, security cameras.
- Begin construction on the new police station for higher visibility.
- Upgrade electrical system and storage facility at the Public Works facility.
- The new Connor Park is part of a Brownfield remediation project with the Southwest Florida Water Management District.
- Roundabout at Business 41 and 23rd Street in engineering phase with FDOT

Economic Stability

- Property values increased 7% for FY2021.
- All governmental funds and three of the four enterprise funds meet the minimum 3-month fund balance requirement.
- Consistent review and revision of all financial policies to meet the current and future economic needs of the City.

Historic Preservation

- The CRA purchased Palmetto Women's Club and began renovations.
- Maintain and improve the Historic Park, Carnegie Library, and VFW.
- Future multimodal trail connecting historic parts of the City.

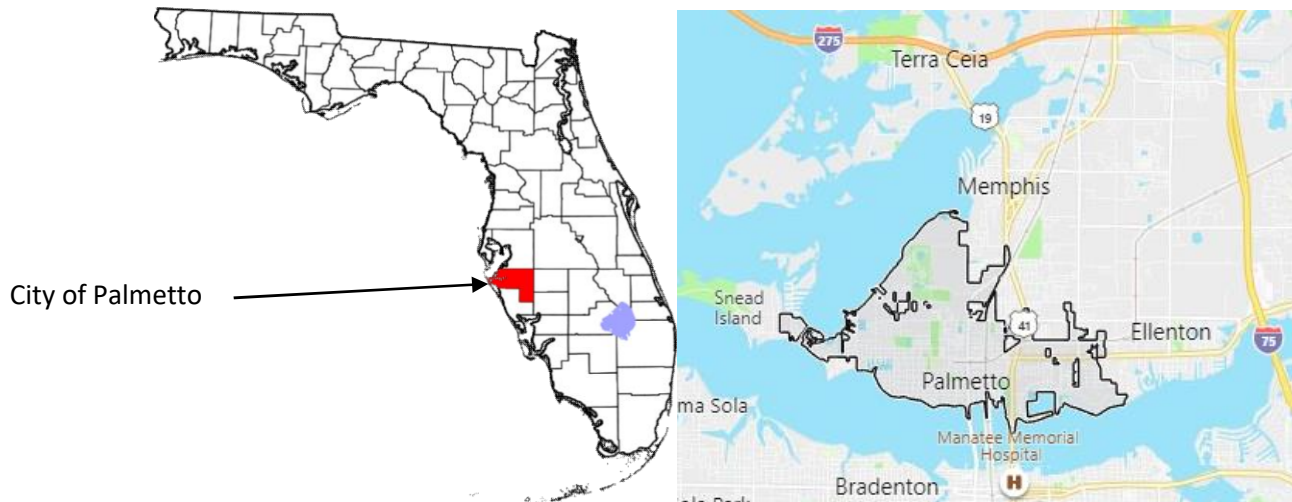


CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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	2010 Census: 12,606 2019 Estimated 13,748
2020 Assessed Property Value	\$978,061,804
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	74 miles Sewer pipes 69 miles
Storm drains	64 miles Reclaimed water pipes 33 miles
City Buildings	City Hall, 516 8 th Avenue West Public Works, 600 17 th Street West Police Department, 1115 10 th Street West Community Redevelopment Agency, 324 8 th Avenue West



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

CITY DEMOGRAPHICS

U.S. Bureau of Labor Statistics

<u>PALMETTO</u>		<u>FLORIDA</u>	
Estimated median household income	\$43,393	Estimated median household income	\$53,267
Per capita income	\$26,443	Per capita income	\$30,197
Median Age in Palmetto	48.5	Median Age	42.0
Median house/condo value	\$122,600	Median house/condo value	\$196,000
Unemployment-August 2020	6.3%	Unemployment-August 2020	7.4%
Median Property Taxes with mortgages	\$1,385	Median Property Taxes with mortgages	\$1,466
Owner occupied Housing Unit Rate	69.4%	Owner occupied Housing Unit Rate	65%
Median Gross Rent	\$922	Median Gross Rent	\$1,128

For Population 25 years and over in Palmetto:

82.5%	High School education or higher
21.6%	Bachelor's degree or higher
7.2%	Graduate or professional degree
25 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, Palmetto High School
Private Schools:	Manatee School for the Arts, Palmetto Christian School, Lincoln Memorial Academy

Colleges/Universities

State College of Florida – Bradenton – 6 miles
University of South Florida – Manatee/Sarasota campus – 9.3 miles
University of Tampa – Tampa – 30 miles

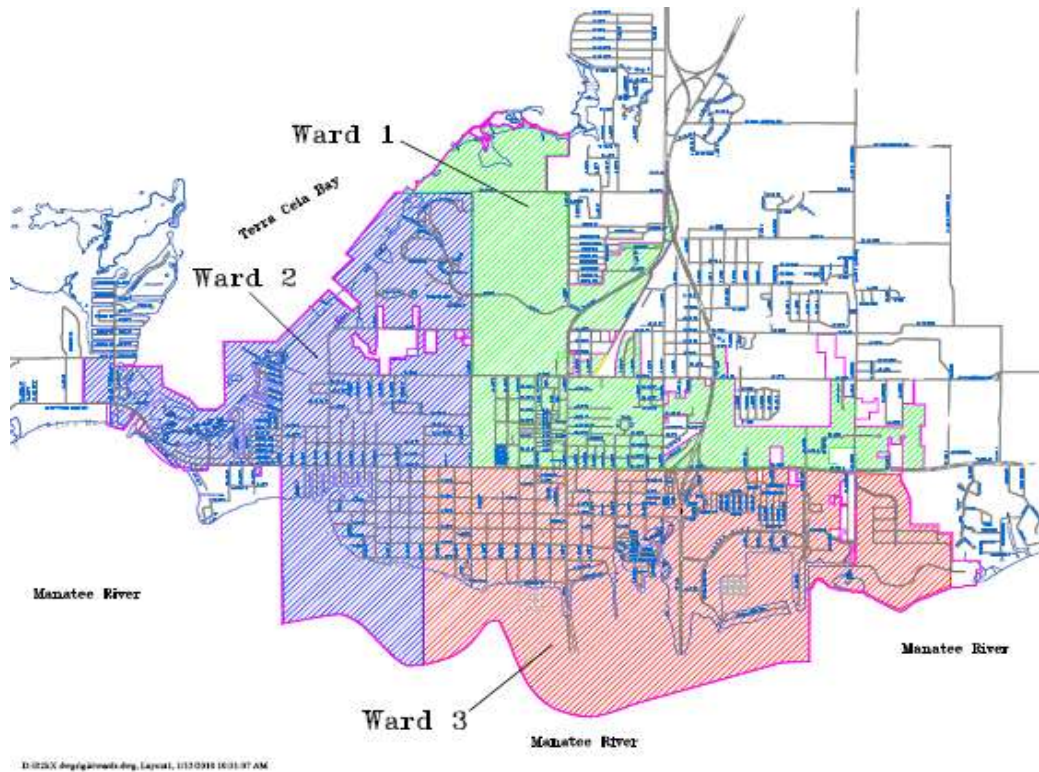
Principal Taxpayers in 2019:

Taxpayer	Taxable Assessed Value	<u>Percentage of Total</u>
		Taxable Assessed Value
Wal-Mart Stores East LP	\$ 12,766,693	1.50%
Florida Power & Light Co	\$ 12,025,513	1.41%
Palm Bay MHC Holdings LLC	\$ 11,610,473	1.36%
Colonial Manor MHC Holdings LLC	\$ 10,827,227	1.27%
SS Palmetto LLC	\$ 8,516,224	1.00%
Palmetto Mobile Home Club Inc.	\$ 7,832,098	0.92%
Palmetto, City of	\$ 7,801,243	0.92%
Pacific Tomato Growers LTD	\$ 6,573,635	0.77%
Riverside Investment Property LLC	\$ 6,270,849	0.74%
SPT Dolphin Palmetto Trace LLC	\$ 6,205,144	0.73%



CITY OF PALMETTO, FLORIDA 2020-2021 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., 2018 to Nov., 2022	hsmith@palmettofl.org
Ward 2	Tambra Varnadore	Term – Nov., 2018 to Nov., 2022	tvarnadore@palmettofl.org
Ward 3	Brian Williams	Term – Nov., 2018 to Nov., 2022	bwilliams@palmettofl.org
At-Large	Tamara Cornwell	Term – Nov., 2020 to Nov., 2024	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	Mohammed Rayan	941-723-4580	rrayan@palmettofl.org
Superintendent – Public Works	Matt Bloome	941-723-4580	mbloome@palmettofl.org
Chief of Police	Scott Tyler	941-723-4887	styler@palmettofl.org
CRA Executive Director	Jeff Burton	941-723-4988	jburton@palmettofl.org
Finance Director	Cheryl A Miller	941-723-4570	cmiller@palmettofl.org
City Planner	Karla Owens	941-723-4580	kowens@palmettofl.org
Assistant City Clerk	Vanessa Cochran	941-723-4570	vcochran@palmettofl.org
Human Resources Administrator	Paula Hall	941-723-4570	phall@palmettofl.org
Purchasing Agent	Nixa Haisley	941-723-4570	nhaisley@palmettofl.org



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

**Fiscal Year 2021 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
Vanessa Cochran	Assistant City Clerk
Cheryl Miller	Finance Director

Public Works

Mohammed Rayan	Public Works Directio
Matt Bloome	Superintendent
Grace Johnson	Public Works Administrator
Karla Owens	Development Services Director

Police Department

Scott Tyler	Police Chief
Mike Stinson	Captain
Lorenzo Waiters	Captain

Community Redevelopment Agency

Jeff Burton	Director
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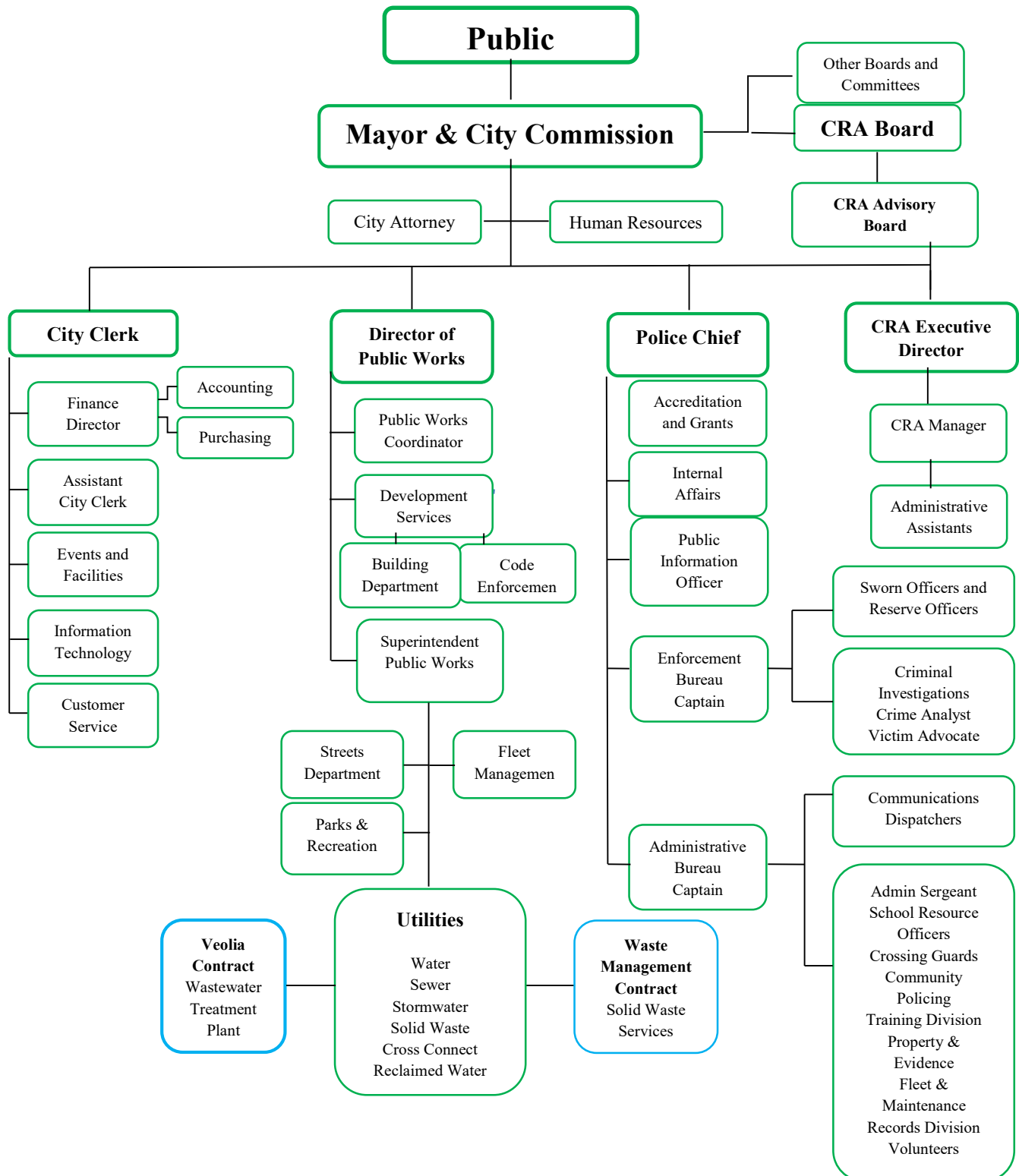
City Attorney

Mark Barnebey	City Attorney
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CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

ORGAINIZATION CHART





CITY OF PALMETTO, FLORIDA 2020-2021 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 30th for the fiscal year 2021 budget with the initial distribution of budget documents to the cost centers to be returned to the Finance Department by May 30th. The initial version of the 2021 Budget was distributed to Commission on July 2nd with a 3% increase for General Employee wages and Sworn officers received an increase based on the PBA Agreement. Version 1 was a balanced budget however, several questions remained unanswered including: revenue estimates from the state and county, insurance costs and personnel costs.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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 19th and was balanced with no increase to ad valorem taxes and included an 7% increase for sworn officers. Minor adjustments were made prior to the Tentative Budget in the form of truing up updated state revenue projections 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 28, 2020 with the second public hearing.

The five year capital improvement plan was first presented to City Commission workshop on October 5th, and adopted on October 19, 2020. The projects approved are public works electrical upgrade, waste water treatment plant storage building, water/sewer repairs and continuation of the inflow and infiltration program. In addition, the City applied for a Community Development Block Grant (CDBG) for a comprehensive utility upgrade in Ward 1 Phase III.

Fiscal Year 2021 the City will budget the infrastructure half-cent sales tax separately. 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 approved in 2021 included road paving, public works storage facility 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 presented to the City Commission workshop on October 19th and adopted on October 19, 2020.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Budget Calendar

April						
Su	Mo	Tu	We	Th	Fr	Sa
			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		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			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						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				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

2020	Action
Apr-01	Regular Commission meeting – No budget action
Apr-15	Regular Commission meeting – No budget action
Apr-30	Budget Kickoff Meeting – Budget packets to Cost Centers
May-04	Regular Commission meeting – No budget action
May-18	Regular Commission meeting – No budget action
May-29	Budget due back from Cost Center
Jun-01	Regular Commission meeting – No budget action
Jun-12	Budget discussion: Department Heads and Finance Staff
Jun-15	Regular Commission meeting – No budget action
Jun-18	Budget discussion: Department Heads and Finance Staff
Jun-29	Budget discussion: Department Heads and Finance Staff
Jul-01	Property appraiser certifies taxable value to City
Jul-01	Budget discussion: Department Heads and Finance Staff
Jul-02	Version 1 budget submitted to Commission by staff
Jul-20	Regular Workshop Meeting - Budget Assumptions discussed
Jul-27	Budget Meeting: Version 1 discussed
Jul-27	TRIM: Proposed Millage approved by Commission
Aug-03	Regular Commission meeting – No budget action
Aug-24	Regular Commission meeting – No budget action
Sep-14	Regular Commission meeting – No budget action
Sep-15	TRIM: Required 1st Public Hearing and Approval of Tentative Budget
Sep-24	TRIM: Advertisement in newspaper
Sep-28	Regular Commission meeting – No budget action
Sep-28	TRIM: Required 2nd Public Hearing - Adoption of Budget
Oct-01	New fiscal year and beginning of FY21 Budget Year
Oct-05	Regular Commission meeting – Discussion of Capital Projects (CIP)
Oct-19	Regular Commission meeting – Adoption of CIP and Half Cent Capital Projects

TRIM Dates – no Commission action
Budget action with staff
Commission meeting with budget action

TRIM requirements during Commission Mtg
Important action affecting budget
Commission meeting - no budget action



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET
FINAL

FISCAL YEAR 2021 BUDGET ASSUMPTIONS

The budget for fiscal year 2020-2021 includes the following assumptions:

Ad Valorem

- General Fund ad valorem revenues levied are \$5,836,193 and are budgeted at 96%, or \$5,602,745 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 \$913,413,958 in FY 2019 to \$978,061,804 or 7.08%. The millage rate of \$5.9671 is 4.43% higher than the roll-back rate of 5.7138.
- This year the City added approximately \$19 million of new construction compared to \$9 million in FY2019.
- Taxable value in the TIF area is up \$20,584,986 for a total value of \$463,063,550 representing a 4.65% increase from the previous year. With the base year of taxable value of \$92,986,708, the current year tax increment value is \$370,076,842 compared to \$349,491,856 in the previous year representing a 5.89% increase. TIF monies from the City to CRA will equal \$2,097,871 compared to \$1,981,180 the previous year, an increase of 5.89%. TIF monies from Manatee County to the CRA are also projected to increase and are loaded at \$2,261,528 versus \$2,135,734 last year. This represents an increase of 5.89%.

Other Revenues

- All revenue estimates from the State of Florida have been received and updated accordingly.
- The Police Department is requesting \$594,398 for the FY 2021 Community Policing Innovation Plan (CPIP), which is funded by the CRA. The number of budgeted officers has reduced by one (Vacant Park Patrol Officer) and overall ancillary costs are consistent in structure with previous plans, with an overall \$18,438 increase from current year due to the increase in police officer salaries. The CPIP was brought to the CRA Advisory Board and approved on July 31st.
- The Code Enforcement Department is requesting \$61,262 to continue funding a Code Enforcement Officer position. This is an increase of \$6,644 from FY 2020 which is due to increased personnel costs.
- The Building Department is balanced and uses no Building Department Reserves.
- The CRA budget is presented with the inclusion of funding from equity to offset the deficit. This amount is based upon current projections and may need to be updated during FY 2021 via a budget resolution depending on actual expenditures prior to 9/30.
- Utility revenues adjusted according to the Utility Rate Study and fund surpluses will be used to fund CIP Projects.
- The subsidy to Stormwater is \$79,288. The subsidy includes \$0 from Road and Bridge Fund, \$39,644 from Water, and \$39,644 from Sewer cost centers. This is \$50,419 lower than FY 2020.



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET
FINAL

Wages and Benefits

- The budget contains 143 funded positions.
 - 126 full-time
 - 11 part-time
 - 8 are in PD – 6 Crossing Guards, 1 Sworn Park Patrol, 1 Admin.
 - 1 is in HR
 - 1 is in Building
 - 1 is in CRA
 - 6 Elected Officials
- Vacant Positions –22 vacant positions remain funded in the budget; 20 full-time and 2 part-time
 - 3 Police Officers
 - 1 Corporal
 - 1 Crossing Guard (PT)
 - 1 Building Inspector – Building (PT)
 - 2 Service Worker II – Cross Connect
 - 1 Crew Leader – Water
 - 2 Public Works Supervisors – Water & Stormwater
 - 1 Crew Leader - Sewer
 - 1 Service Worker I - Sewer
 - 1 Service Worker II – Sewer
 - 1 Crew Leader - Stormwater
 - 1 Equipment Operator - Stormwater
 - 1 Sign Maintenance Tech – Road & Bridge
 - 1 Equipment Operator – Road & Bridge
 - 1 Service Worker II – Road & Bridge
 - 1 Service Worker III- Parks
 - 1 Service Worker I – Parks
 - 1 Assistant CRA Director
- The Commission and Mayor’s salaries, as well general employees received a 3% increase over FY2020. Sworn officers will receive a 10% increase in FY2021.
- Pension costs are loaded based on the actuarial report received in January of 2020. The rate for PD decreased from 21.63% in FY2020 to 21.19%. General Employees’ pension decreased from 18.47% to 14.92%.
- The renewal cost for health insurance increased by 9.65% and United Healthcare will continue as our medical insurance provider.
- The budget for the City’s Workers’ Compensation insurance increased by 46% due to the existence of several large claims.



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET
 FINAL

Expenses

- The budget for the City's Property, Casualty and Liability insurance increased by 10% based on the FY2020 projections.
- 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 Fund Balance policy and includes:
 - Contingencies:
 - Insurance Contingencies- \$40,000 (General Fund)
 - Hurricane emergency supplies-\$14,500 total

Capital Expenses

The following General Fund capital expenditures funded as follows:

Location	Fund Balance	Operating Budget	Total Capital Purchases
<u>City Hall</u>			
Gateway Sign Replacement PC	-	3,500	3,500
Server (ESX)	-	15,000	15,000
Total City Hall	\$ -	\$ 18,500	\$ 18,500
<u>Police Department</u>			
	-	-	-
Total Police Department	\$ -	\$ -	\$ -
<u>Public Works</u>			
	-	-	-
Total Public Works	\$ -	\$ -	\$ -
Total Capital Purchases	\$ -	\$ 18,500	\$ 18,500



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET
 FINAL

FY21 Capital Lease

Total Capital Lease	\$ 1,290,619
Term	Quarterly
Estimated Interest	3%
FY 21 Principal & Interest Payments	\$ 171,806

The Finance Department will request quotes from several lending institutions in early February. Therefore, the City budgets two payments for FY21. The payments are made in June and September.

GENERAL FUND				ENTERPRISE FUND			
<u>Police Department</u>	<u>Price</u>	<u>Amount</u>	<u>Payments</u>	<u>SOLID WASTE FUND</u>	<u>Price</u>	<u>Amount</u>	<u>Payments</u>
4 Patrol Ford Interceptors	47,750	191,000		0.33 Grapple Truck (shared)	170,000	56,667	
4 Coban EDGE In-car video	6,500	26,000		Total Solid Waste Fund		\$ 56,667	\$ 7,544
4 Mobile Radio	2,200	8,800					
4 Docking Station	1,455	5,820					
28 Laptops (Admin/Patrol)	2,500	70,000					
Total Police Department		301,620	40,152				
<u>Code Enforcement</u>				<u>WATER SEWER FUND</u>			
2 Ford F150	28,000	56,000	7,454	<u>Water Department</u>			
				0.25 Vac Truck (shared)	470,000	117,500	15,642
<u>Parks</u>				<u>Sewer Department</u>			
0.50 Bucket Truck (shared)	170,000	85,000		0.25 Vac Truck (shared)	470,000	117,500	
0.33 Grapple Truck (shared)	170,000	56,666		1 Ford F250	40,000	40,000	20,966
Total Parks Department		141,666	18,858				
Total General Fund		\$ 499,286	\$66,464	<u>Waste Water Treatment Plant</u>			
				0.25 Vac Truck (shared)	470,000	117,500	15,642
				Total Water Sewer Fund		\$392,500	\$ 52,250
<u>ROAD & BRIDGE FUND</u>				<u>STORMWATER FUND</u>			
0.50 Bucket Truck (shared)	170,000	85,000		0.25 Vac Truck (shared)	470,000	117,500	
0.33 Grapple Truck (shared)	170,000	56,666		Total Stormwater Fund		\$117,500	\$ 15,642
1 Curb Machine		15,000					
1 Bobcat		28,000					
1 Ford F250		40,000					
Total Road & Bridge Fund		\$ 224,666	\$29,906				



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET
 FINAL

Debt Expense – Principal Payments

Description	Original Loan	Start Date	Maturity	Balance as of 9/30/2020	FY21 Debt Service Exp	Balance as of 9/30/2021
<u>STATE REVOLVING FUND</u>						
SRF - Reuse	415,000	6/15/2003	12/15/2022	12,236	4,779	7,457
SRF - Stormwater	2,872,229	10/15/2001	4/15/2021	182,962	182,962	-
SRF - EQ Design	368,749	12/15/2018	12/15/2038	331,564	18,746	312,817
SRF - EQ Basin Construction	6,915,245	6/10/2019	12/15/2038	6,915,245	371,075	6,544,170
Total SRF Loans	\$ 10,571,223			7,442,007	577,562	\$ 6,864,444
<u>BANK QUALIFIED LOAN</u>						
2006 CRA Loan	4,395,000	7/18/2006	7/31/2026	1,318,500	219,750	1,098,750
2014 Loan (CIP)	1,250,000	11/1/2014	8/31/2029	815,195	79,965	735,230
2019 Loan (CIP) Refinanced	7,151,300	6/3/2019	1/1/2028	5,808,500	1,013,700	4,794,800
Total Bank Qualified Loan	\$ 12,796,300			7,942,195	1,313,415	\$ 6,628,780
<u>CAPITAL LEASE</u>						
FY 2017 Capital Lease	552,300	6/16/2017	3/16/2021	56,465	56,465	-
FY 2018 Capital Lease	650,000	6/20/2018	3/20/2022	234,906	167,230	67,676
FY 2019 Capital Lease	377,105	7/4/2019	4/4/2023	263,685	93,586	170,099
FY 2020 Capital Lease	483,300	5/28/2020	2/28/2024	424,700	118,731	305,968
FY 2021 Capital Lease	1,232,714	5/1/2021	2/1/2025	-	153,016	1,137,603
FY 2019 Capital Lease (FPL Project)	252,031	9/1/2019	9/1/2031	252,031	19,966	232,065
Telemetry Meter Lease	1,460,000	5/6/2013	8/6/2023	348,314	137,556	210,759
Total Capital Lease	\$ 5,007,450			1,580,101	746,550	2,124,169
<u>INTERFUND LOAN</u>						
ASR Advance from Trailer Pk	500,000	9/30/2014	9/30/2023	165,800	53,641	112,159
TOTAL DEBT - Principal Only	\$ 28,874,973			\$ 17,130,102	\$ 2,691,169	\$ 15,729,552
				General Fund	\$ 280,910	\$ 1,011,906
				Road & Bridge Fund	\$ 302,222	\$ 986,702
				Enterprise Fund	\$ 1,888,287	\$ 12,632,194
				Community Redevelopment Agency	\$ 219,750	\$ 1,098,750
					\$ 2,691,169	\$ 15,729,552

**CITY OF PALMETTO
RESOLUTION NO. 2020-17**

**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 2021; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 28, 2020, 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 \$978,061,804.

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

- Section 1: The Fiscal Year 2021 operating millage is 5.9671 mills, which is 4.43% greater than the rolled-back rate of 5.7138.
- 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 28th day of September, 2020 at ___7:23___ 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. 2020-18**

**A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA,
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2021; AND PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 28, 2020, 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 2021.

WHEREAS, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2021 in the amount of \$33,374,513.

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

Section 1: The Final Budget for Fiscal Year 2021, 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 28th day of September, 2020 at ___7:25___ 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

ATTACHMENT A
Fiscal Year 2021
Final Budget
Resolution 2020-18

General Fund - #001

Mayor & Commission	276,906
City Clerk	2,589,441
Information Technology	614,014
City Attorney	309,376
Finance	681,485
Human Resources	255,355
Events and Facilities	171,910
Police	5,054,665
Code Enforcement	291,213
Public Works Administration	719,872
Planning	204,803
Fleet Maintenance	231,651
Parks & Landscape	834,164
Building Department	659,679
Total General Fund Expenses	<u>\$ 12,894,534</u>

CRA Fund - #190

\$ 7,383,092

Road & Bridge Fund - #307

\$ 1,615,400

Solid Waste Fund - #403

\$ 2,389,835

Water and Sewer Fund - #432

Cross Connect	268,954
Water Department	2,596,524
Sewer Department	1,948,205
Customer Service	637,660
Waste Water Treatment Plant	2,155,813
Total Water and Sewer Fund Expenses	<u>\$ 7,607,156</u>

Stormwater Fund - #440

\$ 1,055,304

Reuse Fund - #460

\$ 429,192

TOTAL CITY BUDGET

\$ 33,374,513

RESOLUTION NO. 2020-19

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING THE CAPITAL IMPROVEMENT PLAN BUDGET FOR FISCAL YEARS 2021-2025; 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 2020;

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

Section 1: The Capital Improvement Plan for 2021 through 2025 as shown on Attachment A to this Resolution is hereby adopted in the total amount of \$16,378,824.

Section 2: The Capital Improvement Plan Budget for the Fiscal Year 2021 as shown on Attachments A to this Resolution is hereby adopted in the amount of \$5,326,824.

Section 3: The budget for funding from fund balance/net position as detailed on Attachment A to the Resolution is hereby adopted in the amount of \$2,650,189.

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 19th day of October, 2020.

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 2020-2021 BUDGET

Fiscal Year 2020 Capital Improvement Program Activity and Available Balance

Project Description	Supporting Fund	FY2020 Budget	Expense YTD	Encumbered	YTD + ENC	Available Balance
Road Improvements						
1 Surface Upgrades - 2nd Ave/10th St	R&B Fund Balance	26,495	-	-	-	26,495
2 Surface Upgrades - 7th St W	R&B Fund Balance	198,400	18,655	-	18,655	179,745
3 Ward 1 Phase 3	R&B Fund Balance	133,505	51,305	82,200	133,505	-
4 CDBG - 7th St Extension	Grant	1,500,000	-	-	-	1,500,000
ROAD IMPROVEMENTS TOTAL		\$ 1,858,400	\$ 69,960	\$ 82,200	\$ 152,160	\$ 1,706,240
Public Facilities						
1 City Facility Security	Capital Projects	\$ 27,502	\$ -	\$ -	\$ -	\$ 27,502
2 City Wide Facilities Upgrades	Capital Projects	55,005	-	-	-	55,005
3 PW Yard Lighting	General Fund Balance	45,000	-	-	-	45,000
PUBLIC FACILITIES TOTAL		\$ 127,507	\$ -	\$ -	\$ -	\$ 127,507
Stormwater						
1 Ward 1 Stormwater Improvements	Stormwater	73,406	-	-	-	73,406
2 Dredging Projects	Road & Bridge	201,165	110,918	-	110,918	90,247
STORMWATER TOTAL		\$ 274,571	\$ 110,918	\$ -	\$ 110,918	\$ 163,653
Water/Sewer						
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
2 Equalization Basin & Equipment	Water/Sewer & Loan	5,663,318	4,707,733	636,117	5,343,850	319,468
3 WWTP Upgrades	Water/Sewer	323,615	134,973	32,000	166,973	156,642
4 Lift Station Upgrades	Water/Sewer	378,298	55,460	81,326	136,786	241,512
5 Sewer Lines R&R	Water/Sewer	75,745	-	-	-	75,745
6 I&I Program	Water/Sewer	1,025,891	194,976	288,305	483,280	542,611
7 Water Lines R&R	Water/Sewer	209,786	-	-	-	209,786
8 Chloramines Injection System	Water/Sewer & Loan	263,175	9,700	238,450	248,150	15,025
9 Fire Protection Upgrades	Water/Sewer & Loan	27,521	19,399	7,357	26,756	765
WATER/SEWER TOTAL		\$ 7,967,349	\$ 5,122,240	\$ 1,283,555	\$ 6,405,795	\$ 1,561,554
Reuse						
1 PARS Expansion	Reuse	\$ 108,482	\$ 93,418	\$ 15,064	\$ 108,482	\$ -
REUSE TOTAL		\$ 108,482	\$ 93,418	\$ 15,064	\$ 108,482	\$ -
Comprehensive Utility Upgrades						
1 Subsystem #4 - Infrastructure Improvements	R&B/WS/Reuse/Half Cent	1,751,384	1,751,384	-	1,751,384	(0)
2 15th Ave Utility Replacement	R&B/WS/Storm/Reuse	404,151	377,370	26,781	404,151	-
MULTIPLE FUNDS TOTAL		\$ 2,155,534	\$ 2,128,754	\$ 26,781	\$ 2,155,535	\$ (0)
GRAND TOTAL		\$ 12,491,843	\$ 7,525,290	\$ 1,407,600	\$ 8,932,890	\$ 3,558,953



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

**2021- 2025 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2020 PROJECTS CARRIED FORWARD	NEW FY2021 FUNDING	TOTAL FY2021 FUNDING	FY2022	FY2023	FY2024	FY2025	Total Project Cost
Road Improvements									
* 1 Surface Upgrades: 7th St W	Road & Bridge	\$ 179,745	\$ -	\$ 179,745	\$ -	\$ -	\$ -	\$ -	\$ 179,745
2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	\$ 1,500,000	-	-	-	-	1,500,000
3 Street Paving	Road & Bridge	-	175,000	\$ 175,000	100,000	100,000	100,000	100,000	575,000
4 23rd St. Realignment	R&B/Half Cent	-	-	\$ -	1,000,000	-	-	-	1,000,000
ROAD IMPROVEMENTS TOTAL		\$ 1,679,745	\$ 175,000	\$ 1,854,745	\$ 1,100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 3,254,745
Public Facilities									
1 City Facility Security	Capital Projects	\$ 37,502	\$ -	\$ 37,502	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 117,502
2 City Wide Facilities Upgrades	Capital Projects	45,005	-	45,005	20,000	20,000	20,000	20,000	125,005
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	45,000	155,000	200,000	-	-	-	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU	-	450,000	450,000	-	-	-	-	450,000
5 WWTP Storage Building	Water/Sewer	-	100,000	100,000	-	-	-	-	100,000
** 6 Public Administration Building	Capital Projects	-	-	-	-	342,000	4,275,000	-	4,617,000
PUBLIC FACILITIES TOTAL		\$ 127,507	\$ 705,000	\$ 832,507	\$ 40,000	\$ 382,000	\$ 4,315,000	\$ 40,000	\$ 5,609,507
Stormwater									
1 Dredging Projects	Road & Bridge	90,247	22,942	113,189	-	-	-	-	113,189
STORMWATER TOTAL		\$ 90,247	\$ 22,942	\$ 113,189	\$ -	\$ -	\$ -	\$ -	\$ 113,189
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 Equalization Basin & Equipment	Water/Sewer & Loan	319,468	-	319,468	-	-	-	-	319,468
3 WWTP Upgrades	Water/Sewer	156,642	-	156,642	100,000	100,000	100,000	125,000	581,642
4 Lift Station Upgrades	Water/Sewer	241,512	-	241,512	50,000	50,000	50,000	125,000	516,512
5 Sewer Lines R&R	Water/Sewer	75,745	100,000	175,745	50,000	50,000	50,000	125,000	450,745
6 I&I Program	Water/Sewer	542,611	141,360	683,971	200,000	250,000	250,000	300,000	1,683,971
7 Water Lines R&R	Water/Sewer	209,786	100,000	309,786	50,000	50,000	50,000	125,000	584,786
8 Chloramines Injection System	Water/Sewer & Loan	15,025	50,000	65,025	-	-	-	-	65,025
WATER/SEWER TOTAL		\$ 1,560,789	\$ 391,360	\$ 1,952,149	\$ 450,000	\$ 500,000	\$ 500,000	\$ 800,000	\$ 4,202,149
Reuse									
1 PARS Expansion	Reuse	\$ -	\$ 74,333	\$ 74,333	\$ -	\$ -	\$ -	\$ 75,000	\$ 149,333
REUSE TOTAL		\$ -	\$ 74,333	\$ 74,333	\$ -	\$ -	\$ -	\$ 75,000	\$ 149,333
COMPREHENSIVE UTILITY UPGRADES									
** 1 Ward 1 Phase III	R&B/WS/Storm/Reuse	\$ 99,901	\$ 400,000	\$ 499,901	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	\$ 2,299,901
2 3rd Ave Infrastructure Improvements	R&B/WS/Storm/Reuse	\$ -	\$ -	\$ -	\$ 150,000	\$ 300,000	\$ 300,000	\$ -	\$ 750,000
COMPREHENSIVE UTILITY UPGRADES TOTAL		\$ 99,901	\$ 400,000	\$ 499,901	\$ 750,000	\$ 900,000	\$ 900,000	\$ -	\$ 3,049,901
GRAND TOTAL		\$ 3,558,189	\$ 1,768,635	\$ 5,326,824	\$ 2,340,000	\$ 1,882,000	\$ 5,815,000	\$ 1,015,000	\$ 16,378,824

* Grant funded project

** Grant funding has been applied for



CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

2021 - 2025 CAPITAL IMPROVEMENT PLAN ATTACHMENT A

Project Description	Supporting Fund	FY2020 Funding Carried Forward	Current Revenue	City Fund Balance	Half Cent	Total Funded Projects	Unfunded	Total FY2021 CIP
Road Improvements								
1 Surface Upgrades: 7th St W	Road & Bridge	\$ 179,745	\$ -	\$ -	\$ -	\$ 179,745	\$ -	\$ 179,745
* 2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	-	-	1,500,000	-	1,500,000
3 Street Paving	Road & Bridge	-	-	175,000	-	175,000	-	175,000
4 23rd St. Realignment	R&B/Half Cent	-	-	-	-	-	-	-
ROAD IMPROVEMENTS TOTAL		\$ 1,679,745	\$ -	\$ 175,000	\$ -	\$ 1,854,745	\$ -	\$ 1,854,745
Parks & Recreation								
PARKS & RECREATION TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Facilities								
1 City Facility Security	Capital Projects	\$ 37,502	\$ -	\$ -	\$ -	\$ 37,502	\$ -	\$ 37,502
2 City Wide Facilities Upgrades	Capital Projects	45,005	-	-	-	45,005	-	45,005
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	45,000	14,000	141,000	-	200,000	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU	-	24,000	176,000	250,000	450,000	-	450,000
5 WWTP Storage Building	Water/Sewer	-	-	100,000	-	100,000	-	100,000
** 6 Public Administration Building	Capital Projects	-	-	-	-	-	-	-
PUBLIC FACILITIES TOTAL		\$ 127,507	\$ 38,000	\$ 417,000	\$ 250,000	\$ 832,507	\$ -	\$ 832,507
Stormwater								
1 Dredging Projects	Road & Bridge	90,247	22,942	-	-	113,189	-	113,189
STORMWATER TOTAL		\$ 90,247	\$ 22,942	\$ -	\$ -	\$ 113,189	\$ -	\$ 113,189
Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	319,468	-	-	-	319,468	-	319,468
3 WWTP Upgrades	Water/Sewer	156,642	-	-	-	156,642	-	156,642
4 Lift Station Upgrades	Water/Sewer	241,512	-	-	-	241,512	-	241,512
5 Sewer Lines R&R	Water/Sewer	75,745	100,000	-	-	175,745	-	175,745
6 I&I Program	Water/Sewer	542,611	141,360	-	-	683,971	-	683,971
7 Water Lines R&R	Water/Sewer	209,786	100,000	-	-	309,786	-	309,786
8 Chloramines Injection System	Water/Sewer & Loan	15,025	50,000	-	-	65,025	-	65,025
WATER/SEWER TOTAL		\$ 1,560,789	\$ 391,360	\$ -	\$ -	\$ 1,952,149	\$ 350,000	\$ 2,302,149
Reuse								
1 PARS Expansion	Reuse	\$ -	\$ 74,333	\$ -	\$ -	\$ 74,333	-	\$ 74,333
REUSE TOTAL		\$ -	\$ 74,333	\$ -	\$ -	\$ 74,333	\$ -	\$ 74,333
Comprehensive Utility Upgrades								
** 1 Ward 1 Phase III 3rd Ave Infrastructure	R&B/WS/Storm/Reuse	\$ 99,901	\$ 400,000	\$ -	\$ -	\$ 499,901	-	\$ 499,901
2 Improvements	R&B/WS/Storm/Reuse	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Comprehensive Utility Upgrades Total		\$ 99,901	\$ 400,000	\$ -	\$ -	\$ 499,901	\$ -	\$ 499,901
GRAND TOTAL		\$ 3,558,189	\$ 926,635	\$ 592,000	\$ 250,000	\$ 5,326,824	\$ 350,000	\$ 5,676,824

* Grant funded project

** Grant funding has been applied for



CITY OF PALMETTO, FLORIDA

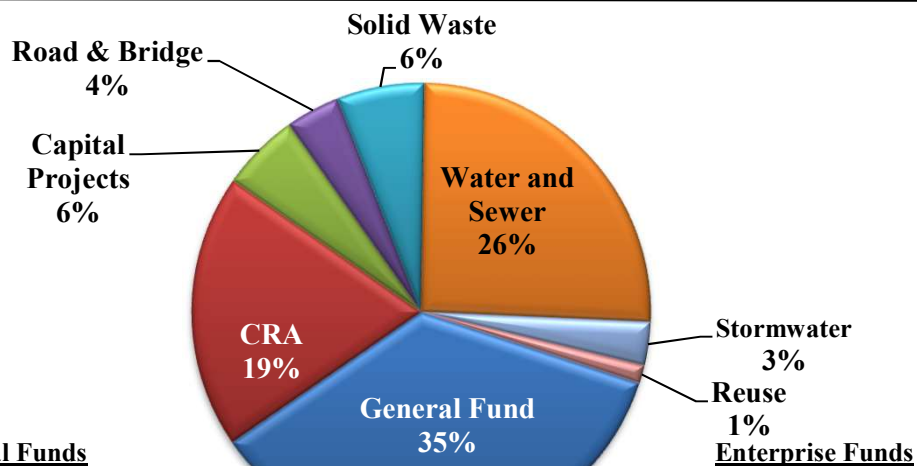
2020 - 2021 BUDGET

Budget Breakdown

All Funds

Including Capital Improvement Program (CIP)

FY 2021
Total Fund
Expenditure Budget
(Before other sources)
\$ 37,869,941



Governmental Funds

General Fund
\$ 13,404,962

**Community Redevelopment
Agency (CRA)**
\$ 7,324,286

**Road and Bridge
Fund**
\$ 1,441,646

**Capital Project Funds
(combined)**
\$ 2,090,747

Enterprise Funds

Solid Waste Fund
\$ 2,338,388

**Water and Sewer
Fund**
\$ 9,638,176

Stormwater Fund
\$ 1,155,026

Reuse Fund
\$ 476,710



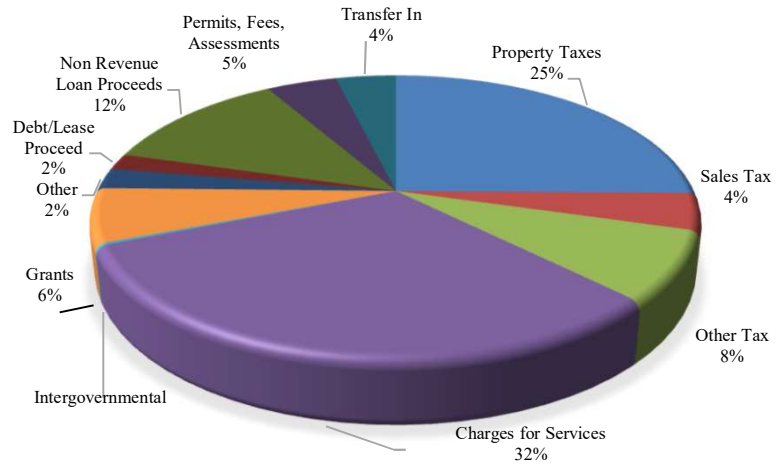
CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Where the Money Comes From And Where it Goes

City-Wide Fund Revenues

Property Taxes	\$ 9,963,194
Sales Tax	\$ 1,660,371
Other Tax	3,160,013
Charges for Services	12,423,396
Intergovernmental	94,044
Grants	2,451,132
Other	919,453
Debt/Lease Proceed	723,952
Non Revenue Loan Proceeds	4,808,081
Permits, Fees, Assessments	1,776,321
Transfer In	1,510,289
	\$ 39,490,246

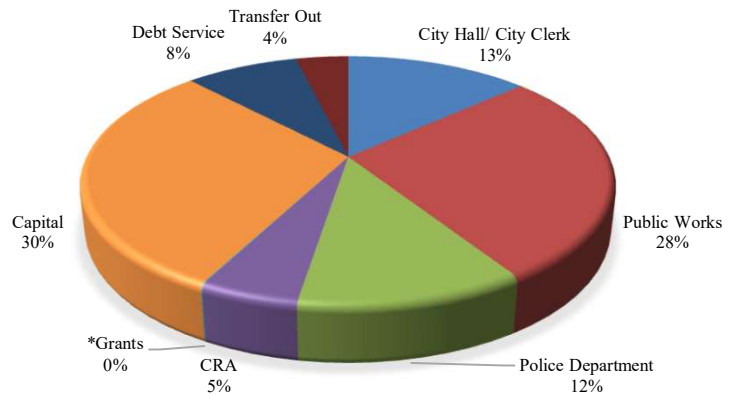
WHERE THE MONEY COME FROM BY SOURCE



City-Wide Expenses by Department

City Hall/ City Clerk	\$ 5,266,391
Public Works	10,829,424
Police Department	4,600,331
CRA	2,019,145
*Grants	25,664
Capital	11,876,810
Debt Service	3,252,176
Transfer Out	1,510,289
	\$ 39,380,230

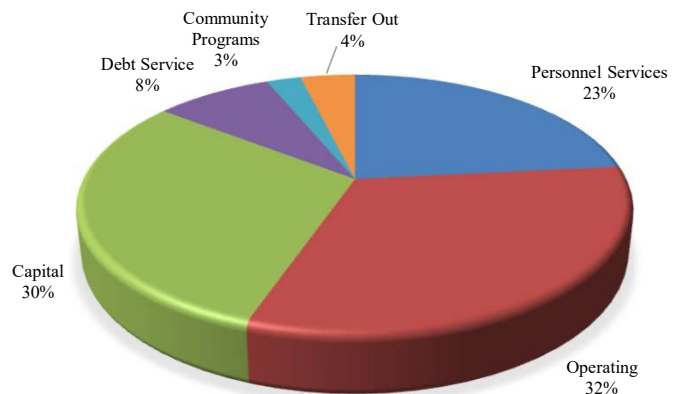
WHERE THE MONEY GOES BY DEPARTMENT



City-Wide Expenses by Category

Personnel Services	\$ 9,202,606
Operating	12,583,007
Capital	11,876,810
Debt Service	3,252,176
Community Programs	955,342
Transfer Out	1,510,289
	\$ 39,380,230
Surplus/(Deficit)	\$ 110,016

WHERE THE MONEY GOES BY CATEGORY



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

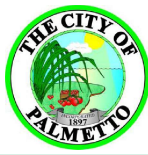


**CITY OF PALMETTO, FLORIDA
2018-2019 BUDGET**



“The best preparation for tomorrow is doing your best today.”

H. Jackson Brown, Jr.



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

BUDGET SUMMARY - ALL FUNDS

	2021 Adopted Budget
Revenues	
Property Taxes	9,963,194
Sales Taxes	1,660,371
Utility Service Tax	1,213,500
Motor Fuel Taxes	1,156,867
Other Taxes	789,646
Permits, Fees, Assessments	1,776,321
Intergovernmental Revenue	94,044
Grants	2,451,132
Fines and Forfeitures	47,750
Charges for Services	12,423,396
Interest Revenue	129,617
Miscellaneous	742,086
Debt/Lease Proceeds	723,952
Non-Revenue/Fund Balance	4,808,081
Total Revenues	\$ 37,979,957
Expenses	
City Hall/City Clerk	
Mayor and Commission	276,906
City Clerk	2,522,144
Information Technology	595,514
City Attorney	309,376
Finance	677,571
Human Resources	255,355
Events and Facilities	160,434
Customer Service	469,091
Total City Clerk	5,266,391
Police Department	4,600,331
Public Works	
Public Works Administration	705,853
Code Enforcement	227,759
Planning	204,803
Fleet	229,463
Parks and Recreation	646,308
Building Department	498,214
Road and Bridge	889,807
Grants - Non Capital Expenses	25,664
Solid Waste	2,235,704
Cross Connect	217,431
Water Department	1,862,894
Sewer Department	671,099
WWTP	1,917,556
Stormwater	363,153
Reuse	159,380
Total Public Works	10,855,088
Community Redevelopment Agency (CRA)	1,063,803
Community Redevelopment Agency (CRA)	955,342
Community Redevelopment Agency	2,019,145
Capital Expenses	11,876,810
Debt Service	3,252,176
TOTAL EXPENDITURES	\$ 37,869,941
Transfers In	1,510,289
Transfer Out	(1,510,289)
TOTAL OTHER SOURCES(USES)	-
EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER SOURCES	\$ 110,016



CITY OF PALMETTO, FLORIDA 2020 - 2021 BUDGET

ALL FUNDS SUMMARY

	GOVERNMENTAL FUNDS								
	General Fund			Community Redevelopment Agency			Road and Bridge Fund		
	*(Includes Infrastructure Sales Tax)								
	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget
REVENUES:									
Property Taxes	4,903,205	5,268,403	5,603,795	3,812,836	4,114,333	4,359,399	-	-	-
* Sales Taxes	2,022,593	2,993,886	1,660,371	-	-	-	-	-	-
Utility Service Taxes	1,249,304	1,214,676	1,213,500	-	-	-	-	-	-
Motor Fuel Taxes	11,608	11,500	11,500	-	-	-	1,480,433	1,390,583	1,145,367
Other Taxes	873,901	855,705	789,646	-	-	-	-	-	-
Permits, Fees and Assessments	1,663,967	1,911,191	1,532,229	-	-	-	-	-	-
Impact Fees	132,598	-	-	-	-	-	56,931	249,404	-
Intergovernmental Revenue	-	22,336	-	-	-	-	112,008	100,642	94,044
Grants	113,331	65,492	31,664	170,506	12,552	600,000	-	-	-
Charges for Services/Utility Fees	833,690	829,237	851,748	9,000	1,050	2,000	129,537	131,214	136,323
Fines & Forfeitures	61,499	134,443	47,750	-	-	-	-	-	-
Interest Revenue	370,460	207,433	40,617	101,977	61,500	25,000	32,802	26,521	10,000
Miscellaneous Revenue	183,993	169,661	164,336	107,558	6,255	547,000	13,948	2,995	-
Debt/Lease Proceeds	636,102	1,196,659	499,286	-	-	-	1,051,469	84,990	224,666
Non-revenue loan proceeds/fund balance	-	1,016,749	95,000	-	-	1,849,693	-	-	223,000
Total Revenues	13,056,251	15,897,371	12,541,442	4,201,877	4,195,690	7,383,092	2,877,128	1,986,349	1,833,400
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	253,803	250,803	276,906	-	-	-	-	-	-
City Clerk	2,275,629	2,430,978	2,522,144	-	-	-	-	-	-
Information Technology	466,600	512,958	595,514	-	-	-	-	-	-
City Attorney	286,756	326,454	309,376	-	-	-	-	-	-
Finance	644,070	669,574	677,571	-	-	-	-	-	-
Human Resources	179,403	188,949	255,355	-	-	-	-	-	-
Events and Facilities	159,357	147,572	160,434	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	4,221,936	4,229,917	4,600,331	-	-	-	-	-	-
Public Works									
Public Works Administration	659,634	676,897	705,853	-	-	-	-	-	-
Code Enforcement	137,546	198,975	227,759	-	-	-	-	-	-
Planning	225,266	191,669	204,803	-	-	-	-	-	-
Fleet Management	195,900	218,049	229,463	-	-	-	-	-	-
Parks and Recreation	500,883	534,522	646,308	-	-	-	-	-	-
Building Department	371,698	424,686	498,214	-	-	-	-	-	-
Grants - Non-Capital	15,410	4,378	25,664	-	-	-	-	-	-
Streets	-	-	-	-	-	-	1,114,485	953,725	889,807
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	1,678,775	2,397,443	2,019,145	-	-	-
Capital	898,594	1,956,990	1,164,015	1,729,749	3,698,971	4,802,138	82,450	147,397	224,666
Debt Service	648,585	308,205	305,252	263,430	259,058	503,003	1,282,264	295,366	327,173
TOTAL FUND EXPENDITURES	12,141,070	13,271,576	13,404,962	3,671,954	6,355,472	7,324,286	2,479,199	1,396,488	1,441,646
Excess Revenues Over(Under) Expenditures	915,181	2,625,795	(863,520)	529,923	(2,159,782)	58,806	397,929	589,861	391,754
Transfers In	1,009,978	1,196,659	1,174,001	-	-	-	-	-	-
Transfers out	(29,251)	(188,798)	(200,465)	(334,459)	(69,482)	(58,806)	(750,361)	(567,688)	(391,754)
TOTAL OTHER SOURCES(USES)	980,727	1,007,861	973,536	(334,459)	(69,482)	(58,806)	(750,361)	(567,688)	(391,754)
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	1,895,908	3,633,656	110,016	195,464	(2,229,264)	-	(352,432)	22,173	-
Conversion to full accrual	-	-	(95,000)	-	-	(1,849,693)	-	-	(223,000)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	1,895,908	3,633,656	15,016	195,464	(2,229,264)	(1,849,693)	(352,432)	22,173	(223,000)
Fund Balance, Beginning of Year	9,899,578	11,795,486	12,467,677	3,883,488	4,078,952	1,849,688	1,936,726	1,584,294	1,606,467
Fund Balance, End of Year	11,795,486	15,429,142	12,482,693	4,078,952	1,849,688	(5)	1,584,294	1,606,467	1,383,467
Change of Fund Balance/Net Position	19.15%	30.81%	0.12%	5.03%	-54.65%	-200.00%	-18.20%	1.40%	-27.76%

NOTE: Fund Balance, Beginning of Year for 2021 Adopted Budget is based on the projected revenues and expenses from fiscal year 2020.



CITY OF PALMETTO, FLORIDA 2020 - 2021 BUDGET

ALL FUNDS SUMMARY (Continued)

	GOVERNMENTAL FUNDS (Continued)								
	Capital Projects Fund			Joint Capital Projects Fund			Total Governmental Funds		
	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	8,716,041	9,382,736	9,963,194
Sales Taxes	-	-	-	-	-	-	2,022,593	2,993,886	1,660,371
Utility Service Taxes	-	-	-	-	-	-	1,249,304	1,214,676	1,213,500
Motor Fuel Taxes	-	-	-	-	-	-	1,492,041	1,402,083	1,156,867
Other Taxes	-	-	-	-	-	-	873,901	855,705	789,646
Permits, Fees and Assessments	-	-	-	-	-	-	1,663,967	1,911,191	1,532,229
Impact Fees	-	-	-	-	-	-	189,529	249,404	-
Intergovernmental Revenue	-	-	-	-	-	-	112,008	122,978	94,044
Grants	26,440	414,710	1,500,000	-	27,743	-	310,277	520,497	2,131,664
Charges for Services/Utility Fees	-	-	-	-	-	-	972,227	961,501	990,071
Fines & Forfeitures	-	-	-	-	-	-	61,499	134,443	47,750
Interest Revenue	-	-	-	-	-	-	505,239	295,454	75,617
Miscellaneous Revenue	-	-	-	-	-	-	305,499	178,911	711,336
Debt/Lease Proceeds	-	-	-	-	-	-	1,687,571	1,281,649	723,952
Non-revenue loan proceeds/fund balance	-	-	333,747	-	-	-	-	1,016,749	2,501,440
Total Revenues	26,440	414,710	1,833,747	-	27,743	-	20,161,696	22,521,863	23,591,681
EXPENSES:									
City Hall/City Clerk	-	-	-	-	-	-	253,803	250,803	276,906
Mayor and Commission	-	-	-	-	-	-	2,275,629	2,430,978	2,522,144
City Clerk	-	-	-	-	-	-	466,600	512,958	595,514
Information Technology	-	-	-	-	-	-	286,756	326,454	309,376
City Attorney	-	-	-	-	-	-	644,070	669,574	677,571
Finance	-	-	-	-	-	-	179,403	188,949	255,355
Human Resources	-	-	-	-	-	-	159,357	147,572	160,434
Events and Facilities	-	-	-	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	4,221,936	4,229,917	4,600,331
Police Department	-	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	659,634	676,897	705,853
Public Works Administration	-	-	-	-	-	-	137,546	198,975	227,759
Code Enforcement	-	-	-	-	-	-	225,266	191,669	204,803
Planning	-	-	-	-	-	-	195,900	218,049	229,463
Fleet Management	-	-	-	-	-	-	500,883	534,522	646,308
Parks and Recreation	-	-	-	-	-	-	371,698	424,686	498,214
Building Department	-	-	-	-	-	-	15,410	4,378	25,664
Grants - Non-Capital	-	-	-	-	-	-	1,114,485	953,725	889,807
Streets	-	-	-	-	-	-	-	-	-
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	-	-	-	1,678,775	2,397,443	2,019,145
Capital	522,886	857,847	2,090,747	68,038	44,066	-	3,301,717	6,705,271	8,281,566
Debt Service	-	-	-	-	-	-	2,194,279	862,629	1,135,428
TOTAL FUND EXPENDITURES	522,886	857,847	2,090,747	68,038	44,066	-	18,883,147	21,925,449	24,261,641
Excess Revenues Over(Under) Expenditures	(496,446)	(443,137)	(257,000)	(68,038)	(16,323)	-	1,278,549	596,414	(669,960)
Transfers In	242,961	403,400	257,000	254,805	-	-	1,507,744	1,600,059	1,431,001
Transfers out	-	-	-	-	-	-	(1,114,071)	(825,968)	(651,025)
TOTAL OTHER SOURCES(USES)	242,961	403,400	257,000	254,805	-	-	393,673	774,091	779,976
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	(253,485)	(39,737)	-	186,767	(16,323)	-	1,672,222	1,370,505	110,016
Conversion to full accrual	-	-	(333,747)	-	-	-	-	-	(2,501,440)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	(253,485)	(39,737)	(333,747)	186,767	(16,323)	-	1,672,222	1,370,505	(2,391,424)
Fund Balance, Beginning of Year	653,822	400,337	360,600	53,996	240,763	224,440	16,427,610	18,099,832	16,508,872
Fund Balance, End of Year	400,337	360,600	26,853	240,763	224,440	224,440	18,099,832	19,470,337	14,117,448
	-38.77%	-9.93%	-185.11%	345.89%	-6.78%	0.00%	10.18%	7.57%	-29.64%

NOTE: Fund Balance, Beginning of Year for 2021 Adopted Budget is based on the projected revenues and expenses from fiscal year 2020.



CITY OF PALMETTO, FLORIDA 2020 - 2021 BUDGET

ALL FUNDS SUMMARY

	ENTERPRISE FUNDS								
	Solid Waste Fund			Water and Sewer Fund			Stormwater Fund		
	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	-	-	-
Sales Taxes	-	-	-	-	-	-	-	-	-
Utility Service Taxes	-	-	-	-	-	-	-	-	-
Motor Fuel Taxes	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-
Permits, Fees and Assessments	227,526	242,752	244,092	-	-	-	-	-	-
Impact Fees	-	-	-	106,632	458,284	-	-	-	-
Intergovernmental Revenue	290,736	-	-	-	5,853,877	-	-	-	-
Grants	-	-	-	436,415	-	319,468	994	-	-
Charges for Services/Utility Fees	1,958,781	2,036,088	2,054,076	7,473,365	7,819,901	7,965,266	807,187	876,912	916,458
Fines & Forfeitures	-	-	-	-	-	-	-	-	-
Interest Revenue	15,403	11,000	5,000	163,701	80,867	40,000	10,747	6,500	3,000
Miscellaneous Revenue	34,344	30,326	30,000	151,762	72,792	750	3,200	482	-
Debt/Lease Proceeds	-	-	-	-	-	-	-	-	-
Non-revenue loan proceeds/fund balance	-	-	79,667	-	-	1,923,821	-	-	281,153
Total Revenues	2,526,790	2,320,166	2,412,835	8,331,875	14,285,721	10,249,305	822,128	883,894	1,200,611
EXPENSES:									
City Hall/City Clerk	-	-	-	-	-	-	-	-	-
Mayor and Commission	-	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-	-
Events and Facilities	-	-	-	-	-	-	-	-	-
Customer Service	-	-	-	402,541	448,575	469,091	-	-	-
Police Department	-	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	-	-	-
Public Works Administration	-	-	-	-	-	-	-	-	-
Code Enforcement	-	-	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-	-	-
Fleet Management	-	-	-	-	-	-	-	-	-
Parks and Recreation	-	-	-	-	-	-	-	-	-
Building Department	-	-	-	-	-	-	-	-	-
Grants - Non-Capital	-	-	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	-	-	-
Solid Waste	2,066,349	2,232,815	2,235,704	-	-	-	-	-	-
Cross Connect	-	-	-	142,073	174,391	217,431	-	-	-
Water Department	-	-	-	1,879,273	2,107,202	1,862,894	-	-	-
Sewer Department	-	-	-	957,020	1,151,685	671,099	-	-	-
WWTP	-	-	-	1,932,569	1,934,428	1,917,556	-	-	-
Stormwater Department	-	-	-	-	-	-	616,913	568,539	363,153
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	-	-	-	-	-	-
Capital	-	12,847	85,667	3,445,549	9,510,792	3,071,149	218,710	316,183	342,095
Debt Service	8,722	8,722	17,017	4,131,206	1,017,308	1,428,956	1,757,961	452,990	449,778
TOTAL FUND EXPENDITURES	2,075,071	2,254,384	2,338,388	12,890,231	16,344,381	9,638,176	2,593,584	1,337,712	1,155,026
Excess Revenues Over(Under) Expenditures	451,719	65,782	74,447	(4,558,356)	(2,058,660)	611,129	(1,771,456)	(453,818)	45,585
Transfers In	-	-	-	-	-	-	578,933	129,707	79,288
Transfers out	(75,228)	(76,292)	(74,447)	(742,455)	(652,886)	(611,129)	(128,174)	(122,548)	(124,873)
TOTAL OTHER SOURCES(USES)	(75,228)	(76,292)	(74,447)	(742,455)	(652,886)	(611,129)	450,759	7,159	(45,585)
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	376,491	(10,510)	-	(5,300,811)	(2,711,546)	-	(1,320,697)	(446,659)	-
Conversion to full accrual	(8,053)	(21,116)	(22,579)	(7,389,308)	(10,377,546)	(2,438,497)	(1,907,071)	(715,839)	(467,250)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	384,544	(31,626)	(22,579)	2,088,497	7,666,000	2,438,497	586,374	269,180	467,250
Fund Balance, Beginning of Year	439,361	823,905	863,263	20,585,498	22,673,995	30,339,995	5,410,164	5,996,538	6,265,718
Fund Balance, End of Year	823,905	792,279	840,684	22,673,995	30,339,995	32,778,492	5,996,538	6,265,718	6,732,968
	87.52%	-3.84%	-11.84%	10.15%	33.81%	1.70%	10.84%	4.49%	2.97%

NOTE: Fund Balance, Beginning of Year for 2021 Adopted Budget is based on the projected revenues and expenses from fiscal year 2020.



CITY OF PALMETTO, FLORIDA 2020 - 2021 BUDGET

ALL FUNDS SUMMARY

	ENTERPRISE FUNDS (Continued)						Total All Funds		
	Reuse Fund			Total Enterprise Funds			Total All Funds		
	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget	2019 Actual	2020 Estimated Actual	2021 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	8,716,041	9,382,736	9,963,194
Sales Taxes	-	-	-	-	-	-	2,022,593	2,993,886	1,660,371
Utility Service Taxes	-	-	-	-	-	-	1,249,304	1,214,676	1,213,500
Motor Fuel Taxes	-	-	-	-	-	-	1,492,041	1,402,083	1,156,867
Other Taxes	-	-	-	-	-	-	873,901	855,705	789,646
Permits, Fees and Assessments	-	-	-	227,526	242,752	244,092	1,891,493	2,153,943	1,776,321
Impact Fees	-	-	-	106,632	458,284	-	296,161	707,688	-
Intergovernmental Revenue	-	-	-	290,736	5,853,877	-	402,744	5,976,855	94,044
Grants	-	-	-	437,409	-	319,468	747,686	520,497	2,451,132
Charges for Services/Utility Fees	444,252	490,817	497,525	10,683,585	11,223,718	11,433,325	11,655,812	12,185,219	12,423,396
Fines & Forfeitures	-	-	-	-	-	-	61,499	134,443	47,750
Interest Revenue	24,090	10,400	6,000	213,941	108,767	54,000	719,180	404,221	129,617
Miscellaneous Revenue	96	-	-	189,402	103,600	30,750	494,901	282,511	742,086
Debt/Lease Proceeds	-	-	-	-	-	-	1,687,571	1,281,649	723,952
Non-revenue loan proceeds/fund balance	-	-	22,000	-	-	2,306,641	-	1,016,749	4,808,081
Total Revenues	468,438	501,217	525,525	12,149,231	17,990,998	14,388,276	32,310,927	40,512,861	37,979,957
EXPENSES:									
City Hall/City Clerk	-	-	-	-	-	-	253,803	250,803	276,906
Mayor and Commission	-	-	-	-	-	-	2,275,629	2,430,978	2,522,144
City Clerk	-	-	-	-	-	-	466,600	512,958	595,514
Information Technology	-	-	-	-	-	-	286,756	326,454	309,376
City Attorney	-	-	-	-	-	-	644,070	669,574	677,571
Finance	-	-	-	-	-	-	179,403	188,949	255,355
Human Resources	-	-	-	-	-	-	159,357	147,572	160,434
Events and Facilities	-	-	-	402,541	448,575	469,091	402,541	448,575	469,091
Customer Service	-	-	-	-	-	-	4,221,936	4,229,917	4,600,331
Police Department	-	-	-	-	-	-	-	-	-
Public Works	-	-	-	-	-	-	659,634	676,897	705,853
Public Works Administration	-	-	-	-	-	-	137,546	198,975	227,759
Code Enforcement	-	-	-	-	-	-	225,266	191,669	204,803
Planning	-	-	-	-	-	-	195,900	218,049	229,463
Fleet Management	-	-	-	-	-	-	500,883	534,522	646,308
Parks and Recreation	-	-	-	-	-	-	371,698	424,686	498,214
Building Department	-	-	-	-	-	-	15,410	4,378	25,664
Grants - Non-Capital	-	-	-	-	-	-	1,114,485	953,725	889,807
Streets	-	-	-	2,066,349	2,232,815	2,235,704	2,066,349	2,232,815	2,235,704
Solid Waste	-	-	-	142,073	174,391	217,431	142,073	174,391	217,431
Cross Connect	-	-	-	1,879,273	2,107,202	1,862,894	1,879,273	2,107,202	1,862,894
Water Department	-	-	-	957,020	1,151,685	671,099	957,020	1,151,685	671,099
Sewer Department	-	-	-	1,932,569	1,934,428	1,917,556	1,932,569	1,934,428	1,917,556
WWTP	-	-	-	616,913	568,539	363,153	616,913	568,539	363,153
Stormwater Department	-	-	-	122,611	166,772	159,380	122,611	166,772	159,380
Reuse Department	122,611	166,772	159,380	-	-	-	1,678,775	2,397,443	2,019,145
Community Redevelopment Agency	-	-	-	-	-	-	7,429,163	16,992,439	11,876,810
Capital	463,187	447,346	96,333	4,127,446	10,287,168	3,595,244	9,153,231	2,573,126	3,252,176
Debt Service	1,061,063	231,477	220,997	6,958,952	1,710,497	2,116,748	-	-	-
TOTAL FUND EXPENDITURES	1,646,861	845,595	476,710	19,205,747	20,782,072	13,608,300	38,088,894	42,707,521	37,869,941
Excess Revenues Over(Under) Expenditures	(1,178,423)	(344,378)	48,815	(7,056,516)	(2,791,074)	779,976	(5,777,967)	(2,194,660)	110,016
Transfers In	-	-	-	578,933	129,707	79,288	2,086,677	1,729,767	1,510,289
Transfers out	(26,749)	(52,072)	(48,815)	(972,606)	(903,798)	(859,264)	(2,086,677)	(1,729,767)	(1,510,289)
TOTAL OTHER SOURCES(USES)	(26,749)	(52,072)	(48,815)	(393,673)	(774,091)	(779,976)	-	-	-
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	(1,205,172)	(396,450)	-	(7,450,189)	(3,565,165)	-	(5,777,967)	(2,194,660)	110,016
Conversion to full accrual	(1,477,336)	(640,402)	(264,197)	(10,781,768)	(11,754,903)	(3,192,523)	(10,781,768)	(11,754,903)	(5,693,963)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	272,164	243,952	264,197	3,331,579	8,189,738	3,192,523	5,003,801	9,560,243	5,803,979
Fund Balance, Beginning of Year	6,394,893	6,667,057	6,911,096	32,829,916	36,161,495	44,380,072	49,257,526	54,261,327	60,888,944
Fund Balance, End of Year	6,667,057	6,911,009	7,175,293	36,161,495	44,351,233	47,572,595	54,261,327	63,821,570	66,692,922
	4.26%	3.66%	3.50%	10.15%	22.65%	2.00%	10.16%	17.62%	1.64%

NOTE: Fund Balance, Beginning of Year for 2021 Adopted Budget is based on the projected revenues and expenses from fiscal year 2020.



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



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

Sydney Smith



CITY OF PALMETTO, FLORIDA 2020-2021 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).

- **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



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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.

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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

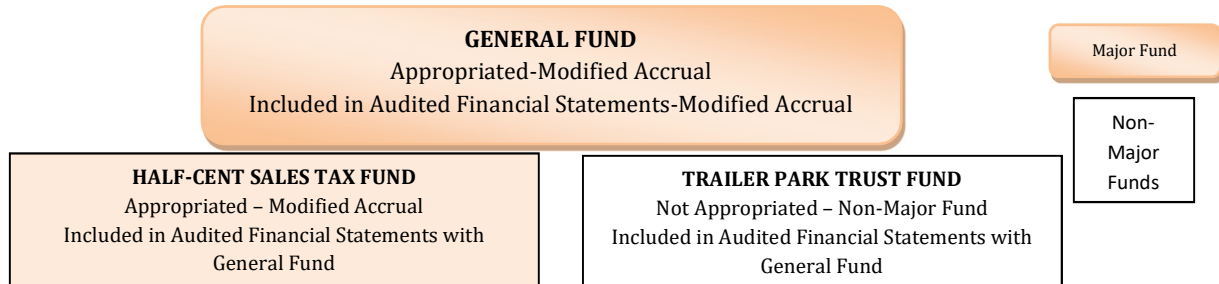
- **Special Revenue Funds** – The special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Special revenue funds are included in the audited financial statements and are appropriated annually.
 - Community Redevelopment Agency (CRA) Fund – main revenue source is tax increment funds (TIF) monies from the City of Palmetto and Manatee County.
 - Road and Bridge Fund – main revenue source is gasoline taxes from Manatee County and the State of Florida.
- **Capital Projects Funds** – Used to account for the acquisition and construction of major governmental capital facilities and infrastructure. The capital projects funds are appropriated annually.
 - Capital Improvement Plan (CIP) Fund – is funded from loan proceeds, fund balance transfers from general fund or road and bridge fund or grant monies awarded to the City.
 - Joint Capital Projects Fund – is funded primarily through CRA contributions and grant monies awarded to the City. Project funding may include City contributions when necessary.
- **Proprietary Funds:** Proprietary Funds are accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, assets, liabilities, and net assets included on their balance sheet, and operating statements provide an indication of the economic net worth of the fund. Proprietary funds are reported on a full accrual basis of accounting but appropriated using the modified accrual method which includes budgeting for capital expenditures and debt service.
- **Enterprise Funds** – The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Enterprise Funds included in the audited financial statements, budgeted annually and included in this document are:
 - Solid Waste Fund – accounts for the provision of garbage 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 2020-2021 BUDGET

FUND STRUCTURE

Governmental Funds



SPECIAL REVENUE FUNDS

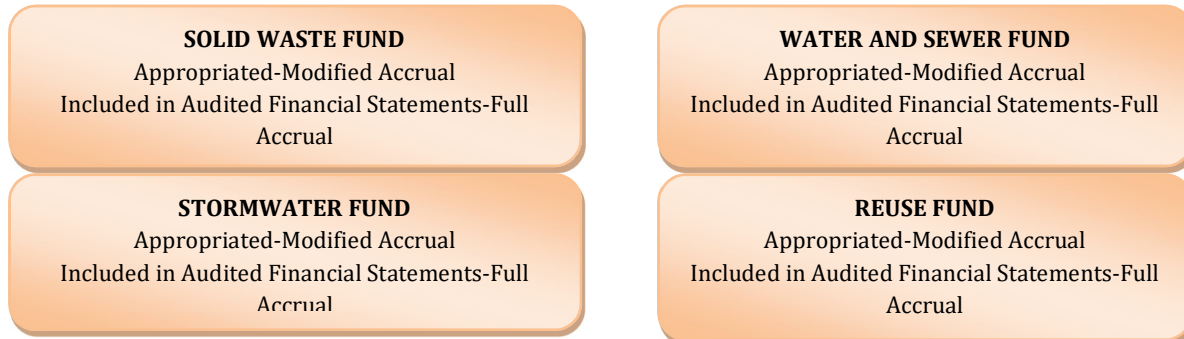


CAPITAL PROJECTS FUNDS



Proprietary Funds

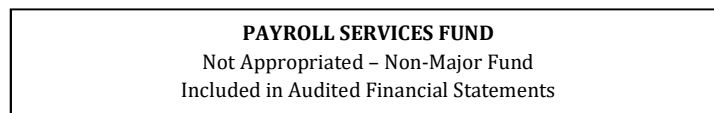
ENTERPRISE FUNDS



FIDUCIARY FUNDS



AGENCY FUND





**CITY OF PALMETTO, FLORIDA
2020-2021 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 2020-2021 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%. The contract is for an initial one year term with two, two-year extensions possible. The City renewed the contract utilizing the second of the two year extension. The ECR rate change to 0.30% and an interest rate of 0.02%. 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 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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

During the fiscal year 2021 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		
	1,500	To fund the purchase of trees and landscaping plants from the reserve.
	54,500	To fund unusual items such as hurricane supplies, and insurance contingencies.
	0	To fund one-time expenditures for miscellaneous equipment
	<u>39,000</u>	To fund new CIP projects
	\$ 95,000	Total General Fund
CRA Fund		
	<u>1,849,688</u>	Unused fund balance calculated and designated for projects.
	\$1,849,688	Total CRA Fund
Road and Bridge Fund		
	183,400	Unused fund balance calculated and designated for projects.
	<u>218,000</u>	To fund Capital Projects from usable fund balance in excess of five months.
	\$406,400	Total Road and Bridge Fund
Capital Projects Fund		
	<u>333,747</u>	To fund Capital Projects from funds carried forward from previous years –
	\$333,747	Total Capital Projects Fund
Solid Waste Fund		
	<u>23,000</u>	To fund new CIP projects
	\$23,000	Total Capital Projects Fund
Water and Sewer Fund		
	1,241,321	To fund CIP projects from funds carried forward from previous years
	<u>290,000</u>	To fund new CIP projects
	\$1,531,321	Total Water and Sewer Fund
Stormwater Fund		
	<u>163,653</u>	To fund CIP projects from funds carried forward from previous years
	\$163,653	Total Stormwater Fund
Reuse Fund		
	<u>22,000</u>	Unused fund balance calculated and designated for projects.
	\$22,000	Total Reuse Fund
	<u>\$4,424,809</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



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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 four funds had fund balance over five months available for 2021 capital projects – General Fund, Road & Bridge, Water/Sewer and Reuse. Solid Waste 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 the utility rate study that was designated for CIP use.

Fund Balance/Net Position Levels

FUND BALANCE USABLE FOR CAPITAL PROJECTS

Fund/Reserve	*FY2020 Unassigned Fund Balance (Projected)	1/12 of Proposed Budget	# of Months of Unassigned Fund Balance	Stabilization Reserve	Budget Contingency	Surplus Reserve
General Fund	5,272,255	1,019,571	5.17	4,078,285	1,019,571	174,399

Fund/Reserve	*FY2020 Unrestricted Net Position (Projected)	1/12 of Proposed Budget	# of Months of Unrestricted Net Position	Stabilization Reserve	Budget Contingency	Surplus Reserve
Road and Bridge	928,233	134,617	6.90	403,850	134,617	389,766
Solid Waste	842,837	199,153	4.23	597,459	199,153	46,225
Water/Sewer	3,566,383	633,930	5.63	1,901,789	633,930	1,030,664
Stormwater	193,975	87,942	2.21	263,826	(69,851)	-
Reuse	500,171	35,766	13.98	107,298	35,766	357,107

* Amount is calculated using FY 2020 projected revenues and expenses as of 9/08/2020.

Stabilization Reserve for specific non-routine items; i.e. economic downturn or natural disaster. The General Fund requires 4 months of the proposed budget and the Enterprise Funds requires 3 months.

Budget Contingency Reserve for extreme shortfalls. The contingency equals 1 month of the proposed budget.

Surplus Contingency Reserve for one time cost or capital purchases. The surplus reserve takes projected unassigned fund balance less stabilization reserve and budget contingency.

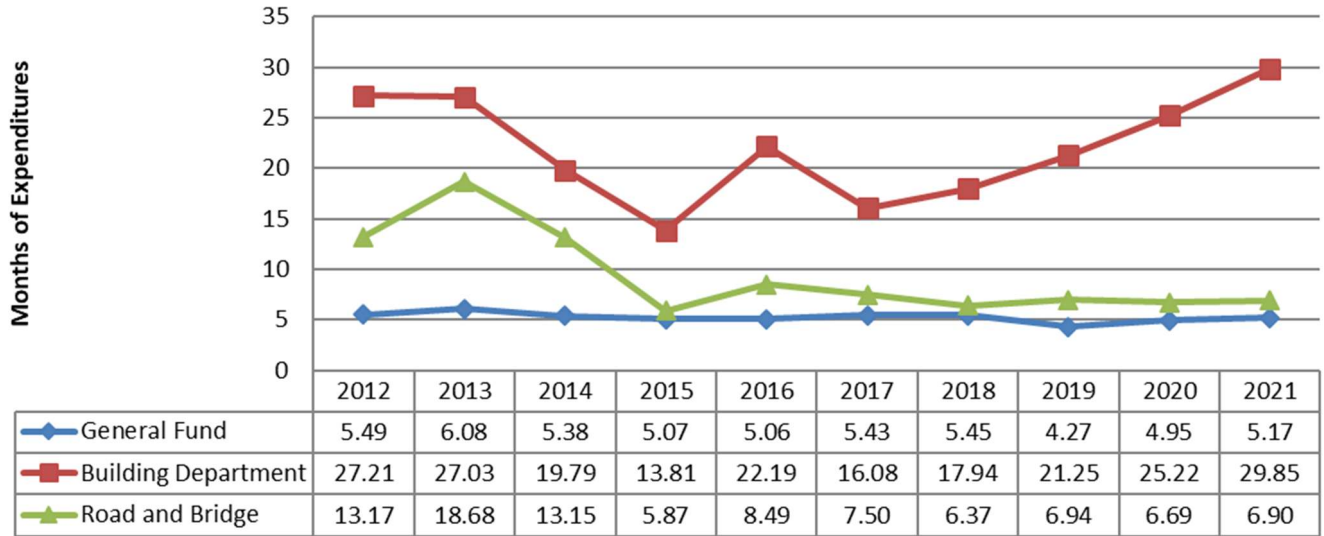
The Stormwater fund has reported deficit net position for several years. An effort to get these funds in a positive position has been ongoing since 2005. While user fees were unchanged for all funds during the years between 2009 and 2014, rates were increased in 2014 and again in 2020 for water, sewer, stormwater and reuse. For the Stormwater Fund, the 2019 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 to be subsidized.



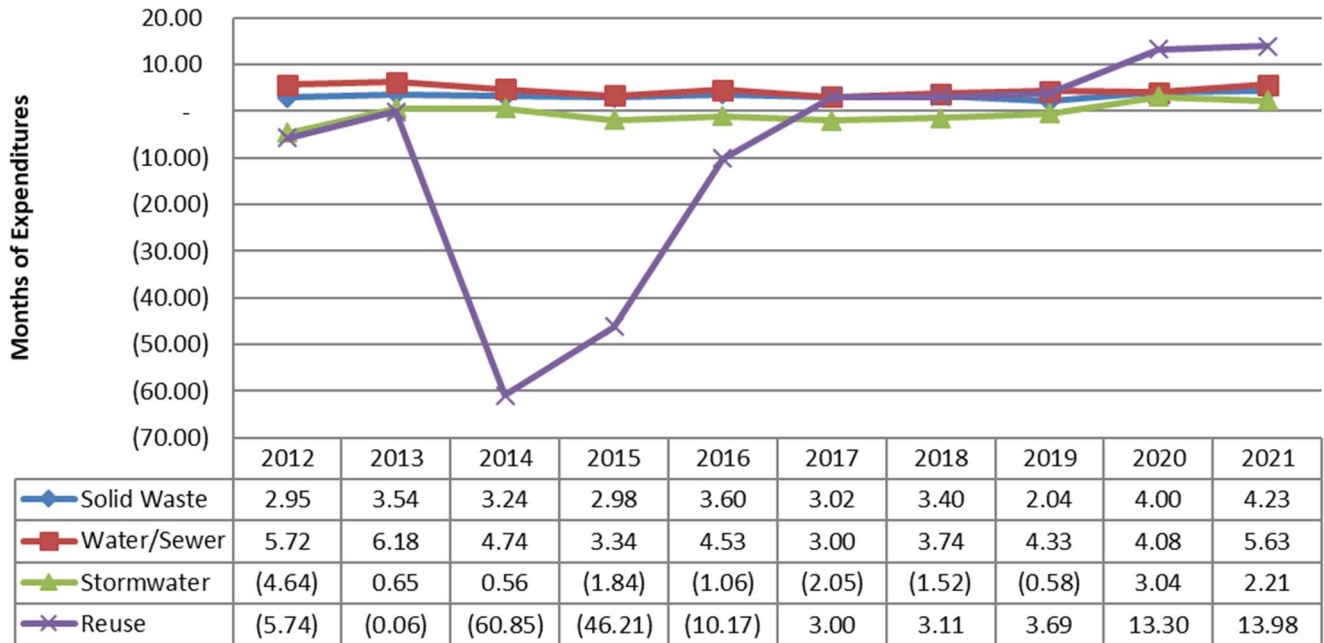
CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Trends of Unassigned/Unrestricted Fund Balance

Unassigned Fund Balance Levels - Governmental Funds



Unrestricted Net Position Levels - Enterprise Funds



Charts demonstrating the levels of unassigned fund balance/unrestricted net position since fiscal year 2012.



CITY OF PALMETTO, FLORIDA 2020-2021 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.

- **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 recognized that: (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is the departmental cost center level. The Finance Department monitors expenditures against cost center budgets to ensure that appropriations are not exceeded.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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.

- **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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

- 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.

• Capitalization Policy

The City's Capitalization Policy was adopted April, 2018. The policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets are budgeted using the modified accrual method of accounting but are reported in the business activities and government-wide financial statements using full accrual. Capital assets are defined by the government as assets with an initial, individual cost per the schedule below. Equipment and vehicles with an individual cost between \$500 and \$2,000 are tracked as sundry items only, and not recorded as capital assets or depreciated. Capital assets are recorded at historical cost or estimated historical cost if constructed. Capital expenditures are reported in greater detail Capital Improvement Section.

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		
Computer Equipment	4 years	\$ 2,000
Equipment and vehicles	7 years	\$ 2,000
Software	7 years	\$20,000
Infrastructure	40 years	\$20,000
Infrastructure Equipment	20 years	\$ 2,000

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

Additional details of city-wide capital expenditures are located in the Capital improvement section of this document.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

• 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.
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 2021 for its capital lease (\$1,290,619) for equipment. In fiscal year 2019 and fiscal year 2020, the City secured a state funded State Revolving Fund (SRF) loan for a total of \$6.9 million for the engineering and construction of the Equalization Basin at the WWTP.

Debt Ratios

Item # and Item Description	City Wide	Target Ratio	Governmental Funds*	Proprietary Funds	Total City	CRA Fund Information Only
1 Population	13,748					
2 Assessed taxable property value	978,061,804					
3 Personal income per capita	\$ 26,443					
4 Total Debt projected at 9/30/20			1,857,586	13,729,892	15,587,478	1,318,848
5 Total Revenue FY2021			15,230,843	12,161,302	27,392,145	5,533,399
6 Operating Expenses FY2021 **			12,233,283	7,896,308	20,129,591	1,960,339
7 Net Operating Income (Loss)			2,997,560	4,264,994	7,262,554	3,573,060
8 Debt Service FY2021			632,425	2,116,748	2,749,173	503,003
9 Net Debt Per Capita	#4 / #1	≤ \$900	135	999	1,134	96
10 Percentage of assessed taxable property value	#4 / #2	≤ 3%	0.19%	1.40%	1.59%	0.13%
11 Net debt per capita as a percentage of income per capita	#10 / #3	≤ 5%	0.51%	3.78%	4.29%	0.36%
12 Debt Service Coverage Ratio	#7 / #8	≥ 110%	474%	201%	264%	710%

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 13,748 for the 2020 fiscal year. The Net Debt Per Capita for the total City has increased by 400 points due to the addition of the SRF loan for the equalization basin in the Proprietary Fund. 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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

• 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 \$20,127,922 as of September 30, 2020 which is comprised of bank qualified loans, state revolving fund loans, interlocal agreement and capital leases.

The debt service budgeted for 2021 is illustrated in the following table by fund:

Outstanding Debt and Debt Service

Loan	Maturity	Original Loan Issued	Governmental Loan Balance as of September 30, 2020	Business type Loan Balance as of September 30, 2020	Total Principal Outstanding as of September 30, 2020	FY 2021 Governmental Debt Service (Principal)	FY 2021 Governmental Debt Service (Interest)	FY 2021 Business Type Debt Service (Principal)	FY 2021 Business Type Debt Service (Interest)	Total FY2021 Debt Service
SRF - Stormwater	04/15/2021	2,872,229	-	182,962	182,962			182,962	4,168	187,130
SRF - Reuse	12/15/2022	415,000	-	12,236	12,236			4,779	352	5,131
SRF - EQ Design	12/15/2038	368,749		331,564	331,564			17,122	3,791	20,913
2014 BB&T Loan	08/31/2029	1,250,000	-	815,195	815,195			79,966	23,955	103,921
2019 Keybank	01/01/2028	7,151,300	1,096,889	4,711,611	5,808,500	191,430	22,895	822,272	100,487	1,137,084
Reuse TPT Loan *	09/30/2023	500,000	-	165,800	165,800			53,642	4,974	58,616
Capital Leases	Various	3,774,736	760,899	819,202	1,580,101	305,896	15,834	287,685	14,602	624,017
Existing City Debt		16,332,014	1,857,788	7,038,569	8,896,357	497,326	38,729	1,448,428	152,329	2,136,812
CRA 2006 BOA Loan	07/31/2026	4,395,000	1,393,090	-	1,393,090	219,750	72,792	-	-	292,542
Existing CRA Debt		4,395,000	1,393,090	-	1,393,090	219,750	72,792	-	-	292,542
Total City-wide Debt		20,727,014	3,250,878	7,038,569	10,289,447	717,076	111,521	1,448,428	152,329	2,429,354
Proposed New Debt - as budgeted**										
Lincoln Pk Aquatics Ctr	01/01/2031	2,001,360	2,001,360		2,001,360	210,461	-			210,461
SRF - EQ Basin Constr	12/15/2038	6,546,496		6,546,496	6,546,496			371,075	8,981	380,056
2021 Capital Lease	02/01/2025	1,290,619	723,952	566,667	1,290,619	85,832	10,539	67,184	8,249	171,804
Total 2020 Debt			2,725,312	7,113,163	9,838,475	296,293	10,539	438,259	17,230	762,321
Total Existing and Proposed Debt			\$ 5,976,190	\$ 14,151,732	\$ 20,127,922	\$ 1,013,369	\$ 122,060	\$ 1,886,687	\$ 169,559	\$ 3,191,675

* 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.

**SRF EQ Basin construction was not completed in FY2020 therefore the State has not finalized the loan amount. The Loan amount and debt service is estimated.

**2021 - Capital Lease interest is estimated at 3% over a 4 year term.

**Lincoln Park Aquatics Center is a 10 year interlocal agreement with Manatee County to construct a community aquatics center.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Fiscal Year 2021 Debt Service By Fund

Fund	Principal Payments	Interest Payments	Total Debt Service	Budgeted New Debt Service	Total Overall Debt Service
General Fund	221,734	17,054	238,788	66,464	305,252
CRA	219,750	72,792	292,542	210,461	503,003
Road and Bridge	275,592	21,675	297,267	29,906	327,173
Total Governmental Funds	<u>717,076</u>	<u>111,521</u>	<u>828,597</u>	<u>306,831</u>	<u>1,135,428</u>
Solid Waste	9,035	438	9,473	7,543	17,016
Water and Sewer	858,863	101,538	960,401	432,306	1,392,707
Stormwater	390,666	28,861	419,527	15,641	435,168
Reuse	189,864	21,492	211,356	-	211,356
Total Business-Type Funds	<u>1,448,428</u>	<u>152,329</u>	<u>1,600,757</u>	<u>455,490</u>	<u>2,056,247</u>
Total City-Wide Debt Service	<u>\$ 2,165,504</u>	<u>\$ 263,850</u>	<u>\$ 2,429,354</u>	<u>\$ 762,321</u>	<u>\$ 3,191,675</u>



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



"Without leaps of imagination, or dreaming, we lose the excitement of possibilities.

Dreaming, after all, is a form of planning."

Gloria Steinem



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Personnel Budget

The City values each one of its 143 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 2021 are \$9,202,613 and accounts for 28.6% of city-wide total operating budget not to include transfers out.

The budget contains funding for 143 positions; 126 full-time, 11 part-time and 6 elected officials of which 20 full-time and 2 part-time positions were vacant.

The Commission and Mayor's salaries and General Employees received a 3% increase over FY 2020. The sworn officers received 10% increase over FY2020. Total wages decreased \$30,104 or .05% in comparison to fiscal year 2020.

Pension costs are loaded based on the actuarial report received in January of 2020. The rate for PD decreased from 21.63% in FY2020 to 21.19%. General Employees' pension decreased from 18.47% to 14.92%.

Fiscal year 2021 Personnel Budget:

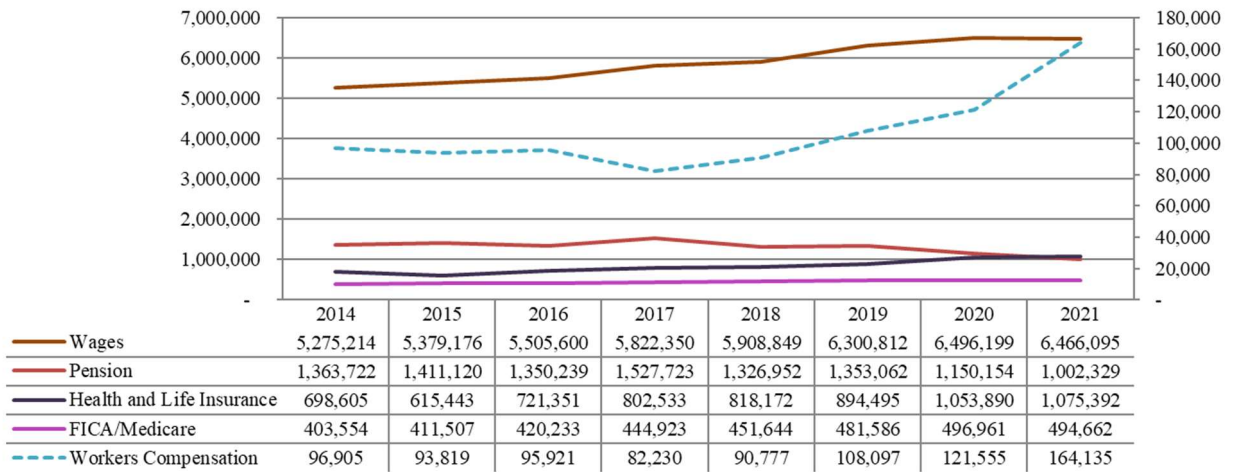
This fiscal year has brought a few benefits and challenges.

- Wages are down .05% from fiscal year 2020. This is the net effect of a tenured employees retiring and budget for entry level salaries.
- Pension costs are 15.5% of annual wages, which is 2.2% lower than fiscal year 2020 due to a decrease of .44% in Police pension rates and a 3.55% decrease in the General Employee Pension rate. This is the sixth straight year for General Employees' pension rate decreases and the third year for the Police Pension.
- Health insurance is 16.63% of annual wages, which is a .41% increase from fiscal year 2020. The new rates for health insurance are 9.65% higher than the previous year. This is due to higher claims in fiscal year 2020.
- Workers' Compensation insurance increased by 46% due to the existence of several large claims in FY2020.

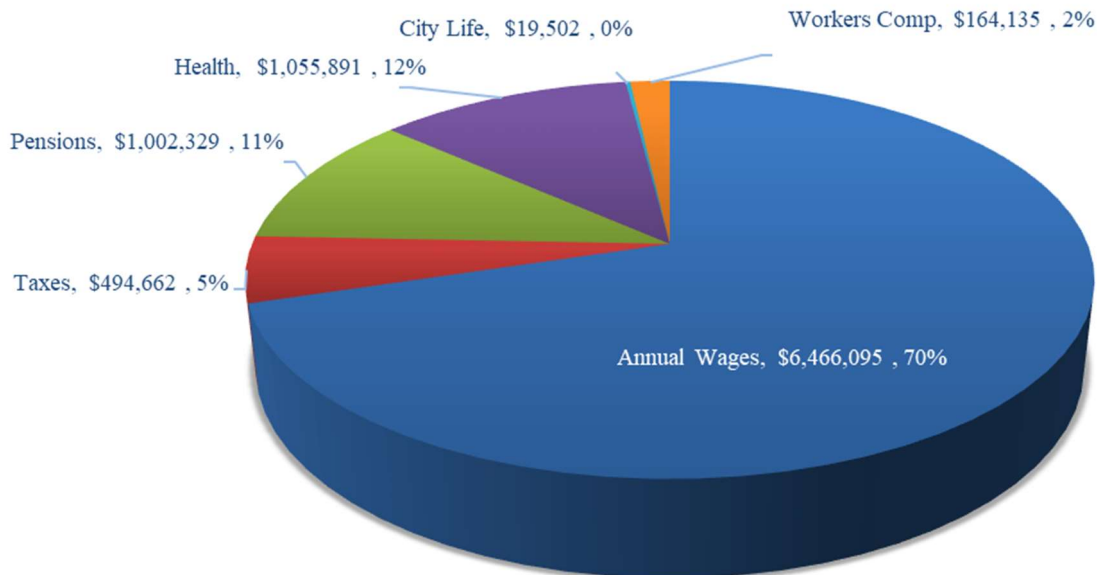


CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

History of Wages/Benefits - 2015-2021



2021 Personnel Cost





CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

Personnel Cost for Fiscal Year 2020-2021

Breakdown by Department by Fund

Departments	Dept	Annual Wages	Taxes	Pensions	Health	City Life	Workers Comp	Total Benefits	Total Cost
Mayor & Commission	511	185,821	14,214	20,536	14,350	369	290	49,758	235,579
City Clerk	512	154,341	11,807	23,028	19,796	502	246	55,378	209,719
Information Technologies	513	55,546	4,249	-	12,621	181	88	17,140	72,686
City Attorney	514	-	-	-	-	-	-	-	-
Finance	515	412,988	31,595	61,618	57,399	1,348	1,748	153,710	566,698
Human Resources	516	112,637	8,617	11,361	7,175	237	167	27,557	140,194
Events and Facilities	579	47,698	3,649	7,117	7,175	136	1,192	19,269	66,967
Police Department	521	2,762,157	211,306	478,523	433,334	8,071	75,211	1,206,445	3,968,602
Code Enforcement	523	125,620	9,610	18,743	26,971	411	3,547	59,282	184,902
Public Works Administration	540	397,263	30,391	59,272	47,556	1,299	5,414	143,931	541,194
Planning Department	543	121,061	9,261	18,062	23,111	395	193	51,022	172,083
Fleet Maintenance Department	549	133,587	10,220	19,931	29,891	437	3,632	64,112	197,699
Parks & Recreation Department	572	299,635	22,921	44,706	60,269	966	11,346	140,206	439,841
Building Department	524	100,185	7,665	10,437	14,350	230	159	32,842	133,027
Total General Fund		4,908,538	375,505	773,332	753,997	14,583	103,233	2,020,652	6,929,190
Community Redevelopment Agency	559	286,377	21,909	39,336	32,015	846	454	94,560	380,937
Total CRA Fund		286,377	21,909	39,336	32,015	846	454	94,560	380,937
Road & Bridge Department	541	156,827	11,997	23,399	35,875	505	15,444	87,220	244,047
Total Road & Bridge Department		156,827	11,997	23,399	35,875	505	15,444	87,220	244,047
Solid Waste Department	534	100,140	7,661	14,941	18,655	327	1,896	43,480	143,620
Total Solid Waste Fund		100,140	7,661	14,941	18,655	327	1,896	43,480	143,620
Cross Connection Services	532	62,392	4,774	9,309	14,350	194	2,271	30,899	93,291
Water Services	533	199,566	15,267	29,775	35,875	629	7,290	88,835	288,401
Sewer Services	535	287,883	22,024	42,952	64,029	914	7,024	136,943	424,826
Utility Customer Service	536	221,847	16,972	33,100	50,871	723	2,718	104,381	326,228
Waste Water Treatment Plant	537	-	-	-	-	-	-	-	-
Total Water/Sewer Fund		771,688	59,037	115,136	165,125	2,459	19,303	361,058	1,132,746
Stormwater Services	538	162,600	12,439	24,260	32,287	518	16,004	85,509	248,109
Total Stormwater Fund		162,600	12,439	24,260	32,287	518	16,004	85,509	248,109
Reuse Services	539	79,924	6,114	11,925	17,937	262	7,801	44,039	123,963
Total Reuse Fund		79,924	6,114	11,925	17,937	262	7,801	44,039	123,963
Grand Total		\$ 6,466,095	\$ 494,662	\$ 1,002,329	\$ 1,055,891	\$ 19,502	\$ 164,135	\$ 2,736,518	\$ 9,202,613



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Personnel cost for Fiscal Year 2020-2021

Breakdown by Fund	All Employees Insurance							Total Position Cost
	FY21 Annual Salary	Taxes	Pensions	Health	Life	Work Comp	Total Benefits	
General Fund	4,808,354	367,840	762,895	739,648	14,353	103,074	1,987,810	6,796,164
Building Department	100,185	7,665	10,437	14,350	230	159	32,842	133,027
CRA	286,377	21,909	39,336	32,015	846	454	94,560	380,937
Road and Bridge	156,827	11,997	23,399	35,875	505	15,444	87,220	244,047
Solid Waste	100,140	7,661	14,941	18,655	327	1,896	43,480	143,620
Water & Sewer	771,688	59,037	115,136	165,125	2,459	19,303	361,058	1,132,746
Stormwater	162,600	12,439	24,260	32,287	518	16,004	85,509	248,109
Reuse	79,924	6,114	11,925	17,937	262	7,801	44,039	123,963
Total Personnel Cost	6,466,095	494,662	1,002,329	1,055,891	19,502	164,135	2,736,518	9,202,613

Breakdown by type	FY2020	FY2021	Increase (Decrease)
Total Wages	6,496,199	6,466,095	(30,104)
FICA	496,961	494,662	(2,299)
General Employee Pension Contribution	720,200	597,341	(122,859)
Police Department Pension Contribution	410,521	388,819	(21,702)
Non-pensioned Department Heads	19,433	16,169	(3,264)
Total Pension Contribution	1,150,154	1,002,329	(147,825)
Health Dental and Life Insurance	1,053,890	1,075,392	21,502
Workers Compensation	121,555	164,135	42,580
	1,175,445	1,239,528	64,083
Total Benefits	2,822,560	2,736,518	(86,042)
Total Cost of Payroll	\$ 9,318,759	\$9,202,613	\$(116,146)

Summary of Vacant Positions - 22 vacant positions remain funded in the budget; 20 full-time and 2 part-time

General Fund

- 3 Police Officers
- 1 Corporal
- 1 Service Worker III- Parks
- 1 Service Worker I - Parks
- 1 Building Inspector - Building (PT)
- 1 Crossing Guard (PT)

Water/Sewer Fund

- 2 Service Worker II - Cross Connect
- 1 Crew Leader - Water
- 2 Public Works Supervisors - Water & Stormwater
- 1 Crew Leader - Sewer
- 1 Service Worker I - Sewer
- 1 Service Worker II - Sewer

Road & Bridge Fund

- 1 Sign Maintenance Tech - Road & Bridge
- 1 Equipment Operator - Road & Bridge
- 1 Service Worker II - Road & Bridge

Stormwater Fund

- 1 Crew Leader - Stormwater
- 1 Equipment Operator - Stormwater

Community Redevelopment Agency Fund

- 1 Assistant CRA Director



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
*						
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
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						
Finance Director	124	1	1	1	1	1
Finance Manager	119	1	1	0	0	0
Purchasing Agent	116	1	1	1	1	1
Warehouse Operator / Account Clerk	106	1	1	1	1	1
Accountant I	112	1	1	1	1	2
Accountant II	114	1	1	0	0	0
Senior Accountant	117	0	0	1	1	1
Purchasing Assistant	107	1	1	1	1	1
Junior Accountant	109	0	1	1	1	1
Accounting Clerk	106	0	0	1	1	0
Total Finance - Full Time		7	8	8	8	8
* Finance Director - Part Time						
Total Finance - Part Time		0	0	1	0	0
Total Finance Department		7	8	9	8	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	1	1	1	1	1
Total Human Resources - Part Time		1	1	1	1	1
Total Human Resources Department		2	2	2	2	2
Events and Facilities						
Special Projects/Events Coordinator	112	1	1	1	1	1
Total Information Technology - Full Time		1	1	1	1	1
Police - Administration						
Records Clerk II	108	2	2	2	2	2
Police Fleet/Inventory Specialist	107	1	1	1	1	1
Evidence Custodian	111	1	1	1	1	1
Dispatch Supervisor	115	1	1	1	1	1
Dispatcher I	109	6	7	7	7	6
Dispatcher II	111	0	0	0	0	1
Accreditation/Grants Coordinator	111	1	1	1	1	1
Victim Advocate	111	1	1	1	1	1
Total Police Administration - Full Time		13	14	14	14	14



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
*						
* Crime Analyst - Part Time	107	1	1	1	1	1
* Crossing Guards - Part Time	104C	7	6	6	6	6
Total Police Administration - Part Time		8	7	7	7	7
Police - Sworn Officers						
Chief of Police	127	1	1	1	1	1
Captain	123	2	2	2	2	2
Police Sergeant	113SO	6	6	6	6	6
Corporal	111SO	5	5	4	4	4
Police Officer	110SO	20	20	21	21	21
Total Police - Sworn Officers - Full Time		34	34	34	34	34
* Sworn Officers - Part Time	110SO	2	2	2	2	1
Total Police - Sworn Officers - PartTime		2	2	2	2	1
Total Police Department - Full Time		47	48	48	48	48
Total Police Department - Part Time		9	9	9	9	8
Total Police Department		56	57	57	57	56
Code Enforcement						
Code Enforcement Officer	110	2	3	3	3	3
Total Code Enforcement - Full Time		2	3	3	3	3
Public Works Administration						
Public Work Director	126	1	1	1	1	1
Deputy Director of Public Works	124	1	1	1	1	1
Public Works Coordinator	115	1	1	1	1	1
Sr GIS Analyst	117	1	1	1	1	1
GIS Analyst/Compliance Coordinator	114	1	1	1	1	1
Customer Service Representative I	106	1	1	1	1	1
Total Public Works Administration - Full Time		6	6	6	6	6
Planning						
Development Service Director	124	1	1	1	1	1
Planning Analyst	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	0	0	0
Equipment Mechanic I	108	1	1	2	2	2
Total Fleet Management - Full Time		3	3	3	3	3
Parks and Recreation						
Parks Supervisor	115	1	1	1	0	0
Crew Leader	109	1	1	1	2	1
Service Worker III	107	0	0	0	1	1
Service Worker II	106	3	3	3	3	3
Service Worker I	104	3	3	3	3	3
Total Parks and Recreation - Full Time		8	8	8	9	8
Building Department						
Building Official	122	1	0	0	0	0
Building Inspector	112	1	0	0	0	0
Development Services Technician	107	1	1	2	2	2



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
*						
Total Building Department - Full Time		3	1	2	2	2
* Building Inspector - PT	112	0	0	1	1	1
Total Building Department - Part Time		0	0	1	1	1
Total Building Department		3	1	3	3	3
Total General Fund - Elected Officials		6	6	6	6	6
Total General Fund - Full Time		84	85	86	87	86
Total General Fund - Part Time		10	10	12	11	10
Total General Fund		100	101	104	104	102
CRA FUND						
Community Redevelopment Agency (CRA)						
CRA Director	126	1	1	1	1	1
CRA Manager	115	0	0	0	1	1
Administrative Assistant	111	2	2	2	2	2
Total CRA - Full Time		3	3	3	4	4
* Strategic Plan Specialist - Part Time	103	0	0	1	1	1
* Student Intern	103	0	4	4	0	0
Total CRA - Part Time		0	4	5	1	1
Total CRA Fund		3	7	8	5	5
ROAD AND BRIDGE FUND						
Streets Department						
Sign Maintenance Tech	108	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker I	104	2	2	2	2	2
Service Worker II	106	1	1	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						
Public Works Supervisor	115	1	1	1	1	1
Service Worker III	107	0	0	0	1	1
Service Worker I	104	1	1	1	0	0
Customer Service Field Rep	105	0	0	0	1	1
Equipment Operator	107	1	1	1	0	0
Total Solid Waste Department and Fund - Full Time		3	3	3	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						
Public Works Supervisor	115	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
Service Worker II	106	0	0	1	1	1
Total Water Department - Full Time		4	4	5	5	5
Sewer Department						



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
*						
Public Works Supervisor	115	1	1	1	1	1
Crew Leader	109	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker III	107	0	0	0	0	1
Service Worker II	106	1	1	2	2	1
Service Worker I	104	3	3	3	3	3
Total Sewer Department - Full Time		7	7	8	8	8
Customer Service						
Customer Service Supervisor	115	1	1	1	0	1
Lead Customer Service Rep	108	0	0	0	1	1
Customer Service Manager	119	0	0	1	0	0
Customer Service Rep. II	107	1	1	1	1	1
Customer Service Rep. I	106	1	1	1	2	1
Customer Service Field	105	2	2	1	1	1
Customer Service Field II	107	0	0	1	1	1
Utility Billing Analyst	109	1	1	1	0	0
Total Customer Service - Full Time		6	6	7	6	6
Total Water and Sewer Fund - Full Time		19	19	22	21	21
Total Water and Sewer Fund		19	19	22	21	21
STORMWATER FUND						
Stormwater						
Public Works Supervisor - 75% salary	115	1	1	1	1	1
Crew Leader	109	1	1	1	1	1
Inmate Services Coordinator	107	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker I	104	1	1	1	1	1
Total Stormwater Department and Fund - Full Time		5	5	5	5	5
REUSE FUND						
Reclaimed Water Department						
Public Works Supervisor - 25% salary	115	0	0	0	0	1
Service Worker I	104	0	0	1	2	2
Total Reuse Department and Fund - Full Time		0	0	1	2	3
Total Elected Officials		6	6	6	6	6
Total Full Time Employees		119	120	124	127	126
Total Part Time Employees		10	14	17	12	11
Total City Employees		135	140	147	145	143



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

General 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:

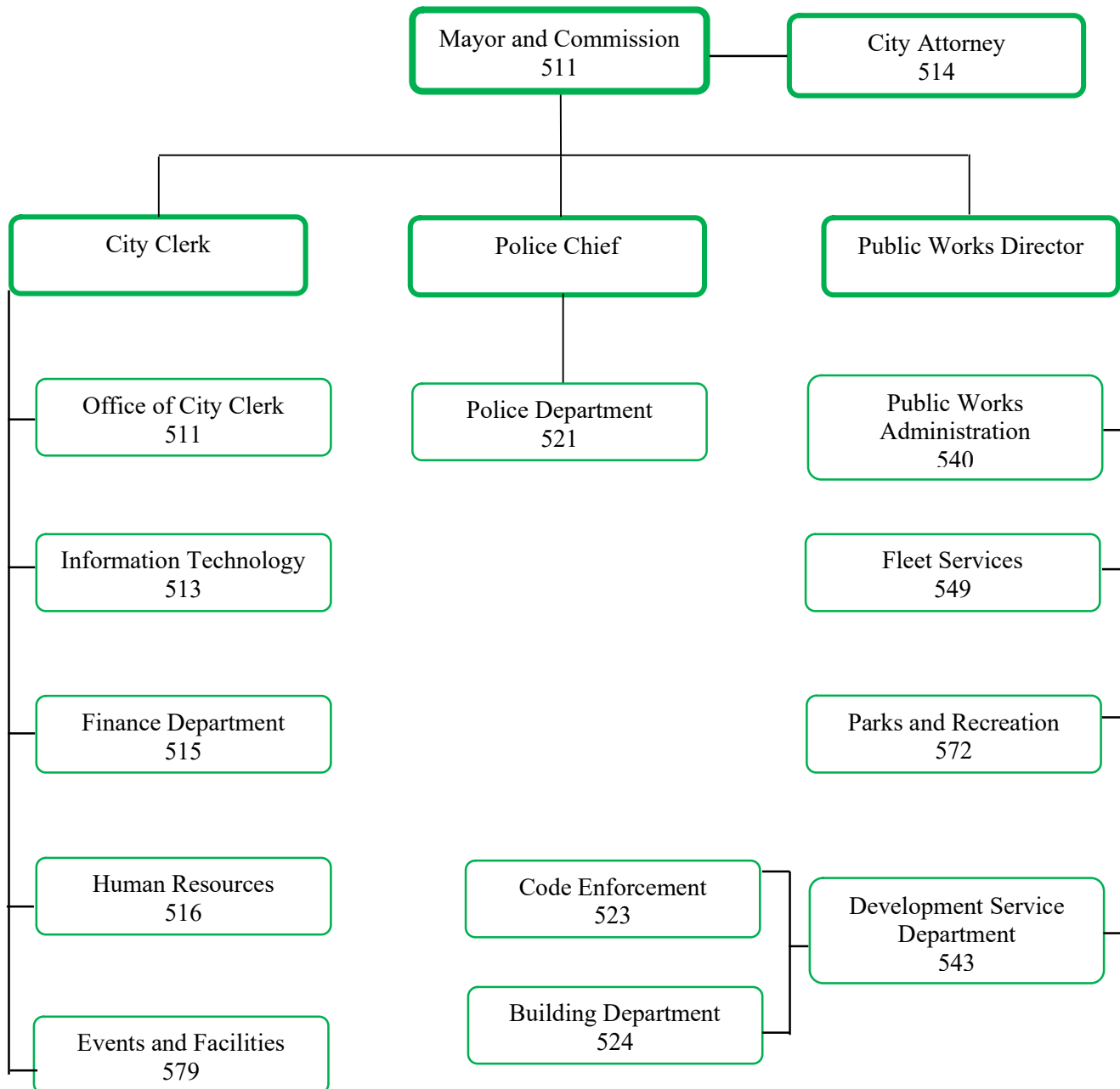
- ♦ 511 - Mayor and Commission
- ♦ 512 - City Clerk
- ♦ 513 - Information Technology
- ♦ 514 - City Attorney
- ♦ 515 - Finance
- ♦ 516 - Human Resources
- ♦ 579 - Events and Facilities
- ♦ 521 - Police Department
- ♦ 523 - Code Enforcement
- ♦ 524 - Building Department
- ♦ 540 - Public Works Administration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

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
2020-2021 BUDGET**

GENERAL FUND ORGANIZATIONAL CHART

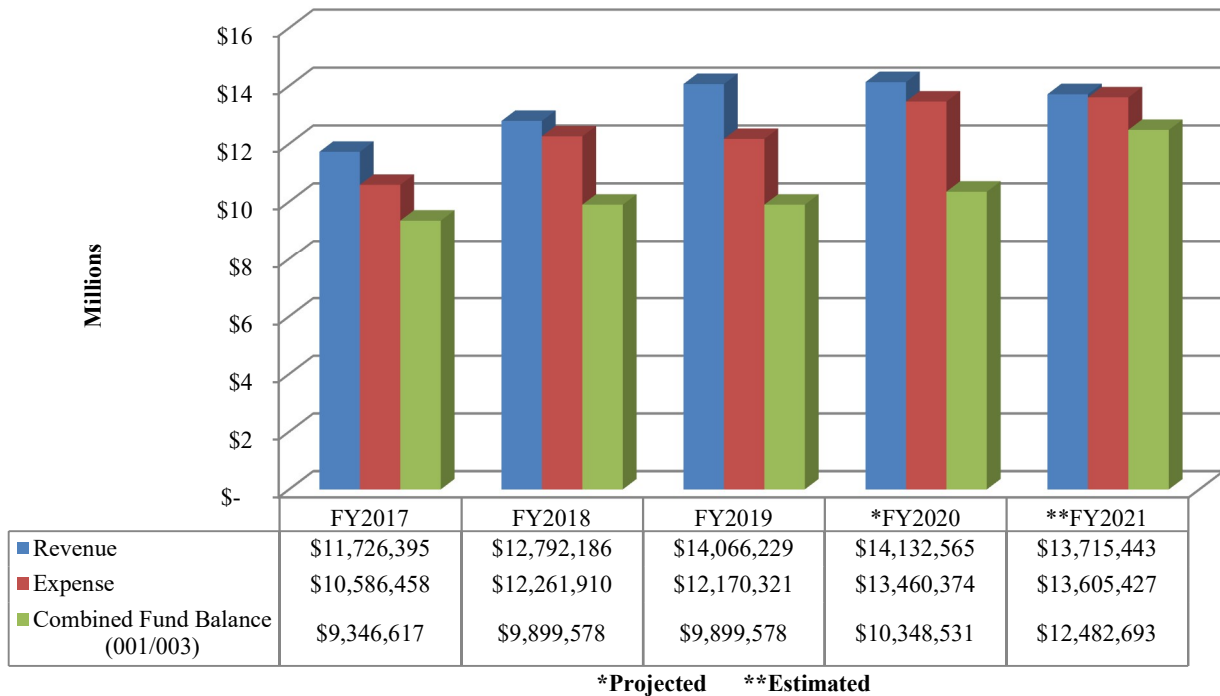




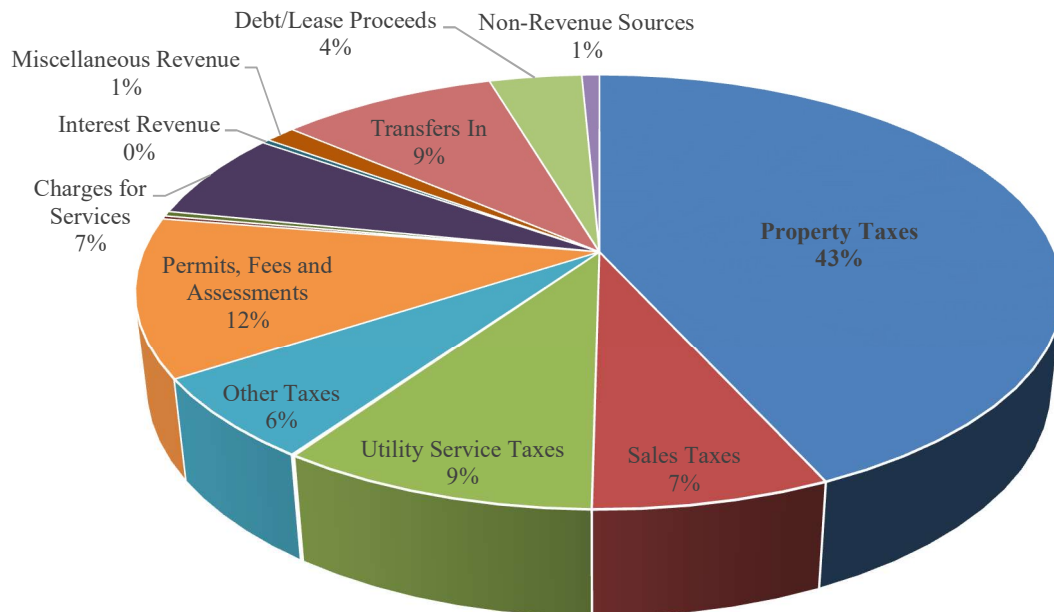
CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

GENERAL FUND – 001

5-Year Revenue, Expense and Fund Balance



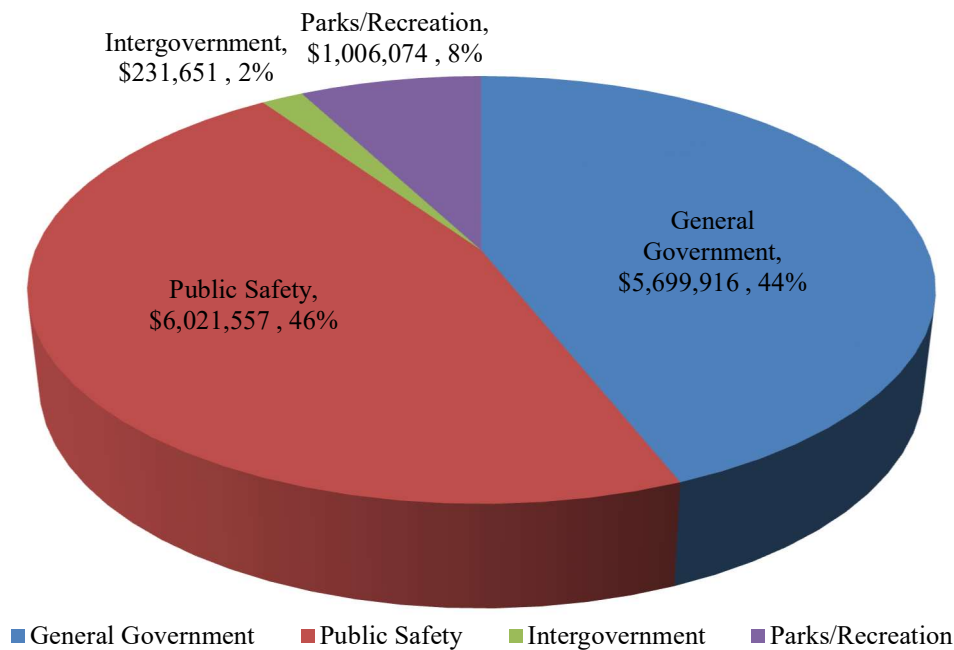
FY 2021 Revenues by Source





CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

GENERAL FUND – 001



FY2021 Budgeted Expenditures by Function

- **General Government** expenditures total \$5,699,916; Departments in this category are: Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures \$6,021,557; Departments in this category are Police, Building Department and Code Enforcement.
- **Intergovernmental** expenditures \$231,651; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures \$1,006,074; this represents the Parks and Recreation Department.
- **Total General Fund expenses are \$12,959,198. Overall increase by 4.1% or \$527,265 from FY20.**



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

GENERAL FUND - 001 Revenue Analysis and Forecasting

Revenue Trends

The General Fund is estimated to receive \$12,959,198 in FY2021 of which 77.5% or \$ \$10,043,296 is generated from Ad Valorem Taxes (43.2% - \$5,603,795), Permit, Fees and Assessments (11.8% - \$ \$1,532,229), Utility Service Tax (9.4% - \$1,213,500), Sales Tax (7% or \$904,126) and Other Taxes (6.1% - \$789,646).

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 - \$5,603,795 (42.2% of General Fund Revenue)

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of \$ 978,061,804. The millage rate for fiscal year 2021 is 5.9671 per \$1,000 of assessed value. This fiscal year the millage rate is 4.43% greater than the rolled back rate of \$5.7138.

The ad valorem taxes make up 42% of the city's general fund revenues as shown on the previous page and 25.2% overall revenue. As illustrated by the chart below, ad valorem taxes are expected to slightly increase though fiscal year 2023. The economy is improving, foreclosures are at a minimum, and projecting increases in assessed values in future years; this created a 7.08% increase in the city's tax base for the fiscal year 2021 budget year. The City is monitoring the growth, foreclosure market and projected tax increase during the COVID pandemic. For Fiscal Year 2022 and 2023 the City projects a 3% increase over FY2021.

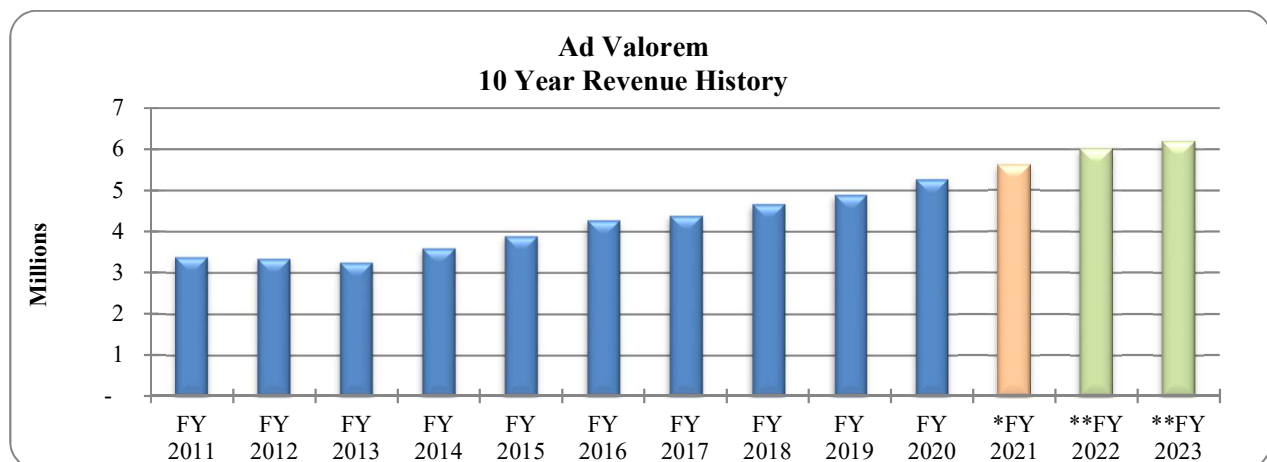


Figure 2



CITY OF PALMETTO, FLORIDA 2020-2021 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 2021 and has not changed in six years.

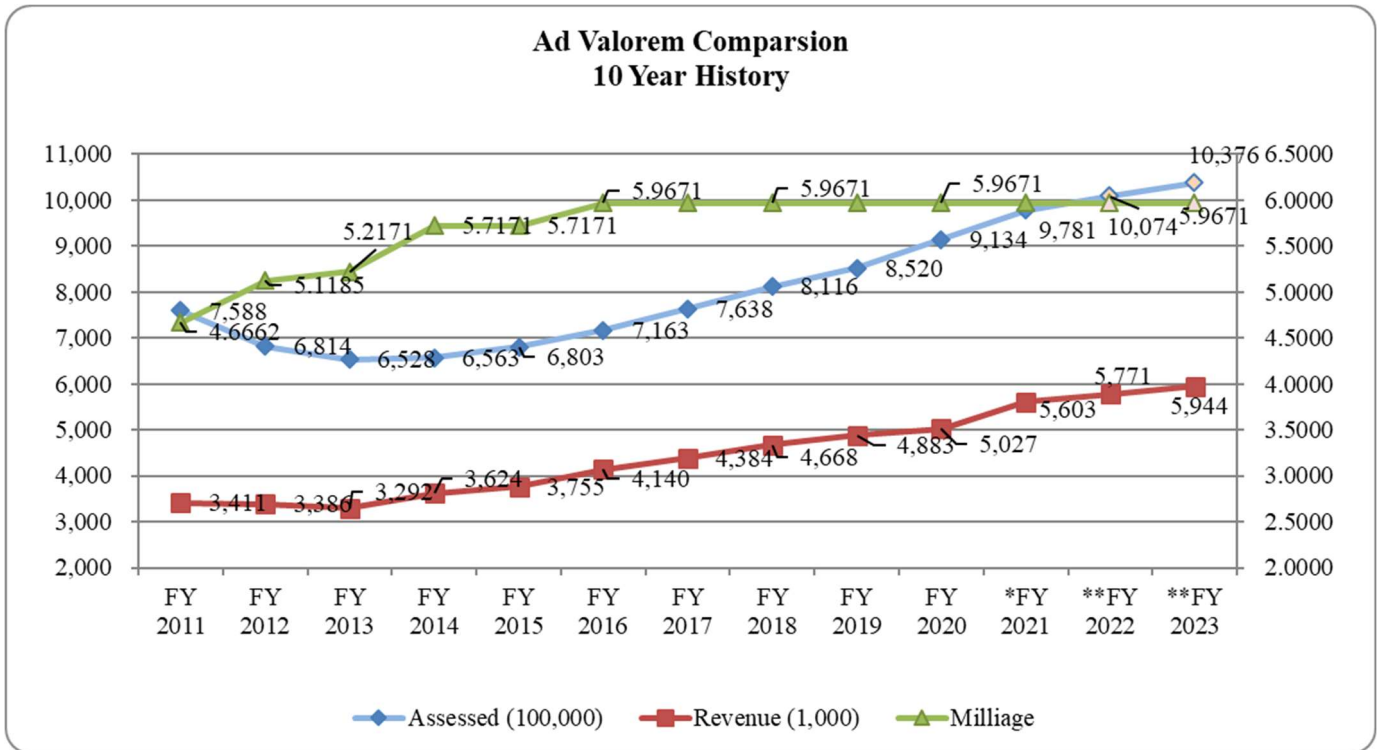


Figure 3

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 (13,661) has the third largest population behind unincorporated Manatee County (317,022) and the City of Bradenton (58,621).

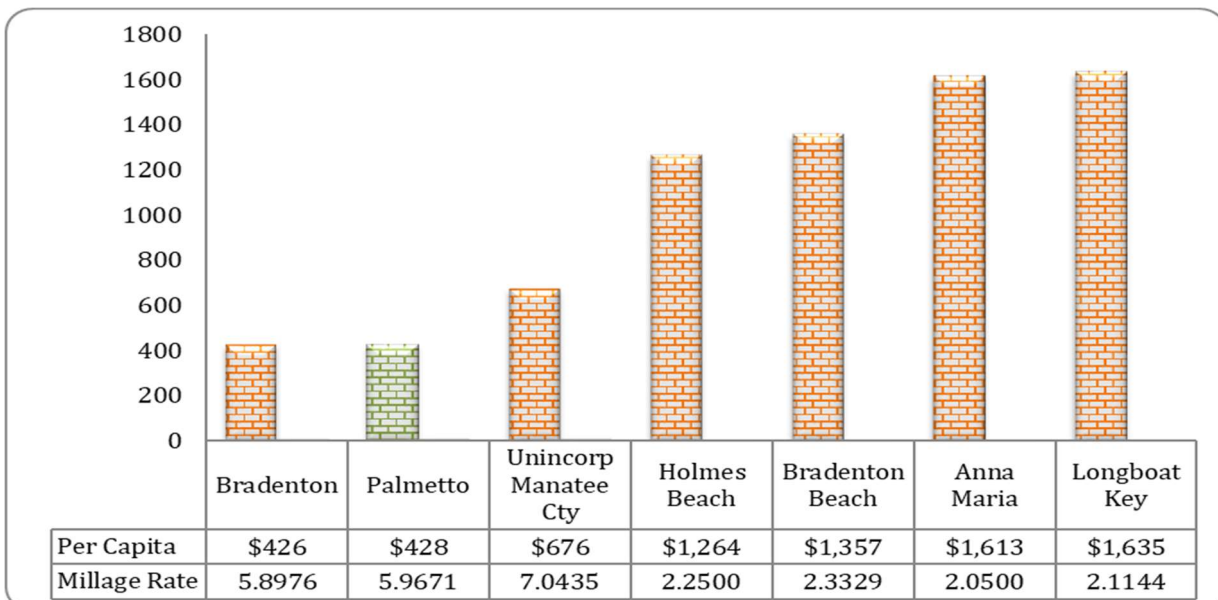


Figure 4



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

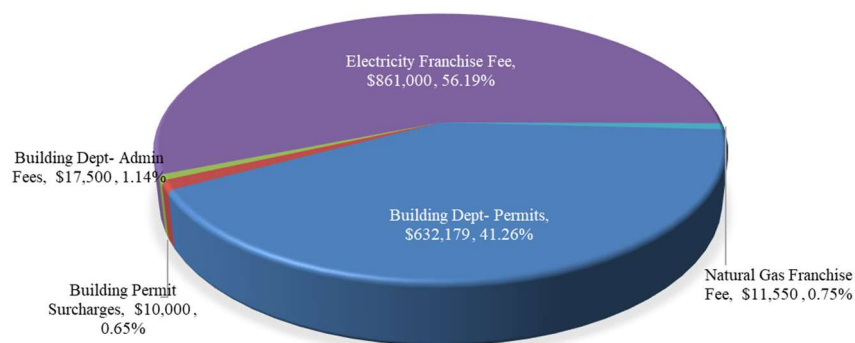
Permit, Fees and Assessments – General Fund - \$1,532,229 (11.82% of General Fund Revenues)

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 \$861,000 or 56.0% of the total permit, fees and assessments revenues. Electricity Franchise Fee, authorized by City ordinance, (*Palmetto, FL – Code of Ordinances, Ordinance No. 2011-03 (App. A, Art. I, Florida Power and Light Company)*) Retrieved from <http://library.municode.com/index.aspx?clientId=11965>. Future assumptions are based on a slight increase of 0.5% through FY2023.

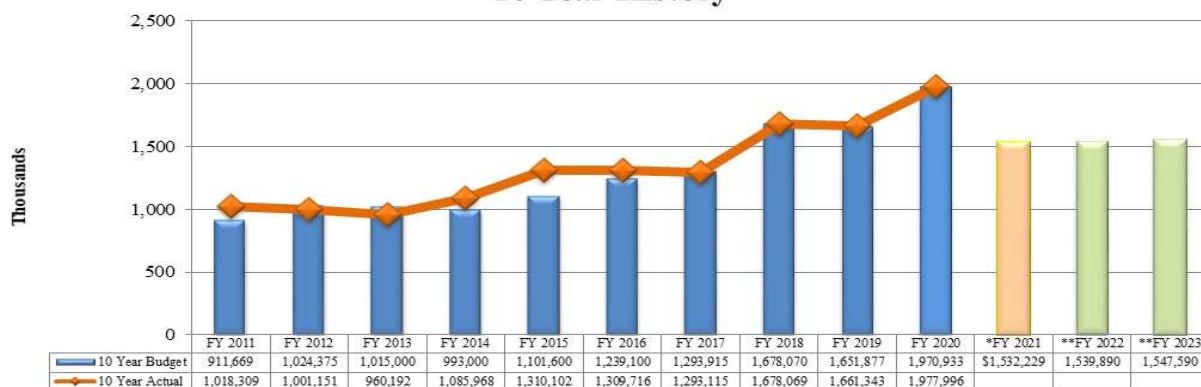
The Building Department is showing a revenue increase for the next fiscal year. This is due continued development of the Sanctuary Cove Residential community. The first phase includes a proposed 255 single family homes of which 95 have connected to the City, 30 are under construction and 130 will begin construction over the next couple of years. In FY2020, the Building Department reflected a 33% increase in revenue over the prior year. This is due to a one time commercial building permit for construction of an apartment complex. We are projecting revenue to increase at 10% annually from Fiscal Year 2021.

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 renewed in FY2011 and will continue through FY2041 (30 Years). The chart below represents the detailed budget for FY2021:

PERMIT FEES AND ASSESSMENTS



Permit, Fees and Assessments 10 Year History





CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Utility Service Taxes – General Fund - \$ 1,213,500 (9.36% 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 \$1,175,000 account for 96.8% of the total utility service taxes.

Florida Power and Light

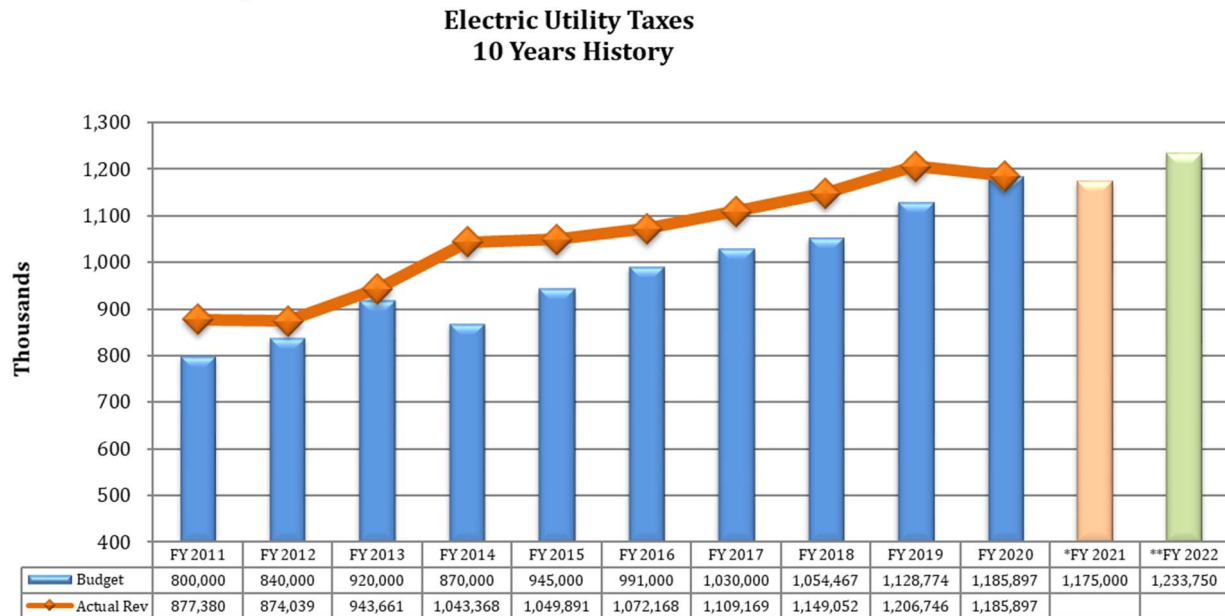


Figure 5

The City assesses 6% on all electric utility payments made within the City, excluding churches, through Florida Power and Light. Electric Utility Taxes are used entirely by the city's General Fund. This tax is based on consumption, and as customers experience higher costs for electricity, it is anticipated to increase at 5% annually from Fiscal Year 2021.

Sales Tax – General Fund - \$904,126 (6.98% of General Fund Revenues)

Half-Cent Sales Tax – State Tax - \$904,126

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. As a result of the pandemic-induced economic contraction, state estimated for Fiscal Year 2021 ended with a loss of \$100K down 11.7% over prior year.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Infrastructure Half-Cent Sales Tax - \$756,245 (only included in the following graph)

New to FY2017 is the Infrastructure Sales Tax. Ordinance 16-35 provided for a referendum to be conducted allowing for the collection and distribution of an infrastructure sales tax. The referendum was passed by voters on November 8, 2016, and beginning January 1, 2017, a half-cent discretionary local government infrastructure sales surtax is being collected by the municipalities within Manatee County. For purposes of forecasting, the below graph reflects the proposed revenue. The revenue is not reflected in the General Fund Summary. It is combined with the General Fund in the All Funds Summary schedule.

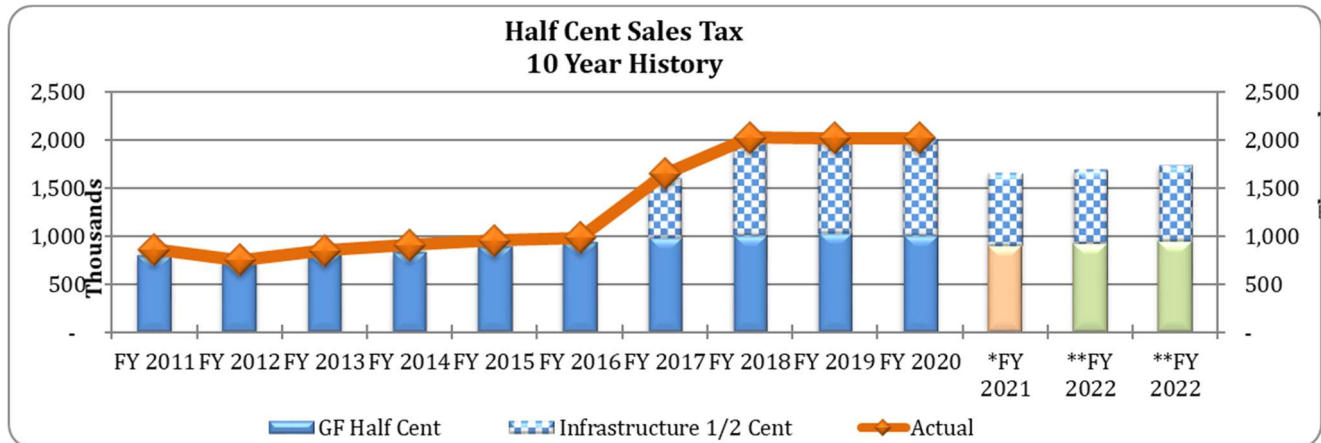


Figure 6

Other Taxes – General Fund - \$ 789,646 (6.09% of General Fund Revenue)

Other Taxes – Summary of revenues

Communication Service Tax – State Tax - \$349,379

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.

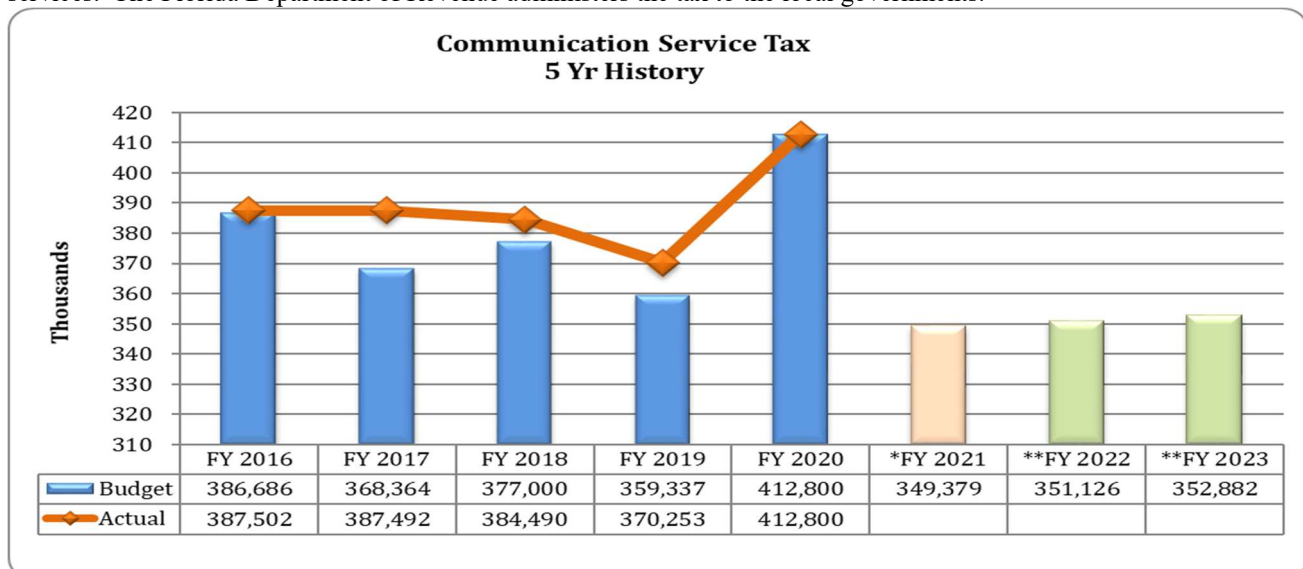


Figure 7



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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 7.44% and a gross receipts tax of 2.37%. The local communication service tax for Palmetto is 5.42% as of FY2018. (F.S. 202.12(1)(a)(c) and (d)). Effective January 2019, changes in state law, Chapter 2019-131 amends (F.S. 337.403(3)) prohibit a municipality or county from imposing permit fees for the use of public rights-of-way by providers of communications services if the local government had not levied the permit fees as of January 1, 2019. In contrast, municipalities and counties that were imposing permit fees as of that date may continue to do so or may elect to no longer impose permit fees. This revenue represents 44.3% 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 2021.

State (Municipal) Revenue Share – State - \$332,267

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 FY2021, the proportional contribution of each revenue source comprising the Municipal Revenue Sharing Program is \$426,312 of which 77.94% or \$332,267 for the General Fund and 22.06% or \$94,045 for Road & Bridge Fund. This revenue represents 42.1% of Other Tax Revenue.

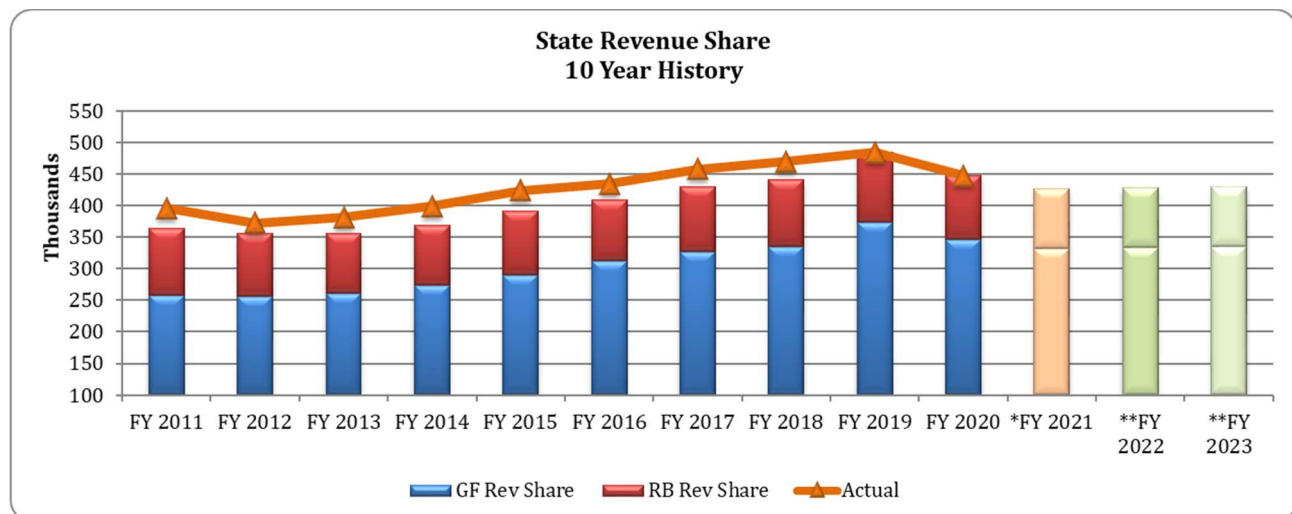


Figure 8



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001 - GENERAL FUND

Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 9,899,578	\$ 11,333,547	\$ 11,333,547	\$ 12,416,899	9.6 %
Revenues					
Property Tax	4,903,205	5,267,127	5,268,403	5,603,795	6.4 %
Sales Taxes	1,025,565	1,010,131	1,007,572	904,126	(10.5)%
Utility Service Tax	1,249,304	1,218,500	1,214,676	1,213,500	(0.4)%
Motor Fuel Taxes	11,608	11,500	11,500	11,500	- %
Other Taxes	873,901	816,351	855,705	789,646	(3.3)%
Permits, Fees, Assessments	1,663,967	1,549,200	1,911,191	1,532,229	(1.1)%
Intergovernmental	113,331	45,038	22,336	31,664	(29.7)%
Fines and Forfeitures	61,499	51,450	65,492	47,750	(7.2)%
Charges for Services	833,690	892,910	829,237	851,748	(4.6)%
Interest Revenue	150,553	80,443	109,943	40,617	(49.5)%
Miscellaneous	183,993	182,416	182,933	164,336	(9.9)%
Impact Fees	132,598	-	169,661	-	- %
Transfers In	1,154,412	1,196,659	1,196,659	1,174,001	(1.9)%
Debt/Lease Proceeds	636,102	254,676	269,600	499,286	96.0 %
Non-Revenue/Fund Balance	-	324,293	-	95,000	(70.7)%
Total Revenues	12,993,728	12,900,694	13,114,908	12,959,198	1.4 %
Expenses					
Mayor and Commission	253,803	274,606	250,803	276,906	0.8 %
City Clerk	2,275,629	2,460,111	2,430,978	2,522,144	2.5 %
Information Technology	466,600	511,576	512,958	595,514	16.4 %
City Attorney	286,756	310,207	326,454	309,376	(0.3)%
Finance	644,070	687,346	669,574	677,571	(1.4)%
Human Resources	179,403	213,196	188,949	255,355	19.8 %
Events and Facilities	159,357	182,980	147,572	160,434	(12.3)%
Police Department	4,221,936	4,580,126	4,229,917	4,600,331	0.4 %
Code Enforcement	137,546	239,409	198,975	227,759	(4.9)%
Public Works Administration	659,634	744,502	676,897	705,853	(5.2)%
Planning	225,266	262,016	191,669	204,803	(21.8)%
Fleet	195,900	232,014	218,049	229,463	(1.1)%
Parks and Recreation	500,883	664,928	534,522	646,308	(2.8)%
Building Department	371,698	509,804	424,686	498,214	(2.3)%
Grants - Non Capital Expenses	15,410	20,228	4,378	25,664	26.9 %
Capital Expenses	288,032	530,326	528,172	517,786	(2.4)%
Debt Service	648,585	288,520	308,205	305,252	5.8 %
Transfer Out	29,251	188,798	188,798	200,465	6.2 %
Total Expenditures	11,559,759	12,900,693	12,031,556	12,959,198	0.5 %
Excess Revenue Over (Under)	1,433,969	1	1,083,352	-	1.9 %
Fund Balance, End of Year	\$11,333,547	\$11,333,548	\$12,416,899	\$ 12,416,899	(7.7)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-000 - GENERAL FUND REVENUE
Fund Revenue Summary

Account		2019	2020	2020	2021	% Change
001-000	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
311.1010	Current Property Taxes	\$ 4,898,649	\$ 5,264,902	\$ 5,266,393	\$ 5,602,745	6.4 %
311.1008	2008 Property Taxes	-	-	2	-	- %
311.1012	2012 Property Taxes	-	-	26	-	- %
311.1013	2013 Property Taxes	-	-	68	-	- %
311.1014	2014 Property Taxes	-	-	61	-	- %
311.1015	2015 Property Taxes	25	-	323	-	- %
311.1016	2016 Property Taxes	214	25	253	250	900.0 %
311.1017	2017 Property Taxes	3,443	200	277	250	25.0 %
311.1018	2018 Property Taxes	874	2,000	333	250	(87.5)%
311.1019	2019 Property Taxes	-	-	667	300	- %
	Total Ad Valorem Taxes	4,903,205	5,267,127	5,268,403	5,603,795	6.4 %
335.8000	State Rev/Lg Half Cent Sales Tax	1,025,565	1,010,131	1,007,572	904,126	(10.5)%
	Total Sales Taxes	1,025,565	1,010,131	1,007,572	904,126	(10.5)%
335.4100	State Rev/Mtr Fuel Tax Refund	11,608	11,500	11,500	11,500	- %
	Total Motor Fuel Taxes	11,608	11,500	11,500	11,500	- %
314.1000	Electric Utility Taxes	1,206,747	1,180,000	1,173,254	1,175,000	(0.4)%
314.4000	Natural Gas Utility Tax	12,212	11,000	13,922	11,000	- %
314.8000	Propane Utility Taxes	30,345	27,500	27,500	27,500	- %
	Total Utility Service Taxes	1,249,304	1,218,500	1,214,676	1,213,500	(0.4)%
315.0000	Communications Services Tax	370,253	351,101	397,202	349,379	(0.5)%
316.0000	Local Business Tax	80,920	65,000	71,409	70,000	7.7 %
316.0500	Local Business Tax-FLC Collected	-	-	819	-	- %
316.3100	Local Business Tax Penalties	4,477	-	288	-	- %
335.1200	State Revenue Sharing Proceeds	373,477	358,750	346,570	332,267	(7.4)%
335.4000	Mobile Home Licenses	29,954	30,000	27,417	26,500	(11.7)%
335.5000	State Rev/Alcohol Bev License	14,820	11,500	12,000	11,500	- %
	Total Other Taxes	873,901	816,351	855,705	789,646	(3.3)%
	TOTAL TAXES	8,063,583	8,323,609	8,357,856	8,522,567	2.4 %
322.1100	Building Permits	698,061	625,000	964,991	630,179	0.8 %
322.1700	Building Inspections	2,584	2,200	30,244	2,000	(9.1)%
323.1000	Electricity Franchise Fee	917,856	885,000	858,688	861,000	(2.7)%
323.4000	Natural Gas Franchise Fee	10,034	8,000	12,084	11,550	44.4 %
329.0300	Building Permit Surcharge	14,387	10,000	24,073	10,000	- %
367.0100	Building Admin Fee	21,045	19,000	21,111	17,500	(7.9)%
	TOTAL PERMITS, FEES AND ASSESSMENTS	1,663,967	1,549,200	1,911,191	1,532,229	(1.1)%



CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

001-000 - GENERAL FUND REVENUE

Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-000						
331.2400-9006	Bulletproof Vest Grant	3,746	2,038	3,612	-	(100.0)%
331.2400-9029	FDOT Speed Abatement Grant	5,003	-	-	-	- %
331.2880-9032	FY19 Rapid ID Implementation	3,300	-	-	-	- %
331.5003	FEMA: Hurricane Irma	94,282	-	413	-	- %
334.2400-9040	FDLE FIBRS Implementation	-	-	-	25,664	- %
337.4000	FMIT Safety Grant	-	6,000	6,000	6,000	- %
337.0200-9031	WCIND Waterway Grant	7,000	8,000	4,810	-	(100.0)%
337.0200-9035	WCIND Boat Removal	-	15,000	-	-	(100.0)%
337.0200-9036	WCIND - PD Boat Equipment	-	14,000	7,501	-	(100.0)%
	TOTAL	113,331	45,038	22,336	31,664	(29.7)%
	INTERGOVERNMENTAL/ GRANT REVENUE					
351.2125	Judgements and Fines - 629	16,008	15,000	14,670	12,000	(20.0)%
351.3000	Judgement/Fines - Law Enforcement Educ.	2,606	2,000	2,287	2,000	- %
354.1000	Violation - Local Ordinance	245	200	2,960	250	25.0 %
354.2500	Violation-Local Ord/Code Enfrcmt	7,165	5,000	24,140	5,000	- %
354.2550	Violation Lot Clearing - Pass Thru	1,750	10,000	1,000	10,000	- %
359.0300	PD Abandoned Property	8,951	1,000	-	-	(100.0)%
359.1000	Traffic Infractions	23,362	17,500	19,442	17,500	- %
359.2000	Forfeits/Restitution	1,412	750	993	1,000	33.3 %
	TOTAL FINES AND FORFEITURES	61,499	51,450	65,492	47,750	(7.2)%
341.0221	CRA Reimbursement - PD	539,926	575,460	528,531	594,398	3.3 %
341.0223	CRA Reimbursement - Code Enforcement	-	54,618	53,652	61,262	12.2 %
341.1000	Ag Museum Insurance Reimbursement	2,097	2,794	2,796	3,076	10.1 %
341.2200	Zoning Fees/Variiances	26,000	21,910	28,650	20,000	(8.7)%
341.3000	Notary Fee	120	200	62	100	(50.0)%
341.3200	Reproduction - Map & Publications	59	50	1	50	- %
341.3224	Building Maps/Reproduction	8	-	-	-	- %
341.3300	Impact Admin Fee	34	-	337	-	- %
331.3324	Impact Fee - BD	86	-	858	-	- %
341.4100	Recording Fees	175	100	-	-	(100.0)%
341.3500	Conduit Application Fee	4,000	4,000	4,000	-	(100.0)%
341.9023	Abandoned/Vacant Property Registration	2,800	2,000	2,000	2,000	- %
341.9521	PBA Administrative Fee	130	130	130	130	- %
342.0400	Fingerprint/Copying/Ids-Pd	7,568	7,750	6,000	6,000	(22.6)%
342.2010	School Resource Officer - Manatee School Bd	213,789	188,332	188,332	129,966	(31.0)%
343.8200	Locate Cemetery Spaces	700	800	325	100	(87.5)%



CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

001-000 - GENERAL FUND REVENUE

Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-000						
347.4000	Special Event - Svc Charge	8,172	7,500	12,913	7,500	- %
347.4050	Special Event Permit App	900	600	500	500	(16.7)%
347.4600	July 4th Fireworks Reimbursement	27,126	26,666	-	26,666	- %
	TOTAL CHARGES FOR SERVICES	833,690	892,910	829,087	851,748	(4.6)%
361.0100	Investment Earnings	134,474	80,443	96,000	35,617	(55.7)%
361.0200	Interest Rev - Impact Fees	10,948	-	7,500	-	- %
361.0800	Interest Special Assmt	-	-	1,718	-	- %
361.0900	A/R Interest Charges	5,131	-	4,725	5,000	- %
	TOTAL INTEREST REVENUE	150,553	80,443	109,943	40,617	(49.5)%
362.2000	Rents - Cell Tower (Non Taxable)	18,278	18,826	18,643	19,016	1.0 %
362.4000	Rents-Heritage Park Taxable	364	200	820	200	- %
362.4100	Rents Park -Taxable	20,955	18,000	8,405	4,000	(77.8)%
362.4300	Rents - Submerged Land	83,414	85,000	84,914	85,000	- %
362.4900	Rents/Lease Solar	1,373	1,000	1,373	1,000	- %
362.5000	Rents - Banners/Signage	850	750	550	500	(33.3)%
364.4100	Disposition Of Fixed Assets	3,855	-	8,982	-	- %
364.5000	Sales Of Scrap Materials	4,046	-	406	-	- %
365.1100	Sale Of Surplus Materials/Scrap	2,682	-	998	-	- %
366.0026	PD Special Programs	2,500	3,000	3,000	-	(100.0)%
369.0200	Other Misc Revenue	11,620	19,000	12,000	18,000	(5.3)%
369.1700	Other Misc Rev/Nsf Check Charges	40	30,040	30,080	30,020	(0.1)%
369.3000	Living Tree Memorial	372	600	-	600	- %
369.3099	Tree/Landscape Revenue - Reserve	875	1,500	-	1,500	- %
369.6800	Other Misc Rev/Refund Exp	5,053	-	-	-	- %
369.7400	Other Misc Revenue	904	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	21,417	-	10,678	-	- %
369.8001	Over/Short Cash	(1,305)	-	1	-	- %
369.8002	Over/Short Central Stores Inventory	(122)	-	(5,092)	-	- %
369.8003	Over/Short Shop Materials	(3)	-	-	-	- %
369.9000	Cemetery Spaces	400	-	400	-	- %
369.9521	PD Take Home Vehicle Reimbursement	6,425	4,500	6,775	4,500	- %
	TOTAL MISCELLANEOUS REVENUE	183,993	182,416	182,933	164,336	(9.9)%
324.1100	Impact Fees - Law (Residential)	19,168	-	13,751	-	- %
324.1200	Impact Fees - Law (Commerical)	2,235	-	76,141	-	- %
324.6100	Impact Fees - Parks (Residential)	89,499	-	64,205	-	- %
324.7100	Impact Fees - General (Residential)	21,696	-	15,564	-	- %
	TOTAL IMPACT FEES	132,598	-	169,661	-	- %



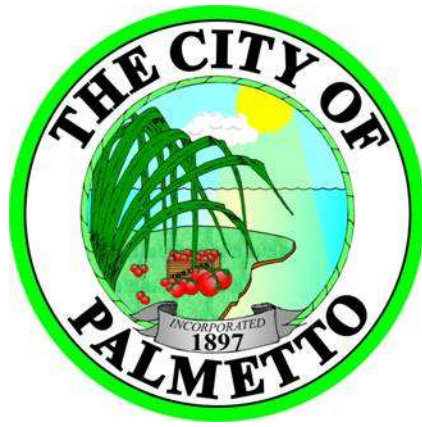
CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-000 - GENERAL FUND REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-000						
OTHER FINANCING SOURCES						
381.7065	Transfer-In From Trailer Park Fund	144,434	-	-	-	- %
381.8212	Transfer-In From CRA Fund	79,654	69,482	69,482	58,806	(15.4)%
382.0010	Transfer-In - Building Department	151,991	143,798	143,798	161,465	12.3 %
382.3070	Transfer In - Road & Bridge	176,651	170,495	170,495	173,754	1.9 %
382.4030	Transfer-In - Solid Waste Fund	75,228	76,292	76,292	74,447	(2.4)%
382.4321	Transfer-In - Water & Sewer Fund	523,522	561,972	561,972	531,841	(5.4)%
382.4400	Transfer-In - Stormwater Fund	128,174	122,548	122,548	124,873	1.9 %
382.4600	Transfer-In - Reuse Water Fund	26,749	52,072	52,072	48,815	(6.3)%
	Total Transfers-In	1,306,403	1,196,659	1,196,659	1,174,001	(1.9)%
383.7000-0000	Capital Lease Inception	266,405	152,076	167,000	499,286	228.3 %
383.7000-9762	Capital Lease Inception - FPL	-	102,600	102,600	-	(100.0)%
384.9119	Key Bank 19 Debt Proceeds	369,697	-	-	-	- %
	Total Debt/Lease Proceeds	636,102	254,676	269,600	499,286	96.0 %
399.0000	Funding From Fund Balance - Outstanding Enc	-	161,376	-	-	(100.0)%
399.0001	Funding From Fund Bal - Contingency	-	47,500	-	54,500	14.7 %
399.0524	Funding From Fund Balance - Outstanding Enc - Bldg	-	43,140	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	116,515	-	-	(100.0)%
399.7524	Funding From Bldg Dept Reserves	-	(45,738)	-	16,000	(135.0)%
399.7572	Funding From Tree/Landscape Reserve	-	1,500	-	1,500	- %
399.9301	Funding From Equity - Cap Prjs	-	-	-	23,000	- %
	Total Non-Revenue Sources	-	324,293	-	95,000	(70.7)%
	TOTAL OTHER FINANCING SOURCES	1,942,505	1,775,628	1,466,259	1,768,287	(0.4)%
	TOTAL GENERAL FUND REVENUE	\$13,145,719	\$12,900,694	\$13,114,758	\$12,959,198	0.5 %

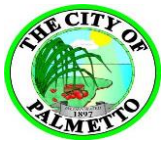


**CITY OF PALMETTO, FLORIDA
2018-2019 BUDGET**



"All great achievements require time."

Maya Angelou



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Mayor and Commission – 511

General Fund - 001

Department Mission:

The Commission is responsible for setting municipal policy through the enactment of laws (ordinances) and the adoption of resolutions. The Commission operates under the Palmetto Municipal Code and the Constitution of the State of Florida and its laws.

Primary Duties:

The City is governed by a strong-mayoral form of government with the City Commission serving as the governing body. The Commission is comprised of the Mayor and three commission members and two at large commissioners, who each serve four-year terms. The Commission is the legislative and policy-making body of the City, responsible for approving the budget and determining the ad valorem tax rate on all real and personal property within the corporate limits of the City. 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
- Enacts laws and ordinances
- Sets policy and direction for the various functions of City government
- Adopt annual operating and capital budgets.
- Serve as City liaison for various area-wide boards.
- Welcomes and encourages new businesses
- Meets with Citizens as requested

Organizational Chart:

Mayor & Commissioners (5)

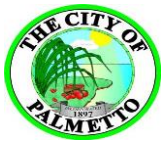
Executive Assistant (FT)

Department Objectives:

- To hold public meetings at City Hall and locations throughout the City to allow citizen input and share important information with the public.
- Disseminate correct information to the public via public meetings, media and/or mailings.
- Review and update City ordinances.
- Seek grant funding opportunities to enhance City dollars.
- Continue the commitment to improve the City's infrastructure.
- To hold expenses as low as possible while maintaining the City's infrastructure and services to its citizens
- Facilitates code enforcement and parking citation hearings
- Prompt and accurate responses to the needs of the general public, which include either e-mails, walk-in visitors, and/or phone calls to the Mayor's office.

Mayor and Commission – 511

General Fund – 001



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Goals & Accomplishments:

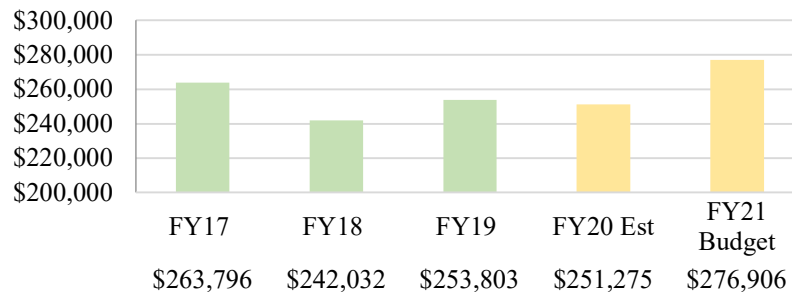
- Establish SWFWMD grant for Toilet Rebate Program
- Facilitating Economic Development
- Facilitating traffic improvements, signalization or intersection modification
- Enhancing city parks and trail system
- Expand Adopt-a-Block Program with local businesses
- Continue Seahorse rebranding to connect our history with our future
- Establish business groups to help support and inform city businesses

Performance Indicators:

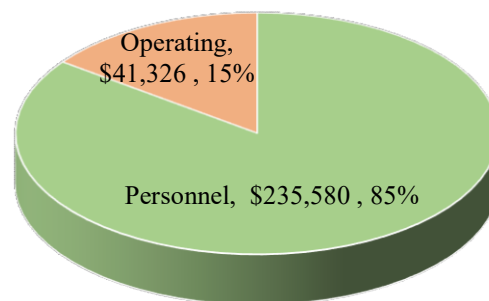
Task	FY2018 Actual	FY2019 Actual	FY2020 ** Actual	FY2021 Projected
Resolutions Proposed	45	50	23	45
Resolutions Passed	43	45	21	40
Ordinances Proposed	34	24	7	15
Ordinances Passed	26	18	5	10
Toilet Rebate Program Grant			80	80

**Resolutions and Ordinances are based on calendar year

Departmental Expenditures



FY21 Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-511 - MAYOR AND COMMISSION
Cost Center Summary

Account		2019	2020	2020	2021	
001-511	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	% Change of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 172,420	\$ 176,913	\$ 177,595	\$ 182,221	3.0 %
515.2000	Vehicle Allowance	3,600	3,600	3,600	3,600	- %
521.0100	Fica Taxes	13,412	14,708	13,804	14,214	(3.4)%
522.2100	Retirement General Employee	9,929	8,433	8,749	7,017	(16.8)%
522.2500	Matching Deferred Comp	9,873	11,770	10,763	13,519	14.9 %
523.0100	Health Insurance	11,030	13,090	11,850	14,350	9.6 %
523.0300	Insurance & EAP	289	356	253	369	3.7 %
524.0100	Workers' Compensation	231	222	213	290	30.6 %
	Total Personnel Expenses	220,784	229,092	226,827	235,580	2.8 %
531.0300	Membership Dues	10,188	10,310	10,345	10,420	1.1 %
531.1600	Contract Services	5,000	-	-	-	- %
540.5100	Travel and Per Diem	3,578	8,990	678	8,720	(3.0)%
541.1100	Communications	2,374	3,600	2,450	2,700	(25.0)%
542.1200	Postage/Mailing Service	-	25	-	-	(100.0)%
545.1200	Insurance	6,237	7,076	6,985	7,816	10.5 %
546.3400	Repair & Maintenance	797	500	250	500	- %
547.5100	Printing And Binding	191	2,750	200	1,250	(54.5)%
551.1200	Office Supplies	(159)	400	200	300	(25.0)%
552.2300	Operating Expenses	3,035	2,168	2,168	1,970	(9.1)%
552.4200	Small Tools/Equipment	128	3,600	200	800	(77.8)%
554.0100	Non-Capitalized Equipment	-	900	-	-	(100.0)%
555.1300	Technical/Training	1,650	5,195	500	6,850	31.9 %
	Total Operating Expenses	33,019	45,514	23,976	41,326	(9.2)%
	TOTAL EXPENDITURES	\$ 253,803	\$ 274,606	\$ 250,803	\$ 276,906	0.8 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Mayor and Commission - 511

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 511-Mayor And Commission			
001-511-512.0100 Regular Salaries			
Regular Salaries	1	182,221	182,221
Totals For Gl# 001-511-512.0100-Regular Salaries			182,221
001-511-515.2000 Vehicle Allowance			
Mayor Vehicle Allowance	1	3,600	3,600
Totals For Gl# 001-511-515.2000-Vehicle Allowance			3,600
001-511-521.0100 FICA Taxes			
FICA Taxes	1	14,214	14,214
Totals For Gl# 001-511-521.0100-FICA Taxes			14,214
001-511-522.2100 Retirement General Employee			
Pension	1	7,017	7,017
Totals For Gl# 001-511-522.2100-Retirement General Employee			7,017
001-511-522.2500 Matching Deferred Comp			
City Contribution For Deferred Comp	1	13,519	13,519
Totals For Gl# 001-511-522.2500-Matching Deferred Comp			13,519
001-511-523.0100 Health Insurance			
Health Insurance - Employee Only	1	14,350	14,350
Totals For Gl# 001-511-523.0100-Health Insurance			14,350
001-511-523.0300 Life Insurance & EAP			
Life Insurance	1	369	369
Totals For Gl# 001-511-523.0300-Life Insurance & EAP			369
001-511-524.0100 Workers' Compensation			
Workers' Compensation	1	290	290
Totals For Gl# 001-511-524.0100-Workers' Compensation			290
001-511-531.0300 Membership Dues			
Economic Development Council	1	5,000	5,000
FACE Membership	2	45	90
FL League Of Mayors	1	366	366
FLOC Membership	1	1,829	1,829
Manasota League Of Cities	1	600	600
Manatee Chamber Of Commerce	1	420	420
Tampa Bay Regional Plan Council	1	2,000	2,000
Manatee County 4H Foundation	1	100	100
Arbor Day Foundation	1	15	15
Totals For Gl# 001-511-531.0300-Membership Dues			10,420



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Mayor and Commission - 511

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 511-Mayor And Commission			
001-511-540.5100 Travel And Per Diem			
FACE Conference	1	500	500
FLOC Annual Conference - Commission	4	1,000	4,000
FLOC Annual Conference - Mayor	1	1,000	1,000
Miscellaneous Travel - Mayor/Commission	1	1,500	1,500
FLC Committee Travel	1	1,000	1,000
Business Meetings/ Marketing	12	60	720
Totals For Gl# 001-511-540.5100-Travel And Per Diem			8,720
001-511-541.1100 Communications			
Cell Service - Commissioner	12	45	540
Cell Service - Commissioner	12	45	540
Cell Service - Commissioner	12	45	540
Cell Service - Mayor	12	45	540
Cell Service - Commissioner	12	45	540
Totals For Gl# 001-511-541.1100-Communications			2,700
001-511-545.1200 Insurance			
D-6 Accident Insurance-Mayor And Commission	1	280	280
General Liability, Auto, And Property	4	1,884	7,536
Totals For Gl# 001-511-545.1200-Insurance			7,816
001-511-546.3400 Repair & Maintenance			
Repairs To Chambers	1	250	250
Repairs To Mayor's Office	1	250	250
Totals For Gl# 001-511-546.3400-Repair & Maintenance			500
001-511-547.5100 Printing And Binding			
Business Cards	2	75	150
Flyers/Mailings For Mayor	1	100	100
Promotional Advertising	1	500	500
County Calendar/ Chamber Map & Guide	1	500	500
Totals For Gl# 001-511-547.5100-Printing And Binding			1,250
001-511-551.1200 Office Supplies			
Office Supplies	1	300	300
Totals For Gl# 001-511-551.1200-Office Supplies			300



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Mayor and Commission - 511

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 511-Mayor And Commission			
001-511-552.2300 Operating Expenses			
Awards/Certificates/Plaques	1	300	300
Business Observer Subscription	1	40	40
City Shirts - Mayor/Commission	6	50	300
Event Supplies (Emp. Appr,Multi,Fair,4th)	1	1,000	1,000
Florida Trend Subscription	4	10	40
Periodicals	3	30	90
Seasonal Decor	1	200	200
Totals For Gl# 001-511-552.2300-Operating Expenses			1,970
001-511-552.4200 Small Tools/Equipment			
Miscellaneous Equipment For Chambers	1	400	400
Office Furniture/Equipment	1	400	400
Totals For Gl# 001-511-552.4200-Small Tools/Equipment			800
001-511-555.1300 Technical/Training			
FLOC Registration Fee	5	600	3,000
FACE Conference Registration	1	500	500
Training For Mayor	1	500	500
Training For Exec Assistant	1	1,250	1,250
EMO Training	2	300	600
Training For Commission	5	200	1,000
Totals For Gl# 001-511-555.1300-Technical/Training			6,850
Totals For Dept 511-Mayor And Commission			276,906



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Office of City Clerk - 512

General Fund – 001

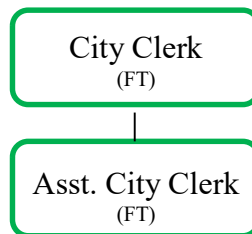
Department Mission:

The Office of City Clerk provides accountability, stewardship and accessibility to all forms of City public records. Create and protect the transparency of government and provide an impartial, independent voice regarding the business of government. Provide exceptional clerical and administrative support to the City commission members; accurate and responsive recording and transcription services of commission and pension board meetings.

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.

Organizational Chart:



Department Objectives:

- Keeping up with retention schedules to ensure proper destruction of documents that have met retention
- Utilizing technology, work to streamline the agenda process
- Continue to convert hard-copy records into electronic formats in order to improve efficiency and document access.
- Cemetery burial space management

Goals & Accomplishments:

- Engaging in effective communication with internal staff and external citizens and vendors
- Expand and enhance web presence to keep residents educated and informed
- Continue to provide a high-level of customer service to residents, business owners, etc



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

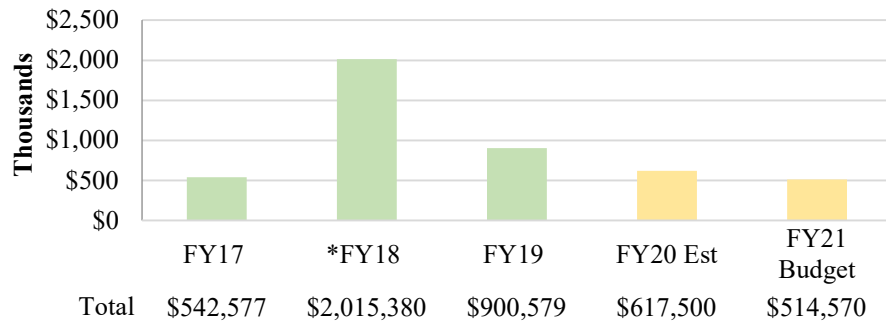
Office of City Clerk - 512

General Fund – 001

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY21 Proposed
Public Records Request	30	29	47	40
Number of Commission Meetings	27	26	22	26
Number of Workshops Meetings	23	24	22	24
Number of Pension Board Meetings	8	8	8	8
Burials and Internments	8	6	3	3

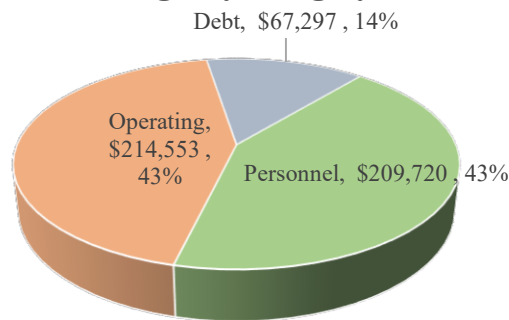
Departmental Expenditures



Note: FY18, the City purchased the property for \$1.4 million for the future site of the Police Department.

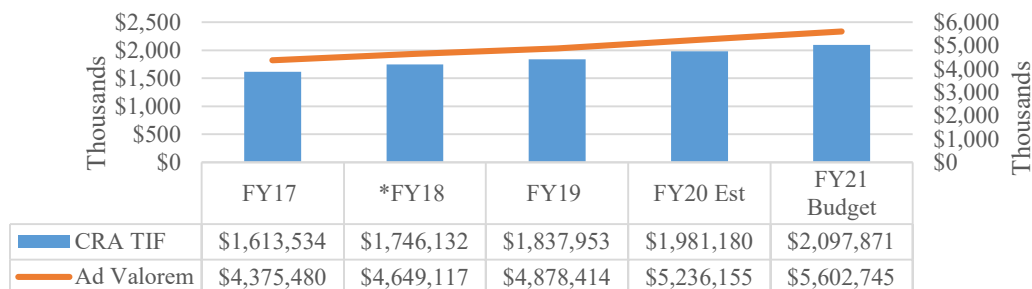
Note: FY19 actual includes a one-time expense for capital loan refinancing. The expense is offset with loan proceeds.

Budget by Category



**Tax Increment Funding (TIF) is transferred from the City Clerk's budget to the CRA therefore, not reflected in the above graphs. Provided below is the 5 year history of TIF payments to the CRA.

Tax Increment Funds to CRA





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-512 - CITY CLERK
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-512						
EXPENDITURES						
511.0100	Executive Salaries	\$ 102,540	\$ 105,213	\$ 105,617	\$ 108,369	3.0 %
512.0100	Regular Salaries	53,190	54,576	55,993	45,972	(15.8)%
521.0100	Fica Taxes	11,438	12,224	11,834	11,807	(3.4)%
522.2100	Retirement General Employee	34,795	29,513	30,841	23,028	(22.0)%
523.0100	Health Insurance	17,756	21,080	20,283	19,796	(6.1)%
523.0300	Insurance & EAP	548	522	522	502	(3.8)%
524.0100	Workers' Compensation	205	200	190	246	23.0 %
	Total Personnel Expenses	220,472	223,328	225,280	209,720	(6.1)%
531.0100	Consulting	2,000	11,220	11,200	-	(100.0)%
531.0300	Membership Dues	744	655	630	675	3.1 %
531.1600	Contract Services	8,194	7,760	7,760	7,760	- %
540.5100	Travel and Per Diem	1,537	2,320	394	2,550	9.9 %
541.1100	Communications	19,167	21,756	27,596	2,580	(88.1)%
542.1200	Postage/Mailing Service	2,700	2,700	2,700	2,700	- %
543.0000	Utility Services	22,520	24,040	21,150	24,160	0.5 %
544.0500	Operating Lease	4,629	4,680	4,674	4,740	1.3 %
545.1200	Insurance	5,873	6,327	5,491	6,967	10.1 %
545.9900	Insurance Contingency - Vehicle	24,728	32,774	2,774	30,000	(8.5)%
546.3400	Repair & Maintenance	9,386	8,200	6,500	8,250	0.6 %
546.4000	Vehicle Repair & Maintenance	111	800	450	800	- %
547.5100	Printing And Binding	6,948	11,275	7,600	6,450	(42.8)%
548.9100	Promotional Advertising	6,089	10,145	4,000	10,310	1.6 %
549.0100	Repurchase Of Cemetery Spaces	-	800	-	800	- %
549.9000	Tax Increment Funds To CRA	1,837,953	1,981,180	1,981,180	2,097,871	5.9 %
549.9600	Bank Service Charges	6,160	6,350	6,100	6,750	6.3 %
551.1200	Office Supplies	2,056	2,100	2,100	2,100	- %
552.0000-0000	Hurricane Materials	290	1,500	-	1,500	- %
552.0000-9038	Covid Materials	-	-	17,246	-	- %
552.1500	Fuel and Lubricants	318	500	180	500	- %
552.2300	Operating Expenses	90,234	88,386	88,386	88,461	0.1 %
552.4200	Small Tools/Equipment	1,093	1,800	250	650	(63.9)%
552.5100	Uniform Purchases And Cleaning	-	-	-	70	- %
554.0100	Non-Capitalized Equipment	-	4,500	4,000	500	(88.9)%
554.1200	Publications	733	735	846	1,080	46.9 %
555.1300	Technical/Training	1,994	1,280	691	1,200	(6.3)%
555.9900	Tuition Reimbursement	(300)	3,000	1,800	3,000	- %
	Total Operating Expenses	2,055,157	2,236,783	2,205,698	2,312,424	3.4 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-512 - CITY CLERK
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-512						
561.0000	Land	405	781	11,064	-	(100.0)%
562.0000-9762	Improvements - FPL	-	25,757	25,758	-	(100.0)%
563.0100-9762	Machinery & Equipment - FPL	-	17,500	17,499	-	(100.0)%
	Total Capital Purchases	405	44,038	54,321	-	(100.0)%
571.0100	Princ - Lease	7,248	9,142	9,142	3,754	(58.9)%
571.0100-9762	Princ - Lease FPL	-	-	-	3,427	- %
571.0400	Principal - Loan 2004	12,153	-	-	-	- %
571.0500	Principal - Loan 2005	9,319	-	-	-	- %
571.0700	Principal - Loan 2007	7,712	-	-	-	- %
571.1900	Principal - Loan 2019	17,959	51,459	51,459	52,405	1.8 %
572.0100	Interest Expense - Lease	315	811	811	30	(96.3)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	1,276	- %
572.0400	Interest Expense - Loan 2004	3,746	-	-	-	- %
572.0500	Interest Expense - Loan 2005	3,344	-	-	-	- %
572.0700	Interest Expense - Loan 2007	3,530	-	-	-	- %
572.1900	Interest Expense - Loan 2019	2,489	7,557	7,557	6,405	(15.2)%
572.9000	Deferred Refunding Expense	26,056	-	-	-	- %
574.0000	Other financing uses	339,378	-	-	-	- %
	Total Debt Service	433,249	68,969	68,969	67,297	(2.4)%
591.0700	Transfer To Capital Projects Fund	29,251	45,000	45,000	23,000	(48.9)%
	Total Transfers-Out	29,251	45,000	45,000	23,000	(48.9)%
	TOTAL EXPENDITURES	\$ 2,738,534	\$ 2,618,118	\$ 2,599,268	\$ 2,612,441	(0.2)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-City Clerk			
001-512-511.0100 Executive Salaries			
Executive Salaries	1	108,369	108,369
Totals For Gl# 001-512-511.0100-Executive Salaries			108,369
001-512-512.0100 Regular Salaries			
Regular Salaries	1	45,972	45,972
Totals For Gl# 001-512-512.0100-Regular Salaries			45,972
001-512-521.0100 FICA Taxes			
FICA Taxes	1	11,807	11,807
Totals For Gl# 001-512-521.0100-FICA Taxes			11,807
001-512-522.2100 Retirement General Employee			
General Employee Pension	1	23,028	23,028
Totals For Gl# 001-512-522.2100-Retirement General Employee			23,028
001-512-523.0100 Health Insurance			
Health Insurance - Employee	1	7,175	7,175
Health Insurance - Children	1	12,621	12,621
Totals For Gl# 001-512-523.0100-Health Insurance			19,796
001-512-523.0300 Life Insurance & EAP			
Life Insurance	1	502	502
Totals For Gl# 001-512-523.0300-Life Insurance & EAP			502
001-512-524.0100 Workers' Compensation			
Workers' Compensation	1	246	246
Totals For Gl# 001-512-524.0100-Workers' Compensation			246
001-512-531.0300 Membership Dues			
FACC Annual Membership Dues	2	75	150
FGFOA Annual Dues	2	35	70
Institute Of Internal Auditors Annual Dues	1	150	150
International Institute Of Municipal Clerks	1	170	170
Associate IIMC Membership	1	135	135
Totals For Gl# 001-512-531.0300-Membership Dues			675
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



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-City Clerk			
001-512-540.5100 Travel And Per Diem			
FGFOA Finance School--Assistant City Clerk	1	1,000	1,000
FGFOA Annual Conference-City Clerk	1	1,300	1,300
Misc Mileage For Training	1	150	150
Florida Redevelopment Agency	1	100	100
Totals For Gl# 001-512-540.5100-Travel And Per Diem			2,550
001-512-541.1100 Communications			
Cell Phone Service- City Clerk	12	50	600
Frontier Alarm Line	12	165	1,980
Totals For Gl# 001-512-541.1100-Communications			2,580
001-512-542.1200 Postage/Mailing Service			
CH- Postage Meter	1	2,700	2,700
Totals For Gl# 001-512-542.1200-Postage/Mailing Service			2,700
001-512-543.0000 Utility Services			
City Hall Electricity	1	11,800	11,800
City Hall Water	1	12,360	12,360
Totals For Gl# 001-512-543.0000-Utility Services			24,160
001-512-544.0500 Operating Lease			
Postage Meter Neopost Lease P#46-48	1	243	243
RICOH MPC4504Ex - P#16-27 Of 36	9	209	1,881
RICOH Pages Copied/Printed	1	1,200	1,200
Postage Meter New Lease	3	243	729
New Lease	3	229	687
Totals For Gl# 001-512-544.0500-Operating Lease			4,740
001-512-545.1200 Insurance			
A-3 Fiduciary Bond GE Pension	1	60	60
D-6 Exec Travel Policy - City Clerk	1	55	55
Gen Liab, Auto, Prop. Insurance	4	1,713	6,852
Totals For Gl# 001-512-545.1200-Insurance			6,967
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



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-City Clerk			
001-512-546.3400 Repair & Maintenance			
AC Maintenance	4	250	1,000
Generator Annual Maintenance	2	460	920
Exterior Repairs To City Hall	1	2,000	2,000
Fire Alarm	2	190	380
Fire Extinguisher Maint.	1	350	350
Interior Repairs For City Hall	1	2,000	2,000
Halon System	1	600	600
Misc Repairs	1	1,000	1,000
Totals For Gl# 001-512-546.3400-Repair & Maintenance			8,250
001-512-546.4000 Vehicle Repair & Maintenance			
FA# 20131 Vehicle Maint (Volt)	1	600	600
Vehicle Maintenance Explorer	1	200	200
Totals For Gl# 001-512-546.4000-Vehicle Repair & Maintenance			800
001-512-547.5100 Printing And Binding			
City Code Updates	2	3,000	6,000
Minute Books	2	200	400
Business Cards	1	50	50
Totals For Gl# 001-512-547.5100-Printing And Binding			6,450
001-512-548.9100 Promotional Advertising			
Advertising RFP/Budget (North River)	1	500	500
Advertising RFP/Budget (Tempo)	1	550	550
Advertising RPF/Ord/Res/Budget (B. Herald)	1	8,500	8,500
FDOT Outdoor Advertising License	1	160	160
Chamber Of Commerce Map Advertisement	1	600	600
Totals For Gl# 001-512-548.9100-Promotional Advertising			10,310
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	1	2,097,871	2,097,871
Totals For Gl# 001-512-549.9000-Tax Increment Funds To CRA			2,097,871
001-512-549.9600 Bank Service Charges			
Bank Charges	1	6,500	6,500
Credit Card Fees	1	250	250
Totals For Gl# 001-512-549.9600-Bank Service Charges			6,750



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-City Clerk			
001-512-551.1200 Office Supplies			
Copier Paper	12	100	1,200
Pens/Folders/Supplies	1	900	900
Totals For Gl# 001-512-551.1200-Office Supplies			2,100
001-512-552.0000 Hurricane Materials/Supplies			
Hurricane Supplies	1	1,500	1,500
Totals For Gl# 001-512-552.0000-Hurricane Materials/Supplies			1,500
001-512-552.1500 Fuel And Lubricants			
Fuel For City Hall Vehicles	1	500	500
Totals For Gl# 001-512-552.1500-Fuel And Lubricants			500
001-512-552.2300 Operating Expenses			
ASCAP License Fee For Music	1	360	360
BMI Songwriter/Music License	1	360	360
City Hall Restroom Supplies	1	130	130
City Hall Coffee Service	12	60	720
Confidential Paper Shredding	3	90	270
Defibrillator Maintenance (1/3 Of Cost)	1	100	100
Recording Fees-Clerk Of Court	1	60	60
Regatta Point Sumberger Land Lease	1	85,000	85,000
Tangible Tax On Copiers	1	46	46
TECO Peoples Gas (For Generator)	12	70	840
US Post Office Annual Fees	1	575	575
Totals For Gl# 001-512-552.2300-Operating Expenses			88,461
001-512-552.4200 Small Tools/Equipment			
Misc Supplies	1	100	100
Cell Phone Cases, Charging Supplies, Etc.	10	55	550
Totals For Gl# 001-512-552.4200-Small Tools/Equipment			650
001-512-552.5100 Uniform Purchases & Cleaning			
Shirts For City Clk/Asst. Clk	2	35	70
Totals For Gl# 001-512-552.5100-Uniform Purchases & Cleaning			70
001-512-554.0100 Non-Capitalized Equipment			
Misc Equipment	1	500	500
Totals For Gl# 001-512-554.0100-Non-Capitalized Equipment			500
001-512-554.1200 Publications			
Bradenton Herald (Annual Subscription)	12	50	600
Herald Tribune	12	40	480
Totals For Gl# 001-512-554.1200-Publications			1,080



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

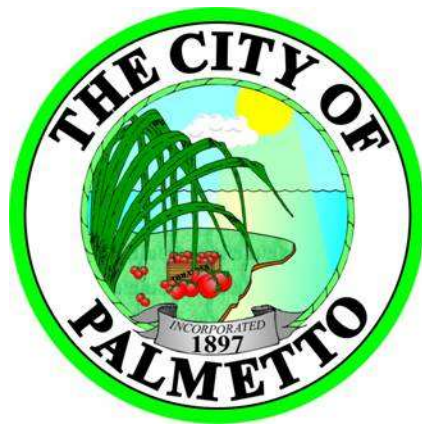
City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 512-City Clerk			
001-512-555.1300 Technical/Training			
FGFOA School Registration	1	325	325
FGFOA Annual Conference (Registration)	1	375	375
Misc. Webinars	4	75	300
Local Training	1	200	200
Totals For Gl# 001-512-555.1300-Technical/Training			1,200
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# 15-16 FA#20444 Ford Explorer	2	1,877	3,754
Totals For Gl# 001-512-571.0100-Princ - Lease			3,754
001-512-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	3,427	3,427
Totals For Gl# 001-512-571.0100-9762-Princ - Lease FPL			3,427
001-512-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (4-5 Out Of 18 Pymts)	1	52,405	52,405
Totals For Gl# 001-512-571.1900-Princ-Keybank Loan 2019			52,405
001-512-572.0100 Int Exp - Lease			
P# 15-16 FA#20444 Ford Explorer	2	15	30
Totals For Gl# 001-512-572.0100-Int Exp - Lease			30
001-512-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	1,276	1,276
Totals For Gl# 001-512-572.0100-9762-Int Exp - Lease FPL			1,276
001-512-572.1900 Int Exp-Keybank Loan 2019			
Keybank Interest (4-5 Out Of 18 Pymts)	1	6,405	6,405
Totals For Gl# 001-512-572.1900-Int Exp-Keybank Loan 2019			6,405
001-512-591.0700 Transfer to Capital Proj Fund			
PW Electrical Upgrade	1	23,000	23,000
Totals For Gl# 001-512-591.0700 Transfer to Capital Proj Fund			23,000
Totals For Dept 512-City Clerk			2,612,441



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



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

Warren Buffett (born 1930)
CEO of Berkshire Hathaway



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Information Technology - 513

General Fund – 001

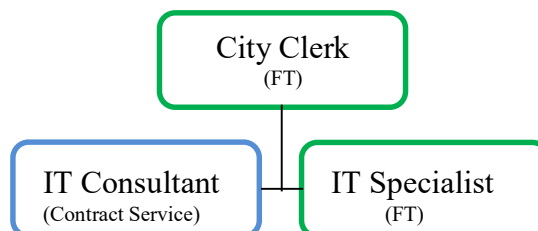
Department Mission:

The Information Technology (IT) supports the City departments to understand their computer and telecommunications needs, objectives, and business operations in order to stay well-informed of current and future roles with computers and telecommunications within the organization. Information Technology also supports City operations by providing an underlying data structure, including networks, storage, servers, operating systems, security and phones.

Primary Duties:

- Provides support and maintenance to the technologies that enable City departments to accomplish their goals and objectives.
- Procuring and updating equipment and infrastructure with the latest technologies
- Secure all systems from virus attacks, improper use and malicious invasion.
- Supporting records retention with the Florida Sunshine Laws
- Maintaining and update the City's website
- Ensuring the City software is properly updated and maintained to ensure continuity of operations

Organizational Chart:



Department Objectives:

- Keeping pace with technology.
- Providing technical support to all city departments in a timely, efficient manner.
- Improve information technology infrastructure
- Backup and secure computer data

Goals & Accomplishments:

- Contracted with new Internet Service Provider for an exponential increase in Internet bandwidth for a cost savings of approximately \$20,000 annually
- Established cyber security testing and training to ensure all end-users are properly educated in the proper and safe usage of digital resources and communications



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Information Technology - 513

General Fund – 001

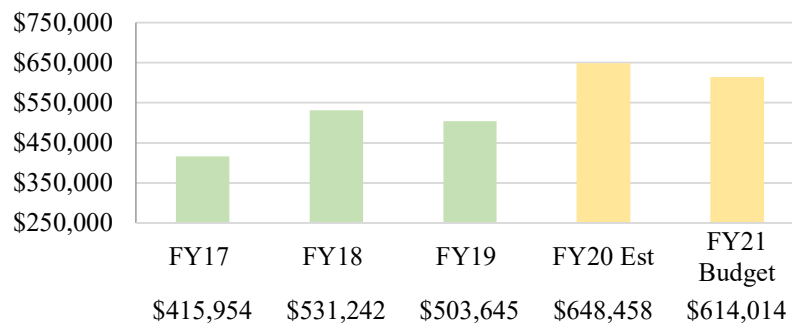
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Proposed
*Number of Tickets Submitted (New)			1144	1250
City Staff Security Training (New)			3	5
*each ticket could have multiple task				

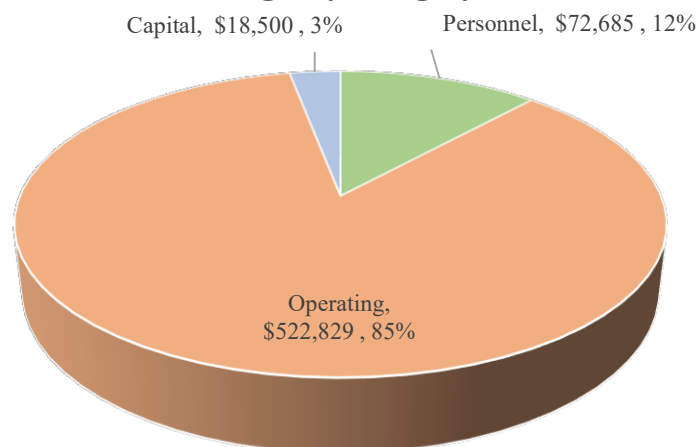
Capital Outlay - Detail:

Funding Source	Description	Amount
Current Revenue	Gate Way Sign Replacement	\$3,500
Current Revenue	ESX Server	\$15,000
	Total	\$18,500

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-513 - INFORMATION TECHNOLOGY
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-513						
EXPENDITURES						
512.0100	Regular Salaries	\$ 52,559	\$ 53,929	\$ 54,136	\$ 55,546	3.0 %
521.0100	Fica Taxes	3,699	4,126	3,771	4,249	3.0 %
522.2100	Retirement General Employee	9,832	-	-	-	- %
523.0100	Health Insurance	9,700	11,512	11,512	12,621	9.6 %
523.0300	Insurance & EAP	193	175	175	181	3.4 %
524.0100	Workers' Compensation	69	68	64	88	29.4 %
	Total Personnel Expenses	76,052	69,810	69,658	72,685	4.1 %
531.0100	Consulting	144,726	144,000	144,000	144,000	- %
540.5100	Travel and Per Diem	-	200	-	200	- %
541.1100	Communications	50	60	65	22,980	38,200.0 %
545.1200	Insurance	1,558	1,560	1,562	1,784	14.4 %
546.3400	Repair & Maintenance	12,933	27,167	19,000	18,510	(31.9)%
551.1200	Office Supplies	2,061	2,450	2,000	2,450	- %
552.2300	Operating Expenses	208,822	225,464	237,000	281,850	25.0 %
552.4200	Small Tools/Equipment	11,810	13,770	13,000	13,750	(0.1)%
552.5100	Uniform Purchases And Cleaning	81	100	63	245	145.0 %
554.0100	Non-Capitalized Equipment	7,748	23,935	23,935	35,500	48.3 %
554.1200	Publications	-	200	125	200	- %
555.1300	Technical/Training	759	2,860	2,550	1,360	(52.4)%
	Total Operating Expenses	390,548	441,766	443,300	522,829	18.3 %
564.0100	Machinery & Equipment	37,045	128,108	122,000	18,500	(85.6)%
	Total Capital Purchases	37,045	128,108	122,000	18,500	(85.6)%
	TOTAL EXPENDITURES	\$ 503,645	\$ 639,684	\$ 634,958	\$ 614,014	(4.0)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Information Technology - 513

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-Information Technology			
001-513-512.0100 Regular Salaries			
Regular Salaries	1	55,546	55,546
Totals For Gl# 001-513-512.0100-Regular Salaries			55,546
001-513-521.0100 FICA Taxes			
FICA Taxes	1	4,249	4,249
Totals For Gl# 001-513-521.0100-FICA Taxes			4,249
001-513-523.0100 Health Insurance			
Health Insurance - Spouse	1	12,621	12,621
Totals For Gl# 001-513-523.0100-Health Insurance			12,621
001-513-523.0300 Life Insurance & EAP			
Life Insurance	1	181	181
Totals For Gl# 001-513-523.0300-Life Insurance & EAP			181
001-513-524.0100 Workers' Compensation			
Workers' Compensation	1	88	88
Totals For Gl# 001-513-524.0100-Workers' Compensation			88
001-513-531.0100 Consulting			
IT Hourly Work - Strategic Projects	12	5,000	60,000
IT Monthly Managed Care Hours	12	7,000	84,000
Totals For Gl# 001-513-531.0100-Consulting			144,000
001-513-540.5100 Travel And Per Diem			
Training	1	200	200
Totals For Gl# 001-513-540.5100-Travel And Per Diem			200
001-513-541.1100 Communications			
Cell Service - IT Technician	12	40	480
State Of FL Fax Line	12	375	4,500
Phone PD And CC/SIP Lines PD Recording Software	12	1,500	18,000
Totals For Gl# 001-513-541.1100-Communications			22,980
001-513-545.1200 Insurance			
General Liability, Auto, Property Insurance	4	446	1,784
Totals For Gl# 001-513-545.1200-Insurance			1,784
001-513-546.3400 Repair & Maintenance			
Barracuda Message Archiver Energize Updates/Replacement (Interdev L	1	1,510	1,510
Barracuda Email Gateway Energize Updates (Interdev LLC)	1	1,050	1,050
Barracuda Web Sec Gateway Energize Updates (Interdev LLC)	1	1,050	1,050
Battery Replacements (Batteries Plus)	1	1,000	1,000



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

Information Technology - 513

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-Information Technology			
Cabling	1	1,000	1,000
UPS Maintenance (CH & PD) (Alpine Power Sys)	1	2,000	2,000
Phone Maintenance (IP Phone Support) (Phone-Link Corp)	1	5,100	5,100
Electrical Services (Repairs & Insallations)	1	1,000	1,000
HP Printer Maintenance (Trutech Services, LLC)	1	200	200
Video Surveillance Maintenance (Phone-Link Corp)	1	4,600	4,600
Totals For Gl# 001-513-546.3400-Repair & Maintenance			18,510
001-513-551.1200 Office Supplies			
Miscellaneous Office Supplies	1	250	250
Replacement Toner	1	1,800	1,800
Scanner Maintenance Kit - Fijitsu Desk Scanner	2	200	400
Totals For Gl# 001-513-551.1200-Office Supplies			2,450
001-513-552.2300 Operating Expenses			
BSA Annual Maintenance (BS&A)	1	30,000	30,000
Minutes Recording Software (BIS)	1	1,350	1,350
City Website Monthly Fee (Civic Plus)	12	502	6,024
Civic Plus PD Page Annual Fee	1	685	685
COBAN Technologies Inc Annual Maintenance (COBAN)	1	10,800	10,800
ESET Virus Protection (Coolcat Inc)	1	3,000	3,000
Data Protection PC Management (BIIT) (4 Pcs)	12	60	720
Kaseya RMM_PC (BIIT)	12	1,800	21,600
Kaseya RMM_Server (BIIT)	12	324	3,888
Dropbox	38	95	3,610
Veeam Backup Mgmt Suite (vTECH io)	1	2,300	2,300
VMware vCenter Renewal (1Yr Sub)(vTECH io)	1	1,600	1,600
VMware vSphere (Std Per Proc/Per Yr) vTECH io)	6	325	1,950
VMware vRealize (Per Proc/1Yr Subscrip) (vTECH io)	6	200	1,200
VM Workspace One Airwatch (vTECH io)	55	45	2,475
HRN Performance Pro Renewal (HR) (HR Perormance)	1	3,000	3,000
Impravata Onesign (Yr Maint) (PD) (Impravata)	1	1,418	1,418
Laserfische Annual Maintenance (MCCi)	1	9,000	9,000
Municode Internet Hosting Fee (MCCi)	1	800	800
MCCi Admin Support Fee (MCCi)	1	500	500
MdE Inc. ADORE Client Software (PD) (ADORE)	1	800	800
Net Motion Annual Maintenance (PD) (Net Motion)	1	3,050	3,050
Evidence Tracker Maintenance (PD) (PMI)	1	700	700



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

Information Technology - 513

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-Information Technology			
Accreditation (PD) (Power DMS)	1	4,060	4,060
Internet Service City Hall (Frontier Comm)	12	211	2,533
Internet Service City Hall (Spectrum Enterprise Internet)	12	833	9,996
VESTA, CAD, Transport Annual Maintenance (PD)	1	37,000	37,000
VESTA and CAD System Technology Refresh (PD)	1	31,860	31,860
Exacq Camera LLC (Yr Sub) (Convergint Tech)	1	2,205	2,205
Finger Print (PD) (Dataworks Plus)	1	1,015	1,015
Caseware (Finance Dept) (Caseware)	1	8,800	8,800
Caseware Support (F H Black)	1	4,440	4,440
Smarsh Archive (Smash)	1	7,000	7,000
*USA (RMS) Annual Maintenance (USA)	1	14,021	14,021
Office 365 (MS Office Suite only subscriptions) (Microsoft)	1	12,800	12,800
Adobe Creative Cloud - All Apps (CDWG)	1	1,000	1,000
Code Red Notification System (Onsolve LLC)	1	5,600	5,600
Microsoft SQL Server (PD USA Server)	1	800	800
Microsoft SQL Server Cals (PD)	20	160	3,200
Windows Server 2019	10	1,000	10,000
Windows Server 2019 User Cals	100	30	3,000
Social Media Archver (Archivesocial)	1	2,400	2,400
Platesmart (Current Technologies)	1	600	600
Cach Light Software (Powerphone Inc)	1	160	160
KnowBe4 Security Training (vTECH io)	1	1,850	1,850
Towncloud Inc	1	900	900
Zoom (Zoom Video Communications Inc)	12	45	540
Abledocs Inc	1	2,000	2,000
Fax Lines (Suncom)	1	300	300
Chargepoint (Charge Station Renewal) (Novacharge)	1	3,300	3,300
Totals For Gl# 001-513-552.2300-Operating Expenses			281,850
001-513-552.4200 Small Tools/Equipment			
Miscellaneous Computer Hardware	1	4,000	4,000
Replacement Desktop UPS	15	150	2,250
Replacement Monitors	20	200	4,000
Replacement Printers	5	300	1,500
Miscellaneous Computer Equipment <500	1	2,000	2,000
Totals For Gl# 001-513-552.4200-Small Tools/Equipment			13,750
001-513-552.5100 Uniform Purchases & Cleaning			
Shirts w/Logo	5	35	175
Shirts (Ext IT)	2	35	70
Totals For Gl# 001-513-552.5100-Uniform Purchases & Cleaning			245



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

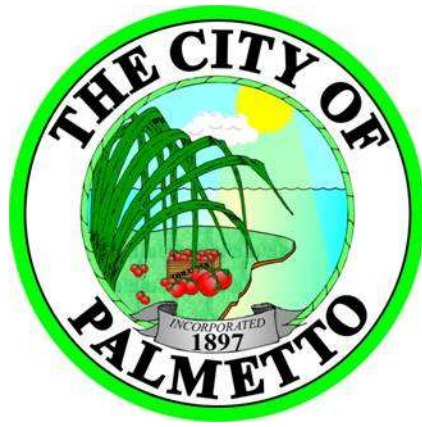
Information Technology - 513

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 513-Information Technology			
001-513-554.0100 Non-Capitalized Equipment			
Replacement LF Scanners	2	1,000	2,000
Additional IP Surveillance Cameras	3	1,000	3,000
Smart Proximity Cards	1	5,000	5,000
Workstations (City Hall)	9	1,000	9,000
Workstations (Public Works)	4	1,000	4,000
Workstations (PD)	5	1,000	5,000
Workstations (IT)	1	1,500	1,500
Compellent Hard Drives (CH)	8	750	6,000
Totals For Gl# 001-513-554.0100-Non-Capitalized Equipment			35,500
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			
Certification	3	200	600
ITProTV Training	1	400	400
Linkedin	1	360	360
Totals For Gl# 001-513-555.1300-Technical/Training			1,360
001-513-564.0100 Machinery And Equipment			
Gateway Sign PC	1	3,500	3,500
Server (Replace ESX Server)	1	15,000	15,000
Totals For Gl# 001-513-564.0100-Machinery And Equipment			18,500
Totals For Dept 513-Information Technology			614,014



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



“If you only look at what is, you might never attain what could be.”

Anonymous



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

City Attorney - 514

General Fund – 001

The City Attorney is a contracted, appointed position

Mark P. Barnebey (941) 748-0100

Blalock Walters, 802 11th St. Bradenton, FL 34205

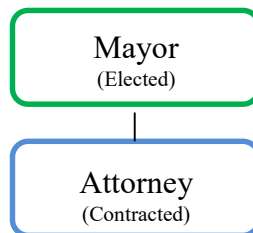
Department Mission:

To provide legal services to the City, department heads and boards.

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.

Organizational Chart:



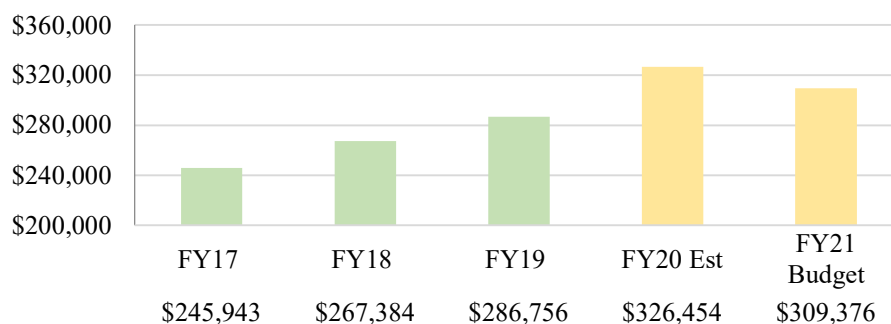
Department Objectives:

- Work cooperatively with the City in providing legal services necessary to carry out the policy decisions of the City Commission.
- Reviewing or drafting amendments to the City Charter and City Code

Goals & Accomplishments:

- To assist with the negotiations with the fiscal year 2021 Police union agreement
- Establish performance indicators for future measurement

Departmental Expenditures





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-514 - CITY ATTORNEY
Cost Center Summary

Account		2019	2020	2020	2021	
001-514	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	% Change of Budget
EXPENDITURES						
531.0600	Attorney Fees	\$ 231,423	\$ 238,957	\$ 238,957	\$ 246,126	3.0 %
531.0700	Attorney Fees-Special Services	52,719	68,000	86,715	40,000	(41.2)%
531.0900	Legal Ads Pass-Thru	2,182	-	282	20,000	- %
540.5100	Travel and Per Diem	-	1,500	-	1,500	- %
552.2300	Operating Expenses	432	1,000	500	1,000	- %
555.1300	Technical/Training	-	750	-	750	- %
Total Operating Expenses		286,756	310,207	326,454	309,376	(0.3)%
TOTAL EXPENDITURES		\$ 286,756	\$ 310,207	\$ 326,454	\$ 309,376	(0.3)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

City Attorney - 514

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 514-City Attorney			
001-514-531.0600 Attorney Fees-Contracted Services			
Regular Attorney Fees-City Portion - 81%	1	246,126	246,126
Totals For Gl# 001-514-531.0600-Attorney Fees-Contracted Services			246,126
001-514-531.0700 Attorney Fees-Special Services			
Litigation-City Portion	1	40,000	40,000
Totals For Gl# 001-514-531.0700-Attorney Fees-Special Services			40,000
001-514-531.0900 Attorney Fees - Union			
PBA Negotiation	1	20,000	20,000
Totals For Gl# 001-514-531.0900-Attorney Fees - Union			20,000
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	1,000	1,000
Totals For Gl# 001-514-552.2300-Operating Expenses			1,000
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			309,376



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



“ A goal without a plan is just a wish.”

Antoine de Saint-Exupery



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Finance Department – 515

General Fund – 001

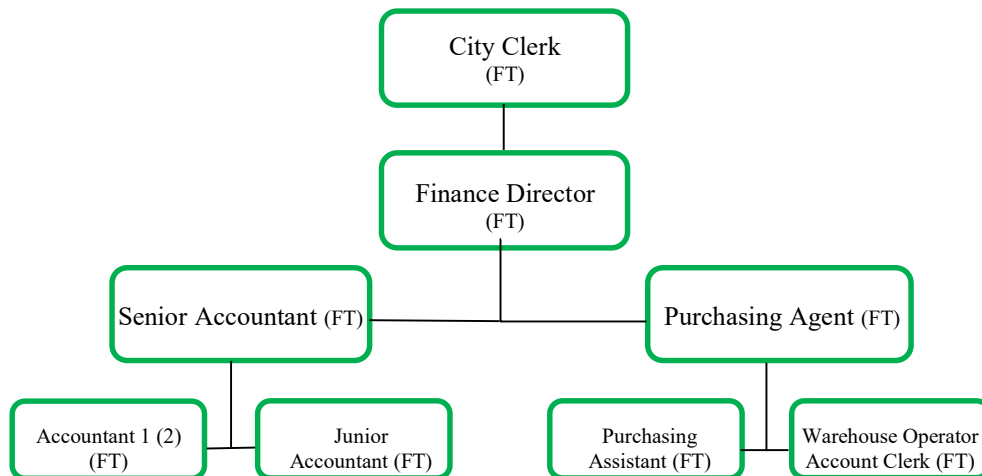
Department Mission:

To accurately account for City assets, collect funds due to the City, process payment of payroll and other expenses owed by the City, prepare the annual City budget and Comprehensive Annual Financial Report, complete special financial projects, such as debt issuance, ensure compliance defined by Florida statute and provide timely budgetary and financial data to management.

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
- Responsible for creating and publishing the Comprehensive Annual Financial Report and Budget Book
- Liaison between the external auditors to complete an annual audit review
- Creation and implementation of Internal controls

Organizational Chart:



Department Objectives:

- Procure, process and protect the City's assets.
- Actively work at providing staff with learning opportunities to stay current with changes in the Financial Accounting and begin a cross-training program between accounting and purchasing
- Met the stringent reporting requirements of the GFOA to obtain both Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award.
- Provide needed financial information to make informed decisions for the City and its citizens



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Finance Department – 515

General Fund – 001

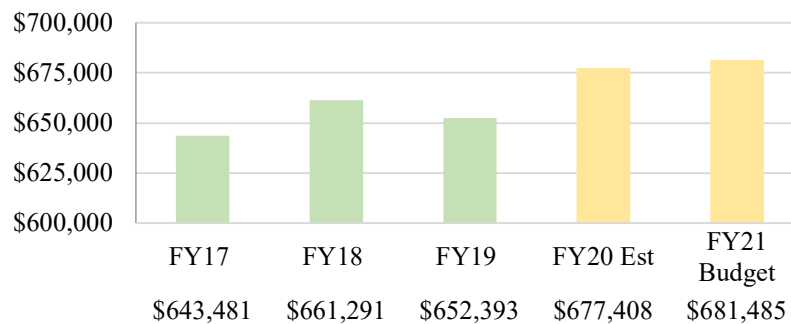
Goals & Accomplishments:

- Received the 12th Certificate of Achievement in Excellence- CAFR
- Received the 11th Distinguished Budget Award
- Completed the closeout process for the Community Development Block
- To implement the new budget award criteria into the fiscal year 2022 budget
- To revised the capital projects section in fiscal year 2022 to meet the requirements for the special recognition.

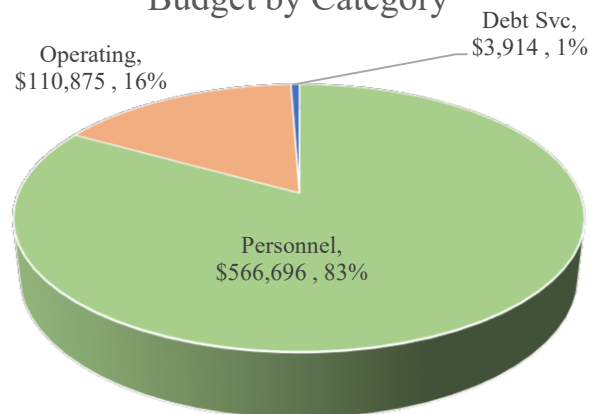
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Proposed
Grant Award Dollars	1,256,103	8,587,266	9,990,945	9,235,221
Awarded Grants	11	9	13	14
Number of Purchase Orders	941	1010	930	950

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-515 - FINANCE
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-515						
EXPENDITURES						
512.0100	Regular Salaries	\$ 384,438	\$ 399,353	\$ 400,736	\$ 412,988	3.4 %
513.0100	Part Time Wages	2,462	-	-	-	- %
521.0100	Fica Taxes	28,648	30,550	30,154	31,595	3.4 %
522.2100	Retirement General Employee	85,883	73,761	76,227	61,618	(16.5)%
523.0100	Health Insurance	49,052	52,360	51,519	57,399	9.6 %
523.0300	Insurance & EAP	1,413	1,302	1,281	1,348	3.5 %
524.0100	Workers' Compensation	977	1,126	1,060	1,748	55.2 %
	Total Personnel Expenses	552,873	558,452	560,977	566,696	1.5 %
531.0100	Consulting	-	16,000	16,000	2,100	(86.9)%
531.0300	Membership Dues	1,019	1,314	1,069	1,324	0.8 %
532.0100	Audit Services	54,000	65,750	60,500	67,250	2.3 %
540.5100	Travel and Per Diem	7,718	7,697	136	7,550	(1.9)%
544.0500	Operating Lease	4,459	5,284	4,511	3,728	(29.4)%
545.1200	Insurance	11,478	12,672	12,492	13,996	10.4 %
546.3400	Repair & Maintenance	-	2,903	2,903	250	(91.4)%
546.4000	Vehicle Repair & Maintenance	-	-	7	-	- %
547.5100	Printing And Binding	192	90	90	90	- %
549.3000	Sales Tax	1,415	2,100	1,000	2,100	- %
551.1200	Office Supplies	299	600	300	840	40.0 %
552.2300	Operating Expenses	2,168	4,715	4,715	2,930	(37.9)%
552.3900	Safety Program Expense	100	100	100	125	25.0 %
552.4200	Small Tools/Equipment	279	1,272	975	800	(37.1)%
552.5100	Uniform Purchases And Cleaning	436	672	500	732	8.9 %
554.1200	Publications	35	530	447	535	0.9 %
555.1300	Technical/Training	7,599	7,195	2,852	6,525	(9.3)%
	Total Operating Expenses	91,197	128,894	108,597	110,875	(14.0)%
564.0100	Machinery & Equipment	500	-	-	-	- %
	Total Capital Purchases	500	-	-	-	- %
571.0100	Principal	7,498	7,652	7,650	3,884	(49.2)%
572.0100	Interest Expense	326	176	174	30	(83.0)%
	Total Debt Service	7,824	7,828	7,824	3,914	(50.0)%
	TOTAL EXPENDITURES	\$ 652,394	\$ 695,174	\$ 677,398	\$ 681,485	(2.0)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Finance - 515

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-Finance			
001-515-512.0100 Regular Salaries			
Regular Salaries	1	412,988	412,988
Totals For Gl# 001-515-512.0100-Regular Salaries			412,988
001-515-521.0100 FICA Taxes			
FICA Taxes	1	31,595	31,595
Totals For Gl# 001-515-521.0100-FICA Taxes			31,595
001-515-522.2100 Retirement General Employee			
Retirement Pension	1	61,618	61,618
Totals For Gl# 001-515-522.2100-Retirement General Employee			61,618
001-515-523.0100 Health Insurance			
Health Insurance - Employee	8	7,175	57,399
Totals For Gl# 001-515-523.0100-Health Insurance			57,399
001-515-523.0300 Life Insurance & EAP			
Life Insurance	1	1,348	1,348
Totals For Gl# 001-515-523.0300-Life Insurance & EAP			1,348
001-515-524.0100 Workers' Compensation			
Workers' Compensation	1	1,748	1,748
Totals For Gl# 001-515-524.0100-Workers' Compensation			1,748
001-515-531.0100 Consulting			
OPEB Valuation (Aug 2021)	1	2,100	2,100
Totals For Gl# 001-515-531.0100-Consulting			2,100
001-515-531.0300 Membership Dues			
FGFOA Dues	5	50	250
GFOA Dues	1	190	190
SWGFOA Chapter Dues	5	10	50
NIGP Sarasota Chapter Dues	2	35	70
NIGP National Dues	1	190	190
NIGP Tampa Chapter Dues	3	35	105
FAPPO Dues	1	120	120
Sams Club	1	50	50
Amazon Prime	1	179	179
Costco (May 2021)	1	120	120
Totals For Gl# 001-515-531.0300-Membership Dues			1,324



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Finance - 515

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-Finance			
001-515-532.0100 Audit Services			
2020 Audit Services (Extn 3)	1	56,500	56,500
Single Audit	2	5,000	10,000
Audit Letter	1	750	750
Totals For Gl# 001-515-532.0100-Audit Services			67,250
001-515-540.5100 Travel And Per Diem			
Chapter Travel	2	100	200
FGFOA Annual Conference - Boca Raton (CM, MM, CD)	3	1,000	3,000
FGFOA School Of Finance - TBD	2	900	1,800
Local Classes	1	500	500
FGFOA Boot Camp (HR) & (CD)	2	325	650
FAPPO Conference	2	600	1,200
NIGP Classes	2	100	200
Totals For Gl# 001-515-540.5100-Travel And Per Diem			7,550
001-515-544.0500 Operating Lease			
Copier Lease: Pmnt 4-15 Of 36	12	219	2,628
Pages Copied/Printed	1	1,000	1,000
Color Copies For CAFR/Budget	1	100	100
Totals For Gl# 001-515-544.0500-Operating Lease			3,728
001-515-545.1200 Insurance			
General Liability, Auto, Property Insurance	4	3,499	13,996
Totals For Gl# 001-515-545.1200-Insurance			13,996
001-515-546.3400 Repair & Maintenance			
Forklift Maintenance	1	250	250
Totals For Gl# 001-515-546.3400-Repair & Maintenance			250
001-515-547.5100 Printing And Binding			
Business Cards	2	45	90
Totals For Gl# 001-515-547.5100-Printing And Binding			90
001-515-549.3000 Sales Tax			
Monthly Sales Taxes	1	2,100	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	140	140
Miscellaneous Office Supplies	1	400	400



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Finance - 515

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-Finance			
Budget/CAFR Materials	1	100	100
Mobile Cart (NH)	1	200	200
Totals For Gl# 001-515-551.1200-Office Supplies			840
001-515-552.2300 Operating Expenses			
AP Checks	1	150	150
Budget Award Fee	1	345	345
CAFR Award Fee	1	460	460
Propane For Warehouse Forklift	1	175	175
Capital Lease Attorney Opinion Letter	1	1,800	1,800
Totals For Gl# 001-515-552.2300-Operating Expenses			2,930
001-515-552.3900 Safety Program Expense			
Safety Shoes For Warehouse	1	125	125
Totals For Gl# 001-515-552.3900-Safety Program Expense			125
001-515-552.4200 Small Tools/Equipment			
Miscellaneous Equipment	1	500	500
White Board (Central Stores)	1	175	175
Storage Cabinet (Central Stores)	1	125	125
Totals For Gl# 001-515-552.4200-Small Tools/Equipment			800
001-515-552.5100 Uniform Purchases And Cleaning			
Shirts For Finance Staff	7	35	245
Shirts For Warehouse Operator	5	35	175
Uniform Pants Rental	52	6	312
Totals For Gl# 001-515-552.5100-Uniform Purchases And Cleaning			732
001-515-554.1200 Publications			
Accounting/Purchasing Reference	1	495	495
Subscription Consumer Reports	1	40	40
Totals For Gl# 001-515-554.1200-Publications			535
001-515-555.1300 Technical/Training			
FGFOA Annual Conference - Boca Raton	3	375	1,125
Govt School Of Finance - TBD	2	350	700
Grant Class Web (3 Days) (ED)	1	1,000	1,000
Local Training/Webinars	1	800	800
FAPPO Conference	1	500	500
NIGP Purchasing Class	2	660	1,320
FGFOA Bootcamp	2	440	880
CGFO Review/Test (ED)	2	100	200
Totals For Gl# 001-515-555.1300-Technical/Training			6,525



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Finance - 515

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 515-Finance			
001-515-571.0100 Princ - Lease			
P# 15-16F FA#20454 Forklift	2	1,942	3,884
Totals For Gl# 001-515-571.0100-Princ - Lease			3,884
001-515-572.0100 Int Exp - Lease			
P# 15-16F FA#20454 Forklift	2	15	30
Totals For Gl# 001-515-572.0100-Int Exp - Lease			30
Totals For Dept 515-Finance			681,485



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



**“Just because something doesn’t do what you planned it to do
Doesn’t mean it’s useless.”**

Thomas A. Edison



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Human Resources Department – 516

General Fund – 001

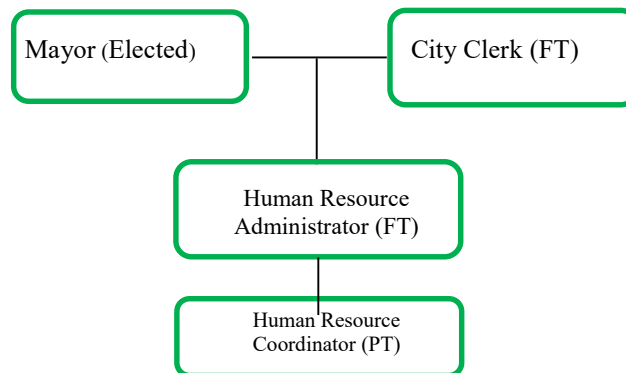
Department Mission:

To maximize the potential of individuals and the organization by recruiting, developing and retaining a high-performing and diverse workforce that promotes and supports outstanding customer service.

Primary Duties:

- Contributes to recruitment, pre-employment, records management, compensation, benefits administration, medical screening, and organizational development
- Responsible for onboarding and separating of City personnel
- Updating and administrating the City's Personnel policy
- Coordinate with other departments and external partners for HR communications
- Assist with employee relations issues and concerns
- Responsible for maintaining the retirees pension communication

Organizational Chart:



Department Objectives:

- Being a small department, it is a challenge to meet deadlines and address emergency issues on a daily basis.
- To continue streamlining HR processes to work most effectively.
- Continue to recognize employees for the outstanding contribution to the City.
- Establish a culture that revolves around the City's mission and vision.

Goals & Accomplishments:

- Launched a successful employee Wellness program
- Provided assistance to employees and retirees during open enrollment period; assisted employees with completion of the wellness activities; assisted employees and retirees with insurance changes
- Promoted flu shots and blood donation to employees
- Complete a compensation study to ensure market competitiveness
- Reduce the number of days between vacancy and hire.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

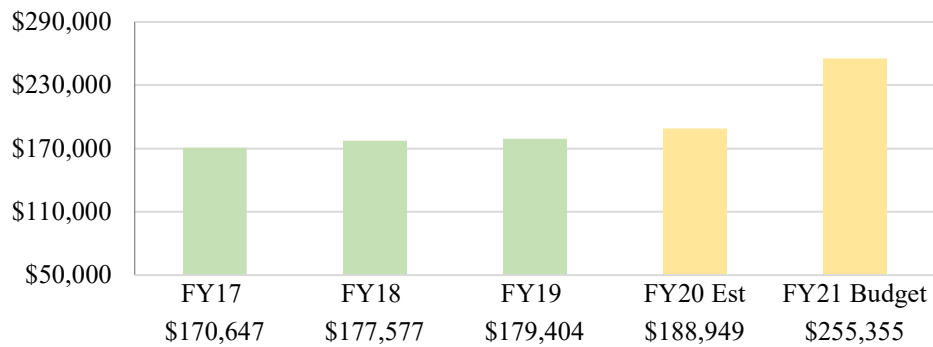
Human Resources Department – 516

General Fund – 001

Performance Indicators:

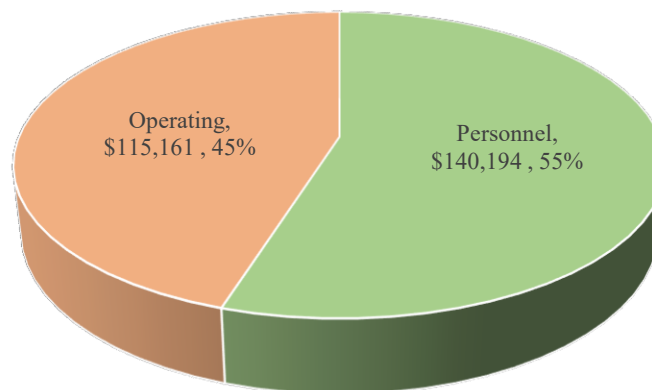
Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Employees > 15 years of Service	25	26	27	27
Positions - Posted	31	20	18	25
Positions - Open	15	18	10	22
Positions - Hired	22	22	18	25
Budgeted Positions	140	147	145	143
Total fiscal year health insurance cost	\$1,059,312	\$1,083,186	\$1,141,723	\$1,163,906

Departmental Expenditures



Note: FY21 includes a onetime expense for a salary study

Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-516 - HUMAN RESOURCES
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-516						
EXPEDITURES						
512.0100	Regular Salaries	\$ 69,034	\$ 70,832	\$ 71,105	\$ 72,958	3.0 %
513.0100	Part Time Wages	21,009	27,830	23,674	28,990	4.2 %
515.2200	Employee Recognition	1,026	1,000	1,000	1,000	- %
521.0100	Fica Taxes	6,626	8,008	7,209	8,617	7.6 %
522.2100	Retirement General Employee	15,623	13,267	13,730	11,361	(14.4)%
522.2400	Retirement Sworn	40	-	-	-	- %
523.0100	Health Insurance	9,696	11,512	7,373	7,175	(37.7)%
523.0300	Insurance & EAP	245	230	230	237	3.0 %
524.0100	Workers' Compensation	132	125	127	167	33.6 %
525.0000	Unemployment Expense	-	5,000	354	7,500	50.0 %
529.0000	Career Advancement	-	-	-	2,189	- %
Total Personnel Expenses		123,431	137,804	124,802	140,194	1.7 %
531.0300	Membership Dues	544	494	494	349	(29.4)%
531.1600	Contract Services	42,040	44,460	44,460	87,881	97.7 %
534.2100	Employee Testing	4,651	6,150	5,500	5,725	(6.9)%
540.5100	Travel and Per Diem	1,176	4,100	25	2,700	(34.1)%
541.1100	Communications	255	360	280	300	(16.7)%
545.1200	Insurance	2,807	3,084	3,094	3,476	12.7 %
547.5100	Printing And Binding	53	1,300	100	500	(61.5)%
548.9100	Promotional Advertising	503	1,200	250	1,400	16.7 %
551.1200	Office Supplies	79	400	400	400	- %
552.2300	Operating Expenses	1,955	10,035	9,000	10,125	0.9 %
552.4200	Small Tools/Equipment	-	200	5	150	(25.0)%
552.5100	Uniform Purchases And Cleaning	-	60	51	70	16.7 %
554.1200	Publications	-	500	-	500	- %
555.1300	Technical/Training	1,909	3,049	488	1,585	(48.0)%
Total Operating Expenses		55,972	75,392	64,147	115,161	52.7 %
TOTAL EXPENDITURES		\$ 179,403	\$ 213,196	\$ 188,949	\$ 255,355	19.8 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Human Resources - 516

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 516-Human Resources			
001-516-512.0100 Regular Salaries			
Regular Salaries	1	72,958	72,958
Totals For Gl# 001-516-512.0100-Regular Salaries			72,958
001-516-513.0100 HR Part-Time Wages			
HR Coordinator	1	28,990	28,990
Totals For Gl# 001-516-513.0100-HR Part-Time Wages			28,990
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	8,617	8,617
Totals For Gl# 001-516-521.0100-FICA Taxes			8,617
001-516-522.2100 Retirement General Employee			
General Employee Retirement	1	11,361	11,361
Totals For Gl# 001-516-522.2100-Retirement General Employee			11,361
001-516-523.0100 Health Insurance			
Health Insurance - Employee	1	7,175	7,175
Totals For Gl# 001-516-523.0100-Health Insurance			7,175
001-516-523.0300 Life Insurance & EAP			
Life Insurance	1	237	237
Totals For Gl# 001-516-523.0300-Life Insurance & EAP			237
001-516-524.0100 Workers' Compensation			
Workers' Compensation	1	167	167
Totals For Gl# 001-516-524.0100-Workers' Compensation			167
001-516-525.0000 Unemployment Expense			
Unemployment Expense	1	7,500	7,500
Totals For Gl# 001-516-525.0000-Unemployment Expense			7,500
001-516-529.0000 Career Advancement			
FPHRA Certification	1	2,189	2,189
Totals For Gl# 001-516-529.0000-Career Advancement			2,189



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Human Resources - 516

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 516-Human Resources			
001-516-531.0300 Membership Dues			
FPHRA Annual Dues	1	55	55
SHRA	1	75	75
SHRM	1	219	219
Totals For Gl# 001-516-531.0300-Membership Dues			349
001-516-531.1600 Contract Services			
Agent Fee - Health Insurance	1	40,000	40,000
Drug Screen On-Site Post Accident (AYS)	10	150	1,500
AED Pyhsio Control Share Cost	1	289	289
EAP	12	216	2,592
Misc. Testing	1	3,500	3,500
Salary Study	1	40,000	40,000
Totals For Gl# 001-516-531.1600-Contract Services			87,881
001-516-534.2100 Pre-Employment Testing			
General Pre Employment Testing	20	37	745
PD Psychological Testing	12	250	3,000
PD Pre Employment Testing/Credit Check	12	165	1,980
Totals For Gl# 001-516-534.2100-Pre-Employment Testing			5,725
001-516-540.5100 Travel And Per Diem			
FPHRA Conference	1	1,500	1,500
SHRA Chapter Meetings	10	40	400
Local Meetings/Training	2	400	800
Totals For Gl# 001-516-540.5100-Travel And Per Diem			2,700
001-516-541.1100 Communications			
State Of FL HR Fax Line	12	25	300
Totals For Gl# 001-516-541.1100-Communications			300
001-516-545.1200 Insurance			
General Liability, Auto, Property Insurance	4	869	3,476
Totals For Gl# 001-516-545.1200-Insurance			3,476

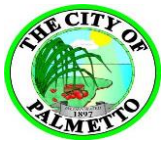


**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Human Resources - 516

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 516-Human Resources			
001-516-547.5100 Printing And Binding			
General Printing Materials	1	250	250
Internal Training Materials	1	250	250
Totals For Gl# 001-516-547.5100-Printing And Binding			500
001-516-548.9100 Promotional Advertising			
Recruitment Advertisement	1	1,400	1,400
Totals For Gl# 001-516-548.9100-Promotional Advertising			1,400
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	8	35	280
Recruiting Supplies	1	150	150
Badge Supplies	1	200	200
Employee Appreciation Events	1	1,500	1,500
New Employee Items	1	350	350
New Hire Orientation Supplies	1	300	300
Employee Recognition	1	300	300
Novatime (Andrews Technology)	1	7,045	7,045
Totals For Gl# 001-516-552.2300-Operating Expenses			10,125
001-516-552.4200 Small Tools/Equipment			
Small Tools As Needed	1	150	150
Totals For Gl# 001-516-552.4200-Small Tools/Equipment			150
001-516-552.5100 Uniform Purchases And Cleaning			
Shirts For HR Staff	2	35	70
Totals For Gl# 001-516-552.5100-Uniform Purchases And Cleaning			70
001-516-554.1200 Publications			
Updated Publications As Needed	1	500	500
Totals For Gl# 001-516-554.1200-Publications			500
001-516-555.1300 Technical/Training			
FPHRA Annual Conference Registration	1	400	400
Local Training	2	150	300
SHRM Exam Fee	1	525	525
(Fred) Pryor+	2	180	360
Totals For Gl# 001-516-555.1300-Technical/Training			1,585
Totals For Dept 516-Human Resources			255,355



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Events and Facilities – 579

General Fund – 001

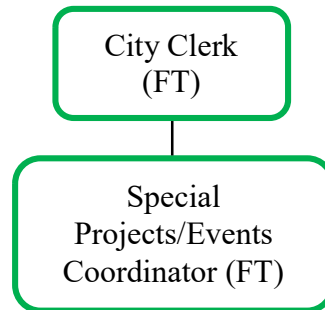
Department Mission:

To develop and administer safe, well-rounded community programs and facilities that meets the needs of Palmetto residents and visitors of all ages. Facilities and program offerings strive to meet the physical, social, and emotional health needs of users who are living longer, healthier, more active lifestyles.

Primary Duties:

Department serves as the central point of contact for various City-owned facilities throughout the City of Palmetto, responsible for the rental and administration, property maintenance, logistics and all technical issues associated with the rentals, special function processes. To promote and coordinate safe events and facility rentals to be enjoyed by City residents and guests.

Organizational Chart:

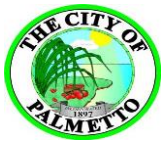


Department Objectives:

- Make improvements to the facilities in all City parks
- Provide prompt and complete service for rentals to City property
- Coordinate with internal staff and vendors to provide for support for the Manatee County fair and 4th of July fireworks.
- Ensure City property is maintained to be safe, attractive and functional.

Goals & Accomplishments:

- Establish performance indicators for future measurement
- To evaluate and provide input on the maintenance status of City facility buildings
- To provide additional maintenance on several buildings within the Historical Park
- To access building assets for repair and replacement budgetary needs
- Evaluate life safety equipment for replacement



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Events and Facilities – 579

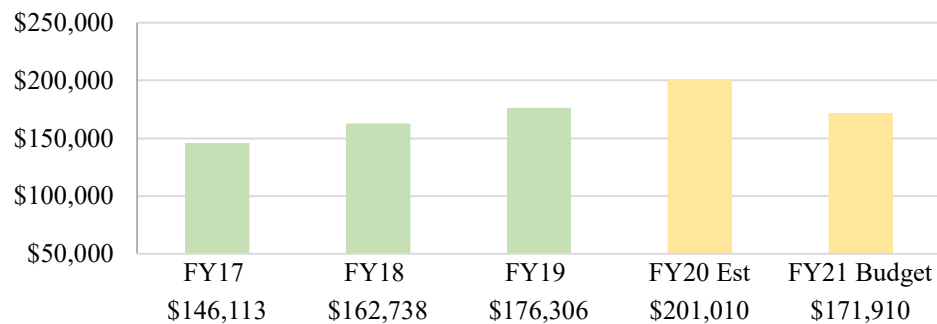
General Fund – 001

Performance Indicators:

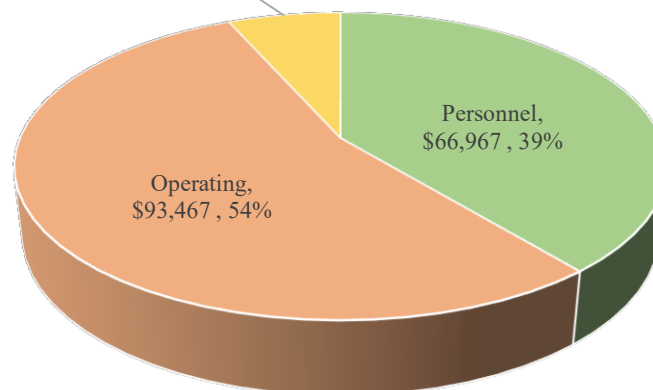
Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Park Rentals	117	129	21	0
Special Event Applications	18	33	16	10

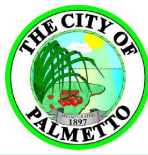
Note: Due to COVID 19 – all park reservations were cancelled until further notice

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-579 - EVENTS AND FACILITIES
Cost Center Summary

Account		2019	2020	2020	2021	% Change
001-579	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 59,188	\$ 60,730	\$ 56,776	\$ 41,698	(31.3)%
514.0100	Overtime - GE	7,296	9,000	2,438	6,000	(33.3)%
514.0150	Overtime - Holiday General Employees	54	-	-	-	- %
521.0100	Fica Taxes	4,768	5,335	4,492	3,649	(31.6)%
522.2100	Retirement General Employee	840	739	1,158	7,117	863.1 %
523.0100	Health Insurance	10,218	11,512	5,203	7,175	(37.7)%
523.0300	Insurance & EAP	217	198	149	136	(31.3)%
524.0100	Workers' Compensation	905	1,032	961	1,192	15.5 %
	Total Personnel Expenses	83,486	88,546	71,177	66,967	(24.4)%
531.1600	Contract Services	-	371	371	371	- %
541.1100	Communications	457	600	500	600	- %
544.1500	Rental Expenses	194	250	737	1,200	380.0 %
545.1200	Insurance	1,836	2,296	2,311	2,560	11.5 %
546.3400	Repair & Maintenance	4,666	9,500	5,000	9,750	2.6 %
546.4000	Vehicle Repair & Maintenance	149	300	150	300	- %
547.5100	Printing And Binding	1,600	1,600	1,600	1,600	- %
549.9600	Bank Service Charges	322	500	120	400	(20.0)%
551.1200	Office Supplies	5	200	5	200	- %
552.1500	Fuel and Lubricants	424	700	265	700	- %
552.2300	Operating Expenses	63	800	185	800	- %
552.3000	Living Tree Memorial Expense	545	2,100	1,400	2,300	9.5 %
552.3900	Safety Program Expense	155	150	150	225	50.0 %
552.4200	Small Tools/Equipment	1,742	1,000	1,000	1,500	50.0 %
552.5100	Uniform Purchases And Cleaning	122	125	31	125	- %
552.7100	Fairs & Festivals	43,815	44,360	44,514	44,360	- %
552.7200	Palmetto Historical Park	14,758	24,838	13,760	18,900	(23.9)%
552.7400	Ag Museum	3,321	3,244	2,796	4,576	41.1 %
554.0100	Non-Capitalized Equipment	1,697	1,500	1,500	3,000	100.0 %
	Total Operating Expenses	75,871	94,434	76,395	93,467	(1.0)%
562.0000	Building Improvements	4,800	-	-	-	- %
564.0100	Machinery & Equipment	9,282	-	-	-	- %
564.4900	Capital Leases	-	43,306	41,965	-	(100.0)%
	Total Capital Purchases	14,082	43,306	41,965	-	(100.0)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-579 - EVENTS AND FACILITIES
Cost Center Summary

Account		2019	2020	2020	2021	
001-579	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	% Change of Budget
571.0100	Principal	2,569	9,660	10,456	10,748	11.3 %
572.0100	Interest Expense	299	940	1,017	728	(22.6)%
	Total Debt Service	2,868	10,600	11,473	11,476	8.3 %
	TOTAL EXPENDITURES	\$ 176,307	\$ 236,886	\$ 201,010	\$ 171,910	(27.4)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-Events And Facilities			
001-579-512.0100 Regular Salaries			
Special Project/Events Coordinator	1	41,698	41,698
Totals For Gl# 001-579-512.0100-Regular Salaries			41,698
001-579-514.0100 Overtime - GE			
Overtime - Park Rentals	1	4,000	4,000
Overtime - Events PW	1	2,000	2,000
Totals For Gl# 001-579-514.0100-Overtime - GE			6,000
001-579-521.0100 FICA Taxes			
FICA Taxes	1	3,649	3,649
Totals For Gl# 001-579-521.0100-FICA Taxes			3,649
001-579-522.2100 Retirement General Employee			
GE OT - Pension	1	7,117	7,117
Totals For Gl# 001-579-522.2100-Retirement General Employee			7,117
001-579-523.0100 Health Insurance			
Health Insurance - Spouse	1	7,175	7,175
Totals For Gl# 001-579-523.0100-Health Insurance			7,175
001-579-523.0300 Life Insurance & EAP			
Life Insurance	1	136	136
Totals For Gl# 001-579-523.0300-Life Insurance & EAP			136
001-579-524.0100 Workers Comp			
Workers Compensation	1	1,192	1,192
Totals For Gl# 001-579-524.0100-Workers Comp			1,192
001-579-531.1600 Contract Services			
GPS Annually Truck - 20668	1	371	371
Totals For Gl# 001-579-531.1600-Contract Services			371
001-579-541.1100 Communications			
Cell Phone Service	12	50	600
Totals For Gl# 001-579-541.1100-Communications			600
001-579-544.1500 Rental Expenses			
Misc Event Rentals - Reimbursements - River Regatta	1	800	800
Event Rental - Jerry Hill Kids Fishing	1	200	200
Misc Equipment Rentals	1	200	200
Totals For Gl# 001-579-544.1500-Rental Expenses			1,200



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-Events And Facilities			
001-579-545.1200 Insurance			
General Liability, Auto And Property	4	640	2,560
Totals For Gl# 001-579-545.1200-Insurance			2,560
001-579-546.3400 Repair & Maintenance			
Estuary Park - Misc Repairs	1	500	500
MLK Park - Misc Repairs	1	500	500
Police Department - Misc Repairs	1	1,500	1,500
Police Department - A/C Repairs	1	2,500	2,500
Public Works - Misc Repairs	1	500	500
Sutton Park - Misc Repairs	1	500	500
City Hall - Misc Repairs	1	1,500	1,500
Hidden Lake Park - Misc Repairs	1	500	500
17th Street Park - Misc Repairs	1	500	500
Taylor Park - Misc Repairs	1	250	250
City Hall - Landscape Materials	1	1,000	1,000
Totals For Gl# 001-579-546.3400-Repair & Maintenance			9,750
001-579-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair For 20668	1	300	300
Totals For Gl# 001-579-546.4000-Vehicle Repair & Maintenance			300
001-579-547.5100 Printing & Binding			
News In Brief	4	400	1,600
Totals For Gl# 001-579-547.5100-Printing & Binding			1,600
001-579-549.9600 Bank Service Charges			
Credit Card Fees	1	400	400
Totals For Gl# 001-579-549.9600-Bank Service Charges			400
001-579-551.1200 Printing Supplies			
Miscellaneous Supplies	1	100	100
Printer Cartridges	1	100	100
Totals For Gl# 001-579-551.1200-Printing Supplies			200
001-579-552.1500 Fuel And Lubricants			
Ford Transit	1	700	700
Totals For Gl# 001-579-552.1500-Fuel And Lubricants			700



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-Events And Facilities			
001-579-552.2300 Operating Expenses			
Misc Items From Central Store	1	800	800
Totals For Gl# 001-579-552.2300-Operating Expenses			800
001-579-552.3000 Living Tree Memorial Expense			
Memorial Trees	2	250	500
Memorial Plaques	2	200	400
Replacement Plaques	7	200	1,400
Totals For Gl# 001-579-552.3000-Living Tree Memorial Expense			2,300
001-579-552.3900 Safety Expense			
Safety Shoes	1	125	125
Misc Safety Materials	1	100	100
Totals For Gl# 001-579-552.3900-Safety Expense			225
001-579-552.4200 Small Tools/Equipment			
Miscellaneous Small Hand Tools	1	500	500
Hammer Drill -Cordless	1	400	400
Pressure Washer	1	500	500
EZ Clean Surface Cleaner	1	100	100
Totals For Gl# 001-579-552.4200-Small Tools/Equipment			1,500
001-579-552.5100 Uniform Purchases & Cleaning			
City Shirts	5	25	125
Totals For Gl# 001-579-552.5100-Uniform Purchases & Cleaning			125
001-579-552.7100 Fairs & Festivals			
Advance Tickets For Volunteers	1	260	260
Booth Design Based On Theme	1	1,500	1,500
Booth Rental	1	600	600
Fair Sponsorship	1	2,000	2,000
Fireworks Display	1	40,000	40,000
Totals For Gl# 001-579-552.7100-Fairs & Festivals			44,360
001-579-552.7200 Palmetto Historical Park			
Miscellaneous Repairs	1	4,000	4,000
Gen Liabl, Auto, Property Insurance	4	1,950	7,800
Post Office - Termite Treatment	1	1,500	1,500
Chapel - Repair Window Frames, Siding And Sills	1	1,500	1,500
Post Office Repairs - Broken Window- And Front Deck	1	1,000	1,000
Cottage House Repairs - Install Siding Kitchen & Fireplace	1	500	500
Carnegie New Toilets	3	200	600
Carnegie - Clean Mildew And Repaint Windows	1	1,500	1,500



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 579-Events And Facilities			
Carnegie - UV Light For A/C System	1	500	500
Totals For Gl# 001-579-552.7200-Palmetto Historical Park			18,900
001-579-552.7400 AG Museum			
Gen Liabl, Auto, Property Insurance	4	769	3,076
Livestock Roof Repair	1	1,000	1,000
Repair Flooding Problem Equipment Cage Area	1	500	500
Totals For Gl# 001-579-552.7400-Ag Museum			4,576
001-579-554.0100 Non-Capitalized Equipment			
Generator - Honda 2200	1	1,500	1,500
Hidden Lake - Message Center	1	500	500
Miscellaneous	1	500	500
17Th St Park - Message Center	1	500	500
Totals For Gl# 001-579-554.0100-Non-Capitalized Equipment			3,000
001-579-571.0100 Princ - Lease			
P# 06-09 Ford Transit	4	2,687	10,748
Totals For Gl# 001-579-571.0100-Princ - Lease			10,748
001-579-572.0100 Int Exp - Lease			
P# 06-09 Ford Transit	4	182	728
Totals For Gl# 001-579-572.0100-Int Exp - Lease			728
Totals For Dept 579-Events And Facilities			171,910



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Police Department – 521

Fund: General Fund - 001

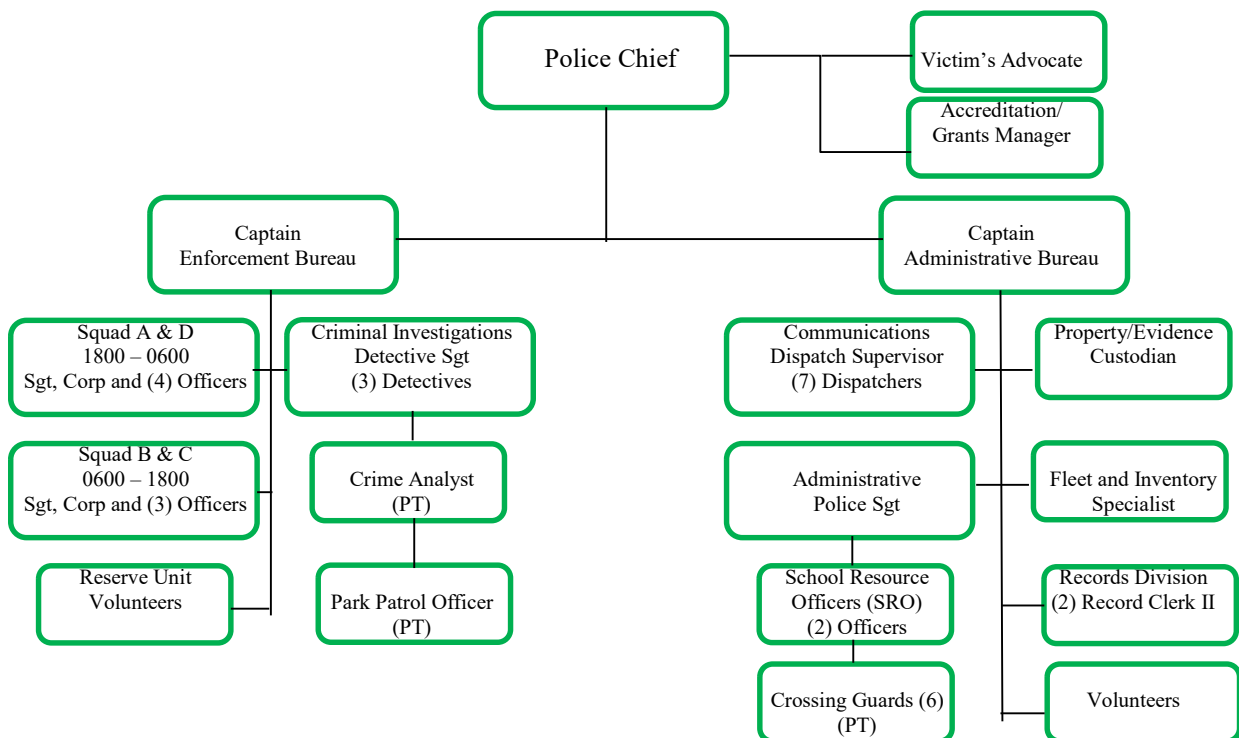
Department Mission:

To maintain order, provide a safe and pleasant community for our citizens and visitors, recruit and develop a sustainable workforce that demonstrates proficiency and professionalism while creating a sense of trust and partnership throughout the community. The Police Department is accredited by the Commission for Florida Law Enforcement Accreditation (CFA).

Primary Duties:

- Provide a professional law enforcement services to the Palmetto citizens and visitors;
- Ensure the safety and wellbeing of citizens and visitors by protecting life and property;
- Responsible for crime prevention, investigation and apprehension of crimes and offenders.

Organizational Chart:



Department Objectives:

- Completing upgrade of the 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;
- Replace obsolete police department to modern public safety standards.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department – 521

Fund: General Fund - 001

Goals & Accomplishments:

- Continue to work with the community to discourage crime and reduce the number of crimes committed within the City;
- Continue to find ways to retain current personnel and recruit new, qualified personnel in an increasingly competitive job market;
- Increase staffing to allow for the creation of specialty investigative units to address crime that the Department is currently hard pressed to address;
- Implement a body-worn camera system.

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	*FY2020 Actual	FY2021 Projected
Total Calls	18,948	23,109	11,419	20,000
Traffic Violations	961	735	1,071	700
Traffic Crash Reports	689	733	418	700
**FY2020 as of 9/30/2020				

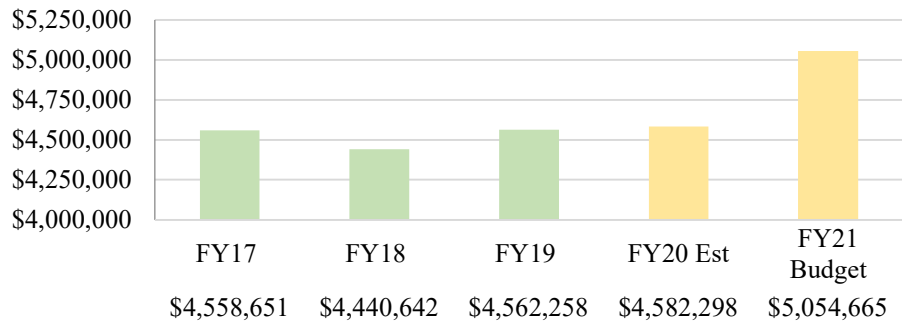
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	(4) Patrol Vehicles	191,000
Capital Lease	(4) In Car Video	26,000
Capital Lease	(4) Mobile Radio	8,800
Capital Lease	(4) Docking Station	5,820
Capital Lease	(28) Laptops	70,000
Total		\$301,620

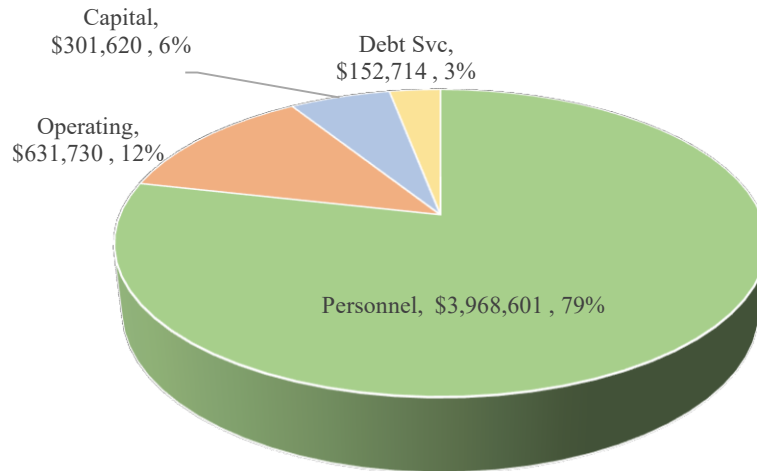


CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

001-521 - POLICE DEPARTMENT

Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-521						
EXPENDITURES						
511.0100	Executive Salaries	\$ 259,887	\$ 266,658	\$ 267,684	\$ 274,658	3.0 %
512.0100	Regular Salaries	560,380	592,461	577,419	601,979	1.6 %
512.0200	Sworn Officer's Wages	1,434,843	1,551,329	1,450,447	1,591,867	2.6 %
513.0100	Part Time Wages	69,784	84,216	60,114	56,712	(32.7)%
513.0200	School Crossing Guards	49,962	75,316	34,042	66,203	(12.1)%
514.0100	Overtime - GE	29,577	32,000	26,411	32,000	- %
514.0150	Overtime - Holiday General Employees	9,804	11,000	12,269	11,000	- %
514.0200	Overtime - Sworn	55,551	62,000	88,389	68,200	10.0 %
514.0250	Overtime - Holiday Sworn Officers	19,885	18,000	15,780	19,800	10.0 %
515.1000	Incentive Payments To Officers	25,546	29,685	25,994	29,685	- %
515.2100	Clothing Allowance - Taxable	3,500	3,500	3,500	3,500	- %
515.3000	On Call Pay	4,921	6,552	6,704	6,552	- %
521.0100	Fica Taxes	184,946	209,049	186,914	211,306	1.1 %
522.2100	Retirement General Employee	123,874	109,525	107,529	89,704	(18.1)%
522.2400	Retirement Sworn	480,594	410,514	403,329	388,819	(5.3)%
523.0100	Health Insurance	332,425	414,799	355,556	433,334	4.5 %
523.0300	Insurance & EAP	8,266	7,876	7,172	8,071	2.5 %
524.0100	Workers' Compensation	47,882	53,869	50,224	75,211	39.6 %
529.9900	Reimbursement Of Personnel Costs	(10,282)	-	-	-	- %
Total Personnel Expenses		3,691,345	3,938,349	3,679,477	3,968,601	0.8 %
531.0100	Consulting	-	11,220	11,200	-	(100.0)%
531.0300	Membership Dues	2,015	2,950	2,380	3,275	11.0 %
531.1600	Contract Services	165	220	220	8,626	3,820.9 %
534.2100	Employee Testing	560	1,800	1,152	2,250	25.0 %
535.2100	Special Investigation Account	5,422	10,000	7,821	10,000	- %
540.5100	Travel and Per Diem	17,673	11,248	7,964	14,050	24.9 %
541.1100	Communications	44,668	50,088	49,091	56,850	13.5 %
542.1200	Postage/Mailing Service	487	1,300	437	1,400	7.7 %
543.0000	Utility Services	29,086	30,655	28,300	30,014	(2.1)%
544.0500	Operating Lease	6,509	7,572	5,744	5,208	(31.2)%
545.1200	Insurance	90,913	99,369	99,225	108,693	9.4 %
545.9900	Insurance Contingency - Vehicle	28,948	5,000	2,909	5,000	- %
546.3400	Repair & Maintenance	13,048	9,400	13,375	10,350	10.1 %
546.4000	Vehicle Repair & Maintenance	66,956	76,300	65,350	76,000	(0.4)%
546.4000-8212	Vehicle Repair & Maintenance - CRA Plan	16,365	25,000	25,000	25,000	- %
546.5000	Marine Repair & Maintenance	-	-	-	1,500	- %
547.0000	Printing and Binding	1,118	4,500	1,338	5,050	12.2 %
547.5100-8212	Printing and Binding	-	400	-	300	(25.0)%
549.0400-8212	Partnership/Sponsorship - CRA Plan	-	1,000	-	1,000	- %
551.1200	Office Supplies	4,247	7,250	2,911	7,250	- %
552.0000-0000	Hurricane Materials/Supplies	-	5,000	5,000	5,000	- %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-521 - POLICE DEPARTMENT
Cost Center Summary

Account		2019	2020	2020	2021	% Change
001-521	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
552.0000-9038	Covid Materials	-	-	7,000	-	- %
552.1500	Fuel And Lubricants	63,385	95,000	52,652	82,072	(13.6)%
552.1500-8212	Fuel And Lubricants - CRA Sub Plan	20,659	30,000	24,000	30,000	- %
552.2300	Operating Expenses	42,606	36,633	39,169	36,825	0.5 %
552.2500	Spec Fund-Operating Supplies	5,750	-	-	-	- %
552.2600	PD Special Programs	-	3,000	2,446	-	(100.0)%
552.3000	Living Tree Memorial Expense	4,183	7,000	1,450	7,000	- %
552.4200	Small Tools/Equipment	9,845	13,652	17,117	17,677	29.5 %
552.4200-9006	Small Tool/Equipment Bulletproof Vest	3,600	2,038	2,038	8,000	292.5 %
552.5100	Uniform Purchases And Cleaning	18,532	34,950	24,735	27,375	(21.7)%
554.0100	Non-Capitalized Equipment	8,425	37,112	35,911	22,225	(40.1)%
554.1200	Publications	1,250	1,200	1,530	1,400	16.7 %
554.1400	Accreditation	3,979	2,500	1,675	3,000	20.0 %
555.1300	Technical/Training	20,197	18,420	11,300	19,340	5.0 %
	Total Operating Expenses	530,591	641,777	550,440	631,730	(1.6)%
564.0100	Machinery & Equipment	2,800	38,455	38,455	-	(100.0)%
564.4900	Capital Leases	167,741	128,489	143,000	301,620	134.7 %
	Total Capital Purchases	170,541	166,944	181,455	301,620	80.7 %
571.0100	Principal	163,997	144,818	144,711	107,278	(25.9)%
572.0100	Interest Expense	5,782	7,184	7,168	5,284	(26.4)%
573.0500	New Debt Service	-	2,388	19,048	40,152	1,581.4 %
	Total Debt Service	169,779	154,390	170,927	152,714	(1.1)%
	TOTAL EXPENDITURES	\$ 4,562,256	\$ 4,901,460	\$ 4,582,299	\$ 5,054,665	3.1 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
001-521-511.0100 Executive Salaries			
Executive Salaries	1	274,658	274,658
Totals For Gl# 001-521-511.0100-Executive Salaries			274,658
001-521-512.0100 Regular Salaries			
Regular Salaries	1	601,979	601,979
Totals For Gl# 001-521-512.0100-Regular Salaries			601,979
001-521-512.0200 Sworn Officer's Wages			
Sworn Officer's Wages	1	1,591,867	1,591,867
Totals For Gl# 001-521-512.0200-Sworn Officer's Wages			1,591,867
001-521-513.0100 Part Time Wages			
Part Time Wages	1	56,712	56,712
Totals For Gl# 001-521-513.0100-Part Time Wages			56,712
001-521-513.0200 School Crossing Guards			
School Crossing Guards	1	66,203	66,203
Totals For Gl# 001-521-513.0200-School Crossing Guards			66,203
001-521-514.0100 Overtime - GE			
Overtime - GE	1	32,000	32,000
Totals For Gl# 001-521-514.0100-Overtime - GE			32,000
001-521-514.0150 Overtime - Holiday GE			
Holiday Worked OT	1	11,000	11,000
Totals For Gl# 001-521-514.0150-Overtime - Holiday GE			11,000
001-521-514.0200 Overtime - Sworn			
Overtime	1	68,200	68,200
Totals For Gl# 001-521-514.0200-Overtime - Sworn			68,200
001-521-514.0250 Overtime - Holiday Sworn			
Holiday Sworn	1	19,800	19,800
Totals For Gl# 001-521-514.0250-Overtime - Holiday Sworn			19,800
001-521-515.1000 Incentive Payments To Officers			
Career Development	1	25,200	25,200
Career Development - Executive	1	4,485	4,485
Totals For Gl# 001-521-515.1000-Incentive Payments To Officers			29,685



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
001-521-515.2100 Clothing Allowance - Taxable			
Chief Of Police	1	500	500
Captains	2	500	1,000
Detective Sergeant	1	500	500
Three Detectives	3	500	1,500
Totals For Gl# 001-521-515.2100-Clothing Allowance - Taxable			3,500
001-521-515.3000 On Call Pay			
On Call Pay	1	6,552	6,552
Totals For Gl# 001-521-515.3000-On Call Pay			6,552
001-521-521.0100 FICA Taxes			
FICA Taxes	1	211,306	211,306
Totals For Gl# 001-521-521.0100-FICA Taxes			211,306
001-521-522.2100 Retirement General Employee			
Retirement General Employee	1	89,704	89,704
Totals For Gl# 001-521-522.2100-Retirement General Employee			89,704
001-521-522.2400 Retirement Sworn			
Sworn Officers Retirement	1	388,819	388,819
Totals For Gl# 001-521-522.2400-Retirement Sworn			388,819
001-521-523.0100 Health Insurance			
Health Insurance - Employee	24	7,175	172,200
Health Insurance - Spouse	5	12,621	63,105
Health Insurance - Children	6	10,490	62,940
Health Insurance - Family	8	15,541	124,328
Health Insurance - Delayed New Hires	3	3,587	10,761
Totals For Gl# 001-521-523.0100-Health Insurance			433,334
001-521-523.0300 Life Insurance & EAP			
Life Insurance	1	8,071	8,071
Totals For Gl# 001-521-523.0300-Life Insurance & EAP			8,071
001-521-524.0100 Workers' Compensation			
Workers' Compensation	1	75,211	75,211
Totals For Gl# 001-521-524.0100-Workers' Compensation			75,211
001-521-531.0300 Membership Dues			
Florida Police Chief Assoc (FPCA)	3	125	375
Tampa Bay Area Chief Of Police	1	100	100
International Assoc. Chief Of Police (IACP)	1	150	150
Property & Evidence Assoc. Of Florida (PEAF)	1	125	125



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
Int'l Assoc. Of Property & Evidence (IAPE)	1	125	125
APCO International Inc.(Association Of Police Dispatchers)	3	100	300
Crime Stoppers Annual Membership For Agency	1	250	250
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	200	200
Fla. Dept. Of Health (911 Cert.) For Dispatchers And Officers	16	50	800
Fla. Dept. Of Health Dispatch Certification Program Renewal	1	100	100
Notary Renewals	5	100	500
Totals For Gl# 001-521-531.0300-Membership Dues			3,275
001-521-531.1600 Contract Services			
Apex - Pest Control Internal & External	4	55	220
Janitorial Services	9	934	8,406
Totals For Gl# 001-521-531.1600-Contract Services			8,626
001-521-534.2100 Employee Testing			
Employee Testing For Incidents	5	250	1,250
Fitness For Duty Testing	2	500	1,000
Totals For Gl# 001-521-534.2100-Employee Testing			2,250
001-521-535.2100 Special Investigation Account			
Special Investigative Expenses	1	10,000	10,000
Totals For Gl# 001-521-535.2100-Special Investigation Account			10,000
001-521-540.5100 Travel And Per Diem			
CJIS Conference Dispatch (5 Days)	2	800	1,600
UTAC Training Conference For UAV Operators	3	1,000	3,000
I.A.P.E Certification (PE Manager/ 5 Days)	1	800	800
Public Records Seminar (Both Records Custodians)	2	150	300
PEAF Conference For P&E Manager (4 Days)	1	450	450
FPCA Summer And Winter Conferences For Chief	2	750	1,500
Homicide Conference (Lead Homicide Investigator) 5 Days	1	800	800
Travel & Per Diem For General Training Classes	1	4,000	4,000
APCO Conference For Dispatch Supervisor (3 Days)	2	500	1,000
CVSA Examiner Conference (Rogers)	1	600	600
Totals For Gl# 001-521-540.5100-Travel And Per Diem			14,050
001-521-541.1100 Communications			
Annual Radio Contract For Maintenance And System (Per Radio) Reflects	100	250	25,000
In-Car Wireless Service	39	500	19,500
Cell Phones (3 Command Staff, 5 Sgt, 5 CID, Cop, P&E, Off-Duty Coord, .	19	650	12,350
Totals For Gl# 001-521-541.1100-Communications			56,850



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
001-521-542.1200 Postage/Mailing Service			
City Hall Postage Meter	1	200	200
Overnight Shipping	1	1,200	1,200
Totals For Gl# 001-521-542.1200-Postage/Mailing Service			1,400
001-521-543.0000 Utility Services			
City Of Palmetto Utility	1	5,214	5,214
FPL	1	24,800	24,800
Totals For Gl# 001-521-543.0000-Utility Services			30,014
001-521-544.0500 Operating Lease			
Pages Copied/Printed - Squad Room	1	600	600
Pages Copied/Printed - Records	1	600	600
Copier Lease Squad Room: Pmt 4-15 Of 36	12	133	1,596
Copier Lease Records Pmt: 4-15 Of 36	12	201	2,412
Totals For Gl# 001-521-544.0500-Operating Lease			5,208
001-521-545.1200 Insurance			
A-3 Fiduciary Bond Pension	1	60	60
D-5 Police AD & D (9/19)	1	330	330
D-5 State Mandated AD & D	1	2,420	2,420
D-6 Executive Travel Police	1	55	55
Gen Liab, Auto, Property Ins	4	26,332	105,328
New Auto - Overlap Auto Ins	1	500	500
Totals For Gl# 001-521-545.1200-Insurance			108,693
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	4	400	1,600
Fire Ext Maint Contract	1	2,500	2,500
Generator Maint Contract	1	1,750	1,750
Misc AC Repairs	1	2,000	2,000
Misc Build & Plumbing Repairs	1	2,000	2,000
Pest Control	4	125	500
Totals For Gl# 001-521-546.3400-Repair & Maintenance			10,350



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
001-521-546.4000 Vehicle Repair & Maintenance			
Uninsured Veh Damage	1	5,000	5,000
Vehicle Maintenance, Repair/Lex Contract	1	55,000	55,000
Vehicle Tires	1	10,000	10,000
Misc. Vehicle Maintenance/Towing	1	6,000	6,000
Totals For Gl# 001-521-546.4000-Vehicle Repair & Maintenance			76,000
001-521-546.4000-8212 Vehicle Repair & Maint - CRA Plan			
Veh Maint. (CRA), Repairs,Service & Tires	1	25,000	25,000
Totals For Gl# 001-521-546.4000-8212-Vehicle Repair & Maint - CRA Plan			25,000
001-521-546.5000 Marine Repair & Maintenance			
Boat Maintenance (100 Hr Service & Ext Maintenance)	1	1,500	1,500
Totals For Gl# 001-521-546.5000-Marine Repair & Maintenance			1,500
001-521-547.5100 Printing And Binding			
Business Cards	35	50	1,750
Copy Service, Forms	1	3,000	3,000
Stationary	1	300	300
Totals For Gl# 001-521-547.5100-Printing And Binding			5,050
001-521-547.5100-8212 Printing And Binding - CRA Sub Plan			
Business Cards/6 CRA Officers, 2 P.T. CRA Officers	6	50	300
Totals For Gl# 001-521-547.5100-8212-Printing And Binding - CRA Sub Plan			300
001-521-549.0400-8212 Partnership/Sponsorship - CRA Plan			
Crime Stoppers Partnership	1	1,000	1,000
Totals For Gl# 001-521-549.0400-8212-Partnership/Sponsorship - CRA Plan			1,000
001-521-551.1200 Office Supplies			
Copy Paper (Central Stores)	1	1,500	1,500
Office Supplies	1	2,500	2,500
Printer / Copier Cartridges	1	2,500	2,500
Records Supplies	1	750	750
Totals For Gl# 001-521-551.1200-Office Supplies			7,250
001-521-552.0000 Hurricane Materials/Supplies			
Emergency Supplies,Food,Water	1	5,000	5,000
Totals For Gl# 001-521-552.0000-Hurricane Materials/Supplies			5,000
001-521-552.1500 Fuel And Lubricants			
Fuel - Non - CRA Vehicles	1	79,672	79,672
Boat Fuel (Based On 15 GPH And 140 Hrs/Yr Operating)	1	2,400	2,400
Totals For Gl# 001-521-552.1500-Fuel And Lubricants			82,072



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
001-521-552.1500-8212 Fuel And Lubricants - CRA Sub Plan			
Fuel- CRA Vehicles	1	30,000	30,000
Totals For Gl# 001-521-552.1500-8212-Fuel And Lubricants - CRA Sub Plan			30,000
001-521-552.2300 Operating Expenses			
Ammunition And Targets - Qualifying Twice Per Year	1	7,000	7,000
Annual AED Maintenance	1	125	125
Annual Biohazard Disposal-Evidence Destruction	1	800	800
Consumable Supplies	1	3,500	3,500
Duty Equipment	1	7,000	7,000
Hepatitis Shots/Tithers For High Risk Personnel	40	25	1,000
Lexis Nexis Data. Web -Based Investigative Tool For C.I.D.	2	1,800	3,600
P & E Packaging & Labels (Includes Switch To Sealed Clear Packaging)	1	400	400
First Aid Station Resupply	1	300	300
Manatee County Clerk Office	1	400	400
Central Store Supplies	1	3,500	3,500
Callyo Investigative Recording Software	1	3,000	3,000
Agency & Citizen Awards (Plaques, Certificates)	1	1,000	1,000
Taser Cartridges (Duty & Training)	60	35	2,100
Taser Battery Packs	20	80	1,600
Narcan/Naloxen Doses	20	50	1,000
GIS Software - Esri Online	1	500	500
Totals For Gl# 001-521-552.2300-Operating Expenses			36,825
001-521-552.3000 Community Outreach			
Honor The Badge Christmas Program	1	1,000	1,000
Summer Slam Back To School Youth Event	1	1,000	1,000
Community Policing Materials	1	2,000	2,000
Citizen Academy (x2) & Community Events	1	2,000	2,000
Bridging The Gap Youth Fishing Tournament	1	1,000	1,000
Totals For Gl# 001-521-552.3000-Community Outreach			7,000
001-521-552.4200 Small Tools/Equipment			
ENF Meter Calibration	2	1,500	3,000
Misc. Small Tools / Parts	1	3,000	3,000
Misc. Marine Equipment (Rescue,First Aid,Supplies)	1	2,000	2,000
Storage Containers For P&E	1	60	60
Zebra G-Series Thermal Printer (Replace Failing Printer).	1	400	400
Impulse Evidence Bag Sealer (20')	1	400	400
Taser X26P Replacements	4	1,113	4,452
Three Laptop Docks & Printers For CID Cars	3	1,455	4,365
Totals For Gl# 001-521-552.4200-Small Tools/Equipment			17,677



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
001-521-552.4200-9006 Small Tool/Equip Bulletproof Vest			
Ballistic Vest/Grant Match	10	800	8,000
Totals For Gl# 001-521-552.4200-9006-Small Tool/Equip Bulletproof Vest			8,000
001-521-552.5100 Uniform Purchases And Cleaning			
Annual Shoe Allowance / Sworn Officers	27	125	3,375
Dry Cleaning & Alterations	1	13,000	13,000
Safety Vests, Polos, Hats	1	2,000	2,000
Uniforms	1	5,000	5,000
Honor Guard Uniforms	5	800	4,000
Totals For Gl# 001-521-552.5100-Uniform Purchases And Cleaning			27,375
001-521-554.0100 Non-Capitalized Equipment			
SIG Sauer P320CA Duty Pistols w/Night Sights	45	405	18,225
Office Chairs (Records)	2	500	1,000
ADORE Training Software For Dispatch	1	3,000	3,000
Totals For Gl# 001-521-554.0100-Non-Capitalized Equipment			22,225
001-521-554.1200 Publications			
2019 Legal Handbooks	40	35	1,400
Totals For Gl# 001-521-554.1200-Publications			1,400
001-521-554.1400 Accreditation			
Conferences CFA, FLA-PAC (Includes Fee, Travel, Per-Diem)	1	1,500	1,500
Annual CFA, FLA-PAC Fees	1	1,000	1,000
Accreditation Supplies, Meetings (Includes Mock, Onsite)	1	500	500
Totals For Gl# 001-521-554.1400-Accreditation			3,000
001-521-555.1300 Technical/Training			
Web-Based Dispatch Training - Police Legal Sciences.	1	840	840
Annual Agency First Aid, CPR, And AED Training (At Your Service)	1	1,600	1,600
Web-Based Training For Agency Personnel (Police One)	1	3,000	3,000
UTAC Training Conference For UAV Operators	3	800	2,400
APCO Conference Two Dispatchers	2	400	800
CJIS Conference Fee For Two Dispatchers	2	300	600
I.A.P.E Certification For P&E Manager	1	600	600
Public Records Seminar For Records	2	400	800
Annual Homicide Conference For Lead Homicide Detective	1	700	700
PEAF Conference For P&E Manager	1	500	500
FPCA Conferences: Winter And Summer Conferences	2	500	1,000
General Agency Training Opportunities	1	6,000	6,000
CVSA Examiner Conference And Recert (Rogers)	1	500	500
Totals For Gl# 001-521-555.1300-Technical/Training			19,340



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 521-Police Department			
001-521-564.4900 Capital Leases			
Patrol Vehicles: 2021 Ford Police Interceptor	4	35,750	143,000
Police Vehicle Upfit & Graphics	4	12,000	48,000
TAIT Mobile Radio & Install	4	2,200	8,800
COBAN Mobile Video	4	6,500	26,000
Laptop Docking Stations W/Printers	4	1,455	5,820
PD Laptops (Admin)	4	2,500	10,000
PD Laptops (Squad)	24	2,500	60,000
Totals For Gl# 001-521-564.4900-Capital Leases			301,620
001-521-571.0100 Princ - Lease			
P# 15-16 FA# 20417-420 Charger, Radio, Video	2	4,791	9,582
P# 11-14 FA#20534-36, 20529-31, Chargers, Video	4	6,124	24,496
P# 06-09 Charger/Radio/Video	4	10,408	41,632
P# 03-06 Dodge Durango/COBAN/Radio/Night Vision/Speed Board	4	7,892	31,568
Totals For Gl# 001-521-571.0100-Princ - Lease			107,278
001-521-572.0100 Int Exp - Lease			
P# 15-16 Fa# 20417-420 Charger, Radio, Video	2	22	44
P# 11-14 Fa#20534-36, 20529-31, Chargers, Video	4	168	672
P# 06-09 Charger/Radio/Video	4	703	2,812
P# 03-06 Dodge Durango/COBAN/Radio/Night Vision/Speed Board	4	439	1,756
Totals For Gl# 001-521-572.0100-Int Exp - Lease			5,284
001-521-573.0500 New Debt Service			
New Debt Service For Lease - Patrol Chargers	2	12,713	25,426
New Debt Service For Lease - In-Car Videos	2	1,731	3,462
New Debt Service For Lease - Radios	2	586	1,172
New Debt Service For Lease - Docking	2	387	774
New Debt Service For Lease - Laptops	2	4,659	9,318
Totals For Gl# 001-521-573.0500-New Debt Service			40,152
Totals For Dept 521-Police Department			5,054,665



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



**“Just because something doesn’t do what you planned it to do
Doesn’t mean it’s useless.”**

Thomas A. Edison



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Code Enforcement – 523

General Fund - 001

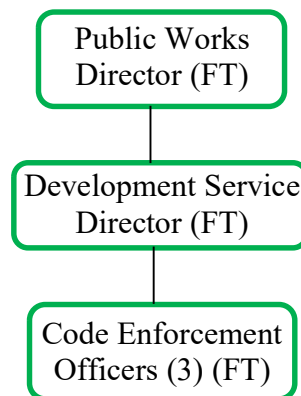
Department Mission:

To partner with the community to improve the quality of life of our citizens, preserve our historic, residential, commercial, and natural resources, and to eliminate blight by encouraging personal responsibility through fair and impartial enforcement of codes and ordinances.

Primary Duties:

Focus on quality of life issues that affect the City's residents. Addresses Code compliance issues including but not limited to overgrown lots, general storage, parking of commercial vehicles, and abandoned property. Fairly and equitably enforce City of Palmetto's Code of Ordinances. The Code Enforcement Unit pro-actively conducts inspections and investigates code and ordinance violations, citing violators when necessary, and prosecuting violations through the special magistrate process.

Organizational Chart:



Department Objectives:

- Working with the residents and business owners to educate them on the importance of property maintenance and Code compliance for the health, safety and aesthetic enhancement of the City as a whole.
- Assist Commission and CRA with control of blighted, unsanitary, and otherwise dilapidated conditions.
- Update pertinent Code provisions to adapt and address current situations.
- Assist in correcting, updating and eliminating unsafe and unsightly housing throughout the City.

Goals & Accomplishments:

- Continue to provide timely and consistent enforcement of the City's Code of Ordinances.
- Take proactive steps to promote voluntary code compliance from citizens and businesses.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Code Enforcement – 523

General Fund - 001

Performance Indicators:

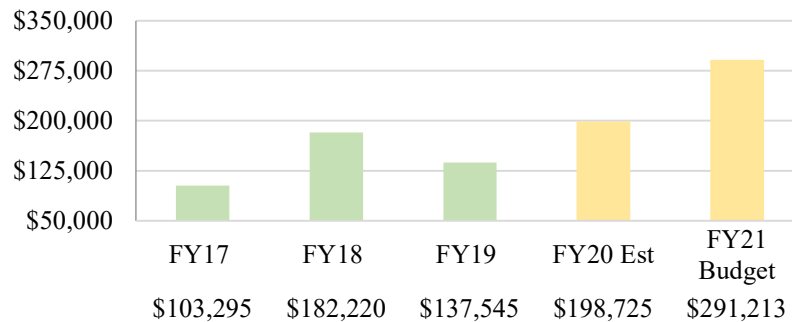
Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Code Violations Recorded	12	9	7	8
Code Violations Closed	7	6	3	5
*Code Violations (CE Board)	41	28	12	15

*represents calendar year thru 9/30/2020

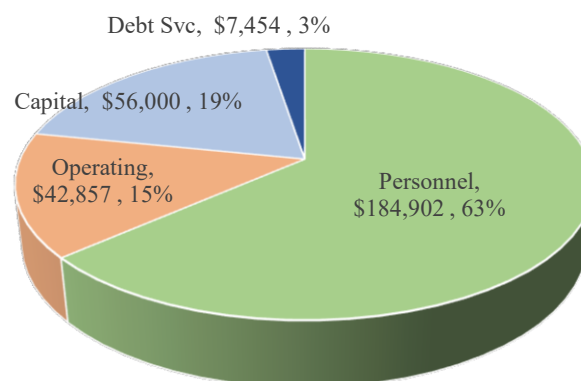
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	(2) Ford F-150	56,000
Total		\$56,000

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-523 - CODE ENFORCEMENT
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-523						
EXPENDITURES						
512.0100	Regular Salaries	\$ 72,538	\$ 128,311	\$ 112,923	\$ 125,620	(2.1)%
514.0100	Overtime - GE	-	-	1,238	-	- %
521.0100	Fica Taxes	5,516	9,941	8,368	9,610	(3.3)%
522.2100	Retirement General Employee	15,959	24,004	21,871	18,743	(21.9)%
523.0100	Health Insurance	6,546	27,266	21,844	26,971	(1.1)%
523.0300	Insurance & EAP	251	421	359	411	(2.4)%
524.0100	Workers' Compensation	929	2,179	1,823	3,547	62.8 %
529.0000	Career Advancement	-	1,653	-	-	(100.0)%
	Total Personnel Expenses	101,739	193,775	168,426	184,902	(4.6)%
531.0100	Consulting	-	1,220	1,220	-	(100.0)%
531.0300	Membership Dues	470	410	150	150	(63.4)%
531.0600	Attorney Fees	6,323	6,500	5,350	7,000	7.7 %
531.1600	Contract Services	745	742	620	975	31.4 %
534.1600	Lot Clearing	-	5,000	-	5,000	- %
534.1700	Lot Clearing - Pass Thru	1,750	10,000	1,075	10,000	- %
540.5100	Travel and Per Diem	2,028	1,550	125	500	(67.7)%
541.1100	Communications	776	1,200	1,400	1,800	50.0 %
542.1200	Postage/Mailing Service	5,000	7,000	3,100	6,000	(14.3)%
544.0500	Operating Lease	214	500	320	275	(45.0)%
545.1200	Insurance	4,307	4,772	4,949	5,692	19.3 %
546.4000	Vehicle Repair & Maintenance	1,175	1,500	1,025	1,000	(33.3)%
547.5100	Printing And Binding	-	100	30	140	40.0 %
551.1200	Office Supplies	161	100	100	125	25.0 %
552.1500	Fuel and Lubricants	1,515	2,000	2,115	2,000	- %
552.2300	Operating Expenses	654	1,000	1,000	1,000	- %
552.3900	Safety Program Expense	-	100	15	150	50.0 %
552.4200	Small Tools/Equipment	492	480	493	750	56.3 %
552.5100	Uniform Purchases And Cleaning	-	200	200	300	50.0 %
555.1300	Technical/Training	3,896	1,260	249	-	(100.0)%
595.0000	Doubtful Accts Exp	6,301	-	7,013	-	- %
	Total Operating Expenses	35,807	45,634	30,549	42,857	(6.1)%
564.4900	Capital Leases	-	-	-	56,000	- %
	Total Capital Purchases	-	-	-	56,000	- %
573.0500	New Debt Service	-	-	-	7,454	- %
	Total Debt Service	-	-	-	7,454	- %
	TOTAL EXPENDITURES	\$ 137,546	\$ 239,409	\$ 198,975	\$ 291,213	21.6 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Code Enforcement - 523

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 523-Code Enforcement			
001-523-512.0100 Regular Salaries			
Regular Salaries	1	125,620	125,620
Totals For Gl# 001-523-512.0100-Regular Salaries			125,620
001-523-521.0100 FICA Taxes			
FICA	1	9,610	9,610
Totals For Gl# 001-523-521.0100-FICA Taxes			9,610
001-523-522.2100 Retirement General Employee			
General Employee Retirement	1	18,743	18,743
Totals For Gl# 001-523-522.2100-Retirement General Employee			18,743
001-523-523.0100 Health Insurance			
Health Insurance - Employee	2	7,175	14,350
Health Insurance - EE + Spouse	1	12,621	12,621
Totals For Gl# 001-523-523.0100-Health Insurance			26,971
001-523-523.0300 Life Insurance & EAP			
Life Insurance	1	411	411
Totals For Gl# 001-523-523.0300-Life Insurance & EAP			411
001-523-524.0100 Workers' Compensation			
Workers' Compensation	1	3,547	3,547
Totals For Gl# 001-523-524.0100-Workers' Compensation			3,547
001-523-531.0300 Membership Dues			
FACE Annual Membership Fees	3	50	150
Totals For Gl# 001-523-531.0300-Membership Dues			150
001-523-531.0600 Attorney Fees - Code Enf Board			
CE Board Attorney Monthly Fees	1	7,000	7,000
Totals For Gl# 001-523-531.0600-Attorney Fees - Code Enf Board			7,000
001-523-531.1600 Contract Services			
GPS Device Annually 17492; 17525	3	325	975
Totals For Gl# 001-523-531.1600-Contract Services			975
001-523-534.1600 Nuisance Abatement Non Pass Thru			
Boat/Misc Removal	1	5,000	5,000
Totals For Gl# 001-523-534.1600-Nuisance Abatement Non Pass Thru			5,000
001-523-534.1700 Nuisance Abatement Pass Thru			
Nuisance Abate Lot Clearing	1	10,000	10,000
Totals For Gl# 001-523-534.1700-Nuisance Abatement Pass Thru			10,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Code Enforcement - 523

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 523-Code Enforcement			
001-523-540.5100 Travel And Per Diem			
FACE Annual Training Conference-CEO	1	250	250
FACE Level Certification	1	250	250
Totals For Gl# 001-523-540.5100-Travel And Per Diem			500
001-523-541.1100 Communications			
Cell Service-Code Enforcement	12	50	600
Cell Service-Code Enforcement	12	50	600
Cell Service-Code Enforcement	12	50	600
Totals For Gl# 001-523-541.1100-Communications			1,800
001-523-542.1200 Postage/Mailing Service			
Refill Postage Meter	1	6,000	6,000
Totals For Gl# 001-523-542.1200-Postage/Mailing Service			6,000
001-523-544.0500 Operating Lease			
Pages Copied/Printed	1	275	275
Totals For Gl# 001-523-544.0500-Operating Lease			275
001-523-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	1,423	5,692
Totals For Gl# 001-523-545.1200-Insurance			5,692
001-523-546.4000 Vehicle Repair & Maintenance			
FA#17492 Pickup, Ford 4x4	1	500	500
FA#17525 Ford F150, 1/2 Ton	1	500	500
Totals For Gl# 001-523-546.4000-Vehicle Repair & Maintenance			1,000
001-523-547.5100 Printing And Binding			
Business Cards-New CEO	1	40	40
Printing-Notices-Door Hangers	1	100	100
Totals For Gl# 001-523-547.5100-Printing And Binding			140
001-523-551.1200 Office Supplies			
Pens-Calendrs-Markers-Pads	1	125	125
Totals For Gl# 001-523-551.1200-Office Supplies			125
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



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Code Enforcement - 523

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 523-Code Enforcement			
001-523-552.2300 Operating Expenses			
Manatee 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	3	50	150
Totals For Gl# 001-523-552.3900-Safety Program Expense			150
001-523-552.4200 Small Tools/Equipment			
Hand Tools As Needed, Furniture	1	750	750
Totals For Gl# 001-523-552.4200-Small Tools/Equipment			750
001-523-552.5100 Uniform Purchases And Cleaning			
Uniform Shirts CEO - 3 Employees	3	100	300
Totals For Gl# 001-523-552.5100-Uniform Purchases And Cleaning			300
001-523-564.4900 Capital Leases			
Ford F150	2	28,000	56,000
Totals For Gl# 001-523-564.4900-Capital Leases			56,000
001-523-573.0500 New Debt Service			
New Debt Service - F150	2	3,727	7,454
Totals For Gl# 001-523-573.0500-New Debt Service			7,454
Totals For Dept 523-Code Enforcement			291,213



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Public Works Administration – 540

General Fund – 001

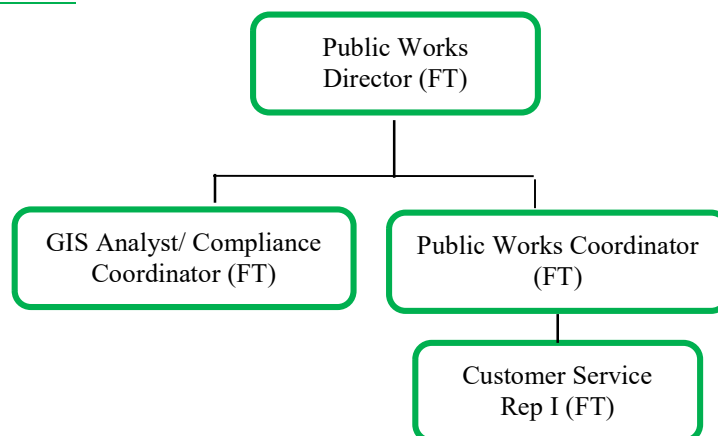
Department Mission:

To economically provide safe, well-maintained and clean transportation facilities including roads, shared-use paths and public canals; to provide and maintain top quality parks, public buildings and public spaces; to operate and maintain a fleet of equipment and vehicles necessary for day-to-day City functions as well as emergency response; to operate and monitor a stormwater management system that is in compliance with regulatory requirements; and to administer, design, and maintain island-wide City infrastructure for the safety and enjoyment of island residents and visitors.

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.

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

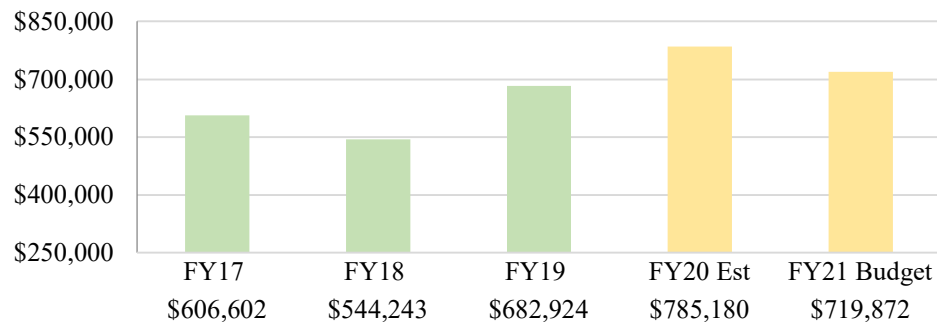
Public Works Administration – 540

General Fund – 001

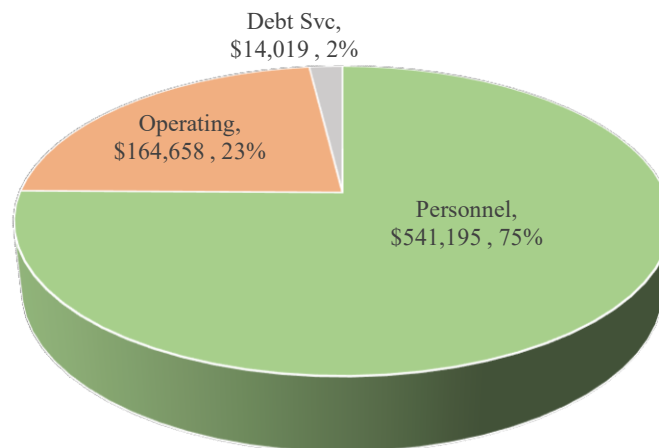
Goals & Accomplishments:

- To provide continued support to the Utilities department
- To provide customer service and excellent communications to Developers, Contractors and Citizen for permitting, planning and testing.
- Transition public directors (succession)
- To implement compliance in-house training on NPDES and other additional state requirements.
- To continue to updating city utility mapping data in Arcgis.
- Establish performance indicators for future measurement

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-540 - PUBLIC WORKS ADMINISTRATION
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-540						
EXPENDITURES						
511.0100	Executive Salaries	\$ 102,541	\$ 105,212	\$ 122,724	\$ 108,369	3.0 %
512.0100	Regular Salaries	286,920	306,512	289,948	288,894	(5.7)%
514.0100	Overtime - GE	67	-	1,076	-	- %
521.0100	Fica Taxes	28,930	31,498	30,757	30,391	(3.5)%
522.2100	Retirement General Employee	63,494	76,045	59,375	59,272	(22.1)%
523.0100	Health Insurance	35,100	54,891	46,640	47,556	(13.4)%
523.0300	Insurance & EAP	1,230	1,345	1,168	1,299	(3.4)%
524.0100	Workers' Compensation	2,843	4,426	3,465	5,414	22.3 %
	Total Personnel Expenses	521,125	579,929	555,153	541,195	(6.7)%
531.0300	Membership Dues	948	1,248	955	1,328	6.4 %
531.1600	Contract Services	13,708	13,381	12,500	13,320	(0.5)%
531.2000	Engineering Services	-	19,207	-	10,000	(47.9)%
534.2100	Employee Testing	776	2,300	1,900	1,800	(21.7)%
540.5100	Travel and Per Diem	1,051	2,000	870	2,000	- %
541.1100	Communications	2,045	3,384	2,550	3,720	9.9 %
542.1200	Postage/Mailing Service	541	500	175	500	- %
543.0000	Utility Services	25,642	27,460	29,500	35,000	27.5 %
544.0500	Operating Lease	4,207	4,932	3,875	3,724	(24.5)%
545.1200	Insurance	12,005	13,179	13,348	14,495	10.0 %
545.9900	Insurance Contingency - Vehicle	4,588	5,000	-	5,000	- %
546.3400	Repair & Maintenance	35,693	33,291	12,660	24,100	(27.6)%
546.4000	Vehicle Repair & Maintenance	2,319	2,000	425	2,000	- %
547.5100	Printing And Binding	16	100	-	100	- %
548.9100	Promotional Advertising	-	-	129	-	- %
549.0300	Issues To North River FD	12,220	19,000	8,000	18,000	(5.3)%
551.1200	Office Supplies	1,014	1,000	600	1,000	- %
552.0000-0000	Hurricane Materials	-	-	-	5,000	- %
552.0000-9038	Covid Materials	-	-	22,004	2,000	- %
552.1500	Fuel and Lubricants	1,992	2,200	2,110	2,200	- %
552.2300	Operating Expenses	8,721	7,880	6,300	8,284	5.1 %
552.3900	Safety Program Expense	3,262	1,800	2,000	2,975	65.3 %
552.4200	Small Tools/Equipment	3,396	300	362	300	- %
552.5100	Uniform Purchases And Cleaning	1,203	1,200	400	1,500	25.0 %
554.0100	Non-Capitalized Equipment	2,274	831	831	3,932	373.2 %
554.1200	Publications	-	500	-	500	- %
555.1300	Technical/Training	888	1,880	250	1,880	- %
	Total Operating Expenses	138,509	164,573	121,744	164,658	0.1 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-540 - PUBLIC WORKS ADMINISTRATION
Cost Center Summary

Account		2019	2020	2020	2021	% Change
001-540	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
562.0000-9762	Improvements - FPL	-	59,343	59,343	-	(100.0)%
564.0100	Machinery & Equipment	1,600	38,000	38,000	-	(100.0)%
564.0200	Office Furniture	5,201	-	-	-	- %
	Total Capital Purchases	6,801	97,343	97,343	-	(100.0)%
571.0100	Principal	15,853	16,850	16,850	12,210	(27.5)%
572.0100	Interest Expense	638	1,095	1,095	1,809	65.2 %
	Total Debt Service	16,491	17,945	17,945	14,019	(21.9)%
	TOTAL EXPENDITURES	\$ 682,926	\$ 859,790	\$ 792,185	\$ 719,872	(16.3)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-Public Works Administration			
001-540-511.0100 Executive Salaries			
Executive Salaries	1	108,369	108,369
Totals For Gl# 001-540-511.0100-Executive Salaries			108,369
001-540-512.0100 Regular Salaries			
Regular Salaries	1	288,894	288,894
Totals For Gl# 001-540-512.0100-Regular Salaries			288,894
001-540-521.0100 FICA Taxes			
FICA Taxes	1	30,391	30,391
Totals For Gl# 001-540-521.0100-FICA Taxes			30,391
001-540-522.2100 Retirement General Employee			
General Employees Pension	1	59,272	59,272
Totals For Gl# 001-540-522.2100-Retirement General Employee			59,272
001-540-523.0100 Health Insurance			
Health Insurance - Employee	3	7,175	21,525
Health Insurance - Family	1	15,541	15,541
Health Insurance - EE & Child(ern)	1	10,490	10,490
Totals For Gl# 001-540-523.0100-Health Insurance			47,556
001-540-523.0300 Life Insurance & EAP			
Life Insurance	1	1,299	1,299
Totals For Gl# 001-540-523.0300-Life Insurance & EAP			1,299
001-540-524.0100 Workers' Compensation			
Workers' Compensation	1	5,414	5,414
Totals For Gl# 001-540-524.0100-Workers' Compensation			5,414
001-540-531.0300 Membership Dues			
Membership - American PW Assoc-Director #626987	1	370	370
Membership - Tampa Area Safety-Renewal	1	300	300
Membership - American Water Works Association #03124947	1	238	238
Membership - American PW Assoc-Deputy Director	1	370	370
Membership - Sam's Club	1	50	50
Totals For Gl# 001-540-531.0300-Membership Dues			1,328
001-540-531.1600 Contract Services			
AED Physio-Control Shared Cost-On-Site Inspection	1	495	495
Janitorial Services PW Facilities	12	700	8,400
Pest Control PW Facilities	4	80	320
Sonitrol Security Monitoring	4	825	3,300
Syn-Tech Systems Maintenance 5/27/19-5/26/20	1	495	495



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-Public Works Administration			
GPS Device Annually 17323	1	310	310
Totals For Gl# 001-540-531.1600-Contract Services			13,320
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			
Drug-Alcohol Testing On-Site For Incidents	1	300	300
Hepatitis Vaccine	1	1,500	1,500
Totals For Gl# 001-540-534.2100-Employee Testing			1,800
001-540-540.5100 Travel And Per Diem			
Travel And Per Diem	1	1,000	1,000
Travel And Per Diem -Schwartz	2	500	1,000
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	50	600
Cell Service-PW Director	12	50	600
Cell Service-PW Deputy Director	12	50	600
Cell Service Overages	1	600	600
Cell Service - GIS Coordinator	12	50	600
In-Car Wireless - PW Director	12	60	720
Totals For Gl# 001-540-541.1100-Communications			3,720
001-540-542.1200 Postage/Mailing Services			
Quadient Postage Refill As Needed	1	500	500
Totals For Gl# 001-540-542.1200-Postage/Mailing Services			500
001-540-543.0000 Utility Services			
City Of Palmetto Utility	1	18,800	18,800
FPL	1	16,200	16,200
Totals For Gl# 001-540-543.0000-Utility Services			35,000
001-540-544.0500 Operating Lease			
Pages Copied/Printed	1	1,000	1,000
Postage Meter-Lease	4	96	384
Copier Lease - Pmnt 4-15 Of 36	12	195	2,340
Totals For Gl# 001-540-544.0500-Operating Lease			3,724



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-Public Works Administration			
001-540-545.1200 Insurance			
B-2 Fuel Tank Premium August 14	1	760	760
D-6 Executive Travel Oct 13 PW Director	1	55	55
Gen Liab, Auto, Property Insurance Quarterly	4	3,420	13,680
Totals For Gl# 001-540-545.1200-Insurance			14,495
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	10,000	10,000
Ceiling Tile Replacement	1	10,000	10,000
AED Maintenance Inspections	1	100	100
Totals For Gl# 001-540-546.3400-Repair & Maintenance			24,100
001-540-546.4000 Vehicle Repair & Maintenance			
FA#17323 Durango,4-D,2004-PW Admin	1	1,000	1,000
FA#20437 Ford Explorer, 2017 -Director Of Public Works	1	500	500
FA#20441 Ford Explorer, 2017- Deputy Director	1	500	500
Totals For Gl# 001-540-546.4000-Vehicle Repair & Maintenance			2,000
001-540-547.5100 Printing And Binding			
Business Cards/General	1	100	100
Totals For Gl# 001-540-547.5100-Printing And Binding			100
001-540-549.0300 Issues To North River Rd			
Expenses Passed Thru To NRFD	1	18,000	18,000
Totals For Gl# 001-540-549.0300-Issues To North River Rd			18,000
001-540-551.1200 Office Supplies			
Office Supplies As Needed	1	500	500
Paper For Plotter 24x50 Yds-As Needed	1	500	500
Totals For Gl# 001-540-551.1200-Office Supplies			1,000
001-540-552.0000 Hurricane Materials/Supplies			
Materials As Needed	1	5,000	5,000
Totals For Gl# 001-540-552.0000-Hurricane Materials/Supplies			5,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-Public Works Administration			
001-540-552.0000-9038 COVID Materials/Supplies			
Materials As Needed	1	2,000	2,000
Totals For Gl# 001-540-552.0000-9038-COVID Materials/Supplies			2,000
001-540-552.1500 Fuel And Lubricants			
Fuel-Lubricant As Needed	1	2,200	2,200
Totals For Gl# 001-540-552.1500-Fuel And Lubricants			2,200
001-540-552.2300 Operating Expenses			
Annual Copier Property Tax-Annually	1	180	180
ArcGIS License/Maintenance Fee Yearly	1	4,400	4,400
Coffee And Water Services As Needed	1	500	500
Janitorial Supplies As Needed/Stock	1	500	500
Printer Cartridges/Toners/Plotter As Needed	1	1,000	1,000
GPS Software Maintenance	1	1,500	1,500
Adobe Acrobat Pro	1	204	204
Totals For Gl# 001-540-552.2300-Operating Expenses			8,284
001-540-552.3900 Safety Program Expense			
Fire Extinguisher Maintenance Annually	1	2,500	2,500
PPE Safety Footwear-Dir/Deputy Directors/GIS	3	125	375
PPE Vest/Safety Glasses, Etc. As Needed/Stock	1	100	100
Totals For Gl# 001-540-552.3900-Safety Program Expense			2,975
001-540-552.4200 Small Tools/Equipment			
Field Equipment-Stakes As Needed/Stock	1	100	100
Webcams x 5 For Desktop	5	40	200
Totals For Gl# 001-540-552.4200-Small Tools/Equipment			300
001-540-552.5100 Uniform Purchases And Cleaning			
City Shirts-Deputy Dir-	1	300	300
City Shirts-Director-	1	300	300
City Shirts-PW Coordinator-	1	300	300
City Shirts-CS I	1	300	300
City Shirts-GIS Compliance	1	300	300
Totals For Gl# 001-540-552.5100-Uniform Purchases And Cleaning			1,500
001-540-554.0100 Non-Capitalized Equipment			
Dell Inspiron 2 In 1 With Useful Camera	3	861	2,583
GIS Laptop / Dell	1	1,349	1,349
Totals For Gl# 001-540-554.0100-Non-Capitalized Equipment			3,932



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 540-Public Works Administration			
001-540-554.1200 Publications			
AWWA - Manuals	1	500	500
Totals For Gl# 001-540-554.1200-Publications			500
001-540-555.1300 Technical/Training			
Beginner Computer 1-Workforce	4	110	440
Seminar-Conference-Word As Needed	4	110	440
Utilities Management Seminar	1	1,000	1,000
Totals For Gl# 001-540-555.1300-Technical/Training			1,880
001-540-571.0100 Princ - Lease			
P# 15-16 FA20437/20438 Explorer	2	3,754	7,508
Totals For Gl# 001-540-571.0100-Princ - Lease			7,508
001-540-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	4,702	4,702
Totals For Gl# 001-540-571.0100-9762-Princ - Lease FPL			4,702
001-540-572.0100 Int Exp - Lease			
P# 15-16 FA20437/20438 Explorer	2	29	58
Totals For Gl# 001-540-572.0100-Int Exp - Lease			58
001-540-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	1,751	1,751
Totals For Gl# 001-540-572.0100-9762-Int Exp - Lease FPL			1,751
Totals For Dept 540-Public Works Administration			719,872



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



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

Warren Buffett



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Planning Department – 543

General Fund – 001

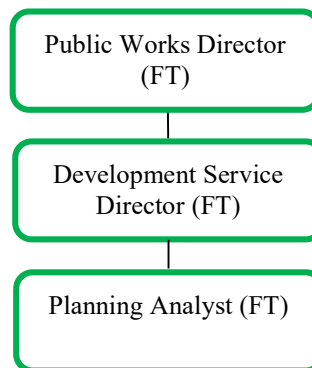
Department Mission:

Planning aligns with the City's direction of facilitating development of the economy through diversifying the economic base, increasing economic opportunity, and fostering community engagement. These goals are achieved by working with our citizens and business community to plan, build and maintain a vibrant, competitive, and livable Palmetto with an emphasis on professional customer service, education and safety.

Primary Duties:

Responsible for daily coordination between the planning, building and code enforcement departments. Responsible for drafting, amendment, and implementation of long and short term comprehensive planning, zoning, and land use codes. Coordinates the review of all land development related projects within the City including but not limited to site/construction plans, general development plans, subdivision plans, building permits, and plats. Drafts and reviews all other land use, building and code enforcement ordinances, associated resolutions, and comprehensive plan amendments. Assists to ensure the compliance of City codes including but not limited to land development, flood regulation, and building permits. Reviews business tax licenses and building permit applications for compliance with impact fees, zoning codes, and land use regulations.

Organizational Chart:



Department Objectives:

- Prepare and process Comp Plan and Land Development Code amendments.
- Consistently enforce and implement land development code and building code requirements
- Assist the public providing excellent, prompt, cheerful customer service
- Draft revised Land Development Code
- Update City flood regulations and mapping in coordination with the Building Official.
- Assist public works to insure development does not outpace infrastructure.
- Enhance and encourage a walkable, multi-modal community.
- Work with private entities and other governmental agencies to promote economic development within the City.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Planning Department – 543

General Fund – 001

Goals & Accomplishments:

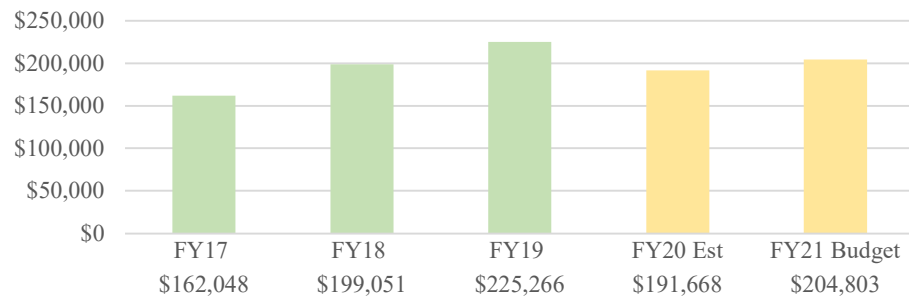
- Establish performance indicators for future measurement

Performance Indicators:

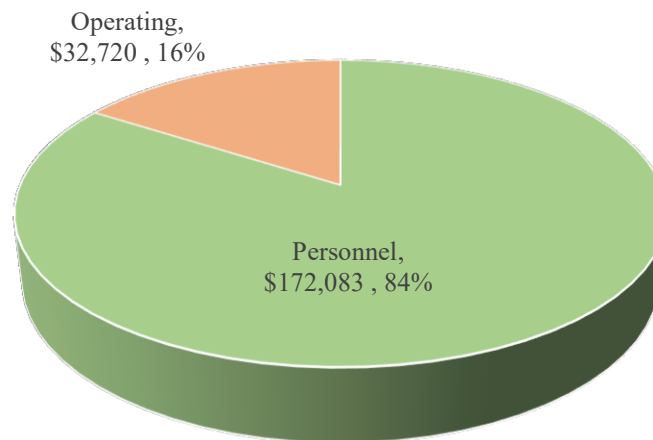
Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
No. of Passed – Ordinance	18	15	6	13
No. of Approved - Variance	2	0	0	1
No. of Approved – Conditional Use Permits	1	2	4	2
*No. of Approved Plans for BL	12	67	73	80

*Starting using electronic system in Aug. 2018

Department Expenditure



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-543 - PLANNING
Cost Center Summary

Account		2019	2020	2020	2021	
001-543	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	% Change of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 114,550	\$ 117,535	\$ 117,987	\$ 121,061	3.0 %
514.0100	Overtime - GE	-	-	9	-	- %
521.0100	Fica Taxes	8,181	8,991	8,342	9,261	3.0 %
522.2100	Retirement General Employee	25,625	21,709	22,524	18,062	(16.8)%
523.0100	Health Insurance	17,753	21,080	21,081	23,111	9.6 %
523.0300	Insurance & EAP	415	386	386	395	2.3 %
524.0100	Workers' Compensation	151	147	139	193	31.3 %
Total Personnel Expenses		166,675	169,848	170,468	172,083	1.3 %
531.0100	Consulting	47,970	77,649	11,500	20,000	(74.2)%
531.0300	Membership Dues	666	700	500	500	(28.6)%
531.1600	Contract Services	-	371	315	325	(12.4)%
540.5100	Travel and Per Diem	1,371	1,500	-	750	(50.0)%
541.1100	Communications	440	600	-	600	- %
542.1200	Postage/Mailing Service	1,947	2,050	1,000	1,400	(31.7)%
544.0500	Operating Lease	93	300	300	300	- %
545.1200	Insurance	3,116	3,776	3,813	3,784	0.2 %
546.4000	Vehicle Repair & Maintenance	-	750	685	-	(100.0)%
547.5100	Printing And Binding	118	500	504	750	50.0 %
551.1200	Office Supplies	272	500	200	300	(40.0)%
552.1500	Fuel and Lubricants	-	700	-	-	(100.0)%
552.2300	Operating Expenses	401	500	500	500	- %
552.3900	Safety Program Expense	-	100	-	375	275.0 %
552.4200	Small Tools/Equipment	276	472	450	425	(10.0)%
552.5100	Uniform Purchases And Cleaning	237	200	164	200	- %
554.0100	Non-Capitalized Equipment	776	950	950	1,861	95.9 %
554.1200	Publications	-	50	-	50	- %
555.1300	Technical/Training	908	500	320	600	20.0 %
Total Operating Expenses		58,591	92,168	21,201	32,720	(64.5)%
TOTAL EXPENDITURES		\$ 225,266	\$ 262,016	\$ 191,669	\$ 204,803	(21.8)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Planning - 543

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 543-Planning			
001-543-512.0100 Regular Salaries			
Regular Salaries	1	121,061	121,061
Totals For Gl# 001-543-512.0100-Regular Salaries			121,061
001-543-521.0100 FICA Taxes			
FICA Taxes	1	9,261	9,261
Totals For Gl# 001-543-521.0100-FICA Taxes			9,261
001-543-522.2100 Retirement General Employee			
General Employees Pension	1	18,062	18,062
Totals For Gl# 001-543-522.2100-Retirement General Employee			18,062
001-543-523.0100 Health Insurance			
Health Insurance - Spouse	1	10,490	10,490
Health Insurance - EE & Child(ern)	1	12,621	12,621
Totals For Gl# 001-543-523.0100-Health Insurance			23,111
001-543-523.0300 Life Insurance & EAP			
Life Insurance	1	395	395
Totals For Gl# 001-543-523.0300-Life Insurance & EAP			395
001-543-524.0100 Workers' Compensation			
Workers' Compensation	1	193	193
Totals For Gl# 001-543-524.0100-Workers' Compensation			193
001-543-531.0100 Consulting			
General Consultant Land Dev Code Revisions	1	20,000	20,000
Totals For Gl# 001-543-531.0100-Consulting			20,000
001-543-531.0300 Membership Dues			
Incl Bar Dues, FPZA, APA	1	500	500
Totals For Gl# 001-543-531.0300-Membership Dues			500
001-543-531.1600 Contract Services			
GPS Tracking 17316	1	325	325
Totals For Gl# 001-543-531.1600-Contract Services			325
001-543-540.5100 Travel And Per Diem			
Seminars-Conference	1	750	750
Totals For Gl# 001-543-540.5100-Travel And Per Diem			750
001-543-541.1100 Communications			
Cell Service-Supervisor	12	50	600
Totals For Gl# 001-543-541.1100-Communications			600



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Planning - 543

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 543-Planning			
001-543-542.1200 Postage/Mailing Services			
Tota Refill To Postage Machine	1	1,200	1,200
Certified Mailings	1	200	200
001-543-544.0500 Operating Lease			1,400
Totals For Gl# 001-543-544.0500-Operating Lease			
Pages Copied/Printed	1	300	300
001-543-545.1200 Insurance			300
Totals For Gl# 001-543-545.1200-Insurance			
Gen Liab-Auto-Property Insurance	4	946	3,784
001-543-547.5100 Printing And Binding			3,784
Totals For Gl# 001-543-547.5100-Printing And Binding			
Public Notice As Needed For Variances, Rezoning, Etc	1	750	750
001-543-551.1200 Office Supplies			750
Totals For Gl# 001-543-551.1200-Office Supplies			
Pen-Pencil-Folders As Needed	1	300	300
001-543-552.2300 Operating Expenses			300
Totals For Gl# 001-543-552.2300-Operating Expenses			
Miscellaneous Expenses	1	500	500
001-543-552.3900 Safety Program Expense			500
Totals For Gl# 001-543-552.3900-Safety Program Expense			
Safety Shoes	3	125	375
001-543-552.4200 Small Tools/Equipment			375
Totals For Gl# 001-543-552.4200-Small Tools/Equipment			
Office Label Machine Refill	1	425	425
001-543-552.5100 Uniform Purchases And Cleaning			425
Totals For Gl# 001-543-552.5100-Uniform Purchases And Cleaning			
City Shirts	2	100	200
001-543-554.0100 Non-Capitalized Equipment			200
Tota Office Furn And Scanner-K. Hill. Scanner			
Dell Inspiron 2 In 1 With Useful Camera	1	1,000	1,000
	1	861	861
001-543-554.1200 Publications			1,861



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Planning - 543

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 543-Planning			
Totals For Gl# 001-543-554.1200-Publications			
Books, Pubs To Support Planning And Zoning	1	50	50
001-543-555.1300 Technical/Training			50
Tota Webinars To Support Planning And Zoning, Short Course-Word-Excel	1	250	250
Technical/Training	1	350	350
Totals For Dept 543-Planning			600
			204,803



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Fleet Department – 549

General Fund – 001

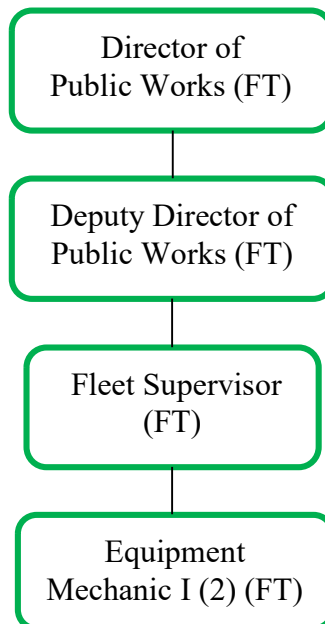
Department Mission:

The mission of the Fleet Department is to support City departments by providing a cost effective management of fleet vehicles, grounds and heavy equipment.

Primary Duties:

The Fleet Department performs all necessary functions involved in maintaining heavy equipment, light trucks, small equipment, emergency generators, and construction equipment owned and operated by the City. This service includes a preventive maintenance program designed to provide the safest possible equipment for the best useful life of the equipment, and a repair program designed to absorb non-scheduled repairs on equipment. In addition to mechanical maintenance, Fleet also provides critical support services such as fuel, welding and fabrication, quick line repair service, safety inspections, tire maintenance, and other associated compliance to federal, state and local laws to ensure the longest serviceable life of equipment at the lowest possible cost.

Organizational Chart:



Department Objectives:

- Update training on newer vehicles
- Reduce mechanical downtime
- Improve data collection



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

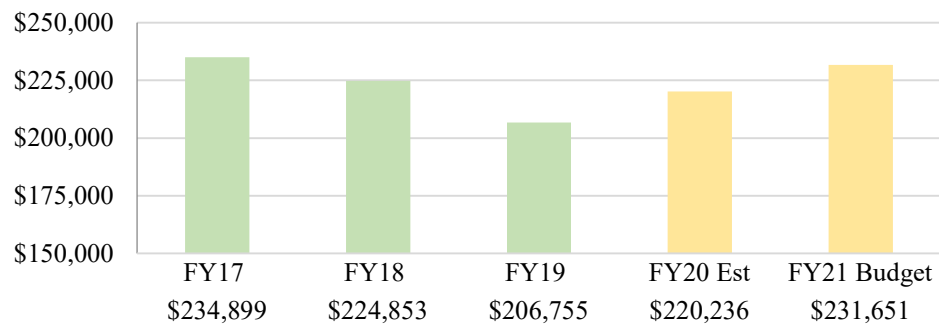
Fleet Department – 549

General Fund – 001

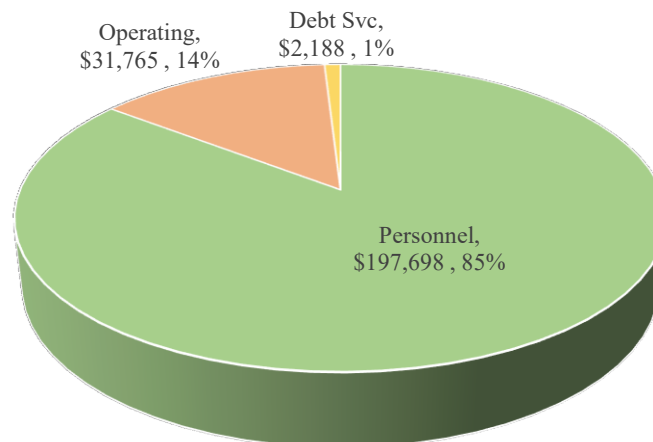
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
General Fleet Maintenance - Service	22	102	134	150
General Fleet Maintenance – Other	98	287	205	200
Small Equipment Maintenance	10	41	15	50

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-549 - FLEET
Cost Center Summary

Account		2019	2020	2020	2021	% Change
001-549	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 112,806	\$ 129,394	\$ 129,789	\$ 133,587	3.2 %
521.0100	Fica Taxes	8,132	9,899	9,348	10,220	3.2 %
522.2100	Retirement General Employee	25,207	23,899	24,777	19,931	(16.6)%
523.0100	Health Insurance	20,211	27,266	27,265	29,891	9.6 %
523.0300	Insurance & EAP	414	424	424	437	3.1 %
524.0100	Workers' Compensation	2,331	2,727	2,564	3,632	33.2 %
	Total Personnel Expenses	169,101	193,609	194,167	197,698	2.1 %
531.1600	Contract Services	1,116	621	621	620	(0.2)%
540.5100	Travel and Per Diem	328	1,000	-	1,000	- %
541.1100	Communications	-	720	-	720	- %
544.1500	Rental Expenses	621	1,800	635	1,000	(44.4)%
545.1200	Insurance	4,989	4,906	4,952	5,470	11.5 %
546.3400	Repair & Maintenance	4,450	7,500	4,700	5,000	(33.3)%
546.4000	Vehicle Repair & Maintenance	449	2,500	275	1,500	(40.0)%
551.1200	Office Supplies	-	470	-	450	(4.3)%
552.1500	Fuel and Lubricants	716	1,000	650	1,000	- %
552.2300	Operating Expenses	3,322	4,000	3,175	5,000	- %
552.3900	Safety Program Expense	343	400	337	475	18.8 %
552.4200	Small Tools/Equipment	3,189	5,000	4,100	4,000	(20.0)%
552.5100	Uniform Purchases And Cleaning	902	980	850	980	- %
554.0100	Non-Capitalized Equipment	2,648	3,000	932	-	(100.0)%
554.1200	Publications	2,506	3,008	2,505	2,800	(6.9)%
555.1300	Technical/Training	1,220	1,500	150	1,750	16.7 %
	Total Operating Expenses	26,799	38,405	23,882	31,765	(17.3)%
564.4900	Capital Leases	8,250	-	-	-	- %
	Total Capital Purchases	8,250	-	-	-	- %
571.0100	Principal	2,538	1,992	1,992	2,048	2.8 %
572.0100	Interest Expense	67	196	194	140	(28.6)%
	Total Debt Service	2,605	2,188	2,186	2,188	- %
	TOTAL EXPENDITURES	\$ 206,755	\$ 234,202	\$ 220,235	\$ 231,651	(1.1)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Fleet Management - 549

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 549-Fleet Management			
001-549-512.0100 Regular Salaries			
Regular Salaries	1	133,587	133,587
Totals For Gl# 001-549-512.0100-Regular Salaries			133,587
001-549-521.0100 FICA Taxes			
FICA Taxes	1	10,220	10,220
Totals For Gl# 001-549-521.0100-FICA Taxes			10,220
001-549-522.2100 Retirement General Employee			
General Employees Pension	1	19,931	19,931
Totals For Gl# 001-549-522.2100-Retirement General Employee			19,931
001-549-523.0100 Health Insurance			
Health Insurance - Employee	2	7,175	14,350
Health Insurance - Family	1	15,541	15,541
Totals For Gl# 001-549-523.0100-Health Insurance			29,891
001-549-523.0300 Life Insurance & EAP			
Life Insurance	1	437	437
Totals For Gl# 001-549-523.0300-Life Insurance & EAP			437
001-549-524.0100 Workers' Compensation			
Workers' Comp	1	3,632	3,632
Totals For Gl# 001-549-524.0100-Workers' Compensation			3,632
001-549-531.1600 Contract Services			
GPS Device Annually 17443 & 20509	2	310	620
Totals For Gl# 001-549-531.1600-Contract Services			620
001-549-540.5100 Travel And Per Diem			
Per Diem	1	1,000	1,000
Totals For Gl# 001-549-540.5100-Travel And Per Diem			1,000
001-549-541.1100 Communications			
Cell Service-Fleet Maintenance	12	60	720
Totals For Gl# 001-549-541.1100-Communications			720
001-549-544.1500 Rental Expenses			
Torch Tanks And Shop Rags	1	1,000	1,000
Totals For Gl# 001-549-544.1500-Rental Expenses			1,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Fleet Management - 549

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 549-Fleet Management			
001-549-545.1200 Insurance			
B-1 Pollution	1	450	450
Gen Liab-Auto-Property Insurance	4	1,255	5,020
Totals For Gl# 001-549-545.1200-Insurance			5,470
001-549-546.3400 Repair & Maintenance			
Gas Pump Repairs / Hosesbreak Aways	1	1,500	1,500
Misc Fleet Repairs	1	3,500	3,500
Totals For Gl# 001-549-546.3400-Repair & Maintenance			5,000
001-549-546.4000 Vehicle Repair & Maintenance			
Vehicle Maintenance FA#17443 - #20509	1	1,500	1,500
Totals For Gl# 001-549-546.4000-Vehicle Repair & Maintenance			1,500
001-549-551.1200 Office Supplies			
Pens-Pencils-Paper Calendar	1	450	450
Totals For Gl# 001-549-551.1200-Office Supplies			450
001-549-552.1500 Fuel And Lubricants			
#20509, #17443 Diesel Can	1	1,000	1,000
Totals For Gl# 001-549-552.1500-Fuel And Lubricants			1,000
001-549-552.2300 Operating Expenses			
Grease-Safety Kleen	1	1,000	1,000
Oil Dry Test And Haul Off Oil Filters	1	500	500
Propane For Pressure Washer	1	500	500
Misc- Nuts, Bolts, Chemicals	1	3,000	3,000
Totals For Gl# 001-549-552.2300-Operating Expenses			5,000
001-549-552.3900 Safety Program Expense			
Safety Footwear Program	3	125	375
Misc PPE Central Stores	1	100	100
Totals For Gl# 001-549-552.3900-Safety Program Expense			475
001-549-552.4200 Small Tools/Equipment			
Misc Tools- Wrenches, Pliers, Etc	1	3,000	3,000
Snap On Verus Pro Upgrade 20.2	1	1,000	1,000
Totals For Gl# 001-549-552.4200-Small Tools/Equipment			4,000
001-549-552.5100 Uniform Purchases And Cleaning			
Change Outs As Needed	1	200	200
Uniform Rental (3 Employees)	1	780	780
Totals For Gl# 001-549-552.5100-Uniform Purchases And Cleaning			980



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Fleet Management - 549

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 549-Fleet Management			
001-549-554.1200 Publications			
IATN Renewal	1	228	228
Identifix	1	1,428	1,428
IDS Subscription	1	850	850
Misc Subscription-Trade Magazines,Etc	1	294	294
Totals For Gl# 001-549-554.1200-Publications			2,800
001-549-555.1300 Technical/Training			
Technical Training, Etc	1	1,750	1,750
Totals For Gl# 001-549-555.1300-Technical/Training			1,750
001-549-571.0100 Princ - Lease			
P# 06-09 Tire Machine	4	512	2,048
Totals For Gl# 001-549-571.0100-Princ - Lease			2,048
001-549-572.0100 Int Exp - Lease			
P# 06-09 Tire Machine	4	35	140
Totals For Gl# 001-549-572.0100-Int Exp - Lease			140
Totals For Dept 549-Fleet Management			231,651



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Parks and Recreation Department – 572

General Fund – 001

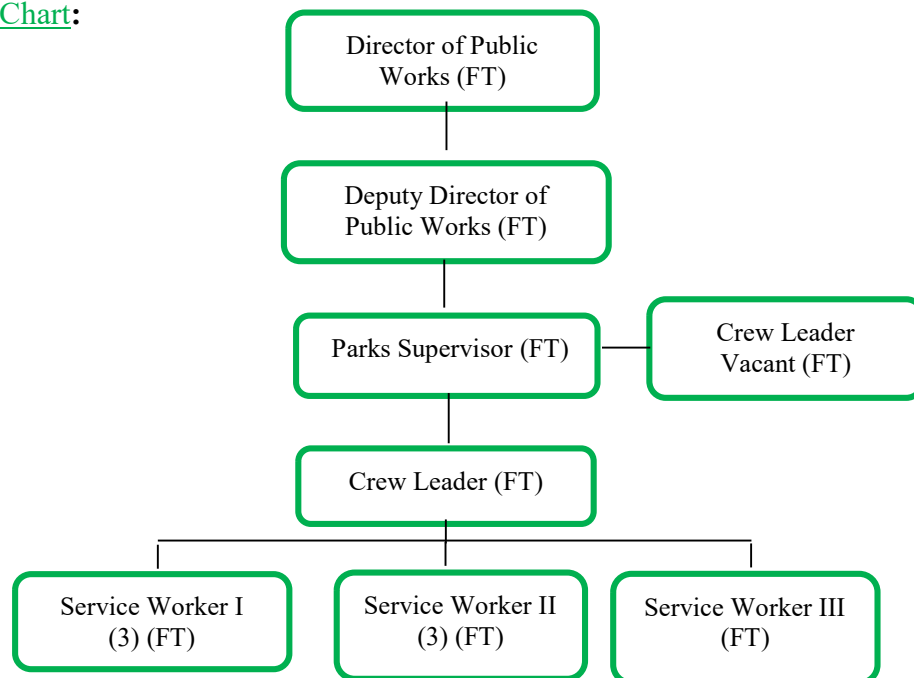
Department Mission:

The objective of the Parks and Recreation Department is to foster a healthy, vibrant and livable community in which we achieve economic, social and environmental sustainability through parks and recreation activities to the residents and visitors of the City of Palmetto.

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.

Organizational Chart:



Department Objectives:

- Work to improve the quality of our turf areas and landscape.
- Improve structures at the parks and add irrigation to the areas needed.
- Perform inspections on a regular basis for safety within our parks.
- Maintain high quality at all parks and keep communication with our citizens.
- Keep better our turf areas and landscaping.

Goals & Accomplishments:

- Establish performance indicators for future measurement
- To reduce the turnover rate in the department
- To maintain all city-managed lands, including parks and conservation lands, free of invasive exotic plants and to manage these lands in a manner that maximizes the value of wildlife habitat.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Parks and Recreation Department – 572

General Fund – 001

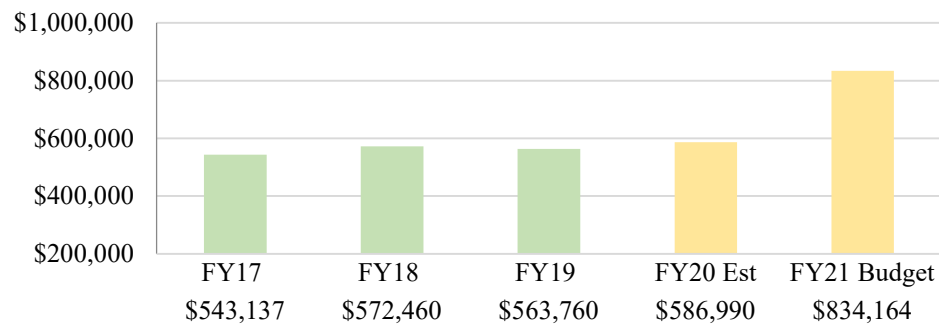
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Work Order - Maintenance	191	245	274	275
Work Order – Herbicide Maintenance	103	221	249	250

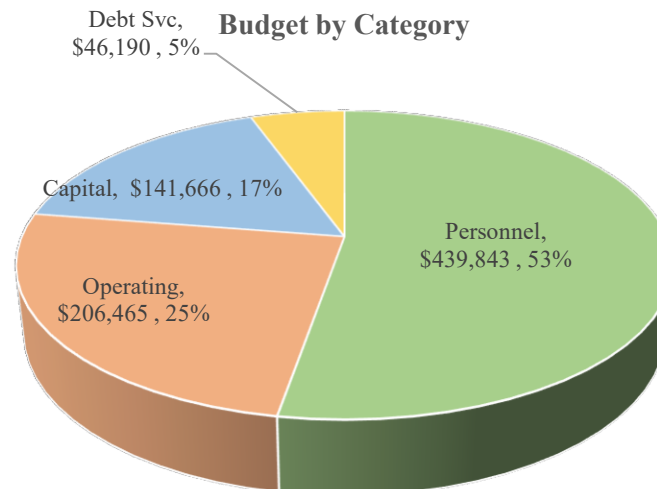
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Bucket Truck 50% Share	85,000
Capital Lease	Grapple Truck 33% Share	56,666
Total		\$141,666

Departmental Expenditures



Note: FY21 budget includes the one-time capital expense noted in Capital Outlay. The expense is offset with lease proceeds.





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-572 - PARKS AND RECREATION
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-572						
EXPENDITURES						
512.0100	Regular Salaries	\$ 228,361	\$ 301,882	\$ 245,284	\$ 293,135	(2.9)%
514.0100	Overtime - GE	1,810	6,500	1,371	6,500	- %
514.0150	Overtime - Holiday General Employees	805	-	64	-	- %
521.0100	Fica Taxes	17,270	23,590	18,542	22,921	(2.8)%
522.2100	Retirement General Employee	51,340	56,958	47,220	44,706	(21.5)%
523.0100	Health Insurance	36,833	58,905	49,052	60,269	2.3 %
523.0300	Insurance & EAP	800	991	761	966	(2.5)%
524.0100	Workers' Compensation	5,971	9,087	6,803	11,346	24.9 %
529.9900	Reimbursement Of Personnel Costs	(750)	-	-	-	- %
	Total Personnel Expenses	342,440	457,913	369,097	439,843	(3.9)%
531.0100	Consulting	-	10,000	10,000	-	(100.0)%
531.0300	Membership Dues	-	-	70	-	- %
531.1600	Contract Services	24,072	19,155	19,155	20,210	5.5 %
534.1600	Lot Clearing	6,130	9,000	2,850	9,000	- %
540.5100	Travel and Per Diem	108	700	136	1,000	42.9 %
541.1100	Communications	629	720	640	720	- %
543.0000	Utility Services	37,721	40,418	37,800	39,731	(1.7)%
544.0500	Operating Lease	221	328	225	328	- %
544.1500	Rental Expenses	115	1,300	-	2,000	53.8 %
545.1200	Insurance	27,017	31,244	31,079	34,176	9.4 %
546.3400	Repair & Maintenance	12,062	22,000	11,500	25,000	13.6 %
546.4000	Vehicle Repair & Maintenance	9,478	15,000	13,500	15,000	- %
551.1200	Office Supplies	101	150	20	200	33.3 %
552.0000	Operating Expenses - Veolia	-	1,000	-	1,000	- %
552.1100	Chemicals	8,743	10,000	8,500	10,000	- %
552.1500	Fuel and Lubricants	13,087	18,000	10,500	18,000	- %
552.1700	Irrigation Supplies	1,720	3,000	2,250	3,500	16.7 %
552.2000	Tree And Landscape Fund	355	1,500	-	1,500	- %
552.2100	Landscaping Material	7	4,000	-	4,000	- %
552.2300	Operating Expenses	7,975	5,500	7,000	6,000	9.1 %
552.3900	Safety Program Expense	1,049	1,200	1,100	1,800	50.0 %
552.4200	Small Tools/Equipment	4,117	7,300	5,000	7,800	6.8 %
552.5100	Uniform Purchases And Cleaning	2,336	3,000	1,800	4,000	33.3 %
552.7100	Fairs & Festivals	81	-	-	-	- %
554.0100	Non-Capitalized Equipment	-	1,000	1,000	-	(100.0)%
555.1300	Technical/Training	1,319	1,500	1,300	1,500	- %
	Total Operating Expenses	158,443	207,015	165,425	206,465	(0.3)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-572 - PARKS AND RECREATION
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-572						
564.0100	Machinery & Equipment	-	13,000	-	-	(100.0)%
564.4900	Capital Leases	47,108	23,587	23,587	141,666	500.6 %
	Total Capital Purchases	47,108	36,587	23,587	141,666	287.2 %
571.0100	Principal	14,718	24,620	24,115	25,980	5.5 %
572.0100	Interest Expense	1,051	1,841	1,568	1,352	(26.6)%
573.0500	New Debt Service	-	139	3,198	18,858	13,466.9 %
	Total Debt Service	15,769	26,600	28,881	46,190	73.6 %
	TOTAL EXPENDITURES	\$ 563,760	\$ 728,115	\$ 586,990	\$ 834,164	14.6 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-Parks & Recreation			
001-572-512.0100 Regular Salaries			
Regular Salaries	1	293,135	293,135
Totals For Gl# 001-572-512.0100-Regular Salaries			293,135
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	22,921	22,921
Totals For Gl# 001-572-521.0100-FICA Taxes			22,921
001-572-522.2100 Retirement General Employee			
General Employees Pension	1	44,706	44,706
Totals For Gl# 001-572-522.2100-Retirement General Employee			44,706
001-572-523.0100 Health Insurance			
Health Insurance - Employee	8	7,175	57,400
Health Insurance - 1 At 40%	1	2,869	2,869
Totals For Gl# 001-572-523.0100-Health Insurance			60,269
001-572-523.0300 Life Insurance & EAP			
Life Insurance	1	966	966
Totals For Gl# 001-572-523.0300-Life Insurance & EAP			966
001-572-524.0100 Workers' Compensation			
Workers' Comp	1	11,346	11,346
Totals For Gl# 001-572-524.0100-Workers' Compensation			11,346
001-572-531.1600 Contract Services			
Temporary Contract Labor	1	16,000	16,000
Pest Control-Park Buildings 4 Qtr	4	85	340
Sonitrol Monitoring-17 St Tool Room	4	135	540
GPS Device Annually 17303,17420,17586,17637,17638,17639,17759,205	9	370	3,330
Totals For Gl# 001-572-531.1600-Contract Services			20,210
001-572-534.1600 Lot Clearing			
Emergency Tree Removal	1	3,000	3,000
Mangrove Trimming/Riverside Park	1	3,000	3,000
Mangrove Trimming Estuary Park	1	3,000	3,000
Totals For Gl# 001-572-534.1600-Lot Clearing			9,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-Parks & Recreation			
001-572-540.5100 Travel And Per Diem			
Classes Required CEU	1	1,000	1,000
Totals For Gl# 001-572-540.5100-Travel And Per Diem			1,000
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	19,300	19,300
Water Usage-Parks	1	20,431	20,431
Totals For Gl# 001-572-543.0000-Utility Services			39,731
001-572-544.0500 Operating Lease			
RICOH MP2555 28-36 Of 36	9	19	171
RICOH MP2555 Pages Copied/Printed	1	100	100
New Lease	3	19	57
Totals For Gl# 001-572-544.0500-Operating Lease			328
001-572-544.1500 Rental Expenses			
Misc Rental Of Equipment	1	1,000	1,000
Port-O-Let Rentals	1	1,000	1,000
Totals For Gl# 001-572-544.1500-Rental Expenses			2,000
001-572-545.1200 Insurance			
Gen Liab-Auto-Property Insurance - Quarterly	4	8,544	34,176
Totals For Gl# 001-572-545.1200-Insurance			34,176
001-572-546.3400 Repair & Maintenance			
Repair-Maintenance-Equipment	1	20,000	20,000
Repair-Maintenance-Parks-Fence	1	1,000	1,000
Shell For Trails And Parking	1	3,000	3,000
Miscellaneous Fencing	1	1,000	1,000
Totals For Gl# 001-572-546.3400-Repair & Maintenance			25,000
001-572-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair & Maintenance	1	15,000	15,000
Totals For Gl# 001-572-546.4000-Vehicle Repair & Maintenance			15,000
001-572-551.1200 Office Supplies			
Office Supplies As Needed	1	200	200
Totals For Gl# 001-572-551.1200-Office Supplies			200



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-Parks & Recreation			
001-572-552.0000 Hurricane Materials/Supplies			
Emergency Equipment-Materials	1	1,000	1,000
Totals For Gl# 001-572-552.0000-Hurricane Materials/Supplies			1,000
001-572-552.1100 Chemicals			
Fertilizer	1	5,000	5,000
Fungicides	1	1,000	1,000
Herbicides	1	2,000	2,000
Pesticides	1	2,000	2,000
Totals For Gl# 001-572-552.1100-Chemicals			10,000
001-572-552.1500 Fuel And Lubricants			
Tractors-Mowers-Equipment	1	5,000	5,000
Vehicles-Equipment	1	13,000	13,000
Totals For Gl# 001-572-552.1500-Fuel And Lubricants			18,000
001-572-552.1700 Irrigation Supplies			
Irrigation Repairs City Wide	1	3,500	3,500
Totals For Gl# 001-572-552.1700-Irrigation Supplies			3,500
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
001-572-552.2100 Landscaping Material			
Gateway Landscape	1	2,000	2,000
Landscape Materials Parks	1	2,000	2,000
Totals For Gl# 001-572-552.2100-Landscaping Material			4,000
001-572-552.2300 Operating Expenses			
Misc Items As Needed	1	6,000	6,000
Totals For Gl# 001-572-552.2300-Operating Expenses			6,000
001-572-552.3900 Safety Program Expense			
Personal Protective Equipment	1	800	800
Safety Shoe Purchase- Parks Employees	8	125	1,000
Totals For Gl# 001-572-552.3900-Safety Program Expense			1,800
001-572-552.4200 Small Tools/Equipment			
Misc Hand Tools-Power Tools	1	3,500	3,500
Trash Receptacles-Parks	1	4,000	4,000
EVX539 Digital Portable Radios	1	300	300
Totals For Gl# 001-572-552.4200-Small Tools/Equipment			7,800



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 572-Parks & Recreation			
001-572-552.5100 Uniform Purchases And Cleaning			
Uniforms - 8 Employees	1	4,000	4,000
Totals For Gl# 001-572-552.5100-Uniform Purchases And Cleaning			4,000
001-572-555.1300 Technical/Training			
Aquatics Training	1	500	500
Pesticide Training	1	1,000	1,000
Totals For Gl# 001-572-555.1300-Technical/Training			1,500
001-572-564.4900 Capital Leases			
2020 Bucket Truck (1/2 Shared)	1	85,000	85,000
2020 Grapple Truck (1/3 Shared)	1	56,666	56,666
Totals For Gl# 001-572-564.4900-Capital Leases			141,666
001-572-571.0100 Princ - Lease			
P# 11-14 FA#20509 Ford F-150	4	2,123	8,492
P# 06-09 Ford F-350	4	2,923	11,692
P# 03-06 Toro Mowers	4	1,449	5,796
Totals For Gl# 001-572-571.0100-Princ - Lease			25,980
001-572-572.0100 Int Exp - Lease			
P# 11-14 FA#20509 Ford F-150	4	59	236
P# 06-09 Ford F-350	4	198	792
P# 03-06 Toro Mowers	4	81	324
Totals For Gl# 001-572-572.0100-Int Exp - Lease			1,352
001-572-573.0500 New Debt Service			
2020 Bucket Truck (1/3)	2	5,657	11,314
2020 Grapple Truck (1/3)	2	3,772	7,544
Totals For Gl# 001-572-573.0500-New Debt Service			18,858
Totals For Dept 572-Parks & Recreation			834,164



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Building Department – 524

General Fund - 001

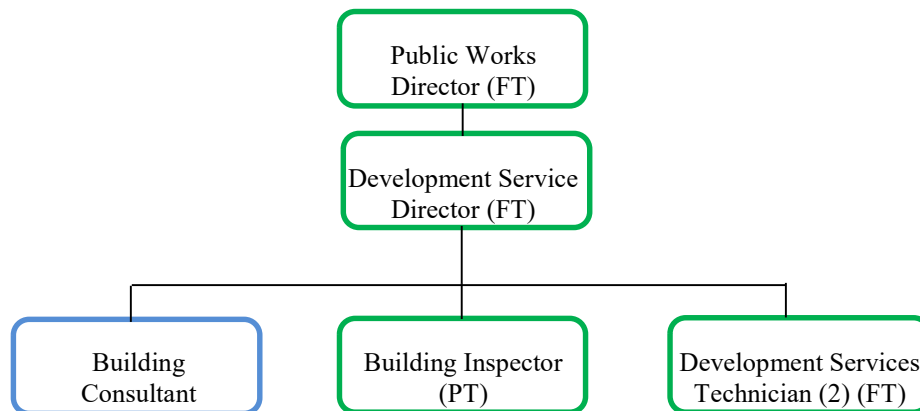
Department Mission:

To build a safe, sustainable and resilient community, through the enforcement of all Building Codes to ensure that all city requirements have been met concerning any new permitted work. All plans are reviewed to ensure they comply with State and Federal Standards.

Primary Duties:

Review building and construction permit applications for compliance with building, stormwater and flood codes and regulations. Conduct inspections to ensure compliance with building, stormwater, and flood codes. Conduct necessary inspections related to issuance of Business Tax Licenses. Functions as City FEMA/Floodplain Manager and CRS Coordinator, issue related certifications and flood zone information. Review applications and assist the Planning and Code Enforcement Departments as needed. Coordinates and assists with demolition of unsafe structures. Maintain knowledge of existing building codes as well as adopted or anticipated updates. Responsible for BCEGS, CRS, and FEMA audits when required.

Organizational Chart:



Department Objectives:

- Update maps used by and for customers.
- To be readily accessible to the community and contractors, via meetings onsite, in office, phone, or emails; creating a great relationship between the building department, the community, and contractors.
- Implement centralized permitting services.
- Streamline permitting process using existing software.
- Continue workplace and worksite safety.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Building Department – 524

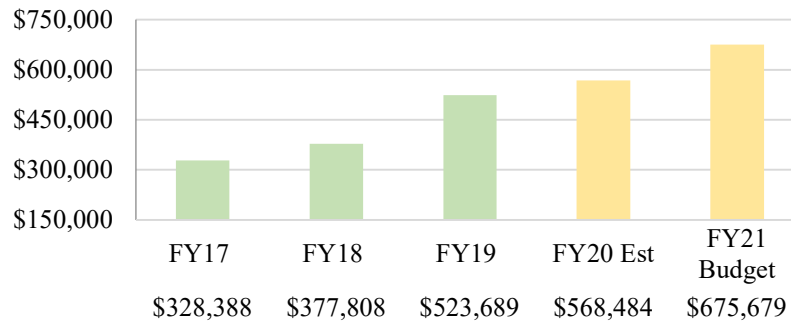
General Fund - 001

Performance Indicators:

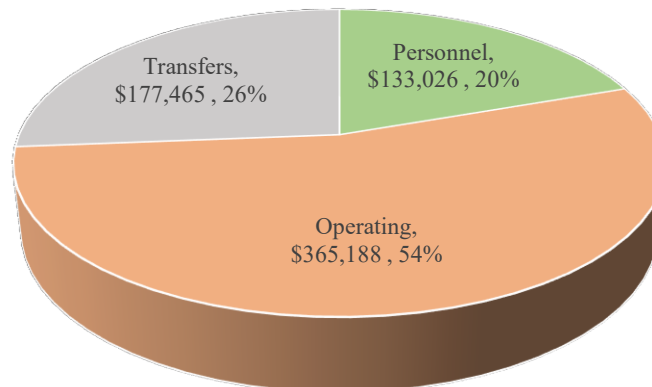
Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Number of Permits	1,348	1,185	1,260	1,275
*No. Inspections for BL	7	49	64	75
Open Permit Search	294	330	404	504

*Starting using electronic system in Aug. 2018

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-524 - BUILDING DEPARTMENT
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
001-524						
EXPENDITURES						
512.0100	Regular Salaries	\$ 56,970	\$ 67,810	\$ 66,865	\$ 69,956	3.2 %
513.0100	Part Time Wages	-	30,787	-	30,229	(1.8)%
521.0100	Fica Taxes	4,324	7,543	5,073	7,665	1.6 %
522.2100	Retirement General Employee	12,489	12,525	12,788	10,437	(16.7)%
523.0100	Health Insurance	8,272	13,090	13,089	14,350	9.6 %
523.0300	Insurance & EAP	209	224	224	230	2.7 %
524.0100	Workers' Compensation	73	124	79	159	28.2 %
	Total Personnel Expenses	82,337	132,103	98,118	133,026	0.7 %
531.0100	Consulting	-	1,220	1,220	-	(100.0)%
531.0300	Membership Dues	194	750	50	100	(86.7)%
531.1600	Contract Services	260,797	330,290	290,000	325,000	(1.6)%
534.4200	Building Demolition	3,575	20,000	-	20,000	- %
540.5100	Travel and Per Diem	-	250	-	30	(88.0)%
541.1100	Communications	629	720	620	720	- %
542.1200	Postage/Mailing Service	243	750	100	500	(33.3)%
544.0500	Operating Lease	231	350	225	350	- %
545.1200	Insurance	3,162	3,016	3,056	3,408	13.0 %
547.5100	Printing And Binding	118	75	60	75	- %
549.9600	Bank Service Charges	4,373	5,000	3,665	1,080	(78.4)%
551.1200	Office Supplies	408	400	300	125	(68.8)%
552.2300	Operating Expenses	691	700	1,200	675	(3.6)%
552.3900	Safety Program Expense	-	50	6	100	100.0 %
552.4200	Small Tools/Equipment	172	1,275	1,250	650	(49.0)%
552.5100	Uniform Purchases And Cleaning	-	200	-	200	- %
554.0100	Non-Capitalized Equipment	-	950	-	1,000	5.3 %
554.0200	Non-Capitalized Equipment - Furn	-	505	505	-	(100.0)%
554.1200	Publications	125	50	-	-	(100.0)%
555.1300	Technical/Training	3,525	150	-	175	16.7 %
598.0000	Building Permit Surcharge	11,118	11,000	24,311	11,000	- %
	Total Operating Expenses	289,361	377,701	326,568	365,188	(3.3)%
591.0100	Transfer Out - Admin Services	151,991	143,798	143,798	161,465	12.3 %
591.0700	Transfer To Capital Projects Fund	-	-	-	16,000	- %
	Total Transfers-Out	151,991	143,798	143,798	177,465	23.4 %
	TOTAL EXPENDITURES	\$ 523,689	\$ 653,602	\$ 568,484	\$ 675,679	3.4 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Building - 524

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 524-Building Department			
001-524-512.0100 Regular Salaries			
Regular Salaries	1	69,956	69,956
Totals For Gl# 001-524-512.0100-Regular Salaries			69,956
001-524-513.0100 Part Time Wages			
Part Time Salaries	1	30,229	30,229
Totals For Gl# 001-524-513.0100-Part Time Wages			30,229
001-524-521.0100 FICA Taxes			
FICA Taxes	1	7,665	7,665
Totals For Gl# 001-524-521.0100-FICA Taxes			7,665
001-524-522.2100 Retirement General Employee			
General Employees Pension	1	10,437	10,437
Totals For Gl# 001-524-522.2100-Retirement General Employee			10,437
001-524-523.0100 Health Insurance			
Health Insurance - Employee	2	7,175	14,350
Totals For Gl# 001-524-523.0100-Health Insurance			14,350
001-524-523.0300 Life Insurance & EAP			
Life Insurance	1	230	230
Totals For Gl# 001-524-523.0300-Life Insurance & EAP			230
001-524-524.0100 Workers' Compensation			
Workers' Compensation	1	159	159
Totals For Gl# 001-524-524.0100-Workers' Compensation			159
001-524-531.0300 Membership Dues			
Membership-Training-ICC-FEMA-ASFPM-FFMA-BOAT	1	100	100
Totals For Gl# 001-524-531.0300-Membership Dues			100
001-524-531.1600 Contract Services			
Contract Inspector When Needed	1	325,000	325,000
Totals For Gl# 001-524-531.1600-Contract Services			325,000
001-524-534.4200 Building Demolition			
Building Demolition	1	20,000	20,000
Totals For Gl# 001-524-534.4200-Building Demolition			20,000
001-524-540.5100 Travel And Per Diem			
Webinars	1	30	30
Totals For Gl# 001-524-540.5100-Travel And Per Diem			30



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Building - 524

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 524-Building Department			
001-524-541.1100 Communications			
Cell Service-Building Official	12	60	720
Totals For Gl# 001-524-541.1100-Communications			720
001-524-542.1200 Postage/Mailing Service			
Postage-Mailing-Certified Letters	1	500	500
Totals For Gl# 001-524-542.1200-Postage/Mailing Service			500
001-524-544.0500 Operating Lease			
Pages Copied/Printed	1	350	350
Totals For Gl# 001-524-544.0500-Operating Lease			350
001-524-545.1200 Insurance			
Gen Liab,Auto,Property Insurance	4	852	3,408
Totals For Gl# 001-524-545.1200-Insurance			3,408
001-524-547.5100 Printing And Binding			
Building Permit Placard. CRS-Flood & Public Documents	1	75	75
Totals For Gl# 001-524-547.5100-Printing And Binding			75
001-524-549.9600 Bank Serv Charge			
Credit Card Fees	12	90	1,080
Totals For Gl# 001-524-549.9600-Bank Serv Charge			1,080
001-524-551.1200 Office Supplies			
Office Supplies As Needed+New Scanner For Tonya	1	125	125
Totals For Gl# 001-524-551.1200-Office Supplies			125
001-524-552.2300 Operating Expenses			
Toner-Coffee-Service-Janitorial	1	675	675
Totals For Gl# 001-524-552.2300-Operating Expenses			675
001-524-552.3900 Safety Program Expense			
Inspection Safety Vests	2	50	100
Totals For Gl# 001-524-552.3900-Safety Program Expense			100
001-524-552.4200 Small Tools/Equipment			
Minor Equipment, Stand Up Desk, Printer	1	650	650
Totals For Gl# 001-524-552.4200-Small Tools/Equipment			650
001-524-552.5100 Uniform Purchases And Cleaning			
Uniform Shirts For Bldg Techs	2	100	200
Totals For Gl# 001-524-552.5100-Uniform Purchases And Cleaning			200

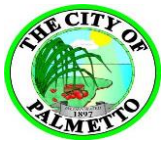


**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Building - 524

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 524-Building Department			
001-524-554.0100 Non-Capitalized Equipment			
New Scanner For Building Tech	1	1,000	1,000
Totals For Gl# 001-524-554.0100-Non-Capitalized Equipment			1,000
001-524-555.1300 Technical/Training			
Association Of State Floodplain Managers For Building Offical	1	175	175
Totals For Gl# 001-524-555.1300-Technical/Training			175
001-524-591.0100 Transfer To General Fund - Allocations			
Allocations	1	161,465	161,465
Totals For Gl# 001-524-591.0100-Transfer To General Fund - Allocations			161,465
001-524-597.0100 Transfer To Capital Proj Fund			
Allocations	1	16,000	16,000
Totals For Gl# 001-524-597.0100 Transfer To Capital Proj Fund			16,000
001-524-598.0000 Building Permit Surcharge			
Building Permit Surcharge	1	11,000	11,000
Totals For Gl# 001-524-598.0000-Building Permit Surcharge			11,000
Totals For Dept 524-Building Department			675,679



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

General Fund Grants – 70X

Multiple Funds

Primary Duties:

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

Department Objectives:

- Accurately report all grants accurately and timely.
- Monitor all grants to ensure compliance to grant contracts.
- To provide accurately and timely reports to grantor
- To communicate the requirements to internal staff and vendors
- To stay current on grant guidelines, requirements and cost principles.

Goals & Accomplishments:

- Closeout of 3.5 million infrastructure project utilizing \$750,000 of Community Development Block grant funding.
- Closeout of Hurricane Irma through FEMA and the State of Florida
- Establish performance indicators for future measurement

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Proposed
Grant Award Dollars	1,256,103	8,587,266	9,990,945	9,235,221
Awarded Grants	11	9	13	14



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-701 - FEDERAL GRANTS
Cost Center Summary

Account		2019	2020	2020	2021	
001-701	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	% Change of Budget
	EXPENDITURES					
752.4200-9006	Bulletproof Vest Grant	\$ 3,600	\$ 2,038	\$ 2,038	\$ -	(100.0)%
	Total Operating Expenses	3,600	2,038	2,038	-	(100.0)%
764.0100-9032	Byrne Grant - Rapid ID	3,300	-	-	-	- %
	Total Capital Purchases	3,300	-	-	-	- %
	TOTAL EXPENDITURES	\$ 6,900	\$ 2,038	\$ 2,038	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-702 - STATE GRANTS
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget	
	EXPENDITURES					-	%
752.2300-9040	FDLE FIBRS Implementation	-	-	-	25,664	-	%
	Total Operating Expenses	-	-	-	25,664	-	%
	TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 25,664	-	%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

001-703 - LOCAL GRANTS
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
EXPENDITURES						
734.5000-9031	WCIND Waterway Development Program	\$ 11,810	\$ 3,190	\$ 2,340	\$ -	(100.0)%
734.5000-9035	WCIND Boat Removal - Grant	-	15,000	-	-	(100.0)%
	Total Operating Expenses	11,810	18,190	2,340	-	(200.0)%
764.0100-9036	WCIND - PD Boat Equipment	-	14,000	7,501	-	(100.0)%
	Total Capital Purchases	-	14,000	7,501	-	(100.0)%
	TOTAL EXPENDITURES	\$ 11,810	\$ 32,190	\$ 9,841	\$ -	(300.0)%



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Community Redevelopment Agency 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:

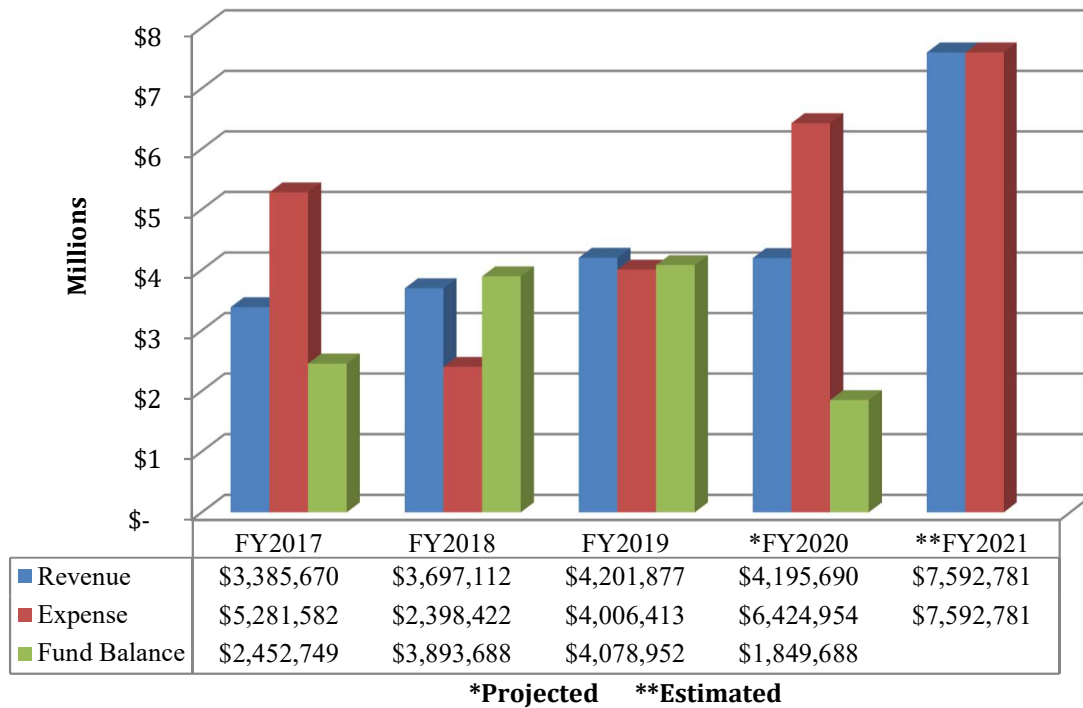
- 559 - CRA

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.

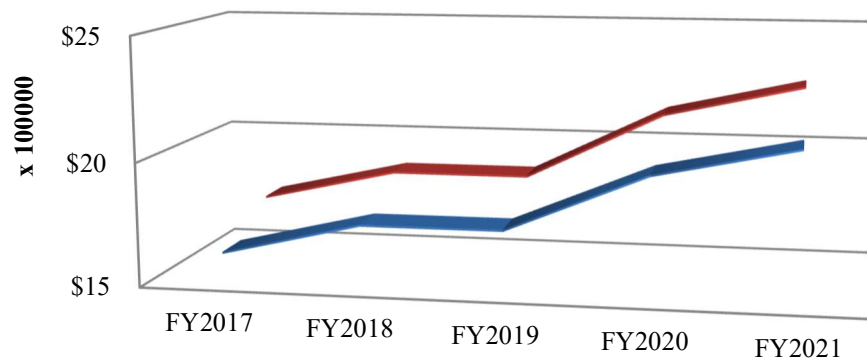


CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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



5-Year History of Tax Incremental Funds (TIF)



	FY2017	FY2018	FY2019	FY2020	FY2021
TIF - City of Palmetto	\$1,613,534	\$1,746,132	\$1,746,132	\$1,981,180	\$2,097,871
TIF - Manatee County	\$1,734,323	\$1,859,800	\$1,859,800	\$2,135,734	\$2,261,528

- ❖ TIF Funds from the City increased 6% from FY2020
- ❖ TIF Funds from Manatee County increased 6% from FY2020



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

190 - COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND

Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 3,883,488	\$ 4,078,952	\$ 4,078,952	\$ 1,849,688	(54.7)%
Revenues					
Property Taxes	3,812,836	4,116,914	4,114,333	4,359,399	5.9 %
Charges for Services	9,000	9,000	1,050	2,000	(77.8)%
Interest Revenue	101,977	60,000	61,500	25,000	(58.3)%
Miscellaneous	107,558	120	6,255	547,000	455,733.3 %
Grants	170,506	-	12,552	600,000	- %
Non-Revenue/Fund Balance	-	4,078,952	-	1,849,693	(54.7)%
Total Revenues	4,201,877	8,264,986	4,195,690	7,383,092	(10.7)%
Expenses					
Personnel costs	316,657	383,896	288,394	380,939	(0.8)%
Operating Expense	658,264	1,121,839	1,056,459	682,864	(39.1)%
Community Redevelopment Agency Programs	703,854	1,086,435	1,052,590	955,342	(12.1)%
Capital Expense	1,729,749	5,223,585	3,698,971	4,802,138	(8.1)%
Debt Service	263,430	379,750	259,058	503,003	32.5 %
Transfer Out	334,459	69,482	69,482	58,806	(15.4)%
Total Expenditures	4,006,413	8,264,987	6,424,954	7,383,092	(10.7)%
Excess Revenue Over (Under)	195,464	(1)	(2,229,264)	-	- %
Fund Balance, End of Year	\$ 4,078,952	\$ 4,078,951	\$ 1,849,688	\$ 1,849,688	(54.7)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

190-000 - CRA REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
190-000						
369.4700	Tax Increment Funds-Manatee County	\$ 1,974,883	\$ 2,135,734	\$ 2,133,153	\$ 2,261,528	5.9 %
369.4900	Tax Increment Funds-Palmetto	1,837,953	1,981,180	1,981,180	2,097,871	5.9 %
	TOTAL INTERGOVERNMENTAL - TAX INCREMENT FUNDS	3,812,836	4,116,914	4,114,333	4,359,399	5.9 %
331.3900-9025	Edenfield Brownfield Grant	170,506	-	12,552	600,000	- %
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	170,506	-	12,552	600,000	- %
345.9000	Contribution - Hernando DeSoto	5,000	5,000	-	-	(100.0)%
347.4500	Culture/Recreation - July 4th Celebration	4,000	4,000	1,050	2,000	(50.0)%
	TOTAL CHARGES FOR SERVICES	9,000	9,000	1,050	2,000	(77.8)%
361.0100	Investment Earnings	101,977	60,000	61,500	25,000	(58.3)%
	TOTAL INTEREST REVENUE	101,977	60,000	61,500	25,000	(58.3)%
362.9900	CRA Rental Revenue	2,120	120	6,255	10,000	8,233.3 %
364.4100	Disposition Of Fixed Assets	-	-	-	487,000	- %
369.0200	Other Misc Revenue	-	-	-	50,000	- %
369.0300	Other Misc Rev/Sponsorship	1,000	-	-	-	- %
369.6800	Other Misc Rev/Refund Exp	104,210	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	228	-	-	-	- %
	TOTAL MISCELLANEOUS REVENUE	107,558	120	6,255	547,000	455,733.3 %

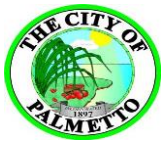


CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

190-000 - CRA REVENUE

Fund Revenue Summary

Account		2019	2020	2020	2021	% Change
190-000	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
381.9000	Funding Provided from Equity	-	3,626,700	-	-	(100.0)%
399.0000	Funding From Fund Balance - Outstanding Enc	-	452,252	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	-	-	1,849,693	- %
Total Non-Revenue Sources		-	4,078,952	-	1,849,693	(54.7)%
TOTAL OTHER FINANCING SOURCES		-	4,078,952	-	1,849,693	(54.7)%
TOTAL CRA REVENUE		\$ 4,201,877	\$ 8,264,986	\$ 4,195,690	\$ 7,383,092	(10.7)%



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Community Redevelopment Agency (CRA) – 559

CRA Fund – 190

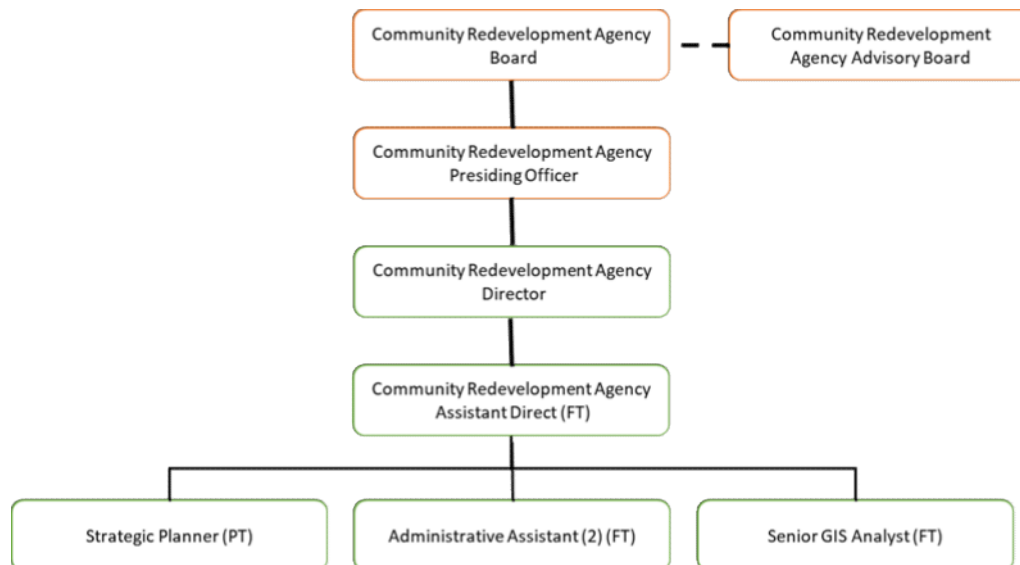
Department Mission:

The Community Redevelopment Agency (CRA) is a dependent increment revenue district established by City government for the purpose of carrying out redevelopment activities according the Redevelopment Plan in the designated redevelopment area. General topics of the plan include accountability, property maintenance, image, public safety, infrastructure, commerce and housing.

Primary Duties:

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

Organizational Chart:



Department Objectives:

- Strive for fiscal, legal and ethical accountability to the public and Federal/State/Local mandates.
- Improve the district's minimum level of property maintenance through increased public and private activities.
- Promote an image of Palmetto that promotes a safe, vibrant, diverse, quaint, developing and redeveloping community.
- Reduce the probability of and/or eliminate crime and increase public safety through Community Policing Innovations.
- Engage in infrastructure projects above and beyond the Governing Body norm.
- Develop employment opportunities and diverse retail, industrial and commercial economies.
- Develop residential structures.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Community Redevelopment Agency (CRA) – 559

CRA Fund – 190

Goals & Accomplishments:

- Accountability:
 - Training offered to board, advisory board and staff
 - Active participation in the professional redevelopment association
 - Actively sought grant and funding partners
- Property Maintenance:
 - Funded code officer for CRA area
 - Used incentives to aid code compliance
 - Offered training to code compliance officers
- Image:
 - Planned festivals, but unable to perform due to COVID19
 - Disseminated positive information reflecting CRA programs and projects
 - Produced annual report
 - Created the Seahorse monument
- Public Safety
 - Funded Palmetto Police Community Policing
 - Encouraged CPTED through incentives
- Infrastructure
 - Planned Connor Park
- Commerce
 - Provided incentives
 - Administered façade grants
 - Purchased necessary property for redevelopment and parking
- Housing
 - Purchased property and demolished substandard housing

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Developer Incentive Payments	5	5	7	8
Storefront Grants	5	2	2	3
Assessed Property Values	397,805,993	417,212,519	442,478,564	463,063,550

Capital Outlay:

Funding Source	Description	Amount
Current Revenue	Land	760,000
Current Revenue	Building Improvement	50,000
Carryforward	10 th Avenue Streetscape	467,138
Carryforward	Connor Park	2,500,000
Carryforward	Main Street Program	200,000
Carryforward	Pocket Neighborhood Site Improvement	825,000
Total		\$4,802,138

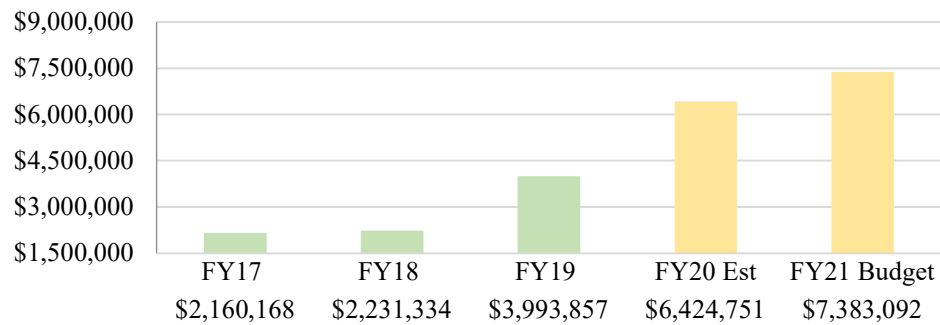


**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

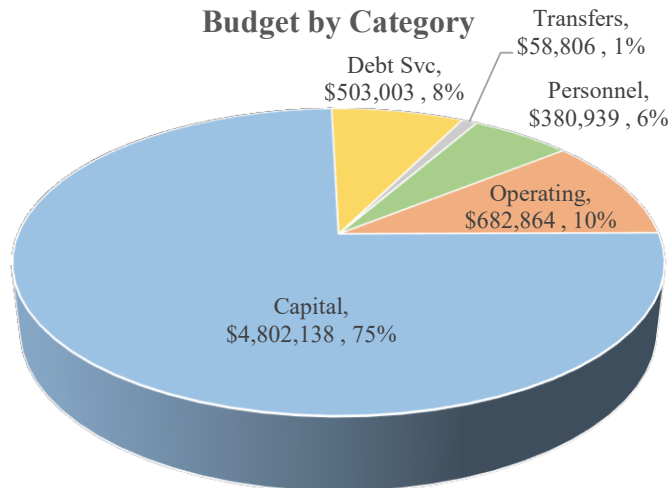
Community Redevelopment Agency (CRA) – 559

CRA Fund – 190

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

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

Account 190-559	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
511.0100	Executive Salaries	\$ 102,541	\$ 105,212	\$ 105,617	\$ 108,369	3.0 %
512.0100	Regular Salaries	90,018	147,505	92,860	150,280	1.9 %
513.0100	Part Time Wages	36,632	22,067	6,768	22,729	3.0 %
514.0100	Overtime - GE	2,251	5,000	1,193	5,000	- %
514.0150	Overtime - Holiday General Employees	694	-	146	-	- %
521.0100	Fica Taxes	16,428	21,404	14,905	21,909	2.4 %
522.2100	Retirement General Employee	20,657	28,168	17,973	23,168	(17.8)%
522.2500	Matching Deferred Comp	22,881	19,433	20,160	16,169	(16.8)%
523.0100	Health Insurance	23,104	33,811	27,397	32,015	(5.3)%
523.0300	Insurance & EAP	695	823	645	846	2.8 %
524.0100	Workers' Compensation	756	473	730	454	(4.0)%
Total Personnel Expenses		316,657	383,896	288,394	380,939	(0.8)%
531.0100	Consulting	262,521	485,675	603,809	75,000	(84.6)%
531.0300	Membership Dues	7,320	7,870	7,870	7,270	(7.6)%
531.0600	Attorney Fees	69,646	66,052	100,000	67,733	2.5 %
531.1600	Contract Services	45,545	212,510	107,000	53,510	(74.8)%
532.0100	Audit Services	-	-	-	10,000	- %
534.4200	Building Demolition	-	10,000	5,000	-	- %
540.5100	Travel and Per Diem	10,480	13,800	13,800	10,000	(27.5)%
541.1100	Communications	629	720	720	1,020	41.7 %
542.1200	Postage/Mailing Service	-	150	150	150	- %
543.0000	Utility Services	3,079	2,913	2,650	3,100	6.4 %
544.0500	Operating Lease	3,055	4,164	4,164	4,164	- %
544.1500	Rental Expenses	22,265	22,490	22,490	22,200	(1.3)%
545.1200	Insurance	10,088	12,147	10,643	12,939	6.5 %
546.3400	Repair & Maintenance	4,106	10,000	10,000	210,000	2,000.0 %
546.4000	Vehicle Repair & Maintenance	271	1,400	1,400	1,400	- %
547.5100	Printing And Binding	205	500	500	500	- %
548.9100	Promotional Advertising	23,701	37,600	37,600	30,450	(19.0)%
549.9600	Bank Service Charges	4,149	4,500	3,800	4,500	- %
551.1200	Office Supplies	961	1,500	1,500	1,500	- %
552.1500	Fuel and Lubricants	310	1,000	515	1,000	- %
552.2300	Operating Expenses	8,692	12,158	12,158	13,158	8.2 %
552.4200	Small Tools/Equipment	1,111	1,500	1,500	1,500	- %
552.5100	Uniform Purchases And Cleaning	-	1,000	1,000	1,000	- %
552.7100	Fairs & Festivals	155,899	175,735	75,000	120,000	(31.7)%
552.7200	Palmetto Historical Park	9,586	11,445	10,000	10,050	(12.2)%
552.7400	Ag Museum	6,724	7,720	5,900	7,720	- %
554.0100	Non-Capitalized Equipment	2,000	5,000	5,000	5,000	- %
554.1200	Publications	234	500	500	500	- %
555.1300	Technical/Training	5,687	11,790	11,790	7,500	(36.4)%
Total Operating Expenses		658,264	1,121,839	1,056,459	682,864	(39.1)%



CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

Account		2019	2020	2020	2021	% Change
190-559	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
561.0000	Land	1,263,626	2,788,232	2,734,277	760,000	(72.7)%
561.0000-1202	Land - Riverside Project	29,372	44,640	-	-	(100.0)%
561.0100-9025	Land for Grants	2,511	-	-	-	- %
562.0000-0000	Building	301,870	355,000	216,894	50,000	(85.9)%
562.0000-1101	MLK Park - Building	-	150,000	150,000	-	(100.0)%
563.0000-1101	MLK Park	-	50,000	-	-	(100.0)%
563.0000-1105	5th Street Project	-	75,000	75,000	-	(100.0)%
563.0000-1201	Linear Park Trail	4,685	973,860	230,000	2,500,000	156.7 %
563.0000-1202	Riverside Project	-	10,550	10,550	-	(100.0)%
563.0000-1301	MMEC Project	2,400	-	-	-	- %
563.0000-1491	Historical Park	-	20,000	-	-	(100.0)%
563.0000-1901	Seahorse Project	87,985	304,900	95,000	-	(100.0)%
563.0000-1904	Pocket Neighborhood Site Improvements	-	-	-	825,000	- %
563.0000-1905	10th Avenue Streetscape	-	241,153	-	467,138	93.7 %
563.0000-2001	CRA Property Improvements	-	200,000	177,000	-	(100.0)%
563.0000-2101	Mainstreet Program	-	-	-	200,000	- %
564.0100	Machinery & Equipment	-	7,500	7,500	-	(100.0)%
564.0100-4213	Carnegie Library Elevator	24,748	2,750	2,750	-	(100.0)%
Total Capital Purchases		1,717,197	5,223,585	3,698,971	4,802,138	(8.1)%
571.6900	Principal - 06 CRA Loan	219,750	219,750	219,750	219,750	- %
572.6900	Interest Expense - CRA 2006 Loan	43,680	60,000	39,308	72,792	21.3 %
573.0500	New Debt Service	-	100,000	-	210,461	110.5 %
Total Debt Service		263,430	379,750	259,058	503,003	32.5 %
582.1100	Commercial Renovation	22,512	50,000	50,000	50,000	- %
582.1200	Community Renovation Program	539,926	630,578	631,183	655,660	4.0 %
582.1400	Cra Community	19,181	18,450	34,000	32,150	74.3 %
582.1500	Redevelopment Incentives	122,235	299,207	299,207	217,532	(27.3)%
582.1600	General Property Upgrades	-	38,200	38,200	-	(100.0)%
582.2100	Residential Revitalization Program	-	50,000	-	-	(100.0)%
Total Community Programs		703,854	1,086,435	1,052,590	955,342	(12.1)%
591.0100	Transfer Out - Admin Services	79,654	69,482	69,482	58,806	(15.4)%
593.9000-1902	Transfer Out - SWFWMD SE Riverside	49,775	-	-	-	- %
593.9000-1903	Transfer Out - Riverside LID Paving	105,030	-	-	-	- %
593.9000-9034	Transfer Out - Connor Park	100,000	-	-	-	- %
Total Transfers-Out		334,459	69,482	69,482	58,806	(15.4)%
TOTAL EXPENDITURES		\$ 3,993,861	\$ 8,264,987	\$ 6,424,954	\$ 7,383,092	(10.7)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 559-CRA			
190-559-511.0100 Executive Salaries			
Executive Salaries	1	108,369	108,369
Totals For Gl# 190-559-511.0100-Executive Salaries			108,369
190-559-512.0100 Regular Salaries			
Regular Salaries	1	150,280	150,280
Totals For Gl# 190-559-512.0100-Regular Salaries			150,280
190-559-513.0100 Part Time Wages			
Part Time Wages	1	22,729	22,729
Totals For Gl# 190-559-513.0100-Part Time Wages			22,729
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	21,909	21,909
Totals For Gl# 190-559-521.0100-FICA Taxes			21,909
190-559-522.2100 Retirement General Employee			
General Employee Retirement	1	23,168	23,168
Totals For Gl# 190-559-522.2100-Retirement General Employee			23,168
190-559-522.2500 Matching Deferred Comp			
Matching Deferred Comp	1	16,169	16,169
Totals For Gl# 190-559-522.2500-Matching Deferred Comp			16,169
190-559-523.0100 Health Insurance			
Health Insurance - Employee	3	7,175	21,525
Health Insurance - EE + Child	1	10,490	10,490
Totals For Gl# 190-559-523.0100-Health Insurance			32,015
190-559-523.0300 Life Insurance & EAP			
Life Ins	1	846	846
Totals For Gl# 190-559-523.0300-Life Insurance & EAP			846
190-559-524.0100 Workers' Compensation			
Workers' Compensation	1	454	454
Totals For Gl# 190-559-524.0100-Workers' Compensation			454



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 559-CRA			
190-559-531.0100 Consulting			
Post CRA Project Flu/Zoning Corrections	1	20,000	20,000
Brownfield	1	30,000	30,000
Miscellaneous	1	25,000	25,000
Totals For Gl# 190-559-531.0100-Consulting			75,000
190-559-531.0300 Membership Dues			
Florida Brownfield Association	1	250	250
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
Council Of Development Finance Agenices (CDFA)	1	400	400
Totals For Gl# 190-559-531.0300-Membership Dues			7,270
190-559-531.0600 Attorney Fees			
General Legal Fees - 19%	1	57,733	57,733
Miscellaneous Fees	1	10,000	10,000
Totals For Gl# 190-559-531.0600-Attorney Fees			67,733
190-559-531.1600 Contract Services			
5th Street Maintenance -	1	10,000	10,000
Alarm System	12	55	660
Cleaning Services	52	105	5,460
Haben Blvd Maintenance	1	21,000	21,000
HVAC Annual Maintenance	2	135	270
General Repairs	1	5,000	5,000
Pest Control	1	120	120
Landscape (Gateway/Sutton)	1	10,000	10,000
Coffee Supplies	1	1,000	1,000
Totals For Gl# 190-559-531.1600-Contract Services			53,510
190-559-532.0100 Audit Services			
Audit Services	1	10,000	10,000
Totals For Gl# 190-559-532.0100-Audit Services			10,000
190-559-540.5100 Travel And Per Diem			
Florida Housing Coalition	1	1,800	1,800
FRA Conference	1	4,000	4,000
FRA Certification	1	1,400	1,400
CDFA	1	1,400	1,400
Brownfields	1	1,400	1,400
Totals For Gl# 190-559-540.5100-Travel And Per Diem			10,000



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 559-CRA			
190-559-541.1100 Communications			
Cell Service - CRA Director	12	60	720
Sumcom (Elevator)	1	300	300
Totals For Gl# 190-559-541.1100-Communications			1,020
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			
Utilities	1	3,100	3,100
Totals For Gl# 190-559-543.0000-Utility Services			3,100
190-559-544.0500 Operating Lease			
Pages Copied/Printed	1	1,500	1,500
New Lease	12	222	2,664
Totals For Gl# 190-559-544.0500-Operating Lease			4,164
190-559-544.1500 Rental Expenses			
Office Rent	12	1,850	22,200
Totals For Gl# 190-559-544.1500-Rental Expenses			22,200
190-559-545.1200 Insurance			
D-6 Executive Travel AD&D	1	55	55
General Liability, Auto And Property	4	2,171	8,684
4th July	1	2,200	2,200
Multicultural	1	2,000	2,000
Totals For Gl# 190-559-545.1200-Insurance			12,939
190-559-546.3400 Repair & Maintenance			
Repair And Maintenance	1	5,000	5,000
VFW	1	5,000	5,000
CRA Projects	1	200,000	200,000
Totals For Gl# 190-559-546.3400-Repair & Maintenance			210,000
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



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 559-CRA			
190-559-547.5100 Printing And Binding			
Business Cards	1	500	500
Totals For Gl# 190-559-547.5100-Printing And Binding			500
190-559-548.9100 Promotional Advertising			
Bags	1	10,000	10,000
EDC Sponsorship	1	16,250	16,250
Movie In The Park	1	4,200	4,200
Totals For Gl# 190-559-548.9100-Promotional Advertising			30,450
190-559-549.9600 Bank Service Charges			
Bank Charges	1	4,500	4,500
Totals For Gl# 190-559-549.9600-Bank Service Charges			4,500
190-559-551.1200 Office Supplies			
Paper, Pens, Ink, Etc.	1	1,500	1,500
Totals For Gl# 190-559-551.1200-Office Supplies			1,500
190-559-552.1500 Fuel And Lubricants			
Fuel For CRA Vehicle	1	1,000	1,000
Totals For Gl# 190-559-552.1500-Fuel And Lubricants			1,000
190-559-552.2300 Operating Expenses			
Business Recruitment			
General Operating Expenses	1	5,000	5,000
GIS Software - ESRI Online	1	2,500	2,500
Office 365 Monthly Fee	15	311	4,658
Awards	1	1,000	1,000
Totals For Gl# 190-559-552.2300-Operating Expenses			13,158
190-559-552.4200 Small Tools/Equipment			
Small Tools/Equipment	1	1,500	1,500
Totals For Gl# 190-559-552.4200-Small Tools/Equipment			1,500
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	40,000	40,000
Totals For Gl# 190-559-552.7100-Fairs & Festivals			120,000



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 559-CRA			
190-559-552.7200 Palmetto Historical Park			
FPL	1	6,500	6,500
Water	1	1,250	1,250
Carnegie Library License	1	80	80
Elevator Service	1	1,700	1,700
Pest Control	1	520	520
Totals For Gl# 190-559-552.7200-Palmetto Historical Park			10,050
190-559-552.7400 Ag Museum			
FPL	1	7,070	7,070
Water	1	650	650
Totals For Gl# 190-559-552.7400-Ag Museum			7,720
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	2,400	2,400
CRA Certification	1	1,500	1,500
Continued Education/Training	1	710	710
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			7,500
190-559-561.0000 Land			
Palmetto Trails	1	10,000	10,000
Misc	1	750,000	750,000
Totals For Gl# 190-559-561.0000-Land			760,000
190-559-562.0000 Building Improvements			
Armory Historic Preservation	1	50,000	50,000
Totals For Gl# 190-559-562.0000-Building Improvements			50,000
190-559-563.0000-1201 Connor Park			
Connor Park	1	2,500,000	2,500,000
Totals For Gl# 190-559-563.0000-1201-Connor Park			2,500,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 559-CRA			
190-559-563.0000-1904 Pocket Neighborhood Site Improvements			
CCNA	1	100,000	100,000
Land Trust	1	25,000	25,000
Site Improvements	1	500,000	500,000
Prototype	1	200,000	200,000
Totals For Gl# 190-559-563.0000-1904-Pocket Neighborhood Site Improvements			825,000
190-559-563.0000-1905 10Th Avenue Streetscape			
10th Avenue Streetscape	1	467,138	467,138
Totals For Gl# 190-559-563.0000-1905-10Th Avenue Streetscape			467,138
190-559-563.0000-2101 Mainstreet Program			
Mainstreet Program	1	200,000	200,000
Totals For Gl# 190-559-563.0000-2101-Mainstreet Program			200,000
190-559-571.6900 Princ - 06 Cra Loan			
CRA Loan Principal (57-60 Out Of 80 Pymts)	1	219,750	219,750
Totals For Gl# 190-559-571.6900-Princ - 06 Cra Loan			219,750
190-559-572.6900 Int Exp - 06 Cra Loan			
CRA Loan Interest (57-60 Out Of 80 Pymts)	1	72,792	72,792
Totals For Gl# 190-559-572.6900-Int Exp - 06 Cra Loan			72,792
190-559-573.0500 New Debt Service			
Bond Issuance			
Pool	1	210,461	210,461
Totals For Gl# 190-559-573.0500-New Debt Service			210,461
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	594,398	594,398
CE Subplan	1	61,262	61,262
Totals For Gl# 190-559-582.1200-Community Renovation Program			655,660
190-559-582.1400 CRA Community			
Palmetto Utilities	1	22,000	22,000
VFW Water - Landlord Resp For 1/2 - Per Lease	1	2,650	2,650
VFW FP&L - Landlord Resp For 1/2 - Per Lease	1	7,500	7,500
Totals For Gl# 190-559-582.1400-CRA Community			32,150



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 559-CRA			
190-559-582.1500 Redevelopment Incentives			
It Works! Global	1	61,026	61,026
Palmetto Animal Clinic	1	9,491	9,491
Palmetto Theater	1	40,291	40,291
Dollar General	1	6,462	6,462
O'Reilly Auto Parts	1	14,600	14,600
Heartland - CRA Bd App 5/7/18 - Estimate Of Incentives - Subject To F	1	20,649	20,649
Circle K - CRA Bd App 4/2/18 Based On Estimates	1	38,063	38,063
Detwiler's CRA Bd App 11/6/2017	1	26,950	26,950
Totals For Gl# 190-559-582.1500-Redevelopment Incentives			217,532
190-559-591.0100 Transfer To General Fund - Allocations			
Finance	1	23,499	23,499
HR	1	8,805	8,805
IT Services	1	24,702	24,702
Agenda Services	1	1,800	1,800
Totals For Gl# 190-559-591.0100-Transfer To General Fund - Allocations			58,806
Totals For Dept 559-CRA			7,383,092



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

190-701 - CRA GRANTS
Cost Center Summary

Account		2019	2020	2020	2021	% Change
190-701	Description	Actual	Revised	Projected	Adopted	of Budget
	EXPENDITURES					- %
761.0100-9025	EPA Brownfield - Edenfield Grant	12,552	-	-	-	- %
	Total Capital Purchases	12,552	-	-	-	- %
	TOTAL EXPENDITURES	\$ 12,552	\$ -	\$ -	\$ -	- %



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Road and Bridge 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:

- ♦ 541 - Road and Bridge

Gas taxes accounted for 83% of this fund's revenue sources in fiscal year 2021 before other financing sources in the amount of \$1,833,400 for operations. For fiscal year 2021, the gas taxes are budgeted to be 86% of the total revenues before other financing sources. The remaining revenues come from miscellaneous interest and service related revenues. In fiscal year 2021 other financing sources in the amount of \$442,666 are from fund balance for \$218,000 in capital projects funding and \$224,666 from a capital lease as noted in the following pages.

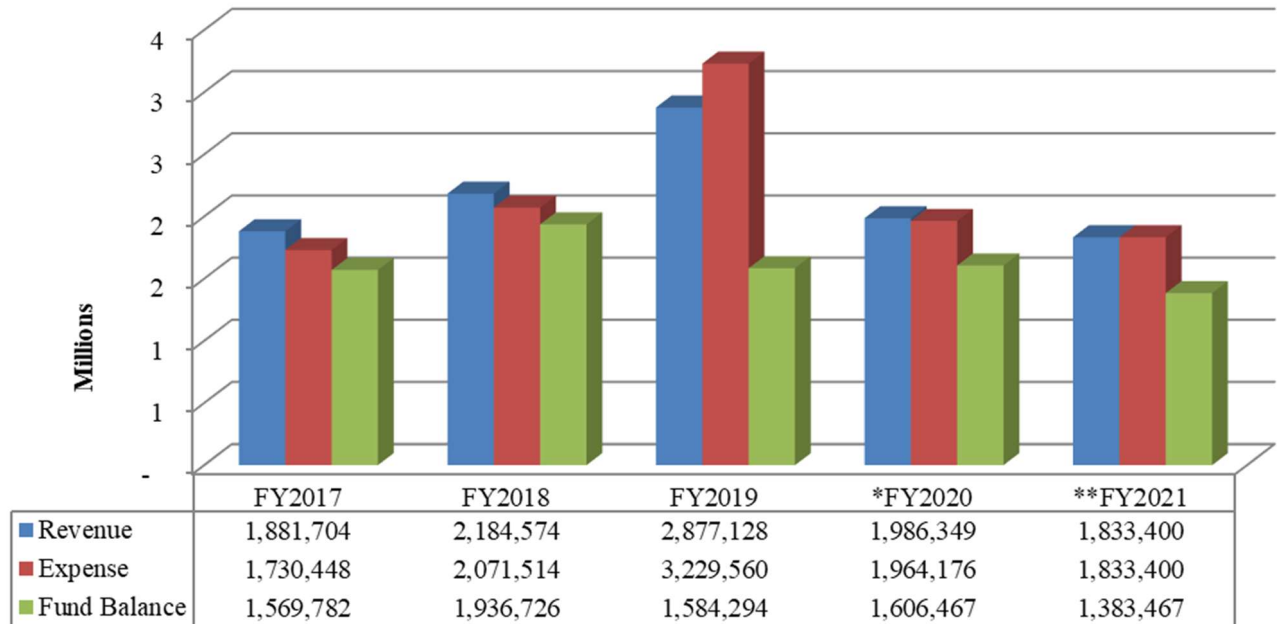
This fund is currently one of the most stable in the City with regards to the level of fund balance. In fiscal year 2014 the Road and Bridge fund supported capital projects in an amount to bring the fund balance levels from thirteen months to five months. Now for fiscal year 2021, the fund is projected to have 6.90 months of budgeted expenses which allows for \$218,000 in funding for capital projects and will bring the fund down to 5.28 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 2020-2021 BUDGET

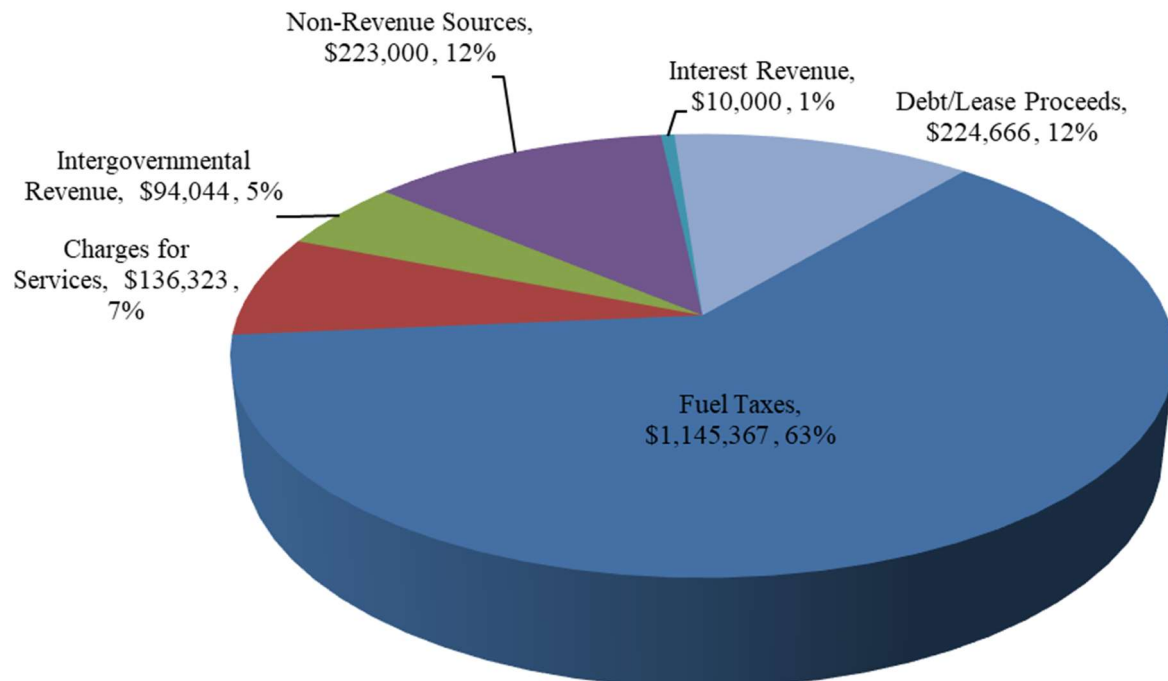
ROAD AND BRIDGE FUND – 307

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2021 Revenues By Source





CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

ROAD AND BRIDGE FUND - 307

Revenue Analysis and Forecasting

Revenue Trends

The Road and Bridge fund is estimated to receive \$1,833,400 in FY2021 of which 75% or \$1,375,734, is generated from Motor Fuel Taxes (\$1,145,367), State of Florida Revenue Sharing (\$94,044) and Florida Department of Transportation Highway/Lighting and Maintenance Agreements (\$136,323).

Motor Fuel Taxes – Road and Bridge Fund - \$1,145,367 (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:

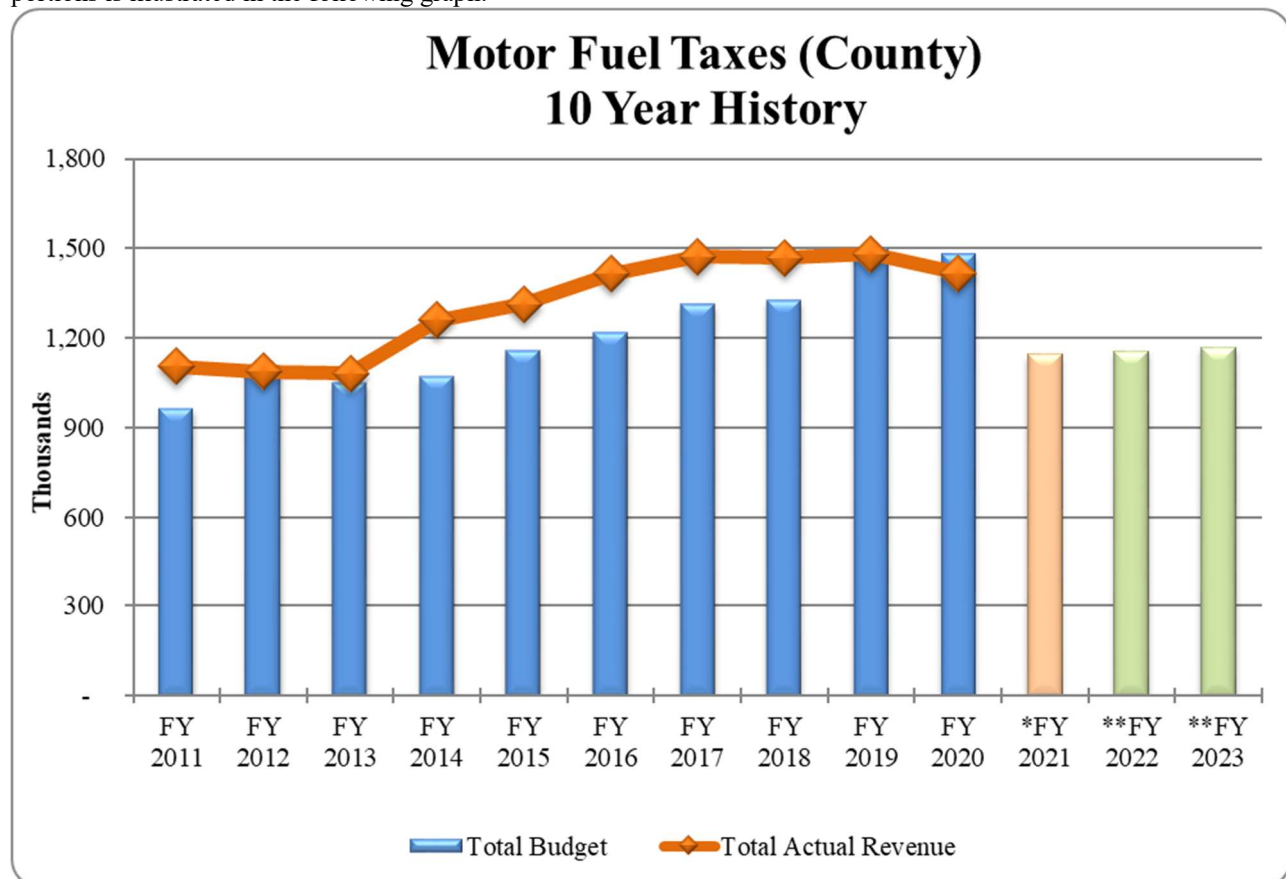


Figure 9 illustrates budgeted revenue as it compares with revenue actually received.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

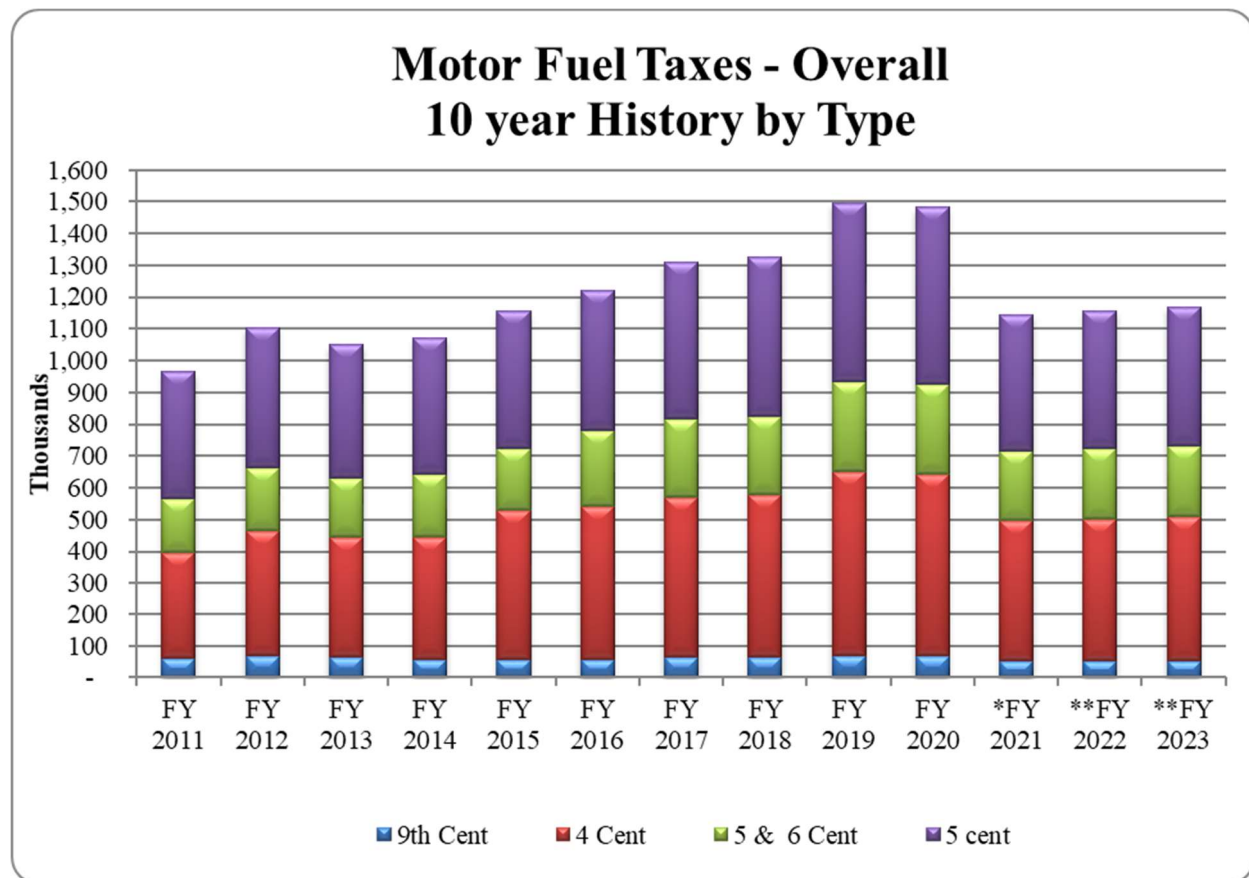


Figure 10

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 22.06% is deposited into the Road and Bridge fund while the remaining 77.94% is deposited into the General Fund. The Road and Bridge Fund portion is budgeted at \$94,044 for fiscal year 2021 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.

Revenues estimated significantly decreased by \$347,397 or 21.9% due to the COVID 19 pandemic.

Charges for Services – Road and Bridge Fund

Charges for services in the Road and Bridge fund consists of \$136,323 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
2020-2021 BUDGET

307 - ROAD AND BRIDGE FUND

Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 1,936,726	\$ 1,584,294	\$ 1,584,294	\$ 1,606,467	1.4 %
Revenues					
Motor Fuel Taxes	1,480,433	1,481,817	1,390,583	1,145,367	(22.7)%
Intergovernmental Revenue	112,008	104,991	100,642	94,044	(10.4)%
Charges for Services	129,537	131,043	131,214	136,323	4.0 %
Interest Revenue	32,802	15,000	26,521	10,000	(33.3)%
Miscellaneous	13,948	-	2,995	-	- %
Impact Fees	56,931	-	249,404	-	- %
Debt/Lease Proceeds	1,051,469	84,990	84,990	224,666	164.3 %
Non-Revenue/Fund Balance	-	440,960	-	223,000	(49.4)%
Total Revenue	2,877,128	2,258,801	1,986,349	1,833,400	(18.8)%
Expenses					
Personnel costs	181,501	256,797	152,419	244,037	(5.0)%
Operating Expense	932,984	989,090	801,306	645,770	(34.7)%
Capital Expenses	82,450	146,675	147,397	224,666	53.2 %
Debt Service	1,282,264	298,551	295,366	327,173	9.6 %
Transfer Out	750,361	567,688	567,688	391,754	(31.0)%
Total Expenditure	3,229,560	2,258,801	1,964,176	1,833,400	(18.8)%
Excess Revenue Over (Under)	(352,432)	-	22,173	-	- %
Fund Balance, End of Year	\$ 1,584,294	\$ 1,584,294	\$ 1,606,467	\$ 1,606,467	1.4 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

307-000 - ROAD AND BRIDGE REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
307-000						
312.3000	9th Cent Gas Tax	\$ 70,557	\$ 66,933	\$ 64,352	\$ 51,736	(22.7)%
312.4100	\$.04 Local Gas Tax-Manatee County	574,917	576,843	540,725	445,869	(22.7)%
312.4101	5th And 6th Cent Gas Tax	280,682	281,622	263,989	217,679	(22.7)%
312.4201	5 Cent 2nd Local Option Gas Tax	554,277	556,419	521,517	430,083	(22.7)%
335.4900	State Rev Sharing - Other Fuel Taxes	111,177	104,991	100,642	94,044	(10.4)%
	TOTAL MOTOR FUEL TAXES	1,591,610	1,586,808	1,491,225	1,239,411	(21.9)%
331.5003	FEMA: Hurricane Irma	831	-	-	-	- %
343.2000	FDOT/Hwy Maintenance Contract	22,763	22,762	22,762	22,762	- %
343.2010	FDOT Signalization Contract	52,952	52,952	52,952	55,762	5.3 %
343.2020	FDOT Lighting Contract	53,717	55,329	55,329	57,799	4.5 %
341.9435	Special Event Fee - Electricity	75	-	25	-	- %
349.0000	Charges For Services Provided	30	-	146	-	- %
	TOTAL CHARGES FOR SERVICES	130,368	131,043	131,214	136,323	4.0 %
361.0100	Investment Earnings	23,546	15,000	20,750	10,000	(33.3)%
361.0200	Interest Rev - Impact Fees	9,256	-	5,000	-	- %
361.0800	Interest Special Assmt	-	-	771	-	- %
	TOTAL INTEREST REVENUE	32,802	15,000	26,521	10,000	(33.3)%
364.4100	Disposition Of Fixed Assets	12,520	-	2,311	-	- %
369.7400	Other Misc Revenue	-	-	43	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	1,428	-	641	-	- %
	TOTAL MISCELLANEOUS REVENUE	13,948	-	2,995	-	- %
324.3100	Impact Fees - Streets (Residential)	55,720	-	39,973	-	- %
324.3200	Impact Fees - Streets (Commerical)	1,211	-	209,431	-	- %
	TOTAL IMPACT FEES	56,931	-	249,404	-	- %
OTHER FINANCING SOURCES						
383.7000-0000	Capital Lease Inception	70,700	73,578	73,578	224,666	205.3 %
383.7000-9762	Capital Lease Inception - FPL	-	11,412	11,412	-	(100.0)%
384.9119	Key Bank 19 Debt Proceeds	980,769	-	-	-	- %
	Total Debt/Lease Proceeds	1,051,469	84,990	84,990	224,666	164.3 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

307-000 - ROAD AND BRIDGE REVENUE
Fund Revenue Summary

Account		2019	2020	2020	2021	% Change
307-000	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
399.0000	Funding From Fund Balance - Outstanding Enc	-	77,560	-	-	(100.0)%
399.0001	Funding From Fund Bal - Contingency	-	5,000	-	5,000	- %
399.6000	Funding From Equity - Capital Proj	-	358,400	-	218,000	(39.2)%
	Total Non-Revenue Sources	-	440,960	-	223,000	(49.4)%
	TOTAL OTHER FINANCING SOURCES	1,051,469	525,950	84,990	447,666	(14.9)%
	TOTAL ROAD AND BRIDGE REVENUE	\$ 2,877,128	\$ 2,258,801	\$ 1,986,349	\$ 1,833,400	(18.8)%



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Streets Department – 541

Road and Bridge Fund – 307

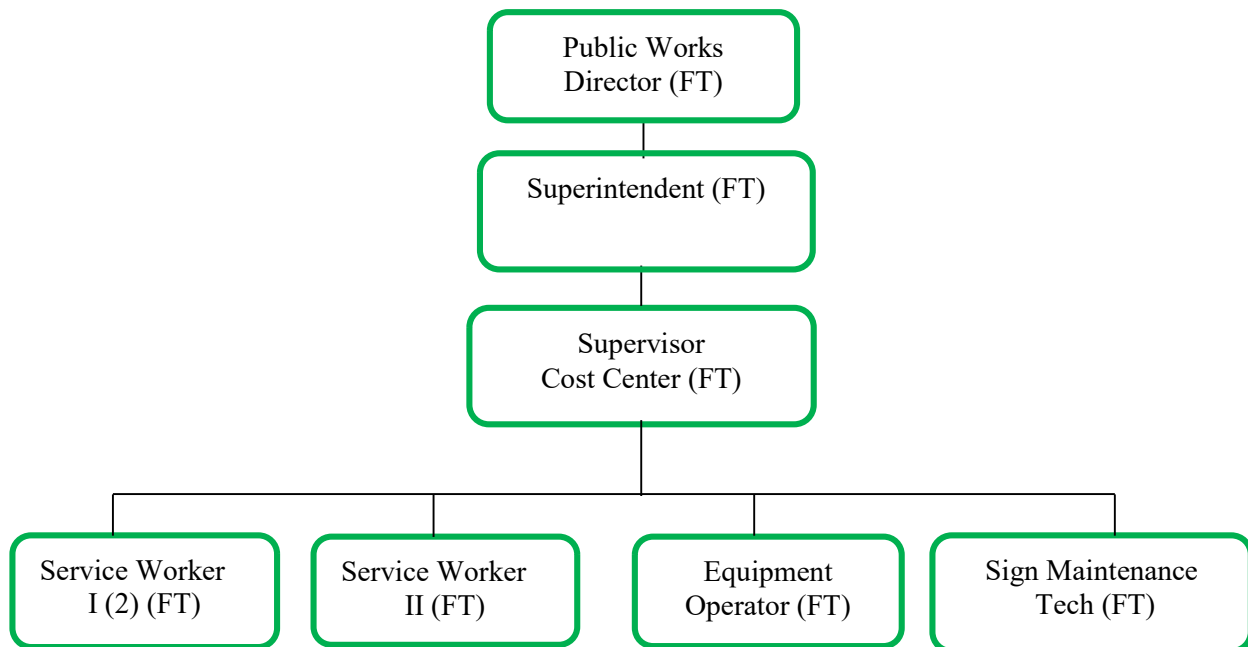
Department Mission:

To maintain and improve the quality of the community through the preservation and creation of environmentally and economically sound transportation corridor.

Primary Duties:

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

Organizational Chart:



Department Objectives:

- Maintain city streets and keep asphalt free of potholes. Continue to make drainage improvements thru out the City of Palmetto.
- Continue to maintain the streets and sidewalks thru out the City of Palmetto for the safety to our citizens.
- Maintain proper signs and pavement markings to meet traffic needs
- To provide excellent customer service to our citizens.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Streets Department – 541

Road and Bridge Fund – 307

Goals & Accomplishments:

- Resurfacing arterial roads and neighborhood streets
- A progressive and preventative maintenance program for the 160 centerline miles of paved streets
- Replace and maintain xx feet of sidewalks and xx number of signs
- Establish performance indicators for future measurement

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Roadway Maintained (Miles)	42	42	42	42
Total Sweeper Miles (New)			4,968	5,000
Total Sweeper Debris removed - Tons (New)			1,895	2,000

Capital Outlay:

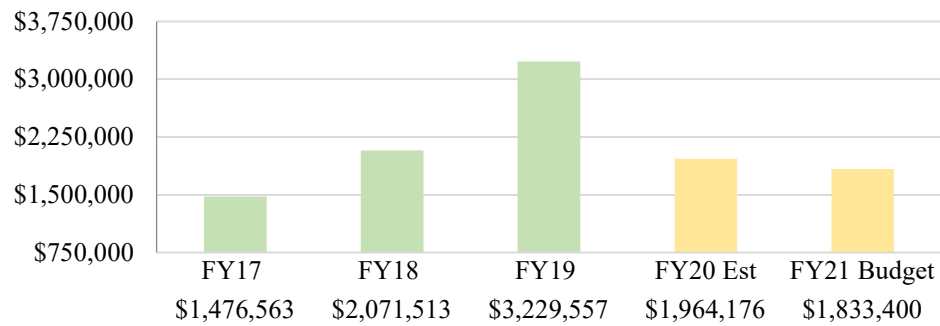
Funding Source	Description	Amount
Capital Lease	Bucket Truck 50% Share	85,000
Capital Lease	Grapple Truck 33% Share	56,666
Capital Lease	Curb Machine	15,000
Capital Lease	Bobcat	28,000
Capital Lease	Ford F-250	40,000
*Carryforward	Surface Upgrades: 7 th St W	179,744
*Carryforward	Ward 1 Phase 3	26,495
*Fund Balance	Street Paving	175,000
Total		\$605,905

*transfer to the 301 Capital Projected Fund



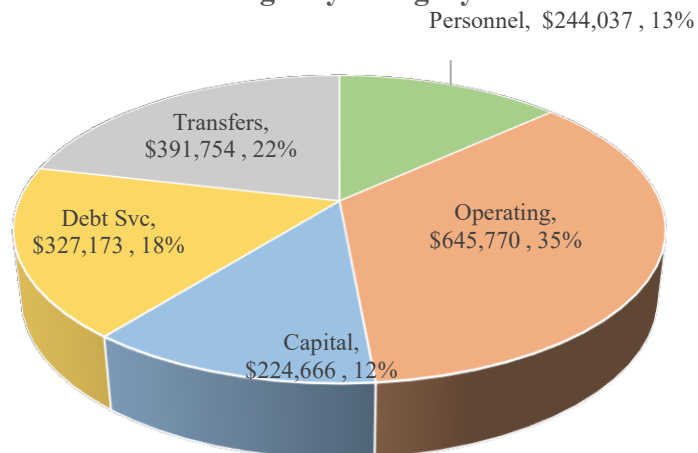
CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Departmental Expenditures



Note: FY19 actual include a one-time expense for capital loan refinancing. The expense is offset with loan proceeds.

Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

307-541 - ROAD AND BRIDGE
Cost Center Summary

Account		2019	2020	2020	2021	% Change
307-541	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
512.0100	Regular Salaries	\$ 116,454	\$ 160,276	\$ 98,108	\$ 152,827	(4.6)%
514.0100	Overtime - GE	2,546	9,000	965	4,000	(55.6)%
514.0150	Overtime - Holiday General	357	-	129	-	- %
	Employees					
521.0100	Fica Taxes	8,771	12,951	7,398	11,997	(7.4)%
522.2100	Retirement General Employee	26,684	31,265	19,119	23,399	(25.2)%
523.0100	Health Insurance	20,200	31,147	20,395	35,875	15.2 %
523.0300	Insurance & EAP	442	528	298	505	(4.4)%
524.0100	Workers' Compensation	6,461	11,630	6,007	15,434	32.7 %
529.9900	Reimbursement Of Personnel Costs	(414)	-	-	-	- %
	Total Personnel Expenses	181,501	256,797	152,419	244,037	(5.0)%
531.0100	Consulting	-	10,000	10,000	-	(100.0)%
531.1600	Contract Services	4,537	15,032	16,232	2,968	(80.3)%
531.2000	Engineering Services	4,460	19,588	10,088	10,000	(48.9)%
534.1600	Lot Clearing	5,400	14,800	5,400	6,000	(59.5)%
540.5100	Travel and Per Diem	132	500	3	1,000	100.0 %
541.1100	Communications	602	720	720	720	- %
543.0500	Street Lights - Electric	108,865	135,180	108,400	110,000	(18.6)%
544.0500	Operating Lease	241	403	354	403	- %
544.1500	Rental Expenses	-	1,000	-	3,000	200.0 %
545.1200	Insurance	10,818	10,932	11,021	11,816	8.1 %
545.9900	Insurance Contingency - Vehicle	-	5,000	-	5,000	- %
546.3400	Repair & Maintenance	9,896	40,315	7,500	35,000	(13.2)%
546.4000	Vehicle Repair & Maintenance	25,457	30,000	17,500	30,000	- %
549.5000	Locate Costs	-	500	-	500	- %
549.9600	Bank Service Charges	1,273	2,000	1,400	1,750	(12.5)%
551.1200	Office Supplies	-	100	-	200	100.0 %
552.1500	Fuel and Lubricants	19,736	23,000	18,000	23,000	- %
552.2300	Operating Expenses	12,392	4,700	3,000	9,700	106.4 %
552.3900	Safety Program Expense	1,577	3,080	1,500	3,225	4.7 %
552.4200	Small Tools/Equipment	1,912	3,590	3,590	4,000	11.4 %
552.5100	Uniform Purchases And Cleaning	1,145	2,550	1,650	2,550	- %
553.0200	Materials-Road Repairs&Maint	618,688	399,664	411,181	202,338	(49.4)%
553.0300	Materials-Sidewalk Repairs & Maint	17,900	138,000	67,435	70,000	(49.3)%
553.0400	Materials-Light Repairs & Maint	75,841	95,000	95,000	90,000	(5.3)%
553.0500	Ada Sidewalk Compliance	11,827	32,000	10,000	20,000	(37.5)%
554.0100	Non-Capitalized Equipment	-	-	854	1,100	- %
555.1300	Technical/Training	285	1,436	478	1,500	4.5 %
	Total Operating Expenses	932,984	989,090	801,306	645,770	(34.7)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

307-541 - ROAD AND BRIDGE
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
307-541						
562.0000-9762	Improvements - FPL	-	11,412	11,412	-	(100.0)%
563.0000-4001	14th St Paving Project	-	61,685	61,685	-	(100.0)%
564.0100	Machinery & Equipment	11,750	-	-	-	- %
564.4900	Capital Leases	70,700	73,578	74,300	224,666	205.3 %
	Total Capital Purchases	82,450	146,675	147,397	224,666	53.2 %
571.0100	Princ - Lease	140,967	133,246	131,181	135,662	1.8 %
571.0100-9762	Princ - Lease FPL	-	-	-	905	- %
571.0400	Principal - Loan 2004	5,836	-	-	-	- %
571.0500	Principal - Loan 2005	46,557	-	-	-	- %
571.0700	Principal - Loan 2007	26,703	-	-	-	- %
571.1900	Principal - Loan 2019	47,644	136,514	136,514	139,025	1.8 %
572.0100	Interest Expense - Lease	8,690	8,384	7,623	4,848	(42.2)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	337	- %
572.0400	Interest Expense - Loan 2004	2,608	-	-	-	- %
572.0500	Interest Expense - Loan 2005	15,479	-	-	-	- %
572.0700	Interest Expense - Loan 2007	11,717	-	-	-	- %
572.1900	Interest Expense - Loan 2019	6,604	20,048	20,048	16,490	(17.7)%
572.9000	Deferred Refunding Expense	69,123	-	-	-	- %
573.0500	New Debt Service	-	359	-	29,906	8,230.4 %
574.0000	Other financing uses	900,336	-	-	-	- %
	Total Debt Service	1,282,264	298,551	295,366	327,173	9.6 %
591.0100	Transfer Out - Admin Services	176,651	170,495	170,495	173,754	1.9 %
591.0700	Transfer To Capital Projects Fund	213,710	358,400	358,400	218,000	(39.2)%
591.4000	Transfer To Stormwater - Capital	290,000	-	-	-	- %
591.4400	Transfer To Stormwater - Subsidy	70,000	38,793	38,793	-	(100.0)%
	Total Transfers-Out	750,361	567,688	567,688	391,754	(31.0)%
	TOTAL EXPENDITURES	\$ 3,229,560	\$ 2,258,801	\$ 1,964,176	\$ 1,833,400	(18.8)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-Road & Bridge			
307-541-512.0100 Regular Salaries			
Regular Salaries	1	152,827	152,827
Totals For Gl# 307-541-512.0100-Regular Salaries			152,827
307-541-514.0100 Overtime - GE			
Overtime	1	4,000	4,000
Totals For Gl# 307-541-514.0100-Overtime - GE			4,000
307-541-521.0100 FICA Taxes			
FICA Taxes	1	11,997	11,997
Totals For Gl# 307-541-521.0100-Fica Taxes			11,997
307-541-522.2100 Retirement General Employee			
General Employees Pension	1	23,399	23,399
Totals For Gl# 307-541-522.2100-Retirement General Employee			23,399
307-541-523.0100 Health Insurance			
Health Insurance - Employee	5	7,175	35,875
Totals For Gl# 307-541-523.0100-Health Insurance			35,875
307-541-523.0300 Life Insurance & EAP			
Life Insurance	1	505	505
Totals For Gl# 307-541-523.0300-Life Insurance & EAP			505
307-541-524.0100 Workers' Compensation			
Workers' Compensation	1	15,434	15,434
Totals For Gl# 307-541-524.0100-Workers' Compensation			15,434
307-541-531.1600 Contract Services			
GPS Device Annually			
17254,17333,17434,18034,20276,20485,20508,20512	8	371	2,968
Totals For Gl# 307-541-531.1600-Contract Services			2,968
307-541-531.2000 Engineering Services			
Engineering Services As Needed	1	10,000	10,000
Totals For Gl# 307-541-531.2000-Engineering Services			10,000
307-541-534.1600 Lot Clearing			
Tree Trimming, Removal	1	6,000	6,000
Totals For Gl# 307-541-534.1600-Lot Clearing			6,000
307-541-540.5100 Travel And Per Diem			
Travel And Per Diem	1	1,000	1,000
Totals For Gl# 307-541-540.5100-Travel And Per Diem			1,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-Road & Bridge			
307-541-541.1100 Communciations			
Cell Service - 737-9193-Sign Tech	12	60	720
Totals For Gl# 307-541-541.1100-Communciations			720
307-541-543.0500 Street Lights - Electric			
FPL	1	110,000	110,000
Totals For Gl# 307-541-543.0500-Street Lights - Electric			110,000
307-541-544.0500 Operating Lease			
Operating Lease-Copy Overages	1	75	75
RICOH MP2555 - Lease P# 28-36 Of 36	9	19	171
Pages Copied/Printed	1	100	100
New Lease	3	19	57
Totals For Gl# 307-541-544.0500-Operating Lease			403
307-541-544.1500 Rental Expenses			
Rental Of Specialty Equipment	1	3,000	3,000
Totals For Gl# 307-541-544.1500-Rental Expenses			3,000
307-541-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	2,829	11,316
New Auto Overlap Insurance (Bucket/Grapple Truck)	1	500	500
Totals For Gl# 307-541-545.1200-Insurance			11,816
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	35,000	35,000
Totals For Gl# 307-541-546.3400-Repair & Maintenance			35,000
307-541-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair Maint	1	30,000	30,000
Totals For Gl# 307-541-546.4000-Vehicle Repair & Maintenance			30,000
307-541-549.5000 Locate Costs			
Sunshine Locate Service 811	1	500	500
Totals For Gl# 307-541-549.5000-Locate Costs			500
307-541-549.9600 Bank Service Charges			
Bank Charges	1	1,750	1,750
Totals For Gl# 307-541-549.9600-Bank Service Charges			1,750



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-Road & Bridge			
307-541-551.1200 Office Supplies			
Pens-Pencils-Paper Etc	1	200	200
Totals For Gl# 307-541-551.1200-Office Supplies			200
307-541-552.1500 Fuel And Lubricants			
Fuel And Lube-Vehicles-Equipment	1	23,000	23,000
Totals For Gl# 307-541-552.1500-Fuel And Lubricants			23,000
307-541-552.2300 Operating Expenses			
Central Stores Supplies	1	2,000	2,000
Janitorial Supplies	1	500	500
Paint - Sign Department	1	1,200	1,200
Sand For Hurricanes	1	6,000	6,000
Totals For Gl# 307-541-552.2300-Operating Expenses			9,700
307-541-552.3900 Safety Program Expense			
PPE Central Stores	1	500	500
Safety Shoes Purchases	5	125	625
Signs For Truck (Safety Zone)	1	1,000	1,000
Safety Cones	1	1,100	1,100
Totals For Gl# 307-541-552.3900-Safety Program Expense			3,225
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			
Change Outs	1	300	300
Employee Uniforms	1	2,250	2,250
Totals For Gl# 307-541-552.5100-Uniform Purchases And Cleaning			2,550
307-541-553.0200 Materials-Road Repairs&Maint			
Drainage Repairs	1	85,000	85,000
Citywide Road Paving	1	40,338	40,338
Street Repairs	1	50,000	50,000
Street Sign Repair-Replace - Sign	1	12,000	12,000
Street Striping	1	15,000	15,000
Totals For Gl# 307-541-553.0200-Materials-Road Repairs&Maint			202,338
307-541-553.0300 Materials-Sidewalk Repairs & Maint			
Curb-Sidewalk Repair And	1	70,000	70,000
Totals For Gl# 307-541-553.0300-Materials-Sidewalk Repairs & Maint			70,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-Road & Bridge			
307-541-553.0400 Materials-Light Repairs & Maint			
Street Light Repairs	1	30,000	30,000
Traffic Light Repairs	1	30,000	30,000
Traffic Management Center-ITMC System	1	30,000	30,000
Totals For Gl# 307-541-553.0400-Materials-Light Repairs & Maint			90,000
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			
New Cut Saw	1	1,100	1,100
Totals For Gl# 307-541-554.0100-Non-Capitalized Equipment			1,100
307-541-555.1300 Technical/Training			
Employee Training	1	500	500
IMSA Signs & Marketing Level I	1	1,000	1,000
Totals For Gl# 307-541-555.1300-Technical/Training			1,500
307-541-564.4900 Capital Leases			
Curb Machine	1	15,000	15,000
Bobcat MT 100	1	28,000	28,000
F-250 Ext Cab XLT 2WD 6.5' Bed	1	40,000	40,000
2020 Bucket Truck (1/2 Shared)	1	85,000	85,000
2020 Grapple Truck (1/3 Shared)	1	56,666	56,666
Totals For Gl# 307-541-564.4900-Capital Leases			224,666
307-541-571.0100 Princ - Lease			
P# 15-16 FA#20401 Front Loader (1/4)	2	1,319	2,638
P# 11-14 FA#20512, 20508,20485,20489: Strt Swper, F-150, Transit,			
Mini Excav	4	24,350	97,400
P# 06-09 Brush Chipper	4	4,387	17,548
P# 03-06 Vibratory Roller/Message Board/Roller Trailer	4	4,519	18,076
Totals For Gl# 307-541-571.0100-Princ - Lease			135,662
307-541-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	905	905
Totals For Gl# 307-541-571.0100-9762-Princ - Lease FPL			905
307-541-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (4-5 Out Of 18 Pymts)	1	139,025	139,025
Totals For Gl# 307-541-571.1900-Princ-Keybank Loan 2019			139,025



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 541-Road & Bridge			
307-541-572.0100 Int Exp - Lease			
P# 15-16 FA#20401 Front Loader (1/4)	2	8	16
P# 11-14 FA#20512, 20508,20485,20489: Street Sweeper, F-150, Transit (Sign), Mini Excavator	4	661	2,644
P# 06-09 Brush Chipper	4	296	1,184
P# 03-06 Vibratory Roller/Message Board/Roller Trailer	4	251	1,004
Totals For Gl# 307-541-572.0100-Int Exp - Lease			4,848
307-541-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	337	337
Totals For Gl# 307-541-572.0100-9762-Int Exp - Lease FPL			337
307-541-572.1900 Int Exp-Keybank Loan 2019			
Int Exp - Keybank Loan 2019 (4-5 Out Of 18 Pymts)	1	16,490	16,490
Totals For Gl# 307-541-572.1900-Int Exp-Keybank Loan 2019			16,490
307-541-573.0500 New Debt Service			
Curb Machine	2	998	1,996
Bobcat	2	1,864	3,728
2020 Ford F250	2	2,662	5,324
2020 Bucket Truck (1/3 Shared)	2	5,657	11,314
2020 Grapple Truck (1/3 Shared)	2	3,772	7,544
Totals For Gl# 307-541-573.0500-New Debt Service			29,906
307-541-591.0100 Transfer To General Fund - Allocations			
Allocations	1	173,754	173,754
Totals For Gl# 307-541-591.0100-Transfer To General Fund - Allocations			173,754
307-541-591.0700 Transfer to Capital Projects Fund			
Street Paving	1	175,000	175,000
PW Electrical Upgrade	1	16,000	16,000
PW Storage Building	1	27,000	27,000
Totals For Gl# 307-541-591.0700-Transfer to Capital Projects Fund			218,000
Totals For Dept 541-Road & Bridge			1,833,400



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



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

Alan Lakein



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Enterprise Funds

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 - 403

- 534 - Solid Waste

Water and Sewer Fund - 432

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

Stormwater Fund - 440

- 538 - Stormwater Department

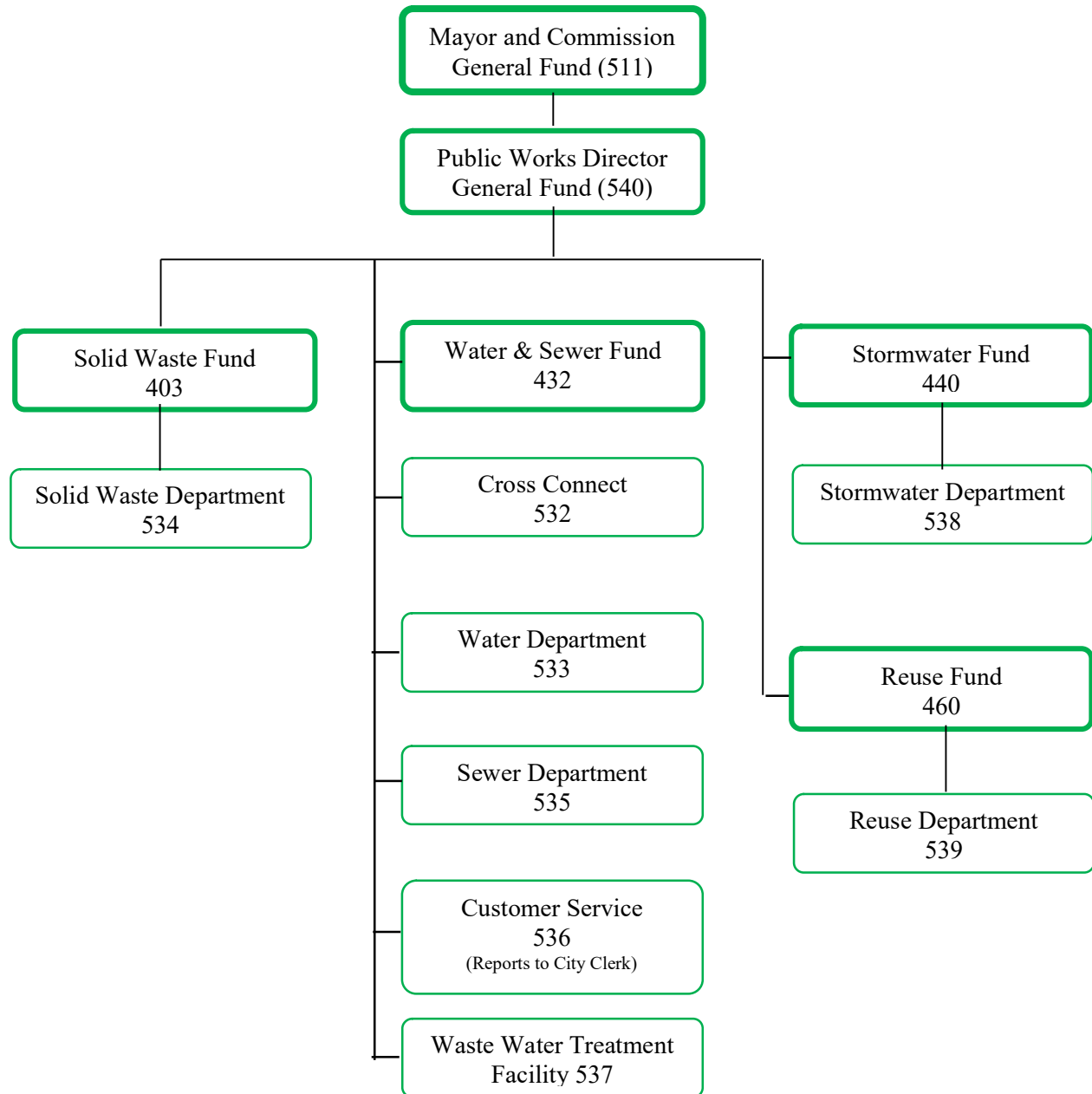
Reuse Fund - 460

- Reuse Department – Cost Center 539



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

ENTERPRISE FUND ORGANIZATIONAL CHART





CITY OF PALMETTO, FLORIDA 2020-2021 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 2019, a rate study was completed for the water, sewer, stormwater and reuse utilities. Beginning in FY2021 through FY2028, the utility rates will increase by the respective percentage: Water & Sewer – 2%, Stormwater – 5% and Reuse – 3.5%. The respective revenue increases will fund capital improvement projects throughout the City. For a comprehensive list of projects, please refer to the capital improvement section of the budget book.

A 10-year history of utility expense and revenue are illustrated in the graphs on the following page.

Key Points

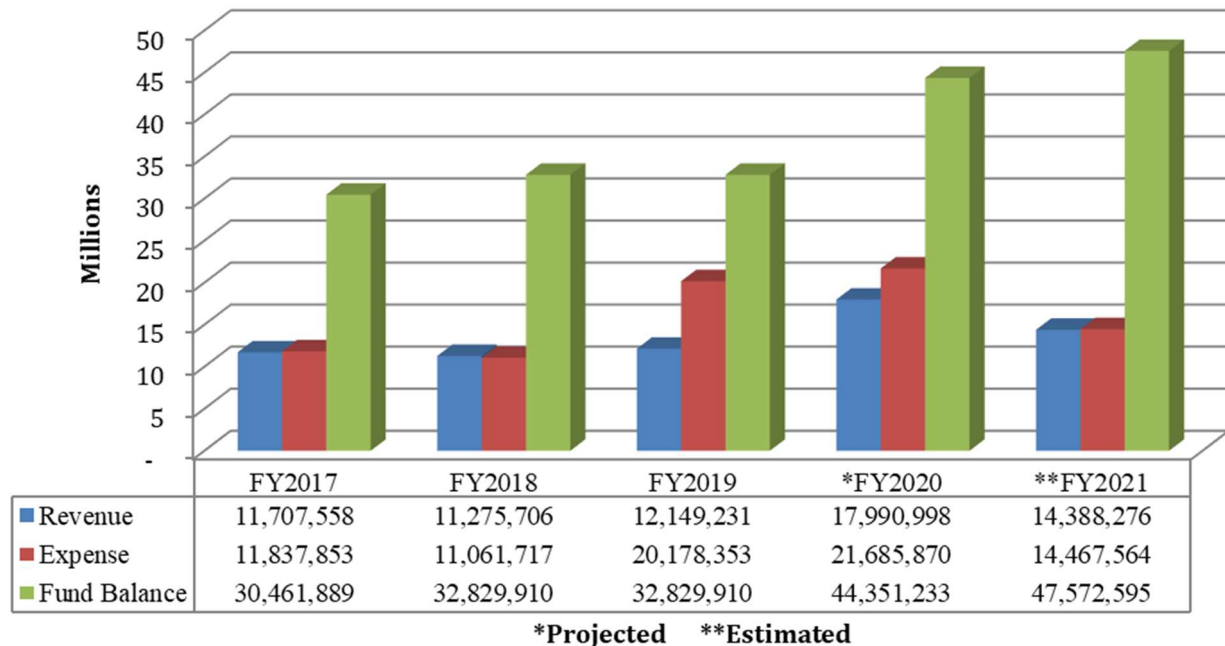
- ❖ This graph has been enhanced to include all cost centers in the proprietary funds. In addition, actual expense is included in the graph to compare with budgeted expense.
- ❖ Capital Projects are not included in Figure 12.
- ❖ Impact Fees and interest associated are not included within Figure 13.
- ❖ Expense budget is projected at 1% over current year for FY2022 and FY2023
- ❖ Revenue budget is projected based on the utility rate increase for FY2022 and FY2023.



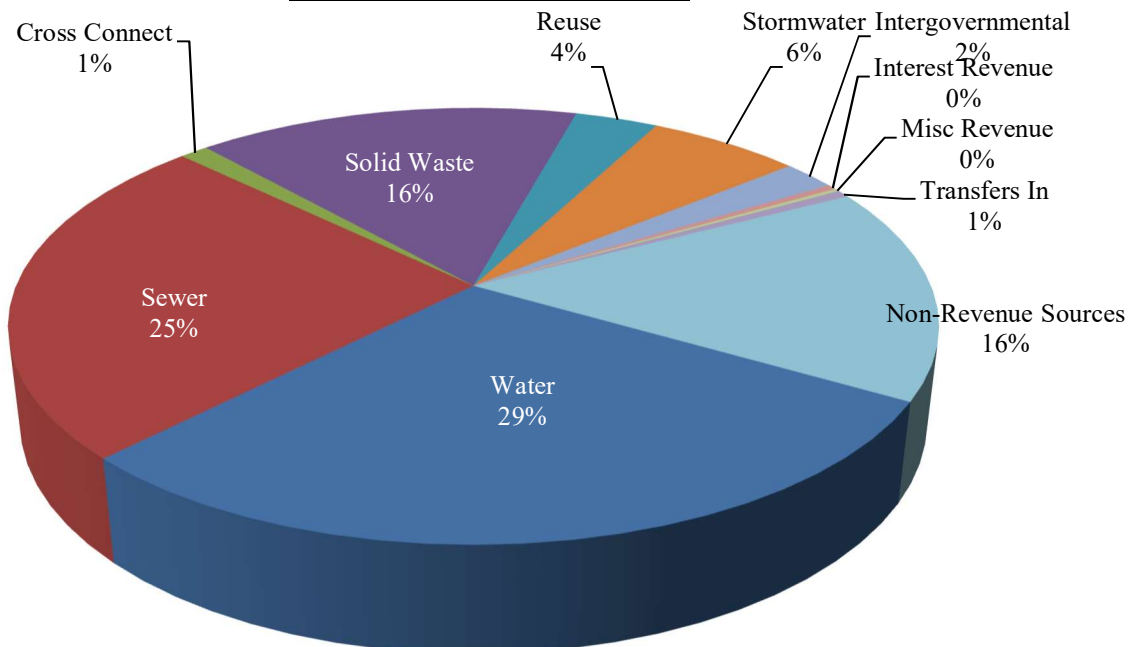
CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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 2020 Revenues By Source

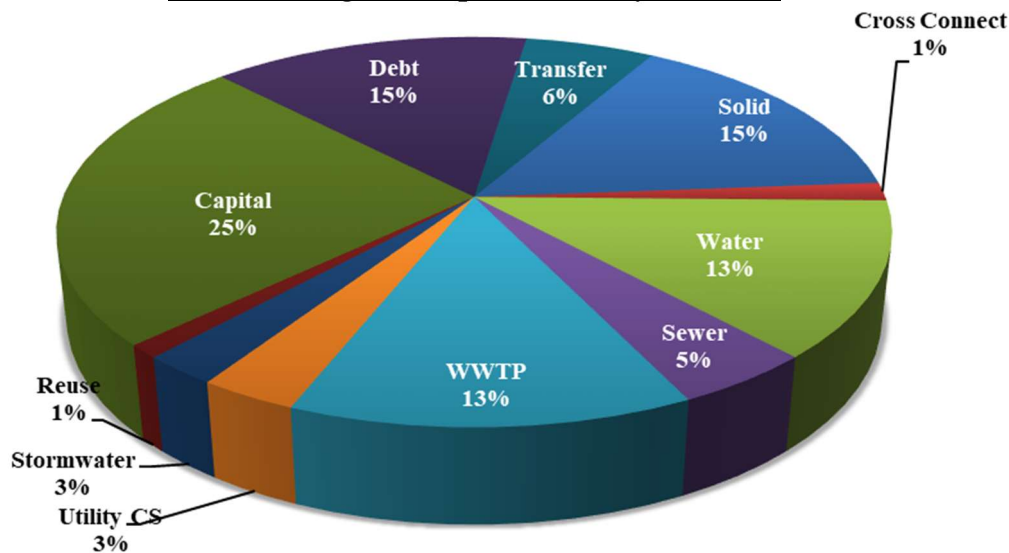




**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

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

FY2020 Budgeted Expenditures By Function



- ❖ **Solid Waste Fund** expenditures are \$2,235,704 and represent one department and utilized for all solid waste services.
- ❖ **Water and Sewer Fund** expenditures are \$5,138,071 and represents 5 departments; Water Department (\$1,862,894), Sewer Department (\$671,099), Cross Connect (\$217,431), Waste Water Treatment Plant (\$1,917,556) and Utility Customer Service (\$469,091).
- ❖ **Stormwater Fund** expenditures are \$363,153 and represent one department and is utilized for all stormwater service.
- ❖ **Reuse Fund** expenditures are \$159,380 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 \$3,595,244 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 \$2,116,748 and accounts for finalizing the SRF EQ basin loan, 2019 Improvement loan, SRF loan for the Stormwater and Reuse department and outstanding Capital Lease debt.
- ❖ **Transfer Out** expenditures are \$859,264 and represents administrative cost (\$779,976) and Stormwater subsidy (\$79,288).
- ❖ **Total Enterprise Funds Expenditures: \$14,467,564**



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

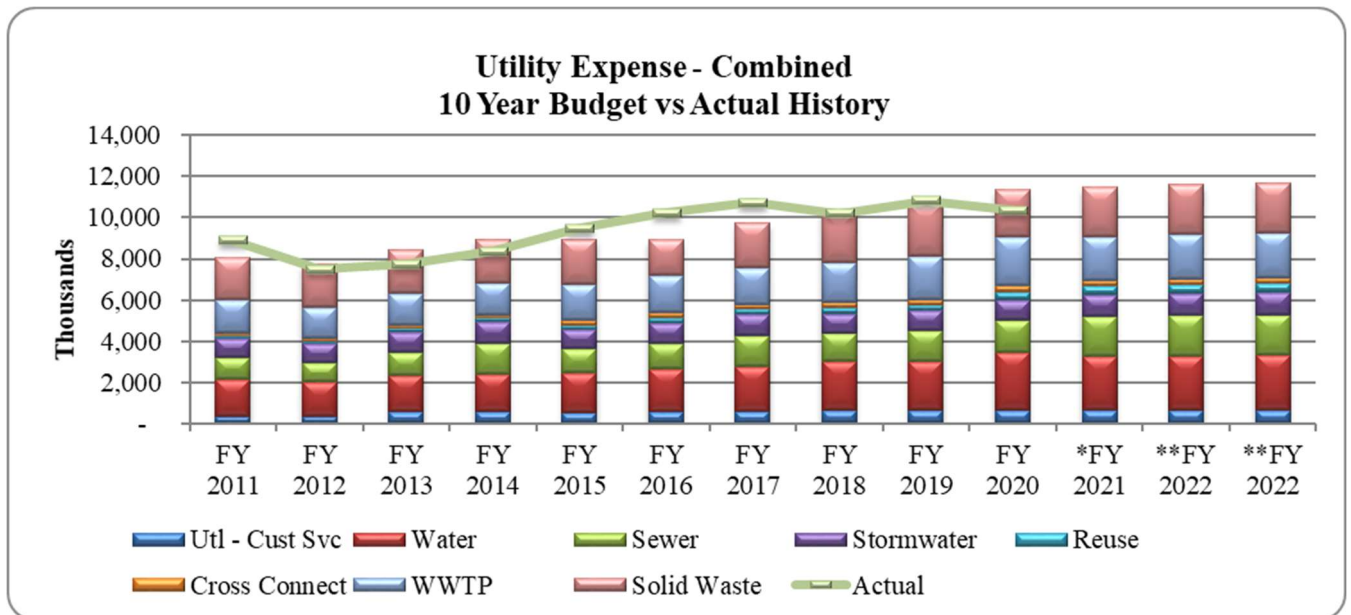


Figure12

Combined utility revenue budget compared to actual revenue received:

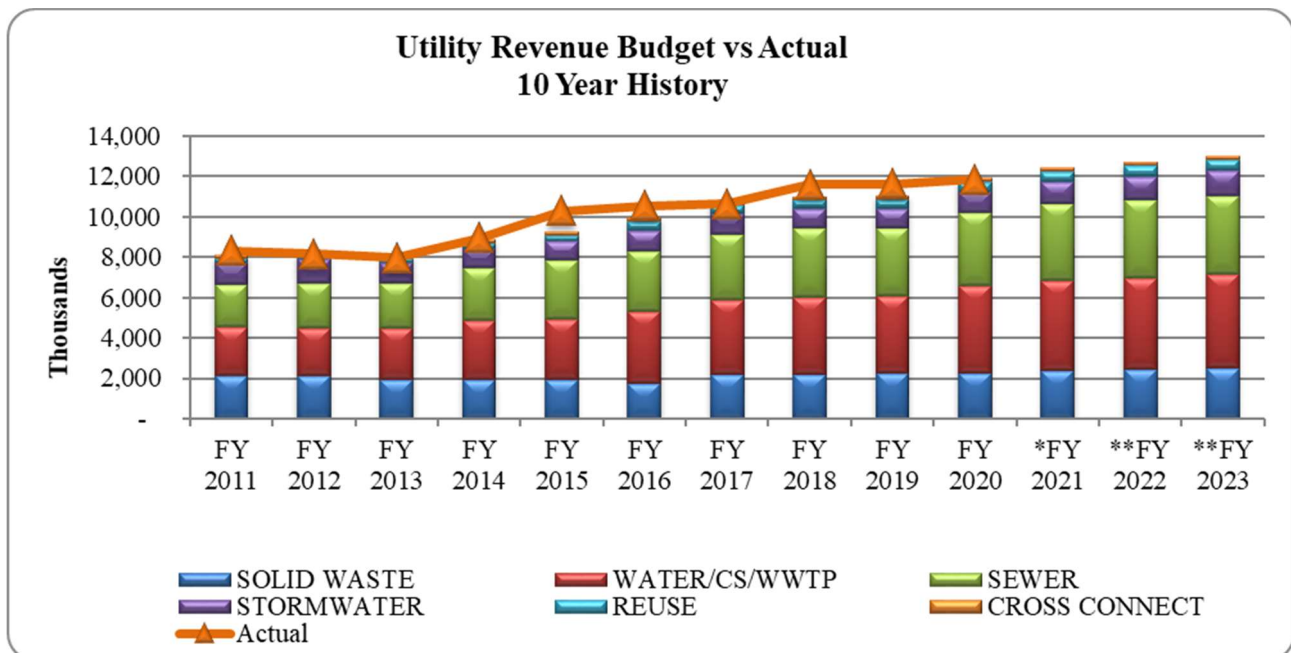


Figure 13



CITY OF PALMETTO, FLORIDA 2020-2021 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
2019-2020 BUDGET**



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

George H. W. Bush



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

403 - SOLID WASTE FUND
Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 439,361	\$ 823,905	\$ 823,905	\$ 863,263	4.8 %
Revenues					
Permits, Fees, Assessments	227,526	235,151	242,752	244,092	3.8 %
Intergovernmental Revenue	290,736	-	7,183	-	- %
Charges for Services	1,958,781	1,998,975	2,036,088	2,054,076	2.8 %
Interest Revenue	15,403	10,000	11,000	5,000	(50.0)%
Miscellaneous	34,344	30,000	30,326	30,000	- %
Non-Revenue/Fund Balance	-	322	-	79,667	24,641.3 %
Total Revenues	2,526,790	2,274,448	2,327,349	2,412,835	6.1 %
Expenses					
Personnel costs	141,611	169,979	170,430	143,620	(15.5)%
Operating Expense	1,924,738	2,013,449	2,040,816	2,092,084	3.9 %
Capital Expense	-	12,847	12,847	85,667	566.8 %
Debt Service	8,722	8,728	8,722	17,017	95.0 %
Transfer Out	75,228	76,292	76,292	74,447	(2.4)%
Total Expenditure	2,150,299	2,281,295	2,309,107	2,412,835	5.8 %
Excess Revenue Over (Under) Expenditures (Modified Accrual)	376,491	(6,847)	18,242	-	(100.0)%
Conversion to Full Accrual	(8,053)	(20,797)	(21,116)	(22,579)	(17.1)%
Excess Revenue Over (Under) Expenditures	384,544	13,950	39,358	22,579	(123.7)%
Total net Position, End of Year	823,905	837,855	863,263	885,842	(11.5)%
Net Investment in Capital Assets	12,421	33,540	27,273	84,123	(150.8)%
Unrestricted Net Position	811,484	804,315	835,990	801,719	0.3 %
Total net Position, End of Year	\$ 823,905	\$ 837,855	\$ 863,263	\$ 885,842	(5.7)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

403-000 - SOLID WASTE REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
403-000						
323.7000	Solid Waste Franch Fees-Wm	\$ 227,526	\$ 235,151	\$ 242,752	\$ 244,092	3.8 %
	TOTAL FRANCHISE FEES	227,526	235,151	242,752	244,092	3.8 %
		-	-	-	-	- %
343.7200	Solid Waste Service Charge	1,741,086	1,804,594	1,755,086	1,859,097	3.0 %
343.7300	Garbage & Trash Misc Charges	243	-	240	-	- %
343.7310	City Miscellaneous Solid Waste Services	6,953	9,632	9,500	7,500	(22.1)%
343.7350	Roll Off Services	191,882	155,000	253,858	167,620	8.1 %
343.7360	City Roll-Off Services	3,320	8,749	9,850	9,359	7.0 %
343.7370	City Roll-Off Event	659	1,000	554	500	(50.0)%
343.7800	Garbage Penalties	14,638	20,000	7,000	10,000	(50.0)%
	TOTAL UTILITY CHARGES	1,958,781	1,998,975	2,036,088	2,054,076	2.8 %
	TOTAL CHARGES FOR SERVICES	2,186,307	2,234,126	2,278,840	2,298,168	2.9 %
331.5003	FEMA: Hurricane Irma	290,736	-	7,183	-	- %
	TOTAL INTERGOVERNMENTAL REVENUE	290,736	-	7,183	-	- %
361.0100	Investment Earnings	15,403	10,000	11,000	5,000	(50.0)%
	TOTAL INTEREST REVENUE	15,403	10,000	11,000	5,000	(50.0)%
364.4100	Disposition Of Fixed Assets	3,680	-	-	-	- %
369.7100	Other Misc Revenue	30,000	30,000	30,000	30,000	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	664	-	326	-	- %
	TOTAL MISCELLANEOUS REVENUE	34,344	30,000	30,326	30,000	- %
383.7001	Capital Lease Inception - EF	-	-	-	56,667	- %
383.7000-9762	Capital Lease Inception - FPL	-	6,847	-	-	(100.0)%
	Total Debt/Lease Proceeds	-	6,847	-	56,667	727.6 %
399.0000	Funding From Fund Balance - Outstanding Enc	-	322	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	-	-	23,000	- %
	Total Non-Revenue Sources	-	322	-	23,000	7,042.9 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

403-000 - SOLID WASTE REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
403-000						
	TOTAL OTHER FINANCING SOURCES	-	7,169	-	79,667	1,011.3 %
	TOTAL REVENUE	<u>\$ 2,526,790</u>	<u>\$ 2,281,295</u>	<u>\$ 2,327,349</u>	<u>\$ 2,412,835</u>	<u>5.8 %</u>



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Solid Waste Department – 534

Solid Waste - 403

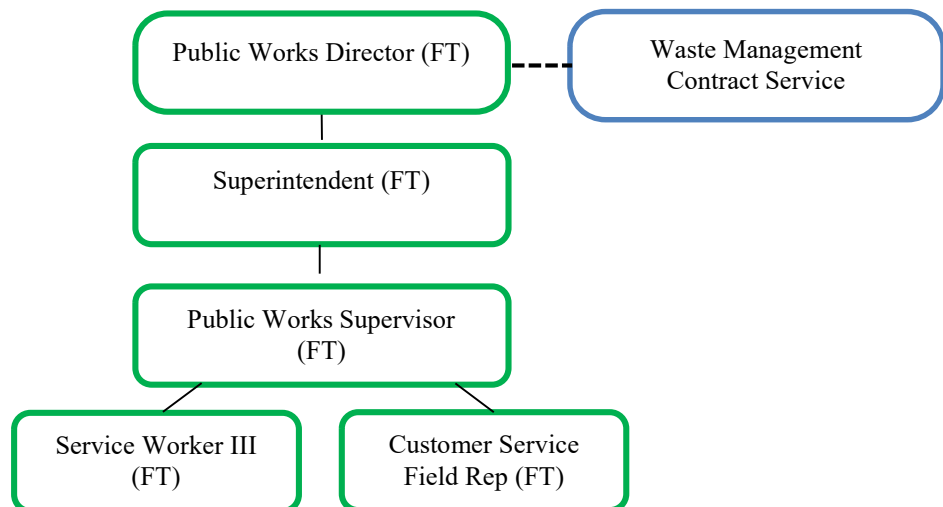
Department Mission:

To provide customers with exceptional waste collection, recycling and disposal services that protect, preserve and improve the environment and quality of life in the community.

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

Organizational Chart:



Department Objectives:

- Maintain high quality services
- Maintain high quality level of communication between the City and the hauler
- Keep communication with Utility Billing to ensure timely and accurate billing
- Enter into new contract to assure citizens a fair and continual rate
- Maintain good communication with the citizens
- Keep communication with citizens for better recycling

Goals & Accomplishments:

- Improve our service throughout the City for efficient and responsive turnaround time.
- Increase communication in reference to the city roll of service.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Solid Waste Department – 534

Solid Waste - 403

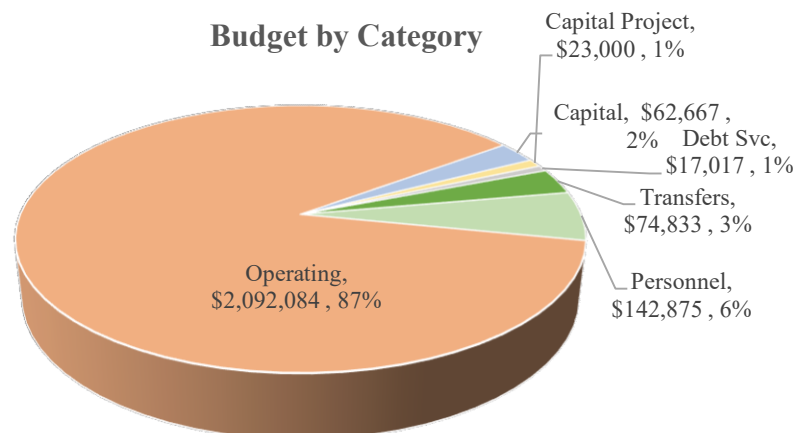
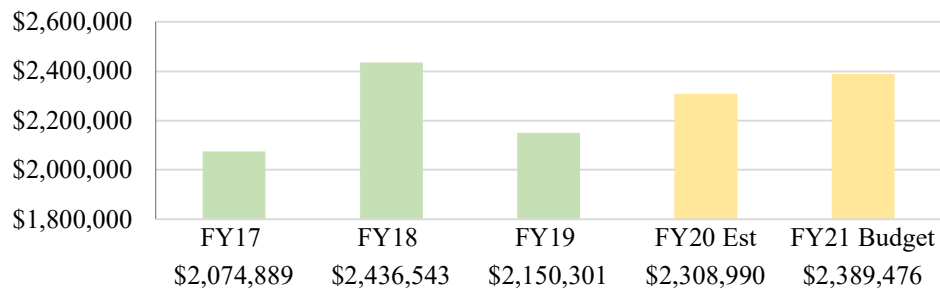
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Total tons recycled (New)				
City Roll off Service Request	21	17	38	50

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Grapple Truck 33% Share	56,667
Current Revenue	20 Yard Rolloff Container	6,000
Fund Balance	Public Work Electrical Upgrade	8,000
Fund Balance	Public Works Storage Building	15,000
Total		\$85,667

Departmental Expenditures





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

403-534 - SOLID WASTE
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
403-534						
	EXPENDITURES					- %
512.0100	Regular Salaries	97,330	116,388	116,824	99,140	(14.8)%
514.0100	Overtime - GE	390	1,000	251	1,000	- %
514.0150	Overtime - Holiday General Employees	180	-	116	-	- %
521.0100	Fica Taxes	7,377	8,981	8,940	7,661	(14.7)%
522.2100	Retirement General Employee	21,505	21,681	22,368	14,941	(31.1)%
523.0100	Health Insurance	13,452	19,635	19,634	18,655	(5.0)%
523.0300	Insurance & EAP	344	382	382	327	(14.4)%
524.0100	Workers' Compensation	1,371	1,912	1,915	1,896	(0.8)%
529.9900	Reimbursement Of Personnel Costs	(338)	-	-	-	- %
	Total Personnel Expenses	141,611	169,979	170,430	143,620	(15.5)%
531.1600	Contract Services	1,897,167	1,959,594	1,990,000	2,034,097	3.8 %
540.5100	Travel and Per Diem	-	100	18	1,000	900.0 %
541.1100	Communications	1,288	1,440	1,440	2,160	50.0 %
543.1100	Solid Waste Disposal Fees	12,889	24,000	22,000	24,000	- %
545.1200	Insurance	5,519	5,268	5,452	5,416	2.8 %
546.3400	Repair & Maintenance	74	3,600	750	3,600	- %
546.4000	Vehicle Repair & Maintenance	478	3,000	1,980	3,300	10.0 %
547.5100	Printing And Binding	-	275	142	400	45.5 %
549.9600	Bank Service Charges	521	750	625	800	6.7 %
552.1500	Fuel and Lubricants	7,484	10,000	7,500	10,000	- %
552.2300	Operating Expenses	1,088	700	1,000	1,000	42.9 %
552.3900	Safety Program Expense	290	600	300	750	25.0 %
552.4200	Small Tools/Equipment	11	1,395	1,000	2,500	79.2 %
552.5100	Uniform Purchases And Cleaning	453	1,100	1,000	1,100	- %
554.0100	Non-Capitalized Equipment	-	927	927	861	(7.1)%
555.1300	Technical/Training	217	700	418	1,100	57.1 %
559.0100	Depreciation Expense	6,264	-	6,264	-	- %
595.0000	Doubtful Accts Exp	5,429	-	-	-	- %
595.1000	Bad Debt Expense	5,801	-	-	-	- %
595.4500	OPEB Expense	146	-	-	-	- %
	Pension Expense - Enterprise Fnds	(20,381)	-	-	-	- %
	Total Operating Expenses	1,924,738	2,013,449	2,040,816	2,092,084	3.9 %
562.0000-9762	Improvements - FPL	-	6,847	6,847	-	(100.0)%
564.0100	Machinery & Equipment	-	6,000	6,000	6,000	- %
564.4900	Capital Leases	-	-	-	56,667	- %
	Total Capital Purchases	-	12,847	12,847	62,667	387.8 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

403-534 - SOLID WASTE
Cost Center Summary

Account		2019	2020	2020	2021	% Change
403-534	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
571.0100	Princ - Lease	8,053	8,272	8,269	8,492	2.7 %
571.0100-9762	Princ - Lease FPL	-	-	-	543	- %
572.0100	Interest Expense - Lease	669	456	453	236	(48.2)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	202	- %
573.0500	New Debt Service	-	-	-	7,544	- %
	Total Debt Service	8,722	8,728	8,722	17,017	95.0 %
591.0100	Transfer Out - Admin Services	75,228	76,292	76,292	74,447	(2.4)%
	Total Transfers-Out	75,228	76,292	76,292	74,447	(2.4)%
	TOTAL EXPENDITURES	\$ 2,150,299	\$ 2,281,295	\$ 2,309,107	\$ 2,389,835	4.8 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Solid Waste - 534

Solid Waste Fund - 403

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 534-Solid Waste			
403-534-512.0100 Regular Salaries			
Regular Salaries	1	99,140	99,140
Totals For Gl# 403-534-512.0100-Regular Salaries			99,140
403-534-514.0100 Overtime - GE			
Overtime	1,000.00	1	1,000
Totals For Gl# 403-534-514.0100-Overtime - GE			1,000
403-534-521.0100 FICA Taxes			
FICA Taxes	1	7,661	7,661
Totals For Gl# 403-534-521.0100-FICA Taxes			7,661
403-534-522.2100 Retirement General Employee			
General Employees Pension	1	14,941	14,941
Totals For Gl# 403-534-522.2100-Retirement General Employee			14,941
403-534-523.0100 Health Insurance			
Health Insurance - 3 Employee - 1 At 60%	1	18,655	18,655
Totals For Gl# 403-534-523.0100-Health Insurance			18,655
403-534-523.0300 Life Insurance & EAP			
Life Insurance	1	327	327
Totals For Gl# 403-534-523.0300-Life Insurance & EAP			327
403-534-524.0100 Workers' Compensation			
Workers' Compensation	1	1,896	1,896
Totals For Gl# 403-534-524.0100-Workers' Compensation			1,896
403-534-531.1600 Contract Services			
Waste Management Contract (2.16% Increase As Per CPI)	1	2,032,984	2,032,984
GPS Device Annually 17302;17325;20511	3	371	1,113
Totals For Gl# 403-534-531.1600-Contract Services			2,034,097
403-534-540.5100 Travel/Perdiem			
Travel/Perdiem	1	1,000	1,000
Totals For Gl# 403-534-540.5100-Travel/Perdiem			1,000
403-534-541.1100 Communications			
Cell-Service-Solid Waste	1	720	720
Cell Service-Supervisor	1	720	720
Cell-Service-Solid Waste Customer Service	1	720	720
Totals For Gl# 403-534-541.1100-Communications			2,160



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Solid Waste - 534

Solid Waste Fund - 403

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 534-Solid Waste			
403-534-543.1100 Solid Waste Disposal Fees			
Disposal Fees - CRR Yard Waste	1	12,000	12,000
Disposal Fees - Roll Off, Leana Road	1	12,000	12,000
Totals For Gl# 403-534-543.1100-Solid Waste Disposal Fees			24,000
403-534-545.1200 Insurance			
Gen Liab,Auto,Property Insurance	4	1,354	5,416
Totals For Gl# 403-534-545.1200-Insurance			5,416
403-534-546.3400 Repair & Maintenance			
Vehicle-Equipment Maintenance- Clam Tr	1	1,200	1,200
Vehicle Maint - Roll Off Truck	1	1,200	1,200
Misc. Repairs	1	1,200	1,200
Totals For Gl# 403-534-546.3400-Repair & Maintenance			3,600
403-534-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair	3	1,100	3,300
Totals For Gl# 403-534-546.4000-Vehicle Repair & Maintenance			3,300
403-534-547.5100 Printing And Binding			
Business Cards-Reorder	1	100	100
Office Supplies	1	300	300
Totals For Gl# 403-534-547.5100-Printing And Binding			400
403-534-549.9600 Bank Service Charges			
Banking Charges	1	800	800
Totals For Gl# 403-534-549.9600-Bank Service Charges			800
403-534-552.1500 Fuel And Lubricants			
Fuel-Oil-Lub- Supervisor Truck F150	1	10,000	10,000
Totals For Gl# 403-534-552.1500-Fuel And Lubricants			10,000
403-534-552.2300 Operating Expenses			
Coffee-Toner-Water Services	1	1,000	1,000
Totals For Gl# 403-534-552.2300-Operating Expenses			1,000
403-534-552.3900 Safety Program Expense			
Safety Footwear-2 Employees	2	125	250
Warehouse Issues	1	500	500
Totals For Gl# 403-534-552.3900-Safety Program Expense			750



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Solid Waste - 534

Solid Waste Fund - 403

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 534-Solid Waste			
403-534-552.4200 Small Tools/Equipment			
Misc Hand Tools As Needed	1	2,500	2,500
Totals For Gl# 403-534-552.4200-Small Tools/Equipment			2,500
403-534-552.5100 Uniform Purchases And Cleaning			
Uniforms-2 Employees	2	400	800
Shirts For Supervisor	1	300	300
Totals For Gl# 403-534-552.5100-Uniform Purchases And Cleaning			1,100
403-534-554.0100 Non-Capitalized Equipment			
Dell Inspiron 2 In 1 With Useful Camera	1	861	861
Totals For Gl# 403-534-554.0100-Non-Capitalized Equipment			861
403-534-555.1300 Technical/Training			
Training - 1 Employees	2	300	600
Training - Supervisor	1	500	500
Totals For Gl# 403-534-555.1300-Technical/Training			1,100
403-534-564.0100 Machinery & Equipment			
20 Yard Rolloff	2	3,000	6,000
Totals For Gl# 403-534-564.0100-Machinery & Equipment			6,000
403-534-564.4900 Capital Leases			
2020 Grapple Truck	1	56,667	56,667
Totals For Gl# 403-534-564.4900-Capital Leases			56,667
403-534-571.0100 Princ - Lease			
P# 11-14 FA#20511 Ford F-150	4	2,123	8,492
Totals For Gl# 403-534-571.0100-Princ - Lease			8,492
403-534-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	543	543
Totals For Gl# 403-534-571.0100-9762-Princ - Lease FPL			543
403-534-572.0100 Int Exp - Lease			
P# 11-14 FA#20511 Ford F-150	4	59	236
Totals For Gl# 403-534-572.0100-Int Exp - Lease			236
403-534-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	202	202
Totals For Gl# 403-534-572.0100-9762-Int Exp - Lease FPL			202



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Solid Waste - 534

Solid Waste Fund - 403

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 534-Solid Waste			
403-534-573.0500 New Debt Service			
2020 Grapple Truck (1/3 Shared)	2	3,772	7,544
Totals For Gl# 403-534-573.0500-New Debt Service			7,544
403-534-591.0100 Transfer To General Fund - Allocations			
Allocation	1	74,447	74,447
Totals For Gl# 403-534-591.0100-Transfer To General Fund - Allocations			74,447
Totals For Dept 534-Solid Waste			2,389,835



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432 - WATER AND SEWER FUND
Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$20,585,498	\$22,673,995	\$22,673,995	\$ 30,339,995	33.8 %
Revenues					
Grants	436,415	5,654,906	5,853,877	319,468	- %
Charges for Services	7,473,395	7,620,320	7,820,205	7,965,266	4.5 %
Impact Fees	106,632	-	458,284	-	- %
Interest Revenue	163,701	50,000	80,867	40,000	(20.0)%
Miscellaneous	151,732	56,328	72,488	750	(98.7)%
Non-Revenue/Fund Balance	-	2,911,773	-	1,923,821	(33.9)%
Total Revenues	8,331,875	16,293,327	14,285,721	10,249,305	(37.1)%
Expenses					
Cross Connect	142,073	216,897	174,391	217,431	0.2 %
Water Department	1,879,273	1,881,279	2,100,202	1,862,894	(1.0)%
Sewer Department	957,020	835,443	1,151,685	671,099	(19.7)%
Customer Service	402,541	453,792	448,575	469,091	3.4 %
WWTP	1,932,569	1,899,395	1,934,428	1,917,556	1.0 %
Grants - Non Capital Expenses	-	20,000	7,000	-	(100.0)%
Capital Expense	3,445,549	9,494,058	9,510,792	3,071,149	(67.7)%
Debt Service	4,131,206	954,773	1,017,308	1,428,956	49.7 %
Transfer Out	742,455	652,886	652,886	611,129	(6.4)%
Total Expenditure	13,632,686	16,408,523	16,997,267	10,249,305	(37.5)%
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(5,300,811)	(115,196)	(2,711,546)	-	- %
Conversion to Full Accrual	(7,389,308)	(7,421,086)	(10,377,546)	(2,438,497)	(67.1)%
Excess Revenue Over (Under) Expenditures	2,088,497	7,305,890	7,666,000	2,438,497	(66.6)%
Total net Position, End of Year	22,673,995	29,979,885	30,339,995	32,778,492	9.3 %
Net investments in capital assets	15,282,073	25,614,932	24,548,312	25,895,986	1.1 %
Restricted Net Position	474,997	474,997	893,911	893,911	(88.2)%
Unrestricted Net Position	6,916,925	3,889,956	4,897,772	5,988,595	54.0 %
Total net Position, End of Year	\$22,673,995	\$29,979,885	\$30,339,995	\$ 32,778,492	9.3 %

Capital Expenses includes department capital expense and fund level Capital Improvement projects.



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-000 - WATER AND SEWER REVENUE
Fund Revenue Summary

Account		2019	2020	2020	2021	% Change
432-000	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
331.3100-9030	CDBG System 4	\$ 367,712	\$ -	\$ 232,288	\$ -	- %
331.5003	FEMA: Hurricane Irma	27,846	-	1,495	-	- %
334.3500-1728	SRF - EQ Basin	-	5,634,906	5,616,364	319,468	(94.3)%
337.3050-9033	SWFWMD - Toilet Rebate	-	20,000	3,730	-	(100.0)%
337.4100	Capital Projects Retainage	40,857	-	-	-	- %
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	436,415	5,654,906	5,853,877	319,468	(94.4)%
341.9000	Charges for Emergency Services	8,906	-	6,720	-	- %
343.6100	Water Sales	3,802,682	3,900,000	4,056,226	4,168,753	6.9 %
343.3200	Water Service Installation	17,275	7,500	16,600	10,000	33.3 %
343.6800	Misc Water Charges	29,125	20,000	15,000	10,000	(50.0)%
343.6900	Reuse Penalties	34,779	25,000	15,333	15,000	(40.0)%
	Total Water Services	3,892,767	3,952,500	4,109,879	4,203,753	6.4 %
343.8100	Sewer Service Charges	3,349,576	3,466,320	3,508,014	3,570,763	3.0 %
343.5200	Sewer Connection Charges	22,800	10,000	18,000	10,000	- %
343.7700	Misc Sewer Charges	352	-	(2,206)	-	- %
343.7900	Sewer Penalties	25,898	18,000	10,761	10,000	(44.4)%
	Total Sewer Services	3,398,626	3,494,320	3,534,569	3,590,763	2.8 %
343.8500	Backflow Preventer Maint	180,074	170,000	174,453	170,000	- %
343.8700	Backflow Penalties	1,898	3,500	1,000	750	(78.6)%
	Total Cross Connect Services	181,972	173,500	175,453	170,750	(1.6)%
	TOTAL UTILITY SERVICES	7,473,365	7,620,320	7,819,901	7,965,266	4.5 %
361.0100	Investment Earnings	153,315	50,000	73,750	40,000	(20.0)%
361.0200	Interest Rev - Impact Fees	10,071	-	6,750	-	- %
361.0800	Interest Special Assmt	-	-	27	-	- %
361.0900	A/R Interest Charges	315	-	340	-	- %
	TOTAL INTEREST REVENUE	163,701	50,000	80,867	40,000	(20.0)%
341.3300	Impact Admin Fee	30	-	304	-	- %
362.4100	Rents Park -Taxable	-	-	25	-	- %
364.4100	Disposition Of Fixed Assets	8,005	-	-	-	- %
369.6700	Other Misc. Revenue-Returned	1,202	1,000	1,058	750	(25.0)%
	Check Chgs					
369.6800	Other Misc Rev/Refund Exp	19,850	-	-	-	- %
369.7000	Other Misc Revenue-Reimb-Veolia	112,428	55,328	55,328	-	(100.0)%
369.7400	Other Misc Revenue	-	-	11,518	-	- %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-000 - WATER AND SEWER REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
432-000						
369.7401	Other Misc Rev/Ins Premium Reimbursement	10,036	-	4,539	-	- %
369.8001	Over/Short Cash	211	-	20	-	- %
	TOTAL MISCELLANEOUS REVENUE	151,762	56,328	72,792	750	(98.7)%
324.2100	Impact Fees - Water (Residential)	17,989	-	12,698	-	- %
324.2150	Impact Fees - Sewer (Residential)	81,223	-	59,131	-	- %
324.2200	Impact Fees - Water (Commerical)	343	-	312,667	-	- %
324.2250	Impact Fees - Sewer (Commerical)	7,077	-	73,788	-	- %
	TOTAL IMPACT FEES	106,632	-	458,284	-	- %
OTHER FINANCING SOURCES						
383.7001	Capital Lease Inception - EF	-	257,646	-	392,500	52.3 %
383.7000-9762	Capital Lease Inception - FPL	-	115,195	-	-	(100.0)%
	Total Debt/Lease Proceeds	-	372,841	-	392,500	5.3 %
399.0000	Funding From Fund Balance - Outstanding Enc	-	1,033,785	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	1,620,342	-	1,531,321	(5.5)%
	Total Non-Revenue Sources	-	2,654,127	-	1,531,321	(42.3)%
	TOTAL OTHER FINANCING SOURCES	-	3,026,968	-	1,923,821	(36.4)%
	TOTAL WATER AND SEWER REVENUE	\$ 8,331,875	\$16,408,522	\$14,285,721	\$10,249,305	(37.5)%



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Cross Connect – 532

Water and Sewer Fund - 432

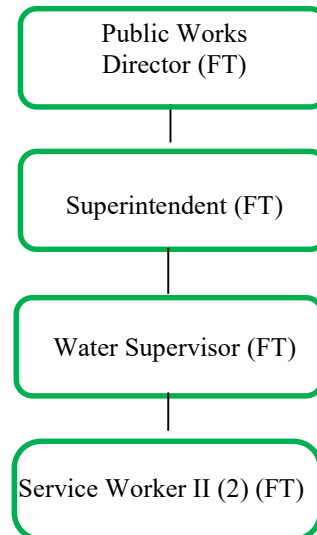
Department Mission:

Responsible for the protection of the public drinking water system, and the health, safety, and welfare of customers that utilize the system. This is accomplished through an assessment program that determines the level of protection (backflow prevention assembly) that must be provided at any point of connection to the distribution system. Additionally, a routine monitoring and inspection program helps locate and eliminate potentially harmful cross connections and sources of possible contamination.

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.

Organizational Chart:



Department Objectives:

- Ensure the safety of the City's drinking water.
- Remain up to date on all required licenses, permits and certifications.
- Keep devices tested and up to date.
- To maintain the accuracy of the backflow prevention schedule



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Cross Connection – 532

Water and Sewer Fund - 432

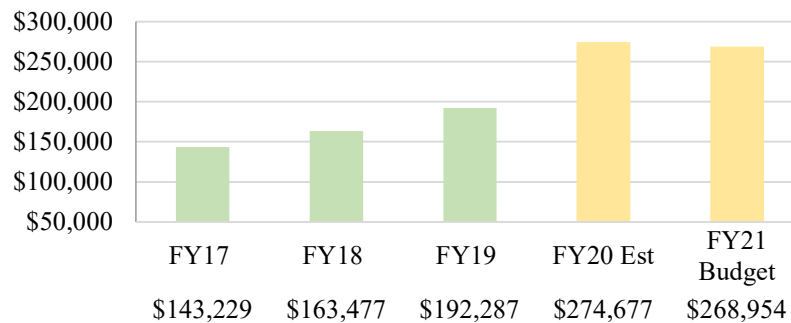
Goals & Accomplishments:

- Maintained certification and testing of all backflows based on schedule
- In FY2021, staff will need to fill vacancy and or certify current staff

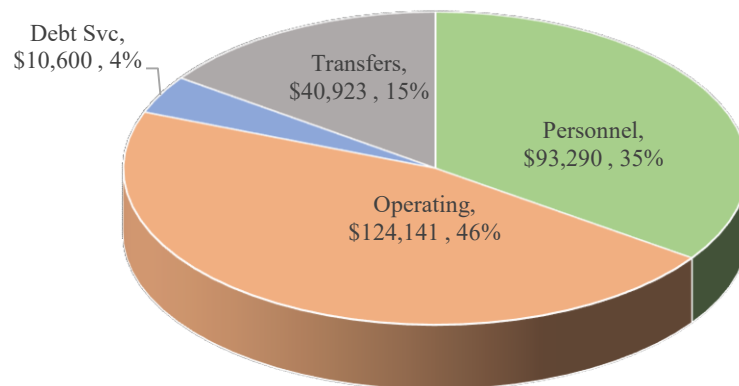
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
**Backflow tested and certified	898	3081	TBD	TBD
**Both Service Worker II position remained vacant throughout 2020 and currently working towards hiring certified staff.				

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-532 - CROSS CONNECT
Cost Center Summary

Account		2019	2020	2020	2021	% Change
432-532	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 47,995	\$ 61,174	\$ 34,842	\$ 59,392	(2.9)%
514.0100	Overtime - GE	1,374	3,000	603	3,000	- %
	Overtime - Holiday General					
514.0150	Employees	343	-	-	-	- %
521.0100	Fica Taxes	3,466	4,910	2,432	4,774	(2.8)%
522.2100	Retirement General Employee	10,621	11,853	6,926	9,309	(21.5)%
523.0100	Health Insurance	12,661	20,721	11,488	14,350	(30.7)%
523.0300	Insurance & EAP	170	201	109	194	(3.5)%
524.0100	Workers' Compensation	1,199	1,756	929	2,271	29.3 %
529.9900	Reimbursement Of Personnel Costs	(331)	-	-	-	- %
	Total Personnel Expenses	77,498	103,615	57,329	93,290	(32.1)%
531.0300	Membership Dues	-	-	70	-	- %
531.1600	Contract Services	39,120	74,316	74,316	75,371	1.4 %
540.5100	Travel and Per Diem	-	500	136	500	- %
545.1200	Insurance	2,843	3,252	3,179	3,256	0.1 %
546.3400	Repair & Maintenance	65	2,000	1,000	3,000	50.0 %
546.3600	Repair & Maintenance - Utility	8,844	22,000	22,000	30,000	36.4 %
546.4000	Vehicle Repair & Maintenance	682	2,000	1,200	2,000	- %
552.1500	Fuel and Lubricants	1,002	3,000	1,600	2,500	(16.7)%
552.2300	Operating Expenses	531	850	850	1,000	17.6 %
552.3900	Safety Program Expense	275	400	276	1,250	212.5 %
552.4200	Small Tools/Equipment	762	1,200	1,200	1,500	25.0 %
552.5100	Uniform Purchases And Cleaning	455	2,264	1,000	2,264	- %
555.1300	Technical/Training	-	1,500	239	1,500	- %
559.0100	Depreciation Expense	9,996	-	9,996	-	- %
	Total Operating Expenses	64,575	113,282	117,062	124,141	326.3 %
564.0100	Machinery & Equipment	-	3,500	2,737	-	(100.0)%
564.4900	Capital Leases	630	39,370	39,370	-	(100.0)%
	Total Capital Purchases	630	42,870	42,107	-	(200.0)%
571.0100	Principal	2,373	9,660	9,657	9,928	2.8 %
572.0100	Interest Expense	276	940	939	672	(28.5)%
	Total Debt Service	2,649	10,600	10,596	10,600	(25.7)%
591.0100	Transfer Out - Admin Services	46,933	47,608	47,608	40,923	(14.0)%
	Total Transfers-Out	46,933	47,608	47,608	40,923	(14.0)%
	TOTAL EXPENDITURES	\$ 192,285	\$ 317,975	\$ 274,702	\$ 268,954	54.5 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Cross Connect - 532

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 532-Cross Connect			
432-532-512.0100 Regular Salaries			
Regular Salaries	1	59,392	59,392
Totals For Gl# 432-532-512.0100-Regular Salaries			59,392
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	4,774	4,774
Totals For Gl# 432-532-521.0100-FICA Taxes			4,774
432-532-522.2100 Retirement General Employee			
General Employees Pension	1	9,309	9,309
Totals For Gl# 432-532-522.2100-Retirement General Employee			9,309
432-532-523.0100 Health Insurance			
Health Insurance - Employee	2	7,175	14,350
Totals For Gl# 432-532-523.0100-Health Insurance			14,350
432-532-523.0300 Life Insurance & EAP			
Life Insurance	1	194	194
Totals For Gl# 432-532-523.0300-Life Insurance & EAP			194
432-532-524.0100 Workers' Compensation			
Workers' Compensation	1	2,271	2,271
Totals For Gl# 432-532-524.0100-Workers' Compensation			2,271
432-532-531.1600 Contract Services			
Backflow Meter Testing FDEP Required	1	75,000	75,000
GPS Device Annually 17657	1	371	371
Totals For Gl# 432-532-531.1600-Contract Services			75,371
432-532-540.5100 Travel And Per Diem			
Obtain License - Certification	1	500	500
Totals For Gl# 432-532-540.5100-Travel And Per Diem			500
432-532-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	814	3,256
Totals For Gl# 432-532-545.1200-Insurance			3,256



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Cross Connect - 532

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 532-Cross Connect			
432-532-546.3400 Repair & Maintenance			
Equipment	1	2,000	2,000
Calibration	1	1,000	1,000
Totals For Gl# 432-532-546.3400-Repair & Maintenance			3,000
432-532-546.3600 Repair & Maintenance - Utility			
Backflow Repairs	1	30,000	30,000
Totals For Gl# 432-532-546.3600-Repair & Maintenance - Utility			30,000
432-532-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair	1	2,000	2,000
Totals For Gl# 432-532-546.4000-Vehicle Repair & Maintenance			2,000
432-532-552.1500 Fuel And Lubricants			
Fuel	1	2,500	2,500
Totals For Gl# 432-532-552.1500-Fuel And Lubricants			2,500
432-532-552.2300 Operating Expenses			
Central Store's Issues	1	1,000	1,000
Totals For Gl# 432-532-552.2300-Operating Expenses			1,000
432-532-552.3900 Safety Program Expense			
New Foot Wear	2	125	250
New-Safety Classes	2	500	1,000
Totals For Gl# 432-532-552.3900-Safety Program Expense			1,250
432-532-552.4200 Small Tools/Equipment			
Small Tools	1	1,500	1,500
Totals For Gl# 432-532-552.4200-Small Tools/Equipment			1,500
432-532-552.5100 Uniform Purchases And Cleaning			
Changeouts As Needed	2	100	200
Uniform Rental-2 Employees	2	1,032	2,064
Totals For Gl# 432-532-552.5100-Uniform Purchases And Cleaning			2,264
432-532-555.1300 Technical/Training			
Backflow Certifications	2	750	1,500
Totals For Gl# 432-532-555.1300-Technical/Training			1,500
432-532-571.0100 Princ - Lease			
P# 06-09 Ford Transit	4	2,482	9,928
Totals For Gl# 432-532-571.0100-Princ - Lease			9,928



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Cross Connect - 532**Water and Sewer Fund - 432**

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 532-Cross Connect			
432-532-572.0100 Int Exp - Lease			
P# 06-09 Ford Transit	4	168	<u>672</u>
Totals For Gl# 432-532-572.0100-Int Exp - Lease			672
 432-532-591.0100 Transfer To General Fund - Allocations			
41230	1	40,923	<u>40,923</u>
Totals For Gl# 432-532-591.0100-Transfer To General Fund - Allocations			40,923
 Totals For Dept 532-Cross Connect			 268,954



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Water Department – 533

Water and Sewer Fund - 432

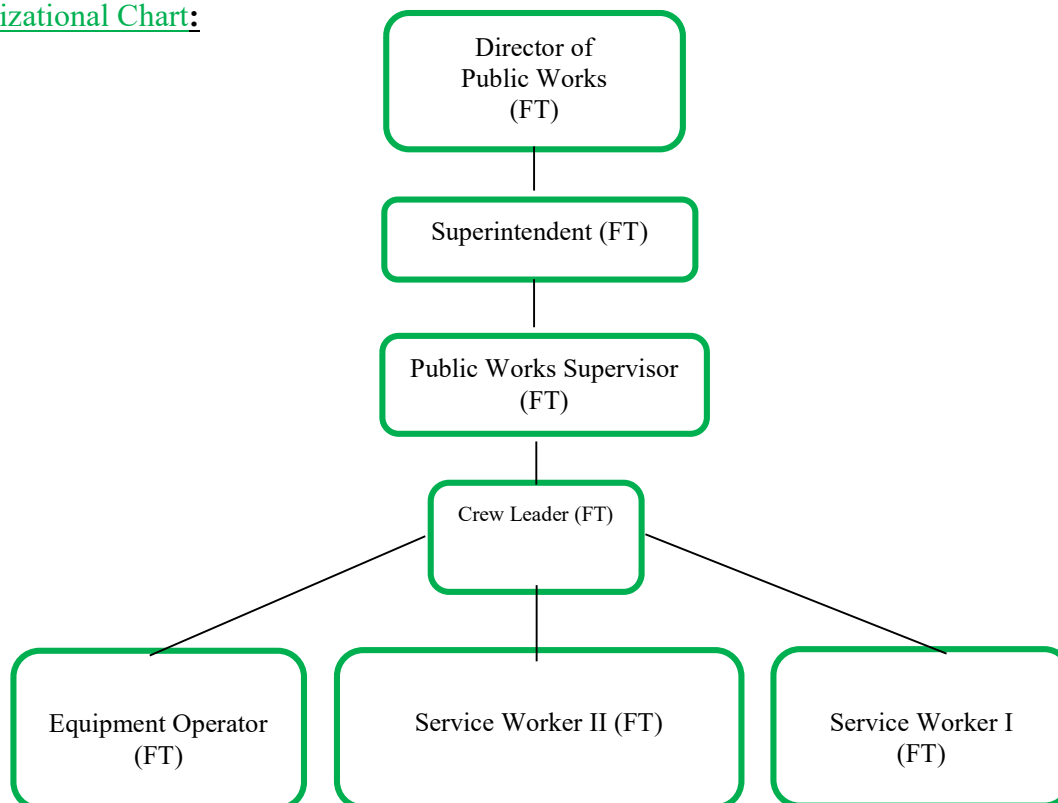
Department Mission:

The Water Department provides water services to businesses and residents in City along with a portion of the surrounding unincorporated Manatee County with emphasis on exceptional customer support and service. The Department's function is to provide the highest quality of water in the most efficient and cost-effective way possible to all customers. The goal is to continue to lead the water industry with innovative operating and maintenance processes, developed through training and engineering, while insuring the safety of our employees and the health, safety and welfare with approximately 5,000 customers.

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.

Organizational Chart:



Department Objectives:

- Increase number of fire hydrants.
- Provide adequate GIS and as-built records.
- Increase connections and services.
- Improve the quality of service.
- Improve maintenance and performance to services to all main lines.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Water Department – 533

Water and Sewer Fund - 432

Goals & Accomplishments:

- The department will continue to water quality control testing as per Florida State guidelines
- Continue to repair and replace old outdated water lines
- To provide training and state certification for current and new hires

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
New Connections	47	48	48	50
Water Mains (Miles)	74	74	74	74

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Vac Truck	117,500
Current Revenue	Telemetry Meters	22,000
Carryforward	I&I, Lift Station Upgrade, Water Line R&R	993,909
Current Revenue – Project	I&I Program	141,360
Current Revenue – Project	Public Works Electrical Upgrade	35,000
Current Revenue – Project	Public Works Storage Building	60,000
Total		\$1,369,769

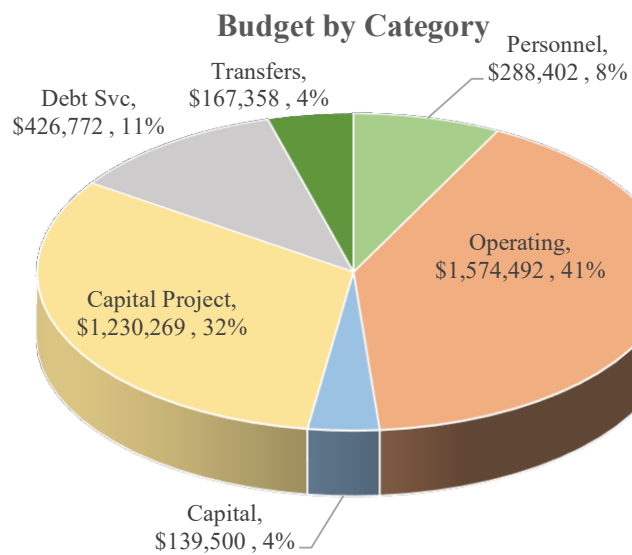
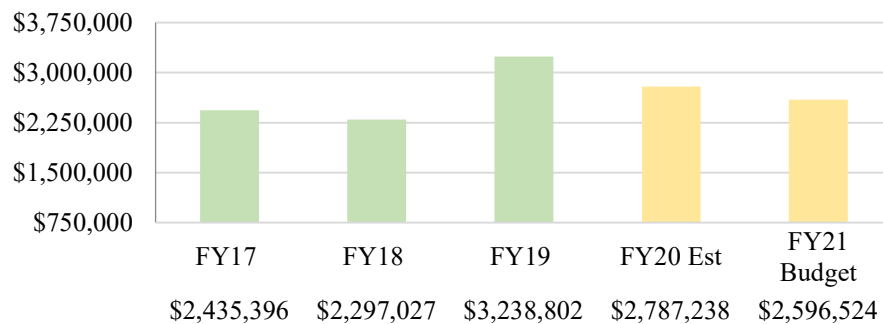


**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Water Department – 533

Water and Sewer Fund - 432

Departmental Expenditures





CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

432-533 - WATER DEPARTMENT

Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
432-533						
EXPENDITURES						
512.0100	Regular Salaries	\$ 126,981	\$ 192,175	\$ 149,276	\$ 191,566	(0.3)%
514.0100	Overtime - GE	1,017	8,000	1,132	8,000	- %
514.0150	Overtime - Holiday General Employees	191	-	-	-	- %
521.0100	Fica Taxes	9,223	15,314	10,994	15,267	(0.3)%
522.2100	Retirement General Employee	28,084	36,972	28,693	29,775	(19.5)%
523.0100	Health Insurance	22,955	40,356	30,887	35,875	(11.1)%
523.0300	Insurance & EAP	467	635	471	629	(0.9)%
524.0100	Workers' Compensation	3,192	5,525	3,857	7,290	31.9 %
	Total Personnel Expenses	192,110	298,977	225,310	288,402	(3.5)%
531.0100	Consulting	-	20,000	20,000	20,000	- %
531.0300	Membership Dues	-	-	35	35	- %
531.0600	Attorney Fees	-	1,000	1,000	1,000	- %
531.1600	Contract Services	8,082	2,102	2,496	2,226	5.9 %
531.2000	Engineering Services	-	12,000	12,000	12,000	- %
540.5100	Travel and Per Diem	252	2,000	500	3,000	50.0 %
541.1100	Communications	1,102	1,440	1,440	1,440	- %
543.0000	Utility Services	965	1,010	1,010	1,058	4.8 %
544.0500	Operating Lease	243	403	354	403	- %
544.1500	Rental Expenses	-	10,000	5,000	10,000	- %
545.1200	Insurance	8,830	8,052	8,154	10,090	25.3 %
545.9900	Insurance Contingency - Vehicle	18,373	-	-	-	- %
546.0500	Contamination Testing	12,520	14,455	14,455	15,000	3.8 %
546.3400-0000	Repair & Maintenance	484	4,000	3,000	5,000	25.0 %
546.3400-9033	Repair & Maintenance - Grant	-	20,000	7,000	20,000	- %
546.3600	Repair & Maintenance - Utility	70,465	85,000	85,000	85,000	- %
546.4000	Vehicle Repair & Maintenance	4,770	6,500	6,500	7,000	7.7 %
547.5100	Printing And Binding	52	1,200	600	1,200	- %
551.1200	Office Supplies	69	300	300	500	66.7 %
552.1500	Fuel and Lubricants	6,960	11,000	7,500	10,000	(9.1)%
552.2300	Operating Expenses	9,293	5,000	5,000	5,000	- %
552.3900	Safety Program Expense	552	1,800	1,714	2,125	18.1 %
552.4200	Small Tools/Equipment	3,202	4,600	4,600	5,300	15.2 %
552.5100	Uniform Purchases And Cleaning	864	3,800	1,428	4,000	5.3 %
552.6300	Water Purchased For Resale	1,309,710	1,364,742	1,311,293	1,350,254	(1.1)%
554.0100	Non-Capitalized Equipment	776	-	-	861	- %
555.1300	Technical/Training	619	1,898	967	2,000	5.4 %
559.0100	Depreciation Expense	373,546	-	373,546	-	- %
595.0000	Doubtful Accts Exp	(20,470)	-	-	-	- %
595.1000	Bad Debt Expense	6,418	-	-	-	- %
595.4500	OPEB Expense	906	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(131,420)	-	-	-	- %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-533 - WATER DEPARTMENT
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
432-533						
	Total Operating Expenses	1,687,163	1,582,302	1,874,892	1,574,492	(0.5)%
562.0000-9762	Improvements - FPL	-	15,977	15,977	-	(100.0)%
563.0200	Improvements Not Building	12,415	7,000	20,000	20,000	185.7 %
564.0100	Machinery & Equipment	-	-	-	2,000	- %
564.4900	Capital Leases	-	51,496	60,000	117,500	128.2 %
	Total Capital Purchases	12,415	74,473	95,977	139,500	87.3 %
571.0100	Princ - Lease	25,572	31,198	29,016	27,494	(11.9)%
571.0100-3659	Principal - Lease	132,967	135,244	135,242	137,556	1.7 %
571.0400	Principal - Loan 2004	839	-	-	-	- %
571.0500	Principal - Loan 2005	7,720	-	-	-	- %
571.0700	Principal - Loan 2007	46,107	-	-	-	- %
571.1400	Principal Payment - 2014 Loan	75,250	77,572	77,572	79,966	3.1 %
571.1900	Principal - Loan 2019	38,498	110,308	110,308	112,336	1.8 %
571.0100-9762	Princ - Lease FPL	-	-	-	1,266	- %
572.0100	Interest Expense - Lease	1,342	1,980	1,224	1,016	(48.7)%
572.0100-3659	Interest Expense - Lease	9,636	7,364	7,361	5,076	(31.1)%
572.0400	Interest Expense - Loan 2004	1,031	-	-	-	- %
572.0500	Interest Expense - Loan 2005	3,459	-	-	-	- %
572.0700	Interest Expense - Loan 2007	19,653	-	-	-	- %
572.1400	Interest Expense - Loan 2014	28,295	26,348	26,348	23,955	(9.1)%
572.1900	Interest Expense - Loan 2019	5,336	16,199	16,199	13,728	(15.3)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	472	- %
572.9000	Deferred Refunding Expense	2,755	-	8,265	8,265	- %
573.0500	New Debt Service	-	1,319	7,996	15,642	1,085.9 %
574.0000	Other financing uses	727,496	-	-	-	- %
	Total Debt Service	1,125,956	407,532	419,531	426,772	4.7 %
591.0100	Transfer Out - Admin Services	109,536	127,279	127,279	127,714	0.3 %
591.4400	Transfer To Stormwater - Subsidy	69,096	45,457	45,457	39,644	(12.8)%
591.4500	Transfer to Stormwater	42,523	-	-	-	- %
	Total Transfers-Out	221,155	172,736	172,736	167,358	(3.1)%
	TOTAL EXPENDITURES	\$ 3,238,799	\$ 2,536,020	\$ 2,788,446	\$ 2,596,524	2.4 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-Water Department			
432-533-512.0100 Regular Salaries			
Regular Salaries	1	191,566	191,566
Totals For Gl# 432-533-512.0100-Regular Salaries			191,566
432-533-514.0100 Overtime - GE			
Overtime	1	8,000	8,000
Totals For Gl# 432-533-514.0100-Overtime - GE			8,000
432-533-521.0100 FICA Taxes			
FICA Taxes	1	15,267	15,267
Totals For Gl# 432-533-521.0100-FICA Taxes			15,267
432-533-522.2100 Retirement General Employee			
General Employee Pension	1	29,775	29,775
Totals For Gl# 432-533-522.2100-Retirement General Employee			29,775
432-533-523.0100 Health Insurance			
Health Insurance - Employee	5	7,175	35,875
Totals For Gl# 432-533-523.0100-Health Insurance			35,875
432-533-523.0300 Life Insurance & EAP			
Life Insurance	1	629	629
Totals For Gl# 432-533-523.0300-Life Insurance & EAP			629
432-533-524.0100 Workers' Compensation			
Workers' Compensation	1	7,290	7,290
Totals For Gl# 432-533-524.0100-Workers' Compensation			7,290
432-533-531.0100 Consulting			
Consulting Services	1	20,000	20,000
Totals For Gl# 432-533-531.0100-Consulting			20,000
432-533-531.0300 Membership Dues			
FRWA	1	35	35
Totals For Gl# 432-533-531.0300-Membership Dues			35
432-533-531.0600 Attorney Fees			
Attorney Fee's	1	1,000	1,000
Totals For Gl# 432-533-531.0600-Attorney Fees			1,000
432-533-531.1600 Contract Services			
GPS Device Annually ;17442;17462;17653;20401;20507; 20676	6	371	2,226
Totals For Gl# 432-533-531.1600-Contract Services			2,226



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-Water Department			
432-533-531.2000 Engineering Services			
Engineering Services	1	12,000	12,000
Totals For Gl# 432-533-531.2000-Engineering Services			12,000
432-533-540.5100 Travel And Per Diem			
Water Distribution Courses	3	1,000	3,000
Totals For Gl# 432-533-540.5100-Travel And Per Diem			3,000
432-533-541.1100 Communications			
Cell Service - Supervisor	12	60	720
Cell Service - Crew Leader	12	60	720
Totals For Gl# 432-533-541.1100-Communications			1,440
432-533-543.0000 Utility Services			
City Of Palmetto Utilities	1	914	914
FPL	1	144	144
Totals For Gl# 432-533-543.0000-Utility Services			1,058
432-533-544.0500 Operating Lease			
Operating Lease-Copy Overages	1	75	75
RICOH MP2555 - Lease P# 28-36 Of 36	9	19	171
Pages Copied/Printed	1	100	100
New Lease	3	19	57
Totals For Gl# 432-533-544.0500-Operating Lease			403
432-533-544.1500 Rental Expenses			
Rental Expense	1	10,000	10,000
Totals For Gl# 432-533-544.1500-Rental Expenses			10,000
432-533-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	2,335	9,340
New Auto Overlap Insurance (Vactruck)	1	750	750
Totals For Gl# 432-533-545.1200-Insurance			10,090
432-533-546.0500 Contamination Testing			
Chemical Testing	1	15,000	15,000
Totals For Gl# 432-533-546.0500-Contamination Testing			15,000
432-533-546.3400 Repair & Maintenance			
Equipment Repairs	1	5,000	5,000
Totals For Gl# 432-533-546.3400-Repair & Maintenance			5,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-Water Department			
432-533-546.3400-9033 Repair And Maint - Toilet Rebate Program			
Toilet Rebate Program	1	20,000	20,000
Totals For Gl# 432-533-546.3400-9033-Repair And Maint - Toilet Rebate Program			20,000
432-533-546.3600 Repair & Maintenance - Utility			
Repair & Maintenance- Utility	1	85,000	85,000
Totals For Gl# 432-533-546.3600-Repair & Maintenance - Utility			85,000
432-533-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair	1	7,000	7,000
Totals For Gl# 432-533-546.4000-Vehicle Repair & Maintenance			7,000
432-533-547.5100 Printing And Binding			
Printing As Needed	1	1,200	1,200
Totals For Gl# 432-533-547.5100-Printing And Binding			1,200
432-533-551.1200 Office Supplies			
Office Supplies	1	500	500
Totals For Gl# 432-533-551.1200-Office Supplies			500
432-533-552.1500 Fuel And Lubricants			
Fuel Costs	1	10,000	10,000
Totals For Gl# 432-533-552.1500-Fuel And Lubricants			10,000
432-533-552.2300 Operating Expenses			
Maintenance Requirements	1	5,000	5,000
Totals For Gl# 432-533-552.2300-Operating Expenses			5,000
432-533-552.3900 Safety Program Expense			
Personal Protective Equipment	1	500	500
Safety Footwear Program	5	125	625
Safety Cones Shared Cost	1	1,000	1,000
Totals For Gl# 432-533-552.3900-Safety Program Expense			2,125
432-533-552.4200 Small Tools/Equipment			
Small Tools	1	4,000	4,000
EVX539 Digital Portable Radios	2	300	600
100 ft 12 Gauge Extension Cords	4	100	400
2 Inch Trash Pump	1	300	300
Totals For Gl# 432-533-552.4200-Small Tools/Equipment			5,300
432-533-552.5100 Uniform Purchases And Cleaning			
Uniform Rental-4 Employees	1	3,500	3,500
Supervisor Shirts	1	500	500
Totals For Gl# 432-533-552.5100-Uniform Purchases And Cleaning			4,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-Water Department			
432-533-552.6300 Water Purchased Fr Resale			
Water Purchased For Resale	1	1,350,254	1,350,254
Totals For Gl# 432-533-552.6300-Water Purchased Fr Resale			1,350,254
432-533-554.0100 Non-Capitalized Equipment			
Dell Inspiron 2 In 1 With Useful Camera	1	861	861
Totals For Gl# 432-533-554.0100-Non-Capitalized Equipment			861
432-533-555.1300 Technical/Training			
Water License Testing	2	1,000	2,000
Totals For Gl# 432-533-555.1300-Technical/Training			2,000
432-533-563.0200 Improvement Not Buildings-Meters			
Meters	1	20,000	20,000
Totals For Gl# 432-533-563.0200-Improvement Not Buildings-Meters			20,000
432-533-564.0100 Machinery & Equipment-Wtr Lines			
3000Watt Generator	1	2,000	2,000
Totals For Gl# 432-533-564.0100-Machinery & Equipment-Wtr Lines			2,000
432-533-564.4900 Capital Leases			
2020 Vac Truck (1/4 Shared)	1	117,500	117,500
Totals For Gl# 432-533-564.4900-Capital Leases			117,500
432-533-571.0100 Princ - Lease			
P# 15-16 FA#20401 Front End Loader	2	2,303	4,606
P# 11-14 FA#20507, 20489 Ford F-150 Mini Excavator	4	2,618	10,472
P# 03-06 Ford F450 Crew Cab	4	3,104	12,416
Totals For Gl# 432-533-571.0100-Princ - Lease			27,494
432-533-571.0100-3659 Princ - Lease			
P# 31-34 Of 40 Telemetry Meter	4	34,389	137,556
Totals For Gl# 432-533-571.0100-3659-Princ - Lease			137,556
432-533-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	1,266	1,266
Totals For Gl# 432-533-571.0100-9762-Princ - Lease FPL			1,266
432-533-571.1400 Principal Payment - 2014 Loan			
2014 Loan Principal Payment (25-28 Out Of 60 Pymts)	1	79,966	79,966
Totals For Gl# 432-533-571.1400-Principal Payment - 2014 Loan			79,966



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 533-Water Department			
432-533-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (4-5 Out Of 18 Pymts)	1	112,336	112,336
Totals For Gl# 432-533-571.1900-Princ-Keybank Loan 2019			112,336
432-533-572.0100 Int Exp - Lease			
P# 15-16 FA#20401 Front End Loader (1/4)	2	18	36
P# 11-14 FA#20507, 20489 Ford F-150 Mini Excavator	4	72	288
P# 03-06 Ford F450 Crew Cab	4	173	692
Totals For Gl# 432-533-572.0100-Int Exp - Lease			1,016
432-533-572.0100-3659 Int Exp - Lease			
P# 31-34 Of 40 Telemetry Meter	4	1,269	5,076
Totals For Gl# 432-533-572.0100-3659-Int Exp - Lease			5,076
432-533-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	472	472
Totals For Gl# 432-533-572.0100-9762-Int Exp - Lease FPL			472
432-533-572.1400 Interest Payment - 2014 Loan			
2014 Loan Interest (25-28 Out Of 60 Pymts)	1	23,955	23,955
Totals For Gl# 432-533-572.1400-Interest Payment - 2014 Loan			23,955
432-533-572.1900 Int Exp-Keybank Loan 2019			
Keybank Interest (4-5 Out Of 18 Pymts)	1	13,728	13,728
Totals For Gl# 432-533-572.1900-Int Exp-Keybank Loan 2019			13,728
432-533-572.9000 Deferred Refunding Exp			
Loss On Refunding	1	8,265	8,265
Totals For Gl# 432-533-572.9000-Deferred Refunding Exp			8,265
432-533-573.0500 New Debt Service			
2020 Vac Truck (1/4 Shared)		7,821	15,642
Totals For Gl# 432-533-573.0500-New Debt Service			15,642
432-533-591.0100 Transfer To General Fund - Allocations			
Allocations To General Fund	1	127,714	127,714
Totals For Gl# 432-533-591.0100-Transfer To General Fund - Allocations			127,714
432-533-591.4400 Transfer To Stormwater - Subsidy			
Stormwater Subsidy	1	39,644	39,644
Totals For Gl# 432-533-591.4400-Transfer To Stormwater - Subsidy			39,644
Totals For Dept 533-Water Department			2,596,524



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Sewer Department – 535

Water and Sewer Fund - 432

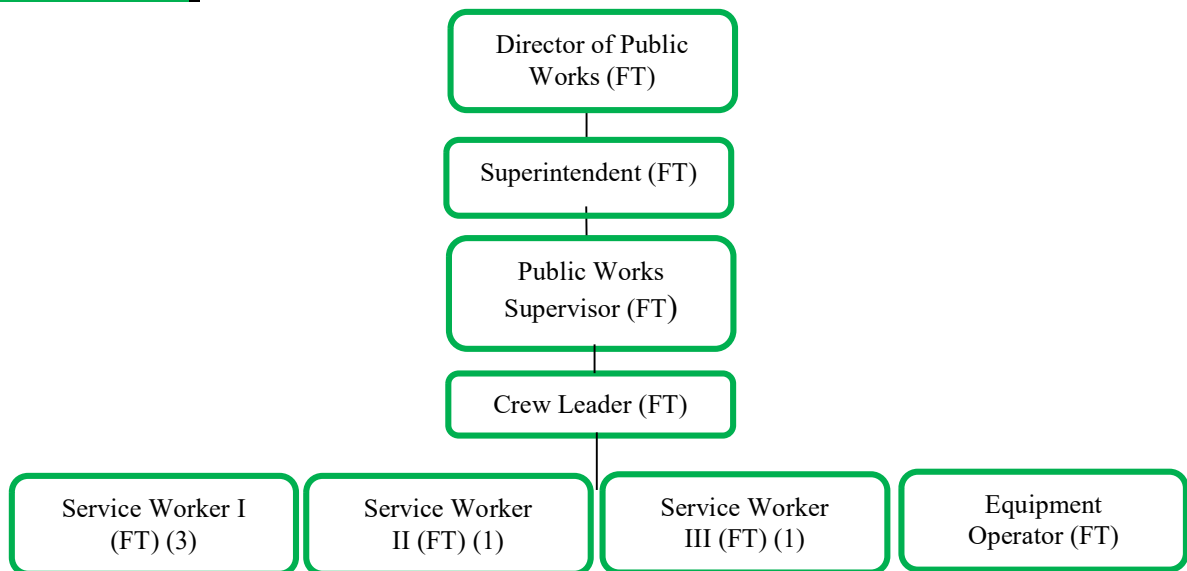
Department Mission:

The Sewer program provides for safe collection and transmission of wastewater through the City's underground sewer mains lines. The purpose of the Sewer program is to maintain the collection system in such a manner that protects the public safety, health and the environment.

Primary Duties:

Responsible for providing and maintaining a reliable and safe means of transporting sewage from customers to the Wastewater Treatment Facility. Install new services, maintain and repairing existing infrastructure and lift stations through the City.

Organizational Chart:



Department Objectives:

- To further investigate areas for I&I and resolve those issues as they are found or as budget will allow.
- Provide maintenance by cleaning, video inspecting mains & laterals and making repairs as necessary.
- Protect residents by decreasing the number of sanitary overflows through maintenance and repair reducing I&I.
- By reducing I&I monies can be saved by making the sanitary sewer system more efficient.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Sewer Department – 535

Water and Sewer Fund - 432

Goals & Accomplishments:

- The City contractor XXX of feet of sewer mains throughout the City
- Finalizing the construction of a two million gallon Equalization Basin
- Contractor mainholes

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Septic to Sewer Conversion (New)				5

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Vac Truck	157,500
Carryforward	Chloramine Project, EQ Basin, Sewer Lines	410,238
Current Revenue – Project	Chloramine Project, I&I Program	150,000
Fund Balance	Public Works Storage Building	60,000
Fund Balance	Public Works Electrical Upgrade,	35,000
Total		\$812,738

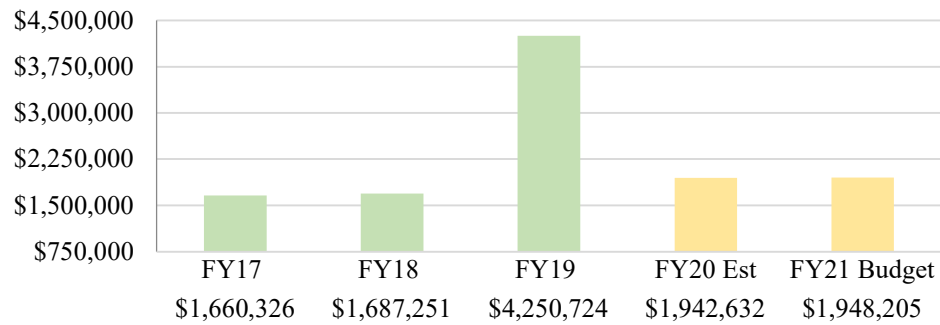


**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Sewer Department – 535

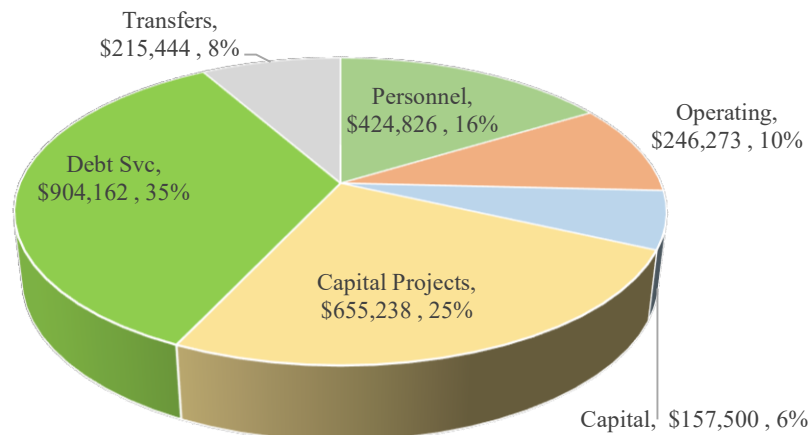
Water and Sewer Fund - 432

Departmental Expenditures



Note: FY19 actual includes a one-time expense for capital loan refinancing. The expense is offset by loan proceeds.

Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-535 - SEWER DEPARTMENT
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
432-535						
EXPENDITURES						
512.0100	Regular Salaries	\$ 229,361	\$ 275,602	\$ 233,122	\$ 277,883	0.8 %
514.0100	Overtime - GE	9,062	9,000	8,326	9,000	- %
514.0150	Overtime - Holiday General Employees	498	1,000	223	1,000	- %
521.0100	Fica Taxes	17,739	21,850	18,622	22,024	0.8 %
522.2100	Retirement General Employee	52,912	52,751	46,162	42,952	(18.6)%
523.0100	Health Insurance	36,959	58,406	47,651	64,029	9.6 %
523.0300	Insurance & EAP	867	907	758	914	0.8 %
524.0100	Workers' Compensation	4,671	5,281	4,027	7,024	33.0 %
529.9900	Reimbursement Of Personnel Costs	(978)	-	-	-	- %
Total Personnel Expenses		351,091	424,797	358,891	424,826	- %
531.0100	Consulting	-	10,000	10,000	-	(100.0)%
531.0300	Membership Dues	-	-	70	150	- %
531.1600	Contract Services	15,252	21,855	15,000	8,655	(60.4)%
531.2000	Engineering Services	2,183	15,864	15,864	15,000	(5.4)%
540.5100	Travel and Per Diem	216	3,000	180	2,000	(33.3)%
541.1100	Communications	1,259	1,488	1,488	1,488	- %
544.0500	Operating Lease	241	403	354	403	- %
544.1500	Rental Expenses	6,348	10,000	7,500	10,000	- %
545.1200	Insurance	10,542	11,312	11,552	12,816	13.3 %
545.9900	Insurance Contingency - Vehicle	-	-	1,251	-	- %
546.3400	Repair & Maintenance	11,907	63,125	63,125	48,750	(22.8)%
546.3600	Repair & Maintenance - Utility	83,713	180,000	180,000	70,000	(61.1)%
546.4000	Vehicle Repair & Maintenance	16,519	25,000	20,000	20,000	(20.0)%
551.1200	Office Supplies	99	700	250	700	- %
552.1500	Fuel and Lubricants	14,933	25,000	12,287	25,000	- %
552.2300	Operating Expenses	25,531	7,000	7,000	5,000	(28.6)%
552.3900	Safety Program Expense	982	6,000	6,000	6,250	4.2 %
552.4200	Small Tools/Equipment	3,991	3,300	3,300	2,500	(24.2)%
552.5100	Uniform Purchases And Cleaning	1,691	6,700	2,800	5,700	(14.9)%
554.0100	Non-Capitalized Equipment	2,978	12,899	12,899	6,861	(46.8)%
555.1300	Technical/Training	1,789	7,000	1,167	5,000	(28.6)%
559.0100	Depreciation Expense	420,707	-	420,707	-	- %
595.0000	Doubtful Accts Exp	(20,178)	-	-	-	- %
595.1000	Bad Debt Expense	5,226	-	-	-	- %
Total Operating Expenses		605,929	410,646	792,794	246,273	(40.0)%
562.0000-9762	Improvements - FPL	-	18,259	18,259	-	(100.0)%
564.0100	Machinery & Equipment	17,170	5,000	4,903	-	(100.0)%
564.4900	Capital Leases	-	-	-	157,500	- %
Total Capital Purchases		17,170	23,259	23,162	157,500	577.2 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-535 - SEWER DEPARTMENT
Cost Center Summary

Account		2019	2020	2020	2021	
432-535	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	% Change of Budget
571.0000	SRF Loan-Principal-Reuse Water	18,994	18,533	17,735	17,122	(7.6)%
571.0100	Princ - Lease	49,482	46,732	44,671	25,034	(46.4)%
571.0400	Principal - Loan 2004	34,447	-	-	-	- %
571.0500	Principal - Loan 2005	106,182	-	-	-	- %
571.0700	Principal - Loan 2007	72,895	-	-	-	- %
571.1900	Principal - Loan 2019	130,346	373,479	373,479	380,345	1.8 %
571.0100-9762	Princ - Lease FPL	-	-	-	1,447	- %
572.0000	Srf Loan-Interest-Reuse Water	4,604	3,908	3,940	3,791	(3.0)%
572.0100	Interest Expense - Lease	2,258	2,007	1,248	398	(80.2)%
572.0400	Interest Expense - Loan 2004	12,266	-	-	-	- %
572.0500	Interest Expense - Loan 2005	35,935	-	-	-	- %
572.0700	Interest Expense - Loan 2007	32,477	-	-	-	- %
572.1900	Interest Expense - Loan 2019	18,066	54,846	54,846	46,480	(15.3)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	539	- %
572.9000	Deferred Refunding Expense	9,328	-	27,984	27,984	- %
573.0500	New Debt Service	-	-	-	401,022	- %
574.0000	Other financing uses	2,463,147	-	-	-	- %
	Total Debt Service	2,990,427	499,505	523,903	904,162	81.0 %
591.0100	Transfer Out - Admin Services	178,792	198,424	198,424	175,800	(11.4)%
591.4400	Transfer To Stormwater - Subsidy	69,097	45,457	45,457	39,644	(12.8)%
591.4500	Transfer to Stormwater	38,217	-	-	-	- %
	Total Transfers-Out	286,106	243,881	243,881	215,444	(11.7)%
	TOTAL EXPENDITURES	\$ 4,250,723	\$ 1,602,088	\$ 1,942,631	\$ 1,948,205	21.6 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-Sewer Department			
432-535-512.0100 Regular Salaries			
Regular Salaries	1	277,883	277,883
Totals For Gl# 432-535-512.0100-Regular Salaries			277,883
432-535-514.0100 Overtime - GE			
Overtime - GE	1	9,000	9,000
Totals For Gl# 432-535-514.0100-Overtime - GE			9,000
432-535-514.0150 Overtime - Holiday GE			
Overtime - Holiday	1	1,000	1,000
Totals For Gl# 432-535-514.0150-Overtime - Holiday GE			1,000
432-535-521.0100 FICA Taxes			
FICA Taxes	1	22,024	22,024
Totals For Gl# 432-535-521.0100-FICA Taxes			22,024
432-535-522.2100 Retirement General Employee			
General Employees Pension	1	42,952	42,952
Totals For Gl# 432-535-522.2100-Retirement General Employee			42,952
432-535-523.0100 Health Insurance			
Health Insurance - Employee	6	7,175	43,050
Health Insurance - Child(Ern)	2	10,490	20,979
Totals For Gl# 432-535-523.0100-Health Insurance			64,029
432-535-523.0300 Life Insurance & EAP			
Life Insurance	1	914	914
Totals For Gl# 432-535-523.0300-Life Insurance & EAP			914
432-535-524.0100 Workers' Compensation			
Workers' Compensation	1	7,024	7,024
Totals For Gl# 432-535-524.0100-Workers' Compensation			7,024
432-535-531.0300 Membership Dues			
FRWA	3	50	150
Totals For Gl# 432-535-531.0300-Membership Dues			150
432-535-531.1600 Contract Services			
GPS Device Annually 17317,20202,20208,20211,20510	5	371	1,855
Granitenet Annual Software Support	1	6,800	6,800
Totals For Gl# 432-535-531.1600-Contract Services			8,655



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-Sewer Department			
432-535-531.2000 Engineering Services			
Engineering Services As Needed	1	15,000	15,000
Totals For Gl# 432-535-531.2000-Engineering Services			15,000
432-535-540.5100 Travel And Per Diem			
Travel And Per Diem	1	2,000	2,000
Totals For Gl# 432-535-540.5100-Travel And Per Diem			2,000
432-535-541.1100 Communications			
Cell Service-Foreman	12	60	720
Cell Service-Crew	12	4	48
Cell Service-Supervisor	12	60	720
Totals For Gl# 432-535-541.1100-Communications			1,488
432-535-544.0500 Operating Lease			
Pages Copied/Printed	1	75	75
RICOH MP2555 - Lease P# 16-27 Of 36	12	19	228
RICOH MP2555 Maint (12 Month)	1	100	100
Totals For Gl# 432-535-544.0500-Operating Lease			403
432-535-544.1500 Rental Expenses			
Rental Expenses As Needed	1	10,000	10,000
Totals For Gl# 432-535-544.1500-Rental Expenses			10,000
432-535-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	3,204	12,816
Totals For Gl# 432-535-545.1200-Insurance			12,816
432-535-546.3400 Repair & Maintenance			
Repairs And Maintenance	1	10,000	10,000
Manhole Ring & Covers	50	375	18,750
Cues Mainline Camera Repair	1	10,000	10,000
Vac Truck Equipment/Repair	1	5,000	5,000
Cues Push Camera Repair	1	5,000	5,000
Totals For Gl# 432-535-546.3400-Repair & Maintenance			48,750
432-535-546.3600 Repair & Maintenance - Utility			
Repair And Maintenance-Utilities	1	70,000	70,000
Totals For Gl# 432-535-546.3600-Repair & Maintenance - Utility			70,000
432-535-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair & Maintenance	1	20,000	20,000
Totals For Gl# 432-535-546.4000-Vehicle Repair & Maintenance			20,000



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-Sewer Department			
432-535-551.1200 Office Supplies			
Office Supplies As Needed	1	700	700
Totals For Gl# 432-535-551.1200-Office Supplies			700
432-535-552.1500 Fuel And Lubricants			
Fuel-Oil-Lubricants	1	25,000	25,000
Totals For Gl# 432-535-552.1500-Fuel And Lubricants			25,000
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	1,000	1,000
Safety Footwear Program	10	125	1,250
Safety Zone Signs	1	1,000	1,000
Safety Cones	1	1,000	1,000
Confined Space Equipment	1	2,000	2,000
Totals For Gl# 432-535-552.3900-Safety Program Expense			6,250
432-535-552.4200 Small Tools/Equipment			
Saws-Wrenches-Hand Tools	1	2,500	2,500
Totals For Gl# 432-535-552.4200-Small Tools/Equipment			2,500
432-535-552.5100 Uniform Purchases And Cleaning			
Supervisor's Uniforms		300	300
Uniform Rental-8 Employees		600	4,200
Uniform New Employees		600	1,200
Totals For Gl# 432-535-552.5100-Uniform Purchases And Cleaning			5,700
432-535-554.0100 Non-Capitalized Equipment			
Larger Tools As Needed	1	5,000	5,000
Office Equipment As Needed	1	1,000	1,000
Dell Inspiron 2 In 1 With Useful Camera	1	861	861
Totals For Gl# 432-535-554.0100-Non-Capitalized Equipment			6,861
432-535-555.1300 Technical/Training			
Technical And Training	1	5,000	5,000
Totals For Gl# 432-535-555.1300-Technical/Training			5,000



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-Sewer Department			
432-535-564.4900 Capital Leases			
2020 Ford F-250 Extended Cab	1	40,000	40,000
2020 Vac Truck	1	117,500	117,500
Totals For Gl# 432-535-564.4900-Capital Leases			157,500
432-535-571.0000 SRF Loan-Principal-Sewer Water			
Principal (5-6 Out Of 37 Pymts)	1	17,122	17,122
Totals For Gl# 432-535-571.0000-SRF Loan-Principal-Sewer Water			17,122
432-535-571.0100 Princ - Lease			
P# 15-16 FA#17484 Camera Retrofit, 20401 Front End Loader (1/4)	2	7,281	14,562
P# 11-14 FA#20489, 20510 Mini-Excavator, Ford F-150	4	2,618	10,472
Totals For Gl# 432-535-571.0100-Princ - Lease			25,034
432-535-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	1,447	1,447
Totals For Gl# 432-535-571.0100-9762-Princ - Lease FPL			1,447
432-535-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (4-5 Out Of 18 Pymts)	1	380,345	380,345
Totals For Gl# 432-535-571.1900-Princ-Keybank Loan 2019			380,345
432-535-572.0000 SRF Loan-Interest-Sewer			
Interest SRF (5-6 Out Of 37 Pymts)	1	3,791	3,791
Totals For Gl# 432-535-572.0000-SRF Loan-Interest-Sewer			3,791
432-535-572.0100 Int Exp - Lease			
P# 15-16 FA#17484 Camera Retrofit, 20401 Front End Loader (1/4)	2	55	110
P# 11-14 FA#20489, 20510 Mini-Excavator, Ford F-150	4	72	288
Totals For Gl# 432-535-572.0100-Int Exp - Lease			398
432-535-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	539	539
Totals For Gl# 432-535-572.0100-9762-Int Exp - Lease FPL			539
432-535-572.1900 Int Exp-Keybank Loan 2019			
Keybank Interest (4-5 Out Of 18 Pymts)	1	46,480	46,480
Totals For Gl# 432-535-572.1900-Int Exp-Keybank Loan 2019			46,480
432-535-572.9000 Deferred Refunding Exp			
Loss On Refunding	1	27,984	27,984
Totals For Gl# 432-535-572.9000-Deferred Refunding Exp			27,984

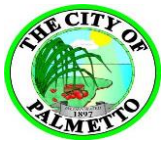


**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 535-Sewer Department			
432-535-573.0500 New Debt Service			
EQ Basin - Construction Loan (Payments 1-2 Of 40)	1	380,056	380,056
2020 Ford F250 P/U	2	2,662	5,324
2020 Vac Truck (1/4 Shared)	2	7,821	15,642
Totals For Gl# 432-535-573.0500-New Debt Service			401,022
432-535-591.0100 Transfer To General Fund - Allocations			
Allocations	1	175,800	175,800
Totals For Gl# 432-535-591.0100-Transfer To General Fund - Allocations			175,800
432-535-591.4400 Transfer To Stormwater - Subsidy			
Stormwater Subsidy	1	39,644	39,644
Totals For Gl# 432-535-591.4400-Transfer To Stormwater - Subsidy			39,644
Totals For Dept 535-Sewer Department			1,948,205



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Customer Service Department – 536

Water and Sewer Fund - 432

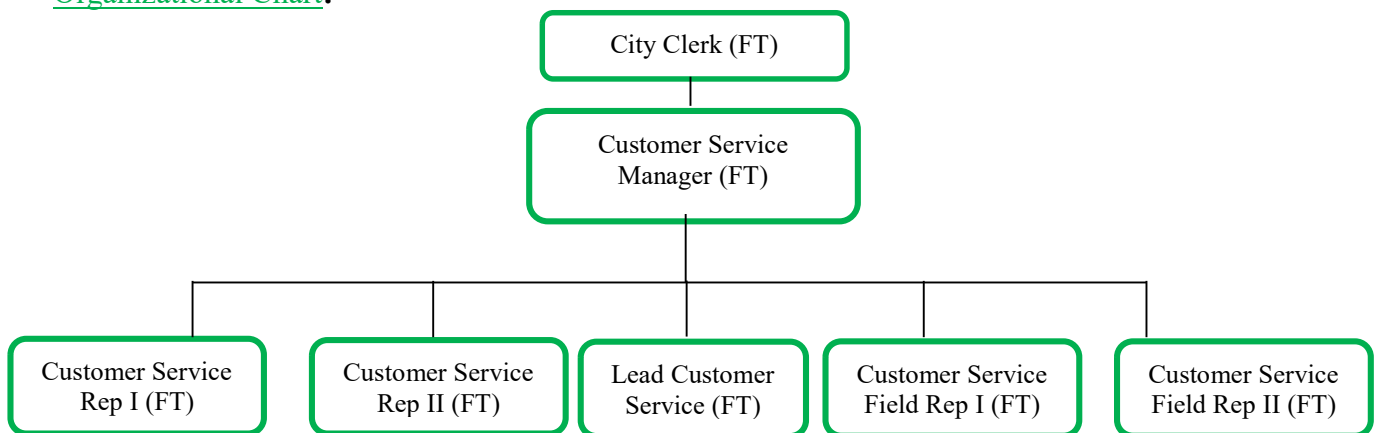
Department Mission:

To provide centralized customer service functions to customers of the City utilizing Water, Sewer, Solid Waste, Reclaimed Water, and Stormwater. The major areas associated with this responsibility include Meter Reading, Billing, Collections, and excellent customer service.

Primary Duties:

Responsible for calculation and preparation of customer bills, resolving billing exceptions, collection and processing service orders and special/final bill requests, and generating reports. Customer Service Field Representatives are responsible for securing accurate and timely readings. They record meter readings by automatic meter reading technology that interfaces with the Utility Billing System. They also performs special readings, leak notifications, and initiates service orders based on field observations.

Organizational Chart:

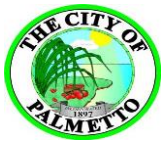


Department Objectives:

- Produce timely billing each and every time.
- Reduce the number of meter re-reads monthly.
- Keep accurate billing records resulting in few adjustments.
- Continuing education classes through online learning classes.

Goals & Accomplishments:

- Promotions for two of team members
- To communicate the advantages of going paperless
- Cross training each team member
- To complete an audit of major billing items
- Improved the number turn offs prior to FY 2019 by reaching out to customers
- To close the gap between the total water purchased and total water consumed
- To reduce collections per monthly average by reaching out to customers
- To maintain important and complete information from customers when establishing new accounts.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

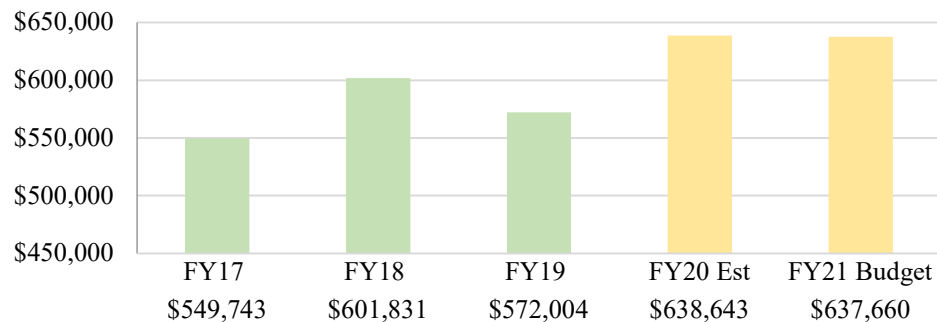
Customer Service Department – 536

Water and Sewer Fund - 432

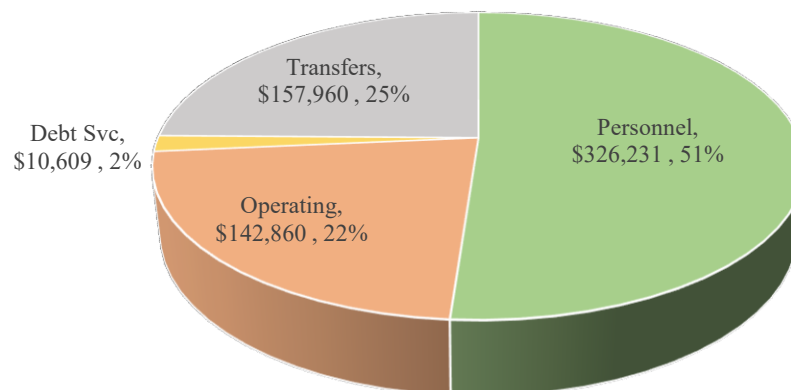
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Gallons Purchased (Water)		41,429,626	44,933,658	45,000,000
Gallons Sold (Consumption)		37,000,700	35,305,500	36,000,000
Customers Paperless	NA	20% of 4760	26% of 4811	30% of 4800
Avg Turn Offs per cycle	100+	50	35	35
Avg Collections per Month	40+	5	1-2	1-2

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-536 - CUSTOMER SERVICE
Cost Center Summary

Account		2019	2020	2020	2021	% Change
432-536	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
	EXPENDITURES					
512.0100	Regular Salaries	\$ 189,514	\$ 210,854	\$ 212,584	\$ 219,898	4.3 %
514.0100	Overtime - GE	458	1,000	103	1,000	- %
521.0100	Fica Taxes	13,318	16,353	14,919	16,972	3.8 %
522.2100	Retirement General Employee	42,265	39,484	40,582	33,100	(16.2)%
523.0100	Health Insurance	39,260	52,947	45,953	50,871	(3.9)%
523.0300	Insurance & EAP	714	693	693	723	4.3 %
524.0100	Workers' Compensation	1,771	1,938	1,853	2,718	40.2 %
529.0000	Career Advancement	-	1,922	-	949	(50.6)%
	Total Personnel Expenses	287,300	325,191	316,687	326,231	0.3 %
531.1600	Contract Services	3,135	1,742	1,742	2,242	28.7 %
540.5100	Travel and Per Diem	1,148	600	204	2,100	250.0 %
541.1100	Communications	1,344	1,320	2,580	2,220	68.2 %
542.1200	Postage/Mailing Service	31,313	36,400	36,230	36,400	- %
545.1200	Insurance	8,686	9,144	9,177	10,076	10.2 %
546.3400	Repair & Maintenance	4,059	4,315	4,150	5,762	33.5 %
546.4000	Vehicle Repair & Maintenance	361	2,000	2,000	2,000	- %
547.5100	Printing And Binding	4,734	6,500	6,500	7,500	15.4 %
549.9600	Bank Service Charges	43,004	47,000	50,450	52,000	10.6 %
551.1200	Office Supplies	1,246	3,500	3,500	3,125	(10.7)%
552.1500	Fuel and Lubricants	4,144	4,300	3,120	4,200	(2.3)%
552.2300	Operating Expenses	2,002	5,000	2,750	5,000	- %
552.3900	Safety Program Expense	102	620	250	1,320	112.9 %
552.4200	Small Tools/Equipment	2,337	1,540	1,855	1,600	3.9 %
552.5100	Uniform Purchases And Cleaning	971	2,060	1,654	2,060	- %
554.0100	Non-Capitalized Equipment	515	-	-	2,000	- %
555.1300	Technical/Training	2,013	2,560	1,599	3,255	27.1 %
559.0100	Depreciation Expense	4,127	-	4,127	-	- %
	Total Operating Expenses	115,241	128,601	131,888	142,860	11.1 %
562.0000-9762	Improvements - FPL	-	7,360	7,359	-	(100.0)%
564.0100	Machinery & Equipment	2,597	7,500	7,500	-	(100.0)%
	Total Capital Purchases	2,597	14,860	14,859	-	(100.0)%
571.0100	Princ - Lease	11,444	12,237	11,713	9,070	(25.9)%
571.0100-9762	Princ - Lease FPL	-	-	-	980	- %
572.0100	Interest Expense - Lease	730	647	460	194	(70.0)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	365	- %
	Total Debt Service	12,174	12,884	12,173	10,609	(17.7)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-536 - CUSTOMER SERVICE
Cost Center Summary

Account		2019	2020	2020	2021	% Change
432-536	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
591.0100	Transfer Out - Admin Services	154,693	163,036	163,036	157,960	(3.1)%
	Total Transfers-Out	154,693	163,036	163,036	157,960	(3.1)%
	TOTAL EXPENDITURES	\$ 572,005	\$ 644,572	\$ 638,643	\$ 637,660	(1.1)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-Customer Service			
432-536-512.0100 Regular Salaries			
Regular Salaries	1	219,898	219,898
Totals For Gl# 432-536-512.0100-Regular Salaries			219,898
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	16,972	16,972
Totals For Gl# 432-536-521.0100-FICA Taxes			16,972
432-536-522.2100 Retirement General Employee			
General Employee Pension	1	33,100	33,100
Totals For Gl# 432-536-522.2100-Retirement General Employee			33,100
432-536-523.0100 Health Insurance			
Health Insurance - Employee	2	7,175	14,350
Health Insurance - Family	1	15,541	15,541
Health Insurance - Children	2	10,490	20,980
Totals For Gl# 432-536-523.0100-Health Insurance			50,871
432-536-523.0300 Life Insurance & EAP			
Life Insurance	1	723	723
Totals For Gl# 432-536-523.0300-Life Insurance & EAP			723
432-536-524.0100 Workers' Compensation			
Workers' Compensation	1	2,718	2,718
Totals For Gl# 432-536-524.0100-Workers' Compensation			2,718
432-536-529.0000 Career Advancement			
1518 Career Advancement	1	949	949
Totals For Gl# 432-536-529.0000-Career Advancement			949
432-536-531.1600 Contract Services			
Fees For Collection Services	1	1,500	1,500
GPS Annually 20455,20483	2	371	742
Totals For Gl# 432-536-531.1600-Contract Services			2,242
432-536-540.5100 Travel And Per Diem			
CSR Mileage And Per Diem	4	125	500
Training Conference: Hotel Expense	4	400	1,600
Totals For Gl# 432-536-540.5100-Travel And Per Diem			2,100



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-Customer Service			
432-536-541.1100 Communications			
Cell Service Customer Service	12	40	480
Cell Service 2 Field Reps	12	145	1,740
Totals For Gl# 432-536-541.1100-Communications			2,220
432-536-542.1200 Postage/Mailing Service			
City Hall Postage Meter	4	600	2,400
Mailing Service - Utility Bills	1	34,000	34,000
Totals For Gl# 432-536-542.1200-Postage/Mailing Service			36,400
432-536-545.1200 Insurance			
General Liability, Auto, Property Insurance	4	2,519	10,076
Totals For Gl# 432-536-545.1200-Insurance			10,076
432-536-546.3400 Repair & Maintenance			
Neptune Meter Repairs Annual Support Mrx920 Mobile Collector 13721-00:	2	690	1,380
Neptune N_Sight Mobile Harware Annual Maint Advantage Ii 13721-002	2	208	416
Annual Support - R900 Bluetooth Belt Clip Transceiver 13721-008	2	325	650
Annual Support - N_Sight Host Software Mrx920V2 13720-101	2	1,658	3,316
Totals For Gl# 432-536-546.3400-Repair & Maintenance			5,762
432-536-546.4000 Vehicle Repair & Maintenance			
FA #17655 Vehicle Maintenance - Expedition	1	500	500
FA #20455 Vehicle Maintenance - Frontier	1	500	500
FA #20483 Vehicle Maintenance - Frontier	1	500	500
FA #17655 Vehicle Maintenance - Expedition Tires	1	500	500
Totals For Gl# 432-536-546.4000-Vehicle Repair & Maintenance			2,000
432-536-547.5100 Printing And Binding			
Utility Billing Paper, Mailing & Return Envelopes, Door Hangers	1	7,500	7,500
Totals For Gl# 432-536-547.5100-Printing And Binding			7,500
432-536-549.9600 Bank Service Charges			
Bank Charges	1	5,000	5,000
Credit Card Fees	1	47,000	47,000
Totals For Gl# 432-536-549.9600-Bank Service Charges			52,000
432-536-551.1200 Office Supplies			
Office Supplies	4	300	1,200
Toner Cartridges For Billing	7	275	1,925
Totals For Gl# 432-536-551.1200-Office Supplies			3,125



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-Customer Service			
432-536-552.1500 Fuel And Lubricants			
Fuel For Meter Reader Vehicles	1	4,200	4,200
Totals For Gl# 432-536-552.1500-Fuel And Lubricants			4,200
432-536-552.2300 Operating Expenses			
Manatee County Recording Fees	1	4,000	4,000
Ersi-Arcgis Online User License (Level 1 & 2)	2	500	1,000
Totals For Gl# 432-536-552.2300-Operating Expenses			5,000
432-536-552.3900 Safety Program Expense			
PPE Central Store Issues	2	150	300
Safety Shoes - Field Reps	2	125	250
Protective Personal Equip (PPE):Goggles, Rain Gear, Vests.	2	85	170
PPE Customer Service	4	150	600
Totals For Gl# 432-536-552.3900-Safety Program Expense			1,320
432-536-552.4200 Small Tools/Equipment			
Tools/Supplies For Field Reps	2	700	1,400
Scanner ID Card	1	200	200
Totals For Gl# 432-536-552.4200-Small Tools/Equipment			1,600
432-536-552.5100 Uniform Purchases And Cleaning			
Uniform Change Outs	2	50	100
Uniform Service - Rental	2	305	610
Uniform Shirts For CSR's ,Meter Readers, And Supervisor	6	225	1,350
Totals For Gl# 432-536-552.5100-Uniform Purchases And Cleaning			2,060
432-536-554.0100 Non Capitalized Equipment			
iPads	2	1,000	2,000
Totals For Gl# 432-536-554.0100-Non Capitalized Equipment			2,000
432-536-555.1300 Technical/Training			
Conference - Customer Service	4	400	1,600
Safety Programs By FLC	1	100	100
Water Distribution Course - Field Reps	2	225	450
FW&PCOA Backflow Repair Course & Exam	1	305	305
Fred Pryor Training	4	200	800
Totals For Gl# 432-536-555.1300-Technical/Training			3,255
432-536-571.0100 Princ - Lease			
P# 15-16 FA#20455 Pickup	2	1,447	2,894
P# 11-14 FA#20483 Nissan Frontier	4	1,544	6,176
Totals For Gl# 432-536-571.0100-Princ - Lease			9,070



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 536-Customer Service			
432-536-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	980	980
Totals For Gl# 432-536-571.0100-9762-Princ - Lease FPL			980
432-536-572.0100 Int Exp - Lease			
P# 15-16 FA#20455 Pickup	2	11	22
P# 11-14 FA#20483 Nissan Frontier	4	43	172
Totals For Gl# 432-536-572.0100-Int Exp - Lease			194
432-536-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	365	365
Totals For Gl# 432-536-572.0100-9762-Int Exp - Lease FPL			365
432-536-591.0100 Transfer To General Fund - Allocations			
Allocations	1	157,960	157,960
Totals For Gl# 432-536-591.0100-Transfer To General Fund - Allocations			157,960
Totals For Dept 536-Customer Service			637,660



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Waste Water Treatment Plant (WWTP) – 537

Water and Sewer Fund - 432

Department Mission:

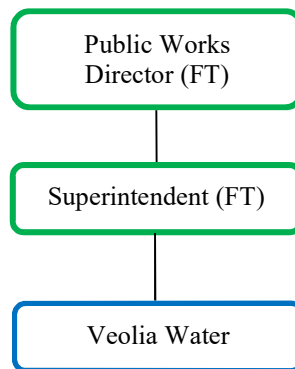
Collection and treatment of wastewater, as well as continuous maintenance and operation of the wastewater treatment plant and the collection system. Fully comply with all permit and regulatory requirements.

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.

Organizational Chart:

NO CITY EMPLOYEES



Department Objectives:

- Reduce gallons of sewage treated by reducing I&I.
- Reduce cost for operations through equalization of the flow through the WWTF.
- Maintaining 39 lift station throughout the City
- Maintain adequate supply of reclaimed water for use

Goals & Accomplishments:

- Completed two million gallon equalization basin to reduce inflow and infiltration
- Work towards all major lift stations to have generated power.
- To upgrade the SCADA system at the Lift Stations and power plant to measure the infiltration of water intrusion.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Waste Water Treatment Plant (WWTP) – 537

Water and Sewer Fund - 432

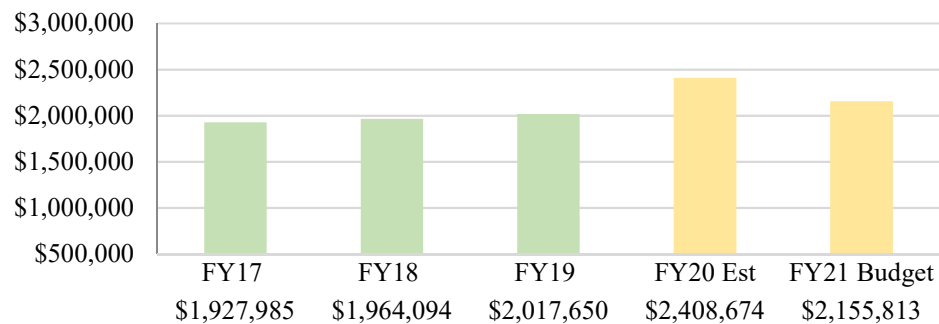
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
New Connections	47	48		
Lift Station with Generator power	20%	40%	40%	50%

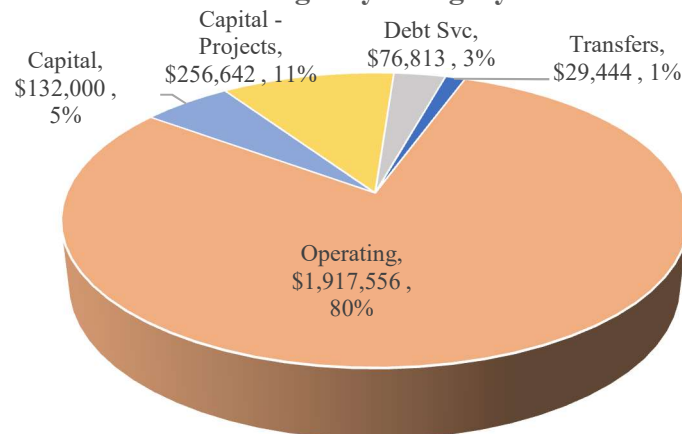
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Vac Truck	117,500
Current Revenue	John Deere Gator	14,500
Carry Forward	WWTP Upgrades	156,642
Fund Balance	WWTP Storage Facility	100,000
Total		\$388,642

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

432-537 - WWTP
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
432-537						
EXPENDITURES						
531.1600	Contract Services	\$ 1,536,148	\$ 1,567,173	\$ 1,561,030	\$ 1,583,938	1.1 %
531.2000	Engineering Services	40,491	10,000	10,000	-	(100.0)%
543.0000	Utility Services	222,843	231,417	220,500	225,000	(2.8)%
544.1500	Rental Expenses	5,486	3,829	3,829	4,000	4.5 %
545.1200	Insurance	56,049	63,376	55,930	60,468	(4.6)%
546.3400	Repair & Maintenance	2,048	10,000	5,000	12,000	20.0 %
546.4000	Vehicle Repair & Maintenance	5,154	6,000	6,000	6,500	8.3 %
552.0000	Operating Expenses - Veolia	679	3,000	1,500	3,150	5.0 %
552.1500	Fuel and Lubricants	2,317	3,000	8,633	20,000	566.7 %
552.2300	Operating Expenses	423	725	725	1,800	148.3 %
552.3900	Safety Program Expense	-	500	250	200	(60.0)%
552.4200	Small Tools/Equipment	-	100	100	500	400.0 %
555.1300	Technical/Training	-	275	-	-	(100.0)%
559.0100	Depreciation Expense	60,931	-	60,931	-	- %
	Total Operating Expenses	1,932,569	1,899,395	1,934,428	1,917,556	1.0 %
562.0000-9762	Improvements - FPL	-	68,599	68,599	-	(100.0)%
564.0100	Machinery & Equipment	51,512	122,649	132,263	14,500	(88.2)%
564.4900	Capital Leases	-	206,150	196,654	117,500	(43.0)%
	Total Capital Purchases	51,512	397,398	397,516	132,000	(66.8)%
571.0100	Princ - Lease	-	24,996	25,113	50,884	103.6 %
571.0100-9762	Princ - Lease FPL	-	-	-	5,435	- %
572.0100	Interest Expense - Lease	-	1,733	1,740	2,828	63.2 %
572.0100-9762	Int Exp - Lease FPL	-	-	-	2,024	- %
573.0500	New Debt Service	-	(2,477)	24,252	15,642	(731.5)%
	Total Debt Service	-	24,252	51,105	76,813	216.7 %
591.0100	Transfer Out - Admin Services	33,568	25,625	25,625	29,444	14.9 %
	Total Transfers-Out	33,568	25,625	25,625	29,444	14.9 %
	TOTAL EXPENDITURES	\$ 2,017,649	\$ 2,346,670	\$ 2,408,674	\$ 2,155,813	(8.1)%



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Waste Water Treatment Plant - 537

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 537-Waste Water Treatment Plant			
432-537-531.1600 Contract Services			
Contract-Veolia	1	1,583,718	1,583,718
Apex Pest Control	1	220	220
Totals For Gl# 432-537-531.1600-Contract Services			1,583,938
432-537-543.0000 Utility Services			
Utility Services-WWTP	1	225,000	225,000
Totals For Gl# 432-537-543.0000-Utility Services			225,000
432-537-544.1500 Rental Expenses			
Rental Expense - Generator	1	4,000	4,000
Totals For Gl# 432-537-544.1500-Rental Expenses			4,000
432-537-545.1200 Insurance			
B-1 Pollution And Remediation	1	3,350	3,350
Flood Insurance (May 2019)	1	7,270	7,270
Gen Liab-Auto-Property Insurance	4	12,462	49,848
Totals For Gl# 432-537-545.1200-Insurance			60,468
432-537-546.3400 Repair & Maintenance			
Repair And Maintenance	1	12,000	12,000
Totals For Gl# 432-537-546.3400-Repair & Maintenance			12,000
432-537-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair And Maintenance	1	6,500	6,500
Totals For Gl# 432-537-546.4000-Vehicle Repair & Maintenance			6,500
432-537-552.0000 Operating Expenses - Veolia			
Operating Expenses-Veolia	1	3,150	3,150
Totals For Gl# 432-537-552.0000-Operating Expenses - Veolia			3,150
432-537-552.1500 Fuel & Lubricants			
Fuel For Vehicles	1	20,000	20,000
Totals For Gl# 432-537-552.1500-Fuel & Lubricants			20,000
432-537-552.2300 Operating Expenses			
Fire Extinguisher Maint/Replace	1	800	800
Operating Expenses	1	1,000	1,000
Totals For Gl# 432-537-552.2300-Operating Expenses			1,800
432-537-552.3900 Safety Program Expense			
Personal Protective Equipment	1	200	200
Totals For Gl# 432-537-552.3900-Safety Program Expense			200



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Waste Water Treatment Plant - 537

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 537-Waste Water Treatment Plant			
432-537-552.4200 Small Tools/Equipment			
Tools As Needed	1	500	500
Totals For Gl# 432-537-552.4200-Small Tools/Equipment			500
432-537-564.0100 Machinery & Equipment			
JD Gator	1	14,500	14,500
Totals For Gl# 432-537-564.0100-Machinery & Equipment			14,500
432-537-564.4900 Capital Leases			
2020 Vac Truck (1/4 Shared)	1	117,500	117,500
Totals For Gl# 432-537-564.4900-Capital Leases			117,500
432-537-571.0100 Princ - Lease			
P# 03-06 Freighliner Auto Crane Truck/Fuel Trailer	4	12,721	50,884
Totals For Gl# 432-537-571.0100-Princ - Lease			50,884
432-537-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	5,435	5,435
Totals For Gl# 432-537-571.0100-9762-Princ - Lease FPL			5,435
432-537-572.0100 Int Exp - Lease			
P# 03-06 Freighliner Auto Crane Truck/Fuel Trailer	4	707	2,828
Totals For Gl# 432-537-572.0100-Int Exp - Lease			2,828
432-537-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	2,024	2,024
Totals For Gl# 432-537-572.0100-9762-Int Exp - Lease FPL			2,024
432-537-573.0500 New Debt Service			
2020 Vac Truck (1/4 Shared)	2	7,821	15,642
Totals For Gl# 432-537-573.0500-New Debt Service			15,642
432-537-591.0100 Transfer To General Fund - Allocations			
Allocations To General Fund	1	29,444	29,444
Totals For Gl# 432-537-591.0100-Transfer To General Fund - Allocations			29,444
Totals For Dept 537-Waste Water Treatment Plant			2,155,813



**CITY OF PALMETTO, FLORIDA
2019-2020 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
2020-2021 BUDGET

440 - STORMWATER FUND

Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 5,410,164	\$ 5,996,538	\$ 5,996,538	\$ 6,265,718	4.5 %
Revenues					
Intergovernmental Revenue	994	-	-	-	- %
Charges for Services	807,187	876,000	876,912	916,458	- %
Interest Revenue	10,747	4,000	6,500	3,000	(25.0)%
Miscellaneous	3,200	-	482	-	- %
Transfers In	578,933	129,707	129,707	79,288	(38.9)%
Non-Revenue/Fund Balance	-	212,721	-	281,153	32.2 %
Total Revenues	1,401,061	1,222,428	1,013,601	1,279,899	4.7 %
Expenses					
Personnel costs	268,667	276,361	246,987	248,108	(10.2)%
Operating Expense	348,246	107,742	321,552	115,045	6.8 %
Capital Expense	218,710	285,413	316,183	342,095	19.9 %
Debt Service	1,757,961	441,205	452,990	449,778	1.9 %
Transfer Out	128,174	122,548	122,548	124,873	1.9 %
Total Expenditure	2,721,758	1,233,269	1,460,260	1,279,899	3.8 %
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(1,320,697)	(10,841)	(446,659)	-	- %
Conversion to Full Accrual	(1,907,071)	(474,412)	(715,839)	(467,250)	(1.5)%
Excess Revenue Over (Under) Expenditures	586,374	463,571	269,180	467,250	0.8 %
Total net Position, End of Year	5,996,538	6,460,109	6,265,718	6,732,968	4.2 %
Net Investment in Capital Assets	5,237,380	5,924,513	5,741,868	(6,474,629)	(209.3)%
Restricted Net Position	177,065	177,065	177,065	177,065	- %
Unrestricted Net Position	582,093	358,531	346,785	13,030,532	3,534.4 %
Total net Position, End of Year	\$ 5,996,538	\$ 6,460,109	\$ 6,265,718	\$ 6,732,968	4.2 %

Capital Expenses includes department capital expense and fund level Capital Improvement projects.



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

440-000 - STORMWATER REVENUE
Fund Revenue Summary

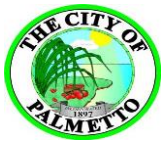
Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
440-000						
331.5003	FEMA: Hurricane Irma	\$ 994	\$ -	\$ -	\$ -	- %
	TOTAL	994	-	-	-	- %
	INTERGOVERNMENTAL/ GRANT REVENUE					
343.9100	Stormwater Charges	801,671	869,000	874,281	913,958	5.2 %
341.9000	Charges for Emergency Services	-	-	131	-	- %
343.9700	Stormwater Misc Charges	(92)	-	-	-	- %
343.9900	Stormwater Penalties	5,608	7,000	2,500	2,500	(64.3)%
	Total Stormwater Services	807,187	876,000	876,912	916,458	4.6 %
	TOTAL UTILITY SERVICES	807,187	876,000	876,912	916,458	4.6 %
361.0100	Investment Earnings	10,747	4,000	6,500	3,000	(25.0)%
	TOTAL INTEREST REVENUE	10,747	4,000	6,500	3,000	(25.0)%
364.4100	Disposition Of Fixed Assets	1,959	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	1,241	-	482	-	- %
	TOTAL MISCELLANEOUS REVENUE	3,200	-	482	-	- %
381.7046	Transfer in - Water	80,740	-	-	-	- %
381.7307	Transfer In - Subsidy - Road & Bridge	70,000	38,793	38,793	-	(100.0)%
381.7432	Transfer In - Subsidy - Water	69,096	45,457	45,457	39,644	(12.8)%
381.7433	Transfer In - Subsidy - Sewer	69,097	45,457	45,457	39,644	(12.8)%
381.9307-1942	Transfer In - R&B Capital	90,000	-	-	-	- %
381.9307-1943	Transfer in - 16th Ave Project	200,000	-	-	-	- %
	Total Transfers-In	578,933	129,707	129,707	79,288	(38.9)%
383.7001	Capital Lease Inception - EF	-	-	-	117,500	- %
383.7000-9762	Capital Lease Inception - FPL	-	10,842	-	-	(100.0)%
	Total Debt/Lease Proceeds	-	10,842	-	117,500	983.7 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

440-000 - STORMWATER REVENUE
Fund Revenue Summary

Account		2019	2020	2020	2021	% Change
440-000	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
399.0000	Funding From Fund Balance - Outstanding Enc	-	11,556	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	201,165	-	163,653	(18.6)%
	Total Non-Revenue Sources	-	212,721	-	163,653	(23.1)%
	TOTAL OTHER FINANCING SOURCES	578,933	353,270	129,707	360,441	2.0 %
	TOTAL STORMWATER REVENUES	\$ 1,401,061	\$ 1,233,270	\$ 1,013,601	\$ 1,279,899	3.8 %



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Stormwater Department – 538

Stormwater Fund - 440

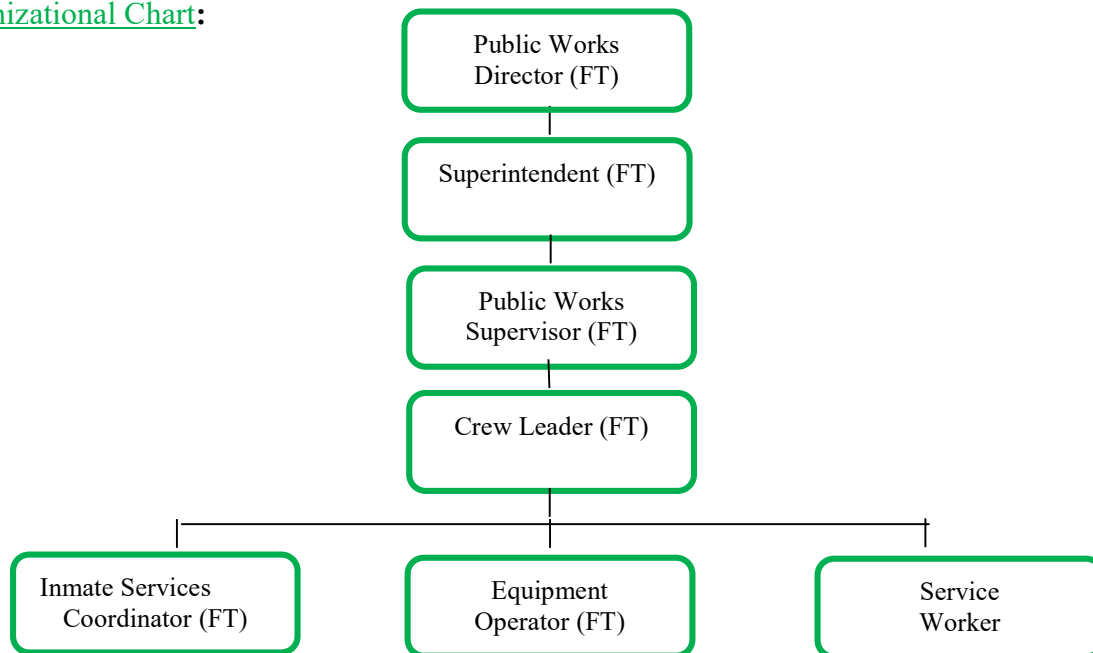
Department Mission:

To enhance the quality of life in Palmetto by providing environmental protection and flood control through stormwater management.

Primary Duties:

Responsible for the development of the stormwater management plan and improvement of storm water drainage quality. Maintenance of 64 storm sewer miles. Monitor all major outfalls (river/bay), compliance with National Pollution Discharge Elimination System (NPDES) permit through the Department of Environmental Protection (DEP).

Organizational Chart:



Department Objectives:

- Continue striving to alleviate all flooding within the City of Palmetto.
- Maintain ditches by mowing and reshaping to control flow and maintain some vegetation for filtering the water. Continue to install new Drainage pipes thru out the City of Palmetto.
- Control flooding thru out the City of Palmetto by repairing cleaning and replace storm pipes.
- Maintain all service connections and install new services. Make sure inspection are done thru out the City of Palmetto.
- Maintain 5,872 miles of roadway that removes approximately 1369 pounds of Phosphorus from the system.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Stormwater Department – 538

Stormwater Fund - 440

Goals & Accomplishments:

- Continue to clean the stormwater system for best water quality to control flooding
- Install additional water quality continuous deflective separation units (CDS) throughout the City.
- Maintain four silt boxes at various location throughout the City.

Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Continuous Deflective Separation (CDS)	2	3	3	5
Total Sweeper Miles (New)	4,480	5,430	4,968	5,000
Total Sweeper Debris removed - Tons (New)			1,895	2,000

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Vac Truck	117,500
Carryforward	Dredging Projects	90,247
Carryforward	Ward 1 Phase III	73,406
Current Revenue – Project	Dredging Projects	22,942
Current Revenue – Project	Public Works Electrical Upgrade	14,000
Current Revenue – Project	Public Works Storage Building	24,000
Total		\$342,095

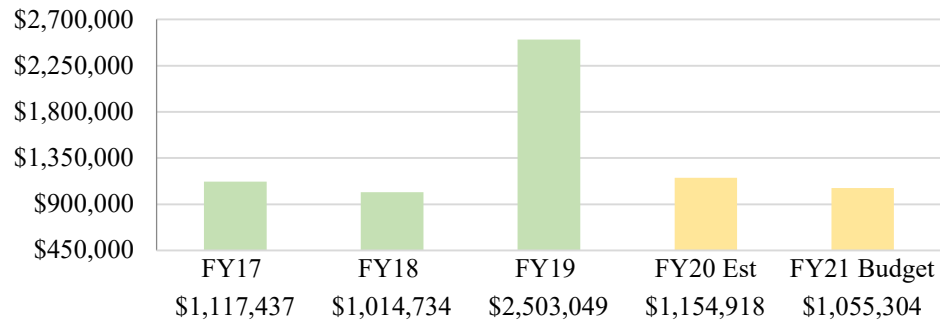


**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Stormwater Department – 538

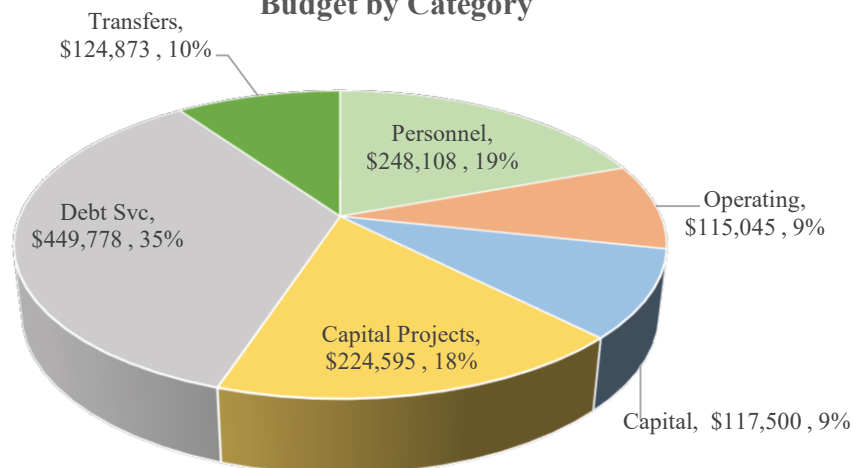
Stormwater Fund - 440

Departmental Expenditures



Note: FY19 actual includes a one-time expense for capital loan refinancing. The expense is offset by loan proceeds.

Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

440-538 - STORMWATER
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
440-538						
512.0100	Regular Salaries	\$ 174,814	\$ 182,802	\$ 164,952	\$ 157,600	(13.8)%
514.0100	Overtime - GE	6,555	5,000	3,248	5,000	- %
514.0150	Overtime - Holiday General	430	-	120	-	- %
	Employees					
521.0100	Fica Taxes	13,953	14,368	12,815	12,439	(13.4)%
522.2100	Retirement General Employee	40,752	34,687	32,224	24,260	(30.1)%
523.0100	Health Insurance	21,460	26,180	22,247	32,287	23.3 %
523.0300	Insurance & EAP	669	447	535	518	15.9 %
524.0100	Workers' Compensation	10,742	12,877	10,846	16,004	24.3 %
529.9900	Reimbursement Of Personnel Costs	(708)	-	-	-	- %
	Total Personnel Expenses	268,667	276,361	246,987	248,108	(10.2)%
531.0300	Membership Dues	-	-	35	-	- %
531.1600	Contract Services	19,162	28,155	28,155	31,855	13.1 %
531.2000	Engineering Services	350	7,000	7,000	-	(100.0)%
540.5100	Travel and Per Diem	16	2,000	68	2,000	- %
541.1100	Communications	2,179	2,352	2,068	2,652	12.8 %
544.0500	Operating Lease	221	328	319	328	- %
544.1500	Rental Expenses	-	1,000	2,000	2,000	100.0 %
545.1200	Insurance	8,116	8,012	15,791	17,674	120.6 %
545.9900	Insurance Contingency - Vehicle	-	-	166	-	- %
546.3400	Repair & Maintenance	5,773	8,500	8,500	10,500	23.5 %
546.4000	Vehicle Repair & Maintenance	4,453	7,500	7,500	8,000	6.7 %
547.5100	Printing And Binding	-	100	-	-	(100.0)%
549.9600	Bank Service Charges	389	450	400	450	- %
551.1200	Office Supplies	58	350	250	350	- %
552.1500	Fuel and Lubricants	11,152	14,000	11,742	15,000	7.1 %
552.2300	Operating Expenses	17,186	11,000	11,000	12,000	9.1 %
552.3900	Safety Program Expense	1,258	1,980	1,925	2,125	7.3 %
552.4200	Small Tools/Equipment	1,189	9,866	9,867	5,000	(49.3)%
552.5100	Uniform Purchases And Cleaning	1,269	2,050	1,250	2,050	- %
554.0100	Non-Capitalized Equipment	-	979	2,165	861	(12.1)%
554.1200	Publications	-	120	-	200	66.7 %
555.1300	Technical/Training	314	2,000	-	2,000	- %
559.0100	Depreciation Expense	211,351	-	211,351	-	- %
595.0000	Doubtful Accts Exp	(4,149)	-	-	-	- %
595.1000	Bad Debt Expense	80,740	-	-	-	- %
595.4500	OPEB Expense	277	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(13,058)	-	-	-	- %
	Total Operating Expenses	348,246	107,742	321,552	115,045	6.8 %
562.0000-9762	Improvements - FPL	-	10,842	10,842	-	(100.0)%
564.4900	Capital Leases	-	-	-	117,500	- %
	Total Capital Purchases	-	10,842	10,842	117,500	983.7 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

440-538 - STORMWATER
Cost Center Summary

Account		2019	2020	2020	2021	% Change
440-538	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
571.0000	SRF Loan-Principal-Reuse Water	172,282	177,542	177,542	182,962	3.1 %
571.0100	Princ - Lease	37,494	29,208	27,144	8,290	(71.6)%
571.0400	Principal - Loan 2004	27,036	-	-	-	- %
571.0500	Principal - Loan 2005	96,030	-	-	-	- %
571.0700	Principal - Loan 2007	1,613	-	-	-	- %
571.1900	Principal - Loan 2019	68,046	194,970	194,970	198,555	1.8 %
571.0100-9762	Princ - Lease FPL	-	-	-	859	- %
572.0000	Srf Loan-Interest-Reuse Water	12,446	9,588	9,588	4,168	(56.5)%
572.0100	Interest Expense - Lease	1,160	1,265	505	108	(91.5)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	320	- %
572.0400	Interest Expense - Loan 2004	8,917	-	-	-	- %
572.0500	Interest Expense - Loan 2005	31,046	-	-	-	- %
572.0700	Interest Expense - Loan 2007	1,731	-	-	-	- %
572.1900	Interest Expense - Loan 2019	9,431	28,632	28,632	24,265	(15.3)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	320	- %
572.9000	Deferred Refunding Expense	4,869	-	14,609	14,609	- %
573.0500	New Debt Service	-	-	-	15,642	- %
574.0000	Other financing uses	1,285,860	-	-	-	- %
	Total Debt Service	1,757,961	441,205	452,990	450,098	2.0 %
591.0100	Transfer Out - Admin Services	128,174	122,548	122,548	124,873	1.9 %
	Total Transfers-Out	128,174	122,548	122,548	124,873	1.9 %
	TOTAL EXPENDITURES	\$ 2,503,048	\$ 958,698	\$ 1,154,919	\$ 1,055,624	10.1 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-Stormwater Management			
440-538-512.0100 Regular Salaries			
Regular Salaries	1	157,600	157,600
Totals For Gl# 440-538-512.0100-Regular Salaries			157,600
440-538-514.0100 Overtime - GE			
Overtime	1	5,000	5,000
Totals For Gl# 440-538-514.0100-Overtime - GE			5,000
440-538-521.0100 FICA Taxes			
FICA Taxes	1	12,439	12,439
Totals For Gl# 440-538-521.0100-FICA Taxes			12,439
440-538-522.2100 Retirement General Employee			
General Employee Pension	1	24,260	24,260
Totals For Gl# 440-538-522.2100-Retirement General Employee			24,260
440-538-523.0100 Health Insurance			
Health Insurance - Employee - 1 At 50%	1	32,287	32,287
Totals For Gl# 440-538-523.0100-Health Insurance			32,287
440-538-523.0300 Life Insurance & EAP			
Life Insurance	1	518	518
Totals For Gl# 440-538-523.0300-Life Insurance & EAP			518
440-538-524.0100 Workers' Compensation			
Workers' Compensation	1	16,004	16,004
Totals For Gl# 440-538-524.0100-Workers' Compensation			16,004
440-538-531.1600 Contract Services			
Environmental Services	1	30,000	30,000
GPS Device Annually 17318;17484;18027; 20210;20318	5	371	1,855
Totals For Gl# 440-538-531.1600-Contract Services			31,855
440-538-540.5100 Travel And Per Diem			
Travel And Per Diem	1	2,000	2,000
Totals For Gl# 440-538-540.5100-Travel And Per Diem			2,000
440-538-541.1100 Communications			
Cell Service-Supervisor	12	60	720
Cell Service-Foreman	12	60	720
Cell Service-Roadgang	12	60	720
Aircard	12	37	444
Cell Service - Utility Crew	12	4	48
Totals For Gl# 440-538-541.1100-Communications			2,652



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-Stormwater Management			
440-538-544.0500 Operating Lease			
RICOH MP2555 - Lease P# 28-36 Of 36	9	19	171
Pages Copied/Printed	1	100	100
New Lease	3	19	57
Totals For Gl# 440-538-544.0500-Operating Lease			328
440-538-544.1500 Rental Expenses			
Rental Equipment	1	2,000	2,000
Totals For Gl# 440-538-544.1500-Rental Expenses			2,000
440-538-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	4,356	17,424
New Vehicle Overlap Insurance (Vactruck)	1	250	250
Totals For Gl# 440-538-545.1200-Insurance			17,674
440-538-546.3400 Repair & Maintenance			
Repair And Maintenance	1	10,500	10,500
Totals For Gl# 440-538-546.3400-Repair & Maintenance			10,500
440-538-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair	1	8,000	8,000
Totals For Gl# 440-538-546.4000-Vehicle Repair & Maintenance			8,000
440-538-549.9600 Bank Service Charges			
Bank Charges	1	450	450
Totals For Gl# 440-538-549.9600-Bank Service Charges			450
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	15,000	15,000
Totals For Gl# 440-538-552.1500-Fuel And Lubricants			15,000
440-538-552.2300 Operating Expenses			
Operating Expenses	1	12,000	12,000
Totals For Gl# 440-538-552.2300-Operating Expenses			12,000
440-538-552.3900 Safety Program Expense			
Safety Program - Cones	1	1,100	1,100
Signs For Truck (Safety Zone)	1	400	400
Safety Shoes	5	125	625
Totals For Gl# 440-538-552.3900-Safety Program Expense			2,125



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-Stormwater Management			
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			
Dell Inspiron 2 In 1 With Useful Camera	1	861	861
Totals For Gl# 440-538-554.0100-Non-Capitalized Equipment			861
440-538-554.1200 Publications			
NPDES Flyers	1	200	200
Totals For Gl# 440-538-554.1200-Publications			200
440-538-555.1300 Technical/Training			
Technical Training	1	2,000	2,000
Totals For Gl# 440-538-555.1300-Technical/Training			2,000
440-538-564.4900 Capital Leases			
2020 Vac Truck (1/4 Shared)	1	117,500	117,500
Totals For Gl# 440-538-564.4900-Capital Leases			117,500
440-538-571.0000 Srf Loan-Principal-Stormwater			
SRF Stormwater Loan Principal (17-18 Out Of 18 Pymts)	1	182,962	182,962
Totals For Gl# 440-538-571.0000-Srf Loan-Principal-Stormwater			182,962
440-538-571.0100 Princ - Lease			
P# 15-16 FA#17484 Camera Retrofit, 20401 Front End Loader (1/4)	2	3,523	7,046
P# 11-14 20489 Mini-Excavator	4	311	1,244
Totals For Gl# 440-538-571.0100-Princ - Lease			8,290
440-538-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	859	859
Totals For Gl# 440-538-571.0100-9762-Princ - Lease FPL			859
440-538-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (4-5 Out Of 18 Pymts)	1	198,555	198,555
Totals For Gl# 440-538-571.1900-Princ-Keybank Loan 2019			198,555



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 538-Stormwater Management			
440-538-572.0000 SRF Loan-Interest-Stormwater			
SRF Stormwater Loan Interest (17-18 Out Of 18 Pymts)	1	4,168	4,168
Totals For Gl# 440-538-572.0000-SRF Loan-Interest-Stormwater			4,168
440-538-572.0100 Int Exp - Lease			
P# 15-16 FA#17484 Camera Retrofit, 20401 Front End Loader (1/4	2	26	52
P# 11-14 20489 Mini-Excavator	4	14	56
Totals For Gl# 440-538-572.0100-Int Exp - Lease			108
440-538-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	320	320
Totals For Gl# 440-538-572.0100-9762-Int Exp - Lease FPL			320
440-538-572.1900 Int-Keybank Loan 2019			
Keybank Interest (4-5 Out Of 18 Pymts)	1	24,265	24,265
Totals For Gl# 440-538-572.1900-Int-Keybank Loan 2019			24,265
440-538-572.9000 Deferred Refunding Exp			
Loss On Refunding	1	14,609	14,609
Totals For Gl# 440-538-572.9000-Deferred Refunding Exp			14,609
440-538-573.0500 New Debt Service			
2020 Vac Truck (1/4 Shared)	2	7,821	15,642
Totals For Gl# 440-538-573.0500-New Debt Service			15,642
440-538-591.0100 Transfer To General Fund - Allocations			
Allocations	1	124,873	124,873
Totals For Gl# 440-538-591.0100-Transfer To General Fund - Allocations			124,873
Totals For Dept 538-Stormwater Management			1,055,304



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

460 - REUSE FUND

Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 6,394,893	\$ 6,667,057	\$ 6,667,057	\$ 6,911,096	3.7 %
Revenues					
Charges for Services	444,252	471,450	490,817	497,525	5.5 %
Interest Revenue	24,090	5,000	10,400	6,000	20.0 %
Miscellaneous	96	-	87	-	- %
Non-Revenue/Fund Balance	-	352,028	-	22,000	(93.8)%
Total Revenues	468,438	828,478	501,304	525,525	(36.6)%
Expenses					
Personnel costs	20,970	106,590	64,486	123,963	16.3 %
Operating Expense	101,641	19,726	102,286	35,417	79.5 %
Capital Expense	463,187	433,390	447,346	96,333	(77.8)%
Debt Service	1,061,063	221,835	231,477	220,997	(0.4)%
Transfer Out	26,749	52,072	52,072	48,815	(6.3)%
Total Expenditure	1,673,610	833,613	897,667	525,525	(37.0)%
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(1,205,172)	(5,135)	(396,363)	-	- %
Conversion to Full Accrual	(1,477,336)	(274,418)	(640,402)	(264,197)	(3.7)%
Excess Revenue Over (Under) Expenditures	272,164	269,283	244,039	264,197	(1.9)%
Total net Position, End of Year	6,667,057	6,936,340	6,911,096	7,175,293	3.4 %
Net Investment in Capital Assets	5,847,652	6,474,098	6,414,768	6,685,323	3.3 %
Restricted Net Position	1,292	1,292	1,292	1,292	- %
Unrestricted Net Position	818,113	460,950	495,036	488,678	6.0 %
Total net Position, End of Year	\$ 6,667,057	\$ 6,936,340	\$ 6,911,096	\$ 7,175,293	3.4 %

Capital Expenses includes department capital expense and fund level Capital Improvement projects.



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

460-000 - REUSE REVENUE
Fund Revenue Summary

Account 460-539	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
343.9010	Reuse Water Fees	\$ 437,988	\$ 465,450	\$ 488,317	\$ 495,525	6.5 %
343.6900	Reuse Penalties	4,764	6,000	2,500	2,000	(66.7)%
	Total Reuse Services	442,752	471,450	490,817	497,525	5.5 %
	TOTAL UTILITY SERVICES	442,752	471,450	490,817	497,525	5.5 %
341.9000	Charges for Emergency Services	1,500	-	-	-	- %
	TOTAL CHARGES FOR SERVICES	1,500	-	-	-	- %
361.0100	Investment Earnings	24,090	5,000	10,400	6,000	20.0 %
	TOTAL INTEREST REVENUE	24,090	5,000	10,400	6,000	20.0 %
369.7401	Other Misc Rev/Ins Premium Reimbursement	96	-	87	-	- %
	TOTAL MISCELLANEOUS REVENUE	96	-	87	-	- %
	OTHER FINANCING SOURCES					
383.7000-9762	Capital Lease Inception - FPL	-	5,135	-	-	(100.0)%
	Total Debt/Lease Proceeds	-	5,135	-	-	(100.0)%
399.0000	Funding From Fund Balance - Outstanding Enc	-	348,832	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	3,196	-	22,000	588.4 %
	Total Non-Revenue Sources	-	352,028	-	22,000	(93.8)%
	TOTAL OTHER FINANCING SOURCES	-	357,163	-	22,000	(93.8)%
	TOTAL REUSE REVENUE	\$ 468,438	\$ 833,613	\$ 501,304	\$ 525,525	(37.0)%



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Reuse Department – 539

Reuse Fund - 460

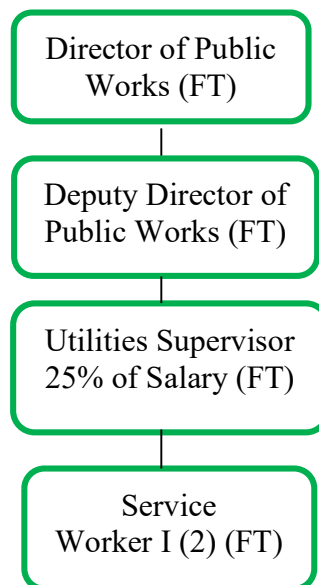
Department Mission:

Provides for safe collection and transmission of reuse through the City's underground sewer mains, collectors and interceptor lines. The purpose of the Reuse Department is to maintain the collection system in such a manner that protects the public safety, health and the environment.

Primary Duties:

Installs, maintains and repairs the City's reuse system. Provide customers with reuse water for irrigation as the distribution system is increased.

Organizational Chart:



Department Objectives:

- Increase reuse system thru out the City of Palmetto
- Continue to make more service connections available to the customers of the City of Palmetto
- Continue to make sure all services are installed and maintained in compliance with City's Ordinance.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Reuse Department – 539

Reuse Fund - 460

Performance Indicators:

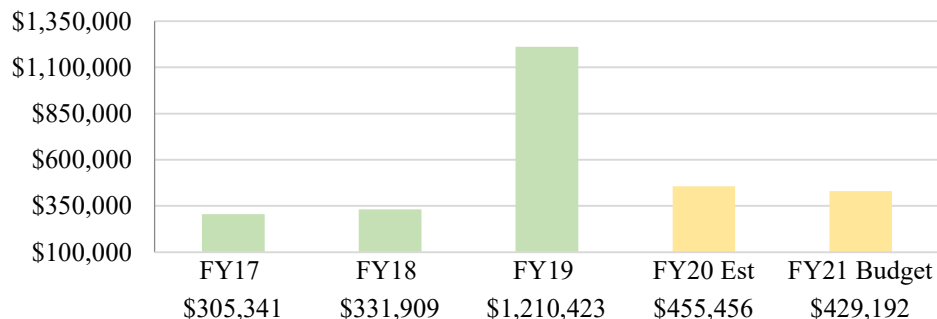
Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
Total Reuse Flow (mgd)	0.988	0.931	0.945	0.954
New Connections	38	149	63	84
Total Connections Inspected	144	217	127	163

**Fiscal Year represents reporting year*

Capital Outlay:

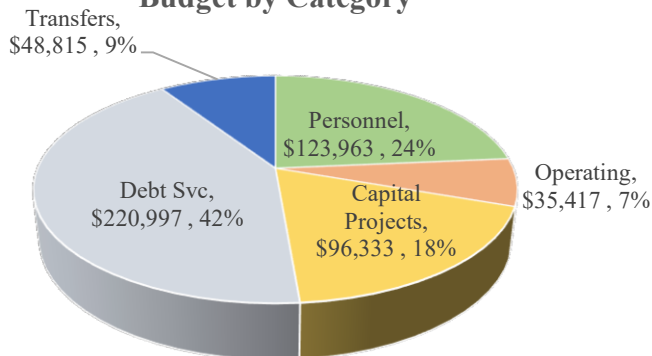
Funding Source	Description	Amount
Current Revenue – Project	Pars Expansion	74,333
Fund Balance	Public Works Electrical Upgrade	8,000
Fund Balance	Public Works Storage Building	14,000
Total		\$96,333

Departmental Expenditures



Note: FY19 actual includes a one-time expense for capital loan refinancing. The expense is offset by loan proceeds.

Budget by Category





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

460-539 - REUSE
Cost Center Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
460-539						
512.0100	Regular Salaries	\$ 15,396	\$ 70,163	\$ 45,031	\$ 79,924	13.9 %
514.0100	Overtime - GE	-	-	249	-	- %
521.0100	Fica Taxes	1,169	5,368	3,450	6,114	13.9 %
522.2100	Retirement General Employee	3,435	12,959	8,461	11,925	(8.0)%
523.0100	Health Insurance	-	13,090	4,909	17,937	37.0 %
523.0300	Insurance & EAP	56	178	125	262	47.2 %
524.0100	Workers' Compensation	914	4,832	2,261	7,801	61.4 %
	Total Personnel Expenses	20,970	106,590	64,486	123,963	16.3 %
531.1600	Contract Services	5,856	-	-	-	- %
540.5100	Travel and Per Diem	-	1,000	-	1,000	- %
545.1200	Insurance	1,478	2,376	2,339	2,992	25.9 %
546.3600	Repair & Maintenance - Utility	11,761	8,400	22,507	20,000	138.1 %
549.9600	Bank Service Charges	998	2,500	610	700	(72.0)%
552.1500	Fuel and Lubricants	-	50	-	50	- %
552.2300	Operating Expenses	8,282	1,000	1,200	3,000	200.0 %
552.3900	Safety Program Expense	83	200	348	375	87.5 %
552.4200	Small Tools/Equipment	1,655	1,000	1,496	2,000	100.0 %
552.5100	Uniform Purchases And Cleaning	-	2,200	500	3,300	50.0 %
555.1300	Technical/Training	-	1,000	-	2,000	100.0 %
595.0000	Doubtful Accts Exp	(5,196)	-	-	-	- %
559.0100	Depreciation Expense	73,286	-	73,286	-	- %
595.1000	Bad Debt Expense	6,085	-	-	-	- %
595.4500	OPEB Expense	24	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(2,671)	-	-	-	- %
	Total Operating Expenses	101,641	19,726	102,286	35,417	79.5 %
562.0000-9762	Improvements - FPL	-	5,135	5,135	-	(100.0)%
	Total Capital Purchases	-	5,135	5,135	-	(100.0)%
571.0000	SRF Loan-Principal-Reuse Water	4,486	4,630	4,630	4,779	3.2 %
571.0100	Princ - Lease	-	7,677	7,677	-	(100.0)%
571.0400	Principal - Loan 2004	1,612	-	-	-	- %
571.0500	Principal - Loan 2005	14,999	-	-	-	- %
571.0700	Principal - Loan 2007	48,983	-	-	-	- %
571.1900	Principal - Loan 2019	44,907	128,670	128,670	131,036	1.8 %
571.0100-9762	Princ - Lease FPL	-	-	-	407	- %
571.7000	Principal Payment - Asr Advance	50,562	52,079	52,079	53,642	3.0 %
572.0000	Srf Loan-Interest-Reuse Water	602	500	500	352	(29.6)%
572.0100	Interest Expense - Lease	-	2,847	2,847	-	(100.0)%
572.0400	Interest Expense - Loan 2004	1,379	-	-	-	- %
572.0500	Interest Expense - Loan 2005	5,849	-	-	-	- %
572.0700	Interest Expense - Loan 2007	21,592	-	-	-	- %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

460-539 - REUSE
Cost Center Summary

Account		2019	2020	2020	2021	% Change
460-539	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
572.1900	Interest Expense - Loan 2019	6,224	18,896	18,896	16,014	(15.3)%
572.0100-9762	Int Exp - Lease FPL	-	-	-	152	- %
572.7000	Interest Payment - Asr Advance	8,054	6,536	6,537	4,974	(23.9)%
572.9000	Deferred Refunding Expense	3,214	-	9,641	9,641	- %
574.0000	Other financing uses	848,600	-	-	-	- %
	Total Debt Service	1,061,063	221,835	231,477	220,997	(0.4)%
591.0100	Transfer Out - Admin Services	26,749	52,072	52,072	48,815	(6.3)%
	Total Transfers-Out	26,749	52,072	52,072	48,815	(6.3)%
	TOTAL EXPENDITURES	\$ 1,210,423	\$ 405,358	\$ 455,456	\$ 429,192	5.9 %



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Reuse - 539

Reuse Water Fund - 460

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 539-Reuse			
460-539-512.0100 Regular Salaries			
Regular Salaries	1	79,924	79,924
Totals For Gl# 460-539-512.0100-Regular Salaries			79,924
460-539-521.0100 FICA Taxes			
FICA Taxes	1	6,114	6,114
Totals For Gl# 460-539-521.0100-FICA Taxes			6,114
460-539-522.2100 Retirement General Employee			
General Employees Retirement	1	11,925	11,925
Totals For Gl# 460-539-522.2100-Retirement General Employee			11,925
460-539-523.0100 Health Insurance			
Health Insurance - Empolyee 1 At 50%	1	17,937	17,937
Totals For Gl# 460-539-523.0100-Health Insurance			17,937
460-539-523.0300 Life Insurance & EAP			
Life Insurance	1	262	262
Totals For Gl# 460-539-523.0300-Life Insurance & EAP			262
460-539-524.0100 Workers' Compensation			
Workers' Comp	1	7,801	7,801
Totals For Gl# 460-539-524.0100-Workers' Compensation			7,801
460-539-540.5100 Travel And Per Diem			
Travel And Per Diem	1	1,000	1,000
Totals For Gl# 460-539-540.5100-Travel And Per Diem			1,000
460-539-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	748	2,992
Totals For Gl# 460-539-545.1200-Insurance			2,992
460-539-546.3600 Repair & Maintenance - Utility			
Warehouse Issues And Line Repair	1	20,000	20,000
Totals For Gl# 460-539-546.3600-Repair & Maintenance - Utility			20,000
460-539-549.9600 Bank Service Charges			
Bank Charges	1	700	700
Totals For Gl# 460-539-549.9600-Bank Service Charges			700
460-539-552.1500 Fuel And Lubricants			
Fuel And Lubricants	1	50	50
Totals For Gl# 460-539-552.1500-Fuel And Lubricants			50



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Reuse - 539

Reuse Water Fund - 460

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 539-Reuse			
460-539-552.2300 Operating Expenses			
Misc Warehouse Items	1	3,000	3,000
Totals For Gl# 460-539-552.2300-Operating Expenses			3,000
460-539-552.3900 Safety Program Expense			
Safety Shoes	3	125	375
Totals For Gl# 460-539-552.3900-Safety Program Expense			375
460-539-552.4200 Small Tools/Equipment			
Speciality Tools For New Crew	1	2,000	2,000
Totals For Gl# 460-539-552.4200-Small Tools/Equipment			2,000
460-539-552.5100 Uniform Purchases & Cleaning			
New Employees	3	1,100	3,300
Totals For Gl# 460-539-552.5100-Uniform Purchases & Cleaning			3,300
460-539-555.1300 Technical/Training			
Reclaim Cert. Classes	2	1,000	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 (36-37 Out Of 40 Payments)	1	4,779	4,779
Totals For Gl# 460-539-571.0000-SRF Loan-Principal-Reuse Water			4,779
460-539-571.0100-9762 Princ - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	407	407
Totals For Gl# 460-539-571.0100-9762-Princ - Lease FPL			407
460-539-571.1900 Princ-Keybank Loan 2019			
Keybank Prinicipal (4-5 Out Of 18 Pymts)	1	131,036	131,036
Totals For Gl# 460-539-571.1900-Princ-Keybank Loan 2019			131,036
460-539-571.7000 Principal Payment - ASR Advance			
ASR Advance-Principal Pmt (8 Out Of 10 Pymts)	1	53,642	53,642
Totals For Gl# 460-539-571.7000-Principal Payment - ASR Advance			53,642
460-539-572.0000 SRF Loan-Interest-Reuse Water			
SRF Reuse Loan Interest (36-37 Out Of 40 Pymts)	1	352	352
Totals For Gl# 460-539-572.0000-SRF Loan-Interest-Reuse Water			352
460-539-572.0100-9762 Int Exp - Lease FPL			
FPL (1 Out Of 12 Pymts)	1	152	152
Totals For Gl# 460-539-572.0100-9762-Int Exp - Lease FPL			152



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Reuse - 539

Reuse Water Fund - 460

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Dept 539-Reuse			
460-539-572.1900 Int Exp-Keybank Loan 2019			
Keybank Int (4-5 Out Of 18 Pymts)	1	16,014	16,014
Totals For Gl# 460-539-572.1900-Int Exp-Keybank Loan 2019			16,014
460-539-572.7000 Interest Payment - ASR Advance			
ASR Advance-Interest Payment (8 Out Of 10 Pymts)	1	4,974	4,974
Totals For Gl# 460-539-572.7000-Interest Payment - ASR Advance			4,974
460-539-572.9000 Deferred Refunding Exp			
Loss On Refunding	1	9,641	9,641
Totals For Gl# 460-539-572.9000-Deferred Refunding Exp			9,641
460-539-591.0100 Transfer To General Fund - Allocations			
Allocations	1	48,815	48,815
Totals For Gl# 460-539-591.0100-Transfer To General Fund - Allocations			48,815
Totals For Dept 539-Reuse			429,192



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



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

Ralph Waldo Emerson



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Capital Improvements

The City's capital budget includes several aspects of purchasing capital assets for the City. It includes its five-year Capital Improvement Program (CIP), fifteen-year Half-Cent Sales Tax Infrastructure fund, capital assets 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 buildings, infrastructure, and software. There is no capitalization threshold for land. All capital purchases are one-time purchases and are non-recurring. Only the debt service is recurring for capital purchase that is financed.

- **Capital Budgeting Process**

The CIP, Half-Cent, and operating capital outlay are important elements in the preparation of the fiscal year 2021 budget and has occurred via separate actions. The capital outlay budget from operating funds was approved with the final budget on September 28th while both the CIP and an update to the Half-Cent project list were approved by City Commission on October 19, 2020.

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 position are made using information known at the time and the amount that is unassigned or unrestricted.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

- 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.

The capital budget process for the Half-Cent Sales Tax Infrastructure fund is as follows:

- After the Manatee County voters approved a 15-year half-cent infrastructure sales tax, the City prepared a list of projects in the approved categories of Transportation, Public Safety and Law Enforcement, and Parks & Community Facilities.
- Each year the list is reevaluated and projects may be added or removed from the list through staff recommendation and Commission approval. State revenue forecasts and fund balance projections are utilized to determine if the projected revenues remain in line to support each of the projects.
- Staff attempts to identify projects to be completed in the current fiscal year and requests Commission to adopt budget to fund. Any modification to the funding is addressed in subsequent budget resolutions.

• **Challenges for the funding of capital purchases**

The City reviews the condition of its operating equipment on an ongoing basis and depending on the ability to maintain the level of services citizens have come to request will determine the proper timing for replacements and additions. When developing the annual budget staff will determine the feasibility of such purchases and the optimal manner in which to finance the purchase.

The City's utilities and infrastructure is also in need of regular repair and maintenance and in several instances, replacement. The City Commission adopted a rate increase in fiscal year 2020 as recommended by a utility rate study. These funds will assist with the funding the City's capital improvement program.

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 \$42,500 in capital purchases is budgeted using current revenues in the Solid Waste and Water/Sewer funds.

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 2021 budget, the City's fund balance will fund \$18,500 in capital equipment purchases from General Fund for the replacement of the gateway sign pc and a new server. The use of fund balance was previously expanded to non-capital, one-time expense items. In the fiscal year 2021 budget, fund balance will fund a total of \$54,500 including contingency accounts and hurricane emergency supplies.

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-

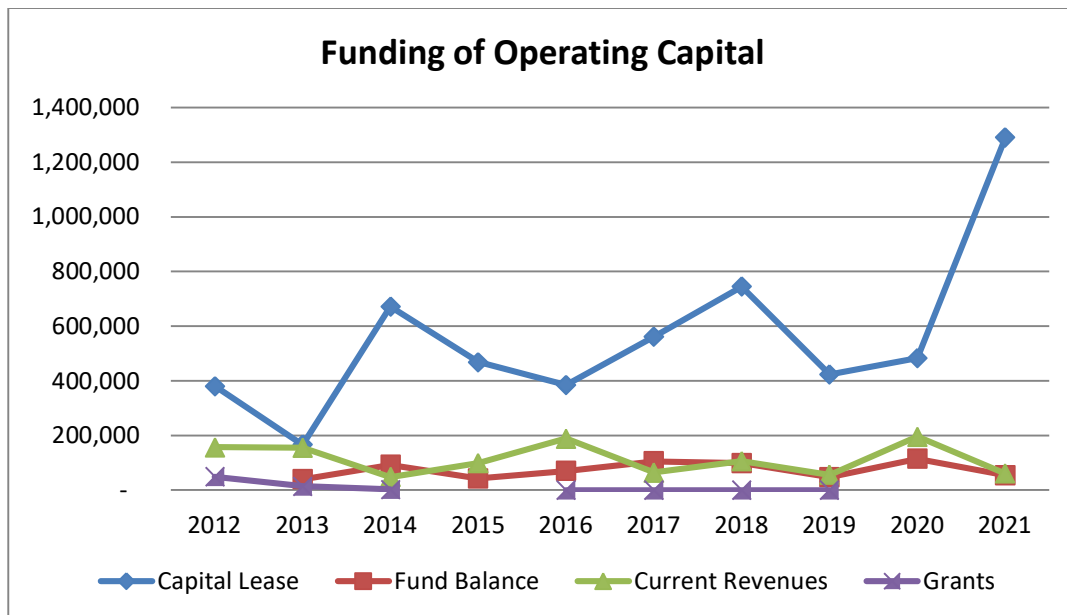


CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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 \$1,290,619 for the purchase of police vehicles and radio equipment, laptops, bucket truck, grapple truck, and vacuum truck.

Grant funding, when available, are always an option and are constantly sought after. In FY2019, the City received the Community Development Block Grant (CDBG) for \$1,500,000. The CDBG funds minimum public infrastructure – water and sewer mains, flood and drainage culverts and street improvements. This is necessary for the developer to construct and open a new 204,150 square foot Sheraton Hotel. The CRA has been awarded a \$600,000 Southwest Florida Water Management District (SWFWMD) grant. This grant will assist in funding the construction of Connor Park, whose water feature will be used for stormwater mitigation with elevated trail and lookout tower for recreational purposes.

The following graph illustrates funding the City has used since fiscal year 2012:



CIP Projects

As previously stated, funding the CIP has been a challenge for the past few years. The City was forced to find more creative means of funding.

As with operating capital, current revenues are the most desirable funding available and with the implementation of the rate study, the City was able to provide funding from current revenues of \$926,635 to utility projects. The increased user fees will provide pay-as-you-go funding for approximately half of the new utility improvement projects for FY2021 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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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 four month threshold. Projections of fund balance at the time the CIP was passed showed Road and Bridge, Solid Waste, Water/Sewer and Reuse above this 4 month threshold and will utilize a portion of the excess reserves to fund several public facilities projects as well as street paving..

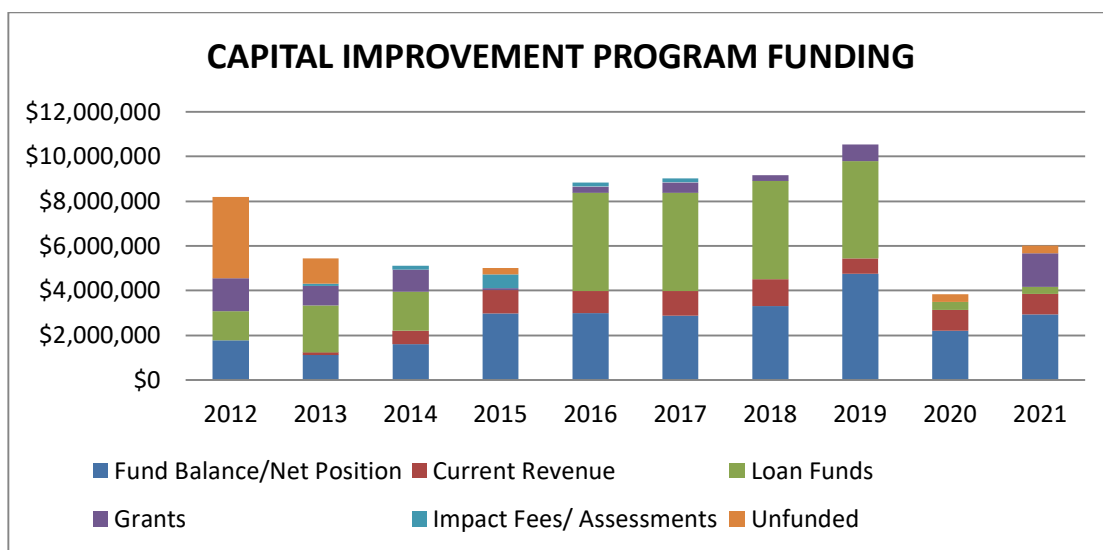
The City received a State Revolving Fund Loan in FY2019 to fund the construction of an EQ Basin at the Waste Water Treatment Plant in the amount of \$6,915,245. Construction was substantially completed during FY2020 and the project is expected to be closed out in fiscal year 2021. Debt service on this loan will begin in December 2020.

Budget has been established for the Ward 1 Phase III engineering as well as the initial funding for the construction. Additional funds will be budgeted in the following years to allow for the completion of the project, however the City is currently awaiting a determination of award of a CDBG grant which would hasten the project timeline.

All FY2021 projects are funded with the exception of the Public Administration Building, the Waste Water Treatment Plant Expansion, and 3rd Avenue Infrastructure Improvements. The Public Administration Building has been present on the 5 year CIP for several years and will remain so until a funding source is located. The Waste Water Treatment Plant Expansion is a formerly founded project, however per Commission direction the funds were reallocated to projects with a higher degree of prioritization. Funding for the 3rd Avenue Infrastructure Improvement project will commence in fiscal year 2022.

The funded 2021 CIP of \$3,485,152 is approximately \$1.8 million higher than 2020 CIP of \$1,678,152 which is primarily due to the inclusion of 7th Street Extension project. The projects funded throughout the 5 year CIP is \$16,378,824.

The following graph depicts the types of funding, for each fiscal year, used for City CIP projects since 2012.





CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

• Operating Capital Budget

As show below, the capital purchases from operating are funded in different ways. Current revenues fund \$6,153,757, fund balance fund \$18,500, and the planned capital lease for \$1,290,619 is to be financed for a four-year term and adds an estimated \$171,806 in debt service to the budget.

The fiscal year 2021 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	Gateway Sign PC	3,500	-	3,500	-
General Fund/IT	Server (Replace ESX Server)	15,000	-	15,000	-
General Fund/PD	4 - 2021 Ford Police Interceptor	191,000	-	-	191,000
General Fund/PD	4 - Tait Mobile Radio & Install	8,800	-	-	8,800
General Fund/PD	4 - Coban Mobile Video, Docking Stations, & Printers	31,820	-	-	31,820
General Fund/PD	28 - PD Laptops	70,000	-	-	70,000
General Fund/CE	2 - Ford F150	56,000	-	-	56,000
General Fund/Parks	2020 Bucket Truck (1/2 Shared)	85,000	-	-	85,000
General Fund/Parks	2020 Grapple Truck (1/3 Shared)	56,666	-	-	56,666
Total General Fund Capital Purchases		517,786	-	18,500	499,286
CRA/CRA	Land Purchases	760,000	760,000	-	-
CRA/CRA	Armory Historic Preservation	50,000	50,000	-	-
CRA/CRA	Connor Park	2,500,000	2,500,000	-	-
CRA/CRA	Pocket Neighborhood Site Improvements	825,000	825,000	-	-
CRA/CRA	10th Avenue Streetscape	467,138	467,138	-	-
CRA/CRA	Mainstreet Program	200,000	200,000	-	-
Total CRA Fund Capital Purchases		4,802,138	4,802,138	-	-
Road & Bridge/Streets	Curb Machine	15,000	-	-	15,000
Road & Bridge/Streets	Bobcat MT 100	28,000	-	-	28,000
Road & Bridge/Streets	F-250 Ext Cab Xlt 2WD 6.5' Bed	40,000	-	-	40,000
Road & Bridge/Streets	2020 Bucket Truck (1/2 Shared)	85,000	-	-	85,000
Road & Bridge/Streets	2020 Grapple Truck (1/3 Shared)	56,666	-	-	56,666
Total Road & Bridge Capital Purchases		224,666	-	-	224,666
Solid Waste/Solid Waste	20 Yard Rolloff	6,000	6,000	-	-
Solid Waste/Solid Waste	2020 Grapple Truck	56,667	-	-	56,667
Total Solid Waste Capital Purchases		62,667	6,000	-	56,667
Water & Sewer/Water	Meters	20,000	20,000	-	-
Water & Sewer/Water	3000 Watt Generator	2,000	2,000	-	-
Water & Sewer/Water	2020 Vac Truck (1/4 Shared)	117,500	-	-	117,500
Water & Sewer/Sewer	2020 Ford F-250 Extended Cab	40,000	-	-	40,000
Water & Sewer/Sewer	2020 Vac Truck (1/4 Shared)	117,500	-	-	117,500
Water & Sewer/WWTP	JD Gator	14,500	14,500	-	-
Water & Sewer/WWTP	2020 Vac Truck (1/4 Shared)	117,500	-	-	117,500
Total Water & Sewer Capital Purchases		429,000	36,500	-	392,500
Stormwater/Stormwater	2020 Vac Truck (1/4 Shared)	117,500	-	-	117,500
Total Stormwater Fund Capital Purchases		117,500	-	-	117,500
Total Capital Purchases from Operating Funds		6,153,757	4,844,638	18,500	1,290,619



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

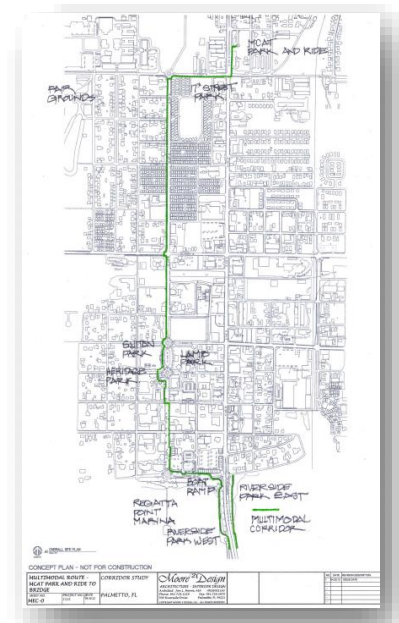
• Capital Projects from CRA

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 2021 project budgets include:

Project Name	FY2018 Actual	FY2019 Actual	FY2020 Projected	FY2021 Budget
Connor Park	\$ 200,506	\$ 75,233	\$ 105,719	\$ 2,500,000
Pocket Neighborhood Site Improvements	-	-	-	825,000
Land Purchases	10,368	1,263,626	2,706,723	760,000
10th Avenue Streetscape	-	-	-	467,138
Mainstreet Program	-	-	-	200,000
Armory Historic Preservation	-	-	-	50,000
Palmetto Women's Club	-	-	216,894	-
Seahorse Statue Project	-	87,985	122,563	-
CRA Property Improvements	-	-	22,258	-
Historic Park Improvements	102,648	24,748	2,750	-
Replace VFW Roof	751	301,870	-	-
Riverside Brownfield Project	56,515	41,924	-	-
MMEC Project	40,828	2,400	-	-
Haben Boulevard Improvements	92,600	-	-	-
Living Seawall Project	5,201	-	-	-
Total CRA Project Budget	\$ 509,416	\$ 1,797,784	\$ 3,176,905	\$ 4,802,138

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:

- Connor Park – City owned land known as the Edenfield property is currently undergoing environmental evaluation with the intent of converting it into the newest city park. This project will partially be funded with a SWFWMD grant.
- 10th Avenue Streetscape – A separate phase of the existing MMEC 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.
- Other Projects – In FY2020 the CRA purchased several duplexes and will proceed with their demolition in early FY2021. A pilot program to establish a pocket neighborhood on one of their former sites has been funded. Funding for a new Mainstreet Improvement project has been established as well as continued improvements to the Historical Park.





CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

390 - JOINT CAPITAL PROJECTS FUND

Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 53,995	\$ 240,762	\$ 240,762	\$ 224,439	(6.8)%
Revenues					
Intergovernmental	-	-	27,743	-	- %
Transfers In	254,805	-	-	-	- %
Non-Revenue/Fund Balance	-	44,065	-	-	- %
Total Revenues	254,805	44,065	27,743	-	(100.0)%
Expenses					
Capital Outlay - Other	40,295	22,033	22,033	-	- %
Grants	27,743	22,033	22,033	-	- %
Total Expenditures	68,038	44,066	44,066	-	(100.0)%
Excess Revenue Over (Under)	186,767	(1)	(16,323)	-	- %
Fund Balance, End of Year	\$ 240,762	\$ 240,761	\$ 224,439	\$ 224,439	(6.8)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

390-000 - CRA CAPITAL REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
337.7000-1902	SWFWMD Riverside Water Reimbursement	\$ -	\$ -	\$ 27,743	\$ -	- %
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	-	-	27,743	-	- %
	OTHER FINANCING SOURCES					
381.8190-1902	Transfer In - SWFWMD Riverside	49,775	-	-	-	- %
381.8190-1903	Transfer In - Riverside LID Paving	105,030	-	-	-	- %
381.8190-9034	Transfer In - Connor Park	100,000	-	-	-	- %
	Total Transfers-In	254,805	-	-	-	- %
399.9301	Funding From Equity - Cap Prjs	-	44,065	-	-	(100.0)%
	Total Non-Revenue Sources	-	44,065	-	-	(100.0)%
	TOTAL OTHER FINANCING SOURCES	254,805	44,065	-	-	(100.0)%
	TOTAL REVENUE	\$ 254,805	\$ 44,065	\$ 27,743	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

390-859 - CRA CAPITAL JOINT PROJECTS
Cost Center Summary

Account		2019	2020	2020	2021	% Change
390-859	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
863.0000-1902	SWFWMD Matching Grant	\$ 27,743	\$ 22,033	\$ 22,033	\$ -	(100.0)%
863.0000-1903	Riverside LID Paving Project	12,552	-	-	-	- %
Total Capital Purchases		40,295	22,033	22,033	-	(100.0)%
TOTAL EXPENDITURES		\$ 40,295	\$ 22,033	\$ 22,033	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

390-703 - CRA CAPITAL INTERLOCAL GRANT
Cost Center Summary

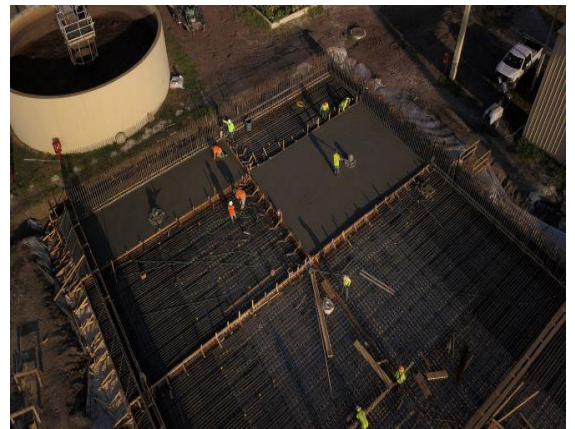
Account		2019	2020	2020	2021	% Change
390-701	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
763.0000-1902	SWFWMD: Riverside Grant	\$ 27,743	\$ 22,033	\$ 22,033	\$ -	(100.0)%
	Total Capital Purchases	27,743	22,033	22,033	-	(100.0)%
	TOTAL EXPENDITURES	\$ 27,743	\$ 22,033	\$ 22,033	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET



In fiscal year 2019, the City began construction of the 2 million gallon Equalization (EQ) Basin. The purpose of the EQ basin is to smooth out daily peaks and absorb excess water from rain events. With the assistance of the State Revolving Fund (SRF), this project will be completed in the late summer of 2020 at a cost of \$6 million.





CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

The City's aging sanitary sewer infrastructure has created the need to control its Inflow and Infiltration (I&I) problems. Groundwater entering sanitary sewers through defective pipe joints and broken pipes is called ***infiltration***. Storm water entering sanitary sewers from inappropriate connections is called ***inflow***. I&I causes the Wastewater Treatment Plant to work much harder to treat the additional influx. The City continues to work toward stopping all I&I problems to make its sewer system and WWTP as efficient as possible.



The City is continuously improving the streets and underground infrastructure. The City began a Community Development Block Grant (CDBG) to replace the water main, repave and other utility improvements.





CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

- **Capital Improvement Program (CIP)**

The fiscal year 2021 Capital Improvement Program (CIP) was approved by City Commission on October 19 2020 totaling \$5,326,824 for fiscal year 2021 and \$16,378,824 for the five-year period of 2021 through 2025.

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 2021 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
- City Facility Security and Upgrades
- 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 2021-2025 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2021:



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

301 - CAPITAL PROJECTS FUND
Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 653,822	\$ 400,337	\$ 400,337	\$ 360,600	(9.9)%
Revenues					
Grants	26,440	1,500,000	414,710	1,500,000	- %
Transfers In	242,961	403,400	403,400	257,000	- %
Non-Revenue/Fund Balance	-	728,196	-	333,747	- %
Total Revenues	269,401	2,631,596	818,110	2,090,747	(20.6)%
Expenses					
Capital Outlay - Streets	422,879	902,903	756,659	381,240	- %
Capital Outlay - Other	42,995	130,005	2,498	209,507	- %
Grants	57,012	1,598,689	98,690	1,500,000	- %
Total Expenditures	522,886	2,631,597	857,847	2,090,747	(20.6)%
Excess Revenue Over (Under)	(253,485)	(1)	(39,737)	-	- %
Fund Balance, End of Year	\$ 400,337	\$ 400,336	\$ 360,600	\$ 360,600	(9.9)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

301-000 - CIP REVENUE
Fund Revenue Summary

Account	Description	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
331.4900-1434	FDOT 14th Ave W @ 17th St W	\$ -	\$ -	\$ 279,449	\$ -	- %
331.4900-9030	CDBG: System 4	14,739	-	135,261	-	- %
331.4900-9037	CDBG 7th St Extension	-	1,500,000	-	1,500,000	- %
337.4000-1732	FMIT Safety Grant	6,000	-	-	-	- %
337.4100	Capital Projects Retainage	5,701	-	-	-	- %
TOTAL						
INTERGOVERNMENTAL/						
GRANT REVENUE						
		26,440	1,500,000	414,710	1,500,000	- %
OTHER FINANCING SOURCES						
381.9101-1433	Transfer In - Yard Lighting	-	45,000	45,000	-	(100.0)%
381.9301-1931	Transfer In - Facilities Upgrade	9,441	-	-	-	- %
381.9301-1932	Transfer In - City Security Upgrades	19,810	-	-	-	- %
381.9301-2135	Transfer In - City Facility Security	-	-	-	39,000	- %
	Transfer In - Surface Upgrades 3rd					
381.9307-1935	Ave	139,579	-	-	-	- %
381.9307-1943	Transfer in - 16th Ave Project	74,131	-	-	-	- %
381.9307-2033	Surface Upgrades 2nd Ave W	-	160,000	160,000	-	(100.0)%
381.9307-2034	Surface Upgrades 7th St W	-	198,400	198,400	-	(100.0)%
381.9307-2135	PW Electrical Upgrade	-	-	-	16,000	- %
381.9307-2136	Transfer In - Street Paving	-	-	-	175,000	- %
381.9307-4215	PW Storage Building	-	-	-	27,000	- %
	Total Transfers-In	242,961	403,400	403,400	257,000	(36.3)%
399.9301	Funding From Equity - Cap Prjs	-	728,196	-	333,747	(54.2)%
	Total Non-Revenue Sources	-	728,196	-	333,747	(54.2)%
TOTAL OTHER FINANCING						
SOURCES						
		242,961	1,131,596	403,400	590,747	(47.8)%
TOTAL REVENUE						
		\$ 269,401	\$ 2,631,596	\$ 818,110	\$ 2,090,747	(20.6)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

301-601 - CIP GENERAL FUND
Cost Center Summary

Account		2019	2020	2020	2021	% Change
301-601	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
662.0000-1931	City Facilities Upgrade FY19	\$ 35,313	\$ -	\$ -	\$ -	- %
662.0000-2031	City Facilities Upgrade FY20	-	55,005	-	-	(100.0)%
662.0000-2131	City Facilities Upgrade FY21	-	-	-	45,005	- %
662.0000-2135	PW Electrical Upgrade	-	-	-	100,000	- %
662.0000-4213	Carnegie Library Elevator	-	2,498	2,498	-	(100.0)%
662.0000-4215	PW Storage Building	-	-	-	27,000	- %
664.0100-1433	Public Works Yard Lighting	-	45,000	-	-	(100.0)%
664.0100-1932	City Facility Security FY19	7,682	-	-	-	- %
664.0100-2032	City Facility Security FY20	-	27,502	-	-	(100.0)%
664.0100-2132	City Facility Security - FY21	-	-	-	37,502	- %
Total Capital Purchases		42,995	130,005	2,498	209,507	61.2 %
TOTAL EXPENDITURES		\$ 42,995	\$ 130,005	\$ 2,498	\$ 209,507	61.2 %



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

301-607 - CIP ROAD AND BRIDGE
Cost Center Summary

Account		2019	2020	2020	2021	% Change
301-607	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
663.0000-9030	CDBG: System 4 Project	\$ 209,169	\$ 544,503	\$ 544,503	\$ -	(100.0)%
663.0000-1935	3rd Ave W/10th St W Surface Upgrade	139,579	-	-	-	- %
663.0000-1943	16th Street Project	74,131	-	-	-	- %
663.0000-2033	2nd Ave W/10th St Surface Proj	-	26,500	-	-	(100.0)%
663.0000-2034	7th St W Surface Project	-	198,400	18,656	179,745	(9.4)%
663.0000-2136	Street Paving - FY21	-	-	-	175,000	- %
663.0000-2782	15th Street Utility Replacement	-	-	60,000	-	- %
663.0000-9039	Ward 1 Phase 3	-	133,500	133,500	26,495	(80.2)%
Total Capital Purchases		422,879	902,903	756,659	381,240	(57.8)%
TOTAL EXPENDITURES		\$ 422,879	\$ 902,903	\$ 756,659	\$ 381,240	(57.8)%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

301-701 - CIP FEDERAL GRANT
Cost Center Summary

Account		2019	2020	2020	2021	% Change
301-701	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
763.0000-9030	CDBG: System 4	\$ 57,012	\$ 98,689	\$ 98,690	\$ -	(100.0)%
763.0000-9037	SWFWMD 7th St Extension	-	1,500,000	-	1,500,000	- %
Total Capital Purchases		57,012	1,598,689	98,690	1,500,000	(6.2)%
TOTAL EXPENDITURES		\$ 57,012	\$ 1,598,689	\$ 98,690	\$ 1,500,000	(6.2)%



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Fiscal Year 2020 Capital Improvement Program Activity and Available Balance

Project Description	Supporting Fund	FY2020 Budget	Expense YTD	Encumbered	YTD + ENC	Available Balance
Road Improvements						
1 Surface Upgrades - 2nd Ave/10th St	R&B Fund Balance	26,495	-	-	-	26,495
2 Surface Upgrades - 7th St W	R&B Fund Balance	198,400	18,655	-	18,655	179,745
3 Ward 1 Phase 3	R&B Fund Balance	133,505	51,305	82,200	133,505	-
4 CDBG - 7th St Extension	Grant	1,500,000	-	-	-	1,500,000
ROAD IMPROVEMENTS TOTAL		\$ 1,858,400	\$ 69,960	\$ 82,200	\$ 152,160	\$ 1,706,240
Public Facilities						
1 City Facility Security	Capital Projects	\$ 27,502	\$ -	\$ -	\$ -	\$ 27,502
2 City Wide Facilities Upgrades	Capital Projects	55,005	-	-	-	55,005
3 PW Yard Lighting	General Fund Balance	45,000	-	-	-	45,000
PUBLIC FACILITIES TOTAL		\$ 127,507	\$ -	\$ -	\$ -	\$ 127,507
Stormwater						
1 Ward 1 Stormwater Improvements	Stormwater	73,406	-	-	-	73,406
2 Dredging Projects	Road & Bridge	201,165	110,918	-	110,918	90,247
STORMWATER TOTAL		\$ 274,571	\$ 110,918	\$ -	\$ 110,918	\$ 163,653
Water/Sewer						
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
2 Equalization Basin & Equipment	Water/Sewer & Loan	5,663,318	4,707,733	636,117	5,343,850	319,468
3 WWTP Upgrades	Water/Sewer	323,615	134,973	32,000	166,973	156,642
4 Lift Station Upgrades	Water/Sewer	378,298	55,460	81,326	136,786	241,512
5 Sewer Lines R&R	Water/Sewer	75,745	-	-	-	75,745
6 I&I Program	Water/Sewer	1,025,891	194,976	288,305	483,280	542,611
7 Water Lines R&R	Water/Sewer	209,786	-	-	-	209,786
8 Chloramines Injection System	Water/Sewer & Loan	263,175	9,700	238,450	248,150	15,025
9 Fire Protection Upgrades	Water/Sewer & Loan	27,521	19,399	7,357	26,756	765
WATER/SEWER TOTAL		\$ 7,967,349	\$ 5,122,240	\$ 1,283,555	\$ 6,405,795	\$ 1,561,554
Reuse						
1 PARS Expansion	Reuse	\$ 108,482	\$ 93,418	\$ 15,064	\$ 108,482	\$ -
REUSE TOTAL		\$ 108,482	\$ 93,418	\$ 15,064	\$ 108,482	\$ -
Comprehensive Utility Upgrades						
1 Subsystem #4 - Infrastructure Improvements	R&B/WS/Reuse/Half Cent	1,751,384	1,751,384	-	1,751,384	(0)
2 15th Ave Utility Replacement	R&B/WS/Storm/Reuse	404,151	377,370	26,781	404,151	-
MULTIPLE FUNDS TOTAL		\$ 2,155,534	\$ 2,128,754	\$ 26,781	\$ 2,155,535	\$ (0)
GRAND TOTAL		\$ 12,491,843	\$ 7,525,290	\$ 1,407,600	\$ 8,932,890	\$ 3,558,953



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

**2021- 2025 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2020 PROJECTS CARRIED FORWARD	NEW FY2021 FUNDING	TOTAL FY2021 FUNDING	FY2022	FY2023	FY2024	FY2025	Total Project Cost
Road Improvements									
1 Surface Upgrades: 7th St W	Road & Bridge	\$ 179,745	\$ -	\$ 179,745	\$ -	\$ -	\$ -	\$ -	\$ 179,745
* 2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	\$ 1,500,000	-	-	-	-	1,500,000
3 Street Paving	Road & Bridge	-	175,000	\$ 175,000	100,000	100,000	100,000	100,000	575,000
4 23rd St. Realignment	R&B/Half Cent	-	-	\$ -	1,000,000	-	-	-	1,000,000
ROAD IMPROVEMENTS TOTAL		\$ 1,679,745	\$ 175,000	\$ 1,854,745	\$ 1,100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 3,254,745
Public Facilities									
1 City Facility Security	Capital Projects	\$ 37,502	\$ -	\$ 37,502	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 117,502
2 City Wide Facilities Upgrades	Capital Projects	45,005	-	45,005	20,000	20,000	20,000	20,000	125,005
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	45,000	155,000	200,000	-	-	-	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU	-	450,000	450,000	-	-	-	-	450,000
5 WWTP Storage Building	Water/Sewer	-	100,000	100,000	-	-	-	-	100,000
** 6 Public Administration Building	Capital Projects	-	-	-	-	342,000	4,275,000	-	4,617,000
PUBLIC FACILITIES TOTAL		\$ 127,507	\$ 705,000	\$ 832,507	\$ 40,000	\$ 382,000	\$ 4,315,000	\$ 40,000	\$ 5,609,507
Stormwater									
1 Dredging Projects	Road & Bridge	90,247	22,942	113,189	-	-	-	-	113,189
STORMWATER TOTAL		\$ 90,247	\$ 22,942	\$ 113,189	\$ -	\$ -	\$ -	\$ -	\$ 113,189
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 Equalization Basin & Equipment	Water/Sewer & Loan	319,468	-	319,468	-	-	-	-	319,468
3 WWTP Upgrades	Water/Sewer	156,642	-	156,642	100,000	100,000	100,000	125,000	581,642
4 Lift Station Upgrades	Water/Sewer	241,512	-	241,512	50,000	50,000	50,000	125,000	516,512
5 Sewer Lines R&R	Water/Sewer	75,745	100,000	175,745	50,000	50,000	50,000	125,000	450,745
6 I&I Program	Water/Sewer	542,611	141,360	683,971	200,000	250,000	250,000	300,000	1,683,971
7 Water Lines R&R	Water/Sewer	209,786	100,000	309,786	50,000	50,000	50,000	125,000	584,786
8 Chloramines Injection System	Water/Sewer & Loan	15,025	50,000	65,025	-	-	-	-	65,025
WATER/SEWER TOTAL		\$ 1,560,789	\$ 391,360	\$ 1,952,149	\$ 450,000	\$ 500,000	\$ 500,000	\$ 800,000	\$ 4,202,149
Reuse									
1 PARS Expansion	Reuse	\$ -	\$ 74,333	\$ 74,333	\$ -	\$ -	\$ -	\$ 75,000	\$ 149,333
REUSE TOTAL		\$ -	\$ 74,333	\$ 74,333	\$ -	\$ -	\$ -	\$ 75,000	\$ 149,333
COMPREHENSIVE UTILITY UPGRADES									
** 1 Ward 1 Phase III	R&B/WS/Storm/Reuse	\$ 99,901	\$ 400,000	\$ 499,901	\$ 600,000	\$ 600,000	\$ 600,000	\$ -	\$ 2,299,901
2 3rd Ave Infrastructure Improvements	R&B/WS/Storm/Reuse	\$ -	\$ -	\$ -	\$ 150,000	\$ 300,000	\$ 300,000	\$ -	\$ 750,000
COMPREHENSIVE UTILITY UPGRADES TOTAL		\$ 99,901	\$ 400,000	\$ 499,901	\$ 750,000	\$ 900,000	\$ 900,000	\$ -	\$ 3,049,901
GRAND TOTAL		\$ 3,558,189	\$ 1,768,635	\$ 5,326,824	\$ 2,340,000	\$ 1,882,000	\$ 5,815,000	\$ 1,015,000	\$ 16,378,824

* Grant funded project

** Grant funding has been applied for



CITY OF PALMETTO, FLORIDA

2020-2021 BUDGET

2021 - 2025 CAPITAL IMPROVEMENT PLAN ATTACHMENT A

Project Description	Supporting Fund	FY2020 Funding Carried Forward	Current Revenue	City Fund Balance	Half Cent	Total Funded Projects	Unfunded	Total FY2021 CIP
Road Improvements								
1 Surface Upgrades: 7th St W	Road & Bridge	\$ 179,745	\$ -	\$ -	\$ -	\$ 179,745	\$ -	\$ 179,745
* 2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	-	-	1,500,000	-	1,500,000
3 Street Paving	Road & Bridge	-	-	175,000	-	175,000	-	175,000
4 23rd St. Realignment	R&B/Half Cent	-	-	-	-	-	-	-
ROAD IMPROVEMENTS TOTAL		\$ 1,679,745	\$ -	\$ 175,000	\$ -	\$ 1,854,745	\$ -	\$ 1,854,745
Parks & Recreation								
PARKS & RECREATION TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Facilities								
1 City Facility Security	Capital Projects	\$ 37,502	\$ -	\$ -	\$ -	\$ 37,502	\$ -	\$ 37,502
2 City Wide Facilities Upgrades	Capital Projects	45,005	-	-	-	45,005	-	45,005
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	45,000	14,000	141,000	-	200,000	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU	-	24,000	176,000	250,000	450,000	-	450,000
5 WWTP Storage Building	Water/Sewer	-	-	100,000	-	100,000	-	100,000
** 6 Public Administration Building	Capital Projects	-	-	-	-	-	-	-
PUBLIC FACILITIES TOTAL		\$ 127,507	\$ 38,000	\$ 417,000	\$ 250,000	\$ 832,507	\$ -	\$ 832,507
Stormwater								
1 Dredging Projects	Road & Bridge	90,247	22,942	-	-	113,189	-	113,189
STORMWATER TOTAL		\$ 90,247	\$ 22,942	\$ -	\$ -	\$ 113,189	\$ -	\$ 113,189
Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	319,468	-	-	-	319,468	-	319,468
3 WWTP Upgrades	Water/Sewer	156,642	-	-	-	156,642	-	156,642
4 Lift Station Upgrades	Water/Sewer	241,512	-	-	-	241,512	-	241,512
5 Sewer Lines R&R	Water/Sewer	75,745	100,000	-	-	175,745	-	175,745
6 I&I Program	Water/Sewer	542,611	141,360	-	-	683,971	-	683,971
7 Water Lines R&R	Water/Sewer	209,786	100,000	-	-	309,786	-	309,786
8 Chloramines Injection System	Water/Sewer & Loan	15,025	50,000	-	-	65,025	-	65,025
WATER/SEWER TOTAL		\$ 1,560,789	\$ 391,360	\$ -	\$ -	\$ 1,952,149	\$ 350,000	\$ 2,302,149
Reuse								
1 PARS Expansion	Reuse	\$ -	\$ 74,333	\$ -	\$ -	\$ 74,333	-	\$ 74,333
REUSE TOTAL		\$ -	\$ 74,333	\$ -	\$ -	\$ 74,333	\$ -	\$ 74,333
Comprehensive Utility Upgrades								
** 1 Ward 1 Phase III 3rd Ave Infrastructure	R&B/WS/Storm/Reuse	\$ 99,901	\$ 400,000	\$ -	\$ -	\$ 499,901	-	\$ 499,901
2 Improvements	R&B/WS/Storm/Reuse	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
Comprehensive Utility Upgrades Total		\$ 99,901	\$ 400,000	\$ -	\$ -	\$ 499,901	\$ -	\$ 499,901
GRAND TOTAL		\$ 3,558,189	\$ 926,635	\$ 592,000	\$ 250,000	\$ 5,326,824	\$ 350,000	\$ 5,676,824

* Grant funded project

** Grant funding has been applied for



**CITY OF PALMETTO, FLORIDA
2020 - 2021 BUDGET**

**2021 - 2025 CAPITAL IMPROVEMENT PLAN
BUDGET WORKSHEET**

Project Description	Funding Source	Total FY2021 Funded	General Fund	Road & Bridge	Capital Projects Fund	Solid Waste Fund	Water/ Sewer Fund	Storm water Fund	Reuse Fund
REVENUES									
Current budgeted revenues		926,635	-	-	-	-	791,360	60,942	74,333
Loans		319,468	-	-	-	-	319,468	-	-
Grants		1,500,000	-	-	1,500,000	-	-	-	-
Assessments		-	-	-	-	-	-	-	-
Funding carried forward from 2020		1,738,721	-	-	333,747	-	1,241,321	163,653	-
Carried forward from 2014 loan		-	-	-	-	-	-	-	-
Carried forward from impact fees		-	-	-	-	-	-	-	-
Funding from Fund Balance		592,000	39,000	218,000	-	23,000	290,000	-	22,000
TOTAL REVENUES		5,076,824	39,000	218,000	1,833,747	23,000	2,642,149	224,595	96,333
Transfers In		257,000	-	-	257,000	-	-	-	-
TOTAL FROM ALL FUNDING SOURCES		5,333,824	39,000	218,000	2,090,747	23,000	2,642,149	224,595	96,333
EXPENSES									
Road Improvements									
Surface Upgrades: 7th St W	Carried Forward	179,745	-	-	179,745	-	-	-	-
CDBG - 7th Street Extension	Grant	1,500,000	-	-	1,500,000	-	-	-	-
Street Paving	Fund Balance	175,000	-	-	175,000	-	-	-	-
ROAD IMPROVEMENTS TOTAL		1,854,745	-	-	1,854,745	-	-	-	-
Public Facilities									
City Facility Security	Carried Forward	37,502	-	-	37,502	-	-	-	-
City Wide Facilities Upgrades	Carried Forward	45,005	-	-	45,005	-	-	-	-
PW Electrical Upgrade	Current Revenue/FB	200,000	-	-	100,000	8,000	70,000	14,000	8,000
PW Storage Building	Current Revenue/FB	200,000	-	-	27,000	15,000	120,000	24,000	14,000
WWTP Storage Building	Fund Balance	100,000	-	-	-	-	100,000	-	-
PUBLIC FACILITIES TOTAL		582,507	-	-	209,507	23,000	290,000	38,000	22,000
Stormwater									
Dredging Projects	Carried Forward/FB	113,189	-	-	-	-	-	113,189	-
STORMWATER TOTAL		113,189	-	-	-	-	-	113,189	-
Utility Improvements									
Equalization Basin & Equipment	Loan	319,468	-	-	-	-	319,468	-	-
WWTP Upgrades	Carried Forward	156,642	-	-	-	-	156,642	-	-
WWTP R&R	Current Revenues	-	-	-	-	-	-	-	-
Lift Station Upgrades	Carried Forward	241,512	-	-	-	-	241,512	-	-
Sewer Lines R&R	Carried Forward	175,745	-	-	-	-	175,745	-	-
	Carried Forward/Current	-	-	-	-	-	-	-	-
I&I Program	Revenues	683,971	-	-	-	-	683,971	-	-
	Carried Forward/Current	-	-	-	-	-	-	-	-
Water Lines R&R	Revenues	309,786	-	-	-	-	309,786	-	-
	Carried Forward/Current	-	-	-	-	-	-	-	-
Chloramines Injection System	Revenues	65,025	-	-	-	-	65,025	-	-
UTILITY IMPROVEMENTS TOTAL		1,952,149	-	-	-	-	1,952,149	-	-
Reuse									
PARS Expansion	Carried Forward/FB	74,333	-	-	-	-	-	-	74,333
REUSE TOTAL		74,333	-	-	-	-	-	-	74,333
Comprehensive Utility Improvements									
	Carried Forward/Current	-	-	-	-	-	-	-	-
Ward 1 Phase III	Revenues	499,901	-	-	26,495	-	400,000	73,406	-
COMPREHENSIVE UTILITY IMPROVEMENTS TOTAL		499,901	-	-	26,495	-	400,000	73,406	-
TOTAL EXPENSES		5,076,824	-	-	2,090,747	23,000	2,642,149	224,595	96,333
Transfers Out		257,000	39,000	218,000	-	-	-	-	-
GRAND TOTAL		5,333,824	39,000	218,000	2,090,747	23,000	2,642,149	224,595	96,333



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Surface Upgrades - 7th Street West

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	7th Street West/5th Ave West
Department:	Public Works
Account Number:	301-607-663.0000-2034
Project Code:	2034
Status:	Continuing Project
Project Type:	Non-Recurring Project

Project Description:
This project involves roadway improvements at the rail road crossing on 7th Street West at 5th Ave West.

Project Justification:
To provide safer means of transportation along 7th Street West. Current conditions allows for the possibility of damage to vehicles and injury to pedestrians.



Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	179,745	-	-	-	-	-	179,745
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	179,745	-	-	-	-	-	179,745

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	179,745	-	-	-	179,745
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	179,745	-	-	-	179,745

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
The project will require coordination with CSX Transportation Company as the owner of the railway.



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

CGBD - 7th Street Extension

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	7th Street West
Department:	Public Works
Account Number:	301-701-763.0000-9037
Project Code:	9037
Status:	Continuing Project
Project Type:	Non-Recurring Project



Project Description:

This project will utilize CDBG ED funds to construct a public infrastructure system including street, water, sewer and stormwater improvements to support the construction of the Palmetto Sheraton Hotel located at the Bradenton Area Convention Center.

Project Justification:

The construction of a new hotel will directly result in the creation of new jobs. Additional jobs are expected to be created with additional phases of the planned construction including restaurants, retail and entertainment venues. Tax revenues are expected to be increased by these improvements.

Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	1,500,000	-	-	-	-	-	1,500,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	1,500,000	-	-	-	-	-	1,500,000

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	1,500,000	-	-	-	1,500,000
Unidentified	-	-	-	-	-	-	-
Totals	-	-	1,500,000	-	-	-	1,500,000

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Street Paving

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Various Locations
Department:	Public Works
Account Number:	301-607-663.0000-2136
Project Code:	2136
Status:	Continuing 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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	175,000	100,000	100,000	100,000	100,000	100,000	675,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	175,000	100,000	100,000	100,000	100,000	100,000	675,000

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

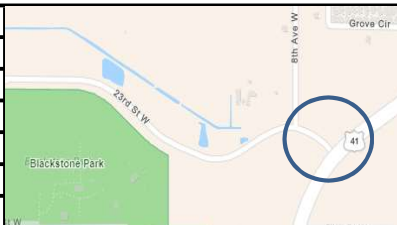
Additional Information:



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

23rd Street Realignment

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	23rd Street & U.S. 41	
Department:	Public Works	
Account Number:	301-607-663.0000-9601	
Project Code:	9601	
Status:	New Project	
Project Type:	Non-Recurring Project	
Project Description:		
Partnering with Florida Department of Transportation to design and construct a roundabout and realign the intersection of 23rd Street and U.S. 41.		
Project Justification:		
To improve the safety of this intersection with the intent of reducing/eliminating traffic accidents.		

Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	1,000,000	-	-	-	-	1,000,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	1,000,000	-	-	-	-	1,000,000

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2021 Funding

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

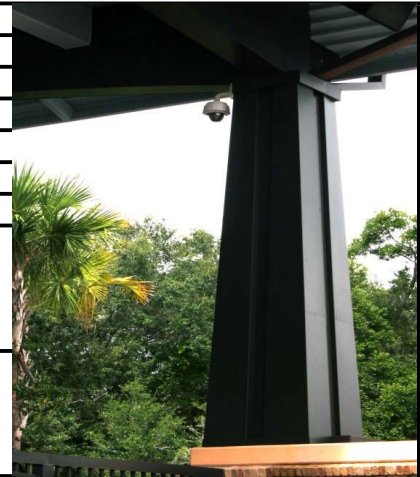


**CITY OF PALMETTO
2020-2021 BUDGET**

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:	301-601-664.0100-2132
Project Code:	2132
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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	37,502	20,000	20,000	20,000	20,000	20,000	137,502
Totals	37,502	20,000	20,000	20,000	20,000	20,000	137,502

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	37,502	-	-	-	37,502
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	37,502	-	-	-	37,502

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	500	500	500	500	500	500	3,000
Other	-	-	-	-	-	-	-
Totals	500	500	500	500	500	500	3,000

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
2020-2021 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:	301-601-662.0000-2131
Project Code:	2131
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

To make improvements to city facilities. This year's anticipated projects include fire suppression at City Hall and secure access 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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	45,005	20,000	20,000	20,000	20,000	20,000	145,005
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	45,005	20,000	20,000	20,000	20,000	20,000	145,005

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	45,005	-	-	-	45,005
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	45,005	-	-	-	45,005

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	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
2020-2021 BUDGET**

Public Works Electrical Upgrade

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:	301/403/432/440/460 662.0000-2135
Project Code:	2135
Status:	New Project
Project Type:	Non-Recurring Project



Project Description:
To upgrade the panel boxes and breakers at the Public Works Facility Building.
Project Justification:
To ensure the continued functionality and maintain proper safety conditions the electrical system will be replaced.

Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	200,000	-	-	-	-	-	200,000
Totals	200,000	-	-	-	-	-	200,000

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Solid Waste	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	45,000	-	-	-	-	45,000
2021 Revenue	-	-	-	-	-	14,000	-	14,000
Fund Balance	39,000	16,000	-	8,000	70,000	-	8,000	141,000
Grants/Loans	-	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-
Totals	39,000	16,000	45,000	8,000	70,000	14,000	8,000	200,000

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2020-2021 BUDGET**

Public Works Storage Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
-----------------------------	------------	----------	----------------	--------	--------------------	-----------------------

Location:	Public Works
Department:	Public Works
Account Number:	301/403/432/440/460 662.0000-4215
Project Code:	4215
Status:	New Project
Project Type:	Recurring Project



Project Description:

The construction of a facility to store public works equipment and vehicles.

Project Justification:

The construction of an enclosed facility will prevent damage caused from the elements as well as to ensure the security of the equipment, both of which should reduce the need for replacements.

Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	450,000	-	-	-	-	-	450,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	450,000	-	-	-	-	-	450,000

FY 2021 Funding Provided By:	Half Cent Fund	Road and Bridge	Solid Waste Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	250,000	-	-	-	24,000	-	274,000
Fund Balance	-	27,000	15,000	120,000	-	14,000	176,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	250,000	27,000	15,000	120,000	24,000	14,000	450,000

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Wastewater Treatment Plant Storage Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Waste Water Treatment Plant
Department:	Public Works
Account Number:	432-637-662.0000-2129
Project Code:	2129
Status:	New Project
Project Type:	Non-Recurring Project

Project Description:

The construction of a facility to store equipment and vehicles at the Wastewater Treatment Plant

Project Justification:

The construction of a enclosed facility will prevent damage caused from the elements as well as to ensure the security of the equipment, both of which should reduce the need for replacements.



Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-		-	-	-	-	-
Construction	100,000	-	-		-	-	100,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	100,000	-	-	-	-	-	100,000

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-		-	-	-
Fund Balance	-	-	-	100,000	-	-	100,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	100,000	-	-	100,000

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

New Public Administration Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	TBD
Department:	City Hall/Public Works
Account Number:	N/A
Project Code:	N/A
Status:	Continuing Project
Project Type:	Non-Recurring Project

Project Description:
This project will consist of the design and construction of a new Public Administration Building.

Project Justification:
A larger building would allow Public Works and City Hall Administrative staff to be under one roof. It would also provide shelter for city crews and their families to ensure that the work force is available in the event of a major hurricane.



Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	4,275,000	-	-	4,275,000
Design	-	-	342,000	-	-	-	342,000
Other	-	-	-	-	-	-	-
Totals	-	-	342,000	4,275,000	-	-	4,617,000

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2021 Funding

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	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
2020-2021 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:	440-640-663.0000-2042
Project Code:	2042
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:
Dredging of canals throughout the City.

Project Justification:
The City will utilize funding to perform dredging at various locations based upon staff recommendations and Commission prioritization.



Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	113,189	-	-	-	-	-	113,189
Totals	113,189	-	-	-	-	-	113,189

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	90,247	-	90,247
2021 Revenue	-	-	-	-	22,942	-	22,942
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	113,189	-	113,189

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2020-2021 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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2021 Funding

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	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.

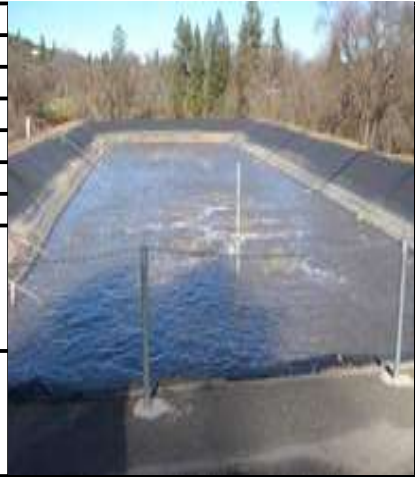


**CITY OF PALMETTO
2020-2021 BUDGET**

Equalization Basin & Equipment

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-635-663.0200-1728
Project Code:	1728
Status:	Continuing Project
Project Type:	Non-Recurring Project



Project Description:

This project consists of the Design and construction of a 2.0 million gallon equalization tank with associated splitter box, piping, valves, return pumps, level control, Supervisory Control and Data Acquisition (SCADA) System.

Project Justification:

To provide a balanced inflow which will stabilize the plant operation over a 24 hour period and the ability to consistently meet our permitted regulatory compliance obligations including prevention of sewer spills.

Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	319,468	-	-	-	-	-	319,468
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	319,468	-	-	-	-	-	319,468

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	319,468	-	-	319,468
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	319,468	-	-	319,468

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

The City has been awarded a SRF Loan to fund the construction phase of this project in the amount of \$6,915,245. The FY2021 funding shown here represents the remaining balance from loan funds that have yet to be encumbered.



**CITY OF PALMETTO
2020-2021 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:	432-633-663.0000-2127
Project Code:	2127
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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	156,642	100,000	100,000	100,000	100,000	100,000	656,642
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	156,642	100,000	100,000	100,000	100,000	100,000	656,642

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	156,642	-	-	156,642
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	156,642	-	-	156,642

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	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
2020-2021 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:	432-633-663.0000-2121
Project Code:	2121
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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	241,512	50,000	50,000	50,000	50,000	50,000	491,512
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	241,512	50,000	50,000	50,000	50,000	50,000	491,512

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	241,512	-	-	241,512
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	241,512	-	-	241,512

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	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
2020-2021 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:	432-635-663.0000-2122
Project Code:	2122
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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	175,745	50,000	50,000	50,000	125,000	50,000	500,745
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	175,745	50,000	50,000	50,000	125,000	50,000	500,745

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	75,745	-	-	75,745
2021 Revenue	-	-	-	100,000	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	175,745	-	-	175,745

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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



**CITY OF PALMETTO
2020-2021 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:	432-633-663.0000-2023
Project Code:	2023
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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	683,971	200,000	250,000	250,000	300,000	300,000	1,983,971
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	683,971	200,000	250,000	250,000	300,000	300,000	1,983,971

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	542,611		-	542,611
2021 Revenue	-	-	-	141,360	-	-	141,360
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	683,971	-	-	683,971

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	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
2020-2021 BUDGET**

Water Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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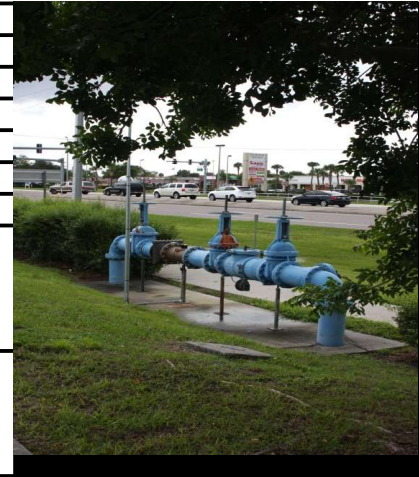
Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-2124
Project Code:	2124
Status:	Continuing Project
Project Type:	Recurring Project

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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	309,786	50,000	50,000	50,000	125,000	50,000	634,786
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	309,786	50,000	50,000	50,000	125,000	50,000	634,786

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	209,786	-	-	209,786
2021 Revenue	-	-	-	100,000	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	309,786	-	-	309,786

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	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
2020-2021 BUDGET**

Chloramines Injection System

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-662.0000-1425
Project Code:	1425
Status:	Continuing Project
Project Type:	Non-Recurring Project



Project Description:
Installation of Chloramine Injection System. Fiscal Year 2015 project funding allowed for the purchase of a house to contain the Injection System. Fiscal Year 2021 budget will allow for modifications to the house and the purchase and installation of the system.

Project Justification:
Additional chloramine injected into City Water supply will maintain the quality of water the City provides to its residents.

Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	65,025	-	-	-	-	-	65,025
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	65,025	-	-	-	-	-	65,025

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	15,025	-	-	15,025
2021 Revenue	-	-	-	50,000	-	-	50,000
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	65,025	-	-	65,025

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2020-2021 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:	460-660-663.0000-2160
Project Code:	2160
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
This project consists of the installation of reuse lines throughout the City.
Project Justification:
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. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	74,333	-	-	-	75,000	75,000	224,333
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	74,333	-	-	-	75,000	75,000	224,333

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	74,333	74,333
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	74,333	74,333

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2020-2021 BUDGET**

Ward 1 Phase III

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Ward 1
Department:	Public Works
Account Number:	301-607/440-640-663.0000-9039
Project Code:	9039
Status:	Continuing Project
Project Type:	Non-Recurring Project

Project Description:
To add reclaimed water service, improve and/or replace existing potable water lines, fire hydrants, gravity sewer lines, lift station upgrades, manholes, sidewalks and road restoration.
Project Justification:
Updating the infrastructure by eliminating the older material and improving the roads and sidewalks to meet today's ADA standards.



Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	99,901	-	-	-	-	-	99,901
Construction	400,000	600,000	600,000	600,000	-	-	2,200,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	499,901	600,000	600,000	600,000	-	-	2,299,901

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	26,495	-	73,406	-	99,901
2021 Revenue	-	-	-	400,000	-	-	400,000
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	26,495	400,000	73,406	-	499,901

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
A CDBG grant has been applied for. If awarded, potential funding sources will be realigned.



**CITY OF PALMETTO
2020-2021 BUDGET**

3rd Avenue Infrastructure Improvements

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	301/432/440/460-6xx-663.0000-2229
Project Code:	2229
Status:	New Project
Project Type:	Non-Recurring Project



Project Description:
This project involves the comprehensive replacement of utilities along 3rd Avenue.
Project Justification:
The replacement of water/sewer/stormwater/reclaim utilities in addition to paving will improve the level of service provided and will help to maintain a safer roadway.

Annual Project Costs:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	150,000	300,000	300,000	-	-	750,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	150,000	300,000	300,000	-	-	750,000

FY 2021 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2020 Funding	-	-	-	-	-	-	-
2021 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2021 Funding

Operating Budget Impact:	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET**

Infrastructure Sales Tax– 4XX

Infrastructure Fund - 003

Summary:

Manatee County voters approved a 15-year half-cent infrastructure sales tax in 2018, the City prepared a list of projects in the approved categories of Transportation, Public Safety and Law Enforcement, and Parks & Community Facilities. Each year the list is reevaluated and projects may be added or removed from the list through staff recommendation and Commission approval. State revenue forecasts and fund balance projections are utilized to determine if the projected revenues remain in line to support each of the projects.

Primary Duties:

Staff identifies projects to be completed in the current fiscal year and requests Commission to adopt budget to fund. Any modification to the funding is addressed in subsequent budget resolutions.

The Revised list of projects is noted below:

Infrastructure Sales Tax Draft Project Listing

	RES 2018-03 Original Project Cost	RES 2020-20 Revised Project Cost	Category Percentage
<u>Transportation Projects</u>			
Sidewalks	2,050,000	1,628,621	
Intersection Improvements	1,720,000	1,446,000	
Major Road Improvements	1,469,571	1,274,949	
Transportation Total	5,239,571	4,349,570	28%
<u>Public Safety and Law Enforcement Projects</u>			
Law Enforcement Facilities and Equipment	135,000	50,000	
Criminal Justice & Public Safety Facility Improvements	6,315,000	8,332,443	
911 and Public Safety Technology Upgrades	290,000	223,670	
Public Safety and Law Enforcement Total	6,740,000	8,606,113	56%
<u>Parks and Community Facilities Projects</u>			
City Parks	1,700,000	876,113	
Recreational Buildings and Playgrounds	850,000	897,775	
Environmental Preserves and Boat Ramps	100,000	-	
Government Buildings and Community Facilities	750,000	650,000	
Parks & Community Facilities Total	3,400,000	2,423,888	16%
GRAND TOTAL	15,379,571	15,379,571	100%



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

003 - INFRASTRUCTURE

Fund Summary

Account	2019 Actual	2020 Revised Budget	2020 Projected Actual	2021 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 1,619,586	\$ 2,045,325	\$ 2,045,325	\$ 1,634,164	(20.1)%
Revenues					
Infrastructure Sales Tax	997,028	-	993,157	756,245	- %
Interest Revenue	39,273	-	24,500	-	- %
Non-Revenue/Fund Balance	-	747,149	-	-	(100.0)%
Total Revenues	1,036,301	747,149	1,017,657	756,245	1.2 %
Expenses					
Public Safety	208,936	682,719	683,884	-	(100.0)%
Transportation	64,759	535,475	535,475	216,229	(59.6)%
Parks and Recreation	336,867	200,252	209,459	430,000	114.7 %
Total Expenditures	610,562	1,418,446	1,428,818	646,229	(54.4)%
Excess Revenue Over (Under)	425,739	(671,297)	(411,161)	110,016	- %
Fund Balance, End of Year	\$ 2,045,325	\$ 1,374,028	\$ 1,634,164	\$ 1,744,180	26.9 %

**Budget will be adopted for each project individually through the budget year. This fund is combined with the General Fund in the All Funds Summary

003-000 - INFRASTRUCTURE REVENUE
Fund Revenue Summary

Account		2019	2020	2020	2021	% Change	
003-000	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget	
312.6000	Infrastructure Sales Tax	\$ 997,028	\$ -	\$ 993,157	\$ 756,245	-	%
	TOTAL SALES TAX	997,028	-	993,157	756,245	-	%
		-	-	-	-	-	%
361.0100	Investment Earnings	39,273	-	24,500	-	-	%
	TOTAL INTEREST REVENUE	39,273	-	24,500	-	-	%
	OTHER FINANCING SOURCES						
399.0000	Funding From Fund Balance - Outstanding Enc	-	747,149	-	-	(100.0)%	
	TOTAL NON-REVENUE SOURCES	-	747,149	-	-	(100.0)%	
	TOTAL INFRASTRUCTURE SALES TAX REVENUE	\$ 1,036,301	\$ 747,149	\$ 1,017,657	\$ 756,245	1.2 %	



CITY OF PALMETTO, FLORIDA
2020-2021 BUDGET

003-421 - PUBLIC SAFETY
Cost Center Summary

Account		2019	2020	2020	2021	% Change
003-421	Description	Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
462.0000-4101	Police Dept Construction	\$ 44,941	\$ 632,702	\$ 632,702	\$ -	(100.0)%
464.0100-4103	PD Video and Storage Project	110,000	-	-	-	- %
464.0100-4104	Network Hardware Project	8,061	-	-	-	- %
464.0100-4105	Encryption Software Project	28,064	322	322	-	(100.0)%
464.0100-4106	Coban Upgrades	13,325	14,295	14,295	-	(100.0)%
464.0100-4107	Marine Equipment	-	35,400	36,565	-	(100.0)%
464.0100-4108	Fingerprint Scanner	4,545	-	-	-	- %
Total Capital Purchases		208,936	682,719	683,884	-	(100.0)%
TOTAL EXPENDITURES		\$ 208,936	\$ 682,719	\$ 683,884	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA 2020-2021 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 - **Americans with Disabilities Act** - A congressional act, passed in January, 1990, designed to establish a clear and comprehensive prohibition of discrimination on the basis of disability.

Appropriation - An authorization granted by the City Commission to make expenditures and to incur obligations for purposes specified in the Budget Resolution.

Assessed Valuation - A valuation set upon property by the County Property appraiser as a basis for levying taxes.

Asset - Resource owned or held by a government that possesses monetary value.

Available Fund Balance - Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Balanced Budget - Total anticipated revenues plus any portion of fund balance that is designated as a budget-funding source shall equal, or be greater than, total estimated expenditures for each fund.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal period.

Budget Hearing - As required by law, the City Commission conducts two public hearings to receive and consider input from the public and to propose and adopt a millage rate and annual budget.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Budget Message – A general discussion of the adopted budget as presented in the Adopted Financial Plan by the City Clerk to the Mayor and City Commission.

CAFR – **Comprehensive Annual Financial Report** – A complete set of financial statements published soon after the close of each fiscal year by each general-purpose local government in conformity with GAAP and audited in accordance with generally accepted auditing standards.

Capital Asset – Acquired asset having a unit cost of at least \$2,000 and a useful life of more than one year.

Capital Expenditure – A category of budgetary appropriation that includes expenses for buildings, machinery and equipment and results in additions to a fixed asset inventory.

Capital Improvement Budget – The adopted budget to fund the capital improvement plan for the upcoming fiscal year.

Capital Infrastructure Fund – The adopted budget to fund the infrastructure capital improvement projects for the upcoming year.

CDBG – Community Development Block Grant – awarded from the Florida Department of Economic Opportunity. There are two types of grants; ED – Economic Development and NR – Neighborhood Revitalization.

Charges for Services – Revenue derived from charging fees for providing certain government services. These revenues can be received from private individuals or entities, or other governmental units. Charges for services include rental fees and contracted services as well as utility user fees for solid waste, water, sewer, stormwater and reuse fees.

CIP – **Capital Improvement Plan** – A financial plan for construction of physical assets such as buildings, streets, sewers and recreation facilities. The plan extends over several future years indicating the beginning and ending date of each project, the amount to be expended in each year and the method of financing those expenditures.

CPTED – Crime Prevention through Environmental Design – A plan between the police department and the Community Redevelopment agency to establish guidelines and methods of reducing crime and blight in the CRA district.

COLA – **Cost Of Living Adjustment** – An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.

Cost Center – An organizational operating unit within the City responsible for a function of the City. Examples: City Clerk, City Attorney, Public Works Administration, Water, Sewer etc.

CRA – **Community Redevelopment Agency** – An agency established by the City Commission to allow tax increment financing and to implement provisions to rehabilitate the redevelopment area. The agency cooperates with the private sector to attract long-term, financially sound projects that will generate new employment opportunities while protecting the City's unique character and charm.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Culture and Recreation – A category of services provided by a government for facilities and activities such as parks.

Debt Service – The payment of principal and interest on borrowed funds such as bank loans and capital leases.

Deficit – The excess of expenditures over revenues during an accounting period or the excess of the liabilities of a fund over its assets.

Department – A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the City is responsible. i.e. City Clerk, Public Works, Police Department and CRA

Depreciation – The decrease in value of physical assets due to use and the passage of time.

Encumbrance – An amount of money committed for the payment of goods and services not yet received or paid for, usually supported by an outstanding purchase order.

Enterprise Fund – A self-supporting fund designed to account for activities supported by user fees such as Solid Waste, Water, Sewer, Stormwater and Reuse Funds.

Fines and Forfeitures – Fines and forfeits are derived from penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty. These revenues include court fines, confiscated property and parking violations.

Fiscal Year – Any period of 12 consecutive months designated as the budget year. The City's fiscal year begins October 1 and ends September 30, the same as the Federal Government.

Fixed Asset – Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed asset includes land, buildings, equipment, and infrastructure. Also called Capital Assets

Franchise Fee – A fee assessed on a business, usually a public utility, in return for granting the business the exclusive right to operate in public rights of way inside the City limits. The City of Palmetto has negotiated franchise agreements for electric, cable television, and telephone service.

Fringe Benefits – For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health and life insurance.

FTE- Full-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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Fund Type – Any of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service and trust. The City of Palmetto has six of the seven types with no debt service fund.

GAAP – **G**enerally **A**ccepted **A**ccounting **P**riniples – 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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

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.

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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Object Code – Account to which an expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made. These are normally grouped into Personal Services, Operating Supplies, Capital Outlay, and Other for budgetary analysis and financial reporting purposes.

Objective – Desired output-oriented accomplishments that can be measured and achieved within a given time frame.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Costs – Expenses for such items as expendable supplies, contractual services, and utilities.

Ordinance – A formal legislative enactment by the City Commission or governing body of a municipality. If it is not in conflict with any higher form of law such as a statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Performance Measurement – A managerial process for determining how a program is accomplishing its mission, goals, and objectives through the delivery of products, services, or processes. Performance measurement is a systematic process of evaluating outcomes of specific government programs and services that are delivered to customers with respect to efficiency and effectiveness.

PC&L – **Property** **Casualty** and **Liability** insurance protecting the City's assets.

Personal Services – Expenditures for salaries/wages and benefits (social security, medical/dental/life/workers' compensation insurance and retirement, etc.) provided for employees by the City.

Physical Environment – A major category of services provided by a government for the purpose of achieving a satisfactory living environment by controlling and utilizing elements of the environment. Included in this category are water/sewer services, solid waste services, stormwater and reuse utilities.

Prior Year Encumbrance – Obligation from a previous year in the form of a purchase order or contract which is chargeable to an appropriation, and for which a part of the current year appropriation is reserved. It ceases to be an encumbrance when the obligation is paid or otherwise terminated.

Program – A program is a distinct, clearly defined activity, function, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budget as its basic component.

Proposed Budget – The budget proposed by the City Clerk to the City Commission for adoption.

Proprietary Fund – A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the City include the Enterprise and Internal Services Funds.

Public Safety – A major category of services provided by a government for the security of persons and property. This includes Police Services, Building, Planning and Zoning and Code Enforcement.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Reclassification – The moving of an existing position from one personnel classification (title) to another.

RIF – **Reduction In Force** occurs when an organization reduces the number of employees through lay-offs as a cost saving measure.

Reserve Account – An account that records the portion of the fund balance which is segregated for future use and is not available for further appropriation or expenditure.

Resolution – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation, including estimated revenue, fund transfers and beginning fund balances.

RFP – **Request For Proposal** – A procurement process also known as “Competitive Sealed Proposals” and is used when the requirements are not clearly know. A public request is made by the government for sealed proposals for a particular need.

Rolled-Back Rate – Under Florida law as property values are increased each year by the property appraiser due to inflation, the City property tax rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. All property tax rate changes are calculated using the rolled-back rate as the base. However, if property values are reduced due to economic conditions, the rolled-back rate can become higher than the applicable millage rate.

SWFWMD – **Southwest Florida Water Management District** – A sixteen county agency, established by state statute and directed by a governing board, to manage water and related natural resources to ensure their continued availability while maintaining the balance between the water needs of current and future users.

Special Revenue Fund – A fund to account for revenue derived from specific sources that are restricted by law or policy to finance specific activities. CRA is the City’s special revenue fund.

Sundry Assets - Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances at a cost between \$500 and \$2,000 per unit cost. These assets are not depreciated or capitalized but are tracked for the security of the asset and include items such as computers and other small 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.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

User Charges (Fees) – The payment of a fee for direct receipt of a public service by the party benefiting from the service.



CITY OF PALMETTO, FLORIDA 2020-2021 BUDGET

<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 2020-2021 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