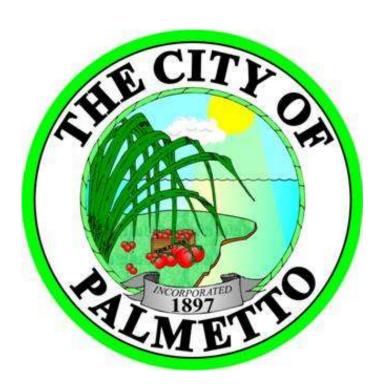


Cover Photo: Riverside Park - Manatee River

CITY OF PALMETTO, FLORIDA

FISCAL YEAR 2020 FINAL APPROVED BUDGET



Shirley Groover-Bryant Mayor

Brian Williams
Vice-Mayor
Commissioner, Ward 3

Harold Smith
Commissioner, Ward 1

Tambra Varnadore
Commissioner, Ward 2

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, 2018

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Palmetto, Florida for its annual budget for the fiscal year 2018-2019 beginning October 1, 2018.

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

Fiscal year 2019 is the tenth consecutive year that the City has received this prestigious award. The budget for fiscal year 2020 will also be submitted for the award.



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Introductions to the Budget Document

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

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

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

Introductory Section (pages 9-30)

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

Budget Summary Section (pages 31-50)

The section details the steps taken to compile, present to Commission and approve the 2020 Budget. It includes the timeline and the final resolutions approved by Commission for both the operating and capital improvement budgets. Several consolidated schedules and graphs of all City funds are presented to give an overall perspective of the budget as well as historical, estimated and projected fund balances.

Policies (pages 53-70)

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

Personnel Budget (pages 71-78)

This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 2020, is provided in detail as well as comparative summary data.

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Operating Budgets

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

- Fund description
- ➤ Fund summary including revenue and expenses for all cost centers showing beginning and ending fund balance for 2018 actual, 2019 budget and projected and 2020 adopted budget.
- All revenues for the fund including actual 2018 amounts, 2019 budget and projected and adopted budget for 2020.
- 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 2018 and 2019, and the itemized budget for 2020.

The information for the governmental funds is as follows:

General Fund – Fund #001 – (pages 79-202) Community Redevelopment Agency (CRA) – Fund #190 – (pages 203-220) Road and Bridge Fund – Fund #307 – (pages 221-238)

The Enterprise Fund information is arranged as follows: (pages 239-299)

- 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 2018 actual, 2019 budget and projected and 2020 adopted budget.
 - o All revenues for the fund including actual 2018 amounts, 2019 budget and projected and adopted budget for 2020.
 - o Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2018 and 2019, and the itemized budget for 2020.

The information for the enterprise funds is as follows:

Solid Waste Fund – Fund #403 – (pages 246-255) Water and Sewer Fund – Fund #432 – (pages 256-299) Stormwater Fund – Fund #440 – (pages 300-311) Reuse Fund – Fund #460 – (pages 312-321)



Capital Improvements Section (pages 322-359)

This section presents the City's capital improvement plans that are budgeted for 2020. It includes the budgeting process, funding challenges, mission fulfillments and a summary of the capital purchases. These capital items are from the operating budget, the Joint Capital Projects fund for the capital projects which are funded jointly by CRA, the City and grants, and the 5-year CIP program. The associated budgets and individual project sheets for the 2020 year are included.

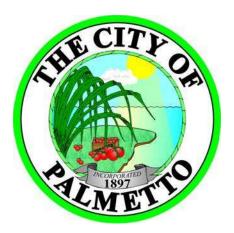
Appendix (pages 360-371)

This section contains:

- a glossary of terms
- a listing of acronyms

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

George H. W. Bush

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October 1, 2019

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2020 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 2020, City Commission indicated that their goals continue to be:

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

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

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

Current Challenges/Current Solutions

No formal planning session was held by City Commission to develop goals and objectives for fiscal year 2020. However, with each issue discussed by the Commission, it was clear that our biggest challenges would include aging infrastructure, technology, and human capital needs. Operational budgets still faced some challenges, but the cost cutting and efficiency initiatives during previous years continued to prepare us for the current year. These cost reduction measures must be continually reevaluated with the goal of providing services to citizens and taxpayers, maintaining economic stability, ensuring safety of our citizens, updating the infrastructure and preserving the historic heritage of our City.

Going into the current year budget process, staff anticipated the ad valorem taxes would increase approximately 5% to 6% over fiscal year 2019. For fiscal year 2020, our preliminary tax roll based on Truth in Millage (TRIM) reflects a 7.33% increase over fiscal year 2019. Property values have increased a total of 28% since fiscal year 2014, which marked the beginning of increased assessed values. The values are still 11% lower than when they reached their peak in the 2009 tax year. Since fiscal year 2009, the millage rate has increased \$1.3 mils or 27.8% as a result of property values declines between 2009-2013 and rising cost during the same time period.

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Economic indicators have been favorable and the City expects values will continue to increase in the coming years, however at a slower pace. In addition, construction is underway at one of the larger residential developments within the City which will result in an increase in the tax base. This project is called Sanctuary Cove and has been approved for 1,100 housing units at build out. Other construction projects, such as the redevelopment on Riverside Drive 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. 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 were increased 4% for water and sewer, with an annual index increase of 2% every year thereafter. Reuse rates increased 7% with and annual index increase of 3.5% every year thereafter. Storm water increased 10% with an annual index increase of 5% every year thereafter. This was the first increase to the storm water rates since 2008. 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 2020 budget for total personnel costs is \$9,318,760 or an increase of 1.94% over fiscal year 2019. The gross wages increased by 3% as general employees received a 3% increase over fiscal year 2019, pension cost decreased by 17.6% based on actuarial contributions and health insurance increased by 15.1% based on increase rates and open enrollment elections. Personnel costs represent 57% of the General Fund expense budget and 28.6% of the total City budget. The Police union contract was negotiated, approved and implemented in fiscal year 2019 for a three year term ending fiscal year 2021.

The turnover rate in fiscal year 2018 was 14% but by fiscal year 2019 decreased to 11%. This turnover is due to several factors such as retirement, and separations within the city. In fiscal year 2019, thirteen employees separated from the City; four from City Hall, three from the Community Redevelopment, two from the Police Department and five from the Public Works Department.

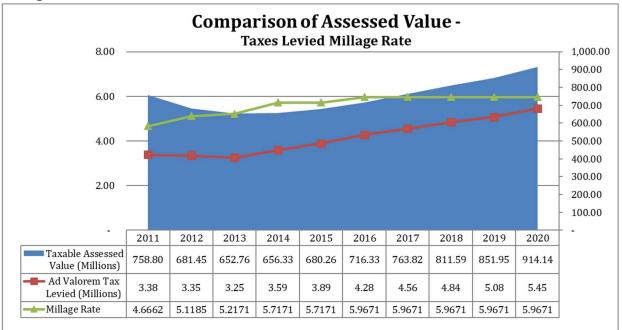
Even with aggressive cost cutting initiatives and rising property values, the City must be cautious as we move forward to improve the quality of services we provided to our residents. Costs continue to rise and the City must continue to ensure revenues will be available to support the operations. The millage remains unchanged at \$5.9671 for fiscal year 2020 which is 5.94% higher that 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

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\$357,741 more in ad valorem revenue for the City, of which, \$135,357 will increase the TIF funds to CRA, leaving a net amount of \$222,384 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 2020 was \$18,940 higher for a total reimbursement of \$630,578. This is due to an increase cost in the Police Department and an increase in personnel cost associated with a new Code Enforcement officer. 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.

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 2020 Capital Improvement Plan (CIP) of \$3.4 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 \$12.9 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

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Opportunity Community Development Block Grant (CDBG) of \$750K for utility Infrastructure improvements between 10th Ave. West and 13th Avenue West between 10th Street West and 17th Street West. The total budget for this project is over \$3 million and will be a significant improvement for the area. The project is expected to be completed in the first half of 2020. In addition, the City has also received a CDBG economic development grant of \$1.5 million for street improvement 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.

We are entering the 4th year of the ½ sales tax funding which provides funding for capital improvements in the areas of transportation, public safety, and park improvements. Several paving projects and park improvements are scheduled in the coming year and will utilize ½ sales tax dollars. Architectural plans and design for the new Police Department are well underway and the City anticipates construction to begin towards the end of fiscal year 2020. 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 Ave West to 17th Street. The focus of this project will include pedestrian walkways, larger sidewalks, enhanced parking and streetscapes throughout the corridor. The CRA is providing the funding for this project and the Florida Department of Transportation (FDOT) and the Metropolitan Planning Organization (MPO) are matching the CRA contributions in the form of a grant. The total cost of improvements will approach \$6-\$10 million dollars over 5 years.

The CRA continues to use incentives to entice new businesses to the City. In particular, the CRA board has approved \$6 million dollars in Tax Increment Financing rebates for a proposed full service 240 room hotel at the convention center here in Palmetto. Construction is anticipated to begin early 2020 and should provide significant tax revenue, jobs, and infrastructure improvements to the area.

Sutton and Lamb Parks have undergone major renovations with the covered sound stage and new public restrooms. Additional enhancements such as new playground equipment, walking trails, and covered pavilions are forthcoming. Once considered the jewels of the parks in Manatee County; Lamb and Sutton Parks are being revived to their highest level of public service. This redevelopment focuses on technology, architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and "movies in the park" and has become home to several annual events including the City's annual July 4th Celebration, the DeSoto Historical Society's Seafood Festival and the Taste of Manatee. The 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 \$1.5M over 10 years to assist with construction of the facility. This is 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 Aquifer Storage Recovery (ASR) is now complete and operational, enabling the City storage of reclaimed water during the rainy season and providing options in lieu of discharging excess 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, correct its inflow and

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infiltration (I&I) issues and prepare for expansion to the Wastewater Treatment Plant (WWTP). I&I continues to be one of the more heavily funded activities on the CIP and the new Equalization Basin is being constructed at a cost of \$6.4M. The construction began in the summer of 2019 and expected to be completed in late summer 2020. 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 two patrol vehicles, mobile radios, in-car video systems, speed/message trailer and night vision technology. The Public Works Department will receive a vibratory roller, message board, two fleet trucks, fuel trailer, and three mowers. Other one time purchases totaling approximately \$70,000 are being funded with fund balance and include IT hardware replacement and city security enhancements.

Meeting Goals

The Fiscal Year 2020 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.

Summary

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

As I submit the budget for fiscal year 2020, 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 eleventh 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





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

Dwight D. Eisenhower

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

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

Then and Now...

- The first road was built in 1846. The streets were paved in 1913 and 42 miles of streets are being maintained by the City in 2014. During 2019, the City started a new infrastructure project for the replacement of water lines and repaving of 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 706 street lights throughout the city.
- The population in 1889 was 300 and the 2010 census counted 12,606. The 2019 census estimate is 13,360.
- 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 FY2020. The focal point of the City has become Sutton Park, which hosts with City's July 4th Celebration as well as the Taste of Manatee and DeSoto Historical Society's Seafood Festival. Each month the City hosts the Movie in the Park as a free family event. The 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 2019, 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.
- 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 2019, FDOT and Manatee County completed a 10 foot wide pedestrian path across the bridge.

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- The City began using Manatee County Water System in 1963 after Lake Manatee was built. The City provided additional customer base to assist in the County bonding the project, even though the City operated its own potable water plant.
- The sewer system was installed in 1913 and now consists of 57 miles of piping and the City's Waste Water Treatment Plant treats and average of 1,200,000 gallons of sewage daily with peaks above 2 million gallons during the rainy season. 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 access water from rain events. This project will be completed in the late summer of 2020 at a cost of approximately \$6M.
- The reclaimed water system was started in the 1990's and now consists of 32 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 2020, the City will install more reuse lines to provide the service to a greater number of customers. Currently the City has 90 % 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 \$17 million which was mostly for infrastructure and equipment in the form of qualified bank loans and capital leases. The City anticipates additional debt in fiscal year 2020 of \$9 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, the replacement seawall and the living seawall. As we look ahead projects include a new hotel at the Civic Center, the Multi-modal corridor, and additional improvements to the City's waterfront.
- During fiscal year 2019, 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.

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

- Sutton Park new covered stage area and restrooms completed new playground and walking track planned.
- Multi-Modal Corridor planned to redevelop an old north-south corridor though the City's urban core and will allow for all types of non-standard transportation such as walking, jogging and biking. The CRA is partnering with SWFWMD and FDOT to start the design of Phase II. It is anticipated to begin in FY2021.

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

These challenges in infrastructure include:

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

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 City Commission recently approved a FY 2020 utility rate study that will provide much need funding for capital improvements over the next 10 years. These dollars will help address many of the water and sewer infrastructure needs mentioned above.
- 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 underway for the new Police Department and we hope to break ground in late 2020 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.

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

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Mission Statement

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

Long Term Goals

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

Appearance... Infrastructure... Economic Stability...

Services... Safety... Historic Preservation....

Short Term Goals to Achieve the Long Term Goals

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

Appearance Improve, beautify and enhance the downtown core of the city as well as other

possible areas outside the downtown core. This will in turn increase the tax base of the City and provide additional tax monies to be used to provide

services.

Services Increase reclaimed water service from present levels to 90% of the city.

Improve the efficiency of all utility services billed to the customer. Provide quality/efficient/courteous services to Palmetto citizens each and every day

of the year.

Infrastructure Maintain utility rates to provide additional revenues to be used to fund much

needed utility capital projects in the City. Other funds available for capital projects are very limited and projects will be prioritized and assigned

according to greatest need.

Safety Make the areas of the city which are more prone to crime, safer.

Maintain/improve the WWTP and all infrastructure, in an effort to keep the environment safe for the City's citizens and wildlife. Provide well lighted and

safe public areas.

Economic Stability Economic stability for both the City and her citizens. Strive to maintain and

stimulate property values that declined during the recession but have begun to increase again. Difficult decisions however, continue to be made to ensure

the City's and her citizens stability both financially and physically.

Historic Preservation The City's rich heritage is very important to the city leaders and the citizens.

The City will continue to maintain and enhance the Historic Park, as well as

other historical parts of the city.

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<u>City-wide Initiatives to Achieve the Long Term Goals</u> <u>Completed in Fiscal Year 2019 or to start in Fiscal Year 2020</u>

Appearance

- Landscaping installed at southern gateways to the City and other locations
- New enhancements to parks, other than Sutton Park, through the new halfcent sales tax implemented January, 2017

Services

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

Infrastructure

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

Safety

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

Economic Stability

- Property values increased 7.33% for FY2020
- All governmental funds enterprise funds meet the minimum 3 month fund balance requirement.
- Consistent review and revision of all financial policies

Historic Preservation

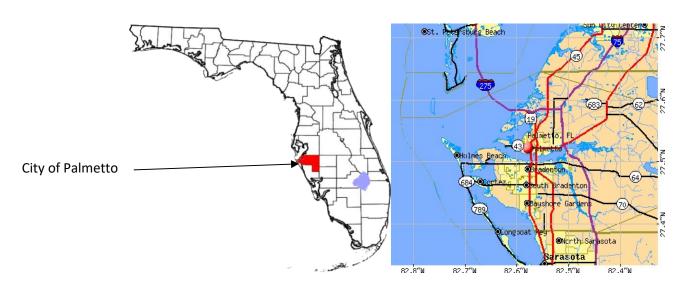
- Continued maintenance to the Historic Park and other historic parts of the City
- Future multimodal trail connecting the historic parts of the City.
- Improvements to Historic Park and Carnegie Library

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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: 13,360

2019 Assessed Property Value \$914,066,858

Parks

Infrastructure:

City Services Provided Police, Water, Sewer, Garbage, Stormwater, Reclaimed Water

13 parks, 100.79 acres

Streets 42 miles Traffic signals 12
Street Lights 928 Tennis courts 1

Water mains 73.85 miles Sewer pipes 67.76 miles Storm drains 27.30 miles Reclaimed water pipes 32.54 miles

City Buildings City Hall, 516 8th Avenue West

Public Works, 600 17th Street West

Police Department, 1115 10th Street West

CRA, 517 4th Street West

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CITY DEMOGRAPHICS

Source-www.city-data.com/city/Palmetto-Florida.html Information based on 2017

Estimated median household income	\$48,723	Florida median household income \$ 52,594
Per capita income	\$25,947	
Median Age in Palmetto	48.5	Florida Median Age 42.0
Median house/condo value	\$181,516	Florida median house/condo value \$214,000
Unemployment-March 2019	3.1%	Florida Unemployment-September, 2016 3.3%
Median Property Taxes with mortgages	\$1,598	Median Property Taxes without mortgage \$1,109

Median Gross Rent \$1,004

For Population 25 years and over in Palmetto:

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

Nearest City:

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

Educational Centers:

Within City Limits: Palmetto Elementary, Lincoln Middle School, Palmetto High School

Private Schools: Manatee School for the Arts, Palmetto Christian School

Colleges/Universities

State College of Florida – Bradenton – 6 miles

University of South Florida – St Petersburg campus – 17 miles

University of Tampa – Tampa – 30 miles

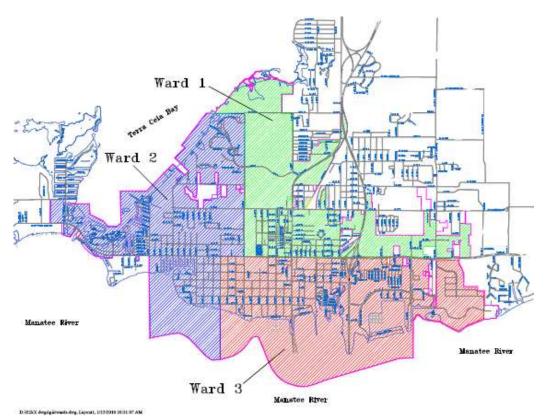
Principal Taxpayers in 2018:

			Percentage of Total
<u>Taxpayer</u>	Taxab1	<u>le Assessed Value</u>	Taxable Assessed Value
Wal-Mart Stores East LP	\$	12,684,314	1.49%
Florida Power & Light Co	\$	11,749,710	1.38%
Palm Bay MHC Holdongs LLC	\$	10,873,823	1.28%
Colonial Manor MHC Holdings LLC	\$	10,140,271	1.19%
SS Palmetto LLC	\$	7,724,592	0.91%
Palmetto, City of	\$	7,344,713	0.86%
Palmetto Mobile Home Club Inc.	\$	7,120,089	0.84%
Pacific Tomato Growers LTD	\$	6,356,891	0.75%
SPT Dolphin Palmetto Trace LLC	\$	6,037,511	0.71%
Riverside Investment Property LLC	\$	5,700,772	0.67%

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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., 2016 to Nov., 2020	tcornwell@palmettofl.org
At-Large	Jonathan Davis	Term - Nov., 2016 to Nov., 2020	jdavis@palmettofl.org

Staff

City Clerk	James R. Freeman	941-723-4570	jfreeman@palmettofl.org
Public Works Director	Allen Tusing	941-723-4580	atusing@palmettofl.org
Deputy Director – Public Works	Mohammed Rayan	941-723-4580	mrayan@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 Miller	941-723-4570	cmiller@palmettofl.org
City Planner	Karla Owens	941-723-4580	kowens@palmettofl.org
Assistant City Clerk	Amber Foley	941-723-4570	afoley@palmettofl.org
Human Resources Administrator	Paula Hall	941-723-4570	phall@palmettofl.org
Purchasing Agent	Nixa Haisley	941-723-4570	nhaisley@palmettofl.org

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Fiscal Year 2020 Budget List of Principal Officials

Elected Officials

Shirley Groover Bryant Mayor

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

Office of the City Clerk

James R. Freeman City Clerk

Amber Foley Assistant City Clerk Cheryl Miller Finance Director

Public Works

Allen Tusing Director

Mohammed RayanDeputy Director of Public WorksGrace JohnsonPublic Works AdministratorKarla OwensDevelopment Services Director

Police Department

Scott Tyler Police Chief Mike Stinson Captain Lorenzo Waiters Captain

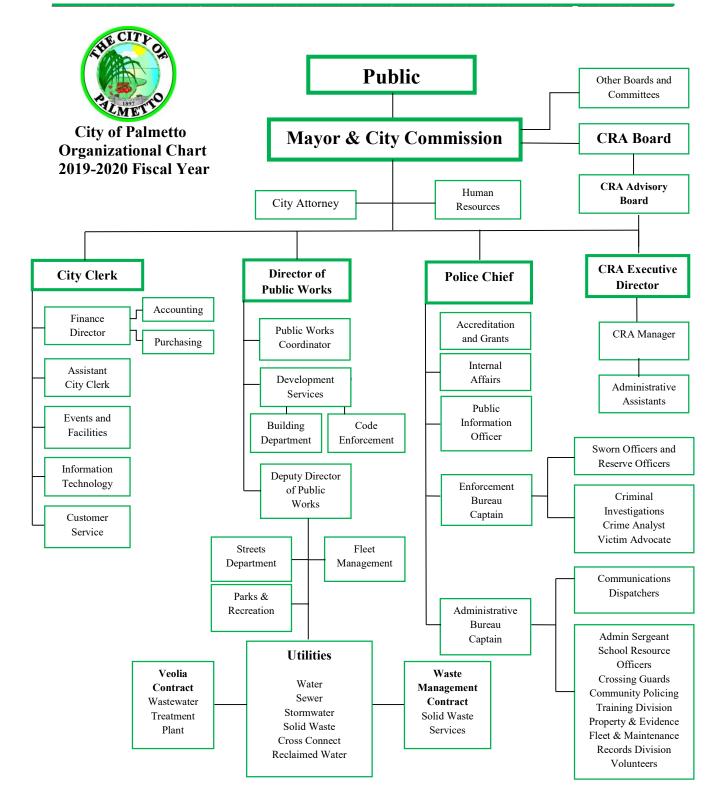
Community Redevelopment Agency

Jeff Burton Director

City Attorney

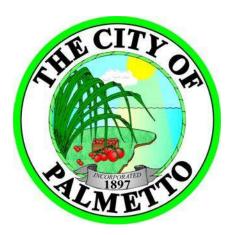
Mark Barnebey City Attorney





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

Ralph Waldo Emerson

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THE CITY OF PALMETTO BUDGET PROCESS

The Budget: The Process Begins...

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

The City budgets resources on a fiscal year, which begins October 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 12th for the fiscal year 2020 budget with the initial distribution of budget documents to the cost centers to be returned to the Finance Department by May 10^{th} . The initial version of the 2020 Budget was distributed to Commission on July 11^{th} with a 3% increase for General Employee wages and benefits. Version 1 was a balanced budget however, several questions

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remained unanswered including: revenue estimates from the state and county, health insurance and property insurance.

This year only two versions of the budget were presented to the City Commission before settling on the Tentative and Final budget. Version 2 was delivered to Commission August 12th and was balanced with no increase to ad valorem taxes. Few adjustments were made prior to the Tentative Budget in the form of truing up health insurance cost and personnel costs. The Tentative Budget was presented to City Commission September 9th 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 23, 2019 with the second public hearing. The five year capital improvement plan was first presented to City Commission workshop on September 23rd and October 7th, and adopted on October 21, 2019.

Fiscal Year 2020 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 considered for 2020 included enhancements to parks, road paving, and a new police station. The sales tax will sunset in fifteen years, end of 2032 and leveraging the revenue for larger projects is being considered. The half-cent sales tax budget will go before commission once the final details of the new police department construction budget is finalized.

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Budget Calendar Fiscal Year 2019-2020

	Αp	ril,	. 20	01	9
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S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1	Regular Commission meeting - No budget action
April 12	Budget Kickoff Meeting - Budget packets to Cost Centers
April 15	Regular Commission meeting - No budget action

May, 2019

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

May 6	Regular Commission meeting - No budget action
May 10	Budget due back from Cost Center
May 20	Budget discussion among Department Heads to cut budget.
May 20	Regular Commission meeting – No budget action

June, 2019

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

June 3	Regular Commission meeting - No budget action
June 17	Regular Commission meeting - No budget action

July, 2019

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

July 1 July 3 July 11 July 22 July 22 July 23 July 25 July 29	Property Appraiser certifies taxable value to City Budget discussion among Department Heads to cut budget. Version 1 budget submitted to Commission by staff Regular Commission meeting – Version 1 discussed TRIM: Proposed Aggregate Millage approved by Commission CRA Advisory Board approves FY20 Budget as presented TRIM: to Property Appraiser certifies proposed millage rate Budget Meeting – Version 1 discussed
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August, 2019

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

August 12 Budg	lar Commission meeting – CRA Budget Discussed et Meeting – Version 2 discussed lar Commission meeting – No budget action
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September, 2019

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

September 9 September 9	CRA Board approves FY20 CRA Budget Regular Commission meeting – TRIM required 1st Public Hearing and Approval of Tentative Budget
September 19	TRIM Advertisement in newspaper
September 23 September 23	Regular Commission meeting TRIM required 2 nd Public Hearing – Adoption of Final Budget

October, 2019

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

October 1	New fiscal year and beginning of 2020 Budget year
October 7	Regular Commission meeting; - Discussion of CIP
October 21	Regular Commission meeting – Adoption of CIP

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

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FISCAL YEAR 2020 BUDGET ASSUMPTIONS

The budget for fiscal year 2020 includes the following assumptions:

Ad Valorem

- General Fund ad valorem revenues levied are \$5,454,328 and are budgeted at 96%, or \$5,236,155 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 \$851,616,557 in FY 2019 to \$914,066,858 or 7.33%. The millage rate of \$5.9671 is 5.94% higher than the roll-back rate of \$5.6324.
- This year the City added approximately \$9 million of new construction compared to \$3.1 million in FY2019.
- Taxable value in the TIF area is up \$28,216,701 for a total value of \$442,478,564 representing a 6.81% increase from the previous year. With the base year of taxable value of \$92,986,708, the current year tax increment value is \$349,491,856 compared to \$321,275,155 in the previous year representing an 8.78% increase. TIF monies from the City to CRA will equal \$1,981,180 compared to \$1,837,953 the previous year, an increase of 7.79%. TIF monies from Manatee County to the CRA are also projected to increase and are loaded at \$2,135,734 versus \$1,974,882 last year. This represents an increase of 8.14%.

Other Revenues

- All revenue estimates from the State of Florida have been received and the Tentative Budget has been updated accordingly.
- The Police Department is requesting \$575,960 for the FY2020 Community Policing Innovation Plan (CPIP), which is funded by the CRA. The number of budgeted officers and overall ancillary costs are consistent in structure with previous plans, with the \$19,031 increase from current year is a result of increased vehicle maintenance costs and health insurance. The CPIP was brought before the CRA Advisory Board and approved on 7/23.
- Code Enforcement is requesting carrying forward the newly filled Code Enforcement Officer position, funded by the CRA, into FY2020. The projected cost of this position is \$54,618.
- 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 depending on actual spending by 9/30.
- Utility revenues have been adjusted according to the Utility Rate Study and fund surpluses will be used to Fund CIP Projects.
- The subsidy to Stormwater is \$129,707. The subsidy includes \$38,793 from Road and Bridge Fund, \$45,457 from Water, and \$45,457 from Sewer cost centers. This is \$78,486 lower than FY2019.

Wages and Benefits

- The budget contains 145 funded positions.
 - 127 full-time
 - 12 part-time
 - o 9 are in PD 6 Crossing Guards, 2 Sworn Park Patrol, 1 Admin.
 - \circ 1 is in HR
 - 1 is in Building
 - 1 are in CRA –1 Strategic Planner
 - 6 Elected Officials

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- <u>Vacant Positions Filled</u> Six (6) vacant positions filled; 5 full-time and 1 part-time.
 - 1 Human Resource Coordinator (PT), starting 9/4/2019
 - 2 Code Enforcement Officer (Transfer 8/26/19) Code Enforcement (1-CPIP), Hire Date: 9/5/19
 - 1 Customer Service Rep I PW Admin, starting 9/5/19
 - 1 Service Worker II Water, starting 9/5/19
 - 1 Accountant I (starting 10/2/19)
- <u>Vacant Positions Six (6)</u> vacant positions remain funded in the budget; 5 full-time and 1 part-time
 - 1 Police Officer
 - 1 Building Inspector Building (PT)
 - 1 Crew Leader Water
 - 1 Service Worker II Sewer
 - 1 Service Worker I Reuse
 - 1 Service Worker II Road & Bridge
- New Positions Three (3) new positions funded in the budget; 3 full-time
 - 1 Service Worker I Reuse
 - 1 Crew Leader Parks
 - 1 Assistant CRA Director Proposed
- The Commission and Mayor's salaries, as well general employees received a 3% increase over FY 2020. Sworn officers received their FY2020 increase in FY2019 as part of the PBA negotiations.
- Pension costs are loaded based on the actuarial report received in January of 2019. The rate for PD decreased from 26.83% in FY2019 to 21.63%. General Employees' pension decreased from 22.42% to 18.47%.
- The renewal cost for health insurance is 14.1% higher than the previous year. Staff has elected to change the medical provider from Florida Blue to United Healthcare for FY2020.

Expenses

- The budget for the City's Property, Casualty and Liability insurance increased by 10% based on the FY2019 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 budget policy and include:
 - Contingencies:
 - o Insurance Contingencies- \$40,000 (General Fund)
 - o Hurricane emergency supplies-\$7,500 total

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Capital Expenses

The following capital expenditures are being funded as follows:

		Fund	О	perating	Tot	al Capital
Location	В	alance]	Budget	Pι	ırchases
City Hall						
Laserfische Avante				39,108		39,108
Commission AV Equip		20,000				20,000
Core Switches/w G Bics				40,000		40,000
Laptops				5,000		5,000
Server/Switches				15,000		15,000
Rapid ID Server		9,000				9,000
Total City Hall	\$	29,000	\$	99,108	\$	128,108
Police Department						
Boat Cover				2,000		2,000
TAA Compliance Shredders				4,800		4,800
Mavic Drones (2)		6,174				6,174
Total Police Department	\$	6,174	\$	6,800	\$	12,974
Public Works						
Security Upgrade		35,000				35,000
Dell Interactive Monitor				3,000		3,000
Refurbished Bucket Truck				13,000		13,000
Total Public Works	\$	35,000	\$	16,000	\$	51,000
Total Capital Purchases	\$	70,174	\$	121,908	\$	192,082

• Capital Leases include the following (4 yr lease) \$483,300

Po]	lice	Department	
10	1100	Depai differi	

•	3 Patrol Chargers	\$103,500
•	3 Coban EDGE In-car video	18,000
•	3 Mobile Radio	7,500
•	1 Generation 3 Night Vision	14,000
	Total Police Department	\$143,000

<u>Parks</u>

•	3 Zero Turn Mowers	<u>24,000</u>
	Total General Fund	\$167,000

Road & Bridge Fund

	Total Road & Bridge Fund	\$ 74,300
•	Message Board w/Trailer	<u>19,300</u>
•	2 ton Vibratory Roller w/Trailer	55,000

Water Department

• 1 Ford Crew Cab 60,000

WWTP

	Total Water/Sewer Fund	\$ 242,000
	Total WWTP Department	<u>\$ 182,000</u>
•	Fuel Trailer	32,000
•	1 International CV 4x4	150,000

Total Capital Lease \$483,300

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Debt Expense

Description		Original Loan	Start Date	Maturity	Balance as of 9/30/2019	FY20 Debt Service Exp	alance as of 9/30/2020
STATE REVOLVING FUND				1. Incurrey		<u> </u>	
SRF - Reuse		415,000	6/15/2003	12/15/2022	16,866	4,630	12,236
SRF - Stormwater		2,872,229	10/15/2001	4/15/2021	360,504	177,542	182,962
SRF - EQ Design		368,749	12/15/2018	12/15/2038	350,424	18,532	331,892
**SRF - EQ Basin Construction		6,915,245	6/10/2019		6,915,245		6,915,245
Total SRF Loans	\$	10,571,223			7,643,039	200,704	\$ 7,442,335
**Payments begin 11/15/20 (FY21 Bud	lget)						
BANK QUALIFIED LOAN							
2006 CRA Loan		4,395,000	7/18/2006	7/31/2026	1,518,598	219,750	1,298,848
2014 Loan (CIP)		1,250,000	11/1/2014	8/31/2029	892,767	77,572	815,195
2019 Loan (CIP) Refinanced		7,151,300	6/3/2019	1/1/2028	6,803,900	995,400	5,808,500
Total Bank Qualified Loan	\$	12,796,300			9,215,265	1,292,722	\$ 7,922,543
<u>CAPITAL LEASE</u>							
FY 2016 Capital Lease		408,000	6/15/2016	3/15/2020	44,023	44,023	-
FY 2017 Capital Lease		552,300	6/16/2017	3/16/2021	197,599	141,134	56,465
FY 2018 Capital Lease		650,000	6/20/2018	3/20/2022	397,776	162,870	234,906
FY 2019 Capital Lease		377,105	7/4/2019	4/4/2023	354,731	91,047	263,684
FY 2019 Capital Lease (FPL Project)		252,531	9/1/2019	9/1/2031	252,531	20,235	232,290
Telemetry Meter Lease		1,460,000	5/6/2013	8/6/2023	483,558	135,242	348,316
Total Capital Lease	\$	3,699,936			1,730,218	594,551	1,135,661
INTERFUND LOAN							
ASR Advance from Trailer Pk		500,000	9/30/2014	9/30/2023	217,878.68	52,078.89	\$ 165,800
TOTAL DEBT - Principal Only	\$	27,567,459			\$ 18,806,401	\$ 2,140,056	\$ 16,666,339
					General Fund	\$ 247,735	\$ 600,789
				Roa	ad & Bridge Fund	\$ 260,831	\$ 1,011,750
					Enterprise Fund	\$ 1,411,741	\$ 13,754,952
			Com	munity Redeve	elopment Agency	\$ 219,750	\$ 1,298,848
						\$ 2,140,056	\$ 16,666,339

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CITY OF PALMETTO RESOLUTION NO. 2019-32

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 2020; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 23, 2019, adopted Fiscal Year Final Millage Rates following a public hearing as required by Florida Statute 200.065; and

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

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Palmetto has been certified by the Manatee County Property Appraiser to the City of Palmetto as \$914,066,858.

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

Section 1: The Fiscal Year 2020 operating millage is 5.9671 mills, which is 5.94% greater than the rolled-back rate of 5.6324.

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 23rd day of September, 2019 at 7:37 pm.

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

ATTEST: JAMES R. FREEMAN

City Clerk

City Clerk

Final: 9/23/2019

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CITY OF PALMETTO RESOLUTION NO. 2019-33

A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2020; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 23, 2019, 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 2020.

WHEREAS, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2020 in the amount of \$32,543,086.

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

Section 1: The Final Budget for Fiscal Year 2020, 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 23rd day of September, 2019 at 7:39 pm.

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

SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN

City Clerk

City Clerk

Pg 39 Final: 9/23/2019

ATTACHMENT A

Fiscal Year 2020 Final Budget Resolution 2019-33

General Fund - #001		
Mayor & Commission		274,606
City Clerk		2,515,061
Information Technology		636,249
City Attorney		272,207
Finance		681,174
Human Resources		213,196
Events and Facilities		193,430
Police		4,855,040
Code Enforcement		237,859
Public Works Administration		790,949
Planning		243,970
Fleet Maintenance		234,202
Parks & Landscape		728,528
Building Department		510,462
Total General Fund Expenses	\$	12,386,933
CRA Fund - #190	\$	7,592,781
Road & Bridge Fund - #307	\$	1,812,151
Solid Waste Fund - #403	\$	2,274,126
Water and Sewer Fund - #432		
Cross Connect		269,660
Water Department		2,526,592
Sewer Department		1,582,664
Customer Service		632,212
Waste Water Treatment Plant		2,129,443
Total Water and Sewer Fund Expenses	\$	7,140,571
Stormwater Fund - #440	\$	936,301
Reuse Fund - #460	\$	400,223
TOTAL CITY BUDGET	\$	32,543,086

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RESOLUTION NO. 2019-41

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING THE CAPITAL IMPROVEMENT PLAN BUDGET FOR FISCAL YEARS 2020-2024; 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 2020 through 2024 as shown on Attachment A to this Resolution is hereby adopted in the total amount of \$12,942,152.

Section 2: The Capital Improvement Plan Budget for the Fiscal Year 2020 as shown on Attachments A to this Resolution is hereby adopted in the amount of \$3,485,152.

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 \$2,562,770.

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 21st day of October, 2019.

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

SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES & FREEMAN

Final: 9/23/2019



Fiscal Year 2019 Capital Improvement Progam Activity and Available Balance

										Δ,	vailable
Pr	oject Description	Supporting Fund	FY2	019 Budget	Ex	pense YTD	En	cumbered	 TD + ENC		Balance
	Road Improvements										
1 St	rface Upgrades: 3rd Ave W/10th W	R&B/Water/Sewer	<u> </u>	170,627		170,627			170,627		-
	ROAD IMPROVEM	ENTS TOTAL	\$	170,627	\$	170,627	\$	-	\$ 170,627	\$	-
	Public Facilities										
<u>1</u> Cit	ty Facility Security	Capital Projects	\$	41,500	\$	7,682	\$	-	\$ 7,682	\$	33,818
<u>2</u> Cit	ty Wide Facilities Upgrades	Capital Projects		84,002		35,313			35,313		48,689
	PUBLIC FACILIT	TES TOTAL	\$	125,502	\$	42,995	\$	_	\$ 42,995	\$	82,507
	Stormwater										
		DOD 911 (9 (9									
	th Ave Projects	R&B/Water/Sewer/Storm	l —	410,050		410,050		-	 		
<u>2</u> <u>Dr</u>	edging Projects	Road & Bridge	l —	219,875		18,710		106,532	 125,242		94,633
	STORMWATE	R TOTAL	\$	629,925	\$	428,760	\$	106,532	\$ 535,292	\$	94,633
Water,	/Sewer										
1 W	WTP Expansion	Water/Sewer	\$	350,000	\$	<u> </u>	\$		\$ 	\$	350,000
<u>2</u> Eq	ualization Basin & Equipment	Water/Sewer & Loan	<u> </u>	6,938,873		706,086		5,874,095	6,580,181		358,692
3 W	WTP Upgrades	Water/Sewer		315,317		-		39,830	39,830		275,487
4 W	WTP R&R	Water/Sewer		173,937		-		173,937	173,937		-
<u>5</u> <u>Lif</u>	ft Station Upgrades	Water/Sewer		389,658		11,360		37,705	49,065		340,593
<u>6</u> Se	wer Lines R&R	Water/Sewer	<u> </u>	180,745							180,745
<u>7</u> <u>I&</u>	I Program	Water/Sewer		800,878		629,292		4,986	634,278		166,600
<u>8</u> <u>Wa</u>	ater Lines R&R	Water/Sewer	l	46,342							46,342
<u>9</u> <u>Ch</u>	loramines Injection System	Water/Sewer & Loan		263,175		<u> </u>		2,600	2,600		260,575
	re Protection Upgrades	Water/Sewer & Loan		46,817		18,649		28,168	46,817		-
	bsystem #4 - Infrastructure	R&B/WS/Reuse/Half Cent		3,236,795		1,013,436		2,223,359	3,236,795		0
	WATER/SEWE		\$ 1	2,742,538	\$	2,378,823	\$	8,384,681	\$ 10,763,504	\$ 1	1,979,034
	Reuse										
<u>1</u> PA	ARS Expansion	Reuse	\$	101,020	\$	82,759	\$	15,064	\$ 97,823	\$	3,196
	REUSE TO	OTAL	\$	101,020	\$	82,759	\$	15,064	\$ 97,823	\$	3,196
	GRAND TO	DTAL	\$ 1	3,769,612	\$	3,103,964	\$	8,506,278	\$ 11,610,242	\$ 2	2,159,371

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2020- 2024 CAPITAL IMPROVEMENT PLAN ATTACHMENT A

		PI	Y2019 ROJECTS ARRIED	NF	W FY2020	тот	TAL FY2020										
Project Description	Supporting Fund		RWARD		UNDING		UNDING		FY2021		FY2022	_	FY2023		FY2024	Tota	al Project Cost
Road Improvements	_																
1 Surface Upgrades: 2nd Ave W/10th St W	Road & Bridge	\$	-	\$	160,000	\$	160,000	_\$_	-	\$	-	\$	-	\$	-	\$	160,000
2 Surface Upgrades: 7th St W	Road & Bridge		-		198,400	\$	198,400		-	_		_		_			198,400
ROAD IMPROVEMENTS	STOTAL	\$	-	\$	358,400	\$	358,400	\$	-	\$	-	\$	-	\$	-	\$	358,400
Public Facilities	_																
1 City Facility Security	Capital Projects	\$	27,502	\$	-	\$	27,502	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	127,502
2 City Wide Facilities Upgrades	Capital Projects		55,005		-		55,005		25,000		25,000	_	25,000		25,000		155,005
3 Public Works Yard Lighting	Capital Projects		-		45,000		45,000					_		_	-		45,000
4 Public Administration Building	Capital Projects		-		-		-		-		342,000	_	4,275,000		-		4,617,000
PUBLIC FACILITIES T	'OTAL	s	82,507	¢	45,000	¢	127,507	s	50,000	\$	392,000	¢	4,325,000	\$	50,000	l e	4,944,507
		Ť	02,507	,	43,000	_	127,507	_	30,000	-	372,000	-	1,323,000		30,000	<u> </u>	1,711,307
Stormwater	_																
1 Ward I Stormwater Improvements	Stormwater	\$	-	\$	73,406	\$	73,406	\$	-	\$		\$		\$		\$	73,406
2 Dredging Projects	Road & Bridge		94,633		-		94,633		10,000		10,000	_	10,000		10,000		134,633
STORMWATER TO	ГАL	\$	94,633	\$	73,406	\$	168,039	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	208,039
Water/Sewer	_																
1 WWTP Expansion	Water/Sewer	\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$		\$	-
2 Equalization Basin & Equipment	Water/Sewer & Loan		358,692		-		358,692										358,692
3 WWTP Upgrades	Water/Sewer		275,487		-		275,487		200,000		200,000		200,000		200,000		1,075,487
4 Lift Station Upgrades	Water/Sewer		340,593		-		340,593		100,000		100,000		100,000		100,000		740,593
5 Sewer Lines R&R	Water/Sewer		180,745		-		180,745		50,000		50,000	_	50,000		50,000		380,745
6 I&I Program	Water/Sewer		516,600		504,305		1,020,905		400,000		400,000		400,000		400,000		2,620,905
7 Water Lines R&R	Water/Sewer		46,342		268,444		314,786		150,000		150,000	_	150,000		150,000		914,786
8 Chloramines Injection System	Water/Sewer & Loan		260,575		-		260,575		-			_	-	_			260,575
Subsystem #4 - Infrastructure 9 Improvements	Water/Sewer & Loan		-		-		-		-		-	_	-				
WATER/SEWER TO	TAL	\$ 1	,979,034	\$	772,749	\$	2,751,783	\$	900,000	\$	900,000	\$	900,000	\$	900,000	\$	6,351,783
Reuse	_																
1 PARS Expansion	Reuse	\$	3,196	\$	76,227	\$	79,423	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	1,079,423
REUSE TOTAL		\$	3,196	\$	76,227	\$	79,423	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	1,079,423
GRAND TOTAL		\$ 2	2,159,370	\$	1,325,782	\$	3,485,152	\$	1,210,000	\$:	1,552,000	\$	5,485,000	\$:	1,210,000	\$	12,942,152

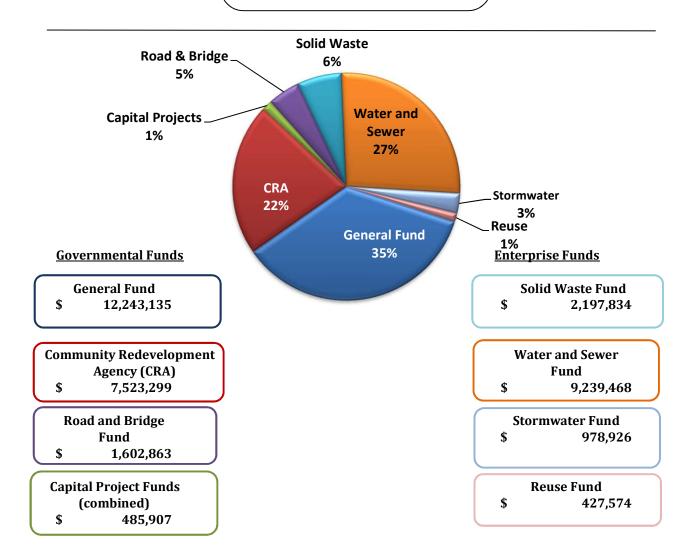
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Budget Breakdown All Funds

Including Capital Improvement Program (CIP)

FY 2020
Total Fund Expenditure
Budget
(Before other sources)
\$ 34,699,006



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Where the Money Comes From And Where it Goes

City-Wide Fund Revenues

Property Taxes	\$ 9,355,294
Sales Tax	\$ 1,010,131
Other Tax	3,528,168
Charges for Services	11,995,698
Intergovernmental	104,991
Grants	364,692
Other	485,986
Debt/Lease Proceed	483,300
Non Revenue Loan Proceeds	5,686,395
Permits, Fees, Assessments	1,684,351
Transfer In	1,729,766

\$ 36,428,772

City-Wide Expenses by Department

City Hall/ City Clerk	\$ 5,026,710
Public Works	11,159,541
Police Department	4,544,676
CRA	2,544,200
*Grants	-
Capital	8,830,517
Debt Service	2,593,362
Transfer Out	1,729,766

\$ 36,428,772

City-Wide Expenses by Category

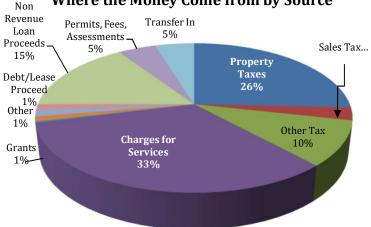
Personnel Services	\$ 9,318,761
Operating	12,689,806
Capital	8,830,517
Debt Service	2,593,362
Community Programs	1,266,560
Transfer Out	1,729,766

\$ 36,428,772

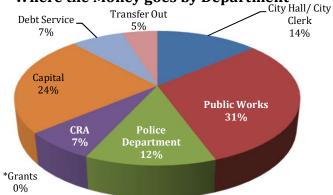
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Surplus/(Deficit) \$

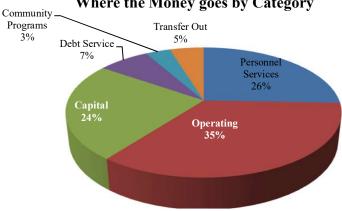
Where the Money Come from by Source



Where the Money goes by Department



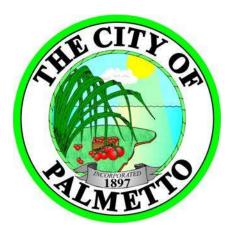
Where the Money goes by Category



Final: 9/23/2019

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





"Put your heart, mind, and soul into even your smallest acts. This is the secret of sucess."

Swami Sivananda

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BUDGET SUMMARY - ALL FUNDS

		2020 Adopted Budget
Revenues Property Taxes Sales Taxes Utility Service Tax Motor Fuel Taxes Other Taxes Permits, Fees, Assessments Intergovernmental Revenue Grants Fines and Forfeitures Charges for Services Interest Revenue Miscellaneous Debt/Lease Proceeds Non-Revenue/Fund Balance	_	9,355,294 1,010,131 1,218,500 1,493,317 816,351 1,684,351 104,991 364,692 51,450 11,995,698 224,000 210,536 483,300 5,686,395
Total Revenues	\$	34,699,006
Expenses		
City Hall/City Clerk Mayor and Commission City Clerk Information Technology City Attorney Finance Human Resources Events and Facilities Customer Service		274,606 2,446,092 508,141 272,207 673,346 213,196 182,830 456,292
Total City Clerk Police Department	_	5,026,710 4,544,676
Public Works Public Works Administration Code Enforcement Planning Fleet Parks and Recreation Building Department Road and Bridge Solid Waste Cross Connect Water Department Sewer Department WWTP Stormwater Reuse		735,004 237,859 243,970 232,014 664,928 366,664 1,178,012 2,183,106 207,952 1,879,324 834,278 1,897,566 372,548 126,316
Total Public Works Community Redevelopment Agency (CRA) Community Redevelopment Agency (CRA)	_	11,159,541 1,277,640 1,266,560
Community Redevelopment Agency Capital Expenses Debt Service	_	2,544,200 8,830,517 2,593,362
TOTAL EXPENDITURES Transfers In Transfer Out	\$	34,699,006 1,729,766 (1,729,766)
TOTAL OTHER SOURCES(USES)	_	

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ALL FUNDS SUMMARY

_				GOVER	NMENTAL FU	NDS				
-		General Fund								
_	*(Includes Ir	nfrastructure S 2019	ales Tax)	Community	Redevelopme 2019	ent Agency	Roa	d and Bridge F	und	
	2018 Actual		2020 Adopted Budget	2018 Actual		2020 Adopted Budget	2018 Actual	Estimated Actual	2020 Adopted Budget	
REVENUES:	4.671.251	4.007.021	F 220 200	2 (05 022	2 012 026	4,116,914			_	
Property Taxes * Sales Taxes	4,671,351 2,030,235	4,896,921 2,967,500	5,238,380 1,010,131	3,605,932	3,812,836	4,110,914	-	-	-	
Utility Service Taxes	1,187,993	1,226,000	1,218,500	-	-	-	-	-	-	
Motor Fuel Taxes	11,818	11,649	11,500	-	-	-	1,467,713	1,471,280	1,481,817	
Other Taxes	858,059	857,780	816,351	-	-	-	-	-	-	
Permits, Fees and Assessments Impact Fees	1,678,070 186,062	1,473,980	1,449,200			-	- 79,947	36,339		
Intergovernmental Revenue	100,002	30,170	-	-	-	-	110,845	110,831	104,991	
Grants	6,000	64,856	6,000	-	170,506	-	,	-	,	
Charges for Services/Utility Fees	735,875	843,859	888,910	10,200	9,000	9,000	123,590	129,531	131,043	
Fines & Forfeitures	96,605	165,850	51,450	-	-	-	25.645	- 20.000	15,000	
Interest Revenue Miscellaneous Revenue	104,271 179,940	450,092 106,648	80,000 179,416	69,344 11,636	95,000 2,348	60,000 120	25,645 1,134	30,089 1,429	15,000	
Debt/Lease Proceeds	128,200	1,161,969	167,000	-	2,540	-	375,700	70,700	74,300	
Non-revenue loan proceeds/fund balance	-	366,383	118,436	-	-	3,406,747	-	-	363,400	
Total Revenues	11,874,479	14,623,657	11,235,274	3,697,112	4,089,690	7,592,781	2,184,574	1,850,199	2,170,551	
EVDENCEC.										
EXPENSES: City Hall/City Clerk										
Mayor and Commission	242,033	267,905	274,606	-	-					
City Clerk	2,151,678	2,288,093	2,446,092	-	-	-	-	-	-	
Information Technology	481,642	446,845	508,141	-	-	-	-	-	-	
City Attorney	267,385	278,161	272,207	-	-	-	-	-	-	
Finance	653,468	665,816	673,346	-	-	-	-	-	-	
Human Resources Events and Facilities	177,577 157,784	197,227 177,856	213,196 182,830	-	-		-		-	
Customer Service	-	-	-	-	-					
Police Department	4,131,863	4,268,201	4,544,676	-	-	-	-	-	-	
Public Works										
Public Works Administration	518,256	674,021	735,004	-	-	-	-	-	-	
Code Enforcement Planning	182,219 199,050	148,388 225,458	237,859 243,970			-	-		-	
Fleet Management	210,456	195,805	232,014	-	-		-	-	-	
Parks and Recreation	520,471	552,077	664,928	-	-	-	-	-	-	
Building Department	265,407	345,500	366,664	-	-	-	-	-	-	
Grants - Non-Capital	7,769	10,600	-	-	-	-	-			
Streets	-	-	-	-	-	-	990,841	1,227,835	1,178,012	
Solid Waste Cross Connect								- 1		
Water Department	_	_	-	_	_	_	_	_	-	
Sewer Department	-	-	-	-	-	-	-	-	-	
WWTP	-	-	-	-	-	-	-	-	-	
Stormwater Department	-	-	-	-	-	-	-	-	-	
Reuse Department Community Redevelopment Agency	-	-	-	1,716,737	1,941,141	2,544,200	-	-	-	
Capital	1,707,498	1,684,008	359,082	360,740	2,123,581	4,599,349	375,966	82,380	126,300	
Debt Service	327,354	298,923	288,520	281,628	267,250	379,750	305,131	316,338	298,551	
TOTAL FUND EXPENDITURES	12,201,910	12,724,884	12,243,135	2,359,105	4,331,972	7,523,299	1,671,938	1,626,553	1,602,863	
Excess Revenues Over(Under)										
Expenditures	(327,431)	1,898,773	(1,007,861)	1,338,007	(242,282)	69,482	512,636	223,646	567,688	
Transfers In	917,707	1,161,969	1,196,659	142,249	-	-		-	-	
Transfers out	(60,000)	(181,242)	(188,798)	(39,317)	(234,459)	(69,482)	(399,576)	(750,361)	(567,688)	
TOTAL OTHER SOURCES(USES)	857,707	980,727	1,007,861	102,932	(234,459)	(69,482)	(399,576)	(750,361)	(567,688)	
Excess Revenues Over(Under) Expenditures	F20.256	2.070.500		1 440 020	(45(544)		112.000	(526 545)		
And Other Sources (Modified Accrual)	530,276	2,879,500	<u> </u>	1,440,939	(476,741)	<u> </u>	113,060	(526,715)		
Conversion to full accrual	-	-	(118,436)	-	-	(3,406,747)	-	-	(363,400)	
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	530,276	2,879,500	(118,436)	1,440,939	(476,741)	(3,406,747)	113,060	(526,715)	(363,400)	
Fund Balance, Beginning of Year	9,369,302	9,899,578	10,348,531	2,452,749	3,883,488	3,406,747	1,823,666	1,936,726	1,410,011	
Fund Balance, End of Year	9,899,578	12,779,078	10,230,095	3,893,688	3,406,747		1,936,726	1,410,011	1,046,611	
Change of Fund Balance/Net Position	5.66%	29.09%	-1.14%	58.75%	-12.28%	-200.00%	6.20%	-27.20%	-51.55%	

 $NOTE: Fund \ Balance, Beginning \ of \ Year \ for \ 2020 \ Adopted \ Budget \ is \ based \ on \ the \ projected \ revenues \ and \ expenses \ from \ fiscal \ year \ 2019.$



ALL FUNDS SUMMARY (Continued)

_				GOVERNME	NTAL FUNDS ((Continued)				
-	Cani	ital Projects F	und		apital Projects		Total Governmental Funds			
-	2018	2019 Estimated	2020 Adopted	2018	2019 Estimated	2020 Adopted	2018	2019 Estimated	2020 Adopted	
REVENUES:	Actual	Actual	Budget	Actual	Actual	Budget	Actual	Actual	Budget	
Property Taxes	-	-	-	-	-	-	8,277,283	8,709,757	9,355,294	
Sales Taxes	-	-	-	-	-	-	2,030,235	2,967,500	1,010,131	
Utility Service Taxes Motor Fuel Taxes	-	-	-	-	-	-	1,187,993	1,226,000	1,218,500	
Other Taxes	-					-	1,479,531 858,059	1,482,929 857,780	1,493,317 816.351	
Permits, Fees and Assessments	-	-	-	-	-	-	1,678,070	1,473,980	1,449,200	
Impact Fees		-	-	-	-		266,009	36,339	-,,	
Intergovernmental Revenue	-	-	-	-	-	-	110,845	141,001	104,991	
Grants	83	429,533	-	103,514	49,775	-	109,597	714,670	6,000	
Charges for Services/Utility Fees	-	-	-	-	-	-	869,665	982,390	1,028,953	
Fines & Forfeitures Interest Revenue	-	-	-	-	-	-	96,605 199,260	165,850 575,181	51,450 155,000	
Miscellaneous Revenue							192,710	110,425	179,536	
Debt/Lease Proceeds	-	-	-	-	-		503,900	1,232,669	241,300	
Non-revenue loan proceeds/fund balance		-	82,507	-	-		-	366,383	3,971,090	
Total Revenues	83	429,533	82,507	103,514	49,775	-	17,859,762	21,042,854	21,081,113	
EXPENSES:										
City Hall/City Clerk							242.022	267.005	274 (0)	
Mayor and Commission City Clerk	-	-	-	-	-	-	242,033 2,151,678	267,905 2,288,093	274,606 2,446,092	
Information Technology							481,642	446,845	508,141	
City Attorney	-	-	-	-	-	-	267,385	278,161	272,207	
Finance		-	-	-	-		653,468	665,816	673,346	
Human Resources	-	-	-	-	-	-	177,577	197,227	213,196	
Events and Facilities	-	-	-	-	-	-	157,784	177,856	182,830	
Customer Service	-	-	-	-	-	-				
Police Department	-	-	-	-	-	-	4,131,863	4,268,201	4,544,676	
Public Works							-	-	-	
Public Works Administration Code Enforcement					-		518,256 182,219	674,021 148,388	735,004 237,859	
Planning					-		199,050	225,458	243,970	
Fleet Management	-	-	-	-	-		210,456	195,805	232,014	
Parks and Recreation		-	-	-	-		520,471	552,077	664,928	
Building Department	-	-	-	-	-	-	265,407	345,500	366,664	
Grants - Non-Capital	-	-	-	-	-	-	7,769	10,600	-	
Streets	-	-	-	-	-	-	990,841	1,227,835	1,178,012	
Solid Waste	-	-	-	-	-	-	-	-	-	
Cross Connect	-	-	-	-	-	-	-	-	-	
Water Department Sewer Department										
WWTP	_	_	_	_	_	_	_	_	_	
Stormwater Department		-	-	-	-		-	-	-	
Reuse Department	-	-	-	-	-	-	-	-	-	
Community Redevelopment Agency	-	-	-	-	-	-	1,716,737	1,941,141	2,544,200	
Capital	330,511	1,190,264	485,907	148,677	204,580	-	2,923,392	5,284,813	5,570,638	
Debt Service	-	-		-	-		914,113	882,511	966,821	
TOTAL FUND EXPENDITURES	330,511	1,190,264	485,907	148,677	204,580	-	16,712,141	20,078,253	21,855,204	
Excess Revenues Over(Under) Expenditures	(330,428)	(760,731)	(403,400)	(45,163)	(154,805)	_	1,147,621	964,601	(774,091)	
Lapenuntures	(330,420)	(/00,/31)	(403,400)	(43,103)	(134,003)	-	1,147,041	204,001	(//4,071)	
Transfers In	225,000	242,961	403,400	-	154,805	-	1,284,956	1,559,735	1,600,059	
Transfers out	-	-		(142,249)	-		(641,142)	(1,166,062)	(825,968)	
TOTAL OTHER SOURCES(USES)	225,000	242,961	403,400	(142,249)	154,805	-	643,814	393,673	774,091	
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	(105,428)	(517,770)	_	(187,412)	_	_	1,791,435	1,358,274	_	
Conversion to full accrual	(105,426)	(317,770)		(107,412)	-		1,/91,435	1,330,274	(2.071.000)	
=			(82,507)	-	-			-	(3,971,090)	
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	(105,428)	(517,770)	(82,507)	(187,412)	-		1,791,435	1,358,274	(3,971,090)	
Fund Balance, Beginning of Year	759,250	653,822	136,052	241,407	53,995	53,995	14,646,373	16,427,608	15,355,335	
Fund Balance, End of Year	653,822	136,052	53,545	53,995	53,995	53,995	16,437,808	17,785,882	11,384,245	
=	-13.89%	-79.19%	-121.29%	-77.63%	0.00%	0.00%	12.23%	8.27%	-51.72%	

 $NOTE: Fund\ Balance, Beginning\ of\ Year\ for\ 2020\ Adopted\ Budget\ is\ based\ on\ the\ projected\ revenues\ and\ expenses\ from\ fiscal\ year\ 2019.$



ALL FUNDS SUMMARY

				EN	TERPRISE FUN	DS			
•	Sí	olid Waste Fur	nd		er and Sewer F		St	d	
•		2019			2019			ormwater Fun 2019	
	2018 Actual	Estimated Actual	2020 Adopted Budget	2018 Actual	Estimated Actual	2020 Adopted Budget	2018 Actual	Estimated Actual	2020 Adopted Budget
REVENUES: Property Taxes									_
Sales Taxes	-	-	-	-	-	-	-	-	-
Utility Service Taxes	-	-	-	-	-	-	-	-	-
Motor Fuel Taxes Other Taxes	-	-	-	-	-	-	-	-	-
Permits, Fees and Assessments	221,743	204,000	235,151	-		-		-	-
Impact Fees		-	-	134,032	71,458	-	-	-	-
Intergovernmental Revenue Grants	-	-	-	-	1,241,769	358,692	-	994	-
Charges for Services/Utility Fees	1,914,453	1,955,400	1,998,975	7,412,498	7,371,746	7,620,320	798,156	797,500	876,000
Fines & Forfeitures	-	-			-	-	-		-
Interest Revenue Miscellaneous Revenue	6,756	12,500	10,000	114,056	154,298	50,000	5,325	9,335	4,000
Miscellaneous Revenue Debt/Lease Proceeds	30,212	30,664	30,000	183,258	123,499	1,000 242,000	342	1,242	-
Non-revenue loan proceeds/fund balance	-	-	-	-	-	1,620,342	-	-	91,767
Total Revenues	2,173,164	2,202,564	2,274,126	7,843,844	8,962,770	9,892,354	803,823	809,071	971,767
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	-	-	-
City Clerk Information Technology	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-	-
Events and Facilities Customer Service	-	-	-	420,017	420,213	- 456,292	-	-	-
Police Department	-	-		420,017	420,213	430,292		-	-
Public Works									
Public Works Administration	-	-	-	-	-	-	-	-	-
Code Enforcement Planning				- :					
Fleet Management	-	-	-	-	-	-	-	-	-
Parks and Recreation	-	-	-	-	-	-	-	-	-
Building Department Grants - Non-Capital	-	-	-	-	-	-	-	-	-
Streets	-	-	-	-				-	-
Solid Waste	2,323,766	2,094,163	2,183,106	-	-	-	-	-	-
Cross Connect	-	-	-	115,737	161,892	207,952	-	-	-
Water Department Sewer Department	-	-	-	1,708,419 901,249	2,058,444 968,205	1,879,324 834,278		-	-
WWTP	-	-	-	1,910,959	1,960,931	1,897,566	-	-	-
Stormwater Department	-	-	-	-	-	-	406,903	578,110	372,548
Reuse Department Community Redevelopment Agency	-	-	-	-	-	-	-	-	-
Capital	41,098	-	6,000	669,423	5,252,637	3,009,283	28,828	419,875	165,173
Debt Service	5,393	8,723	8,728	911,636	946,303	954,773	475,076	467,312	441,205
TOTAL FUND EXPENDITURES	2,370,257	2,102,886	2,197,834	6,637,440	11,768,625	9,239,468	910,807	1,465,297	978,926
Excess Revenues Over(Under) Expenditures	(197,093)	99,678	76,292	1,206,404	(2,805,855)	652,886	(106,984)	(656,226)	(7,159)
•			•			•	,	,	
Transfers In Transfers out	(66,286)	(75,228)	(76,292)	((11 (05)	(661,715)	(652,886)	186,000 (124,056)	498,193 (128,174)	129,707 (122,548)
TOTAL OTHER SOURCES(USES)	(66,286)	(75,228)		(611,685) (611,685)	(661,715)	(652,886)	61,944	370,019	7,159
, ,	(,,	(-, -,		(, , , , , , , ,	(, .,	(,,		,-	,
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	(263,379)	24,450	-	594,719	(3,467,570)	(0)	(45,040)	(286,207)	
Conversion to full accrual	(46,034)	(8,054)	(14,272)	(1,365,256)	(6,005,086)	(1,987,908)	(413,713)	(822,376)	(475,126)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	(217,345)	16,396	(14,272)	1,959,975	2,537,516	1,987,908	368,673	536,169	475,126
Fund Balance, Beginning of Year	656,706	439,361	771,324	18,625,518	20,585,493	23,123,009	5,041,489	5,410,162	5,946,331
Fund Balance, End of Year	439,361	455,757	757,052	20,585,493	23,123,009	25,110,917	5,410,162	5,946,331	6,421,457
	-33.10%	3.73%		10.52%	12.33%	1.59%	7.31%	9.91%	6.45%

 $NOTE: \ Fund \ Balance, Beginning \ of \ Year \ for \ 2020 \ Adopted \ Budget \ is \ based \ on \ the \ projected \ revenues \ and \ expenses \ from \ fiscal \ year \ 2019.$



ALL FUNDS SUMMARY

Part				ENTEDDDICE FIIN	IDS (Continued)					
Property Place Prop				ENTERFRISEFUN						
Property					Tota		ınds			
Property			Estimated			Estimated			Estimated	2020 Adopted Budget
Sale								0.055.000	0.500.555	
Delity Service Taxes		-	-	-	-	-	-			
Monte Fue 1.00 1.4795.31 1.489.279 1.4973.31 1.498.279 1.4973.31 1.498.279 1.4973.31 1.498.279 1.498.319		_	-	-	-	_	_			
Permits Fees and Assessments		-	-	-	-	-	-			
Impact Fees		-	-	-			-			
Interpretamental Revenue		-	-	-			235,151			1,684,351
Grants Charges free/rec/fullity Fees 39,0351 44250 771457 10,501,758 10,5		405	-				-			104 991
Charge for Service/Unity Pree 443,51 442,50 71,450 10,561,450 10,567,146 10,567,146 10,567,146 10,567,146 11,547,53		-	-	-	-	1,242,703	358.692			
Interest Revenue 18,093 24,125 5,000 24,236 20,235 31,000 343,490 75,739 224,2000 10,000		436,351	442,500	471,450	10,561,458	10,567,146	10,966,745	11,431,123	11,549,536	11,995,698
Miscallamous Revenue 26 18 18 18 18 18 18 18 1										
Debt			24,125							
Non-reverse loan proceeds/fund balance 154,875 466,625 379,646 1275,766 12441,03 13,617,893 24,348,388 34,699,000 12,0		26	-	-	213,838	155,405				210,536 493 300
		-	-	3.196	-	-		303,700		
Charle C		454,875	466,625		11,275,706	12,441,030		29,135,468		
Charle C										
Carry Clements										
Circ								242 022	267.005	274 606
Figure F										
Process					-					
Furth and Resources 1		-	-	-	-	-	-			
Public Works Administration		-	-	-	-	-	-			
Castomer Service - - - - - 420,017 420,213 456,292 420,017 420,213 456,292 Police peratment - - - - - - - - -			-	-	-	-	-			
Public Works Administration Publ		-	-	-	420.017	420 212	456 202			
Public Works Administration Public Works Public Works Administration Public Works		-	-	-	420,017	420,213				
Color Colo								1,101,000	1,200,201	1,011,070
Planning	Public Works Administration	-	-	-	-	-	-			
Filed Management		-	-	-	-	-	-			
Parks and Recreation		-	-	-	-	-	-			
Building Department		-	-				-			
Crants - Non-Capital		-	-	-	-	-	-			
Solid Waste . <th< td=""><td></td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td><td></td><td></td><td>-</td></th<>		-	-	-	-	-	-			-
Cross Connect - - -		-	-	-	-	-	-			
Water Department .			-	-						
Sewer Department - - - 901,249 968,205 834,278 901,249 968,205 834,786 1,910,959 1,910,958 1,910,959 1,910,959 1,92,548 106,311 1,910,950 1,24,548 102,514 102,418 11,1597 124,854 1126,316 111,597 1,24,854 102,319 1,42,650 1,42,955 3,672,018 1,710,950 2,593,362 2,593,362 TOTAL FUND EXPENDITURES 141,476 (642		-	-	-						
WWTP - - 1,910,959 1,960,931 1,897,566 1,910,959 1,960,931 1,897,566 1,910,959 1,960,931 7,875,66 3,775,68 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 578,110 372,548 406,903 78,110 424,514 20,410 402,410 20,410		-	-	-						
Stormwater Department 1										
Cammunity Redevelopment Agency Capital	Stormwater Department	-	-	-	406,903	578,110	372,548	406,903	578,110	
Capital Debt Service 9,277 777,173 79,423 748,626 6,449,685 3,259,879 3,672,018 11,734,498 8,830,517 Debt Service 192,525 207,189 221,835 1,584,630 1,629,527 1,626,541 2,498,743 2,512,038 2,593,362 TOTAL FUND EXPENDITURES 313,399 1,109,216 427,574 10,231,903 16,446,024 12,843,802 26,944,044 36,524,277 34,699,006 Excess Revenues Over(Under) Expenditures 141,476 (642,591) 52,072 1,043,803 (4,004,994) 774,091 2,191,424 (3,040,393) (0) Transfers In Total Other Sources (Uses) 2.787 (26,749) (52,072) (829,814) (891,866) (903,798) (1,470,956) 2,057,929 1,729,766 TOTAL OTHER SOURCES(USES) (27,787) (26,749) (52,072) (643,814) (891,866) (903,798) (1,470,956) (2,057,929) (1,729,766) Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) 113,689 (669,340) - 399,989 (4,39		111,597	124,854	126,316	111,597	124,854	126,316			
Debt Service 192,525 207,189 221,835 1,584,630 1,629,527 1,626,541 2,498,743 2,512,038 2,593,362 TOTAL FUND EXPENDITURES 313,399 1,109,216 427,574 10,231,903 16,446,024 12,843,802 26,944,044 36,524,277 34,699,006 Excess Revenues Over(Under) Expenditures 141,476 (642,591) 52,072 1,043,803 (4,004,994) 774,091 2,191,424 (3,040,393) (0) Transfers In Transfers In Transfers out Tra		- 0.277	-	70.422	740.626	- 440 605	2.250.070			
TOTAL FUND EXPENDITURES 313,399 1,109,216 427,574 10,231,903 16,446,024 12,843,802 26,944,044 36,524,277 34,699,006 Excess Revenues Over(Under) Expenditures 141,476 (642,591) 52,072 1,043,803 (4,004,994) 774,091 2,191,424 (3,040,393) (0) Transfers In Transfers out TOTAL OTHER SOURCES(USES) (27,787) (26,749) (52,072) (829,814) (891,866) (903,798) (1,470,956) (2,057,929) (1,729,766) TOTAL OTHER SOURCES (USES) (27,787) (26,749) (52,072) (643,814) (393,673) (774,091) Excess Revenues Over (Under) Expenditures And Other Sources (Modified Accrual) Conversion to full accrual (147,875) (942,723) (269,283) (1,972,878) (7,778,239) (2,746,589) (1,972,878) (7,778,239) (6,717,679) Excess Revenues Over (Under) Expenditures And Other Sources (Full Accrual) Excess Revenues Over (Under) Expenditures And Other Sources (Full Accrual) 261,564 273,383 269,283 2,372,867 3,379,572 2,746,589 4,164,302 4,737,846 6,717,679 Fund Balance, End of Year 6,334,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051										
Excess Revenues Over(Under) Expenditures										
Expenditures 141,476 (642,591) 52,072 1,043,803 (4,004,994) 774,091 2,191,424 (3,040,393) (0) Transfers In	TOTAL FUND EXPENDITURES	313,399	1,109,216	427,574	10,231,903	16,446,024	12,843,802	26,944,044	36,524,277	34,699,006
Transfers out TOTAL OTHER SOURCES (USES) (22,787) (26,749) (52,072) (829,814) (891,866) (903,798) (1,470,956) (2,057,929) (1,729,766) Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) 113,689 (669,340) - 399,989 (4,398,667) (0) 2,191,424 (3,040,393) (0) Conversion to full accrual (147,875) (942,723) (269,283) (1,972,878) (7,778,239) (2,746,589) (1,972,878) (7,778,239) (6,717,679) Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) 261,564 273,383 269,283 2,372,867 3,379,572 2,746,589 4,164,302 4,737,846 6,717,679 Fund Balance, Beginning of Year 6,133,330 6,394,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051		141,476	(642,591)	52,072	1,043,803	(4,004,994)	774,091	2,191,424	(3,040,393)	(0)
Transfers out TOTAL OTHER SOURCES (USES) (22,787) (26,749) (52,072) (829,814) (891,866) (903,798) (1,470,956) (2,057,929) (1,729,766) Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) 113,689 (669,340) - 399,989 (4,398,667) (0) 2,191,424 (3,040,393) (0) Conversion to full accrual (147,875) (942,723) (269,283) (1,972,878) (7,778,239) (2,746,589) (1,972,878) (7,778,239) (6,717,679) Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) 261,564 273,383 269,283 2,372,867 3,379,572 2,746,589 4,164,302 4,737,846 6,717,679 Fund Balance, Beginning of Year 6,133,330 6,394,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051	Transfers In				106.000	400 102	120 707	1 470 050	2.057.020	1 720 766
TOTAL OTHER SOURCES (USES) (27,787) (26,749) (52,072) (643,814) (393,673) (774,091)		(27 787)	(26.749)	(52 072)						
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) 113,689 (669,340) - 399,989 (4,398,667) (0) 2,191,424 (3,040,393) (0) Conversion to full accrual (147,875) (942,723) (269,283) (1,972,878) (7,778,239) (2,746,589) (1,972,878) (7,778,239) (6,717,679) Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) 261,564 273,383 269,283 2,372,867 3,379,572 2,746,589 4,164,302 4,737,846 6,717,679 Fund Balance, Beginning of Year 6,133,330 6,394,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051			(26,749)			(393,673)	(774,091)	-	-	-
And Other Sources (Modified Accrual) 113,689 (669,340) - 399,989 (4,398,667) (0) 2,191,424 (3,040,393) (0) Conversion to full accrual (147,875) (942,723) (269,283) (1,972,878) (7,778,239) (2,746,589) (1,972,878) (7,778,239) (6,717,679) Excess Revenues Over (Under) Expenditures And Other Sources (Full Accrual) 261,564 273,383 269,283 2,372,867 3,379,572 2,746,589 4,164,302 4,737,846 6,717,679 Fund Balance, Beginning of Year 6,133,330 6,394,894 6,668,373 30,457,043 32,829,910 36,509,037 45,103,416 49,257,518 51,864,372 Fund Balance, End of Year 6,394,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051										
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) 261,564 273,383 269,283 2,372,867 3,379,572 2,746,589 4,164,302 4,737,846 6,717,679 Fund Balance, Beginning of Year 6,133,330 6,394,894 6,668,373 30,457,043 32,829,910 36,509,037 45,103,416 49,257,518 51,864,372 Fund Balance, End of Year 6,394,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051		113,689	(669,340)		399,989	(4,398,667)	(0)	2,191,424	(3,040,393)	(0)
And Other Sources (Full Accrual) 261,564 273,383 269,283 2,372,867 3,379,572 2,746,589 4,164,302 4,737,846 6,717,679 Fund Balance, Beginning of Year 6,133,330 6,394,894 6,668,373 30,457,043 32,829,910 36,509,037 45,103,416 49,257,518 51,864,372 Fund Balance, End of Year 6,394,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051	Conversion to full accrual	(147,875)	(942,723)	(269,283)	(1,972,878)	(7,778,239)	(2,746,589)	(1,972,878)	(7,778,239)	(6,717,679)
Fund Balance, End of Year 6,394,894 6,668,277 6,937,656 32,829,910 36,209,482 39,255,626 49,267,718 53,995,364 58,582,051		261,564	273,383	269,283	2,372,867	3,379,572	2,746,589	4,164,302	4,737,846	6,717,679
								-		
	Fund Balance, End of Year	6,394.894	6,668.277	6,937.656	32,829.910	36,209.482	39,255.626	49,267.718	53,995.364	58,582.051

Pg 51

 $NOTE: Fund \ Balance, Beginning \ of \ Year \ for \ 2020 \ Adopted \ Budget \ is \ based \ on \ the \ projected \ revenues \ and \ expenses \ from \ fiscal \ year \ 2019.$





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

> Margaret Mead (1901-1978) US Cultural Anthropologist

Pg 52 Final: 9/23/2019



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).

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• Measurement Focus

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

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

Restricted, Committed and Assigned Fund Equity

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

• Interfund Transactions

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

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

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Financial Structure

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

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

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- **Proprietary Funds:** Proprietary Funds are accounted for on a cost of services or "capital maintenance" measurement focus. Accordingly, assets, liabilities, and net assets included on their balance sheet, and operating statements provide an indication of the economic net worth of the fund. Proprietary funds are reported on a full accrual basis of accounting but appropriated using the modified accrual method which includes budgeting for capital expenditures and debt service.
 - Enterprise Funds The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Enterprise Funds included in the audited financial statements, budgeted annually and included in this document are:
 - Solid Waste Fund accounts for the provision of garbage collection within the city.
 - Water and Sewer Fund accounts for the provision of water, sewer and cross connection services to the city and certain surrounding areas.
 - Stormwater Fund accounts for the operation of a stormwater utility to improve stormwater drainage throughout the City.
 - Reuse Fund accounts for the operation of a reclaimed water utility (reuse) to provide reclaimed water for irrigation in parts of the City.

• Funds not Budgeted

- Agency Funds Proprietary Funds that account for providing insurance and payroll services to
 other City departments which record and report the expense to the city. Agency funds are not
 appropriated but are included in the audited financial statements. Agency funds are used to "pass
 through" revenues and costs for insurance and payroll and only report assets and liabilities in the
 financial statements.
- Trust Funds The City's expenditures are recorded in the budgeted funds. These trust funds
 account for dollars held in trust to pay employee retirement benefits. These funds are not
 appropriated but are included in the audited financial statements and include:

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- 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.

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FUND STRUCTURE Governmental Funds

GENERAL FUND

Appropriated-Modified Accrual

Included in Audited Financial Statements-Modified Accrual

Major Fund

Non-

Major Funds

HALF-CENT SALES TAX FUND

Appropriated – Modified Accrual Included in Audited Financial Statements with General Fund

TRAILER PARK TRUST FUND

Not Appropriated – Non-Major Fund Included in Audited Financial Statements with General Fund

SPECIAL REVENUE FUNDS

COMMUNITY REDEVELOPMENT AGENCY FUND (CRA)

Appropriated-Modified Accrual Included in Audited Financial Statements-Modified Accrual

ROAD AND BRIDGE FUND

Appropriated-Modified Accrual Included in Audited Financial Statements-Modified Accrual

CAPITAL PROJECTS FUNDS

CAPITAL PROJECTS FUND

Appropriated-Modified Accrual Included in Audited Financial Statements – Modified Accrual

JOINT CAPITAL PROJECTS FUND

Appropriated-Modified Accrual Included in Audited Financial Statements-Modified Accrual

Proprietary Funds ENTERPRISE FUNDS

SOLID WASTE FUND

Appropriated-Modified Accrual
Included in Audited Financial Statements-Full
Accrual

WATER AND SEWER FUND

Appropriated-Modified Accrual

Included in Audited Financial Statements-Full

Accrual

STORMWATER FUND

Appropriated-Modified Accrual

Included in Audited Financial Statements-Full

Accrual

REUSE FUND

Appropriated-Modified Accrual
Included in Audited Financial Statements-Full
Accrual

FIDUCIARY FUNDS

POLICE OFFICERS PENSION FUND

Not Appropriated Included in Audited Financial Statements

GENERAL EMPLOYEES PENSION FUND

Not Appropriated
Included in Audited Financial Statements

AGENCY FUND

PAYROLL SERVICES FUND

Not Appropriated – Non-Major Fund Included in Audited Financial Statements

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General Government

CITY OF PALMETTO, FLORIDA 2019-2020 BUDGET

FUND AND FUNCTION

Governmental Funds

Fund 001 - General Fund

Recreation

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511 – Mayor and Commission	521 – Police	572 - Parks and recreation
512 – City Clerk	523 - Code Enforcement	579 – Events and facilities
514 – City Attorney	543 – Planning	
515 – Finance	524 – Building Department	Intergovernmental Services
516 - Human Resources		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

Public Safety

Special Revenue Funds

Fund 190 - Community Redevelopment Agency (CRA)

<u>Intergovernmental Services</u> - 559 - CRA

Fund 307 - Road and Bridge Fund

<u>Highways and Streets</u> - 541 - Road and Bridge

Capital Projects Funds

<u>Fund 301 – CIP Fund – Capital</u> – various cost centers beginning with 6XX <u>Fund 390 – Joint Projects Fund – Capital</u> – various cost centers beginning with 8XX

Enterprise Funds

Fund 403 - Solid Waste	Fund 432 - Water and Sewer
534 – Solid Waste	532 - Cross Connect
	533 – Water Department
Fund 440 - Stormwater	535 – Sewer Department
538 – Stormwater	536 - Customer Service
	537 – Wastewater Treatment Plant

Fund 460 - Reuse

539 - Reuse

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Financial Policies

• Investment Policy

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

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

• Financial Reserve Policies

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

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

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

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

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

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

During the fiscal year 2020 budgeting process, City Commission approved the use of fund balance/net position as follows:

<u>Fund</u>	<u>Amount</u>	Use of Fund Balance/Net Position
General Fund		
	1,500	To fund the purchase of trees and landscaping plants from the reserve.
	47,500	To fund unusual items such as hurricane supplies, and insurance contingencies.
	70,174	To fund one-time expenditures for miscellaneous equipment
	<u>45,000</u>	To fund CIP projects
	\$ 164,174	Total General Fund
CRA Fund		
	3,406,747	Unused fund balance calculated and designated for projects.
	\$3,406,747	Total CRA Fund
Road and Bridge Fu	nd	
· ·	<u>358,400</u>	To fund Capital Projects from usable fund balance in excess of five months.
	\$358,400	Total Road and Bridge Fund
Capital Projects Fun	d	
•	<u>82,507</u>	To fund Capital Projects from funds carried forward from previous years – Fund 301 – Capital Projects Fund
	\$82,507	Total Capital Projects Fund
Water and Sewer Fu	ınd	
	<u>1,979,034</u>	To fund CIP projects from funds carried forward from previous years
	\$1,979,034	Total Water and Sewer Fund
Stormwater Fund		
	94,633	To fund CIP projects from funds carried forward from previous years
	\$94,633	Total Stormwater Fund
Reuse Fund		
	<u>3,196</u>	To fund CIP projects from funds carried forward from previous years
	\$3,196	Total Reuse Fund
	<u>\$6,088,691</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,

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occur and would normally be funded from fund balance should they occur during the year. Commission also approved the use of fund balance for one-time purchases of non-financed capital equipment as well as other one-time expenditures. As in the case of CRA, state statutes require the budgeting of all available funds which includes available fund balance. Each year the unused portion of fund balance is calculated and budgeted for projects or other expenditures within the CRA Plan.

While the policy requires a three month minimum, as a general practice the City can use fund balance over five months of the fund's budgeted expenses to fund capital projects. It was determined that two funds had fund balance over five months available for 2020 capital projects – General Fund and the Road and Bridge Funds. Solid Waste, Water/Sewer and Reuse Funds exceeded the three month minimum, however, did not meet the five month level. The enterprise funds were projected net of the carry forward funds. These carry-forward funds consist of unspent revenue generated the utility rate study that was designated for CIP use.

Fund Balance/Net Position Levels

FUND BALANCE US ABLE FOR CAPITAL PROJECTS

	Fund/Reserve	FY2019 Unassigned Fund Balance / Unrestricted Net Position as projected (1)	1/12 of FY2020 Original	# of Months of Unassigned Fund Balance/ Unrestricted Net Position	*Stabilization Reserve: Amount over(under) 3 month minimum	**Budget Contingency Reserve: Amount over(under) 4 month minimum	***Surplus Reserve: Amount over(under) 5 months for Capital Reserve
(3)	General Fund	4,897,223	989,706	4.95	1,928,105	938,399	(51,307)
	Road and Bridge	1,011,029	151,013	6.69	557,991	406,979	255,966
(4)	Solid Waste	758,902	189,511	4.00	190,371	860	(188,651)
(5)	Water/Sewer	2,428,931	595,048	4.08	643,788	48,741	(546,307)
	Stormwater	237,247	78,025	3.04	3,172	(74,853)	(152,878)
(5)	Reuse	443,494	33,352	13.30	343,438	310,086	276,734

⁽¹⁾ Amount is calculated using FY 2019 projected revenues and expenses as of 9/11/2019, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.

The Stormwater and Reuse funds have reported deficit net position for several years. An effort to get these funds in a positive position has been ongoing since 2005. While user fees were unchanged for all funds during the years between 2009 and 2014, rates were increased in 2014 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

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⁽²⁾ Amount is calculated using FY2019 budget as of 9/11/2019. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.

⁽³⁾ Unassigned Fund Balance includes FY2020 One-Time Capital Expense and Insurance Contingency. Fund Balance is less than 5 months due to the purchase of the school board property in FY2019.

⁽⁴⁾ Unassigned Fund Balance has been replenished with the FEMA reimbursement of \$290,736.

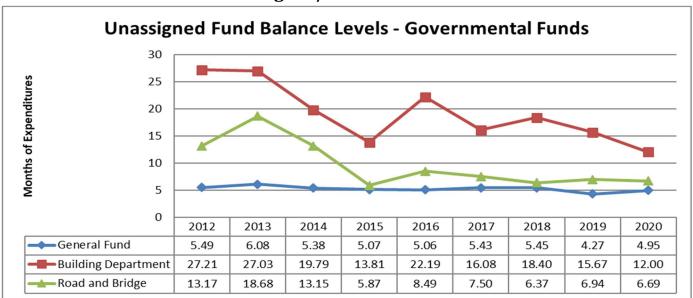
⁽⁵⁾ Unassigned Fund Balance for these two funds is net of funding for Capital Improvement Projects funded in 2015 through 2018 and not spent in the year received and carried over into the current fiscal year.

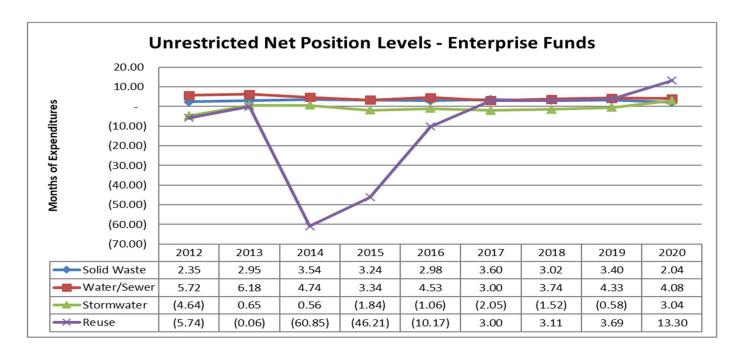
Infrastructure Capital Projects Fund (Revenue collection began March 2017) As of 9/11/2019 - Total Revenue/Projected: \$2,591,696 less Total Expense/Projected: \$1,581,851. The FY2019 projected Fund balance is \$1,033,809.



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.

Trends of Unassigned/Unrestricted Fund Balance





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

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• Operating Budget Policy

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

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

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

• Basis of Budgeting

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

Balanced Budgeting

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

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• Budgetary Control

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

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

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.

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• Procurement Policy

The purpose of these purchasing regulations is to:

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

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

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

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• Capitalization Policy

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

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

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

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

Debt Management Policy

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

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

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- 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 2020 for its capital lease (\$483,300) for equipment. In fiscal year 2019, the City secured a state funded State Revolving Fund (SRF) loan (\$6.9 million) for some CIP activities – EQ Tank distribution expansion at very low financing costs.

Debt Ratios

Item # and Item Description	City Wide	Target Ratio	Governmental Funds*	Proprietary Funds	Total City	CRA Fund Information Only
1 Population	13,360					
2 Assessed taxable property value	914,138,167					
3 Personal income per capita	\$ 25,947					
4 Total Debt projected at 9/30/19			1,878,141	7,423,380	9,301,521	2,637,000
5 Total Revenue FY2020			14,594,222	11,660,588	26,254,810	4,186,034
6 Operating Expenses FY2020 **			12,017,059	7,957,382	19,974,441	2,474,718
7 Net Operating Income (Loss)			2,577,163	3,703,206	6,280,369	1,711,316
8 Debt Service FY2020			587,071	1,626,541	2,213,612	379,750
9 Net Debt Per Capita	#4/#1	≤\$900	141	556	696	197
10 Percentage of assessed taxable						
property value	#4 / #2	≤ 3%	0.21%	0.81%	1.02%	0.29%
11 Net debt per capita as a percentage of						
income per capita	#10 / #3	≤ 5%	0.54%	2.14%	2.68%	0.76%
12 Debt Service Coverage Ratio	#7 / #8	≥ 110%	439%	228%	284%	451%

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

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 13,360 for the 2020 fiscal year. The Net Debt Per Capita for the total City has improved by 300 points. When applying for financing, the lending institution institutes its own calculation and considering the closeness of the ratios, the overall ratios are determined to be within acceptable limits. However, future financing should be reviewed at the individual fund level to determine feasibility.

Debt Service

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

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



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 \$19,289,701 as of September 30, 2019 which is comprised of bank qualified loans, state revolving fund loans and capital leases.

The debt service budgeted for 2020 is illustrated in the following table by fund:

Outstanding Debt and Debt Service

Loan	Original Loan Issued	Governmental Loan Balance as of September 30, 2019	Business type Loan Balance as of September 30, 2019	Total Principal Outstanding as of September 30, 2019	Fiscal Year 2020 Governmental Debt Service	Fiscal Year 2020 Business Type Debt Service	Total FY2020 Debt Service
SRF - Stormwater	2,872,229	-	360,504	360,504	-	177,542	177,542
SRF - Reuse	415,000	-	16,866	16,866	-	4,630	4,630
SRF - EQ Design	368,749		350,424	350,424		18,532	18,532
SRF - EQ Basin Constr	6,915,245		6,915,245	6,915,245		-	-
2014 BB&T Loan	1,250,000	-	892,767	892,767	-	77,572	77,572
2019 Keybank	7,151,300	1,284,863	5,519,037	6,803,900	187,973	807,427	995,400
Reuse TPT Loan *	500,000	-	217,879	217,879	-	52,079	52,079
Capital Leases	3,699,936	830,382	899,836	1,730,218	320,592	273,959	594,551
Existing City Debt	23,172,459	2,115,245	15,172,558	17,287,803	508,565	1,411,741	1,920,306
CRA 2006 BOA Loan	4,395,000	1,518,598	-	1,518,598	219,750	-	219,750
Existing CRA Debt	4,395,000	1,518,598		1,518,598	219,750		219,750
Total City-wide Debt	27,567,459	3,633,843	15,172,558	18,806,401	728,315	1,411,741	2,140,056
Proposed New Debt							
2020 Capital Lease		241,300	242,000	483,300	32,146	32,248	64,394
Total 2020 Debt		241,300	242,000	483,300	32,146	32,248	64,394
Total Existing and Pr	oposed Debt	3,875,143	15,414,558	19,289,701	760,461	1,443,989	2,204,450

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

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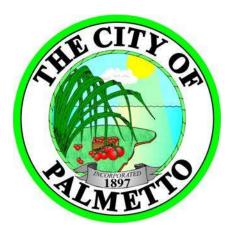


Fiscal Year 2020 Debt Service By Fund

Fund	Principal Payments	Interest Payments	Budgeted New Debt Service	Total Debt Service
General Fund	247,753	18,521	22,246	288,520
CRA	219,750	60,000	-	279,750
Road and Bridge	260,838	27,813	9,900	298,551
Total Governmental Funds	728,341	106,334	32,146	866,821
Solid Waste	8,272	456	-	8,728
Water and Sewer	808,719	113,806	32,248	954,773
Stormwater	401,720	39,485	-	441,205
Reuse	193,056	28,779		221,835
Total Business-Type Funds	1,411,767	182,526	32,248	1,626,541
Total City-Wide Debt Service	2,140,108	288,860	64,394	2,493,362

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

Sydney Smith

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Personnel Budget

The City values each one of its 145 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 2020 are \$9,318,760 and accounts for 28.6% of city-wide total operating budget not to include transfers out.

The budget contains funding for 145 positions; 127 full-time, 12 part-time and 6 elected officials of which 9 full-time and 1 part-time positions were vacant.

The Commission and Mayor's salaries and General Employees received a 3% increase over FY 2019. The sworn officers renegotiated the PBA agreement and received the first and second year increase in fiscal year 2019. Therefore, in fiscal year 2020 there is no increase for sworn officers. Total wages increased \$195,387 or 1.94% in comparison to fiscal year 2019.

Pension costs are loaded based on the actuarial report received in January of 2019. The rate for PD decreased from 26.83% in FY2019 to 25.96%. General Employees' pension decreased from 22.42% to 18.47%.

Fiscal year 2020 Personnel Budget:

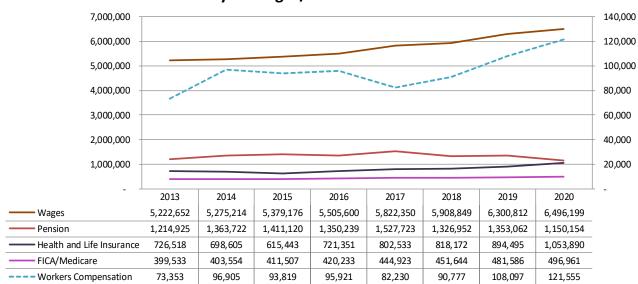
This fiscal year has brought a few benefits and challenges.

- Wages are up 3.1% from fiscal year 2019. This is the net effect of a 3% increase and addition of two new positions.
- Pension costs are 17.7% of annual wages, which is 3.8% lower than fiscal year 2019 due to a decrease of .87% in Police pension rates and a 3.95% decrease in the General Employee Pension rate. This is the fifth straight year for General Employees' pension rate decreases and the second year for the Police Pension.
- Health insurance is 11.3% of annual wages, which is a 1.5% increase from fiscal year 2019. The new rates for health insurance are 14.1% higher than the previous year. This is due to higher claims in fiscal year 2019 and changing to a new benefit carrier.

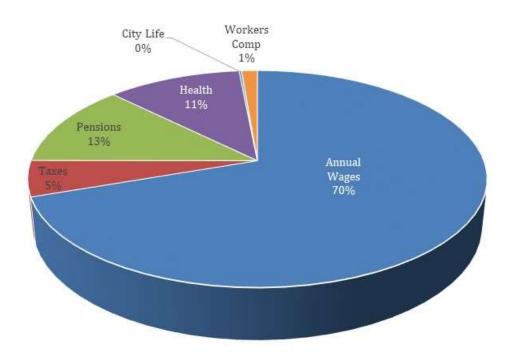
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History of Wages/Benefits - 2013-2020



2020 Personnel Cost



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Personnel Cost for Fiscal Year 2019-2020

Breakdown by Department by Fund

		Annual				City Life	Workers	Total	Total
Departments	Dept	Wages	Taxes	Pensions	Health	EAP	Comp	Benefits	Cost
Mayor & Commission	511	192,283	14,708	8,433	13,089	356	222	36,809	229,092
City Clerk	512	159,789	12,224	29,513	21,081	522	200	63,539	223,328
Information Technologies	513	53,929	4,126	-	11,512	175	68	15,881	69,810
City Attorney	514	-	-	-	-	-	-	-	-
Finance	515	399,353	30,550	73,761	52,360	1,302	1,126	159,099	558,452
Human Resources	516	104,662	8,008	13,267	11,512	230	125	33,142	137,804
Events and Facilities	579	69,730	5,336	739	11,512	198	1,032	18,816	88,546
Police Department	521	2,732,717	209,049	520,046	414,791	7,876	53,869	1,205,632	3,938,349
Code Enforcement	523	129,964	9,941	24,004	27,265	421	2,179	63,811	193,775
Public Works Administration	540	411,724	31,497	76,045	54,891	1,345	4,426	168,205	579,929
Planning Department	543	117,535	8,991	21,709	21,081	386	147	52,313	169,848
Fleet Maintenance Department	549	129,394	9,899	23,899	27,266	424	2,727	64,215	193,609
Parks & Recreation Department	572	308,382	23,590	56,958	58,904	991	9,087	149,531	457,913
Building Department	524	98,597	7,544	12,525	13,090	224	124	33,506	132,103
Total General Fund		4,908,058	375,463	860,899	738,354	14,450	75,332	2,064,499	6,972,557
Community Redevelopment Agency	559	279,784	21,404	47,601	33,811	823	473	104,112	383,896
Total CRA Fund		279,784	21,404	47,601	33,811	823	473	104,112	383,896
Road & Bridge Department	541	169,276	12,951	31,265	31,147	528	11,630	87,521	256,797
Total Road & Bridge Department		169,276	12,951	31,265	31,147	528	11,630	87,521	256,797
Solid Waste Department	534	117,388	8,981	21,681	19,635	382	1,912	52,591	169,979
Total Solid Waste Fund		117,388	8,981	21,681	19,635	382	1,912	52,591	169,979
Cross Connection Services	532	64,174	4,911	11,853	20,721	201	1,756	39,441	103,615
Water Services	533	200,176	15,314	36,972	40,355	635	5,525	98,801	298,977
Sewer Services	535	285,602	21,850	52,751	58,406	907	5,281	139,195	424,797
Utility Customer Service	536	213,776	16,352	39,484	52,947	693	1,938	111,415	325,191
Waste Water Treatment Plant	537	-	-	-	-	-	-	-	-
Total Water/Sewer Fund		763,728	58,427	141,061	172,428	2,436	14,500	388,852	1,152,580
Stormwater Services	538	187,802	14,368	34,687	26,180	447	12,877	88,559	276,361
Total Stormwater Fund		187,802	14,368	34,687	26,180	447	12,877	88,559	276,361
Davias Comvises	F20	70.172	F 3/0	12.050	12.000	170	4.022	26.427	107 500
Reuse Services	539	70,163	5,368	12,959	13,089	178	4,832	36,427	106,590
Total Reuse Fund		70,163	5,368	12,959	13,089	178	4,832	36,427	106,590
Grand Total		\$ 6,496,199	\$496,961	\$ 1,150,154	\$1,034,644	\$19,246	\$121,555	\$2,822,561	\$ 9,318,760

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Personnel cost for Fiscal Year 2019-2020

FY2020 Payroll with 3% Adopted Increase - GE

				All Employees	Insurance			
	FY20 Annual Salary	Taxes	Pensions	Health	Life and EAP	Work Comp	Total Benefits	Total Position Cost
Breakdown by Fund								_
General Fund	4,809,461	367,919	848,374	725,265	14,227	75,208	2,030,993	6,840,454
Building Department	98,597	7,544	12,525	13,090	224	124	33,506	132,103
CRA	279,784	21,404	47,601	33,811	823	473	104,112	383,896
Road and Bridge	169,276	12,951	31,265	31,147	528	11,630	87,521	256,797
Solid Waste	117,388	8,981	21,681	19,635	382	1,912	52,591	169,979
Water & Sewer	763,728	58,427	141,061	172,428	2,436	14,500	388,852	1,152,580
Stormwater	187,802	14,368	34,687	26,180	447	12,877	88,559	276,361
Reuse	70,163	5,368	12,959	13,089	178	4,832	36,427	106,590
Total Personnel Cost	6,496,199	496,961	1,150,154	1,034,644	19,246	121,555	2,822,561	9,318,760

Breakdown by type

Total Wages

FICA

General Employee Pension Contribution Police Department Pension Contribution Non-pensioned Department Heads Total Pension Contribution Health Dental and Life Insurance Workers Compensation Total Benefits

Total Cost of Payroll

		FY2019			FY2020	Increase (Decrease)
	_	6,300,812		_	6,496,199	195,387
	481,586			496,961		15,375
829,712			720,200			(109,512)
500,448			410,521			(89,927)
22,902		_	19,433			(3,469)
	1,353,062			1,150,154		(202,908)
	894,495			1,053,890		159,395
_	108,097		_	121,555		13,458
	_	2,837,240		_	2,822,558	(14,682)
	_			-		
	_	9,138,052		_	9,318,757	180,705

The personnel costs include:

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

 $The \ Pension\ rate\ for\ PD\ decreased\ from\ 25.96\%\ in\ FY 2019\ to\ 21.63\%.\ General\ Employees'\ pension\ decreased\ from\ 22.42\%\ to\ 18.47\%$

The new rates for health insurance are 14.1% higher.

	Vacant Positions - Full Time Funded	6
	1-Police Officer – PD	
127	1-Accountant I	
12	1-Crew Leader - Water	
6	1-Service Worker II - Sewer	
145	1-Service Worker II – Road & Bridge	
-	1-Service Worker I - Reuse	
3		
	Vacant Positions - Part Time Funded	1
	1-Building Inspector	
	12 6 145	1-Police Officer – PD 127 1-Accountant I 12 1-Crew Leader - Water 6 1-Service Worker II - Sewer 145 1-Service Worker II – Road & Bridge 1-Service Worker I - Reuse 3 Vacant Positions - Part Time Funded

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HISTORY OF STAFFING LEVELS

Position Title	Position	FY 2016	FY 2017	FY 2010	FY 2019	FY
Position Title	Grade	2016	2017	2018	2019	2020
ENERAL FUND	*	Part Tir	ne Positi	ions		
Mayor and Commission						
Commissioner	N/A	5	5	5	5	5
Mayor	N/A	1	1	1	1	1
T	otal Elected Officials	6	6	6	6	6
Executive Assistant to Mayor & Commission	113	1	1	1	1	1
Total Mayor and Con		1	1	1	1	1
	or and Commission	7	7	7	7	7
City Clerk						
Assistant City Clerk	114	1	1	1		1
City Clerk	126	1 2	1 2	2	1 2	2
Information Technology	ity Clerk - Full Time	2	2	۷	2	۷
IT Specialist	113	1	1	1	1	1
Total Information Te		1	1	1	1	1
Finance	chinology run rime	•	_	_	•	_
Finance Director	124	1	1	1	1	1
Purchasing Agent	116	1	1	1		1
Warehouse Operator / Account Clerk	106	1	1	1	1	1
Accountant I	112	0	1	1	1	1
Senior Accountant	117	0	0	0	1	1
Purchasing Assistant	107	1	1	1	1	1
Junior Accountant	109	0	0	2	1	1
Accounting Clerk	106	0	0	0	1	1
	l Finance - Full Time	4	5	7	8	8
* Finance Director - Part Time						
	Finance - Part Time	0	0	0		0
	Finance Department	4	5	7	9	8
Human Resources	122	1	1	1	4	4
Human Resources Administrator	122 esources - Full Time	$\frac{1}{1}$	1 1	1	1 1	1 1
* Human Resources Coordinator - Part Time	esources - run rime	0	1	_	_	
	esources - Part Time	0	1	1 1	1	1
	sources Department	1	2	2	2.	2
Events and Facilities	sources Department	1			2	2
Special Projects/Events Coordinator	112	1	1	1	1	1
Total Information Te		<u></u>	1	1	1	1
Police - Administration						
Records Clerk	106	1	0	0	0	0
Records Clerk II	108	1	2	2	2	2
Police Fleet/Inventory Specialist	107	0	1	1	1	1
Evidence Custodian	111	1	1	1	1	1
Dispatch Supervisor	115	1	1	1	1	1
Dispatcher I	109	6	6	6	7	7
Accreditation/Grants Coordinator	111	1	1	1	1	1
Victim Advocate	111	1	1	1	1	1
Total Police Admin	istration - Full Time	12	13	13	14	14
* Crime Analyst - Part Time	107	1	1	1	1	1
* Maintenance Technicial - Part Time	107	1	0	0		0
* Crossing Guards - Part Time	104C	7	7	6	6	6
	istration - Part Time	9	8	7	7	7
D. II G O.C.						
Police - Sworn Officers Chief of Police	127	1	1	1	1	1

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HISTORY OF STAFFING LEVELS

Police Lieutenant				_				
Captain			Position	FY				
Captain	Pos	sition Title	Grade	2016	2017	2018	2019	2020
Police Sergeant			*	Part Tir	ne Posit	ions		
Police Sergeant	Capt	tain					2	2
Corporal	Poli	ce Lieutenant	115	0	0	0	0	0
Police Officer		S .	113SO	6	6	6	6	6
**Sworn Officers - Part Time						5	4	4
*Sworn Officers - Part Time	Poli							21
Total Police - Sworn Officers - Part Time Total Police Department - Full Time Total Police Department - Full Time Total Police Department - Full Time Total Police Department Total Police Morks Administration Total Code Enforcement - Full Time Total Police Work Director Total Police Work Director Total Police Works Total								
Total Police Department - Full Time	* Sw							
Total Police Department - Part Time								
Total Police Department								
Code Enforcement Officer								
Code Enforcement Officer	Code Enforce		е рерагинени	30	30	30	57	57
Total Code Enforcement - Full Time			110	2	2	3	3	3
Public Work Administration	God		-					3
Public Work Director	Public Works			_	_	J	J	5
Deputy Director of Public Works			126	1	1	1	1	1
Public Works Coordinator								
GIS Analyst/Compliance Coordinator Customer Service Representative I 106 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		•		1	1	1	1	1
Customer Service Representative 106 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Sr G	IS Analyst	117	1	1	1	1	1
Total Public Works Administration - Full Time Full Time Development Service Director 124	GIS	Analyst/Compliance Coordinator	114	1	1	1	1	1
Planning	Cust			1	1	1	1	1
Development Service Director 124		Total Public Works Administration - Full Time		6	6	6	6	6
Planning Analyst								
Total Planning Department - Full Time				1	1	1	1	1
Fleet Maintenance Supervisor	Plan							1
Fleet Maintenance Supervisor	DI . N.			2	2	2	2	2
Equipment Mechanic II	_							
Equipment Mechanic 108								
Total Fleet Management - Full Time 3 3 3 3 3 3 3 3 3								
Parks Supervisor	Equi							
Parks Supervisor	Darks and Da			3	3	3	3	3
Crew Leader 109			115	0	1	1	1	0
Service Worker III		1						
Service Worker II								
Service Worker I								
Building Department Building Official 122 1 1 0 0 0 0 0 0 0 0								3
Building Official 122 1 1 0 0 0 0 0 0 0 0		Total Parks and Recreati			8			9
Building Official 122 1 1 0 0 0 0 0 0 0 0								
Building Inspector								
Development Services Technician 107 1 1 1 2 2								0
*Building Inspector - PT *Building Inspector - PT Total Building Department - Full Time 112 0 0 0 1 12 Total Building Department - Part Time Total Building Department 3 3 1 1 1 Total General Fund - Elected Officials Total General Fund - Full Time Total General Fund - Part Time			112	1	1	0	0	0
* Building Inspector - PT Total Building Department - Part Time Total Building Department Total Building Department Total General Fund - Elected Officials Total General Fund - Part Time	Dev							2
Total Building Department - Part Time 0 0 0 1 1 1 Total Building Department 3 3 1 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3		Total Building Departme	ent - Full Time	3	3	1	2	2
Total Building Department 3 3 1 3 3 Total General Fund - Elected Officials 6 6 6 6 6 Total General Fund - Full Time 78 82 83 87 87 Total General Fund - Part Time 10 10 10 11 11 Total General Fund 94 98 99 104 104	* Bu							1
Total General Fund - Elected Officials 6 6 6 6 6 6 6 6 6 82 83 87 87 Total General Fund - Part Time 10 10 10 11 11 11 Total General Fund 94 98 99 104 104								
Total General Fund - Full Time 78 82 83 87 87 Total General Fund - Part Time 10 10 10 11 11 Total General Fund 94 98 99 104 104		Total Buildin	g Department	3	3	1	3	3
Total General Fund - Part Time 10 10 10 11 11 Total General Fund 94 98 99 104 104								6
Total General Fund 94 98 99 104 104								
	BA FIIND	Total	General Fund	94	98	99	104	104

CRA FUND

Community Redevelopment Agency (CRA)

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HISTORY OF STAFFING LEVELS

	Position	FY	FY	FY	FY	FY
Position Title	Grade	2016	2017	2018	2019	2020
1 osition ritie					2019	2020
CDA D' contro		Part Tin			4	4
CRA Director	126	1	1	1	1	1
CRA Manager	115	0	0	0	0	1
Administrative Assistant	111	3	3	3	3	2
* Strategic Plan Specialist - Part Time	Total CRA - Full Time	1	0	0	3 1	1
* Student Intern	103	0	0	4	4	
Student intern	Total CRA - Part Time	1	0	4		0 1
	Total CRA Fund	4	3	7	8	5
ROAD AND BRIDGE FUND	Total CIA Fullu	т	3	,	0	3
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
Service Worker II	106	1	1	1	1	1
	Department - Full Time	5	5	5	5	5
	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	1	0
Customer Service Field Rep	105	0	0	0	1	1
Equipment Operator	107	0	1	1	1	0
Total Solid Waste Departmen	t and Fund - Full Time	2	3	3	5	3
WATER AND SEWER FUND						
Cross Connect						
Service Worker II	106	2	2	2	2	2
Total Cro	oss 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	0	1	1
Total Water I	Department - Full Time	4	4	4	5	5
Sewer Department						
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 II	106	1	1	1	2	2
Service Worker I	104	3	3	3	3	3
	Department - Full Time	7	7	7	8	8
Customer Service						
Customer Service Customer Service Supervisor	115	1	1	1	1	1
Customer Service Supervisor Customer Service Manager			0	0		
Customer Service Manager Customer Service Rep. II	119 107	0 1	1	1		0 1
Customer Service Rep. II Customer Service Rep. I	107		1	1	1	2
Customer Service Rep. 1 Customer Service Field	105	1 2	2	2		1
Customer Service Field Customer Service Field II						
	107	0 1	0 1	0 1	1 1	1 0
Htility Billing Apolyot	100			1	1	U
Utility Billing Analyst	109					
Total Custor	ner Service - Full Time	6	6	6	7	6
Total Custor Total Water and S	_				7 22	

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HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020			
	*	Part Tir	ne Posit	ions					
STORMWATER FUND	STORMWATER FUND								
Stormwater									
Public Works Supervisor - 75% salary	115	0.75	0.75	0.75	0.75	0.75			
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 Fu	nd - Full Time	4.75	4.75	4.75	4.75	4.75			
REUSE FUND									
Reclaimed Water Department									
Public Works Supervisor - 25% salary	115	0.25	0.25	0.25	0.25	0.25			
Service Worker I	104	0	0	0	1	2			
Total Reuse Department and Fu	nd - Full Time	0.25	0.25	0.25	1.25	2.25			
Total Elected Officials		6	6	6	6	6			
Total Full Time Employees		111.8	117	118	127	127			
Total Part Time Employees		11	10	14	16	12			
Total City Employees	•	128.8	133	138	149	145			

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General Fund Fund #001

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

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

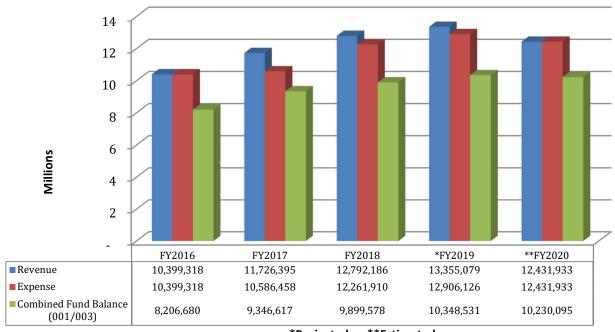
The General Fund receives compensation from other funds in the form of transfers-in for services provided by Information Technology, Finance, Human Resources, Public Works Administration and Fleet Services. These cost centers provide support services city-wide and are allocated to the other funds by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

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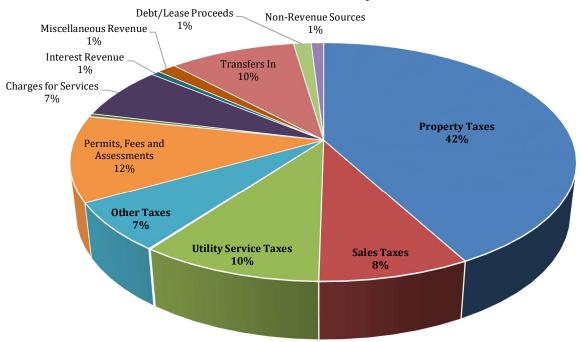
GENERAL FUND - 001

5-Year Revenue, Expense and Fund Balance



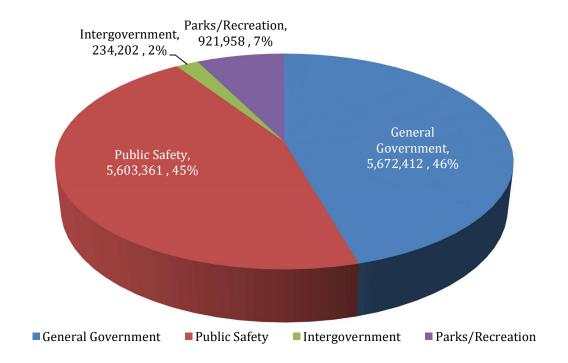
*Projected **Estimated

FY 2020 Revenues By Source



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GENERAL FUND - 001



FY2018 Budgeted Expenditures By Function

- ➤ **General Government** expenditures total \$5,672,412; Departments in this category are: Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures \$5,603,361; Departments in this category are Police, Building Department and Code Enforcement.
- ➤ **Intergovernmental** expenditures \$234,202; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures \$921,958; this represents the Parks and Recreation Department.
- > Total General Fund expenses are \$12,431,933. Overall increase by 2.6% or \$316,968 from FY19.

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GENERAL FUND - 001 Revenue Analysis and Forecasting

Revenue Trends

The General Fund is estimated to receive \$12,431,933 in FY2020 of which 78.3% or \$\$9,732,562 is generated from Ad Valorem Taxes (42.1% - \$5,238,380), Permit, Fees and Assessments (11.6% - \$\$1,449,2000), Utility Service Tax (9.8% - \$1,218,500), Sales Tax (\$8.1% or \$1,010,131) and Other Taxes (6.57% - \$816,351).

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 - \$5,238,380 (42.1% of General Fund Revenue)

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of \$ 914,138,167. The millage rate for fiscal year 2020 is 5.9671 per \$1,000 of assessed value. However, this fiscal year, the millage rate is 5.94% greater than the rolled back rate of \$5.6324.

The ad valorem taxes make up 42% of the city's general fund revenues as shown on the previous page and 25.7% overall revenue. As illustrated by the chart below, ad valorem taxes are expected to slightly increase though fiscal year 2020. The economy is improving, foreclosures are at a minimum, and projecting increases in assessed values in future years; this created a 7.33% increase in the city's tax base for the fiscal year 2020 budget year. This trend is expected to continually increase at 5% over the next few years as our county is showing an increase in sales and economic growth.



Figure 2



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 2020.

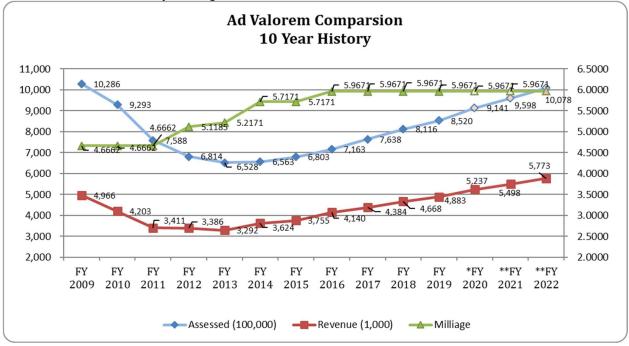
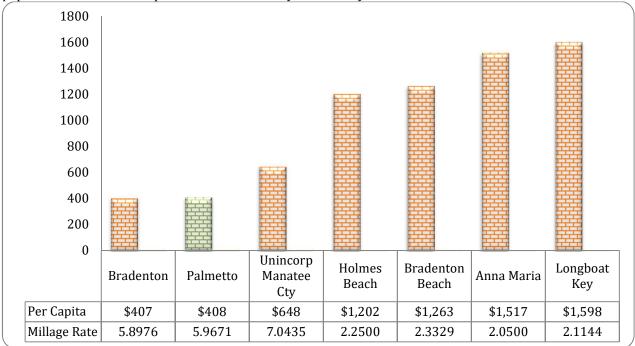


Figure 3

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



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Figure 4



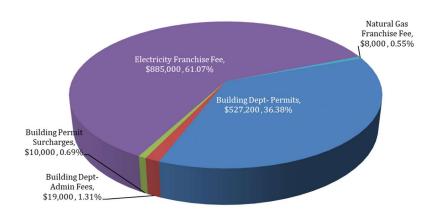
Permit, Fees and Assessments - General Fund - \$1,449,200 (11.66% of General Fund Revenues)

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 \$885,000 or 61.0% 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 FY2022.

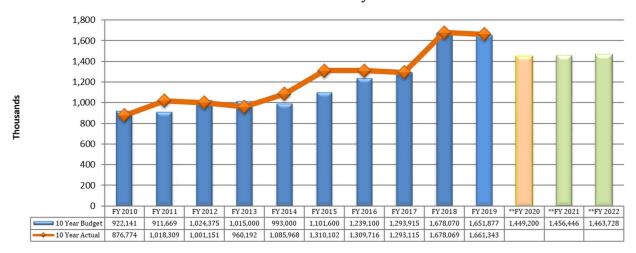
The Building Department is showing a revenue increase for the next fiscal year. This is due continued development of the Sanctuary Cove Residential community.

The agreement between FPL and the City represents 6% of FPL billed revenues, less actual write-offs, from the sale of electrical energy to residential, commercial and industrial customers (as such customers are defined by FPL's tariff) within the incorporated areas of the City. This agreement was renewed in FY2011 and will continue through FY2041 (30 Years). The chart below represents the detailed budget for FY2020:

Permit, Fees and Assestments



Permit, Fees and Assessments 10 Year History



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Utility Service Taxes - General Fund - \$ 1,218,500 (9.7% 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 \$1,180,000 account for 98.5% of the total utility service taxes.

Florida Power and Light

Electric Utility Taxes 10 Years History

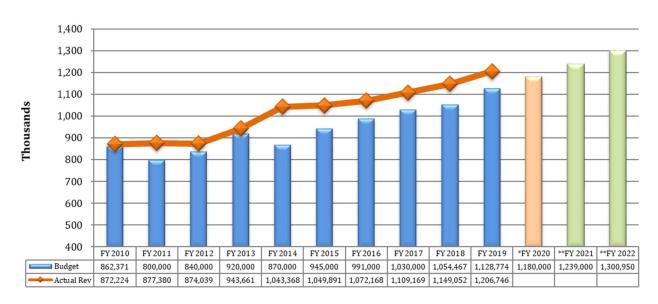


Figure 5

The city assesses 6% on all electric utility payments made within the City, excluding churches, through Florida Power and Light. Electric Utility Taxes are used entirely by the city's General Fund. This tax is based on consumption, and as customers experience higher costs for electricity, it is anticipated to increase at 5% annually from Fiscal Year 2020. These projections are made by overall revenues collected in the past 4 years.

Sales Tax - General Fund - \$1,034,416 (8.13% of General Fund Revenues)

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

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

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis, is projected a slight growth rate over the next two year. The City is projecting a 2.5% increase over the next 2 years beginning with fiscal year 2020.

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Infrastructure Half-Cent Sales Tax - \$990,000 (only included in the following graph)

New to FY2017 is the Infrastructure Sales Tax. Ordinance 16-35 provided for a referendum to be conducted allowing for the collection and distribution of an infrastructure sales tax. The referendum was passed by voters on November 8, 2016, and beginning January 1, 2017, a half-cent discretionary local government infrastructure sales surtax is being collected by the municipalities within Manatee County. At the time of publication, the FY2020 budget for Infrastructure Sales Tax had not been approved but has been proposed to commission. For purposes of forecasting, the below graph reflects the <u>proposed</u> revenue. The revenue is not reflected in the General Fund Summary. It is combined with the General Fund in the All Funds Summary schedule.

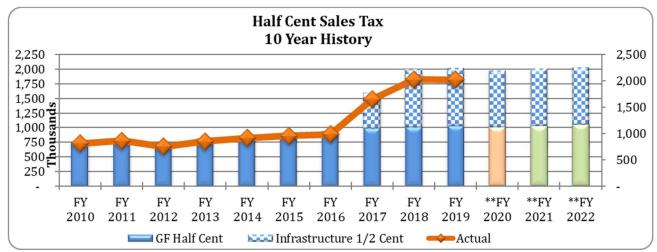


Figure 6

Other Taxes - General Fund - \$816,351 (6.57% of General Fund Revenue)

Other Taxes - Summary of revenues

Communication Service Tax - State Tax - \$362,930

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.



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Figure 7

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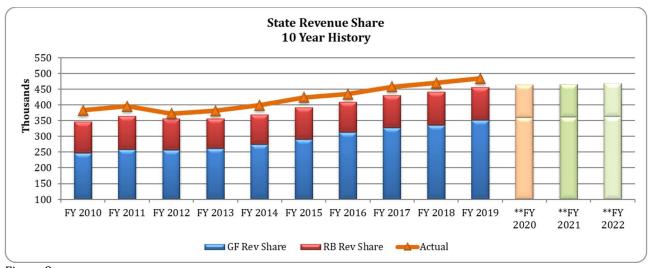


The tax is comprised of state communication service tax and local communication service tax. The state communication tax consists of two components: a state tax of 6.65% and a gross receipts tax of 2.52%. The local communication service tax for Palmetto is 5.42% as of FY2018. *(F.S. 202.12(1)(a)(c)and (d))*. Effective July 2014, changes in state law, Chapter 2014-36 (F.S. 202.11) moves certain communication aspects; data processing etc from the communication tax to sales tax and 2014-38 moves prepaid calling arrangements from communication tax to sales tax. These changes will show a decrease in overall collection of communication taxes through FY2022. This revenue represents 44.4% 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 2020.

State (Municipal) Revenue Share - State - \$358,750

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 FY2020, the proportional contribution of each revenue source comprising the Municipal Revenue Sharing Program is \$463,741 of which 77.36% or \$358,750 for the General Fund and 22.64% or \$104,991 for Road & Bridge Fund. This revenue represents 43.9% of Other Tax Revenue.



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Figure 8

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001 - GENERAL FUND Fund Summary

Account Beginning Fund Balances	2018 Actual \$ 9,369,302	2019 Revised Budget \$ 8,920,409	2019 Projected Actual \$ 8,920,409	2020 Adopted Budget \$ 9,705,567	% Change of Budget 8.8 %
Revenues Property Tax Sales Taxes Utility Service Tax Motor Fuel Taxes Other Taxes Permits, Fees, Assessments Intergovermental Fines and Forfeitures	4,671,351 1,045,547 1,187,993 11,818 858,059 1,678,070 6,000 96,605	4,897,309 1,025,565 1,249,304 11,649 857,981 1,663,927 33,024 72,484	4,896,921 1,017,500 1,226,000 11,649 857,780 1,473,980 30,170 64,856	5,238,380 1,010,131 1,218,500 11,500 816,351 1,449,200 6,000 51,450	7.0 % (1.5)% (2.5)% (1.3)% (4.9)% (12.9)% (81.8)% (29.0)%
Charges for Services Interest Revenue Miscellaneous Impact Fees	735,875 88,304 179,940 186,062	903,600 121,546 225,903 132,598	843,859 132,250 256,492 106,648	888,910 80,000 179,416	(1.6)% (34.2)% (20.6)% (100.0)%
Transfers In Debt/Lease Proceeds Non-Revenue/Fund Balance	917,707 128,200 	1,161,969 266,405 227,817	1,161,969 266,405	1,196,659 167,000 118,436	(106.2)% (37.3)% (48.0)%
Total Revenues	11,791,531	12,851,081	12,346,479	12,431,933	109.5 %
Expenses Mayor and Commission City Clerk Information Technology City Attorney Finance Human Resources Events and Facilities Police Department Code Enforcement Public Works Administration Planning Fleet Parks and Recreation Building Department Grants - Non Capital Expenses Capital Expenses Debt Service Transfer Out	242,033 2,151,678 481,642 267,385 653,468 177,577 157,784 4,131,863 182,219 518,256 199,050 210,456 520,471 265,407 7,769 1,686,012 327,354 60,000	277,374 2,325,879 483,154 306,247 686,097 204,138 171,503 4,482,185 236,269 708,277 244,602 227,418 640,798 446,507 18,600 387,376 290,067 181,242	267,905 2,288,093 446,845 278,161 665,816 197,227 177,856 4,268,201 148,388 674,021 225,458 195,805 552,077 345,500 10,600 339,203 298,923 181,242	274,606 2,446,092 508,141 272,207 673,346 213,196 182,830 4,544,676 237,859 735,004 243,970 232,014 664,928 366,664 - 359,082 288,520 188,798	1.0 % (5.2)% (5.2)% 11.1 % 1.9 % (4.4)% (6.6)% (1.4)% (0.7)% (3.8)% 0.3 % (2.0)% (3.8)% 17.9 % 100.0 % 7.3 % - % (4.2)%
Total Expenditures	12,240,424	12,317,733	11,561,321	12,431,933	0.9 %
Excess Revenue Over (Under)	(448,893) \$ 8 920 400	533,348 \$ 0.453.757	785,158 \$ 0.705.567		106.2 %
Fund Balance, End of Year	\$ 8,920,409	\$ 9,453,757	\$ 9,705,567	\$ 9,705,567	103.5 %

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001-000 - GENERAL FUND REVENUE Fund Revenue Summary

Account 001-000	Description	2018 <u>Actual</u>	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
311.1010	Current Property Taxes	\$ 4668.081	\$ 4,892,753	\$ 4.892.753	\$ 5 236 155	7.0 %
311.1015	2015 Property Taxes	397	25	25	-	(100.0)%
311.1016	2016 Property Taxes	1,995	214	214	25	(88.3)%
311.1017	2017 Property Taxes	878	3,443	3,443	200	(94.2)%
311.1018	2018 Property Taxes	_	874	486	2,000	128.8 %
	Total Ad Valorem Taxes	4,671,351	4,897,309	4,896,921	5,238,380	7.0 %
335.8000	State Rev/Lg Half Cent Sales Tax	1,045,547	1,025,565	1,017,500	1,010,131	(1.5)%
	Total Sales Taxes	1,045,547	1,025,565	1,017,500	1,010,131	(1.5)%
312.4101	5th And 6th Cent Gas Tax	_	_	_	_	- %
312.4201	5 Cent 2nd Local Option Gas Tax	- -	<u>-</u>	<u>-</u>	- -	- %
335.4100	State Rev/Mtr Fuel Tax Refund	11,818	11,649	11,649	11,500	(1.3)%
	Total Motor Fuel Taxes	11,818	11,649	11,649	11,500	(1.3)%
314.1000	Electric Utility Taxes	1,149,052	1,206,747	1,185,000	1,180,000	(2.2)%
314.4000	Natural Gas Utility Tax	11,146	12,212	12,000	11,000	(9.9)%
314.8000	Propane Utility Taxes	27,795	30,345	29,000	27,500	(9.4)%
	Total Utility Service Taxes	1,187,993	1,249,304	1,226,000	1,218,500	(2.5)%
315.0000	Communications Services Tax	384,490	370,253	370,000	351,101	(5.2)%
316.0000	Local Business Tax	71,226	65,000	65,000	65,000	- %
316.0500	Local Business Tax-FLC Collected	936	-	-	=	- %
316.3100	Local Business Tax Penalties	(1,059)		4,477	-	(100.0)%
335.1200	State Revenue Sharing Proceeds	359,124	373,477	373,483	358,750	(3.9)%
335.4000	Mobile Home Licenses	30,583	29,954	30,000	30,000	0.2 %
335.5000	State Rev/Alcohol Bev License	12,759	14,820	14,820	11,500	(22.4)%
	Total Other Taxes	858,059	857,981	857,780	816,351	(4.9)%
	TOTAL TAXES	7,774,768	8,041,808	8,009,850	8,294,862	3.1 %
322.1100	Building Permits	736,155	698,021	525,000	525,000	(24.8)%
322.1700	Building Inspections	2,836	2,584	2,200	2,200	(14.9)%
323.1000	Electricity Franchise Fee	896,606	917,856	905,000	885,000	(3.6)%
323.4000	Natural Gas Franchise Fee	9,910	10,034	9,500	8,000	(20.3)%
329.0300	Building Permit Surcharge	13,663	14,387	12,485	10,000	(30.5)%
367.0100	Building Admin Fee	18,900	21,045	19,795	19,000	(9.7)%
	TOTAL PERMITS, FEES AND ASSESSMENTS	1,678,070	1,663,927	1,473,980	1,449,200	(12.9)%
331.2400-9006	Bulletproof Vest Grant	-	3,600	3,746	-	(100.0)%

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001-000 - GENERAL FUND REVENUE Fund Revenue Summary

Account 001-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
331.2400-9029	FDOT Speed Abatement Grant	Actual	5,003	5,003	- Buuget	(100.0)%
331.2880-9029	FY19 Rapid ID Implementation	-	3,421	3,421	-	(100.0)%
331.5003	FEMA: Hurricane Irma	_	94,282	94,282	_	(100.0)%
337.0200-9031	WCIND Waterway Grant	_	15,000	15,000	_	(100.0)%
337.4000	FMIT Safety Grant	6,000	6,000	3,000	6,000	- %
	•					
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	6,000	127,306	124,452	6,000	(95.3)%
	GRANT REVENUE					
351.1100	Jdgmt-Fines/Forfeiture Criminal	1,000				- %
351.2125	Judgements and Fines - 629	16,923	16,008	15,000	15,000	(6.3)%
351.3000	Judgement/Fines - Law Enforcement	2,452	2,606	2,463	2,000	(23.3)%
331.3000	Educ.	2,432	2,000	2,403	2,000	(23.3)70
354.1000	Violation - Local Ordinance	315	245	225	200	(18.4)%
354.2500	Violation-Local Ord/Code Enfrcmt	46,607	9,900	10,000	5,000	(49.5)%
354.2550	Violation Lot Clearing - Pass Thru	6,350	10,000	5,000	10,000	- %
359.0300	PD Abandoned Property	1,186	8,951	8,951	1,000	(88.8)%
359.1000	Traffic Infractions	20,703	23,362	21,889	17,500	(25.1)%
359.2000	Forfeits/Restitution	1,069	1,412	1,328	750	(46.9)%
	TOTAL FINES AND FORFEITURES	96,605	72,484	64,856	51,450	(29.0)%
341.0221	CRA Reimbursement - PD	515,824	556,929	550,000	575,460	3.3 %
341.0223	CRA Reimbursement - Code Enforcement	-	54,709	4,500	54,618	(0.2)%
341.1000	Ag Museum Insurance	2,123	2,794	2,796	2,794	- %
2.41.2200	Reimbursement	40.041	26,000	22.450	21.010	(1.5.5).0/
341.2200	Zoning Fees/Variances	42,841	26,000	23,450	21,910	(15.7)%
341.3000	Notary Fee	210	200	140	200	- %
341.3200	Reproduction - Map & Publications	183	50	59	50	- %
341.3300	Impact Admin Fee Impact Fee - BD	-	-	17 43	-	- % - %
331.3324 341.4100	Recording Fees	130	100	43 175	100	- % - %
341.9023	Abandoned/Vacant Property	2,600	3,000	2,400	2,000	(33.3)%
341.9023	Registration	2,000	3,000	2,400	2,000	(33.3)/0
341.9521	PBA Administrative Fee	130	130	130	130	- %
341.9500	Candidate Qualifying Revenue	75	-	-	-	- %
342.0400	Fingerprint/Copying/Ids-Pd	9,393	7,750	8,000	7,750	- %
342.2010	School Resource Officer - Manatee	126,050	215,040	215,040	188,332	(12.4)%
	School Bd					
343.8200	Locate Cemetery Spaces	1,000	700	700	800	14.3 %
347.4000	Special Event - Svc Charge	8,125	8,172	8,500	7,500	(8.2)%
347.4050	Special Event Permit App	525	900	775	600	(33.3)%
347.4600	July 4th Fireworks Reimbursement	26,666	27,126	27,126	26,666	(1.7)%

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001-000 - GENERAL FUND REVENUE Fund Revenue Summary

Account 001-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	TOTAL CHARGES FOR SERVICES	735,875	903,600	843,851	888,910	(1.6)%
361.0100	Investment Earnings	91,125	115,000	132,250	80,000	(30.4)%
361.0200	Interest Rev - Impact Fees	7,101	-	-	-	- %
361.0800	Interest Special Assmt	-	1,890	-	-	(100.0)%
361.0900	A/R Interest Charges	(9,922)	4,656			(100.0)%
	TOTAL INTEREST REVENUE	88,304	121,546	132,250	80,000	(34.2)%
362.2000	Rents - Cell Tower (Non Taxable)	17,919	18,278	18,278	18,826	3.0 %
362.4000	Rents-Heritage Park Taxable	548	364	364	200	(45.1)%
362.4100	Rents Park -Taxable	24,875	20,955	19,540	18,000	(14.1)%
362.4300	Rents - Submerged Land	82,244	83,414	83,414	85,000	1.9 %
362.4900	Rents/Lease Solar	1,373	1,373	1,373	1,000	(27.2)%
362.5000	Rents - Banners/Signage	950	850	850	750	(11.8)%
364.4100	Disposition Of Fixed Assets	10,275	3,855	3,855	-	(100.0)%
364.5000	Sales Of Scrap Materials	2,609	4,046	3,848	_	(100.0)%
365.1100	Sale Of Surplus Materials/Scrap	-	2,682	2,682	_	(100.0)%
366.0026	PD Special Programs	_	2,500	2,500	_	(100.0)%
366.9100	Contributions Private Sources	5,000	-,500	-,000	_	- %
369.0200	Other Misc Revenue	15,963	18,100	15,000	19,000	5.0 %
369.8000	Unclassified Revenue	18	-	-	-	- %
369.1700	Other Misc Rev/Nsf Check Charges	125	30,040	75,020	30,040	- %
369.3000	Living Tree Memorial	900	372	372	600	61.3 %
369.3099	Tree/Landscape Revenue - Reserve	1,350	875	875	1,500	71.4 %
369.6800	Other Misc Rev/Refund Exp	535	9,053	50	-	(100.0)%
369.7400	Other Misc Revenue	6,291	904	904	_	(100.0)%
369.7401	Other Misc Rev/Ins Premium Reimbursement	7,293	21,417	21,417	-	(100.0)%
369.8001	Over/Short Cash	(1,472)	_	6	_	- %
369.8002	Over/Short Central Stores Inventory	(1,928)	-	(678)	-	- %
369.8003	Over/Short Shop Materials	(93)	_	(3)	-	- %
369.9000	Cemetery Spaces	800	400	400	=	(100.0)%
369.9521	PD Take Home Vehicle Reimbursement	4,365	6,425	6,425	4,500	(30.0)%
	TOTAL MISCELLANEOUS REVENUE	179,940	225,903	256,492	179,416	(20.6)%
324.1100	Impact Fees - Law (Residential)	24,929	19,168	15,418	_	(100.0)%
324.1200	Impact Fees - Law (Commerical)	16,520	2,235	1,791	_	(100.0)%
324.6100	Impact Fees - Parks (Residential)	116,397	89,499	71,988	_	(100.0)%
324.7100	Impact Fees - General (Residential)	28,216	21,696	17,451		(100.0)%
	TOTAL IMPACT FEES	186,062	132,598	106,648	-	(100.0)%

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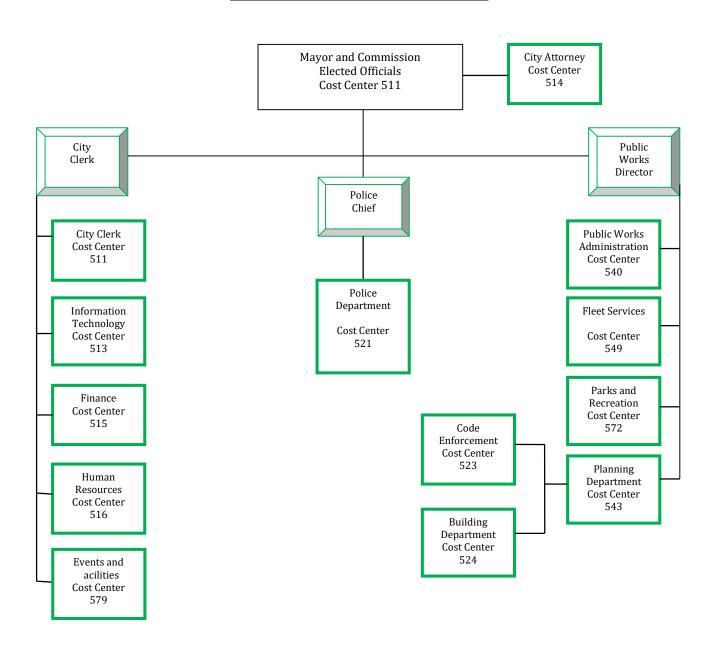
001-000 - GENERAL FUND REVENUE Fund Revenue Summary

Account 001-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	OTHER FINANCING SOURCES					
381.7065	Transfer-In From Trailer Park Fund	49,429	114,434	-	_	(100.0)%
381.8212	Transfer-In From CRA Fund	39,317	79,654	79,654	69,482	(12.8)%
382.0010	Transfer-In - Building Department	112,404	151,991	151,991	143,798	(5.4)%
382.3070	Transfer In - Road & Bridge	150,576	176,651	176,651	170,495	(3.5)%
382.4030	Transfer-In - Solid Waste Fund	66,286	75,228	75,228	76,292	1.4 %
382.4321	Transfer-In - Water & Sewer Fund	509,685	523,522	523,522	561,972	7.3 %
382.4400	Transfer-In - Stormwater Fund	124,056	128,174	128,174	122,548	(4.4)%
382.4600	Transfer-In - Reuse Water Fund	27,787	26,749	26,749	52,072	94.7 %
	Total Transfers-In	1,079,540	1,276,403	1,161,969	1,196,659	(6.2)%
383.7000	Capital Lease Inception	128,200	266,405	266,405	167,000	(37.3)%
	Total Debt/Lease Proceeds	128,200	266,405	266,405	167,000	(37.3)%
399.0000	Funding From Fund Balance - Outstanding Enc	-	41,497	-	-	(100.0)%
399.0001	Funding From Fund Bal - Contingency	-	47,500	-	47,500	- %
399.0002	Funding From Equity - One time Expenses	-	5,000	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	_	66,151	_	115,174	74.1 %
399.7524	Funding From Bldg Dept Reserves	_	-	-	(45,738)	- %
399.7525	Funding From Law Enforcement Resrv	-	14,718	-	-	(100.0)%
399.7572	Funding From Tree/Landscape Reserve	-	1,500	-	1,500	- %
399.9301	Funding From Equity - Cap Prjs	-	29,251	-	_	(100.0)%
399.9521	Funding from Impact Fees - PD		22,200			(100.0)%
	Total Non-Revenue Sources	-	227,817	-	118,436	(48.0)%
	TOTAL OTHER FINANCING SOURCES	1,207,740	1,770,625	1,428,374	1,482,095	(16.3)%
	TOTAL GENERAL FUND REVENUE	\$11,953,364	\$13,059,797	\$12,440,753	\$12,431,933	(4.8)%

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GENERAL FUND ORGANIZATIONAL CHART



LEGEND



Pg 93 Final: 9/23/2019





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

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

Gloria Steinem

Pg 94 Final: 9/23/2019



Cost Center and Number: Mayor and Commission - 511

Fund: General Fund Department: City Clerk

Contact Hours: Monday through Friday 8:00 to 5:00

Location: City Hall - 516 8th Avenue West, Palmetto, FL 34221

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

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

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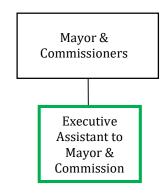


Mayor & Commission Organizational Information

Total Personnel Wages\$ 192,283Total Benefits\$ 36,809Total Personnel Cost\$ 229,092

Job Title	Position ID	FTE	
Mayor	CH-511-1120-01	Elected	
Commissioner	CH-511-1101-03	Elected	
Commissioner	CH-511-1101-05	Elected	
Executive Assistant to Mayor & Commission	CH-511-1203-01	FT	
Commissioner	CH-511-1101-04	Elected	
Commissioner	CH-511-1101-02	Elected	
Commissioner	CH-511-1101-01	Elected	
Full-Time Position			1,
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			6
Total Positions			7

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position



Volunteers





001-511 - MAYOR AND COMMISSION Cost Center Summary

Account 001-511	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	EXPENDITURES					
512.0100	Regular Salaries	\$ 166,758				3.0 %
515.2000	Vehicle Allowance	3,600	3,600	3,600	3,600	- %
521.0100	Fica Taxes	12,912	13,414	13,371	14,708	9.6 %
522.2100	Retirement General Employee	10,534	9,939	9,930	8,433	(15.2)%
522.2500	Matching Deferred Comp	8,953	12,372	10,185	11,770	(4.9)%
523.0100	Health Insurance	10,347	11,440	11,440	13,090	14.4 %
523.0300	Insurance & EAP	314	389	289	356	(8.5)%
524.0100	Workers' Compensation	253	231	238	222	(3.9)%
	Total Personnel Expenses	213,671	223,146	220,813	229,092	2.7 %
531.0300	Membership Dues	9,951	10,100	10,310	10,310	2.1 %
531.1600	Contract Services	-	5,000	2,500		(100.0)%
540.5100	Travel and Per Diem	3,797	11,050	8,000	8,990	(18.6)%
541.1100	Communications	2,352	3,600	3,600	3,600	- %
542.1200	Postage/Mailing Service	-	25	25	25	- %
545.1200	Insurance	7,659	6,228	6,960	7,076	13.6 %
546.3400	Repair & Maintenance	36	1,000	797	500	(50.0)%
547.5100	Printing And Binding	1,279	2,850	2,000	2,750	(3.5)%
551.1200	Office Supplies	233	400	400	400	- %
552.2300	Operating Expenses	2,005	3,080	3,000	2,168	(29.6)%
552.4200	Small Tools/Equipment	-	3,600	3,600	3,600	- %
554.0100	Non-Capitalized Equipment	-	900	900	900	- %
555.1300	Technical/Training	1,050	6,395	5,000	5,195	(18.8)%
	Total Operating Expenses	28,362	54,228	47,092	45,514	(16.1)%
	TOTAL EXPENDITURES	\$ 242,033	\$ 277,374	\$ 267,905	\$ 274,606	(1.0)%
	TOTAL EM EMPITORES	<u> </u>	Ψ <u>211951</u> T	201,703	Ψ 277,000	(1.0)/0

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CITY OF PALMETTO, FLORIDA

2019-2020 BUDGET

MAYOR AND COMMISSION DEPARTMENT FUND 001; DEPARTMENT 511

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 511-Mayor And Commission 001-511-512.0100 Regular Salaries Regular Salaries Totals For Gl# 001-511-512.0100-Regular Salaries	1	176,913 _	176,913 176,913
001-511-515.2000 Vehicle Allowance Mayor Vehicle Allowance Totals For Gl# 001-511-515.2000-Vehicle Allowance	1	3,600 _	3,600 3,600
001-511-521.0100 Fica Taxes Fica Taxes Totals For Gl# 001-511-521.0100-Fica Taxes	1	14,708 _	14,708 14,708
001-511-522.2100 Retirement General Employee Pension Totals For Gl# 001-511-522.2100-Retirement General Employee	1	8,433 _	8,433 8,433
001-511-522.2500 Matching Deferred Comp City Contribution For Deferred Comp Totals For Gl# 001-511-522.2500-Matching Deferred Comp	1	11,770 _	11,770 11,770
001-511-523.0100 Health Insurance Health Insurance - Employee Only Totals For Gl# 001-511-523.0100-Health Insurance	2	6,545 _	13,090 13,090
001-511-523.0300 Life Insurance & Eap Life Insurance Totals For Gl# 001-511-523.0300-Life Insurance & Eap	1	356 _	356 356
001-511-524.0100 Workers' Compensation Workers Compensation Totals For Gl# 001-511-524.0100-Workers' Compensation	1	222 _	222 222
001-511-531.0300 Membership Dues Economic Development Council Face Membership FL League Of Mayors FLOC Membership Manasota League Of Cities Manatee Chamber Of Commerce Tampa Bay Regional Plan Council Manatee County 4H Foundation	1 2 1 1 1 1 1	5,000 40 350 1,735 600 430 2,000 100	5,000 80 350 1,735 600 430 2,000
Arbor Day Foundation Totals For Gl# 001-511-531.0300-Membership Dues	1	¹⁵ –	10,310

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CITY OF PALMETTO, FLORIDA

2019-2020 BUDGET

MAYOR AND COMMISSION DEPARTMENT FUND 001; DEPARTMENT 511

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 511-Mayor And Commission			
001-511-540.5100 Travel And Per Diem			
FACE Conference	1	650	650
FLOC Annual Conference - Commission	4	1,100	4,400
FLOC Annual Conference - Mayor	1	1,100	1,100
Miscellaneous Travel - Mayor/Commission	1	1,000	1,000
FLC Committee Travel	1	1,000	1,000
Business Meetings/ Marketing	12	70 _	840
Totals For Gl# 001-511-540.5100-Travel And Per Diem			8,990
001-511-541.1100 Communications			
Cell Service - Commissioner	12	60	720
Cell Service - Commissioner	12	60	720
Cell Service - Commissioner	12	60	720
Cell Service - Mayor	12	60	720
Cell Service - Commissioner	12	60 _	720
Totals For Gl# 001-511-541.1100-Communications			3,600
001-511-542.1200 Postage/Mailing Services			
Postage	1	25 _	25
Totals For Gl# 001-511-542.1200-Postage/Mailing Services			25
001-511-545.1200 Insurance			
D-6 Accident Insurance-Mayor And Commission	1	280	280
General Liability, Auto, And Property	4	1,699	6,796
Totals For Gl# 001-511-545.1200-Insurance			7,076
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	1	100	100
Flyers/Mailings For Mayor	1	200	200
Promotional Advertising	1	1,500	1,500
Supplies With New Logo	1	250	250
County Calendar/ Chamber Map & Guide	1	500	500
Post Card Display	1	200 _	200
Totals For Gl# 001-511-547.5100-Printing And Binding			2,750
001-511-551.1200 Office Supplies			
Office Supplies	1	400 _	400
Totals For Gl# 001-511-551.1200-Office Supplies			400

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CITY OF PALMETTO, FLORIDA

2019-2020 BUDGET

MAYOR AND COMMISSION DEPARTMENT FUND 001; DEPARTMENT 511

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 511-Mayor And Commission			
001-511-552.2300 Operating Expenses			
Awards/Certificates/Plaques	1	500	500
Business Observer Subscription	1	40	40
City Shirts - Mayor/Commission	6	35	210
Event Supplies (Emp. Appr, Multi, Fair, 4Th)	1	1,000	1,000
Florida Trend Subscription	4	10	40
Periodicals	3	30	90
Seasonal Decor	1	200	200
Notary Public	1	88	88
Totals For Gl# 001-511-552.2300-Operating Expenses		_	2,168
001-511-552.4200 Small Tools/Equipment			
Miscellaneous Equipment For Chambers	1	200	200
Office Furniture/Equipment	1	400	400
LCD Monitors For Dais	8	375	3,000
Totals For Gl# 001-511-552.4200-Small Tools/Equipment		_	3,600
001-511-554.0100 Non-Capitalized Equipment			
Lcd Tv For Mayor	1	900	900
Totals For Gl# 001-511-554.0100-Non-Capitalized Equipment		_	900
001-511-555.1300 Technical/Training			
Emo Training - Advanced	1	300	300
FLOC Registration Fee	5	600	3,000
Face Conference Registration	1	395	395
Miscellaneous Training For Commission	1	1,000	1,000
Training For Mayor	1	500	500
Totals For Gl# 001-511-555.1300-Technical/Training		_	5,195
Totals for dept 511-MAYOR AND COMMISSION		;	\$ 274,606

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Cost Center and Number: City Clerk - 512

Fund: General Fund Department: City Clerk

Contact Hours: Monday through Friday 8:00 to 5:00

Location: City Hall - 516 8th Ave West, Palmetto, FL 34220

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Keeping up with retention schedules to ensure proper destruction of documents that have met retention
- Cemetery burial space management

Future Objective

- Provide legislative leadership beneficial to the citizens and business of the City and enhance the values of the properties within our city.
- Research and develop future policies that benefits the residents and its businesses for consideration by the commission

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

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

Cost Center Goals and Objectives:

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

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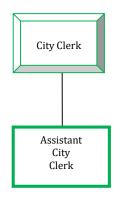


City Clerk Organizational Information

Total Personnel Wages\$ 159,789Total Benefits\$ 63,539Total Personnel Cost\$ 223,328

Job Title		Position ID	FTE	
Assistant City Clerk		CH-512-1202-01	FT	
City Clerk		CH-512-1215-01	FT	
	Full-Time Position			2,
	VACANT Full-Time Position			0
	Part-Time Positions			0
	VACANT Part-Time Positions			0
	Elected Officals			0
	Total Positions			2

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position



Volunteers





001-512 - CITY CLERK Cost Center Summary

Account 001-512	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	EXPENDITURES					
511.0100	Executive Salaries	\$ 99,173	\$ 102,148	\$ 102,147	\$ 105,213	3.0 %
512.0100	Regular Salaries	50,764	52,986	52,986	54,576	3.0 %
521.0100	Fica Taxes	11,005	11,867	11,378	12,224	3.0 %
522.2100	Retirement General Employee	36,741	34,781	34,750	29,513	(15.1)%
523.0100	Health Insurance	16,903	18,425	18,424	21,080	14.4 %
523.0300	Insurance & EAP	528	548	548	522	(4.7)%
524.0100	Workers' Compensation	222	204	211	200	(2.0)%
	Total Personnel Expenses	215,336	220,959	220,444	223,328	1.1 %
531.0100	Consulting	_	3,220	_	10,000	210.6 %
531.0300	Membership Dues	831	744	744	655	(12.0)%
531.1600	Contract Services	8,376	8,502	7,760	7,760	(8.7)%
540.5100	Travel and Per Diem	1,078	2,425	2,000	2,320	(4.3)%
541.1100	Communications	20,145	21,456	21,025	21,756	1.4 %
542.1200	Postage/Mailing Service	2,700	2,700	2,700	2,700	- %
543.0000	Utility Services	20,574	23,750	23,800	24,040	1.2 %
544.0500	Operating Lease	5,897	4,205	4,473	4,680	11.3 %
545.1200	Insurance	6,382	5,927	6,331	6,327	6.7 %
545.9900	Insurance Contingency - Vehicle	-	32,774	27,502	30,000	(8.5)%
546.3400	Repair & Maintenance	5,724	10,385	9,000	8,200	(21.0)%
546.4000	Vehicle Repair & Maintenance	1,017	800	800	800	- %
547.5100	Printing And Binding	7,974	17,150	6,450	6,450	(62.4)%
548.9100	Promotional Advertising	4,157	10,143	10,145	10,145	- %
549.0100	Repurchase Of Cemetery Spaces	800	800	800	800	- %
549.9000	Tax Increment Funds To CRA	1,746,132	1,837,953	1,837,953	1,981,180	7.8 %
549.9600	Bank Service Charges	8,933	10,600	6,250	6,350	(40.1)%
551.1200	Office Supplies	1,838	2,100	2,100	2,100	- %
552.0000	Operating Expenses - Veolia	-	1,500	1,500	1,500	- %
552.1500	Fuel and Lubricants	246	500	266	500	- %
552.2300	Operating Expenses	87,076	88,803	88,800	88,386	(0.5)%
552.4200	Small Tools/Equipment	1,755	7,868	1,000	600	(92.4)%
552.7500	Hurricane Emergency Supplies	100	-	-	-	- %
554.0100	Non-Capitalized Equipment	=	4,500	500	500	(88.9)%
554.1200	Publications	620	660	750	735	11.4 %
555.1300	Technical/Training	1,587	2,455	2,000	1,280	(47.9)%
555.9900	Tuition Reimbursement	2,400	3,000	3,000	3,000	- %
	Total Operating Expenses	1,936,342	2,104,920	2,067,649	2,222,764	5.6 %
561.0000	Land	1,478,755	781	1,186		(100.0)%
	Total Capital Purchases	1,478,755	781	1,186	-	(100.0)%

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001-512 - CITY CLERK Cost Center Summary

Account 001-512	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
571.0100	Principal	7,104	7,252	7,249	9,142	26.1 %
571.0400	Principal - Loan 2004	23,418	12,153	12,153	-	(100.0)%
571.0500	Principal - Loan 2005	11,960	9,319	9,319	-	(100.0)%
571.0700	Principal - Loan 2007	9,888	7,712	7,712	-	(100.0)%
571.1900	Principal - Loan 2019	-	22,500	17,959	51,459	128.7 %
572.0100	Interest Expense	459	320	316	811	153.4 %
572.0400	Interest Expense - Loan 2004	7,761	3,628	3,628	-	(100.0)%
572.0500	Interest Expense - Loan 2005	5,058	3,670	3,670	-	(100.0)%
572.0700	Interest Expense - Loan 2007	5,431	3,964	3,964	=	(100.0)%
572.1900	Interest Expense - Loan 2019		4,000	550	7,557	88.9 %
	Total Debt Service	71,079	74,518	66,520	68,969	(7.4)%
591.0700	Transfer To Capital Projects Fund	60,000	29,251	29,251	45,000	53.8 %
	Total Transfers-Out	60,000	29,251	29,251	45,000	53.8 %
	TOTAL EXPENDITURES	\$ 3,761,512	\$ 2,430,429	\$ 2,385,050	\$ 2,560,061	5.3 %

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CITY CLERK DEPARTMENT FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	UNIT PRICE	TOTAL BUDGET
Dept 512-City Clerk			
001-512-511.0100 Executive Salaries			
Executive Salaries	1	105,213 _	105,213 105,213
Totals For Gl# 001-512-511.0100-Executive Salaries			105,213
001-512-512.0100 Regular Salaries			
Regular Salaries	1	54,576_	54,576 54,576
Totals For Gl# 001-512-512.0100-Regular Salaries			54,576
001-512-521.0100 FICA Taxes			
FICA Taxes	1	12,224	12,224
Totals For Gl# 001-512-521.0100-FICA Taxes			12,224 12,224
001-512-522.2100 Retirement General Employee			
General Employee Pension	1	29,513	29,513
Totals For Gl# 001-512-522.2100-Retirement General Employee			29,513 29,513
001-512-523.0100 Health Insurance			
Health Insurance - Spouse	1	11,512	11,512
Health Insurance - Children	1	9,568	9,568
Totals For Gl# 001-512-523.0100-Health Insurance		· -	9,568 21,080
001-512-523.0300 Life Insurance & EAP			
Life Insurance	1	522	522
Totals For Gl# 001-512-523.0300-Life Insurance & EAP		_	522
001-512-524.0100 Workers' Compensation			
Workers' Compensation	1	200	200
Totals For Gl# 001-512-524.0100-Workers' Compensation		_	200
001-512-531.0100 Consulting			
Impact Fee Study	1	10,000	10,000
Totals For Gl# 001-512-531.0100-Consulting		_	10,000
001-512-531.0300 Membership Dues			
FACC Annual Membership Dues	2	75	150
FGFOA Annual Dues	1	50	50
Institute Of Internal Auditors Annual Dues	1	150	150
International Institute Of Municipal Clerks	1	170	170

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CITY CLERK DEPARTMENT FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	<u>QUANTITY</u>	UNIT PRICE	TOTAL BUDGET
Dept 512-City Clerk			
Associate IIMC Membership	1	135	135
Totals For Gl# 001-512-531.0300-Membership Dues		_	655
001-512-531.1600 Contract Services			
CH Cleaning Service	12	600	7,200
CH Pest Control (QTR)	4	50	200
CH Security System (ADT)	4	90_	360
Totals For Gl# 001-512-531.1600-Contract Services			7,760
001-512-540.5100 Travel And Per Diem			
FACC Conference-City Clerk/Assit City Clerk	1	770	770
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		_	2,320
001-512-541.1100 Communications			
Cell Phone Service- City Clerk	12	50	600
State Of FL Fax Lines	12	488	5,856
Frontier Alarm Line	12	175	2,100
Brighthouse Phone PD And CH	12	1,100_	13,200
Totals For Gl# 001-512-541.1100-Communications			21,756
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	13,164	13,164
City Hall Water	1	10,876	10,876
Totals For Gl# 001-512-543.0000-Utility Services			24,040
001-512-544.0500 Operating Lease			
Postage Meter Neopost Lease P#34-45	4	243	972
Ricoh Mpc4504Ex - P#16-27 Of 36	12	209	2,508
Ricoh Maintenance Agreement (Copy Overages)	1	1,200	1,200
Totals For Gl# 001-512-544.0500-Operating Lease			4,680

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CITY CLERK DEPARTMENT FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 512-City Clerk			
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	1,553	6,212
Totals For Gl# 001-512-545.1200-Insurance			6,327
001-512-545.9900 Insurance Contingency			
Full Liability Deductible	1	25,000	25,000
Insurance Contingency	1	5,000	5,000
Totals For Gl# 001-512-545.9900-Insurance Contingency		_	30,000
001-512-546.3400 Repair & Maintenance			
AC Maintenence	4	250	1,000
Generator Annual Maintenence	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	550	550
Misc And Generator Repairs	1	1,000	1,000
Totals For Gl# 001-512-546.3400-Repair & Maintenance			8,200
001-512-546.4000 Vehicle Repair & Maintenance			
FA# 20131 (Volt)	1	600	600
FA# 20444 (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	500	500
Advertising RFP/Ord/Res/Budget (B. Herald)	1	8,500	8,500
FDOT Outdoor Advertising License	1	145	145

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CITY CLERK DEPARTMENT FUND 001; DEPARTMENT 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 512-City Clerk			
Chamber Of Commerce Map Advertisement	1	500	500
Totals For Gl# 001-512-548.9100-Promotional Advertising		_	500 10,145
001-512-549.0100 Repurchase Of Cemetery Spaces			
Repurchase Of Cemetery Spaces	1	800	800
Totals For Gl# 001-512-549.0100-Repurchase Of Cemetery Spaces			800
001-512-549.9000 Tax Increment Funds To CRA			
TIF To CRA (6% Increase From FY19)	1	1,981,180	1,981,180
Totals For Gl# 001-512-549.9000-Tax Increment Funds To CRA		_	1,981,180
001-512-549.9600 Bank Service Charges			
Bank Charges	1	6,000	6,000
Credit Card Fees	1	350_	350
Totals For Gl# 001-512-549.9600-Bank Service Charges			6,350
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	350	350
City Hall Restroom Supplies	1	130	130
City Hall Coffee Service	12	60	720
Confidential Paper Shredding	3	90	270
Defibrillator Maintenence (1/3 Of Cost)	1	60	60
Recording Fees-Clerk Of Court	1	60	60
Regatta Point Sumberged Land Lease	1	85,000	85,000

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CITY CLERK DEPARTMENT FUND 001; DEPARTMENT 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 512-City Clerk			
Tangible Tax On Copiers	1	46	46
TECO Peoples Gas (For Generator)	12	70	840
US Post Office Annual Fees	1	550	550
Totals For Gl# 001-512-552.2300-Operating Expenses		_	88,386
001-512-552.4200 Small Tools/Equipment			
Misc Supplies	1	100	100
Cell Phone Cases, Charging Supplies, Etc.	10	50_	500
Totals For Gl# 001-512-552.4200-Small Tools/Equipment			600
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	31	375
Herald Tribune	12	30_	360
Totals For Gl# 001-512-554.1200-Publications			735
001-512-555.1300 Technical/Training			
CPE Credits For City Clerk	1	200	200
FACC Annual Conference (Registration)	1	250	250
FGFOA Annual Conference (Registration)	1	350	350
Misc. Webinars	4	70	280
Local Training	1	200_	200
Totals For Gl# 001-512-555.1300-Technical/Training			1,280
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# 11-14 FA#20444 Ford Explorer	4	1,849	7,396
FPL (1 Out Of 12 Pymts)	1	1,746_	
Totals For Gl# 001-512-571.0100-Princ - Lease			9,142
001-512-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (2-3 Out Of 18 Pymts)	1	51,459	51,459

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CITY CLERK DEPARTMENT FUND 001; DEPARTMENT 512

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 512-City Clerk			
Totals For Gl# 001-512-571.1900-Princ-Keybank Loan 2019			51,459
001-512-572.0100 Int Exp - Lease			
P# 11-14 FA#20444 Ford Explorer	4	43	172
FPL (1 Out Of 12 Pymts)	1	639	639
Totals For Gl# 001-512-572.0100-Int Exp - Lease		_	811
001-512-572.1900 Int Exp-Keybank Loan 2019			
Keybank Interest (2-3 Out Of 18 Pymts)	1	7,557	7,557
Totals For Gl# 001-512-572.1900-Int Exp-Keybank Loan 2019		_	7,557
001-512-591.0700 Transfer to Capital Projects Fund			
City Security/Upgrades	1	45,000	45,000
Totals For Gl# 001-512-572.1900-Int Exp-Keybank Loan 2019		_	45,000
Totals for dept 512-CITY CLERK			\$ 2,560,061

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Cost Center and Number: Information Technology - 513

Fund: General Fund - 001 Department: City Clerk

Contact Hours: Monday through Friday 8:00 to 5:00

Location: City Hall – 516 8th Ave. West, Palmetto, FL 34220

Primary Duties

- Provides support and maintenance to the technologies that enable City departments to accomplish their goals and objectives.
- 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 which includes ERP System (BS&A)

Future Challenges or Issues facing the Cost Center

- Keeping pace with technology.
- Providing technical support to all city departments in a timely, efficient manner.

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

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

Cook Combon	Caalaaa	d Obiectives:
Losi Cenier	Goals and	a uniecityes.

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

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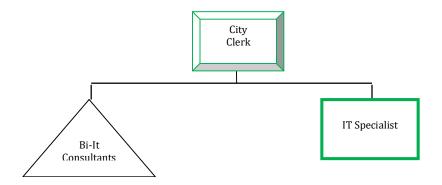


Information Technologies Organizational Information

Total Personnel Wages\$ 53,929Total Benefits\$ 15,881Total Personnel Cost\$ 69,810

Job Title		Position ID	FTE	
IT Specialist		CH-513-1226-01	FT	
	Full-Time Position			1,
	VACANT Full-Time Position			0
	Part-Time Positions			0
	VACANT Part-Time Positions			0
	Elected Officals			0
	Total Positions			1

COST CENTER ORGANIZATIONAL CHART



LEGEND





001-513 - INFORMATION TECHNOLOGY Cost Center Summary

Account 001-513	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	0					
512.0100	Regular Salaries	\$ 50,833	\$ 52,358	\$ 52,358	\$ 53,929	3.0 %
521.0100	Fica Taxes	3,345	4,005	3,683	4,126	3.0 %
522.2100	Retirement General Employee	12,453	11,739	9,832	=	(100.0)%
523.0100	Health Insurance	9,100	10,062	10,062	11,512	14.4 %
523.0300	Insurance & EAP	193	193	193	175	(9.3)%
524.0100	Workers' Compensation	75	69	71	68	(1.4)%
	Total Personnel Expenses	75,999	78,426	76,199	69,810	(11.0)%
531.0100	Consulting	115,975	144,000	136,500	144,000	- %
540.5100	Travel and Per Diem	-	200	-	200	- %
541.1100	Communications	58	60	50	60	- %
545.1200	Insurance	1,804	1,556	1,564	1,560	0.3 %
546.3400	Repair & Maintenance	17,639	16,070	14,750	27,167	69.1 %
551.1200	Office Supplies	2,382	2,450	2,250	2,450	- %
552.2300	Operating Expenses	221,006	208,822	190,000	218,964	4.9 %
552.4200	Small Tools/Equipment	12,376	15,410	13,250	13,770	(10.6)%
552.5100	Uniform Purchases And Cleaning	-	100	82	100	- %
554.0100	Non-Capitalized Equipment	32,267	14,500	11,000	27,000	86.2 %
554.1200	Publications	-	200	-	200	- %
555.1300	Technical/Training	2,136	1,360	1,200	2,860	110.3 %
	Total Operating Expenses	405,643	404,728	370,646	438,331	8.3 %
564.0100	Machinery & Equipment	49,599	37,100	37,500	128,108	245.3 %
	Total Capital Purchases	49,599	37,100	37,500	128,108	245.3 %
	TOTAL EXPENDITURES	\$ 531,241	\$ 520,254	\$ 484,345	\$ 636,249	22.3 %

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INFORMATION TECHNOLOGY DEPARTMENT

FUND 001; DEPARTMENT 513

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 513-Information Technology			
001-513-512.0100 Regular Salaries			
Regular Salaries	1	53,929	53,929
Totals For Gl# 001-513-512.0100-Regular Salaries		-	53,929
001-513-521.0100 FICA Taxes			
FICA Taxes	1	4,126	4,126
Totals For Gl# 001-513-521.0100-FICA Taxes			4,126
001-513-523.0100 Health Insurance			
Health Insurance - Spouse	1	11,512	11,512
Totals For Gl# 001-513-523.0100-Health Insurance			11,512
001-513-523.0300 Life Insurance & EAP			
Life Insurance	1	175	175
Totals For Gl# 001-513-523.0300-Life Insurance & EAP			175
001-513-524.0100 Workers' Compensation			
Workers' Compensation	1	68_	68
Totals For Gl# 001-513-524.0100-Workers' Compensation			68
001-513-531.0100 Consulting			
IT Hourly Work - Strategic Projects	12	5,000	60,000
IT Monthly Managed Care Hours	12	7,000	84,000
Totals For Gl# 001-513-531.0100-Consulting			144,000
001-513-540.5100 Travel And Per Diem			
Training	1	200_	200
Totals For Gl# 001-513-540.5100-Travel And Per Diem			200
001-513-541.1100 Communications			
Cell Service - IT Technician	12	5_	60
Totals For Gl# 001-513-541.1100-Communications			60
001-513-545.1200 Insurance			
General Liability, Auto, Property Insurance	4	390	1,560

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INFORMATION TECHNOLOGY DEPARTMENT

FUND 001; DEPARTMENT 513

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 513-Information Technology			1.760
Totals For Gl# 001-513-545.1200-Insurance			1,560
001-513-546.3400 Repair & Maintenance			
Barracuda Message Archiver Energize Updates/Warranty (Interdev LLC)	1	2,602	2,602
Barracuda Spam Firewall Energize Updates/Warranty (Interdev LLC)	1	1,057	1,057
Barracuda Web Filter Energize Updates/Warranty (Interdev LLC)	1	1,008	1,008
Battery Replacements (Batteries Plus)	1	1,000	1,000
Cabling	1	2,500	2,500
Ups Maintenance (CH & PD) (Diversifield Power)	1	600	600
Warranty Renewals (Server VM Farm)	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
Directional Bore For Internet Service Cable	1	1,500	1,500
Video Surveillance Camera Replacement/Repair	1	4,000	4,000
Totals For Gl# 001-513-546.3400-Repair & Maintenance		-	27,167
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	28,490	28,490
Minutes Recording Software (BIS)	1	1,350	1,350
City Website Monthly Fee (Civic Plus)	12	460	5,520
COBAN Technologies Inc Annual Maintenance (COBAN)	1	7,925	7,925
ESET Virus Protection (Coolcat Inc)	1	1,600	1,600
Data Protection PC Management (BIIT)	12	60	720
Data Protection Server Mgnt (BIIT)	12	75	900
Dropbox	32	150	4,800
Veeam Backup Mgmt Suite (DSM Technology)	1	2,400	2,400
VMware vCenter Renewal(1Yr Subscrip) (xByte)	1	1,544	1,544

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INFORMATION TECHNOLOGY DEPARTMENT FUND 001; DEPARTMENT 513

UNIT TOTAL DESCRIPTION QUANTITY PRICE BUDGET Dept 513-Information Technology 1 2,700 HRN Performance Pro Renewal (HR) (HR Perormance) 2,700 1 1,400 1,400 Impravata Onesign (YR Maint) (PD) (Impravata) 12 1,860 22,320 Kaseya RMM PC (BIIT) 19,492 19,492 Laserfische Annual Maintenance (MCCI) 1 1 800 800 Mde Inc. Adore Client Software (PD) (Adore) 1 800 800 Municode Internet Hosting Fee (MCCI) 1 3,000 3,000 Net Motion Annual Maintenance (PD) (Net Motion) Evidence Tracker Maintenance (PD) (PMI) 1 700 700 Accreditation (PD) (Power DMS) 1 3,900 3,900 12 200 2,400 Internet Service City Hall (Frontier Comm) Vesta (PD) 1 4,427 4,427 1 11,622 11,622 CAD (PD) 1 8,460 8,460 Transport (PD Fiber) RMS/Tyler Software Maintenance (PD) 1 4,500 4,500 1 2,100 Exacq Camera Lic (YR Sub) (Convergint Tech) 2,100 Finger Print (PD) (Dataworks Plus) 1 855 855 Caseware (Finance Dept) (Caseware) 1 8,200 8,200 1 1,232 1,232 Charge Point (Charge Station Renewal) (Novacharge) 1 500 500 Smarsh Archive (Smarsh) 50 45 2,250 VM Workspace One (Yrly MDM/License) USA (RMS) Annual Maintenance (USA) 1 14,021 14,021 1 4,440 Caseware Support (F H Black) 4,440 1 12,140 12,140 Office 365 (MS Office Suite Only subscriptions) (Microsoft) Adobe Creative Cloud - All Apps (CDWG) 1 1,000 1,000 8 VMware vSphere (Std Per Proc/Per YR) (xByte) 323 2,584 8 194 VMware vRealize (Per Proc/1YR Subscrip) (xByte) 1,552 1 5,600 5,600 Code Red Notification System (Onsolve LLC) MCCI Admin Support Fee (MCCI) 1 250 250 12 600 7,200 Kaseya RMM Server (BIIT) 1 2,620 2,620 Intrusion Dectection (Veytec Inc) Microsoft Sql Server 1 2,000 2,000 40 200 8,000 Microsoft Sql Server Cals Civic Plus PD Page Annual Fee 1 650 650

Totals For Gl# 001-513-552.2300-Operating Expenses

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218,964



INFORMATION TECHNOLOGY DEPARTMENT

FUND 001; DEPARTMENT 513

DESCRIPTION	OLI A NITUTA	UNIT	TOTAL
<u>DESCRIPTION</u>	QUANTITY	PRICE	<u>BUDGET</u>
Dept 513-Information Technology			
001-513-552.4200 Small Tools/Equipment			
Miscellaneous Computer Hardware	1	6,000	6,000
Replacement Desktop UPS	15	150	2,250
Replacement Monitors	10	200	2,000
Replacement Printers	5	300	1,500
Miscellaneous Computer Equipment <500	1	1,500	1,500
Varidesk	2	260	520
Totals For Gl# 001-513-552.4200-Small Tools/Equipment		-	13,770
001-513-552.5100 Uniform Purchases & Cleaning			
Shirts W/ Logo	1	100	100
Totals For Gl# 001-513-552.5100-Uniform Purchases & Cleaning			100
001-513-554.0100 Non-Capitalized Equipment			
Replacement LF Scanners	2	1,000	2,000
Replacement Desktops	10	1,000	10,000
Additional IP Surveillance Cameras	5	800	4,000
Smart Proxity Cards	1	5,000	5,000
Miscellaneous Computer Equipment <500	1	6,000	6,000
Totals For Gl# 001-513-554.0100-Non-Capitalized Equipment			27,000
001-513-554.1200 Publications			
IT Certification Training Material	1	200	200
Totals For Gl# 001-513-554.1200-Publications			200
001-513-555.1300 Technical/Training			
Knowbe4 Security Training (Vtech)	1	1,500	1,500
Certification	3	200	600
Online Training W\ Labs	1	400	400
Onlinr Training W\Demos	1	360	360
Totals For Gl# 001-513-555.1300-Technical/Training			2,860
001-513-564.0100 Machinery And Equipment			
Laserfiche Avante Upgrade W/Connector (MCCI)	1	39,108	39,108
AV Equipment Commission Chambers	1	20,000	20,000

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INFORMATION TECHNOLOGY DEPARTMENT

FUND 001; DEPARTMENT 513

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 513-Information Technology			
Core Switches W/G Bics	4	10,000	40,000
Laptops	2	2,500	5,000
Server (Replace ESX Server)	1	15,000	15,000
Rapid ID Server	1	9,000	9,000
Totals For Gl# 001-513-564.0100-Machinery And Equipment			128,108
Totals For Dept 513-Information Technology			\$ 636,249

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Cost Center and Number: City Attorney - 514

Fund: General Fund - 001 Department: City Clerk

Contact Mark P. Barnebey (941) 748-0100

Location: 802 11th St. Bradenton, FL 34205

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

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

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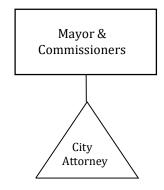


CITY ATTORNEY ORGANIZATIONAL INFORMATION

	Pay			Total	
	Grade/	Base		Position	
Schedule of Personnel	Step	Salary	Benefits	Costs	FTE

The City Attorney is a contracted, appointed position

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position



Volunteers



Final: 9/23/2019



001-514 - CITY ATTORNEY Cost Center Summary

Account 001-514	Description		2018 Actual	2019 Revised Budget	Proj	019 ected etual		2020 Adopted Budget	% Ch	_
	EXPENDITURES									
531.0600	Attorney Fees	\$	224,751	\$ 231,997	\$ 2	38,672	\$	238,957	3	3.0 %
531.0700	Attorney Fees-Special Services		25,228	70,000		34,004		30,000	(5'	7.1)%
531.0900	Legal Ads Pass-Thru		16,456	-		1,235		-	-	%
540.5100	Travel and Per Diem		-	1,500		1,500		1,500	-	%
552.2300	Operating Expenses		950	2,000		2,000		1,000	(50	0.0)%
555.1300	Technical/Training	_		 750		750	_	750	-	%
	Total Operating Expenses		267,385	306,247	2	78,161		272,207	(11	.1)%
	TOTAL EXPENDITURES	\$	267,385	\$ 306,247	\$ 2	78,161	\$	272,207	(11	.1)%

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CITY ATTORNEY DEPARTMENT FUND 001; DEPARTMENT 514

		UNIT	TOTAL
<u>DESCRIPTION</u>	QUANTITY	PRICE	BUDGET
Dept 514-City Attorney			
001-514-531.0600 Attorney Fees-Contracted Services			
Regular Attorney Fees-City Portion - 81%	1	238 957	238,957
Totals For Gl# 001-514-531.0600-Attorney Fees-Contracted Services	•		238,957
001-514-531.0700 Attorney Fees-Special Services			
Litigation-City Portion	1	30,000	30,000
Totals For Gl# 001-514-531.0700-Attorney Fees-Special Services		_	30,000
001-514-540.5100 Travel And Per Diem			
Travel/Per Diem-Attorney	1	1,500	1,500
Totals For Gl# 001-514-540.5100-Travel And Per Diem		_	1,500
001-514-552.2300 Operating Expenses			
Operation 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			\$ 272,207

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Cost Center and Number: Finance - 515

Fund: General Fund - 001 Department: City Clerk

Contact Hours: Monday through Friday, 8:00 to 5:00

Location: City Hall, 516 8th Ave. West, Palmetto, FL 34220

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Attain recognition from GFOA for financial and budget presentation
- Improve communication with various department to maintain deadlines for competitive bids.
- Implement GASB pronouncements as required.
- Provide additional training for new staff and to keep abreast of new pronouncements from GFOA and NIGP.
- Complete capital asset inventory

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

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

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

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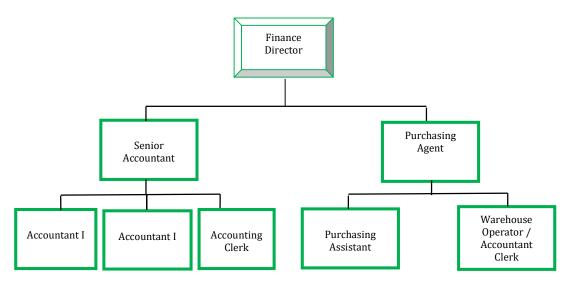


Finance Organizational Information

Total Personnel Wages	\$ 399,353
Total Benefits	\$ 159,099
Total Personnel Cost	\$ 558,452

Job Title	Position ID	FTE	
Accountant I	CH-515-1293-02	VCT	
Purchasing Assistant	CH-515-1297-01	FT	
Purchasing Agent	CH-515-1274-01	FT	
Finance Director	CH-515-1205-01	FT	
Senior Accountant	CH-515-1238-01	FT	
Warehouse Operator/ Account Clerk	CH-515-1256-01	FT	
Accountant I	CH-515-1293-01	FT	
Accounting Clerk	CH-515-1255-01	FT	
z Career Advancement	-		-
Full-Time Position			7,
VACANT Full-Time Position			1
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			8

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position Part time Position

Volunteers



Final: 9/23/2019



001-515 - FINANCE Cost Center Summary

Account 001-515	Description		2018 Actual		2019 Revised Budget	- F	2019 Projected Actual	1	2020 Adopted Budget	% Change of Budget
	EXPENDITURES									
512.0100	Regular Salaries	\$	388,723	\$	386,414	\$	387,049	\$	399,353	3.3 %
513.0100	Part Time Wages		1,192		4,542		2,462		-	(100.0)%
521.0100	Fica Taxes		29,023		29,909		28,802		30,550	2.1 %
522.2100	Retirement General Employee		95,263		86,634		86,483		73,761	(14.9)%
523.0100	Health Insurance		42,125		52,430		51,954		52,360	(0.1)%
523.0300	Insurance & EAP		1,353		1,452		1,422		1,302	(10.3)%
524.0100	Workers' Compensation	_	1,086		979	_	1,005	_	1,126	15.0 %
	Total Personnel Expenses		558,765		562,360		559,177		558,452	(0.7)%
531.0100	Consulting		4,500		19,050		5,000		5,000	(73.8)%
531.0300	Membership Dues		1,471		1,244		1,314		1,314	5.6 %
532.0100	Audit Services		52,500		59,500		54,000		65,750	10.5 %
540.5100	Travel and Per Diem		3,523		7,720		7,700		7,697	(0.3)%
544.0500	Operating Lease		4,609		5,284		5,284		5,284	- %
545.1200	Insurance		13,178		11,464		12,672		12,672	10.5 %
546.3400	Repair & Maintenance		107		3,250		3,250		250	(92.3)%
547.5100	Printing And Binding		216		192		192		90	(53.1)%
549.3000	Sales Tax		1,388		2,100		2,100		2,100	- %
551.1200	Office Supplies		346		586		600		600	2.4 %
552.2300	Operating Expenses		4,600		3,855		4,715		4,715	22.3 %
552.3900	Safety Program Expense		100		100		100		100	- %
552.4200	Small Tools/Equipment		3,932		650		925		925	42.3 %
552.5100	Uniform Purchases And Cleaning		399		612		612		672	9.8 %
554.1200	Publications		-		530		530		530	- %
555.1300	Technical/Training	_	3,834		7,600		7,645	_	7,195	(5.3)%
	Total Operating Expenses		94,703		123,737		106,639		114,894	(7.1)%
564.0100	Machinery & Equipment				500	_	500	_		(100.0)%
	Total Capital Purchases		-		500		500		-	(100.0)%
571.0100	Principal		7,349		7,500		7,500		7,652	2.0 %
572.0100	Interest Expense		475		328		328		176	(46.3)%
	Total Debt Service		7,824		7,828		7,828		7,828	- %
	TOTAL EXPENDITURES	<u>\$</u>	661,292	<u>\$</u>	694,425	<u>\$</u>	674,144	\$	681,174	(1.9)%

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FINANCE DEPARTMENT FUND 001; DEPARTMENT 515

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 515-Finance			
001-515-512.0100 Regular Salaries			
Regular Salaries	1	399,353	399,353
Totals For Gl# 001-515-512.0100-Regular Salaries			399,353
001-515-521.0100 FICA Taxes			
FICA Taxes	1	30,550	30,550
Totals For Gl# 001-515-521.0100-FICA Taxes			30,550
001-515-522.2100 Retirement General Employee			
Retirement Pension	1	73,761	73,761
Totals For Gl# 001-515-522.2100-Retirement General Employee			73,761
001-515-523.0100 Health Insurance			
Health Insurance - Employee	8	6,545	52,360
Totals For Gl# 001-515-523.0100-Health Insurance			52,360
001-515-523.0300 Life Insurance & EAP			
Life Insurance	1	1,302	1,302
Totals For Gl# 001-515-523.0300-Life Insurance & EAP			1,302
001-515-524.0100 Workers' Compensation			
Workers' Compensation	1	1,126	1,126
Totals For Gl# 001-515-524.0100-Workers' Compensation			1,126
001-515-531.0100 Consulting			
OPEB Valuation	1	5,000	5,000
Totals For Gl# 001-515-531.0100-Consulting			5,000
001-515-531.0300 Membership Dues			
FGFOA Dues	5	50	250
GFOA Dues	1	190	190
Hillsborough Chapter Dues	5	10	50
SWGFOA Chapter Dues	5	10	50
NIGP Sarasota Chapter Dues	2	32	64
NIGP National Dues	1	190	190
NIGP Tampa Chapter Dues	3	35	105

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FINANCE DEPARTMENT FUND 001; DEPARTMENT 515

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 515-Finance			
FAPPO Dues	1	120	120
Sams Club	1	50	50
Amazon Prime	1	125	125
Costco	1	120	120
Totals For Gl# 001-515-531.0300-Membership Dues		•	1,314
001-515-532.0100 Audit Services			
2019 Audit Services (Extn 2)	1	55,000	55,000
Single Audit	2	5,000	10,000
Audit Letter	1	750	750
Totals For Gl# 001-515-532.0100-Audit Services		·	65,750
001-515-540.5100 Travel And Per Diem			
Chapter Travel	1	200	200
FGFOA Annual Conference - Orlando (CM, MM, AB)	3	1,000	3,000
FGFOA School Of Finance - Ft. Myers (AB/HR)	2	705	1,410
Local Classes	1	500	500
FGFOA Boot Camp (HR)	1	597	597
FAPPO Conference	2	895	1,790
NIGP Classes	2	100	200
Totals For Gl# 001-515-540.5100-Travel And Per Diem			7,697
001-515-544.0500 Operating Lease			
Canon C5560I-Lease - Pmt 29-36 Of 36	8	307	2,456
Canon C5560I-Maintenance	12	125	1,500
Color Copies For CAFR/Budget	1	100	100
New Lease - 4 Months	4	307	1,228
Totals For Gl# 001-515-544.0500-Operating Lease		•	5,284
001-515-545.1200 Insurance			
General Liability, Auto, Property Insurance	4	3,168	12,672
Totals For Gl# 001-515-545.1200-Insurance		•	12,672
001-515-546.3400 Repair & Maintenance			
Forklift Maintenance	1	250	250
Totals For Gl# 001-515-546.3400-Repair & Maintenance		•	250

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FINANCE DEPARTMENT FUND 001; DEPARTMENT 515

DESCRIPTION		UNIT	TOTAL
<u>DESCRIPTION</u>	QUANTITY	PRICE	<u>BUDGET</u>
Dept 515-Finance			
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	100	100
Miscellaneous Office Supplies	1	400	400
Budget/CAFR Materials	1	100	100
Totals For Gl# 001-515-551.1200-Office Supplies			600
001-515-552.2300 Operating Expenses			
AP Checks	1	250	250
Budget Award Fee	1	330	330
CAFR Award Fee	1	435	435
Propane For Warehouse Forklift	25	4	100
Capital Lease Attorney Opinion Letter	1	1,800	1,800
PD Loan Attorney Opinion Letter	1	1,800	1,800
Totals For Gl# 001-515-552.2300-Operating Expenses		·	4,715
001-515-552.3900 Safety Program Expense			
Safety Shoes For Warehouse	1	100	100
Totals For Gl# 001-515-552.3900-Safety Program Expense		•	100
001-515-552.4200 Small Tools/Equipment			
Miscellaneous Equipment	1	500	500
Calculator (WHSE)	1	75	75
Air Purifier (WHSE)	1	350	350
Totals For Gl# 001-515-552.4200-Small Tools/Equipment		•	925
001-515-552.5100 Uniform Purchases And Cleaning			
Shirts For Finance Staff	7	30	210

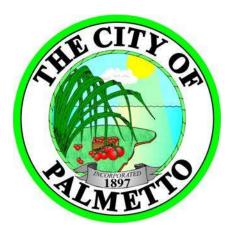
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FINANCE DEPARTMENT FUND 001; DEPARTMENT 515

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 515-Finance			
Shirts For Warehouse Operator	5	30	150
Uniform Pants Rental	52	6	312
Totals For Gl# 001-515-552.5100-Uniform Purchases And Cleaning		,	672
001-515-554.1200 Publications			
Accounting/Purchasing Reference	1	495	495
Subscription Consumer Reports	1	35	35
Totals For Gl# 001-515-554.1200-Publications		•	530
001-515-555.1300 Technical/Training			
FGFOA Annual Conference - Orlando	3	350	1,050
Govt School Of Finance - Ft. Myers	2	325	650
Grant Class Web (3 Days)	1	975	975
Local Training/Webinars	1	1,600	1,600
FAPPO Conference	1	780	780
NIGP Purchasing Class	2	800	1,600
FGFOA Bootcamp	1	440	440
CGFO Recertification Fee	2	50	100
Totals For Gl# 001-515-555.1300-Technical/Training		•	7,195
001-515-571.0100 Princ - Lease			
P# 11-14 FA#20454 Forklift	4	1,913	7,652
Totals For Gl# 001-515-571.0100-Princ - Lease		•	7,652
001-515-572.0100 Int Exp - Lease			
P# 11-14 FA#20454 Forklift	4	44	176
Totals For Gl# 001-515-572.0100-Int Exp - Lease		•	176
Totals For Dept 515-Finance			\$ 681,174





"We're not planning for the future. If we continue to spend ourselves into oblivion,

we are going to destroy this nation."

Benjamin Carson

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Cost Center and Number: Human Resources - 516

Fund: General Fund - 001 Department: City Clerk

Contact Hours: Monday through Friday, 8:00 to 5:00

Location: City Hall, 516 8th Ave. West, Palmetto, FL 34220

Primary Duties

- 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
- Provide ongoing training for existing employees
- Responsible for maintaining the retirees pension communication

Future Challenges or Issues facing the Cost Center

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

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

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

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

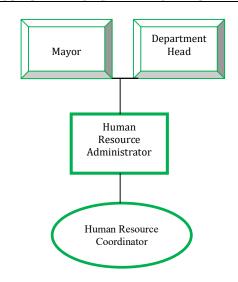
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Human Resources Organizational Information

Total Personnel Wages\$ 104,662Total Benefits\$ 33,142Total Personnel Cost\$ 137,804

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

COST CENTER ORGANIZATIONAL CHART



LEGEND

Department Head

Full-time Position Part time Position

Volunteers



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001-516 - HUMAN RESOURCES Cost Center Summary

Account 001-516	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	EXPEDITURES					
512.0100	Regular Salaries	\$ 66,767	\$ 68,770	\$ 68,770	\$ 70,832	3.0 %
513.0100	Part Time Wages	21,559	28,146	18,941	27,830	(1.1)%
515.2200	Employee Recognition	1,000	1,000	1,000	1,000	- %
521.0100	Fica Taxes	6,508	7,491	6,428	8,008	6.9 %
522.2100	Retirement General Employee	16,490	15,642	15,561	13,267	(15.2)%
522.2400	Retirement Sworn	142	-	40	-	- %
523.0100	Health Insurance	9,249	10,062	10,062	11,512	14.4 %
523.0300	Insurance & EAP	238	245	245	230	(6.1)%
524.0100	Workers' Compensation	116	129	135	125	(3.1)%
525.0000	Unemployment Expense		5,000	5,000	5,000	- %
	Total Personnel Expenses	122,069	136,485	126,182	137,804	1.0 %
531.0300	Membership Dues	299	469	500	494	5.3 %
531.1600	Contract Services	41,890	42,185	42,185	44,460	5.4 %
534.2100	Employee Testing	5,866	8,150	6,500	6,150	(24.5)%
540.5100	Travel and Per Diem	-	4,100	3,000	4,100	- %
541.1100	Communications	252	360	280	360	- %
545.1200	Insurance	3,209	2,804	3,085	3,084	10.0 %
547.5100	Printing And Binding	1,288	400	300	1,300	225.0 %
548.9100	Promotional Advertising	520	1,500	1,000	1,200	(20.0)%
551.1200	Office Supplies	290	400	400	400	- %
552.2300	Operating Expenses	400	2,565	10,035	10,035	291.2 %
552.4200	Small Tools/Equipment	1,394	200	200	200	- %
552.5100	Uniform Purchases And Cleaning	-	50	60	60	20.0 %
554.1200	Publications	-	1,000	500	500	(50.0)%
555.1300	Technical/Training	100	3,470	3,000	3,049	(12.1)%
	Total Operating Expenses	55,508	67,653	71,045	75,392	11.4 %
	TOTAL EXPENDITURES	\$ 177,577	\$ 204,138	\$ 197,227	\$ 213,196	4.4 %

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HUMAN RESOURCES DEPARTMENT FUND 001; DEPARTMENT 516

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 516-Human Resources 001-516-512.0100 Regular Salaries Regular Salaries Totals For Gl# 001-516-512.0100-Regular Salaries	1	70,832 _	70,832 70,832
001-516-513.0100 HR Part-Time Wages HR Coordinator Totals For Gl# 001-516-513.0100-HR Part-Time Wages	1	27,830 _	27,830 27,830
001-516-515.2200 Employee Recognition Employee Recognition - Quarterly Employee Recognition - Year Totals For Gl# 001-516-515.2200-Employee Recognition	4 1	150 400 _	600 400 1,000
001-516-521.0100 FICA Taxes FICA Taxes Totals For Gl# 001-516-521.0100-FICA Taxes	1	8,008 _	8,008 8,008
001-516-522.2100 Retirement General Employee General Employee Retirement Totals For Gl# 001-516-522.2100-Retirement General Employee	1	13,267	13,267 13,267
001-516-523.0100 Health Insurance Health Insurance - Spouse Totals For Gl# 001-516-523.0100-Health Insurance	1	11,512 _	11,512 11,512
001-516-523.0300 Life Insurance & EAP Life Insurance Totals For Gl# 001-516-523.0300-Life Insurance & EAP	1	230 _	230 230
001-516-524.0100 Workers' Compensation Workers' Compensation Totals For Gl# 001-516-524.0100-Workers' Compensation	1	125 _	125 125
001-516-525.0000 Unemployment Expense Unemployment Expense Totals For Gl# 001-516-525.0000-Unemployment Expense	1	5,000 _	5,000 5,000
001-516-531.0300 Membership Dues FPHRA Annual Dues SHRA Shrm Exam Fee SHRA (Non SHRM Member) Totals For Gl# 001-516-531.0300-Membership Dues	2 1 1 1	55 75 209 100	110 75 209 100 494

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HUMAN RESOURCES DEPARTMENT FUND 001; DEPARTMENT 516

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 516-Human Resources			
001-516-531.1600 Contract Services			
Agent Fee - Health Insurance	1	40,000	40,000
Drug Screen On-Site Post Accident (AYS)	10	158	1,580
AED Pyhsio Control Share Cost	1	289	289
EAP	12	216 _	2,591
Totals For Gl# 001-516-531.1600-Contract Services		_	44,460
001-516-534.2100 Pre-Employment Testing			
General Pre Employment Testing	1	2,500	2,500
PD Psychological Testing	1	2,000	2,000
PD Pre Employment Testing/Credit Check	1	1,650	1,650
Totals For Gl# 001-516-534.2100-Pre-Employment Testing			6,150
001-516-540.5100 Travel And Per Diem			
FPHRA Conference	2	900	1,800
SHRA Chapter Meetings	2	150	300
Local Meetings/Training	2	400	800
SHRA Annual Conference	1	1,200	1,200
Totals For Gl# 001-516-540.5100-Travel And Per Diem			4,100
001-516-541.1100 Communications			
State Of FL HR Fax Line	12	30	360
Totals For Gl# 001-516-541.1100-Communications		_	360
001-516-545.1200 Insurance			
General Liability, Auto, Property Insurance	4	771	3,084
Totals For Gl# 001-516-545.1200-Insurance	•		3,084
001-516-547.5100 Printing And Binding			
General Printing Materials	1	1,150	1,150
Internal Training Materials	1	150	150
Totals For Gl# 001-516-547.5100-Printing And Binding		_	1,300
001-516-548.9100 Promotional Advertising			
Recruitment Advertisement	1	1,200	1,200
Totals For Gl# 001-516-548.9100-Promotional Advertising	-	-,= • •	1,200
001-516-551.1200 Office Supplies			
Office Supplies	1	400	400
Totals For Gl# 001-516-551.1200-Office Supplies	•	_	400
001-516-552.2300 Operating Expenses			
Labor Law Posters	1	265	265
Recruiting Supplies	1	150	150
restrating supplies	±	150	150

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HUMAN RESOURCES DEPARTMENT FUND 001; DEPARTMENT 516

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 516-Human Resources			
Badge Supplies	1	200	200
Employee Appreciation Events	1	1,500	1,500
New Employee Items	1	350	350
New Hire Orientation Supplies	1	225	225
Employee Recognition	1	300	300
Novatime (Andrews Technology)	1	7,045	7,045
Totals For Gl# 001-516-552.2300-Operating Expenses		_	10,035
001-516-552.4200 Small Tools/Equipment			
Small Tools As Needed	1	200 _	200
Totals For Gl# 001-516-552.4200-Small Tools/Equipment			200
001-516-552.5100 Uniform Purchases And Cleaning			
Shirts For HR Staff	2	30 _	60
Totals For Gl# 001-516-552.5100-Uniform Purchases And Cleaning			60
001-516-554.1200 Publications			
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	2	350	700
SHRA Conference	1	1,050	1,050
Local Training	2	400	800
SHRM Exam Fee	1	300	300
(Fred) Pryor+	1	199 _	199
Totals For Gl# 001-516-555.1300-Technical/Training			3,049
Totals For Dept 516-Human Resources			\$ 213,196

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Cost Center and Number: Events and Facilities - 579

Fund: General Fund - 001 Department: City Clerk

Contact Hours: Monday through Friday, 7:30 to 4:30

Location: City Hall, 516 8th Ave. West, Palmetto, FL 34221

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

<u>Future Challenges or Issues facing the Cost Center</u>

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

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

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

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

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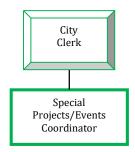


Events and Facilities Organizational Information

Total Personnel Wages	\$ 69,730
Total Benefits	\$ 18,815
Total Personnel Cost	\$ 88,545

Job Title	Position ID	FTE	
Special Projects/Events Coordinator	CH-579-1209-01	FT	
Full-Time Position			1,
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions		-	1

COST CENTER ORGANIZATIONAL CHART



LEGEND

Department Head

Full-time Position Part time Position

Volunteers





001-579 - EVENTS AND FACILITIES Cost Center Summary

Account 001-579	Description		2018 Actual	2019 Revised Budget	Pr	2019 ojected Actual	2020 Adopted Budget	% Change of Budget
	EXPENDITURES							
512.0100	Regular Salaries	\$	57,244 \$		\$	58,961		3.0 %
514.0100	Overtime - GE		7,175	6,180		7,777	9,000	45.6 %
514.0150	Overtime - Holiday General Employees		715	-		54	-	- %
521.0100	Fica Taxes		4,674	4,984		4,779	5,335	7.0 %
522.2100	Retirement General Employee		872	1,345		812	739	(45.1)%
523.0100	Health Insurance		9,773	10,062		10,582	11,512	14.4 %
523.0300	Insurance & EAP		230	234		216	198	(15.4)%
524.0100	Workers' Compensation	_	1,018	868		934	1,032	18.9 %
	Total Personnel Expenses		81,701	82,635		84,115	88,546	7.2 %
531.1600	Contract Services		-	371		371	371	- %
541.1100	Communications		460	600		600	600	- %
544.1500	Rental Expenses		190	250		250	250	- %
545.1200	Insurance		2,343	2,052		2,296	2,296	11.9 %
546.3400	Repair & Maintenance		5,121	10,219		9,500	9,500	(7.0)%
546.4000	Vehicle Repair & Maintenance		156	600		600	300	(50.0)%
547.5100	Printing And Binding		875	1,600		1,600	1,600	- %
549.9600	Bank Service Charges		194	300		325	500	66.7 %
551.1200	Office Supplies		4	200		200	200	- %
552.1500	Fuel and Lubricants		456	700		473	700	- %
552.2300	Operating Expenses		(121)	500		600	800	60.0 %
552.3000	Living Tree Memorial Expense		619	630		650	2,100	233.3 %
552.3900	Safety Program Expense		41	50		160	150	200.0 %
552.4200	Small Tools/Equipment		3,981	3,283		2,000	1,000	(69.5)%
552.5100	Uniform Purchases And Cleaning		112	125		125	125	- %
552.7100	Fairs & Festivals		43,284	44,360		44,360	44,360	- %
552.7200	Palmetto Historical Park		9,973	15,232		24,689	24,688	62.1 %
552.7400	Ag Museum		8,395	2,796		3,245	3,244	16.0 %
554.0100	Non-Capitalized Equipment	_		5,000		1,697	1,500	(70.0)%
	Total Operating Expenses		76,083	88,868		93,741	94,284	6.1 %
562.0000	Building Improvements		-	10,000		10,000	-	(100.0)%
564.0100	Machinery & Equipment		4,953	15,340		15,340	=	(100.0)%
564.4900	Capital Leases			40,000		-	_	(100.0)%
	Total Capital Purchases		4,953	65,340		25,340	-	(100.0)%
571.0100	Principal		_	2,633		2,374	9,660	266.9 %
572.0100	Interest Expense		-	306		276		207.2 %
573.0500	New Debt Service	_		-		2,650		- %
	Total Debt Service		-	2,939		5,300	10,600	260.7 %

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001-579 - EVENTS AND FACILITIES Cost Center Summary

Account 001-579	Description		2018 Actual		Revised Budget		Projected Actual		Adopted Budget	% Change of Budget
	TOTAL EXPENDITURES	\$	162,737	\$	239,782	\$	208,496	\$	193,430	(19.3)%

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EVENTS AND FACILITIES DEPARTMENT FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 579-Events And Facilities 001-579-512.0100 Regular Salaries Special Project/Events Coordinator-191 - Drop Totals For Gl# 001-579-512.0100-Regular Salaries	1	60,730 _	60,730 60,730
001-579-514.0100 Overtime - GE Overtime - Geoff Park Rentals Overtime - Events PW Totals For Gl# 001-579-514.0100-Overtime - GE	1 1	5,000 4,000	·
001-579-521.0100 FICA Taxes FICA Taxes Totals For Gl# 001-579-521.0100-FICA Taxes	1	5,335_	5,335 5,335
001-579-522.2100 Retirement General Employee GE OT - Pension Totals For Gl# 001-579-522.2100-Retirement General Employee	1 e	739_	739 739
001-579-523.0100 Health Insurance Health Insurance - Spouse Totals For Gl# 001-579-523.0100-Health Insurance	1	11,512	11,512 11,512
001-579-523.0300 Life Insurance & EAP Life Insurance Totals For Gl# 001-579-523.0300-Life Insurance & EAP	1	198_	198 198
001-579-524.0100 Workers Comp Workers Compensation Totals For Gl# 001-579-524.0100-Workers Comp	1	1,032_	1,032 1,032
001-579-531.1600 Contract Servicecs GPS Annually 17611 Totals For Gl# 001-579-531.1600-Contract Servicecs	1	371_	371 371
001-579-541.1100 Communications Cell Phone Service Totals For Gl# 001-579-541.1100-Communications	12	50_	600 600
001-579-544.1500 Rental Expenses Misc Event Rentals - Reimbursements Totals For Gl# 001-579-544.1500-Rental Expenses	1	250_	250 250
001-579-545.1200 Insurance General Liability, Auto And Property Totals For Gl# 001-579-545.1200-Insurance	4	574_	2,296 2,296

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EVENTS AND FACILITIES DEPARTMENT FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 579-Events And Facilities			
001-579-546.3400 Repair & Maintenance			
Celebration Center - Misc Repairs	1	500	500
Estuary Park - Misc Repairs	1	500	500
MLK Park - Misc Repairs	1	500	500
Police Department - Misc Repairs	1	1,500	1,500
Police Department - A/C Repairs	1	1,000	1,000
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	500	500
City Hall - Landscape Materials	1	1,500	1,500
Totals For Gl# 001-579-546.3400-Repair & Maintenance			9,500
001-579-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair For 17611	1	300_	300
Totals For Gl# 001-579-546.4000-Vehicle Repair & Maintenance	ce		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		5 00	500
Credit Card Fees	1	500_	500
Totals For Gl# 001-579-549.9600-Bank Service Charges			500
001-579-551.1200 Printing Supplies	1	100	100
Miscellaneous Supplies Printer Cartridges	1	100	100
e	1	100_	100 200
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
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	150	300
Memorial Plaques	2	200	400

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EVENTS AND FACILITIES DEPARTMENT FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 579-Events And Facilities			
Replacement Plaques	7	200	1,400
Totals For Gl# 001-579-552.3000-Living Tree Memorial Expens	se	_	2,100
001-579-552.3900 Safety Expense			
Safety Shoes	1	50	50
Misc Safety Materials	1	100	100
Totals For Gl# 001-579-552.3900-Safety Expense		_	150
001-579-552.4200 Small Tools/Equipment			
Miscellaneous Small Hand Tools	1	500	500
16" Chain Saw	1	500	500
Totals For Gl# 001-579-552.4200-Small Tools/Equipment		_	1,000
001-579-552.5100 Uniform Purchases & Cleaning			
City Shirts	5	25	125
Totals For Gl# 001-579-552.5100-Uniform Purchases & Cleaning	ng	_	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 Liab, Auto, Property Insurance	4	1,797	7,188
Post Office - Termite Treatment	1	1,500	1,500
Cottage House - Painting	1	3,000	3,000
Post Office Painting	1	3,000	3,000
School House Painting	1	3,000	3,000
War Museum Painting	1	3,000	3,000
Totals For Gl# 001-579-552.7200-Palmetto Historical Park		_	24,688
001-579-552.7400 AG Museum			
Gen Liabl, Auto, Property Insurance	4	811_	3,244
Totals For Gl# 001-579-552.7400-AG Museum			3,244
001-579-554.0100 Non-Capitalized Equipment			
Celebration Center 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		_	1,500

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EVENTS AND FACILITIES DEPARTMENT FUND 001; DEPARTMENT 579

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 579-Events And Facilities			
001-579-571.0100 Princ - Lease P# 02-05 Ford Transit Totals For Gl# 001-579-571.0100-Princ - Lease	4	2,415_	9,660 9,660
001-579-572.0100 Int Exp - Lease P#02-05 Ford Transit Totals For Gl# 001-579-572.0100-Int Exp - Lease	4	235_	940 940
Totals For Dept 579-Events And Facilities			\$ 193,430

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Cost Center and Number: Police Department - 521

Fund: General Fund - 001 Department: Police Department

Contact Hours: 24 Hours, Daily

Location: Police Department, 1115 10th Street West, Palmetto, FL 34221

Telephone: 941-721-2000, 941-723-4587

Primary Duties

Provide a professional 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.

<u>Future Challenges or Issues facing the Cost Center</u>

- Completing upgrade of the EDACs radio equipment with current, supported, P25 capable hardware in FY19-20;
- 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;

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• Replace obsolete police department to modern public safety standards.

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

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

Cost Center Goals and Objectives:

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

Final: 9/23/2019



Police Department Organizational Information

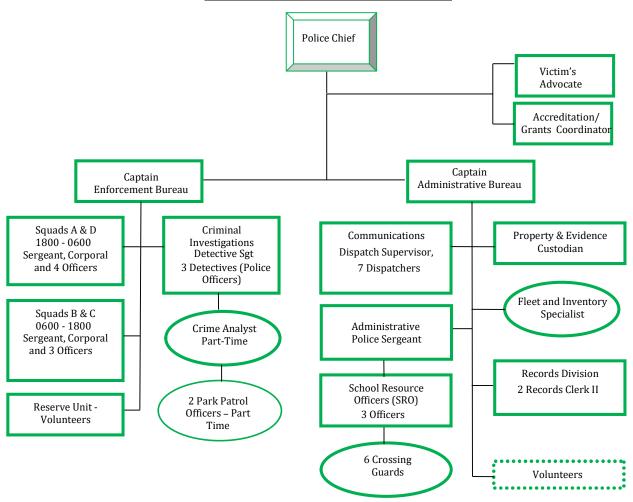
Total Personnel Wages Total Benefits Total Personnel Cost \$ 2,732,717 \$ 1,205,632 **\$ 3,938,349**

Job Title	Position ID	FTE
Dispatcher	PD-521-1245-03	FT
Evidence Custodian	PD-521-1213-01	FT
Dispatcher	PD-521-1245-02	FT
Dispatcher	PD-521-1245-06	FT
Police Fleet/Inventory Specialist	PD-521-1328-01	FT
Accreditation/Grants Coordinator	PD-521-1304-01	FT
Records Clerk II	PD-521-1218-02	FT
Records Clerk II	PD-521-1218-01	FT
Dispatcher	PD-521-1245-04	FT
Dispatcher	PD-521-1245-05	FT
Dispatch Supervisor	PD-521-1246-01	FT
Dispatcher	PD-521-1245-01	FT
Dispatcher	PD-521-1245-07	FT
Victim Advocate	PD-521-1269-01	FT
Crossing Guard (800 Hours)	PD-521-1379-04	PT
Crossing Guard (800 Hours)	PD-521-1379-02	PT
Crossing Guard (800 Hours)	PD-521-1379-03	PT
Crossing Guard (800 Hours)	PD-521-1379-05	PT
Crossing Guard (800 Hours)	PD-521-1379-06	PT
Crossing Guard (800 Hours)	PD-521-1379-01	PT
Captain of Police	PD-521-1267-01	FT
Chief of Police	PD-521-1266-01	FT
Captain of Police	PD-521-1267-02	FT
Crime Analyst - PT	PD-521-1294-01	PT
Police Officer - CRA	PD-521-1271-17	FT
Police Officer	PD-521-1271-14	FT
Police Officer - CID	PD-521-1271-06	FT
Police Officer	PD-521-1271-02	FT
Police Officer - CRA	PD-521-1271-22	FT
Corporal - CRA	PD-521-1268-05	FT
Police Officer	PD-521-1271-13	FT
Police Officer	PD-521-1271-05	FT
Police Officer	PD-521-1271-07	VCT
Police Sergeant	PD-521-1272-02	FT
Police Sergeant	PD-521-1272-03	FT
Police Sergeant - CID	PD-521-1272-04	FT
Police Officer - CRA	PD-521-1271-18	FT
Police Sergeant Police Officer - SRO	PD-521-1272-05 PD-521-1271-09	FT FT
Police Sergeant	PD-521-1271-09 PD-521-1272-01	FT
Corporal - CRA	PD-521-12/2-01 PD-521-1268-01	FT
Police Officer	PD-521-1200-01	FT
Corporal	PD-521-12/1-11	FT
Police Officer - SRO	PD-521-1271-01	FT
Police Officer	PD-521-1271-21	FT
Police Officer	PD-521-1271-19	FT
Police Officer - CID	PD-521-1271-10	FT
Police Officer	PD-521-1271-04	FT
Police Officer -SRO	PD-521-1271-12	FT
Police Sergeant	PD-521-1272-06	FT
Corporal	PD-521-1268-02	FT
Police Officer	PD-521-1271-08	FT
Police Officer	PD-521-1271-16	FT
Police Officer - CRA	PD-521-1271-03	FT
Police Officer - CID	PD-521-1271-15	FT
Park Patrol - Sworn - CRA	PD-521-1271-23	PT
Park Patrol - Sworn - CRA	PD-521-1271-20	PT
Full-Time Position		47,
VACANT Full-Time Position		1
Part-Time Positions		9
VACANT Part-Time Positions		0
Elected Officals		0
Total Positions		57

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COST CENTER ORGANIZATIONAL CHART



LEGEND





001-521 - POLICE DEPARTMENT Cost Center Summary

			2019	2019	2020	
Account		2018	Revised	Projected	Adopted	% Change
001-521	Description	Actual	Budget	Actual	Budget	of Budget
	EXPENDITURES					
511.0100	Executive Salaries	\$ 249,412	\$ 258,892	\$ 258,892	\$ 266,658	3.0 %
512.0100	Regular Salaries	568,737	574,729	561,592	592,461	3.1 %
512.0200	Sworn Officer's Wages	1,408,440	1,530,385	1,431,330	1,551,329	1.4 %
513.0100	Part Time Wages	56,870	83,585	69,235	84,216	0.8 %
513.0200	School Crossing Guards	63,006	73,122	48,624	75,316	3.0 %
514.0100	Overtime - GE	24,188	27,000	29,040	32,000	18.5 %
514.0150	Overtime - Holiday General Employees	4,593	6,000	9,153	11,000	83.3 %
514.0200	Overtime - Sworn	33,475	35,640	50,963	62,000	74.0 %
514.0250	Overtime - Holiday Sworn Officers	21,947	23,760	19,820	18,000	(24.2)%
515.1000	Incentive Payments To Officers	24,127	26,520	31,117	29,685	11.9 %
515.2100	Clothing Allowance - Taxable	3,750	4,000	3,500	3,500	(12.5)%
515.3000	On Call Pay	-	-	4,855	6,552	- %
521.0100	Fica Taxes	179,788	204,492	184,498	209,049	2.2 %
522.2100	Retirement General Employee	145,740	136,253	127,895	109,525	(19.6)%
522.2400	Retirement Sworn	451,664	500,448	497,659	410,514	(18.0)%
523.0100	Health Insurance	318,339	362,530	344,613	414,799	14.4 %
523.0300	Insurance & EAP	8,003	8,834	8,267	7,876	(10.8)%
524.0100	Workers' Compensation	38,946	50,898	49,459	53,869	5.8 %
529.9900	Reimbursement Of Personnel Costs	(9,246)	(10,000)	(10,282)		(100.0)%
	Total Personnel Expenses	3,591,779	3,897,088	3,720,230	3,938,349	1.1 %
531.0100	Consulting	_	1,220	1,220	10,000	719.7 %
531.0300	Membership Dues	1,457	2,300	2,340	2,950	28.3 %
531.1600	Contract Services	200	220	220	220	- %
534.2100	Employee Testing	900	1,400	700	1,800	28.6 %
535.2100	Special Investigation Account	1,695	10,000	5,946	10,000	- %
540.5100	Travel and Per Diem	15,116	11,050	16,500	11,050	- %
541.1100	Communications	44,732	49,278	48,577	50,088	1.6 %
542.1200	Postage/Mailing Service	451	1,250	604	1,300	4.0 %
543.0000	Utility Services	29,066	32,735	28,500	30,655	(6.4)%
544.0500	Operating Lease	6,046	7,572	6,817	7,572	- %
545.1200	Insurance	90,179	91,677	99,370	99,369	8.4 %
545.9900	Insurance Contingency - Vehicle	4,691	5,000	5,000	5,000	- %
546.3400	Repair & Maintenance	16,080	7,880	12,750	8,600	9.1 %
546.4000	Vehicle Repair & Maintenance	78,265	70,000	70,083	76,300	9.0 %
546.4000-8212	Vehicle Repair & Maintenance - CRA Plan	15,602	10,000	21,901	25,000	150.0 %
547.5100	Printing And Binding	1,722	4,650	4,250	4,900	5.4 %
549.0400-8212	Partnership/Sponsorship - CRA Plan		1,000	-	1,000	- %
551.1200	Office Supplies	5,607	6,750	4,390	7,250	7.4 %
552.0000	Hurricane Materials/Supplies	-	5,000	5,000	5,000	- %
552.1500	Fuel And Lubricants	67,524	75,600	67,507	95,000	25.7 %
552.1500-8212	Fuel And Lubricants - CRA Sub Plan	a 23,908	30,000	20,623	30,000	- %

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001-521 - POLICE DEPARTMENT Cost Center Summary

Account 001-521	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
552.2300	Operating Expenses	71,776	46,735	44,710	36,425	(22.1)%
552.2500	Spec Fund-Operating Supplies	4,349	6,000	6,000	-	(100.0)%
552.3000	Living Tree Memorial Expense	2,655	4,000	7,000	7,000	75.0 %
552.4200	Small Tools/Equipment	8,594	11,760	8,138	14,580	24.0 %
552.4200-9006	Small Tool/Equipment Bulletproof	2,714	3,600	3,600	4,698	30.5 %
332.4200-3000	Vest	2,714	3,000	3,000	4,098	30.3 70
552.5100	Uniform Purchases And Cleaning	23,618	22,700	20,460	36,950	62.8 %
554.0100	Non-Capitalized Equipment	5,569	41,320	11,800	1,500	(96.4)%
554.1200	Publications	1,031	1,250	1,250	1,200	(4.0)%
554.1400	Accreditation	2,042	6,000	4,715	2,500	(58.3)%
555.1300	Technical/Training	14,495	17,150	18,000	18,420	7.4 %
	Total Operating Expenses	540,084	585,097	547,971	606,327	3.6 %
564.0100	M 1' - 0 F - '		22.010	20.526	12.074	(61.7)0/
564.0100	Machinery & Equipment	-	33,918	30,526	12,974	(61.7)%
564.4900	Capital Leases	92,702	168,155	168,155	143,000	(15.0)%
	Total Capital Purchases	92,702	202,073	198,681	155,974	(22.8)%
571.0100	Principal	209,469	163,938	164,022	129,238	(21.2)0/
572.0100	*					(21.2)% 5.7 %
	Interest Expense	6,609	5,775	5,198	6,104	
573.0500	New Debt Service			11,137	19,048	- %
	Total Debt Service	216,078	169,713	180,357	154,390	(9.0)%
	TOTAL EXPENDITURES	\$ 4,440,643	\$ 4,853,971	\$ 4,647,239	\$ 4,855,040	%

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POLICE DEPARTMENT FUND 001; DEPARTMENT 521

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 521-Police Department			
001-521-511.0100 Executive Salaries			
Executive Salaries	1	266,658 _	266,658
Totals For Gl# 001-521-511.0100-Executive Salaries			266,658
001-521-512.0100 Regular Salaries			
Regular Salaries	1	592,461	592,461 592,461
Totals For Gl# 001-521-512.0100-Regular Salaries			592,461
001-521-512.0200 Sworn Officer's Wages			
Sworn Officer's Wages	1	1,551,329	1,551,329
Totals For Gl# 001-521-512.0200-Sworn Officer's Wages		_	1,551,329 1,551,329
001-521-513.0100 Part Time Wages			
Part Time Wages	1	84,216	84.216
Totals For Gl# 001-521-513.0100-Part Time Wages	_		84,216 84,216
001-521-513.0200 School Crossing Guards			
School Crossing Guards	1	75,316 _	75 316
Totals For Gl# 001-521-513.0200-School Crossing Guards	-	,,,,,,,	75,316 75,316
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 11,000
001-521-514.0200 Overtime - Sworn			
Overtime Overtime	1	62,000 _	62,000
Totals For Gl# 001-521-514.0200-Overtime - Sworn	-		62,000 62,000
001-521-514.0250 Overtime - Holiday Sworn			
Holiday Sworn	1	18,000	18,000
Totals For Gl# 001-521-514.0250-Overtime - Holiday Sworn	1	10,000 _	18,000
001 521 515 1000 Leaguing Daymonte To Office.			
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	1	1,103 _	29,685
·			23,000
001-521-515.2100 Clothing Allowance - Taxable			
Chief Of Police	1	500	500
Captains	2	500	1,000
Detective Sergeant Three Detectives	1 3	500 500	500 1,500
Totals For Gl# 001-521-515.2100-Clothing Allowance - Taxable	J	500 _	3,500
turing in the factor of the factor o			2,200

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POLICE DEPARTMENT FUND 001; DEPARTMENT 521

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 521-Police Department			
001-521-515.3000 On Call Pay			
On Call Pay	1	6,552	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	209,049	209,049
Totals For Gl# 001-521-521.0100-FICA Taxes			209,049
001-521-522.2100 Retirement General Employee			
Retirement General Employee	1	109,525	109,525
Totals For Gl# 001-521-522.2100-Retirement General Employee		· -	109,525 109,525
001-521-522.2400 Retirement Sworn			
Sworn Officers Retirement	1	410,514 _	410,514
Totals For Gl# 001-521-522.2400-Retirement Sworn		_	410,514
001-521-523.0100 Health Insurance			
Health Insurance - Employee	31	6,545	202,895
Health Insurance - Spouse	4	11,512	
Health Insurance - Children	4	9,568	38,272
Health Insurance - Family	9	14,176	127,584
Totals For Gl# 001-521-523.0100-Health Insurance		_	414,799
001-521-523.0300 Life Insurance & EAP			
Life Insurnace	1	7,876 _	7,876
Totals For Gl# 001-521-523.0300-Life Insurance & EAP			7,876
001-521-524.0100 Workers' Compensation			
Workers' Compensation	1	53,869	53,869
Totals For Gl# 001-521-524.0100-Workers' Compensation			53,869
001-521-531.0100 Consulting			
Impact Fee Study	1	10,000 _	10,000
Totals For Gl# 001-521-531.0100-Consulting			10,000
001-521-531.0300 Membership Dues			
Florida Police Chief Assoc (FPCA)	3	300	900
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
Int'l Assoc. Of Property & Evidence (IAPE)	1	125	125
APCO International Inc.(Association Of Police Dispatchers)	2	100	200
Crime Stoppers Annual Membership For Agency	1 2	200	200
Int'l Assoc. Of Law Enforcement Firearms Instructors (IAlEFI) Manatee County Juvenile Justice Membership	1	150 50	300 50
Suncoast Crime Prevention Association - Crime Prevention Officer	1	200	200
Fla. Dept. Of Health (911 Cert.) For Dispatchers And Officers.	3	75	225
Notary Renewals	1	125	125
	1	123	123

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001-521-544.0500 Operating Lease

CITY OF PALMETTO, FLORIDA 2019-2020 BUDGET

POLICE DEPARTMENT FUND 001; DEPARTMENT 521

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 521-Police Department			
Initial Dispatch Certification	2	125 _	250
Totals For Gl# 001-521-531.0300-Membership Dues			2,950
001-521-531.1600 Contract Services			
Apex - Pest Control Internal & External	1	220	220
Totals For Gl# 001-521-531.1600-Contract Services		_	220
001-521-534.2100 Employee Testing			
Employee Testing For Incidents	5	200	1,000
Fitness For Duty Testing	2	400	800
Totals For Gl# 001-521-534.2100-Employee Testing		_	1,800
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 Supervisor (5 Days)	1	800	800
Background Investigation For 3 (5 Days)			
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 APCO Conference For Dispatch Supervisor (3 Days)	1 1	3,500 500	3,500 500
Marine Training (2 Officers/5 Days)	3	800	2,400
Totals For Gl# 001-521-540.5100-Travel And Per Diem	3	_	11,050
001 501 541 1100 G			
001-521-541.1100 Communications Annual Radio Contract	1	20,000	20,000
In-Car Wireless Service	39	457	17,823
Cell Phones	17	615	10,455
Radio Battery/Accessory Replacement (Harris)	1	1,000	1,000
Radio Battery (TAIT)	10	81	810
Totals For Gl# 001-521-541.1100-Communications		_	50,088
001-521-542.1200 Postage/Mailing Service			
City Hall Postage Meter	1	200	200
Overnight Shipping	1	1,100 _	1,100
Totals For Gl# 001-521-542.1200-Postage/Mailing Service		_	1,300
001-521-543.0000 Utility Services			
City Of Palmetto Utility	1	4,783	4,783
FPL	1	25,872	25,872
Totals For Gl# 001-521-543.0000-Utility Services			30,655

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POLICE DEPARTMENT FUND 001; DEPARTMENT 521

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 521-Police Department			
Canon- 4535I-Squad Room - Pmt 31-36 Of 36	6	157	942
Canon - Adv-Squad Room Maint.	1	900	900
Canon - C5560I - Records - Pmt 29-36 Of 36	8	324	2,592
Canon - Records Maint.	1	900	900
New Lease Squad Room 6 Months	6	157	942
New Lease Records 4 Months	4	324	1,296
Totals For Gl# 001-521-544.0500-Operating Lease		_	7,572
001-521-545.1200 Insurance			
A-3 Fiduciary Bond Pension	1	60	60
D-5 Police AD&D (9/19)	1	330	330
D-5 State Mandated AD&D	1	2,420	2,420
D-6 Executive Travel Police	1	55	55
Gen Liab, Auto, Property Ins	4	24,001	96,004
New Auto - Overlap Auto Ins	1	500 _	500
Totals For Gl# 001-521-545.1200-Insurance			99,369
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	2,000	2,000
Generator Maint Contract	1	1,600	1,600
Misc AC Repairs	1	1,500	1,500
Misc Build & Plumbing Repairs	1	1,500	1,500
Pest Control	4	100 _	400
Totals For Gl# 001-521-546.3400-Repair & Maintenance			8,600
001-521-546.4000 Vehicle Repair & Maintenance			
Uninsured Veh Damage	1	5,000	5,000
Vehicle Maintenance, Repair/Lex Contract	1	53,000	53,000
Vehicle Tires	1	10,000	10,000
Misc. Vehicle Maintenance/Towing	1	6,000	6,000
Repair/Maint For Boat Base On 136 Hours Operation/Year (10 Hrs/Month For 12 Months Plus 16 Hours For Special Events)	1	2,300	2,300
Totals For Gl# 001-521-546.4000-Vehicle Repair & Maintenance		_	76,300
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
001-521-547.5100 Printing And Binding			
Business Cards (30 Non-Cra Officers, V.A., Accred. Mang, P&E,			
Facilities, Disp, Supv.	35	50	1,750
Copy Service, Forms	1	2,500	2,500
Stationary	1	250 _	250
		_	

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POLICE DEPARTMENT FUND 001; DEPARTMENT 521

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 521-Police Department Totals For Gl# 001-521-547.5100-Printing And Binding			4,500
001-521-547.5100-8212 Printing And Binding - Cra Sub Plan Business Cards/6 CRA Officers, 2 P.T. CRA Officers Totals For Gl# 001-521-547.5100-8212-Printing And Binding - Cra Sub Plan	8	50 _	400 400
001-521-549.0400-8212 Partnership/Sponsorship - Cra Plan Crime Stoppers Partnership Totals For Gl# 001-521-549.0400-8212-Partnership/Sponsorship - Cra Plan	1	1,000 _	1,000 1,000
001-521-551.1200 Office Supplies Copy Paper (Central Stores) Office Supplies Printer / Copier Cartridges Records Supplies Totals For Gl# 001-521-551.1200-Office Supplies	1 1 1 1	1,500 2,500 2,500 2,500 750	1,500 2,500 2,500 750 7,250
001-521-552.0000 Hurricane Materials/Supplies Food & Water Totals For Gl# 001-521-552.0000-Hurricane Materials/Supplies	1	5,000 _	5,000 5,000
001-521-552.1500 Fuel And Lubricants Fuel - Non - CRA Vehicles Boat Fuel Totals For Gl# 001-521-552.1500-Fuel And Lubricants	1 1	80,000 15,000 _	80,000 15,000 95,000
001-521-552.1500-8212 Fuel And Lubricants - Cra Sub Plan Fuel- CRA Vehicles Totals For Gl# 001-521-552.1500-8212-Fuel And Lubricants - Cra Sub Plan	1	30,000 _	30,000 30,000
001-521-552.2300 Operating Expenses Ammunition And Targets - Qualifying Twice Per Year Annual AED Maintenance Annual Biohazard Disposal-Evidence Destruction Consumable Supplies Duty Equipment Hepatitus Shots/Tithers For High Risk Personnel Lexis Nexis Data. Web -Based Investigative Tool For C.I.D.	1 1 1 1 40 3	7,000 125 750 3,500 7,000 25 1,700	7,000 125 750 3,500 7,000 1,000 5,100
P & E Packaging & Labels (Includes Switch To Sealed Clear Packaging) First Aid Station Resupply Manatee County Clerk Office Central Store Supplies Callyo Investigative Recording Software Agency & Citizen Awards (Plaques, Certificates) Taser Cartridges (Duty & Training) Narcan/Naloxen Doses Totals For Gl# 001-521-552.2300-Operating Expenses	1 1 1 1 1 1 1 20	1,000 300 400 3,500 3,000 750 2,000 50	1,000 300 400 3,500 3,000 750 2,000 1,000 36,425

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POLICE DEPARTMENT FUND 001; DEPARTMENT 521

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 521-Police Department			
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	2,500	2,500
Misc. Marine Equipment (Rescue, First Aid, Supplies)	1	7,000	7,000
Stop Stick Kit	2	540	1,080
Drone - Batteries/Misc Parts	1	1,000 _	1,000
Totals For Gl# 001-521-552.4200-Small Tools/Equipment			14,580
001-521-552.4200-9006 Small Tool/Equip Bulletproof Vest			
Bullestic Vest / Grant Match 50%	6	783 _	4,698
Totals For Gl# 001-521-552.4200-9006-Small Tool/Equip Bulletproof Vest			4,698
001-521-552.5100 Uniform Purchases And Cleaning			
Annual Shoe Allowance / Sworn Officers	27	100	2,700
Dry Cleaning & Alterations	1	13,000	13,000
Safety Vests, Polos, Hats	1	2,000	2,000
Uniforms	1	5,000	5,000
Shirt Vests: Load Bearing Molle	30	200	6,000
Patches For New Shirt Vests	30	25	750
Lightweight Shirts (3X30 Officers)	90	50	4,500
Molle Pouches For Load-Bearing Vests	30	100 _	3,000
Totals For Gl# 001-521-552.5100-Uniform Purchases And Cleaning			36,950
001-521-554.0100 Non-Capitalized Equipment			
Marine Equipment	1	1,500 _	1,500
Totals For Gl# 001-521-554.0100-Non-Capitalized Equipment			1,500
001-521-554.1200 Publications			
2019 Legal Handbooks	40	30 _	1,200
Totals For Gl# 001-521-554.1200-Publications			1,200
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
Totals For Gl# 001-521-554.1400-Accreditation			2,500
001-521-555.1300 Technical/Training			
Web-Based Dispatch Training - Police Legal Sciences.	1	1,200	1,200
Annual Agency First Aid, CPR, And AED Training (At Your Service)	1	1,600	1,600

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POLICE DEPARTMENT FUND 001; DEPARTMENT 521

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 521-Police Department			
Web-Based Training For Agency Personnel (Police One)	1	2,750	2,750
Marine Leo Training For 3 Officers	3	700	2,100
CJIS Conference Fee For Dispatch Supervisor	1	400	400
I.A.P.E Certification For P&E Manager	1	600	600
Public Records Seminar	2	400	800
Annual Homicide Conference For Lead Homicide Detective	1	600	600
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
APCO Conference For Dispatch Supervisor	1	400	400
Advance Examiners CVSA Recert-Larowe	1	470 _	470
Totals For Gl# 001-521-555.1300-Technical/Training			18,420
001-521-564.0100 Machinery And Equipment			
Swingline TAA Compliance Cross Cut Shredder	2	2,400	4,800
Fabric Cover - Boat	1	2,000	2,000
Mavic Drones W/Support Kits & Controller	2	3,087 _	6,174
Totals For Gl# 001-521-564.0100-Machinery And Equipment			12,974
001-521-564.4900 Capital Leases			
Patrol Car - 2020 Charger With V8	3	34,500	103,500
Coban Mobile Video	3	6,000	18,000
Mobile Radio & Install	3	2,500	7,500
Generation 3 Night Vision W/Headgear	1	14,000 _	14,000
Totals For Gl# 001-521-564.4900-Capital Leases			143,000
001-521-571.0100 Princ - Lease			
P# 15-16 FA# 20316 Ram Pu, 20311, 20312, 20315, Radios	2	11,455	22,910
P# 11-14 FA# 20417-420 Charger, Radio, Video	4	10,468	41,872
P# 07-10 FA#20534-36, 20529-31, Chargers, Video	4	5,964	23,856
P# 02-05 Charger/Radio/Video	4	10,150 _	40,600
Totals For Gl# 001-521-571.0100-Princ - Lease			129,238
001-521-572.0100 Int Exp - Lease			
P# 15-16 FA# 20316 Ram Pu, 20311, 20312, 20315, Radios	2	62	124
P# 11-14 FA# 20417-420 Charger, Radio, Video	4	180	720
P# 07-10 FA#20534-36, 20529-31, Chargers, Video	4	328	1,312
P# 02-05 Charger/Radio/Video	4	987 _	3,948
Totals For Gl# 001-521-572.0100-Int Exp - Lease			6,104
001-521-573.0500 New Debt Service			
New Debt Service For Lease - Patrol Chargers	2	6,895	13,790
New Debt Service For Lease - In-Car Videos	2	1,198	2,396
New Debt Service For Lease - Radios	2	499	998
New Debt Service For Lease - Nightvision	2	932 _	1,864
Totals For Gl# 001-521-573.0500-New Debt Service			19,048
Totals For Dept 521-Police Department			\$ 4,855,040

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Cost Center and Number: Code Enforcement - 523

Fund: General Fund - 001 Department: Public Works

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

Location: Public Works, 601 17th St. West, Palmetto, FL 34221

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;
- Assist with enforcement of violations of building permits and other development permits;
- Assist with enforcement of business tax licensing; and
- Intergovernmental cooperation involving enforcement of fire, health and safety issues

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Cent	er Goals and Objectives:
1.	Increase number of violations corrected without fines.
2.	Consistent and equitable enforcement of Codes.
L	

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Code Enforcement Organizational Information

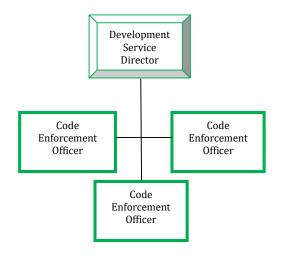
Total Personnel Wages
Total Benefits
Total Personnel Cost

\$ 129,964
\$ 63,811

Total Personnel Cost
\$ 193,775

Job Title	Position ID	FTE	
Code Enforcement Officer	PW-523-1221-01	FT	
Code Enforcement Officer	PW-523-1221-02	FT	
z Career Advancement	-		-
Code Enforcement Officer - CPIP/CRA	PW-523-1221-03	FT	
Full-Time Position			3.
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			3

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position Part time Position

Volunteers



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001-523 - CODE ENFORCEMENT Cost Center Summary

Account 001-523	Description		2018 Actual		2019 Revised Budget	F	2019 Projected Actual		2020 Adopted Budget	% Change of Budget
	EXPENDITURES									
512.0100	Regular Salaries	\$	87,637	\$	127,286	\$	80,978	\$	128,311	0.8 %
521.0100	Fica Taxes		6,705		9,828		6,286		9,941	1.1 %
522.2100	Retirement General Employee		21,404		28,802		18,762		24,004	(16.7)%
523.0100	Health Insurance		-		11,440		6,776		27,266	138.3 %
523.0300	Insurance & EAP		307		500		300		421	(15.8)%
524.0100	Workers' Compensation		1,351		1,712		1,113		2,179	27.3 %
529.0000	Career Advancement				1,181	_	-	_	1,653	40.0 %
	Total Personnel Expenses		117,404		180,749		114,215		193,775	7.2 %
531.0100	Consulting		_		1,220		1,220		_	(100.0)%
531.0300	Membership Dues		410		410		370		410	- %
531.0600	Attorney Fees		6,379		4,000		6,250		6,500	62.5 %
531.1600	Contract Services		745		740		745		742	0.3 %
534.1600	Lot Clearing		2,400		5,000		_		5,000	- %
534.1700	Lot Clearing - Pass Thru		6,000		10,000		5,000		10,000	- %
540.5100	Travel and Per Diem		2,042		2,588		2,650		1,550	(40.1)%
541.1100	Communications		891		1,262		891		1,200	(4.9)%
542.1200	Postage/Mailing Service		2,994		6,500		5,000		7,000	7.7 %
544.0500	Operating Lease		201		500		200		500	- %
545.1200	Insurance		5,826		4,300		4,773		4,772	11.0 %
546.4000	Vehicle Repair & Maintenance		389		1,916		1,500		1,500	(21.7)%
547.5100	Printing And Binding		450		300		50		100	(66.7)%
551.1200	Office Supplies		171		122		175		100	(18.0)%
552.1500	Fuel and Lubricants		1,731		2,000		1,339		2,000	- %
552.2300	Operating Expenses		391		1,000		900		1,000	- %
552.3900	Safety Program Expense		-		100		-		100	- %
552.4200	Small Tools/Equipment		25		850		110		150	(82.4)%
552.5100	Uniform Purchases And Cleaning		95		200		-		200	- %
555.1300	Technical/Training		1,538		2,512		3,000		1,260	(49.8)%
595.0000	Doubtful Acets Exp	_	32,137		10,000	_	-	_	-	(100.0)%
	Total Operating Expenses		64,815		55,520		34,173		44,084	(20.6)%
	TOTAL EXPENDITURES	<u>\$</u>	182,219	<u>\$</u>	236,269	<u>\$</u>	148,388	<u>\$</u>	237,859	0.7 %

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CODE ENFORCEMENT DEPARTMENT FUND 001; DEPARTMENT 523

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 523-Code Enforcement			
001-523-512.0100 Regular Salaries			
Regular Salaries	1	128,311 _	128,311 128,311
Totals For Gl# 001-523-512.0100-Regular Salaries			128,311
001-523-521.0100 FICA Taxes			
FICA	1	9,941 _	9,941 9,941
Totals For Gl# 001-523-521.0100-Fica Taxes			9,941
001-523-522.2100 Retirement General Employee			
General Employee Retirement	1	24,004	24,004
Totals For Gl# 001-523-522.2100-Retirement General Employee		_	24,004 24,004
001-523-523.0100 Health Insurance			
Health Insurance - Employee	2	6,545	13,090
Health Insurance - Family	1	14,176	
Totals For Gl# 001-523-523.0100-Health Insurance		_	27,266
001-523-523.0300 Life Insurance & EAP			
Life Insurance	1	421	421
Totals For Gl# 001-523-523.0300-Life Insurance & EAP			421
001-523-524.0100 Workers' Compensation			
Workers' Compensation	1	2,179	2,179 2,179
Totals For Gl# 001-523-524.0100-Workers' Compensation			2,179
001-523-529.0000 Career Advancement			
Flood Certificate	1	1,653	1,653
Totals For Gl# 001-523-529.0000-Career Advancement			1,653
001-523-531.0300 Membership Dues			
FACE Annual Membership Fees	2	205	410
Totals For Gl# 001-523-531.0300-Membership Dues			410
001-523-531.0600 Attorney Fees - Code Enf Board			
CE Board Attorney Monthly Fees	1	6,500	6,500
Totals For Gl# 001-523-531.0600-Attorney Fees - Code Enf Boa	rd		6,500
001-523-531.1600 Contract Services			
GPS Device Annually 17492; 17525	2	371 _	742
Totals For Gl# 001-523-531.1600-Contract Services		_	742
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	s Thru	_	5,000

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CODE ENFORCEMENT DEPARTMENT FUND 001; DEPARTMENT 523

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 523-Code Enforcement			
001-523-534.1700 Nuisance Abatement Pass Thru Nuisance Abate Lot Clearing Totals For Gl# 001-523-534.1700-Nuisance Abatement Pass Thr	1 ru	10,000 _	10,000 10,000
001-523-540.5100 Travel And Per Diem Face Annual Training Conference-CEO Face Level Certification Totals For Gl# 001-523-540.5100-Travel And Per Diem	1 1	900 650 _	900 650 1,550
001-523-541.1100 Communications Cell Service-Code Enforcement Cell Service-Code Enforcement Totals For Gl# 001-523-541.1100-Communications	12 12	50 50 _	600 600 1,200
001-523-542.1200 Postage/Mailing Service Refill Postage Meter Totals For Gl# 001-523-542.1200-Postage/Mailing Service	1	7,000 _	7,000 7,000
001-523-544.0500 Operating Lease Operating Lease-Copy Overages Totals For Gl# 001-523-544.0500-Operating Lease	1	500 _	500 500
001-523-545.1200 Insurance Gen Liab-Auto-Property Insurance Totals For Gl# 001-523-545.1200-Insurance	4	1,193 _	4,772 4,772
001-523-546.4000 Vehicle Repair & Maintenance FA#17492 Pickup, Ford 4X4 FA#17525 Ford F150, 1/2 Ton Totals For Gl# 001-523-546.4000-Vehicle Repair & Maintenance	1 1	750 750 _	750 750 1,500
001-523-547.5100 Printing And Binding Business Cards-New CEO Printing-Notices-Door Hangers Totals For Gl# 001-523-547.5100-Printing And Binding	1 1	25 75 _	25 75 100
001-523-551.1200 Office Supplies Pens-Calendars-Markers-Pads Totals For Gl# 001-523-551.1200-Office Supplies	1	100 _	100 100
001-523-552.1500 Fuel And Lubricants Fuel-Oil CEO Vehicle Fa#17525 Fuel-Oil CEO Vehicle Fa#17492	1 1	1,000 1,000	1,000 1,000

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CODE ENFORCEMENT DEPARTMENT FUND 001; DEPARTMENT 523

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 523-Code Enforcement			
Totals For Gl# 001-523-552.1500-Fuel And Lubricants			2,000
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	2	50	100
Totals For Gl# 001-523-552.3900-Safety Program Expense		_	100
001-523-552.4200 Small Tools/Equipment			
Hand Tools As Needed	1	150	150
Totals For Gl# 001-523-552.4200-Small Tools/Equipment		_	150
001-523-552.5100 Uniform Purchases And Cleaning			
Uniform Shirts CEO - 2 Employees	2	100	200
Totals For Gl# 001-523-552.5100-Uniform Purchases And Clear	ning	- · · · -	200
001-523-555.1300 Technical/Training			
FACE Certification Exam	1	160	160
FACE Conference-Training Fee	1	550	550
FACE Level Training	1	550	550
Totals For Gl# 001-523-555.1300-Technical/Training	-	_	1,260
Totals For Dept 523-Code Enforcement			\$ 237,859

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Cost Center and Number: Public Works Administration - 540

Fund: General Fund - 001 Department: Public Works

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

Location: 600 17th St. West, Palmetto, FL 34221

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

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

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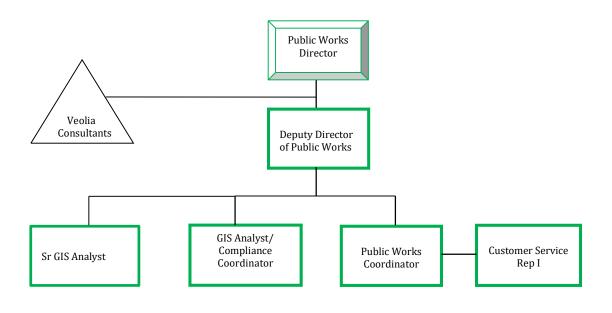


Public Works Administration Organizational Information

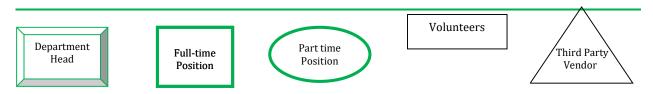
Total Personnel Wages	\$ 411,724
Total Benefits	\$ 168,205
Total Personnel Cost	\$ 579,929

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

COST CENTER ORGANIZATIONAL CHART



LEGEND



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001-540 - PUBLIC WORKS ADMINISTRATION Cost Center Summary

Account 001-540	Description		2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	EXPENDITURES						
511.0100	Executive Salaries	\$	99,173 \$	102,148 \$	102,148	\$ 105,212	3.0 %
512.0100	Regular Salaries		202,397	299,663	288,130	306,512	2.3 %
514.0100	Overtime - GE		342	-	67	-	- %
521.0100	Fica Taxes		21,977	30,739	29,011	31,498	2.5 %
522.2100	Retirement General Employee		49,660	67,184	64,161	76,045	13.2 %
523.0100	Health Insurance		34,898	43,633	36,905	54,891	25.8 %
523.0300	Insurance & EAP		1,145	1,440	1,255	1,345	(6.6)%
524.0100	Workers' Compensation		1,854	3,409	2,985	4,426	29.8 %
529.9900	Reimbursement Of Personnel Costs	_	(498)	(500)	-		(100.0)%
	Total Personnel Expenses		410,948	547,716	524,662	579,929	5.9 %
531.0300	Membership Dues		883	1,176	1,000	1,248	6.1 %
531.1600	Contract Services		12,176	13,793	14,000	13,381	(3.0)%
531.2000	Engineering Services		-	7,500	-	10,000	33.3 %
534.2100	Employee Testing		3,066	500	600	1,300	160.0 %
540.5100	Travel and Per Diem		924	1,059	1,500	2,000	88.9 %
541.1100	Communications		1,204	3,018	2,020	3,384	12.1 %
542.1200	Postage/Mailing Service		569	537	530	500	(6.9)%
543.0000	Utility Services		25,942	29,912	26,300	27,460	(8.2)%
544.0500	Operating Lease		4,224	4,932	3,900	4,932	- %
545.1200	Insurance		14,893	12,043	13,180	13,179	9.4 %
545.9900	Insurance Contingency - Vehicle		-	5,000	4,588	5,000	- %
546.3400	Repair & Maintenance		10,902	36,419	37,500	34,000	(6.6)%
546.4000	Vehicle Repair & Maintenance		762	3,450	3,000	2,000	(42.0)%
547.5100	Printing And Binding		-	100	20	100	- %
549.0300	Issues To North River FD		17,010	18,100	18,200	19,000	5.0 %
551.1200	Office Supplies		948	1,000	975	1,000	- %
552.1500	Fuel and Lubricants		1,003	1,746	2,006	2,200	26.0 %
552.2300	Operating Expenses		8,927	8,928	8,750	8,080	(9.5)%
552.3900	Safety Program Expense		1,410	3,583	3,255	1,800	(49.8)%
552.4200	Small Tools/Equipment		1,514	2,990	4,125	100	(96.7)%
552.5100	Uniform Purchases And Cleaning		-	1,235	1,010	1,200	(2.8)%
554.0100	Non-Capitalized Equipment		876	2,652	2,300	831	(68.7)%
554.1200	Publications		-	-	-	500	- %
555.1300	Technical/Training	_	75	888	600	1,880	111.7 %
	Total Operating Expenses		107,308	160,561	149,359	155,075	(3.4)%
564.0100	Machinery & Equipment		8,131	11,911	11,600	38,000	219.0 %
564.0200	Office Furniture	_	-	8,000	5,225	-	(100.0)%
	Total Capital Purchases		8,131	19,911	16,825	38,000	90.8 %

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001-540 - PUBLIC WORKS ADMINISTRATION Cost Center Summary

Account 001-540	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
571.0100 572.0100	Principal Interest Expense	16,895 960	15,858 640	15,854 638	16,850 1,095	6.3 % 71.1 %
	Total Debt Service	17,855	16,498	16,492	17,945	8.8 %
	TOTAL EXPENDITURES	\$ 544,242	\$ 744,686	\$ 707,338 \$	790,949	6.2 %

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PUBLIC WORKS ADMINISTRATION DEPARTMENT FUND 001; DEPARTMENT 540

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 540-Public Works Administration			
001-540-511.0100 Executive Salaries			
Executive Salaries	1	105,212 _	105,212
Totals For Gl# 001-540-511.0100-Executive Salaries			105,212
001-540-512.0100 Regular Salaries			
Regular Salaries	1	306,512 _	306,512
Totals For Gl# 001-540-512.0100-Regular Salaries			306,512
001-540-521.0100 FICA Taxes			
FICA Taxes	1	31,498 _	31,498 31,498
Totals For Gl# 001-540-521.0100-FICA Taxes			31,498
001-540-522.2100 Retirement General Employee			
General Employees Pension	1	76,045 _	
Totals For Gl# 001-540-522.2100-Retirement General Employe	ee		76,045
001-540-523.0100 Health Insurance			
Health Insurance - Employee	3	6,545	19,635
Health Insurance - Family	1	14,176	14,176
Health Insurnace - EE & Child(Ern)	1	9,568	9,568
Health Insurance - Spouse	1	11,512 _	
Totals For Gl# 001-540-523.0100-Health Insurance			54,891
001-540-523.0300 Life Insurance & EAP			
Life Insurance	1	1,345 _	1,345
Totals For Gl# 001-540-523.0300-Life Insurance & EAP			1,345
001-540-524.0100 Workers' Compensation			
Workers' Compensation	1	4,426 _	
Totals For Gl# 001-540-524.0100-Workers' Compensation			4,426
001-540-531.0300 Membership Dues			
Membership - American PW Assoc-Director #626987	1	330	330
Membership - Tampa Area Safety-Renewal	1	300	300
Membership - American Water Works Association #03124		238	238
Membership - American PW Assoc-Deputy Director	1	330	330
Membership - Sam's Club	1	50 _	50
Totals For Gl# 001-540-531.0300-Membership Dues			1,248
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	80 825	320
Sonitrol Security Monitoring	4	825	3,300
Syn-Tech Systems Maintenance 5/27/19-5/26/20	1	495	495

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PUBLIC WORKS ADMINISTRATION DEPARTMENT FUND 001; DEPARTMENT 540

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 540-Public Works Administration GPS Device Annually 17323 Totals For Gl# 001-540-531.1600-Contract Services	1	371 _	371 13,381
001-540-531.2000 Engineering Services Engineering Services Totals For Gl# 001-540-531.2000-Engineering Services	1	10,000 _	10,000 10,000
001-540-534.2100 Employee Testing Drug-Alcohol Testing On-Site For Incidents Hepatitis Vaccine Totals For Gl# 001-540-534.2100-Employee Testing	1 1	300 1,000 _	300 1,000 1,300
001-540-540.5100 Travel And Per Diem Travel And Per Diem Travel And Per Diem -Schwartz Totals For Gl# 001-540-540.5100-Travel And Per Diem	1 2	1,000 500 _	1,000 1,000 2,000
001-540-541.1100 Communications Cell Service-PW Admin Supervisor-Johnson Cell Service-PW Director-Tusing Cell Service-PW Deputy Director Cell Service Overages Cell Service - GIS Coordinator In-Car Wireless - PW Director - Tusing Totals For Gl# 001-540-541.1100-Communications	12 12 12 1 1 12 12	40 50 50 600 54 38	480 600 600 600 648 456 3,384
001-540-542.1200 Postage/Mailing Services Pitney Bowes Dm100 Refill As Needed Totals For Gl# 001-540-542.1200-Postage/Mailing Services	1	500 _	500 500
001-540-543.0000 Utility Services City Of Palmetto Utility FPL Totals For Gl# 001-540-543.0000-Utility Services	1 1	10,614 16,846 _	10,614 16,846 27,460
001-540-544.0500 Operating Lease Canon-C5560I-Lease-Payment# 32-36 Of 36 Canon-C5255-Maintenance Postage Meter-Lease New Lease Totals For Gl# 001-540-544.0500-Operating Lease	5 1 4 7	274 1,128 129 274	1,370 1,128 516 1,918 4,932
001-540-545.1200 Insurance B-2 Fuel Tank Premium August 14 D-6 Executive Travel Oct 13 Pw Director	1 1	⁷⁶⁰ -	760 55

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PUBLIC WORKS ADMINISTRATION DEPARTMENT FUND 001; DEPARTMENT 540

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 540-Public Works Administration Gen Liab, Auto, Property Insurance Quarterly Totals For Gl# 001-540-545.1200-Insurance	4	3,091 _	12,364 13,179
001-540-545.9900 Insurance Contingency - Vehicle Insurance Deductibles Totals For Gl# 001-540-545.9900-Insurance Contingency - Veh	l nicle	5,000 _	5,000 5,000
001-540-546.3400 Repair & Maintenance Aboveground Tank Repairs As Needed AC Maintenance As Needed Electric Gate Repairs As Needed Maintenance-City Buildings As Needed Ceiling Tile Replacement Totals For Gl# 001-540-546.3400-Repair & Maintenance	1 1 1 1	2,000 1,000 1,000 20,000 10,000	2,000 1,000 1,000 20,000 10,000 34,000
001-540-546.4000 Vehicle Repair & Maintenance FA#17323 Durango,4-D,2004-PW Admin FA#20437 Ford Explorer, 2017 -Director Of Public Works FA#20441 Ford Explorer, 2017- Deputy Director Totals For Gl# 001-540-546.4000-Vehicle Repair & Maintenan	1 1 1	1,000 500 500 _	1,000 500 500 2,000
001-540-547.5100 Printing And Binding Business Cards/General Totals For Gl# 001-540-547.5100-Printing And Binding	1	100 _	100 100
001-540-549.0300 Issues To North River Rd Expenses Passed Thru To NRFD Totals For Gl# 001-540-549.0300-Issues To North River Rd	1	19,000 _	19,000 19,000
001-540-551.1200 Office Supplies Office Supplies As Needed Paper For Plotter 24X50 Yds-As Needed Totals For Gl# 001-540-551.1200-Office Supplies	1 1	500 500 _	500 500 1,000
001-540-552.1500 Fuel And Lubricants Fuel-Lubricant As Needed Totals For Gl# 001-540-552.1500-Fuel And Lubricants	1	2,200 _	2,200 2,200
001-540-552.2300 Operating Expenses Annual Copier Property Tax-Annually Arcgis License/Maintenance Fee Yearly Coffee And Water Services As Needed	1 1 1	180 4,400 500	180 4,400 500

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PUBLIC WORKS ADMINISTRATION DEPARTMENT FUND 001; DEPARTMENT 540

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 540-Public Works Administration			
Janitorial Supplies As Needed/Stock	1	500	500
Printer Cartridges/Toners/Plotter As Needed	1	1,000	1,000
GPS Software Maintenance	1	1,500	1,500
Totals For Gl# 001-540-552.2300-Operating Expenses		_	8,080
001-540-552.3900 Safety Program Expense			
Fire Extinguisher Maintenance Annually	1	1,500	1,500
PPE Safety Footwear-Dir/Deputy Directors/GIS	2	100	200
PPE Vest/Safety Glasses, Etc. As Needed/Stock	1	100 _	100
Totals For Gl# 001-540-552.3900-Safety Program Expense		_	1,800
001-540-552.4200 Small Tools/Equipment			
Field Equipment-Stakes As Needed/Stock	1	100	100
Totals For Gl# 001-540-552.4200-Small Tools/Equipment			100
001-540-552.5100 Uniform Purchases And Cleaning			
City Shirts-Deputy Dir-Rayan	1	300	300
City Shirts-Director-Tusing	1	300	300
City Shirts-PW Coordinator-Johnson	1	300	300
City Shirts-CS I-Vacant	1	300 _	300
Totals For Gl# 001-540-552.5100-Uniform Purchases And Cle	aning		1,200
001-540-554.0100 Non-Capitalized Equipment			
Desk W/Hutch	1	831 _	831
Totals For Gl# 001-540-554.0100-Non-Capitalized Equipment			831
001-540-554.1200 Publications			
AWWA - Manuals	1	500 _	500
Totals For Gl# 001-540-554.1200-Publications			500
001-540-555.1300 Technical/Training			
Beginner Computer 1-Workforce	4	110	440
Seminar-Conference-Word As Needed	4	110	440
Utilities Management Seminar	1	1,000 _	1,000
Totals For Gl# 001-540-555.1300-Technical/Training			1,880
001-540-564.0100 Machinery And Equipment		••	•••
Security Glass Front Counter	1	35,000	35,000
Dell 55 Interactive Touch Monitor C5518Qt	1	3,000 _	3,000
Totals For Gl# 001-540-564.0100-Machinery And Equipment			38,000
001-540-571.0100 Princ - Lease	4	2 (00	14.500
P# 11-14 Fa20437/20438 Explorer	4	3,698	14,792
FPL (1 Out Of 12 Pymts)	1	2,058 _	2,058
Totals For Gl# 001-540-571.0100-Princ - Lease			16,850

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PUBLIC WORKS ADMINISTRATION DEPARTMENT FUND 001; DEPARTMENT 540

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 540-Public Works Administration			
001-540-572.0100 Int Exp - Lease			
P# 07-10 Fa20437/20438 Explorer	4	85	340
FPL (1 Out Of 12 Pymts)	1	755	755
Totals For Gl# 001-540-572.0100-Int Exp - Lease		_	1,095
Totals For Dept 540-Public Works Administration			\$ 790,949





"All great achievements require time."

Maya Angelou

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Cost Center and Number: Planning - 543

Fund: General Fund - 001 Department: Public Works

Contact Hours: Monday through Friday, 7:30 to 4:00

Location: Public Works, 601 17th St. West, Palmetto, FL 34221

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, sand building permits; and
- Reviews business tax licenses and building permit applications for compliance with impact fees, zoning codes, and land use regulations.

Future Challenges or Issues facing the Cost Center

Reevaluating land use, building and code enforcement ordinances, resolutions and comprehensive
plan amendments. Currently evaluating and preparing amendments to the Comprehensive Plan.
Immediate need to review, update, and amend/create the City's Land Development Code. Examine
new opportunities to provide updated workforce-affordable housing for area residents.
Redevelopment of aging areas of the City including the downtown core.

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

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

Cost Center Goals and Objectives:

ost cente	er Goals and Objectives:
1.	Prepare and process Comp Plan and Land
	Development Code amendments.
2.	Consistently enforce and implement land
	development code and building code
3.	Assist the public providing excellent, prompt,
	cheerful customer service
4.	Draft revised Land Development Code
5.	Update City flood regulations and mapping
6.	Assist public works to insure development does
	not outpace infrastructure.
7.	Protect the City's environment including the
	Manatee River and Terra Ceia Bay
8.	Provide clean, environmentally friendly
	affordable housing for residents.
9.	Preserve the City's history through cultural
	diversity and historic preservation.
10.	Enhance and encourage a walkable, multi-
	modal community.
11.	Work with private entities and other
	governmental agencies to promote economic
	development, educational opportunities, and
	provision of jobs in the City.

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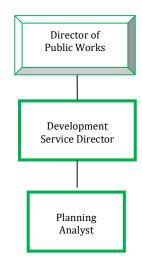


Planning Department Organizational Information

Total Personnel Wages	\$ 117,535
Total Benefits	\$ 52,313
Total Personnel Cost	\$ 169,848

Job Title	Position ID	FTE	
Planning Analyst	PW-543-1275-01	FT	
Development Service Director	PW-543-1265-01	FT	
Full-Time Position			2
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			2

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position



Volunteers





001-543 - PLANNING Cost Center Summary

Account 001-543	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	0					
512.0100	Regular Salaries	\$ 110,782	\$ 114,111	\$ 114,111	\$ 117,535	3.0 %
521.0100	Fica Taxes	7,613	8,729	8,127	8,991	3.0 %
522.2100	Retirement General Employee	27,129	25,584	25,561	21,709	(15.1)%
523.0100	Health Insurance	20,572	18,425	18,424	21,080	14.4 %
523.0300	Insurance & EAP	405	415	415	386	(7.0)%
524.0100	Workers' Compensation	164	150	155	147	(2.0)%
	Total Personnel Expenses	166,665	167,414	166,793	169,848	1.5 %
531.0100	Consulting	19,824	63,211	46,500	60,000	(5.1)%
531.0300	Membership Dues	666	750	675	700	(6.7)%
531.1600	Contract Services	-	-	-	371	- %
540.5100	Travel and Per Diem	1,049	1,371	1,400	1,500	9.4 %
541.1100	Communications	333	600	445	600	- %
542.1200	Postage/Mailing Service	2,000	1,947	2,000	2,050	5.3 %
544.0500	Operating Lease	134	300	110	300	- %
545.1200	Insurance	4,179	3,120	3,778	3,776	21.0 %
546.4000	Vehicle Repair & Maintenance	-	-	-	750	- %
547.5100	Printing And Binding	1,047	779	200	500	(35.8)%
548.9100	Promotional Advertising	-	1,000	-	-	(100.0)%
551.1200	Office Supplies	349	500	385	500	- %
552.1500	Fuel and Lubricants	-	-	-	700	- %
552.2300	Operating Expenses	817	600	675	500	(16.7)%
552.3900	Safety Program Expense	17	100	-	100	- %
552.4200	Small Tools/Equipment	100	400	330	75	(81.3)%
552.5100	Uniform Purchases And Cleaning	94	357	240	200	(44.0)%
554.0100	Non-Capitalized Equipment	876	777	777	950	22.3 %
554.1200	Publications	-	150	-	50	(66.7)%
555.1300	Technical/Training	900	1,226	1,150	500	(59.2)%
	Total Operating Expenses	32,385	77,188	58,665	74,122	(4.0)%
	TOTAL EXPENDITURES	\$ 199,050	\$ 244,602	\$ 225,458	\$ 243,970	(0.3)%

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PLANNING DEPARTMENT FUND 001; DEPARTMENT 543

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 543-Planning			
001-543-512.0100 Regular Salaries			
Regular Salaries	1	117,535 _	117,535
Totals For Gl# 001-543-512.0100-Regular Salaries			117,535
001-543-521.0100 FICA Taxes			
FICA Taxes	1	8,991	8,991
Totals For Gl# 001-543-521.0100-FICA Taxes			8,991
001-543-522.2100 Retirement General Employee			
General Employees Pension	1	21,709 _	21,709
Totals For Gl# 001-543-522.2100-Retirement General Employee			21,709
001-543-523.0100 Health Insurance			
Health Insurance - Spouse	1		11,512
Health Insurance - EE & Chil(Ern)	1	9,568 _	9,568
Totals For Gl# 001-543-523.0100-Health Insurance			21,080
001-543-523.0300 Life Insurance & EAP			
Life Insurance	1	386_	
Totals For Gl# 001-543-523.0300-Life Insurance & EAP			386
001-543-524.0100 Workers' Compensation			
Workers' Compensation	1	147 _	147
Totals For Gl# 001-543-524.0100-Workers' Compensation			147
001-543-531.0100 Consulting			
General Consultant Land Dev Code Revisions	1	30,000	30,000
Consultant Master Parks Plan	1	30,000 _	30,000
Totals For Gl# 001-543-531.0100-Consulting			60,000
001-543-531.0300 Membership Dues			
Incl Bar Dues, FPZA, APA	1	700_	700
Totals For Gl# 001-543-531.0300-Membership Dues			700
001-543-531.1600 Contract Services			
GPS Tracking 17316	1	371 _	371
Totals For Gl# 001-543-531.1600-Contract Services			371

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PLANNING DEPARTMENT FUND 001; DEPARTMENT 543

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 543-Planning 001-543-540.5100 Travel And Per Diem Seminars-Conference Totals For Gl# 001-543-540.5100-Travel And Per Diem	1	1,500 _	1,500 1,500
001-543-541.1100 Communications Cell Service-Supervisor	12	50 _	ŕ
Totals For Gl# 001-543-541.1100-Communications			600
001-543-542.1200 Postage/Mailing Services Refill To Postage Machine Certified Mailings	1 1	1,800 250 _	1,800 250
Totals For Gl# 001-543-542.1200-Postage/Mailing Services			2,050
001-543-544.0500 Operating Lease Operating Lease-Copy Overages Totals For Gl# 001-543-544.0500-Operating Lease	1	300_	300
001-543-545.1200 Insurance Gen Liab-Auto-Property Insurance Totals For Gl# 001-543-545.1200-Insurance	4	944 _	3,776 3,776
001-543-546.4000 Vehicle Repair & Maintenance Vehicle # 316 Totals For Gl# 001-543-546.4000-Vehicle Repair & Maintenance	1	750_	750 750
001-543-547.5100 Printing And Binding Public Notice As Needed For Variances, Rezoning, Etc Totals For Gl# 001-543-547.5100-Printing And Binding	1	500_	500 500
001-543-551.1200 Office Supplies Pen-Pencil-Folders As Needed Totals For Gl# 001-543-551.1200-Office Supplies	1	500_	500 500
001-543-552.1500 Fuel & Lubricants Fuel Totals For Gl# 001-543-552.1500-Fuel & Lubricants	1	700_	700 700
001-543-552.2300 Operating Expenses			

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PLANNING DEPARTMENT FUND 001; DEPARTMENT 543

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 543-Planning			
Miscellaneous Expenses	1	500	500
Totals For Gl# 001-543-552.2300-Operating Expenses		_	500
001-543-552.3900 Safety Program Expense			
Safety Shoes	2	50	100
Totals For Gl# 001-543-552.3900-Safety Program Expense		_	100
001-543-552.4200 Small Tools/Equipment			
Office Label Machine Refill	1	75 _	75
Totals For Gl# 001-543-552.4200-Small Tools/Equipment		_	75
001-543-552.5100 Uniform Purchases And Cleaning			
City Shirts	2	100	200
Totals For Gl# 001-543-552.5100-Uniform Purchases And Cleaning			200
001-543-554.0100 Non-Capitalized Equipment			
Office Furn And Scanner-K. Hill. Scanner	1	950	950
Totals For Gl# 001-543-554.0100-Non-Capitalized Equipment		_	950
001-543-554.1200 Publications			
Books, Pubs To Support Planning And Zoning	1	50	50
Totals For Gl# 001-543-554.1200-Publications			50
001-543-555.1300 Technical/Training			
Webinars To Support Planning And Zoning, Short Course-Wor	1	250	250
Technical/Training	1	250	250
Totals For Gl# 001-543-555.1300-Technical/Training		_	500
Totals For Dept 543-Planning			\$ 243,970



Cost Center and Number: Fleet - 549

Fund: General Fund - 001 Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

Responsible for the repair and maintenance of vehicles, tractors, off road vehicles, generators.

• Ensure City employees are provided with safe and properly operating equipment.

<u>Future Challenges or Issues facing the Cost Center</u>

- Finding adequate training to make sure that our employees are up to date on our equipment.
- Scheduling City Vehicles for quarterly maintenance

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

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

Cost Center Goals and Objectives:
1. Update training on newer vehicles
2. Improve lifts for fleet vehicles

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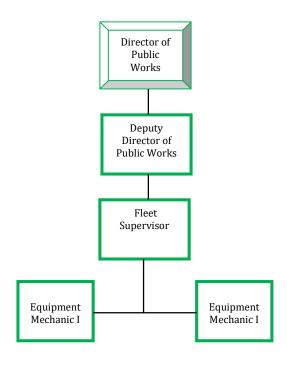


Fleet Maintenance Department Organizational Information

Total Personnel Wages\$ 129,394Total Benefits\$ 64,215Total Personnel Cost\$ 193,609

Job Title	Position ID	FTE	
Equipment Mechanic I	PW-549-1257-02	FT	
Equipment Mechanic I	PW-549-1257-01	VCT	
Overtime			-
Fleet Supervisor	PW-549-1290-01	FT	
Full-Time Position			2,
VACANT Full-Time Position			1
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			3

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position



Volunteers



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001-549 - FLEET Cost Center Summary

Account 001-549	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	EXPENDITURES					
512.0100	Regular Salaries	\$ 137,864	\$ 126,334	\$ 112,426	\$ 129,394	2.4 %
514.0100	Overtime - GE	84	750	-	-	(100.0)%
521.0100	Fica Taxes	10,067	9,722	8,092	9,899	1.8 %
522.2100	Retirement General Employee	18,341	28,492	25,183	23,899	(16.1)%
523.0100	Health Insurance	17,264	23,830	21,153	27,266	14.4 %
523.0300	Insurance & EAP	411	478	407	424	(11.3)%
524.0100	Workers' Compensation	3,169	2,634	2,409	2,727	3.5 %
	Total Personnel Expenses	187,200	192,240	169,670	193,609	0.7 %
531.1600	Contract Services	745	740	1,125	371	(49.9)%
540.5100	Travel and Per Diem	-	1,000	400	1,000	- %
541.1100	Communications	30	720	-	720	- %
544.1500	Rental Expenses	721	1,800	800	1,800	- %
545.1200	Insurance	7,081	5,010	5,020	4,906	(2.1)%
546.3400	Repair & Maintenance	4,279	5,000	2,800	7,500	50.0 %
546.4000	Vehicle Repair & Maintenance	640	2,500	1,250	2,500	- %
551.1200	Office Supplies	2	470	10	470	- %
552.1500	Fuel and Lubricants	753	1,000	724	1,000	- %
552.2300	Operating Expenses	3,081	3,300	4,000	4,000	21.2 %
552.3900	Safety Program Expense	154	400	350	400	- %
552.4200	Small Tools/Equipment	3,368	4,500	2,250	5,000	11.1 %
552.5100	Uniform Purchases And Cleaning	746	980	900	980	- %
554.0100	Non-Capitalized Equipment	-	3,000	2,700	3,000	- %
554.1200	Publications	1,656	3,008	2,506	3,008	- %
555.1300	Technical/Training		1,750	1,300	1,750	- %
	Total Operating Expenses	23,256	35,178	26,135	38,405	9.2 %
564.0100	Machinery & Equipment	10,281	_	_	_	- %
564.4900	Capital Leases		8,250	8,250		(100.0)%
	Total Capital Purchases	10,281	8,250	8,250	-	(100.0)%
571.0100	Principal	4,055	2,538	2,538	1,992	(21.5)%
572.0100	Interest Expense	62	2,336	2,338	196	192.5 %
573.0500	New Debt Service			547	-	- %
	Total Debt Service	4,117	2,605	3,153	2,188	(16.0)%
	TOTAL EXPENDITURES	<u>\$ 224,854</u>	\$ 238,273	\$ 207,208	\$ 234,202	(1.7)%

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FLEET MANAGEMENT DEPARTMENT FUND 001; DEPARTMENT 549

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 549-Fleet Management			
001-549-512.0100 Regular Salaries			
Regular Salaries	1	129,394	129,394 129,394
Totals For Gl# 001-549-512.0100-Regular Salaries			129,394
001-549-521.0100 FICA Taxes			
FICA Taxes	1	9,899	9,899
Totals For Gl# 001-549-521.0100-FICA Taxes			9,899
001-549-522.2100 Retirement General Employee			
General Employees Pension	1	23,899	23,899
Totals For Gl# 001-549-522.2100-Retirement General Employe	ee		23,899
001-549-523.0100 Health Insurance			
Health Insurance - Employee	2	6,545	13,090
Health Insurance - Family	1	14,176	14,176
Totals For Gl# 001-549-523.0100-Health Insurance			27,266
001-549-523.0300 Life Insurance & EAP			
Life Insurance	1	424 _	424
Totals For Gl# 001-549-523.0300-Life Insurance & EAP			424
001-549-524.0100 Workers' Compensation			
Workers' Comp	1	2,727	2,727 2,727
Totals For Gl# 001-549-524.0100-Workers' Compensation			2,727
001-549-531.1600 Contract Services			
GPS Device Annually 17443	1	371 _	371
Totals For Gl# 001-549-531.1600-Contract Services			371
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

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FLEET MANAGEMENT DEPARTMENT FUND 001; DEPARTMENT 549

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 549-Fleet Management			
001-549-544.1500 Rental Expenses			
Torch Tanks Shop Rags	1	1,800_	1,800
Totals For Gl# 001-549-544.1500-Rental Expenses			1,800
001-549-545.1200 Insurance			
B-1 Pollution	1	450	450
Gen Liab-Auto-Property Insurance	4	1,114	4,456
Totals For Gl# 001-549-545.1200-Insurance			4,906
001-549-546.3400 Repair & Maintenance			
Gas Pumps Checked Hosesbreak Aways	1	1,500	1,500
Service Air Compressor	1	1,500	1,500
Misc Fleet Repairs	1	2,000	2,000
Replace Grates For Fleet Flooring	1	2,500	2,500
Totals For Gl# 001-549-546.3400-Repair & Maintenance			7,500
001-549-546.4000 Vehicle Repair & Maintenance			
Vehicle Maintenance Fa#17443 - #20509	1	2,500_	2,500
Totals For Gl# 001-549-546.4000-Vehicle Repair & Maintenar	nce		2,500
001-549-551.1200 Office Supplies			
Pens-Pencils-Paper Calendar	1	470_	470
Totals For Gl# 001-549-551.1200-Office Supplies			470
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	2,000	2,000
Totals For Gl# 001-549-552.2300-Operating Expenses			4,000
001-549-552.3900 Safety Program Expense			
Safety Footwear Program	3	100	300
Misc PPE Central Stores	1	100_	100
Totals For Gl# 001-549-552.3900-Safety Program Expense			400

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FLEET MANAGEMENT DEPARTMENT FUND 001; DEPARTMENT 549

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 549-Fleet Management			
001-549-552.4200 Small Tools/Equipment			
Misc Screw Drivers-Wrenches	1	1,551	1,551
Diesel Forced Air Heater	1	499	499
17 Gallon Oil Drain	1	400	400
Snap On Prolink Programs	1	2,550	2,550
Totals For Gl# 001-549-552.4200-Small Tools/Equipment		_	5,000
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 Clea	nning	_	980
001-549-554.0100 Non-Capitalized Equipment			
Misc Oil Pumps And Equipment	1	1,800	1,800
Coolant Exchager	1	1,200	•
Totals For Gl# 001-549-554.0100-Non-Capitalized Equipment	•	1,200_	3,000
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	502	
Totals For Gl# 001-549-554.1200-Publications	•		3,008
001-549-555.1300 Technical/Training			
Technical And Training	1	1,750	1,750
Totals For Gl# 001-549-555.1300-Technical/Training		, <u> </u>	1,750
001-549-571.0100 Princ - Lease			
P# 02-05 Tire Machine	4	498	1,992
Totals For Gl# 001-549-571.0100-Princ - Lease		_	1,992
001-549-572.0100 Int Exp - Lease			
P# 02-05 Tire Machine	4	49	196
Totals For Gl# 001-549-572.0100-Int Exp - Lease	,	.,_	196
Totals For Dept 549-Fleet Management			\$ 234,202

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Cost Center and Number: Parks and Recreation - 572

Fund: General Fund - 001 Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

• Responsible for the maintenance of landscaping, irrigation and mowing of all City parks and open spaces.

 To promote safe recreational and educational opportunities to be enjoyed by City residents and guests

Future Challenges or Issues facing the Cost Center

Staffing levels with new parks coming online

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

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

Cost Cent	er Goals and Objectives:
1.	Work to improve the quality of our turf areas and landscape
2.	Improve structures at the parks and add irrigation to the areas needed
3.	Perform inspections on a regular bases for safety within our parks
4.	Maintain high quality at all parks and keep communication with our citizens
5.	Keep better our turf areas and landscaping

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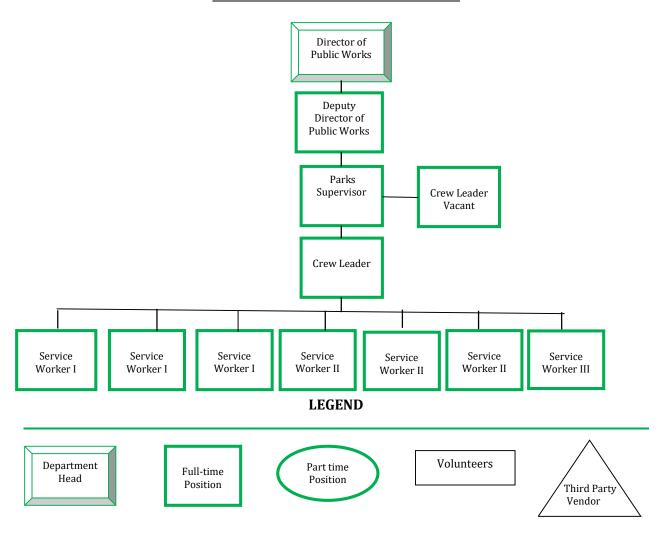


Parks & Recreation Department Organizational Information

Total Personnel Wages	\$ 308,382
Total Benefits	\$ 149,531
Total Personnel Cost	\$ 457,913

Job Title	Position ID	FTE	
Crew Leader	PW-572-1253-01	FT	
Crew Leader	PW-572-1253-02	VCT	
Service Worker II	PW-572-1286-04	FT	
Service Worker II	PW-572-1286-05	FT	
Service Worker III	PW-572-1284-01	FT	
Service Worker II	PW-572-1286-08	FT	
Service Worker I	PW-572-1285-14	FT	
Service Worker I	PW-572-1285-05	FT	
Service Worker I	PW-572-1285-02	FT	
Overtime			-
Reimbursement	-		-
Full-Ti	ime Position		8
VACANT Full-Ti	ime Position		1
Part-Tir	ne Positions		0
VACANT Part-Tir	ne Positions		0
Ele	cted Officals		0
То	tal Positions		9

COST CENTER ORGANIZATIONAL CHART





001-572 - PARKS AND RECREATION Cost Center Summary

Account 001-572	Description		018 ctual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	EXPENDITURES						
512.0100	Regular Salaries	\$ 2	40,958 \$	279,285 \$	226,691	\$ 301,882	8.1 %
514.0100	Overtime - GE		1,777	6,500	1,415	6,500	- %
514.0150	Overtime - Holiday General		185	-	2,406	-	- %
	Employees						
521.0100	Fica Taxes		18,046	21,862	17,229	23,590	7.9 %
522.2100	Retirement General Employee		59,592	64,073	51,403	56,958	(11.1)%
523.0100	Health Insurance	•	41,484	48,403	38,224	58,905	21.7 %
523.0300	Insurance & EAP		900	1,084	800	991	(8.6)%
524.0100	Workers' Compensation		7,306	7,473	61,178	9,087	21.6 %
529.9900	Reimbursement Of Personnel Costs		(1,301)	(1,300)	(750)		(100.0)%
	Total Personnel Expenses	3	68,947	427,380	398,596	457,913	7.1 %
531.0100	Consulting		3,750	-	-	10,000	- %
531.1600	Contract Services		1,949	26,567	17,500	19,155	(27.9)%
534.1600	Lot Clearing		6,900	9,000	6,200	9,000	- %
540.5100	Travel and Per Diem		210	700	200	700	- %
541.1100	Communications		627	720	632	720	- %
543.0000	Utility Services		37,407	42,735	39,300	40,418	(5.4)%
544.0500	Operating Lease		55	328	250	328	- %
544.1500	Rental Expenses		=.	1,300	325	1,300	- %
545.1200	Insurance		20,212	26,980	31,244	31,244	15.8 %
546.3400	Repair & Maintenance		20,543	21,698	11,250	25,000	15.2 %
546.4000	Vehicle Repair & Maintenance		12,498	20,000	9,500	15,000	(25.0)%
551.1200	Office Supplies		32	200	50	150	(25.0)%
552.0000	Operating Expenses - Veolia		-	1,000	-	1,000	- %
552.1100	Chemicals		11,422	14,000	6,750	10,000	(28.6)%
552.1500	Fuel and Lubricants		14,491	17,000	13,674	18,000	5.9 %
552.1700	Irrigation Supplies		1,357	6,000	2,150	3,000	(50.0)%
552.2000	Tree And Landscape Fund Landscaping Material		1,057	1,500	750 25	1,500	- %
552.2100 552.2300	Operating Expenses		8,320	6,000 5,500	7,000	4,000 5,500	(33.3)%
552.3900	Safety Program Expense		958	1,100	1,000	1,200	9.1 %
552.4200	Small Tools/Equipment		5,290	5,090	1,600	5,300	4.1 %
552.5100	Uniform Purchases And Cleaning		1,838	3,000	2,500	3,000	- %
552.7100	Fairs & Festivals		-	-	81	-	- %
554.0100	Non-Capitalized Equipment		_	1,500	-	_	(100.0)%
555.1300	Technical/Training		2,608	1,500	1,500	1,500	- %
	Total Operating Expenses	1:	51,524	213,418	153,481	207,015	(3.0)%
564.0100	Machinery & Equipment		0 622			12 000	0/
564.0100	Machinery & Equipment		9,623	-	-	13,000	- %

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001-572 - PARKS AND RECREATION Cost Center Summary

Account 001-572	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
564.4900	Capital Leases	31,968	50,000	47,500	24,000	(52.0)%
	Total Capital Purchases	41,591	50,000	47,500	37,000	(26.0)%
571.0100	Principal	9,815	11,904	14,890	21,760	82.8 %
572.0100	Interest Expense	586	750	1,071	1,642	118.9 %
573.0500	New Debt Service		3,312	3,312	3,198	(3.4)%
	Total Debt Service	10,401	15,966	19,273	26,600	66.6 %
	TOTAL EXPENDITURES	\$ 572,463	\$ 706,764	\$ 618,850	\$ 728,528	3.1 %

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PARKS AND RECREATION DEPARTMENT FUND 001; DEPARTMENT 572

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 572-Parks & Recreation			
001-572-512.0100 Regular Salaries			
Regular Salaries	1	301,882	301,882
Totals For Gl# 001-572-512.0100-Regular Salaries			301,882
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	23,590 _	23,590
Totals For Gl# 001-572-521.0100-FICA Taxes			23,590
001-572-522.2100 Retirement General Employee			
General Employees Pension	1	56,958	56,958
Totals For Gl# 001-572-522.2100-Retirement General Employe	ee		56,958
001-572-523.0100 Health Insurance			
Health Insurance - Employee	9	6,545	58,905
Totals For Gl# 001-572-523.0100-Health Insurance			58,905
001-572-523.0300 Life Insurance & EAP			
Life Insurance	1	991 _	991
Totals For Gl# 001-572-523.0300-Life Insurance & EAP			991
001-572-524.0100 Workers' Compensation			
Workers' Comp	1	9,087	9,087
Totals For Gl# 001-572-524.0100-Workers' Compensation			9,087
001-572-531.0100 Consulting			
Impact Fee Study	1	10,000 _	10,000
Totals For Gl# 001-572-531.0100-Consulting			10,000
001-572-531.1600 Contract Services			
Temporary Contract Labor	1	15,000	15,000
Pest Control-Park Buildings 4 Qtr	4	85	340
Sonitrol Monitoring-17 St Tool Room	4	119	476
GPS Device Annually 17303,17420,17586,17637,17638,1	9	371 _	3,339
Totals For Gl# 001-572-531.1600-Contract Services			19,155

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PARKS AND RECREATION DEPARTMENT FUND 001; DEPARTMENT 572

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 572-Parks & Recreation			
001-572-534.1600 Lot Clearing			
Emergency Tree Removal	1	3,000	3,000
Mangrove Trimming/Riverside Park	1	3,000	3,000
Mangrove Trimming Estuary Park	1	3,000 _	3,000
Totals For Gl# 001-572-534.1600-Lot Clearing			9,000
001-572-540.5100 Travel And Per Diem			
Classes Required CEU	1	700 _	700
Totals For Gl# 001-572-540.5100-Travel And Per Diem			700
001-572-541.1100 Communications			
Communications/Supervisor	12	60 _	720
Totals For Gl# 001-572-541.1100-Communications			720
001-572-543.0000 Utility Services			
Electricity-Parks	1	19,444	19,444
Water Usage-Parks	1	20,974 _	20,974
Totals For Gl# 001-572-543.0000-Utility Services			40,418
001-572-544.0500 Operating Lease			
Ricoh Mp2555 16-27 Of 36	12	19	228
Ricoh Mp2555 Maint (12 Month)	1	100 _	100
Totals For Gl# 001-572-544.0500-Operating Lease			328
001-572-544.1500 Rental Expenses			
Misc Rental Of Equipment	1	500	500
Port-O-Let Rentals	1	800 _	800
Totals For Gl# 001-572-544.1500-Rental Expenses			1,300
001-572-545.1200 Insurance			
Gen Liab-Auto-Property Insurance - Quarterly	4	7,811	31,244
Totals For Gl# 001-572-545.1200-Insurance			31,244
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	2,000	2,000

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PARKS AND RECREATION DEPARTMENT FUND 001; DEPARTMENT 572

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 572-Parks & Recreation			
Miscellaneous Fencing	1	2,000	2,000
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 & Maintenand	ce		15,000
001-572-551.1200 Office Supplies			
Office Supplies As Needed	1	150 _	150
Totals For Gl# 001-572-551.1200-Office Supplies			150
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	3		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	3,000 _	3,000
Totals For Gl# 001-572-552.1700-Irrigation Supplies			3,000
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

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PARKS AND RECREATION DEPARTMENT FUND 001; DEPARTMENT 572

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 572-Parks & Recreation			
001-572-552.2300 Operating Expenses			
Misc Items As Needed	1	5,500	5,500
Totals For Gl# 001-572-552.2300-Operating Expenses			5,500
001-572-552.3900 Safety Program Expense			
Personal Protective Equipment	1	400	400
Safety Shoe Purchase- Parks Employees	8	100 _	800
Totals For Gl# 001-572-552.3900-Safety Program Expense			1,200
001-572-552.4200 Small Tools/Equipment			
Misc Hand Tools-Power Tools	1	2,000	2,000
Trash Receptacles-Parks	1	3,000	3,000
Evx539 Digital Portable Radios	1	300 _	300
Totals For Gl# 001-572-552.4200-Small Tools/Equipment			5,300
001-572-552.5100 Uniform Purchases And Cleaning			
Uniforms - 7 Employees	1	3,000 _	3,000
Totals For Gl# 001-572-552.5100-Uniform Purchases And Cle	eaning		3,000
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
001-572-564.0100 Machinery & Equipment			
Refurbished Bucket Truck (Share W/541)	0.2	65,000 _	13,000
Totals For Gl# 001-572-564.0100-Machinery & Equipment			13,000
001-572-564.4900 Capital Leases			
Z-Track Zero Turn Mower	3	8,000	24,000
Totals For Gl# 001-572-564.4900-Capital Leases			24,000
001-572-571.0100 Princ - Lease			
P# 15-16 FA#20317 Turf Mower	2	708	1,416
P# 07-10 FA#20509 Ford F-150	4	2,068	8,272
P# 02-05 Ford F-350	4	3,018	12,072
Totals For Gl# 001-572-571.0100-Princ - Lease			21,760

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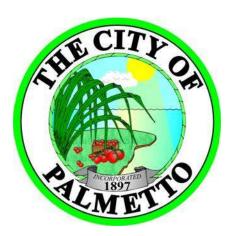


PARKS AND RECREATION DEPARTMENT FUND 001; DEPARTMENT 572

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGE	
Dept 572-Parks & Recreation				
001-572-572.0100 Int Exp - Lease				
P# 15-16 FA#20317 Turf Mower	2	5		10
P# 07-10 FA#20509 Ford F-150	4	114	۷	156
P# 02-05 Ford F-350	4	294	1,1	176
Totals For Gl# 001-572-572.0100-Int Exp - Lease		_	1,6	542
001-572-573.0500 New Debt Service				
Zero Turn Mower	2	1,599	3,1	198
Totals For Gl# 001-572-573.0500-New Debt Service			3,1	98
Totals For Dept 572-Parks & Recreation			\$ 728,5	528

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

Warren Buffett (born 1930) CEO of Berkshire Hathaway

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Cost Center and Number: Building Department - 524

Fund: General Fund - 001 Department: Public Works

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

Location: Public Works, 601 17th St. West, Palmetto, FL 34221

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; and
- Responsible for BCEGS, CRS, and FEMA audits when required.

Future Challenges or Issues facing the Cost Center

- Implement existing software system, updating department forms, ensure current information regarding
 permitting and building regulations is available to the public via the City website;
- Review fee schedule;
- Increase efficiency of inspections, plan review, and permit issuance; and
- Increase coordination with planning, code enforcement, and public works departments.

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

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

Cost Cent	er Goals and Objectives:
1.	Update maps used by and for customers
2.	Implement centralized permitting services
3.	Streamline permitting process using existing software
4.	Continue workplace and worksite safety

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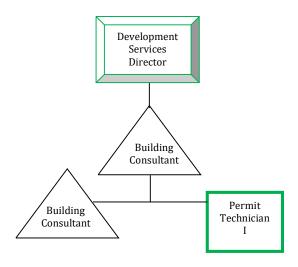


Building Department Organizational Information

Total Personnel Wages	\$ 98,597
Total Benefits	\$ 33,506
Total Personnel Cost	\$ 132,103

Job Title	Position ID	FTE	
Development Services Technician	PW-524-1262-02	FT	
Building Inspector - PT	PW-524-1207-02	PVT	
Development Services Technician	PW-524-1262-01	FT	
Full-Time Position			2.
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			1
Elected Officals			0
Total Positions			3

COST CENTER ORGANIZATIONAL CHART



LEGEND







Volunteers



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001-524 - BUILDING DEPARTMENT Cost Center Summary

Account 001-524	Description		2018 Actual		2019 Revised Budget		2019 Projected Actual		2020 Adopted Budget	% Change of Budget
	0									
512.0100	Regular Salaries	\$	33,086	\$	65,258	\$	56,536	\$	67,810	3.9 %
513.0100	Part Time Wages		-		28,851		4,439		30,787	6.7 %
521.0100	Fica Taxes		2,509		7,276		4,630		7,543	3.7 %
522.2100	Retirement General Employee		8,095		14,856		12,461		12,525	(15.7)%
523.0100	Health Insurance		5,174		11,440		8,580		13,090	14.4 %
523.0300	Insurance & EAP		131		302		212		224	(25.8)%
524.0100	Workers' Compensation		49		125		82		124	(0.8)%
529.0000	Career Advancement	_		_	1,004	_	-	_		(100.0)%
	Total Personnel Expenses		49,044		129,112		86,940		132,103	2.3 %
531.0100	Consulting		_		1,220		1,220		_	(100.0)%
531.0300	Membership Dues		160		750		360		750	- %
531.1600	Contract Services		192,793		271,808		227,000		190,000	(30.1)%
534.4200	Building Demolition		-		18,300		4,000		20,000	9.3 %
540.5100	Travel and Per Diem		1,434		1,000		150		250	(75.0)%
541.1100	Communications		587		720		640		720	- %
542.1200	Postage/Mailing Service		200		855		340		750	(12.3)%
544.0500	Operating Lease		233		350		275		350	- %
545.1200	Insurance		2,107		3,172		3,200		3,016	(4.9)%
547.5100	Printing And Binding		-,		500		180		75	(85.0)%
549.9600	Bank Service Charges		4,032		5,000		4,250		5,000	- %
551.1200	Office Supplies		490		1,200		575		500	(58.3)%
552.2300	Operating Expenses		406		500		800		700	40.0 %
552.3900	Safety Program Expense		35		-		-		50	- %
552.4200	Small Tools/Equipment		100		370		70		50	(86.5)%
552.5100	Uniform Purchases And Cleaning		-		-		-		200	- %
554.0100	Non-Capitalized Equipment		876		_		_		950	- %
554.1200	Publications		1,163		500		175		50	(90.0)%
555.1300	Technical/Training		702		1,750		4,025		150	(91.4)%
598.0000	Building Permit Surcharge		11,045		8,100	_	11,300		11,000	35.8 %
	Total Operating Expenses		216,363		316,095		258,560		234,561	(25.8)%
591.0100	Transfer Out - Admin Services		112,404		151,991	_	151,991		143,798	(5.4)%
	Total Transfers-Out		112,404		151,991		151,991		143,798	(5.4)%
	TOTAL EXPENDITURES	\$	377,811	<u>\$</u>	597,198	\$	497,491	\$	510,462	(14.5)%

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BUILDING DEPARTMENT FUND 001; DEPARTMENT 524

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 524-Building Department 001-524-512.0100 Regular Salaries Regular Salaries Totals For Gl# 001-524-512.0100-Regular Salaries	1	67,810 _	67,810 67,810
001-524-513.0100 Part Time Wages Part Time Salaries Totals For Gl# 001-524-513.0100-Part Time Wages	1	30,787 _	30,787 30,787
001-524-521.0100 FICA Taxes FICA Taxes Totals For Gl# 001-524-521.0100-FICA Taxes	1	7,543 _	7,543 7,543
001-524-522.2100 Retirement General Employee General Employees Pension Totals For Gl# 001-524-522.2100-Retirement General Employee	1	12,525 _	12,525 12,525
001-524-523.0100 Health Insurance Health Insurance - Employee Totals For Gl# 001-524-523.0100-Health Insurance	2	6,545 _	13,090 13,090
001-524-523.0300 Life Insurance & EAP Life Insurance Totals For Gl# 001-524-523.0300-Life Insurance & EAP	1	224 _	224 224
001-524-524.0100 Workers' Compensation Workers' Compensation Totals For Gl# 001-524-524.0100-Workers' Compensation	1	124 _	124 124
001-524-531.0300 Membership Dues Membership-Training-ICC-FEMA-ASFPM-FFMA-BOAT Totals For Gl# 001-524-531.0300-Membership Dues	1	750 _	750 750
001-524-531.1600 Contract Services Contract Inspector When Needed Totals For Gl# 001-524-531.1600-Contract Services	1	190,000 _	190,000 190,000
001-524-534.4200 Building Demolition Building Demolition Totals For Gl# 001-524-534.4200-Building Demolition	1	20,000 _	20,000 20,000
001-524-540.5100 Travel And Per Diem Webinar Totals For Gl# 001-524-540.5100-Travel And Per Diem	1	250 _	250 250

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BUILDING DEPARTMENT FUND 001; DEPARTMENT 524

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 524-Building Department 001-524-541.1100 Communications Cell Service-Building Official Totals For Gl# 001-524-541.1100-Communications	12	60 _	720 720
001-524-542.1200 Postage/Mailing Service Postage-Mailing-Certified Letters Totals For Gl# 001-524-542.1200-Postage/Mailing Service	1	750 _	750 750
001-524-544.0500 Operating Lease Copier Maintenance - Overages Totals For Gl# 001-524-544.0500-Operating Lease	1	350 _	350 350
001-524-545.1200 Insurance Gen Liab,Auto,Property Insurance Totals For Gl# 001-524-545.1200-Insurance	4	754 _	3,016 3,016
001-524-547.5100 Printing And Binding Building Permit Placard Totals For Gl# 001-524-547.5100-Printing And Binding	1	75 _	75 75
001-524-549.9600 Bank Serv Charge Credit Card Fees Totals For Gl# 001-524-549.9600-Bank Serv Charge	1	5,000 _	5,000 5,000
001-524-551.1200 Office Supplies Office Supplies As Needed+New Scanner For Tonya Totals For Gl# 001-524-551.1200-Office Supplies	1	500 _	500 500
001-524-552.2300 Operating Expenses Toner-Coffee-Service-Janitorial Totals For Gl# 001-524-552.2300-Operating Expenses	1	700 _	700 700
001-524-552.3900 Safety Program Expense Inspection Safety Vests Totals For Gl# 001-524-552.3900-Safety Program Expense	2	25 _	50 50
001-524-552.4200 Small Tools/Equipment Tape Measures-Minor Equipment Totals For Gl# 001-524-552.4200-Small Tools/Equipment	1	50 _	50 50
001-524-552.5100 Uniform Purchases And Cleaning Uniform Shirts For Bldg Techs Totals For Gl# 001-524-552.5100-Uniform Purchases And Clear	2 ning	100 _	200 200

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BUILDING DEPARTMENT FUND 001; DEPARTMENT 524

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 524-Building Department 001-524-554.0100 Non-Capitalized Equipment	1	950	950
New Scanner For Building Tech Totals For Gl# 001-524-554.0100-Non-Capitalized Equipment	1	930 _	950
001-524-554.1200 Publications Int Residential Totals For Gl# 001-524-554.1200-Publications	1	50 _	50 50
001-524-555.1300 Technical/Training Conference-Seminars Totals For Gl# 001-524-555.1300-Technical/Training	1	150 _	150 150
001-524-591.0100 Transfer To General Fund - Allocations Allocations Totals For Gl# 001-524-591.0100-Transfer To General Fund - A	1 Allocations	143,798 _	143,798 143,798
001-524-598.0000 Building Permit Surcharge Building Permit Surcharge Totals For Gl# 001-524-598.0000-Building Permit Surcharge	1	11,000 _	11,000 11,000
Totals For Dept 524-Building Department			\$ 510,462

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Cost Center and Number: General Fund Grants - 701

Fund: General Fund - 001 Department: City Clerk

Contact Finance Department

Hours: Monday through Friday, 8:00 to 5:00

Location: City Hall, 516 8^{th} Ave. West, Palmetto, FL 34220

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Cente	er Goals and Objectives:
1.	Accurately report all grants accurately and timely.
2.	Monitor all grants to ensure compliance to grant contracts.

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001-701 - FEDERAL GRANTS Cost Center Summary

Account 001-701	Description		2018 Actual	_	2019 Revised Budget		2019 Projected Actual	1	2020 Adopted Budget		nange idget
712.0200-9029	0FDOT Speed/Agressive AbatementTotal Personnel Expenses	\$	5,055 5,055	\$	<u>-</u>	\$	-	\$	<u>-</u> -		% %
752.4200-9006	Bulletproof Vest Grant Total Operating Expenses		2,714 2,714	_	3,600 3,600	_	3,600 3,600		<u>-</u>		0.0)%
764.0100-9032	Byrne Grant - Rapid ID Total Capital Purchases		-	_	3,421 3,421	_	3,421 3,421	· 	<u>-</u> -		0.0)%
	TOTAL EXPENDITURES	<u>\$</u>	7,769	<u>\$</u>	7,021	<u>\$</u>	7,021	\$	_	(10	0.0)%

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CRA Fund #190

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

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

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

This fund is comprised of one cost center which is:

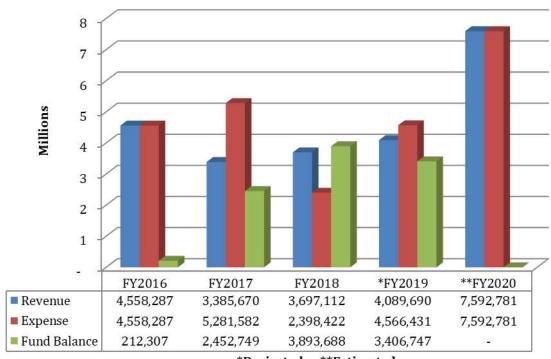
• CRA – Cost Center 559

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

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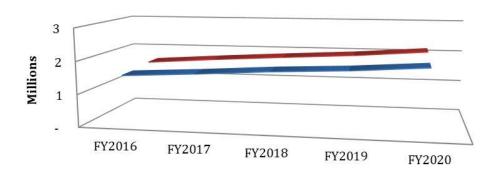


CRA FUND - 190 5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

5-Year History of Tax Incremental Funds (TIF)



	FY2016	FY2017	FY2018	FY2019	FY2020
■ Tax Increment Funds - City of Palmetto	1,504,604	1,613,534	1,746,132	1,837,953.0	1,981,180
■ Tax Increment Funds - Manatee County	1,588,369	1,734,323	1,859,800	1,974,883.0	2,135,734

- ❖ TIF Funds from the City increased 8% from FY2019
- ❖ TIF Funds from Manatee County increased 8% from FY2019



190 - COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND Fund Summary

		2019	2019	2020	
	2018	Revised	Projected	Adopted	% Change of
Account	Actual	Budget	Actual	Budget	Budget
Beginning Fund Balances	\$ 2,452,749	\$ 3,883,488	\$ 3,883,488 \$	3,406,747	(12.3)%
Revenues					
Property Taxes	3,605,932	3,812,836	3,812,836	4,116,914	8.0 %
Charges for Services	10,200	10,000	9,000	9,000	(10.0)%
Interest Revenue	69,344	35,000	95,000	60,000	71.4 %
Miscellaneous	1,436	1,316	2,348	120	(90.9)%
Grants	=	170,506	170,506	=.	(100.0)%
Transfers In	142,249	-	-	=.	- %
Non-Revenue/Fund Balance		3,883,487		3,406,747	- %
Total Revenues	3,829,161	7,913,145	4,089,690	7,592,781	(4.0)%
Expenses					
Personnel costs	303,937	359,904	317,540	383,896	(6.7)%
Operating Expense	678,991	857,249	776,419	893,744	(4.3)%
Community Redevelopment Agency Programs	733,809	1,422,616	847,182	1,266,560	11.0 %
Capital Expense	360,740	4,669,169	2,123,581	4,599,349	1.5 %
Debt Service	281,628	269,750	267,250	379,750	(40.8)%
Transfer Out	39,317	334,459	234,459	69,482	79.2 %
Total Expenditures	2,398,422	7,913,147	4,566,431	7,592,781	(4.0)%
Excess Revenue Over (Under)	1,430,739	(2)	(476,741)	-	- %
Fund Balance, End of Year	\$ 3,883,488	\$ 3,883,486	\$ 3,406,747	3,406,747	(12.3)%

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190-000 - CRA REVENUE Fund Revenue Summary

Account 190-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
369.4700	Tax Increment Funds-Manatee County	\$ 1,859,800	\$ 1,974,883	\$ 1,974,883	\$ 2,135,734	8.1 %
369.4900	Tax Increment Funds-Palmetto	1,746,132	1,837,953	1,837,953	1,981,180	7.8 %
	TOTAL INTERGOVERNMENTAL - TAX INCREMENT FUNDS	3,605,932	3,812,836	3,812,836	4,116,914	8.0 %
331.3900-9025	Edenfield Brownfield Grant		170,506	170,506		(100.0)%
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	-	170,506	170,506	-	(100.0)%
345.9000 347.4500	Contribution - Hernando DeSoto Culture/Recreation - July 4th Celebration	5,000 5,200	5,000 5,000	5,000 4,000	5,000 4,000	- % (20.0)%
	TOTAL CHARGES FOR SERVICES	10,200	10,000	9,000	9,000	(10.0)%
361.0100	Investment Earnings	69,344	35,000	95,000	60,000	71.4 %
	TOTAL INTEREST REVENUE	69,344	35,000	95,000	60,000	71.4 %
362.9900 369.0300 369.7401	CRA Rental Revenue Other Misc Rev/Sponsorship Other Misc Rev/Ins Premium Reimbursement	120 1,200 116	- 1,200 116	2,120	120 - -	- % (100.0)% (100.0)%
	TOTAL MISCELLANEOUS REVENUE	1,436	1,316	2,348	120	(90.9)%
	OTHER FINANCING SOURCES					
381.9390	Transfer In - Joint Capital Projects	142,249	_	. <u> </u>		- %
	Total Transfers-In	142,249	-	-	-	- %
381.9000 399.0000	Funding Provided from Equity Funding From Fund Balance - Outstanding Enc	- -	3,426,713 456,774	- -	3,406,747	(0.6)% (100.0)%

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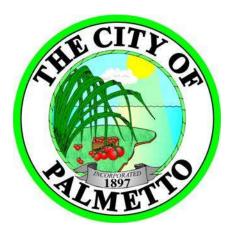


190-000 - CRA REVENUE Fund Revenue Summary

Account 190-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	Total Non-Revenue Sources	-	3,883,487	-	3,406,747	(12.3)%
	TOTAL OTHER FINANCING SOURCES	142,249	3,883,487		3,406,747	(12.3)%
	TOTAL CRA REVENUE	\$ 3,829,161	\$ 7,913,145	\$ 4,089,690	\$ 7,592,781	(4.0)%

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"The very essence of leadership is that you have to have vision. You can't blow an uncertain trumpet."

Theodore Hesburgh

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

Fund: CRA Fund - 190 Department: CRA

Contact Hours: Monday through Friday, 8:00 to 5:00

Location: CRA, 715 4th St. West, Palmetto, FL 34221

Telephone: 941-723-4988

Primary Duties

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

<u>Future Challenges or Issues facing the Cost Center</u>

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

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

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

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

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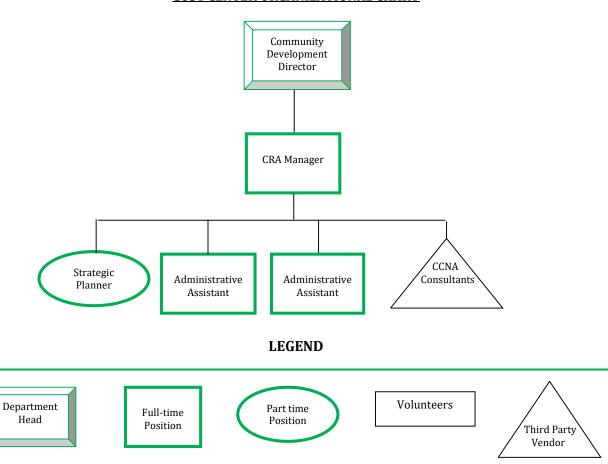


Community Redevelopment Agency Organizational Information

Total Personnel Wages	\$ 279,784
Total Benefits	\$ 104,109
Total Personnel Cost	\$ 383,893

Job Title	Position ID	FTE	
Administrative Assistant	CR-559-1203-02	FT	
Administrative Assistant	CR-559-1203-01	FT	
Community Development Director	CR-559-1240-01	FT	
Assistant CRA Director	-	FT	
Strategic Planner - PT (40 hrs - 26 Weeks)	CR-559-1320-01	PT	
Full-Time Position			4.
VACANT Full-Time Position			0
Part-Time Positions			1
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			5

COST CENTER ORGANIZATIONAL CHART





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

Account 190-559	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
511.0100	Executive Salaries	\$ 99,173	\$ 102,148	\$ 102,148	\$ 105,212	3.0 %
512.0100	Regular Salaries	86,180	89,811	89,241	147,505	64.2 %
513.0100	Part Time Wages	30,416	73,042	37,533	22,067	(69.8)%
514.0100	Overtime - GE	1,243	5,000	2,164	5,000	- %
514.0150	Overtime - GL Overtime - Holiday General	1,575	-	628	- -	- %
314.0130	Employees	1,575		020		70
521.0100	Fica Taxes	15,923	20,656	16,591	21,404	3.6 %
522.2100	Retirement General Employee	21,707	21,256	20,914	28,168	32.5 %
522.2500	Matching Deferred Comp	24,354	22,902	22,881	19,433	(15.1)%
523.0100	Health Insurance	21,924	23,830	23,963	33,811	41.9 %
523.0300	Insurance & EAP	674	692	694	823	18.9 %
524.0100	Workers' Compensation	768	567	783	473	(16.6)%
	Total Personnel Expenses	303,937	359,904	317,540	383,896	6.7 %
531.0100	Consulting	285,496	400,001	337,968	275,000	(31.3)%
531.0300	Membership Dues	6,645	7,245	7,320	7,870	8.6 %
531.0600	Attorney Fees	57,786	67,384	67,384	66,052	(2.0)%
531.1600	Contract Services	34,531	53,310	53,310	212,510	298.6 %
534.4200	Building Demolition	2,450	-	-	10,000	- %
540.5100	Travel and Per Diem	14,528	16,300	16,300	13,800	(15.3)%
541.1100	Communications	627	720	720	720	- %
542.1200	Postage/Mailing Service	24	150	150	150	- %
543.0000	Utility Services	3,461	4,227	3,100	2,913	(31.1)%
544.0500	Operating Lease	3,153	4,164	4,152	4,164	- %
544.1500	Rental Expenses	25,250	22,200	22,200	22,200	- %
545.1200	Insurance	9,912	11,688	11,688	12,147	3.9 %
546.3400	Repair & Maintenance	13,244	10,000	10,000	10,000	- %
546.4000	Vehicle Repair & Maintenance	101	1,400	400	1,400	- %
547.5100	Printing And Binding	-	500	250	500	- %
548.9100	Promotional Advertising	26,076	38,200	38,200	22,600	(40.8)%
549.9600	Bank Service Charges	5,551	6,000	4,075	4,500	(25.0)%
551.1200	Office Supplies	935	1,500	1,500	1,500	- %
552.1500	Fuel and Lubricants	598	1,000	395	1,000	- %
552.2300	Operating Expenses	6,782	14,000	8,000	12,158	(13.2)%
552.3900	Safety Program Expense	16	-	-	-	- %
552.4200	Small Tools/Equipment	4,011	1,000	1,111	1,500	50.0 %
552.5100	Uniform Purchases And Cleaning	160	1,000	500	1,000	- %
552.7100	Fairs & Festivals	154,550	160,200	160,200	175,000	9.2 %
552.7200	Palmetto Historical Park	10,309	10,050	10,050	10,050	- %
552.7400	Ag Museum	6,311	7,720	6,800	7,720	- %
554.0100	Non-Capitalized Equipment	999	5,000	2,646	5,000	- %
554.1200	Publications	100	500	500	500	- %
555.1300	Technical/Training	5,385	11,790	7,500	11,790	- %
	Total Operating Expenses	678,991	857,249	776,419	893,744	4.3 %

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

Account 190-559	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
561,0000	T 1	10.260	0.001.770	1 205 107	021 (01	(50.7)0/
561.0000	Land	10,368	2,231,772	1,395,107	921,681	(58.7)%
561.0000-1202	Land - Riverside Project	54,140	33,462	33,462	30,000	(10.3)%
561.0100-9025	Land for Grants	33,418	1,376	1,376	-	(100.0)%
562.0000	Building Improvements MLK Park	751	301,971	301,970	220,000	(27.1)%
563.0000-1101		-	- 0.696	-	50,000	- %
563.0000-1104	Lamb/Sutton Park	- 02 (00	8,686	-	-	(100.0)% (100.0)%
563.0000-1107	Haben Bouldvard Improvements	92,600	50,000	-	75.000	\ /
563.0000-1105	5th Street Project	-	-	124.045	75,000	- %
563.0000-1201	Linear Park Trail	- 2.275	822,879	124,045	800,000	(2.8)%
563.0000-1202	Riverside Project	2,375	-	-	-	- %
563.0000-1301	MMEC Project	-	5,004	5,004	50,000	899.2 %
563.0000-1491	Historical Park	-	20,000	20,000	20,000	- %
563.0000-1901	Seahorse Project	-	200,000	200,000	200,000	- %
563.0000-1904	Pocket Neighborhood Site Improvements	-	200,000	-	200,000	- %
563.0000-1905	10th Avenue Streetscape	-	500,000	-	1,582,668	216.5 %
563.0000-1906	Linear Park Trail	-	250,000	-	300,000	20.0 %
563.0000-2001	CRA Property Improvements	_	_	-	150,000	- %
564.0100	Machinery & Equipment	_	28,900	27,498	-	(100.0)%
564.0100-4213	Carnegie Library Elevator			27,498		
	Total Capital Purchases	193,652	4,654,050	2,135,960	4,599,349	(1.2)%
571.6900	Principal - 06 CRA Loan	239,402	219,750	219,750	219,750	- %
572.6900	Interest Expense - CRA 2006 Loan	42,226	50,000	47,500	60,000	20.0 %
573.0500	New Debt Service				100,000	- %
	Total Debt Service	281,628	269,750	267,250	379,750	40.8 %
582.1100	Commercial Renovation	64,712	50,000	50,000	50,000	- %
582.1200	Community Renovation Program	515,824	611,638	561,000	630,578	3.1 %
582.1400	Cra Community	31,038	18,446	18,650	18,450	- %
582.1500	Redevelopment Incentives	122,235	217,532	217,532	217,532	- %
582.1600	General Property Upgrades	-	175,000	-	-	(100.0)%
582.2100	Residential Revitalization Program		350,000		350,000	- ′%
	Total Community Programs	733,809	1,422,616	847,182	1,266,560	(11.0)%
591.0100	Transfer Out - Admin Services	39,317	79,654	79,654	69,482	(12.8)%
	Total Transfers-Out	39,317	79,654	79,654	69,482	(12.8)%
	TOTAL EXPENDITURES	\$ 2,231,334	\$ 7,643,223	\$ 4,424,005	\$ 7,592,781	(0.7)%

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CRA DEPARTMENTFUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 559-CRA			
190-559-511.0100 Executive Salaries			
Executive Salaries	1	105,212	105,212 105,212
Totals For Gl# 190-559-511.0100-Executive Salaries			105,212
190-559-512.0100 Regular Salaries			
Regular Salaries	1	147,505	147,505
Totals For Gl# 190-559-512.0100-Regular Salaries			147,505
190-559-513.0100 Part Time Wages			
Part Time Wages	1	22,067	22,067
Totals For Gl# 190-559-513.0100-Part Time Wages			22,067
190-559-514.0100 Overtime - GE			
Festival Overtime	1	5,000	
Totals For Gl# 190-559-514.0100-Overtime - GE			5,000
190-559-521.0100 FICA Taxes			
FICA Taxes	1	21,404	21,404
Totals For Gl# 190-559-521.0100-FICA Taxes			21,404
190-559-522.2100 Retirement General Employee			
General Employee Retirement	1	28,168	28,168
Totals For Gl# 190-559-522.2100-Retirement General Employee			28,168
190-559-522.2500 Matching Deferred Comp			
Matching Deferred Comp	1	19,433	19,433
Totals For Gl# 190-559-522.2500-Matching Deferred Comp			19,433
190-559-523.0100 Health Insurance			
Health Insurance - Employee	3	6,545	
Health Insurance - Family	1	14,176	14,176
Totals For Gl# 190-559-523.0100-Health Insurance			33,811
190-559-523.0300 Life Insurance & EAP			
Life Ins	1	823	
Totals For Gl# 190-559-523.0300-Life Insurance & EAP			823
190-559-524.0100 Workers' Compensation			
Workers' Compensation	1	473	473
Totals For Gl# 190-559-524.0100-Workers' Compensation			473



CRA DEPARTMENTFUND 190; DEPARTMENT 559

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 559-CRA			
190-559-531.0100 Consulting			
General Consulting	1	275,000	275,000
Totals For Gl# 190-559-531.0100-Consulting			275,000
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
Florida Economic Development Council	1	600	600
Totals For Gl# 190-559-531.0300-Membership Dues			7,870
190-559-531.0600 Attorney Fees			
General Legal Fees - 19%	1	56,052	56,052
Miscellaneous Fees	1	10,000	10,000
Totals For Gl# 190-559-531.0600-Attorney Fees			66,052
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
CRA Project Maintenance	1	159,000	159,000
Totals For Gl# 190-559-531.1600-Contract Services			212,510
190-559-534.4200 Bldg Demolition			
Demolition	1	10,000	10,000
Totals For Gl# 190-559-534.4200-Bldg Demolition			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
Miscellaneous	1	3,500	3,500
FRA Certification	1	1,500	1,500
CDFA	1	1,500	1,500

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CRA DEPARTMENT FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
Brownfields	1	1,500	1,500
Totals For Gl# 190-559-540.5100-Travel And Per Diem			13,800
190-559-541.1100 Communications			
Cell Service - CRA Director	12	60	
Totals For Gl# 190-559-541.1100-Communications			720
190-559-542.1200 Postage/Mailing Services			
CH Postage Meter	1	25	25
Postage	1	125	
Totals For Gl# 190-559-542.1200-Postage/Mailing Services			150
190-559-543.0000 Utility Services			
FPL	1	2,913	
Totals For Gl# 190-559-543.0000-Utility Services			2,913
190-559-544.0500 Operating Lease			
Canon 5248 - Lease - Pmt 27-36 Of 36	10	222	2,220
Canon 5248 - Maintenance	1	1,500	1,500
New Lease	2	222	
Totals For Gl# 190-559-544.0500-Operating Lease			4,164
190-559-544.1500 Rental Expenses			
Office Rent	12	1,850	
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	1,973	7,892
4th July	1	2,200	2,200
Multicultural	1	2,000	2,000
Totals For Gl# 190-559-545.1200-Insurance			12,147
190-559-546.3400 Repair & Maintenance			
Repair And Maintenance	1	5,000	5,000
VFW	1	5,000	5,000
Totals For Gl# 190-559-546.3400-Repair & Maintenance			10,000
190-559-546.4000 Vehicle Repair & Maintenance			
Oil Changes	1	200	200
Detailed	1	200	200
Misc.	1	1,000	1,000
Totals For Gl# 190-559-546.4000-Vehicle Repair & Maintenance			1,400

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CRA DEPARTMENT FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
190-559-547.5100 Printing And Binding			
Business Cards Totals For Gl# 190-559-547.5100-Printing And Binding	1	500	500
190-559-548.9100 Promotional Advertising			
Advertising	1	1,000	1,000
Bags	1	10,000	10,000
MIP	1	4,200	4,200
EDC	1	5,000	5,000
Misc.	1	2,400	
Totals For Gl# 190-559-548.9100-Promotional Advertising			22,600
190-559-549.9600 Bank Service Charges			
Bank Charges	1	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	
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	
Totals For Gl# 190-559-552.1500-Fuel And Lubricants			1,000
190-559-552.2300 Operating Expenses			
General Operating Expenses	1	5,000	5,000
GIS Software - Esri Online	1	1,500	1,500
Office 365 Monthly Fee	15	311	4,658
Awards	1	1,000	
Totals For Gl# 190-559-552.2300-Operating Expenses			12,158
190-559-552.4200 Small Tools/Equipment			
Small Tools/Equipment	1	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	g		1,000
190-559-552.7100 Fairs & Festivals			
4Th Of July	1	80,000	80,000
Multi-Cultural Festival	1	45,000	45,000

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CRA DEPARTMENT FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 559-CRA			
Seafood Festival-10 Year Agreement	1	25,000	25,000
4th Of July Family Event	1	25,000	25,000
Totals For Gl# 190-559-552.7100-Fairs & Festivals	-		175,000
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	1		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	5,000	5,000
Florida Housing Coalition	1	790	790
CDFA	1	500	500
Misc.	1	1,000	1,000
GIS	1	600	600
Totals For Gl# 190-559-555.1300-Technical/Training			11,790
190-559-561.0000 Land			
Seahorse			
Taylor Properties	1	200,000	200,000
Misc	1	721,681	721,681
Totals For Gl# 190-559-561.0000-Land			921,681
190-559-561.0000-1202 Land - Riverside Brownfield Project			
Misc	1	30,000	30,000
Totals For Gl# 190-559-561.0000-1202-Land - Riverside Brownfi)	30,000
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CRA DEPARTMENT FUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 559-CRA			
190-559-562.0000 Building Improvements Armory Historic Preservation	1	50,000	50,000
VFW Totals For Gl# 190-559-562.0000-Building Improvements	1	170,000	170,000 220,000
190-559-563.0000-1101 MLK Park			
MLK Park Totals For Gl# 190-559-563.0000-1101-MLK Park	1	50,000	50,000
190-559-563.0000-1105 5th Street			
Curb Improvement/Paving Totals For Gl# 190-559-563.0000-1105-5th Street	1	75,000	75,000 75,000
190-559-563.0000-1201 Connor Park			72,000
Connor Park	1	800,000	
Totals For Gl# 190-559-563.0000-1201-Connor Park			800,000
190-559-563.0000-1301 MMEC Project Transit Improvements	1	50,000	50,000
Totals For Gl# 190-559-563.0000-1301-MMEC Project			50,000
190-559-563.0000-1491 Historical Park Park Imrovements (Landscaping, Lights And Fence)	1	20,000	20,000
Totals For Gl# 190-559-563.0000-1491-Historical Park		· <u></u>	20,000
190-559-563.0000-1901 Seahorse Project Seahorse Statue	1	200,000	200,000
Totals For Gl# 190-559-563.0000-1901-Seahorse Project	1	200,000	200,000
190-559-563.0000-1904 Pocket Neighborhood Site Improvements	1	200,000	200,000
Pocket Neighborhood Site Improvements Totals For Gl# 190-559-563.0000-1904-Pocket Neighborhood Site	l Improvements	200,000	200,000
190-559-563.0000-1905 10th Avenue Streetscape			
10th Avenue Streetscape Totals For Gl# 190-559-563.0000-1905-10th Avenue Streetscape	1	1,582,668	1,582,668
190-559-563.0000-1906 Linear Park Trail			
Linear Park Trail Totals For Gl# 190-559-563.0000-1906-Linear Park Trail	1	300,000	300,000

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CRA DEPARTMENTFUND 190; DEPARTMENT 559

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 559-CRA			
190-559-563.0000-2001 CRA Property Improvements			
Parking/Landscaping Improvements To CRA Owned Propertie	1	150,000	150,000
Totals For Gl# 190-559-563.0000-2001-CRA Property Improvemen	ts		150,000
190-559-571.6900 Princ - 06 CRA Loan			
CRA Loan Principal (53-56 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 (53-56 Out Of 80 Pymts)	1	60,000	60,000
Totals For Gl# 190-559-572.6900-Int Exp - 06 CRA Loan			60,000
190-559-573.0500 New Debt Service			
Pool	1	100,000	100,000
Totals For Gl# 190-559-573.0500-New Debt Service			100,000
190-559-582.1100 Commercial Renovation			
Commercial Renovation	1	50,000	50,000
Totals For Gl# 190-559-582.1100-Commercial Renovation			50,000
190-559-582.1200 Community Renovation Program			
PD Subplan	1	575,960	575,960
CE Subplan	1	54,618	54,618
Totals For Gl# 190-559-582.1200-Community Renovation Program			630,578
190-559-582.1400 CRA Community			
Palmetto Utilities	1	8,300	8,300
VFW Water - Landlord Resp For 1/2 - Per Lease	1	2,650	2,650
VFW FP&L - Landlord Resp For 1/2 - Per Lease	1	7,500	7,500
Totals For Gl# 190-559-582.1400-Cra Community			18,450
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 - Su	1	20,649	20,649
Circle K - CRA Bd App 4/2/18 Based On Estimates	1	38,063	38,063
Detweiler's CRA Bd App 11/6/2017	1	26,950	26,950
Totals For Gl# 190-559-582.1500-Redevelopment Incentives			217,532

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CRA DEPARTMENT FUND 190; DEPARTMENT 559

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 559-CRA			
190-559-582.2100 Residential Revitalization Program			
Housing	1	350,000	350,000
Totals For Gl# 190-559-582.2100-Residential Revitalization Progra	m		350,000
190-559-591.0100 Transfer To General Fund - Allocations			
Finance	1	23,489	23,489
HR	1	7,352	7,352
IT Services	1	36,884	36,884
Agenda Services	1	1,757	1,757
Totals For Gl# 190-559-591.0100-Transfer To General Fund - Alloc	cations		69,482
Totals For Dept 559-CRA			\$ 7,592,781

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Road and Bridge Fund Fund #307

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

This fund is comprised of one cost center:

Road and Bridge – Cost Center 541

Gas taxes accounted for 82% of this fund's revenue sources in fiscal year 2020 before other financing sources in the amount of \$1,812,151 for operations. For fiscal year 2020, 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 2020 other financing sources in the amount of \$432,800 are from fund balance for \$358,500 in capital projects funding and \$74,300 from a capital lease for a new street roller and message board.

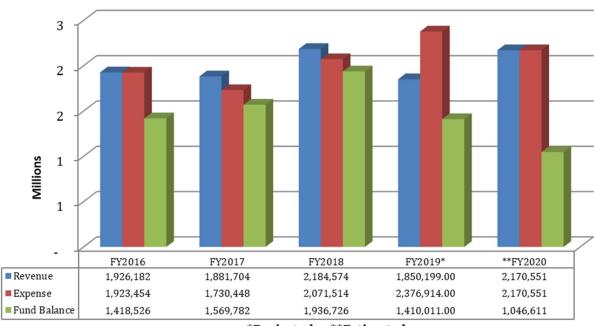
This fund is currently one of the most stable in the City with regards to the level of fund balance. In fiscal year 2014 the Road and Bridge fund supported capital projects in an amount to bring the fund balance levels from thirteen months to five months. Now for fiscal year 2020, the fund is projected to have 6.69 months of budgeted expenses which allows for \$358,500 in funding for capital projects and will bring the fund down to 4.41 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.

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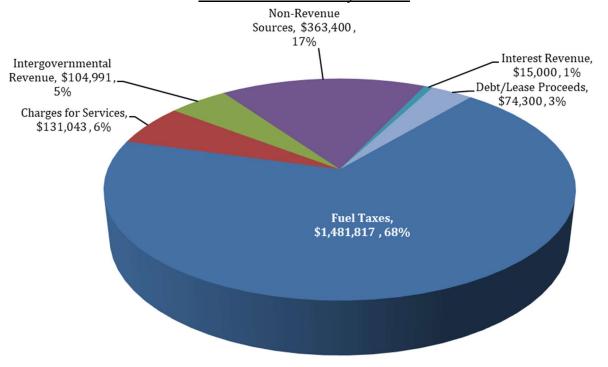
ROAD AND BRIDGE FUND - 307

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2020 Revenues By Source



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ROAD AND BRIDGE FUND - 307

Revenue Analysis and Forecasting

Revenue Trends

The Road and Bridge fund is estimated to receive \$2,170,551 in FY2020 of which 79% or \$1,717,851, is generated from Motor Fuel Taxes (\$1,481,817), State of Florida Revenue Sharing (\$104,991) and Florida Department of Transportation Highway/Lighting and Maintenance Agreements (\$131,043).

Motor Fuel Taxes - Road and Bridge Fund - \$1,481,817 (Pass thru from State)

Motor fuel taxes are received by the city from two sources, Manatee County and the State of Florida. County governments are authorized to levy up to twelve (12) cents of fuel taxes on the purchase of gasoline and diesel fuel. These taxes are proportionately distributed to the local governments within the county's jurisdiction. (Sections 206.41(1)(d)-(e), 206.87(1)(b)-(c), 336.021, and 336.025.) Currently, Manatee County levies a total of twelve cents of which the City of Palmetto receives a percentage. The twelve cents is made up of four portions: 9^{th} cent, 1-4 cents, 5^{th} and 6^{th} 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:

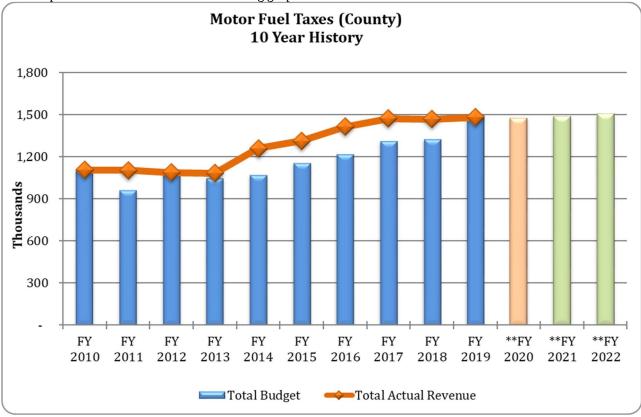


Figure 9 illustrates budgeted revenue as it compares with revenue actually received.

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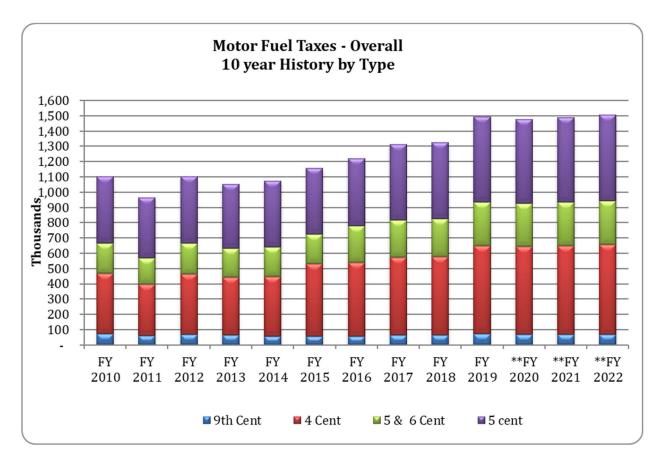


Figure 10

A smaller portion of gas taxes is received from the State of Florida in the form of the 8^{th} cent fuel tax. This is received as state revenue sharing dollars and 22.64% is deposited into the Road and Bridge fund while the remaining 77.36% is deposited into the General Fund. The Road and Bridge Fund portion is budgeted at \$104,991 for fiscal year 2020 as shown in Figure 8 – General Fund Section.

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

Charges for Services - Road and Bridge Fund

Charges for services in the Road and Bridge fund consists of \$131,043 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.



307 - ROAD AND BRIDGE FUND Fund Summary

		2019	2019	2020	
	2018	Revised	Projected	Adopted	% Change of
Account	Actual	Budget	Actual	Budget	Budget
Beginning Fund Balances	\$ 1,823,666	\$ 1,936,726	\$ 1,936,726	1,410,011	(27.2)%
Revenues					
Motor Fuel Taxes	1,467,713	1,480,415	1,471,280	1,481,817	0.1 %
Intergovernmental Revenue	110,845	112,008	110,831	104,991	(6.3)%
Charges for Services	123,590	129,431	129,531	131,043	1.2 %
Interest Revenue	25,645	27,580	30,089	15,000	(45.6)%
Miscellaneous	1,134	13,948	1,429	-	(100.0)%
Impact Fees	79,947	56,931	36,339	-	(100.0)%
Debt/Lease Proceeds	375,700	70,700	70,700	74,300	5.1 %
Non-Revenue/Fund Balance	-	707,736		363,400	(48.7)%
Total Revenue	2,184,574	2,598,749	1,850,199	2,170,551	(16.5)%
Total Revenue Expenses	2,184,574	2,598,749	1,850,199	2,170,551	(16.5)%
	2,184,574 221,460	2,598,749 258,603	1,850,199 196,984	2,170,551 256,797	(16.5)% 0.7 %
Expenses	, ,		, ,		
Expenses Personnel costs	221,460	258,603	196,984	256,797	0.7 %
Expenses Personnel costs Operating Expense	221,460 769,381	258,603 1,117,928	196,984 1,030,851	256,797 921,215	0.7 % 17.6 %
Expenses Personnel costs Operating Expense Capital Expenses	221,460 769,381 375,966	258,603 1,117,928 82,450	196,984 1,030,851 82,380	256,797 921,215 126,300	0.7 % 17.6 % (53.2)%
Expenses Personnel costs Operating Expense Capital Expenses Debt Service	221,460 769,381 375,966 305,131	258,603 1,117,928 82,450 313,196	196,984 1,030,851 82,380 316,338	256,797 921,215 126,300 298,551	0.7 % 17.6 % (53.2)% 4.7 %
Expenses Personnel costs Operating Expense Capital Expenses Debt Service Transfer Out	221,460 769,381 375,966 305,131 399,576	258,603 1,117,928 82,450 313,196 750,361	196,984 1,030,851 82,380 316,338 750,361	256,797 921,215 126,300 298,551 567,688	0.7 % 17.6 % (53.2)% 4.7 % 24.3 %

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307-000 - ROAD AND BRIDGE REVENUE Fund Revenue Summary

Account 307-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
312.3000	9th Cent Gas Tax \$			·		(5.1)%
312.4100	\$.04 Local Gas Tax-Manatee County	569,300	574,917	571,544	576,843	0.3 %
312.4101	5th And 6th Cent Gas Tax	277,940	280,682	279,035	281,622	0.3 %
312.4201	5 Cent 2nd Local Option Gas Tax	549,325	554,277	550,557	556,419	0.4 %
335.4900	State Rev Sharing - Other Fuel Taxes _	110,845	111,177	110,000	104,991	(5.6)%
	TOTAL MOTOR FUEL TAXES	1,578,558	1,591,592	1,581,280	1,586,808	(0.3)%
343.2000	FDOT/Hwy Maintenance Contract	20,510	22,762	22,762	22,762	- %
343.2010	FDOT Signalization Contract	50,876	52,952	52,952	52,952	- %
343.2020	FDOT Lighting Contract	52,152	53,717	53,717	55,329	3.0 %
341.9435	Special Event Fee - Electricity	25	-	75	-	- %
349.0000	Charges For Services Provided	27		25	_	- %
	TOTAL CHARGES FOR SERVICES	123,590	129,431	129,531	131,043	1.2 %
361.0100	Investment Earnings	20,972	27,580	29,125	15,000	(45.6)%
361.0200	Interest Rev - Impact Fees	4,673	_	-	-	- %
361.0800	Interest Special Assmt			964		- %
	TOTAL INTEREST REVENUE	25,645	27,580	30,089	15,000	(45.6)%
364.4100	Disposition Of Fixed Assets	-	12,520	-	-	(100.0)%
369.0900	Other Misc Rev/Refund Exp	750	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	384	1,428	1,429	-	(100.0)%
	TOTAL MISCELLANEOUS REVENUE	1,134	13,948	1,429	-	(100.0)%
324.3100 324.3200	Impact Fees - Streets (Residential) Impact Fees - Streets (Commerical)	67,349 12,598	55,720 1,211	36,339	- -	(100.0)% (100.0)%
	TOTAL IMPACT FEES	79,947	56,931	36,339	-	(100.0)%
	OTHER FINANCING SOURCES					
383.7000	Capital Lease Inception	375,700	70,700	70,700	74,300	5.1 %
	Total Debt/Lease Proceeds	375,700	70,700	70,700	74,300	5.1 %

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307-000 - ROAD AND BRIDGE REVENUE Fund Revenue Summary

Account 307-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
•••						(4.0.0.0).0(
399.0000	Funding From Fund Balance - Outstanding Enc	-	412,736	-	-	(100.0)%
399.0001	Funding From Fund Bal -	-	5,000	-	5,000	- %
399.6000	Contingency Funding From Equity - Capital Proj		290,000		358,400	23.6 %
	Total Non-Revenue Sources	-	707,736	-	363,400	(48.7)%
	TOTAL OTHER FINANCING SOURCES	375,700	778,436	70,700	437,700	(43.8)%
	TOTAL ROAD AND BRIDGE REVENUE	\$ 2,184,574	\$ 2,597,918	\$ 1,849,368	\$ 2,170,551	(16.5)%

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

> Margaret Mead (1901-1978) US Cultural Anthropologist

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Cost Center and Number: Streets - 541

Fund: Road and Bridge Fund - 307

Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

• Responsible for the maintenance of City street infrastructure.

Repair potholes, asphalt, overlays, striping, sidewalks

• Maintain road signage

• Keep streets clean and free of debris

<u>Future Challenges or Issues facing the Cost Center</u>

• Continual changes in environmental rules

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

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

Cost Cent	er Goals and Objectives:
1.	Maintain city streets and keep asphalt free of potholes. Continue to make drainage improvements thru out the City of Palmetto
2.	Continue to maintain the streets and sidewalks thru out the City of Palmetto for the safety to our citizens.
3.	To maintain the best services to our citizens

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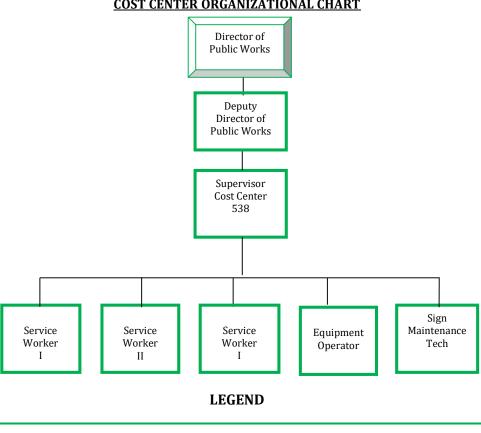


Road & Bridge Department Organizational Information

Total Personnel Wages \$ 169,276 **Total Benefits** \$ 87,521 **Total Personnel Cost** \$ 256,797

Job Title	Position ID	FTE	
Sign Maintenance Technician	PW-541-1211-01	FT	
Equipment Operator	PW-541-1263-03	FT	
Service Worker I	PW-541-1285-10	FT	
Service Worker II	PW-541-1286-02	VCT	
Service Worker I	PW-541-1285-06	FT	
Overtime			-
Full-Time Position			4.
VACANT Full-Time Position			1
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			5

COST CENTER ORGANIZATIONAL CHART



Department Head

Full-time Position

Part time Position

Volunteers





307-541 - ROAD AND BRIDGE Cost Center Summary

Account 307-541	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
512.0100	Regular Salaries \$	138,925 \$	5 156,435	\$ 125,218	\$ 160,276	2.5 %
514.0100	Overtime - GE	4,254	9,000	2,989	9,000	- %
514.0150	Overtime - GE Overtime - Holiday General	245	-	357	-	- %
21110120	Employees	2.5		337		, 0
521.0100	Fica Taxes	10,574	12,656	9,487	12,951	2.3 %
522.2100	Retirement General Employee	34,724	37,090	28,908	31,265	(15.7)%
523.0100	Health Insurance	25,201	32,942	22,716	31,147	(5.4)%
523.0300	Insurance & EAP	519	621	479	528	(15.0)%
524.0100	Workers' Compensation	8,084	9,859	7,244	11,630	18.0 %
529.9900	Reimbursement Of Personnel Costs	(1,066)	<u>-</u>	(414)		- %
	Total Personnel Expenses	221,460	258,603	196,984	256,797	(0.7)%
531.0100	Consulting	_	_	_	10,000	- %
531.1600	Contract Services	1,836	31,628	15,000	2,968	(90.6)%
531.2000	Engineering Services	5,658	2,835	3,685	-	(100.0)%
534.1600	Lot Clearing	4,700	14,800	8,400	14,800	- %
540.5100	Travel and Per Diem	358	500	332	500	- %
541.1100	Communications	584	720	590	720	- %
543.0500	Street Lights - Electric	124,029	146,610	110,000	135,180	(7.8)%
544.0500	Operating Lease	57	403	255	403	- %
544.1500	Rental Expenses	_	1,000	_	1,000	- %
545.1200	Insurance	11,940	10,832	10,934	10,932	0.9 %
545.9900	Insurance Contingency - Vehicle	-	5,000	-	5,000	- %
546.3400	Repair & Maintenance	30,357	20,593	12,500	50,000	142.8 %
546.4000	Vehicle Repair & Maintenance	32,951	30,000	21,800	30,000	- %
549.5000	Locate Costs	-	500	-	500	- %
549.9600	Bank Service Charges	2,188	2,500	1,250	2,000	(20.0)%
551.1200	Office Supplies	4	100	10	100	- %
552.1500	Fuel and Lubricants	19,595	20,000	19,143	23,000	15.0 %
552.2300	Operating Expenses	6,187	4,600	3,400	4,700	2.2 %
552.3900	Safety Program Expense	770	2,000	2,000	3,080	54.0 %
552.4200	Small Tools/Equipment	3,725	2,590	2,600	3,590	38.6 %
552.5100	Uniform Purchases And Cleaning	1,670	2,050	1,500	2,550	24.4 %
553.0200	Materials-Road Repairs&Maint	374,069	676,621	578,515	373,692	(44.8)%
553.0300	Materials-Sidewalk Repairs & Maint	54,936	22,446	120,552	138,000	514.8 %
553.0400	Materials-Light Repairs & Maint	77,526	85,000	85,000	85,000	- %
553.0500	Ada Sidewalk Compliance	11,600 2,467	31,600	31,600	22,000	(30.4)%
554.0100	Non-Capitalized Equipment	,	- 3 000	1,785	1 500	
555.1300	Technical/Training	2,174	3,000		1,500	(50.0)%
	Total Operating Expenses	769,381	1,117,928	1,030,851	921,215	(17.6)%
564.0100	Machinery & Equipment	5,238	11,750	11,750	52,000	342.6 %
564.4900	Capital Leases	370,728	70,700	70,630	74,300	5.1 %
	Total Capital Purchases	375,966	82,450	82,380	126,300	53.2 %

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307-541 - ROAD AND BRIDGE Cost Center Summary

Account 307-541	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
571.0100	Principal	146,243	140,962	140,962	124,324	(11.8)%
571.0400	Principal - Loan 2004	11,245	5,836	5,836	-	(100.0)%
571.0500	Principal - Loan 2005	59,752	46,557	46,557	-	(100.0)%
571.0700	Principal - Loan 2007	34,237	26,703	26,703	_	(100.0)%
571.1900	Principal - Loan 2019	-	47,644	47,644	136,514	186.5 %
572.0100	Interest Expense	5,849	8,689	8,690	7,765	(10.6)%
572.0400	Interest Expense - Loan 2004	3,727	1,742	1,742	-	(100.0)%
572.0500	Interest Expense - Loan 2005	25,270	18,336	18,336	-	(100.0)%
572.0700	Interest Expense - Loan 2007	18,808	13,727	13,727	-	(100.0)%
572.1900	Interest Expense - Loan 2019	-	3,000	1,458	20,048	568.3 %
573.0500	New Debt Service			4,683	9,900	- %
	Total Debt Service	305,131	313,196	316,338	298,551	(4.7)%
591.0100	Transfer Out - Admin Services	150,576	176,651	176,651	170,495	(3.5)%
591.0700	Transfer To Capital Projects Fund	165,000	213,710	213,710	358,400	67.7 %
591.4000	Transfer To Stormwater - Capital	20,000	290,000	290,000	-	(100.0)%
591.4400	Transfer To Stormwater - Subsidy	64,000	70,000	70,000	38,793	(44.6)%
	Total Transfers-Out	399,576	750,361	750,361	567,688	(24.3)%
	TOTAL EXPENDITURES	\$ 2,071,514	\$ 2,522,538	\$ 2,376,914	\$ 2,170,551	(14.0)%

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ROAD AND BRIDGE DEPARTMENT FUND 307; DEPARTMENT 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 541-Road & Bridge			
307-541-512.0100 Regular Salaries			
Regular Salaries	1	160,276	160,276
Totals For Gl# 307-541-512.0100-Regular Salaries			160,276
307-541-514.0100 Overtime - GE			
Overtime	1	9,000	9,000
Totals For Gl# 307-541-514.0100-Overtime - GE			9,000
307-541-521.0100 FICA Taxes			
FICA Taxes	1	12,951	12,951
Totals For Gl# 307-541-521.0100-FICA Taxes			12,951
307-541-522.2100 Retirement General Employee			
General Employees Pension	1	31,265	31,265
Totals For Gl# 307-541-522.2100-Retirement General Employee	;		31,265
307-541-523.0100 Health Insurance			
Health Insurance - Employee	3	6,545	19,635
Health Insurance - Spouse	1	11,512	11,512
Totals For Gl# 307-541-523.0100-Health Insurance			31,147
307-541-523.0300 Life Insurance & EAP			
Life Insurance	1	528	528
Totals For Gl# 307-541-523.0300-Life Insurance & EAP			528
307-541-524.0100 Workers' Compensation			
Workers' Compensation	1	11,630	11,630
Totals For Gl# 307-541-524.0100-Workers' Compensation			11,630
307-541-531.0100 Consulting			
Impact Fee Study	1	10,000	10,000
Totals For Gl# 307-541-531.0100-Consulting			10,000
307-541-531.1600 Contract Services			
GPS Device Annually 17254;17333,17434,18034,20276,20	8	371	2,968
Totals For Gl# 307-541-531.1600-Contract Services			2,968

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ROAD AND BRIDGE DEPARTMENT FUND 307; DEPARTMENT 541

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 541-Road & Bridge			
307-541-534.1600 Lot Clearing			
Tree Trimming, Removal	1	14,800	14,800
Totals For Gl# 307-541-534.1600-Lot Clearing			14,800
307-541-540.5100 Travel And Per Diem			
Travel And Per Diem	1	500	500
Totals For Gl# 307-541-540.5100-Travel And Per Diem			500
307-541-541.1100 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	135,180	135,180
Totals For Gl# 307-541-543.0500-Street Lights - Electric			135,180
307-541-544.0500 Operating Lease			
Operating Lease-Copy Overages	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# 307-541-544.0500-Operating Lease			403
307-541-544.1500 Rental Expenses			
Rental Of Specialty Equipment	1	1,000	1,000
Totals For Gl# 307-541-544.1500-Rental Expenses			1,000
307-541-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	2,733	10,932
Totals For Gl# 307-541-545.1200-Insurance			10,932
307-541-545.9900 Insurance Contingency			
Insurance Contingency	1	5,000	5,000
Totals For Gl# 307-541-545.9900-Insurance Contingency			5,000
307-541-546.3400 Repair & Maintenance			
Repair Maint.	1	50,000	50,000
Totals For Gl# 307-541-546.3400-Repair & Maintenance			50,000

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ROAD AND BRIDGE DEPARTMENT FUND 307; DEPARTMENT 541

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 541-Road & Bridge			
307-541-546.4000 Vehicle Repair & Maintenance			
Vechile Repair Maint	1	30,000	30,000
Totals For Gl# 307-541-546.4000-Vehicle Repair & Maintenanc	ee		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	2,000	2,000
Totals For Gl# 307-541-549.9600-Bank Service Charges		_	2,000
307-541-551.1200 Office Supplies			
Pens-Pencils-Paper Etc	1	100	100
Totals For Gl# 307-541-551.1200-Office Supplies		_	100
307-541-552.1500 Fuel And Lubricants			
Fuel And Lube-Vehicles-Equipment	1	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	1,000	1,000
Sand	1	1,200	1,200
Totals For Gl# 307-541-552.2300-Operating Expenses			4,700
307-541-552.3900 Safety Program Expense			
PPE Central Stores	1	500	500
Safety Shoes Purchases	5	100	500
Signs For Truck (Safety Zone)	1	1,000	1,000
Safety Cones	1	1,080	1,080
Totals For Gl# 307-541-552.3900-Safety Program Expense			3,080
307-541-552.4200 Small Tools/Equipment			
Minor Tools And Small Equipment	1	3,000	3,000
EVX539 Digital Portable Radios	2	295	590
Totals For Gl# 307-541-552.4200-Small Tools/Equipment			3,590

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ROAD AND BRIDGE DEPARTMENT FUND 307; DEPARTMENT 541

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 541-Road & Bridge			
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 Clear	aning		2,550
307-541-553.0200 Materials-Road Repairs&Maint			
Drainage Repairs	1	80,000	80,000
Citywide Road Paving	1	218,692	218,692
Street Repairs	1	50,000	50,000
Street Sign Repair-Replace - Sign	1	10,000	10,000
Street Striping	1	15,000	15,000
Totals For Gl# 307-541-553.0200-Materials-Road Repairs&Ma	aint	_	373,692
307-541-553.0300 Materials-Sidewalk Repairs & Maint			
Curb-Sidewalk Repair And	1	138,000	138,000
Totals For Gl# 307-541-553.0300-Materials-Sidewalk Repairs	& Maint	· -	138,000
307-541-553.0400 Materials-Light Repairs & Maint			
Street Light Repairs	1	40,000	40,000
Traffic Light Repairs	1	25,000	25,000
Traffic Management Center-ITMC System	1	20,000	20,000
Totals For Gl# 307-541-553.0400-Materials-Light Repairs & M	Maint	_	85,000
307-541-553.0500 ADA Sidewalk Compliance			
ADA Ramp Compliance	1	22,000	22,000
Totals For Gl# 307-541-553.0500-Ada Sidewalk Compliance			22,000
307-541-555.1300 Technical/Training			
Employee Training	1	1,500	1,500
Totals For Gl# 307-541-555.1300-Technical/Training			1,500
307-541-564.0100 Machinery & Equipment			
Refurbished Bucket Truck (Share W/572)	0.8	65,000	52,000
Totals For Gl# 307-541-564.0100-Machinery & Equipment		-	52,000

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ROAD AND BRIDGE DEPARTMENT FUND 307; DEPARTMENT 541

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 541-Road & Bridge			
307-541-564.4900 Capital Leases			
2 Ton Vibratory Roller W/Trailer	1	55,000	55,000
Message Board W/Trailer	1	19,300	19,300
Totals For Gl# 307-541-564.4900-Capital Leases			74,300
307-541-571.0100 Princ - Lease			
P# 15-16 FA#20309 Mini-Excavator (1/4)	2	723	1,446
P# 11-14 FA#20401 Front Loader (1/4)	4	2,402	9,608
P# 07-10 FA#20512, 20508,20485,20489: Street Sweeper,	4	23,535	94,140
P# 02-05 Brush Chipper	4	4,268	17,072
FPL (1 Out Of 12 Pymts)	1	2,058 _	2,058
Totals For Gl# 307-541-571.0100-Princ - Lease			124,324
307-541-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (2-3 Out Of 18 Pymts)	1	136,514	136,514
Totals For Gl# 307-541-571.1900-Princ-Keybank Loan 2019			136,514
307-541-572.0100 Int Exp - Lease			
P# 15-16 FA#20309 Mini-Excavator (1/4)	2	5	10
P# 11-14 FA#20401 Front Loader (1/4)	4	44	176
P# 07-10 FA#20512, 20508,20485,20489: Street Sweeper,	4	1,291	5,164
P# 02-05 Brush Chipper	4	415	1,660
FPL (1 Out Of 12 Pymts)	1	755 _	755
Totals For Gl# 307-541-572.0100-Int Exp - Lease			7,765
307-541-572.1900 Int Exp-Keybank Loan 2019			
Int Exp - Keybank Loan 2019 (2-3 Out Of 18 Pymts)	1	20,048 _	20,048
Totals For Gl# 307-541-572.1900-Int Exp-Keybank Loan 2019			20,048
307-541-573.0500 New Debt Service			
2 Ton Vibratory Roller W/Trailer	2	3,664	7,328
Message Board W/Trailer	2	1,286	2,572
Totals For Gl# 307-541-573.0500-New Debt Service			9,900
307-541-591.0100 Transfer To General Fund - Allocations			
Allocations	1	170,495	170,495
Totals For Gl# 307-541-591.0100-Transfer To General Fund - A	Allocations		170,495

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ROAD AND BRIDGE DEPARTMENT FUND 307; DEPARTMENT 541

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 541-Road & Bridge			
307-541-591.4400 Transfer To Stormwater - Subsidy			
Subsidy To Stormwater	1	38,793	38,793
Totals For Gl# 307-541-591.4400-Transfer To Stormwater - Subs	sidy	_	38,793
307-541-591.0700 Transfer to Capital Projects Fund			
Capital Projects	1	358,400	358,400
Totals For Gl#307-541-591.0700 Transfer to Capital Projects Fun	nd		358,400
Totals For Dept 541-Road & Bridge			\$ 2,170,551

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Enterprise Funds

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

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

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

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

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

Solid Waste Fund

• Solid Waste - Cost Center 534

Water and Sewer Fund

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

Stormwater Fund

• Stormwater Department – Cost Center 538

Reuse Fund

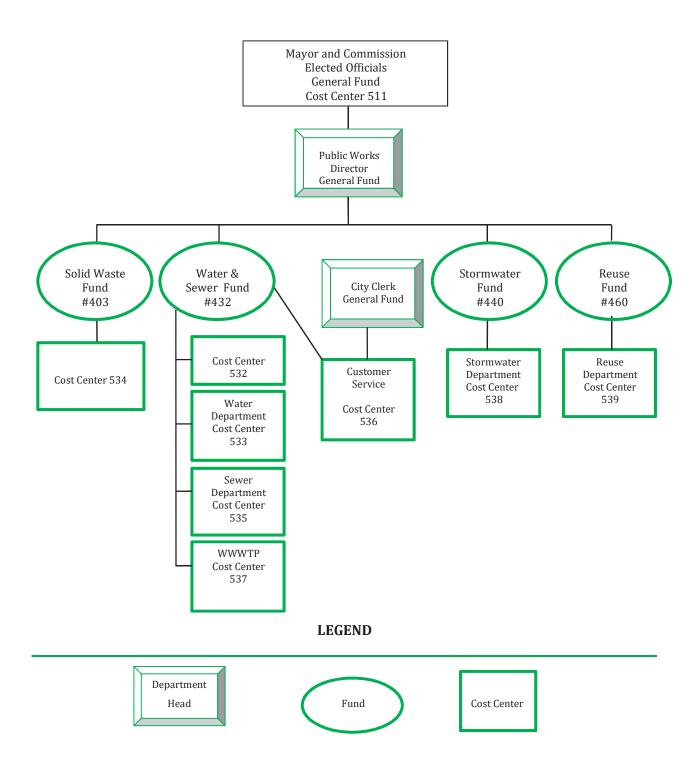
• Reuse Department – Cost Center 539

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ENTERPRISE FUNDS ORGANIZATIONAL CHART

SOLID WASTE FUND
WATER AND SEWER FUND
STORMWATER FUND
REUSE FUND





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. The study had two options in scheduling the rate increase:

- FY2019 Apr 1, 2019 Water & Sewer 2%, Stormwater 5% and Reuse 3.5% or
- FY2020 Oct 1, 2019 Water & Sewer 4%, Stormwater 10% and Reuse 7% (no increase in FY2019)

Commission approved to implement the rates effective FY2020 and reduce the rate in FY2021; Water & Sewer – 2%, Stormwater – 5% and Reuse – 3.5% and continue the utility rates through FY2028.

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

Key Points

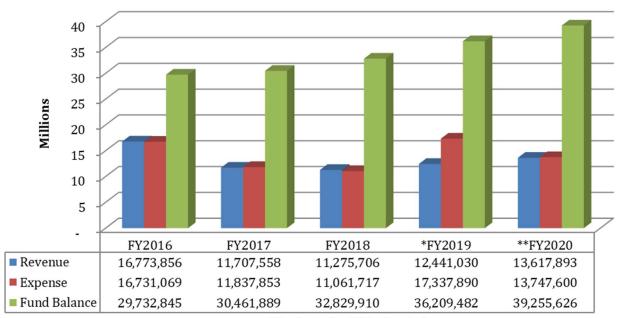
- This graph has been enhanced to include all cost centers in the proprietary funds. In addition, actual expense is included in the graph to compare with budgeted expense.
- ❖ Impact Fees and interest associated are not included within Figure 12.
- Cross Connect cost center was separated from the Water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

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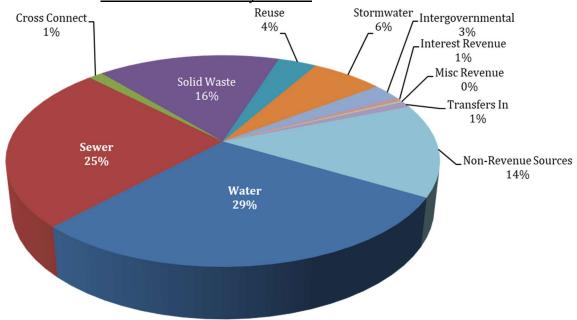
ENTERPRISE FUNDS – Solid Waste Fund - 403 Water and Sewer Fund - 432 Stormwater Fund - 440 Reuse Fund - 460

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated



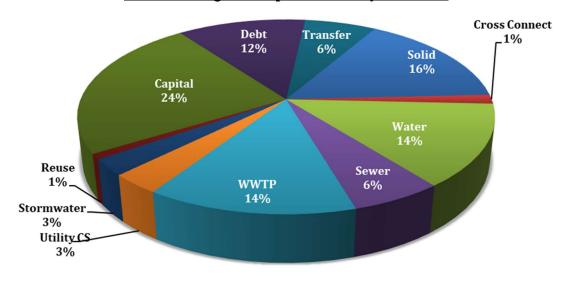


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ENTERPRISE FUNDS – Solid Waste Fund - 403 Water and Sewer Fund - 432 Stormwater Fund - 440 Reuse Fund - 460

FY2020 Budgeted Expenditures By Function



- ❖ <u>Solid Waste Fund</u> expenditures are \$2,274,126 and represent one department and utilized for all solid waste services.
- **Water and Sewer Fund** expenditures are \$5,275,412 and represents 5 departments; Water Department (\$1,879,324), Sewer Department (\$834,278), Cross Connect (\$207,952), Waste Water Treatment Plant (\$1,897,566) and Utility Customer Service (\$456,292).
- **Stormwater Fund** expenditures are \$372,548 and represent one department and is utilized for all stormwater service.
- * Reuse Fund expenditures are \$126,316 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 \$3,259,879 and accounts for operating capital outlay and the Capital Improvement Plan. A detail description is listed in Capital section of this budget book.
- ❖ <u>Debt</u> expenditures are \$1,626,541 and accounts for one loan made in 2019 to improve infrastructure; SRF loan for the Stormwater and Reuse department and outstanding Capital Lease debt.
- **Transfer Out** expenditures are \$903,798 and represents administrative cost (\$812,884) and Stormwater subsidy (\$90,914).
- **❖** Total Enterprise Funds Expenditures: \$13,747,600

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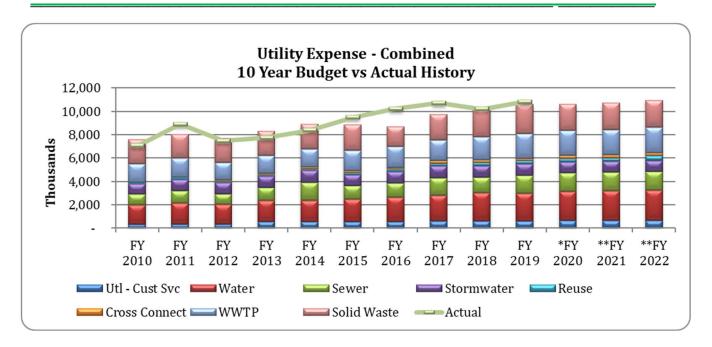


Figure 12

Combined utility revenue budget compared to actual revenue received:

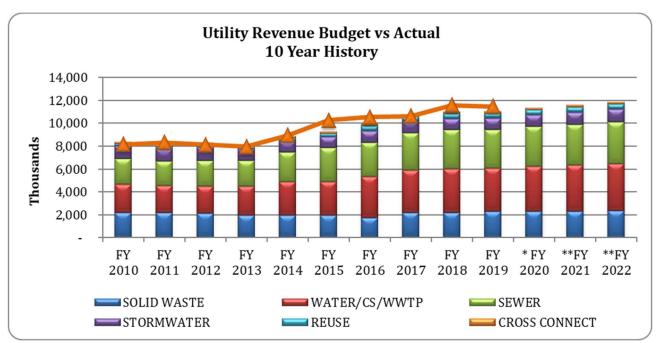
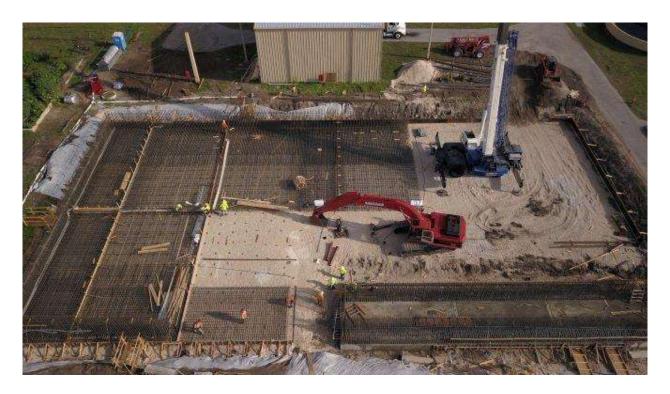


Figure 13

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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.



EQ Stabilization Construction Site - Installation of a 2M gallon basin at the Waste Water Treatment Plant

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Cost Center and Number: Solid Waste Department - 534

Fund: Solid Waste - 403 Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

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

Future Challenges or Issues facing the Cost Center

• Maintaining accuracy of services provided to the citizens in comparison to the contracted billing reports

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

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

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

Keep communication with citizens for better

Cost Center Goals and Objectives:

recycling

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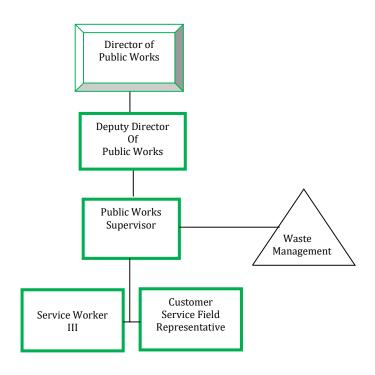


Solid Waste Department Organizational Information

Total Personnel Wages	\$ 117,388
Total Benefits	\$ 52,591
Total Personnel Cost	\$ 169,979

Job Title	Position ID	FTE	
Customer Service Field Representative	PW-534-1233-03	FT	
Service Worker III	PW-534-1284-02	FT	
Public Works Supervisor	PW-534-1290-03	FT	
Overtime			-
Full-Time Position			3,
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			3

COST CENTER ORGANIZATIONAL CHART



LEGEND



Full-time Position



Volunteers



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403 - SOLID WASTE FUND Fund Summary

				2019		2019		2020	
		2018		Revised]	Projected		Adopted	% Change of
Account		Actual		Budget		Actual		Budget	Budget
Beginning Fund Balances	\$	656,706	\$	439,361	\$	439,361	\$	771,324	75.6 %
Revenues									
Permits, Fees, Assessments		221,743		235,018		204,000		235,151	0.1 %
Intergovernmental Revenue		-		290,736		290,736		-	- %
Charges for Services		1,914,453		1,997,581		1,955,400		1,998,975	0.1 %
Interest Revenue		6,756		7,500		12,500		10,000	33.3 %
Miscellaneous		30,212		30,000		30,664		30,000	- %
Total Revenues		2,173,164		2,560,835		2,493,300		2,274,126	(11.2)%
Expenses									
Personnel costs		148,305		160,660		140,380		169,979	5.8 %
Operating Expense		2,175,461		2,013,117		1,945,060		2,013,127	- %
Capital Expense		41,098		3,000		-		6,000	100.0 %
Debt Service		5,393		8,724		8,723		8,728	- %
Transfer Out	_	66,286	_	75,228	_	75,228	_	76,292	1.4 %
Total Expenditure		2,436,543		2,260,729		2,169,391	_	2,274,126	0.6 %
Excess Revenue Over (Under) Expenditures (Modified									
Accrual)		(263,379)		300,106		323,909		-	(100.0)%
Conversion to Full Accrual	_	(46,034)		(11,032)		(8,054)	_	(14,272)	(58.7)%
Excess Revenue Over (Under) Expenditures	_	(217,345)	_	311,138		331,963	_	14,272	190.8 %
Total net Position, End of Year	_	439,361		750,499		771,324		785,596	(9.4)%
Net Investement in Capital Assets		10,632		21,664		23,454	_	37,726	(74.1)%
Unrestricted Net Position	_	428,729	_	728,835	_	747,870	_	747,870	(2.6)%
Total net Position, End of Year	<u>\$</u>	439,361	\$	750,499	\$	771,324	\$	785,596	(4.7)%

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403-000 - SOLID WASTE REVENUE Fund Revenue Summary

Account 403-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
323.7000	Solid Waste Franch Fees-Wm	\$ 221,743	\$ 235,018	\$ 204,000	\$ 235,151	0.1 %
	TOTAL FRANCHISE FEES	221,743	235,018	204,000	235,151	0.1 %
343.7200	Solid Waste Service Charge	1,727,633	1,803,358	1,739,730	1,804,594	0.1 %
343.7300	Garbage & Trash Misc Charges	140	-	243	-	- %
343.7310	City Miscellaneous Solid Waste Services	8,214	9,600	6,000	9,632	0.3 %
343.7350	Roll Off Services	147,374	155,123	185,000	155,000	(0.1)%
343.7360	City Roll-Off Services	3,939	2,500	4,000	8,749	250.0 %
343.7370	City Roll-Off Event	232	1,000	427	1,000	- %
343.7800	Garbage Penalties	26,921	26,000	20,000	20,000	(23.1)%
	TOTAL UTILITY CHARGES	1,914,453	1,997,581	1,955,400	1,998,975	0.1 %
	TOTAL CHARGES FOR SERVICES	2,136,196	2,232,599	2,159,400	2,234,126	0.1 %
331.5003	FEMA: Hurricane Irma	-	290,736	290,736	_	(100.0)%
	TOTAL INTERGOVERMENTAL REVENUE	-	290,736	290,736	-	(100.0)%
361.0100	Investment Earnings	6,756	7,500	12,500	10,000	33.3 %
	TOTAL INTEREST REVENUE	6,756	7,500	12,500	10,000	33.3 %
369.7100 369.7401	Other Misc Revenue Other Misc Rev/Ins Premium Reimbursement	30,000 212	30,000	30,000 664	30,000	- % - %
	TOTAL MISCELLANEOUS REVENUE	30,212	30,000	30,664	30,000	- %
	0	\$ 2,173,164	\$ 2,560,835	\$ 2,493,300	\$ 2,274,126	(11.2)%

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403-534 - SOLID WASTE Cost Center Summary

Account 403-534	Description		2018 Actual	2019 Revised Budget]	2019 Projected Actual		2020 Adopted Budget	% Chan	
512.0100	Regular Salaries	\$	98,961 \$	107,859	\$	95,510	\$	116,388	7 9	%
514.0100	Overtime - GE	Φ	997	1,030	Ψ	390	Ψ	1,000	(2.9	
514.0150	Overtime - GE Overtime - Holiday General		-	1,030		180		-	(2.)	%
314.0130	Employees					100				70
521.0100	Fica Taxes		7,931	8,330		7,361		8,981	7.8	%
522.2100	Retirement General Employee		25,323	24,413		21,546		21,681	(11.2	
523.0100	Health Insurance		13,297	17,160		13,961		19,635	14.4	
523.0300	Insurance & EAP		382	417		344		382	(8.4	
524.0100	Workers' Compensation		1,575	1,451		1,426		1,912	31.8	
529.9900	Reimbursement Of Personnel Costs		(161)	-		(338)			_	%
	Total Personnel Expenses		148,305	160,660		140,380		169,979	5.8	%
531.1600	Contract Services		2 157 042	1 050 401		1,906,500		1 050 504	0.1	0/
540.5100	Travel and Per Diem		2,157,042	1,958,481 18		1,900,300		1,959,594	(100.0	
541.1100	Communications		1,152	1,440		1,200		1,440	(100.0	% %
543.1100	Solid Waste Disposal Fees		13,504	24,630		13,750		24,000	(2.6	
545.1200	Insurance		6,799	5,516		5,525		5,268	(4.5	
546.3400	Repair & Maintenance		25	2,482		300		3,600	45.0	
546.4000	Vehicle Repair & Maintenance		1,605	3,000		1,700		3,000	-	%
547.5100	Printing And Binding		158	400		25		275	(31.3	
549.9600	Bank Service Charges		594	1,000		500		750	(25.0	
551.1200	Office Supplies		-	50		25		-	(100.0	
552.1500	Fuel and Lubricants		8,276	10,000		6,646		10,000	-	%
552.2300	Operating Expenses		580	1,050		1,100		700	(33.3	
552.3900	Safety Program Expense		234	600		425		600	_	%
552.4200	Small Tools/Equipment		268	2,000		75		2,000	=.	%
552.5100	Uniform Purchases And Cleaning		766	1,100		800		1,100	-	%
554.0100	Non-Capitalized Equipment		-	1,050		-		-	(100.0)%
555.1300	Technical/Training		-	300		225		800	166.7	%
559.0100	Depreciation Expense		4,563	-		6,264		-	-	%
595.0000	Doubtful Accts Exp		2,412	-		-		-	-	%
595.4500	OPEB Expense		133	-		-		-	-	%
595.4600	Pension Expense - Enterprise Fnds	_	(22,650)	-	_	-				<u>%</u>
	Total Operating Expenses		2,175,461	2,013,117		1,945,060		2,013,127	-	%
564.0100	Machinery & Equipment		9,130	3,000		-		6,000	100.0	%
564.4900	Capital Leases	_	31,968	-	_		_			<u>%</u>
	Total Capital Purchases		41,098	3,000		-		6,000	100.0	%
571.0100	Principal		4,936	8,032		8,054		8,272	3.0	%
572.0100	Interest Expense	_	457	692	_	669	_	456	(34.1	
	Total Debt Service		5,393	8,724		8,723		8,728	-	%

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403-534 - SOLID WASTE Cost Center Summary

Account 403-534	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
591.0100	Transfer Out - Admin Services	66,286	75,228	75,228	76,292	1.4 %
	Total Transfers-Out	66,286	75,228	75,228	76,292	1.4 %
	TOTAL EXPENDITURES	\$ 2,436,543	\$ 2,260,729	\$ 2,169,391	\$ 2,274,126	0.6 %

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SOLID WASTE DEPARTMENT FUND 403; DEPARTMENT 534

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 534-Solid Waste			
403-534-512.0100 Regular Salaries			
Regular Salaries	1	116,388	116,388
Totals For Gl# 403-534-512.0100-Regular Salaries			116,388
403-534-514.0100 Overtime - GE			
Overtime	1	1,000	1,000
Totals For Gl# 403-534-514.0100-Overtime - GE			1,000
403-534-521.0100 FICA Taxes			
FICA Taxes	1	8,981	8,981
Totals For Gl# 403-534-521.0100-FICA Taxes			8,981
403-534-522.2100 Retirement General Employee			
General Employees Pension	1	21,681	21,681
Totals For Gl# 403-534-522.2100-Retirement General Employee	;		21,681
403-534-523.0100 Health Insurance			
Health Insurance - Employee	3	6,545	19,635
Totals For Gl# 403-534-523.0100-Health Insurance			19,635
403-534-523.0300 Life Insurance & EAP			
Life Insurance	1	382	382
Totals For Gl# 403-534-523.0300-Life Insurance & EAP			382
403-534-524.0100 Workers' Compensation			
Workers' Compensation	1	1,912	
Totals For Gl# 403-534-524.0100-Workers' Compensation			1,912
403-534-531.1600 Contract Services			
Waste Management Contract	1	1,958,481	1,958,481
GPS Device Annually 17302;17325;20511	3	371	1,113
Totals For Gl# 403-534-531.1600-Contract Services			1,959,594
403-534-541.1100 Communications			
Cell-Service-Solid Waste	12	60	720
Cell Service-Supervisor	12	60_	720
Totals For Gl# 403-534-541.1100-Communications			1,440

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SOLID WASTE DEPARTMENT FUND 403; DEPARTMENT 534

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>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	1,317	5,268
Totals For Gl# 403-534-545.1200-Insurance			5,268
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	1	3,000	3,000
Totals For Gl# 403-534-546.4000-Vehicle Repair & Maintenanc	e		3,000
403-534-547.5100 Printing And Binding			
Business Cards-Reorder	1	75	75
Office Supplies	1	200	200
Totals For Gl# 403-534-547.5100-Printing And Binding			275
403-534-549.9600 Bank Service Charges			
Banking Charges	1	750	750
Totals For Gl# 403-534-549.9600-Bank Service Charges			750
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	700	700
Totals For Gl# 403-534-552.2300-Operating Expenses			700

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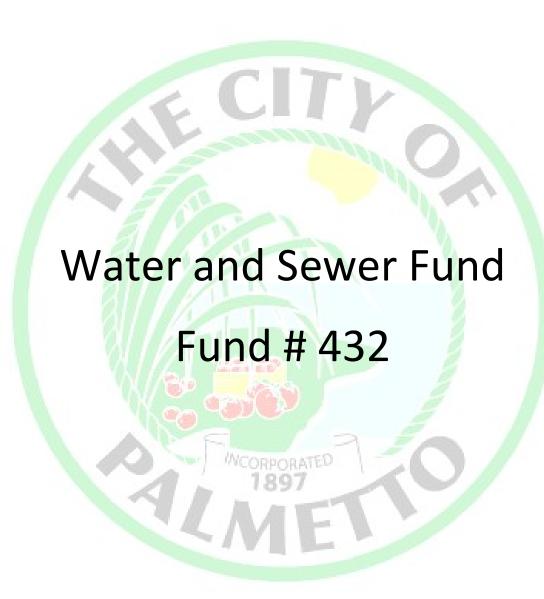


SOLID WASTE DEPARTMENT FUND 403; DEPARTMENT 534

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 534-Solid Waste			
403-534-552.3900 Safety Program Expense			
Safety Footwear-3 Employees	2	100	200
Warehouse Issues	1	400	400
Totals For Gl# 403-534-552.3900-Safety Program Expense			600
403-534-552.4200 Small Tools/Equipment			
Misc Hand Tools As Needed	1	2,000	2,000
Totals For Gl# 403-534-552.4200-Small Tools/Equipment			2,000
403-534-552.5100 Uniform Purchases And Cleaning			
Uniforms-2 Employees	2	400	800
Shirts For Supervisor	1	300	300
Totals For Gl# 403-534-552.5100-Uniform Purchases And Clea	aning		1,100
403-534-555.1300 Technical/Training			
Training - 1 Employees	1	300	300
Training - Supervisor	1	500	500
Totals For Gl# 403-534-555.1300-Technical/Training			800
403-534-564.0100 Machinery & Equipment			
20 Yd Roll Off	2	3,000	6,000
Totals For Gl# 403-534-564.0100-Machinery & Equipment			6,000
403-534-571.0100 Princ - Lease			
P# 07-10 FA#20511 Ford F-150	4	2,068	8,272
Totals For Gl# 403-534-571.0100-Princ - Lease			8,272
403-534-572.0100 Int Exp - Lease			
P# 07-10 FA#20511 Ford F-150	4	114	456
Totals For Gl# 403-534-572.0100-Int Exp - Lease			456
403-534-591.0100 Transfer To General Fund - Allocations			
Allocation	1	76,292	76,292 76,292
Totals For Gl# 403-534-591.0100-Transfer To General Fund - A	Allocations		76,292
Totals For Dept 534-Solid Waste		\$	2,274,126

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432 - WATER AND SEWER FUND Fund Summary

		2019	2019	2020	
	2018	Revised	Projected	Adopted	% Change of
Account	Actual	Budget	Actual	Budget	Budget
Beginning Fund Balances	\$18,625,518	\$20,585,493	\$20,585,493	\$ 23,148,099	12.4 %
Revenues					
Grants	-	7,543,091	1,241,769	358,692	- %
Charges for Services	7,412,498	7,348,123	7,371,762	7,620,320	3.7 %
Impact Fees	134,032	106,632	71,458	-	(100.0)%
Interest Revenue	114,056	55,000	154,298	50,000	(9.1)%
Miscellaneous	183,258	136,394	123,483	1,000	(99.3)%
Non-Revenue/Fund Balance		3,121,795	_	1,862,342	(40.3)%
Total Revenues	7,843,844	18,311,035	8,962,770	9,892,354	(46.0)%
Expenses					
Cross Connect	115,737	184,210	161,892	207,952	12.9 %
Water Department	1,708,419	1,766,471	2,058,444	1,879,324	6.4 %
Sewer Department	901,249	719,115	968,205	834,278	16.0 %
Customer Service	420,017	450,767	420,213	456,292	1.2 %
WWTP	1,910,959	1,916,298	1,960,931	1,897,566	(1.0)%
Capital Expense	669,423	11,521,995	5,252,637	3,009,283	(73.9)%
Debt Service	911,636	924,062	946,303	954,773	3.3 %
Transfer Out	611,685	661,715	661,715	652,886	(1.3)%
Total Expenditure	7,249,125	18,144,633	12,430,340	9,892,354	(45.5)%
Excess Revenue Over (Under) Expenditures (Modified					
Accrual)	594,719	166,402	(3,467,570)	-	- %
Conversion to Full Accrual	(1,365,256)	(9,152,641)	(6,030,176)	(1,987,908)	(78.3)%
Excess Revenue Over (Under) Expenditures	1,959,975	9,319,043	2,562,606	1,987,908	(78.7)%
Total net Position, End of Year	20,585,493	29,904,536	23,148,099	25,136,007	(15.9)%
Net investments in capital assets	14,152,562	25,846,178	18,697,288	21,528,269	(16.7)%
Restricted Net Position	942,707	1,053,079	1,053,079	1,053,079	- %
Unrestricted Net Position	5,490,224	3,005,279	3,397,732	2,554,659	(15.0)%
Total net Position, End of Year	\$20,585,493	\$29,904,536	\$23,148,099	\$ 25,136,007	(15.9)%

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432-000 - WATER AND SEWER REVENUE Fund Revenue Summary

Account 432-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
CDBG System 4	CDBG System 4		\$ 600,000			(100.0)%
331.5003	FEMA: Hurricane Irma	-	27,846	27,846	-	(100.0)%
SRF - EQ Basin	SRF - EQ Basin		6,915,245	613,923	358,692	(94.8)%
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	-	7,543,091	1,241,769	358,692	(95.2)%
341.9000	Charges for Emergency Services	18,781	-	10,000	-	- %
343.6100	Water Sales	3,723,692	3,739,771	3,750,000	3,900,000	4.3 %
343.3200	Water Service Installation	18,000	17,275	10,175	7,500	(56.6)%
343.6800	Misc Water Charges	19,546	29,125	23,719	20,000	(31.3)%
343.6900	Reuse Penalties	60,624	34,779	33,000	25,000	(28.1)%
	Total Water Services	3,840,643	3,820,950	3,826,894	3,952,500	3.4 %
343.8100	Sewer Service Charges	3,325,034	3,299,975	3,333,000	3,466,320	5.0 %
343.5200	Sewer Connection Charges	18,400	22,800	14,000	10,000	(56.1)%
343.7700	Misc Sewer Charges	-	-	352	-	- %
343.7900	Sewer Penalties	47,562	25,898	25,000	18,000	(30.5)%
	Total Sewer Services	3,390,996	3,348,673	3,372,352	3,494,320	4.3 %
343.8500	Backflow Preventer Maint	177,307	175,000	170,000	170,000	(2.9)%
343.8700	Backflow Penalties	3,552	3,500	2,500	3,500	- %
	Total Cross Connect Services	180,859	178,500	172,500	173,500	(2.8)%
	TOTAL UTILITY SERVICES	7,412,498	7,348,123	7,371,746	7,620,320	3.7 %
361.0100	Investment Earnings	109,421	55,000	154,000	50,000	(9.1)%
361.0200	Interest Rev - Impact Fees	4,635	-	-	-	- %
361.0800	Interest Special Assmt	-	-	35	-	- %
361.0900	A/R Interest Charges	-		263		- %
	TOTAL INTEREST REVENUE	114,056	55,000	154,298	50,000	(9.1)%
341.3300	Impact Admin Fee	_	_	16	_	- %
367.1000	Gain/Loss on Sale of Surplus	4,425	-	-	-	- %
	Property	,				
369.6700	Other Misc. Revenue-Returned Check Chgs	1,300	1,000	960	1,000	- %
369.6800	Other Misc Rev/Refund Exp	-	19,850	-	-	(100.0)%
369.7000	Other Misc Revenue-Reimb-Veolia	174,705	112,428	112,428	-	(100.0)%
369.7400	Other Misc Revenue	6,633	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	3,116	3,116	10,037	-	(100.0)%

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432-000 - WATER AND SEWER REVENUE Fund Revenue Summary

Account 432-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
369.8001	Over/Short Cash	(6,921)	-	58	-	- %
	TOTAL MISCELLANEOUS REVENUE	183,258	136,394	123,499	1,000	(99.3)%
324.2100 324.2150 324.2200 324.2250	Impact Fees - Water (Residential) Impact Fees - Sewer (Residential) Impact Fees - Water (Commerical) Impact Fees - Sewer (Commerical)	22,476 98,751 2,355 10,450	17,989 81,223 343 7,077	11,521 52,517 343 7,077	- - - -	(100.0)% (100.0)% (100.0)% (100.0)%
	TOTAL IMPACT FEES	134,032	106,632	71,458	-	(100.0)%
383.7000	OTHER FINANCING SOURCES Capital Lease Inception		40,000		242,000	505.0 %
383.7000	Capital Lease Inception Total Debt/Lease Proceeds	-	40,000 40,000		242,000 242,000	505.0 % 505.0 %
			.,		,	
399.0000	Funding From Fund Balance - Outstanding Enc	-	142,359	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj		2,939,436		1,620,342	(44.9)%
	Total Non-Revenue Sources	-	3,081,795	-	1,620,342	(47.4)%
	TOTAL OTHER FINANCING SOURCES		3,121,795		1,862,342	(40.3)%
	TOTAL WATER AND SEWER REVENUE	\$ 7,843,844	\$18,311,035	<u>\$ 8,962,770</u>	\$ 9,892,354	(46.0)%

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

> Margaret Mead (1901-1978) US Cultural Anthropologist

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Cost Center and Number: Cross Connect - 532

Fund: Water and Sewer - 432 Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

• Performs backflow testing and certification throughout the City's distribution

• Protect homeowners against connections between a potable and non-potable water supply

• Inspections of homeowners system to insure that there is no cross connections

<u>Future Challenges or Issues facing the Cost Center</u>

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

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

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

1.	Ensure the safety of the City's drinking water
2.	Remain up to date on all required licenses,
	permits and certifications.
3.	Keep devices tested and up to date

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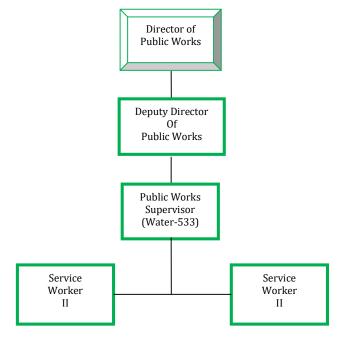


Cross Connection Services Organizational Information

Total Personnel Wages\$ 64,174Total Benefits\$ 39,441Total Personnel Cost\$ 103,615

Job Title		Position ID	FTE	
Service Worker II		PW-532-1286-01	FT	
Service Worker II		PW-532-1286-07	FT	
Overtime				-
	Full-Time Position			2,
	VACANT Full-Time Position			0
	Part-Time Positions			0
	VACANT Part-Time Positions			0
	Elected Officals			0
	Total Positions			2

COST CENTER ORGANIZATIONAL CHART



LEGEND

Department Head

Full-time Position Part time Position

Volunteers





432-532 - CROSS CONNECT Cost Center Summary

Account 432-532	Description		2018 Actual		2019 Revised Budget	F	2019 Projected Actual		2020 Adopted Budget	% Change of Budget
512.0100	D 1 C1 :	Ф	24 (72	Φ	(0.292	ф	47 471	Ф	(1.174	1.5.0/
512.0100 514.0100	Regular Salaries Overtime - GE	\$	34,673 1,027	Э	60,283 3,000	Þ	47,471 1,146	2	61,174 3,000	1.5 %
514.0150	Overtime - GE Overtime - Holiday General		1,027		3,000		343		3,000 -	- /0 - %
314.0130	Employees		-		=		343		_	- /0
521.0100	Fica Taxes		2,555		4,842		3,494		4,910	1.4 %
522.2100	Retirement General Employee		9,089		14,188		10,713		11,853	(16.5)%
523.0100	Health Insurance		7,951		11,440		13,133		20,721	81.1 %
523.0300	Insurance & EAP		124		243		170		201	(17.3)%
524.0100	Workers' Compensation		1,069		1,616		1,254		1,756	8.7 %
529.9900	Reimbursement Of Personnel Costs		-		-		(331)	1	<u>-</u>	- %
	Total Personnel Expenses		56,488		95,612		77,393		103,615	8.4 %
531.1600	Contract Services		31,303		50,740		55,565		65,371	28.8 %
540.5100	Travel and Per Diem		207		500,740		300		500	- %
545.1200	Insurance		4,118		2,844		3,252		3,252	14.3 %
546.3400	Repair & Maintenance		4,110		2,000		200		2,000	- %
546.3600	Repair & Maintenance - Utility		6,467		22,000		9,115		22,000	- %
546.4000	Vehicle Repair & Maintenance		782		1,500		1,264		2,000	33.3 %
552.1500	Fuel and Lubricants		1,471		3,000		825		3,000	- %
552.2300	Operating Expenses		573		850		479		850	- %
552.3900	Safety Program Expense		268		400		362		400	- %
552.4200	Small Tools/Equipment		786		1,200		958		1,200	- %
552.5100	Uniform Purchases And Cleaning		314		2,064		1,286		2,264	9.7 %
555.1300	Technical/Training		1,270		1,500		300		1,500	- %
559.0100	Depreciation Expense	_	11,686	_	-		10,593	_		- %
	Total Operating Expenses		59,249		88,598		84,499		104,337	17.8 %
564.0100	Machinery & Equipment		_		_		_		3,500	- %
564.4900	Capital Leases				40,000		40,000	_	-	(100.0)%
	Total Capital Purchases		_		40,000		40,000		3,500	(91.3)%
571.0100	Principal		-		2,373		2,374		9,660	307.1 %
572.0100	Interest Expense		-		276		276		940	240.6 %
573.0500	New Debt Service		-		-		2,650		-	- %
	Total Debt Service		-		276		2,926		940	240.6 %
591.0100	Transfer Out - Admin Services	_	47,740		46,933		46,933	_	47,608	1.4 %
	0		47,740		49,582		52,233		58,208	(223.2)%
	0	\$	163,477	\$	273,792	<u>\$</u>	254,125	\$	269,660	(242.1)%

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CROSS CONNECT DEPARTMENT FUND 432; DEPARTMENT 532

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 532-Cross Connect 432-532-512.0100 Regular Salaries Regular Salaries Totals For Gl# 432-532-512.0100-Regular Salaries	1	61,174	61,174
432-532-514.0100 Overtime - GE Overtime Totals For Gl# 432-532-514.0100-Overtime - GE	1	3,000	3,000
432-532-521.0100 FICA Taxes FICA Taxes Totals For Gl# 432-532-521.0100-FICA Taxes	1	4,910	4,910 4,910
432-532-522.2100 Retirement General Employee General Employees Pension Totals For Gl# 432-532-522.2100-Retirement General Employee	1	11,853	11,853 11,853
432-532-523.0100 Health Insurance Health Insurance - Family Health Insurance - Employee Totals For Gl# 432-532-523.0100-Health Insurance	1 1	14,176 6,545	14,176 6,545 20,721
432-532-523.0300 Life Insurance & EAP Life Insurance Totals For Gl# 432-532-523.0300-Life Insurance & EAP	1	201	201 201
432-532-524.0100 Workers' Compensation Workers' Compensation Totals For Gl# 432-532-524.0100-Workers' Compensation	1	1,756	1,756 1,756
432-532-531.1600 Contract Services Backflow Meter Testing FDEP Required GPS Device Annually 17657 Totals For Gl# 432-532-531.1600-Contract Services	1 1	65,000 371	65,000 371 65,371
432-532-540.5100 Travel And Per Diem Obtain License - Certification Totals For Gl# 432-532-540.5100-Travel And Per Diem	1	500	500 500
432-532-545.1200 Insurance Gen Liab-Auto-Property Insurance Totals For Gl# 432-532-545.1200-Insurance	4	813	3,252 3,252

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CROSS CONNECT DEPARTMENT FUND 432; DEPARTMENT 532

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 532-Cross Connect			
432-532-546.3400 Repair & Maintenance			
Equipment	1	1,000	1,000
Calibration	1	1,000	1,000
Totals For Gl# 432-532-546.3400-Repair & Maintenance			2,000
432-532-546.3600 Repair & Maintenance - Utility			
Backflow Repairs	1	22,000	22,000
Totals For Gl# 432-532-546.3600-Repair & Maintenance - Utilit	У		22,000
432-532-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair	1	2,000	2,000
Totals For Gl# 432-532-546.4000-Vehicle Repair & Maintenanc	e		2,000
432-532-552.1500 Fuel And Lubricants			
Fuel	1	3,000	3,000
Totals For Gl# 432-532-552.1500-Fuel And Lubricants			3,000
432-532-552.2300 Operating Expenses			
Central Store's Issues	1	850	850
Totals For Gl# 432-532-552.2300-Operating Expenses			850
432-532-552.3900 Safety Program Expense			
New Foot Wear	2	100	200
New-Safety Classes	2	100	200
Totals For Gl# 432-532-552.3900-Safety Program Expense			400
432-532-552.4200 Small Tools/Equipment			
Small Tools	1	1,200	1,200
Totals For Gl# 432-532-552.4200-Small Tools/Equipment			1,200
432-532-552.5100 Uniform Purchases And Cleaning			
Changeouts As Needed	2	100	200
Uniform Rental-2 Employees	2	1,032	2,064
Totals For Gl# 432-532-552.5100-Uniform Purchases And Clear	ning		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
432-532-564.0100 Machinery And Equipment			
Kuv Spray Bed Liner/ Strobes1	1	3,500	3,500
Totals For Gl# 432-532-564.0100-Machinery And Equipment			3,500

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CROSS CONNECT DEPARTMENT FUND 432; DEPARTMENT 532

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET	
Dept 532-Cross Connect				
432-532-571.0100 Princ - Lease	4	2 415	0.6	(0
P# 02-05 Ford Transit	4	2,415	9,6	
Totals For Gl# 432-532-571.0100-Princ - Lease			9,6	60
432-532-572.0100 Int Exp - Lease				
P# 02-05 Ford Transit	4	235	9	40
Totals For Gl# 432-532-572.0100-Int Exp - Lease			9.	40
432-532-591.0100 Transfer To General Fund - Allocations				
Allocations	1	47,608	47,6	08
Totals For Gl# 432-532-591.0100-Transfer To General Fund - A	Allocations	.,	47,6	
Totals For Dept 532-Cross Connect			\$ 269,6	60

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Cost Center and Number: Water Department - 533

Fund: Water and Sewer Fund - 432

Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

• Installs, maintains and repairs existing and new infrastructure within the potable water distribution system.

- Monitors water quality through testing throughout the City.
- Improve the system to more efficiently provide protection and quality of service
- Provide oversight and correction of deficiencies in the system
- Add connections to improve service

Future Challenges or Issues facing the Cost Center

- Maintaining the Backflow system for timely inspections
- Fire protection is aging and major improvements are needed

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

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

Water

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Water Services Organizational Information

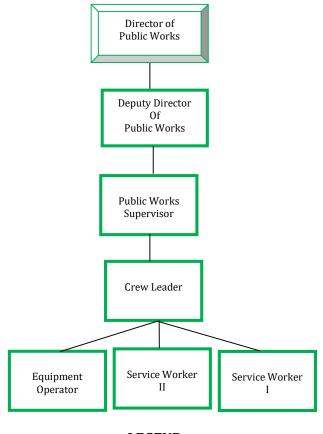
 Total Personnel Wages
 \$ 200,176

 Total Benefits
 \$ 98,801

 Total Personnel Cost
 \$ 298,977

Job Title	Position ID	FTE	
Service Worker I	PW-533-1285-09	FT	
Crew Leader	PW-533-1253-05	VCT	
Equipment Operator	PW-533-1263-01	FT	
Public Works Supervisor	PW-533-1290-04	FT	
Service Worker II	PW-533-1286-09	FT	
Full-Time Position			4
VACANT Full-Time Position			1
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			5

COST CENTER ORGANIZATIONAL CHART



LEGEND

Department Head Full-time Position Part time Position

Volunteers





432-533 - WATER DEPARTMENT Cost Center Summary

Account 432-533	Description		2018 Actual	2019 Revised Budget	I	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
512.0100	Regular Salaries	\$	136,746		\$	133,161		1.7 %
514.0100	Overtime - GE		1,859	8,000		743	8,000	- %
514.0150	Overtime - Holiday General Employees		293	-		191	-	- %
521.0100	Fica Taxes		9,769	15,069		9,843	15,314	1.6 %
522.2100	Retirement General Employee		33,257	44,161		30,122	36,972	(16.3)%
523.0100	Health Insurance		24,746	35,270		25,576	40,356	14.4 %
523.0300	Insurance & EAP		525	725		504	635	(12.4)%
524.0100	Workers' Compensation	_	3,959	5,031	_	3,522	5,525	9.8 %
	Total Personnel Expenses		211,154	297,227		203,662	298,977	0.6 %
531.0100	Consulting		_	5,908		_	20,000	238.5 %
531.0600	Attorney Fees		713	1,000		1,000	1,000	- %
531.1600	Contract Services		4,890	8,082		8,082	2,000	(75.3)%
531.2000	Engineering Services		3,570	6,000		<u>-</u>	12,000	100.0 %
540.5100	Travel and Per Diem		178	1,000		1,000	2,000	100.0 %
541.1100	Communications		1,284	1,440		1,204	1,440	- %
543.0000	Utility Services		957	997		974	1,010	1.3 %
544.0500	Operating Lease		57	403		280	403	- %
544.1500	Rental Expenses		269	10,000		-	10,000	- %
545.1200	Insurance		9,801	8,832		8,845	8,052	(8.8)%
545.9900	Insurance Contingency - Vehicle		-	=		18,373	=	- %
546.0500	Contamination Testing		10,338	17,342		13,729	12,500	(27.9)%
546.3400-0000	Repair & Maintenance		2,489	4,000		477	4,000	- %
546.3400-9033	Repair & Maintenance - Grant		-	-		-	20,000	- %
546.3600	Repair & Maintenance - Utility		53,556	62,925		76,660	85,000	35.1 %
546.4000	Vehicle Repair & Maintenance		6,420	6,500		4,800	6,500	- %
547.5100	Printing And Binding		1,036	200		200	1,200	500.0 %
551.1200	Office Supplies		94	125		91	300	140.0 %
552.1500	Fuel and Lubricants		7,193	9,500		8,269	11,000	15.8 %
552.2300	Operating Expenses		5,553	5,000		3,109	5,000	- %
552.3900	Safety Program Expense		661	1,400		598	1,800	28.6 %
552.4200	Small Tools/Equipment		2,760	3,090		4,093	4,600	48.9 %
552.5100	Uniform Purchases And Cleaning		918	1,500		809	3,800	153.3 %
552.6300	Water Purchased For Resale		1,243,022	1,312,500		1,324,992	1,364,742	4.0 %
554.0100	Non-Capitalized Equipment		1,199	777		777	=	(100.0)%
555.1300	Technical/Training		704	723		723	2,000	176.6 %
559.0100	Depreciation Expense		378,052	=		375,697	=	- %
595.0000	Doubtful Accts Exp		8,793	-		-	-	- %
595.4500	OPEB Expense		840	-		-	-	- %
595.4600	Pension Expense - Enterprise Fnds	_	(248,082)	-	_	-		- %
	Total Operating Expenses		1,497,265	1,469,244		1,854,782	1,580,347	7.6 %

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432-533 - WATER DEPARTMENT Cost Center Summary

Account 432-533	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	•					
563.0200 564.0100 564.4900	Improvements Not Building Machinery & Equipment Capital Leases	6,291 2,878 40,402	6,000 24,500	5,284 24,500	7,000 - 60,000	16.7 % (100.0)% - %
	Total Capital Purchases	49,571	30,500	29,784	67,000	119.7 %
571.0100	Princ - Lease	20,812	25,572	25,572	24,954	(2.4)%
571.0100-3659	Principal - Lease	130,730	132,968	132,967	135,244	1.7 %
571.0400	Principal - Loan 2004	1,617	839	839	-	(100.0)%
571.0500	Principal - Loan 2005	9,908	7,720	7,720	_	(100.0)%
571.0700	Principal - Loan 2007	59,116	46,107	46,107	_	(100.0)%
571.1400	Principal Payment - 2014 Loan	72,998	75,251	75,251	77,572	3.1 %
571.1900	Principal - Loan 2019	-	38,498	38,498	110,308	186.5 %
572.0100	Interest Expense - Lease	1,214	1,342	1,342	1,547	15.3 %
572.0100-3659	Interest Expense - Lease	11,873	9,640	9,637	7,364	(23.6)%
572.0400	Interest Expense - Loan 2004	536	251	251	=	(100.0)%
572.0500	Interest Expense - Loan 2005	4,190	3,040	3,040	-	(100.0)%
572.0700	Interest Expense - Loan 2007	32,469	23,702	23,702	-	(100.0)%
572.1400	Interest Expense - Loan 2014	30,558	28,670	28,670	26,348	(8.1)%
572.1900	Interest Expense - Loan 2019	_	2,000	1,178	16,199	710.0 %
573.0500	New Debt Service			_	7,996	- %
	Total Debt Service	376,021	395,600	394,774	407,532	3.0 %
591.0100	Transfer Out - Admin Services	112,016	109,536	109,536	127,279	16.2 %
591.4400	Transfer To Stormwater - Subsidy	51,000	69,096	69,096	45,457	(34.2)%
	Total Transfers-Out	163,016	178,632	178,632	172,736	(3.3)%
	TOTAL EXPENDITURES	\$ 2,297,027	\$ 2,371,203	\$ 2,661,634	\$ 2,526,592	6.6 %

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WATER DEPARTMENT FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 533-Water Department			
432-533-512.0100 Regular Salaries			
Regular Salaries	1	192,175	192,175
Totals For Gl# 432-533-512.0100-Regular Salaries		_	192,175
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	15,314	15,314
Totals For Gl# 432-533-521.0100-FICA Taxes			15,314
432-533-522.2100 Retirement General Employee			
General Employee Pension	1	36,972	
Totals For Gl# 432-533-522.2100-Retirement General Employee			36,972
432-533-523.0100 Health Insurance			
Health Insurance - Employee	4	6,545	26,180
Health Insurance - Family	1	14,176	14,176
Totals For Gl# 432-533-523.0100-Health Insurance			40,356
432-533-523.0300 Life Insurance & EAP			
Life Insurance	1	635	635
Totals For Gl# 432-533-523.0300-Life Insurance & EAP			635
432-533-524.0100 Workers' Compensation			
Workers' Compensation	1	5,525	
Totals For Gl# 432-533-524.0100-Workers' Compensation			5,525
432-533-531.0100 Consulting			
Consulting Services	1	10,000	10,000
Impact Fee Study	1	10,000	10,000
Totals For Gl# 432-533-531.0100-Consulting			20,000
432-533-531.0600 Attorney Fees			
Attorney Fee's	1	1,000	1,000
Totals For Gl# 432-533-531.0600-Attorney Fees			1,000
432-533-531.1600 Contract Services			
GPS Device Annually ;17442;17462;17653;20401;20507	5	400	2,000
Totals For Gl# 432-533-531.1600-Contract Services			2,000

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WATER DEPARTMENT FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
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	2	1,000	2,000
Totals For Gl# 432-533-540.5100-Travel And Per Diem			2,000
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	868	868
FPL	1	142	142
Totals For Gl# 432-533-543.0000-Utility Services			1,010
432-533-544.0500 Operating Lease			
Operating Lease-Copy Overages	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# 432-533-544.0500-Operating Lease			403
432-533-544.1500 Rental Expenses		40.000	40.000
Rental Expense	1	10,000	10,000
Totals For Gl# 432-533-544.1500-Rental Expenses			10,000
432-533-545.1200 Insurance	,	2 012	0.050
Gen Liab-Auto-Property Insurance	4	2,013	8,052
Totals For Gl# 432-533-545.1200-Insurance			8,032
432-533-546.0500 Contamination Testing			
Chemical Testing	1	12,500	12,500
Totals For Gl# 432-533-546.0500-Contamination Testing			12,500
432-533-546.3400 Repair & Maintenance			
Equipment Repairs	1	4,000	4,000
Totals For Gl# 432-533-546.3400-Repair & Maintenance			4,000
432-533-546.3400-9033 Repair And Maint - Toliet Rebate Program			
Toilet Rebate Program	1	20,000	20,000
Totals For Gl# 432-533-546.3400-9033-Repair And Maint - Toliet Rebate Prog	gram		20,000

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WATER DEPARTMENT FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 533-Water Department			
432-533-546.3600 Repair & Maintenance - Utility			
Repairs To Utility System	1	85,000	
Totals For Gl# 432-533-546.3600-Repair & Maintenance - Utility			85,000
432-533-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair	1	6,500	6,500
Totals For Gl# 432-533-546.4000-Vehicle Repair & Maintenance			6,500
432-533-547.5100 Printing And Binding		1.200	1.200
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	1	200	200
Office Supplies Totals For Cl# 422, 523, 551, 1200, Office Supplies	1	300	300
Totals For Gl# 432-533-551.1200-Office Supplies			300
432-533-552.1500 Fuel And Lubricants	1	11.000	11.000
Fuel Costs	1	11,000	11,000
Totals For Gl# 432-533-552.1500-Fuel And Lubricants			11,000
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	300	300
Safety Footwear Program	5	100	500
Safety Cones Shared Cost	1	1,000	1,000 1,800
Totals For Gl# 432-533-552.3900-Safety Program Expense			1,800
432-533-552.4200 Small Tools/Equipment			
Small Tools	1	4,000	4,000
Evx539 Digital Portable Radios	2	300	600
Totals For Gl# 432-533-552.4200-Small Tools/Equipment			4,600
432-533-552.5100 Uniform Purchases And Cleaning			
Uniform Rental-4 Employees	1	3,500	3,500
Supervisor Shirts	1	300	300
Totals For Gl# 432-533-552.5100-Uniform Purchases And Cleaning			3,800
432-533-552.6300 Water Purchased Fr Resale			
Water Purchased For Resale	1	1,364,742	1,364,742 1,364,742
Totals For Gl# 432-533-552.6300-Water Purchased Fr Resale			1,364,742

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WATER DEPARTMENT FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 533-Water Department			
432-533-555.1300 Technical/Training			
Water License Testing	2	1,000 _	
Totals For Gl# 432-533-555.1300-Technical/Training			2,000
432-533-563.0200 Improvement Not Buildings-Meters			
Meters	1	7,000 _	7,000
Totals For Gl# 432-533-563.0200-Improvement Not Buildings-Meters			7,000
432-533-564.4900 Capital Leases			
2020 Crew Cab Utility Truck	1	60,000	60,000
Totals For Gl# 432-533-564.4900-Capital Leases			60,000
432-533-571.0100 Princ - Lease			
P# 15-16 FA# 20309 Mini-Excavator	2	1,608	3,216
P# 11-14 FA#20401 Front End Loader	4	2,370	9,480
P# 07-10 FA#20507, 20489 Ford F-150 Mini Excavator	4	2,550	10,200
FPL (1 Out Of 12 Pymts)	1	2,058	2,058
Totals For Gl# 432-533-571.0100-Princ - Lease			24,954
432-533-571.0100-3659 Princ - Lease			
P# 23-26 Of 40 Telemetry Meter	4	33,811 _	135,244 135,244
Totals For Gl# 432-533-571.0100-3659-Princ - Lease			135,244
432-533-571.1400 Principal Payment - 2014 Loan			
2014 Loan Principal Payment (21-24 Out Of 60 Pymts)	1	77,572	77,572 77,572
Totals For Gl# 432-533-571.1400-Principal Payment - 2014 Loan			77,572
432-533-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (2-3 Out Of 18 Pymts)	1	110,308 _	110,308
Totals For Gl# 432-533-571.1900-Princ-Keybank Loan 2019			110,308
432-533-572.0100 Int Exp - Lease			
P# 15-16 FA# 20309 Mini-Excavator	2	10	20
P# 11-14 FA#20401 Front End Loader (1/4)	4	53	212
P# 07-10 FA#20507, 20489 Ford F-150 Mini Excavator	4	140	560
FPL (1 Out Of 12 Pymts)	1	755	755
Totals For Gl# 432-533-572.0100-Int Exp - Lease			1,547
432-533-572.0100-3659 Int Exp - Lease			
P# 27-30 Of 40 Telemetry Meter	4	1,841	7,364
Totals For Gl# 432-533-572.0100-3659-Int Exp - Lease			7,364

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WATER DEPARTMENT FUND 432; DEPARTMENT 533

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 533-Water Department			
432-533-572.1400 Interest Payment - 2014 Loan			
2014 Loan Interest (21-24 Out Of 60 Pymts)	1	26,348	26,348
Totals For Gl# 432-533-572.1400-Interest Payment - 2014 Loan		_	26,348 26,348
432-533-572.1900 Int Exp-Keybank Loan 2019			
Keybank Interest (2-3 Out Of 18 Pymts)	1	16,199	16,199
Totals For Gl# 432-533-572.1900-Int Exp-Keybank Loan 2019		_	16,199
432-533-573.0500 New Debt Service			
New Debt Service For Lease - Truck	2	3,998	7,996
Totals For Gl# 432-533-573.0500-New Debt Service		_	7,996 7,996
432-533-591.0100 Transfer To General Fund - Allocations			
Allocations	1	127,279	127,279
Totals For Gl# 432-533-591.0100-Transfer To General Fund - Allocations		· –	127,279 127,279
432-533-591.4400 Transfer To Stormwater - Subsidy			
Stormwater Subsidy	1	45,457	45,457
Totals For Gl# 432-533-591.4400-Transfer To Stormwater - Subsidy	_		45,457
Totals For Dept 533-Water Department		:	\$ 2,526,592

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

Warren Buffett

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Cost Center and Number: Sewer Department - 535

Fund: Water and Sewer Fund - 432

Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

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

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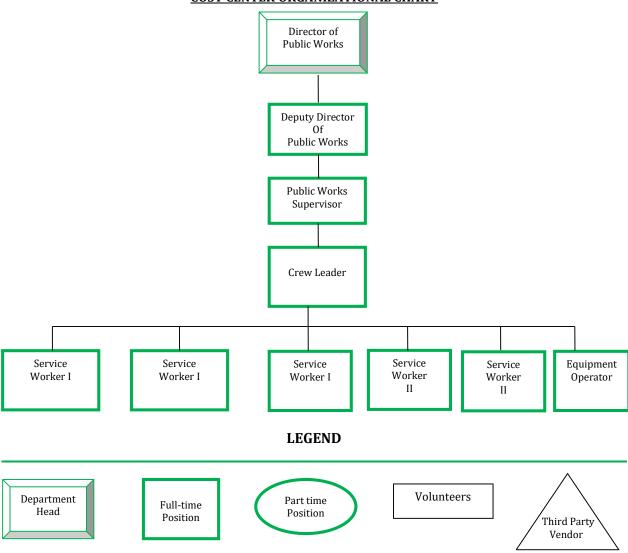


Sewer Services Organizational Information

Total Personnel Wages	\$ 285,602
Total Benefits	\$ 139,195
Total Personnel Cost	\$ 424,797

Job Title	Position ID	FTE	
Service Worker I	PW-535-1285-07	FT	
Equipment Operator	PW-535-1263-06	FT	
Service Worker I	PW-535-1285-04	FT	
Public Works Supervisor	PW-535-1290-02	FT	
Service Worker I	PW-535-1285-03	FT	
Crew Leader	PW-535-1253-04	FT	
Service Worker II	PW-535-1286-06	FT	
Service Worker II	PW-535-1286-10	VCT	
Overtime - Holiday	-		-
Overtime			-
Full-Time Position			7.
VACANT Full-Time Position			1
Part-Time Positions			O
VACANT Part-Time Positions			0
Elected Officals			O
Total Positions			8

COST CENTER ORGANIZATIONAL CHART





432-535 - SEWER DEPARTMENT Cost Center Summary

Account 432-535	Description		2018 Actual	2019 Revised Budget	P	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
512 0100	D 1 C1 '	ď	225.002 @	271 550	Ф	221.077.4	\$ 275 (O2	1.5.0/
512.0100	Regular Salaries	\$	235,092 \$	271,550	\$	231,967		1.5 %
514.0100	Overtime - GE		8,091	8,240		8,146	9,000	9.2 %
514.0150	Overtime - Holiday General Employees		704	-		498	1,000	- %
521.0100	Fica Taxes		17,567	21,404		18,050	21,850	2.1 %
522.2100	Retirement General Employee		57,131	62,729		54,078	52,751	(15.9)%
523.0100	Health Insurance		35,063	45,326		39,916	58,406	28.9 %
523.0300	Insurance & EAP		904	1,061		906	907	(14.5)%
524.0100	Workers' Compensation		4,725	5,586		4,922	5,281	(5.5)%
529.9900	Reimbursement Of Personnel Costs	_	(881)	-	_	(978)	-	- %
	Total Personnel Expenses		358,396	415,896		357,505	424,797	2.1 %
531.0100	Consulting		-	-		_	10,000	- %
531.1600	Contract Services		5,260	38,077		27,252	21,855	(42.6)%
531.2000	Engineering Services		-	15,864		15,864	15,000	(5.4)%
540.5100	Travel and Per Diem		544	4,000		4,000	3,000	(25.0)%
541.1100	Communications		1,297	1,488		1,363	1,488	- %
544.0500	Operating Lease		57	403		295	403	- %
544.1500	Rental Expenses		-	10,000		10,000	10,000	- %
545.1200	Insurance		13,102	10,548		11,313	11,312	7.2 %
545.9900	Insurance Contingency - Vehicle		40,142	-		-	-	- %
546.3400	Repair & Maintenance		5,914	66,250		21,702	63,125	(4.7)%
546.3600	Repair & Maintenance - Utility		9,160	80,000		32,562	180,000	125.0 %
546.4000	Vehicle Repair & Maintenance		7,430	20,000		17,980	25,000	25.0 %
551.1200	Office Supplies		113	700		113	700	- %
552.1500	Fuel and Lubricants		15,785	20,000		16,637	25,000	25.0 %
552.2300	Operating Expenses		5,397	7,000		3,061	7,000	- %
552.3900	Safety Program Expense		677	3,000		1,330	6,000	100.0 %
552.4200	Small Tools/Equipment		1,971	4,590		2,966	2,999	(34.7)%
552.5100	Uniform Purchases And Cleaning		2,006	4,300		2,949	6,700	55.8 %
554.0100	Non-Capitalized Equipment		950	9,999		9,999	12,899	29.0 %
555.1300	Technical/Training		3,565	7,000		7,000	7,000	- %
559.0100	Depreciation Expense		421,122	-		424,314	-	- %
595.0000	Doubtful Accts Exp		8,361	-		-	-	- %
	Total Operating Expenses		542,853	303,219		610,700	409,481	35.0 %
564.0100	Machinery & Equipment		855	24,000		24,000	5,000	(79.2)%
564.0200	Office Furniture		-	2,000		-	-	(100.0)%
564.4900	Capital Leases	_	37,650	-				- %
	Total Capital Purchases		38,505	26,000		24,000	5,000	(80.8)%

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432-535 - SEWER DEPARTMENT Cost Center Summary

Account 432-535	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
571.0000	SRF Loan-Principal-Reuse Water	-	18,325	18,325	18,533	1.1 %
571.0100	Princ - Lease	95,049	49,482	49,482	46,732	(5.6)%
571.0400	Principal - Loan 2004	66,379	34,447	34,447	-	(100.0)%
571.0500	Principal - Loan 2005	136,277	106,182	106,182	_	(100.0)%
571.0700	Principal - Loan 2007	93,463	72,895	72,895	-	(100.0)%
571.1900	Principal - Loan 2019	-	130,346	130,346	373,479	186.5 %
572.0000	Srf Loan-Interest-Reuse Water	-	4,115	4,115	3,908	(5.0)%
572.0100	Interest Expense	3,233	2,258	2,259	2,007	(11.1)%
572.0400	Interest Expense - Loan 2004	21,998	10,285	10,285	_	(100.0)%
572.0500	Interest Expense - Loan 2005	57,633	41,818	41,818	=	(100.0)%
572.0700	Interest Expense - Loan 2007	51,335	37,472	37,472	=	(100.0)%
572.1900	Interest Expense - Loan 2019	-	6,000	3,989	54,846	814.1 %
573.0500	New Debt Service	<u> </u> .		22,440		- %
	Total Debt Service	525,367	513,625	534,055	499,505	(2.7)%
591.0100	Transfer Out - Admin Services	171,133	178,792	178,792	198,424	11.0 %
591.4400	Transfer To Stormwater - Subsidy	51,000	69,097	69,097	45,457	(34.2)%
	Total Transfers-Out	222,133	247,889	247,889	243,881	(1.6)%
	TOTAL EXPENDITURES	\$ 1,687,254	\$ 1,506,629	\$ 1,774,149	\$ 1,582,664	5.0 %

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SEWER DEPARTMENT FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 535-Sewer Department 432-535-512.0100 Regular Salaries Regular Salaries Totals For Gl# 432-535-512.0100-Regular Salaries	1	275,602	275,602 275,602
432-535-514.0100 Overtime - GE Overtime - GE Totals For Gl# 432-535-514.0100-Overtime - GE	1	9,000	9,000 9,000
432-535-514.0150 Overtime - Holiday GE Overtime - Holiday Totals For Gl# 432-535-514.0150-Overtime - Holiday GE	1	1,000	1,000 1,000
432-535-521.0100 FICA Taxes FICA Taxes Totals For Gl# 432-535-521.0100-FICA Taxes	1	21,850	21,850 21,850
432-535-522.2100 Retirement General Employee General Employees Pension Totals For Gl# 432-535-522.2100-Retirement General Employee	1	52,751	52,751 52,751
432-535-523.0100 Health Insurance Health Insurance - Employee Health Insurance - Child(Ern) Totals For Gl# 432-535-523.0100-Health Insurance	6 2	6,545 9,568	39,270 19,136 58,406
432-535-523.0300 Life Insurance & EAP Life Insurance Totals For Gl# 432-535-523.0300-Life Insurance & EAP	1	907	907 907
432-535-524.0100 Workers' Compensation Workers' Compensation Totals For Gl# 432-535-524.0100-Workers' Compensation	1	5,281	5,281 5,281
432-535-531.0100 Consult/Contract Serv Impact Fee Study Totals For Gl# 432-535-531.0100-Consult/Contract Serv	1	10,000	10,000 10,000
432-535-531.1600 Contract Services Contract Service As Needed - Sewer GPS Device Annually 17317,20202,20208,20211,20510 Granitenet Annual Software Support Totals For Gl# 432-535-531.1600-Contract Services	1 5 1	10,000 371 10,000	10,000 1,855 10,000 21,855

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SEWER DEPARTMENT FUND 432; DEPARTMENT 535

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>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	3,000	3,000
Totals For Gl# 432-535-540.5100-Travel And Per Diem			3,000
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			
Operating Lease-Copy Overages	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	2,828	11,312
Totals For Gl# 432-535-545.1200-Insurance			11,312
432-535-546.3400 Repair & Maintenance			
Repairs And Maintenance	1	10,000	10,000
Manhole Ring & Covers	75	375	28,125
Cues Mainline Camera Repair	1	10,000	10,000
Vac Truck Equipment/Repair	1	10,000	10,000
Cues Push Camera Repair	1	5,000	5,000
Totals For Gl# 432-535-546.3400-Repair & Maintenance			63,125
432-535-546.3600 Repair & Maintenance - Utility			
Repair And Maintenance-Utilities	1	67,500	67,500
1210 8Th Ave W 4" Service Repair	1	50,000	50,000
5Th Ave W & 9Th St W 8" Gravity Main Repair	1	50,000	50,000
Meter Box Replacement	100	125	12,500
Totals For Gl# 432-535-546.3600-Repair & Maintenance - Utility			180,000

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SEWER DEPARTMENT FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 535-Sewer Department 432-535-546.4000 Vehicle Repair & Maintenance Vehicle Repair & Maintenance Totals For Gl# 432-535-546.4000-Vehicle Repair & Maintenance	1	25,000	25,000 25,000
432-535-551.1200 Office Supplies Office Supplies As Needed Totals For Gl# 432-535-551.1200-Office Supplies	1	700	700 700
432-535-552.1500 Fuel And Lubricants Fuel-Oil-Lubricants Totals For Gl# 432-535-552.1500-Fuel And Lubricants	1	25,000	25,000 25,000
432-535-552.2300 Operating Expenses Central Stores Issues Chemicals-Lime As Needed Totals For Gl# 432-535-552.2300-Operating Expenses	1 1	5,000 2,000	5,000 2,000 7,000
432-535-552.3900 Safety Program Expense Personal Protective Equipment Safety Footwear Program Safety Zone Signs Safety Cones Confined Space Equipment Totals For Gl# 432-535-552.3900-Safety Program Expense	1 10 1 1	1,000 100 1,000 1,000 2,000	1,000 1,000 1,000 1,000 2,000 6,000
432-535-552.4200 Small Tools/Equipment Saws-Wrenches-Hand Tools Impact Wrench Drill Totals For Gl# 432-535-552.4200-Small Tools/Equipment	1 1	2,500 499	2,500 499 2,999
432-535-552.5100 Uniform Purchases And Cleaning Supervisor's Uniforms Uniform Rental-8 Employees Uniform New Employees Totals For Gl# 432-535-552.5100-Uniform Purchases And Cleaning	1 7 2	300 600 1,100	300 4,200 2,200 6,700
432-535-554.0100 Non-Capitalized Equipment Larger Tools As Needed Office Equipment As Needed Chipping Hammer Stanley Hydraulic Trash Pump Metal Detector Totals For Gl# 432-535-554.0100-Non-Capitalized Equipment	1 1 1 1 2	5,000 2,000 900 1,999 1,500	5,000 2,000 900 1,999 3,000 12,899

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SEWER DEPARTMENT FUND 432; DEPARTMENT 535

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 535-Sewer Department			
432-535-555.1300 Technical/Training			
Technical And Training	1	7,000	
Totals For Gl# 432-535-555.1300-Technical/Training			7,000
432-535-564.0100 Machinery & Equipment			
Plate Compactor	1	5,000	5,000
Totals For Gl# 432-535-564.0100-Machinery & Equipment			5,000
432-535-571.0000 Srf Loan-Principal-Sewer Water			
Principal (3-4 Out Of 37 Pymts)	1	18,533	18,533
Totals For Gl# 432-535-571.0000-Srf Loan-Principal-Sewer Water			18,533
432-535-571.0100 Princ - Lease			
P# 15-16 FA #20319 Dewatering, 20309 Mini-Excavator	2	2,893	5,786
P# 11-14 FA#17484 Camera Retrofit, 20401 Front End Loader (1/	4	7,172	28,688
P# 07-10 FA#20489, 20510 Mini-Excavator, Ford F-150	4	2,550	10,200
FPL (1 Out Of 12 Pymts)	1	2,058	2,058
Totals For Gl# 432-535-571.0100-Princ - Lease			46,732
432-535-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (2-3 Out Of 18 Pymts)	1	373,479	373,479 373,479
Totals For Gl# 432-535-571.1900-Princ-Keybank Loan 2019			373,479
432-535-572.0000 Srf Loan-Interest-Sewer			
Interest SRF (3-4 Out Of 37 Pymts)	1	3,908	3,908
Totals For Gl# 432-535-572.0000-Srf Loan-Interest-Sewer			3,908
432-535-572.0100 Int Exp - Lease			
P# 15-16 FA #20319 Dewatering, 20309 Mini-Excavator	2	18	36
P# 11-14 FA#17484 Camera Retrofit, 20401 Front End Loader (1/	4	164	656
P# 07-10 FA#20489, 20510 Mini-Excavator, Ford F-150	4	140	560
FPL (1 Out Of 12 Pymts)	1	755	755
Totals For Gl# 432-535-572.0100-Int Exp - Lease			2,007
432-535-572.1900 Int Exp-Keybank Loan 2019			
Keybank Interest (2-3 Out Of 18 Pymts)	1	54,846	54,846
Totals For Gl# 432-535-572.1900-Int Exp-Keybank Loan 2019			54,846
432-535-591.0100 Transfer To General Fund - Allocations			
Allocations	1	198,424	198,424
Totals For Gl# 432-535-591.0100-Transfer To General Fund - Allocation	ons	·	198,424

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SEWER DEPARTMENT FUND 432; DEPARTMENT 535

DESCRIPTION	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 535-Sewer Department			
432-535-591.4400 Transfer To Stormwater - Subsidy			
Stormwater Subsidy	1	45,457	45,457
Totals For Gl# 432-535-591.4400-Transfer To Stormwater - Subsidy			45,457
Totals For Dept 535-Sewer Department		\$	1,582,664

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

Alan Lakein

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Cost Center and Number: Customer Service Department - 536

Fund: Water and Sewer Fund - 432

Department: City Clerk

Contact Hours: Monday through Friday, 8:00 to 5:00

Location: City Hall, 516 8th Ave. West, Palmetto, FL 34221

Primary Duties

Maintains all utility billing records

Ensure timely meter reading

• Responsible for cash receipting and bank deposits

Future Challenges or Issues facing the Cost Center

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

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

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

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

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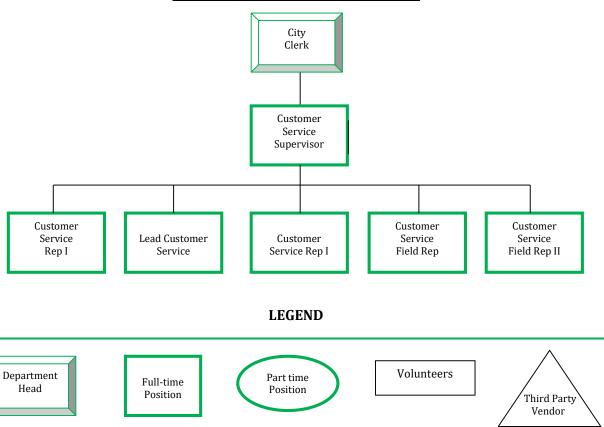


Utility Customer Service Organizational Information

Total Personnel Wages	\$ 213,776
Total Benefits	\$ 111,415
Total Personnel Cost	\$ 325,191

Job Title	Position ID	FTE	
Customer Service Field Rep	CH-536-1233-02	FT	
Lead Customer Service Rep	CH-536-1199-01	FT	
Customer Service Supervisor	CH-536-1231-01	FT	
Customer Service Field Rep II	CH-536-1234-01	FT	
Customer Service Rep I	CH-536-1201-02	FT	
Customer Service Rep I	CH-536-1201-01	FT	
Full-Time Position			6.
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			6

COST CENTER ORGANIZATIONAL CHART





432-536 - CUSTOMER SERVICE Cost Center Summary

Account 432-536	Description		2018 Actual	2019 Revised Budget]	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
512.0100	Regular Salaries	\$	212,123 \$		\$	187,439		(6.0)%
514.0100	Overtime - GE	Ψ	141	1,000	Ψ	680	1,000	- %
514.0150	Overtime - Holiday General		83	-		-	-	- %
31110130	Employees		05					, 0
521.0100	Fica Taxes		14,902	17,239		13,250	16,353	(5.1)%
522.2100	Retirement General Employee		51,339	50,519		42,229	39,484	(21.8)%
523.0100	Health Insurance		40,553	46,276		40,729	52,947	14.4 %
523.0300	Insurance & EAP		813	863		714	693	(19.7)%
524.0100	Workers' Compensation		1,941	1,804		1,824	1,938	7.4 %
529.0000	Career Advancement	_		-	_	-	1,922	- %
	Total Personnel Expenses		321,895	342,029		286,865	325,191	(4.9)%
531.1600	Contract Services		747	3,113		2,873	1,742	(44.0)%
540.5100	Travel and Per Diem		19	1,190		2,000	2,100	76.5 %
541.1100	Communications		919	1,320		1,320	1,320	- %
542.1200	Postage/Mailing Service		34,093	38,400		38,400	36,400	(5.2)%
545.1200	Insurance		10,199	8,680		9,144	9,144	5.3 %
546.3400	Repair & Maintenance		2,898	3,805		4,000	3,315	(12.9)%
546.4000	Vehicle Repair & Maintenance		743	1,500		1,500	2,000	33.3 %
547.5100	Printing And Binding		4,412	5,000		7,500	7,500	50.0 %
549.9600	Bank Service Charges		26,952	26,500		44,000	47,000	77.4 %
551.1200	Office Supplies		1,063	1,350		1,500	2,000	48.1 %
552.1500	Fuel and Lubricants		4,762	4,200		3,936	4,300	2.4 %
552.2300	Operating Expenses		2,910	4,500		4,500	5,000	11.1 %
552.3900	Safety Program Expense		219	350		650	620	77.1 %
552.4200	Small Tools/Equipment		3,980	2,449		1,949	1,540	(37.1)%
552.5100	Uniform Purchases And Cleaning		940	2,060		2,110	2,060	- %
554.0100	Non-Capitalized Equipment		-	1,570		2,200	2,200	40.1 %
555.1300	Technical/Training		_	2,751		2,500	2,860	4.0 %
559.0100	Depreciation Expense		3,266	-		3,266	-	- %
	Total Operating Expenses		98,122	108,738	_	133,348	131,101	20.6 %
564.0100	Machinery & Equipment		-	-		2,597	-	- %
564.4900	Capital Leases		22,753	-	_	-		- %
	Total Capital Purchases		22,753	-		2,597	-	- %
571.0100	Principal		9,484	11,436		11,444	12,237	7.0 %
572.0100	Interest Expense		764	752	_	730	647	(14.0)%
	Total Debt Service		10,248	12,188		12,174	12,884	5.7 %
591.0100	Transfer Out - Admin Services		148,813	154,693	_	154,693	163,036	5.4 %
	Total Transfers-Out		148,813	154,693		154,693	163,036	5.4 %

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432-536 - CUSTOMER SERVICE Cost Center Summary

Account 432-536	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
	TOTAL EXPENDITURES	\$ 601,831	\$ 617,648	\$ 589,677	\$ 632,212	2.4 %

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CUSTOMER SERVICE DEPARTMENT FUND 432; DEPARTMENT 536

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 536-Customer Service			
432-536-512.0100 Regular Salaries			
Regular Salaries	1	210,854	210,854
Totals For Gl# 432-536-512.0100-Regular Salaries			210,854
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	16,353	16,353
Totals For Gl# 432-536-521.0100-FICA Taxes		_	16,353
432-536-522.2100 Retirement General Employee			
General Employee Pension	1	39,484_	39,484 39,484
Totals For Gl# 432-536-522.2100-Retirement General Employee			39,484
432-536-523.0100 Health Insurance			
Health Insurance - Employee	3	6,545	19,635
Health Insurance - Family	1	14,176	14,176
Health Insurance - Children	2	9,568_	19,136
Totals For Gl# 432-536-523.0100-Health Insurance			52,947
432-536-523.0300 Life Insurance & EAP			
Life Insurance	1	693	693
Totals For Gl# 432-536-523.0300-Life Insurance & EAP			693
432-536-524.0100 Workers' Compensation			
Workers' Compensation	1	1,938_	1,938 1,938
Totals For Gl# 432-536-524.0100-Workers' Compensation			1,938
432-536-529.0000 Career Advancement			
Fidel Career Advancement	1	949	949
Kalin Career Advancement	1	973 _	973
Totals For Gl# 432-536-529.0000-Career Advancement			1,922
432-536-531.1600 Contract Services			
Fees For Collection Services	1	1,000	1,000
GPS Annually 20455,20483	2	371_	742
Totals For Gl# 432-536-531.1600-Contract Services			1,742
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

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CUSTOMER SERVICE DEPARTMENT FUND 432; DEPARTMENT 536

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 536-Customer Service			
432-536-541.1100 Communications Cell Service Customer Service	12	10	120
Cell Service 2 Field Reps Totals For Gl# 432-536-541.1100-Communications	12	100_	1,200 1,320
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	4	2.296	0.144
General Liability, Auto, Property Insurance Totals For Gl# 432-536-545.1200-Insurance	4	2,286_	9,144 9,144
432-536-546.3400 Repair & Maintenance			
Meter Readers Supplies/Meter Repairs	2	400	800
Neptune Maintenance Agreement - Meter Reader Software	2	350	700
Annual Support - R900 Bluetooth Belt Clip	2 1	300	600
Annual Support - Mrx920V2 Mobile Data Collector Totals For Gl# 432-536-546.3400-Repair & Maintenance	1	1,215_	1,215 3,315
432-536-546.4000 Vehicle Repair & Maintenance			
FA #17655 Vehicle Maintenance - Expedition	1	500	500
FA #20455 Vehicle Maintenance - Frontier	1	500	500
FA #17655 Valida Maintenance - Frontier	1	500	500
FA #17655 Vehicle Maintenance - Expedition Tires Totals For Gl# 432-536-546.4000-Vehicle Repair & Maintenance	1	500_	2,000
432-536-547.5100 Printing And Binding			
Bill Paper And Envelopes	1	7,500_	7,500
Totals For Gl# 432-536-547.5100-Printing And Binding			7,500
432-536-549.9600 Bank Service Charges			
Bank Charges	1	7,000	7,000
Credit Card Fees	1	40,000 _	40,000
Totals For Gl# 432-536-549.9600-Bank Service Charges			47,000
432-536-551.1200 Office Supplies Office Supplies	4	250	1,000
Toner Cartridges For Billing	4	250	1,000
Totals For Gl# 432-536-551.1200-Office Supplies	⊤ r	230_	2,000
432-536-552.1500 Fuel And Lubricants			

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CUSTOMER SERVICE DEPARTMENT FUND 432; DEPARTMENT 536

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 536-Customer Service			
Fuel For Meter Reader Vehicles	1	4,300	4,300
Totals For Gl# 432-536-552.1500-Fuel And Lubricants			4,300
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	100	200
Protective Personal Equip (PPE):Goggles, Rain Gear, Vests.	2	85_	170
Totals For Gl# 432-536-552.3900-Safety Program Expense			670
432-536-552.4200 Small Tools/Equipment			
Tools/Supplies For Field Reps	2	700	1,400
Scanner ID Card	2	170	340
Stand Up Desk	2	250_	500
Totals For Gl# 432-536-552.4200-Small Tools/Equipment			2,240
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	5		2,060
432-536-554.0100 Non Capitalized Equipment	_		• • • • •
Neptune Transreceiver W/Belt Clip Apple IOS	2	1,100	2,200
Totals For Gl# 432-536-554.0100-Non Capitalized Equipment			2,200
432-536-555.1300 Technical/Training			
Conference - Customer Service	4	400	1,600
Safety Programs By FLC	1	100	100
Water Distribution Course - Field Reps	2	225	450
FW&PCOA Backflow Tester Course & Exam	1	405	405
FW&PCOA Backflow Repair Course & Exam	1	305_	305
Totals For Gl# 432-536-555.1300-Technical/Training			2,860
432-536-571.0100 Princ - Lease			
P# 11-14 Fa#20455 Pickup	4	1,425	5,700
P# 07-10 Fa#20483 Nissan Frontier	4	1,504	6,016
FPL (1 Out Of 12 Pymts)	1	521_	521
Totals For Gl# 432-536-571.0100-Princ - Lease			12,237

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CUSTOMER SERVICE DEPARTMENT FUND 432; DEPARTMENT 536

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL <u>BUDGET</u>
Dept 536-Customer Service			
432-536-572.0100 Int Exp - Lease			
P# 11-14 FA#20455 Pickup	4	33	132
P# 07-10 FA#20483 Nissan Frontier	4	83	332
FPL (1 Out Of 12 Pymts)	1	183	183
Totals For Gl# 432-536-572.0100-Int Exp - Lease		_	647
432-536-591.0100 Transfer To General Fund - Allocations			
Allocations	1	162,286	162,286
Totals For Gl# 432-536-591.0100-Transfer To General Fund - Allo	cations	_	162,286
Totals For Dept 536-Customer Service			\$ 632,212



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

Fund: Water and Sewer Fund - 432

Department: Public Waste

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

Location:

Primary Duties

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

<u>Future Challenges or Issues facing the Cost Center</u>

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

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

Lost	Lenter	Goais	ana	Ub	ectives:

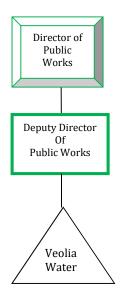
1.	Complete 2 Million gallon Equalization Basin
2.	Reduce gallons of sewage treated by reducing I&I
3.	Reduce cost for operations through equalization of the flow through the WWTF
4.	Provide effective customer support

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NO CITY EMPLOYEES

COST CENTER ORGANIZATIONAL CHART



LEGEND





432-537 - WWTP Cost Center Summary

			2019	2019	2020	
Account	5	2018	Revised	Projected	Adopted	% Change
432-537	Description	Actual	Budget	Actual	Budget	of Budget
531.1600	Contract Services	\$ 1,514,052	\$ 1,541,718	\$ 1,541,718	\$ 1,567,173	1.7 %
531.2000	Engineering Services	23,476	45,646	45,646	10,000	(78.1)%
543.0000	Utility Services	223,973	251,448	225,000	231,417	(8.0)%
544.1500	Rental Expenses	-	7,200	7,200	2,000	(72.2)%
545.1200	Insurance	55,981	56,186	63,186	63,376	12.8 %
546.3400	Repair & Maintenance	11,265	3,500	3,501	10,000	185.7 %
546.4000	Vehicle Repair & Maintenance	6,926	5,500	7,827	6,000	9.1 %
552.0000	Operating Expenses - Veolia	563	700	906	3,000	328.6 %
552.1500	Fuel and Lubricants	1,598	2,500	2,289	3,000	20.0 %
552.2300	Operating Expenses	42	1,500	453	1,000	(33.3)%
552.3900	Safety Program Expense	815	300	300	500	66.7 %
552.4200	Small Tools/Equipment	-	100	100	100	- %
559.0100	Depreciation Expense	72,268		62,805		- %
	Total Operating Expenses	1,910,959	1,916,298	1,960,931	1,897,566	(1.0)%
564.0100	Machinery & Equipment	23,152	173,230	173,230	-	(100.0)%
564.4900	Capital Leases				182,000	- %
572.0500	Total Capital Purchases	23,152	173,230	173,230	182,000	5.1 %
573.0500	New Debt Service				24,252	- %
	Total Debt Service	-	-	-	24,252	- %
591.0100	Transfer Out - Admin Services	29,983	33,568	33,568	25,625	(23.7)%
	Total Transfers-Out	29,983	33,568	33,568	25,625	(23.7)%
	TOTAL EXPENDITURES	\$ 1,964,094	\$ 2,123,096	\$ 2,167,729	\$ 2,129,443	0.3 %

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WASTE WATER TREATMENT PLANT DEPARTMENT FUND 432; DEPARTMENT 537

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 537-Waste Water Treatment Plant 432-537-531.1600 Contract Services Contract-Veolia Totals For Gl# 432-537-531.1600-Contract Services	1	1,567,173	1,567,173 1,567,173
432-537-531.2000 WWTP-Engineering Services Engineering Services Totals For Gl# 432-537-531.2000-WWTP-Engineering Services	1	10,000	10,000
432-537-543.0000 Utility Services Utility Services-WWTP Totals For Gl# 432-537-543.0000-Utility Services	1	231,417	231,417 231,417
432-537-544.1500 Rental Expenses Rental Expense - Generator Totals For Gl# 432-537-544.1500-Rental Expenses	1	2,000	2,000 2,000
432-537-545.1200 Insurance B-1 Pollution And Remediation Flood Insurance (May 2019) Gen Liab-Auto-Property Insurance Totals For Gl# 432-537-545.1200-Insurance	1 1 4	3,350 7,270 13,189	3,350 7,270 52,756 63,376
432-537-546.3400 Repair & Maintenance Repair And Maintenance Totals For Gl# 432-537-546.3400-Repair & Maintenance	1	10,000	10,000 10,000
432-537-546.4000 Vehicle Repair & Maintenance Vehicle Repair And Maintenance Totals For Gl# 432-537-546.4000-Vehicle Repair & Maintenance	1 ee	6,000	6,000 6,000
432-537-552.0000 Operating Expenses - Veolia Operating Expenses-Veolia Totals For Gl# 432-537-552.0000-Operating Expenses - Veolia	1	3,000	3,000
432-537-552.1500 Fuel & Lubricants Fuel For Vehicles Totals For Gl# 432-537-552.1500-Fuel & Lubricants	1	3,000	3,000 3,000
432-537-552.2300 Operating Expenses Fire Extinguisher Maintenance Operating Expenses Totals For Gl# 432-537-552.2300-Operating Expenses	1 1	500 500	500 500 1,000

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WASTE WATER TREATMENT PLANT DEPARTMENT FUND 432; DEPARTMENT 537

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL BUDGET
Dept 537-Waste Water Treatment Plant			
432-537-552.3900 Safety Program Expense			
Personal Protective Equipment	1	500	500
Totals For Gl# 432-537-552.3900-Safety Program Expense			500
432-537-552.4200 Small Tools/Equipment			
Tools As Needed	1	100	100
Totals For Gl# 432-537-552.4200-Small Tools/Equipment			100
432-537-564.4900 Capital Leases			
2019 International CV 4X4	1	150,000	150,000
Fuel Trailer	1	32,000	32,000
Totals For Gl# 432-537-564.4900-Capital Leases			182,000
432-537-573.0500 New Debt Service			
New Debt Service For Lease - Int'l Truck	2	9,994	19,988
New Debt Service For Lease - Fuel Trlr	2	2,132	4,264
Totals For Gl# 432-537-573.0500-New Debt Service			24,252
432-537-591.0100 Transfer To General Fund - Allocations			
Allocations To General Fund	1	25,625	25,625
Totals For Gl# 432-537-591.0100-Transfer To General Fund -	Allocations		25,625
Totals For Dept 537-Waste Water Treatment Plant		\$	2,129,443

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Cost Center and Number: Stormwater - 538

Fund: Stormwater Fund - 440 Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

 Responsible for the development of the stormwater management plan and improvement of storm water drainage quality

<u>Future Challenges or Issues facing the Cost Center</u>

• Maintaining aging infrastructure

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

Color Block	Vision or Fundamental Strategies	Cost Center Goals and Objectives:
Appearance Services	Beautify and enhance Maintain and improve everyday services	Continue striving to alleviate all flooding within the City of Palmetto Maintain ditches by mowing and reshaping to
Infrastructure	Maintain and improve infrastructure	control flow and maintain some vegetation for filtering the water. Continue to install new Drainage pipes thru out the City of Palmetto.
Safety Economic Stability	Make the City safe Enhance and prosper the City and its citizens	3. Control flooding thru out the City of Palmetto by repairing cleaning and replace storm pipes.
Historic Preservation	Preserve Palmetto's history	4. Maintain all service connections and install new services. Make sure inspection are done thru out the City of Palmetto

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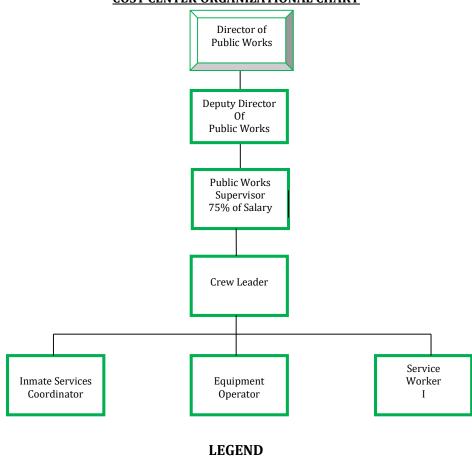


Stormwater Services Organizational Information

Total Personnel Wages
Total Benefits\$ 187,802
\$ 88,559Total Personnel Cost\$ 276,361

Job Title	Position ID	FTE	
Public Works Supervisor - 75% of salary	PW-538-1292-01	FT	
Inmate Services Coordinator	PW-538-1287-01	FT	
Crew Leader	PW-538-1253-02	FT	
Service Worker I	PW-538-1285-01	FT	
Equipment Operator	PW-538-1263-04	FT	
Full-Time Position			5_
VACANT Full-Time Position			0
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			5

COST CENTER ORGANIZATIONAL CHART







440 - STORMWATER FUND Fund Summary

		2019	2019	2020	
	2018	Revised	Projected	Adopted	% Change of
Account	Actual	Budget	Actual	Budget	Budget
Beginning Fund Balances	\$ 5,041,489	\$ 5,410,162	\$ 5,410,162	\$ 5,946,331	9.9 %
Revenues					
Intergovernmental Revenue	-	-	994	-	- %
Charges for Services	798,156	802,011	797,500	876,000	- %
Interest Revenue	5,325	2,000	9,335	4,000	100.0 %
Miscellaneous	342	-	1,242	-	- %
Transfers In	186,000	498,193	498,193	129,707	(74.0)%
Non-Revenue/Fund Balance		139,781		91,767	(34.3)%
Total Revenues	989,823	1,441,985	1,307,264	1,101,474	(23.6)%
Expenses					
Personnel costs	211,391	269,608	271,824	276,361	2.5 %
Operating Expense	195,512	111,671	306,286	96,187	(13.9)%
Capital Expense	28,828	419,875	419,875	165,173	(60.7)%
Debt Service	475,076	468,230	467,312	441,205	(5.8)%
Transfer Out	124,056	128,174	128,174	122,548	(4.4)%
Total Expenditure	1,034,863	1,397,558	1,593,471	1,101,474	(21.2)%
Excess Revenue Over (Under) Expenditures (Modified					
Accrual)	(45,040)	44,427	(286,207)	-	- %
Conversion to Full Accrual	(413,713)	(682,595)	(822,376)	(475,126)	(30.4)%
Excess Revenue Over (Under) Expenditures	368,673	727,022	536,169	475,126	(34.6)%
Total net Position, End of Year	5,410,162	6,137,184	5,946,331	6,421,457	4.6 %
Net Investement in Capital Assets	4,942,396	5,764,772	5,437,388	6,004,281	4.2 %
Restricted Net Position	177,065	177,065	177,065	177,065	- %
Unrestricted Net Position	290,701	195,347	331,878	240,111	22.9 %
Total net Position, End of Year	\$ 5,410,162	\$ 6,137,184	\$ 5,946,331	6,421,457	4.6 %

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440-000 - STORMWATER REVENUE Fund Revenue Summary

Account 440-000	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
331.5003	FEMA: Hurricane Irma	\$ -	\$ -	\$ 994	\$ -	- %
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	-	-	994	-	- %
343.9100 343.9900	Stormwater Charges Stormwater Penalties	787,141 11,015	792,011 10,000	790,000 7,500	869,000 7,000	9.7 % (30.0)%
	Total Stormwater Services	798,156	802,011	797,500	876,000	9.2 %
	TOTAL UTILITY SERVICES	798,156	802,011	797,500	876,000	9.2 %
361.0100	Investment Earnings	5,325	2,000	9,335	4,000	100.0 %
	TOTAL INTEREST REVENUE	5,325	2,000	9,335	4,000	100.0 %
369.7401	Other Misc Rev/Ins Premium Reimbursement	342	-	1,242	-	- %
	TOTAL MISCELLANEOUS REVENUE	342	-	1,242	-	- %
381.7307	Transfer In - Subsidy - Road & Bridge	64,000	70,000	70,000	38,793	(44.6)%
381.7432 381.7433 381.9307-1742	Transfer In - Subsidy - Water Transfer In - Subsidy - Sewer Transfer-In - R&B Capital	51,000 51,000 20,000	69,096 69,097 -	69,096 69,097	45,457 45,457 -	(34.2)% (34.2)% - %
381.9307-1942 381.9307-1943	Transfer In - R&B Capital Transfer in - 16th Ave Project	-	90,000 200,000	90,000 200,000	-	(100.0)% (100.0)%
	Total Transfers-In	186,000	498,193	498,193	129,707	(74.0)%
399.0000	Funding From Fund Balance -	_	28,231	_	_	(100.0)%
399.6000	Outstanding Enc Funding From Equity - Capital Proj	_	111,550	_	91,767	(17.7)%
2,3,000	Total Non-Revenue Sources		139,781	<u>-</u>	91,767	(34.3)%
	TOTAL OTHER FINANCING SOURCES	186,000	637,974	498,193	221,474	(65.3)%
	TOTAL STORMWATER REVENUES	\$ 989,823	\$ 1,441,985	<u>\$ 1,307,264</u>	\$ 1,101,474	(23.6)%

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440-538 - STORMWATER Cost Center Summary

Account 440-538	Description		2018 Actual		2019 Revised Budget	F	2019 Projected Actual	2020 Adopted Budget	% Ch	
512.0100	Dogular Calarias	\$	138,787	Φ	176,387	¢.	175,887	\$ 182,802		3.6 %
514.0100	Regular Salaries Overtime - GE	Ф	2,637	Ф	4,500	Ф	7,224	5,000		3.0 % 1.1 %
514.0150			2,037		4,300		430	3,000	1	1.1 % %
314.0130	Overtime - Holiday General Employees		-		-		430	-	-	70
521.0100	Fica Taxes		10,649		13,838		13,993	14,368		3.8 %
522.2100	Retirement General Employee		34,561		40,555		40,945	34,687		4.5)%
523.0100	Health Insurance		16,093		22,880		22,267	26,180		4.4 %
523.0300	Insurance & EAP		511		668		670	447		3.1)%
524.0100	Workers' Compensation		8,153		10,780		11,116	12,877		9.5 %
529.9900	Reimbursement Of Personnel Costs		-		-		(708)	-	-	% %
327.7700		_		_		_	, ,			
	Total Personnel Expenses		211,391		269,608		271,824	276,361	-	2.5 %
531.1600	Contract Services		14,180		36,390		36,390	21,855	(3	9.9)%
531.2000	Engineering Services		1,550		7,000		7,000	7,000	_	%
540.5100	Travel and Per Diem		-		2,000		2,000	2,000	-	%
541.1100	Communications		2,193		2,352		2,203	2,352	-	%
544.0500	Operating Lease		55		328		227	328	-	%
544.1500	Rental Expenses		-		1,000		1,000	1,000	-	%
545.1200	Insurance		10,039		8,152		8,165	8,012	(1.7)%
546.3400	Repair & Maintenance		3,513		7,500		5,937	8,500	1	3.3 %
546.4000	Vehicle Repair & Maintenance		5,429		7,500		3,937	7,500	-	%
547.5100	Printing And Binding		-		100		15	100	-	%
549.9600	Bank Service Charges		417		500		400	450	(1	0.0)%
551.1200	Office Supplies		31		350		156	350	-	%
552.1500	Fuel and Lubricants		11,050		14,951		11,503	14,000	(6.4)%
552.2300	Operating Expenses		7,583		10,570		6,656	11,000		4.1 %
552.3900	Safety Program Expense		1,844		1,400		1,367	1,980	4	1.4 %
552.4200	Small Tools/Equipment		4,700		5,590		1,401	5,590	-	%
552.5100	Uniform Purchases And Cleaning		1,061		2,050		1,482	2,050	-	%
554.0100	Non-Capitalized Equipment		-		2,000		2,000	-	(10	0.0)%
554.1200	Publications		-		120		120	120	-	%
555.1300	Technical/Training		299		1,818		1,818	2,000	1	0.0 %
559.0100	Depreciation Expense		212,664		-		212,509	-	-	%
595.0000	Doubtful Accts Exp		1,660		-		-	-	-	%
595.4500	OPEB Expense		191		-		-	-	-	%
595.4600	Pension Expense - Enterprise Fnds	_	(82,947)		-	. —				<u>%</u>
	Total Operating Expenses		195,512		111,671		306,286	96,187	(13	3.9)%
564.0100	Machinery & Equipment		3,021		-		-	-	-	% 0/
564.4900	Capital Leases	_	5,682		-	_				%
	Total Capital Purchases		8,703		-		-	-	-	%

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440-538 - STORMWATER Cost Center Summary

Account		2018	2019 Revised	2019 Projected	2020 Adopted	% Change
440-538	Description	Actual	Budget	Actual	Budget	of Budget
571.0000	SRF Loan-Principal-Reuse Water	167,178	172,282	172,282	177,542	3.1 %
571.0100	Principal	40,293	37,494	37,494	29,208	(22.1)%
571.0400	Principal - Loan 2004	52,098	27,036	27,036	-	(100.0)%
571.0500	Principal - Loan 2005	123,248	96,030	96,030	-	(100.0)%
571.0700	Principal - Loan 2007	2,068	1,613	1,613	-	(100.0)%
571.1900	Principal - Loan 2019	-	68,046	68,046	194,970	186.5 %
572.0000	Srf Loan-Interest-Reuse Water	17,621	14,848	14,848	9,588	(35.4)%
572.0100	Interest Expense	2,040	1,160	1,160	1,265	9.1 %
572.0400	Interest Expense - Loan 2004	17,265	8,072	8,072	-	(100.0)%
572.0500	Interest Expense - Loan 2005	52,123	37,820	37,820	-	(100.0)%
572.0700	Interest Expense - Loan 2007	1,142	829	829	-	(100.0)%
572.1900	Interest Expense - Loan 2019		3,000	2,082	28,632	854.4 %
	Total Debt Service	475,076	468,230	467,312	441,205	(5.8)%
591.0100	Transfer Out - Admin Services	124,056	128,174	128,174	122,548	(4.4)%
	Total Transfers-Out	124,056	128,174	128,174	122,548	(4.4)%
	TOTAL EXPENDITURES	\$ 1,014,738	977,683	<u>\$ 1,173,596</u> <u>\$</u>	936,301	(4.2)%

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STORMWATER MANAGEMENT DEPARTMENT FUND 440; DEPARTMENT 538

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 538-Stormwater Management			
440-538-512.0100 Regular Salaries			
Regular Salaries	1	182,802	182,802
Totals For Gl# 440-538-512.0100-Regular Salaries			182,802 182,802
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	14,368	14,368
Totals For Gl# 440-538-521.0100-FICA Taxes			14,368
440-538-522.2100 Retirement General Employee			
General Employee Pension	1	34,687	
Totals For Gl# 440-538-522.2100-Retirement General Employe	e		34,687
440-538-523.0100 Health Insurance			
Health Insurance - Employee	4	6,545	
Totals For Gl# 440-538-523.0100-Health Insurance			26,180
440-538-523.0300 Life Insurance & EAP			
Life Insurance	1	447	447
Totals For Gl# 440-538-523.0300-Life Insurance & EAP			447
440-538-524.0100 Workers' Compensation			
Workers' Compensation	1	12,877	12,877
Totals For Gl# 440-538-524.0100-Workers' Compensation			12,877
440-538-531.1600 Contract Services			
Environmental Services	1	20,000	20,000
GPS Device Annually 17318;17484;18027; 20210;20318	5	371	1,855
Totals For Gl# 440-538-531.1600-Contract Services			21,855
440-538-531.2000 Engineering Services			
Engineering Services	1	7,000	7,000
Totals For Gl# 440-538-531.2000-Engineering Services			7,000

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STORMWATER MANAGEMENT DEPARTMENT FUND 440; DEPARTMENT 538

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 538-Stormwater Management			
440-538-540.5100 Travel And Per Diem			
Travel And Per Diem	1	2,000	2,000
Totals For Gl# 440-538-540.5100-Travel And Per Diem			2,000
440-538-541.1100 Communications			
Cell Service-Supervisor	12	55	660
Cell Service-Foreman	12	50	600
Cell Service-Roadgang	12	50	600
Aircard	12	37	444
Cell Service - Utility Crew	12	4	48
Totals For Gl# 440-538-541.1100-Communications			2,352
440-538-544.0500 Operating Lease			
Ricoh Mp2555 - Lease P# 16-27 Of 36	12	19	228
Ricoh Mp2555 Maint (12 Month)	1	100	100
Totals For Gl# 440-538-544.0500-Operating Lease			328
440-538-544.1500 Rental Expenses			
Rental Equipment	1	1,000	1,000
Totals For Gl# 440-538-544.1500-Rental Expenses			1,000
440-538-545.1200 Insurance			
Gen Liab-Auto-Property Insurance	4	2,003	8,012
Totals For Gl# 440-538-545.1200-Insurance			8,012
440-538-546.3400 Repair & Maintenance			
Repair And Maintenance	1	8,500	8,500
Totals For Gl# 440-538-546.3400-Repair & Maintenance			8,500
440-538-546.4000 Vehicle Repair & Maintenance			
Vehicle Repair	1	7,500	7,500
Totals For Gl# 440-538-546.4000-Vehicle Repair & Maintenand	ce		7,500
440-538-547.5100 Printing And Binding			
Business Cards As Needed	1	100	100
Totals For Gl# 440-538-547.5100-Printing And Binding			100

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STORMWATER MANAGEMENT DEPARTMENT FUND 440; DEPARTMENT 538

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 538-Stormwater Management			
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	14,000	14,000
Totals For Gl# 440-538-552.1500-Fuel And Lubricants			14,000
440-538-552.2300 Operating Expenses			
Operating Expenses	1	11,000	11,000
Totals For Gl# 440-538-552.2300-Operating Expenses			11,000
440-538-552.3900 Safety Program Expense			
Safety Program - Cones	1	1,080	1,080
Signs For Truck (Safety Zone)	1	400	400
Safety Shoes	5	100	500
Totals For Gl# 440-538-552.3900-Safety Program Expense			1,980
440-538-552.4200 Small Tools/Equipment			
Small Tools And Equipment As Needed	1	5,000	5,000
Evx539 Digital Portable Radio	2	295	590
Totals For Gl# 440-538-552.4200-Small Tools/Equipment			5,590
440-538-552.5100 Uniform Purchases And Cleaning			
Uniform Rental - 4 Employees	1	1,750	1,750
Uniforms For Supervisor	1	300	300
Totals For Gl# 440-538-552.5100-Uniform Purchases And Clear	ning		2,050
440-538-554.1200 Publications			
NPDES Flyers	1	120	120
Totals For Gl# 440-538-554.1200-Publications			120
440-538-555.1300 Technical/Training			
Technical Training	1	2,000	2,000
Totals For Gl# 440-538-555.1300-Technical/Training			2,000

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STORMWATER MANAGEMENT DEPARTMENT FUND 440; DEPARTMENT 538

<u>DESCRIPTION</u>	QUANTITY	UNIT PRICE	TOTAL BUDGET
Dept 538-Stormwater Management			
440-538-571.0000 SRF Loan-Principal-Stormwater			
SRF Stormwater Loan Principal (15-16 Out Of 18 Pymts)	1	177,542	177,542
Totals For Gl# 440-538-571.0000-Srf Loan-Principal-Stormwat	er		177,542
440-538-571.0100 Princ - Lease			
P# 15-16 FA# 20309 Mini-Excavator, 20318 F-250	2	4,629	9,258
P# 11-14 FA#17484 Camera Retrofit, 20401 Front End Lc	4	3,990	15,960
P# 07-10 20489 Mini-Excavator	4	483	1,932
FPL (1 Out Of 12 Pymts)	1	2,058	2,058
Totals For Gl# 440-538-571.0100-Princ - Lease			29,208
440-538-571.1900 Princ-Keybank Loan 2019			
Keybank Principal (2-3 Out Of 18 Pymts)	1	194,970	194,970
Totals For Gl# 440-538-571.1900-Princ-Keybank Loan 2019			194,970
440-538-572.0000 SRF Loan-Interest-Stormwater			
SRF Stormwater Loan Interest (15-16 Out Of 18 Pymts)	1	9,588	9,588
Totals For Gl# 440-538-572.0000-Srf Loan-Interest-Stormwater	r		9,588
440-538-572.0100 Int Exp - Lease			
P# 15-16 FA# 20309 Mini-Excavator, 20318 F-250	2	29	58
P# 11-14 FA#17484 Camera Retrofit, 20401 Front End Lc	4	86	344
P# 07-10 20489 Mini-Excavator	4	27	108
FPL (1 Out Of 12 Pymts)	1	755	755
Totals For Gl# 440-538-572.0100-Int Exp - Lease			1,265
440-538-572.1900 Int-Keybank Loan 2019			
Keybank Interest (2-3 Out Of 18 Pymts)	1	28,632	28,632
Totals For Gl# 440-538-572.1900-Int-Keybank Loan 2019			28,632
440-538-591.0100 Transfer To General Fund - Allocations			
Allocations	1	122,548	122,548
Totals For Gl# 440-538-591.0100-Transfer To General Fund - A	Allocations	-	122,548
Totals For Dept 538-Stormwater Management		\$	936,301

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

Ralph Waldo Emerson

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Cost Center and Number: Reuse - 539

Fund: Reuse Fund - 460 Department: Public Works

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

Location: Public Works, 600 17th St. West, Palmetto, FL 34221

Primary Duties

• Installs, maintains and repairs the City's reuse system

• Provide customers with reuse water for irrigation as the distribution system is increased.

Future Challenges or Issues facing the Cost Center

- Improving reuse water availability with the assistance of other departments and third party vendors.
- Added 1 FTE for upcoming reuse projects

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

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

Cost Center Goals and Objectives:

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.

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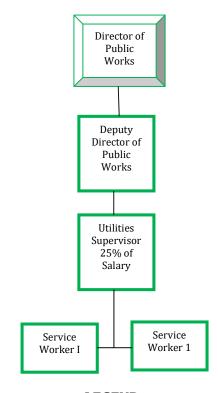


Reuse Services Organizational Information

Total Personnel Wages\$ 70,163Total Benefits\$ 36,427Total Personnel Cost\$ 106,590

Job Title	Position ID	FTE	
Public Works Supervisor - 25% of salary			-
Service Worker I	PW-539-1285-15	VCT	
Service Worker I	-	VCT	
Full-Time Position			0,
VACANT Full-Time Position			2
Part-Time Positions			0
VACANT Part-Time Positions			0
Elected Officals			0
Total Positions			2

COST CENTER ORGANIZATIONAL CHART



LEGEND

Department Head

Full-time Position Part time Position

Volunteers





460 - REUSE FUND Fund Summary

		2019	2019	2020	
	2018	Revised	Projected	Adopted	% Change of
Account	Actual	Budget	Actual	Budget	Budget
Beginning Fund Balances	\$ 6,133,330	\$ 6,394,894	\$ 6,394,894 \$	6,668,373	4.3 %
Revenues					
Grants	405	-	-	-	- %
Charges for Services	436,351	430,986	442,500	471,450	9.4 %
Interest Revenue	18,093	20,000	24,125	5,000	(75.0)%
Miscellaneous	26	-	96	-	- %
Non-Revenue/Fund Balance		665,823	-	3,196	(99.5)%
Total Revenues	454,875	1,116,809	466,721	479,646	(57.1)%
Expenses					
Personnel costs	20,579	63,292	27,459	106,590	68.4 %
Operating Expense	91,018	30,486	97,395	19,726	(35.3)%
Capital Expense	9,277	777,173	777,173	79,423	(89.8)%
Debt Service	192,525	207,815	207,189	221,835	6.7 %
Transfer Out	27,787	26,749	26,749	52,072	94.7 %
Total Expenditure	341,186	1,105,515	1,135,965	479,646	(56.6)%
Excess Revenue Over (Under) Expenditures (Modified					
Accrual)	113,689	11,294	(669,244)	-	- %
Conversion to Full Accrual	(147,875)	(276,900)	(942,723)	(269,283)	(2.8)%
Excess Revenue Over (Under) Expenditures	261,564	288,194	273,479	269,283	(6.6)%
Total net Position, End of Year	6,394,894	6,683,088	6,668,373	6,937,656	3.8 %
Net Investement in Capital Assets	5,418,876	6,339,756	6,296,201	6,489,257	2.4 %
Restricted Net Position	1,292	1,292	1,292	1,292	- %
Unrestricted Net Position	974,726	342,040	370,880	447,107	30.7 %
Total net Position, End of Year	\$ 6,394,894	\$ 6,683,088	\$ 6,668,373	6,937,656	3.8 %

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460-000 - REUSE REVENUE Fund Revenue Summary

Account 460-539	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
334.1000-5904	SWFWMD ASR Reimbursement	\$ 405	\$ -	\$ -	\$ -	- %
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	405	-	-	-	- %
343.9010 343.6900	Reuse Water Fees Reuse Penalties	427,590 8,761	422,586 8,400	435,000 6,000	465,450 6,000	10.1 % (28.6)%
	Total Reuse Services	436,351	430,986	441,000	471,450	9.4 %
	TOTAL UTILITY SERVICES	436,351	430,986	441,000	471,450	9.4 %
341.9000	Charges for Emergency Services			1,500		- %
	TOTAL CHARGES FOR SERVICES	-	-	1,500	-	- %
361.0100	Investment Earnings	18,093	20,000	24,125	5,000	(75.0)%
369.7401	TOTAL INTEREST REVENUE Other Misc Rev/Ins Premium Reimbursement	18,093 26	20,000	24,125 96	5,000	(75.0)% - %
	TOTAL MISCELLANEOUS REVENUE	26	-	96	-	- %
	OTHER FINANCING SOURCES					
399.0000	Funding From Fund Balance -	-	86,356	-	-	(100.0)%
399.6000	Outstanding Enc Funding From Equity - Capital Proj		579,467	<u> </u>	3,196	(99.4)%
	Total Non-Revenue Sources	-	665,823	-	3,196	(99.5)%
	TOTAL OTHER FINANCING SOURCES	<u>-</u>	665,823	_	3,196	(99.5)%
	TOTAL REUSE REVENUE	\$ 454,875	\$ 1,116,809	\$ 466,721		(57.1)%

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460-539 - REUSE Cost Center Summary

Account 460-539	Description		2018 Actual	2019 Revised Budget]	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
512.0100	Regular Salaries	\$	14,890	\$ 42,271	\$	19,481	\$ 70,163	66.0 %
521.0100	Fica Taxes	Ψ	1,131	3,234	Ψ	1,482	5,368	66.0 %
522.2100	Retirement General Employee		3,644	9,477		4,365	12,959	36.7 %
523.0100	Health Insurance		-	5,720		880	13,090	128.8 %
523.0300	Insurance & EAP		52	71		61	178	150.7 %
524.0100	Workers' Compensation		862	2,519		1,190	4,832	91.8 %
	Total Personnel Expenses		20,579	63,292		27,459	106,590	68.4 %
531.1600	Contract Services		4,144	15,856		15,856	-	(100.0)%
540.5100	Travel and Per Diem		-	1,000		1,000	1,000	- %
545.1200	Insurance		1,134	1,480		2,378	2,376	60.5 %
546.3600	Repair & Maintenance - Utility		7,540	7,500		8,254	8,400	12.0 %
549.9600	Bank Service Charges		1,208	1,500		1,000	2,500	66.7 %
552.1500	Fuel and Lubricants		18	50		20	50	- %
552.2300	Operating Expenses		1,150	500		780	1,000	100.0 %
552.3900	Safety Program Expense		14	100		86	200	100.0 %
552.4200	Small Tools/Equipment		1,249	1,000		1,423	1,000	- %
552.5100	Uniform Purchases And Cleaning		-	500		500	2,200	340.0 %
555.1300	Technical/Training		-	1,000		1,000	1,000	- %
559.0100	Depreciation Expense		65,097	-		65,098	-	- %
595.0000	Doubtful Acets Exp		1,253	-		-	-	- %
595.4500	OPEB Expense		20	-		-	-	- %
595.4600	Pension Expense - Enterprise Fnds		8,191	-		-		- %
	Total Operating Expenses		91,018	30,486		97,395	19,726	(35.3)%
571.0000	SRF Loan-Principal-Reuse Water		4,347	4,486		4,486	4,630	3.2 %
571.0000			4,347	4,480		4,480	7,677	- %
	Principal		3,107	1 612		1,612	7,077	
571.0400 571.0500	Principal - Loan 2004 Principal - Loan 2005		19,251	1,612 14,999		1,012	-	(100.0)% (100.0)%
571.0700	Principal - Loan 2007		62,804	48,983		48,983	-	(100.0)%
571.1900	Principal - Loan 2007 Principal - Loan 2019		02,804	44,907		44,907	128,670	186.5 %
571.7000	Principal Payment - Asr Advance		49,089	50,563		50,563	52,079	3.0 %
572.0000	Srf Loan-Interest-Reuse Water		743	644		644	500	(22.4)%
			743	044		044		
572.0100 572.0400	Interest Expense Interest Expense - Loan 2004		1,031	481		481	2,847	- % (100.0)%
	*						-	
572.0500 572.0700	Interest Expense - Loan 2005		8,141	5,907		5,907	-	(100.0)%
572.0700 572.1000	Interest Expense - Loan 2007		34,485	25,180		25,180 1,374	10 006	(100.0)% 844.8 %
572.1900 572.7000	Interest Expense - Loan 2019 Interest Payment - Asr Advance		9,527	2,000 8,053		8,053	18,896 6,536	(18.8)%
372.7000	•	_			_			
	Total Debt Service		192,525	207,815		207,189	221,835	6.7 %

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460-539 - REUSE Cost Center Summary

Account 460-539	Description	2018 Actual	2019 Revised Budget	2019 Projected Actual	2020 Adopted Budget	% Change of Budget
591.0100	Transfer Out - Admin Services	27,787	26,749	26,749	52,072	94.7 %
	Total Transfers-Out	27,787	26,749	26,749	52,072	94.7 %
	TOTAL EXPENDITURES	\$ 331,909	\$ 328,342	\$ 358,792	\$ 400,223	21.9 %

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REUSE DEPARTMENT FUND 460; DEPARTMENT 539

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 539-Reuse			
460-539-512.0100 Regular Salaries			
Regular Salaries	1	43,228	
New Position	1	26,935	26,935
Totals For Gl# 460-539-512.0100-Regular Salaries			70,163
460-539-521.0100 FICA Taxes			
FICA Taxes	1	5,368	5,368
Totals For Gl# 460-539-521.0100-Fica Taxes			5,368
460-539-522.2100 Retirement General Employee			
General Employees Retirement	1	12,959	12,959
Totals For Gl# 460-539-522.2100-Retirement General Employee			12,959
460-539-523.0100 Health Insurance			
Health Insurance - Empolyee	2	6,545	13,090
Totals For Gl# 460-539-523.0100-Health Insurance		_	13,090
460-539-523.0300 Life Insurance & EAP			
Life Insurance	1	178	178
Totals For Gl# 460-539-523.0300-Life Insurance & EAP			178
460-539-524.0100 Workers' Compensation			
Workers' Comp	1	4,832	4,832
Totals For Gl# 460-539-524.0100-Workers' Compensation			4,832
460-539-540.5100 Travel And Per Diem			
Travel And Per Diem	1	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	594	2,376
Totals For Gl# 460-539-545.1200-Insurance			2,376
460-539-546.3600 Repair & Maintenance - Utility			
Warehouse Issues And Line Repair	1	8,400	8,400
Totals For Gl# 460-539-546.3600-Repair & Maintenance - Utility			8,400
460-539-549.9600 Bank Service Charges			
Bank Charges	1	2,500	2,500
Totals For Gl# 460-539-549.9600-Bank Service Charges			2,500
460-539-552.1500 Fuel And Lubricants			
Fuel And Lubricants	1	50	50
Totals For Gl# 460-539-552.1500-Fuel And Lubricants			50

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REUSE DEPARTMENT FUND 460; DEPARTMENT 539

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 539-Reuse			
460-539-552.2300 Operating Expenses Misc Warehouse Items Totals For Gl# 460-539-552.2300-Operating Expenses	1	1,000	1,000 1,000
460-539-552.3900 Safety Program Expense Safety Shoes Totals For Gl# 460-539-552.3900-Safety Program Expense	2	100	200 200
460-539-552.4200 Small Tools/Equipment Speciality Tools Totals For Gl# 460-539-552.4200-Small Tools/Equipment	1	1,000	1,000 1,000
460-539-552.5100 Uniform Purchases & Cleaning New Employees Totals For Gl# 460-539-552.5100-Uniform Purchases & Cleaning	2	1,100	2,200 2,200
460-539-555.1300 Technical/Training Technical And Training Totals For Gl# 460-539-555.1300-Technical/Training	2	500	1,000 1,000
460-539-571.0000 SRF Loan-Principal-Reuse Water SRF Reuse Loan Principal (34-35 Out Of 40 Payments) Totals For Gl# 460-539-571.0000-Srf Loan-Principal-Reuse Water	1	4,630	4,630 4,630
460-539-571.0100 Princ - Lease FPL (1 Out Of 12 Pymts) Totals For Gl# 460-539-571.0100-Princ - Lease	1	7,677	7,677 7,677
460-539-571.1900 Princ-Keybank Loan 2019 Keybank Prinicpal (2-3 Out Of 18 Pymts) Totals For Gl# 460-539-571.1900-Princ-Keybank Loan 2019	1	128,670	128,670 128,670
460-539-571.7000 Principal Payment - ASR Advance ASR Advance-Principal Pmt (7 Out Of 10 Pymts) Totals For Gl# 460-539-571.7000-Principal Payment - ASR Advan	1 ace	52,079	52,079 52,079
460-539-572.0000 SRF Loan-Interest-Reuse Water SRF Reuse Loan Interest (34-35 Out Of 40 Pymts) Totals For Gl# 460-539-572.0000-SRF Loan-Interest-Reuse Water	1	500	500 500
460-539-572.0100 Int Exp - Lease FPL (1 Out Of 12 Pymts) Totals For Gl# 460-539-572.0100-Int Exp - Lease	1	2,847	2,847 2,847

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REUSE DEPARTMENT UND 460; DEPARTMENT 539

<u>DESCRIPTION</u>	QUANTITY	UNIT <u>PRICE</u>	TOTAL <u>BUDGET</u>
Dept 539-Reuse			
460-539-572.1900 Int Exp-Keybank Loan 2019 Keybank Int 2-3 Out Of 18 Pymts) Totals For Gl# 460-539-572.1900-Int Exp-Keybank Loan 2019	1	18,896 _	18,896 18,896
460-539-572.7000 Interest Payment - ASR Advance ASR Advance-Interest Payment (7 Out Of 10 Pymts) Totals For Gl# 460-539-572.7000-Interest Payment - ASR Advance	1 ee	6,536 _	6,536 6,536
460-539-591.0100 Transfer To General Fund - Allocations Allocations Totals For Gl# 460-539-591.0100-Transfer To General Fund - Allo	1 ocations	52,072 _	52,072 52,072
Totals For Dept 539-Reuse			\$ 400,223

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Capital Improvements

The City's Capital Improvement Program (CIP) includes several aspects of purchasing capital assets for the City. It includes its five-year CIP, capital assets which are purchased from the City's operating funds and capital projects funded, or partially funded, by the CRA. The Capitalization Policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets. These thresholds begin at a minimum of \$2,000 for equipment and vehicles, and \$20,000 for land, buildings, and infrastructure. All capital purchases are one-time purchases and are non-recurring. Only the debt service is recurring for capital that is financed.

• Capital Budgeting Process

The CIP and capital outlay is an important element in preparing the fiscal year 2020 budget and has occurred in separate actions in past years. The CIP was approved by City Commission on October 21, 2019 while the capital outlay budget from operating funds was approved with the final budget on September 23rd.

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.
- o Items are submitted with the operating budget for approval by City Commission.

The capital budget process for the CRA is as follows:

- o Projects are determined by the CRA Director and CRA Advisory Board for their compliance to the CRA Plan.
- o 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.
- o The Public Works Director compiles the list of projects for a five-year period and the prioritization and estimated costs of those projects, assigning high priority projects to the current year when possible.
- The Public Works Director then works closely with the Finance Department and City Clerk to determine possible funding. Finance will identify all available funding available to fund capital projects.
 - Projections of usable fund balance/net assets are made using information known at the time and the amount that is unassigned or unrestricted.
 - Unassigned fund balance over five months of upcoming expenses can be used to fund CIP projects however City Commission may approve the use of a higher percentage if deemed necessary and in the best interest of the City.
 - Grants are also identified as possible funding sources but are not committed to the project until such time as the grant is awarded.
 - The project may be deemed unfunded until such time as grants or other funding sources may become available.
- o The final CIP is submitted to City Commission for discussion, changes and final approval.

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• Challenges for the funding of capital purchases

The City's capital needs for operating equipment has increased due to stringent spending in the past few years. New, and additional, equipment and vehicles are needed to continue providing the level of services citizens have come to expect and funding these needs has become a challenge along with the funding of those needs.

City utilities and infrastructure is also in dire need of repair, maintenance and in several instances, replacement. The Commission approved the 10 year rate study in fiscal year 2019 and implemented in FY2020. These funds will assist with the City's capital improvement program. This is discussed later.

Funding Options:

Operating Capital Purchases

The first option for funding operating capital purchases/projects, and most desired, is the use of <u>current revenues</u>. This year \$188,408 in capital purchases is budgeted using current revenues, mostly from the general fund and road & bridge fund.

The <u>Fund Balance</u> 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 2020 budget, the City's fund balance will fund \$70,174 in capital equipment purchases mostly from General Fund for computer equipment, air conditioning units, police equipment, and new mower for the Parks Department. The use of fund balance was previously expanded to non-capital, one-time expense items. In the fiscal year 2020 budget, fund balance will fund a total of \$47,500 including contingency accounts, consulting items, and various small equipment items.

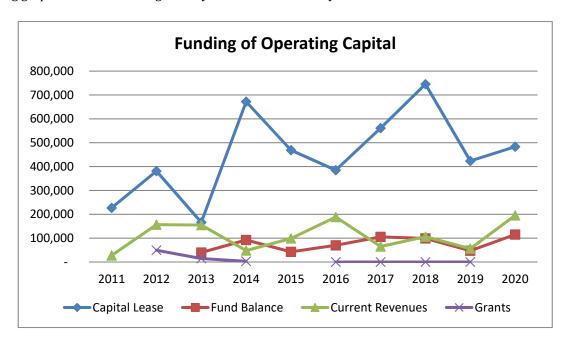
The Debt Policy allows for the use of financing for the funding of projects and equipment purchases meeting specific guidelines. Each year a capital lease is considered for equipment and vehicles and is usually financed over a four-year period. The City has had no choice but to incur additional debt for the larger equipment items needed. A <u>capital lease</u> is budgeted for police vehicles and radio equipment, administrative vehicles, street sweeper, valve turning machine, and mini excavator for approximately \$483,300.

<u>Grant</u> 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.

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The following graph illustrates funding the City has used since fiscal year 2011:



CIP Projects

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

As with operating capital, <u>current revenues</u> 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 \$922,382 to utility projects. The increased user fees will provide pay-as-you-go funding for most of the new utility improvement projects for FY2020 and are projected to continue to do so for the remaining years of the ordinance. Any unused revenue generated in a particular year is carried forward to be used in subsequent years for the CIP.

The City's <u>Fund Balance</u> 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 Water/Sewer and Reuse above this 4 month threshold, however staff has elected not to utilize this source for FY2020 projects.

In the past years, CIP has used most of the available <u>fund balance</u> in the Road & Bridge over the four more threshold to fund paving, sidewalk, and stormwater repairs. This year's CIP assigns the majority of the remaining balance over four months to fund surface upgrade projects.

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 is expected to be completed during FY2020 with debt service beginning in December 2020.

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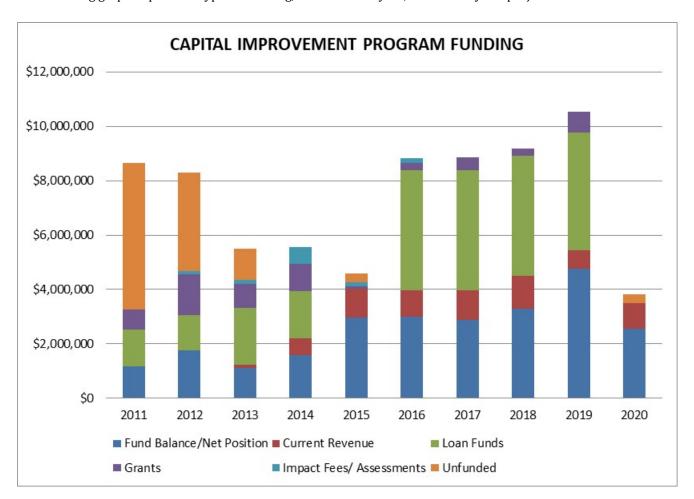


Construction continues on the FY2019 project Subsystem 4 Improvements. This project, comprised of water line replacement, laying reuse lines, and paving streets and sidewalks is partially funded by a Community Development Block Grant for Fire Protection. The project is expected to be completed early in calendar year 2020.

All FY2020 projects are funded with the exception of Waste Water Treatment Plant Expansion. This project has been funded on previous versions of the CIP, however staff has determined that the funds are better utilized elsewhere at this time. Should a determination be made to proceed with the project, additional funding will be reallocated from other projects.

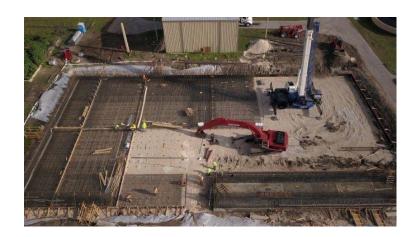
The funded 2020 CIP of \$3,485,152 is approximately \$7 million the less than 2019 CIP of \$10,535,309 as it does not include projects previous approved. At the time the FY2020 CIP was adopted, a total of \$8,506,278 was encumbered for ongoing work related to FY2019 projects.

The following graph depicts the types of funding, for each fiscal year, used for City CIP projects since 2011.



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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 access 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.









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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.







• Operating Capital Budget

As show below, the capital purchases from operating are funded in different ways. Current revenues fund \$188,408 and are included in the balanced budget. Fund balance is funding \$70,174. The planned capital lease for \$483,300 is to be financed for a four year term and adds an estimated \$64,394 in debt service to the budget.

The fiscal year 2020 final budget includes the following capital items from the operating budget as itemized below:

				Funding	
		Total	Current	Fund	Capital
Fund/Cost Center	Item Description	Budget	Revenues	Balance	Lease
General Fund/IT	Computer Equipment	128,108	99,108	29,000	_
General Fund/PD	TAA Compliant Shredder	4,800	4,800	-	-
General Fund/PD	Mavic Drones	6,174	-	6,174	-
General Fund/PD	Boat Equipment	2,000	2.000	ŕ	
General Fund/PD	3 - Dodge Chargers	103,500	-	_	103,500
General Fund/PD	3 - Coban Edge in Car Video	18,000	_	_	18,000
General Fund/PD	3 - Mobile Radios	7,500	_	_	7,500
General Fund/PD	Generation 3 Nightvision	14,000			14,000
General Fund/PWA	Security System	35,000	_	35,000	-
General Fund/PWA	Dell Interactive Monitor	3,000	3,000	-	_
General Fund/Parks	Refurbished Bucket Truck	13,000	13,000	_	_
General Fund/Parks	3 -Zero Turn Mower	24,000		_	24,000
•	ll General Fund Capital Purchases	359,082	121,908	70,174	167,000
	-		'		
CRA/CRA	No Equipment Purchases	-		-	
•	Total CRA Fund Capital Purchases	-	· -	-	
Road & Bridge/Streets	Refurbished Bucket Truck	52,000	52,000	_	_
Road & Bridge/Streets	2 Ton Vibratory Roller	55,000	-	_	55,000
Road & Bridge/Streets	Message Board	19,300	_	_	19,300
	& Bridge Fund Capital Purchases	126,300	52,000	-	74,300
Solid Waste/Solid Waste	2 - 20 yard roll offs	6,000	6,000	-	
•	-	·			
Total So	lid Waste Fund Capital Purchases _	6,000	6,000	-	-
Water & Sewer/Cross Connect	KUV Bed Liner/Strobes	3,500	3,500	_	_
Water & Sewer/Water	Ford Crew Cab F-350	60,000	5,500	_	60,000
Water & Sewer/Sewer	Plate Compactor	5,000	5,000	_	-
Water & Sewer/WWTP	International CV 4x4	150,000	-	_	150,000
Water & Sewer/WWTP	Fuel Trailer	32,000	_	_	32,000
,	-		0.500		
Total water	r & Sewer Fund Capital Purchases	250,500	8,500	-	242,000
Stormwater/ Stormwater	No Equipment Purchases	-			
Total Sto	ormwater Fund Capital Purchases	-	<u>-</u>	-	
Total Capital	Purchases from Operating Funds	741,882	188,408	70,174	483,300

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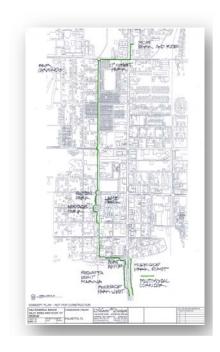
Capital Projects from CRA

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 2020 project budgets include:

]	FY2017]	FY2018		FY2019	FY2020
Project Name		Actual		Actual]	Projected	Budget
10th Avenue Streetscape	\$	-	\$	-	\$	-	\$ 1,582,668
Connor Park		-		-		228,095	967,925
Land Purchases		110,414		10,368		1,263,626	921,681
Linear Trail		-		-		-	300,000
Seahorse Project		-		-		116,785	204,900
Pocket Neighborhood		-		-		-	200,000
VFW Rennovations		-		-		301,870	170,000
CRA Property Improvements		-		-		-	150,000
5th Street Project		-				-	75,000
Riverside Project		64,334		56,515		56,564	55,190
MMEC Project		13,410		40,828		2,400	50,000
Armory - Historic Preservation							50,000
Martin Luther King Park (MLK)		-		-		-	50,000
Historical Park Improvements		-		206,162		27,498	20,000
Edenfield Project		-		200,506		15,063	-
Haben Boulevard Improvements		-		92,600		-	-
Total CRA Project Budget	\$	188,158	\$	606,979	\$	2,011,899	\$ 4,797,364

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 FY2016 the CRA purchased the historic VFW building. Fiscal year 2020 will see the continued effort to make improvements to the building. Continued improvements to the southern gateway into Palmetto will be made to accompany the Seahorse Statue currently being built. Improvements to CRA owned properties, 5th Street, and the Historical Park and Armory.





ACCOUNT DESCRIPTION	ACTUAL 2018	REVISED BUDGET 2019	ESTIMATED ACTUAL 2019	ADOPTED BUDGET 2020	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND - JOINT PROJECTS - CIT	ΓY AND CRA - F	UND 390			
BEGINNING FUND BALANCES	241,407	53,995	53,995	53,995	0.00%
REVENUES/SOURCES					
Interest Revenue	-	-	-	-	0.00%
Grants	103,514	49,775	49,775	-	-100.00%
Transfers In	-	154,805	154,805	-	0.00%
Funding from Fund Balance	-	=	-	-	0.00%
TOTAL REVENUES	103,514	204,580	204,580	-	-100.00%
EXPENSES					
Capital Outlay					
Other	148,677	204,580	204,580	-	-100.00%
Transfers Out	142,249	-	-	-	-100.00%
TOTAL EXPENDITURES	290,926	204,580	204,580	-	-100.00%
Excess Revenue Over (Under) Expenditures	(187,412)	-	-	-	0.00%
Fund Balance, End of Year	53,995	53,995	53,995	53,995	0.00%

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Capital Projects Fund - Joint Projects - City and CRA

ACCT # 390- ACCOUNT DESCRIPTION	ACTUAL 2018	REVISED BUDGET 2019	ESTIMATED ACTUAL 2019	ADOPTED BUDGET 2020	% CHANGE OF BUDGET
CAPITAL JOINT PROJECTS FUND					
REVENUE 390-000-361.0100 Interest Earnings		-	-	-	0.00%
TOTAL INTEREST REVENUE	-	-	-	-	0.00%
000-334.7000-9026 Historic Park Grant Revenue 000-337.7000-1902	103,514	-	-	-	0.00%
SWFWMD Southeast Riverside Grant		49,775	49,775	-	0.00%
TOTAL GRANT REVENUE	103,514	49,775	49,775	-	-100.00%
000-381.8190-1902 Transfer In - SWFWMD 000-381.8190-1903	-	49,775	49,775	-	0.00%
Transfer In - Riverside LID	-	105,030	105,030	-	0.00%
TOTAL TRANSFERS IN	-	154,805	154,805	-	0.00%
390-000-399.9301 Funding from Equity - Capital Projects		<u>-</u>	-	-	0.00%
TOTAL FUNDING FROM EQUITY	-	-	-	-	
TOTAL REVENUES	103,514	204,580	204,580	-	-100.00%
EXPENSES 702-762.0000-9026 Historic Park Building	51,324	-	-	-	0.00%
703-763.0000-1902 SWFWMD Southeast Riverside Grant	-	49,775	49,775	-	0.00%
859-862.0000-9026 Historic Park Grant Matching	51,324	-	-	-	0.00%
859-863.0000-1902 SWFWMD Southeast Riverside Grant 859-863.0000-1602	-	49,775	49,775	-	0.00%
Living Seawall	5,201	-	-	-	0.00%
859-863.0100-1301 MMEC Project 859-863.0000-1903	40,828	-	-	-	
MMEC Project		105,030	105,030	-	-100.00%
TOTAL JOINT CAPITAL PROJECTS	148,677	204,580	204,580	-	-100.00%
859-891.9000					
Transfer Out - CRA	142,249	-	-	-	0.00%
TOTAL TRANSFERS	142,249	-	-	-	0.00%
TOTAL EXPENSES	290,926	204,580	204,580	-	-100.00%
NET TOTAL EXPENDITURES	(187,412)	-	-	-	0.00%

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"The road to success is not easy to navigate, but with hard work, drive and passion, it's possible to achieve the American dream."

Tommy Hilfiger

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• Capital Improvement Program (CIP)

The fiscal year 2020 Capital Improvement Program (CIP) was approved by City Commission on October 21, 2019 totaling \$3,835,152 for fiscal year 2020 and \$12,942,152 for the five-year period of 2020 through 2024.

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 2020 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:

New sidewalk projects Appearance City-wide facilities upgrades Improvements to the water distribution and expansion of the wastewater treatment facility Palmetto Area Reuse-reuse to additional users Services Chloramines Injection System-better tasting water and more efficient service WWTP Expansion, Upgrades and R&R 0 Infrastructure Water and Sewer Lines R&R 0 New sidewalk projects 0 City Facility Security and Upgrades Safety Fire protection upgrades-improvements to fire hydrants Inflow and Infiltration (I&I) Program - to decrease the amount of treatable **Economic Stability** substance for the WWTP and thus create higher efficiencies

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 2020-2024 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2020:

distribute greater amounts of reuse water.

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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



Fiscal Year 2019 Capital Improvement Progam Activity and Available Balance

Project Description	Supporting Fund	FY2	019 Budget	Ex	pense YTD	Enc	umbered		YTD + ENC		vailable Balance
Road Improvements											
Surface Upgrades: 3rd Ave W/10th 1 St W	R&B/Water/Sewer	l	170,627		170,627				170,627		
ROAD IMPROVEM	IENTS TOTAL	\$	170,627	\$	170,627	\$	-	\$	170,627	\$	-
Public Facilities											
1 City Facility Security	Capital Projects	\$	41,500	\$	7,682	\$		\$	7,682	\$	33,818
2 City Wide Facilities Upgrades	Capital Projects		84,002		35,313				35,313		48,689
PUBLIC FACILIT	TIES TOTAL	\$	125,502	\$	42,995	\$	-	\$	42,995	\$	82,507
Stormwater											
	202 411 10 10										
1 16th Ave Projects	R&B/Water/Sewer/Storm	-	410,050		410,050		-				-
2 Dredging Projects	Road & Bridge		219,875		18,710		106,532		125,242		94,633
STORMWATE	R TOTAL	_\$_	629,925	\$	428,760	\$	106,532	\$ 535,292		\$	94,633
Water/Sewer											
1 WWTP Expansion	Water/Sewer	\$	350,000	\$	<u>-</u>	\$		\$		\$	350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan		6,938,873		706,086		5,874,095		6,580,181		358,692
3 WWTP Upgrades	Water/Sewer		315,317				39,830		39,830		275,487
4 WWTP R&R	Water/Sewer		173,937		-		173,937		173,937		-
5 Lift Station Upgrades	Water/Sewer		389,658		11,360		37,705		49,065		340,593
6 Sewer Lines R&R	Water/Sewer		180,745								180,745
7 <u>I&I Program</u>	Water/Sewer		800,878		629,292		4,986		634,278		166,600
8 Water Lines R&R	Water/Sewer		46,342								46,342
9 Chloramines Injection System	Water/Sewer & Loan		263,175		<u> </u>		2,600		2,600		260,575
10 Fire Protection Upgrades	Water/Sewer & Loan	l	46,817		18,649		28,168		46,817		-
Subsystem #4 - Infrastructure 11 Improvements	R&B/WS/Reuse/Half Cent		3,236,795		1,013,436		2,223,359		3,236,795		0
WATER/SEWI		\$ 1	2,742,538	\$	2,378,823		3,384,681	\$	10,763,504	\$ 1	1,979,034
Reuse											
1 PARS Expansion	Reuse	\$	101,020	\$	82,759	\$	15,064	\$	97,823	\$	3,196
REUSE TO		\$	101,020	\$	82,759	\$	15,064	\$	97,823	\$	3,196
GRAND T	DTAL	\$ 1	3,769,612	\$	3,103,964	\$ 8	3,506,278	\$	11,610,242	\$ 2	2,159,371

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ACCOUNT DESCRIPTION	ACTUAL 2018	REVISED BUDGET 2019	ESTIMATED ACTUAL 2019	ADOPTED BUDGET 2020	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND - Fund 301					
BEGINNING FUND BALANCES	759,250	653,822	653,822	104,606	-84.00%
REVENUES/SOURCES					
Grants	83	429,533	429,533	_	-100.00%
Transfers In	225,000	242,961	242,961	403,400	66.03%
Funding from Fund Balance	-	828,749	-	82,507	-90.04%
TOTAL REVENUES	225,083	1,501,243	672,494	485,907	-67.63%
EXPENSES					
Capital Outlay					
Streets	6,405	943,710	943,710	358,400	-62.02%
Other	44,573	128,000	128,000	127,507	-0.39%
Grants	279,533	150,000	150,000	-	-100.00%
TOTAL EXPENDITURES	330,511	1,221,710	1,221,710	485,907	-60.23%
Excess Revenue Over (Under) Expenditures	(105,428)	279,533	(549,216)	-	0.00%
ENDING FUND BALANCES					
Designated/Reserved	653,822	933,355	104,606	104,606	-88.79%
Undesignated/Unreserved	-	-		-	0.00%
Fund Balance, End of Year	653,822	933,355	104,606	104,606	-88.79%

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Capital Projects Fund -CIP

ACCT # 301 ACCOUNT DESCRIPTION	ACTUAL 2018	REVISED BUDGET 2019	ESTIMATED ACTUAL 2019	ADOPTED BUDGET 2020	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND					
REVENUE 000-331.4900-1434 FDOT 14th Ave West and 17th St West 000-331.4900-9030 CDBG: System 4	83	279,533 150,000	279,533 150,000	-	-100.00% 0.00%
TOTAL GRANT REVENUES	83	429,533	429,533		-100.00%
000-381.9101-1433 Transfer In - Facility Upgrades 000-381.9301-1831 Transfer In - Facility Upgrades 000-381.9301-1931 Transfer In - Facility Upgrades	40,000	- - 9,441	- - 9,441	45,000 - -	0.00%
000-381.9301-1832 Transfer In - City Facility Security 000-381.9301-1932	20,000	-	-	-	100.00%
Transfer In - City Facility Security 000-381.9307-1730	-	19,810	19,810	-	100.00%
Transfer In - R&B Capital 000-381.9307-1736 Transfer In - R&B Capital	65,000 100,000	-	-	-	100.00% 100.00%
000-381.9307-1935 Transfer In - Surface Upgrades 3rd Ave W 000-381.9307-1943	-	139,579	139,579	-	
Transfer In - 16th Ave Project 000-381.9307-2033	-	74,131	74,131	-	-100.00%
Transfer In - Surface Upgrades 2nd Ave W 000-381.9307-2034	-	-	-	160,000	0.00%
Transfer In - Surface Upgrades 7th St W TOTAL TRANSFERS IN	225,000	242,961	242,961	198,400 403,400	0.00% 66.03%
301-000-399.9301 Funding from Equity - Capital Projects		828,749		82,507	-90.04%
TOTAL FUNDING FROM EQUITY		828,749	-	82,507	-90.04%
TOTAL REVENUES	225,083	1,501,243	672,494	485,907	-67.63%
EXPENSES 601-662.0000-1731					
City Facility Upgrades - Buildings 601-662.0000-1931	17,746	-	-	-	-100.00%
City Facility Upgrades - Buildings 601-662.0000-2031	-	35,313	31,446	-	-100.00%
City Facility Upgrades - Buildings 601-662.0000-4213	-	-	-	55,005	-100.00%
Carnegie Library Elevator	-	2,498	2,498	-	100.00%

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Capital Projects Fund -CIP

ACTUAL 2018	BUDGET	ACTUAL	BUDGET	% CHANGE OF BUDGET
-	-	-	45,000	100.00%
16 124				100.000/
16,124	-	-	-	100.00%
10,703	-	-	-	100.00%
	40.600	F2 FF6		100.000/
-	48,689	52,556	-	100.00%
-	41,500	41,500	-	100.00%
			27 502	100.000/
-		-		100.00%
44,573	128,000	128,000	127,507	-0.39%
6,405	-	-	-	100.00%
-	730,000	730,000	-	-100.00%
	120 570	120 570		
-	139,379	139,379	-	
-	74,131	74,131	-	-100.00%
	, -	, -		
-	-	-	160,000	100.00%
	- 0.40 540	-		100.00%
6,405	943,710	943,710	358,400	-62.02%
279,533	-	-	-	100.00%
-			-	-100.00%
279,533	150,000	150,000	-	-100.00%
330,511	1,221,710	1,221,710	485,907	-60.23%
(105,428)	279,533	(549,216)	-	100.00%
	2018 - 16,124 10,703 44,573 6,405 6,405 279,533 - 279,533 330,511	ACTUAL 2018 BUDGET 2019 - - 16,124 - 10,703 - - 48,689 - 41,500 - - 6,405 - - 730,000 - 74,131 - - 6,405 943,710 279,533 - 279,533 150,000 279,533 150,000 330,511 1,221,710	ACTUAL 2018 BUDGET 2019 ACTUAL 2019	ACTUAL 2018 BUDGET 2019 ACTUAL 2020 - - 45,000 16,124 - - - 10,703 - - - - 48,689 52,556 - - 41,500 41,500 - - - 27,502 44,573 128,000 128,000 127,507 6,405 - - - - 730,000 730,000 - - 74,131 74,131 - - 74,131 74,131 - - - 198,400 358,400 279,533 - - - 279,533 - - - 279,533 150,000 150,000 - 279,533 150,000 150,000 - 330,511 1,221,710 1,221,710 485,907

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2020- 2024 CAPITAL IMPROVEMENT PLAN ATTACHMENT A

		PI	Y2019 ROJECTS ARRIED	NF	W FY2020	тот	TAL FY2020										
Project Description	Supporting Fund		RWARD		UNDING		UNDING		FY2021		FY2022	_	FY2023		FY2024	Tota	al Project Cost
Road Improvements	_																
1 Surface Upgrades: 2nd Ave W/10th St W	Road & Bridge	\$	-	\$	160,000	\$	160,000	_\$_	-	\$	-	\$	-	\$	-	\$	160,000
2 Surface Upgrades: 7th St W	Road & Bridge		-		198,400	\$	198,400		-	_		_		_	-		198,400
ROAD IMPROVEMENTS	TOTAL	\$	-	\$	358,400	\$	358,400	\$	-	\$	-	\$	-	\$	-	\$	358,400
Public Facilities	_																
1 City Facility Security	Capital Projects	\$	27,502	\$	-	\$	27,502	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	127,502
2 City Wide Facilities Upgrades	Capital Projects		55,005		-		55,005		25,000		25,000	_	25,000		25,000		155,005
3 Public Works Yard Lighting	Capital Projects		-		45,000		45,000					_		_	-		45,000
4 Public Administration Building	Capital Projects		-		-		-		-		342,000	_	4,275,000		-		4,617,000
PUBLIC FACILITIES T	'OTAL	s	82,507	¢	45,000	¢	127,507	s	50,000	\$	392,000	¢	4,325,000	\$	50,000	l e	4,944,507
		Ť	02,507	,	43,000	_	127,507	_	30,000	-	372,000	-	1,323,000		30,000	<u> </u>	1,711,307
Stormwater	_																
1 Ward I Stormwater Improvements	Stormwater	\$	-	\$	73,406	\$	73,406	\$	-	\$		\$		\$		\$	73,406
2 Dredging Projects	Road & Bridge		94,633		-		94,633		10,000		10,000	_	10,000		10,000		134,633
STORMWATER TO	ΓAL	\$	94,633	\$	73,406	\$	168,039	\$	10,000	\$	10,000	\$	10,000	\$	10,000	\$	208,039
Water/Sewer	_																
1 WWTP Expansion	Water/Sewer	\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$		\$	-
2 Equalization Basin & Equipment	Water/Sewer & Loan		358,692		-		358,692										358,692
3 WWTP Upgrades	Water/Sewer		275,487		-		275,487		200,000		200,000		200,000		200,000		1,075,487
4 Lift Station Upgrades	Water/Sewer		340,593		-		340,593		100,000		100,000		100,000		100,000		740,593
5 Sewer Lines R&R	Water/Sewer		180,745		-		180,745		50,000		50,000	_	50,000		50,000		380,745
6 I&I Program	Water/Sewer		516,600		504,305		1,020,905		400,000		400,000		400,000		400,000		2,620,905
7 Water Lines R&R	Water/Sewer		46,342		268,444		314,786		150,000		150,000	_	150,000		150,000		914,786
8 Chloramines Injection System	Water/Sewer & Loan		260,575		-		260,575		-			_	-	_			260,575
Subsystem #4 - Infrastructure 9 Improvements	Water/Sewer & Loan		-		-		-		-		-	_	-				
WATER/SEWER TO	TAL	\$ 1	,979,034	\$	772,749	\$	2,751,783	\$	900,000	\$	900,000	\$	900,000	\$	900,000	\$	6,351,783
Reuse	_																
1 PARS Expansion	Reuse	\$	3,196	\$	76,227	\$	79,423	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	1,079,423
REUSE TOTAL		\$	3,196	\$	76,227	\$	79,423	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	1,079,423
GRAND TOTAL		\$ 2	2,159,370	\$	1,325,782	\$	3,485,152	\$	1,210,000	\$:	1,552,000	\$	5,485,000	\$:	1,210,000	\$	12,942,152

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2020 - 2024 CAPITAL IMPROVEMENT PLAN ATTACHMENT A

Project Description	Supporting Fund	Fun	FY2019 ding Carried Forward		Current Revenue		ity Fund Balance		otal Funded Projects	U	nfunded	То	tal FY2020 CIP
Road Improvements													
Surface Upgrades: 2nd Ave W/10th St W	Road & Bridge	\$		\$	-	\$	160,000	\$	160,000	\$	-	\$	160,000
2 Surface Upgrades: 7th St W	Road & Bridge				-		198,400		198,400		-		198,400
ROAD IMPROVEME	ENTS TOTAL	\$	-	\$	-	\$	358,400	\$	358,400	\$	-	\$	358,400
Public Facilities													
1 City Facility Security	Capital Projects	\$	27,502	\$	-	\$		\$	27,502	\$	-	\$	27,502
2 City Wide Facilities Upgrades	Capital Projects		55,005		-				55,005		-		55,005
3 Public Works Yard Lighting	Capital Projects	l —	<u>-</u>		-		45,000		45,000		-		45,000
4 Public Administration Building	Capital Projects		<u>-</u>		-		-		-		-		-
PUBLIC FACILITI	ES TOTAL	\$	82,507	\$	-	\$	45,000	\$	127,507	\$	-	\$	127,507
Stormwater													
1 Ward I Stormwater Improvements	Stormwater	\$	_	\$	73,406	\$	_	\$	73,406	\$	_	\$	73,406
2 Dredging Projects	Road & Bridge	Ť	94,633	Ψ	-				94,633	<u> </u>	_		94,633
				_		_		_				_	
STORMWATER	TOTAL		94,633	\$	73,406				168,039	\$	-	\$	168,039
Water/Sewer													
1 WWTP Expansion	Water/Sewer	\$		\$	-	_\$	-	_\$_	-	\$	350,000	\$	350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan		358,692		-		_		358,692		-		358,692
3 WWTP Upgrades	Water/Sewer		275,487		-		-		275,487		-		275,487
4 Lift Station Upgrades	Water/Sewer	_	340,593		-		-		340,593		-		340,593
5 Sewer Lines R&R	Water/Sewer	l	180,745		-		-	_	180,745		-		180,745
6 I&I Program	Water/Sewer	l	516,600		504,305		-		1,020,905		-		1,020,905
7 Water Lines R&R	Water/Sewer	l —	46,342		268,444		-		314,786		-		314,786
8 Chloramines Injection System Subsystem #4 - Infrastructure	Water/Sewer & Loan	l —	260,575		-			_	260,575		-		260,575
9 Improvements	R&B/WS/Reuse/Half Cent				-		-		-		-		-
WATER/SEWE	R TOTAL	\$_	1,979,034	\$	772,749	\$		\$	2,751,783	\$	350,000	\$	3,101,783
Reuse													
1 PARS Expansion REUSE TO	Reuse	<u>\$</u>	3,196	\$ \$	76,227	<u>\$</u>		<u>\$</u>	79,423	•		<u>\$</u>	79,423
REUSE TO	IAL	-	3,196	3	76,227		<u> </u>		79,423	\$			79,423
GRAND TO	TAL	\$	2,159,370	\$	922,382	\$	403,400	\$	3,485,152	\$	350,000	\$	3,835,152

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2020 - 2024 CAPITAL IMPROVEMENT PLAN BUDGET WORKSHEET

Project Description	Funding Source	Total FY2020 Funded	General Fund	Road & Bridge	Capital Projects Fund	Water/ Sewer Fund	Storm water Fund	Reuse Fund
REVENUES								
Current budgeted revenues		922,382	-	-	-	772,749	73,406	76,227
New Loan		-	-	-			-	-
Grants		-	-	-		-	-	-
Assessments		-	-	-	-	-	-	-
Funding carried forward from 201	.9		82,507	-		1,979,034	94,633	3,196
Carried forward from 2014 loa	n	-	-	-				
Carried forward from impact fe	ees	-	-					
Funding from Fund Balance		403,400	45,000	358,400				-
	TOTAL REVENUES	1,325,782	127,507	358,400	-	2,751,783	168,039	79,423
Transfers In		403,400			403,400			-
TOTAL FR	OM ALL FUNDING SOURCES	1,729,182	127,507	358,400	403,400	2,751,783	168,039	79,423
EXPENSES Road Improvements Surface Upgrades: 2nd Ave W/10th St W	Fund Balance	160,000	-	-	160,000	-	-	-
Surface Upgrades: 7th St W	Fund Balance AD IMPROVEMENTS TOTAL	198,400 358,400			198,400 358,400			
10.		330,400			330,400			
Public Facilities								
City Facility Security	Carried forward	27,502	-	-	27,502	-	-	-
City Wide Facilities Upgrades	Carried forward	55,005	-	-	55,005	-	-	-
Public Works Yard Lighting	Fund Balance	45,000			45,000			
	PUBLIC FACILITIES TOTAL	127,507		-	127,507		 -	-
Stormwater								
Ward I Stormwater Improvements	S Current Revenues	73,406	-	-	-	-	73,406	-
Dredging Projects	Carried forward/FB	94,633		-	-		94,633	-
	STORMWATER TOTAL	168,039	-	-	-	-	168,039	-
Utility Improvements								
Equalization Basin & Equipment	Carried forward/Loan	358,692	-	-	-	358,692	-	-
WWTP Upgrades	Carried forward	275,487	-	-	-	275,487	-	-
WWTP R&R	Current Revenues	-	-	-	-	-	-	-
Lift Station Upgrades	Current Revenues	340,593	-	-	-	340,593	-	-
Sewer Lines R&R	Current Revenues	180,745	-	-	-	180,745	-	-
I&I Program	Carried forward/Current Revenues	1,020,905	-	-	-	1,020,905	-	_
Water Lines R&R	Carried forward/Current Revenues	214706				214706		
		314,786	-	-	-	314,786	-	-
Chloramines Injection System	Carried forward	260,575	-	-	-	260,575	-	-
PARS Expansion UTILIT	Current Revenues TY IMPROVEMENTS TOTAL	79,423 2,831,206				79,423 2,831,206		
311111	TOTAL EXPENSES	3,485,152	-	-	485,907	2,831,206	168,039	-
Transfers Out		403,400	45,000	358,400				-
GRAND TOTAL	:	3,888,552	45,000	358,400	485,907	2,831,206	168,039	-

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Surface Upgrades - 2nd Ave W/10th St W

	Annogrange	Services	Infractructura	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	services	Infrastructure	Salety	Stability	Preservation

Location:	2nd Ave West/10th Street West
Department:	Public Works
Account Number:	301-607-663.0000-2033
Project Code:	2033
Status:	New Project
Project Type:	Non-Recurring Project

Project Description:

This project involves roadway improvements at the rail road crossing on 2nd Avenue West at 10th Street West.

Project Justification:

To provide safer means of transportation along 2nd Ave West. Current conditions allows for the possibility of damage to vehicles and injury to pedestrians.



Annual Project Costs:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	160,000	-	-	-	-	-	160,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	160,000	-	-	-	•	-	160,000

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	-	-
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	160,000	=	=	-	-	160,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	160,000	-	-	-	-	160,000

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	1	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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

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Surface Upgrades - 2nd Ave W/10th St W

	Annogrango	Services	Infrastructure	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	iiii asti uctui e	Salety	Stability	Preservation

Location:	7th Street West/5th Ave West
Department:	Public Works
Account Number:	301-607-663.0000-2034
Project Code:	2034
Status:	New 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	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal		
Project Costs:	Yr. 20	Yr. 21	Yr. 22	Yr. 23	Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	198,400	-	-	-	-	-	198,400
Design	-	-	-	-	-	-	-
Other	-	-	-	-	ı	-	-
Totals	198,400	-	-	-	-	-	198,400

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	-	-
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	198,400	-	-	-	-	198,400
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	198,400	-	-	-	-	198,400

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	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.

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City Facility Security

Long Term Goal Achievement:

Appearance Services Infrastructure Safety Economic Historic Stability Preservation

Location:	City Wide
Department:	City Wide
Account Number:	301-601-664.0100-2032
Project Code:	2032
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.



Yr. 20	Yr. 21	Yr. 22	Yr. 23	Yr. 24	Future	Totals
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
27,502	25,000	25,000	25,000	25,000	25,000	152,502
27,502	25,000	25,000	25,000	25,000	25,000	152,502
	- - 27,502	 27,502 25,000				- - - - - - - - - - 27,502 25,000 25,000 25,000 25,000

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	27,502	-	-	-	27,502
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	•	-	-	-
Totals	-	-	27,502	-	-	-	27,502

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-		-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

The additional security should assist in the prevention and/or identification of theft which should reduce the need to replace equipment.

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City Wide Facility Upgrades

Long Term Goal Achievement:

Appearance Services Infrastructure Safety

Economic Historic Stability Preservation

Location:	City Wide
Department:	City Hall/Public Works Admin/Police
Account Number:	301-601-664.0100-2031
Project Code:	2031
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

To make improvements to city facilities. This years 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. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	55,005	25,000	25,000	25,000	25,000	25,000	180,005
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	55,005	25,000	25,000	25,000	25,000	25,000	180,005

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	55,005	-	-	-	55,005
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	55,005	-	-	-	55,005

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-			-	-	-
Repair & Maintenance	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)
Other	-	-	-	-	ı	-	-
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.

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Public Works Yard Lighting

Long Term Goal Achievement:

Appearance Services Infrastructure Safety Economic Historic Stability Preservation

Location:	Public Works
Department:	Public Works
Account Number:	301-601-663.0000-1433
Project Code:	1433
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:

Project will include improvements/ upgrades to the lighting within the Public Works Yard.

Project Justification:

Additional lighting will improve employee safety as well as to assist the new proposed security system additions.

Annual Project Costs:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	45,000	-	-	-	-	-	45,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	45,000	-	-	-		-	45,000

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-		-	-	-	-
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	45,000	-	-	-	-	-	45,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	45,000	-	-	-	-	-	45,000

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	200	200	200	200	200	200	1,200
Totals	200	200	200	200	200	200	1,200

Additional Information:

The lighting will add to the City's utility expenses.

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New Public Administration Building

	Annogrange	Services	Infrastructure	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	iiii asti uctui e	Salety	Stability	Preservation

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. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	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 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	-	-
2020 Revenue	-	<u> </u>	10 20°	· ·	1 • -	-	-
Fund Balance	-	1	10 20	2() FU?	iding	-	-
Grants/Loans	-	-				-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	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.

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Ward 1 Stormwater Improvements

Long Term Goal Achiev	vement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
Location:	Ward 1					23	
Department:	Public Works	3					
Account Number:	440-640-663	3.0000-2044			12.5		
Project Code:	2044					1	
Status:	New Project					· Corp	4
Project Type:	Non-Recurri	ng Project					
Project Description: To remove and replace for fire supression, and			ith PVC pipe, up	grade water main			
Project Justification: A compromised storm as currently budgeted scope of the project kn work.	only addresses the	stormwater asp	ect, upon inspe	ction and the	(an		-(

Annual Project Costs:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	73,406	-	-	-	-	-	73,406
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	73,406	-	-	-	-	-	73,406

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	-	-
2020 Revenue	-	-	-	-	73,406	-	73,406
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-		-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	73,406	-	73,406

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:				
	•			

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Dredging Projects

	A m.m. a a m.a.m. a a	Services	Infrastructure	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	imrastructure	Salety	Stability	Preservation
					-	

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 utilitze funding to perform dredging at various locations based upon staff recommendations and Commission prioritization.



Annual Project Costs:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	94,633	10,000	10,000	10,000	10,000	10,000	144,633
Totals	94,633	10,000	10,000	10,000	10,000	10,000	144,633

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	94,633	-	94,633
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	94,633	-	94,633

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	1	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:				
i				

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Wastewater Treatment Plant Expansion

	A mm a a mam a a	Compless	Infrastructure	Safetv	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	imrastructure	Salety	Stability	Preservation

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:	Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	1	-	1
Totals	-	-	-	-	-	-	-
	-						

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	-	-
2020 Revenue	-	Nic	2020) Func	ling -	-	-
Fund Balance	-	147	LUZI	runc	mig.	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	1	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

The effect on the operating budget will be dependent on the option staff decides upon.

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Equalization Basin & Equipment

	Annogrango	Services	Infractmusture	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	Infrastructure	Salety	Stability	Preservation

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	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal		
Project Costs:	Yr. 20	Yr. 21	Yr. 22	Yr. 23	Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	358,692	-	-	-	-	-	358,692
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	358,692	-	-	-	-	-	358,692

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	-	-
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	358,692	-	-	358,692
Unidentified	-	-	-		-	-	-
Totals	-	-	-	358,692	-	-	358,692

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	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 FY2020 funding shown here represents the remaining balance from loan funds that have yet to be encumbered.

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Wastewater Treatment Plant Upgrades

	Annogrango	Services	Infractruatura	Cafatry	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Stability	Preservation

Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-2027
Project Code:	2027
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.



Fiscal	Fiscal	Fiscal	Fiscal	Fiscal	!	
Yr. 20	Yr. 21	Yr. 22	Yr. 23	Yr. 24	Future	Totals
-	-	-	-	-	-	-
275,487	200,000	200,000	200,000	200,000	200,000	1,275,487
-	-	-	-	-	-	-
-	-	-	-	-	-	-
275,487	200,000	200,000	200,000	200,000	200,000	1,275,487
	Yr. 20 - 275,487 - -	Yr. 20 Yr. 21 275,487 200,000	Yr. 20 Yr. 21 Yr. 22 - - - 275,487 200,000 200,000 - - - - - -	Yr. 20 Yr. 21 Yr. 22 Yr. 23 - - - - 275,487 200,000 200,000 200,000 - - - - - - - -	Yr. 20 Yr. 21 Yr. 22 Yr. 23 Yr. 24 - - - - - 275,487 200,000 200,000 200,000 200,000 - - - - - - - - - -	Yr. 20 Yr. 21 Yr. 22 Yr. 23 Yr. 24 Future 275,487 200,000 200,000 200,000 200,000 200,000 - - - - - - - - - - - -

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	275,487	-	-	275,487
2020 Revenue	-	-	-		-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	275,487	-	-	275,487

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-		-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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

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Lift Station Upgrades

Long Term Goal Achievement:

Appearance Services Infrastructure Safety Economic Historic Stability Preservation

City Wide
Public Works
432-633-663.0000-2021
2021
Continuing Project
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. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	340,593	100,000	100,000	100,000	100,000	100,000	840,593
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	340,593	100,000	100,000	100,000	100,000	100,000	840,593

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwator	Reuse	Total
	runu	briuge	runu		Stormwater	Keuse	
2019 Funding	-	-	-	340,593	-	-	340,593
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	340.593	-	-	340.593

Operating Budget	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal		
Impact:	Yr. 20	Yr. 21	Yr. 22	Yr. 23	Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	1	,	-	-	1	-
Totals	-	-	-	-	-	-	-

Additional Information:

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

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Sewer Lines Repair and Replace

	Annogrango	Services	Infractruatura	Cafatry	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Stability	Preservation

Location:	City Wide
Department:	Public Works
Account Number:	432-635-663.0000-1722
Project Code:	1722
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

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

Project Justification:

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

Annual Project Costs:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	180,745	50,000	50,000	50,000	50,000	50,000	430,745
Design	-	-	-	-	-	-	-
Other	-	-	ı	-	-	-	-
Totals	180,745	50,000	50,000	50,000	50,000	50,000	430,745

			Capital				
FY 2020 Funding	General	Road and	Projects	Water &			
Provided By:	Fund	Bridge	Fund	Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	180,745	-	-	180,745
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	=	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	180,745	-	-	180,745

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	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.

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Inflow and Infiltration (I&I) Program

	A	Compless	Infrastructure	Cafatus	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	imrastructure	Safety	Stability	Preservation

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	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal		
Project Costs:	Yr. 20	Yr. 21	Yr. 22	Yr. 23	Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	1,020,905	400,000	400,000	400,000	400,000	400,000	3,020,905
Design	-	-		-	-	-	-
Other	-	-	-	-	ı	-	-
Totals	1,020,905	400,000	400,000	400,000	400,000	400,000	3,020,905

			Capital				
FY 2020 Funding	General	Road and	Projects	Water &			
Provided By:	Fund	Bridge	Fund	Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	516,600	-	-	516,600
2020 Revenue	-	-	-	504,305	-	-	504,305
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	1,020,905	-	-	1,020,905

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	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.

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Water Lines Repair and Replace

Long Term Goal Achievement:

Appearance Services Infrastructure Safety Economic Historic Stability Preservation

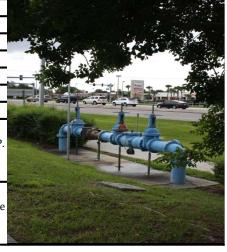
Location:	City Wide			
Department:	Public Works			
Account Number:	432-633-663.0000-2024			
Project Code:	2024			
Status:	Continuing Project			
Project Type:	Recurring Project			



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



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. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	314,786	150,000	150,000	150,000	150,000	150,000	1,064,786
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	314,786	150,000	150,000	150,000	150,000	150,000	1,064,786

			Capital				
FY 2020 Funding	General	Road and	Projects	Water &			
Provided By:	Fund	Bridge	Fund	Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	46,342	-	-	46,342
2020 Revenue	-	-	-	268,444	-	-	268,444
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	314,786	-	-	314,786

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	1	,	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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

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Chloramines Injection System

	Annogrango	Compiges	Infrastructure	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	imrastructure	Salety	Stability	Preservation

Location:	City Wide		
Department:	Public Works		
Account Number:	432-635-662.0000-1425		
Project Code:	1425		
Status:	Continuing Project		
Project Type:	Non-Recurring Project		

Project Description:

Installation of Chloramine Injection System. Fiscal Year 2015 project funding allowed for the purchase of a house to contain the Injection System. Fiscal Year 2019 budget will allow for modifications to the house and the purchase and installation of the system.

Project Justification:

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



Annual Project Costs:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	260,575	-	-	-	-	-	260,575
Design	-	-	-	-	-	-	-
Other	-	-	-	-	ı	-	-
Totals	260,575	-	-	-	•	-	260,575

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	260,575	-	-	260,575
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	260,575	-	-	260,575

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-		-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:			
Additional information.			
	1		

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<u>Subsystem #4 - Infrastructure Improvements</u>

	Annogrango	Services	Infrastructure	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	Sel vices	iiii asti uctui e	Salety	Stability	Preservation

City Wide
Public Works
003/301/432/460-6xx-663.0000-9030
9030
Continuing Project
Non-Recurring Project

Project Description:

This project involves the replacement of water mains, the installation of reuse lines, and the repavement of roadways and sidewalks. It is partially funded by a CDBG Grant.

Project Justification:

These improvements will replace antiquated water mains with limited capacity and fire flow with those of adequate size for the neighborhood. Reuse services will now be available to the residents.



Annual Project Costs:	Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	1	-	1
Totals	-	-	-	-	-	-	-
	-						

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	-	-
2020 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	=	=	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-		-
Totals	-	-	-	-	-	-	-

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	1	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

This project was funded in FY2019 by a combination of City funds and a CDBG grant. The project will be completed within the first half of FY2020 and no additional funding is being sought.

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Palmetto Area Reuse System (PARS)

	Annogrango	Services	Infrastructure	Safety	Economic	Historic
Long Term Goal Achievement:	Appearance	Services	iiii asti uctui e	Salety	Stability	Preservation

Location:	City Wide
Department:	Public Works
Account Number:	460-660-663.0000-2060
Project Code:	2060
Status:	Continuing Project
Project Type:	Recurring Project

Project Description:

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

Project Justification:

Once funded, this project will allow the installation of reuse lines to smaller subsections of the City based upon the discretion of the PW Director and Commission. Larger areas would be presented as a project of their own.



Annual	Fiscal	Fiscal	Fiscal	Fiscal	Fiscal		_
Project Costs:	Yr. 20	Yr. 21	Yr. 22	Yr. 23	Yr. 24	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	79,423	250,000	250,000	250,000	250,000	250,000	1,329,423
Design	-	1		-	-	-	-
Other	-	-	-	-	-	-	-
Totals	79,423	250,000	250,000	250,000	250,000	250,000	1,329,423

FY 2020 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2019 Funding	-	-	-	-	-	3,196	3,196
2020 Revenue	-	-	-	-	-	79,423	79,423
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-		-
Totals	-	-	-	-	-	82,619	82,619

Operating Budget Impact:	Fiscal Yr. 20	Fiscal Yr. 21	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-		-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:	_		
			ļ

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Cost Center and Number: Infrastructure Sales Tax

Fund: Infrastructure Sales Tax - 003

Department:

Public Safety and Law Enforcement Project - 421

Transportation Projections - 441

Parks and Community Facilities Projects - 472

Contact: City Wide

Primary Duties

- Responsible for the receipt and expenditure of the City's portion of the Manatee County Half Cent Infrastructure Sales Tax.
- Ensure all funds are expended appropriately as per voter referendum.

<u>Future Challenges or Issues facing the Cost Center</u>

- Prioritizing project list to best suit the needs of citizens.
- Determining optimal strategy to best leverage the 15 year revenue stream.
- Ensuring transparency and accountability of all expenditures..

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

	T
Color Block	Vision or Fundamental
	Strategies
Appearance	Beautify and enhance
Services	Maintain and improve
	everyday services
Infrastructure	Maintain and improve
	infrastructure
Safety	Make the City safe
Economic Stability	Enhance and prosper the
	City and its citizens
Historic Preservation	Preserve Palmetto's

Cost Cent	er Goals and Objectives:
1.	Improve the police department ability to serve citizens.
2.	Improve roadways to relieve congestion and
	increase safety.
3.	Improve city parks and community amenities.
4.	Allow for the use of tax monies for capital
	expenditures freeing up other operating funds.
5.	Improve the look of city parks and buildings.

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ACCOUNT DESCRIPTION	ACTUAL 2018	REVISED BUDGET 2019	ESTIMATED ACTUAL 2019	ADOPTED BUDGET 2020	% CHANGE OF BUDGET
INFRASTRUCTURE SALES TAX - GENERAL FUND S	UB-FUND 003				
BEGINNING FUND BALANCES	635,328	1,619,587	1,619,587	1,283,382	100.00%
REVENUES/SOURCES					
Sales taxes	984,688	990,000	975,000		-100.00%
Interest Revenue	21,057	30,000	33,600		0.00%
Funding from Fund Balance		99,978			-100.00%
TOTAL REVENUES	1,005,745	1,119,978	1,008,600		0.00%
EXPENSES					
Capital Outlay					
Public Safety	14,950	860,787	854,396	-	0.00%
Transportation	-	306,832	87,354	-	
Parks and Recreation	6,536	415,788	403,055		0.00%
TOTAL EXPENDITURES	21,486	1,583,407	1,344,805		0.00%
Excess Revenue Over (Under) Expenditures	984,259	(463,429)	(336,205)	-	0.00%
Fund Balance, End of Year	1,619,587	1,156,158	1,283,382	1,283,382	100.00%

^{**} Budget will be adopted for each project individually throughout FY2020.

Infrastructure Sales Tax Draft Project Listing

	RES 2018-03 Original	RES 2019-44 Revised	Category
Transportation Projects	Project Cost	Project Cost	Percentage
Sidewalks	2,050,000	2,078,622	
Intersection Improvements	1,720,000	1,886,000	
Major Road Improvements	1,469,571	1,274,949	
Transportation Total	5,239,571	5,239,571	34%
Public Safety and Law Enforcement Projects			
Law Enforcement Facilities and Equipment	135,000	135,000	
Criminal Justice & Public Safety Facility Improvements	6,315,000	6,365,000	
911 and Public Safety Technology Upgrades	290,000	240,000	
Public Safety and Law Enforcement Total	6,740,000	6,740,000	44%
Parks and Community Facilities Projects			
City Parks	1,700,000	1,652,225	
Recreational Buildings and Playgrounds	850,000	897,775	
Environmental Preserves and Boat Ramps Government Buildings and Community	100,000	100,000	
Facilities	750,000	750,000	
Parks & Community Facilities Total	3,400,000	3,400,000	22%
GRAND TOTAL	15,379,571	15,379,571	100%





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

Ralph Waldo Emerson

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GLOSSARY OF TERMS

<u>Account Number -</u> 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)

<u>Accrual Basis of Accounting</u> - 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.

<u>Ad Valorem -</u> 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.

<u>Allocate –</u> 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.

<u>ADA - Americans</u> with <u>D</u>isabilities <u>Act - A congressional act, passed in January, 1990, designed to establish a clear and comprehensive prohibition of discrimination on the basis of disability.</u>

Appropriation – An authorization granted by the City Commission to make expenditures and to incur obligations for purposes specified in the Budget Resolution.

<u>Assessed Valuation –</u> 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.

<u>Available Fund Balance</u> 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.

<u>Budget -</u> 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.

<u>Budget Hearing - </u> 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.

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<u>Budget Message -</u> A general discussion of the adopted budget as presented in the Adopted Financial Plan by the City Clerk to the Mayor and City Commission.

<u>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.</u>

<u>Capital Asset - Acquired asset having a unit cost of at least \$2,000 and a useful life of more than one year.</u>

<u>Capital Expenditure -</u> A category of budgetary appropriation that includes expenses for buildings, machinery and equipment and results in additions to a fixed asset inventory.

<u>Capital Improvement Budget -</u> The adopted budget to fund the capital improvement plan for the upcoming fiscal year.

<u>Capital Infrastructure Fund -</u> The adopted budget to fund the infrastructure capital improvement projects for the upcoming year.

<u>Charges for Services –</u> 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.

<u>CIP - Capital Improvement Plan - A financial plan for construction of physical assets such as buildings, streets, sewers and recreation facilities.</u> 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.

 \underline{COLA} - \underline{C} ost \underline{O} f \underline{L} iving \underline{A} djustment - An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.

<u>Cost Center –</u> 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.

 $\underline{CRA} - \underline{C}$ ommunity \underline{R} edevelopment \underline{A} gency - An agency established by the City Commission to allow tax increment financing and to implement provisions to rehabilitate the redevelopment area. The agency cooperates with the private sector to attract long-term, financially sound projects that will generate new employment opportunities while protecting the City's unique character and charm.

<u>Culture and Recreation -</u> A category of services provided by a government for facilities and activities such as parks.

<u>Debt Service</u> – The payment of principal and interest on borrowed funds such as bank loans and capital leases.

<u>Deficit</u> The excess of expenditures over revenues during an accounting period or the excess of the liabilities of a fund over its assets.

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<u>Department</u> – 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 <u>self-supporting</u> fund designed to account for activities supported by user fees such as Solid Waste, Water, Sewer, Stormwater and Reuse Funds.

<u>Fines and Forfeitures -</u> 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.

<u>Fixed Asset -</u> 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

<u>Franchise Fee -</u> 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.

<u>FTE</u> <u>F</u>ull-<u>Time</u> <u>E</u>quivalent – An employee position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example a part-time position of 20 hour per week would be equivalent to 0.5 FTE.

<u>Fund</u> – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance – The resources available for appropriation in accordance with the prescribed basis of budgeting. Accordingly, only undesignated and/or unencumbered resources are considered fund balance for budget purposes.

Fund Type – Any of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service and trust. The City of Palmetto has six of the seven types with no debt service fund.

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<u>GAAP - Generally Accepted Accounting Principles - Uniform standards and guidelines for financial accounting and reporting.</u> 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.

<u>GASB - Governmental Accounting Standards Board - Organized in 1984</u> 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.

<u>General Fund</u> – 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.

<u>General Government -</u> 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.

<u>Goal -</u> 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.

<u>Governmental Funds -</u> 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.

<u>Grant –</u> 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.

<u>Infrastructure Sales Tax –</u> 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.

<u>Interfund Transfer</u> Transfer of resources from one fund to another fund in the same government. Transfers are not repayable and do not constitute payment or reimbursement of goods provided or services performed.

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<u>Intergovernmental Revenue –</u> Revenue received from Federal, State and other government sources including grants and shared revenues.

<u>Internal Service Fund –</u> 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.

<u>Investments –</u> Securities, certificates of deposits, real estate and other items held for the production of revenues in the form of interest, dividends, rentals, or lease payment.

LOS – Level **O**f **S**ervice – An indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility.

<u>Licenses and Permits</u> – Revenues derived from the issuance of local licenses and permits including professional and occupational licenses, building permits and other miscellaneous permits.

<u>Line Items -</u> The classification of objects of expenditure (object codes) by major expense category.

<u>Local Option Fuel Tax -</u> 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.

<u>Major Fund -</u> 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.

<u>Manatee County Property Appraiser -</u> 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.

<u>Manatee County Tax Collector -</u> 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.

<u>Millage Rate</u> 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.

<u>Miscellaneous Revenue</u> – Revenue not otherwise specified under Taxes, Licenses and Permits, Intergovernmental, Charges for Services, or Fines and Forfeits. They include rents, proceeds from asset sales, refunds and other non-classifies revenues.

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<u>Mission -</u> A clear and concise statement that declares the fundamental purpose of a department/program toward which all operational efforts are directed.

<u>Modified Accrual Basis of Accounting</u> – 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.

<u>Object Code</u> – 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.

<u>Operating Budget -</u> 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.

<u>Ordinance –</u> 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.

<u>Performance Measurement -</u> 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.

<u>PC&L - Property Casualty and Liability insurance protecting the City's assets.</u>

<u>Personal Services -</u> Expenditures for salaries/wages and benefits (social security, medical/dental/life/workers' compensation insurance and retirement, etc.) provided for employees by the City.

<u>Physical Environment -</u> 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.

<u>Prior Year Encumbrance</u> – Obligation from a previous year in the form of a purchase order or contract which is chargeable to a n appropriation, and for which a part of the current year appropriation is reserved. It ceases to be an encumbrance when the obligation is paid or otherwise terminated.

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Program - A program is a distinct, clearly defined activity, function, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budget as its basic component.

Proposed Budget – The budget proposed by the City Clerk to the City Commission for adoption.

<u>Proprietary Fund –</u> 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.

<u>Public Safety -</u> A major category of services provided by a government for the security of persons and property. This includes Police Services, Building, Planning and Zoning and Code Enforcement.

Reclassification – The moving of an existing position from one personnel classification (title) to another.

<u>RIF - Reduction In Force occurs when an organization reduces the number of employees through lay-offs as a cost saving measure.</u>

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.

<u>RFP - Request For Proposal - A procurement process also known as "Competitive Sealed Proposals"</u> 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.

<u>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.</u>

Special Revenue Fund – A fund to account for revenue derived from specific sources that are restricted by law or policy to finance specific activities. CRA is the City's special revenue fund.

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<u>Sundry Assets</u> - 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.

<u>TIF - Tax_Increment Financing - A mechanism for using property taxes to stimulate investment in economically depressed areas.</u> 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.

<u>Tax Revenue -</u> Revenue derived by charges levied against the income or wealth of a person or other legal entity.

TRIM – **Tr**uth 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.

<u>Unencumbered Balance</u> The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

<u>User Charges (Fees)</u> – The payment of a fee for direct receipt of a public service by the party benefiting from the service.

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<u>Acronym</u> <u>Description</u>

ADA	Americans with Disabilities Act
ADG	American Data Group AG
	Agricultural Museum
AP	Accounts Payable
BOA	Bank of America
BS&A	BS&A Software
CAFR	Comprehensive Annual Financial Report
CBIR	Community Budget Issue Requests (DEP Grant Program)
CDBG	Community Development Block Grant
CE	Code Enforcement
CEB	Code Enforcement Board
CEO	Code Enforcement Officer
CEU	Continuing Education Units
CH	City Hall
CID	Criminal Investigation Division
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPIP	Community Policing and Innovation Plan
CPTED	Crime Prevention Through Environmental Design
CRA	Community Redevelopment Agency
DEP	Department of Environmental Protection
DROP	Deferred Retirement Option Plan
EAP	Employee Assistance Program
EDC	Economic Development Council
EEOC	Equal Employment Opportunity Commission
EMO	Elected Municipal Official
EMS	Emergency Medical Services
FACC	Florida Association of City Clerks
FACE	Florida Association of Code Enforcement
FDOT	Florida Department of Transportation
FECC	Florida Energy and Climate Commission
FEMA	Federal Emergency Management Agency
FGFOA	Florida Government Finance Officers Association
FICA	Federal Insurance Contributions Act
FLOC	Florida League of Cities
FPCA	Florida Police Chiefs Association
FPL	Florida Power and Light
FRDAP	Florida Recreation Development Assistance Program
FTE	Full-Time Equivalents
FY	Fiscal Year
GAAP	Generally Accepted Accounted Principals
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Global Information System
GPS	Global Positioning System
HRN	Human Resource Network

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Acronym Description

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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 P	ost Employment Benefits
PD	Police Department
PDA	Personal Data Assistant
PW	Public Works
RFP	Request for Proposal
RIF	Reduction in Force
SWFGF0 <i>F</i>	Southwest Florida Government Finance Officers Association
SWFWM	D 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

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