



CITY OF PALMETTO, FLORIDA

2022 Annual Budget

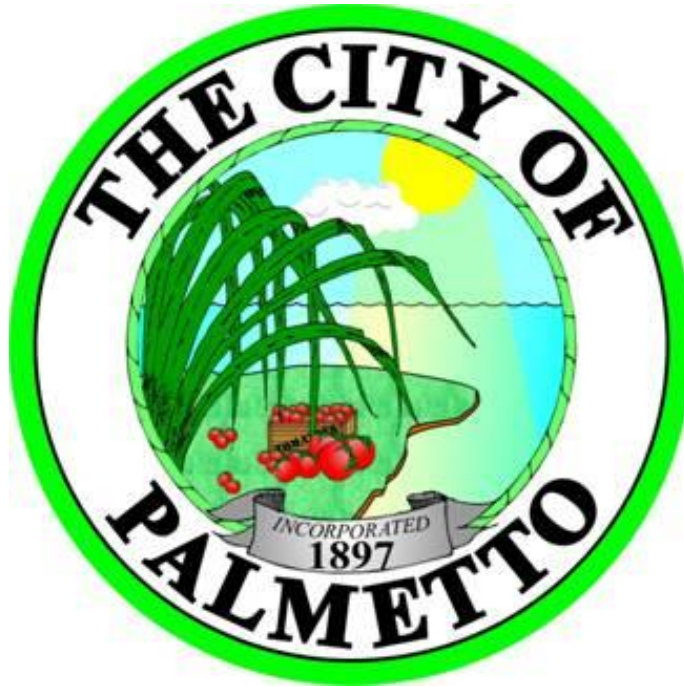


Fiscal Year 2021-2022
Adopted September 27, 2021

The City of Palmetto will begin construction of 20,000 gross square foot Palmetto Police Department in Spring 2022.

CITY OF PALMETTO, FLORIDA

**FISCAL YEAR 2022
FINAL APPROVED BUDGET**



Shirley Groover-Bryant
Mayor

Brian Williams
Vice-Mayor
Commissioner, Ward 3

Tambra Varnadore
Commissioner, Ward 2

Harold Smith
Commissioner, Ward 1

Tamara Cornwell
Commissioner At-large

Sheldon Jones
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 01, 2020

Christopher P. Morill

Executive Director



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

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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 9-28)

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

Budget Summary Section (pages 29-52)

The section details the steps taken to compile, present to Commission and approve the 2022 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 53-69)

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

Personnel Budget (pages 70-77)

This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 2022, is provided in detail as well as comparative summary data.



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Operating Budgets (pages 78-314)

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 2020 actual, 2021 budget and projected and 2022 adopted budget.
- All revenues for the fund including actual 2020 amounts, 2021 budget and projected and adopted budget for 2022.
- 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 2020 and 2021, and the itemized budget for 2022.

Governmental Funds (pages 78-232)

001 - General Fund	(pages 78-196)
190 - Community Redevelopment Agency (CRA)	(pages 197-214)
307 - Road and Bridge Fund	(pages 215-232)

The Enterprise Fund information is arranged as follows: (pages 233-314)

- 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 2020 actual, 2021 budget and projected and 2022 adopted budget.
 - o All revenues for the fund including actual 2020 amounts, 2021 budget and projected and adopted budget for 2022.
 - o Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2020 and 2021, and the itemized budget for 2022.

Enterprise Funds

403 - Solid Waste Fund	(pages 240-248)
432 - Water and Sewer Fund	(pages 249-294)
440 - Stormwater Fund	(pages 295-304)
460 - Reuse Fund	(pages 305-314)



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Capital Improvements Section (pages 315-367)

This section presents the City's capital improvement plans that are budgeted for 2022. It includes the budgeting process, funding challenges, mission fulfillments and a summary of the capital purchases. These capital items are from the operating budget, the Joint Capital Projects fund for the capital projects which are funded jointly by CRA, the City and grants, the 5-year CIP program and Infrastructures Sales Tax Projects. The associated budgets and individual project sheets for the 2022 year are included.

Appendix (pages 357-377)

This section contains:

- a glossary of terms
- a listing of acronyms



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**



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

H. Jackson Brown, Jr.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

October 1, 2021

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2022 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 2022, City Commission indicated that their goals continue to be:

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

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

However, staff and Commission were faced with multiple challenges to make those goals happen. Some of the challenges were related to the COVID 19 pandemic, shrinking of state revenues, increasing personnel and health insurance costs, aging infrastructure, managing new residential construction and increasing safety issues. These challenges are partially mitigated by the fact that property values continue to increase since bottoming out in 2013.

Current Challenges/Current Solutions

No formal planning session was held by City Commission to develop goals and objectives for fiscal year 2022. However, with each issue discussed by the Commission, it was clear that our biggest challenges would include aging infrastructure, technology, human capital needs and the COVID 19 pandemic. Operational budgets still faced some challenges, but the cost cutting and efficiency initiatives during previous years continued to prepare us for the current year. State revenues projections for fiscal year 2022 increased to almost pre-pandemic status as tourism has rebounded quite well. The City received the American Rescue Plan Act grant to assist with public safety and utility infrastructure projects. Staff will be hiring a consultant to assess the City's needs and meeting with Commission to prioritize those needs. These cost reduction measures must be continually reevaluated with the goal of providing services to citizens and taxpayers, maintaining economic stability, ensuring safety of our citizens, updating the infrastructure and preserving the historic heritage of our City.



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Going into the current year budget process, staff anticipated the ad valorem taxes would increase approximately 5% to 6% over fiscal year 2021. For fiscal year 2022, our preliminary tax roll based on Truth in Millage (TRIM) reflects a 6.21% increase over fiscal year 2021. Property values have increased a total of 37% since fiscal year 2014, which marked the beginning of increased assessed values. This is the first year the values are higher than when they reached their peak in the 2009 tax year. The City has not increased the millage rate in the past 7 years – fiscal years 2016 through 2022.

Economic indicators have been favorable and the City expects values will continue to increase in the coming years, however at a slower pace. As mentioned earlier, construction is underway at one of the larger residential developments within the City which will result in an increase in the tax base. This project is called Sanctuary Cove and has been approved for 1,100 housing units at build out. Other construction projects, such as the redevelopment on Riverside Drive and one proposed hotel has 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. In FY2022, State revenues estimates were in line with pre-COVID pandemic budgeted. In most cases, the City's FY2021 actual revenues exceeded the estimated budget as State's tourism and the return of our winter residents surpassed expectation.

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. Several major projects including the construction of the police department will be started in FY2022. The project list is located in the 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, the Commission approved rate increases associated with water, sewer, reuse and storm water utilities which were effective October 1, 2019. Rates for fiscal year 2022 were increased for water and sewer by 2%, reuse 3.5% and stormwater increased by 5%. These rate increases are expected to generate approximately \$900,000 of additional revenue, which will be used to fund capital infrastructure projects in the 5 year capital improvement plan (CIP).

The fiscal year 2022 budget for total personnel costs is \$9,976,128, or an increase of 10.86% over fiscal year 2021. The gross wages increased by 7.3% as part of compensation study for general employees and renegotiated PBA agreement for sworn officers. Pension costs decreased by 1.9% based on actuarial valuation and insurance coverages increased by 24.3% based on increased rates and open enrollment elections. Personnel costs represent 54.1% of the General Fund expense budget and 24.0% of the total City budget. In fiscal year 2022, the Police union contract was renegotiated for another three year period.

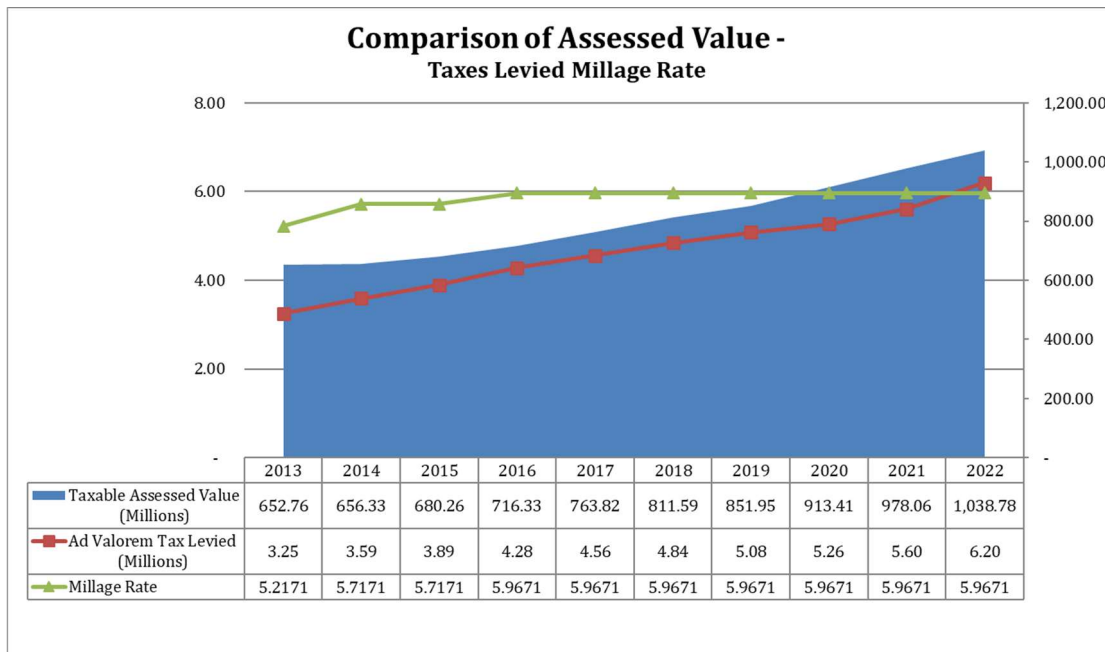
The turnover rate in fiscal year 2021 was 21% and remains the same for fiscal year 2022. This turnover is due to several factors; such as salaries, availability of potential candidates and separations within the City.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Staff has taken steps by increasing the base wage to \$15.00 per hour and review all general employee job descriptions within the City. The compensation plan intended to bring salaries in line with surrounding municipalities with the hope of improving recruitment. In fiscal year 2021, thirty-four employees separated from the City; seven from City Hall, one from the CRA, eight from the Police Department and eighteen from the Public Works Department. In addition, thirty-two employees were hired; three for City Hall, one for CRA, eleven for the Police Department, ten for Public Works and seven of the newly hired have separated from the City.

Even with aggressive cost cutting initiatives and rising property values, the City must be cautious as we move forward to improve the quality of services we provide to our residents. Costs continue to rise and the City must continue to ensure revenues will be available to support the operations. The millage remains unchanged at 5.9671 for fiscal year 2022 which is 4.32% higher than the rolled back rate or the rate that would allow the City to collect the same amount of revenue compared to the prior year. Due to increased property values, ad valorem revenue will be approximately \$347,000 more than the previous year of which \$83,784 is associated with properties in the CRA district, leaving a net increase amount of \$264,016 for the General Fund.



The City continues to partner with the CRA in its mission to reduce and/or eliminate slum and blight within its area. Through the annually approved Community Policing Initiative Plan, Palmetto Police Officers engage in enhanced policing services within the CRA boundaries with the CRA reimbursing the City for the related expenditures. The total reimbursement for fiscal year 2022 is \$630,099 representing a \$25,561 decrease from the prior fiscal year. The decrease represents the net effect of increased personnel costs in the Police Department as per the union contract and the elimination of a previously approved Code Enforcement Officer.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Enterprise funds have been able to continue funding daily operations and pay for several capital projects to meet the demands of aging infrastructure. As mentioned earlier, the utility rate study increases that were implemented at the beginning of fiscal year 2020 provided much need funding for the infrastructure projects. The fiscal year 2022 Capital Improvement Plan (CIP) of \$8.2 million was adopted in December and is being funded from a variety of sources including current revenues, fund balance, impact fees and grants. The five year plan calls for \$13.4 million in expenditures for a variety of projects. Many of these projects are discussed in further detail below.

Major Projects

In the coming year, grant funding will continue to be a priority to help fund the CIP projects that have been approved. The City has been successful in receiving a grant from the Florida Department of Economic Opportunity Community Development Block Grant (CDBG) for \$1.5 million for street improvements surrounding the new hotel near the convention center. These monies will be used to extend 7th Street west from US/41 to Haben Blvd., which will greatly improve the east/west connectivity within the City. In addition, the City anticipates submitting another CDBG grant through the Florida Department of Economic Opportunity for the housing rehabilitation.

We are entering the 6th year of the ½ cent sales tax funding which provides funding for capital improvements in the areas of transportation, public safety, and park improvements. Several paving projects and park improvements are scheduled in the coming year and will utilize ½ cent sales tax dollars. The construction of the new Police Department is underway and the City anticipates breaking ground January of 2022. 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 \$11 million dollars.

The beauty, appearance and historic heritage are extremely important to City leaders. The CRA continues to focus on improving the gateways within the City. One of the more significant capital improvement projects for the City that will continue over the next several years includes a multi-modal redevelopment from Riverside Drive along 10th Avenue West to 17th Street West. The focus of this project will include pedestrian walkways, larger sidewalks, enhanced parking and streetscapes throughout the corridor. The CRA is providing the funding for this project and the Florida Department of Transportation (FDOT) and the Metropolitan Planning Organization (MPO) are matching the CRA contributions in the form of a grant. The total cost of improvements will approach \$6-\$10 million dollars over five years.

The CRA continues to use incentives to entice new businesses to the City. In particular, the CRA Board has approved \$6 million dollars in Tax Increment Financing rebates for a proposed full service 240 room hotel at the convention center here in Palmetto. Construction has been delayed due to COVID 19, the City is hopeful the vertical construction will begin in 2022 and once completed, and the hotel should provide significant tax revenue, jobs, and infrastructure improvements to the area.

In previous years, 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



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

and Sutton Parks are being revived to their highest level of public service. This redevelopment focuses on technology, architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and “movies in the park” and has become home to several annual events including the City's annual July 4th Celebration. Construction of new bathrooms at Martin Luther King Park is expected to begin during the second half of fiscal year 2021 and expected to be completed in FY2022. The CRA also coordinates the Multicultural Festival every year at Lincoln Park which hosts great entertainment and food for all to enjoy. The CRA and City has also partnered with Manatee County to assist with funding a new pool at Lincoln Park, with the City donating land and the CRA contributing \$2M over 10 years to assist with construction of the facility. The new pool opening is anticipated in the late spring of 2022 and this will be a great addition for the community and residents of the City. The CRA and the Southwest Water Management District are converting a remediated brownfield site into Connor Park with the construction of a new trail and pavilion near the Manatee River. The new park is expected to be completed in FY2023.

Great strides continue to be made in regard to the City's infrastructure. Utilizing a variety of funding sources, the City will make improvements to its roadways, public facilities, and utilities. With safety considered a high priority, the realignment of 23rd Street and the addition of a roundabout which will help to ensure a dangerous intersection is greatly improved. Surface upgrades along 7th Street West and paving projects will result in roads easier to traverse. A new storage building for the Public Works Facility and the Waste Water Treatment Plan will result in longer useful lives for machinery and equipment. Upgrades to the WWTP and lift stations are forthcoming, primarily in the form of new generators will increase the reliability of these services. The I&I program, in partnership with the recently completed Equalization Basin, should help reduce the water required to be treated at the WWTP and prevent overflows. The reuse system will continue to be expanded to City residents and comprehensive utility upgrades are anticipated in Ward 1. In addition, the City has hired a consultant to determine which projects listed on the CIP or any other concerns within the city can be funded by the American Rescue Plan Act.

Funding for capital equipment purchases continues during the coming year. Some of the more notable capital (lease) equipment purchases include four patrol vehicles, mobile radios, in-car video systems and five laptops. The Public Works Department will receive two pickup trucks, valve maintenance machine for water/sewer lines, road sign printer, John Deere tractor and gator and a generator to be used at the Public Works building in anticipation of power loss due to major storms. Other one time purchases totaling approximately \$290,352 are being funded with current year revenues. Most notably is the Lincoln Park scoreboard, Priority dispatch software and the northbound gateway electronic sign replacement.

Meeting Goals

The fiscal year 2022 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 which will be utilized to fund Capital Improvement Projects.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Summary

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

As I submit the budget for fiscal year 2022, 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 thirteenth straight year to be awarded the Distinguished Budget Award. I look forward to another great year as we strive to deliver the highest quality public services to our citizens.

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

James R. Freeman, City Clerk



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

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

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

Then and Now . . .

- The first road was built in 1846. The streets were paved in 1913 and 47 miles of streets are being maintained by the City in 2022. During 2021, the City completed the engineering phase for Ward 1 Phase III which will encompass new utility infrastructure, paving and sidewalks.
- Electric street lights came to Palmetto in 1912 and was powered by a diesel generator at the Palmetto Fire Department that was located at 6th St and 10th Ave, the current location of the Agricultural Museum. The City currently has 928 street lights throughout the city.
- The population in 1889 was 300 and the 2010 census counted 12,606. The 2020 census estimate is 13,796.
- 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 FY2022. The focal point of the City has become Sutton Park, which hosts with City's July 4th Celebration. Each month the City hosts the Movie in the Park as a free family event. The next phase is slated to include new playground equipment and a planned walking path. The City's Historical Park, across the street from Sutton Park, houses several buildings from the early days of the City – Carnegie Library, the original post office, the one room school house, chapel and the Agriculture Center housed in the old fire station. All roads at the Historical park are landscaped with bricks taken from the old streets. In 2022, the Chapel will be updated to include window rehabilitation and a new air conditioner.
- 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. In 2021, the City resumed the events while maintaining a safe and fun environment.
- Victory Bridge was built in 1919 across the Manatee River to Bradenton. A hurricane destroyed the bridge in 1926 and it was replaced by the Green Bridge in 1927. This bridge was later replaced by a modern bridge and a portion of the original Green Bridge remains as a fishing pier in the City. In 2020, the Community Redevelopment Agency commissioned the replacement of the City's southern gateway landmark. The Seahorse Statue was an early landmark for traveler's passing through the City from 1950-1980's until the construction of the new bridge.
- The sewer system was installed in 1913 and now consists of 69 miles of piping and the City's Waste Water Treatment Plant treats and average of 1,200,000 gallons of sewage daily with peaks above 2 million gallons during the rainy season. In fiscal year 2020, the City began construction of the 2 million



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

gallon Equalization (EQ) Basin. The purpose of the EQ basin is to smooth out daily peaks and absorb excess water from rain events. This project was completed in the winter of 2021 at a cost of approximately \$7M.

- The reclaimed water system was started in the 1990's and now consists of 33 miles of lines. Storage capacity, in the form of an aquifer storage and recovery (ASR) well was completed during 2018, increasing the City's capability of providing year-round irrigation to its customers and virtually eliminates the need to discharge into the bay. In previous fiscal years, the City installed reuse lines to provide the service to a greater number of customers. Reuse lines have been installed to approximately 90% of the residential areas within the City. In fiscal year 2022, the City has identified another section of the City to add additional lines as part of the American Recue Plan Act and noted in the capital improvement plan under Ward 1 Phase III.
- The first City debt was \$1,500 in 1894 for a schoolhouse. The City's debt is currently \$17.8 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 2022 of \$6 million for New Police Department.
- The CRA was formed in 1985 to relieve the slum and blight in 29.76% of the City where approximately 38.11% of the population lives. In fiscal year 2011, the boundaries of the CRA were expanded and the term of the CRA was extended until 2042. In 2020, the CRA will continue with redevelopment efforts and many CRA properties are undergoing Brownfield remediation with the use of State and Federal grant dollars. The CRA has been instrumental in changing the look of the City with the addition of restrooms at MLK Park and the addition of a new riverfront park (Connor Park) to be completed in FY23. As we look ahead, projects include a new hotel at the Civic Center, the 10th Avenue Multi-modal corridor, and additional improvements to the City's waterfront.
- The City of Palmetto partnered with a hotel developer and received a \$1.5M Economic Development grant to extend 7th street west from US41 to Haben Blvd. as part of the hotel project. In addition, the CRA board approved up to \$6M in incentives as part of a 240 full service hotel being proposed adjacent to the Bradenton Convention Center.

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

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

- Martin Luther King Park – addition of new restrooms.
- Connor Park – Brownfield remediation and construction of new pavilion and boardwalk to view the Manatee River.
- Multi-Modal Corridor - planned to redevelop an old north-south corridor 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 Southwest Florida Water Management District and Florida Department of



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Transportation to start the design of Phase 2 of multimodal corridor. It is anticipated to begin in FY2023.

- 23rd Street and Business 41 roundabout - The City is partnering with the FDOT to construct a roundabout to provide a safe access to Business 41. The construction will begin in spring of 2022.
- Lincoln Park Aquatics Center – The CRA and Manatee County entered into a joint partnership to construct the aquatics center for residents that are north of Manatee River.

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

These challenges in infrastructure include:

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

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

- Utilizing the American Rescue Plan Act funding to address the aging infrastructure.
- 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.
- The new Police Department and will break ground in winter 2022 with a construction time of one year.

Other challenges include:

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

The City of Palmetto and its citizens have met and overcome many challenges over the past one hundred twenty five years including a Yellow Fever epidemic, COVID 19, storms, economic and agriculture hardships. Our citizens have continually pulled together to meet the challenges head-on and make the City a good place to live, raise their families, preserve the past left to them by the city founders and build for a bright future.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Mission Statement

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

Long Term Goals

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

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

Short Term Goals to Achieve the Long Term Goals

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

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Citywide Initiatives to Achieve the Long Term Goals
Completed in Fiscal Year 2021 or to begin in Fiscal Year 2022

Appearance

- The CRA Purchased property and demolished substandard housing.
- Continue to enhance landscaping throughout the City.
- Replace the Sutton Park playground utilizing infrastructure project funding.
- FDOT 10th Avenue Streetscape in planning phase for road improvement

Services

- Completion of a new Equalization Basin at the Waste Water Treatment Plant to increase plant efficiency, especially during peak seasons.
- Provide new and improved park features at Sutton, Lamb, Martin Luther King Jr., Riverside, Hidden Lake, Taylor, and 17th Street Parks.
- The CRA will add a new park in FY2022 – Connor Park.
- Joint partnership with Manatee County for the new Lincoln Park Aquatics Center.

Infrastructure

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

Safety

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

Economic Stability

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

**Historic
Preservation**

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

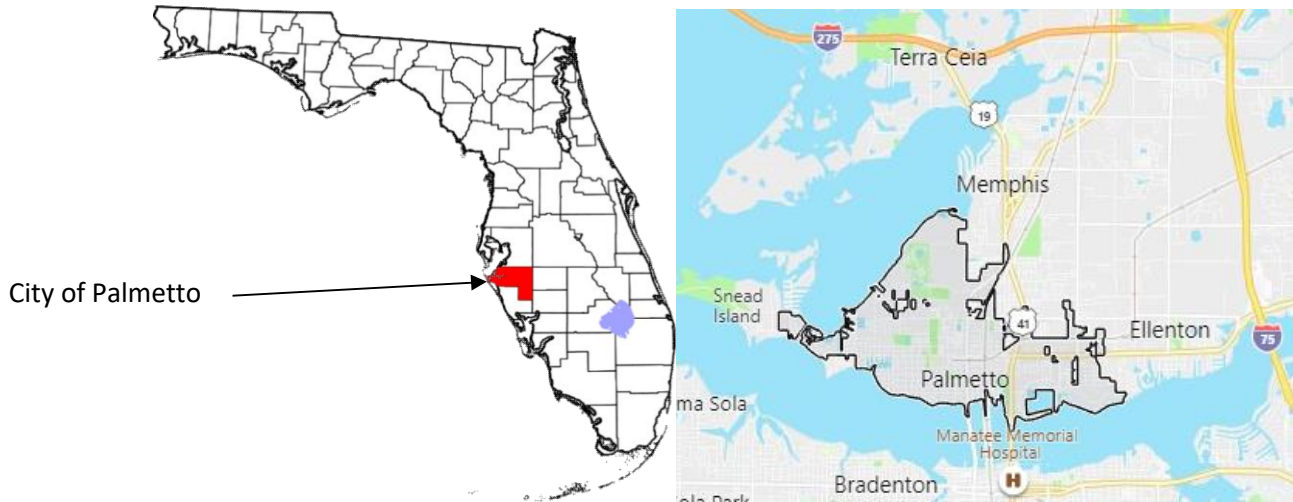


CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

CITY OF PALMETTO
MANATEE COUNTY, FLORIDA

Website: www.palmettofl.org

Zip Code: 34221



CITY FACTS

Date of Incorporation	June 15, 1897
Form of Government	Mayor and Commission
Size	7 square miles
Population	2020 Census 13,323 2020 July Estimated 13,796
2020 Assessed Property Value	\$1,038,776,633
City Services Provided	Police, Water, Sewer, Garbage, Stormwater, Reclaimed Water
Parks	13 parks, 100.79 acres
Infrastructure:	
Streets	47 miles Traffic signals 12
Street Lights	928 Tennis courts 1
Water mains	76 miles Sewer pipes 65 miles
Storm drains	65 miles Reclaimed water pipes 47 miles
City Buildings	City Hall, 516 8 th Avenue West Public Works, 600 17 th Street West Police Department, 1115 10 th Street West Community Redevelopment Agency, 324 8 th Avenue West



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

CITY DEMOGRAPHICS

U.S. Census Bureau

<u>PALMETTO</u>		<u>FLORIDA</u>	
Estimated median household income	\$48,301	Estimated median household income	\$55,660
Per capita income	\$26,425	Per capita income	\$31,619
Median Age in Palmetto	42.7	Median Age	42.0
Median house/condo value	\$156,700	Median house/condo value	\$215,300
Unemployment-Oct 2021	4.4%	Unemployment-Oct 2021	4.6%
Median Property Taxes with mortgages	\$1,605	Median Property Taxes with mortgages	\$1,503
Owner occupied Housing Unit Rate	66.6%	Owner occupied Housing Unit Rate	65.4%
Median Gross Rent	\$938	Median Gross Rent	\$1,175

For Population 25 years and over in Palmetto:

80.8%	High School education or higher
20.6%	Bachelor's degree or higher
8.61%	Graduate or professional degree
25 minutes	Mean travel time to work

Nearest City:

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

Educational Centers:

Within City Limits:	Palmetto Elementary, Lincoln Memorial 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 – Manatee/Sarasota campus – 9.3 miles
	University of Tampa – Tampa – 30 miles

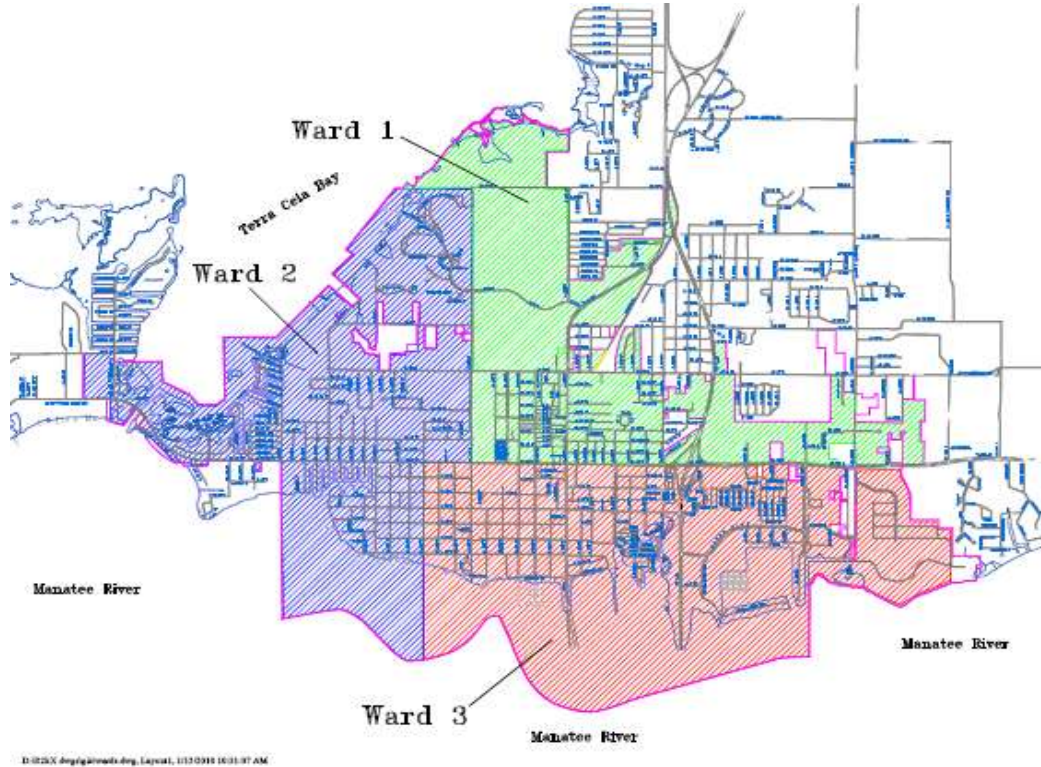
Principal Taxpayers in 2020:

Taxpayer	Taxable Assessed Value	<u>Percentage of Total</u>
		Taxable Assessed Value
Florida Power & Light Co	\$ 14,185,151	1.45%
Wal-Mart Stores East LP	\$ 13,102,733	1.34%
Palm Bay MHC Holdings LLC	\$ 11,683,607	1.19%
Colonial Manor MHC Holdings LLC	\$ 10,738,124	1.10%
SS Palmetto LLC	\$ 8,971,531	0.92%
Palmetto Mobile Home Club Inc.	\$ 8,615,308	0.88%
Palmetto, City of	\$ 7,997,666	0.82%
Pacific Tomato Growers LTD	\$ 7,015,127	0.72%
Publix Super Markets Inc	\$ 6,707,209	0.69%
SPT Dolphin Palmetto Trace LLC	\$ 6,692,453	0.67%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

City of Palmetto City Limits



Elected Officials

Mayor	Shirley Groover Bryant	Term – Nov., 2020 to Nov., 2024	mayor@palmettofl.org
Ward 1	Harold Smith	Term – Nov., 2018 to Nov., 2022	hsmith@palmettofl.org
Ward 2	Tambra Varnadore	Term – Nov., 2018 to Nov., 2022	tvarnadore@palmettofl.org
Ward 3	Brian Williams	Term – Nov., 2018 to Nov., 2022	bwilliams@palmettofl.org
At-Large	Tamara Cornwell	Term – Nov., 2020 to Nov., 2024	tcornwell@palmettofl.org
At-Large	Sheldon Jones	Term – Nov., 2020 to Nov., 2024	sjones@palmettofl.org

Staff

City Clerk	James R. Freeman	941-723-4570	jfreeman@palmettofl.org
Assistant City Clerk	Vanessa Cochran	941-723-4570	vcochran@palmettofl.org
Finance Director	Cheryl A Miller	941-723-4570	cmiller@palmettofl.org
Senior Purchasing Agent	Nixa Haisley	941-723-4570	nhaisley@palmettofl.org
Human Resources Manager	Paula Hall	941-723-4570	phall@palmettofl.org
Chief of Police	Scott Tyler	941-723-4887	styler@palmettofl.org
Public Works Director	Mohammed Rayan	941-723-4580	mrayan@palmettofl.org
Superintendent – Public Works	Matt Bloome	941-723-4580	mbloome@palmettofl.org
City Planner	TBD	941-723-4580	
CRA Executive Director	Jeff Burton	941-723-4988	jburton@palmettofl.org



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**Fiscal Year 2022 Budget
List of Principal Officials**

Elected Officials

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

Office of the City Clerk

James R. Freeman	City Clerk
Vanessa Cochran	Assistant City Clerk
Cheryl Miller	Finance Director

Public Works

Mohammed Rayan	Public Works Director
Matt Bloome	Superintendent
Grace Johnson	Public Works Administrator

Police Department

Scott Tyler	Police Chief
Mike Stinson	Captain
Lorenzo Waiters	Captain

Community Redevelopment Agency

Jeff Burton	Director
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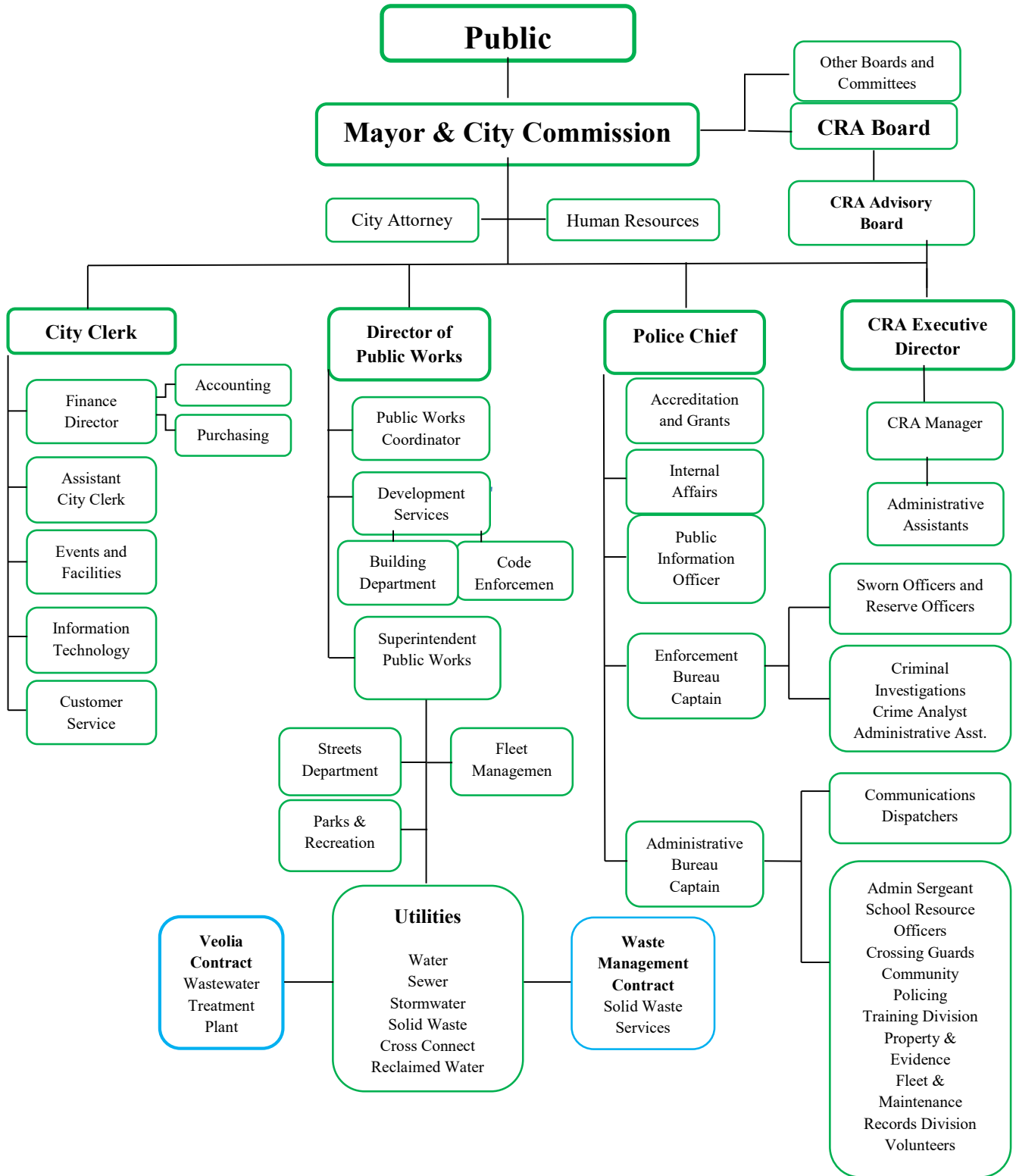
City Attorney

Mark Barnebey	City Attorney
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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

ORGAINIZATION CHART





CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

THE CITY OF PALMETTO BUDGET PROCESS

The Budget: The Process Begins. . .

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

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

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

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

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

This process began on May 3rd for the fiscal year 2022 budget with the initial distribution of budget documents and cost centers information was to be returned to the Finance Department by May 21st. The initial version of the 2022 Budget was distributed to Commission on July 9th with a 4.5% increase for general employee wages and sworn officers. Version 1 was a balanced budget however, several questions remained unanswered including: revenue estimates from the state and county, health insurance costs and personnel cost. The State released the estimates in late-July which exceeded the City's conservative projection in Version 1. Health insurance cost increase by 40% therefore the City went out to market was able to reduce the increase cost by half or 20% increase over prior year. Personnel cost was pending based



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

on the outcome of the proposed compensation study for general employees and renegotiation of the PBA agreement for sworn officers.

This year only one version of the budget was presented to the City Commission on several occasions before settling on the Tentative and Final budget. The Tentative version was delivered to Commission on September 9th and was balanced with no increase to ad valorem taxes. The Tentative version included an increase for sworn officers based on the renegotiations of the PBA agreement; an overall increase in salary of 6.3% for FY2022 and in line with the several local jurisdictions. The Compensation Study for general employees increased the minimum wage for the entry level grade 104 from \$12.95 to \$15.00 per hour. On November 2020, Florida voters approved a constitutional amendment to gradually increase the state's minimum wage each year until reaching \$15.00 per hours in September 2026. The City elected to accelerate the increase in the first year. The overall average increase for general employee's salary is 7.2%. Other adjustments were made to the Tentative Budget in the form of truing up updated state revenue projections and minor operating expenses. The Tentative Budget was presented to City Commission September 13th with all funds balanced or in a surplus position and after many cuts and creative funding as the City wanted to stay at the same millage rate. The Final Budget was adopted on September 27, 2021 with the second public hearing.

The five year capital improvement plan was presented to City Commission at a workshop on December 6th, and adopted on December 6, 2021. The projects approved are public works electrical upgrade, waste water treatment plant storage building, a new Public Works storage facility and electrical upgrades, water/sewer repairs, dredging and paving projects and continuation of the inflow and infiltration program. The total capital improvement plan for fiscal year 2022 is \$8,277,968 of which \$4,047,438 was carried forward from fiscal year 2021. Further detail is noted in the Capital Improvement Plan section of this book.

In Fiscal Year 2022 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. At the time of publication, the projects that were tentatively listed for the 2022 included several road paving projects and a new police station. As the sales tax will sunset in fifteen years, end of 2032 and the City will leverage \$6 million of the future revenue for the construction of the new police station.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Budget Calendar

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
30	31					

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
30	31					

2021	Action
May-03	Regular Commission meeting – No budget action
May-03	Budget Kickoff - Meeting with budget managers
May-17	Regular Commission meeting – No budget action
May-21	Budget due to Department Heads for review
Jun-04	Budget discussion: Department Heads and Finance Staff
Jun-07	Regular Commission meeting – No budget action
Jun-15	Regular Commission meeting – No budget action
Jun-24	Budget discussion: Police Department and Finance Staff
Jun-25	Budget discussion: Public Works and Finance Staff
Jul-01	Property appraiser certifies taxable value to City
Jul-09	Version 1 budget submitted to Commission by staff
Jul-19	Regular Workshop Meeting - Budget Assumptions discussed
Jul-19	Budget Meeting: Version 1 discussed
Jul-19	TRIM: Proposed Millage approved by Commission
Aug-02	Regular Workshop Meeting – Budget discussion
Aug-16	Budget Meeting: Version 1 and Proposed Salary Study
Aug-23	Regular Workshop Meeting – Budget discussion
Aug-30	Regular Workshop Meeting – Budget/Salary Study discussion
Sep-08	Regular Workshop Meeting – Budget/Salary Study discussion
Sep-13	TRIM: Required 1st Public Hearing and Approval of Tentative Budget
Sep-23	TRIM: Advertisement in newspaper
Sep-27	TRIM: Required 2nd Public Hearing - Adoption of Budget
Oct-01	New fiscal year and beginning of FY22 Budget Year
Oct-04	Regular Commission meeting
Oct-19	Regular Commission meeting
Nov-01	Regular Commission meeting
Nov-02	CIP Budget discussion: PW and Finance Staff
Nov-15	Regular Commission meeting
Nov-23	CIP Budget discussion: PW and Finance Staff
Nov-29	CIP Budget discussion: PW and Finance Staff
Dec-06	Regular Commission meeting
Dec-06	Regular Workshop meeting – Discussion of Capital Projects (CIP)
Dec-06	Regular Commission meeting – Adoption of CIP and Half Cent Capital Projects
Dec-20	Regular Commission meeting - cancelled

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Final

FISCAL YEAR 2022 BUDGET ASSUMPTIONS

The budget for fiscal year 2021-2022 includes the following assumptions:

Ad Valorem

- General Fund ad valorem revenues levied are \$6,198,484 and are budgeted at 96%, or \$5,950,545 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 \$978,061,804 in FY 2021 to \$1,038,776,633 or 6.21%. The millage rate of \$5.9671 is 4.32% higher than the roll-back rate of \$5.7199.
- This year the City added approximately \$19 million of new construction compared to \$19 million in the prior year.
- Taxable value in the TIF area is up \$17,545,596 for a total value of \$477,843,473 representing a 3.81% increase from the previous year. With the base year of taxable value of \$92,986,708, the current year tax increment value is \$384,856,765 compared to \$367,311,169 in the previous year representing a 4.78% increase. TIF monies from the City to CRA will equal \$2,181,655 compared to \$2,097,871 the previous year, an increase of 3.99%. TIF monies from Manatee County to the CRA are also projected to increase and are loaded at \$2,351,848 versus \$2,261,528 last year. This represents an increase of 3.99%.

Other Revenues

- All revenue estimates from the State of Florida have been received and updated accordingly.
- The Police Department is requesting \$630,099 for the FY2022 Community Policing Innovation Plan (CPIP), which is funded by the CRA. This is an increase of \$35,701 due to the renegotiation of the PBA union agreement and increased health insurance costs. Other ancillary costs are consistent in structure with previous plans. The CPIP was brought before the CRA Advisory Board on 8/5/2021 and approved by the CRA Board on 8/23/2021.
- The Code Enforcement Department has removed the position funded by the CRA.
- The Building Department is balanced and uses no Building Department Reserves.
- The CRA budget is presented with the inclusion of funding from equity to offset the deficit. This amount is based upon current projections and may need to be updated during FY 2022 via a budget resolution depending on actual expenditures prior to 9/30.
- Utility revenues have been adjusted according to the Utility Rate Study and surpluses will be used to fund CIP Projects.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Final

Wages and Benefits

- The budget contains 144 funded positions.
 - 128 full-time
 - 10 part-time
 - 6 Elected Officials
- Vacant Positions filled as of –
 - 1 Accountant (9/29/21)
- Vacant Positions as of – 20 vacant positions remain funded in the budget; 18 full-time and 2 part-time
 - 1 Jr. Accountant (6/1/2021)
 - 1 Purchasing Specialist (9/4/2021)
 - 1 Police Officers (04/21/21)
 - 1 Crossing Guard (PT) (10/02/20)
 - 1 Code Enforcement Officer (7/2/21)
 - 1 Building Inspector – Building (PT)
 - 2 Service Worker II – Cross Connect (3/27/20 & 4/28/20)
 - 1 Service Worker I – Water (9/03/21)
 - 1 Service Worker III – Solid Waste (8/28/21)
 - 1 Crew Leader – Sewer (1/7/20)
 - 1 Service Worker I – Reuse (4/27/21)
 - 1 Sign Maintenance Tech – Streets (8/28/21)
 - 1 Equipment Operator – Streets (5/11/21)
 - 1 Service Worker I – Streets (11/10/20)
 - 1 City Planner - Planning (4/27/21)
 - 2 Service Worker I – Parks (7/2/21 & 2/2/21)
 - 2 Service Worker II – Parks (6/22/21 & 8/20/21)
- New Positions – 3 full-time positions
 - 1 HR Position – Current Part Time HR Coordinator Position Changed to Full Time
 - 1 Equipment Operator – Reuse
 - 1 Evidence Custodian – PD (March 2022)
- The City Commission, Mayor, and City Attorney salaries will be increased by 3%. General employees are budgeted as recommended by the Cody & Associates Classification and Compensation Study. Sworn officers will receive an increase as part of the PBA agreement.
- Pension costs are loaded based on the actuarial report received in October of 2020. The rate for PD decreased from 21.19% in FY2021 to 17.93%. General Employees' pension increased slightly from 14.92% to 15.03%.
- The renewal cost for health insurance increased by 20% and United Healthcare (FLC) will continue as our medical insurance provider.

Expenses

- The budget for the City's Property, Casualty, Liability, and Workers Comp insurance increased by 8.4%.
- Cost allocation for General Fund support services methodology is consistent with prior years.
- The funding of one-time expenditures with fund balance is allowed by the Fund Balance policy and includes:
 - Contingencies:
 - Insurance Contingencies- \$40,000 (General Fund)
 - Hurricane emergency supplies-\$18,500 total



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Final

Capital Expenses

The following capital expenditures for equipment funded as follows:

Location	Fund Balance	Operating Budget	Total Capital Purchases
<u>City Hall</u>			
(1) Server (ESX Switch) (IT)	-	15,000	15,000
(1) Switch (IT)	-	18,000	18,000
(5) Laptops (IT)	-	15,000	15,000
(1) Gateway Sign Screen Replacement (IT)	-	26,000	26,000
(1) Neptune 360 System (Cust Svc)	-	20,261	20,261
Total City Hall	\$ -	\$ 94,261	\$ 94,261
<u>Police Department</u>			
(1) Priority Dispatch Software	-	36,000	36,000
(1) License Plate Reader Camera	-	6,000	6,000
(2) Stalker Dual Moving Radar	-	4,000	4,000
Total Police Department	\$ -	\$ 46,000	\$ 46,000
<u>Community Development Agency</u>			
(1) MLK Signage - Community Leader	-	5,000	5,000
(1) Lincoln Park Score Board	-	100,000	100,000
Total CRA	\$ -	\$105,000	\$ 105,000
<u>Public Works</u>			
(2) County Radios (PW Admin)	-	10,000	10,000
(1) West Gate Operator (PW Admin)	-	4,000	4,000
(1) Jack Hammer for Bobcat (R&B)	-	7,500	7,500
(1) Cut Saw (R&B)	-	2,000	2,000
(2) 20 yd Roll off (Solid)	-	8,000	8,000
(1) Plate Compactor (Sewer)	-	5,000	5,000
(1) Generator EU 3000 (Reuse)	-	2,500	2,500
(1) Snap on Scan Tool (D10) (Fleet)	-	6,091	6,091
Total Public Works	-	\$ 45,091	\$ 45,091
Total Capital Purchases	\$ -	\$290,352	\$ 290,352



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Final

FY22 Capital Lease Breakdown

The Finance Department will request quotes from several lending institutions in early February. Therefore, the City budgets two payments for FY22. The payments are made in June and September.

Total Capital Lease	\$ 726,000
Term	Quarterly
Budget: Estimated Interest	1.5%
FY 22 Principal & Interest Payments	\$ 93,670

GENERAL FUND			
Police Department	Price	Amount	Payments
4 Patrol SUV	50,000	206,000	
4 In-car video	2,500	10,000	
4 Mobile Radio	6,000	24,000	
4 Docking Station	2,500	10,000	
Total Police Department		250,000	32,264
Public Works			
Code Enf, Bldg, Admin, Planning, Fleet			
5 *Generator (shared)	11,538	57,692	7,440
Parks			
1 John Deere Tractor M 5320	76,000	76,000	
1 John Deere Gator 4x4	15,000	15,000	
1 *Generator (shared)	11,538	11,538	
Total Parks Department		102,538	13,230
Total General Fund		\$ 410,230	\$ 52,934
ROAD & BRIDGE FUND			
1 Latex 360/365 Printer Sign	30,000	30,000	
1 *Generator (shared)	11,539	11,539	
Total Road & Bridge Fund		\$ 41,539	\$ 5,358
ENTERPRISE FUNDS			
SOLID WASTE FUND			
1 F-250 Ext Cab	50,000	50,000	
1 *Generator (shared)	11,539	11,539	
Total Solid Waste Fund		\$ 61,539	\$ 7,940
WATER SEWER FUND			
Cross Connect Department			
1 *Generator (shared)	11,538	11,538	1,488
Water Department			
1 *Generator (shared)	11,538	11,538	1,488
1 Valve Maint (LX) Machine	85,000	85,000	12,454
Sewer Department			
1 *Generator (shared)	11,538	11,538	
Total Water Sewer Fund		\$ 119,614	\$ 15,430
STORMWATER FUND			
1 *Generator (shared)	11,539	11,539	
Total Stormwater Fund		\$ 11,539	\$ 1,488
REUSE FUND			
1 *Generator (shared)	11,539	11,539	
1 F-550 Pickup	70,000	70,000	
Total Reuse Fund		\$ 81,539	\$ 10,520
TOTAL ALL FUNDS		\$ 726,000	\$ 93,670

* Total Cost for PW Administration Generator \$150,000



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET
 Final

Debt Expense – Principal Payments

<u>Description</u>	<u>Original Loan</u>	<u>Start Date</u>	<u>Maturity</u>	<u>Balance as of 9/30/2021</u>	<u>Debt Svc Exp Fiscal Yr 2022</u>	<u>Balance as of 9/30/2022</u>
<u>STATE REVOLVING FUND</u>						
SRF - Reuse	415,000	6/15/2003	12/15/2022	7,457	4,932	2,525
SRF - EQ Design	368,749	12/15/2018	12/15/2038	322,628	17,316	305,312
SRF - EQ Basin Construction	6,546,496	6/10/2019	12/15/2038	5,912,364	338,486	5,573,878
Total SRF Loans	\$ 7,330,245			6,242,449	360,734	\$ 5,881,715
<u>BANK QUALIFIED LOAN</u>						
2006 CRA Loan	4,395,000	7/18/2006	7/31/2026	1,079,098	219,750	859,348
2014 Loan (CIP)	1,250,000	11/1/2014	8/31/2029	735,230	82,432	652,798
2019 Loan (CIP) Refinanced	7,151,300	6/3/2019	1/1/2028	4,794,800	1,032,300	3,762,500
2021 Loan (PD Building)	5,636,000	11/1/2021	7/1/2032	-	473,000	5,163,000
Total Bank Qualified Loan	\$ 18,432,300			6,609,127	1,807,482	10,437,645
<u>CAPITAL LEASE</u>						
FY 2013 Telemetry Meter Lease	1,460,000	5/6/2013	8/6/2023	210,759	139,909	70,850
FY 2018 Capital Lease	650,000	6/20/2018	3/20/2022	67,676	67,676	-
FY 2019 Capital Lease	377,105	7/4/2019	4/4/2023	170,099	96,196	73,903
FY 2019 Capital Lease (FPL Project)	252,031	9/1/2019	9/1/2031	232,065	21,106	210,959
FY 2020 Capital Lease	483,300	5/28/2020	2/28/2024	305,968	120,802	185,166
FY 2021 Capital Lease	1,290,619	6/1/2021	2/1/2025	1,131,511	320,106	811,406
FY 2022 Capital Lease (estimation only)	726,000	6/1/2022	2/1/2026	-	93,670	632,330
Total Capital Lease	\$ 5,239,055			2,118,078	859,465	1,984,613
<u>INTERFUND LOAN</u>						
ASR Advance from Trailer Pk	500,000	9/30/2014	9/30/2023	112,159	55,250	\$ 56,908
TOTAL DEBT - Principal Only	\$ 31,501,600			\$ 15,081,813	\$ 3,082,932	\$ 18,360,882
				General Fund	\$ 837,674	\$ 6,242,672
				Road & Bridge Fund	\$ 275,195	\$ 714,010
				Enterprise Fund	\$ 1,750,312	\$ 10,544,853
				Community Redevelopment Agency	\$ 219,750	\$ 859,348
					\$ 3,082,932	\$ 18,360,882

**CITY OF PALMETTO
RESOLUTION NO. 2021-24**

**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 2022; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 27, 2021, adopted Fiscal Year Final Millage Rates following a public hearing as required by Florida Statute 200.065; and

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

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Palmetto has been certified by the Manatee County Property Appraiser to the City Palmetto as \$1,038,776,633.

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

- Section 1: The Fiscal Year 2022 operating millage is 5.9671 mills, which is 4.32% greater than the rolled-back rate of 5.7199.
- 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 27th day of September, 2021 at 7:08 pm.

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

BY: Shirley Groover Bryant
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN
City Clerk

BY: James R. Freeman
City Clerk

**CITY OF PALMETTO
RESOLUTION NO. 2021-25**

**A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE COUNTY, FLORIDA,
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022; AND PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 27, 2021, 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 2022.

WHEREAS, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2022 in the amount of \$31,914,088.

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

Section 1: The Final Budget for Fiscal Year 2022, 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 27th day of September, 2021 at 7:10 pm.

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

BY: 
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN
City Clerk

BY: 
City Clerk

ATTACHMENT A
Fiscal Year 2022
Final Budget
Resolution 2021-25

General Fund - #001

Mayor & Commission	281,889
City Clerk	2,728,218
Information Technology	655,757
City Attorney	296,760
Finance	733,378
Human Resources	261,316
Events and Facilities	208,199
Police	5,504,297
Code Enforcement	186,389
Public Works Administration	650,719
Planning	203,491
Fleet Maintenance	266,462
Parks & Landscape	885,829
Building Department	670,344
Total General Fund Expenses	<u>\$ 13,533,048</u>

CRA Fund - #190	<u>\$ 5,120,592</u>
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Road & Bridge Fund - #307	<u>\$ 1,721,109</u>
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Solid Waste Fund - #403	<u>\$ 2,425,529</u>
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Water and Sewer Fund - #432

Cross Connect	294,793
Water Department	2,591,947
Sewer Department	1,872,827
Customer Service	702,498
Waste Water Treatment Plant	2,140,513
Total Water and Sewer Fund Expenses	<u>\$ 7,602,578</u>

Stormwater Fund - #440	<u>\$ 889,445</u>
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Reuse Fund - #460	<u>\$ 621,787</u>
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TOTAL CITY BUDGET	<u><u>\$ 31,914,088</u></u>
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RESOLUTION NO. 2021-38

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING THE CAPITAL IMPROVEMENT PLAN BUDGET FOR FISCAL YEARS 2022-2026; 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 2022 through 2026 as shown on Attachment A to this Resolution is hereby adopted in the total amount of \$13,477,968.

Section 2: The Capital Improvement Plan Budget for the Fiscal Year 2022 as shown on Attachments A to this Resolution is hereby adopted in the amount of \$8,277,968.

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 \$7,509,542.

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 6th day of December, 2021.

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

By: Brian Williams Vice Mayor
SHIRLEY GROOVER-BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN

By: James R. Freeman
City Clerk



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**Fiscal Year 2021 Capital Improvement Program
Activity and Available Balance**

Project Description	Supporting Fund	FY2021 Budget	Expense YTD	Encumbered	YTD + ENC	Available Balance
Road Improvements						
1 Surface Upgrades: 7th St W	Road & Bridge	179,745	-	-	-	179,745
2 CDBG - 7th St Extension	Capital Projects	1,500,000	-	-	-	1,500,000
3 Street Paving	Road & Bridge	184,130	-	184,130	184,130	0
ROAD IMPROVEMENTS TOTAL		\$ 1,863,875	\$ -	\$ 184,130	\$ 184,130	\$ 1,679,745
Public Facilities						
1 City Facility Security	Capital Projects	\$ 37,502	\$ 13,000	\$ 2,318	\$ 15,318	\$ 22,184
2 City Wide Facilities Upgrades	Capital Projects	45,005	13,518	-	13,518	31,487
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	200,000	895	8,314	9,209	190,791
4 PW Storage Building	GF/RB/WS/SW/RU	450,000	-	-	-	450,000
5 WWTP Storage Building	Water/Sewer	100,000	-	-	-	100,000
PUBLIC FACILITIES TOTAL		\$ 832,507	\$ 27,413	\$ 10,631	\$ 38,044	\$ 794,463
Stormwater						
1 Dredging Projects	Road & Bridge	113,189	-	-	-	113,189
STORMWATER TOTAL		\$ 113,189	\$ -	\$ -	\$ -	\$ 113,189
Water/Sewer						
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
2 WWTP Upgrades	Water/Sewer	188,642	72,401	36,031	108,432	80,210
3 Lift Station Upgrades	Water/Sewer	388,800	143,670	140,755	284,425	104,375
4 Sewer Lines R&R	Water/Sewer	175,745	34,607	-	34,607	141,138
5 I&I Program	Water/Sewer	854,762	203,267	248,014	451,281	403,481
6 Water Lines R&R	Water/Sewer	248,786	11,000	-	11,000	237,786
7 Chloramines Injection System	Water/Sewer & Loan	264,975	171,392	37,336	208,728	56,247
WATER/SEWER TOTAL		\$ 2,121,710	\$ 636,337	\$ 462,136	\$ 1,098,473	\$ 1,023,237
Reuse						
1 PARS Expansion	Reuse	\$ 74,333	\$ 23,165	\$ 38,674	\$ 61,839	\$ 12,494
REUSE TOTAL		\$ 74,333	\$ 23,165	\$ 38,674	\$ 61,839	\$ 12,494
Comprehensive Utility Upgrades						
1 Ward 1 Phase III	R&B/WS/Storm/Reuse	582,101	82,315	2,069	84,384	497,717
2 3rd Ave Infrastructure	R&B/WS/Storm/Reuse	-	-	-	-	-
3 15th Ave Utility Replacement	R&B/WS/Storm/Reuse	42,781	42,781	-	42,781	-
MULTIPLE FUNDS TOTAL		\$ 624,882	\$ 125,096	\$ 2,069	\$ 127,165	\$ 497,717
GRAND TOTAL		\$ 5,630,495	\$ 812,011	\$ 697,640	\$ 1,509,651	\$ 4,120,845



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**2022 - 2026 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2021 Funding Carried Forward	Current Revenue	City Fund Balance	Impact Fees	Total Funded Projects	Unfunded	Total FY2022 CIP
Road Improvements								
1 Surface Upgrades: 7th St W	Capital Projects/R&B	\$ 179,745	\$ -	\$ 320,255	\$ -	\$ 500,000	\$ -	\$ 500,000
* 2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	-	-	1,500,000	-	1,500,000
3 Street Paving	Road & Bridge	-	-	175,000	-	175,000	-	175,000
4 23rd St. Realignment	Road & Bridge	-	-	400,000	600,000	1,000,000	-	1,000,000
ROAD IMPROVEMENTS TOTAL		\$ 1,679,745	\$ -	\$ 895,255	\$ 600,000	\$ 3,175,000	\$ -	\$ 3,175,000
Public Facilities								
1 City Facility Security	Capital Projects	\$ 22,184	\$ 10,500	\$ -	\$ 20,000	\$ 52,684	\$ -	\$ 52,684
2 City Wide Facilities Upgrades	Capital Projects	31,487	21,000	-	-	52,487	-	52,487
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	190,791	2,000	7,209	-	200,000	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU/HC	450,000	-	145,000	5,000	600,000	-	600,000
5 WWTP Storage Building	Water/Sewer	100,000	-	200,000	-	300,000	-	300,000
6 Public Works Administration Building	GF/RB/WS/SW/RU	-	16,500	33,500	-	50,000	-	50,000
PUBLIC FACILITIES TOTAL		\$ 794,462	\$ 50,000	\$ 385,709	\$ 25,000	\$ 1,255,171	\$ -	\$ 1,255,171
Stormwater								
1 Dredging	R&B/Water/Sewer/Storm	113,189	-	36,811	-	150,000	-	150,000
2 27th Ave Blvd Box Culvert	Road & Bridge/Stormwater	-	83,394	166,606	-	250,000	-	250,000
STORMWATER TOTAL		\$ 113,189	\$ 83,394	\$ 203,417	\$ -	\$ 400,000	\$ -	\$ 400,000
** Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 WWTP Upgrades	Water/Sewer	80,210	613,586	6,204	-	700,000	-	700,000
3 Lift Station Upgrades	Water/Sewer	104,375	-	250,000	-	354,375	-	354,375
4 Sewer Lines R&R	Water/Sewer	141,138	-	-	-	141,138	-	141,138
5 I&I Program	Water/Sewer	403,481	-	596,519	-	1,000,000	-	1,000,000
6 Water Lines R&R	Water/Sewer	237,786	-	-	-	237,786	-	237,786
7 Chloramines Injection System	Water/Sewer & Loan	56,247	-	-	-	56,247	-	56,247
WATER/SEWER TOTAL		\$ 1,023,237	\$ 613,586	\$ 852,723	\$ -	\$ 2,489,546	\$ -	\$ 2,489,546
Reuse								
1 PARS Expansion	Reuse	\$ 12,494	\$ 21,446	\$ -	\$ -	\$ 33,940	\$ -	\$ 33,940
2 UV System - WWTP	Reuse	-	-	250,000	-	250,000	-	250,000
REUSE TOTAL		\$ 12,494	\$ 21,446	\$ 250,000	\$ -	\$ 283,940	\$ -	\$ 283,940
Comprehensive Utility Upgrades								
** 1 Ward 1 Phase III	Water/Sewer/Road & Bridge	\$ 424,311	\$ -	\$ -	\$ -	\$ 424,311	\$ -	\$ 424,311
** 2 Ward 1 Phase IV	Water/Sewer/Storm	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000
Comprehensive Utility Upgrades Total		\$ 424,311	\$ -	\$ 250,000	\$ -	\$ 674,311	\$ -	\$ 674,311
GRAND TOTAL		\$ 4,047,438	\$ 768,426	\$ 2,837,104	\$ 625,000	\$ 8,277,968	\$ -	\$ 8,277,968

* Grant funded project

** Potential additional funding available from American Recovery Plan Act Funds pending Commission approval



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**2022- 2026 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2021 PROJECTS CARRIED FORWARD	NEW FY2022 FUNDING	TOTAL FY2022 FUNDING	FY2023	FY2024	FY2025	FY2026	Total Project Cost
Road Improvements									
1 Surface Upgrades: 7th St W	Capital Projects/R&B	\$ 179,745	\$ 320,255	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
* 2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	\$ 1,500,000	-	-	-	-	1,500,000
3 Street Paving	Road & Bridge	-	175,000	\$ 175,000	200,000	200,000	200,000	200,000	975,000
4 23rd St. Realignment	Road & Bridge	-	1,000,000	\$ 1,000,000	-	-	-	-	1,000,000
ROAD IMPROVEMENTS TOTAL		\$ 1,679,745	\$ 1,495,255	\$ 3,175,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 3,975,000
Public Facilities									
1 City Facility Security	Capital Projects	\$ 22,184	\$ 30,500	\$ 52,684	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 152,684
2 City Wide Facilities Upgrades	Capital Projects	31,487	21,000	52,487	25,000	25,000	25,000	25,000	152,487
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	190,791	9,209	200,000	-	-	-	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU/HC	450,000	150,000	600,000	-	-	-	-	600,000
5 WWTP Storage Building	Water/Sewer	100,000	200,000	300,000	-	-	-	-	300,000
6 Public Works Administration Building	GF/RB/WS/SW/RU	-	50,000	50,000	-	-	-	-	50,000
PUBLIC FACILITIES TOTAL		\$ 794,462	\$ 460,709	\$ 1,255,171	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 1,455,171
Stormwater									
1 Dredging Projects	Road & Bridge	113,189	36,811	150,000	100,000	100,000	100,000	100,000	550,000
2 27th Ave Blvd Box Culvert	Stormwater	-	250,000	250,000	-	-	-	-	250,000
STORMWATER TOTAL		\$ 113,189	\$ 286,811	\$ 400,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 800,000
Water/Sewer									
** 1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 WWTP Upgrades	Water/Sewer	80,210	619,790	700,000	200,000	200,000	200,000	200,000	1,500,000
3 Lift Station Upgrades	Water/Sewer	104,375	250,000	354,375	100,000	100,000	100,000	100,000	754,375
4 Sewer Lines R&R	Water/Sewer	141,138	-	141,138	50,000	50,000	50,000	50,000	341,138
5 I&I Program	Water/Sewer	403,481	596,519	1,000,000	400,000	400,000	400,000	400,000	2,600,000
6 Water Lines R&R	Water/Sewer	237,786	-	237,786	150,000	150,000	150,000	150,000	837,786
7 Chloramines Injection System	Water/Sewer & Loan	56,247	-	56,247	-	-	-	-	56,247
WATER/SEWER TOTAL		\$ 1,023,237	\$ 1,466,309	\$ 2,489,546	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 6,089,546
Reuse									
1 PARS Expansion	Reuse	\$ 12,494	\$ 21,446	\$ 33,940	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 233,940
2 UV System - WWTP	Reuse	\$ -	\$ 250,000	\$ 250,000	-	-	-	-	\$ 250,000
REUSE TOTAL		\$ 12,494	\$ 271,446	\$ 283,940	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 483,940
COMPREHENSIVE UTILITY UPGRADES									
** 1 Ward 1 Phase III	R&B/WS/Storm/Reuse	\$ 424,311	\$ -	\$ 424,311	\$ -	\$ -	\$ -	\$ -	\$ 424,311
** 2 Ward 1 Phase IV	R&B/WS/Storm	\$ -	\$ 250,000	\$ 250,000	-	-	-	-	\$ 250,000
COMPREHENSIVE UTILITY UPGRADES TOTAL		\$ 424,311	\$ 250,000	\$ 674,311	\$ -	\$ -	\$ -	\$ -	\$ 674,311
GRAND TOTAL		\$ 4,047,438	\$ 4,230,530	\$ 8,277,968	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 13,477,968

* Grant funded project

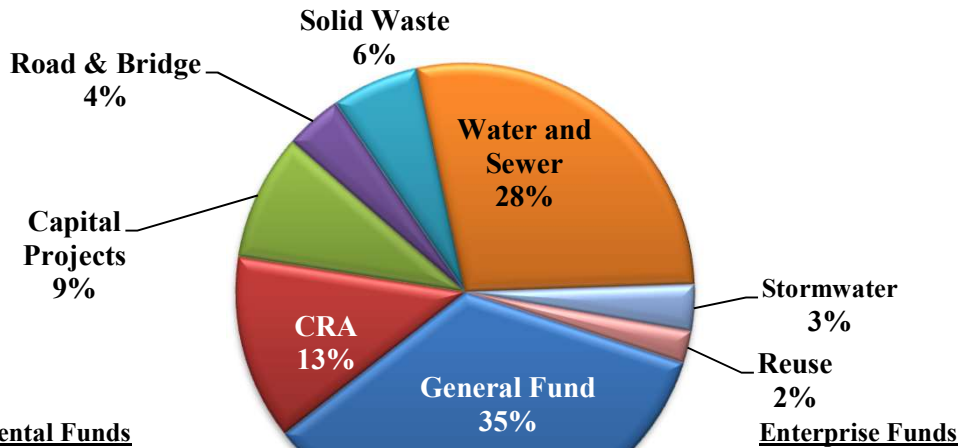
** Potential additional funding available from American Recovery Plan Act Funds pending Commission approval



CITY OF PALMETTO, FLORIDA 2021 - 2022 BUDGET

Budget Breakdown All Funds Including Capital Improvement Program (CIP)

**FY 2022
Total Fund
Expenditure Budget
(Before other sources)
\$ 38,721,344**



Governmental Funds

General Fund
\$ 13,325,594

Community Redevelopment Agency (CRA)
\$ 5,059,277

Road and Bridge Fund
\$ 1,554,844

Capital Project Funds (combined)
\$ 3,471,773

Enterprise Funds

Solid Waste Fund
\$ 2,383,718

Water and Sewer Fund
\$ 10,780,128

Stormwater Fund
\$ 1,272,031

Reuse Fund
\$ 873,979



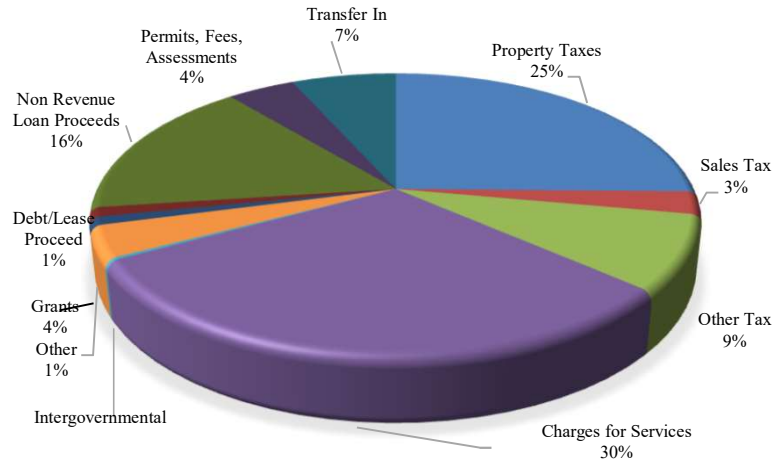
**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

City-Wide Fund Revenues

Property Taxes	\$	10,484,048
Sales Tax	\$	1,083,611
Other Tax		3,562,694
Charges for Services		12,666,743
Intergovernmental		107,710
Grants		1,506,000
Other		388,689
Debt/Lease Proceed		451,769
Non Revenue Loan Proceeds		6,683,361
Permits, Fees, Assessments		1,786,719
Transfer In		2,766,966
	\$	<u>41,488,310</u>

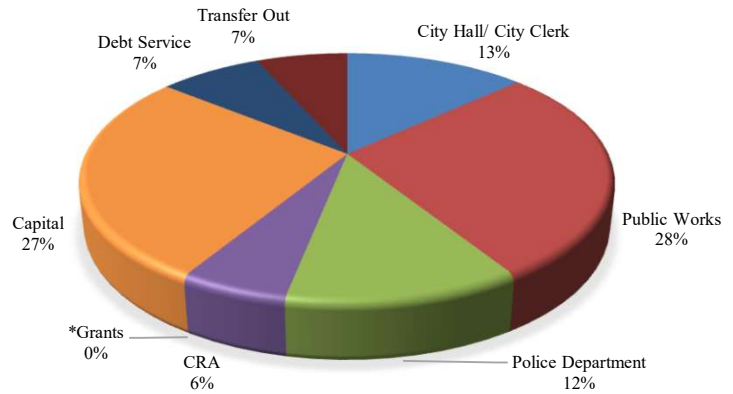
WHERE THE MONEY COME FROM BY SOURCE



City-Wide Expenses by Department

City Hall/ City Clerk	\$	5,473,153
Public Works		11,551,949
Police Department		5,011,723
CRA		2,334,391
*Grants		-
Capital		11,241,719
Debt Service		3,108,409
Transfer Out		2,766,966
	\$	<u>41,488,310</u>

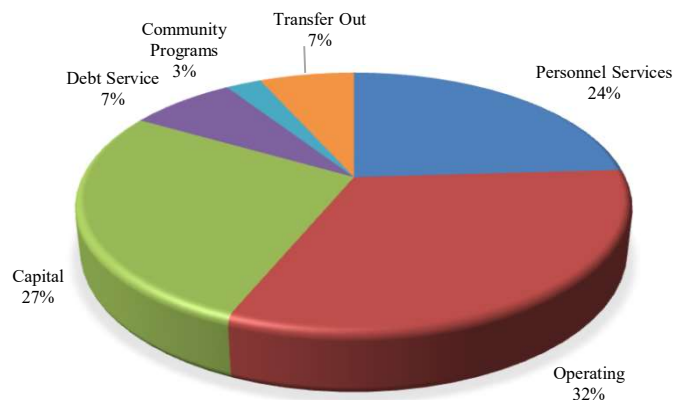
WHERE THE MONEY GOES BY DEPARTMENT



City-Wide Expenses by Category

Personnel Services	\$	9,976,344
Operating		13,359,741
Capital		11,241,719
Debt Service		3,108,409
Community Programs		1,035,131
Transfer Out		2,766,966
	\$	<u>41,488,310</u>
Surplus/(Deficit)	\$	<u><u>0</u></u>

WHERE THE MONEY GOES BY CATEGORY



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



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET



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

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

Gloria Steinem



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

BUDGET SUMMARY - ALL FUNDS

	2022 Adopted Budget
Revenues	
Property Taxes	10,484,048
Sales Taxes	1,083,611
Utility Service Tax	1,227,000
Motor Fuel Taxes	1,425,762
Other Taxes	909,932
Permits, Fees, Assessments	1,786,719
Intergovernmental Revenue	107,710
Grants	1,506,000
Fines and Forfeitures	39,000
Charges for Services	12,666,743
Interest Revenue	62,500
Miscellaneous	287,189
Debt/Lease Proceeds	726,000
Non-Revenue/Fund Balance	6,409,130
Total Revenues	\$ 38,721,344
Expenses	
City Hall/City Clerk	
Mayor and Commission	281,889
City Clerk	2,614,812
Information Technology	581,757
City Attorney	296,760
Finance	733,378
Human Resources	261,316
Events and Facilities	180,723
Customer Service	522,518
Total City Clerk	5,473,153
Police Department	5,011,723
Public Works	
Public Works Administration	617,110
Code Enforcement	159,123
Planning	190,465
Fleet	245,157
Parks and Recreation	705,043
Building Department	499,863
Road and Bridge	1,210,056
Solid Waste	2,255,287
Cross Connect	234,459
Water Department	1,923,660
Sewer Department	771,587
WWTP	2,017,340
Stormwater	482,296
Reuse	240,503
Total Public Works	11,551,949
Community Redevelopment Agency (CRA)	1,299,260
Community Redevelopment Agency (CRA)	1,035,131
Community Redevelopment Agency	2,334,391
Capital Expenses	11,241,719
Debt Service	3,108,409
TOTAL EXPENDITURES	\$ 38,721,344
Transfers In	2,766,966
Transfer Out	(2,766,966)
TOTAL OTHER SOURCES(USES)	-
EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER SOURCES	\$ -



**CITY OF PALMETTO, FLORIDA
2021 - 2022 BUDGET**

ALL FUNDS SUMMARY

	GOVERNMENTAL FUNDS								
	General Fund			Community Redevelopment Agency			Road and Bridge Fund		
	*(Includes Infrastructure Sales Tax)								
	2020 Actual	2021 Estimated Actual	2022 Adopted Budget	2020 Actual	2021 Estimated Actual	2022 Adopted Budget	2020 Actual	2021 Estimated Actual	2022 Adopted Budget
REVENUES:									
Property Taxes	5,264,944	5,629,654	5,950,545	4,114,334	4,346,512	4,533,503	-	-	-
* Sales Taxes	2,024,823	2,200,000	1,083,611	-	-	-	-	-	-
Utility Service Taxes	1,227,589	1,239,840	1,227,000	-	-	-	-	-	-
Motor Fuel Taxes	11,832	8,000	11,500	-	-	-	1,417,155	1,418,686	1,414,262
Other Taxes	870,176	854,730	909,932	-	-	-	-	-	-
Permits, Fees and Assessments	1,977,998	1,801,788	1,540,344	-	-	-	-	-	-
Impact Fees	206,504	-	-	-	-	-	265,151	50,875	-
Intergovernmental Revenue	-	59,106	-	-	-	-	100,643	102,505	107,710
Grants	71,699	43,892	6,000	12,552	600,000	-	-	-	-
Charges for Services/Utility Fees	823,469	814,066	846,286	1,050	-	-	132,610	136,517	147,598
Fines & Forfeitures	47,005	52,811	39,000	-	-	-	-	-	-
Interest Revenue	320,859	208,496	22,000	76,773	23,388	10,000	27,803	6,600	5,000
Miscellaneous Revenue	148,073	112,654	242,389	6,710	29,196	6,000	2,997	704	-
Debt/Lease Proceeds	254,676	1,174,001	410,230	-	-	-	84,990	196,666	41,539
Non-revenue loan proceeds/fund balance	-	1,054,796	102,500	-	-	571,089	-	-	1,522,255
Total Revenues	13,249,647	15,253,834	12,391,337	4,211,419	4,999,096	5,120,592	2,031,349	1,912,553	3,238,364
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	249,771	256,533	281,889	-	-	-	-	-	-
City Clerk	2,403,527	2,503,756	2,614,812	-	-	-	-	-	-
Information Technology	458,324	599,261	581,757	-	-	-	-	-	-
City Attorney	335,809	336,115	296,760	-	-	-	-	-	-
Finance	650,013	664,454	733,378	-	-	-	-	-	-
Human Resources	185,414	246,244	261,316	-	-	-	-	-	-
Events and Facilities	122,058	147,114	180,723	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	4,199,625	4,235,207	5,011,723	-	-	-	-	-	-
Public Works									
Public Works Administration	674,750	557,144	617,110	-	-	-	-	-	-
Code Enforcement	195,802	157,646	159,123	-	-	-	-	-	-
Planning	190,239	168,854	190,465	-	-	-	-	-	-
Fleet Management	219,723	221,047	245,157	-	-	-	-	-	-
Parks and Recreation	536,857	527,358	705,043	-	-	-	-	-	-
Building Department	457,333	465,211	499,863	-	-	-	-	-	-
Grants - Non-Capital	7,360	45,294	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	859,195	784,795	1,210,056
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	1,551,914	2,080,808	2,334,391	-	-	-
Capital	1,130,890	2,144,032	566,321	3,145,167	5,123,673	2,265,000	151,419	200,891	52,439
Debt Service	280,481	305,766	380,154	246,779	292,542	459,886	294,650	322,749	292,349
TOTAL FUND EXPENDITURES	12,297,976	13,581,036	13,325,594	4,943,860	7,497,023	5,059,277	1,305,264	1,308,435	1,554,844
Excess Revenues Over(Under) Expenditures	951,671	1,672,798	(934,257)	(732,441)	(2,497,927)	61,315	726,085	604,118	1,683,520
Transfers In	1,052,861	1,174,001	1,170,711	-	-	-	-	-	-
Transfers out	(45,000)	(200,465)	(236,454)	(69,482)	(208,806)	(61,315)	(567,688)	(391,754)	(1,683,520)
TOTAL OTHER SOURCES(USES)	1,007,861	973,536	934,257	(69,482)	(208,806)	(61,315)	(567,688)	(391,754)	(1,683,520)
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	1,959,532	2,646,334	-	(801,923)	(2,706,733)	-	158,397	212,364	-
Conversion to full accrual	-	-	(102,500)	-	-	(571,089)	-	-	(1,522,255)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	1,959,532	2,646,334	(102,500)	(801,923)	(2,706,733)	(571,089)	158,397	212,364	(1,522,255)
Fund Balance, Beginning of Year	11,795,486	13,755,018	14,691,450	4,078,952	3,277,029	570,296	1,584,294	1,742,691	1,955,055
Fund Balance, End of Year	13,755,018	16,401,352	14,588,950	3,277,029	570,296	(793)	1,742,691	1,955,055	432,800
Change of Fund Balance/Net Position	16.61%	19.24%	-0.70%	-19.66%	-82.60%	-200.28%	10.00%	12.19%	-155.73%

NOTE: Fund Balance, Beginning of Year for 2022 Adopted Budget is based on the projected revenues and expenses from fiscal year 2021.

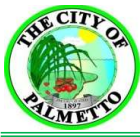


**CITY OF PALMETTO, FLORIDA
2021 - 2022 BUDGET**

ALL FUNDS SUMMARY (Continued)

	GOVERNMENTAL FUNDS (Continued)								
	Capital Projects Fund			Joint Capital Projects Fund			Total Governmental Funds		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
	Actual	Estimated Actual	Adopted Budget	Actual	Estimated Actual	Adopted Budget	Actual	Estimated Actual	Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	9,379,278	9,976,166	10,484,048
Sales Taxes	-	-	-	-	-	-	2,024,823	2,200,000	1,083,611
Utility Service Taxes	-	-	-	-	-	-	1,227,589	1,239,840	1,227,000
Motor Fuel Taxes	-	-	-	-	-	-	1,428,987	1,426,686	1,425,762
Other Taxes	-	-	-	-	-	-	870,176	854,730	909,932
Permits, Fees and Assessments	-	-	-	-	-	-	1,977,998	1,801,788	1,540,344
Impact Fees	-	-	-	-	-	-	471,655	50,875	-
Intergovernmental Revenue	-	-	-	-	-	-	100,643	161,611	107,710
Grants	409,010	1,500,000	1,500,000	-	-	-	493,261	2,143,892	1,506,000
Charges for Services/Utility Fees	-	-	-	-	-	-	957,129	950,583	993,884
Fines & Forfeitures	-	-	-	-	-	-	47,005	52,811	39,000
Interest Revenue	-	-	-	-	-	-	425,435	238,484	37,000
Miscellaneous Revenue	-	-	-	-	-	-	157,780	142,554	248,389
Debt/Lease Proceeds	-	-	-	-	-	-	339,666	1,370,667	451,769
Non-revenue loan proceeds/fund balance	-	-	375,518	-	-	-	-	1,054,796	2,571,362
Total Revenues	409,010	1,500,000	1,875,518	-	-	-	19,901,425	23,665,483	22,625,811
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	249,771	256,533	281,889
City Clerk	-	-	-	-	-	-	2,403,527	2,503,756	2,614,812
Information Technology	-	-	-	-	-	-	458,324	599,261	581,757
City Attorney	-	-	-	-	-	-	335,809	336,115	296,760
Finance	-	-	-	-	-	-	650,013	664,454	733,378
Human Resources	-	-	-	-	-	-	185,414	246,244	261,316
Events and Facilities	-	-	-	-	-	-	122,058	147,114	180,723
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	-	-	-	-	-	-	4,199,625	4,235,207	5,011,723
Public Works									
Public Works Administration	-	-	-	-	-	-	674,750	557,144	617,110
Code Enforcement	-	-	-	-	-	-	195,802	157,646	159,123
Planning	-	-	-	-	-	-	190,239	168,854	190,465
Fleet Management	-	-	-	-	-	-	219,723	221,047	245,157
Parks and Recreation	-	-	-	-	-	-	536,857	527,358	705,043
Building Department	-	-	-	-	-	-	457,333	465,211	499,863
Grants - Non-Capital	-	-	-	-	-	-	7,360	45,294	-
Streets	-	-	-	-	-	-	859,195	784,795	1,210,056
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency							1,551,914	2,080,808	2,334,391
Capital	750,333	2,172,947	3,471,773	40,716	153,350	-	5,218,525	9,794,893	6,355,533
Debt Service	-	-	-	-	-	-	821,910	921,057	1,132,389
TOTAL FUND EXPENDITURES	750,333	2,172,947	3,471,773	40,716	153,350	-	19,338,149	24,712,791	23,411,488
Excess Revenues Over(Under) Expenditures	(341,323)	(672,947)	(1,596,255)	(40,716)	(153,350)	-	563,276	(1,047,308)	(785,677)
Transfers In	403,400	257,000	1,596,255	-	150,000	-	1,456,261	1,581,001	2,766,966
Transfers out	-	-	-	-	-	-	(682,170)	(801,025)	(1,981,289)
TOTAL OTHER SOURCES(USES)	403,400	257,000	1,596,255	-	150,000	-	774,091	779,976	785,677
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	62,077	(415,947)	-	(40,716)	(3,350)	-	1,337,367	(267,332)	-
Conversion to full accrual	-	-	(375,518)	-	-	-	-	-	(2,571,362)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	62,077	(415,947)	(375,518)	(40,716)	(3,350)	-	1,337,367	(267,332)	(2,571,362)
Fund Balance, Beginning of Year	462,415	524,492	108,545	200,048	159,332	155,982	18,121,195	19,458,562	17,481,328
Fund Balance, End of Year	524,492	108,545	(266,973)	159,332	155,982	155,982	19,458,562	19,191,230	14,909,966
	13.42%	-79.30%	-691.91%	-20.35%	-2.10%	0.00%	7.38%	-1.37%	-29.42%

NOTE: Fund Balance, Beginning of Year for 2022 Adopted Budget is based on the projected revenues and expenses from fiscal year 2021.



**CITY OF PALMETTO, FLORIDA
2021 - 2022 BUDGET**

ALL FUNDS SUMMARY

	ENTERPRISE FUNDS								
	Solid Waste Fund			Water and Sewer Fund			Stormwater Fund		
	2020 Actual	2021 Estimated Actual	2022 Adopted Budget	2020 Actual	2021 Estimated Actual	2022 Adopted Budget	2020 Actual	2021 Estimated Actual	2022 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	-	-	-
Sales Taxes	-	-	-	-	-	-	-	-	-
Utility Service Taxes	-	-	-	-	-	-	-	-	-
Motor Fuel Taxes	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-
Permits, Fees and Assessments	235,851	248,400	246,375	-	-	-	-	-	-
Impact Fees	-	-	-	484,139	80,086	-	-	-	-
Intergovernmental Revenue	7,184	-	-	-	4,962	-	-	-	-
Grants	-	-	-	520,405	-	-	-	-	-
Charges for Services/Utility Fees	2,047,647	2,114,666	2,085,615	7,830,121	7,949,574	8,067,750	879,922	915,117	959,800
Fines & Forfeitures	-	-	-	-	-	-	-	-	-
Interest Revenue	14,419	3,747	2,000	117,945	33,840	20,000	8,605	2,460	1,500
Miscellaneous Revenue	30,327	30,345	30,000	72,698	83,074	8,800	483	1,124	-
Debt/Lease Proceeds	-	-	61,539	-	-	119,614	-	-	11,539
Non-revenue loan proceeds/fund balance	-	-	32,500	-	-	3,082,668	-	-	425,606
Total Revenues	2,335,428	2,397,158	2,458,029	9,025,308	8,151,536	11,298,832	889,010	918,701	1,398,445
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-	-
Events and Facilities	-	-	-	-	-	-	-	-	-
Customer Service	-	-	-	434,319	468,727	522,518	-	-	-
Police Department	-	-	-	-	-	-	-	-	-
Public Works									
Public Works Administration	-	-	-	-	-	-	-	-	-
Code Enforcement	-	-	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-	-	-
Fleet Management	-	-	-	-	-	-	-	-	-
Parks and Recreation	-	-	-	-	-	-	-	-	-
Building Department	-	-	-	-	-	-	-	-	-
Grants - Non-Capital	-	-	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	-	-	-
Solid Waste	2,179,893	2,372,444	2,255,287	-	-	-	-	-	-
Cross Connect	-	-	-	88,955	121,499	234,459	-	-	-
Water Department	-	-	-	1,958,738	2,154,036	1,923,660	-	-	-
Sewer Department	-	-	-	955,593	1,006,531	771,587	-	-	-
WWTP	-	-	-	1,938,871	2,040,048	2,017,340	-	-	-
Stormwater Department	-	-	-	-	-	-	467,968	558,353	482,296
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency									
Capital	6,847	86,245	102,039	7,297,648	3,990,071	3,861,129	151,010	342,673	520,539
Debt Service	8,722	16,670	26,392	994,370	1,426,565	1,449,435	449,489	449,064	269,196
TOTAL FUND EXPENDITURES	2,195,462	2,475,359	2,383,718	13,668,494	11,207,477	10,780,128	1,068,467	1,350,090	1,272,031
Excess Revenues Over(Under) Expenditures	139,966	(78,201)	74,311	(4,643,186)	(3,055,941)	518,704	(179,457)	(431,389)	126,414
Transfers In	-	-	-	-	-	-	129,707	79,288	-
Transfers out	(76,292)	(74,447)	(74,311)	(652,886)	(611,129)	(518,704)	(122,548)	(124,873)	(126,414)
TOTAL OTHER SOURCES(USES)	(76,292)	(74,447)	(74,311)	(652,886)	(611,129)	(518,704)	7,159	(45,585)	(126,414)
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	63,674	(152,648)	-	(5,296,072)	(3,667,070)	-	(172,298)	(476,974)	-
Conversion to full accrual	(15,116)	(102,264)	(33,822)	(8,124,776)	(5,233,392)	(1,945,041)	(550,666)	(747,821)	(317,133)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	78,790	(254,912)	(33,822)	2,828,704	1,566,322	1,945,041	378,368	270,847	317,133
Fund Balance, Beginning of Year	823,905	902,695	955,226	22,673,993	25,502,697	27,069,019	5,996,539	6,374,907	6,645,754
Fund Balance, End of Year	902,695	647,783	921,404	25,502,697	27,069,019	29,014,060	6,374,907	6,645,754	6,962,887
	9.56%	-28.24%	-6.94%	12.48%	6.14%	-4.20%	6.31%	4.25%	-1.63%

NOTE: Fund Balance, Beginning of Year for 2022 Adopted Budget is based on the projected revenues and expenses from fiscal year 2021.



**CITY OF PALMETTO, FLORIDA
2021 - 2022 BUDGET**

ALL FUNDS SUMMARY

ENTERPRISE FUNDS (Continued)									
	Reuse Fund			Total Enterprise Funds			Total All Funds		
	2020 Actual	2021 Estimated Actual	2022 Adopted Budget	2020 Actual	2021 Estimated Actual	2022 Adopted Budget	2020 Actual	2021 Estimated Actual	2022 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	9,379,278	9,976,166	10,484,048
Sales Taxes	-	-	-	-	-	-	2,024,823	2,200,000	1,083,611
Utility Service Taxes	-	-	-	-	-	-	1,227,589	1,239,840	1,227,000
Motor Fuel Taxes	-	-	-	-	-	-	1,428,987	1,426,686	1,425,762
Other Taxes	-	-	-	-	-	-	870,176	854,730	909,932
Permits, Fees and Assessments	-	-	-	235,851	248,400	246,375	2,213,849	2,050,188	1,786,719
Impact Fees	-	-	-	484,139	80,086	-	955,794	130,961	-
Intergovernmental Revenue	-	-	-	7,184	4,962	-	107,827	166,573	107,710
Grants	-	-	-	520,405	-	-	1,013,666	2,143,892	1,506,000
Charges for Services/Utility Fees	495,418	541,918	559,694	11,253,108	11,521,275	11,672,859	12,210,237	12,471,858	12,666,743
Fines & Forfeitures	-	-	-	-	-	-	47,005	52,811	39,000
Interest Revenue	13,456	3,556	2,000	154,425	43,603	25,500	579,860	282,087	62,500
Miscellaneous Revenue	88	-	-	103,596	114,543	38,800	261,376	257,097	287,189
Debt/Lease Proceeds	-	-	81,539	-	-	274,231	339,666	1,370,667	726,000
Non-revenue loan proceeds/fund balance	-	-	296,994	-	-	3,837,768	-	1,054,796	6,409,130
Total Revenues	508,962	545,474	940,227	12,758,708	12,012,869	16,095,533	32,660,133	35,678,352	38,721,344
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	249,771	256,533	281,889
City Clerk	-	-	-	-	-	-	2,403,527	2,503,756	2,614,812
Information Technology	-	-	-	-	-	-	458,324	599,261	581,757
City Attorney	-	-	-	-	-	-	335,809	336,115	296,760
Finance	-	-	-	-	-	-	650,013	664,454	733,378
Human Resources	-	-	-	-	-	-	185,414	246,244	261,316
Events and Facilities	-	-	-	-	-	-	122,058	147,114	180,723
Customer Service	-	-	-	434,319	468,727	522,518	434,319	468,727	522,518
Police Department	-	-	-	-	-	-	4,199,625	4,235,207	5,011,723
Public Works									
Public Works Administration	-	-	-	-	-	-	674,750	557,144	617,110
Code Enforcement	-	-	-	-	-	-	195,802	157,646	159,123
Planning	-	-	-	-	-	-	190,239	168,854	190,465
Fleet Management	-	-	-	-	-	-	219,723	221,047	245,157
Parks and Recreation	-	-	-	-	-	-	536,857	527,358	705,043
Building Department	-	-	-	-	-	-	457,333	465,211	499,863
Grants - Non-Capital	-	-	-	-	-	-	7,360	45,294	-
Streets	-	-	-	-	-	-	859,195	784,795	1,210,056
Solid Waste	-	-	-	2,179,893	2,372,444	2,255,287	2,179,893	2,372,444	2,255,287
Cross Connect	-	-	-	88,955	121,499	234,459	88,955	121,499	234,459
Water Department	-	-	-	1,958,738	2,154,036	1,923,660	1,958,738	2,154,036	1,923,660
Sewer Department	-	-	-	955,593	1,006,531	771,587	955,593	1,006,531	771,587
WWTP	-	-	-	1,938,871	2,040,048	2,017,340	1,938,871	2,040,048	2,017,340
Stormwater Department	-	-	-	467,968	558,353	482,296	467,968	558,353	482,296
Reuse Department	246,942	281,008	240,503	246,942	281,008	240,503	246,942	281,008	240,503
Community Redevelopment Agency	-	-	-	-	-	-	1,551,914	2,080,808	2,334,391
Capital	375,705	96,911	402,479	7,831,210	4,515,900	4,886,186	13,049,735	14,310,793	11,241,719
Debt Service	220,234	220,996	230,997	1,672,815	2,113,295	1,976,020	2,494,725	3,034,352	3,108,409
TOTAL FUND EXPENDITURES	842,881	598,915	873,979	17,775,304	15,631,841	15,309,856	37,113,453	40,344,632	38,721,344
Excess Revenues Over(Under) Expenditures	(333,919)	(53,441)	66,248	(5,016,596)	(3,618,972)	785,677	(4,453,320)	(4,666,280)	-
Transfers In	-	-	-	129,707	79,288	-	1,585,968	1,660,290	2,766,966
Transfers out	(52,072)	(48,815)	(66,248)	(903,798)	(859,264)	(785,677)	(1,585,968)	(1,660,290)	(2,766,966)
TOTAL OTHER SOURCES(USES)	(52,072)	(48,815)	(66,248)	(774,091)	(779,976)	(785,677)	-	-	-
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	(385,991)	(102,256)	-	(5,790,687)	(4,398,948)	-	(4,453,320)	(4,666,280)	-
Conversion to full accrual	(561,084)	(286,775)	(228,521)	(9,251,642)	(6,370,252)	(2,524,517)	(9,251,642)	(6,370,252)	(5,095,879)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	175,093	184,519	228,521	3,460,955	1,971,304	2,524,517	4,798,322	1,703,972	5,095,879
Fund Balance, Beginning of Year	6,667,057	6,842,150	7,026,927	36,161,494	39,622,449	41,696,926	54,282,689	59,081,011	59,178,254
Fund Balance, End of Year	6,842,150	7,026,669	7,255,448	39,622,449	41,593,753	44,221,443	59,081,011	60,784,983	64,274,133
	2.63%	2.70%	-0.97%	9.57%	4.98%	-3.15%	8.84%	2.88%	-2.22%

NOTE: Fund Balance, Beginning of Year for 2022 Adopted Budget is based on the projected revenues and expenses from fiscal year 2021.



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

Dwight D. Eisenhower



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Policies and Planning

Accounting Policies

- **Basis of Presentation**

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

- **Basis of Accounting**

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

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

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

- **Measurement Focus**

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



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

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

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

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

- **Interfund Transactions**

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

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

Financial Structure

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

- **Governmental Funds:** Governmental Funds are accounted for on a “spending” or “financial flow” measurement focus. Accordingly, the budgeted fund balances provide an indicator of available, spendable resources.
 - **General Fund** – The general fund of a government unit services as the primary reporting vehicle for current government operations including all general government, public safety and recreation functions of the City. The general fund accounts for all current financial resources not required by law to be accounted for in another fund. The general fund is included in the audited financial statements and is appropriated annually.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

- **Special Revenue Funds** – The special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. Special revenue funds are included in the audited financial statements and are appropriated annually.
 - Community Redevelopment Agency (CRA) Fund – main revenue source is tax increment funds (TIF) monies from the City of Palmetto and Manatee County.
 - Road and Bridge Fund – main revenue source is gasoline taxes from Manatee County and the State of Florida.
- **Capital Projects Funds** – Used to account for the acquisition and construction of major governmental capital facilities and infrastructure. The capital projects funds are appropriated annually.
 - Capital Improvement Plan (CIP) Fund – is funded from loan proceeds, fund balance transfers from general fund or road and bridge fund or grant monies awarded to the City.
 - Joint Capital Projects Fund – is funded primarily through CRA contributions and grant monies awarded to the City. Project funding may include City contributions when necessary.
- **Proprietary Funds:** Proprietary Funds are accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, assets, liabilities, and net assets included on their balance sheet, and operating statements provide an indication of the economic net worth of the fund. Proprietary funds are reported on a full accrual basis of accounting but appropriated using the modified accrual method which includes budgeting for capital expenditures and debt service.
 - **Enterprise Funds** – The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Enterprise Funds included in the audited financial statements, budgeted annually and included in this document are:
 - Solid Waste Fund – accounts for the provision of garbage collection within the city.
 - Water and Sewer Fund – accounts for the provision of water, sewer and cross connection services to the city and certain surrounding areas.
 - Stormwater Fund – accounts for the operation of a stormwater utility to improve stormwater drainage throughout the City.
 - Reuse Fund – accounts for the operation of a reclaimed water utility (reuse) to provide reclaimed water for irrigation in parts of the City.
- **Funds not Budgeted**
 - **Agency Funds** – Proprietary Funds that account for providing insurance and payroll services to other City departments which record and report the expense to the city. Agency funds are not appropriated but are included in the audited financial statements. Agency funds are used to “pass through” revenues and costs for insurance and payroll and only report assets and liabilities in the financial statements.
 - **Trust Funds** – The City’s expenditures are recorded in the budgeted funds. These trust funds account for dollars held in trust to pay employee retirement benefits. These funds are not appropriated but are included in the audited financial statements and include:
 - Palmetto Police Officers’ Pension Plan – accounts for pension transactions for full time sworn law enforcement personnel.
 - Palmetto General Employees’ Pension Plan – accounts for pension transactions for all general employees of the City.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**



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

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

FUND STRUCTURE

Governmental Funds

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

Major Fund

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

Non-
Major
Funds

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



CITY OF PALMETTO, FLORIDA
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FUND AND FUNCTION

Governmental Funds

Fund 001 - General Fund

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

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

Recreation
572 – Parks and recreation
579 – Events and facilities

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

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

421 – Half-Cent Sales Tax – Public Safety
441 – Half-Cent Sales Tax – Transportation
472 – Half-Cent Sales Tax - Recreation

Special Revenue Funds

Fund 190 – Community Redevelopment Agency (CRA)

Intergovernmental Services - 559 – CRA

Fund 307 – Road and Bridge Fund

Highways and Streets - 541 – Road and Bridge

Capital Projects Funds

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

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

Enterprise Funds

Fund 403 – Solid Waste

534 – Solid Waste

Fund 440 – Stormwater

538 – Stormwater

Fund 460 – Reuse

539 - Reuse

Fund 432 – Water and Sewer

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



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Financial Policies

- **Investment Policy**

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

The City's banking relationship is with SunTrust (Truist) Bank through a contract which begins October 1, 2017 as a result of the Request for Quote process. The City entered into an agreement that provides an ECR rate at 0.80% and an interest rate of 0.50%. The contract is for an initial one year term with two, two-year extensions possible. The City renewed the contract utilizing the second of the two year extension. The ECR rate change to 0.30% and an interest rate of 0.02%. In FY2022, the City will be issuing a request for quote for banking services. 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. The City amended its fund balance policy in FY2018 to incorporate GASB 54 language and definitions and set guidelines to establish reserves for contingencies, stabilization and capital projects.

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

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

The policy establishes a minimum reserve of fund balance or net position in General Fund, special revenue, and proprietary fund types. These types of funds are to reserve fund balance/net position, not already reserved for another purpose, equal to three to six months of the current fiscal year expense budget. In the event that the unassigned fund balance or unrestricted net position exceeds these requirements, the excess may be utilized for any lawful purpose with City Commission approval with the recommendation of utilizing the excess within the fund creating the excess. In recent years, it has been necessary to use this excess to fund portions of the Capital Improvement Program. This funding is further discussed in the Policies and Planning for Capital Improvements section of this book.



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During the fiscal year 2022 budgeting process, City Commission approved the use of fund balance/net position as follows:

<u>Fund</u>	<u>Amount</u>	<u>Use of Fund Balance/Net Position</u>
General Fund		
	20,000	To fund the purchase of trees and landscaping plants from the reserve.
	53,500	To fund unusual items such as hurricane supplies, and insurance contingencies.
	0	To fund one-time expenditures for miscellaneous equipment
	4,000	To fund capital projects from Building Department Reserves
	<u>25,000</u>	To Fund Capital Project from Impact Fees
	\$ 102,500	Total General Fund
 CRA Fund		
	<u>571,089</u>	Unused fund balance calculated and designated for projects.
	\$571,089	Total CRA Fund
 Road and Bridge Fund		
	5,000	To fund unusual items such as hurricane supplies, and insurance contingencies.
	600,000	To Fund Capital Project from Impact Fees
	<u>917,255</u>	To fund Capital Projects from usable fund balance in excess of five months.
	\$1,522,255	Total Road and Bridge Fund
 Capital Projects Fund		
	<u>375,518</u>	To fund Capital Projects from funds carried forward from previous years –
	\$375,518	Total Capital Projects Fund
 Solid Waste Fund		
	<u>32,500</u>	To fund new CIP projects
	\$32,500	Total Capital Projects Fund
 Water and Sewer Fund		
	1,713,237	To fund CIP projects from funds carried forward from previous years
	<u>1,369,432</u>	To fund new CIP projects
	\$3,082,669	Total Water and Sewer Fund
 Stormwater Fund		
	151,189	To fund CIP projects from funds carried forward from previous years
	<u>274,417</u>	To fund new CIP projects
	\$425,606	Total Stormwater Fund
 Reuse Fund		
	34,494	To fund CIP projects from funds carried forward from previous years
	<u>262,500</u>	To fund new CIP projects
	\$296,994	Total Reuse Fund
	<u>\$6,410,631</u>	Total Use of Fund Balance



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

While the policy requires a three month minimum, as a general practice the City can use fund balance over five months of the fund's budgeted expenses to fund capital projects. It was determined that four funds had fund balance over five months available for 2022 capital projects – General Fund, Road & Bridge, Water/Sewer and Reuse. Solid Waste exceeded the three month minimum, however, did not meet the five month level. The enterprise funds were projected net of the carry forward funds. These carry-forward funds consist of unspent revenue generated the utility rate study that was designated for CIP use.

Fund Balance/Net Position Levels

FUND BALANCE USABLE FOR CAPITAL PROJECTS

Fund/Reserve	*FY2021 Unassigned Fund Balance (Projected)	1/12 of Proposed Budget	# of Months of Unassigned Fund Balance	Stabilization Reserve	Available Fund Balance	Budget Contingency	Surplus Reserve
General Fund	7,077,329	1,071,892	6.60	4,287,568	2,789,761	1,071,892	1,717,869

Fund/Reserve	*FY2021 Unrestricted Net Position (Projected)	1/12 of Proposed Budget	# of Months of Unrestricted Net Position	Stabilization Reserve	Available Fund Balance	Budget Contingency	Surplus Reserve
Road and Bridge	1,519,938	143,426	10.60	430,277	1,089,661	143,426	946,235
Solid Waste	901,697	202,127	4.46	606,382	295,315	202,127	93,187
Water/Sewer	4,780,328	633,548	7.55	1,900,645	2,879,684	633,548	2,246,136
Stormwater	581,053	74,120	7.84	222,361	358,692	74,120	284,572
Reuse	671,283	51,816	12.96	155,447	515,836	51,816	464,020

*Amount is calculated using FY 2021 projected revenues and expenses as of 9/08/2021. Included in the projected expenses is \$1 million dollars for the Police Department construction pending final approval by Commission.

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

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

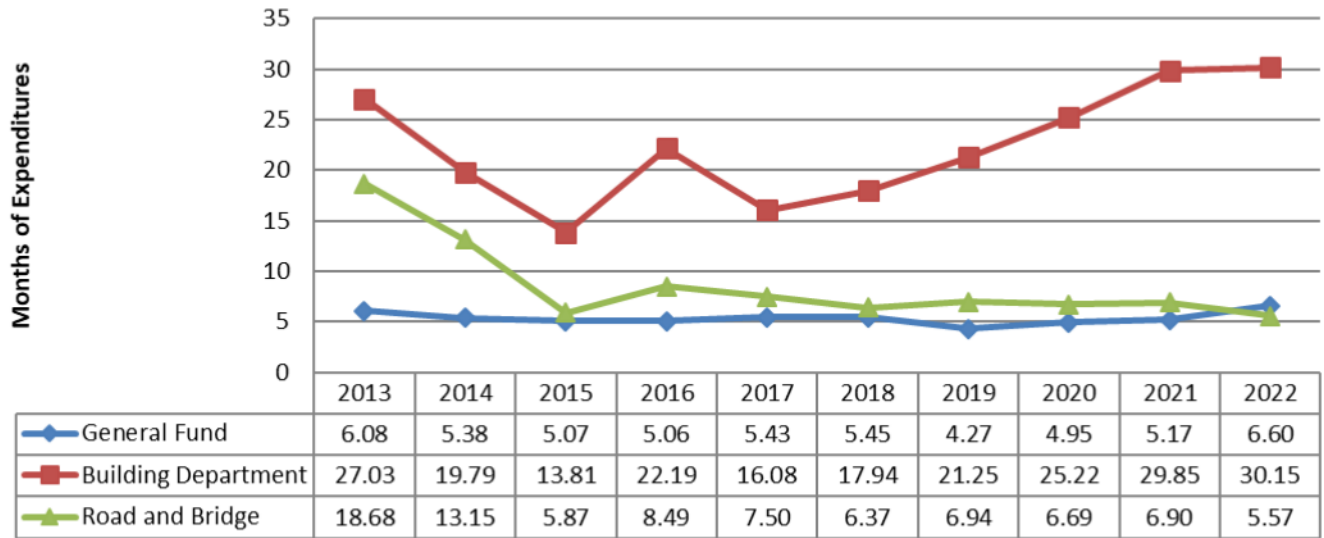
Surplus Contingency Reserve for one time cost or capital purchases. The surplus reserve takes projected unassigned fund balance less stabilization reserve and budget contingency.



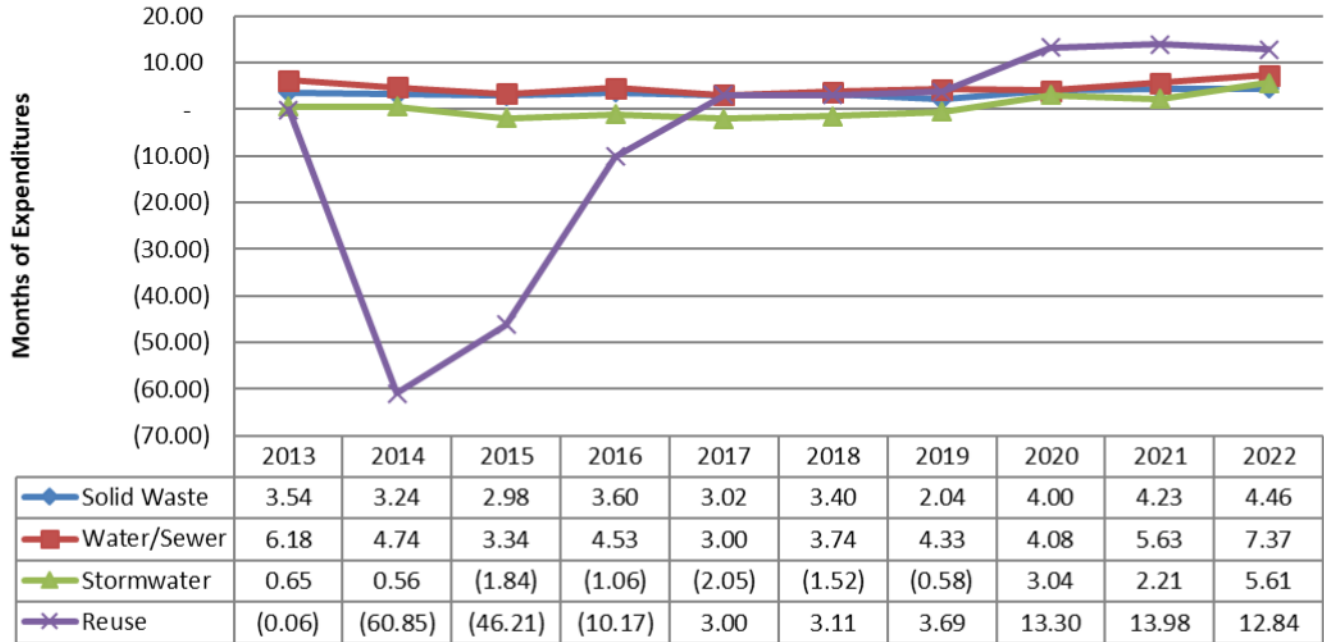
**CITY OF PALMETTO, FLORIDA
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Trends of Unassigned/Unrestricted Fund Balance

Unassigned Fund Balance Levels - Governmental Funds



Unrestricted Net Position Levels - Enterprise Funds



Charts demonstrating the levels of unassigned fund balance/unrestricted net position since fiscal year 2013.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

- **Operating Budget Policy**

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

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

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

- **Basis of Budgeting**

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

- **Balanced Budgeting**

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

- **Budgetary Control**

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



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

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

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

- **Budget Amendment Process**

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

- **Procurement Policy**

The purpose of these purchasing regulations is to:

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

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

Guidelines:

- Payment for the goods and services shall be made using a purchase order or a Check Request Form, unless the item is a capital asset. All purchases of capital assets require a purchase order. The procurement requirements shall not be artificially divided so as to constitute a small purchase.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

• **Capitalization Policy**

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

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

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

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Total Capital Expenditures by Fund for Fiscal Year 2022

Capital by Fund	Operating	Capital Lease	Projects					Total
			Current Revenues	Fund Balance	Impact Fees	Grants	Carryover	
General Fund	156,091	410,230	50,000	4,000	25,000			645,321
Community Redevelopment Agency	2,265,000							2,265,000
Half Cent Infrastructure Fund							250,000	250,000
Road & Bridge Fund	10,900	41,539		917,255	600,000			1,569,694
Capital Projects Fund						1,500,000	375,518	1,875,518
Solid Waste Fund	8,000	61,539		9,500.00			23,000	102,039
Water/Sewer Fund	45,261	119,614	613,586	1,369,432			1,713,237	3,861,130
Stormwater Fund		11,539	83,394	274,417			151,189	520,539
Reuse Fund	2,500	81,539	21,446	262,500			34,494	402,479
Total Capital by Fund	\$2,487,752	\$726,000	\$768,426	\$2,837,104	\$625,000	\$1,500,000	\$2,547,438	\$11,491,720

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

• **Debt Management Policy**

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

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

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

The City plans financing activity during fiscal year 2022 for its capital lease (\$726,000) for equipment and a loan (\$6,000,000) to finance the construction of the Police department.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Debt Ratios

Item # and Item Description	City Wide	Target Ratio	Governmental Funds*	Proprietary Funds	Total City	CRA Fund Information Only
1 Population	13,796					
2 Assessed taxable property value	1,038,776,633					
3 Personal income per capita	\$ 26,443					
4 Total Debt projected at 9/30/21			1,995,189	11,895,364	13,890,553	1,079,098
5 Total Revenue FY2022			15,175,657	12,045,073	27,220,730	4,549,503
6 Operating Expenses FY2022 **			13,265,456	8,447,650	21,713,106	2,273,076
7 Net Operating Income (Loss)			1,910,201	3,597,423	5,507,624	2,276,427
8 Debt Service FY2022			672,503	1,976,020	2,648,523	459,886
9 Net Debt Per Capita	#4 / #1	≤ \$900	145	862	1,007	78
10 Percentage of assessed taxable property value	#4 / #2	≤ 3%	0.19%	1.15%	1.34%	0.10%
11 Net debt per capita as a percentage of income per capita	#10 / #3	≤ 5%	0.55%	3.26%	3.81%	0.30%
12 Debt Service Coverage Ratio	#7 / #8	≥ 110%	284%	182%	208%	495%

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

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

It is necessary to note that prior to fiscal year 2012, the city’s population was estimated to be in excess of 14,000. However, during the 2010 Census, the population was determined to be 12,606 and is now estimated at 13,796 for the 2022 fiscal year. The Net Debt Per Capita for the total City has decreased by 100 points due to the payoff of the Reuse SRF loan in the Proprietary Fund. When applying for financing, the lending institution institutes its own calculation and considering the closeness of the ratios, the overall ratios are determined to be within acceptable limits. However, future financing should be reviewed at the individual fund level to determine feasibility.

• **Debt Service**

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

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

The City has a projected debt obligation of \$17,083,172 as of September 30, 2021 which is comprised of bank qualified loans, state revolving fund loans, interlocal agreement and capital leases.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

The debt service budgeted for 2022 is illustrated in the following table by fund:

Outstanding Debt and Debt Service

Loan	Maturity	Original Loan Issued	Total Principal Outstanding as of September 30, 2021			FY 2022		FY 2022		Total FY2022 Debt Service
			Governmental Loan Balance as of September 30, 2021	Business type Loan Balance as of September 30, 2021	Total Principal Outstanding as of September 30, 2021	Governmental Debt Service (Principal)	Governmental Debt Service (Interest)	Business Type Debt Service (Principal)	Business Type Debt Service (Interest)	
SRF - Reuse	12/15/2022	415,000	-	7,457	7,457			4,932	198	5,130
SRF - EQ Design	12/15/2038	368,749		322,628	322,628			17,316	3,597	20,913
**SRF - EQ Basin Const	12/15/2038	6,546,496		5,912,364	5,912,364			338,486	41,571	380,057
2014 BB&T Loan	08/31/2029	1,250,000	-	735,230	735,230			82,433	21,488	103,921
2019 Keybank	01/01/2028	7,151,300	-	4,794,800	4,794,800	194,953	19,106	837,361	82,067	1,133,487
Reuse TPT Loan *	09/30/2023	500,000	-	112,159	112,159			55,251	3,365	58,616
Capital Leases	Various	4,513,055	1,089,731	1,028,346	2,118,077	386,653	13,499	379,173	12,905	792,230
Existing City Debt		20,744,600	1,089,731	12,912,983	14,002,715	581,606	32,605	1,714,952	165,191	2,494,354
CRA 2006 BOA Loan	07/31/2026	1,250,000	1,079,098	-	1,079,098	219,750	40,000	-	-	259,750
Existing CRA Debt		1,250,000	1,079,098	-	1,079,098	219,750	40,000	-	-	259,750
Total City-wide Debt		21,994,600	2,168,829	12,912,983	15,081,812	801,356	72,605	1,714,952	165,191	2,754,104
Proposed New Debt - as budgeted**										
Lincoln Pk Aquatics Ctr	01/01/2031	2,001,360	2,001,360	-	2,001,360	200,136	-	-	-	200,136
2022 Sterling Bank	01/01/2032	5,636,000	-	-	-	473,000	44,686	-	-	517,686
2022 Capital Lease	02/01/2026	726,000	-	-	-	55,003	3,285	33,387	1,994	93,670
Total 2020 Debt			2,001,360	-	2,001,360	728,139	47,971	33,387	1,994	811,492
Total Existing and Proposed Debt			\$ 4,170,189	\$ 12,912,983	\$ 17,083,172	\$ 1,529,495	\$ 120,576	\$ 1,748,339	\$ 167,185	\$ 3,565,596

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

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

**2022 Sterling Bank Police Department construction loan closed Oct 2021.

**2022 - Capital Lease interest is estimated at 1.5% over a 4 year term.

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

Fiscal Year 2022 Debt Service By Fund

Fund	Principal Payments	Interest Payments	Total Debt Service	Budgeted New Debt Service	Total Overall Debt Service
General Fund	311,760	15,460	327,220	570,620	897,840
CRA	219,750	40,000	259,750	200,136	459,886
Road and Bridge	269,846	17,145	286,991	5,358	292,349
Total Governmental Funds	801,356	72,605	873,961	776,114	1,650,075
Solid Waste	17,882	570	18,452	7,940	26,392
Water and Sewer	1,270,764	126,992	1,397,756	15,430	1,413,186
Stormwater	232,251	20,848	253,099	1,488	254,587
Reuse	194,055	16,781	210,836	10,520	221,356
Total Business-Type Funds	1,714,952	165,191	1,880,143	35,378	1,915,521
Total City-Wide Debt Service	\$ 2,516,308	\$ 237,796	\$ 2,754,104	\$ 811,492	\$ 3,565,596



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**



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

H. Jackson Brown, Jr.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Personnel Budget

The City values each one of its 144 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 2022 are \$9,976,126 and accounts for 25.8% of city-wide total operating budget not to include transfers out.

The budget contains funding for 144 positions; 128 full-time, 10 part-time and 6 elected officials of which 21 full-time and 2 part-time positions were vacant.

The Commission and Mayor's salaries received a 3% increase over FY 2021. In FY22, the City hired a consultant to perform a compensation study for general employees. The objective was to evaluate job descriptions, City's pay and organization structure to establish equity across the City's pay structure, conduct a salary survey to assess the market, formulate a pay plan that will assist in reducing turnover and promote careers within the City, design a pay plan that will attract qualified personnel, present a current salary range competitive with similar position in the labor market and implement the plan and provide a cost estimate for implementation.

The outcome of the plan reclassified several positions titles and grade. All general employees received a minimum of 3% with an overall average of 7.2%. In addition, the City took a proactive approach and increased the lowest grade to \$15.00 per hour. On the next page, the reclassified positions and grades are identified in red.

The sworn renegotiated the PBA agreement for FY22 through FY24. The Grade for Officers, Corporals and Sergeant increased by 3.25%, 2.7% and .8%, respectively and the Steps increased 2.75% for officers and 2% for Corporals and Sergeant. Total wages increased \$473,765 or 7.3% in comparison to fiscal year 2021.

Pension costs are loaded based on the actuarial report received in November of 2020. The rate for PD decreased from 21.19% in FY2021 to 17.93%. General Employees' pension increased from 14.92% to 15.03%. Both plans are approximately 95% funded as of the September 30, 2020 actuarial.

Fiscal year 2022 Personnel Budget:

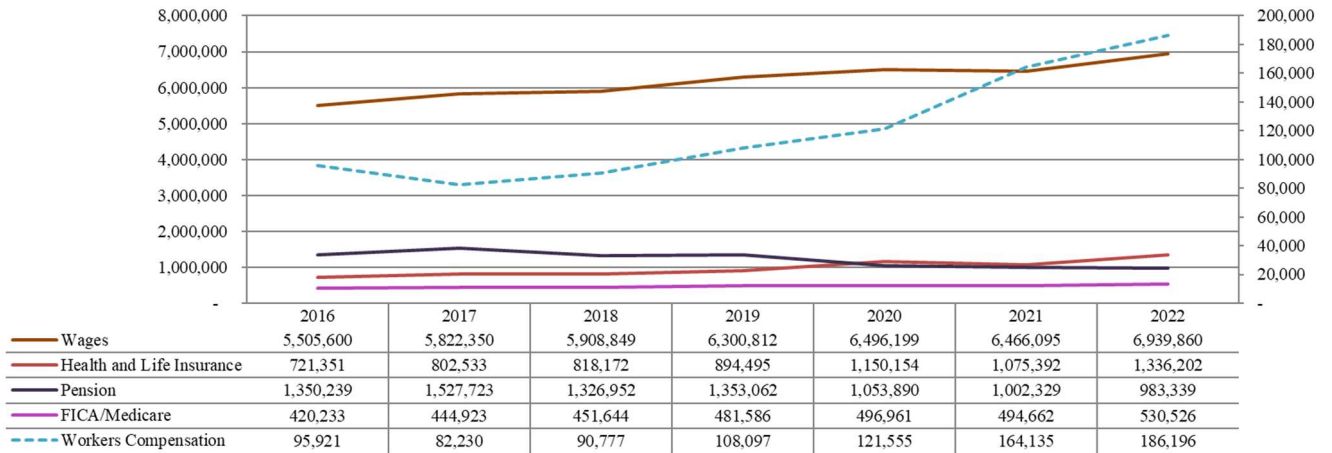
This fiscal year has brought a few benefits and challenges.

- Wages are up by 7.3% from fiscal year 2021. This is based on the renegotiated PBA, Compensation Study and the addition of an equipment operation in Reuse, Evidence Custodian in Police and a change in the HR coordination to a full time HR Generalist.
- Pension costs are 9.9% of annual wages, which is 1.9% lower than fiscal year 2021 due to a decrease of 3.26% in Police pension rates and a .11% increase in the General Employee Pension rate.
- Health insurance is 13.2% of annual wages, which is a 3.43% decrease from fiscal year 2021. The decrease takes into consideration the higher wages in FY22. Health insurance increase \$260,815 or 24.3% over FY21. The new rates for health insurance are 20% higher than the previous year. This is due to higher claims in fiscal year 2021.
- Workers' Compensation insurance increased by 14% due to the existence of several large claims in the prior years.

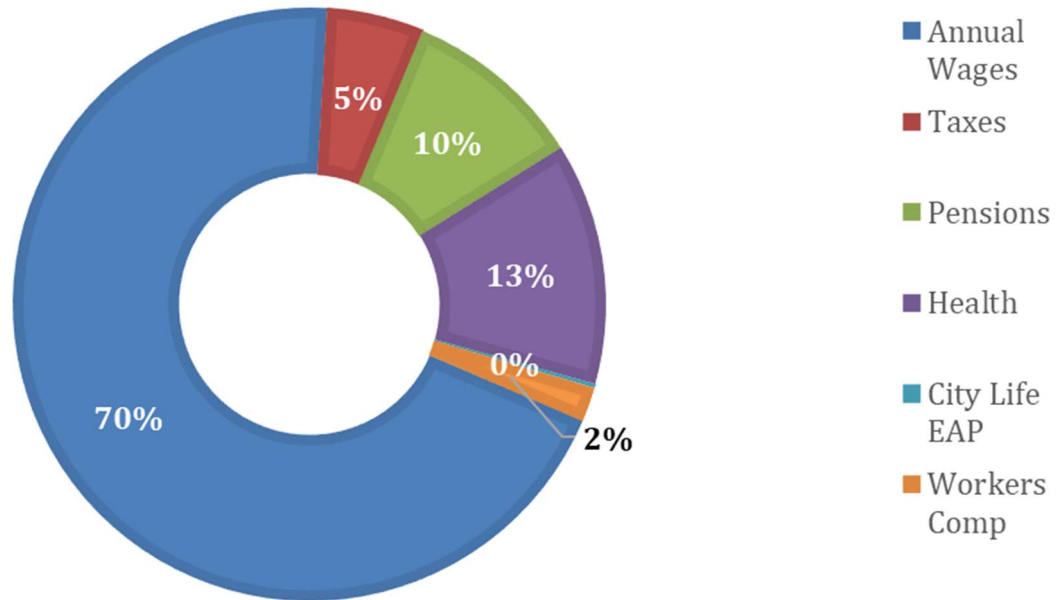


CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

7 Year History of Wages/Benefits - 2016-2022



2022 PERSONNEL COST





CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Personnel Cost for Fiscal Year 2021-2022

Breakdown by Department by Fund

Departments	Dept	Annual Wages	Taxes	Pensions	Health	City Life EAP	Workers Comp	Total Benefits	Total Cost
Mayor & Commission	511	194,232	14,858	13,925	17,235	162	327	46,505	240,737
City Clerk	512	159,562	12,207	23,982	23,776	518	273	60,757	220,319
Information Technologies	513	57,730	4,416	-	15,158	188	99	19,861	77,591
City Attorney	514	-	-	-	-	-	-	-	-
Finance	515	441,593	33,782	66,371	68,940	1,422	1,760	172,276	613,869
Human Resources	516	134,580	9,913	19,476	17,235	421	222	47,267	181,847
Events and Facilities	579	49,724	3,804	7,474	-	143	1,036	12,456	62,180
Police Department	521	3,050,703	233,381	434,460	550,435	8,865	92,120	1,319,262	4,369,965
Code Enforcement	523	79,426	6,076	11,938	23,776	259	1,882	43,931	123,357
Public Works Administration	540	337,947	25,853	50,793	48,499	1,105	4,642	130,894	468,841
Planning Department	543	113,403	8,675	17,044	21,216	373	194	47,503	160,906
Fleet Maintenance Department	549	142,351	10,889	21,395	35,900	467	4,110	72,761	215,112
Parks & Recreation Department	572	316,366	24,203	47,550	72,386	949	10,857	155,945	472,311
Building Department	524	97,636	7,470	11,265	17,235	246	167	36,383	134,019
Total General Fund		5,175,251	395,527	725,673	911,791	15,118	117,689	2,165,801	7,341,052
Community Redevelopment Agency	559	350,080	26,781	52,617	47,069	1,128	1,191	128,785	478,865
Total CRA Fund		350,080	26,781	52,617	47,069	1,128	1,191	128,785	478,865
Road & Bridge Department	541	172,585	13,204	25,940	47,069	554	15,763	102,529	275,114
Total Road & Bridge Department		172,585	13,204	25,940	47,069	554	15,763	102,529	275,114
Solid Waste Department	534	104,314	7,980	15,678	22,405	237	2,472	48,773	153,087
Total Solid Waste Fund		104,314	7,980	15,678	22,405	237	2,472	48,773	153,087
Cross Connection Services	532	70,492	5,394	10,595	17,235	220	2,672	36,117	106,609
Water Services	533	212,924	16,289	24,448	47,069	674	8,070	96,549	309,473
Sewer Services	535	314,783	24,083	47,312	82,969	998	7,873	163,234	478,017
Utility Customer Service	536	240,162	18,372	36,096	61,098	781	3,135	119,482	359,644
Waste Water Treatment Plant	537	-	-	-	-	-	-	-	-
Total Water/Sewer Fund		838,361	64,138	118,451	208,371	2,673	21,749	415,382	1,253,743
Stormwater Services	538	174,171	13,325	26,178	43,803	476	15,907	99,689	273,860
Total Stormwater Fund		174,171	13,325	26,178	43,803	476	15,907	99,689	273,860
Reuse Services	539	125,097	9,571	18,802	35,185	324	11,425	75,307	200,404
Total Reuse Fund		125,097	9,571	18,802	35,185	324	11,425	75,307	200,404
Grand Total		\$6,939,860	\$530,526	\$983,339	\$1,315,692	\$20,509	\$186,196	\$3,036,266	\$9,976,126



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Personnel cost for Fiscal Year 2021-2022

	<u>All Employees Insurance</u>						Total Position Cost	
	FY22 Annual Salary	Taxes	Pensions	Health	Life	Work Comp		Total Benefits
Breakdown by Fund								
General Fund	5,077,615	388,057	714,408	894,556	14,872	117,522	2,129,418	7,207,033
Building Department	97,636	7,470	11,265	17,235	246	167	36,383	134,019
CRA	350,080	26,781	52,617	47,069	1,128	1,191	128,785	478,865
Road and Bridge	172,585	13,204	25,940	47,069	554	15,763	102,529	275,114
Solid Waste	104,314	7,980	15,678	22,405	237	2,472	48,773	153,087
Water & Sewer	838,361	64,138	118,451	208,371	2,673	21,749	415,382	1,253,743
Stormwater	174,171	13,325	26,178	43,803	476	15,907	99,689	273,860
Reuse	125,097	9,571	18,802	35,185	324	11,425	75,307	200,404
Total Personnel Cost	6,939,860	530,526	983,339	1,315,692	20,509	186,196	3,036,266	9,976,126

Breakdown by type	FY2021	FY2022	Increase (Decrease)
Total Wages	6,466,095	6,939,860	473,765
FICA	496,962	530,526	33,564
General Employee Pension Contribution	597,341	624,344	27,003
Police Department Pension Contribution	388,819	342,219	(46,600)
Non-pensioned Department Heads	16,169	16,776	607
Total Pension Contribution	1,002,329	983,339	(18,990)
Health Dental and Life Insurance	1,075,392	1,336,207	260,815
Workers Compensation	164,135	186,196	22,061
Total Insurance	1,239,527	1,522,403	282,876
Total Benefits	2,738,818	3,036,268	297,450
Total Cost of Payroll	\$ 9,204,913	\$ 9,976,128	\$ 771,215
% of Total Benefits to Total Wages	29.8%	30.4%	

Summary of Vacant Positions

The Final personnel budgets include:		Vacant Positions - Full Time Funded		20
Total Funded Positions				
Full Time Funded Positions	128	1	Jr. Accountant - Finance	
Part Time Funded Positions	9	1	Purchasing Specialist - Finance	
Elected Officials	6	1	Police Officers	
Total Funded Positions	143	1	Crossing Guard	
		1	Code Enforcement Officer	
		1	Building Inspector - Building	
New Positions - Full Time Funded	3	2	Service Worker II - Cross Connect	
1 HR Position - PT HR Coordinator changed to FT Generalist		1	Service Worker I - Water	
1 Equipment Operator - Reuse		1	Service Worker III - Solid Waste	
1 Evidence Custodian - PD		1	Crew Leader - Sewer	
		1	Service Worker I - Reuse	
Vacant Positions - Part Time Funded	2	1	Sign Maintenance Tech - Streets	
1 Crossing Guard		1	Equipment Operator - Streets	
1 Building Inspector - Building		1	Service Worker I - Streets	
		1	City Planner - Planning	
		2	Service Worker I - Parks	
		2	Service Worker II - Parks	



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
*						
GENERAL FUND						
Mayor and Commission						
Commissioner	N/A	5	5	5	5	5
Mayor	N/A	1	1	1	1	1
Total Elected Officials		6	6	6	6	6
Executive Assistant to Mayor & Commission	113	1	1	1	1	1
Total Mayor and Commission - Full Time		1	1	1	1	1
Total Mayor and Commission		7	7	7	7	7
City Clerk						
Assistant City Clerk	114	1	1	1	1	1
City Clerk	127	1	1	1	1	1
Total City Clerk - Full Time		2	2	2	2	2
Information Technology						
IT Specialist	113	1	1	1	1	1
Total Information Technology - Full Time		1	1	1	1	1
Finance						
Finance Director	125	1	1	1	1	1
*Sr. Purchasing Agent	117	0	0	0	0	1
Senior Accountant	117	0	1	1	1	1
Purchasing Agent	116	1	1	1	1	0
Accountant I	112	1	1	1	2	2
Purchasing Specialist	112	0	0	0	0	1
Junior Accountant	109	2	1	1	1	1
Warehouse Operator / Account Clerk	107	1	1	1	1	1
Purchasing Assistant	107	1	1	1	1	0
Accounting Clerk	107	0	1	1	0	0
Total Finance - Full Time		7	8	8	8	8
* Finance Director - Part Time						
Total Finance - Part Time		0	1	0	0	0
Total Finance Department		7	9	8	8	8
Human Resources						
Human Resources Manager	124	0	0	0	0	1
Human Resources Administrator	122	1	1	1	1	0
*Human Resources Generalist	114	0	0	0	0	1
Total Human Resources - Full Time		1	1	1	1	2
* Human Resources Coordinator - Part Time	111	1	1	1	1	0
Total Human Resources - Part Time		1	1	1	1	0
Total Human Resources Department		2	2	2	2	2
Events and Facilities						
Special Projects/Events Coordinator	112	1	1	1	1	1
Total Information Technology - Full Time		1	1	1	1	1
Police - Administration						
*Sr Evidence Custodian	115	0	0	0	0	1
Dispatch Supervisor	115	1	1	1	1	1
Evidence Custodian	111	1	1	1	1	1
Dispatcher II	111	0	0	0	1	1
Accreditation/Grants Coordinator	112	1	1	1	1	1
Administrative Assistant	111	0	0	0	0	1
Victim Advocate	111	1	1	1	1	0
Dispatcher I	109	6	7	7	5	5
Records Clerk II	108	2	2	2	2	2



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
	*					
Police Fleet/Inventory Specialist	107	1	1	1	1	1
Total Police Administration - Full Time		13	14	14	13	14
* Crime Analyst - Part Time	107	1	1	1	1	1
* Crossing Guards - Part Time	104C	6	6	6	6	6
Total Police Administration - Part Time		7	7	7	7	7
Police - Sworn Officers						
Chief of Police	127	1	1	1	1	1
Captain	124	2	2	2	2	2
Police Sergeant	113SO	6	6	6	6	6
Corporal	111SO	5	4	4	4	4
Police Officer	110SO	20	21	21	21	21
Total Police - Sworn Officers - Full Time		34	34	34	34	34
* Sworn Officers - Part Time	110SO	2	2	2	2	2
Total Police - Sworn Officers - PartTime		2	2	2	2	2
Total Police Department - Full Time		47	48	48	47	48
Total Police Department - Part Time		9	9	9	9	9
Total Police Department		56	57	57	56	57
Code Enforcement						
Code Enforcement Officer	110	3	3	3	3	2
Total Code Enforcement - Full Time		3	3	3	3	2
Public Works Administration						
Public Work Director	127	1	1	1	1	1
Deputy Director of Public Works	124	1	1	1	0	0
Superintendent	121	0	0	0	1	1
Public Works Coordinator	115	1	1	1	1	1
Sr GIS Analyst	117	1	1	1	0	0
GIS Analyst/Compliance Coordinator	114	1	1	1	1	1
Customer Service Representative I	106	1	1	1	1	1
Total Public Works Administration - Full Time		6	6	6	5	5
Planning						
Development Service Director	124	1	1	1	1	0
City Planner	122	0	0	0	0	1
Development Service Supervisor	116	0	0	0	0	1
Planning Analyst	110	1	1	1	1	0
Total Planning Department - Full Time		2	2	2	2	2
Fleet Management						
Fleet Maintenance Supervisor	115	1	1	1	1	1
Equipment Mechanic II	110	1	0	0	0	0
Equipment Mechanic I	108	1	2	2	2	2
Total Fleet Management - Full Time		3	3	3	3	3
Parks and Recreation						
Parks Supervisor	115	1	1	0	0.4	0.4
Crew Leader	111	1	1	2	1	1
Service Worker III	107	0	1	1	1	1
Service Worker II	106	3	3	3	3	3
Service Worker I	104	3	3	3	3	3
Total Parks and Recreation - Full Time		8	9	9	8.4	8.4



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
*						
Building Department						
Building Official	121	0	0	0	0	0
Building Inspector	113	0	0	0	0	0
Development Services Technician	107	1	2	2	2	2
Total Building Department - Full Time		1	2	2	2	2
* Building Inspector - PT						
	113	0	1	1	1	1
Total Building Department - Part Time		0	1	1	1	1
Total Building Department		1	3	3	3	3
Total General Fund - Elected Officials		6	6	6	6	6
Total General Fund - Full Time		83	87	87	84.4	85.4
Total General Fund - Part Time		10	11	11	11	10
Total General Fund		99	104	104	101.4	101.4
CRA FUND						
Community Redevelopment Agency (CRA)						
CRA Director	127	1	1	1	1	1
CRA Manager	117	0	0	1	1	1
Sr. GIS Specialist	117	0	0	0	1	1
Administrative Assistant	111	2	2	2	2	2
Total CRA - Full Time		3	3	4	5	5
* Strategic Plan Specialist - Part Time	103	0	1	1	1	0
* Student Intern	103	4	4	0	0	0
Total CRA - Part Time		4	5	1	1	0
Total CRA Fund		7	8	5	6	5
ROAD AND BRIDGE FUND						
Streets Department						
Equipment Operator	108	1	1	1	1	1
Sign Maintenance Tech	107	1	1	1	1	1
Service Worker II	106	1	1	1	1	1
Service Worker I	104	2	2	2	2	2
Total Streets Department - Full Time		5	5	5	5	5
Total Road and Bridge Fund		5	5	5	5	5
SOLID WASTE FUND						
Solid Waste Department						
Public Works Supervisor	115	1	1	1	0.6	0.6
Service Worker III	107	0	1	1	1	1
Equipment Operator	107	1	1	0	0	0
Customer Service Field Rep	105	0	1	1	1	1
Service Worker I	104	1	1	0	0	0
Total Solid Waste Department and Fund - Full Time		3	5	3	2.6	2.6
WATER AND SEWER FUND						
Cross Connect						
Service Worker II	106	2	2	2	2	2
Total Cross Connect - Full Time		2	2	2	2	2
Water Department						
Public Works Supervisor	115	1	1	1	1	1
Crew Leader	111	1	1	1	1	1
Operator, Equipment	107	1	1	1	1	1
Service Worker II	106	0	1	1	1	1
Service Worker I	104	1	1	1	1	2



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
		*				
Total Water Department - Full Time		4	5	5	5	6
Sewer Department						
Public Works Supervisor	115	1	1	1	1	1
Crew Leader	111	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker III	107	0	0	0	1	1
Service Worker II	106	1	2	2	1	1
Service Worker I	104	3	3	3	3	3
Total Sewer Department - Full Time		7	8	8	8	8
Customer Service						
Customer Service Manager	117	0	1	0	0	1
Customer Service Supervisor	115	1	1	0	1	0
Utility Billing Analyst	109	1	1	0	0	0
Lead Customer Service Rep	108	0	0	1	1	1
Customer Service Rep. II	107	1	1	1	1	1
Customer Service Field II	107	0	1	1	1	1
Customer Service Rep. I	106	1	1	2	1	2
Customer Service Field	105	2	1	1	1	1
Total Customer Service - Full Time		6	7	6	6	7
Total Water and Sewer Fund - Full Time		19	22	21	21	23
Total Water and Sewer Fund		19	22	21	21	23
STORMWATER FUND						
Stormwater						
Public Works Supervisor - 75% salary	115	0.75	0.75	0.75	0.5	0.5
Crew Leader	111	1	1	1	1	1
Equipment Operator	108	1	1	1	1	1
Inmate Services Coordinator	107	1	1	1	1	1
Service Worker I	104	1	1	1	1	1
Total Stormwater Department and Fund - Full Time		4.75	4.75	4.75	4.5	4.5
REUSE FUND						
Reclaimed Water Department						
Public Works Supervisor - 50% salary	115	0.25	0.25	0.25	0.5	0.5
Equipment Operator	108	0	0	0	0	1
Service Worker I	104	0	1	2	2	2
Total Reuse Department and Fund - Full Time		0.25	1.25	2.25	2.5	3.5
Total Elected Officials		6	6	6	6	6
Total Full Time Employees		118	127	127	125	128
Total Part Time Employees		14	16	12	12	10
Total City Employees		138	149	145	143	144



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

General Fund - 001

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

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

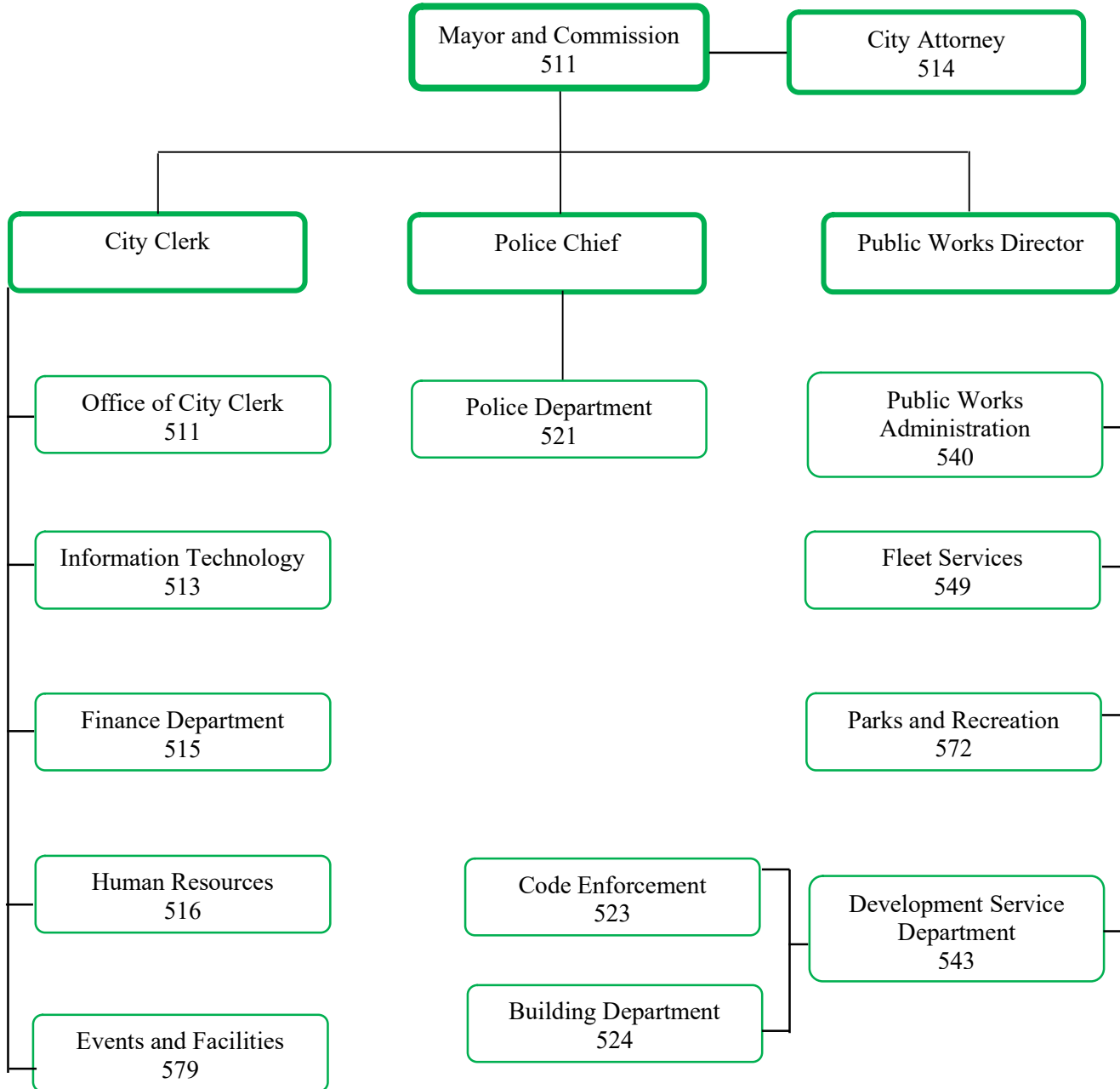


The General Fund receives compensation from other funds in the form of transfers-in for services provided by Information Technology, Finance, Human Resources, Public Works Administration and Fleet Services. These cost centers provide support services city-wide and are allocated to the other funds by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



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

GENERAL FUND ORGANIZATIONAL CHART

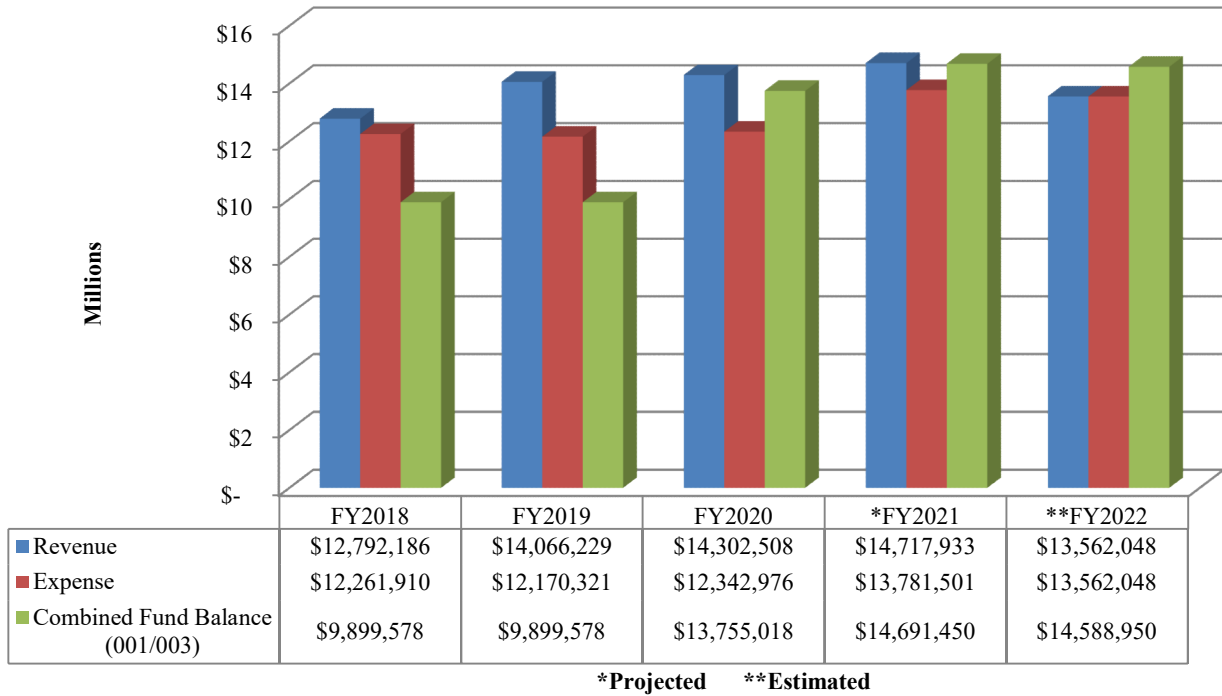




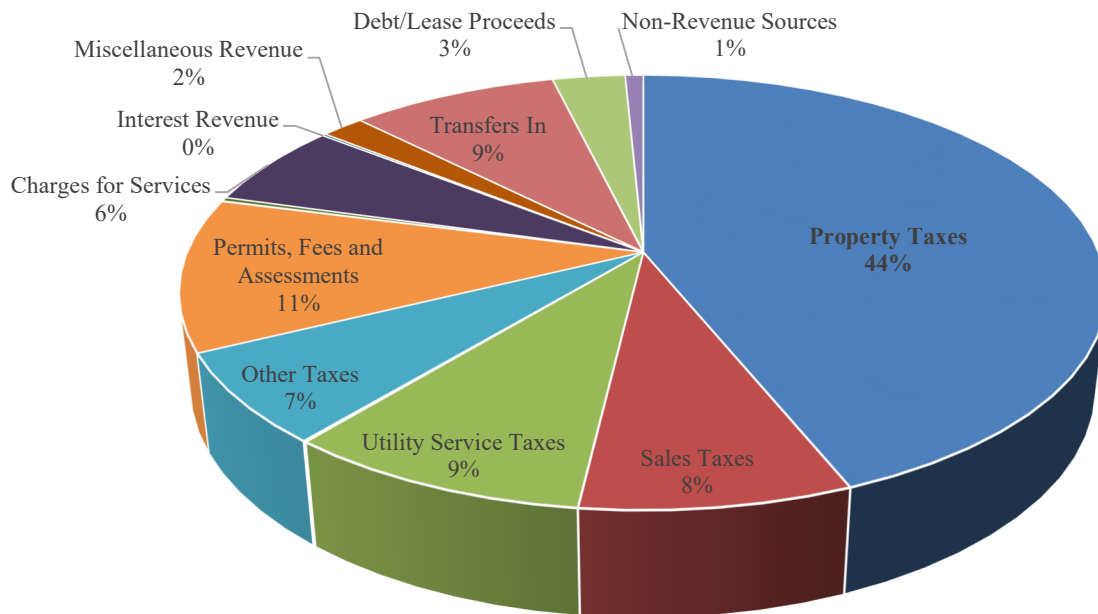
**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

GENERAL FUND – 001

5-Year Revenue, Expense and Fund Balance



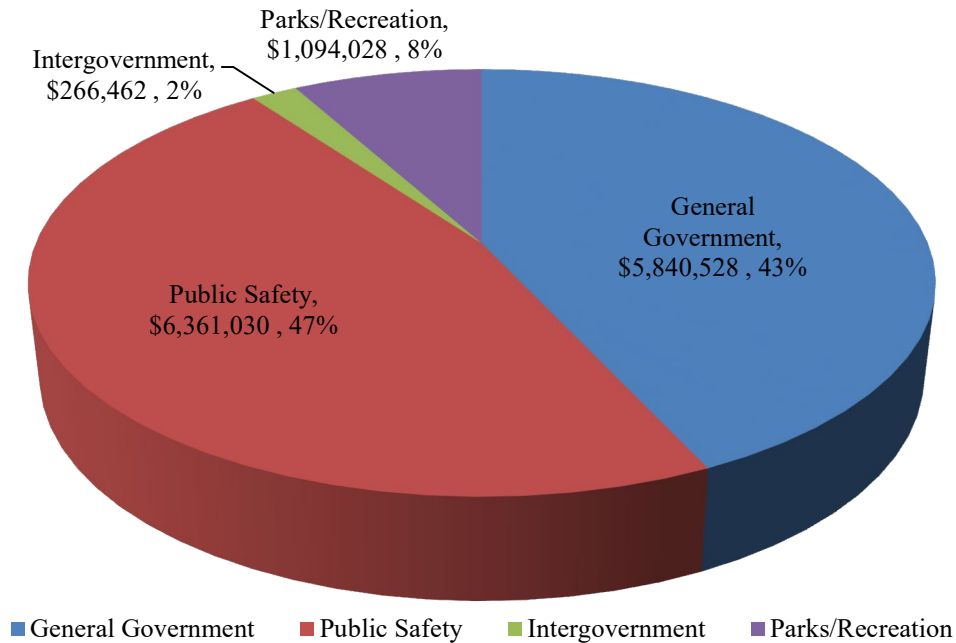
Revenues by Source





CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

GENERAL FUND – 001



Budgeted Expenditures by Function

- **General Government** expenditures total \$5,840,528; Departments in this category are: Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures \$6,361,030; Departments in this category are Police, Building Department and Code Enforcement.
- **Intergovernmental** expenditures \$266,462; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures \$1,094,028; this represents the Parks and Recreation Department.
- **Total General Fund expenses are \$13,562,048. Overall increase by .8% or \$114,521 from FY21.**



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

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

Revenue Trends

The General Fund is estimated to receive \$13,562,048 in FY2022 of which 78.99% or \$ \$10,711,432 is generated from Ad Valorem Taxes (43.88% - \$5,950,545), Permit, Fees and Assessments (11.36% - \$ \$1,540,344), Utility Service Tax (9.05% - \$1,540,344), Sales Tax (7.99% or \$1,083,611) and Other Taxes (6.71% - \$909,932).

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 - \$5,950,545 (43.88% of General Fund Revenue)

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of \$ 1,038,776,633. The millage rate for fiscal year 2022 is 5.9671 per \$1,000 of assessed value. This fiscal year the millage rate is 4.32% greater than the rolled back rate of \$5.7199.

The ad valorem taxes make up 43.88% of the city’s general fund revenues as shown on the previous page and 14.3% overall revenue. As illustrated by the chart below, ad valorem taxes are expected to slightly increase though fiscal year 2024. The economy is improving, residential sales increased and projecting increases in assessed values in future years; this created a 6.21% increase in the city’s tax base for the fiscal year 2022 budget year. The City is monitoring the growth, economy and projected tax increase during the COVID pandemic. For Fiscal Year 2023 and 2024 the City projects a 4% increase over FY2022 based on the new residential construction and sales.

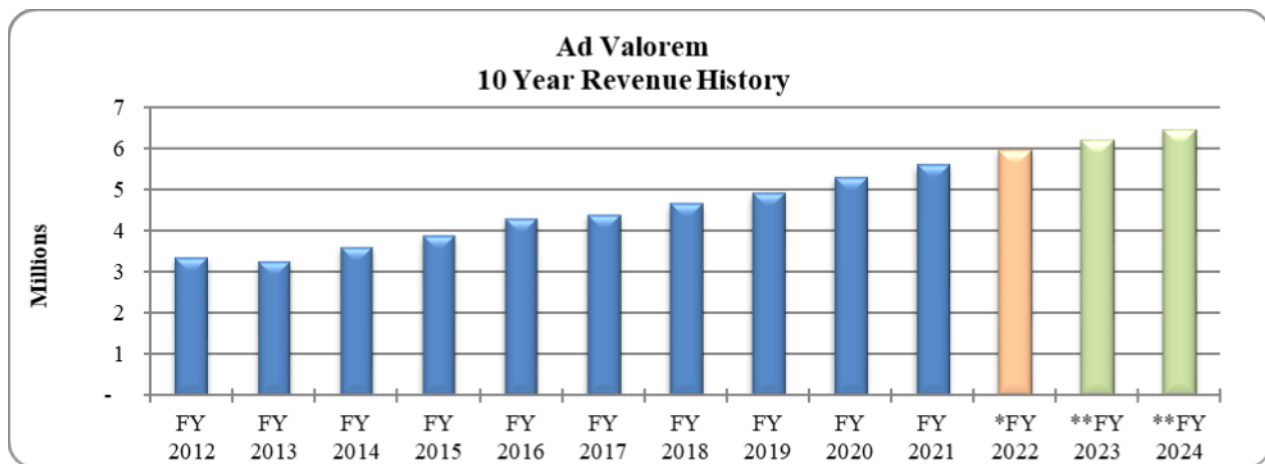


Figure 2



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

The graph in Figure 3 illustrates 10 years of ad valorem history and includes the millage rate, assessed value and ad valorem revenue. The City's millage rate is 5.9671 for FY 2022 and has not changed since FY2016.

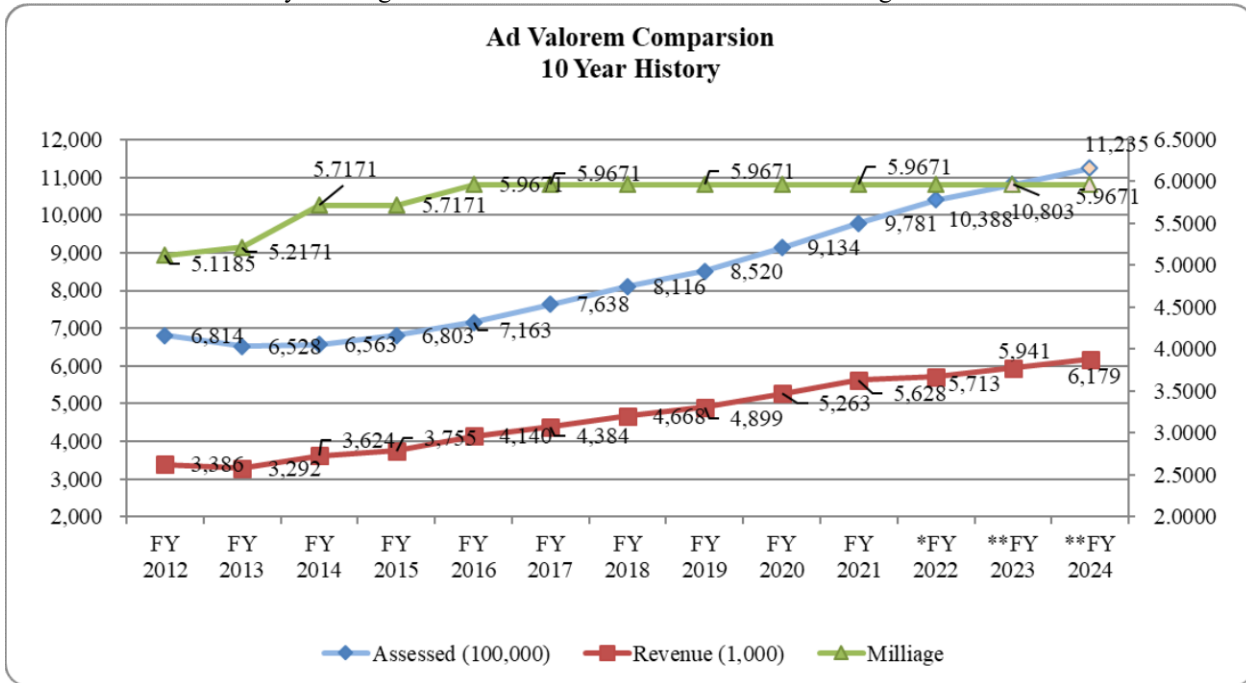


Figure 3

When compared to the five other municipalities in Manatee County and unincorporated Manatee county itself, the citizens of Palmetto are assessed the second lowest rate per capita, less than 1% higher than the lowest - City of Bradenton as illustrated in Figure 4. The City of Palmetto (13,661) has the third largest population behind unincorporated Manatee County (316,923) and the City of Bradenton (58,584).

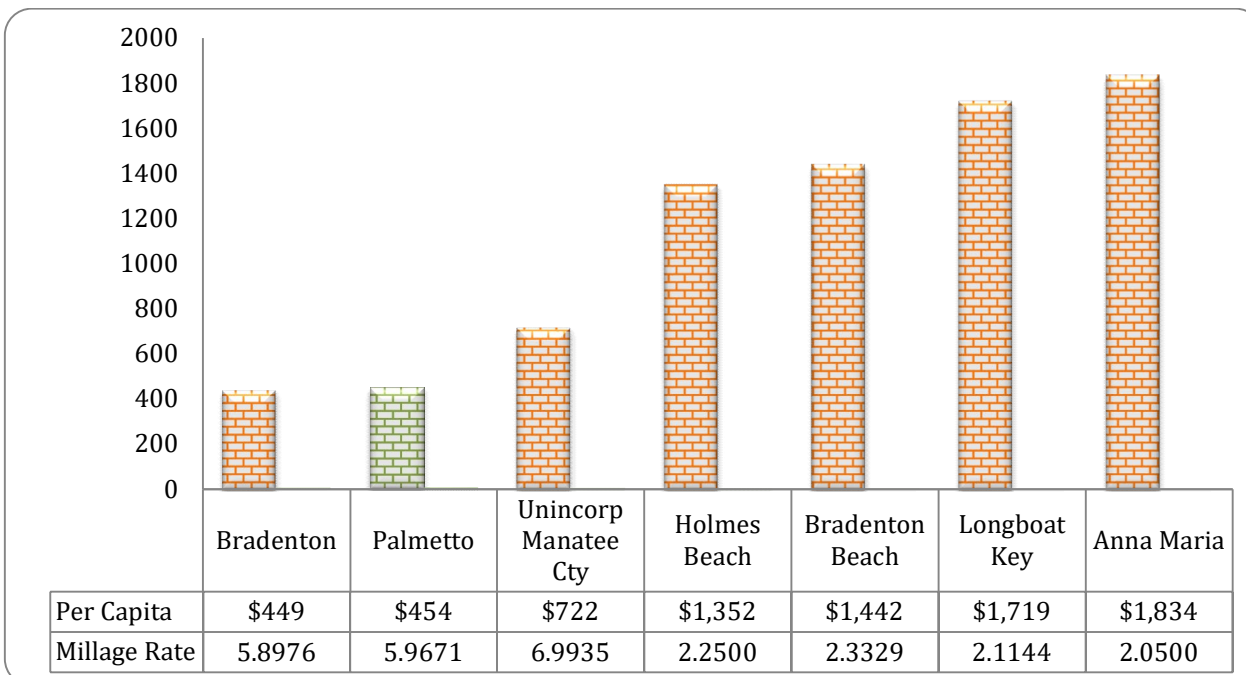


Figure 4



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

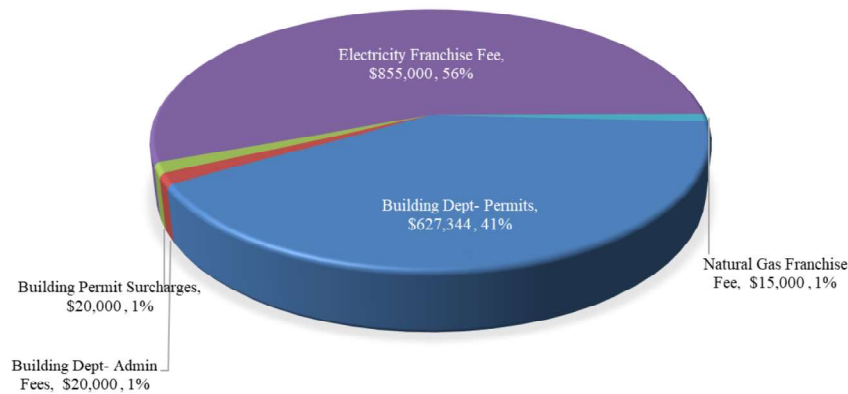
Permit, Fees and Assessments – General Fund - \$1,540,344 (11.36% of General Fund Revenues)

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 \$855,000 or 56.0% of the total permit, fees and assessments revenues. Electricity Franchise Fee, authorized by City ordinance, (*Palmetto, FL – Code of Ordinances, Ordinance No. 2011-03 (App. A, Art. I, Florida Power and Light Company)*) Retrieved from <http://library.municode.com/index.aspx?clientId=11965>. Future assumptions are based on a slight increase of 0.5% through FY2024.

The Building Department is showing a revenue increase for the next fiscal year. This is due to continued development of the Sanctuary Cove Residential community. The first phase includes a proposed 255 single family homes of which 178 have connected to the City, 49 are under construction and 18 will begin construction over the next couple of years. We are projecting revenue to increase at 10% annually from Fiscal Year 2022. In FY2021, the Building Department revenues outpaced budget due to a one time commercial building permit for construction of an the City’s first hotel.

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 FY2022:

PERMIT FEES AND ASSESSMENTS



**Permit, Fees and Assessments
10 Year History**





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Utility Service Taxes – General Fund - \$ 1,227,000 (9.05% 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 \$1,185,000 account for 96.6% of the total utility service taxes.

Florida Power and Light

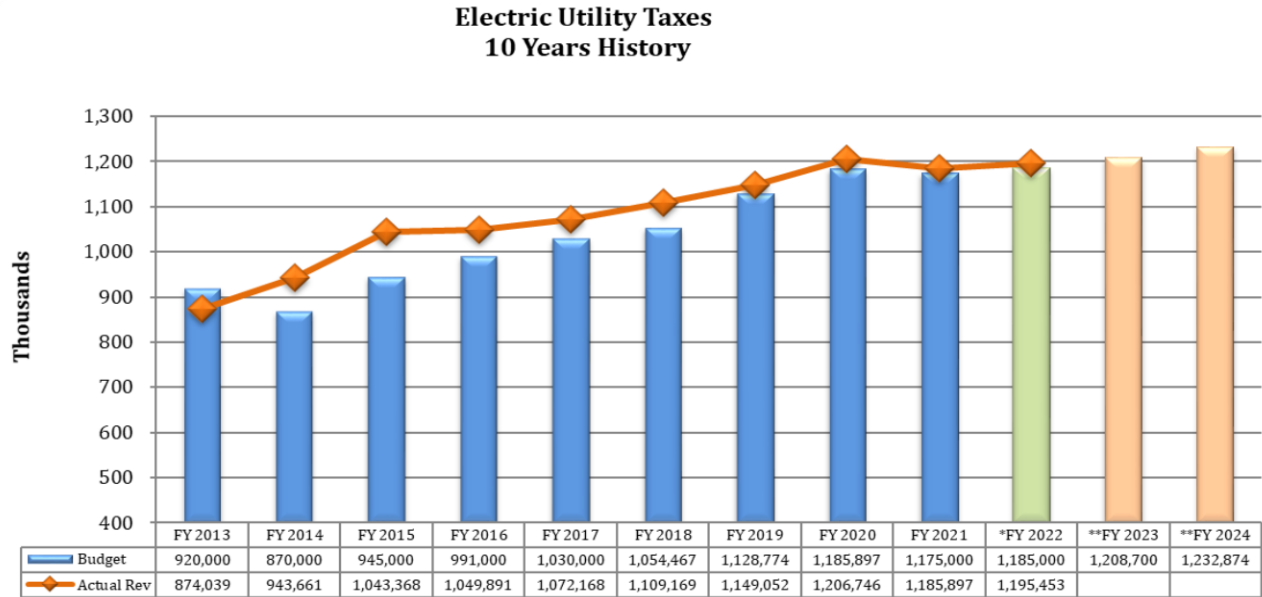


Figure 5

The City assesses 6% on all electric utility payments made within the City, excluding churches, through Florida Power and Light. Electric Utility Taxes are used entirely by the city’s General Fund. This tax is based on consumption, and as customers experience higher costs for electricity, it is anticipated to increase at 5% annually from Fiscal Year 2022 based on a revised four year rate increase plan by FPL.

Sales Tax – General Fund - \$1,083,611 (7.99% of General Fund Revenues)

Half-Cent Sales Tax – State Tax - \$1,083,611

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

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis, is projected a slight growth rate over the next two year. As a result of the pandemic-induced economic contraction, state estimated for Fiscal year 2021 would end with a loss of \$100K down over prior year therefore we budgeted accordingly. Actual revenues exceeded FY21 budget by 25% or \$308K. In Fiscal Year 2022, budget is based on current revenue trends and the State’s long-term revenue analysis.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Infrastructure Half-Cent Sales Tax - \$1,192,847 (only included in the following graph)

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

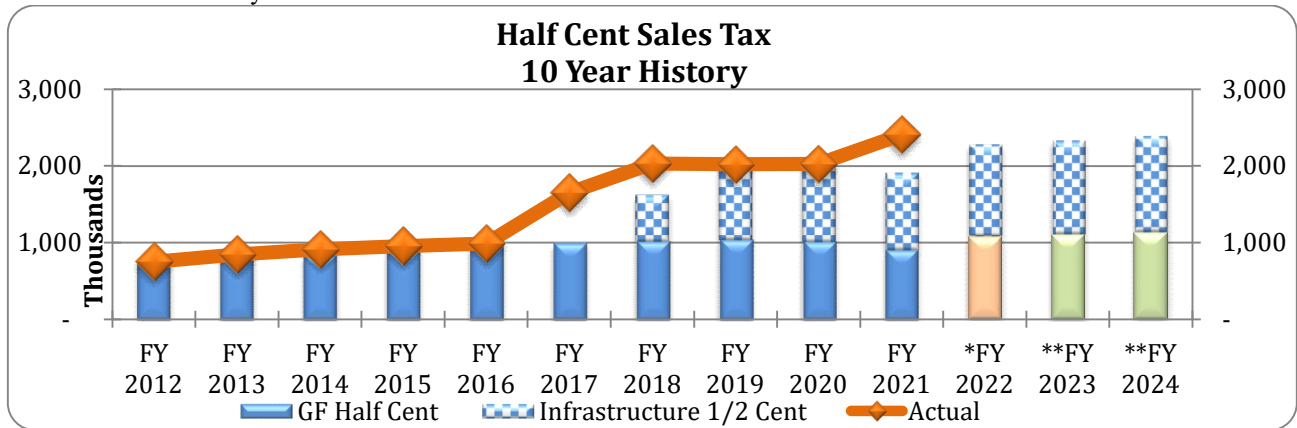


Figure 6

Other Taxes – General Fund - \$ 909,932 (6.71% of General Fund Revenue)

Other Taxes – Summary of revenues

Communication Service Tax – State Tax - \$382,203

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

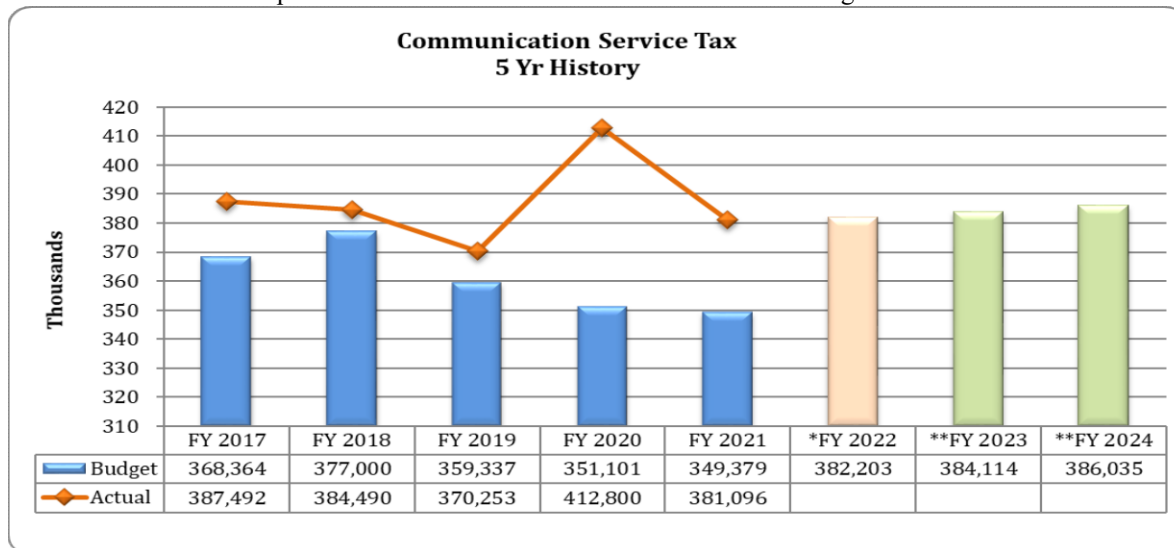


Figure 7



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

The tax is comprised of state communication service tax and local communication service tax. The state communication tax consists of two components: a state tax of 7.44% and a gross receipts tax of 2.37%. The local communication service tax for Palmetto is 5.42% as of FY2021. (F.S. 202.12(1)(a)(c) and (d)). Effective January 2019, changes in state law, Chapter 2019-131 amends (F.S. 337.403(3)) prohibit a municipality or county from imposing permit fees for the use of public rights-of-way by providers of communications services if the local government had not levied the permit fees as of January 1, 2019. In contrast, municipalities and counties that were imposing permit fees as of that date may continue to do so or may elect to no longer impose permit fees. This revenue represents 42% 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 2022.

State (Municipal) Revenue Share – State - \$420,279

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 FY2022, the proportional contribution of each revenue source comprising the Municipal Revenue Sharing Program is \$555,777 of which 79.6% or \$420,279 for the General Fund and 20.4% or \$135,498 for Road & Bridge Fund. This revenue represents 46.2% of Other Tax Revenue. As a result of the pandemic-induced economic contraction, state estimates for Fiscal Year was projected to be \$50K less than the prior year therefore we budgeted accordingly. Actual revenues exceeded FY21 budget by 22% or \$71K. In FY22, budget is based on current revenue trends and the State’s long-term revenue analysis.

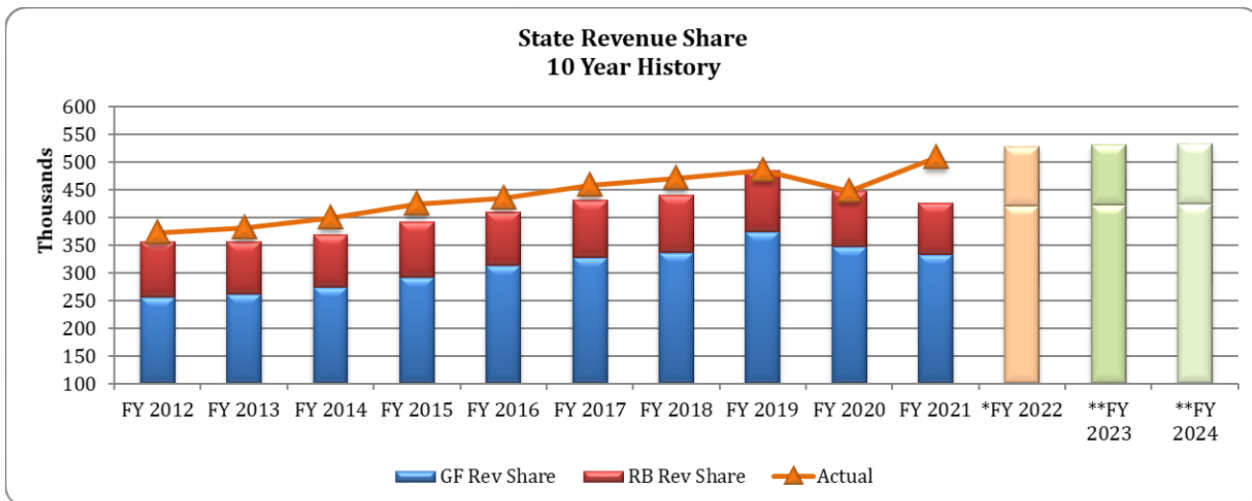
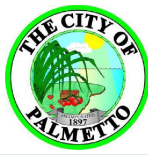


Figure 8



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001 - GENERAL FUND
Fund Summary

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 7,693,081	\$ 9,255,303	\$ 9,255,303	\$ 10,566,655	14.2 %
Revenues					
Property Tax	5,264,944	5,631,370	5,629,654	5,950,545	5.7 %
Sales Taxes	1,016,037	1,212,727	1,100,000	1,083,611	(10.6)%
Utility Service Tax	1,227,589	1,242,277	1,239,840	1,227,000	(1.2)%
Motor Fuel Taxes	11,832	7,648	8,000	11,500	50.4 %
Other Taxes	870,176	985,891	854,730	909,932	(7.7)%
Permits, Fees, Assessments	1,977,998	1,986,017	1,801,788	1,540,344	(22.4)%
Intergovernmental	71,699	63,215	59,106	6,000	(90.5)%
Fines and Forfeitures	47,005	55,653	43,892	39,000	(29.9)%
Charges for Services	823,469	864,861	814,066	846,286	(2.1)%
Interest Revenue	144,811	35,156	44,420	22,000	(37.4)%
Miscellaneous	148,073	252,392	200,105	242,389	(4.0)%
Impact Fees	206,504	168,603	112,654	-	(100.0)%
Transfers In	1,315,141	1,174,001	1,174,001	1,170,711	(0.3)%
Debt/Lease Proceeds	254,676	527,286	527,286	410,230	- %
Non-Revenue/Fund Balance	-	461,080	-	102,500	- %
Total Revenues	13,379,954	14,668,177	13,609,542	13,562,048	7.8 %
Expenses					
Mayor and Commission	249,771	276,906	256,533	281,889	1.8 %
City Clerk	2,403,527	2,550,748	2,503,756	2,614,812	2.5 %
Information Technology	458,324	639,097	599,261	581,757	(9.0)%
City Attorney	335,809	340,376	336,115	296,760	(12.8)%
Finance	650,013	691,221	664,454	733,378	6.1 %
Human Resources	185,414	256,417	246,244	261,316	1.9 %
Events and Facilities	122,058	190,087	147,114	180,723	(4.9)%
Police Department	4,199,625	4,625,082	4,235,207	5,011,723	8.4 %
Code Enforcement	195,802	228,979	157,646	159,123	(30.5)%
Public Works Administration	674,750	708,085	557,144	617,110	(12.8)%
Planning	190,239	206,023	168,854	190,465	(7.6)%
Fleet	219,723	229,463	221,047	245,157	6.8 %
Parks and Recreation	536,857	651,855	527,358	705,043	8.2 %
Building Department	457,333	511,086	465,211	499,863	(2.2)%
Grants - Non Capital Expenses	7,360	47,074	45,294	-	(100.0)%
Capital Expenses	461,848	647,059	660,721	566,321	(12.5)%
Debt Service	280,481	308,980	305,766	380,154	23.0 %
Transfer Out	188,798	338,989	200,465	236,454	(30.2)%
Total Expenditures	11,817,732	13,447,527	12,298,190	13,562,048	0.9 %
Excess Revenue Over (Under)	1,562,222	1,220,650	1,311,352	-	0.3 %
Fund Balance, End of Year	\$ 9,255,303	\$10,475,953	\$10,566,655	\$ 10,566,655	(0.6)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-000 - GENERAL FUND REVENUE
Fund Revenue Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-000						
311.1010	Current Property Taxes	\$ 5,262,933	\$ 5,627,943	\$ 5,628,214	\$ 5,950,545	5.7 %
311.1008	2008 Property Taxes	2	-	-	-	- %
311.1012	2012 Property Taxes	27	-	-	-	- %
311.1013	2013 Property Taxes	68	-	-	-	- %
311.1014	2014 Property Taxes	61	-	-	-	- %
311.1015	2015 Property Taxes	323	-	-	-	- %
311.1016	2016 Property Taxes	253	-	-	-	- %
311.1017	2017 Property Taxes	276	-	-	-	- %
311.1018	2018 Property Taxes	333	250	-	-	(100.0)%
311.1019	2019 Property Taxes	668	1,964	1,378	-	(100.0)%
311.1020	2020 Property Taxes	-	1,213	62	-	(100.0)%
	Total Ad Valorem Taxes	5,264,944	5,631,370	5,629,654	5,950,545	5.7 %
335.8000	State Rev/Lg Half Cent Sales Tax	1,016,037	1,212,727	1,100,000	1,083,611	(10.6)%
	Total Sales Taxes	1,016,037	1,212,727	1,100,000	1,083,611	(10.6)%
335.4100	State Rev/Mtr Fuel Tax Refund	11,832	7,648	8,000	11,500	50.4 %
	Total Motor Fuel Taxes	11,832	7,648	8,000	11,500	50.4 %
314.1000	Electric Utility Taxes	1,185,897	1,195,453	1,197,689	1,185,000	(0.9)%
314.4000	Natural Gas Utility Tax	15,026	18,957	16,151	16,000	(15.6)%
314.8000	Propane Utility Taxes	26,666	27,867	26,000	26,000	(6.7)%
	Total Utility Service Taxes	1,227,589	1,242,277	1,239,840	1,227,000	(1.2)%
315.0000	Communications Services Tax	412,800	381,096	382,098	382,203	0.3 %
316.0000	Local Business Tax	67,998	155,144	72,500	70,000	(54.9)%
316.0500	Local Business Tax-FLC Collected	819	2,457	2,457	750	(69.5)%
316.3100	Local Business Tax Penalties	197	475	475	200	(57.9)%
335.1200	State Revenue Sharing Proceeds	346,570	404,029	355,000	420,279	4.0 %
335.4000	Mobile Home Licenses	27,675	29,112	28,622	25,000	(14.1)%
335.5000	State Rev/Alcohol Bev License	14,117	13,578	13,578	11,500	(15.3)%
	Total Other Taxes	870,176	985,891	854,730	909,932	(7.7)%
	TOTAL TAXES	8,390,578	9,079,913	8,832,224	9,182,588	1.1 %
322.1100	Building Permits	1,043,069	1,011,869	870,000	627,344	(38.0)%
322.1700	Building Inspections	3,104	3,872	3,576	3,000	(22.5)%
323.1000	Electricity Franchise Fee	870,385	905,289	864,212	855,000	(5.6)%
323.4000	Natural Gas Franchise Fee	12,266	16,151	14,000	15,000	(7.1)%
329.0300	Building Permit Surcharge	26,213	25,611	25,000	20,000	(21.9)%
367.0100	Building Admin Fee	22,961	23,225	25,000	20,000	(13.9)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-000	TOTAL PERMITS, FEES AND ASSESSMENTS	1,977,998	1,986,017	1,801,788	1,540,344	(22.4)%
331.2400-9006	Bulletproof Vest Grant	3,612	4,000	4,000	-	(100.0)%
331.2880-9043	Bulletproof Vest Grant	-	4,030	4,030	-	(100.0)%
331.2880-9044	2020 Rapid ID Implementation	-	3,762	-	-	(100.0)%
331.5003	FEMA: Hurricane Irma	414	-	-	-	- %
334.2400-9040	FDLE FIBRS Implementation	-	25,664	25,664	-	(100.0)%
337.0200-9031	WCIND Waterway Grant	7,150	-	-	-	- %
337.0200-9035	WCIND Boat Removal	1,620	13,380	10,308	-	(100.0)%
337.0200-9036	WCIND - PD Boat Equipment	7,117	-	-	-	- %
337.0200-9041	Drug Free Community Grant	-	-	2,400	-	- %
337.1000-9038	COVID19 County Grant	45,786	6,704	6,704	-	(100.0)%
337.4000	FMIT Safety Grant	6,000	5,675	6,000	6,000	5.7 %
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	71,699	63,215	59,106	6,000	(90.5)%
351.2125	Judgements and Fines - 629	16,291	13,293	12,000	12,000	(9.7)%
351.3000	Judgement/Fines - Law Enforcement Educ.	2,406	2,910	2,308	2,000	(31.3)%
354.1000	Violation - Local Ordinance	2,980	415	415	500	20.5 %
354.2500	Violation-Local Ord/Code Enfrcmt	2,197	3,930	3,000	2,000	(49.1)%
354.2550	Violation Lot Clearing - Pass Thru	1,675	970	1,000	5,000	415.5 %
359.1000	Traffic Infractions	20,462	34,135	25,169	17,500	(48.7)%
359.2000	Forfeits/Restitution	994	-	-	-	- %
	TOTAL FINES AND FORFEITURES	47,005	55,653	43,892	39,000	(29.9)%
341.0221	CRA Reimbursement - PD	526,110	594,398	575,921	630,099	6.0 %
341.0223	CRA Reimbursement - Code Enforcement	53,652	61,262	33,184	-	(100.0)%
341.1000	Ag Museum Insurance Reimbursement	2,796	2,788	2,788	3,132	12.3 %
341.2200	Zoning Fees/Variances	28,650	34,650	30,850	25,000	(27.8)%
341.3000	Notary Fee	82	130	90	100	(23.1)%
341.3200	Reproduction - Map & Publications	1	405	276	50	(87.7)%
341.3300	Impact Admin Fee	574	1,046	725	-	(100.0)%
331.3324	Impact Fee - BD	1,459	2,660	1,845	-	(100.0)%
341.3500	Conduit Application Fee	4,000	-	-	-	- %
341.9023	Abandoned/Vacant Property Registration	2,200	600	500	500	(16.7)%
341.9521	PBA Administrative Fee	130	130	130	130	- %
342.0400	Fingerprint/Copying/Ids-Pd	5,632	4,454	4,000	4,000	(10.2)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-000						
342.2010	School Resource Officer - Manatee School Bd	188,331	129,872	129,966	148,509	14.4 %
343.8200	Locate Cemetery Spaces	325	625	550	100	(84.0)%
347.4000	Special Event - Svc Charge	8,977	4,600	6,000	7,500	63.0 %
347.4050	Special Event Permit App	400	575	575	500	(13.0)%
347.4600	July 4th Fireworks Reimbursement	-	26,666	26,666	26,666	- %
349.0523	Lien Search - Code Enforcement	-	1,850	1,500	8,000	332.4 %
349.0524	Lien Search - Building Department	-	1,850	1,500	8,000	332.4 %
	TOTAL CHARGES FOR SERVICES	823,319	868,561	817,066	862,286	(0.7)%
361.0100	Investment Earnings	128,567	29,726	39,305	20,000	(32.7)%
361.0200	Interest Rev - Impact Fees	10,299	-	-	-	- %
361.0800	Interest Special Assmt	-	1,528	1,446	-	(100.0)%
361.0900	A/R Interest Charges	5,945	3,902	3,669	2,000	(48.7)%
	TOTAL INTEREST REVENUE	144,811	35,156	44,420	22,000	(37.4)%
362.2000	Rents - Cell Tower (Non Taxable)	18,643	19,016	19,016	19,396	2.0 %
362.4000	Rents-Heritage Park Taxable	820	1,016	1,016	500	(50.8)%
362.4100	Rents Park -Taxable	7,730	14,505	14,575	12,000	(17.3)%
362.4300	Rents - Submerged Land	84,914	114,591	114,591	176,000	53.6 %
362.4900	Rents/Lease Solar	1,373	1,373	1,373	1,373	- %
362.5000	Rents - Banners/Signage	550	400	400	500	25.0 %
362.9900	CRA Rental Revenue	-	100	100	-	(100.0)%
364.4100	Disposition Of Fixed Assets	8,982	6,750	6,750	-	(100.0)%
364.5000	Sales Of Scrap Materials	681	1,171	1,171	-	(100.0)%
365.1100	Sale Of Surplus Materials/Scrap	999	705	705	-	(100.0)%
366.0026	PD Special Programs	3,000	2,000	2,000	-	(100.0)%
366.9100	Contributions Private Sources	-	10,200	10,200	-	(100.0)%
369.0200	Other Misc Revenue	7,890	2,994	4,000	10,000	234.0 %
369.1700	Other Misc Rev/Nsf Check Charges	80	30,040	20	20	(99.9)%
369.3000	Living Tree Memorial	-	-	-	600	- %
369.3099	Tree/Landscape Revenue - Reserve	-	-	-	1,500	- %
369.6800	Other Misc Rev/Refund Exp	-	2,799	2,600	-	(100.0)%
369.7400	Other Misc Revenue	-	19,612	-	-	(100.0)%
369.7401	Other Misc Rev/Ins Premium Reimbursement	10,678	14,031	14,031	-	(100.0)%
369.8001	Over/Short Cash	1	46	26	-	(100.0)%
369.8002	Over/Short Central Stores Inventory	(5,093)	1,593	1,231	-	(100.0)%
369.9000	Cemetery Spaces	400	800	(1,200)	-	(100.0)%
369.9521	PD Take Home Vehicle Reimbursement	6,425	4,950	4,500	4,500	(9.1)%
	TOTAL MISCELLANEOUS REVENUE	148,073	248,692	197,105	226,389	(9.0)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-000						
324.1100	Impact Fees - Law (Residential)	19,168	24,169	16,251	-	(100.0)%
324.1200	Impact Fees - Law (Commerical)	76,141	4,231	2,129	-	(100.0)%
324.6100	Impact Fees - Parks (Residential)	89,499	112,847	75,880	-	(100.0)%
324.7100	Impact Fees - General (Residential)	21,696	27,356	18,394	-	(100.0)%
	TOTAL IMPACT FEES	206,504	168,603	112,654	-	(100.0)%
OTHER FINANCING SOURCES						
381.7065	Transfer-In From Trailer Park Fund	118,482	-	-	-	- %
381.8212	Transfer-In From CRA Fund	69,482	58,806	58,806	61,315	4.3 %
382.0010	Transfer-In - Building Department	143,798	161,465	161,465	157,454	(2.5)%
382.3070	Transfer In - Road & Bridge	170,495	173,754	173,754	166,265	(4.3)%
382.4030	Transfer-In - Solid Waste Fund	76,292	74,447	74,447	74,311	(0.2)%
382.4321	Transfer-In - Water & Sewer Fund	561,972	531,841	531,841	518,704	(2.5)%
382.4400	Transfer-In - Stormwater Fund	122,548	124,873	124,873	126,414	1.2 %
382.4600	Transfer-In - Reuse Water Fund	52,072	48,815	48,815	66,248	35.7 %
	Total Transfers-In	1,315,141	1,174,001	1,174,001	1,170,711	(0.3)%
383.7000-0000	Capital Lease Inception	152,076	527,286	527,286	410,230	(22.2)%
383.7000-9762	Capital Lease Inception - FPL	102,600	-	-	-	- %
	Total Debt/Lease Proceeds	254,676	527,286	527,286	410,230	(22.2)%
399.0000	Funding From Fund Balance - Outstanding Enc	-	155,056	-	-	(100.0)%
399.0001	Funding From Fund Bal - Contingency	-	54,500	-	53,500	(1.8)%
399.7524	Funding From Bldg Dept Reserves	-	16,000	-	4,000	(75.0)%
399.7525	Funding From Law Enforcement Resrv	-	5,000	-	-	(100.0)%
399.7572	Funding From Tree/Landscape Reserve	-	1,500	-	20,000	1,233.3 %
399.9301	Funding From Equity - Cap Prjs	-	23,000	-	-	(100.0)%
Funding from Impact Fees - GG	399.9512	-	-	-	25,000	- %
399.9572	Funding From Impact Fees - Parks	-	206,024	-	-	(100.0)%
	Total Non-Revenue Sources	-	461,080	-	102,500	(77.8)%
	TOTAL OTHER FINANCING SOURCES	1,569,817	2,162,367	1,701,287	1,683,441	(22.1)%
	TOTAL GENERAL FUND REVENUE	\$13,379,804	\$14,668,177	\$13,609,542	\$13,562,048	(7.5)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Mayor and Commission – 511

General Fund - 001

Department Mission:

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

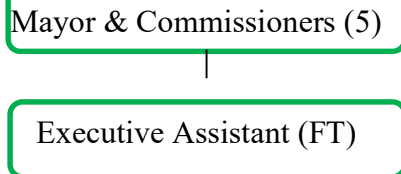
Primary Duties:

The City is governed by a strong-mayoral form of government with the City Commission serving as the governing body. The Commission is comprised of the Mayor and three commission members and two at large commissioners, who each serve four-year terms. The Commission is the legislative and policy-making body of the City, responsible for approving the budget and determining the ad valorem tax rate on all real and personal property within the corporate limits of the City. The Mayor serves as the Chief Executive Officer of the City supervising and directing the Department Heads.

The Mayor and Commission:

- Act as the legislative and policy making body of elected officials
- Enacts laws and ordinances
- Sets policy and direction for the various functions of City government
- Adopt annual operating and capital budgets.
- Serve as City liaison for various area-wide boards.
- Welcomes and encourages new businesses
- Meets with Citizens as requested

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Mayor and Commission – 511

General Fund – 001

Goals:

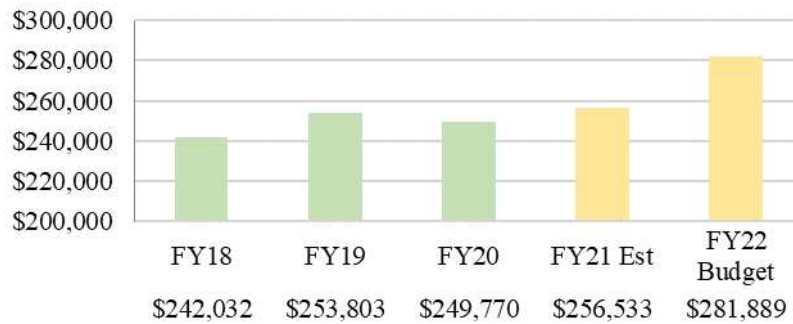
- Broaden communication for Toilet Rebate Program
- Facilitate Economic Development
- Expedite traffic improvements, signalization or intersection modification
- Enhancing city parks and trail system
- Expand Adopt-a-Block Program with local businesses
- Continue Seahorse rebranding to connect our history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

Performance Indicators:

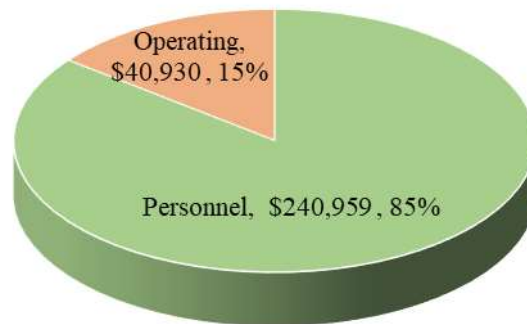
Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Forecast
Resolutions Proposed	50	23	38	40
Resolutions Passed	45	21	32	37
Ordinances Proposed	24	7	15	15
Ordinances Passed	18	5	8	10
Toilet Rebate Program Grant		80	100	80

**Resolutions and Ordinances are based on calendar year

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-511 - MAYOR AND COMMISSION
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 178,275	\$ 182,221	\$ 181,574	\$ 188,982	3.7 %
514.0100	Overtime - GE	-	-	-	1,650	- %
515.2000	Vehicle Allowance	3,900	3,600	3,600	3,600	- %
521.0100	Fica Taxes	13,901	14,214	14,569	14,858	4.5 %
522.2100	Retirement General Employee	8,425	7,017	3,832	-	(100.0)%
522.2500	Matching Deferred Comp	10,364	13,519	9,829	13,925	3.0 %
523.0100	Health Insurance	11,592	14,350	13,389	17,235	20.1 %
523.0300	Insurance & EAP	253	369	262	382	3.5 %
524.0100	Workers' Compensation	217	290	297	327	12.8 %
	Total Personnel Expenses	226,927	235,580	227,352	240,959	2.3 %
531.0300	Membership Dues	10,345	10,420	10,430	10,565	1.4 %
540.5100	Travel and Per Diem	716	8,720	857	8,720	- %
541.1100	Communications	2,464	2,700	2,500	2,700	- %
545.1200	Insurance	7,019	7,816	7,816	8,080	3.4 %
546.3400	Repair & Maintenance	-	500	500	500	- %
547.5100	Printing And Binding	103	1,250	400	1,250	- %
551.1200	Office Supplies	142	300	175	175	(41.7)%
552.2300	Operating Expenses	1,759	1,970	3,605	1,840	(6.6)%
552.4200	Small Tools/Equipment	-	800	969	500	(37.5)%
554.0100	Non-Capitalized Equipment	-	-	520	-	- %
555.1300	Technical/Training	296	6,850	1,409	6,600	(3.6)%
	Total Operating Expenses	22,844	41,326	29,181	40,930	(1.0)%
	TOTAL EXPENDITURES	\$ 249,771	\$ 276,906	\$ 256,533	\$ 281,889	1.8 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Mayor and Commission - 511

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-511-512.0100 REGULAR SALARIES	1	188,982	<u>188,982</u>
Totals for GL# 001-511-512.0100-REGULAR SALARIES			188,982
001-511-514.0100 OVERTIME - GE OVERTIME	1	1,650	<u>1,650</u>
Totals for GL# 001-511-514.0100-OVERTIME - GE			1,650
001-511-515.2000 VEHICLE ALLOWANCE MAYOR VEHICLE ALLOWANCE	1	3,600	<u>3,600</u>
Totals for GL# 001-511-515.2000-VEHICLE ALLOWANCE			3,600
001-511-521.0100 FICA TAXES FICA TAXES	1	14,858	<u>14,858</u>
Totals for GL# 001-511-521.0100-FICA TAXES			14,858
001-511-522.2500 MATCHING DEFERRED COMP CITY CONTRIBUTION FOR DEFERRED COMP	1	13,925	<u>13,925</u>
Totals for GL# 001-511-522.2500-MATCHING DEFERRED COMP			13,925
001-511-523.0100 HEALTH INSURANCE HEALTH INSURANCE - EMPLOYEE ONLY	1	17,235	<u>17,235</u>
Totals for GL# 001-511-523.0100-HEALTH INSURANCE			17,235
001-511-523.0300 LIFE INSURANCE & EAP LIFE INSURANCE	1	382	<u>382</u>
Totals for GL# 001-511-523.0300-LIFE INSURANCE & EAP			382
001-511-524.0100 WORKERS' COMPENSATION WORKERS COMPENSATION	1	327	<u>327</u>
Totals for GL# 001-511-524.0100-WORKERS' COMPENSATION			327
001-511-531.0300 MEMBERSHIP DUES ECONOMIC DEVELOPMENT COUNCIL	1	5,000	5,000
FACE MEMBERSHIP	2	45	90
FL LEAGUE OF MAYORS	1	366	366
FLOC MEMBERSHIP	1	1,964	1,964
MANASOTA LEAGUE OF CITIES	1	600	600
MANATEE CHAMBER OF COMMERCE	1	430	430
TAMPA BAY REGIONAL PLAN COUNCIL	1	2,000	2,000
MANATEE COUNTY 4H FOUNDATION	1	100	100
ARBOR DAY FOUNDATION	1	15	<u>15</u>
Totals for GL# 001-511-531.0300-MEMBERSHIP DUES			10,565
001-511-540.5100 TRAVEL AND PER DIEM FACE CONFERENCE	1	500	500
FLOC ANNUAL CONFERENCE - COMMISSION	4	1,000	4,000
FLOC ANNUAL CONFERENCE - MAYOR	1	1,000	1,000
MISCELLANEOUS TRAVEL - MAYOR/COMMISSION	1	1,500	1,500
FLC COMMITTEE TRAVEL	1	1,000	1,000
BUSINESS MEETINGS/ MARKETING	12	60	<u>720</u>
Totals for GL# 001-511-540.5100-TRAVEL AND PER DIEM			8,720



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Mayor and Commission - 511

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-511-541.1100 COMMUNICATIONS			
CELL SERVICE - COMMISSIONER	12	45	540
CELL SERVICE - COMMISSIONER	12	45	540
CELL SERVICE - COMMISSIONER	12	45	540
CELL SERVICE - COMMISSIONER	12	45	540
CELL SERVICE - MAYOR	12	45	540
Totals for GL# 001-511-541.1100-COMMUNICATIONS			<u>2,700</u>
001-511-545.1200 INSURANCE			
D-6 ACCIDENT INSURANCE-MAYOR AND COMMISSION	1	280	280
GENERAL LIABILITY, AUTO, AND PROPERTY	4	1,950	7,800
Totals for GL# 001-511-545.1200-INSURANCE			<u>8,080</u>
001-511-546.3400 REPAIR & MAINTENANCE			
REPAIRS TO CHAMBERS	1	250	250
	1	250	250
Totals for GL# 001-511-546.3400-REPAIR & MAINTENANCE			<u>500</u>
001-511-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	2	75	150
FLYERS/MAILINGS FOR MAYOR	1	100	100
PROMOTIONAL ADVERTISING	1	500	500
COUNTY CALENDAR/ CHAMBER MAP & GUIDE	1	500	500
Totals for GL# 001-511-547.5100-PRINTING AND BINDING			<u>1,250</u>
001-511-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	175	175
Totals for GL# 001-511-551.1200-OFFICE SUPPLIES			<u>175</u>
001-511-552.2300 OPERATING EXPENSES			
AWARDS/CERTIFICATES/PLAQUES	1	200	200
BUSINESS OBSERVER SUBSCRIPTION	1	40	40
CITY SHIRTS - MAYOR/COMMISSION	6	45	270
EVENT SUPPLIES (EMP. APPR,MULTI,FAIR,4TH)	1	1,000	1,000
FLORIDA TREND SUBSCRIPTION	4	10	40
PERIODICALS	3	30	90
SEASONAL DECOR	1	200	200
Totals for GL# 001-511-552.2300-OPERATING EXPENSES			<u>1,840</u>
001-511-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS EQUIPMENT FOR CHAMBERS	1	250	250
OFFICE FURNITURE/EQUIPMENT	1	250	250
Totals for GL# 001-511-552.4200-SMALL TOOLS/EQUIPMENT			<u>500</u>
001-511-555.1300 TECHNICAL/TRAINING			
FLOC REGISTRATION FEE	5	600	3,000
FACE CONFERENCE REGISTRATION	1	500	500
TRAINING FOR MAYOR	1	500	500
TRAINING FOR EXEC ASSISTANT	1	1,000	1,000
EMO TRAINING	2	300	600
TRAINING FOR COMMISSION	5	200	1,000
Totals for GL# 001-511-555.1300-TECHNICAL/TRAINING			<u>6,600</u>
Totals for Dept 511-MAYOR AND COMMISSION			<u>\$ 281,889</u>



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CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Office of City Clerk - 512

General Fund – 001

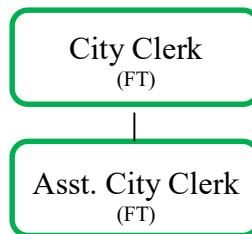
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

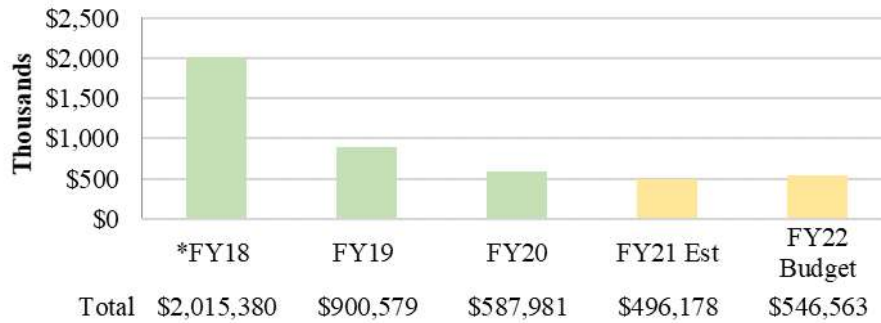
Office of City Clerk - 512

General Fund – 001

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
Public Records Request	29	47	102	40
Number of Commission Meetings	26	22	26	26
Number of Workshops Meetings	24	22	24	24
Number of Pension Board Meetings	8	8	8	8
Burials and Internments	6	3	15	5

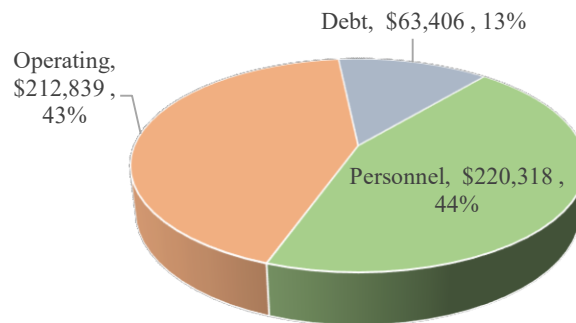
Departmental Expenditures



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

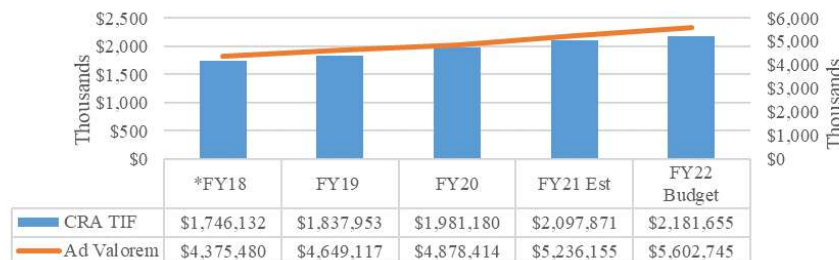
Note: FY19 actual includes a one-time expense for capital loan refinancing. The expense is offset with loan proceeds.

Budget by Category



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

Tax Increment Funds to CRA





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPENDITURES						
511.0100	Executive Salaries	\$ 106,021	\$ 108,369	\$ 107,952	\$ 111,620	3.0 %
512.0100	Regular Salaries	56,059	45,972	45,851	47,942	4.3 %
513.0100	Part Time Wages	361	-	-	-	- %
521.0100	Fica Taxes	11,907	11,807	11,363	12,207	3.4 %
522.2100	Retirement General Employee	29,769	23,028	24,102	23,982	4.1 %
523.0100	Health Insurance	19,810	19,796	20,621	23,776	20.1 %
523.0300	Insurance & EAP	507	502	502	518	3.2 %
524.0100	Workers' Compensation	193	246	246	273	11.0 %
	Total Personnel Expenses	224,627	209,720	210,637	220,318	5.1 %
531.0100	Consulting	-	10,495	10,495	-	(100.0)%
531.0300	Membership Dues	430	675	705	685	1.5 %
531.1600	Contract Services	7,621	7,760	7,700	7,760	- %
540.5100	Travel and Per Diem	394	2,550	500	2,550	- %
541.1100	Communications	22,973	2,580	2,300	2,400	(7.0)%
542.1200	Postage/Mailing Service	2,530	2,700	2,700	2,700	- %
543.0000	Utility Services	20,855	24,160	21,600	21,700	(10.2)%
544.0500	Operating Lease	4,412	4,740	4,740	4,588	(3.2)%
545.1200	Insurance	5,460	6,967	6,967	6,351	(8.8)%
545.9900	Insurance Contingency - Vehicle	2,774	30,000	3,000	30,000	- %
546.3400	Repair & Maintenance	5,905	8,250	6,000	8,250	- %
546.4000	Vehicle Repair & Maintenance	449	800	500	800	- %
547.5100	Printing And Binding	5,597	6,450	6,000	6,450	- %
548.9100	Promotional Advertising	3,339	10,310	3,500	11,260	9.2 %
549.0100	Repurchase Of Cemetery Spaces	-	800	-	800	- %
549.9000	Tax Increment Funds To CRA	1,981,180	2,097,871	2,097,871	2,181,655	4.0 %
549.9600	Bank Service Charges	6,075	6,750	6,000	6,050	(10.4)%
551.1200	Office Supplies	1,531	2,100	1,800	2,100	- %
552.0000-0000	Hurricane Materials	-	1,500	-	1,500	- %
552.0000-9038	Covid Materials	17,600	12,909	12,909	-	(100.0)%
552.1500	Fuel and Lubricants	133	500	140	400	(20.0)%
552.2300	Operating Expenses	87,554	88,461	87,600	89,465	1.1 %
552.4200	Small Tools/Equipment	151	1,850	3,867	200	(89.2)%
552.5100	Uniform Purchases And Cleaning	-	70	63	100	42.9 %
554.0100	Non-Capitalized Equipment	-	4,500	4,000	500	(88.9)%
554.1200	Publications	846	1,080	1,013	1,080	- %
555.1300	Technical/Training	491	1,200	849	2,150	79.2 %
555.9900	Tuition Reimbursement	600	3,000	300	3,000	- %
	Total Operating Expenses	2,178,900	2,341,028	2,293,119	2,394,494	2.3 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-512 - CITY CLERK
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-512						
561.0000	Land	11,064	-	-	-	- %
562.0000-9762	Improvements - FPL	25,758	-	-	-	- %
563.0100-9762	Machinery & Equipment - FPL	17,499	-	-	-	- %
	Total Capital Purchases	54,321	-	-	-	- %
571.0100	Princ - Lease	7,395	3,754	3,753	-	(100.0)%
571.0100-9762	Princ - Lease FPL	-	3,427	3,427	3,623	5.7 %
571.1900	Principal - Loan 2019	51,459	52,405	52,405	53,377	1.9 %
572.0100	Interest Expense - Lease	169	30	28	-	(100.0)%
572.0100-9762	Int Exp - Lease FPL	-	1,276	1,276	1,175	(7.9)%
572.1900	Interest Expense - Loan 2019	7,287	6,405	6,404	5,231	(18.3)%
	Total Debt Service	66,310	67,297	67,293	63,406	(5.8)%
591.0700	Transfer To Capital Projects Fund	45,000	23,000	23,000	79,000	243.5 %
	Total Transfers-Out	45,000	23,000	23,000	79,000	243.5 %
	TOTAL EXPENDITURES	\$ 2,569,158	\$ 2,641,045	\$ 2,594,049	\$ 2,757,218	4.4 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-512-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	111,620	111,620
Totals for GL# 001-512-511.0100-EXECUTIVE SALARIES			<u>111,620</u>
001-512-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	47,942	47,942
Totals for GL# 001-512-512.0100-REGULAR SALARIES			<u>47,942</u>
001-512-521.0100 FICA TAXES			
FICA TAXES	1	12,207	12,207
Totals for GL# 001-512-521.0100-FICA TAXES			<u>12,207</u>
001-512-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	23,982	23,982
Totals for GL# 001-512-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>23,982</u>
001-512-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	23,776	23,776
Totals for GL# 001-512-523.0100-HEALTH INSURANCE			<u>23,776</u>
001-512-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	518	518
Totals for GL# 001-512-523.0300-LIFE INSURANCE & EAP			<u>518</u>
001-512-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	273	273
Totals for GL# 001-512-524.0100-WORKERS' COMPENSATION			<u>273</u>
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	175	175
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	1	175	175
ASSOCIATE IIMC MEMBERSHIP	1	135	135
Totals for GL# 001-512-531.0300-MEMBERSHIP DUES			<u>685</u>
001-512-531.1600 CONTRACT SERVICES			
CH CLEANING SERVICE	12	600	7,200
CH PEST CONTROL (QTR)	4	50	200
CH SECURITY SYSTEM (QTRLY-ADT)	4	90	360
Totals for GL# 001-512-531.1600-CONTRACT SERVICES			<u>7,760</u>
001-512-540.5100 TRAVEL AND PER DIEM			
FACC FALL SCHOOL--ASSISTANT CITY CLERK	1	1,000	1,000
FGFOA ANNUAL CONFERENCE-CITY CLERK	1	1,300	1,300
MISC MILEAGE FOR TRAINING	1	150	150
FLORIDA REDEVELOPMENT AGENCY	1	100	100
Totals for GL# 001-512-540.5100-TRAVEL AND PER DIEM			<u>2,550</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-512-541.1100 COMMUNICATIONS			
CELL PHONE SERVICE- CITY CLERK	12	50	600
FRONTIER FIRE ALARM LINE	12	150	1,800
Totals for GL# 001-512-541.1100-COMMUNICATIONS			<u>2,400</u>
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			<u>2,700</u>
001-512-543.0000 UTILITY SERVICES			
CITY HALL ELECTRICITY	1	10,900	10,900
CITY HALL WATER	1	10,800	10,800
Totals for GL# 001-512-543.0000-UTILITY SERVICES			<u>21,700</u>
001-512-544.0500 OPERATING LEASE			
NEW COPIER LEASE	12	210	2,520
COPIER PAGES COPIED/PRINTED	1	1,200	1,200
POSTAGE METER: 3-6 OF 12 PAYMENTS	4	217	868
Totals for GL# 001-512-544.0500-OPERATING LEASE			<u>4,588</u>
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	1,559	6,236
Totals for GL# 001-512-545.1200-INSURANCE			<u>6,351</u>
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			<u>30,000</u>
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	600	600
MISC REPAIRS	1	1,000	1,000
Totals for GL# 001-512-546.3400-REPAIR & MAINTENANCE			<u>8,250</u>
001-512-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA# 20131 VEHICLE MAINT (VOLT)	1	400	400
VEHICLE MAINTENANCE EXPLORER	1	400	400
Totals for GL# 001-512-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>800</u>
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			<u>6,450</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-512-548.9100 PROMOTIONAL ADVERTISING			
ADVERTISING RFP/BUDGET (NORTH RIVER)	1	1,000	1,000
ADVERTISING RFP/BUDGET (TEMPO)	1	1,000	1,000
ADVERTISING RFP/ORD/RES/BUDGET (B. HERALD)	1	8,500	8,500
FDOT OUTDOOR ADVERTISING LICENSE	1	160	160
CHAMBER OF COMMERCE MAP ADVERTISEMENT	1	600	600
Totals for GL# 001-512-548.9100-PROMOTIONAL ADVERTISING			<u>11,260</u>
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			<u>800</u>
001-512-549.9000 TAX INCREMENT FUNDS TO CRA			
TIF TO CRA	1	2,181,655	2,181,655
Totals for GL# 001-512-549.9000-TAX INCREMENT FUNDS TO CRA			<u>2,181,655</u>
001-512-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	6,000	6,000
CREDIT CARD FEES	1	50	50
Totals for GL# 001-512-549.9600-BANK SERVICE CHARGES			<u>6,050</u>
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			<u>2,100</u>
001-512-552.0000 HURRICANE MATERIALS/SUPPLIES			
HURRICANE SUPPLIES	1	1,500	1,500
Totals for GL# 001-512-552.0000-HURRICANE MATERIALS/SUPPLIES			<u>1,500</u>
001-512-552.1500 FUEL AND LUBRICANTS			
FUEL FOR CITY HALL VEHICLES	1	400	400
Totals for GL# 001-512-552.1500-FUEL AND LUBRICANTS			<u>400</u>
001-512-552.2300 OPERATING EXPENSES			
ASCAP LICENSE FEE FOR MUSIC	1	360	360
BMI SONGWRITER/MUSIC LICENSE	1	360	360
CITY HALL RESTROOM SUPPLIES	1	130	130
CITY HALL COFFEE SERVICE	12	60	720
CONFIDENTIAL PAPER SHREDDING	3	90	270
DEFIBRILLATOR MAINTENENCE (1/3 OF COST)	1	100	100
RECORDING FEES-CLERK OF COURT	1	60	60
REGATTA POINT SUMBERGED LAND LEASE	1	86,000	86,000
TANGIBLE TAX ON COPIERS	1	50	50
TECO PEOPLES GAS (FOR GENERATOR)	12	70	840
US POST OFFICE ANNUAL FEES	1	575	575
Totals for GL# 001-512-552.2300-OPERATING EXPENSES			<u>89,465</u>
001-512-552.4200 SMALL TOOLS/EQUIPMENT			
MISC SUPPLIES	1	200	200
Totals for GL# 001-512-552.4200-SMALL TOOLS/EQUIPMENT			<u>200</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

City Clerk - 512

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-512-552.5100 UNIFORM PURCHASES & CLEANING SHIRTS FOR CITY CLK/ASST. CLK	2	50	100
Totals for GL# 001-512-552.5100-UNIFORM PURCHASES & CLEANING			<u>100</u>
001-512-554.0100 NON-CAPITALIZED EQUIPMENT MISC EQUIPMENT	1	500	500
Totals for GL# 001-512-554.0100-NON-CAPITALIZED EQUIPMENT			<u>500</u>
001-512-554.1200 PUBLICATIONS BRADENTON HERALD (ANNUAL SUBSCRIPTION)	1	600	600
HERALD TRIBUNE (ANNUAL SUBSCRIPTION)	1	480	480
Totals for GL# 001-512-554.1200-PUBLICATIONS			<u>1,080</u>
001-512-555.1300 TECHNICAL/TRAINING FACC SCHOOL REGISTRATION	1	375	375
FGFOA ANNUAL CONFERENCE (REGISTRATION)	1	375	375
MISC. WEBINARS	4	300	1,200
LOCAL TRAINING	1	200	200
Totals for GL# 001-512-555.1300-TECHNICAL/TRAINING			<u>2,150</u>
001-512-555.9900 TUITION REIMBURSEMENT TUITION REIMBURSEMENT	1	3,000	3,000
Totals for GL# 001-512-555.9900-TUITION REIMBURSEMENT			<u>3,000</u>
001-512-571.0100-9762 PRINC - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	3,623	3,623
Totals for GL# 001-512-571.0100-9762-PRINC - LEASE FPL			<u>3,623</u>
001-512-571.1900 PRINC-KEYBANK LOAN 2019 KEYBANK PRINCIPAL (6-7 OUT OF 18 PYMTS)	1	53,377	53,377
Totals for GL# 001-512-571.1900-PRINC-KEYBANK LOAN 2019			<u>53,377</u>
001-512-572.0100-9762 INT EXP - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	1,175	1,175
Totals for GL# 001-512-572.0100-9762-INT EXP - LEASE FPL			<u>1,175</u>
001-512-572.1900 INT EXP-KEYBANK LOAN 2019 KEYBANK PRINCIPAL (6-7 OUT OF 18 PYMTS)	1	5,231	5,231
Totals for GL# 001-512-572.1900-INT EXP-KEYBANK LOAN 2019			<u>5,231</u>
001-512-591.0700 TRANSFER TO CAPITAL PROJECTS FUND FACILITY SECURITY	1	79,000	79,000
Totals For Gl# 001-512-591.0700 Transfer to Capital Proj Fund			<u>79,000</u>
Totals for Dept 512-CITY CLERK			<u><u>\$ 2,757,218</u></u>



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Information Technology - 513

General Fund – 001

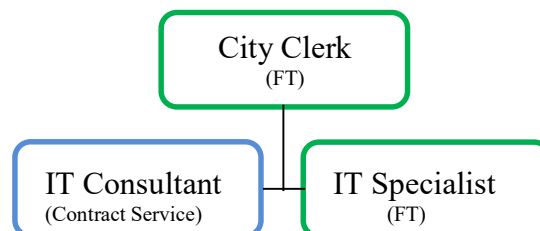
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals & Accomplishments:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Information Technology - 513

General Fund – 001

Performance Indicators:

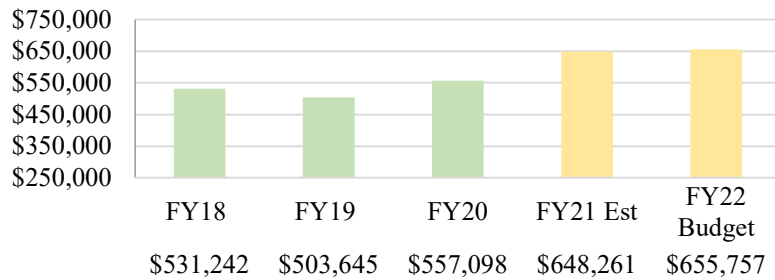
Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Proposed
*Number of Tickets Submitted (New – FY20)		1144	1266	1400
Number of Tickets Resolved			1259	1300
City Staff Security Training (New – FY20)		3	3	5

*each ticket could have multiple task

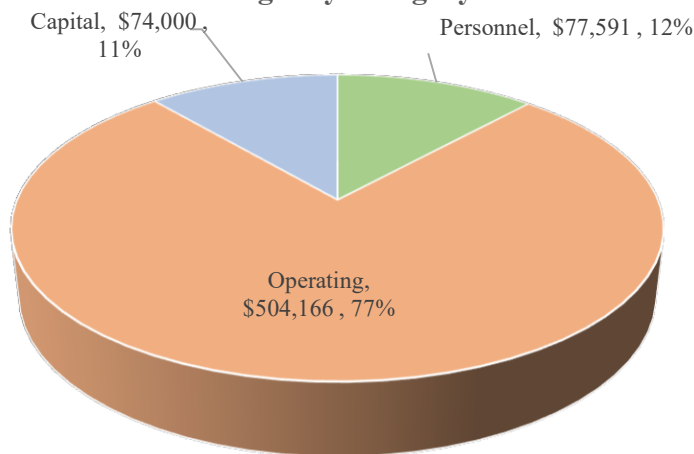
Capital Outlay - Detail:

Funding Source	Description	Amount
Current Revenue	Gate Way Sign Replacement	\$26,000
Current Revenue	ESX Switch	\$15,000
Current Revenue	Laptops (5)	\$15,000
Current Revenue	Switch	\$18,000
	Total	\$74,000

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-513 - INFORMATION TECHNOLOGY
Cost Center Summary

Account 001-513	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
0						
512.0100	Regular Salaries	\$ 54,343	\$ 55,546	\$ 55,333	\$ 57,730	3.9 %
521.0100	Fica Taxes	3,792	4,249	3,836	4,416	3.9 %
523.0100	Health Insurance	11,243	12,621	13,147	15,158	20.1 %
523.0300	Insurance & EAP	175	181	181	188	3.9 %
524.0100	Workers' Compensation	65	88	88	99	12.5 %
	Total Personnel Expenses	69,618	72,685	72,585	77,591	6.7 %
531.0100	Consulting	130,567	157,433	143,350	144,000	(8.5)%
540.5100	Travel and Per Diem	-	200	-	200	-
541.1100	Communications	423	22,980	22,980	20,400	(11.2)%
545.1200	Insurance	1,572	1,784	1,784	1,848	3.6 %
546.3400	Repair & Maintenance	15,952	18,510	17,250	18,150	(1.9)%
551.1200	Office Supplies	2,065	2,450	2,380	2,450	-
552.2300	Operating Expenses	212,774	312,000	290,000	270,913	(13.2)%
552.4200	Small Tools/Equipment	9,948	13,750	12,700	9,000	(34.5)%
552.5100	Uniform Purchases And Cleaning	63	245	157	245	-
554.0100	Non-Capitalized Equipment	12,933	35,500	35,000	35,600	0.3 %
554.1200	Publications	71	200	75	200	-
555.1300	Technical/Training	2,338	1,360	1,000	1,160	(14.7)%
	Total Operating Expenses	388,706	566,412	526,676	504,166	(11.0)%
564.0100	Machinery & Equipment	98,774	47,539	49,000	74,000	55.7 %
	Total Capital Purchases	98,774	47,539	49,000	74,000	55.7 %
	TOTAL EXPENDITURES	\$ 557,098	\$ 686,636	\$ 648,261	\$ 655,757	(4.5)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Information Technology - 513

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-513-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	57,730	57,730
Totals for GL# 001-513-512.0100-REGULAR SALARIES			57,730
001-513-521.0100 FICA TAXES			
FICA TAXES	1	4,416	4,416
Totals for GL# 001-513-521.0100-FICA TAXES			4,416
001-513-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	15,158	15,158
Totals for GL# 001-513-523.0100-HEALTH INSURANCE			15,158
001-513-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	188	188
Totals for GL# 001-513-523.0300-LIFE INSURANCE & EAP			188
001-513-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	99	99
Totals for GL# 001-513-524.0100-WORKERS' COMPENSATION			99
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	50	600
STATE OF FL FAX LINE	12	450	5,400
PHONE PD AND CH/SIP LINES PD RECORDING SOFTWARE	12	1,200	14,400
Totals for GL# 001-513-541.1100-COMMUNICATIONS			20,400
001-513-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	462	1,848
Totals for GL# 001-513-545.1200-INSURANCE			1,848
001-513-546.3400 REPAIR & MAINTENANCE			
BARRACUDA MESSAGE ARCHIVER ENERGIZE UPDATES (INTE	1	1,600	1,600
BARRACUDA EMAIL GATEWAY ENERGIZE UPDATES (INTERD	1	1,050	1,050
BARRACUDA WEB SEC GATEWAY ENERGIZE UPDATES (INTEI	1	600	600
BATTERY REPLACEMENTS (BATTERIES PLUS)	1	1,000	1,000
CABLING	1	1,000	1,000
UPS MAINTENANCE (CH & PD) (ALPINE POWER SYS)	1	2,000	2,000
PHONE MAINTENANCE (IP PHONE SUPPORT) (PHONE-LINK CO	1	5,100	5,100
ELECTRICAL SERVICES (REPAIRS & INSALLATIONS)	1	1,000	1,000
HP PRINTER MAINTENANCE (TRUTECH SERVICES, LLC)	1	200	200
VIDEO SURVEILLANCE MAINTENANCE (PHONE-LINK CORP)	1	4,600	4,600
Totals for GL# 001-513-546.3400-REPAIR & MAINTENANCE			18,150



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Information Technology - 513

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-513-551.1200 OFFICE SUPPLIES			
MISCELLANEOUS OFFICE SUPPLIES	1	250	250
REPLACEMENT TONER	1	1,800	1,800
	2	200	400
Totals for GL# 001-513-551.1200-OFFICE SUPPLIES			<u>2,450</u>
001-513-552.2300 OPERATING EXPENSES			
BSA ANNUAL MAINTENANCE (BS&A)	1	30,900	30,900
MINUTES RECORDING SOFTWARE (BIS)	1	1,350	1,350
CITY WEBSITE MONTHLY FEE (CIVIC PLUS)	12	530	6,360
CIVIC PLUS PD PAGE ANNUAL FEE	1	680	680
COBAN TECHNOLOGIES INC ANNUAL MAINTENANCE (COBAN	1	12,900	12,900
ESET VIRUS PROTECTION (COOLCAT INC)	1	1,800	1,800
DATA PROTECTION PC MANAGEMENT (BIIT) (4 PCS)	12	60	720
KASEYA RMM_PC (BIIT)	12	1,800	21,600
KASEYA RMM_SERVER (BIIT)	12	312	3,744
DROPBOX	38	95	3,610
VEEAM BACKUP MGMT SUITE (VTECH IO)	1	3,000	3,000
VMWARE VCENTER RENEWAL (1YR SUB)(VTECH IO)	1	1,600	1,600
VMWARE VSPHERE (STD PER PROC/PER YR) VTECH IO)	8	350	2,800
VM WORKSPACE ONE AIRWATCH (VTECH IO)	60	46	2,760
HRN PERFORMANCE PRO RENEWAL (HR) (HR PERFORMANCE)	1	3,000	3,000
IMPRAVATA ONESIGN (YR MAINT) (PD) (IMPRAVATA)	1	1,500	1,500
LASERFISCHE ANNUAL MAINTENANCE (MCCI)	1	9,000	9,000
MUNICODE INTERNET HOSTING FEE (MCCI)	1	800	800
MCCI ADMIN SUPPORT FEE (MCCI)	1	500	500
MDE INC. ADORE CLIENT SOFTWARE (PD) (ADORE)	1	1,550	1,550
NET MOTION ANNUAL MAINTENANCE (PD) (NET MOTION)	1	4,100	4,100
EVIDENCE TRACKER MAINTENANCE (PD) (PMI)	1	700	700
ACCREDITATION (PD) (POWER DMS)	1	4,910	4,910
INTERNET SERVICE CITY HALL (FRONTIER COMM)	12	201	2,412
INTERNET SERVICE CITY HALL (SPECTRUM ENTERPRISE INTE	12	1,200	14,400
VESTA, CAD, TRANSPORT ANNUAL MAINTENANCE (PD)	1	37,000	37,000
EXACQ CAMERA LIC (YR SUB) (CONVERGINT TECH)	1	2,250	2,250
RAPID IDS (PD) (DATAWORKS PLUS)	1	1,015	1,015
CASEWARE (FINANCE DEPT) (CASEWARE)	1	8,825	8,825
CASEWARE SUPPORT (F H BLACK)	1	4,440	4,440
SMARSH ARCHIVE (SMARSH)	1	7,200	7,200
*USA (RMS) ANNUAL MAINTENANCE (USA)	1	14,021	14,021
OFFICE 365 (MS OFFICE SUITE ONLYSUBSCRIPTIONS) (MICRO\$	1	12,800	12,800
ADOBE CREATIVE CLOUD - ALL APPS (CDWG)	1	1,000	1,000
CODE RED NOTIFICATION SYSTEM (ONSOLVE LLC)	1	6,200	6,200
WINDOWS SERVER 2019 USER CALS	30	100	3,000
SOCIAL MEDIA ARCHVER (ARCHIVESOCIAL)	1	3,000	3,000
CACH LIGHT SOFTWARE (POWERPHONE INC)	1	200	200
KNOWBE4 SECURITY TRAINING (VTECH IO)	130	13	1,690
TOWNCLOUD INC	1	900	900
ZOOM (ZOOM VIDEO COMMUNICATIONS INC)	12	30	360
ABLEDOCS INC	1	2,000	2,000
CHARGEPOINT (CHARGE STATION RENEWAL) (NOVACHARGE	1	3,300	3,300



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Information Technology - 513

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
EASY STREET DRAW (TRANCITE LOGIC SYSTEMS) (PD)	1	5,000	5,000
PRINT SCAN (FINGER PRINT)(KID-SCAN)	1	500	500
AGENDA SOFTWARE (CH)	1	9,000	9,000
VTECH SQL UPGRADE 2019	1	9,446	9,446
DELL N-4000 SWITCH WARRANTY	1	1,070	1,070
Totals for GL# 001-513-552.2300-OPERATING EXPENSES			<u>270,913</u>
001-513-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS COMPUTER HARDWARE	1	3,000	3,000
REPLACEMENT DESKTOP UPS	15	100	1,500
REPLACEMENT MONITORS	10	200	2,000
REPLACEMENT PRINTERS	5	300	1,500
MISCELLANEOUS COMPUTER EQUIPMENT <500	1	1,000	1,000
Totals for GL# 001-513-552.4200-SMALL TOOLS/EQUIPMENT			<u>9,000</u>
001-513-552.5100 UNIFORM PURCHASES & CLEANING			
SHIRTS W/ LOGO	5	35	175
SHIRTS (EXT IT)	2	35	70
Totals for GL# 001-513-552.5100-UNIFORM PURCHASES & CLEANING			<u>245</u>
001-513-554.0100 NON-CAPITALIZED EQUIPMENT			
REPLACEMENT LF SCANNERS	2	1,000	2,000
ADDITIONAL IP SURVEILLANCE CAMERAS	8	1,200	9,600
SMART PROXIMITY CARDS	1	5,000	5,000
WORKSTATIONS (CITY HALL)	5	1,000	5,000
WORKSTATIONS (PUBLIC WORKS)	10	1,000	10,000
WORKSTATIONS (PD)	4	1,000	4,000
Totals for GL# 001-513-554.0100-NON-CAPITALIZED EQUIPMENT			<u>35,600</u>
001-513-554.1200 PUBLICATIONS			
IT CERTIFICATION TRAINING MATERIAL	1	200	200
Totals for GL# 001-513-554.1200-PUBLICATIONS			<u>200</u>
001-513-555.1300 TECHNICAL/TRAINING			
CERTIFICATION (MD-100)	2	200	400
ITPROTV TRAINING	1	400	400
LINKEDIN	1	360	360
Totals for GL# 001-513-555.1300-TECHNICAL/TRAINING			<u>1,160</u>
001-513-564.0100 MACHINERY AND EQUIPMENT			
SERVER (ESX SERVER)	1	15,000	15,000
SWITCH	3	6,000	18,000
LAPTOPS	5	3,000	15,000
GATEWAY SIGN SCREEN REPLACEMENT (ROBSON CORP)	1	26,000	26,000
Totals for GL# 001-513-564.0100-MACHINERY AND EQUIPMENT			<u>74,000</u>
Totals for Dept 513-INFORMATION TECHNOLOGY			<u><u>655,757</u></u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

City Attorney - 514

General Fund – 001

The City Attorney is a contracted, appointed position

Mark P. Barnebey (941) 748-0100

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

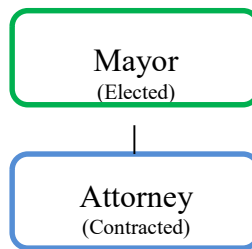
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

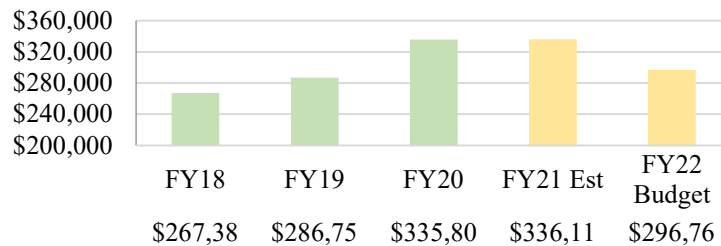
Goals:

- To assist with the negotiations on several key development projects

Accomplishments:

- Negotiated the FY2021 Police union agreement.
- Coordinated with outside counsel on the \$6M Police Department construction loan.

Departmental Expenditures





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPENDITURES						
531.0600	Attorney Fees	\$ 238,383	\$ 246,126	\$ 245,520	\$ 253,510	3.0 %
531.0700	Attorney Fees-Special Services	96,761	71,000	75,000	40,000	(43.7)%
531.0900	Legal Ads Pass-Thru	282	20,000	12,761	-	(100.0)%
540.5100	Travel and Per Diem	-	1,500	1,561	1,500	- %
552.2300	Operating Expenses	383	1,000	573	1,000	- %
555.1300	Technical/Training	-	750	700	750	- %
	Total Operating Expenses	335,809	340,376	336,115	296,760	(12.8)%
	TOTAL EXPENDITURES	\$ 335,809	\$ 340,376	\$ 336,115	\$ 296,760	(12.8)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

City Attorney - 514

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-514-531.0600 ATTORNEY FEES-CONTRACTED SERVICES			
REGULAR ATTORNEY FEES-CITY PORTION - 81%	1	253,510	253,510
Totals for GL# 001-514-531.0600-ATTORNEY FEES-CONTRACTED SERVICES			253,510
001-514-531.0700 ATTORNEY FEES-SPECIAL SERVICES			
LITIGATION-CITY PORTION	1	40,000	40,000
Totals for GL# 001-514-531.0700-ATTORNEY FEES-SPECIAL SERVICES			40,000
001-514-540.5100 TRAVEL AND PER DIEM			
TRAVEL/PER DIEM-ATTORNEY	1	1,500	1,500
Totals for GL# 001-514-540.5100-TRAVEL AND PER DIEM			1,500
001-514-552.2300 OPERATING EXPENSES			
OPERATING EXPENSE-LITIGATION	1	1,000	1,000
Totals for GL# 001-514-552.2300-OPERATING EXPENSES			1,000
001-514-555.1300 TECHNICAL/TRAINING			
TECHNICAL/TRAINING	1	750	750
Totals for GL# 001-514-555.1300-TECHNICAL/TRAINING			750
Totals for Dept 514-CITY ATTORNEY			\$ 296,760



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CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Finance Department – 515

General Fund – 001

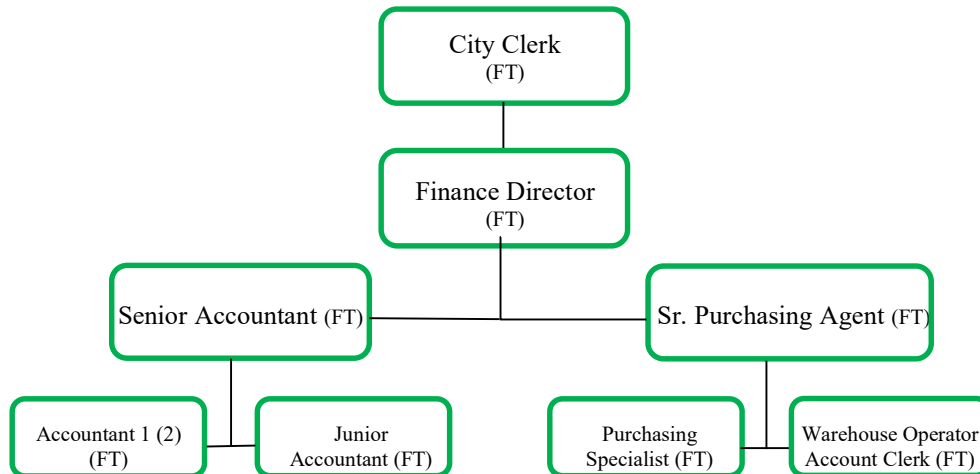
Department Mission:

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

Primary Duties:

- Administer all financial transactions of the City – Accounting, Accounts Payable, Payroll, Purchasing, Inventory
- 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 Annual Comprehensive Financial Report and Budget Book
- Liaison between the external auditors to complete an annual audit review
- Creation and implementation of internal controls

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Finance Department – 515

General Fund – 001

Goals:

- To implement the new budget award criteria into the fiscal year 2022 budget
- Revise the capital projects section in fiscal year 2023 to meet the requirements for the GFOA special recognition.
- To initiate and implement a list of American Rescue Plan Act (ARPA) infrastructure projects with internal and external stakeholders.

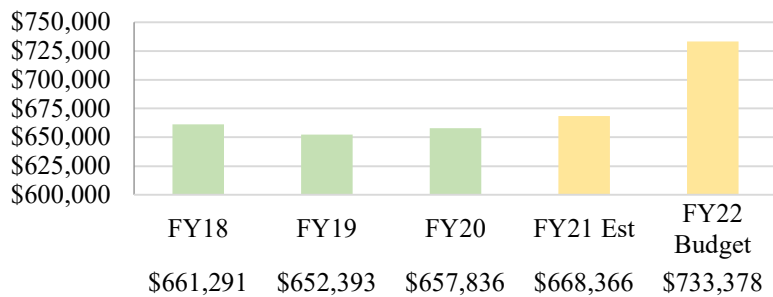
Accomplishments:

- Received the 13th Certificate of Achievement in Excellence- ACFR
- Received the 12th Distinguished Budget Award
- Completed the initial Community Redevelopment Agency 2020 financial audit

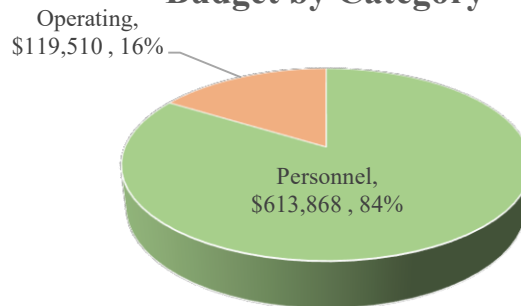
Performance Indicators:

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

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-515						
EXPENDITURES						
512.0100	Regular Salaries	\$ 402,272	\$ 412,988	\$ 396,242	\$ 436,057	5.6 %
521.0100	Fica Taxes	30,270	31,595	29,840	33,782	6.9 %
522.2100	Retirement General Employee	73,390	61,618	62,377	66,371	7.7 %
523.0100	Health Insurance	50,325	57,399	55,607	68,940	20.1 %
523.0300	Insurance & EAP	1,281	1,348	1,285	1,422	5.5 %
524.0100	Workers' Compensation	1,085	1,748	1,896	1,760	0.7 %
529.0000	Career Advancement	-	-	-	5,536	- %
	Total Personnel Expenses	558,623	566,696	547,247	613,868	8.3 %
531.0100	Consulting	2,000	15,750	16,175	5,000	(68.3)%
531.0300	Membership Dues	1,146	1,324	1,324	1,574	18.9 %
532.0100	Audit Services	60,500	65,250	61,100	69,500	6.5 %
540.5100	Travel and Per Diem	136	7,550	6,700	8,000	6.0 %
544.0500	Operating Lease	4,269	3,728	3,728	3,728	- %
545.1200	Insurance	12,663	13,996	13,996	14,512	3.7 %
546.3400	Repair & Maintenance	2,725	250	250	250	- %
546.4000	Vehicle Repair & Maintenance	7	-	-	-	- %
547.5100	Printing And Binding	-	90	90	90	- %
549.3000	Sales Tax	766	2,100	1,400	2,100	- %
551.1200	Office Supplies	284	840	300	800	(4.8)%
552.2300	Operating Expenses	3,032	4,930	5,152	2,980	(39.6)%
552.3900	Safety Program Expense	4	125	125	125	- %
552.4200	Small Tools/Equipment	915	800	800	500	(37.5)%
552.5100	Uniform Purchases And Cleaning	494	732	703	732	- %
554.0100	Non-Capitalized Equipment	-	-	309	-	- %
554.1200	Publications	447	535	530	635	18.7 %
555.1300	Technical/Training	2,002	6,525	4,525	8,984	37.7 %
	Total Operating Expenses	91,390	124,525	117,207	119,510	(4.0)%
571.0100	Principal	7,650	3,884	3,883	-	(100.0)%
572.0100	Interest Expense	174	30	29	-	(100.0)%
	Total Debt Service	7,824	3,914	3,912	-	(100.0)%
	TOTAL EXPENDITURES	\$ 657,837	\$ 695,135	\$ 668,366	\$ 733,378	5.5 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Finance - 515

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-515-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	436,057	436,057
Totals for GL# 001-515-512.0100-REGULAR SALARIES			436,057
001-515-521.0100 FICA TAXES			
FICA TAXES	1	33,782	33,782
Totals for GL# 001-515-521.0100-FICA TAXES			33,782
001-515-522.2100 RETIREMENT GENERAL EMPLOYEE			
RETIREMENT PENSION	1	66,371	66,371
Totals for GL# 001-515-522.2100-RETIREMENT GENERAL EMPLOYEE			66,371
001-515-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	68,940	68,940
Totals for GL# 001-515-523.0100-HEALTH INSURANCE			68,940
001-515-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	1,422	1,422
Totals for GL# 001-515-523.0300-LIFE INSURANCE & EAP			1,422
001-515-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,760	1,760
Totals for GL# 001-515-524.0100-WORKERS' COMPENSATION			1,760
001-515-529.0000 CAREER ADVANCEMENT			
CAREER ADVANCEMENT	1	5,536	5,536
Totals for GL# 001-515-529.0000-CAREER ADVANCEMENT			5,536
001-515-531.0100 CONSULTING			
OPEB VALUATION (AUG 2022)	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
SWFL GFOA CHAPTER DUES	5	10	50
NIGP SARASOTA CHAPTER DUES	2	32	64
NIGP NATIONAL DUES	2	190	380
NIGP TAMPA CHAPTER DUES	3	35	105
FAPPO DUES	2	120	240
SAMS CLUB	1	50	50
AMAZON PRIME	1	125	125
COSTCO (MAY 2022)	1	120	120
Totals for GL# 001-515-531.0300-MEMBERSHIP DUES			1,574
001-515-532.0100 AUDIT SERVICES			
2021 AUDIT SERVICES (RFP PENDING)	1	65,000	65,000
SINGLE AUDIT	1	4,000	4,000
AUDIT LETTER	1	500	500
Totals for GL# 001-515-532.0100-AUDIT SERVICES			69,500



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Finance - 515

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-515-540.5100 TRAVEL AND PER DIEM			
CHAPTER TRAVEL	2	200	400
FGFOA ANNUAL CONFERENCE - ORLANDO (CM, MM, ED)	3	1,000	3,000
FGFOA SCHOOL OF FINANCE - TBD	3	900	2,700
LOCAL CLASSES	1	500	500
FAPPO CONFERENCE	2	600	1,200
NIGP CLASSES	2	100	200
Totals for GL# 001-515-540.5100-TRAVEL AND PER DIEM			<u>8,000</u>
001-515-544.0500 OPERATING LEASE			
COPIER LEASE: PMNT 16-27 OF 36	12	219	2,628
PAGES COPIED/PRINTED	1	900	900
COLOR COPIES FOR ACFR/BUDGET	1	200	200
Totals for GL# 001-515-544.0500-OPERATING LEASE			<u>3,728</u>
001-515-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	3,628	14,512
Totals for GL# 001-515-545.1200-INSURANCE			<u>14,512</u>
001-515-546.3400 REPAIR & MAINTENANCE			
FORKLIFT MAINTENANCE	1	250	250
Totals for GL# 001-515-546.3400-REPAIR & MAINTENANCE			<u>250</u>
001-515-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	2	45	90
Totals for GL# 001-515-547.5100-PRINTING AND BINDING			<u>90</u>
001-515-549.3000 SALES TAX			
MONTHLY SALES TAXES	1	2,100	2,100
Totals for GL# 001-515-549.3000-SALES TAX			<u>2,100</u>
001-515-551.1200 OFFICE SUPPLIES			
FORMS-W-2'S, 1099'S	1	100	100
MISCELLANEOUS OFFICE SUPPLIES	1	600	600
BUDGET/ACFR MATERIALS	1	100	100
Totals for GL# 001-515-551.1200-OFFICE SUPPLIES			<u>800</u>
001-515-552.2300 OPERATING EXPENSES			
AP CHECKS	1	200	200
BUDGET AWARD FEE	1	345	345
ACFR AWARD FEE	1	460	460
PROPANE FOR WAREHOUSE FORKLIFT	1	175	175
CAPITAL LEASE ATTORNEY OPINION LETTER	1	1,800	1,800
Totals for GL# 001-515-552.2300-OPERATING EXPENSES			<u>2,980</u>
001-515-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES FOR WAREHOUSE	1	125	125
Totals for GL# 001-515-552.3900-SAFETY PROGRAM EXPENSE			<u>125</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Finance - 515

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-515-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS EQUIPMENT	1	500	500
Totals for GL# 001-515-552.4200-SMALL TOOLS/EQUIPMENT			<u>500</u>
001-515-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRTS FOR FINANCE STAFF	7	35	245
SHIRTS FOR WAREHOUSE OPERATOR	5	35	175
UNIFORM PANTS RENTAL	52	6	312
Totals for GL# 001-515-552.5100-UNIFORM PURCHASES AND CLEANING			<u>732</u>
001-515-554.1200 PUBLICATIONS			
ACCOUNTING/PURCHASING REFERENCE	1	600	600
SUBSCRIPTION CONSUMER REPORTS	1	35	35
Totals for GL# 001-515-554.1200-PUBLICATIONS			<u>635</u>
001-515-555.1300 TECHNICAL/TRAINING			
FGFOA ANNUAL CONFERENCE	3	975	2,925
GOVT SCHOOL OF FINANCE - TBD	2	600	1,200
GRANT CLASS WEB (3 COURSES) (ED) SHARED WITH CRA	0.5	2,788	1,394
LOCAL TRAINING/WEBINARS	1	1,000	1,000
FAPPO CONFERENCE	2	460	920
NIGP PURCHASING CLASS	2	660	1,320
CGFO REVIEW/TEST (ED)	3	75	225
Totals for GL# 001-515-555.1300-TECHNICAL/TRAINING			<u>8,984</u>
Totals for Dept 515-FINANCE			<u><u>\$ 733,378</u></u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Human Resources Department – 516

General Fund – 001

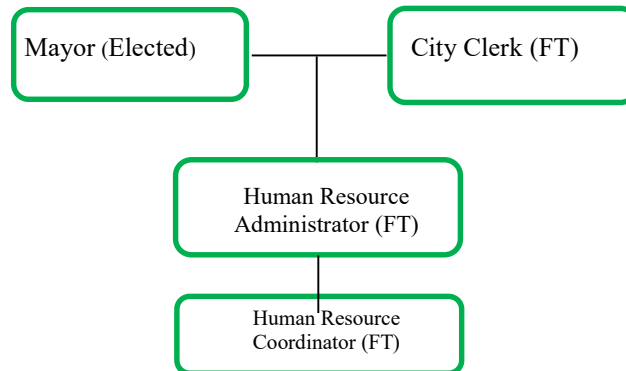
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals & Accomplishments:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

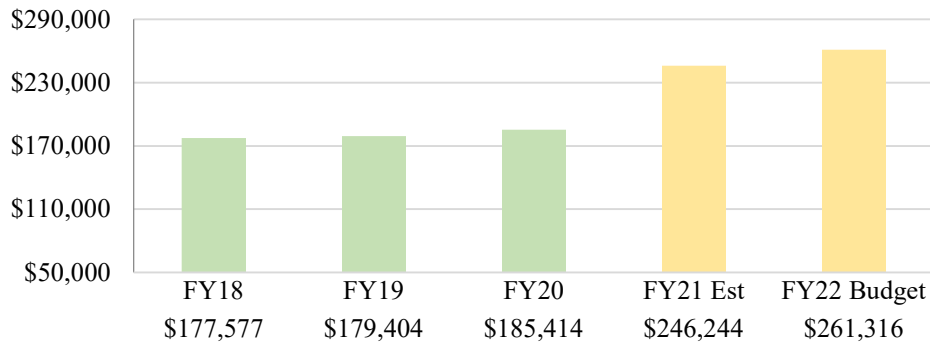
Human Resources Department – 516

General Fund – 001

Performance Indicators:

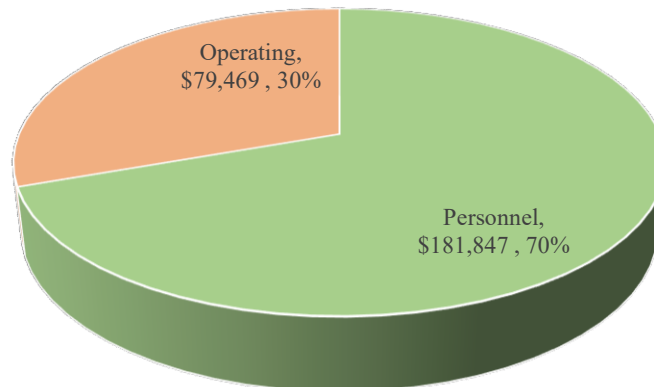
Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Employees > 15 years of Service	26	27	28	27
Positions - Posted	20	18	18	25
Positions - Terminated	16	30	26	20
Positions - Open	18	10	22	22
Positions - Hired	22	18	25	25
Budgeted Positions	147	145	143	144
Total fiscal year health insurance cost	\$1,083,186	\$1,141,723	\$1,082,188	\$1,247,100

Departmental Expenditures



Note: FY21 includes a onetime expense for a salary study
FY21 Part-time position changed to Full-time

Budget by Category





CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-516 - HUMAN RESOURCES
Cost Center Summary

Account 001-516	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPEDITURES						
512.0100	Regular Salaries	\$ 71,378	\$ 72,958	\$ 72,677	\$ 128,580	76.2 %
513.0100	Part Time Wages	24,849	28,990	26,655	-	(100.0)%
515.2200	Employee Recognition	850	1,000	1,000	1,000	- %
521.0100	Fica Taxes	7,326	8,617	7,605	9,913	15.0 %
522.2100	Retirement General Employee	13,243	11,361	11,514	19,476	71.4 %
523.0100	Health Insurance	7,200	7,175	7,474	17,235	140.2 %
523.0300	Insurance & EAP	230	237	237	421	77.6 %
524.0100	Workers' Compensation	130	167	179	222	32.9 %
525.0000	Unemployment Expense	354	7,500	5,500	5,000	(33.3)%
529.0000	Career Advancement	-	2,189	-	-	(100.0)%
	Total Personnel Expenses	125,560	140,194	132,841	181,847	29.7 %
531.0300	Membership Dues	349	349	349	504	44.4 %
531.1600	Contract Services	44,494	87,881	87,881	47,522	(45.9)%
534.2100	Employee Testing	4,844	5,725	5,925	6,700	17.0 %
540.5100	Travel and Per Diem	25	2,700	465	3,600	33.3 %
541.1100	Communications	305	300	300	360	20.0 %
545.1200	Insurance	3,112	3,476	3,476	3,920	12.8 %
547.5100	Printing And Binding	43	500	50	500	- %
548.9100	Promotional Advertising	-	1,400	2,050	1,400	- %
551.1200	Office Supplies	491	400	400	400	- %
552.2300	Operating Expenses	5,247	11,187	11,187	10,825	(3.2)%
552.4200	Small Tools/Equipment	5	150	100	750	400.0 %
552.5100	Uniform Purchases And Cleaning	51	70	70	140	100.0 %
554.1200	Publications	-	500	250	500	- %
555.1300	Technical/Training	888	1,585	900	2,348	48.1 %
	Total Operating Expenses	59,854	116,223	113,403	79,469	(31.6)%
	TOTAL EXPENDITURES	\$ 185,414	\$ 256,417	\$ 246,244	\$ 261,316	1.9 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Human Resources - 516

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-516-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	128,580	128,580
Totals for GL# 001-516-512.0100-REGULAR SALARIES			128,580
001-516-515.2200 EMPLOYEE RECOGNITION			
EMPLOYEE RECOGNITION - QUARTERLY	4	150	600
EMPLOYEE RECOGNITION - YEAR	1	400	400
Totals for GL# 001-516-515.2200-EMPLOYEE RECOGNITION			1,000
001-516-521.0100 FICA TAXES			
FICA TAXES	1	9,913	9,913
Totals for GL# 001-516-521.0100-FICA TAXES			9,913
001-516-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	19,476	19,476
Totals for GL# 001-516-522.2100-RETIREMENT GENERAL EMPLOYEE			19,476
001-516-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	17,235	17,235
Totals for GL# 001-516-523.0100-HEALTH INSURANCE			17,235
001-516-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	421	421
Totals for GL# 001-516-523.0300-LIFE INSURANCE & EAP			421
001-516-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	222	222
Totals for GL# 001-516-524.0100-WORKERS' COMPENSATION			222
001-516-525.0000 UNEMPLOYMENT EXPENSE			
UNEMPLOYMENT EXPENSE	1	5,000	5,000
Totals for GL# 001-516-525.0000-UNEMPLOYMENT EXPENSE			5,000
001-516-531.0300 MEMBERSHIP DUES			
FPHRA ANNUAL DUES (FL. PROFESSIONAL HR ASSOC.)	2	55	110
SHRA (NON-SHRM MEMBER) (SARASOTA-MANATEE HR ASSOCI	1	100	100
SHRM (SOCIETY FOR HR MANAGEMENT)	1	219	219
SHRA (SHRM MEMBER) (SARASOTA- MANATEE HR ASSOCIATIO	1	75	75
Totals for GL# 001-516-531.0300-MEMBERSHIP DUES			504
001-516-531.1600 CONTRACT SERVICES			
AGENT FEE - HEALTH INSURANCE	1	40,000	40,000
DRUG SCREEN MONTHLY FEE (AFL - ALL FOR LIFE)	12	150	1,800
EAP MONTHLY FEE	12	231	2,772
MISC. DRUG TESTING (ON-SITE POST ACCIDENT, SUSPICION (A	1	350	350
MISC. TESTING (AFL)	1	2,600	2,600
Totals for GL# 001-516-531.1600-CONTRACT SERVICES			47,522



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Human Resources - 516

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-516-534.2100 PRE-EMPLOYMENT TESTING			
GENERAL PRE EMPLOYMENT BACKGROUND TESTING	1	900	900
PD PSYCHOLOGICAL TESTING	1	2,500	2,500
PD PRE EMPLOYMENT TESTING/CREDIT CHECK	1	1,650	1,650
GENERAL PRE-EMPLOYMENT PHYSICAL & DRUG SCREEN (COM	1	1,650	1,650
Totals for GL# 001-516-534.2100-PRE-EMPLOYMENT TESTING			<u>6,700</u>
001-516-540.5100 TRAVEL AND PER DIEM			
SHRA CHAPTER MEETING	10	50	500
LOCAL MEETINGS/TRAINING	2	50	100
FPHRA (MEALS NOT INCLUDED AND HOTEL & PARKING)	2	1,500	3,000
Totals for GL# 001-516-540.5100-TRAVEL AND PER DIEM			<u>3,600</u>
001-516-541.1100 COMMUNICATIONS			
STATE OF FL HR FAX LINE	12	30	360
Totals for GL# 001-516-541.1100-COMMUNICATIONS			<u>360</u>
001-516-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	980	3,920
Totals for GL# 001-516-545.1200-INSURANCE			<u>3,920</u>
001-516-547.5100 PRINTING AND BINDING			
GENERAL PRINTING MATERIALS	1	250	250
INTERNAL TRAINING MATERIALS	1	250	250
Totals for GL# 001-516-547.5100-PRINTING AND BINDING			<u>500</u>
001-516-548.9100 PROMOTIONAL ADVERTISING			
RECRUITMENT ADVERTISEMENT	1	1,400	1,400
Totals for GL# 001-516-548.9100-PROMOTIONAL ADVERTISING			<u>1,400</u>
001-516-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	400	400
Totals for GL# 001-516-551.1200-OFFICE SUPPLIES			<u>400</u>
001-516-552.2300 OPERATING EXPENSES			
LABOR LAW POSTERS	8	35	280
RECRUITING SUPPLIES	1	150	150
BADGE SUPPLIES	1	200	200
EMPLOYEE APPRECIATION EVENTS	1	1,500	1,500
NEW EMPLOYEE ITEMS	1	350	350
NEW HIRE ORIENTATION SUPPLIES	1	300	300
EMPLOYEE RECOGNITION	1	1,000	1,000
NOVATIME (ANDREWS TECHNOLOGY)	1	7,045	7,045
Totals for GL# 001-516-552.2300-OPERATING EXPENSES			<u>10,825</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Human Resources - 516

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-516-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS AS NEEDED	1	150	150
STAND UP DESK	2	300	600
Totals for GL# 001-516-552.4200-SMALL TOOLS/EQUIPMENT			<u>750</u>
001-516-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRTS FOR HR STAFF	4	35	140
Totals for GL# 001-516-552.5100-UNIFORM PURCHASES AND CLEANING			<u>140</u>
001-516-554.1200 PUBLICATIONS			
UPDATED PUBLICATIONS AS NEEDED	1	500	500
Totals for GL# 001-516-554.1200-PUBLICATIONS			<u>500</u>
001-516-555.1300 TECHNICAL/TRAINING			
FPHRA ANNUAL CONFERENCE REGISTRATION	2	400	800
LOCAL TRAINING	2	200	400
SHRM LEARNING SYSTEM	1	750	750
(FRED) PRYOR+	2	199	398
Totals for GL# 001-516-555.1300-TECHNICAL/TRAINING			<u>2,348</u>
Totals for Dept 516-HUMAN RESOURCES			<u>\$ 261,316</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Events and Facilities – 579

General Fund – 001

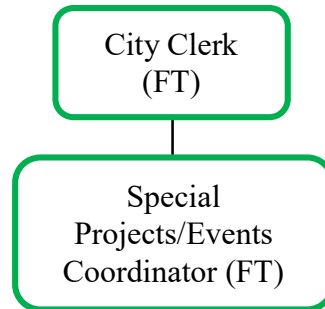
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals & Accomplishments:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Events and Facilities – 579

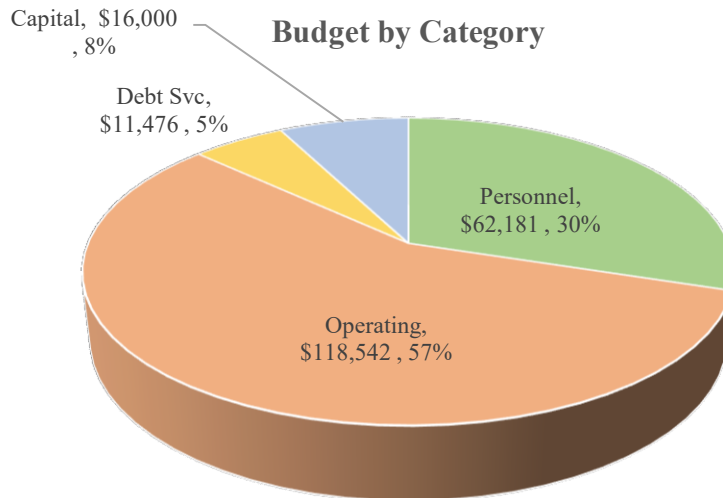
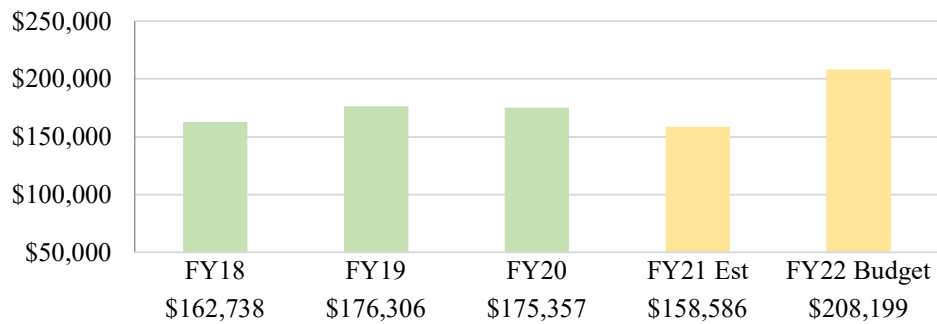
General Fund – 001

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Park Rentals	129	21	20	50
Special Event Applications	33	16	22	40

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

Departmental Expenditures





CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-579 - EVENTS AND FACILITIES
Cost Center Summary

Account	Description	2020	2021	2021	2022	% Change
001-579		Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 56,933	\$ 41,698	\$ 40,823	\$ 43,724	4.9 %
514.0100	Overtime - GE	2,438	6,000	2,576	6,000	- %
514.0150	Overtime - Holiday General Employees	-	-	259	-	- %
521.0100	Fica Taxes	4,504	3,649	3,352	3,804	4.2 %
522.2100	Retirement General Employee	867	7,117	6,864	7,474	5.0 %
523.0100	Health Insurance	5,083	7,175	5,805	-	(100.0)%
523.0300	Insurance & EAP	149	136	133	143	5.1 %
524.0100	Workers' Compensation	982	1,192	1,216	1,036	(13.1)%
	Total Personnel Expenses	70,956	66,967	61,028	62,181	(7.1)%
531.1600	Contract Services	-	371	371	371	- %
534.4200	Building Demolition	-	-	5,750	-	- %
540.5100	Travel and Per Diem	-	-	-	500	- %
541.1100	Communications	379	600	510	600	- %
544.1500	Rental Expenses	737	1,200	760	1,750	45.8 %
545.1200	Insurance	2,460	2,560	2,560	2,056	(19.7)%
546.3400	Repair & Maintenance	4,231	11,951	12,000	22,000	84.1 %
546.4000	Vehicle Repair & Maintenance	12	300	325	300	- %
547.5100	Printing And Binding	1,366	1,600	1,600	1,600	- %
549.9600	Bank Service Charges	97	400	50	30	(92.5)%
551.1200	Office Supplies	11	243	150	250	2.9 %
552.1500	Fuel and Lubricants	277	700	600	700	- %
552.2300	Operating Expenses	139	800	800	800	- %
552.3000	Living Tree Memorial Expense	-	2,300	-	1,920	(16.5)%
552.3900	Safety Program Expense	44	225	100	200	(11.1)%
552.4200	Small Tools/Equipment	1,326	1,000	1,000	1,265	26.5 %
552.5100	Uniform Purchases And Cleaning	31	125	125	125	- %
552.7100	Fairs & Festivals	24,504	64,360	25,000	45,110	(29.9)%
552.7200	Palmetto Historical Park	12,692	28,510	28,510	31,303	9.8 %
552.7400	Ag Museum	2,796	4,576	4,576	4,432	(3.1)%
554.0100	Non-Capitalized Equipment	-	1,299	1,299	3,230	148.7 %
	Total Operating Expenses	51,102	123,120	86,086	118,542	(3.7)%
562.0000	Building Improvements	-	-	-	16,000	- %
564.4900	Capital Leases	41,826	-	-	-	- %
	Total Capital Purchases	41,826	-	-	16,000	- %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-579 - EVENTS AND FACILITIES
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-579						
571.0100	Principal	10,456	10,748	10,747	11,048	2.8 %
572.0100	Interest Expense	1,017	728	725	428	(41.2)%
	Total Debt Service	11,473	11,476	11,472	11,476	- %
	TOTAL EXPENDITURES	\$ 175,357	\$ 201,563	\$ 158,586	\$ 208,199	3.3 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-579-512.0100 REGULAR SALARIES			
SPECIAL PROJECT/EVENTS COORDINATOR	1	43,724	43,724
Totals for GL# 001-579-512.0100-REGULAR SALARIES			<u>43,724</u>
001-579-514.0100 OVERTIME - GE			
OVERTIME - PARK RENTALS/EVENTS	1	6,000	6,000
Totals for GL# 001-579-514.0100-OVERTIME - GE			<u>6,000</u>
001-579-521.0100 FICA TAXES			
FICA TAXES	1	3,804	3,804
Totals for GL# 001-579-521.0100-FICA TAXES			<u>3,804</u>
001-579-522.2100 RETIREMENT GENERAL EMPLOYEE			
GE- PENSION	1	7,474	7,474
Totals for GL# 001-579-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>7,474</u>
001-579-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	143	143
Totals for GL# 001-579-523.0300-LIFE INSURANCE & EAP			<u>143</u>
001-579-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,036	1,036
Totals for GL# 001-579-524.0100-WORKERS' COMPENSATION			<u>1,036</u>
001-579-531.1600 CONTRACT SERVICES			
GPS ANNUALLY TRUCK - 20668	1	371	371
Totals for GL# 001-579-531.1600-CONTRACT SERVICES			<u>371</u>
001-579-540.5100 TRAVEL AND PER DIEM			
NFMT CONFERENCE & SECURITY CONFERENCE ORLANDO	1	500	500
Totals for GL# 001-579-540.5100-TRAVEL AND PER DIEM			<u>500</u>
001-579-541.1100 COMMUNICATIONS			
CELL PHONE SERVICE	12	50	600
Totals for GL# 001-579-541.1100-COMMUNICATIONS			<u>600</u>
001-579-544.1500 RENTAL EXPENSES			
MISC EVENT RENTALS - REIMBURSEMENTS - RIVER REGATTA	1	800	800
MISC EQUIPMENT RENTALS	1	950	950
Totals for GL# 001-579-544.1500-RENTAL EXPENSES			<u>1,750</u>
001-579-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO AND PROPERTY	4	514	2,056
Totals for GL# 001-579-545.1200-INSURANCE			<u>2,056</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-579-546.3400 REPAIR & MAINTENANCE			
ESTUARY PARK - MISC REPAIRS	1	1,000	1,000
MLK PARK - MISC REPAIRS	1	1,000	1,000
POLICE DEPARTMENT - MISC REPAIRS	1	2,500	2,500
POLICE DEPARTMENT - A/C REPAIRS	1	500	500
PUBLIC WORKS - MISC REPAIRS	1	3,000	3,000
SUTTON PARK - MISC REPAIRS	1	1,000	1,000
CITY HALL - MISC REPAIRS	1	1,500	1,500
HIDDEN LAKE PARK - MISC REPAIRS	1	500	500
17TH STREET PARK - MISC REPAIRS	1	1,000	1,000
TAYLOR PARK - MISC REPAIRS	1	500	500
CITY HALL - LANDSCAPE MATERIALS	1	1,000	1,000
RIVERSIDE - MISC REPAIRS	1	500	500
PARK SECURITY ENHANCEMENT	1	8,000	8,000
Totals for GL# 001-579-546.3400-REPAIR & MAINTENANCE			<u>22,000</u>
001-579-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR FOR 20668	1	300	300
Totals for GL# 001-579-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>300</u>
001-579-547.5100 PRINTING & BINDING			
NEWS IN BRIEF	1	1,600	1,600
Totals for GL# 001-579-547.5100-PRINTING & BINDING			<u>1,600</u>
001-579-549.9600 BANK SERVICE CHARGES			
CREDIT CARD FEES	1	30	30
Totals for GL# 001-579-549.9600-BANK SERVICE CHARGES			<u>30</u>
001-579-551.1200 OFFICE SUPPLIES			
MISCELLANEOUS SUPPLIES	1	100	100
PRINTER CARTRIDGES	1	150	150
Totals for GL# 001-579-551.1200-OFFICE SUPPLIES			<u>250</u>
001-579-552.1500 FUEL AND LUBRICANTS			
FORD TRANSIT	1	700	700
Totals for GL# 001-579-552.1500-FUEL AND LUBRICANTS			<u>700</u>
001-579-552.2300 OPERATING EXPENSES			
MISC ITEMS FROM CENTRAL STORE	1	800	800
Totals for GL# 001-579-552.2300-OPERATING EXPENSES			<u>800</u>
001-579-552.3000 LIVING TREE MEMORIAL EXPENSE			
MEMORIAL TREES	2	150	300
MEMORIAL PLAQUES	2	180	360
REPLACEMENT PLAQUES	7	180	1,260
Totals for GL# 001-579-552.3000-LIVING TREE MEMORIAL EXPENSE			<u>1,920</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-579-552.3900 SAFETY PROGRAM EXPENSE			
MISC SAFETY MATERIALS	1	200	200
Totals for GL# 001-579-552.3900-SAFETY PROGRAM EXPENSE			<u>200</u>
001-579-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS SMALL HAND TOOLS □	1	500	500
EZ CLEAN SURFACE CLEANER	1	350	350
FULL SAE AND METRIC SOCKET SET	1	200	200
ELECTICAL TOOLS (PLIERS, SCREW DRIVERS, WIRE CUTTERS)	1	150	150
BELT SANDER	1	65	65
Totals for GL# 001-579-552.4200-SMALL TOOLS/EQUIPMENT			<u>1,265</u>
001-579-552.5100 UNIFORM PURCHASES & CLEANING			
CITY SHIRTS	1	125	125
Totals for GL# 001-579-552.5100-UNIFORM PURCHASES & CLEANING			<u>125</u>
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 & SECURITY PASSES	1	1,000	1,000
FAIR SPONSORSHIP	1	2,000	2,000
FIREWORKS DISPLAY	1	40,000	40,000
GAMES FOR MOVIE IN THE PARK	1	350	350
Totals for GL# 001-579-552.7100-FAIRS & FESTIVALS			<u>45,110</u>
001-579-552.7200 PALMETTO HISTORICAL PARK			
GEN LIABL, AUTO, PROPERTY INSURANCE	4	2,204	8,816
POST OFFICE - TERMITE TREATMENT	1	900	900
CHAPEL - REPAIR WINDOW FRAMES, SIDING AND SILLS NOT FIN	1	8,475	8,475
POST OFFICE REPAIRS - BROKEN WINDOW- AND FRONT DECK	1	300	300
COTTAGE HOUSE REPAIRS - INSTALL SIDING KITCHEN & FIREP	1	800	800
CARNEGIE - CLEAN MILDEW AND REPAINT WINDOWS	1	1,000	1,000
CARNEGIE - UV LIGHT FOR A/C SYSTEM	1	1,000	1,000
CHAPEL- A/C REPLACEMENT	1	7,000	7,000
GENERAL REPAIR AND MAINTENANCE	1	1,000	1,000
CHAPEL - PAINT - MINOR REPAIRS	1	2,012	2,012
Totals for GL# 001-579-552.7200-PALMETTO HISTORICAL PARK			<u>31,303</u>
001-579-552.7400 AG MUSEUM			
GEN LIABL, AUTO, PROPERTY INSURANCE	4	783	3,132
LIVESTOCK ROOF REPAIR	1	800	800
REPAIR FLOODING PROBLEM EQUIPMENT CAGE AREA	1	500	500
Totals for GL# 001-579-552.7400-AG MUSEUM			<u>4,432</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Events And Facilities - 579

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-579-554.0100 NON-CAPITALIZED EQUIPMENT			
HIDDEN LAKE - MESSAGE CENTER	1	500	500
MISCELLANEOUS	1	1,000	1,000
17TH ST PARK - MESSAGE CENTER	1	500	500
PRESSURE WASHER	1	1,230	1,230
Totals for GL# 001-579-554.0100-NON-CAPITALIZED EQUIPMENT			<u>3,230</u>
001-579-562.0000 BUILDING IMPROVEMENTS			
CITY HALL FIRE ALARM PANEL REPLACEMNT (LIFE SAFETY)	1	16,000	16,000
Totals for GL# 001-579-562.0000-BUILDING IMPROVEMENTS			<u>16,000</u>
001-579-571.0100 PRINC - LEASE			
P# 10-13 FA#20668 FORD TRANSIT	4	2,762	11,048
Totals for GL# 001-579-571.0100-PRINC - LEASE			<u>11,048</u>
001-579-572.0100 INT EXP - LEASE			
P# 10-13 FA#20668 FORD TRANSIT	4	107	428
Totals for GL# 001-579-572.0100-INT EXP - LEASE			<u>428</u>
Totals for Dept 579-EVENTS AND FACILITIES			<u>\$ 208,199</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department – 521

Fund: General Fund - 001

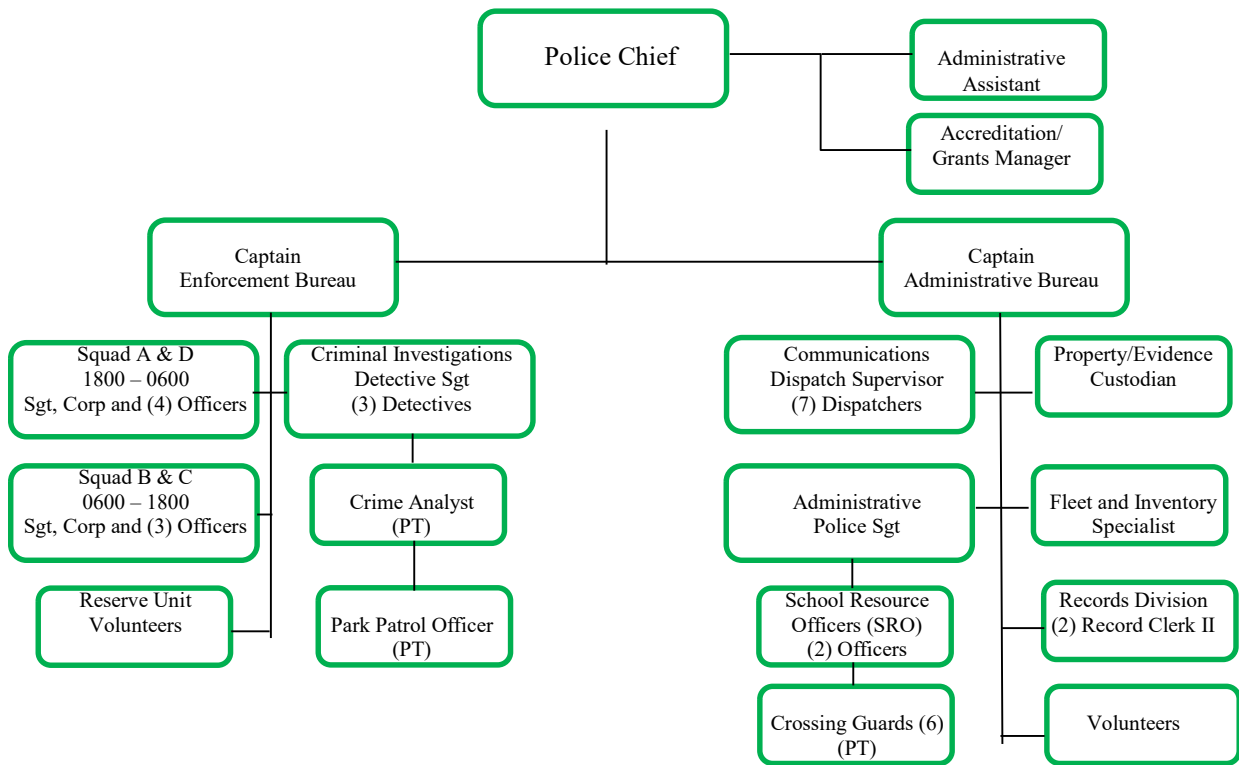
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

- Retain current personnel and recruit new, qualified personnel in an increasingly competitive job market
- Increase staffing to allow for the creation of a specialty investigative unit to address criminal issues that the Department is currently hard pressed to address;
- Replace obsolete police department to modern public safety standards.
- Transition to FIBRs incident reporting system



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department – 521

Fund: General Fund - 001

Accomplishments:

- Break ground on new 20,000 square foot police facility with a projected completion date of spring 2023.
- Renegotiated a three year police union agreement.
- The City saw an 11% overall reduction in crime from 2020.

Goals:

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

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Total Calls	23,109	21,662	19,885	20,000
Traffic Tickets Issued	1,796	1,471	1,363	700
Traffic Crash Reports	733	569	677	700
Part 1 Criminal Offenses	631	680	584	500
Prescription Dropbox (lbs)	521	444	432	450

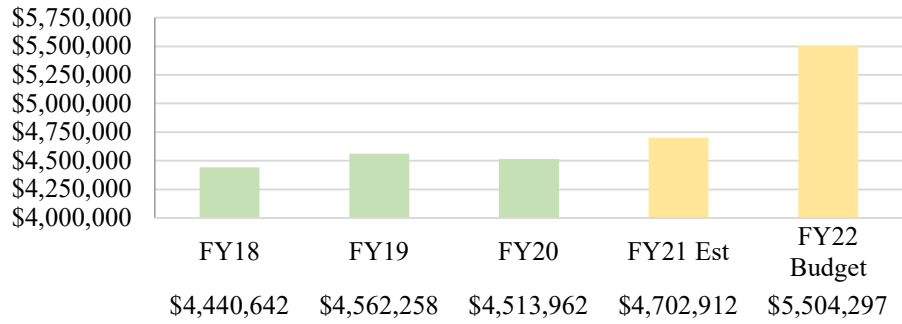
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	(4) Patrol Vehicles	206,000
Capital Lease	(4) In Car Video	10,000
Capital Lease	(4) Mobile Radio	24,000
Capital Lease	(4) Docking Station	10,000
Operating	Priority Dispatch Software	36,000
Operating	License Plate Reader	6,000
Operating	Stalker Dual Moving Radar	4,000
Total		\$296,000

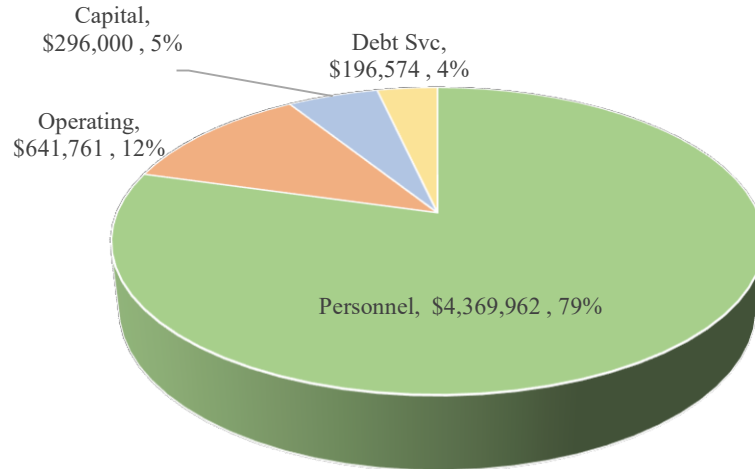


CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-521						
EXPENDITURES						
511.0100	Executive Salaries	\$ 268,710	\$ 274,658	\$ 273,601	\$ 285,810	4.1 %
512.0100	Regular Salaries	581,111	601,979	567,021	671,876	11.6 %
512.0200	Sworn Officer's Wages	1,457,037	1,591,867	1,460,341	1,778,503	11.7 %
513.0100	Part Time Wages	58,994	56,712	43,375	60,452	6.6 %
513.0200	School Crossing Guards	38,627	66,203	40,706	68,991	4.2 %
514.0100	Overtime - GE	27,437	32,000	34,277	32,960	3.0 %
514.0150	Overtime - Holiday General Employees	12,237	11,000	13,484	11,000	- %
514.0200	Overtime - Sworn	79,322	68,200	76,051	75,020	10.0 %
514.0250	Overtime - Holiday Sworn Officers	15,601	19,800	16,203	19,800	- %
515.1000	Incentive Payments To Officers	26,216	29,685	21,993	29,685	- %
515.2100	Clothing Allowance - Taxable	3,500	3,500	3,000	3,500	- %
515.3000	On Call Pay	6,684	6,552	5,079	13,104	100.0 %
521.0100	Fica Taxes	189,298	211,306	184,970	233,381	10.4 %
522.2100	Retirement General Employee	104,267	89,704	86,512	92,241	2.8 %
522.2400	Retirement Sworn	406,434	388,819	364,894	342,219	(12.0)%
523.0100	Health Insurance	348,621	433,334	403,295	550,435	27.0 %
523.0300	Insurance & EAP	7,193	8,071	7,439	8,865	9.8 %
524.0100	Workers' Compensation	51,354	75,211	68,667	92,120	22.5 %
529.9900	Reimbursement Of Personnel Costs	-	-	(6,216)	-	- %
	Total Personnel Expenses	3,682,643	3,968,601	3,664,692	4,369,962	10.1 %
531.0100	Consulting	-	10,495	10,495	-	(100.0)%
531.0300	Membership Dues	1,890	3,275	3,100	3,025	(7.6)%
531.1600	Contract Services	165	8,626	6,760	6,760	(21.6)%
534.5000	Boat Removal	-	1,353	-	-	(100.0)%
534.2100	Employee Testing	692	2,250	1,010	2,250	- %
535.2100	Special Investigation Account	5,821	13,570	11,750	20,000	47.4 %
540.5100	Travel and Per Diem	7,064	14,280	10,000	14,500	1.5 %
541.1100	Communications	45,719	56,850	54,067	60,075	5.7 %
542.1200	Postage/Mailing Service	349	1,400	617	1,400	- %
543.0000	Utility Services	28,682	30,014	26,500	28,500	(5.0)%
544.0500	Operating Lease	5,906	5,208	5,192	5,208	- %
545.1200	Insurance	107,288	108,693	108,693	116,101	6.8 %
545.9900	Insurance Contingency - Vehicle	3,143	5,000	5,000	5,000	- %
546.3400	Repair & Maintenance	14,105	10,350	8,623	10,350	- %
546.4000	Vehicle Repair & Maintenance	71,078	75,500	70,819	81,000	7.3 %
546.4000-8212	Vehicle Repair & Maintenance - CRA Plan	13,358	25,000	25,000	25,000	- %
546.5000	Marine Repair & Maintenance	-	2,000	1,874	1,500	(25.0)%
547.0000	Printing and Binding	1,252	5,050	1,455	4,050	(19.8)%
547.5100-8212	Printing and Binding	-	300	-	300	- %
549.0400-8212	Partnership/Sponsorship - CRA Plan	-	1,000	-	1,000	- %
551.1200	Office Supplies	3,782	7,250	5,714	7,250	- %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-521 - POLICE DEPARTMENT
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-521						
552.0000-0000	Hurricane Materials/Supplies	-	5,000	5,000	5,000	- %
552.0000-9038	Covid Materials	7,034	858	858	-	(100.0)%
552.1500	Fuel And Lubricants	53,057	82,072	55,000	82,500	0.5 %
552.1500-8212	Fuel And Lubricants - CRA Sub Plan	16,565	30,000	15,212	30,000	- %
552.2300	Operating Expenses	35,255	39,320	39,423	38,675	(1.6)%
552.2500	Spec Fund-Operating Supplies	-	5,000	5,000	-	(100.0)%
552.2600	PD Special Programs	2,446	2,000	2,000	-	(100.0)%
552.3000	Living Tree Memorial Expense	450	4,647	3,261	8,000	72.2 %
552.3900	Safety Program Expense	-	-	68	-	- %
552.4200	Small Tools/Equipment	17,404	15,222	14,164	13,802	(9.3)%
552.4200-9006	Small Tool/Equipment Bulletproof Vest	1,651	8,000	4,356	8,800	10.0 %
552.5100	Uniform Purchases And Cleaning	22,830	27,481	17,104	23,375	(14.9)%
554.0100	Non-Capitalized Equipment	36,489	27,677	26,115	7,000	(74.7)%
554.1200	Publications	1,530	1,400	2,170	2,200	57.1 %
554.1400	Accreditation	1,195	3,000	2,775	6,000	100.0 %
555.1300	Technical/Training	10,782	17,340	16,340	23,140	33.4 %
555.1300-0025	Special Fund - Technical/Training	-	-	5,000	-	- %
	Total Operating Expenses	516,982	656,481	570,515	641,761	(2.2)%
564.0100	Machinery & Equipment	34,224	895	15,124	46,000	5,039.7 %
564.4900	Capital Leases	128,233	301,697	301,697	250,000	(17.1)%
	Total Capital Purchases	162,457	302,592	316,821	296,000	(2.2)%
571.0100	Principal	144,711	144,462	144,456	159,500	10.4 %
572.0100	Interest Expense	7,168	6,439	6,428	4,810	(25.3)%
573.0500	New Debt Service - Leases	-	1,813	-	32,264	1,679.6 %
	Total Debt Service	151,879	152,714	150,884	196,574	28.7 %
	TOTAL EXPENDITURES	\$ 4,513,961	\$ 5,080,388	\$ 4,702,912	\$ 5,504,297	8.3 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-521-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	285,810	285,810
Totals for GL# 001-521-511.0100-EXECUTIVE SALARIES			<u>285,810</u>
001-521-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	671,876	671,876
Totals for GL# 001-521-512.0100-REGULAR SALARIES			<u>671,876</u>
001-521-512.0200 SWORN OFFICER'S WAGES			
SWORN OFFICER'S WAGES	1	1,761,733	1,761,733
SHIFT DIFFERENTIAL	1	16,770	16,770
Totals for GL# 001-521-512.0200-SWORN OFFICER'S WAGES			<u>1,778,503</u>
001-521-513.0100 PART TIME WAGES			
PART TIME WAGES	1	60,452	60,452
Totals for GL# 001-521-513.0100-PART TIME WAGES			<u>60,452</u>
001-521-513.0200 SCHOOL CROSSING GUARDS			
SCHOOL CROSSING GUARDS	1	68,991	68,991
Totals for GL# 001-521-513.0200-SCHOOL CROSSING GUARDS			<u>68,991</u>
001-521-514.0100 OVERTIME - GE			
OVERTIME - GE	1	32,960	32,960
Totals for GL# 001-521-514.0100-OVERTIME - GE			<u>32,960</u>
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			<u>11,000</u>
001-521-514.0200 OVERTIME - SWORN			
OVERTIME	1	75,020	75,020
Totals for GL# 001-521-514.0200-OVERTIME - SWORN			<u>75,020</u>
001-521-514.0250 OVERTIME - HOLIDAY SWORN			
HOLIDAY SWORN	1	19,800	19,800
Totals for GL# 001-521-514.0250-OVERTIME - HOLIDAY SWORN			<u>19,800</u>
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			<u>29,685</u>
001-521-515.2100 CLOTHING ALLOWANCE - TAXABLE			
CHIEF OF POLICE	1	500	500
CAPTAINS	2	500	1,000
DETECTIVE SERGEANT	1	500	500
THREE DETECTIVES	3	500	1,500
Totals for GL# 001-521-515.2100-CLOTHING ALLOWANCE - TAXABLE			<u>3,500</u>
001-521-515.3000 ON CALL PAY			
ON CALL PAY DETECTIVES	1	6,552	6,552
ON CALL PAY TRAFFIC HOMICIDE	1	6,552	6,552
Totals for GL# 001-521-515.3000-ON CALL PAY			<u>13,104</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-521-521.0100 FICA TAXES			
FICA TAXES	1	233,381	233,381
Totals for GL# 001-521-521.0100-FICA TAXES			<u>233,381</u>
001-521-522.2100 RETIREMENT GENERAL EMPLOYEE			
RETIREMENT GENERAL EMPLOYEE	1	92,241	92,241
Totals for GL# 001-521-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>92,241</u>
001-521-522.2400 RETIREMENT SWORN			
SWORN OFFICERS RETIREMENT	1	342,219	342,219
Totals for GL# 001-521-522.2400-RETIREMENT SWORN			<u>342,219</u>
001-521-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	550,435	550,435
Totals for GL# 001-521-523.0100-HEALTH INSURANCE			<u>550,435</u>
001-521-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	8,865	8,865
Totals for GL# 001-521-523.0300-LIFE INSURANCE & EAP			<u>8,865</u>
001-521-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	92,120	92,120
Totals for GL# 001-521-524.0100-WORKERS' COMPENSATION			<u>92,120</u>
001-521-531.0300 MEMBERSHIP DUES			
TAMPA BAY AREA CHIEF OF POLICE	3	125	375
INTERNATIONAL ASSOC. CHIEF OF POLICE (IACP)	1	100	100
PROPERTY & EVIDENCE ASSOC. OF FLORIDA (PEAF)	1	150	150
INT'L ASSOC. OF PROPERTY & EVIDENCE (IAPE)	1	125	125
APCO INTERNATIONAL INC.(ASSOCIATION OF POLICE DISPATCHERS)	3	100	300
CRIME STOPPERS ANNUAL MEMBERSHIP FOR AGENCY	1	250	250
INT'L ASSOC. OF LAW ENFORCEMENT FIREARMS INSTRUCTOR	2	100	200
MANATEE COUNTY JUVENILE JUSTICE MEMBERSHIP	1	50	50
SUNCOAST CRIME PREVENTION ASSOCIATION - CRIME PREVENTION	1	200	200
FLA. DEPT. OF HEALTH (911 CERT.) FOR DISPATCHERS AND OF	10	75	750
FLA. DEPT. OF HEALTH DISPATCH CERTIFICATION PROGRAM I	1	100	100
NOTARY RENEWALS	3	100	300
Totals for GL# 001-521-531.0300-MEMBERSHIP DUES			<u>3,025</u>
001-521-531.1600 CONTRACT SERVICES			
APEX - PEST CONTROL INTERNAL & EXTERNAL	4	55	220
JANITORIAL SERVICES	12	545	6,540
Totals for GL# 001-521-531.1600-CONTRACT SERVICES			<u>6,760</u>
001-521-534.2100 EMPLOYEE TESTING			
EMPLOYEE TESTING FOR INCIDENTS	5	250	1,250
FITNESS FOR DUTY TESTING	2	500	1,000
Totals for GL# 001-521-534.2100-EMPLOYEE TESTING			<u>2,250</u>
001-521-535.2100 SPECIAL INVESTIGATION ACCOUNT			
SPECIAL INVESTIGATIVE EXPENSES- FORENSICS	1	20,000	20,000



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Totals for GL# 001-521-535.2100-SPECIAL INVESTIGATION ACCOUNT			20,000
001-521-540.5100 TRAVEL AND PER DIEM			
CJIS CONFERENCE DISPATCH (5 DAYS)	2	800	1,600
UTAC TRAINING CONFERENCE FOR UAV OPERATORS	3	1,000	3,000
I.A.P.E CERTIFICATION (PE MANAGER/ 5 DAYS)	1	800	800
PUBLIC RECORDS SEMINAR (2 RECORDS & P.E.)	3	200	600
PEAF CONFERENCE FOR P&E MANAGER (4 DAYS)	1	500	500
FPCA SUMMER AND WINTER CONFERENCES FOR CHIEF	2	750	1,500
HOMICIDE CONFERENCE (LEAD HOMICIDE INVESTIGATOR) 5 I	1	800	800
TRAVEL & PER DIEM FOR GENERAL TRAINING CLASSES	1	4,000	4,000
APCO CONFERENCE FOR DISPATCH SUPERVISOR (3 DAYS)	2	500	1,000
CVSA EXAMINER CONFERENCE (LAROWE)	1	700	700
Totals for GL# 001-521-540.5100-TRAVEL AND PER DIEM			14,500
001-521-541.1100 COMMUNICATIONS			
ANNUAL RADIO CONTRACT FOR MAINTENANCE AND SYSTEM	100	250	25,000
IN-CAR WIRELESS SERVICE	39	500	19,500
CELL PHONES (3 EXE,5 SGT, 4 CPL, 4 CID, COP, P&E, OFFDITY, FC	22	600	13,200
MISC. RADIO REPAIR - MANATEE COUNTY	1	2,000	2,000
RADIO BATTERY REPLACEMENT	5	75	375
Totals for GL# 001-521-541.1100-COMMUNICATIONS			60,075
001-521-542.1200 POSTAGE/MAILING SERVICE			
CITY HALL POSTAGE METER	1	200	200
OVERNIGHT SHIPPING	1	1,200	1,200
Totals for GL# 001-521-542.1200-POSTAGE/MAILING SERVICE			1,400
001-521-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	5,000	5,000
FPL	1	23,500	23,500
Totals for GL# 001-521-543.0000-UTILITY SERVICES			28,500
001-521-544.0500 OPERATING LEASE			
PAGES COPIED/PRINTED - SQUAD ROOM	1	600	600
PAGES COPIED/PRINTED - RECORDS	1	600	600
COPIER LEASE SQUAD ROOM: PMT 16-27 OF 36	12	133	1,596
COPIER LEASE RECORDS PMT: 16-27 OF 36	12	201	2,412
Totals for GL# 001-521-544.0500-OPERATING LEASE			5,208
001-521-545.1200 INSURANCE			
A-3 FIDUCIARY BOND PENSION	1	60	60
D-5 POLICE AD & D (9/19)	1	330	330
D-5 STATE MANDATED AD & D	1	2,420	2,420
D-6 EXECUTIVE TRAVEL POLICE	1	55	55
B-2 DRONE COVERAGE	1	3,500	3,500
GEN LIAB, AUTO, PROPERTY INS	4	27,309	109,236
NEW AUTO - OVERLAP AUTO INS	1	500	500
Totals for GL# 001-521-545.1200-INSURANCE			116,101



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-521-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 001-521-545.9900-INSURANCE CONTINGENCY			<u>5,000</u>
001-521-546.3400 REPAIR & MAINTENANCE			
AC MAINT. CONTRACT	4	400	1,600
FIRE EXT MAINT CONTRACT	1	2,500	2,500
GENERATOR MAINT CONTRACT	1	1,750	1,750
MISC AC REPAIRS	1	2,000	2,000
MISC BUILD & PLUMBING REPAIRS	1	2,000	2,000
PEST CONTROL	4	125	500
Totals for GL# 001-521-546.3400-REPAIR & MAINTENANCE			<u>10,350</u>
001-521-546.4000 VEHICLE REPAIR & MAINTENANCE			
UNINSURED VEHICLE DAMAGE	1	10,000	10,000
VEHICLE MAINTENANCE, REPAIR/LEX CONTRACT	1	55,000	55,000
VEHICLE TIRES	1	10,000	10,000
MISC. VEHICLE MAINTENANCE/TOWING	1	6,000	6,000
Totals for GL# 001-521-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>81,000</u>
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			<u>25,000</u>
001-521-546.5000 MARINE REPAIR & MAINTENANCE			
BOAT MAINTENANCE (100 HR SERVICE & EXT MAINTENANCE)	1	1,500	1,500
Totals for GL# 001-521-546.5000-MARINE REPAIR & MAINTENANCE			<u>1,500</u>
001-521-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	15	50	750
COPY SERVICE, FORMS	1	3,000	3,000
STATIONARY	1	300	300
Totals for GL# 001-521-547.5100-PRINTING AND BINDING			<u>4,050</u>
001-521-547.5100-8212 PRINTING AND BINDING - CRA SUB PLAN			
BUSINESS CARDS/6 CRA OFFICERS, 2 P.T. CRA OFFICERS	6	50	300
Totals for GL# 001-521-547.5100-8212-PRINTING AND BINDING - CRA SUB PLAN			<u>300</u>
001-521-549.0400-8212 PARTNERSHIP/SPONSORSHIP - CRA PLAN			
CRIME STOPPERS PARTNERSHIP	1	1,000	1,000
Totals for GL# 001-521-549.0400-8212-PARTNERSHIP/SPONSORSHIP - CRA PLAN			<u>1,000</u>
001-521-551.1200 OFFICE SUPPLIES			
COPY PAPER- FROM CITY CENTRAL STORE	1	1,500	1,500
OFFICE SUPPLIES	1	2,500	2,500
PRINTER / COPIER CARTRIDGES	1	2,500	2,500
RECORDS SUPPLIES	1	750	750
Totals for GL# 001-521-551.1200-OFFICE SUPPLIES			<u>7,250</u>
001-521-552.0000 HURRICANE MATERIALS/SUPPLIES			
EMERGENCY SUPPLIES,FOOD,WATER	1	5,000	5,000
Totals for GL# 001-521-552.0000-HURRICANE MATERIALS/SUPPLIES			<u>5,000</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-521-552.1500 FUEL AND LUBRICANTS			
FUEL - NON - CRA VEHICLES	1	80,000	80,000
BOAT FUEL (BASED ON 15 GPH AND 140 HRS/YR OPERATING)	1	2,500	2,500
Totals for GL# 001-521-552.1500-FUEL AND LUBRICANTS			<u>82,500</u>
001-521-552.1500-8212 FUEL AND LUBRICANTS - CRA SUB PLAN			
FUEL- CRA VEHICLES	1	30,000	30,000
Totals for GL# 001-521-552.1500-8212-FUEL AND LUBRICANTS - CRA SUB PLAN			<u>30,000</u>
001-521-552.2300 OPERATING EXPENSES			
AGENCY & CITIZEN AWARDS (PLAQUES, CERTIFICATES)	1	1,000	1,000
ANNUAL AED MAINTENANCE	1	125	125
ANNUAL BIOHAZARD DISPOSAL-EVIDENCE DESTRUCTION	1	800	800
CONSUMABLE SUPPLIES	1	3,500	3,500
DUTY EQUIPMENT	1	7,000	7,000
HEPATITUS SHOTS/TITHERS FOR HIGH RISK PERSONNEL	40	25	1,000
LEXIS NEXIS DATA. WEB -BASED INVESTIGATIVE TOOL FOR C	2	1,800	3,600
P & E PACKAGING & LABELS	1	800	800
FIRST AID STATION RESUPPLY	1	300	300
MANATEE COUNTY CLERK OFFICE	1	400	400
CENTRAL STORE SUPPLIES	1	3,500	3,500
CALLYO INVESTIGATIVE RECORDING SOFTWARE RENEWAL	1	3,000	3,000
COVERT TRACK SOFTWARE RENEWAL	1	600	600
GIS SOFTWARE-ESRI ONLINE	1	500	500
NARCAN/NALOXEN DOSES	20	50	1,000
LICENSE PLATE READER LICENSES	5	500	2,500
TARGETS & MISC ARMORER SUPPLIES	1	1,000	1,000
RIFLE AMMUNITION (1500 RDS DUTY & 1500 RDS PRACTICE)	1	1,650	1,650
PISTOL AMMUNITION (2000 RDS DUTY & 8000 RDS PRACTICE)	1	5,200	5,200
FORENSIC MATERIALS (LYNN PEAVEY & SIRCHIE)	1	1,200	1,200
Totals for GL# 001-521-552.2300-OPERATING EXPENSES			<u>38,675</u>
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
LET'S TALK NORTH RIVER PARTNER/PALMETTO YOUTH CTR	1	1,000	1,000
Totals for GL# 001-521-552.3000-COMMUNITY OUTREACH			<u>8,000</u>
001-521-552.4200 SMALL TOOLS/EQUIPMENT			
MISC. SMALL TOOLS / PARTS	1	2,000	2,000
MISC. MARINE EQUIPMENT (RESCUE,FIRST AID,SUPPLIES)	1	1,000	1,000
AXON TASER 7 CARTRIDGES	1	600	600
BOLAWRAP CARTRIDGES	8	30	240
BOLAWRAP HOLSTER	4	53	212
BROTHER POCKETJET PJ-722 VEHICLE PRINTER	5	375	1,875
RIFLE PLATE FOR PD VESTS	35	225	7,875
Totals for GL# 001-521-552.4200-SMALL TOOLS/EQUIPMENT			<u>13,802</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-521-552.4200-9006 SMALL TOOL/EQUIP BULLETPROOF VEST BALLISTIC VEST/CITY GRANT MATCH (BVP PAYS \$400 PER VEST. EACH VEST IS \$1200.00)	11	800	8,800
Totals for GL# 001-521-552.4200-9006-SMALL TOOL/EQUIP BULLETPROOF VEST			<u>8,800</u>
001-521-552.5100 UNIFORM PURCHASES AND CLEANING ANNUAL SHOE ALLOWANCE / SWORN OFFICERS	27	125	3,375
DRY CLEANING & ALTERATIONS	1	13,000	13,000
SAFETY VESTS, POLOS, HATS	1	2,000	2,000
UNIFORMS	1	5,000	5,000
Totals for GL# 001-521-552.5100-UNIFORM PURCHASES AND CLEANING			<u>23,375</u>
001-521-554.0100 NON-CAPITALIZED EQUIPMENT BOLAWRAP CONTROL DEVICE	4	1,000	4,000
ENF METER CALIBRATION	2	1,500	3,000
Totals for GL# 001-521-554.0100-NON-CAPITALIZED EQUIPMENT			<u>7,000</u>
001-521-554.1200 PUBLICATIONS 2019 LEGAL HANDBOOKS	40	55	2,200
Totals for GL# 001-521-554.1200-PUBLICATIONS			<u>2,200</u>
001-521-554.1400 ACCREDITATION CONFERENCES CFA, FLA-PAC (INCLUDES FEE, TRAVEL, PER-DI ANNUAL CFA, FLA-PAC FEES	1	1,500	1,500
ACCREDITATION SUPPLIES, MEETINGS (INCLUDES MOCK, ONS TRAVEL, PER DIEM FOR MOCK & ONSITE (3 ASSESSORS FOR E/	1	1,000	1,000
	1	500	500
	1	3,000	3,000
Totals for GL# 001-521-554.1400-ACCREDITATION			<u>6,000</u>
001-521-555.1300 TECHNICAL/TRAINING WEB-BASED DISPATCH TRAINING - POLICE LEGAL SCIENCES.	1	840	840
CVSA EXAMINER CONFERENCE AND RECERT. (LAROWE)	1	500	500
WEB-BASED TRAINING FOR AGENCY PERSONNEL (POLICE ONE	1	3,000	3,000
UTAC TRAINING CONFERENCE FOR UAV OPERATORS	3	800	2,400
APCO CONFERENCE TWO DISPATCHERS	2	400	800
CJIS CONFERENCE FEE FOR TWO DISPATCHERS	2	300	600
I.A.P.E CERTIFICATION FOR P&E MANAGER	1	600	600
PUBLIC RECORDS SEMINAR FOR RECORDS & P.E.	3	400	1,200
ANNUAL HOMICIDE CONFERENCE FOR LEAD HOMICDE DETEC	1	700	700
PEAF CONFERENCE FOR P&E MANAGER	1	500	500
FPCA CONFERENCES: WINTER AND SUMMER CONFERENCES	2	500	1,000
GENERAL AGENCY TRAINING OPPORTUNITIES	1	6,000	6,000
BAYCARE MENTAL HEALTH & PTSD AWARENESS (8 HRS FOR F	50	100	5,000
Totals for GL# 001-521-555.1300-TECHNICAL/TRAINING			<u>23,140</u>
001-521-564.0100 MACHINERY AND EQUIPMENT PRIORITY DISPATCH CALL TAKING SOFTWARE	1	36,000	36,000
LICENSE PLATE READER CAMERA	1	6,000	6,000
STALKER DUAL MOVING RADAR W/ACCESSORIES	2	2,000	4,000
Totals for GL# 001-521-564.0100-MACHINERY AND EQUIPMENT			<u>46,000</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Police Department - 521

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-521-564.4900 CAPITAL LEASES			
PATROL VEHICLES	4	36,500	146,000
POLICE VEHICLE UPFIT	4	14,500	58,000
TAIT MOBILE RADIO & INSTALL	4	2,500	10,000
MOBILE VIDEO	4	6,000	24,000
LAPTOP DOCKING STATIONS W/PRINTERS	4	2,500	10,000
POLICE VEHICLE GRAPHICS	4	500	2,000
Totals for GL# 001-521-564.4900-CAPITAL LEASES			<u>250,000</u>
001-521-571.0100 PRINC - LEASE			
P# 15-16 FA#20534-36, 20529-31, CHARGERS, VIDEO	2	4,888	9,776
P# 10-13 FA#205/88, 95-97, 76-78, 90-93, 20613 CHARGER/RADIO/V	4	10,697	42,788
P# 07-10 FA#206/74, 75, 77-84 DURANGO/COBAN/RADIO/NGHT VI	4	8,031	32,124
P# 03-06 CHEVY TAHOE, VIDEO, RADIO, LAPTOPS	4	18,703	74,812
Totals for GL# 001-521-571.0100-PRINC - LEASE			<u>159,500</u>
001-521-572.0100 INT EXP - LEASE			
P# 15-16 FA#20534-36, 20529-31, CHARGERS, VIDEO	2	45	90
P# 10-13 FA#205/88, 95-97, 76-78, 90-93, 20613 CHARGER/RADIO/V	4	412	1,648
P# 07-10 FA#206/74, 75, 77-84 DURANGO/COBAN/RADIO/NGHT VI	4	301	1,204
P# 03-06 CHEVY TAHOE, VIDEO, RADIO, LAPTOPS	4	467	1,868
Totals for GL# 001-521-572.0100-INT EXP - LEASE			<u>4,810</u>
001-521-573.0500 NEW DEBT SERVICE - LEASES			
NEW DEBT SERVICE FOR LEASE - PATROL	2	9,423	18,846
NEW DEBT SERVICE FOR LEASE - IN-CAR VIDEOS	2	1,548	3,096
NEW DEBT SERVICE FOR LEASE - RADIOS	2	645	1,290
NEW DEBT SERVICE FOR LEASE - DOCKING	2	645	1,290
NEW DEBT SERVICE FOR LEASE - UPFIT	2	3,871	7,742
Totals for GL# 001-521-573.0500-NEW DEBT SERVICE - LEASES			<u>32,264</u>
Totals for Dept 521-POLICE DEPARTMENT			\$ 5,504,297



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Code Enforcement – 523

General Fund - 001

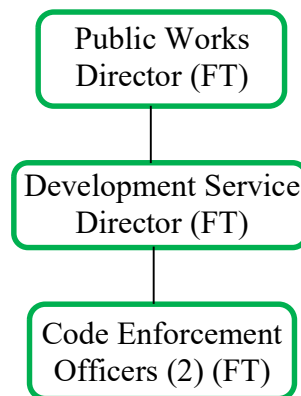
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals & Accomplishments:

- Continue to provide timely and consistent enforcement of the City’s Code of Ordinances.
- Take proactive steps to promote voluntary code compliance from citizens and businesses.
- Reorganization of Code Enforcement, Building and Planning Department to meet the needs of the community in effective manner.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Code Enforcement – 523

General Fund - 001

Performance Indicators:

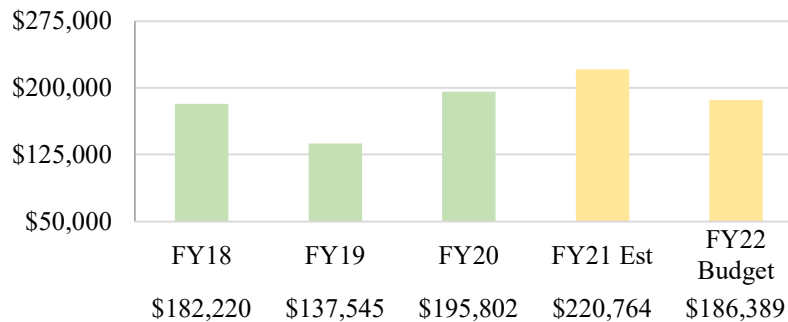
Task	FY2019 Actual	FY2020 Actual	*FY2021 Actual	FY2021 Projected
Code Violations Issued	1508	1367	702	1000
Code Violations Recorded	9	7	1	5
Code Violations Closed	6	3	1	5
*Code Violations (CE Board)	28	12	3	10

*represents calendar year. Code enforcement went from 3 officers to 1 in FY2021. One position was eliminated in FY2022.

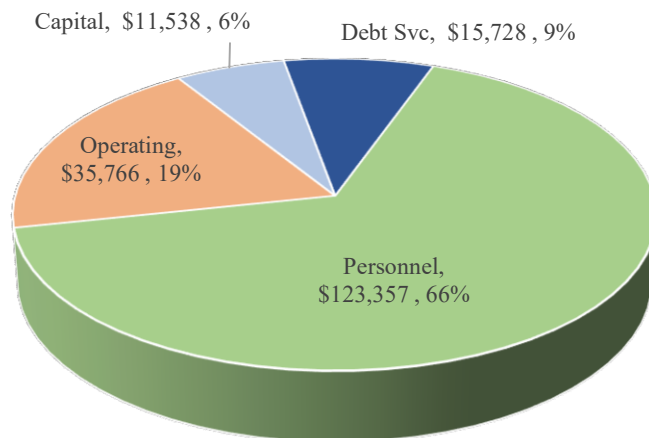
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared all PW Depts)	11,538
Total		\$11,538

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPENDITURES						
512.0100	Regular Salaries	\$ 113,392	\$ 125,620	\$ 91,112	\$ 79,426	(36.8)%
514.0100	Overtime - GE	1,238	-	7	-	- %
514.0150	Overtime - Holiday General Employees	-	-	391	-	- %
521.0100	Fica Taxes	8,409	9,610	6,568	6,076	(36.8)%
522.2100	Retirement General Employee	21,021	18,743	14,764	11,938	(36.3)%
523.0100	Health Insurance	21,336	26,971	23,012	23,776	(11.8)%
523.0300	Insurance & EAP	359	411	324	259	(37.0)%
524.0100	Workers' Compensation	1,884	3,547	2,612	1,882	(46.9)%
	Total Personnel Expenses	167,639	184,902	138,790	123,357	(33.3)%
531.0100	Consulting	-	1,220	1,220	-	(100.0)%
531.0300	Membership Dues	115	150	115	80	(46.7)%
531.0600	Attorney Fees	4,793	7,000	2,500	6,500	(7.1)%
531.1600	Contract Services	620	975	675	1,086	11.4 %
534.1600	Lot Clearing	-	5,000	-	5,000	- %
534.1700	Lot Clearing - Pass Thru	1,675	10,000	1,250	5,000	(50.0)%
540.5100	Travel and Per Diem	94	500	100	1,300	160.0 %
541.1100	Communications	1,404	1,800	1,450	1,200	(33.3)%
542.1200	Postage/Mailing Service	1,856	6,000	750	3,000	(50.0)%
544.0500	Operating Lease	156	275	-	500	81.8 %
545.1200	Insurance	5,434	5,692	5,692	4,100	(28.0)%
546.3400	Repair & Maintenance	-	-	-	500	- %
546.4000	Vehicle Repair & Maintenance	823	1,000	425	1,500	50.0 %
547.5100	Printing And Binding	172	140	82	350	150.0 %
551.1200	Office Supplies	163	125	110	100	(20.0)%
552.1500	Fuel and Lubricants	1,986	2,000	2,000	2,250	12.5 %
552.2300	Operating Expenses	980	1,000	350	1,000	- %
552.3900	Safety Program Expense	13	150	400	400	166.7 %
552.4200	Small Tools/Equipment	493	750	500	500	(33.3)%
552.5100	Uniform Purchases And Cleaning	124	300	203	400	33.3 %
555.1300	Technical/Training	249	-	700	1,000	- %
595.0000	Doubtful Accts Exp	7,013	-	334	-	- %
	Total Operating Expenses	28,163	44,077	18,856	35,766	(18.9)%
564.4900	Capital Leases	-	56,000	56,000	11,538	(79.4)%
	Total Capital Purchases	-	56,000	56,000	11,538	(79.4)%
571.0100	Principal	-	6,904	6,904	13,892	101.2 %
572.0100	Interest Expense	-	214	214	348	62.6 %
573.0500	New Debt Service - Leases	-	336	-	1,488	342.9 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-523 - CODE ENFORCEMENT
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-523						
	Total Debt Service	-	7,454	7,118	15,728	111.0 %
	TOTAL EXPENDITURES	\$ 195,802	\$ 292,433	\$ 220,764	\$ 186,389	(36.3)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Code Enforcement - 523

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-523-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	79,426	79,426
Totals for GL# 001-523-512.0100-REGULAR SALARIES			79,426
001-523-521.0100 FICA TAXES			
FICA	1	6,076	6,076
Totals for GL# 001-523-521.0100-FICA TAXES			6,076
001-523-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	11,938	11,938
Totals for GL# 001-523-522.2100-RETIREMENT GENERAL EMPLOYEE			11,938
001-523-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	23,776	23,776
Totals for GL# 001-523-523.0100-HEALTH INSURANCE			23,776
001-523-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	259	259
Totals for GL# 001-523-523.0300-LIFE INSURANCE & EAP			259
001-523-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,882	1,882
Totals for GL# 001-523-524.0100-WORKERS' COMPENSATION			1,882
001-523-531.0300 MEMBERSHIP DUES			
FACE ANNUAL MEMBERSHIP FEES BARAJAS	1	40	40
FACE ANNUAL MEMBERSHIP FEES WILLIAMS	1	40	40
Totals for GL# 001-523-531.0300-MEMBERSHIP DUES			80
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 BOARD			6,500
001-523-531.1600 CONTRACT SERVICES			
GPS DEVICE ANNUALLY 17492; 17525, 17316	3	337	1,011
GPS DEVICE ANNUALLY UPGRADE TO 4G	3	25	75
Totals for GL# 001-523-531.1600-CONTRACT SERVICES			1,086
001-523-534.1600 NUISANCE ABATEMENT NON PASS THRU			
BOAT/MISC REMOVAL	1	5,000	5,000
Totals for GL# 001-523-534.1600-NUISANCE ABATEMENT NON PASS THRU			5,000
001-523-534.1700 NUISANCE ABATEMENT PASS THRU			
NUISANCE ABATE LOT CLEARING	1	5,000	5,000
Totals for GL# 001-523-534.1700-NUISANCE ABATEMENT PASS THRU			5,000



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Code Enforcement - 523

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-523-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	79,426	79,426
001-523-540.5100 TRAVEL AND PER DIEM			
FACE ANNUAL TRAINING CONFERENCE-CEO	2	325	650
FACE LEVEL CERTIFICATION	2	325	650
Totals for GL# 001-523-540.5100-TRAVEL AND PER DIEM			1,300
001-523-541.1100 COMMUNICATIONS			
CELL SERVICE-CODE ENFORCEMENT BARAJAS	12	50	600
CELL SERVICE-CODE ENFORCEMENT VACANT	12	50	600
Totals for GL# 001-523-541.1100-COMMUNICATIONS			1,200
001-523-542.1200 POSTAGE/MAILING SERVICE			
REFILL POSTAGE METER	1	3,000	3,000
Totals for GL# 001-523-542.1200-POSTAGE/MAILING SERVICE			3,000
001-523-544.0500 OPERATING LEASE			
PAGES COPIED/PRINTED	1	500	500
Totals for GL# 001-523-544.0500-OPERATING LEASE			500
001-523-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,025	4,100
Totals for GL# 001-523-545.1200-INSURANCE			4,100
001-523-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE GENERAL	1	500	500
Totals for GL# 001-523-546.3400-REPAIR & MAINTENANCE			500
001-523-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA#17492 PICKUP, FORD 4X4, PICKUP	1	500	500
FA#17525 FORD F150, 1/2 TON PICKUP	1	500	500
FA#17316 FORD F150, 1/2 TON PICKUP	1	500	500
Totals for GL# 001-523-546.4000-VEHICLE REPAIR & MAINTENANCE			1,500
001-523-547.5100 PRINTING AND BINDING			
BUSINESS CARDS-NEW CEO	1	50	50
PRINTING-NOTICES-DOOR HANGERS	1	300	300
Totals for GL# 001-523-547.5100-PRINTING AND BINDING			350
001-523-551.1200 OFFICE SUPPLIES			
PENS-CALENDRS-MARKERS-PADS	1	100	100
Totals for GL# 001-523-551.1200-OFFICE SUPPLIES			100
001-523-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL CEO VEHICLE FA#17525	1	750	750
FUEL-OIL CEO VEHICLE FA#17492	1	750	750
FUEL-OIL CEO VEHICLE FA#17316	1	750	750
Totals for GL# 001-523-552.1500-FUEL AND LUBRICANTS			2,250



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Code Enforcement - 523

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-523-512.0100 REGULAR SALARIES REGULAR SALARIES	1	79,426	<u>79,426</u>
001-523-552.2300 OPERATING EXPENSES COURT RECORDING FEES	1	1,000	<u>1,000</u>
Totals for GL# 001-523-552.2300-OPERATING EXPENSES			<u>1,000</u>
001-523-552.3900 SAFETY PROGRAM EXPENSE SAFETY PPE AS NEEDED	3	50	150
SAFETY FOOTWEAR X2 CEO	2	125	<u>250</u>
Totals for GL# 001-523-552.3900-SAFETY PROGRAM EXPENSE			<u>400</u>
001-523-552.4200 SMALL TOOLS/EQUIPMENT HAND TOOLS AS NEEDED	1	500	<u>500</u>
Totals for GL# 001-523-552.4200-SMALL TOOLS/EQUIPMENT			<u>500</u>
001-523-552.5100 UNIFORM PURCHASES AND CLEANING UNIFORM SHIRTS CEO - 2 EMPLOYEES	2	200	<u>400</u>
Totals for GL# 001-523-552.5100-UNIFORM PURCHASES AND CLEANING			<u>400</u>
001-523-555.1300 TECHNICAL/TRAINING FACE CONFERENCE/SEMINAR 2 X CEO	2	500	<u>1,000</u>
Totals for GL# 001-523-555.1300-TECHNICAL/TRAINING			<u>1,000</u>
001-523-564.4900 CAPITAL LEASES SHARED PW GENERATOR	1	11,538	<u>11,538</u>
Totals for GL# 001-523-564.4900-CAPITAL LEASES			<u>11,538</u>
001-523-571.0100 PRINC - LEASE P# 03-06 (2) NISSAN FRONTIER	4	3,473	<u>13,892</u>
Totals for GL# 001-523-571.0100-PRINC - LEASE			<u>13,892</u>
001-523-572.0100 INT EXP - LEASE P# 03-06 (2) NISSAN FRONTIER	4	87	<u>348</u>
Totals for GL# 001-523-572.0100-INT EXP - LEASE			<u>348</u>
001-523-573.0500 NEW DEBT SERVICE - LEASES NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	<u>1,488</u>
Totals for GL# 001-523-573.0500-NEW DEBT SERVICE - LEASES			<u>1,488</u>
Totals for Dept 523-CODE ENFORCEMENT			<u><u>186,389</u></u>



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CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Public Works Administration – 540

General Fund – 001

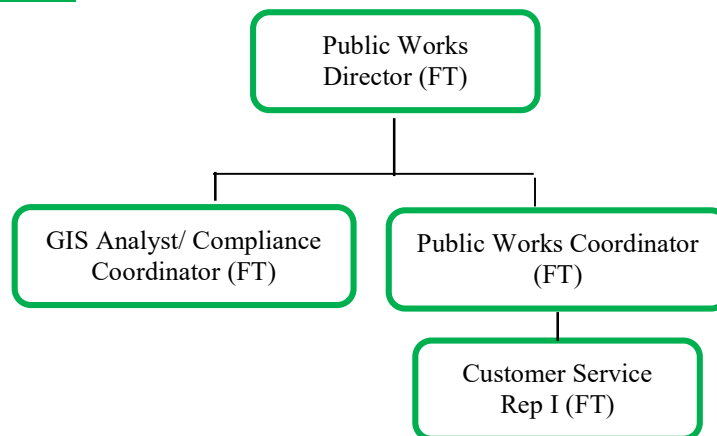
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Public Works Administration – 540

General Fund – 001

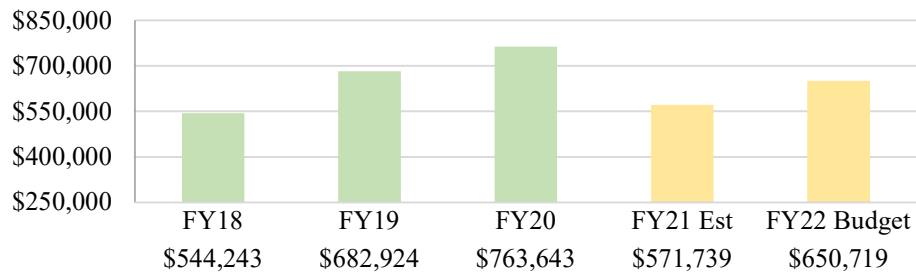
Goals & Accomplishments:

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

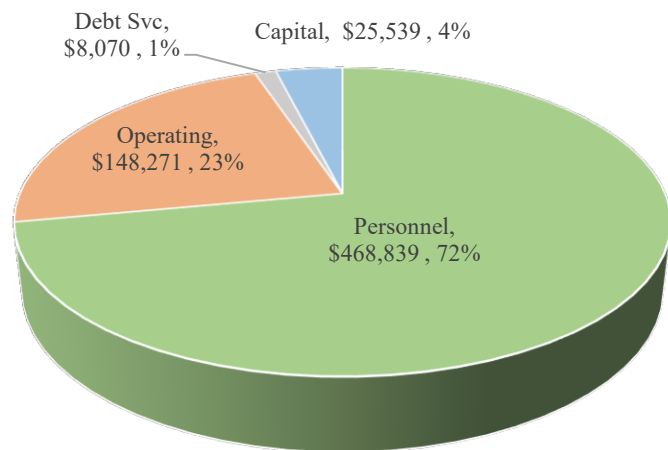
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared all PW Depts)	11,539
Operating	County Radios	10,000
Operating	West Gate Operator	4,000
Total		\$25,539

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPENDITURES						
511.0100	Executive Salaries	\$ 123,129	\$ 108,369	\$ 107,952	\$ 111,620	3.0 %
512.0100	Regular Salaries	296,334	288,894	218,688	226,327	(21.7)%
514.0100	Overtime - GE	1,076	-	-	-	- %
514.0150	Overtime - Holiday General Employees	-	-	36	-	- %
521.0100	Fica Taxes	31,286	30,391	23,996	25,853	(14.9)%
522.2100	Retirement General Employee	57,647	59,272	51,701	50,793	(14.3)%
523.0100	Health Insurance	45,589	47,556	40,162	48,499	2.0 %
523.0300	Insurance & EAP	1,168	1,299	1,085	1,105	(14.9)%
524.0100	Workers' Compensation	3,638	5,414	5,319	4,642	(14.3)%
	Total Personnel Expenses	559,867	541,195	448,939	468,839	(13.4)%
531.0300	Membership Dues	595	1,328	1,100	1,517	14.2 %
531.1600	Contract Services	12,401	13,320	12,750	13,328	0.1 %
531.2000	Engineering Services	-	10,000	-	10,000	- %
534.2100	Employee Testing	1,936	1,800	1,200	1,800	- %
540.5100	Travel and Per Diem	864	2,000	200	1,400	(30.0)%
541.1100	Communications	2,560	3,720	2,500	3,300	(11.3)%
542.1200	Postage/Mailing Service	45	500	175	500	- %
543.0000	Utility Services	28,993	35,000	25,000	32,800	(6.3)%
544.0500	Operating Lease	3,884	3,724	3,724	3,724	- %
545.1200	Insurance	13,914	14,495	14,495	12,447	(14.1)%
545.9900	Insurance Contingency - Vehicle	5,295	5,000	-	5,000	- %
546.3400	Repair & Maintenance	7,854	25,907	20,700	24,100	(7.0)%
546.4000	Vehicle Repair & Maintenance	68	2,000	1,450	2,000	- %
547.5100	Printing And Binding	-	100	-	100	- %
548.9100	Promotional Advertising	129	-	-	-	- %
549.0300	Issues To North River FD	6,243	18,000	4,000	10,000	(44.4)%
551.1200	Office Supplies	578	1,000	850	1,000	- %
552.0000-0000	Hurricane Materials	-	5,000	-	5,000	- %
552.0000-9038	Covid Materials	18,498	2,425	2,121	1,000	(58.8)%
552.1500	Fuel and Lubricants	1,717	2,200	2,200	2,400	9.1 %
552.2300	Operating Expenses	6,560	8,284	7,625	9,080	9.6 %
552.3900	Safety Program Expense	1,737	2,975	2,500	3,075	3.4 %
552.4200	Small Tools/Equipment	442	300	400	1,000	233.3 %
552.5100	Uniform Purchases And Cleaning	371	1,500	747	1,200	(20.0)%
554.0100	Non-Capitalized Equipment	-	3,932	3,920	-	(100.0)%
554.1200	Publications	-	500	-	500	- %
555.1300	Technical/Training	199	1,880	548	2,000	6.4 %
	Total Operating Expenses	114,883	166,890	108,205	148,271	(11.2)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-540						
562.0000-9762	Improvements - FPL	59,343	-	-	-	- %
564.0100	Machinery & Equipment	14,423	-	578	14,000	- %
564.4900	Capital Leases	-	-	-	11,539	- %
	Total Capital Purchases	73,766	-	578	25,539	- %
571.0100	Principal	14,790	12,210	12,209	4,970	(59.3)%
572.0100	Interest Expense	337	1,809	1,808	1,612	(10.9)%
573.0500	New Debt Service - Leases	-	-	-	1,488	- %
	Total Debt Service	15,127	14,019	14,017	8,070	(42.4)%
	TOTAL EXPENDITURES	\$ 763,643	\$ 722,104	\$ 571,739	\$ 650,719	(9.9)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-540-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	111,620	111,620
Totals for GL# 001-540-511.0100-EXECUTIVE SALARIES			111,620
001-540-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	226,327	226,327
Totals for GL# 001-540-512.0100-REGULAR SALARIES			226,327
001-540-521.0100 FICA TAXES			
FICA TAXES	1	25,853	25,853
Totals for GL# 001-540-521.0100-FICA TAXES			25,853
001-540-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	50,793	50,793
Totals for GL# 001-540-522.2100-RETIREMENT GENERAL EMPLOYEE			50,793
001-540-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	48,499	48,499
Totals for GL# 001-540-523.0100-HEALTH INSURANCE			48,499
001-540-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	1,105	1,105
Totals for GL# 001-540-523.0300-LIFE INSURANCE & EAP			1,105
001-540-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	4,642	4,642
Totals for GL# 001-540-524.0100-WORKERS' COMPENSATION			4,642
001-540-531.0300 MEMBERSHIP DUES			
MEMBERSHIP - AMERICAN PW ASSOC-DIRECTOR #626987	1	370	370
MEMBERSHIP - TAMPA AREA SAFETY-RENEWAL	1	300	300
MEMBERSHIP - AMERICAN WATER WORKS ASSOCIATION #0312	1	352	352
MEMBERSHIP - AMERICAN PW ASSOC-SUPERTINDENT	1	370	370
MEMBERSHIP - SAM'S CLUB	1	125	125
Totals for GL# 001-540-531.0300-MEMBERSHIP DUES			1,517
001-540-531.1600 CONTRACT SERVICES			
AED PHYSIO-CONTROL SHARED COST-ON-SITE INSPECTION	1	495	495
JANITORIAL SERVICES PW FACILITIES	12	700	8,400
PEST CONTROL PW FACILITIES	4	80	320
SONITROL SECURITY MONITORING	4	825	3,300
SYN-TECH SYSTEMS MAINTENANCE 5/27/21-5/26/22	1	500	500
GPS DEVICE ANNUALLY 17323	1	313	313
Totals for GL# 001-540-531.1600-CONTRACT SERVICES			13,328
001-540-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	10,000	10,000
Totals for GL# 001-540-531.2000-ENGINEERING SERVICES			10,000



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-540-534.2100 EMPLOYEE TESTING			
DRUG-ALCOHOL TESTING ON-SITE FOR INCIDENTS	1	300	300
HEPATITIS VACCINE	1	1,500	1,500
Totals for GL# 001-540-534.2100-EMPLOYEE TESTING			1,800
001-540-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM 4 X	1	400	400
TRAVEL AND PER DIEM -SCHWARTZ	2	500	1,000
Totals for GL# 001-540-540.5100-TRAVEL AND PER DIEM			1,400
001-540-541.1100 COMMUNICATIONS			
CELL SERVICE-PW ADMIN SUPERVISOR-JOHNSON	12	50	600
CELL SERVICE-PW DIRECTOR	12	50	600
CELL SERVICE-PW DEPUTY DIRECTOR	12	50	600
CELL SERVICE OVERAGES	1	300	300
CELL SERVICE - GIS COORDINATOR	12	50	600
IN-CAR WIRELESS - PW DIRECTOR	12	50	600
Totals for GL# 001-540-541.1100-COMMUNICATIONS			3,300
001-540-542.1200 POSTAGE/MAILING SERVICES			
QUADIENT POSTAGE REFILL AS NEEDED	1	500	500
Totals for GL# 001-540-542.1200-POSTAGE/MAILING SERVICES			500
001-540-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	18,800	18,800
FPL	1	14,000	14,000
Totals for GL# 001-540-543.0000-UTILITY SERVICES			32,800
001-540-544.0500 OPERATING LEASE			
PAGES COPIED/PRINTED	1	1,000	1,000
COPIER LEASE - PMNT 16-27 OF 36	12	195	2,340
POSTAGE METER: PAYMENT 6-10 OF 12	4	96	384
Totals for GL# 001-540-544.0500-OPERATING LEASE			3,724
001-540-545.1200 INSURANCE			
B-2 FUEL TANK PREMIUM AUGUST 14	1	760	760
D-6 EXECUTIVE TRAVEL OCT 13 PW DIRECTOR	1	55	55
GEN LIAB, AUTO, PROPERTY INSURANCE QUARTERLY	4	2,908	11,632
Totals for GL# 001-540-545.1200-INSURANCE			12,447
001-540-545.9900 INSURANCE CONTINGENCY - VEHICLE			
INSURANCE DEDUCTIBLES	1	5,000	5,000
Totals for GL# 001-540-545.9900-INSURANCE CONTINGENCY - VEHICLE			5,000



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-540-546.3400 REPAIR & MAINTENANCE			
ABOVEGROUND TANK REPAIRS AS NEEDED	1	2,000	2,000
AC MAINTENANCE AS NEEDED	1	1,000	1,000
ELECTRIC GATE REPAIRS AS NEEDED	1	1,000	1,000
MAINTENANCE-CITY BUILDINGS AS NEEDED	1	10,000	10,000
CEILING TILE REPLACEMENT	1	10,000	10,000
AED MAINTENANCE INSPECTIONS	1	100	100
Totals for GL# 001-540-546.3400-REPAIR & MAINTENANCE			<u>24,100</u>
001-540-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA#17323 DURANGO,4-D,2004-PW ADMIN	1	1,000	1,000
FA#20437 FORD EXPLORER, 2017 -DIRECTOR OF PUBLIC WORKS	1	500	500
FA#20441 FORD EXPLORER, 2017- SUPERTINDENT	1	500	500
Totals for GL# 001-540-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>2,000</u>
001-540-547.5100 PRINTING AND BINDING			
BUSINESS CARDS/GENERAL - AS NEEDED	1	100	100
Totals for GL# 001-540-547.5100-PRINTING AND BINDING			<u>100</u>
001-540-549.0300 ISSUES TO NORTH RIVER RD			
EXPENSES PASSED THRU TO NRFD	1	10,000	10,000
Totals for GL# 001-540-549.0300-ISSUES TO NORTH RIVER RD			<u>10,000</u>
001-540-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	500	500
PAPER FOR PLOTTER 24X50 YDS-AS NEEDED	1	500	500
Totals for GL# 001-540-551.1200-OFFICE SUPPLIES			<u>1,000</u>
001-540-552.0000 HURRICANE MATERIALS/SUPPLIES			
MATERIALS AS NEEDED	1	5,000	5,000
Totals for GL# 001-540-552.0000-HURRICANE MATERIALS/SUPPLIES			<u>5,000</u>
001-540-552.0000-9038 COVID MATERIALS/SUPPLIES			
MATERIALS AS NEEDED	1	1,000	1,000
Totals for GL# 001-540-552.0000-9038-COVID MATERIALS/SUPPLIES			<u>1,000</u>
001-540-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANT AS NEEDED	1	2,400	2,400
Totals for GL# 001-540-552.1500-FUEL AND LUBRICANTS			<u>2,400</u>
001-540-552.2300 OPERATING EXPENSES			
ANNUAL COPIER PROPERTY TAX-ANNUALLY	1	180	180
ARCGIS LICENSE/MAINTENANCE FEE YEARLY	1	4,400	4,400
COFFEE AND WATER SERVICES AS NEEDED	1	1,000	1,000
JANITORIAL SUPPLIES AS NEEDED/STOCK	1	1,000	1,000
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			<u>9,080</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Public Works Administration - 540

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-540-552.3900 SAFETY PROGRAM EXPENSE			
FIRE EXTINGUISHER MAINTENANCE ANNUALLY	1	2,500	2,500
PPE SAFETY FOOTWEAR-DIR/DEPUTY DIRECTORS/GIS	3	125	375
PPE VEST/SAFETY GLASSES, ETC. AS NEEDED/STOCK	1	200	200
Totals for GL# 001-540-552.3900-SAFETY PROGRAM EXPENSE			<u>3,075</u>
001-540-552.4200 SMALL TOOLS/EQUIPMENT			
FIELD EQUIPMENT-STAKES AS NEEDED/STOCK	1	1,000	1,000
Totals for GL# 001-540-552.4200-SMALL TOOLS/EQUIPMENT			<u>1,000</u>
001-540-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS-SUPERTINDENT	1	300	300
CITY SHIRTS-DIRECTOR-	1	300	300
CITY SHIRTS-PW COORDINATOR-	1	200	200
CITY SHIRTS-CS I	1	200	200
CITY SHIRTS-GIS COMPLIANCE	1	200	200
Totals for GL# 001-540-552.5100-UNIFORM PURCHASES AND CLEANING			<u>1,200</u>
001-540-554.1200 PUBLICATIONS			
AWWA - MANUALS	1	500	500
Totals for GL# 001-540-554.1200-PUBLICATIONS			<u>500</u>
001-540-555.1300 TECHNICAL/TRAINING			
BEGINNER COMPUTER 1-WORKFORCE	4	125	500
SEMINAR-CONFERENCE-WORD AS NEEDED	4	125	500
UTILITIES MANAGEMENT SEMINAR	1	1,000	1,000
Totals for GL# 001-540-555.1300-TECHNICAL/TRAINING			<u>2,000</u>
001-540-564.0100 MACHINERY AND EQUIPMENT			
COUNTY RADIOS	2	5,000	10,000
NEW; WEST GATE OPERATOR	1	4,000	4,000
Totals for GL# 001-540-564.0100-MACHINERY AND EQUIPMENT			<u>14,000</u>
001-540-564.4900 CAPITAL LEASES			
PUBLIC WORKS FACILITIES GENERATOR	1	11,539	11,539
Totals for GL# 001-540-564.4900-CAPITAL LEASES			<u>11,539</u>
001-540-571.0100-9762 PRINC - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	4,970	4,970
Totals for GL# 001-540-571.0100-9762-PRINC - LEASE FPL			<u>4,970</u>
001-540-572.0100-9762 INT EXP - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	1,612	1,612
Totals for GL# 001-540-572.0100-9762-INT EXP - LEASE FPL			<u>1,612</u>
001-540-573.0500 NEW DEBT SERVICE - LEASES			
NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 001-540-573.0500-NEW DEBT SERVICE - LEASES			<u>1,488</u>
Totals for Dept 540-PUBLIC WORKS ADMINISTRATION			\$ 650,719



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Planning Department – 543

General Fund – 001

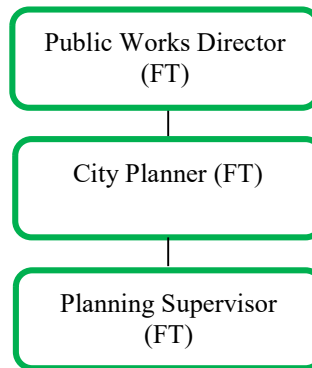
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Planning Department – 543

General Fund – 001

Goals & Accomplishments:

- Establish performance indicators for future measurement
- Hire City Planner to assist with the daily coordination with planning, code enforcement and the building department.

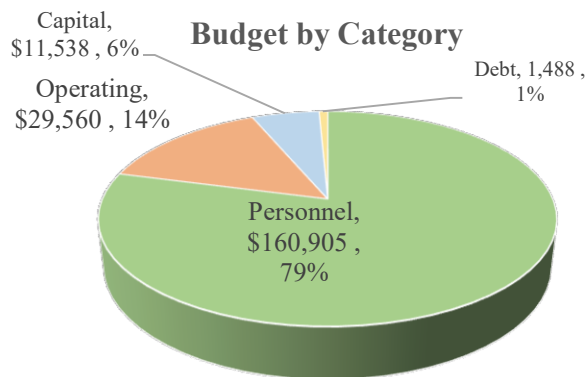
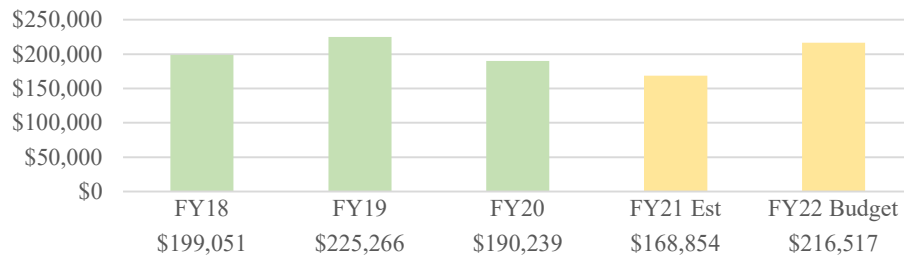
Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
No. of Passed – Ordinance	15	6	7	10
No. of Approved - Variance	0	0	1	1
No. of Approved – Conditional Use Permits	2	4	1	2
No. of Approved Plans for business license	67	73	94	80

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared all PW Depts)	11,538
Total		\$11,538

Department Expenditure





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-543						
	0					
512.0100	Regular Salaries	\$ 118,439	\$ 121,061	\$ 91,551	\$ 113,403	(6.3)%
514.0100	Overtime - GE	9	-	-	-	- %
521.0100	Fica Taxes	8,385	9,261	6,486	8,675	(6.3)%
522.2100	Retirement General Employee	21,715	18,062	14,562	17,044	(5.6)%
523.0100	Health Insurance	20,589	23,111	18,289	21,216	(8.2)%
523.0300	Insurance & EAP	386	395	286	373	(5.6)%
524.0100	Workers' Compensation	141	193	147	194	0.5 %
	Total Personnel Expenses	169,664	172,083	131,321	160,905	(6.5)%
531.0100	Consulting	12,704	21,220	29,500	20,000	(5.7)%
531.0300	Membership Dues	515	500	375	430	(14.0)%
531.1600	Contract Services	-	325	-	-	(100.0)%
540.5100	Travel and Per Diem	-	750	-	750	- %
541.1100	Communications	-	600	-	600	- %
542.1200	Postage/Mailing Service	717	1,400	600	1,000	(28.6)%
544.0500	Operating Lease	56	300	-	300	- %
545.1200	Insurance	3,836	3,784	3,784	3,380	(10.7)%
546.4000	Vehicle Repair & Maintenance	685	-	-	-	- %
547.5100	Printing And Binding	504	750	275	750	- %
551.1200	Office Supplies	218	300	200	300	- %
552.2300	Operating Expenses	433	500	1,100	500	- %
552.3900	Safety Program Expense	-	375	125	250	(33.3)%
552.4200	Small Tools/Equipment	418	425	100	400	(5.9)%
552.5100	Uniform Purchases And Cleaning	94	200	174	250	25.0 %
554.0100	Non-Capitalized Equipment	-	1,861	800	-	(100.0)%
554.1200	Publications	-	50	-	50	- %
555.1300	Technical/Training	395	600	500	600	- %
	Total Operating Expenses	20,575	33,940	37,533	29,560	(12.9)%
564.4900	Capital Leases	-	-	-	11,538	- %
	Total Capital Purchases	-	-	-	11,538	- %
573.0500	New Debt Service - Leases	-	-	-	1,488	- %
	Total Debt Service	-	-	-	1,488	- %
	TOTAL EXPENDITURES	\$ 190,239	\$ 206,023	\$ 168,854	\$ 203,491	(1.2)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Planning - 543

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-543-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	113,403	113,403
Totals for GL# 001-543-512.0100-REGULAR SALARIES			113,403
001-543-531.0300 MEMBERSHIP DUES			
INCL BAR DUES, FPZA, APA	1	300	300
Totals for GL# 001-543-531.0300-MEMBERSHIP DUES			300
001-543-573.0500 NEW DEBT SERVICE - LEASES			
NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 001-543-573.0500-NEW DEBT SERVICE - LEASES			1,488
001-543-521.0100 FICA TAXES			
FICA TAXES	1	8,675	8,675
Totals for GL# 001-543-521.0100-FICA TAXES			8,675
001-543-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	17,044	17,044
Totals for GL# 001-543-522.2100-RETIREMENT GENERAL EMPLOYEE			17,044
001-543-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	21,216	21,216
Totals for GL# 001-543-523.0100-HEALTH INSURANCE			21,216
001-543-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	373	373
Totals for GL# 001-543-523.0300-LIFE INSURANCE & EAP			373
001-543-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	194	194
Totals for GL# 001-543-524.0100-WORKERS' COMPENSATION			194
001-543-540.5100 TRAVEL AND PER DIEM			
SEMINARS-CONFERENCE/WEBINAR/ONLINE COURSE	1	750	750
Totals for GL# 001-543-540.5100-TRAVEL AND PER DIEM			750
001-543-531.0300 MEMBERSHIP DUES			
FPZA MEMBERSHIP DUE - PLANNING TECH / PLANNER 2 X	2	65	130
Totals for GL# 001-543-531.0300-MEMBERSHIP DUES			130
001-543-564.4900 CAPITAL LEASES			
SHARED PW GENERATOR	1	11,538	11,538
Totals for GL# 001-543-564.4900-CAPITAL LEASES			11,538
001-543-554.1200 PUBLICATIONS			
BOOKS, PUBS TO SUPPORT PLANNING AND ZONING	1	50	50
Totals for GL# 001-543-554.1200-PUBLICATIONS			50



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Planning - 543

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-543-542.1200 POSTAGE/MAILING SERVICES			
REFILL TO POSTAGE MACHINE	1	1,000	1,000
Totals for GL# 001-543-542.1200-POSTAGE/MAILING SERVICES			1,000
001-543-552.2300 OPERATING EXPENSES			
COFFEE/WATER SERVICES/TONER CARTRIDGES/RECORDING FI	1	500	500
Totals for GL# 001-543-552.2300-OPERATING EXPENSES			500
001-543-544.0500 OPERATING LEASE			
PAGES COPIED/PRINTED	1	300	300
Totals for GL# 001-543-544.0500-OPERATING LEASE			300
001-543-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	845	3,380
Totals for GL# 001-543-545.1200-INSURANCE			3,380
001-543-555.1300 TECHNICAL/TRAINING			
WEBINARS TO SUPPORT PLANNING AND ZONING, SHORT COUF	1	500	500
Totals for GL# 001-543-555.1300-TECHNICAL/TRAINING			500
001-543-551.1200 OFFICE SUPPLIES			
PEN-PENCIL-FOLDERS AS NEEDED	1	300	300
Totals for GL# 001-543-551.1200-OFFICE SUPPLIES			300
001-543-541.1100 COMMUNICATIONS			
CELL SERVICE-SUPERVISOR	12	50	600
Totals for GL# 001-543-541.1100-COMMUNICATIONS			600
001-543-555.1300 TECHNICAL/TRAINING			
TECHNICAL/TRAINING/ON-SITE FOR WORD/EXCEL	1	100	100
Totals for GL# 001-543-555.1300-TECHNICAL/TRAINING			100
001-543-547.5100 PRINTING AND BINDING			
PUBLIC NOTICE AS NEEDED FOR VARIANCES, REZONING, ETC	1	750	750
Totals for GL# 001-543-547.5100-PRINTING AND BINDING			750
001-543-531.0100 CONSULTING			
GENERAL CONSULTANT LAND DEV CODE REVISIONS	1	20,000	20,000
Totals for GL# 001-543-531.0100-CONSULTING			20,000
001-543-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES	2	125	250
Totals for GL# 001-543-552.3900-SAFETY PROGRAM EXPENSE			250
001-543-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS 2 X	2	125	250
Totals for GL# 001-543-552.5100-UNIFORM PURCHASES AND CLEANING			250



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Planning - 543

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-543-552.4200 SMALL TOOLS/EQUIPMENT			
OFFICE LABEL MACHINE REFILL/MINOR TOOLS FOR POSTING S	1	400	400
Totals for GL# 001-543-552.4200-SMALL TOOLS/EQUIPMENT			400
Totals for Dept 543-PLANNING			\$ 203,491



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Fleet Department – 549

General Fund – 001

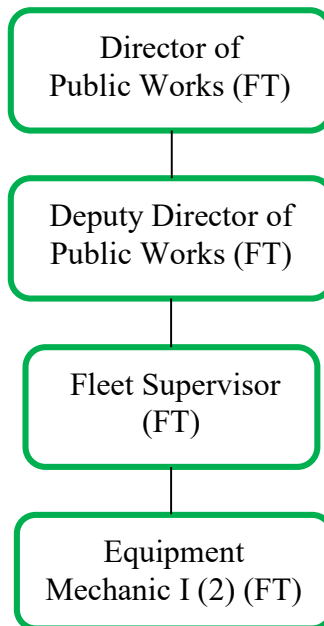
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Fleet Department – 549

General Fund – 001

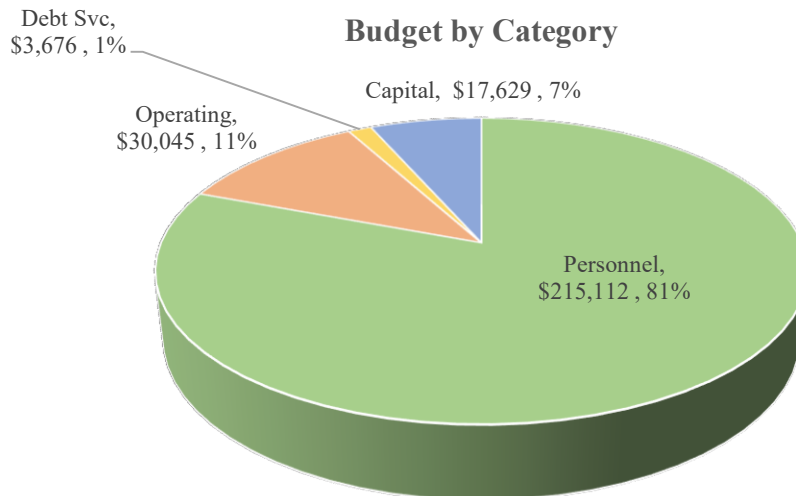
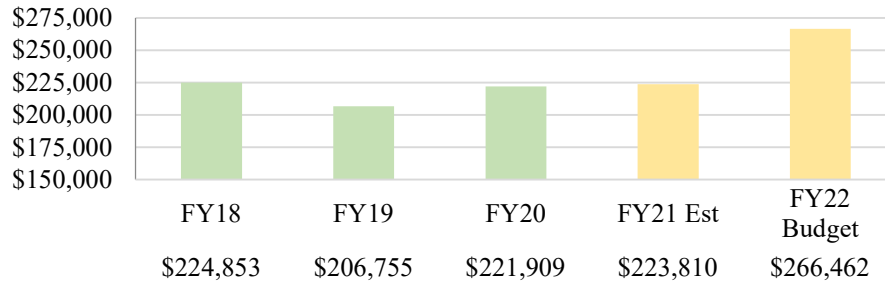
Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
General Fleet Maintenance - Service	102	134	177	150
General Fleet Maintenance – Other	287	205	128	200
Small Equipment Maintenance	41	15	15	50

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared all PW Depts)	11,538
Operating	Scan Tool for Vehicles	6,091
Total		\$17,629

Departmental Expenditures





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-549						
EXPENDITURES						
512.0100	Regular Salaries	\$ 130,288	\$ 133,587	\$ 133,073	\$ 142,351	6.6 %
521.0100	Fica Taxes	9,395	10,220	9,572	10,889	6.5 %
522.2100	Retirement General Employee	23,881	19,931	20,850	21,395	7.3 %
523.0100	Health Insurance	26,630	29,891	31,137	35,900	20.1 %
523.0300	Insurance & EAP	424	437	437	467	6.9 %
524.0100	Workers' Compensation	2,607	3,632	3,633	4,110	13.2 %
	Total Personnel Expenses	193,225	197,698	198,702	215,112	8.8 %
531.1600	Contract Services	620	620	675	675	8.9 %
540.5100	Travel and Per Diem	-	1,000	-	1,000	- %
541.1100	Communications	-	720	-	-	(100.0)%
544.1500	Rental Expenses	644	1,000	675	1,000	- %
545.1200	Insurance	5,364	5,470	5,470	6,090	11.3 %
546.3400	Repair & Maintenance	4,770	5,000	3,400	4,000	(20.0)%
546.4000	Vehicle Repair & Maintenance	114	1,500	575	1,500	- %
551.1200	Office Supplies	-	450	50	450	- %
552.1500	Fuel and Lubricants	593	1,000	650	1,000	- %
552.2300	Operating Expenses	3,347	5,000	4,150	4,800	- %
552.3900	Safety Program Expense	337	475	425	500	5.3 %
552.4200	Small Tools/Equipment	4,665	4,000	2,500	3,500	(12.5)%
552.5100	Uniform Purchases And Cleaning	819	980	1,075	980	- %
554.0100	Non-Capitalized Equipment	2,621	-	-	-	- %
554.1200	Publications	2,505	2,800	2,600	2,800	- %
555.1300	Technical/Training	99	1,750	100	1,750	- %
	Total Operating Expenses	26,498	31,765	22,345	30,045	(5.4)%
564.0100	Machinery & Equipment	-	-	578	6,091	- %
564.4900	Capital Leases	-	-	-	11,538	- %
	Total Capital Purchases	-	-	578	17,629	- %
571.0100	Principal	1,992	2,048	2,047	2,104	2.7 %
572.0100	Interest Expense	194	140	138	84	(40.0)%
573.0500	New Debt Service - Leases	-	-	-	1,488	- %
	Total Debt Service	2,186	2,188	2,185	3,676	68.0 %
	TOTAL EXPENDITURES	\$ 221,909	\$ 231,651	\$ 223,810	\$ 266,462	15.0 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Fleet Management - 549

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-549-552.1500 FUEL AND LUBRICANTS #20509 & #17443 GAS PLUS DIESEL CAN	1	1,000	1,000
Totals for GL# 001-549-552.1500-FUEL AND LUBRICANTS			1,000
001-549-531.1600 CONTRACT SERVICES GPS DEVICE ANNUALLY 17443 & 20509	2	338	675
Totals for GL# 001-549-531.1600-CONTRACT SERVICES			675
001-549-552.2300 OPERATING EXPENSES GREASE-SAFETY KLEEN	1	1,000	1,000
Totals for GL# 001-549-552.2300-OPERATING EXPENSES			1,000
001-549-552.3900 SAFETY PROGRAM EXPENSE SAFETY FOOTWEAR PROGRAM	3	125	375
Totals for GL# 001-549-552.3900-SAFETY PROGRAM EXPENSE			375
001-549-552.5100 UNIFORM PURCHASES AND CLEANING UNIFORM RENTAL (3 EMPLOYEES)	1	780	780
Totals for GL# 001-549-552.5100-UNIFORM PURCHASES AND CLEANING			780
001-549-552.4200 SMALL TOOLS/EQUIPMENT MISC TOOLS- WRENCHES, PLIERS, ETC	1	3,500	3,500
Totals for GL# 001-549-552.4200-SMALL TOOLS/EQUIPMENT			3,500
001-549-552.3900 SAFETY PROGRAM EXPENSE MISC PPE CENTRAL STORES	1	125	125
Totals for GL# 001-549-552.3900-SAFETY PROGRAM EXPENSE			125
001-549-512.0100 REGULAR SALARIES REGULAR SALARIES	1	142,351	142,351
Totals for GL# 001-549-512.0100-REGULAR SALARIES			142,351
001-549-551.1200 OFFICE SUPPLIES MISC PENS, PAPER, ETC	1	450	450
Totals for GL# 001-549-551.1200-OFFICE SUPPLIES			450
001-549-521.0100 FICA TAXES FICA TAXES	1	10,889	10,889
Totals for GL# 001-549-521.0100-FICA TAXES			10,889
001-549-546.3400 REPAIR & MAINTENANCE MISC FLEET REPAIRS	1	2,500	2,500
Totals for GL# 001-549-546.3400-REPAIR & MAINTENANCE			2,500
001-549-545.1200 INSURANCE GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,410	5,640
Totals for GL# 001-549-545.1200-INSURANCE			5,640



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Fleet Management - 549

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-549-552.5100 UNIFORM PURCHASES AND CLEANING CHANGE OUTS AS NEEDED	1	200	200
Totals for GL# 001-549-552.5100-UNIFORM PURCHASES AND CLEANING			200
001-549-554.1200 PUBLICATIONS IATN RENEWAL	1	228	228
Totals for GL# 001-549-554.1200-PUBLICATIONS			228
001-549-546.3400 REPAIR & MAINTENANCE GAS PUMP REPAIRS / HOSES/BREAK AWAYS	1	1,500	1,500
Totals for GL# 001-549-546.3400-REPAIR & MAINTENANCE			1,500
001-549-573.0500 NEW DEBT SERVICE - LEASES NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 001-549-573.0500-NEW DEBT SERVICE - LEASES			1,488
001-549-522.2100 RETIREMENT GENERAL EMPLOYEE GENERAL EMPLOYEES PENSION	1	21,395	21,395
Totals for GL# 001-549-522.2100-RETIREMENT GENERAL EMPLOYEE			21,395
001-549-546.4000 VEHICLE REPAIR & MAINTENANCE VEHICLE MAINTENANCE #17443 - #20509	1	1,500	1,500
Totals for GL# 001-549-546.4000-VEHICLE REPAIR & MAINTENANCE			1,500
001-549-552.2300 OPERATING EXPENSES MISC- NUTS, BOLTS, CHEMICALS	1	3,000	3,000
Totals for GL# 001-549-552.2300-OPERATING EXPENSES			3,000
001-549-523.0100 HEALTH INSURANCE HEALTH INSURANCE	1	35,900	35,900
Totals for GL# 001-549-523.0100-HEALTH INSURANCE			35,900
001-549-564.4900 CAPITAL LEASES SHARED PW GENERATOR	1	11,538	11,538
Totals for GL# 001-549-564.4900-CAPITAL LEASES			11,538
001-549-554.1200 PUBLICATIONS MISC SUBSCRIPTION-TRADE MAGAZINES,ETC	1	244	244
Totals for GL# 001-549-554.1200-PUBLICATIONS			244
001-549-571.0100 PRINC - LEASE P# 10-13 FA# 20579 TIRE MACHINE	4	526	2,104
Totals for GL# 001-549-571.0100-PRINC - LEASE			2,104
001-549-523.0300 LIFE INSURANCE & EAP LIFE INSURANCE	1	467	467
Totals for GL# 001-549-523.0300-LIFE INSURANCE & EAP			467



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Fleet Management - 549

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-549-552.2300 OPERATING EXPENSES OIL DRY TEST AND HAUL OFF OIL FILTERS	1	500	<u>500</u>
Totals for GL# 001-549-552.2300-OPERATING EXPENSES			500
001-549-554.1200 PUBLICATIONS IDENTIFIX	1	1,428	<u>1,428</u>
Totals for GL# 001-549-554.1200-PUBLICATIONS			1,428
001-549-524.0100 WORKERS' COMPENSATION WORKERS COMP	1	4,110	<u>4,110</u>
Totals for GL# 001-549-524.0100-WORKERS' COMPENSATION			4,110
001-549-540.5100 TRAVEL AND PER DIEM PER DIEM	1	1,000	<u>1,000</u>
Totals for GL# 001-549-540.5100-TRAVEL AND PER DIEM			1,000
001-549-552.2300 OPERATING EXPENSES PROPANE FOR PRESSURE WASHER	1	300	<u>300</u>
Totals for GL# 001-549-552.2300-OPERATING EXPENSES			300
001-549-555.1300 TECHNICAL/TRAINING TECHNICAL TRAINING, ETC	1	1,750	<u>1,750</u>
Totals for GL# 001-549-555.1300-TECHNICAL/TRAINING			1,750
001-549-544.1500 RENTAL EXPENSES TORCH TANKS AND SHOP RAGS	1	1,000	<u>1,000</u>
Totals for GL# 001-549-544.1500-RENTAL EXPENSES			1,000
001-549-554.1200 PUBLICATIONS IDS SUBSCRIPTION	1	900	<u>900</u>
Totals for GL# 001-549-554.1200-PUBLICATIONS			900
001-549-572.0100 INT EXP - LEASE P# 10-13 FA# 20579 TIRE MACHINE	4	21	<u>84</u>
Totals for GL# 001-549-572.0100-INT EXP - LEASE			84
001-549-564.0100 MACHINERY & EQUIPMENT SNAP ON TITAN D10 SCAN TOOL	1	6,091	<u>6,091</u>
Totals for GL# 001-549-564.0100-MACHINERY & EQUIPMENT			6,091
001-549-545.1200 INSURANCE B-1 POLLUTION	1	450	<u>450</u>
Totals for GL# 001-549-545.1200-INSURANCE			450
Totals for Dept 549-FLEET MANAGEMENT			<u>\$ 266,462</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Parks and Recreation Department – 572

General Fund – 001

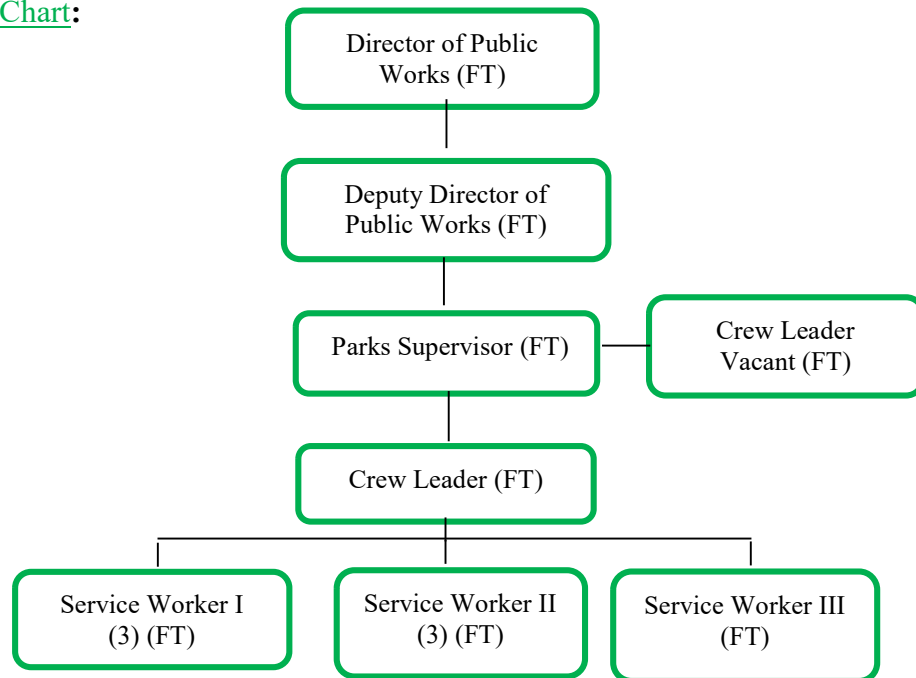
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals & Accomplishments:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Parks and Recreation Department – 572

General Fund – 001

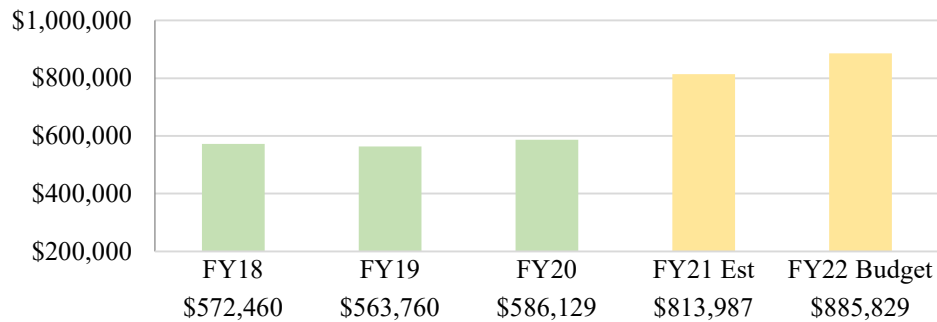
Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Work Order - Maintenance	245	274	348	275
Work Order – Herbicide Maintenance	221	249	211	250

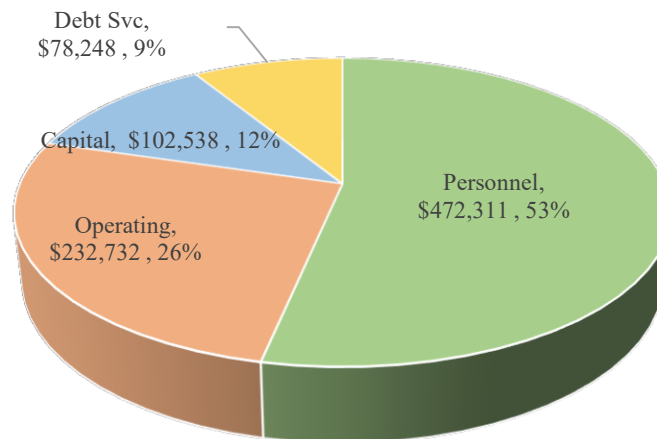
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	John Deere Tractor	76,000
Capital Lease	John Deere Gator	15,000
Capital Lease	Generator (Shared)	11,538
Total		\$102,538

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-572						
EXPENDITURES						
512.0100	Regular Salaries	\$ 246,186	\$ 293,135	\$ 225,734	\$ 309,866	5.7 %
514.0100	Overtime - GE	1,803	6,500	4,605	6,500	- %
514.0150	Overtime - Holiday General Employees	292	-	320	-	- %
521.0100	Fica Taxes	18,660	22,921	17,312	24,203	5.6 %
522.2100	Retirement General Employee	45,897	44,706	35,884	47,550	6.4 %
523.0100	Health Insurance	48,039	60,269	46,732	72,386	20.1 %
523.0300	Insurance & EAP	753	966	690	949	(1.8)%
524.0100	Workers' Compensation	6,919	11,346	8,608	10,857	(4.3)%
	Total Personnel Expenses	368,549	439,843	339,885	472,311	7.4 %
531.0100	Consulting	-	9,275	9,275	-	(100.0)%
531.0300	Membership Dues	70	-	-	-	- %
531.1600	Contract Services	28,455	20,210	32,782	29,115	44.1 %
534.1600	Lot Clearing	2,850	9,000	3,200	12,000	33.3 %
540.5100	Travel and Per Diem	136	1,000	25	200	(80.0)%
541.1100	Communications	603	720	550	600	(16.7)%
543.0000	Utility Services	37,379	39,731	37,700	38,500	(3.1)%
544.0500	Operating Lease	218	328	328	328	- %
544.1500	Rental Expenses	-	2,000	200	2,000	- %
545.1200	Insurance	32,182	34,176	34,176	37,164	8.7 %
546.3400	Repair & Maintenance	8,761	25,000	25,000	20,000	(20.0)%
546.4000	Vehicle Repair & Maintenance	11,930	15,000	8,500	10,000	(33.3)%
551.1200	Office Supplies	112	200	25	200	- %
552.0000	Operating Expenses - Veolia	-	1,000	-	1,000	- %
552.1100	Chemicals	11,148	6,272	8,300	10,000	59.4 %
552.1500	Fuel and Lubricants	11,613	18,000	9,500	18,000	- %
552.1700	Irrigation Supplies	2,016	3,500	2,200	3,000	(14.3)%
552.2000	Tree And Landscape Fund	-	1,500	200	21,500	1,333.3 %
552.2100	Landscaping Material	-	4,000	737	4,000	- %
552.2300	Operating Expenses	8,298	6,000	8,500	10,000	66.7 %
552.3900	Safety Program Expense	1,121	1,800	1,200	2,025	12.5 %
552.4200	Small Tools/Equipment	7,270	7,800	2,600	7,000	(10.3)%
552.5100	Uniform Purchases And Cleaning	1,850	4,000	1,900	3,000	(25.0)%
554.0100	Non-Capitalized Equipment	1,000	-	-	1,500	- %
555.1300	Technical/Training	1,296	1,500	575	1,600	6.7 %
	Total Operating Expenses	168,308	212,012	187,473	232,732	9.8 %
564.0100	Machinery & Equipment	-	67,500	68,078	-	(100.0)%
564.4900	Capital Leases	23,587	169,666	169,666	102,538	(39.6)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-572 - PARKS AND RECREATION
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-572	Total Capital Purchases	23,587	237,166	237,744	102,538	(56.8)%
571.0100	Principal	23,916	46,897	46,893	63,246	34.9 %
572.0100	Interest Expense	1,766	2,001	1,992	1,772	(11.4)%
573.0500	New Debt Service - Leases	-	1,020	-	13,230	1,197.1 %
	Total Debt Service	25,682	49,918	48,885	78,248	56.8 %
	TOTAL EXPENDITURES	\$ 586,126	\$ 938,939	\$ 813,987	\$ 885,829	(5.7)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-572-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	309,866	309,866
Totals for GL# 001-572-512.0100-REGULAR SALARIES			<u>309,866</u>
001-572-514.0100 OVERTIME - GE			
OT	1	6,500	6,500
Totals for GL# 001-572-514.0100-OVERTIME - GE			<u>6,500</u>
001-572-521.0100 FICA TAXES			
FICA TAXES	1	24,203	24,203
Totals for GL# 001-572-521.0100-FICA TAXES			<u>24,203</u>
001-572-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	47,550	47,550
Totals for GL# 001-572-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>47,550</u>
001-572-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	72,386	72,386
Totals for GL# 001-572-523.0100-HEALTH INSURANCE			<u>72,386</u>
001-572-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	949	949
Totals for GL# 001-572-523.0300-LIFE INSURANCE & EAP			<u>949</u>
001-572-524.0100 WORKERS' COMPENSATION			
WORKERS COMP	1	10,857	10,857
Totals for GL# 001-572-524.0100-WORKERS' COMPENSATION			<u>10,857</u>
001-572-531.1600 CONTRACT SERVICES			
TEMPORARY CONTRACT LABOR	1	25,000	25,000
PEST CONTROL-PARK BUILDINGS 4 QTR	4	50	200
SONITROL MONITORING-17 ST TOOL ROOM	4	135	540
GPS DEVICE ANNUALLY 17303,17420,17586,17637,17638,17639,177	9	375	3,375
Totals for GL# 001-572-531.1600-CONTRACT SERVICES			<u>29,115</u>
001-572-534.1600 LOT CLEARING			
EMERGENCY TREE REMOVAL	1	4,000	4,000
MANGROVE TRIMMING/RIVERSIDE PARK	1	4,000	4,000
MANGROVE TRIMMING ESTUARY PARK	1	4,000	4,000
Totals for GL# 001-572-534.1600-LOT CLEARING			<u>12,000</u>
001-572-540.5100 TRAVEL AND PER DIEM			
CLASSES REQUIRED CEU	1	200	200
Totals for GL# 001-572-540.5100-TRAVEL AND PER DIEM			<u>200</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-572-541.1100 COMMUNICATIONS			
CELL SERVICE	12	50	600
Totals for GL# 001-572-541.1100-COMMUNICATIONS			<u>600</u>
001-572-543.0000 UTILITY SERVICES			
ELECTRICITY-PARKS	1	17,500	17,500
WATER USAGE-PARKS	1	21,000	21,000
Totals for GL# 001-572-543.0000-UTILITY SERVICES			<u>38,500</u>
001-572-544.0500 OPERATING LEASE			
RICOH MP2555: PAYMENTS 4-15 OF 36	12	19	228
RICOH MP2555 PAGES COPIED/PRINTED	1	100	100
Totals for GL# 001-572-544.0500-OPERATING LEASE			<u>328</u>
001-572-544.1500 RENTAL EXPENSES			
MISC RENTAL OF EQUIPMENT	1	1,000	1,000
PORT-O-LET RENTALS	1	1,000	1,000
Totals for GL# 001-572-544.1500-RENTAL EXPENSES			<u>2,000</u>
001-572-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE - QUARTERLY	4	9,291	37,164
Totals for GL# 001-572-545.1200-INSURANCE			<u>37,164</u>
001-572-546.3400 REPAIR & MAINTENANCE			
REPAIR-MAINTENANCE-EQUIPMENT	1	15,000	15,000
REPAIR-MAINTENANCE-PARKS-FENCE	1	1,000	1,000
SHELL FOR TRAILS AND PARKING	1	3,000	3,000
MISCELLANEOUS FENCING	1	1,000	1,000
Totals for GL# 001-572-546.3400-REPAIR & MAINTENANCE			<u>20,000</u>
001-572-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR & MAINTENANCE	1	10,000	10,000
Totals for GL# 001-572-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>10,000</u>
001-572-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	200	200
Totals for GL# 001-572-551.1200-OFFICE SUPPLIES			<u>200</u>
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			<u>1,000</u>
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			<u>10,000</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
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			<u>18,000</u>
001-572-552.1700 IRRIGATION SUPPLIES			
IRRIGATION REPAIRS CITY WIDE	1	3,000	3,000
Totals for GL# 001-572-552.1700-IRRIGATION SUPPLIES			<u>3,000</u>
001-572-552.2000 TREE AND LANDSCAPE FUND			
TREE-LANDSCAPE RESERVE	1	21,500	21,500
Totals for GL# 001-572-552.2000-TREE AND LANDSCAPE FUND			<u>21,500</u>
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			<u>4,000</u>
001-572-552.2300 OPERATING EXPENSES			
MISC ITEMS AS NEEDED	1	8,000	8,000
HURRICANE SUPPLIES	1	2,000	2,000
Totals for GL# 001-572-552.2300-OPERATING EXPENSES			<u>10,000</u>
001-572-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	500	500
SAFETY SHOE PURCHASE- PARKS EMPLOYEES	9	125	1,125
SAFETY VEST	1	400	400
Totals for GL# 001-572-552.3900-SAFETY PROGRAM EXPENSE			<u>2,025</u>
001-572-552.4200 SMALL TOOLS/EQUIPMENT			
MISC HAND TOOLS-POWER TOOLS	1	3,000	3,000
TRASH RECEPTACLES-PARKS	20	200	4,000
Totals for GL# 001-572-552.4200-SMALL TOOLS/EQUIPMENT			<u>7,000</u>
001-572-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORMS - 8 EMPLOYEES □			
	1	3,000	3,000
Totals for GL# 001-572-552.5100-UNIFORM PURCHASES AND CLEANING			<u>3,000</u>
001-572-554.0100 NON-CAPITALIZED EQUIPMENT			
PRESURE WASHER	1	1,500	1,500
Totals for GL# 001-572-554.0100-NON-CAPITALIZED EQUIPMENT			<u>1,500</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Parks and Recreation - 572

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-572-555.1300 TECHNICAL/TRAINING			
AQUATICS TRAINING	1	500	500
PESTICIDE TRAINING	1	500	500
CDL LICENSE	2	300	600
Totals for GL# 001-572-555.1300-TECHNICAL/TRAINING			<u>1,600</u>
001-572-564.4900 CAPITAL LEASES			
JOHN DEERE TRACTOR M 5320	1	76,000	76,000
JD GATOR 4X4 WITH TOP AND WINDSHEILD	1	15,000	15,000
PW SHARED GENERATOR	1	11,538	11,538
Totals for GL# 001-572-564.4900-CAPITAL LEASES			<u>102,538</u>
001-572-571.0100 PRINC - LEASE			
P# 15-16 FA#20509 FORD F-150	2	1,623	3,246
P# 10-13 FA#20594 FORD F-350	4	3,005	12,020
P# 07-10 FA#20669-20671 (3) TORO MOWERS	4	1,474	5,896
P# 03-06 BUCKET TRUCK (1/2), NISSAN FRONTIER, GRAPPLE TRU	4	10,521	42,084
Totals for GL# 001-572-571.0100-PRINC - LEASE			<u>63,246</u>
001-572-572.0100 INT EXP - LEASE			
P# 15-16 FA#20509 FORD F-150	2	16	32
P# 10-13 FA#20594 FORD F-350	4	116	464
P# 07-10 FA#20669-20671 (3) TORO MOWERS	4	56	224
P# 03-06 BUCKET TRUCK (1/2), NISSAN FRONTIER, GRAPPLE TRU	4	263	1,052
Totals for GL# 001-572-572.0100-INT EXP - LEASE			<u>1,772</u>
001-572-573.0500 NEW DEBT SERVICE - LEASES			
JOHN DEERE TRACTOR	2	4,903	9,806
GATOR	2	968	1,936
NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 001-572-573.0500-NEW DEBT SERVICE - LEASES			<u>13,230</u>
Totals for Dept 572-PARKS & RECREATION			<u>\$ 885,829</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Building Department – 524

General Fund - 001

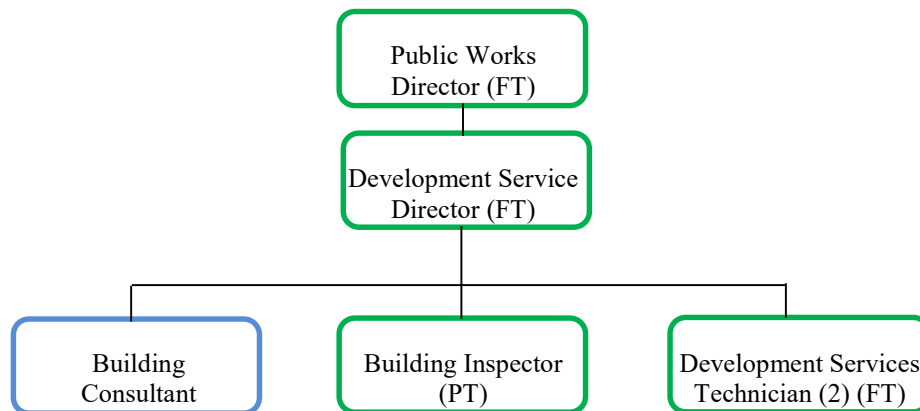
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Building Department – 524

General Fund - 001

Performance Indicators:

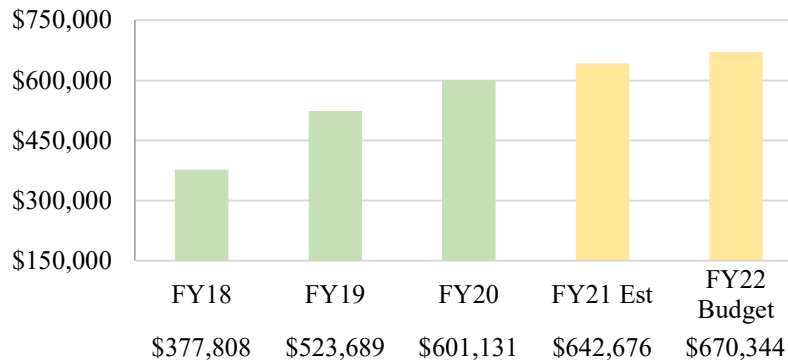
Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Number of Permits	1285	1335	1478	1,275
No. Inspections for BL	179	203	203	200
Open Permit Search	330	404	469	450

Based on calendar year

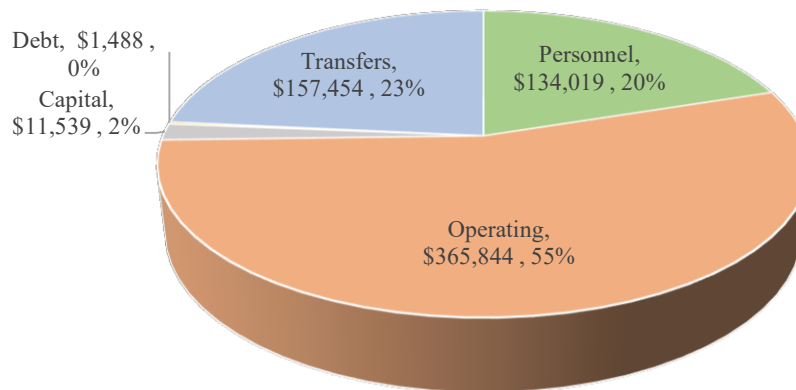
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared all PW Depts)	11,539
Total		\$11,539

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-524						
0						
512.0100	Regular Salaries	\$ 67,497	\$ 69,956	\$ 69,661	\$ 74,948	7.1 %
513.0100	Part Time Wages	-	30,229	-	22,688	(24.9)%
514.0100	Overtime - GE	-	-	4	-	- %
521.0100	Fica Taxes	5,121	7,665	5,261	7,470	(2.5)%
522.2100	Retirement General Employee	12,374	10,437	10,915	11,265	7.9 %
523.0100	Health Insurance	12,786	14,350	14,947	17,235	20.1 %
523.0300	Insurance & EAP	224	230	230	246	7.0 %
524.0100	Workers' Compensation	81	159	111	167	5.0 %
	Total Personnel Expenses	98,083	133,026	101,129	134,019	0.7 %
531.0100	Consulting	-	1,220	1,220	-	(100.0)%
531.0300	Membership Dues	-	100	145	100	- %
531.1600	Contract Services	323,464	325,000	330,000	325,000	- %
534.4200	Building Demolition	-	19,077	-	10,000	(47.6)%
540.5100	Travel and Per Diem	-	30	-	200	566.7 %
541.1100	Communications	608	720	810	1,140	58.3 %
542.1200	Postage/Mailing Service	12	500	100	500	- %
544.0500	Operating Lease	121	350	-	350	- %
545.1200	Insurance	3,069	3,408	3,408	3,504	2.8 %
546.3400	Repair & Maintenance	-	-	-	500	- %
546.4000	Vehicle Repair & Maintenance	-	-	10	-	- %
547.5100	Printing And Binding	30	75	50	100	33.3 %
549.9600	Bank Service Charges	3,928	1,080	1,100	1,200	11.1 %
551.1200	Office Supplies	212	125	200	125	- %
552.2300	Operating Expenses	1,534	675	2,200	675	- %
552.3900	Safety Program Expense	6	100	-	100	- %
552.4200	Small Tools/Equipment	1,450	650	315	500	(23.1)%
552.5100	Uniform Purchases And Cleaning	-	200	200	250	25.0 %
554.0100	Non-Capitalized Equipment	-	1,000	920	1,000	- %
554.0200	Non-Capitalized Equipment - Furn	505	-	-	-	- %
554.1200	Publications	-	923	700	-	(100.0)%
555.1300	Technical/Training	-	175	53	600	242.9 %
598.0000	Building Permit Surcharge	24,311	22,652	22,651	20,000	(11.7)%
	Total Operating Expenses	359,250	378,060	364,082	365,844	(3.2)%
564.4900	Capital Leases	-	-	-	11,539	- %
	Total Capital Purchases	-	-	-	11,539	- %
573.0500	New Debt Service - Leases	-	-	-	1,488	- %
	Total Debt Service	-	-	-	1,488	- %
591.0100	Transfer Out - Admin Services	143,798	161,465	161,465	157,454	(2.5)%
591.0700	Transfer To Capital Projects Fund	-	16,000	16,000	-	(100.0)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-524 - BUILDING DEPARTMENT
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
001-524						
	Total Transfers-Out	143,798	177,465	177,465	157,454	(11.3)%
	TOTAL EXPENDITURES	\$ 601,131	\$ 688,551	\$ 642,676	\$ 670,344	(2.6)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Building - 524

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-524-512.0100 REGULAR SALARIES REGULAR SALARIES	1	74,948	74,948
Totals for GL# 001-524-512.0100-REGULAR SALARIES			74,948
001-524-513.0100 PART TIME WAGES PART TIME SALARIES	1	22,688	22,688
Totals for GL# 001-524-513.0100-PART TIME WAGES			22,688
001-524-521.0100 FICA TAXES FICA TAXES	1	7,470	7,470
Totals for GL# 001-524-521.0100-FICA TAXES			7,470
001-524-522.2100 RETIREMENT GENERAL EMPLOYEE GENERAL EMPLOYEES PENSION	1	11,265	11,265
Totals for GL# 001-524-522.2100-RETIREMENT GENERAL EMPLOYEE			11,265
001-524-523.0100 HEALTH INSURANCE HEALTH INSURANCE - EMPLOYEE	1	17,235	17,235
Totals for GL# 001-524-523.0100-HEALTH INSURANCE			17,235
001-524-523.0300 LIFE INSURANCE & EAP LIFE INSURANCE	1	246	246
Totals for GL# 001-524-523.0300-LIFE INSURANCE & EAP			246
001-524-524.0100 WORKERS' COMPENSATION WORKERS COMPENSATION	1	167	167
Totals for GL# 001-524-524.0100-WORKERS' COMPENSATION			167
001-524-531.0300 MEMBERSHIP DUES MEMBERSHIP-TRAINING-ICC-FEMA-ASFPM-FFMA-BOAT	1	100	100
Totals for GL# 001-524-531.0300-MEMBERSHIP DUES			100
001-524-531.1600 CONTRACT SERVICES CONTRACT INSPECTOR WHEN NEEDED	1	325,000	325,000
Totals for GL# 001-524-531.1600-CONTRACT SERVICES			325,000
001-524-534.4200 BUILDING DEMOLITION BUILDING DEMOLITION	1	10,000	10,000
Totals for GL# 001-524-534.4200-BUILDING DEMOLITION			10,000
001-524-540.5100 TRAVEL AND PER DIEM WEBINARS - PERMITTING TECH; X 2	1	200	200
Totals for GL# 001-524-540.5100-TRAVEL AND PER DIEM			200



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Building - 524

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
001-524-541.1100 COMMUNICATIONS			
CELL SERVICE-BUILDING OFFICIAL	12	50	600
CELL SERVICE-BUILDING INSPECTOR	12	45	540
Totals for GL# 001-524-541.1100-COMMUNICATIONS			1,140
001-524-542.1200 POSTAGE/MAILING SERVICE			
POSTAGE-MAILING-CERTIFIED LETTERS	1	500	500
Totals for GL# 001-524-542.1200-POSTAGE/MAILING SERVICE			500
001-524-544.0500 OPERATING LEASE			
PAGES COPIED/PRINTED	1	350	350
Totals for GL# 001-524-544.0500-OPERATING LEASE			350
001-524-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	876	3,504
Totals for GL# 001-524-545.1200-INSURANCE			3,504
001-524-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE - GENERAL	1	500	500
Totals for GL# 001-524-546.3400-REPAIR & MAINTENANCE			500
001-524-547.5100 PRINTING AND BINDING			
BUILDING PERMIT PLACARD. CRS-FLOOD & PUBLIC DOCUMEN	1	100	100
Totals for GL# 001-524-547.5100-PRINTING AND BINDING			100
001-524-549.9600 BANK SERVICE CHARGES			
CREDIT CARD FEES	1	1,200	1,200
Totals for GL# 001-524-549.9600-BANK SERVICE CHARGES			1,200
001-524-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED+NEW SCANNER FOR TONYA	1	125	125
Totals for GL# 001-524-551.1200-OFFICE SUPPLIES			125
001-524-552.2300 OPERATING EXPENSES			
TONER-COFFEE-SERVICE-JANITORIAL	1	675	675
Totals for GL# 001-524-552.2300-OPERATING EXPENSES			675
001-524-552.3900 SAFETY PROGRAM EXPENSE			
INSPECTION SAFETY VESTS	2	50	100
Totals for GL# 001-524-552.3900-SAFETY PROGRAM EXPENSE			100
001-524-552.4200 SMALL TOOLS/EQUIPMENT			
MINOR EQUIPMENT, PRINTER	1	500	500
Totals for GL# 001-524-552.4200-SMALL TOOLS/EQUIPMENT			500
001-524-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM SHIRTS FOR BLDG TECHS 2 X	2	125	250



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Building - 524

General Fund - 001

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
Totals for GL# 001-524-552.5100-UNIFORM PURCHASES AND CLEANING			250
001-524-554.0100 NON-CAPITALIZED EQUIPMENT			
NEW SCANNER FOR BUILDING TECH	1	1,000	<u>1,000</u>
Totals for GL# 001-524-554.0100-NON-CAPITALIZED EQUIPMENT			1,000
001-524-555.1300 TECHNICAL/TRAINING			
SEMINAR'S/WEBINAR/ONLINE COURSE	2	300	<u>600</u>
Totals for GL# 001-524-555.1300-TECHNICAL/TRAINING			600
001-524-564.4900 CAPITAL LEASES			
SHARED PW GENERATOR	1	11,539	<u>11,539</u>
Totals for GL# 001-524-564.4900-CAPITAL LEASES			11,539
001-524-573.0500 NEW DEBT SERVICE - LEASES			
PW SHARED GENERATOR	2	744	<u>1,488</u>
Totals for GL# 001-524-573.0500-NEW DEBT SERVICE - LEASES			1,488
001-524-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	157,454	<u>157,454</u>
Totals for GL# 001-524-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			157,454
001-524-598.0000 BUILDING PERMIT SURCHARGE			
BUILDING PERMIT SURCHARGE	1	20,000	<u>20,000</u>
Totals for GL# 001-524-598.0000-BUILDING PERMIT SURCHARGE			20,000
Totals for Dept 524-BUILDING DEPARTMENT			<u><u>\$ 670,344</u></u>



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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

General Fund Grants – 70X

Multiple Funds

Primary Duties:

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

Department Objectives:

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

Goals & Accomplishments:

- Closeout of 3.5 million infrastructure project utilizing \$750,000 of Community Development Block grant funding.
- Establish performance indicators for future measurement

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Budget
*Grant Award Dollars	8,587,266	9,990,945	16,534,987	\$9,170,086
*Grant Award Closeout			\$7,364,907	
Awarded Grants	9	13	14	3

*Cumulative



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-701 - FEDERAL GRANTS
Cost Center Summary

<u>Account</u>	<u>Description</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Revised</u> <u>Budget</u>	<u>2021</u> <u>Projected</u> <u>Actual</u>	<u>2022</u> <u>Adopted</u> <u>Budget</u>	<u>% Change</u> <u>of Budget</u>
001-701						
	0					
752.4200-9006	Bulletproof Vest Grant	\$ 1,651	\$ 4,000	\$ 3,600	\$ -	(100.0)%
	Total Operating Expenses	1,651	4,000	3,600	-	(100.0)%
	TOTAL EXPENDITURES	\$ 1,651	\$ 4,000	\$ 3,600	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-702 - STATE GRANTS
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
	EXPENDITURES					- %
752.2300-9040	FDLE FIBRS Implementation	\$ -	\$ 25,664	\$ 25,664	\$ -	(100.0)%
	Total Operating Expenses	-	25,664	25,664	-	(100.0)%
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ 25,664</u>	<u>\$ 25,664</u>	<u>\$ -</u>	<u>(100.0)%</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

001-703 - LOCAL GRANTS
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPENDITURES						
734.5000-9031	WCIND Waterway Development Program	\$ 2,340	\$ -	\$ -	\$ -	- %
734.5000-9035	WCIND Boat Removal - Grant	1,620	13,380	12,000	-	(100.0)%
	Total Operating Expenses	3,960	13,380	12,000	-	(100.0)%
764.0100-9036	WCIND - PD Boat Equipment	7,117	-	-	-	- %
	Total Capital Purchases	7,117	-	-	-	- %
	TOTAL EXPENDITURES	\$ 11,077	\$ 13,380	\$ 12,000	\$ -	(100.0)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Community Redevelopment Agency Fund - 190

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

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

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

This fund is comprised of one cost center which is:

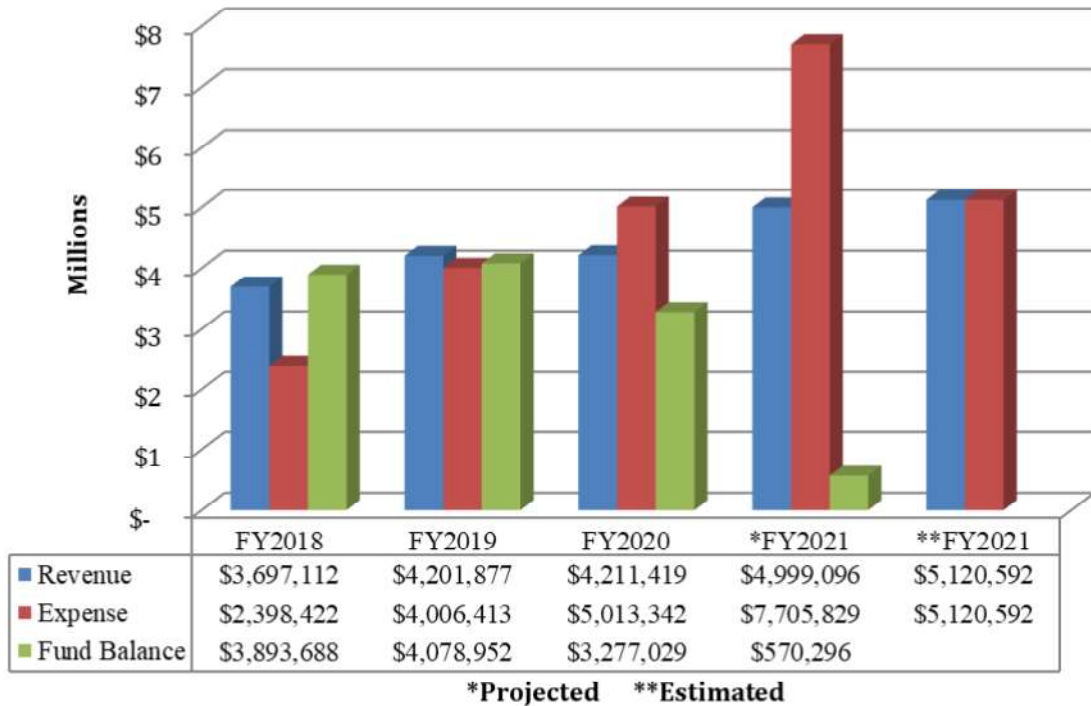
- 559 - CRA

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

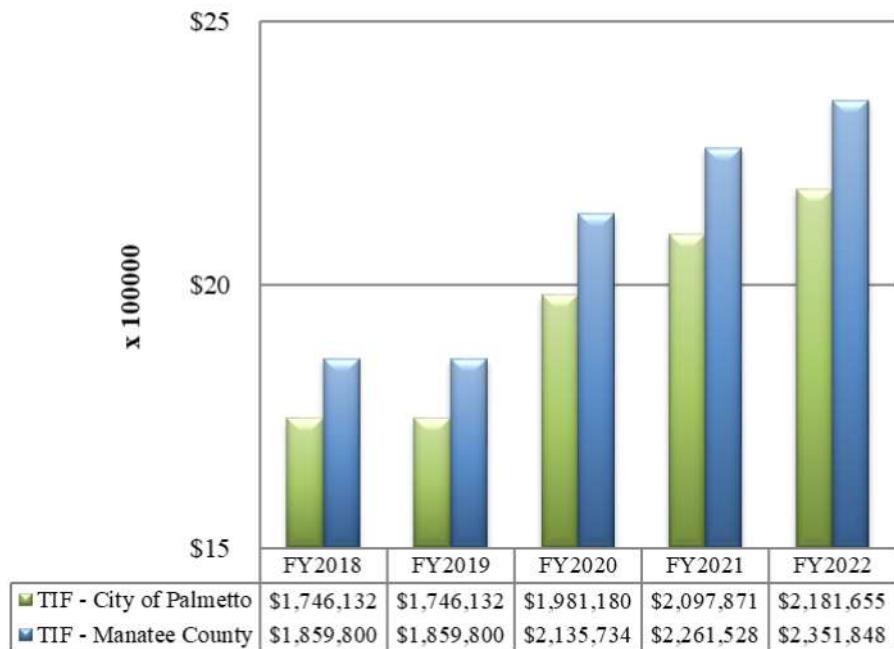


**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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



5-Year History of Tax Incremental Funds (TIF)



- ❖ TIF Funds from the City increased 4% from FY2021
- ❖ TIF Funds from Manatee County increased 4% from FY2021



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

190 - COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND
Fund Summary

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 4,078,952	\$ 3,277,029	\$ 3,277,029	\$ 570,296	(82.6)%
Revenues					
Property Taxes	4,114,334	4,359,399	4,346,512	4,533,503	4.0 %
Charges for Services	1,050	2,000	-	-	(100.0)%
Interest Revenue	76,773	25,000	23,388	10,000	(60.0)%
Miscellaneous	6,710	547,000	29,196	6,000	(98.9)%
Grants	12,552	600,000	600,000	-	(100.0)%
Non-Revenue/Fund Balance	-	3,277,028	-	571,089	(82.6)%
Total Revenues	4,211,419	8,810,427	4,999,096	5,120,592	(41.9)%
Expenses					
Personnel costs	287,290	380,939	384,266	478,866	25.7 %
Operating Expense	476,834	744,029	795,823	820,394	10.3 %
Community Redevelopment Agency Programs	787,790	974,821	900,719	1,035,131	6.2 %
Capital Expense	3,145,167	5,998,829	5,123,673	2,265,000	(62.2)%
Debt Service	246,779	503,003	292,542	459,886	(8.6)%
Transfer Out	69,482	208,806	208,806	61,315	(70.6)%
Total Expenditures	5,013,342	8,810,427	7,705,829	5,120,592	(41.9)%
Excess Revenue Over (Under)	(801,923)	-	(2,706,733)	-	-
Fund Balance, End of Year	\$ 3,277,029	\$ 3,277,029	\$ 570,296	\$ 570,296	(82.6)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

190-000 - CRA REVENUE
Fund Revenue Summary

Account 190-000	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
369.4700	Tax Increment Funds-Manatee County	\$ 2,133,154	\$ 2,261,528	\$ 2,248,641	\$ 2,351,848	4.0 %
369.4900	Tax Increment Funds-Palmetto	1,981,180	2,097,871	2,097,871	2,181,655	4.0 %
	TOTAL INTERGOVERNMENTAL - TAX INCREMENT FUNDS	4,114,334	4,359,399	4,346,512	4,533,503	4.0 %
331.3900-9025	Edenfield Brownfield Grant	12,552	600,000	600,000	-	(100.0)%
	TOTAL INTERGOVERNMENTAL/ GRANT REVENUE	12,552	600,000	600,000	-	(100.0)%
347.4500	Culture/Recreation - July 4th Celebration	1,050	2,000	-	-	(100.0)%
	TOTAL CHARGES FOR SERVICES	1,050	2,000	-	-	(100.0)%
361.0100	Investment Earnings	76,773	25,000	23,388	10,000	(60.0)%
	TOTAL INTEREST REVENUE	76,773	25,000	23,388	10,000	(60.0)%
362.9900	CRA Rental Revenue	6,710	10,000	6,000	6,000	(40.0)%
364.4100	Disposition Of Fixed Assets	-	487,000	19,080	-	(100.0)%
369.0200	Other Misc Revenue	-	50,000	-	-	(100.0)%
369.6800	Other Misc Rev/Refund Exp	-	-	3,946	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	-	-	170	-	- %
	TOTAL MISCELLANEOUS REVENUE	6,710	547,000	29,196	6,000	(98.9)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

190-000 - CRA REVENUE
Fund Revenue Summary

Account 190-000	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
399.0000	Funding From Fund Balance - Outstanding Enc	-	134,541	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	3,142,487	-	571,089	(81.8)%
	Total Non-Revenue Sources	-	3,277,028	-	571,089	(82.6)%
	TOTAL OTHER FINANCING SOURCES	-	3,277,028	-	571,089	(82.6)%
	TOTAL CRA REVENUE	\$ 4,211,419	\$ 8,810,427	\$ 4,999,096	\$ 5,120,592	(41.9)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Community Redevelopment Agency (CRA) – 559

CRA Fund – 190

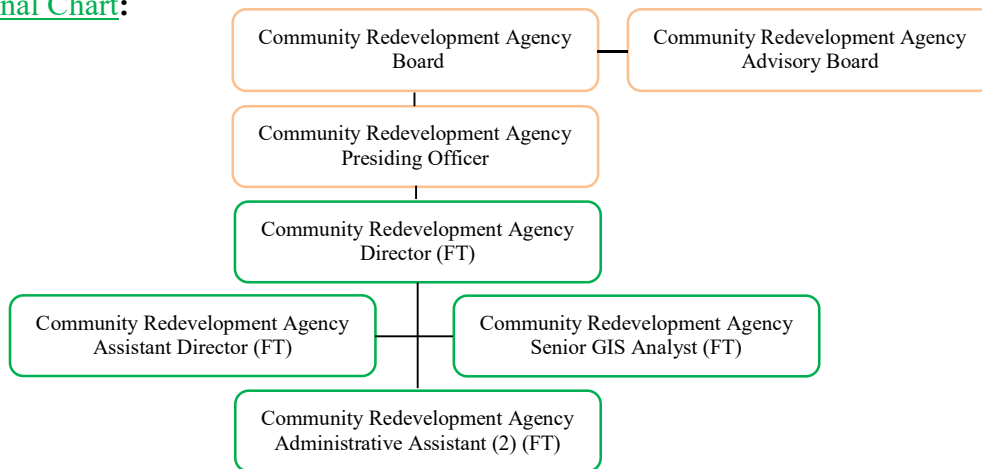
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Community Redevelopment Agency (CRA) – 559

CRA Fund – 190

Goals & Accomplishments:

- **Accountability:**
 - Training offered to board, advisory board and staff
 - Active participation in the professional redevelopment association
 - Actively sought grant and funding partners
- **Property Maintenance:**
 - Funded code officer for CRA area
 - Used incentives to aid code compliance
 - Offered training to code compliance officers
- **Image:**
 - Host annual 4th of July and Multicultural Festivals
 - Disseminated positive information reflecting CRA programs and projects
 - Produced annual report
 - Created the Seahorse monument
- **Public Safety**
 - Funded Palmetto Police Community Policing
 - Encouraged CPTED through incentives
- **Infrastructure**
 - Planned Connor Park
- **Commerce**
 - Provided incentives
 - Administered façade grants
 - Purchased necessary property for redevelopment and parking
- **Housing**
 - Purchased property and demolished substandard housing

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Developer Incentive Payments	5	7	8	8
Storefront Grants	2	2	3	6
Assessed Property Values	\$417,212,519	\$442,478,564	\$463,063,550	\$477,843,473

Capital Outlay:

Funding Source	Description	Amount
Carryforward	Land	1,500,000
Carryforward	VFW Renovations	50,000
Carryforward	Connor Park	50,000
Carryforward	10 th Avenue Streetscape	100,000
Carryforward	Armory Historic Preservation	50,000
Current Revenue	MLK Signage – Community Leaders	5,000
Current Revenue	Lincoln Park Score Board	100,000
Current Revenue	Women’s Club Preservation	50,000
Current Revenue	Riverside Pavilion	160,000
Current Revenue	Riverside Floating Dock	200,000
Total		\$2,265,000

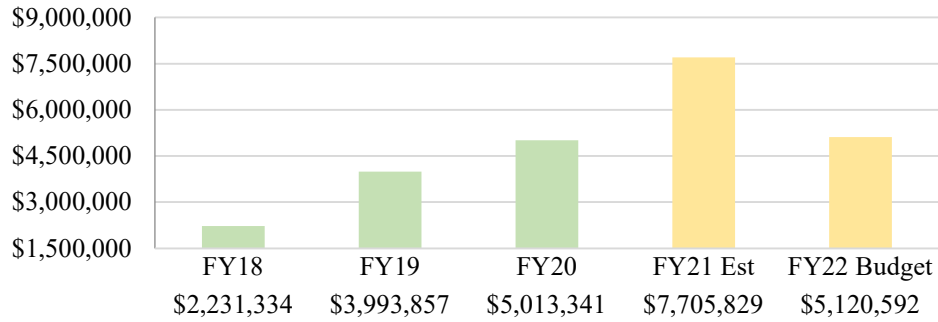


CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

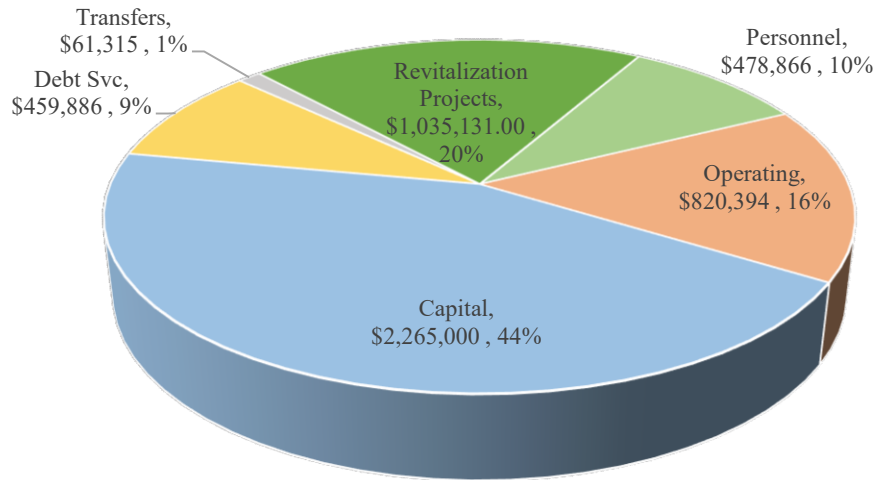
Community Redevelopment Agency (CRA) – 559

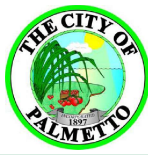
CRA Fund – 190

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account 190-559	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
511.0100	Executive Salaries	\$ 106,021	\$ 108,369	\$ 107,952	\$ 111,620	3.0 %
512.0100	Regular Salaries	93,216	150,280	175,274	233,460	55.4 %
513.0100	Part Time Wages	6,848	22,729	404	-	(100.0)%
514.0100	Overtime - GE	1,204	5,000	900	5,000	- %
514.0150	Overtime - Holiday General	146	-	1,017	-	- %
	Employees					
521.0100	Fica Taxes	14,991	21,909	21,814	26,781	22.2 %
522.2100	Retirement General Employee	17,342	23,168	27,118	35,841	54.7 %
522.2500	Matching Deferred Comp	19,413	16,169	16,914	16,776	3.8 %
523.0100	Health Insurance	26,759	32,015	31,126	47,069	47.0 %
523.0300	Insurance & EAP	645	846	897	1,128	33.3 %
524.0100	Workers' Compensation	705	454	850	1,191	162.3 %
	Total Personnel Expenses	287,290	380,939	384,266	478,866	25.7 %
531.0100	Consulting	141,538	126,527	225,000	75,000	(40.7)%
531.0300	Membership Dues	7,120	7,270	8,982	9,250	27.2 %
531.0600	Attorney Fees	81,771	67,733	67,733	69,465	2.6 %
531.1600	Contract Services	68,633	53,510	70,000	97,656	82.5 %
532.0100	Audit Services	-	10,000	7,500	11,500	15.0 %
534.4200	Building Demolition	-	-	-	50,000	- %
540.5100	Travel and Per Diem	7,033	10,000	5,000	16,600	66.0 %
541.1100	Communications	510	1,020	870	960	(5.9)%
542.1200	Postage/Mailing Service	-	150	150	150	- %
543.0000	Utility Services	2,658	3,100	2,700	2,800	(9.7)%
544.0500	Operating Lease	2,879	4,164	4,164	3,708	(11.0)%
544.1500	Rental Expenses	22,272	22,200	25,228	29,472	32.8 %
545.1200	Insurance	8,817	12,939	12,939	15,291	18.2 %
545.9900	Insurance Contingency - Vehicle	-	-	1,915	-	- %
546.3400	Repair & Maintenance	1,407	212,888	215,285	217,500	2.2 %
546.4000	Vehicle Repair & Maintenance	934	1,400	750	1,400	- %
547.5100	Printing And Binding	-	500	500	1,250	150.0 %
548.9100	Promotional Advertising	22,480	30,450	25,000	35,750	17.4 %
549.9600	Bank Service Charges	3,751	4,500	3,300	3,500	(22.2)%
551.1200	Office Supplies	484	1,500	1,500	2,500	66.7 %
552.0000	Operating Expenses - Veolia	947	-	-	-	- %
552.1500	Fuel and Lubricants	344	1,000	400	1,000	- %
552.2300	Operating Expenses	9,655	19,908	19,908	15,418	(22.6)%
552.4200	Small Tools/Equipment	2,849	1,500	1,500	2,500	66.7 %
552.5100	Uniform Purchases And Cleaning	-	1,000	1,000	1,000	- %
552.7100	Fairs & Festivals	65,368	120,000	64,743	120,000	- %
552.7200	Palmetto Historical Park	9,059	10,050	10,050	10,880	8.3 %
552.7400	Ag Museum	6,339	7,720	6,400	6,500	(15.8)%
554.0100	Non-Capitalized Equipment	3,649	5,000	5,000	5,000	- %
554.1200	Publications	100	500	806	1,000	100.0 %
555.1300	Technical/Training	6,237	7,500	7,500	13,344	77.9 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
190-559	Total Operating Expenses	476,834	744,029	795,823	820,394	10.3 %
561.0000	Land	2,706,723	765,500	765,500	1,500,000	96.0 %
562.0000-0000	Building	216,894	50,000	50,000	510,000	920.0 %
562.0000-4213	Carnegie Library Elevator	2,750	-	-	-	- %
563.0000-1201	Linear Park Trail	65,004	4,040,497	4,100,000	50,000	(98.8)%
563.0000-1901	Seahorse Project	122,563	3,430	3,430	-	(100.0)%
563.0000-1904	Pocket Neighborhood Site Improvements	-	467,521	-	-	(100.0)%
563.0000-1905	10th Avenue Streetscape	-	467,138	-	-	(100.0)%
563.0000-2001	CRA Property Improvements	22,258	4,743	4,743	-	(100.0)%
563.0000-2101	Mainstreet Program	-	200,000	200,000	100,000	(50.0)%
564.0100	Machinery & Equipment	8,975	-	-	105,000	- %
	Total Capital Purchases	3,145,167	5,998,829	5,123,673	2,265,000	(62.2)%
571.6900	Principal - 06 CRA Loan	219,750	219,750	219,750	219,750	- %
572.6900	Interest Expense - CRA 2006 Loan	27,029	72,792	72,792	40,000	(45.0)%
573.0500	New Debt Service - Leases	-	210,461	-	-	(100.0)%
573.0700	New Debt Service	-	-	-	200,136	- %
	Total Debt Service	246,779	503,003	292,542	459,886	(8.6)%
582.1100	Commercial Renovation	8,901	56,292	10,000	100,000	77.6 %
582.1200	Community Renovation Program	579,763	655,660	625,000	630,099	(3.9)%
582.1400	CRA Community	35,594	32,150	35,000	37,500	16.6 %
582.1500	Redevelopment Incentives	163,532	230,719	230,719	217,532	(5.7)%
582.2100	Residential Revitalization Program	-	-	-	50,000	- %
	Total Community Programs	787,790	974,821	900,719	1,035,131	6.2 %
591.0100	Transfer Out - Admin Services	69,482	58,806	58,806	61,315	4.3 %
593.9000-1101	Transfer Out - MLK Park LID	-	150,000	150,000	-	(100.0)%
	Total Transfers-Out	69,482	208,806	208,806	61,315	(70.6)%
	TOTAL EXPENDITURES	\$ 5,013,342	\$ 8,810,427	\$ 7,705,829	\$ 5,120,592	(41.9)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
190-559-511.0100 EXECUTIVE SALARIES			
EXECUTIVE SALARIES	1	111,620	111,620
Totals for GL# 190-559-511.0100-EXECUTIVE SALARIES			111,620
190-559-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	233,460	233,460
Totals for GL# 190-559-512.0100-REGULAR SALARIES			233,460
190-559-514.0100 OVERTIME - GE			
FESTIVAL OVERTIME	1	5,000	5,000
Totals for GL# 190-559-514.0100-OVERTIME - GE			5,000
190-559-521.0100 FICA TAXES			
FICA TAXES	1	26,781	26,781
Totals for GL# 190-559-521.0100-FICA TAXES			26,781
190-559-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	35,841	35,841
Totals for GL# 190-559-522.2100-RETIREMENT GENERAL EMPLOYEE			35,841
190-559-522.2500 MATCHING DEFERRED COMP			
MATCHING DEFERRED COMP	1	16,776	16,776
Totals for GL# 190-559-522.2500-MATCHING DEFERRED COMP			16,776
190-559-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	47,069	47,069
Totals for GL# 190-559-523.0100-HEALTH INSURANCE			47,069
190-559-523.0300 LIFE INSURANCE & EAP			
LIFE INS	1	1,128	1,128
Totals for GL# 190-559-523.0300-LIFE INSURANCE & EAP			1,128
190-559-524.0100 WORKERS' COMPENSATION			
WORKERS' COMPENSATION	1	1,191	1,191
Totals for GL# 190-559-524.0100-WORKERS' COMPENSATION			1,191
190-559-531.0100 CONSULTING			
POST CRA PROJECT FLU/ZONING CORRECTIONS	1	20,000	20,000
BROWNFIELD	1	30,000	30,000
MISCELLANEOUS	1	25,000	25,000
Totals for GL# 190-559-531.0100-CONSULTING			75,000



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
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	2,000	2,000
COUNCIL OF DEVELOPMENT FINANCE AGENICES (CDFA)	1	550	550
NATIONIONAL BROWNFIELD COALITION	1	750	750
PUBLIC NOTARY	1	200	200
BUSINESS PRIME MEMBERSHIP	1	125	125
Totals for GL# 190-559-531.0300-MEMBERSHIP DUES			<u>9,250</u>
190-559-531.0600 ATTORNEY FEES			
GENERAL LEGAL FEES - 19%	1	59,465	59,465
MISCELLANEOUS FEES	1	10,000	10,000
Totals for GL# 190-559-531.0600-ATTORNEY FEES			<u>69,465</u>
190-559-531.1600 CONTRACT SERVICES			
5TH STREET MAINTENANCE -	1	10,000	10,000
ALARM SYSTEM	12	43	516
CLEANING SERVICES	52	135	7,020
HABEN BLVD MAINTENANCE	12	1,750	21,000
HVAC ANNUAL MAINTENANCE	2	150	300
GENERAL REPAIRS	1	5,000	5,000
PEST CONTROL	1	120	120
LANDSCAPE (GATEWAY/SUTTON)	1	10,000	10,000
RIVERSIDE LANDSCAPE	12	1,470	17,640
MICROSOFT MONTHLY FEE	12	320	3,840
LAWN MAINT - RIVIERA DUNES WAY GROUP A	1	1,350	1,350
LAWN MAINT - CONNOR PARK GROUP B	1	1,350	1,350
LAWN MAINT - 305 7TH AVE W - GROUP C	1	1,080	1,080
LAWN MAINT - 325 8TH AVE - GROUP D - OLD SHELL STATION	1	5,400	5,400
LAWN MAINT - 809 4TH ST W - GROUP E - OLD SLICKS	1	900	900
LAWN MAINT - 401 6TH ST W - GROUP G -	1	1,350	1,350
LAWN MAINT - 810 6TH ST W - GROUP H - VFW	1	720	720
LAWN MAINT - 910 6TH ST W - GROUP I - WOMANS CLUB	1	720	720
LAWN MAINT - 1009 8TH ST W - GROUP J - VACANT HOUSE	1	720	720
LAWN MAINT - 409 9TH ST W - GROUP K -	1	4,140	4,140
LAWN MAINT - 540 10TH ST W - GROUP L	1	2,970	2,970
LAWN MAINT- 200 11TH ST DR W - GROUP M	1	600	600
LAWN MAINT - 440 10TH AVE W - GROUP N - OLD FBC PARKIN	1	720	720
VFW - RODENT RENEWAL	1	200	200
Totals for GL# 190-559-531.1600-CONTRACT SERVICES			<u>97,656</u>
190-559-532.0100 AUDIT SERVICES			
AUDIT SERVICES	1	11,500	11,500
Totals for GL# 190-559-532.0100-AUDIT SERVICES			<u>11,500</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
190-559-534.4200 BLDG DEMOLITION			
DEMO	1	50,000	50,000
Totals for GL# 190-559-534.4200-BLDG DEMOLITION			50,000
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	1,000	1,000
CERTIFICATION	1	5,000	5,000
CDFA	1	1,400	1,400
BROWNFIELDS	1	1,400	1,400
Z SCHWARTZ QUARTERLY TRIP	4	500	2,000
Totals for GL# 190-559-540.5100-TRAVEL AND PER DIEM			16,600
190-559-541.1100 COMMUNICATIONS			
CELL SERVICE - CRA DIRECTOR	12	50	600
SUMCOM (ELEVATOR)	12	30	360
Totals for GL# 190-559-541.1100-COMMUNICATIONS			960
190-559-542.1200 POSTAGE/MAILING SERVICES			
CH POSTAGE METER	1	25	25
POSTAGE	1	125	125
Totals for GL# 190-559-542.1200-POSTAGE/MAILING SERVICES			150
190-559-543.0000 UTILITY SERVICES			
UTILITIES	1	2,800	2,800
Totals for GL# 190-559-543.0000-UTILITY SERVICES			2,800
190-559-544.0500 OPERATING LEASE			
KONICA C360I: PAYMENTS 15-27 OF 36 MONTH	12	184	2,208
PAGES COPIED/PRINTED	1	1,500	1,500
Totals for GL# 190-559-544.0500-OPERATING LEASE			3,708
190-559-544.1500 RENTAL EXPENSES			
OFFICE RENT	12	2,456	29,472
Totals for GL# 190-559-544.1500-RENTAL EXPENSES			29,472
190-559-545.1200 INSURANCE			
D-6 EXECUTIVE TRAVEL AD&D	1	55	55
GENERAL LIABILITY, AUTO AND PROPERTY	1	11,036	11,036
4TH JULY	1	2,200	2,200
MULTICULTURAL	1	2,000	2,000
Totals for GL# 190-559-545.1200-INSURANCE			15,291



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
190-559-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	10,000	10,000
VFW	1	5,000	5,000
CRA PROJECTS	1	200,000	200,000
HABEN BLVD	1	2,500	2,500
Totals for GL# 190-559-546.3400-REPAIR & MAINTENANCE			217,500
190-559-546.4000 VEHICLE REPAIR & MAINTENANCE			
OIL CHANGES	1	200	200
DETAILED	1	200	200
MISC.	1	1,000	1,000
Totals for GL# 190-559-546.4000-VEHICLE REPAIR & MAINTENANCE			1,400
190-559-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	1	500	500
STATIONERY	1	250	250
MISC	1	500	500
Totals for GL# 190-559-547.5100-PRINTING AND BINDING			1,250
190-559-548.9100 PROMOTIONAL ADVERTISING			
BAGS	1	10,000	10,000
EDC SPONSORSHIP	1	16,250	16,250
MOVIE IN THE PARK	1	7,000	7,000
MISC	1	2,500	2,500
Totals for GL# 190-559-548.9100-PROMOTIONAL ADVERTISING			35,750
190-559-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	3,500	3,500
Totals for GL# 190-559-549.9600-BANK SERVICE CHARGES			3,500
190-559-551.1200 OFFICE SUPPLIES			
MISC	1	2,500	2,500
Totals for GL# 190-559-551.1200-OFFICE SUPPLIES			2,500
190-559-552.1500 FUEL AND LUBRICANTS			
FUEL FOR CRA VEHICLE	1	1,000	1,000
Totals for GL# 190-559-552.1500-FUEL AND LUBRICANTS			1,000
190-559-552.2300 OPERATING EXPENSES			
BUSINESS RECRUITMENT			
GENERAL OPERATING EXPENSES	1	5,000	5,000
GIS SOFTWARE - ESRI ONLINE	1	2,500	2,500
OFFICE 365 MONTHLY FEE	1	4,658	4,658
AWARDS	1	1,000	1,000
MLK PARK PORT-A-POTTY	12	180	2,160
BRADENTON HERALD - ANNUAL ONLINE SUBSCRIPTION	1	100	100
Totals for GL# 190-559-552.2300-OPERATING EXPENSES			15,418



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
190-559-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS/EQUIPMENT	1	2,500	2,500
Totals for GL# 190-559-552.4200-SMALL TOOLS/EQUIPMENT			2,500
190-559-552.5100 UNIFORM PURCHASES AND CLEANING			
SHIRT ALLOWANCE	1	1,000	1,000
Totals for GL# 190-559-552.5100-UNIFORM PURCHASES AND CLEANING			1,000
190-559-552.7100 FAIRS & FESTIVALS			
4TH OF JULY	1	80,000	80,000
MULTI-CULTURAL FESTIVAL	1	40,000	40,000
Totals for GL# 190-559-552.7100-FAIRS & FESTIVALS			120,000
190-559-552.7200 PALMETTO HISTORICAL PARK			
FPL	1	6,500	6,500
WATER	1	2,100	2,100
CARNEGIE LIBRARY LICENSE	1	80	80
ELEVATOR SERVICE	12	140	1,680
PEST CONTROL	1	520	520
Totals for GL# 190-559-552.7200-PALMETTO HISTORICAL PARK			10,880
190-559-552.7400 AG MUSEUM			
FPL	1	5,500	5,500
WATER	1	1,000	1,000
Totals for GL# 190-559-552.7400-AG MUSEUM			6,500
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	1,000	1,000
Totals for GL# 190-559-554.1200-PUBLICATIONS			1,000
190-559-555.1300 TECHNICAL/TRAINING			
ANNUAL CONFERENCE	1	2,500	2,500
CRA CERTIFICATION	1	2,000	2,000
CONTINUED EDUCATION/TRAINING	1	710	710
FLORIDA HOUSING COALITION	1	800	800
CDFA	1	500	500
MISC.	1	1,000	1,000
GIS	1	600	600
GRANT CLASS WEB (3 COURSES) (ED) SHARED WITH FINANC	0.5	2,788	1,394
LINKEDIN LEARNING	12	320	3,840
Totals for GL# 190-559-555.1300-TECHNICAL/TRAINING			13,344



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
190-559-561.0000 LAND			
MISC	1	750,000	750,000
REMEDATION REVOLVING LOAN FUND	1	750,000	750,000
Totals for GL# 190-559-561.0000-LAND			1,500,000
190-559-562.0000 BUILDING IMPROVEMENTS			
ARMORY HISTORIC PRESERVATION			
VFW	1	50,000	50,000
MATCHING HISTORIC GRANT - VFW	1	50,000	50,000
MATCHING HISTORIC GRANT - WOMANS CLUB	1	50,000	50,000
RIVERSIDE FLOATING DOCK	1	200,000	200,000
RIVERSIDE PAVILION	1	160,000	160,000
Totals for GL# 190-559-562.0000-BUILDING IMPROVEMENTS			510,000
190-559-563.0000-1201 CONNOR PARK			
CONNOR PARK	1	50,000	50,000
Totals for GL# 190-559-563.0000-1201-CONNOR PARK			50,000
190-559-563.0000-2101 MAINSTREET PROGRAM			
MAINSTREET PROGRAM	1	100,000	100,000
Totals for GL# 190-559-563.0000-2101-MAINSTREET PROGRAM			100,000
190-559-564.0100 MACHINERY/EQUIPMENT/SOFTWARE			
MLK SIGNAGE - COMMUNITY LEADER	1	5,000	5,000
LINCOLN PARK SCORE BOARD - MATCH THE COUNTY	1	100,000	100,000
Totals for GL# 190-559-564.0100-MACHINERY/EQUIPMENT/SOFTWARE			105,000
190-559-571.6900 PRINC - 06 CRA LOAN			
CRA LOAN PRINCIPAL (61-64 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 (61-64 OUT OF 80 PYMTS)	1	40,000	40,000
Totals for GL# 190-559-572.6900-INT EXP - 06 CRA LOAN			40,000
190-559-573.0700 NEW DEBT SERVICE			
POOL	1	200,136	200,136
Totals for GL# 190-559-573.0700-NEW DEBT SERVICE			200,136
190-559-582.1100 COMMERCIAL RENOVATION			
COMMERCIAL RENOVATION	1	100,000	100,000
Totals for GL# 190-559-582.1100-COMMERCIAL RENOVATION			100,000
190-559-582.1200 COMMUNITY RENOVATION PROGRAM			
PD SUBPLAN	1	630,099	630,099
Totals for GL# 190-559-582.1200-COMMUNITY RENOVATION PROGRAM			630,099



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Community Redevelopment Agency - 559

CRA Fund - 190

<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
190-559-582.1400 CRA COMMUNITY			
PALMETTO UTILITIES	1	37,500	37,500
Totals for GL# 190-559-582.1400-CRA COMMUNITY			<u>37,500</u>
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	1	20,649	20,649
CIRCLE K - CRA BD APP 4/2/18	1	38,063	38,063
DETWILER'S CRA BD APP 11/6/2017	1	26,950	26,950
Totals for GL# 190-559-582.1500-REDEVELOPMENT INCENTIVES			<u>217,532</u>
190-559-582.2100 RESIDENTIAL REVITALIZATION PROGRAM			
HABITAT FOR HUMANITY	1	50,000	50,000
Totals for GL# 190-559-582.2100-RESIDENTIAL REVITALIZATION PROGRAM			<u>50,000</u>
190-559-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
FINANCE	1	23,722	23,722
HR	1	8,949	8,949
IT SERVICES	1	26,844	26,844
AGENDA SERVICES	1	1,800	1,800
Totals for GL# 190-559-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>61,315</u>
Totals for Dept 559-CRA			<u>\$ 5,120,592</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**



“Let us remember: One book, one pen, one child, and one teacher can change the world”

Malala Yousafzai



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Road and Bridge Fund – 307

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

This fund is comprised of one cost center:

- 541 - Road and Bridge

Gas taxes accounted for 52% of this fund's revenue sources in fiscal year 2022 before other financing sources in the amount of \$1,414,262 for operations. For fiscal year 2022, the gas taxes are budgeted to be 84% of the total revenues before other financing sources. The remaining revenues come from miscellaneous interest and service related revenues. In fiscal year 2022 other financing sources in the amount of \$1,563,794 are from fund balance of \$917,255 and impact fees of \$600,000 for capital projects funding and \$41,539 from a capital lease as noted in the following pages.

This fund is currently one of the most stable in the City with regards to the level of fund balance. In fiscal year 2021, the County projected a reduction in gas tax revenue than in previous years due to Covid. The City budgeted expenses in line with the reduction of gas tax revenue while still providing an effective road maintenance program. During the year, gas taxes stayed on trend with the previous fiscal and with the reduction of expenses increased the fund balance for future projects. Fiscal year 2022, the fund is projected to have 10.6 months of budgeted expenses which allows for \$917,255 in funding for capital projects and will bring the fund down to 4.20 months. This level is well within the fund balance policy requirements.

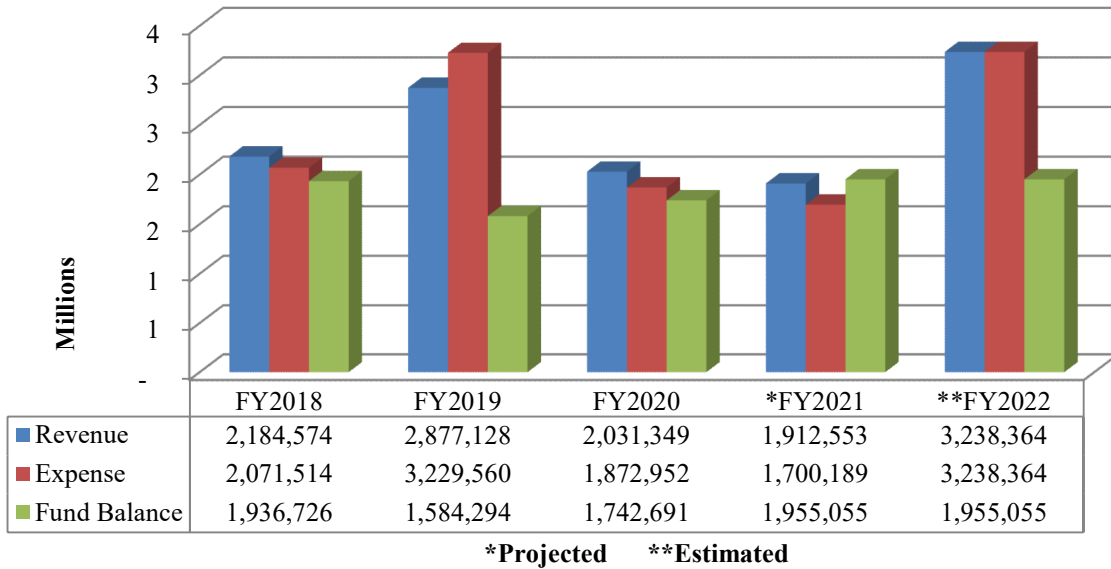
Since fiscal year 2015, more operating funds are being used to maintain the city's road rather than fund the repairs through CIP. The new half-cent sales taxes are partially intended to fund road maintenance as well.



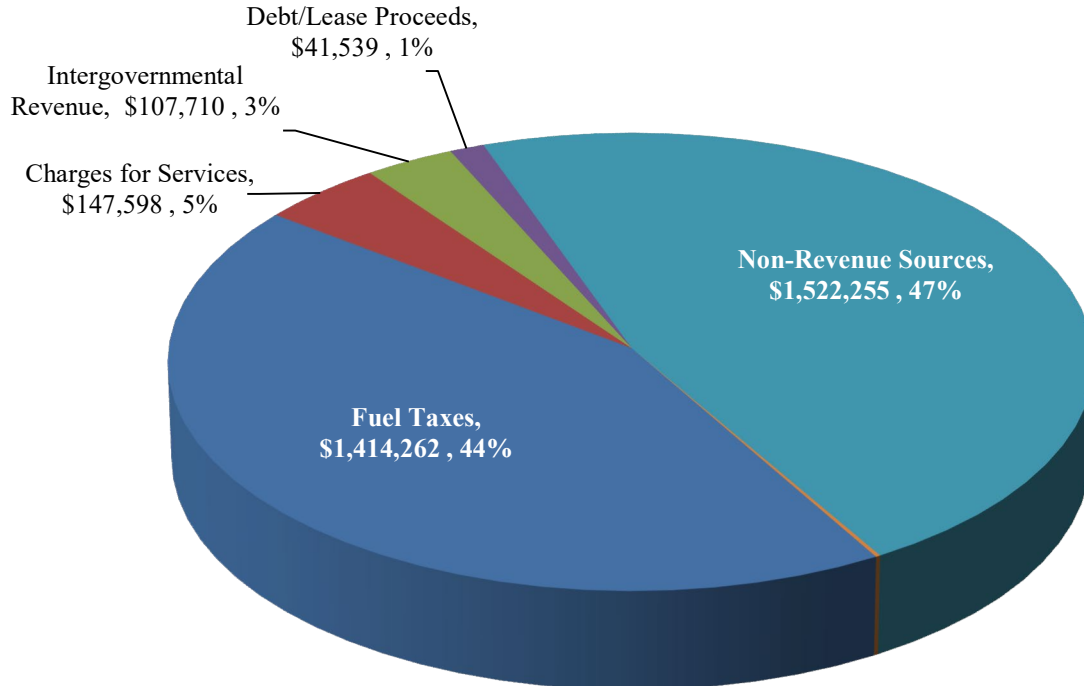
**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

ROAD AND BRIDGE FUND – 307

5-Year Revenue, Expense and Fund Balance



Revenues By Source





CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

ROAD AND BRIDGE FUND - 307

Revenue Analysis and Forecasting

Revenue Trends

The Road and Bridge fund is estimated to receive \$3,238,364 in FY2022 of which 84% or \$1,674,570, is generated from Motor Fuel Taxes (\$1,414,262), State of Florida Revenue Sharing (\$107,710) and Florida Department of Transportation Highway/Lighting and Maintenance Agreements (\$147,598). Additionally, \$1,522,255 of non-revenue sources will be used to fund project in the Capital Improvement Plan.

Motor Fuel Taxes – Road and Bridge Fund - \$1,414,262 (Pass thru from State)

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

The final 5 cent local option gas tax was adopted and implemented in fiscal year 2007 and the breakdown of the four portions is illustrated in the following graph:

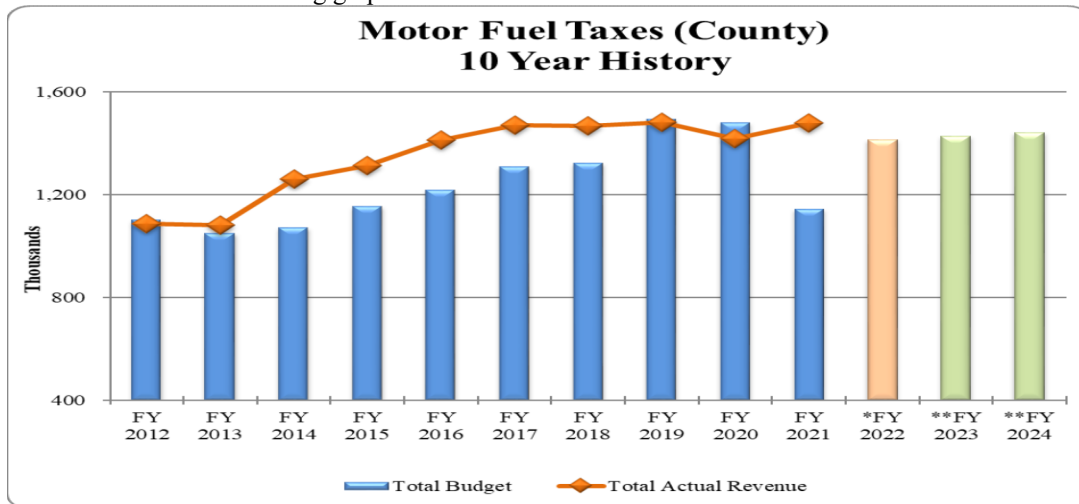


Figure 9 illustrates budgeted revenue as it compares with revenue actually received.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

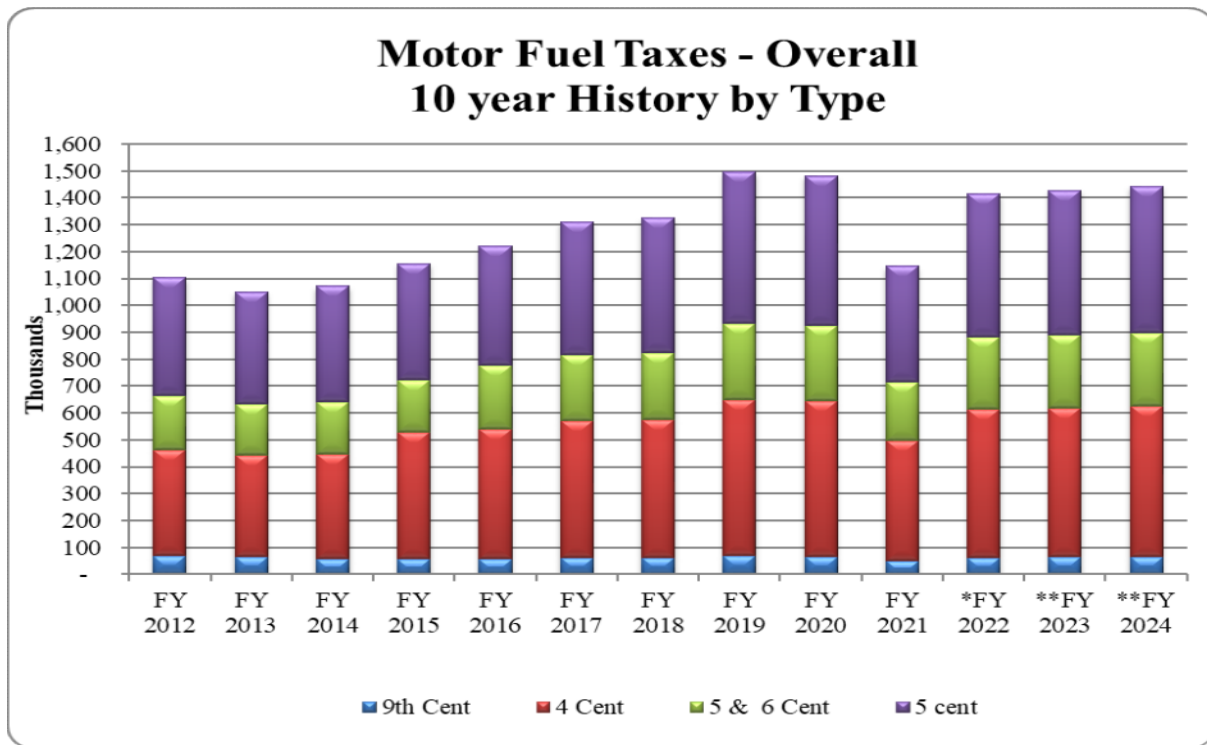


Figure 10

A smaller portion of gas taxes is received from the State of Florida in the form of the 8th cent fuel tax. This is received as state revenue sharing dollars and 20.4% is deposited into the Road and Bridge fund while the remaining 79.6% is deposited into the General Fund. The Road and Bridge Fund portion is budgeted at \$135,498 for fiscal year 2022 as shown in Figure 8 – General Fund Section.

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

Revenues estimated significantly decreased in FY21 by \$347,397 or 21.9% due to the COVID 19 pandemic. Actual revenues received in FY21 made up the budget shortfall and in line with the previous fiscal year.

Charges for Services – Road and Bridge Fund

Charges for services in the Road and Bridge fund consists of \$147,598 in contracts with FDOT for highway maintenance of medians and right-of-ways, lighting and signalization. Several state and federal highways are within the Palmetto city limits and the City maintains the mowing and utilities. FDOT will then reimburse the City for those costs per the contract that is renewed annually.



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

307 - ROAD AND BRIDGE FUND
Fund Summary

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 1,584,294	\$ 1,742,691	\$ 1,742,691	\$ 1,955,055	12.2 %
Revenues					
Motor Fuel Taxes	1,417,155	1,477,496	1,418,686	1,414,262	(4.3)%
Intergovernmental Revenue	100,643	112,215	102,505	107,710	(4.0)%
Charges for Services	132,458	134,843	136,498	147,598	9.5 %
Interest Revenue	27,803	5,566	6,600	5,000	(10.2)%
Miscellaneous	3,149	5,809	723	-	(100.0)%
Impact Fees	265,151	122,076	50,875	-	(100.0)%
Debt/Lease Proceeds	84,990	196,666	196,666	41,539	(78.9)%
Non-Revenue/Fund Balance	-	256,502	-	1,522,255	493.5 %
Total Revenue	2,031,349	2,311,173	1,912,553	3,238,364	40.1 %
Expenses					
Personnel costs	152,262	244,037	138,786	275,115	12.7 %
Operating Expense	706,933	670,223	646,009	934,941	39.5 %
Capital Expenses	151,419	200,313	200,891	52,439	(73.8)%
Debt Service	294,650	323,445	322,749	292,349	(9.6)%
Transfer Out	567,688	405,964	391,754	1,683,520	314.7 %
Total Expenditure	1,872,952	1,843,982	1,700,189	3,238,364	75.6 %
Excess Revenue Over (Under)	158,397	467,191	212,364	-	-
Fund Balance, End of Year	\$ 1,742,691	\$ 2,209,882	\$ 1,955,055	\$ 1,955,055	(11.5)%



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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Streets Department – 541

Road and Bridge Fund – 307

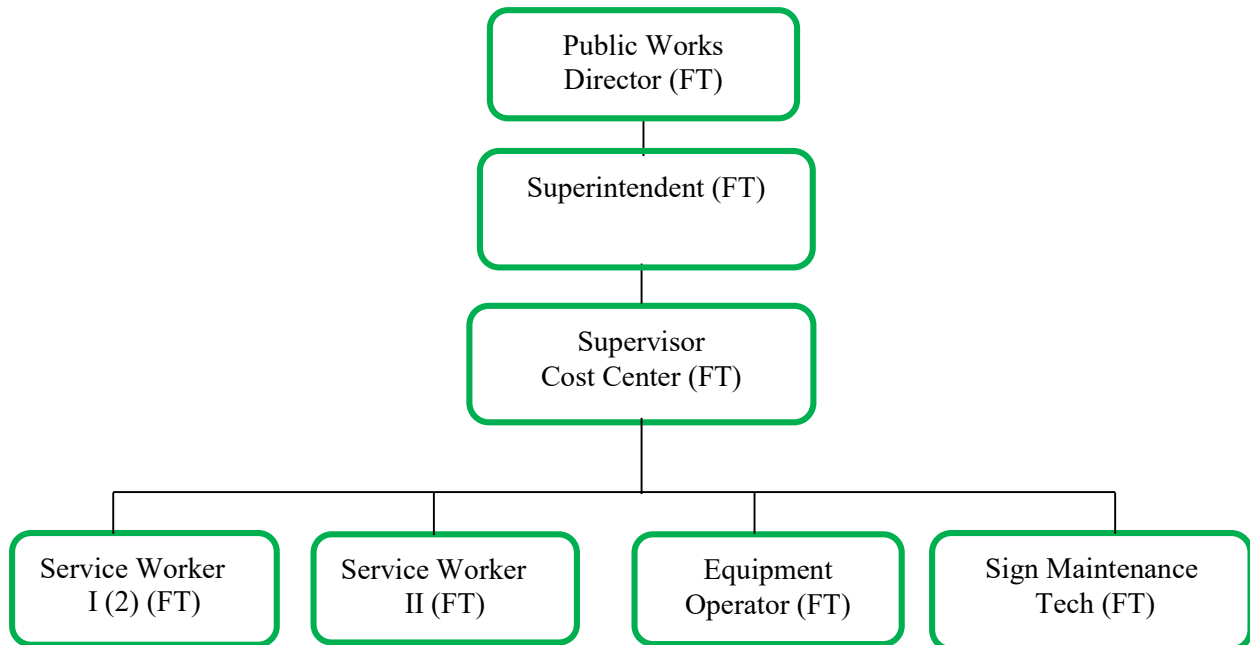
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Streets Department – 541

Road and Bridge Fund – 307

Goals & Accomplishments:

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

Performance Indicators:

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

Capital Outlay:

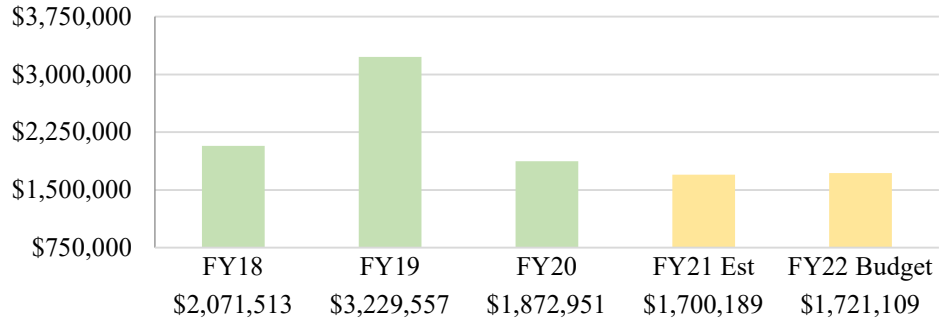
Funding Source	Description	Amount
Capital Lease	Latex 360/365 Printer Sign	30,000
Capital Lease	Generator (Shared)	11,539
Current Revenue	Cut Saw	2,000
Current Revenue	Jack Hammer for Bobcat	7,500
*Impact Fees	23 rd St. Realignment	600,000
*Fund Balance	23 rd St. Realignment	400,000
*Fund Balance	Surface Upgrades: 7 th St W	320,255
*Fund Balance	Public Works Electrical Upgrade	3,000
*Fund Balance	Public Works Storage Building	15,000
*Fund Balance	Public Works Admin Building	4,000
*Fund Balance	Street Paving	175,000
Total		\$1,568,294

*transfer to the 301 Capital Projected Fund



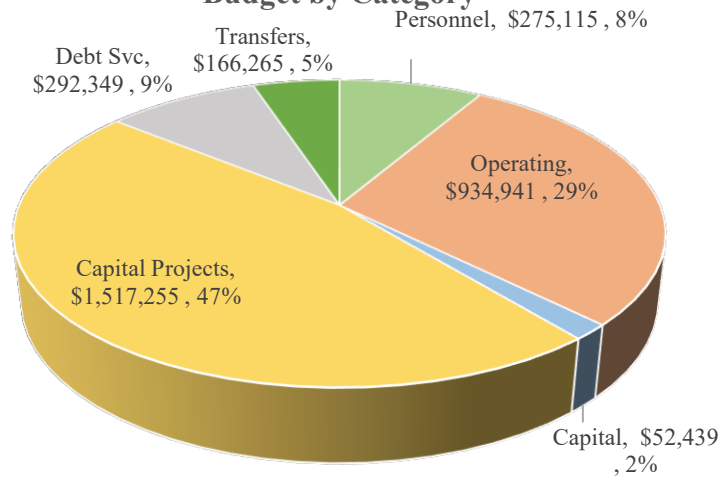
CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Departmental Expenditures



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

Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

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

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
312.3000	9th Cent Gas Tax	\$ 65,081	\$ 66,345	\$ 64,025	\$ 63,095	(4.9)%
312.4100	\$.04 Local Gas Tax-Manatee County	550,818	575,430	554,467	550,050	(4.4)%
312.4101	5th And 6th Cent Gas Tax	268,917	280,933	268,217	268,139	(4.6)%
312.4201	5 Cent 2nd Local Option Gas Tax	532,339	554,788	531,977	532,978	(3.9)%
335.4900	State Rev Sharing - Other Fuel Taxes	100,643	112,215	102,505	107,710	(4.0)%
	TOTAL MOTOR FUEL TAXES	1,517,798	1,589,711	1,521,191	1,521,972	(4.3)%
343.2000	FDOT/Hwy Maintenance Contract	22,763	21,057	22,762	22,762	8.1 %
343.2010	FDOT Signalization Contract	54,341	55,762	55,762	57,298	2.8 %
343.2020	FDOT Lighting Contract	55,329	57,799	57,799	67,538	16.8 %
341.9435	Special Event Fee - Electricity	25	225	175	-	(100.0)%
349.0000	Charges For Services Provided	152	25	19	-	(100.0)%
	TOTAL CHARGES FOR SERVICES	132,610	134,868	136,517	147,598	9.4 %
361.0100	Investment Earnings	17,020	4,686	5,700	5,000	6.7 %
361.0200	Interest Rev - Impact Fees	10,783	-	-	-	- %
361.0800	Interest Special Assmt	-	880	900	-	(100.0)%
	TOTAL INTEREST REVENUE	27,803	5,566	6,600	5,000	(10.2)%
364.4100	Disposition Of Fixed Assets	2,312	-	-	-	- %
369.7400	Other Misc Revenue	44	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	641	704	704	-	(100.0)%
369.7402	Other Miscellaneous Revenue	-	5,080	-	-	(100.0)%
	TOTAL MISCELLANEOUS REVENUE	2,997	5,784	704	-	(100.0)%
324.3100	Impact Fees - Streets (Residential)	55,720	70,256	47,241	-	(100.0)%
324.3200	Impact Fees - Streets (Commerical)	209,431	51,820	3,634	-	(100.0)%
	TOTAL IMPACT FEES	265,151	122,076	50,875	-	(100.0)%
	OTHER FINANCING SOURCES					
383.7000-0000	Capital Lease Inception	73,578	196,666	196,666	41,539	(78.9)%
383.7000-9762	Capital Lease Inception - FPL	11,412	-	-	-	- %
	Total Debt/Lease Proceeds	84,990	196,666	196,666	41,539	(78.9)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

307-000 - ROAD AND BRIDGE REVENUE
Fund Revenue Summary

Account 307-000	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
399.0000	Funding From Fund Balance - Outstanding Enc	-	33,502	-	-	(100.0)%
399.0001	Funding From Fund Bal - Contingency	-	5,000	-	5,000	- %
399.6000	Funding From Equity - Capital Proj	-	218,000	-	917,255	320.8 %
399.9507	Funding From Impact Fees - Trans.	-	-	-	600,000	- %
	Total Non-Revenue Sources	-	256,502	-	1,522,255	493.5 %
	TOTAL OTHER FINANCING SOURCES	84,990	453,168	196,666	1,563,794	245.1 %
	TOTAL ROAD AND BRIDGE REVENUE	\$ 2,031,349	\$ 2,311,173	\$ 1,912,553	\$ 3,238,364	40.1 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**307-541 - ROAD AND BRIDGE
Cost Center Summary**

Account	Description	2020	2021	2021	2022	% Change
307-541		Actual	Revised Budget	Projected Actual	Adopted Budget	of Budget
512.0100	Regular Salaries	\$ 98,224	\$ 152,827	\$ 83,127	\$ 167,585	9.7 %
514.0100	Overtime - GE	1,387	4,000	4,500	5,000	25.0 %
514.0150	Overtime - Holiday General Employees	129	-	305	-	- %
521.0100	Fica Taxes	7,438	11,997	6,414	13,204	10.1 %
522.2100	Retirement General Employee	18,772	23,399	13,448	25,940	10.9 %
523.0100	Health Insurance	19,923	35,875	22,333	47,069	31.2 %
523.0300	Insurance & EAP	291	505	236	554	9.7 %
524.0100	Workers' Compensation	6,098	15,434	8,423	15,763	2.1 %
	Total Personnel Expenses	152,262	244,037	138,786	275,115	12.7 %
531.0100	Consulting	-	9,275	14,275	9,275	- %
531.1600	Contract Services	15,032	2,968	2,799	3,000	1.1 %
531.2000	Engineering Services	10,088	10,000	7,500	7,500	(25.0)%
534.1600	Lot Clearing	5,400	6,000	7,000	6,000	- %
540.5100	Travel and Per Diem	3	1,000	500	1,500	50.0 %
541.1100	Communications	380	720	500	600	(16.7)%
543.0500	Street Lights - Electric	108,223	110,000	112,880	120,000	9.1 %
544.0500	Operating Lease	234	403	403	403	- %
544.1500	Rental Expenses	-	3,000	1,500	3,000	- %
545.1200	Insurance	11,811	11,816	11,816	12,268	3.8 %
545.9900	Insurance Contingency - Vehicle	-	5,000	9,968	5,000	- %
546.3400	Repair & Maintenance	1,674	31,353	10,000	50,000	59.5 %
546.4000	Vehicle Repair & Maintenance	16,196	30,000	20,000	30,000	- %
549.5000	Locate Costs	-	500	-	500	- %
549.9600	Bank Service Charges	1,318	1,750	1,100	2,000	14.3 %
551.1200	Office Supplies	-	200	100	200	- %
552.1500	Fuel and Lubricants	16,337	23,000	16,500	23,000	- %
552.2300	Operating Expenses	14,052	9,700	9,700	10,000	3.1 %
552.3900	Safety Program Expense	1,764	3,225	2,500	2,450	(24.0)%
552.4200	Small Tools/Equipment	1,332	4,000	2,000	4,000	- %
552.5100	Uniform Purchases And Cleaning	1,065	2,550	2,550	2,550	- %
553.0200	Materials-Road Repairs&Maint	350,923	219,404	228,534	416,695	89.9 %
553.0300	Materials-Sidewalk Repairs & Maint	71,236	71,759	71,759	100,000	39.4 %
553.0400	Materials-Light Repairs & Maint	78,534	90,000	90,000	90,000	- %
553.0500	Ada Sidewalk Compliance	-	20,000	20,000	20,000	- %
554.0100	Non-Capitalized Equipment	853	1,100	1,100	12,500	1,036.4 %
555.1300	Technical/Training	478	1,500	1,025	2,500	66.7 %
	Total Operating Expenses	706,933	670,223	646,009	934,941	39.5 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

307-541 - ROAD AND BRIDGE
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
307-541						
562.0000-0000	Building	-	3,647	3,647	1,400	(61.6)%
562.0000-9762	Improvements - FPL	11,412	-	-	-	- %
563.0000-4001	14th St Paving Project	61,685	-	-	-	- %
564.0100	Machinery & Equipment	4,111	-	578	9,500	- %
564.4900	Capital Leases	74,211	196,666	196,666	41,539	(78.9)%
	Total Capital Purchases	151,419	200,313	200,891	52,439	(73.8)%
571.0100	Princ - Lease	131,181	159,907	159,897	127,314	(20.4)%
571.0100-9762	Princ - Lease FPL	-	905	905	956	5.6 %
571.1900	Principal - Loan 2019	136,515	139,025	139,025	141,576	1.8 %
572.0100	Interest Expense - Lease	7,623	5,600	5,595	2,960	(47.1)%
572.0100-9762	Int Exp - Lease FPL	-	337	337	310	(8.0)%
572.1900	Interest Expense - Loan 2019	19,331	16,490	16,990	13,875	(15.9)%
573.0500	New Debt Service - Leases	-	1,181	-	5,358	353.7 %
	Total Debt Service	294,650	323,445	322,749	292,349	(9.6)%
591.0100	Transfer Out - Admin Services	170,495	173,754	173,754	166,265	(4.3)%
591.0700	Transfer To Capital Projects Fund	358,400	227,130	218,000	1,517,255	568.0 %
591.4400	Transfer To Stormwater - Subsidy	38,793	-	-	-	- %
593.0000-1101	Transfer Out - MLK Park	-	5,080	-	-	(100.0)%
	Total Transfers-Out	567,688	405,964	391,754	1,683,520	314.7 %
	TOTAL EXPENDITURES	\$ 1,872,952	\$ 1,843,982	\$ 1,700,189	\$ 3,238,364	75.6 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
307-541-512.0100 REGULAR SALARIES REGULAR SALARIES	1	167,585	167,585
Totals for GL# 307-541-512.0100-REGULAR SALARIES			167,585
307-541-514.0100 OVERTIME - GE OVERTIME	1	5,000	5,000
Totals for GL# 307-541-514.0100-OVERTIME - GE			5,000
307-541-521.0100 FICA TAXES FICA TAXES	1	13,204	13,204
Totals for GL# 307-541-521.0100-FICA TAXES			13,204
307-541-522.2100 RETIREMENT GENERAL EMPLOYEE GENERAL EMPLOYEES PENSION	1	25,940	25,940
Totals for GL# 307-541-522.2100-RETIREMENT GENERAL EMPLOYEE			25,940
307-541-523.0100 HEALTH INSURANCE HEALTH INSURANCE	1	47,069	47,069
Totals for GL# 307-541-523.0100-HEALTH INSURANCE			47,069
307-541-523.0300 LIFE INSURANCE & EAP LIFE INSURANCE	1	554	554
Totals for GL# 307-541-523.0300-LIFE INSURANCE & EAP			554
307-541-524.0100 WORKERS' COMPENSATION WORKERS COMPENSATION	1	15,763	15,763
Totals for GL# 307-541-524.0100-WORKERS' COMPENSATION			15,763
307-541-531.0100 CONSULTING SAME AS LAST YEAR	1	9,275	9,275
Totals for GL# 307-541-531.0100-CONSULTING			9,275
307-541-531.1600 CONTRACT SERVICES GPS DEVICE ANNUALLY 17254;17333,17434,18034,20276,20485,2050	1	3,000	3,000
Totals for GL# 307-541-531.1600-CONTRACT SERVICES			3,000
307-541-531.2000 ENGINEERING SERVICES ENGINEERING SERVICES AS NEEDED	1	7,500	7,500
Totals for GL# 307-541-531.2000-ENGINEERING SERVICES			7,500
307-541-534.1600 LOT CLEARING TREE TRIMMING, REMOVAL	1	6,000	6,000
Totals for GL# 307-541-534.1600-LOT CLEARING			6,000
307-541-540.5100 TRAVEL AND PER DIEM TRAVEL AND PER DIEM	1	1,500	1,500
Totals for GL# 307-541-540.5100-TRAVEL AND PER DIEM			1,500



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
307-541-541.1100 COMMUNICATIONS			
CELL SERVICE - SIGN TECH	12	50	600
Totals for GL# 307-541-541.1100-COMMUNICATIONS			600
307-541-543.0500 STREET LIGHTS - ELECTRIC			
FPL	1	120,000	120,000
Totals for GL# 307-541-543.0500-STREET LIGHTS - ELECTRIC			120,000
307-541-544.0500 OPERATING LEASE			
RICOH MP2555 - LEASE P# 4-15 OF 36	12	19	228
PAGES COPIED/PRINTED	1	75	75
COPY OVERAGES	1	100	100
Totals for GL# 307-541-544.0500-OPERATING LEASE			403
307-541-544.1500 RENTAL EXPENSES			
RENTAL OF SPECIALTY EQUIPMENT	1	3,000	3,000
Totals for GL# 307-541-544.1500-RENTAL EXPENSES			3,000
307-541-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	3,067	12,268
Totals for GL# 307-541-545.1200-INSURANCE			12,268
307-541-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 307-541-545.9900-INSURANCE CONTINGENCY			5,000
307-541-546.3400 REPAIR & MAINTENANCE			
REPAIR MAINT.	1	50,000	50,000
Totals for GL# 307-541-546.3400-REPAIR & MAINTENANCE			50,000
307-541-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR MAINT	1	30,000	30,000
Totals for GL# 307-541-546.4000-VEHICLE REPAIR & MAINTENANCE			30,000
307-541-549.5000 LOCATE COSTS			
SUNSHINE LOCATE SERVICE 811	1	500	500
Totals for GL# 307-541-549.5000-LOCATE COSTS			500
307-541-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	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	200	200
Totals for GL# 307-541-551.1200-OFFICE SUPPLIES			200



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
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	2,000	2,000
PAINT - SIGN DEPARTMENT	1	2,000	2,000
SAND FOR HURRICANES	1	4,000	4,000
Totals for GL# 307-541-552.2300-OPERATING EXPENSES			10,000
307-541-552.3900 SAFETY PROGRAM EXPENSE			
PPE CENTRAL STORES	1	500	500
SAFETY SHOES PURCHASES	5	150	750
SIGNS FOR TRUCK (SAFETY ZONE)	1	300	300
SAFETY CONES	1	500	500
SAFETY VEST	1	400	400
Totals for GL# 307-541-552.3900-SAFETY PROGRAM EXPENSE			2,450
307-541-552.4200 SMALL TOOLS/EQUIPMENT			
MINOR TOOLS AND SMALL EQUIPMENT	1	4,000	4,000
Totals for GL# 307-541-552.4200-SMALL TOOLS/EQUIPMENT			4,000
307-541-552.5100 UNIFORM PURCHASES AND CLEANING			
CHANGE OUTS	1	1,275	1,275
EMPLOYEE UNIFORMS	1	1,275	1,275
Totals for GL# 307-541-552.5100-UNIFORM PURCHASES AND CLEANING			2,550
307-541-553.0200 MATERIALS-ROAD REPAIRS&MAINT			
DRAINAGE REPAIRS	1	50,000	50,000
CITYWIDE ROAD PAVING	1	286,695	286,695
STREET REPAIRS	1	50,000	50,000
STREET SIGN REPAIR-REPLACE - SIGN	1	15,000	15,000
STREET STRIPING	1	15,000	15,000
Totals for GL# 307-541-553.0200-MATERIALS-ROAD REPAIRS&MAINT			416,695
307-541-553.0300 MATERIALS-SIDEWALK REPAIRS & MAINT			
CURB-SIDEWALK REPAIR	1	100,000	100,000
Totals for GL# 307-541-553.0300-MATERIALS-SIDEWALK REPAIRS & MAINT			100,000
307-541-553.0400 MATERIALS-LIGHT REPAIRS & MAINT			
STREET LIGHT REPAIRS	1	30,000	30,000
TRAFFIC LIGHT REPAIRS	1	30,000	30,000
TRAFFIC MANAGEMENT CENTER-ITMC SYSTEM	1	30,000	30,000
Totals for GL# 307-541-553.0400-MATERIALS-LIGHT REPAIRS & MAINT			90,000



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
307-541-553.0500 ADA SIDEWALK COMPLIANCE			
ADA RAMP COMPLIANCE	1	20,000	20,000
Totals for GL# 307-541-553.0500-ADA SIDEWALK COMPLIANCE			<u>20,000</u>
307-541-554.0100 NON-CAPITALIZED EQUIPMENT			
NEW CUT SAW	1	2,000	2,000
GENERATORS	7	1,500	10,500
Totals for GL# 307-541-554.0100-NON-CAPITALIZED EQUIPMENT			<u>12,500</u>
307-541-555.1300 TECHNICAL/TRAINING			
EMPLOYEE TRAINING	1	1,500	1,500
IMSA SIGNS & MARKETING LEVEL I	1	1,000	1,000
Totals for GL# 307-541-555.1300-TECHNICAL/TRAINING			<u>2,500</u>
307-541-562.0000 BUILDING IMPROVEMENTS			
BUILDING MATERIAL HAVE GONE UP	1	1,400	1,400
Totals for GL# 307-541-562.0000-BUILDING IMPROVEMENTS			<u>1,400</u>
307-541-564.0100 MACHINERY & EQUIPMENT			
JACK HAMMER FOR BOBCAT	1	7,500	7,500
NEW CUT SAW	1	2,000	2,000
Totals for GL# 307-541-564.0100-MACHINERY & EQUIPMENT			<u>9,500</u>
307-541-564.4900 CAPITAL LEASES			
HP LATEX 360/365 LAZER PRINTER SIGN SHOP	1	30,000	30,000
PW SHARED GENERATOR	1	11,539	11,539
Totals for GL# 307-541-564.4900-CAPITAL LEASES			<u>41,539</u>
307-541-571.0100 PRINC - LEASE			
P# 15-16 FA#20512, 20508,20485,20489: STRT SWPER, F-150, TRANSI	2	21,055	42,110
P# 10-13 FA#20583 BRUSH CHIPPER	4	4,509	18,036
P# 07-10 FA# 206/37, 45, 46 ,66 VIBRATORY ROLLER/MSG BOARD/R	4	4,597	18,388
P# 03-06 FORD F-250, CURB MACHINE, BUCKET TRUCK (1/2), GRA	4	12,195	48,780
Totals for GL# 307-541-571.0100-PRINC - LEASE			<u>127,314</u>
307-541-571.0100-9762 PRINC - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	956	956
Totals for GL# 307-541-571.0100-9762-PRINC - LEASE FPL			<u>956</u>
307-541-571.1900 PRINC-KEYBANK LOAN 2019			
KEYBANK PRINCIPAL (6-7 OUT OF 18 PYMTS)	1	141,576	141,576
Totals for GL# 307-541-571.1900-PRINC-KEYBANK LOAN 2019			<u>141,576</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Streets - 541

Road and Bridge Fund - 307

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
307-541-572.0100 INT EXP - LEASE			
P# 15-16 FA#20512, 20508,20485,20489: STRT SWPER, F-150, TRANSI	2	178	356
P# 10-13 FA#20583 BRUSH CHIPPER	4	174	696
P# 07-10 FA# 206/37, 45, 46 ,66 VIBRATORY ROLLER/MSG BOARD/R	4	172	688
P# 03-06 FORD F-250, CURB MACHINE, BUCKET TRUCK (1/2), GRA	4	305	1,220
Totals for GL# 307-541-572.0100-INT EXP - LEASE			<u>2,960</u>
307-541-572.0100-9762 INT EXP - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	310	310
Totals for GL# 307-541-572.0100-9762-INT EXP - LEASE FPL			<u>310</u>
307-541-572.1900 INT EXP-KEYBANK LOAN 2019			
INT EXP - KEYBANK LOAN 2019 (6-7 OUT OF 18 PYMTS)	1	13,875	13,875
Totals for GL# 307-541-572.1900-INT EXP-KEYBANK LOAN 2019			<u>13,875</u>
307-541-573.0500 NEW DEBT SERVICE - LEASES			
NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
HP LATEX LAZER PRINTER (SIGN SHOP)	2	1,935	3,870
Totals for GL# 307-541-573.0500-NEW DEBT SERVICE - LEASES			<u>5,358</u>
307-541-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	166,265	166,265
Totals for GL# 307-541-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>166,265</u>
Totals for Dept 541-ROAD & BRIDGE			<u>\$ 1,721,109</u>



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Enterprise Funds

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

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

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

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

Solid Waste Fund - 403

- 534 - Solid Waste

Water and Sewer Fund - 432

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

Stormwater Fund - 440

- 538 - Stormwater Department

Reuse Fund - 460

- Reuse Department – Cost Center 539



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

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



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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

ENTERPRISE FUNDS –

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

Revenue Analysis and Forecasting

Revenue Trends

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

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

Periodically a rate study is performed to determine the rate structure of the utility user fees. In 2019, a rate study was completed for the water, sewer, stormwater and reuse utilities. Beginning in FY2021 through FY2028, the utility rates will increase by the respective percentage: Water & Sewer – 2%, Stormwater – 5% and Reuse – 3.5%. The respective revenue increases will fund capital improvement projects throughout the City. For a comprehensive list of projects, please refer to the Capital Improvement section of the budget book.

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

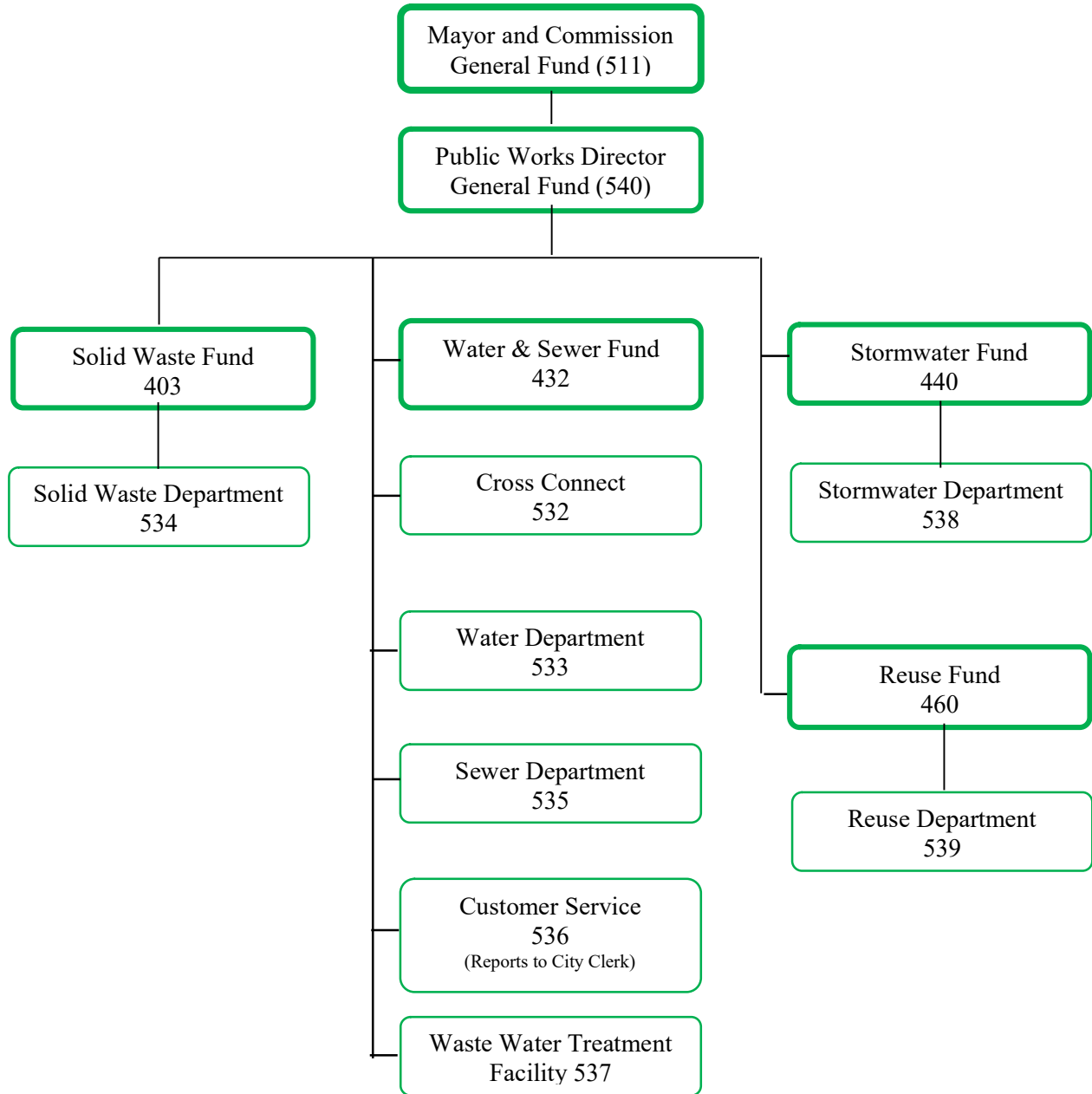
Key Points

- ❖ This graph has been enhanced to include all cost centers in the proprietary funds. In addition, actual expense is included in the graph to compare with budgeted expense.
- ❖ Capital Projects are not included in Figure 12.
- ❖ Impact Fees and interest associated are not included within Figure 13.
- ❖ Expense budget is projected at 1% over current year for FY2023 and FY2024.
- ❖ Revenue budget is projected based on the utility rate increase, noted above, for FY2023 and FY2024.



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

ENTERPRISE FUND ORGANIZATIONAL CHART

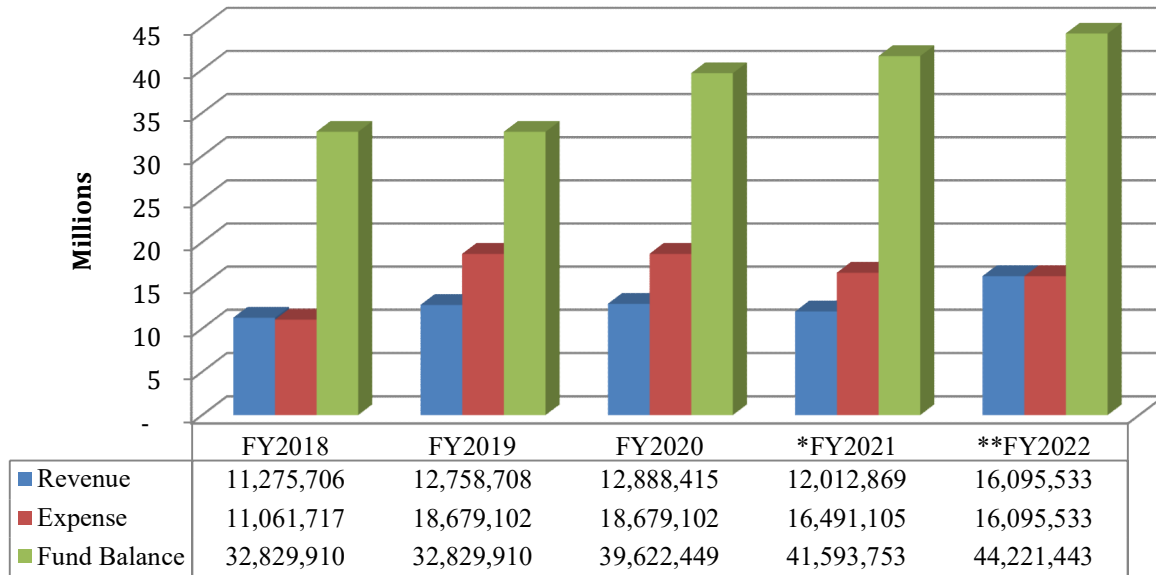




**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

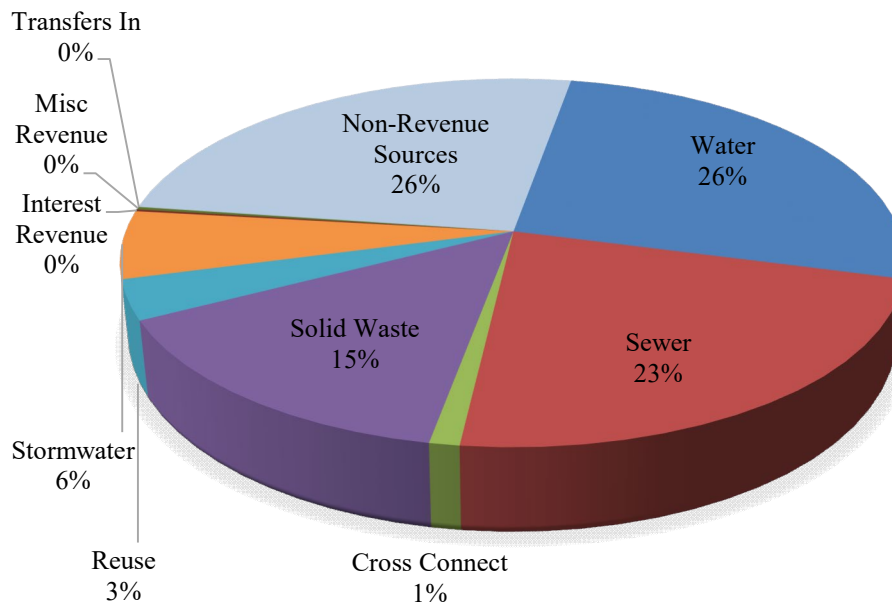
**ENTERPRISE FUNDS –
Solid Waste Fund - 403
Water and Sewer Fund - 432
Stormwater Fund - 440
Reuse Fund - 460**

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

Revenues By Source

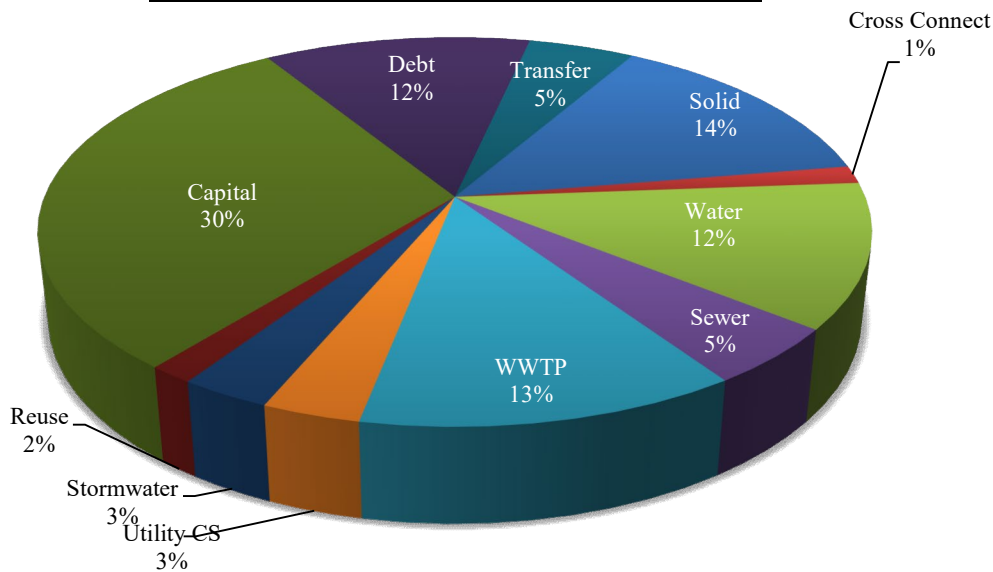




CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

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

FY2021 Budgeted Expenditures By Function



- ❖ **Solid Waste Fund** expenditures are \$2,255,287 and represent one department and utilized for all solid waste services.
- ❖ **Water and Sewer Fund** expenditures are \$5,469,564 and represents 5 departments; Water Department (\$1,923,660), Sewer Department (\$771,587), Cross Connect (\$234,459), Waste Water Treatment Plant (\$2,017,340) and Utility Customer Service (\$522,518).
- ❖ **Stormwater Fund** expenditures are \$482,296 and represent one department and is utilized for all stormwater service.
- ❖ **Reuse Fund** expenditures are \$240,503 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 \$4,886,186 and accounts for operating capital outlay, new equipment purchased under the Capital Lease and the Capital Improvement Plan. A detail description is listed in the Capital section of this budget book.
- ❖ **Debt** expenditures are \$1,976,020 and accounts for the SRF EQ basin loan, 2019 Improvement loan, SRF loan for the Stormwater and Reuse department and outstanding Capital Lease debt.
- ❖ **Transfer Out** expenditures are \$785,677 and represents administrative cost \$785,677.
- ❖ **Total Enterprise Funds Expenditures: \$16,095,533**



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

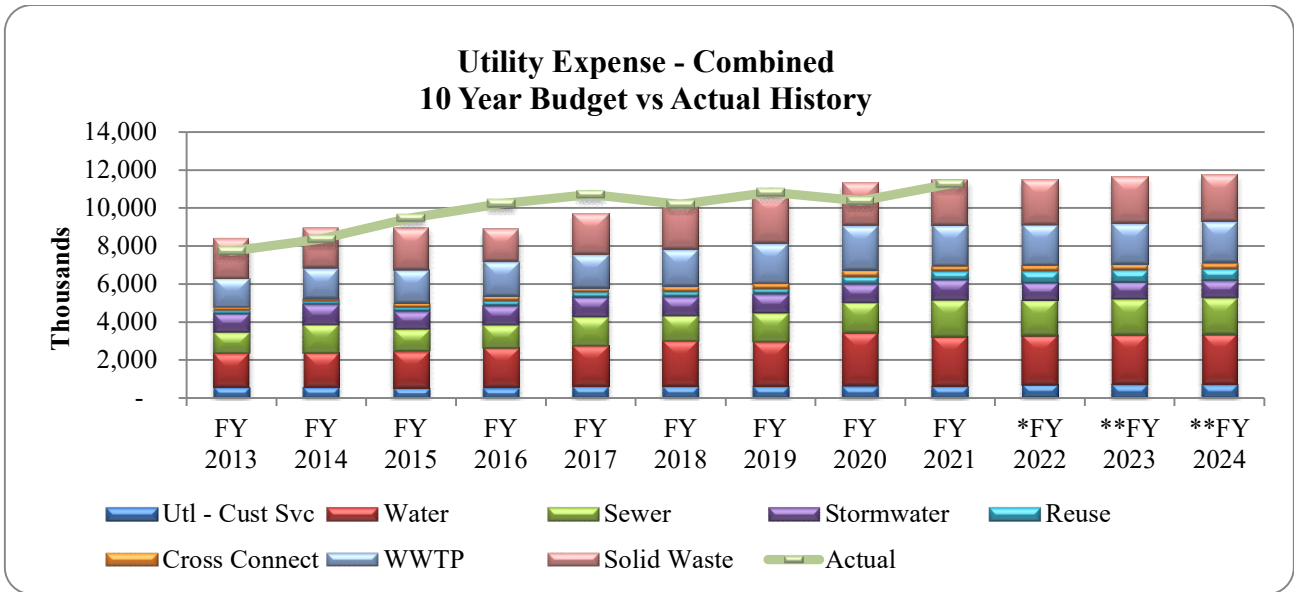


Figure12

Combined utility revenue budget compared to actual revenue received:

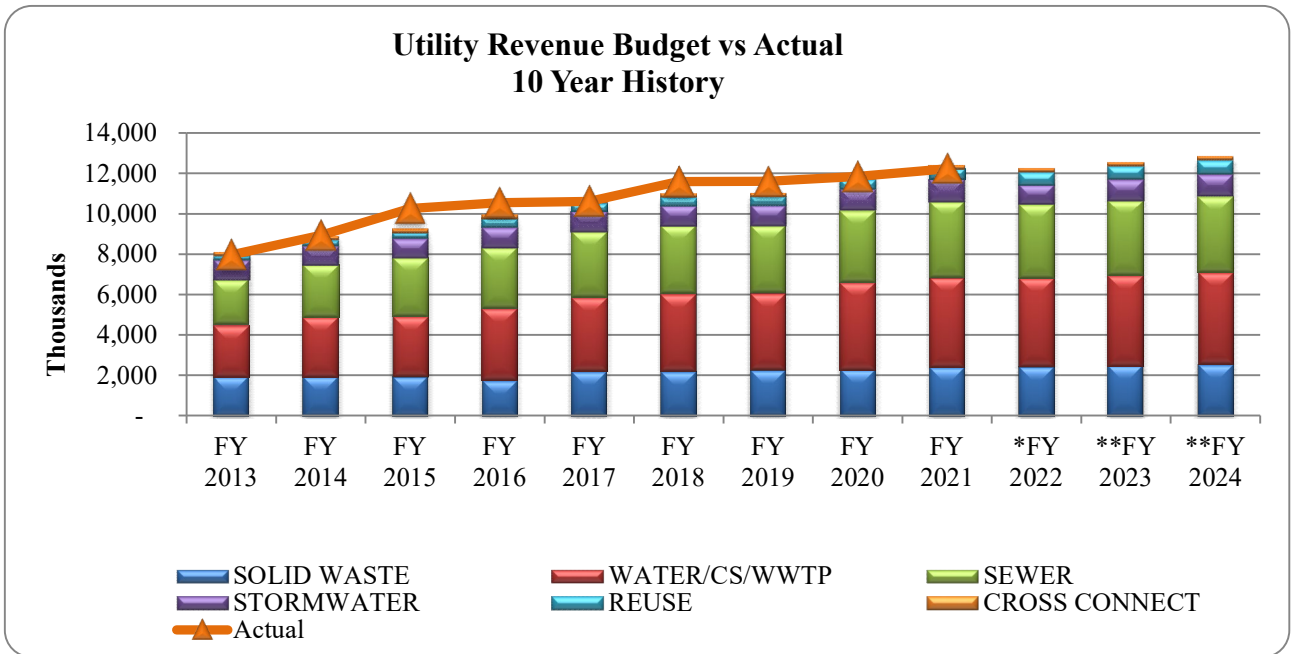


Figure 13



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**403 - SOLID WASTE FUND
Fund Summary**

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 823,905	\$ 902,695	\$ 902,695	\$ 955,226	5.8 %
Revenues					
Permits, Fees, Assessments	235,851	246,580	248,400	246,375	(0.1)%
Intergovernmental Revenue	7,184	-	-	-	- %
Charges for Services	2,047,647	2,148,437	2,114,666	2,085,615	(2.9)%
Interest Revenue	14,419	5,000	3,747	2,000	(60.0)%
Miscellaneous	30,327	30,000	30,345	30,000	- %
Non-Revenue/Fund Balance	-	23,000	-	32,500	41.3 %
Total Revenues	2,335,428	2,453,017	2,397,158	2,396,490	(2.3)%
Expenses					
Personnel costs	170,922	143,620	146,020	153,086	6.6 %
Operating Expense	2,008,971	2,113,868	2,123,509	2,102,201	(0.6)%
Capital Expense	6,847	85,667	86,245	102,039	19.1 %
Debt Service	8,722	17,017	16,670	26,392	55.1 %
Transfer Out	76,292	74,447	74,447	74,311	(0.2)%
Total Expenditure	2,271,754	2,434,619	2,446,891	2,458,029	1.0 %
Excess Revenue Over (Under) Expenditures (Modified Accrual)	63,674	18,398	(49,733)	(61,539)	(434.5)%
Conversion to Full Accrual	(15,116)	(79,029)	(102,264)	(95,361)	(41.3)%
Excess Revenue Over (Under) Expenditures	78,790	97,427	52,531	33,822	130.6 %
Total net Position, End of Year	902,695	1,000,122	955,226	989,048	2.2 %
Net Investment in Capital Assets	14,311	83,957	78,158	76,209	9.2 %
Unrestricted Net Position	888,384	916,165	877,068	912,839	0.4 %
Total net Position, End of Year	\$ 902,695	\$ 1,000,122	\$ 955,226	\$ 989,048	1.1 %



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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Solid Waste Department – 534

Solid Waste - 403

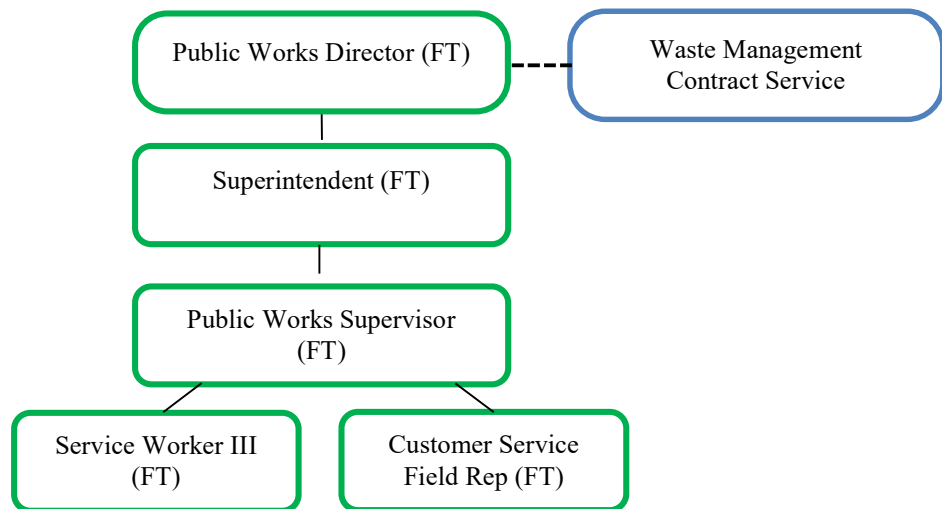
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals & Accomplishments:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Solid Waste Department – 534

Solid Waste - 403

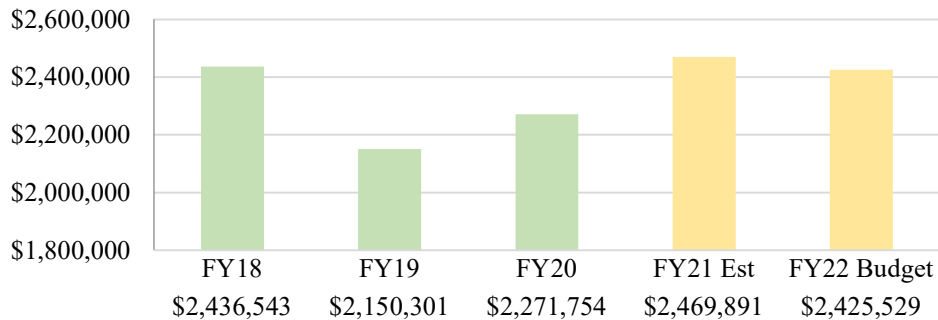
Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
City Roll Off tons removed (New)	257.65	426.89	409.09	450
City Roll off Service Request (Res)	17	38	108	120

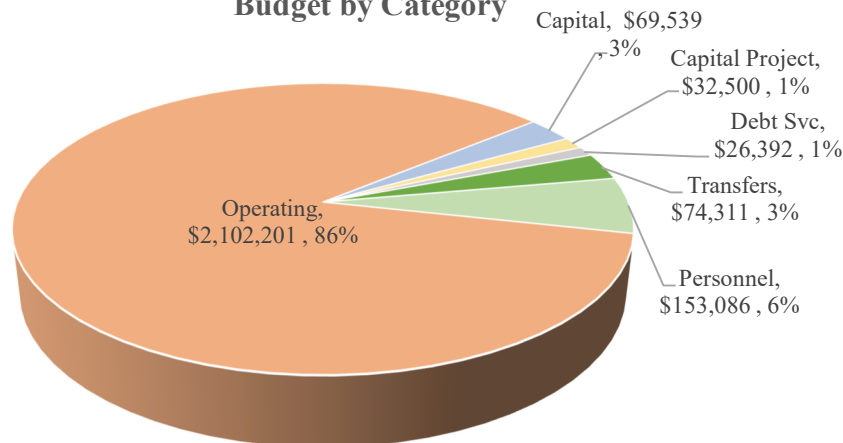
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared)	11,539
Capital Lease	F-250 Ext. Cab	50,000
Carryforward	Public Work Electrical Upgrade	8,000
Carryforward	Public Works Storage Building	15,000
Current Revenue	(2) 20 Yard Roll-off Container	8,000
Fund Balance	Public Works Admin Building	2,000
Total		\$94,539

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**403-000 - SOLID WASTE REVENUE
Fund Revenue Summary**

Account 403-000	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
323.7000	Solid Waste Franch Fees-Wm	\$ 235,851	\$ 246,580	\$ 248,400	\$ 246,375	(0.1)%
	TOTAL FRANCHISE FEES	235,851	246,580	248,400	246,375	(0.1)%
		-	-	-	-	- %
343.7200	Solid Waste Service Charge	1,761,258	1,836,462	1,810,000	1,853,125	0.9 %
343.7300	Garbage & Trash Misc Charges	80	22	24	-	(100.0)%
343.7310	City Miscellaneous Solid Waste Services	8,800	16,642	15,000	14,710	(11.6)%
343.7350	Roll Off Services	260,731	279,110	275,000	202,030	(27.6)%
343.7360	City Roll-Off Services	9,763	7,073	6,500	7,500	6.0 %
343.7370	City Roll-Off Event	554	500	142	250	(50.0)%
343.7800	Garbage Penalties	6,461	8,628	8,000	8,000	(7.3)%
	TOTAL UTILITY CHARGES	2,047,647	2,148,437	2,114,666	2,085,615	(2.9)%
	TOTAL CHARGES FOR SERVICES	2,283,498	2,395,017	2,363,066	2,331,990	(2.6)%
331.5003	FEMA: Hurricane Irma	7,184	-	-	-	- %
	TOTAL INTERGOVERNMENTAL REVENUE	7,184	-	-	-	- %
361.0100	Investment Earnings	14,419	5,000	3,747	2,000	(60.0)%
	TOTAL INTEREST REVENUE	14,419	5,000	3,747	2,000	(60.0)%
369.7100	Other Misc Revenue	30,000	30,000	30,000	30,000	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	327	-	345	-	- %
	TOTAL MISCELLANEOUS REVENUE	30,327	30,000	30,345	30,000	- %
383.7000	Capital Lease Inception	-	56,667	-	61,539	8.6 %
	Total Debt/Lease Proceeds	-	56,667	-	61,539	8.6 %
399.6000	Funding From Equity - Capital Proj	-	23,000	-	32,500	41.3 %
	Total Non-Revenue Sources	-	23,000	-	32,500	41.3 %
	TOTAL OTHER FINANCING SOURCES	-	79,667	-	94,039	18.0 %
	TOTAL REVENUE	\$ 2,335,428	\$ 2,509,684	\$ 2,397,158	\$ 2,458,029	(2.1)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**403-534 - SOLID WASTE
Cost Center Summary**

Account 403-534	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
	0					- %
512.0100	Regular Salaries	\$ 118,514	\$ 99,140	\$ 99,384	\$ 103,314	4.2 %
514.0100	Overtime - GE	251	1,000	517	1,000	- %
514.0150	Overtime - Holiday General Employees	116	-	214	-	- %
521.0100	Fica Taxes	8,974	7,661	7,591	7,980	4.2 %
522.2100	Retirement General Employee	21,540	14,941	15,769	15,678	4.9 %
523.0100	Health Insurance	19,179	18,655	19,537	22,405	20.1 %
523.0300	Insurance & EAP	382	327	322	237	(27.5)%
524.0100	Workers' Compensation	1,966	1,896	2,686	2,472	30.4 %
	Total Personnel Expenses	170,922	143,620	146,020	153,086	6.6 %
531.1600	Contract Services	1,970,081	2,055,881	2,070,000	2,053,125	(0.1)%
540.5100	Travel and Per Diem	18	1,000	500	500	(50.0)%
541.1100	Communications	1,216	2,160	1,950	1,800	(16.7)%
543.1100	Solid Waste Disposal Fees	19,759	24,000	21,000	22,000	(8.3)%
545.1200	Insurance	5,759	5,416	5,416	5,576	3.0 %
546.3400	Repair & Maintenance	7	3,600	1,800	2,000	(44.4)%
546.4000	Vehicle Repair & Maintenance	1,247	3,300	2,500	4,000	21.2 %
547.5100	Printing And Binding	142	400	200	300	(25.0)%
549.9600	Bank Service Charges	601	800	550	700	(12.5)%
551.1200	Office Supplies	-	-	3	100	- %
552.1500	Fuel and Lubricants	7,395	10,000	8,000	9,000	(10.0)%
552.2300	Operating Expenses	891	1,000	1,000	1,000	- %
552.3900	Safety Program Expense	263	750	750	550	(26.7)%
552.4200	Small Tools/Equipment	570	2,500	1,000	550	(78.0)%
552.5100	Uniform Purchases And Cleaning	900	1,100	1,100	700	(36.4)%
554.0100	Non-Capitalized Equipment	926	861	861	-	(100.0)%
555.1300	Technical/Training	418	1,100	500	300	(72.7)%
559.0100	Depreciation Expense	6,378	-	6,379	-	- %
595.0000	Doubtful Accts Exp	6,177	-	-	-	- %
595.4500	OPEB Expense	668	-	-	-	- %
	Pension Expense - Enterprise Fnds	(14,445)	-	-	-	- %
	Total Operating Expenses	2,008,971	2,113,868	2,123,509	2,102,201	(0.6)%
562.0000-9762	Improvements - FPL	6,847	-	-	-	- %
564.0100	Machinery & Equipment	-	6,000	6,578	8,000	33.3 %
564.4900	Capital Leases	-	56,667	56,667	61,539	8.6 %
	Total Capital Purchases	6,847	62,667	63,245	69,539	11.0 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

403-534 - SOLID WASTE
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
403-534						
571.0100	Princ - Lease	8,269	15,478	15,476	17,308	11.8 %
571.0100-9762	Princ - Lease FPL	-	543	543	574	5.7 %
572.0100	Interest Expense - Lease	453	453	449	384	(15.2)%
572.0100-9762	Int Exp - Lease FPL	-	202	202	186	(7.9)%
573.0500	New Debt Service - Leases	-	341	-	7,940	2,228.4 %
	Total Debt Service	8,722	17,017	16,670	26,392	55.1 %
591.0100	Transfer Out - Admin Services	76,292	74,447	74,447	74,311	(0.2)%
	Total Transfers-Out	76,292	74,447	74,447	74,311	(0.2)%
	TOTAL EXPENDITURES	\$ 2,271,754	\$ 2,411,619	\$ 2,423,891	\$ 2,425,529	0.6 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Solid Waste - 534

Solid Waste Fund - 403

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
403-534-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	103,314	103,314
Totals for GL# 403-534-512.0100-REGULAR SALARIES			<u>103,314</u>
403-534-514.0100 OVERTIME - GE			
OVERTIME	1	1,000	1,000
Totals for GL# 403-534-514.0100-OVERTIME - GE			<u>1,000</u>
403-534-521.0100 FICA TAXES			
FICA TAXES	1	7,980	7,980
Totals for GL# 403-534-521.0100-FICA TAXES			<u>7,980</u>
403-534-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	15,678	15,678
Totals for GL# 403-534-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>15,678</u>
403-534-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	22,405	22,405
Totals for GL# 403-534-523.0100-HEALTH INSURANCE			<u>22,405</u>
403-534-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	237	237
Totals for GL# 403-534-523.0300-LIFE INSURANCE & EAP			<u>237</u>
403-534-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	2,472	2,472
Totals for GL# 403-534-524.0100-WORKERS' COMPENSATION			<u>2,472</u>
403-534-531.1600 CONTRACT SERVICES			
WASTE MANAGEMENT CONTRACT (2.16% INCREASE AS PER CP	1	2,052,000	2,052,000
GPS DEVICE ANNUALLY 17302;17325;20511	3	375	1,125
Totals for GL# 403-534-531.1600-CONTRACT SERVICES			<u>2,053,125</u>
403-534-540.5100 TRAVEL AND PER DIEM			
TRAVEL/PERDIEM	1	500	500
Totals for GL# 403-534-540.5100-TRAVEL AND PER DIEM			<u>500</u>
403-534-541.1100 COMMUNICATIONS			
CELL-SERVICE-SOLID WASTE	12	50	600
CELL SERVICE-SUPERVISOR	12	50	600
CELL-SERVICE-SOLID WASTE CUSTOMER SERVICE	12	50	600
Totals for GL# 403-534-541.1100-COMMUNICATIONS			<u>1,800</u>
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	10,000	10,000
Totals for GL# 403-534-543.1100-SOLID WASTE DISPOSAL FEES			<u>22,000</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Solid Waste - 534

Solid Waste Fund - 403

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
403-534-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	1,394	5,576
Totals for GL# 403-534-545.1200-INSURANCE			<u>5,576</u>
403-534-546.3400 REPAIR & MAINTENANCE			
VEHICLE-EQUIPMENT MAINTENANCE- CLAM TR	1	500	500
VEHICLE MAINT - ROLL OFF TRUCK	1	1,000	1,000
MISC. REPAIRS	1	500	500
Totals for GL# 403-534-546.3400-REPAIR & MAINTENANCE			<u>2,000</u>
403-534-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	3	1,000	3,000
CLAW TRUCK	1	1,000	1,000
Totals for GL# 403-534-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>4,000</u>
403-534-547.5100 PRINTING AND BINDING			
OFFICE SUPPLIES	1	300	300
Totals for GL# 403-534-547.5100-PRINTING AND BINDING			<u>300</u>
403-534-549.9600 BANK SERVICE CHARGES			
BANKING CHARGES	1	700	700
Totals for GL# 403-534-549.9600-BANK SERVICE CHARGES			<u>700</u>
403-534-551.1200 OFFICE SUPPLIES			
MICS SUPPLIES	1	100	100
Totals for GL# 403-534-551.1200-OFFICE SUPPLIES			<u>100</u>
403-534-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL-LUB	1	9,000	9,000
Totals for GL# 403-534-552.1500-FUEL AND LUBRICANTS			<u>9,000</u>
403-534-552.2300 OPERATING EXPENSES			
COFFEE-TONER-WATER SERVICES	1	500	500
CENTRAL STORE SUPPLIES	1	500	500
Totals for GL# 403-534-552.2300-OPERATING EXPENSES			<u>1,000</u>
403-534-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR-2 EMPLOYEES	2	125	250
WAREHOUSE ISSUES	1	300	300
Totals for GL# 403-534-552.3900-SAFETY PROGRAM EXPENSE			<u>550</u>
403-534-552.4200 SMALL TOOLS/EQUIPMENT			
MISC HAND TOOLS AS NEEDED	1	200	200
PRINTER HP LASER JET PRO FOR OLGA	1	350	350
Totals for GL# 403-534-552.4200-SMALL TOOLS/EQUIPMENT			<u>550</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Solid Waste - 534

Solid Waste Fund - 403

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
403-534-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORMS-2 EMPLOYEES	2	200	400
SHIRTS FOR SUPERVISOR	1	300	300
Totals for GL# 403-534-552.5100-UNIFORM PURCHASES AND CLEANING			<u>700</u>
403-534-555.1300 TECHNICAL/TRAINING			
TRAINING - 1 EMPLOYEES	2	100	200
TRAINING - SUPERVISOR	1	100	100
Totals for GL# 403-534-555.1300-TECHNICAL/TRAINING			<u>300</u>
403-534-564.0100 MACHINERY & EQUIPMENT			
20 YARD ROLLOFF	2	4,000	8,000
Totals for GL# 403-534-564.0100-MACHINERY & EQUIPMENT			<u>8,000</u>
403-534-564.4900 CAPITAL LEASES			
F-250 EXT CAB 4X2 WITH LIFTGATE	1	50,000	50,000
PW SHARED GENERATOR	1	11,539	11,539
Totals for GL# 403-534-564.4900-CAPITAL LEASES			<u>61,539</u>
403-534-571.0100 PRINC - LEASE			
P# 15-16 FA#20511 FORD F-150	2	1,626	3,252
P# 03-06 GRAPPLE TRUCK (1/3)	4	3,514	14,056
Totals for GL# 403-534-571.0100-PRINC - LEASE			<u>17,308</u>
403-534-571.0100-9762 PRINC - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	574	574
Totals for GL# 403-534-571.0100-9762-PRINC - LEASE FPL			<u>574</u>
403-534-572.0100 INT EXP - LEASE			
P# 15-16 FA#20511 FORD F-150	2	16	32
P# 03-06 GRAPPLE TRUCK (1/3)	4	88	352
Totals for GL# 403-534-572.0100-INT EXP - LEASE			<u>384</u>
403-534-572.0100-9762 INT EXP - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	186	186
Totals for GL# 403-534-572.0100-9762-INT EXP - LEASE FPL			<u>186</u>
403-534-573.0500 NEW DEBT SERVICE - LEASES			
NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
(1) F-250 TRUCK	2	3,226	6,452
Totals for GL# 403-534-573.0500-NEW DEBT SERVICE - LEASES			<u>7,940</u>
403-534-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATION	1	74,311	74,311
Totals for GL# 403-534-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>74,311</u>
Totals for Dept 534-SOLID WASTE			<u>\$ 2,425,529</u>

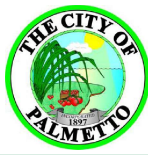


CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

432 - WATER AND SEWER FUND
Fund Summary

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$22,673,993	\$25,502,697	\$25,502,697	\$ 27,069,019	6.1 %
Revenues					
Grants	520,405	3,788,205	4,962	-	- %
Charges for Services	7,830,121	7,981,818	7,949,574	8,067,750	1.1 %
Impact Fees	484,139	136,818	80,086	-	(100.0)%
Interest Revenue	117,945	40,000	33,840	20,000	(50.0)%
Miscellaneous	72,698	105,206	83,074	8,800	(91.6)%
Non-Revenue/Fund Balance	-	2,454,217	-	3,082,668	25.6 %
Total Revenues	9,025,308	14,506,264	8,151,536	11,179,218	(22.9)%
Expenses					
Cross Connect	88,955	225,946	121,499	234,459	3.8 %
Water Department	1,951,357	1,872,169	2,146,897	1,923,660	2.8 %
Sewer Department	955,593	706,101	1,006,531	771,587	9.3 %
Customer Service	434,319	469,091	468,727	522,518	11.4 %
WWTP	1,938,871	1,985,486	2,040,048	2,017,340	1.6 %
Grants - Non Capital Expenses	7,381	25,869	7,139	-	(100.0)%
Capital Expense	7,297,648	7,403,614	3,990,071	3,861,129	(47.8)%
Debt Service	994,370	1,428,956	1,426,565	1,449,435	1.4 %
Transfer Out	652,886	632,526	611,129	518,704	(18.0)%
Total Expenditure	14,321,380	14,749,758	11,818,606	11,298,832	(23.4)%
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(5,296,072)	(243,494)	(3,667,070)	(119,614)	- %
Conversion to Full Accrual	(8,124,776)	(6,195,091)	(5,233,392)	(2,064,655)	(66.7)%
Excess Revenue Over (Under) Expenditures	2,828,704	5,951,597	1,566,322	1,945,041	(67.3)%
Total net Position, End of Year	25,502,697	31,454,294	27,069,019	29,014,060	(7.8)%
Net investments in capital assets	17,268,695	23,320,649	22,222,830	19,957,142	(14.4)%
Restricted Net Position	1,091,297	1,228,115	1,171,383	1,171,383	4.6 %
Unrestricted Net Position	7,142,705	6,905,530	3,674,806	7,885,535	14.2 %
Total net Position, End of Year	\$25,502,697	\$31,454,294	\$27,069,019	\$ 29,014,060	(7.8)%

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-000 - WATER AND SEWER REVENUE
Fund Revenue Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
432-000						
331.3100-9030	CDBG System 4	\$ 232,288	\$ -	\$ -	\$ -	- %
331.3500-9045	American Rescue Plan Act	-	3,442,868	-	-	(100.0)%
331.5003	FEMA: Hurricane Irma	1,495	-	-	-	- %
334.3500-1728	SRF - EQ Basin	-	319,468	-	-	(100.0)%
337.3050-9033	SWFWMD - Toilet Rebate	7,381	12,619	2,139	-	(100.0)%
337.3050-9042	SWFWMD - Toilet Rebate Program	-	13,250	2,823	-	(100.0)%
337.4100	Capital Projects Retainage	279,241	-	-	-	- %
	TOTAL	520,405	3,788,205	4,962	-	(100.0)%
	INTERGOVERNMENTAL/ GRANT REVENUE					
341.9000	Charges for Emergency Services	6,720	-	-	-	- %
343.6100	Water Sales	4,060,220	4,109,505	4,125,494	4,200,000	2.2 %
343.3200	Water Service Installation	18,100	22,500	16,000	12,000	(46.7)%
343.6800	Misc Water Charges	10,085	16,286	15,000	10,000	(38.6)%
343.6900	Reuse Penalties	17,217	21,958	21,000	15,000	(31.7)%
	Total Water Services	4,112,342	4,170,249	4,177,494	4,237,000	1.6 %
343.8100	Sewer Service Charges	3,505,686	3,583,941	3,565,751	3,635,000	1.4 %
343.5200	Sewer Connection Charges	20,000	26,800	20,000	15,000	(44.0)%
343.7700	Misc Sewer Charges	(2,206)	-	-	-	- %
343.7900	Sewer Penalties	12,111	16,082	15,000	10,000	(37.8)%
	Total Sewer Services	3,535,591	3,626,823	3,600,751	3,660,000	0.9 %
343.8500	Backflow Preventer Maint	180,859	182,821	170,000	170,000	(7.0)%
343.8700	Backflow Penalties	811	981	750	750	(23.5)%
	Total Cross Connect Services	181,670	183,802	170,750	170,750	(7.1)%
	TOTAL UTILITY SERVICES	7,829,603	7,980,874	7,948,995	8,067,750	1.1 %
361.0100	Investment Earnings	105,119	40,000	33,455	20,000	(50.0)%
361.0200	Interest Rev - Impact Fees	12,411	-	-	-	- %
361.0800	Interest Special Assmt	-	-	30	-	- %
361.0900	A/R Interest Charges	415	-	355	-	- %
	TOTAL INTEREST REVENUE	117,945	40,000	33,840	20,000	(50.0)%
341.3300	Impact Admin Fee	518	944	579	-	(100.0)%
349.0536	Lien Search - Utilities	-	1,850	1,500	8,000	332.4 %
362.4100	Rents Park -Taxable	25	-	-	-	- %
369.6700	Other Misc. Revenue-Returned Check Chgs	1,258	1,440	1,160	800	(44.4)%
369.6800	Other Misc Rev/Refund Exp	-	8,968	8,968	-	(100.0)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-000 - WATER AND SEWER REVENUE
Fund Revenue Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
432-000						
369.7000	Other Misc Revenue-Reimb-Veolia	55,328	65,962	65,962	-	(100.0)%
369.7400	Other Misc Revenue	11,518	-	-	-	- %
369.7401	Other Misc Rev/Ins Premium Reimbursement	4,539	5,589	5,589	-	(100.0)%
369.7402	Other Miscellaneous Revenue	-	21,397	-	-	(100.0)%
369.8001	Over/Short Cash	30	-	(105)	-	- %
	TOTAL MISCELLANEOUS REVENUE	73,216	106,150	83,653	8,800	(91.7)%
324.2100	Impact Fees - Water (Residential)	17,453	23,310	14,159	-	(100.0)%
324.2150	Impact Fees - Sewer (Residential)	80,231	104,836	64,225	-	(100.0)%
324.2200	Impact Fees - Water (Commerical)	312,667	1,595	313	-	(100.0)%
324.2250	Impact Fees - Sewer (Commerical)	73,788	7,077	1,389	-	(100.0)%
	TOTAL IMPACT FEES	484,139	136,818	80,086	-	(100.0)%
	OTHER FINANCING SOURCES					
383.7000	Capital Lease Inception	-	392,500	-	119,614	(69.5)%
	Total Debt/Lease Proceeds	-	392,500	-	119,614	(69.5)%
399.0000	Funding From Fund Balance - Outstanding Enc	-	922,896	-	-	(100.0)%
399.6000	Funding From Equity - Capital Proj	-	1,531,321	-	3,082,668	101.3 %
	Total Non-Revenue Sources	-	2,454,217	-	3,082,668	25.6 %
	TOTAL OTHER FINANCING SOURCES	-	2,846,717	-	3,202,282	12.5 %
	TOTAL WATER AND SEWER REVENUE	\$ 9,025,308	\$14,898,764	\$ 8,151,536	\$11,298,832	(24.2)%



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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Cross Connect – 532

Water and Sewer Fund - 432

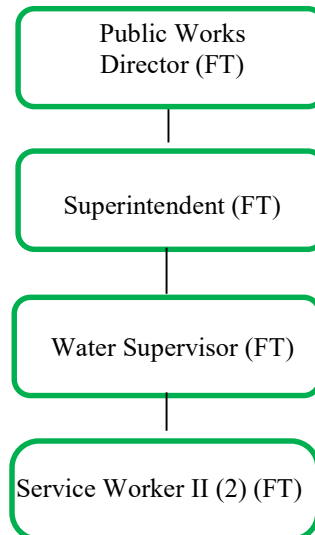
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Cross Connection – 532

Water and Sewer Fund - 432

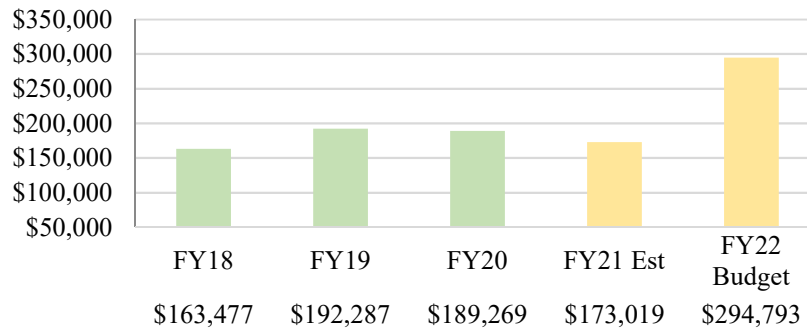
Performance Indicators:

Task	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected
**Backflow tested and certified	898	3081	TBD	TBD
**Both Service Worker II position remained vacant throughout 2020 and 2021. Staff is currently working towards training staff to be certified.				

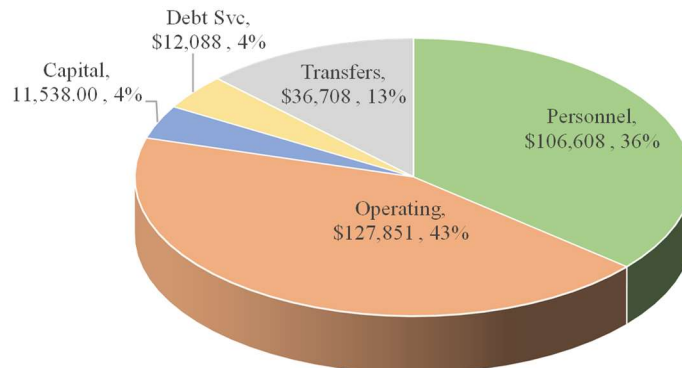
Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared)	11,538
Total		\$11,538

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-532 - CROSS CONNECT
Cost Center Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
432-532						
EXPENDITURES						
512.0100	Regular Salaries	\$ 34,842	\$ 59,392	\$ 4,569	\$ 67,492	13.6 %
514.0100	Overtime - GE	603	3,000	-	3,000	- %
521.0100	Fica Taxes	2,432	4,774	349	5,394	13.0 %
522.2100	Retirement General Employee	6,926	9,309	682	10,595	13.8 %
523.0100	Health Insurance	11,221	14,350	-	17,235	20.1 %
523.0300	Insurance & EAP	109	194	-	220	13.4 %
524.0100	Workers' Compensation	929	2,271	166	2,672	17.7 %
	Total Personnel Expenses	57,062	93,290	5,766	106,608	91.6 %
531.0300	Membership Dues	70	-	-	-	- %
531.1600	Contract Services	1,456	83,886	83,886	75,371	(10.2)%
540.5100	Travel and Per Diem	136	500	250	500	- %
545.1200	Insurance	3,335	3,256	3,256	3,348	2.8 %
546.3400	Repair & Maintenance	40	3,000	1,500	4,000	33.3 %
546.3600	Repair & Maintenance - Utility	14,979	30,000	10,000	30,000	- %
546.4000	Vehicle Repair & Maintenance	114	2,000	2,000	2,000	- %
552.1500	Fuel and Lubricants	1,833	2,500	2,250	2,500	- %
552.2300	Operating Expenses	519	1,000	500	4,000	300.0 %
552.3900	Safety Program Expense	276	1,250	400	1,200	(4.0)%
552.4200	Small Tools/Equipment	611	1,500	1,000	3,000	100.0 %
552.5100	Uniform Purchases And Cleaning	358	2,264	2,264	1,132	(50.0)%
555.1300	Technical/Training	239	1,500	500	800	(46.7)%
559.0100	Depreciation Expense	7,927	-	7,927	-	- %
	Total Operating Expenses	31,893	132,656	115,733	127,851	325.2 %
564.0100	Machinery & Equipment	2,737	-	-	-	- %
564.4900	Capital Leases	39,370	-	-	11,538	- %
	Total Capital Purchases	42,107	-	-	11,538	- %
571.0100	Principal	9,657	9,928	9,927	10,204	2.8 %
572.0100	Interest Expense	939	672	670	396	(41.1)%
573.0500	New Debt Service - Leases	-	-	-	1,488	- %
	Total Debt Service	10,596	10,600	10,597	12,088	(38.3)%
591.0100	Transfer Out - Admin Services	47,608	40,923	40,923	36,708	(10.3)%
	Total Transfers-Out	47,608	40,923	40,923	36,708	(10.3)%
	TOTAL EXPENDITURES	\$ 189,266	\$ 277,469	\$ 173,019	\$ 294,793	368.2 %



CITY OF PALMETTO, FLORIDA
2021-2021 BUDGET

Cross Connect - 532

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-532-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	67,492	67,492
Totals for GL# 432-532-512.0100-REGULAR SALARIES			<u>67,492</u>
432-532-514.0100 OVERTIME - GE			
OVERTIME	1	3,000	3,000
Totals for GL# 432-532-514.0100-OVERTIME - GE			<u>3,000</u>
432-532-521.0100 FICA TAXES			
FICA TAXES	1	5,394	5,394
Totals for GL# 432-532-521.0100-FICA TAXES			<u>5,394</u>
432-532-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	10,595	10,595
Totals for GL# 432-532-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>10,595</u>
432-532-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	17,235	17,235
Totals for GL# 432-532-523.0100-HEALTH INSURANCE			<u>17,235</u>
432-532-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	220	220
Totals for GL# 432-532-523.0300-LIFE INSURANCE & EAP			<u>220</u>
432-532-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	2,672	2,672
Totals for GL# 432-532-524.0100-WORKERS' COMPENSATION			<u>2,672</u>
432-532-531.1600 CONTRACT SERVICES			
BACKFLOW METER TESTING FDEP REQUIRED	1	75,000	75,000
GPS DEVICE ANNUALLY 17657	1	371	371
Totals for GL# 432-532-531.1600-CONTRACT SERVICES			<u>75,371</u>
432-532-540.5100 TRAVEL AND PER DIEM			
OBTAIN LICENSE - CERTIFICATION	1	500	500
Totals for GL# 432-532-540.5100-TRAVEL AND PER DIEM			<u>500</u>
432-532-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	837	3,348
Totals for GL# 432-532-545.1200-INSURANCE			<u>3,348</u>
432-532-546.3400 REPAIR & MAINTENANCE			
EQUIPMENT	1	3,000	3,000
CALIBRATION	1	1,000	1,000
Totals for GL# 432-532-546.3400-REPAIR & MAINTENANCE			<u>4,000</u>



CITY OF PALMETTO, FLORIDA
2021-2021 BUDGET

Cross Connect - 532

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-532-546.3600 REPAIR & MAINTENANCE - UTILITY BACKFLOW REPAIRS	1	30,000	30,000
Totals for GL# 432-532-546.3600-REPAIR & MAINTENANCE - UTILITY			30,000
432-532-546.4000 VEHICLE REPAIR & MAINTENANCE VEHICLE REPAIR	1	2,000	2,000
Totals for GL# 432-532-546.4000-VEHICLE REPAIR & MAINTENANCE			2,000
432-532-552.1500 FUEL AND LUBRICANTS FUEL	1	2,500	2,500
Totals for GL# 432-532-552.1500-FUEL AND LUBRICANTS			2,500
432-532-552.2300 OPERATING EXPENSES CENTRAL STORE'S ISSUES	1	4,000	4,000
Totals for GL# 432-532-552.2300-OPERATING EXPENSES			4,000
432-532-552.3900 SAFETY PROGRAM EXPENSE NEW FOOT WEAR	2	150	300
NEW-SAFETY CLASSES	1	500	500
SAFETY VEST	1	400	400
Totals for GL# 432-532-552.3900-SAFETY PROGRAM EXPENSE			1,200
432-532-552.4200 SMALL TOOLS/EQUIPMENT SMALL TOOLS	1	3,000	3,000
Totals for GL# 432-532-552.4200-SMALL TOOLS/EQUIPMENT			3,000
432-532-552.5100 UNIFORM PURCHASES AND CLEANING CHANGEOUTS AS NEEDED	1	100	100
UNIFORM RENTAL-2 EMPLOYEES	1	1,032	1,032
Totals for GL# 432-532-552.5100-UNIFORM PURCHASES AND CLEANING			1,132
432-532-555.1300 TECHNICAL/TRAINING BACKFLOW CERTIFICATIONS	1	800	800
Totals for GL# 432-532-555.1300-TECHNICAL/TRAINING			800
432-532-564.4900 CAPITAL LEASES PW SHARED GENERATOR	1	11,538	11,538
Totals for GL# 432-532-564.4900-CAPITAL LEASES			11,538
432-532-571.0100 PRINC - LEASE P# 10-13 FA#20642 FORD TRANSIT	4	2,551	10,204
Totals for GL# 432-532-571.0100-PRINC - LEASE			10,204



CITY OF PALMETTO, FLORIDA
2021-2021 BUDGET

Cross Connect - 532

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-532-572.0100 INT EXP - LEASE P# 10-13 FA#20642 FORD TRANSIT	4	99	396
Totals for GL# 432-532-572.0100-INT EXP - LEASE			<u>396</u>
432-532-573.0500 NEW DEBT SERVICE - LEASES NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 432-532-573.0500-NEW DEBT SERVICE - LEASES			<u>1,488</u>
432-532-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS ALLOCATIONS	1	36,708	36,708
Totals for GL# 432-532-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>36,708</u>
Totals for Dept 532-CROSS CONNECT			<u>\$ 294,793</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Water Department – 533

Water and Sewer Fund - 432

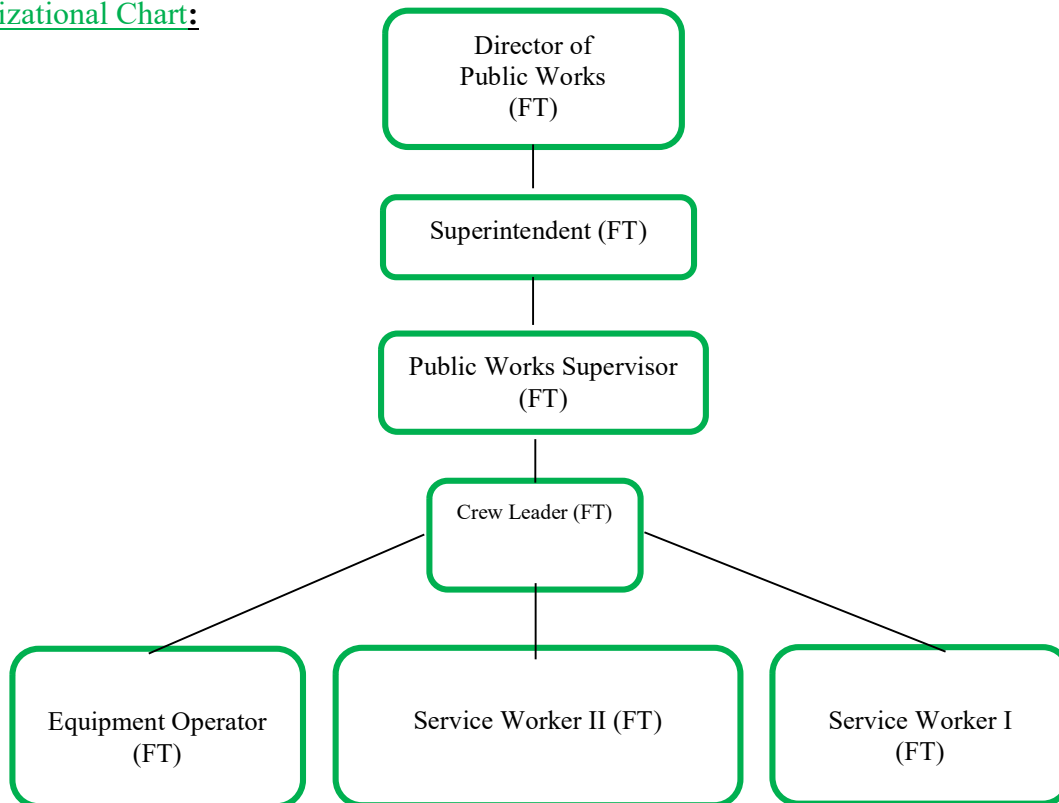
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

- Increase number of fire hydrants.
- Provide adequate GIS and as-built records.
- Increase connections and services.
- Improve the quality of service.
- Improve maintenance and performance of water infrastructure.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Water Department – 533

Water and Sewer Fund - 432

Goals & Accomplishments:

- The department will continue to water quality control testing as per Florida State guidelines
- Continue to repair and replace old outdated water lines
- To provide training and state certification for current and new hires
- Completed Chloramine injection station to enhance the chlorine in the areas west of the City limits

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
New Connections (Total)	48	48	48	50
Water Mains (Miles)	74	74	74	74

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator (Shared)	11,538
Capital Lease	Valve Maint (LX) Machine (Valve Turner)	85,000
Current Revenue	Telemetry Meters	20,000
Carryforward - CIP	PW Electrical Upgrade, PW Storage Bldg, I&I, Lift Station Upgrade, Water Line R&R, Ward 1 Phase III	1,240,642
Current Revenue – Project	Ward 1 Phase IV	200,000
Current Revenue – Project	Public Works Admin Building (Engineering)	8,750
Current Revenue – Project	Public Works Storage Building	47,500
Current Revenue – Project	Public Works Electrical Upgrade	4,209
Current Revenue – Project	Lift Station Upgrades	250,000
Current Revenue – Project	I & I Program - Laterals	596,519
Total		\$2,464,158

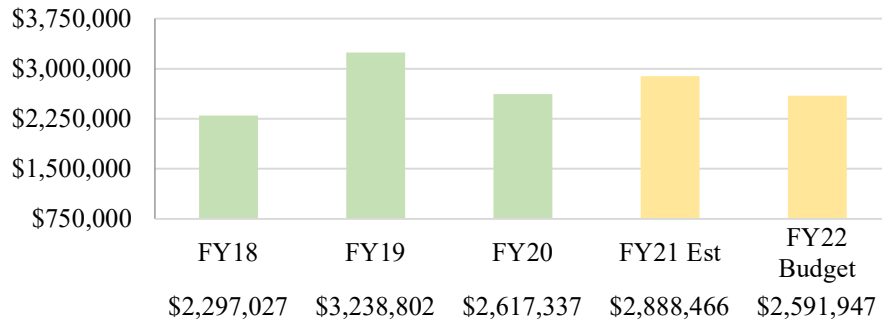


**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

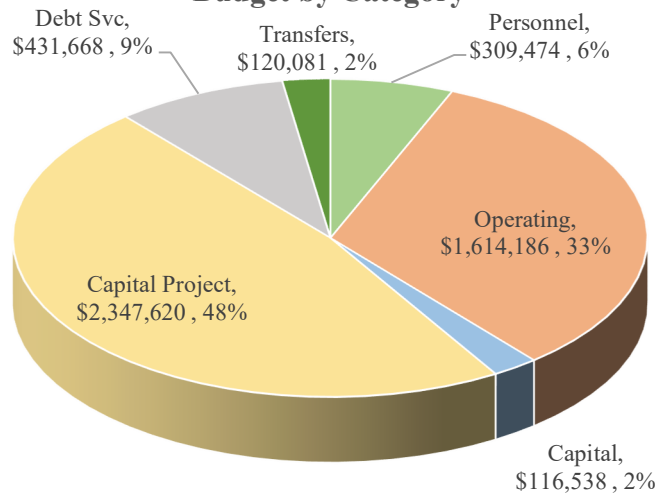
Water Department – 533

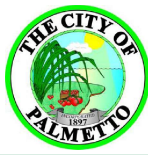
Water and Sewer Fund - 432

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-533 - WATER DEPARTMENT
Cost Center Summary**

Account 432-533	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
0						
512.0100	Regular Salaries	\$ 148,383	\$ 191,566	\$ 165,888	\$ 204,924	7.0 %
514.0100	Overtime - GE	1,142	8,000	3,332	8,000	- %
521.0100	Fica Taxes	11,053	15,267	12,505	16,289	6.7 %
522.2100	Retirement General Employee	28,021	29,775	21,752	24,448	(17.9)%
523.0100	Health Insurance	30,171	35,875	35,564	47,069	31.2 %
523.0300	Insurance & EAP	471	629	521	674	7.2 %
524.0100	Workers' Compensation	3,913	7,290	6,167	8,070	10.7 %
	Total Personnel Expenses	223,154	288,402	245,729	309,474	7.3 %
531.0100	Consulting	-	29,275	20,000	30,000	2.5 %
531.0300	Membership Dues	35	445	445	500	12.4 %
531.0600	Attorney Fees	-	1,000	500	1,000	- %
531.1600	Contract Services	2,496	2,226	2,226	2,300	3.3 %
531.2000	Engineering Services	-	12,000	-	12,000	- %
540.5100	Travel and Per Diem	204	3,000	1,500	4,000	33.3 %
541.1100	Communications	1,216	1,440	1,236	1,200	(16.7)%
543.0000	Utility Services	1,010	1,058	1,700	1,058	- %
544.0500	Operating Lease	234	403	403	403	- %
544.1500	Rental Expenses	1,632	10,000	5,000	10,000	- %
545.1200	Insurance	8,782	10,090	10,090	8,900	(11.8)%
545.9900	Insurance Contingency - Vehicle	-	-	11,000	-	- %
546.0500	Contamination Testing	8,897	15,000	12,000	20,500	36.7 %
546.3400-0000	Repair & Maintenance	598	4,590	4,590	5,000	8.9 %
546.3400-9033	Repair & Maintenance - Grant Matching	7,381	6,750	2,139	20,000	196.3 %
546.3400-9042	Repair & Maintenance - Grant Matching	-	13,250	5,000	-	(100.0)%
546.3600	Repair & Maintenance - Utility	63,441	85,000	85,000	85,000	- %
546.4000	Vehicle Repair & Maintenance	2,992	7,000	7,000	7,500	7.1 %
547.5100	Printing And Binding	-	1,200	600	1,200	- %
551.1200	Office Supplies	114	500	250	500	- %
552.1500	Fuel and Lubricants	5,533	10,000	6,000	11,500	15.0 %
552.2300	Operating Expenses	3,287	5,000	5,000	5,000	- %
552.3900	Safety Program Expense	1,718	2,125	2,000	3,025	42.4 %
552.4200	Small Tools/Equipment	2,244	5,300	5,300	5,900	11.3 %
552.5100	Uniform Purchases And Cleaning	839	4,000	3,800	4,200	5.0 %
552.6300	Water Purchased For Resale	1,303,487	1,350,254	1,305,000	1,370,500	1.5 %
554.0100	Non-Capitalized Equipment	-	861	861	-	(100.0)%
555.1300	Technical/Training	967	2,000	2,000	3,000	50.0 %
559.0100	Depreciation Expense	400,528	-	400,528	-	- %
595.0000	Doubtful Accts Exp	13,296	-	-	-	- %
595.4500	OPEB Expense	3,613	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(106,341)	-	-	-	- %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-533 - WATER DEPARTMENT
Cost Center Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
432-533						
	Total Operating Expenses	1,728,203	1,583,767	1,901,168	1,614,186	1.9 %
562.0000-9762	Improvements - FPL	15,977	-	-	-	- %
563.0200	Improvements Not Building	15,427	23,325	27,000	20,000	(14.3)%
564.0100	Machinery & Equipment	-	2,000	3,498	-	(100.0)%
564.4900	Capital Leases	51,152	117,500	117,500	96,538	(17.8)%
	Total Capital Purchases	82,556	142,825	147,998	116,538	(18.4)%
571.0100	Princ - Lease	29,133	41,979	42,126	46,764	11.4 %
571.0100-3659	Principal - Lease	135,242	137,556	137,556	139,909	1.7 %
571.1400	Principal Payment - 2014 Loan	77,572	79,966	79,966	82,433	3.1 %
571.1900	Principal - Loan 2019	110,308	112,336	112,336	114,397	1.8 %
571.0100-9762	Princ - Lease FPL	-	1,266	1,266	1,338	5.7 %
572.0100	Interest Expense - Lease	1,223	1,466	1,468	1,246	(15.0)%
572.0100-3659	Interest Expense - Lease	7,361	5,076	5,075	2,694	(46.9)%
572.1400	Interest Expense - Loan 2014	25,962	23,955	23,955	21,488	(10.3)%
572.1900	Interest Expense - Loan 2019	15,620	13,728	13,728	11,212	(18.3)%
572.0100-9762	Int Exp - Lease FPL	-	472	472	434	(8.1)%
572.9000	Deferred Refunding Expense	8,265	8,265	8,265	8,265	- %
573.0500	New Debt Service - Leases	-	707	-	1,488	110.5 %
	Total Debt Service	410,686	426,772	426,213	431,668	1.1 %
591.0100	Transfer Out - Admin Services	127,279	127,714	127,714	120,081	(6.0)%
591.4400	Transfer To Stormwater - Subsidy	45,457	39,644	39,644	-	(100.0)%
593.0000-1101	Transfer Out - MLK Park	-	6,680	-	-	(100.0)%
	Total Transfers-Out	172,736	174,038	167,358	120,081	(31.0)%
	TOTAL EXPENDITURES	\$ 2,617,335	\$ 2,615,804	\$ 2,888,466	\$ 2,591,947	(0.9)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-533-512.0100 REGULAR SALARIES REGULAR SALARIES	1	204,924	204,924
Totals for GL# 432-533-512.0100-REGULAR SALARIES			<u>204,924</u>
432-533-514.0100 OVERTIME - GE OVERTIME	1	8,000	8,000
Totals for GL# 432-533-514.0100-OVERTIME - GE			<u>8,000</u>
432-533-521.0100 FICA TAXES FICA TAXES	1	16,289	16,289
Totals for GL# 432-533-521.0100-FICA TAXES			<u>16,289</u>
432-533-522.2100 RETIREMENT GENERAL EMPLOYEE GENERAL EMPLOYEE PENSION	1	24,448	24,448
Totals for GL# 432-533-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>24,448</u>
432-533-523.0100 HEALTH INSURANCE HEALTH INSURANCE	1	47,069	47,069
Totals for GL# 432-533-523.0100-HEALTH INSURANCE			<u>47,069</u>
432-533-523.0300 LIFE INSURANCE & EAP LIFE INSURANCE	1	674	674
Totals for GL# 432-533-523.0300-LIFE INSURANCE & EAP			<u>674</u>
432-533-524.0100 WORKERS' COMPENSATION WORKERS COMPENSATION	1	8,070	8,070
Totals for GL# 432-533-524.0100-WORKERS' COMPENSATION			<u>8,070</u>
432-533-531.0100 CONSULTING CONSULTING SERVICES	1	30,000	30,000
Totals for GL# 432-533-531.0100-CONSULTING			<u>30,000</u>
432-533-531.0300 MEMBERSHIP DUES FRWA	1	500	500
Totals for GL# 432-533-531.0300-MEMBERSHIP DUES			<u>500</u>
432-533-531.0600 ATTORNEY FEES ATTORNEY FEE'S	1	1,000	1,000
Totals for GL# 432-533-531.0600-ATTORNEY FEES			<u>1,000</u>
432-533-531.1600 CONTRACT SERVICES GPS DEVICE ANNUALLY ;17442;17462;17653;20401;20507; 20676	1	2,300	2,300
Totals for GL# 432-533-531.1600-CONTRACT SERVICES			<u>2,300</u>
432-533-531.2000 ENGINEERING SERVICES ENGINEERING SERVICES	1	12,000	12,000
Totals for GL# 432-533-531.2000-ENGINEERING SERVICES			<u>12,000</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-533-540.5100 TRAVEL AND PER DIEM WATER DISTRIBUTION COURSES	1	4,000	4,000
Totals for GL# 432-533-540.5100-TRAVEL AND PER DIEM			4,000
432-533-541.1100 COMMUNICATIONS CELL SERVICE - SUPERVISOR	12	50	600
CELL SERVICE - CREW LEADER	12	50	600
Totals for GL# 432-533-541.1100-COMMUNICATIONS			1,200
432-533-543.0000 UTILITY SERVICES CITY OF PALMETTO UTILITIES	1	914	914
FPL	1	144	144
Totals for GL# 432-533-543.0000-UTILITY SERVICES			1,058
432-533-544.0500 OPERATING LEASE RICOH MP2555 - LEASE P# 28-36 OF 36	12	19	228
PAGES COPIED/PRINTED	1	100	100
COPY OVERAGES	1	75	75
Totals for GL# 432-533-544.0500-OPERATING LEASE			403
432-533-544.1500 RENTAL EXPENSES RENTAL EXPENSE	1	10,000	10,000
Totals for GL# 432-533-544.1500-RENTAL EXPENSES			10,000
432-533-545.1200 INSURANCE GEN LIAB-AUTO-PROPERTY INSURANCE	4	2,225	8,900
Totals for GL# 432-533-545.1200-INSURANCE			8,900
432-533-546.0500 CONTAMINATION TESTING CHEMICAL TESTING	1	20,000	20,000
LEAD 7 COPPER TESTING	25	20	500
Totals for GL# 432-533-546.0500-CONTAMINATION TESTING			20,500
432-533-546.3400 REPAIR & MAINTENANCE EQUIPMENT REPAIRS	1	5,000	5,000
Totals for GL# 432-533-546.3400-REPAIR & MAINTENANCE			5,000
432-533-546.3400-9033 REPAIR AND MAINT - TOILET REBATE PROGRAM TOILET REBATE PROGRAM	1	20,000	20,000
Totals for GL# 432-533-546.3400-9033-REPAIR AND MAINT - TOILET REBATE PROGRAM			20,000
432-533-546.3600 REPAIR & MAINTENANCE - UTILITY REPAIR & MAINTENANCE- UTILITY	1	85,000	85,000
Totals for GL# 432-533-546.3600-REPAIR & MAINTENANCE - UTILITY			85,000



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-533-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	7,500	7,500
Totals for GL# 432-533-546.4000-VEHICLE REPAIR & MAINTENANCE			7,500
432-533-547.5100 PRINTING AND BINDING			
PRINTING AS NEEDED	1	1,200	1,200
Totals for GL# 432-533-547.5100-PRINTING AND BINDING			1,200
432-533-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	500	500
Totals for GL# 432-533-551.1200-OFFICE SUPPLIES			500
432-533-552.1500 FUEL AND LUBRICANTS			
FUEL COSTS	1	11,500	11,500
Totals for GL# 432-533-552.1500-FUEL AND LUBRICANTS			11,500
432-533-552.2300 OPERATING EXPENSES			
MAINTENANCE REQUIREMENTS	1	5,000	5,000
Totals for GL# 432-533-552.2300-OPERATING EXPENSES			5,000
432-533-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	1,000	1,000
SAFETY FOOTWEAR PROGRAM	5	125	625
SAFETY CONES SHARED COST	1	1,000	1,000
SAFETY VEST	1	400	400
Totals for GL# 432-533-552.3900-SAFETY PROGRAM EXPENSE			3,025
432-533-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS	1	5,500	5,500
NA			
NA			
2 INCH TRASH PUMP	1	400	400
Totals for GL# 432-533-552.4200-SMALL TOOLS/EQUIPMENT			5,900
432-533-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM RENTAL-4 EMPLOYEES	1	3,700	3,700
SUPERVISOR SHIRTS	1	500	500
Totals for GL# 432-533-552.5100-UNIFORM PURCHASES AND CLEANING			4,200
432-533-552.6300 WATER PURCHASED FR RESALE			
WATER PURCHASED FOR RESALE	1	1,370,500	1,370,500
Totals for GL# 432-533-552.6300-WATER PURCHASED FR RESALE			1,370,500
432-533-555.1300 TECHNICAL/TRAINING			
WATER LICENSE TESTING AND WATER CLASSES	1	3,000	3,000
Totals for GL# 432-533-555.1300-TECHNICAL/TRAINING			3,000



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-533-563.0200 IMPROVEMENT NOT BUILDINGS-METERS METERS	1	20,000	20,000
Totals for GL# 432-533-563.0200-IMPROVEMENT NOT BUILDINGS-METERS			20,000
432-533-564.4900 CAPITAL LEASES STANDARD (LX) VALVE MAINTENANCE MACHINE/TRAILER	1	85,000	85,000
PW SHARED GENERATOR	1	11,538	11,538
Totals for GL# 432-533-564.4900-CAPITAL LEASES			96,538
432-533-571.0100 PRINC - LEASE P# 15-16 FA#20507, 20489 FORD F-150, MINI EXCAVATOR	2	2,416	4,832
P# 07-10 FA#20676 FORD F450 CREW CAB	4	3,197	12,788
P# 03-06 VAC TRUCK (1/4)	4	7,286	29,144
Totals for GL# 432-533-571.0100-PRINC - LEASE			46,764
432-533-571.0100-3659 PRINC - LEASE P# 35-38 OF 40 TELEMETRY METER	1	139,909	139,909
Totals for GL# 432-533-571.0100-3659-PRINC - LEASE			139,909
432-533-571.0100-9762 PRINC - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	1,338	1,338
Totals for GL# 432-533-571.0100-9762-PRINC - LEASE FPL			1,338
432-533-571.1400 PRINCIPAL PAYMENT - 2014 LOAN 2014 LOAN PRINCIPAL PAYMENT (29-32 OUT OF 60 PYMTS)	1	82,433	82,433
Totals for GL# 432-533-571.1400-PRINCIPAL PAYMENT - 2014 LOAN			82,433
432-533-571.1900 PRINC-KEYBANK LOAN 2019 KEYBANK PRINCIPAL (6-7 OUT OF 18 PYMTS)	1	114,397	114,397
Totals for GL# 432-533-571.1900-PRINC-KEYBANK LOAN 2019			114,397
432-533-572.0100 INT EXP - LEASE P# 15-16 FA#20507, 20489 FORD F-150, MINI EXCAVATOR	2	19	38
P# 07-10 FA#20676 FORD F450 CREW CAB	4	120	480
P# 03-06 VAC TRUCK (1/4)	4	182	728
Totals for GL# 432-533-572.0100-INT EXP - LEASE			1,246
432-533-572.0100-3659 INT EXP - LEASE P# 35-38 OF 40 TELEMETRY METER	1	2,694	2,694
Totals for GL# 432-533-572.0100-3659-INT EXP - LEASE			2,694
432-533-572.0100-9762 INT EXP - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	434	434
Totals for GL# 432-533-572.0100-9762-INT EXP - LEASE FPL			434



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Water - 533

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-533-572.1400 INTEREST PAYMENT - 2014 LOAN 2014 LOAN INTEREST (29-32 OUT OF 60 PYMTS)	1	21,488	21,488
Totals for GL# 432-533-572.1400-INTEREST PAYMENT - 2014 LOAN			21,488
432-533-572.1900 INT EXP-KEYBANK LOAN 2019 KEYBANK INTEREST (6-7 OUT OF 18 PYMTS)	1	11,212	11,212
Totals for GL# 432-533-572.1900-INT EXP-KEYBANK LOAN 2019			11,212
432-533-572.9000 DEFERRED REFUNDING EXP LOSS ON REFUNDING	1	8,265	8,265
Totals for GL# 432-533-572.9000-DEFERRED REFUNDING EXP			8,265
432-533-573.0500 NEW DEBT SERVICE - LEASES NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 432-533-573.0500-NEW DEBT SERVICE - LEASES			1,488
432-533-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS ALLOCATIONS TO GENERAL FUND	1	120,081	120,081
Totals for GL# 432-533-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			120,081
Totals for Dept 533-WATER DEPARTMENT			\$ 2,591,947



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Sewer Department – 535

Water and Sewer Fund - 432

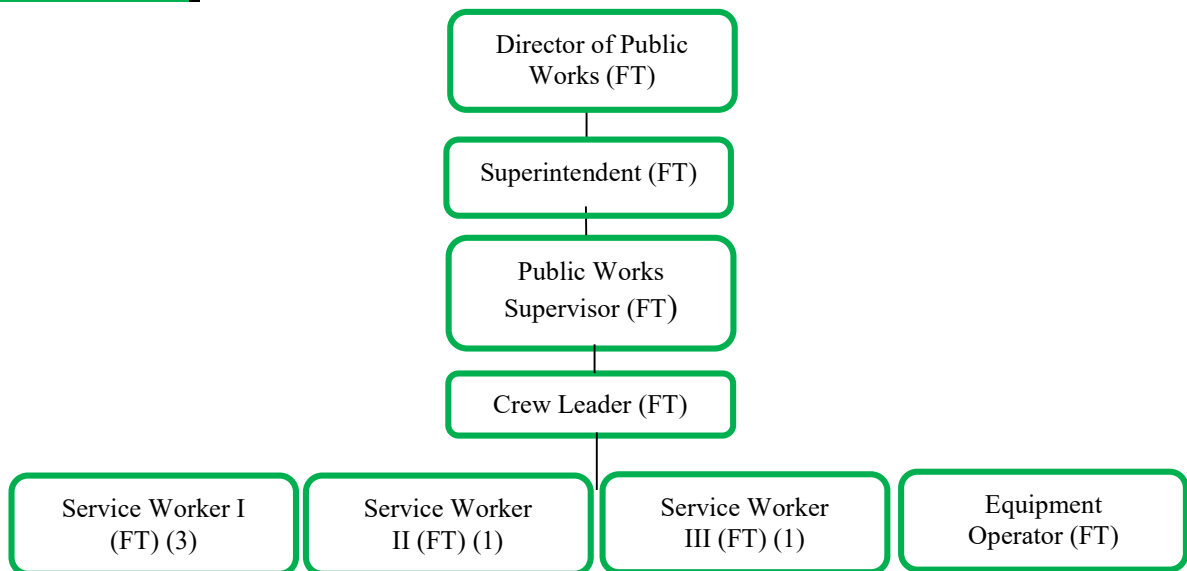
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Sewer Department – 535

Water and Sewer Fund - 432

Goals & Accomplishments:

- Relocated approximately 1500 feet of sewer lines for the Sewer R&R project
- Finalized construction of a two million gallon Equalization Basin
- Continue lining manholes through the I & I process

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Septic to Sewer Conversion (New)				5
New Commercial/Residential connections	60	52	63	60

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator	11,538
Carryforward	Chloramine Project, Sewer Lines R&R, PW Electrical Upgrade, PW Storage Building	292,385
Current Revenue	Plate Compactor	5,000
Current Revenue – Project	Chloramine Project, I&I Program	141,138
Fund Balance	Public Works Storage Building	47,500
Fund Balance	Public Works Admin Building	8,750
Fund Balance	Public Works Electrical Upgrade	35,000
Total		\$541,311

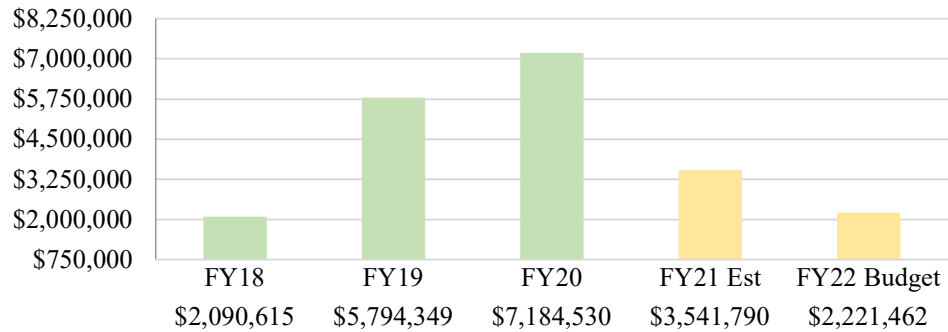


**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

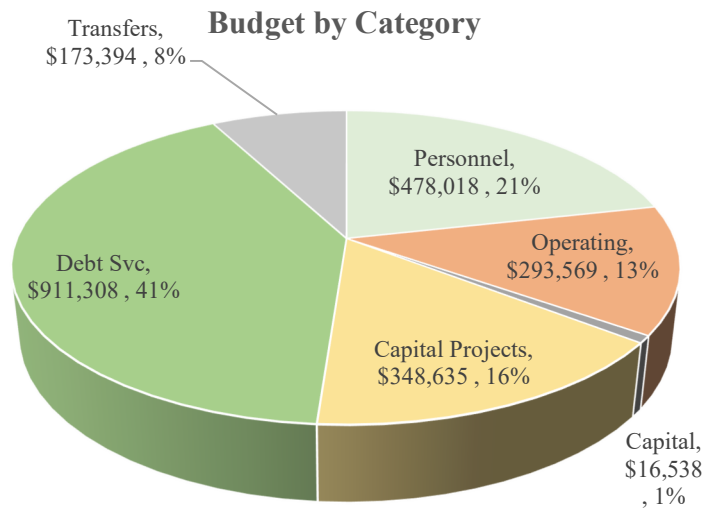
Sewer Department – 535

Water and Sewer Fund - 432

Departmental Expenditures



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





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-535 - SEWER DEPARTMENT
Cost Center Summary**

Account 432-535	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
0						
512.0100	Regular Salaries	\$ 223,455	\$ 277,883	\$ 218,219	\$ 304,783	9.7 %
514.0100	Overtime - GE	8,007	9,000	1,896	1,000	(88.9)%
514.0150	Overtime - Holiday General Employees	357	1,000	382	9,000	800.0 %
521.0100	Fica Taxes	17,697	22,024	16,072	24,083	9.3 %
522.2100	Retirement General Employee	43,984	42,952	34,461	47,312	10.2 %
523.0100	Health Insurance	46,544	64,029	54,116	82,969	29.6 %
523.0300	Insurance & EAP	744	914	694	998	9.2 %
524.0100	Workers' Compensation	3,989	7,024	5,691	7,873	12.1 %
	Total Personnel Expenses	344,777	424,826	331,531	478,018	12.5 %
531.0100	Consulting	-	9,275	9,275	-	(100.0)%
531.0300	Membership Dues	70	150	150	200	33.3 %
531.1600	Contract Services	1,921	10,805	10,805	11,855	9.7 %
531.2000	Engineering Services	-	15,000	-	15,000	- %
540.5100	Travel and Per Diem	-	2,000	-	2,000	- %
541.1100	Communications	1,218	1,488	1,348	1,800	21.0 %
544.0500	Operating Lease	234	403	403	403	- %
544.1500	Rental Expenses	1,633	10,000	-	10,000	- %
545.1200	Insurance	12,196	12,816	12,816	13,076	2.0 %
545.9900	Insurance Contingency - Vehicle	1,250	-	-	-	- %
546.3400	Repair & Maintenance	6,642	48,750	20,000	78,125	60.3 %
546.3600	Repair & Maintenance - Utility	72,769	93,577	93,577	80,000	(14.5)%
546.4000	Vehicle Repair & Maintenance	6,068	20,000	25,000	20,000	- %
551.1200	Office Supplies	109	700	200	700	- %
552.1500	Fuel and Lubricants	11,240	25,000	12,000	25,000	- %
552.2300	Operating Expenses	4,093	5,000	5,000	7,500	50.0 %
552.3900	Safety Program Expense	3,095	6,250	3,500	3,600	(42.4)%
552.4200	Small Tools/Equipment	2,455	2,500	2,500	3,610	44.4 %
552.5100	Uniform Purchases And Cleaning	1,750	5,700	2,000	6,700	17.5 %
554.0100	Non-Capitalized Equipment	2,234	6,861	6,861	8,000	16.6 %
555.1300	Technical/Training	717	5,000	1,000	6,000	20.0 %
559.0100	Depreciation Expense	468,565	-	468,565	-	- %
595.0000	Doubtful Accts Exp	12,557	-	-	-	- %
	Total Operating Expenses	610,816	281,275	675,000	293,569	4.4 %
562.0000-9762	Improvements - FPL	18,259	-	-	-	- %
564.0100	Machinery & Equipment	-	-	578	5,000	- %
564.4900	Capital Leases	-	157,500	157,500	11,538	(92.7)%
	Total Capital Purchases	18,259	157,500	158,078	16,538	(89.5)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-535 - SEWER DEPARTMENT
Cost Center Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
432-535						
571.0000	SRF Loan-Principal-Reuse Water	10,358	17,122	17,122	17,316	1.1 %
571.0001	SRF Loan - Principal - Sewer - Construction	-	336,085	336,085	338,486	0.7 %
571.0100	Princ - Lease	44,671	44,450	44,448	41,576	(6.5)%
571.1900	Principal - Loan 2019	373,478	380,345	380,345	387,324	1.8 %
571.0100-9762	Princ - Lease FPL	-	1,447	1,447	1,530	5.7 %
572.0000	SRF Loan-Interest-Reuse Water	11,294	3,791	3,791	3,597	(5.1)%
572.0001	SRF Loan - Interest - Sewer - Construction	12,269	43,972	43,972	41,571	(5.5)%
572.0100	Interest Expense - Lease	1,248	1,001	999	1,014	1.3 %
572.1900	Interest Expense - Loan 2019	52,886	46,480	46,480	37,960	(18.3)%
572.0100-9762	Int Exp - Lease FPL	-	539	539	496	(8.0)%
572.9000	Deferred Refunding Expense	27,983	27,984	27,984	27,984	- %
573.0500	New Debt Service - Leases	-	946	-	12,454	1,216.5 %
	Total Debt Service	534,187	904,162	903,212	911,308	0.8 %
591.0100	Transfer Out - Admin Services	198,424	175,800	175,800	173,394	(1.4)%
591.4400	Transfer To Stormwater - Subsidy	45,457	39,644	39,644	-	(100.0)%
593.0000-1101	Transfer Out - MLK Park	-	14,717	-	-	(100.0)%
	Total Transfers-Out	243,881	230,161	215,444	173,394	(24.7)%
	TOTAL EXPENDITURES	\$ 1,751,920	\$ 1,997,924	\$ 2,283,265	\$ 1,872,827	(6.3)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>	<u>BUDGET</u>
432-535-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	304,783	304,783
Totals for GL# 432-535-512.0100-REGULAR SALARIES			304,783
432-535-514.0100 OVERTIME - GE			
OVERTIME - GE	1	1,000	1,000
Totals for GL# 432-535-514.0100-OVERTIME - GE			1,000
432-535-514.0150 OVERTIME - HOLIDAY GE			
OVERTIME - HOLIDAY	1	9,000	9,000
Totals for GL# 432-535-514.0150-OVERTIME - HOLIDAY GE			9,000
432-535-521.0100 FICA TAXES			
FICA TAXES	1	24,083	24,083
Totals for GL# 432-535-521.0100-FICA TAXES			24,083
432-535-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	47,312	47,312
Totals for GL# 432-535-522.2100-RETIREMENT GENERAL EMPLOYEE			47,312
432-535-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	82,969	82,969
Totals for GL# 432-535-523.0100-HEALTH INSURANCE			82,969
432-535-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	998	998
Totals for GL# 432-535-523.0300-LIFE INSURANCE & EAP			998
432-535-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	7,873	7,873
Totals for GL# 432-535-524.0100-WORKERS' COMPENSATION			7,873
432-535-531.0300 MEMBERSHIP DUES			
FRWA	1	200	200
Totals for GL# 432-535-531.0300-MEMBERSHIP DUES			200
432-535-531.1600 CONTRACT SERVICES			
GPS DEVICE ANNUALLY 17317,20202,20208,20211,20510	5	371	1,855
GRANITENET ANNUAL SOFTWARE SUPPORT	1	10,000	10,000
Totals for GL# 432-535-531.1600-CONTRACT SERVICES			11,855
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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>	<u>BUDGET</u>
432-535-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	2,000	2,000
Totals for GL# 432-535-540.5100-TRAVEL AND PER DIEM			2,000
432-535-541.1100 COMMUNICATIONS			
CELL SERVICE-FOREMAN	12	50	600
CELL SERVICE-CREW	12	50	600
CELL SERVICE-SUPERVISOR	12	50	600
Totals for GL# 432-535-541.1100-COMMUNICATIONS			1,800
432-535-544.0500 OPERATING LEASE			
RICOH MP2555 - LEASE P# 4-15 OF 36	12	19	228
PAGES COPIED/PRINTED	1	100	100
COPY OVERAGES	1	75	75
Totals for GL# 432-535-544.0500-OPERATING LEASE			403
432-535-544.1500 RENTAL EXPENSES			
RENTAL EXPENSES AS NEEDED	1	10,000	10,000
Totals for GL# 432-535-544.1500-RENTAL EXPENSES			10,000
432-535-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	3,269	13,076
Totals for GL# 432-535-545.1200-INSURANCE			13,076
432-535-546.3400 REPAIR & MAINTENANCE			
REPAIRS & 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
LIFTSTATION 36 IMPROVEMENTS /FENCE,APRON,	1	15,000	15,000
Totals for GL# 432-535-546.3400-REPAIR & MAINTENANCE			78,125
432-535-546.3600 REPAIR & MAINTENANCE - UTILITY			
REPAIR AND MAINTENANCE-UTILITIES	1	70,000	70,000
ARV REPAIR OR REPLACEMENT (MULTIPLE)	1	10,000	10,000
Totals for GL# 432-535-546.3600-REPAIR & MAINTENANCE - UTILITY			80,000
432-535-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR & MAINTENANCE	1	20,000	20,000
Totals for GL# 432-535-546.4000-VEHICLE REPAIR & MAINTENANCE			20,000
432-535-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	700	700
Totals for GL# 432-535-551.1200-OFFICE SUPPLIES			700



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>	<u>BUDGET</u>
432-535-552.1500 FUEL AND LUBRICANTS			
FUEL-OIL-LUBRICANTS	1	25,000	25,000
Totals for GL# 432-535-552.1500-FUEL AND LUBRICANTS			<u>25,000</u>
432-535-552.2300 OPERATING EXPENSES			
CENTRAL STORES ISSUES	1	7,000	7,000
CHEMICALS-LIME AS NEEDED	1	500	500
Totals for GL# 432-535-552.2300-OPERATING EXPENSES			<u>7,500</u>
432-535-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	1,500	1,500
SAFETY FOOTWEAR PROGRAM	10	100	1,000
SAFETY ZONE SIGNS	1	100	100
SAFETY CONES	1	100	100
CONFINED SPACE EQUIPMENT	1	500	500
SAFETY VEST	1	400	400
Totals for GL# 432-535-552.3900-SAFETY PROGRAM EXPENSE			<u>3,600</u>
432-535-552.4200 SMALL TOOLS/EQUIPMENT			
SAWS-WRENCHES-HAND TOOLS	1	3,000	3,000
CORDED ANGLE GRINDER	1	300	300
SET OF 4,6,AND 8" BEVELING TOOLS	1	310	310
Totals for GL# 432-535-552.4200-SMALL TOOLS/EQUIPMENT			<u>3,610</u>
432-535-552.5100 UNIFORM PURCHASES AND CLEANING			
SUPERVISOR'S UNIFORMS	1	300	300
UNIFORM RENTAL-8 EMPLOYEES	7	600	4,200
UNIFORM NEW EMPLOYEES	2	1,100	2,200
Totals for GL# 432-535-552.5100-UNIFORM PURCHASES AND CLEANING			<u>6,700</u>
432-535-554.0100 NON-CAPITALIZED EQUIPMENT			
LARGER TOOLS AS NEEDED	1	5,000	5,000
OFFICE EQUIPMENT AS NEEDED	1	1,000	1,000
DELL INSPIRON 2 IN 1 WITH USEFUL CAMERA			
METAL DETECTOR	2	1,000	2,000
Totals for GL# 432-535-554.0100-NON-CAPITALIZED EQUIPMENT			<u>8,000</u>
432-535-555.1300 TECHNICAL/TRAINING			
TECHNICAL AND TRAINING	1	6,000	6,000
Totals for GL# 432-535-555.1300-TECHNICAL/TRAINING			<u>6,000</u>
432-535-564.0100 MACHINERY & EQUIPMENT			
PLATE COMPACTOR	1	5,000	5,000
Totals for GL# 432-535-564.0100-MACHINERY & EQUIPMENT			<u>5,000</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>	<u>BUDGET</u>
432-535-564.4900 CAPITAL LEASES PW SHARED GENERATOR	1	11,538	11,538
Totals for GL# 432-535-564.4900-CAPITAL LEASES			<u>11,538</u>
432-535-571.0000 SRF LOAN-PRINCIPAL-SEWER-DESIGN PRINCIPAL (7-8 OUT OF 40 PYMTS)	1	17,316	17,316
Totals for GL# 432-535-571.0000-SRF LOAN-PRINCIPAL-SEWER-DESIGN			<u>17,316</u>
432-535-571.0001 SRF LOAN-PRINCIPAL-SEWER-CONSTRUCTION SRF EQ BASIN CONSTRUCTION PRINCIPAL PAYENTS 3-4 OF 40	1	338,486	338,486
Totals for GL# 432-535-571.0001-SRF LOAN-PRINCIPAL-SEWER-CONSTRUCTION			<u>338,486</u>
432-535-571.0100 PRINC - LEASE P# 15-16 FA#20489, 20510 MINI-EXCAVATOR, FORD F-150	2	1,256	2,512
P# 03-06 VAC TRUCK (1/4), FORD F-250	4	9,766	39,064
Totals for GL# 432-535-571.0100-PRINC - LEASE			<u>41,576</u>
432-535-571.0100-9762 PRINC - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	1,530	1,530
Totals for GL# 432-535-571.0100-9762-PRINC - LEASE FPL			<u>1,530</u>
432-535-571.1900 PRINC-KEYBANK LOAN 2019 KEYBANK PRINCIPAL (6-7 OUT OF 18 PYMTS)	1	387,324	387,324
Totals for GL# 432-535-571.1900-PRINC-KEYBANK LOAN 2019			<u>387,324</u>
432-535-572.0000 SRF LOAN-INTEREST-SEWER-DESIGN INTEREST SRF (7-8) OUT OF 40 PYMTS)	1	3,597	3,597
Totals for GL# 432-535-572.0000-SRF LOAN-INTEREST-SEWER-DESIGN			<u>3,597</u>
432-535-572.0001 SRF LOAN-INTEREST-SEWER-CONSTRUCTION SRF EQ BASIN CONSTRUCTION INTEREST PAYENTS 3-4 OF 40	1	41,571	41,571
Totals for GL# 432-535-572.0001-SRF LOAN-INTEREST-SEWER-CONSTRUCTION			<u>41,571</u>
432-535-572.0100 INT EXP - LEASE P# 15-16 FA#20489, 20510 MINI-EXCAVATOR, FORD F-150	2	19	38
P# 03-06 VAC TRUCK (1/4), FORD F-250	4	244	976
Totals for GL# 432-535-572.0100-INT EXP - LEASE			<u>1,014</u>
432-535-572.0100-9762 INT EXP - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	496	496
Totals for GL# 432-535-572.0100-9762-INT EXP - LEASE FPL			<u>496</u>
432-535-572.1900 INT EXP-KEYBANK LOAN 2019 KEYBANK INTEREST (6-7 OUT OF 18 PYMTS)	1	37,960	37,960
Totals for GL# 432-535-572.1900-INT EXP-KEYBANK LOAN 2019			<u>37,960</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Sewer - 535

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>PRICE</u>	<u>BUDGET</u>
432-535-572.9000 DEFERRED REFUNDING EXP			
LOSS ON REFUNDING	1	27,984	27,984
Totals for GL# 432-535-572.9000-DEFERRED REFUNDING EXP			<u>27,984</u>
432-535-573.0500 NEW DEBT SERVICE - LEASES			
VALVE MAINTENANCE MACHINE/TRAILER	2	5,483	10,966
NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 432-535-573.0500-NEW DEBT SERVICE - LEASES			<u>12,454</u>
432-535-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	173,394	173,394
Totals for GL# 432-535-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>173,394</u>
Totals for Dept 535-SEWER DEPARTMENT			<u>\$ 1,872,827</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Customer Service Department – 536

Water and Sewer Fund - 432

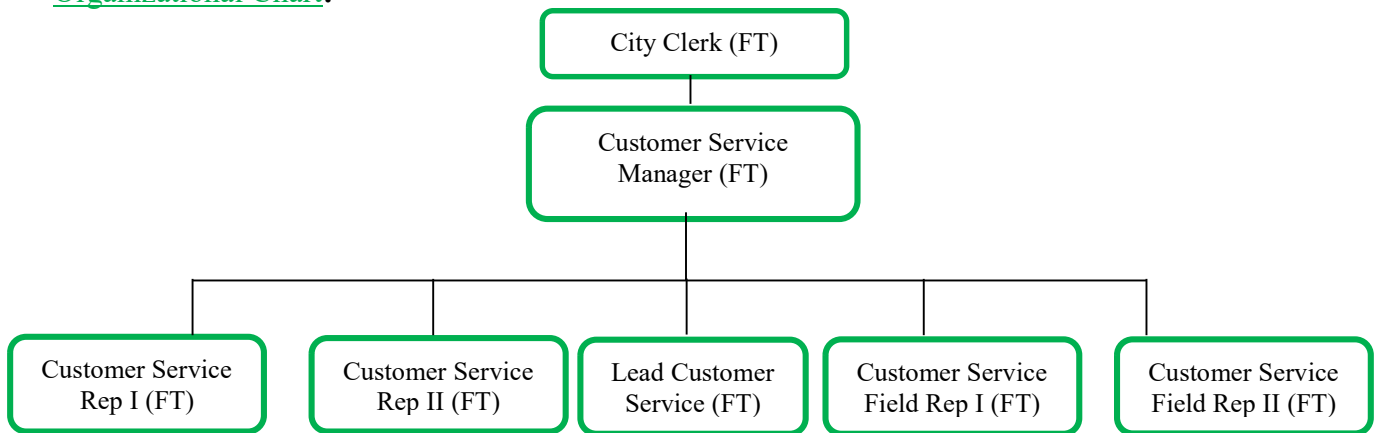
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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

Goals & Accomplishments:

- To communicate the advantages of going paperless
- Cross training each team member
- To complete an audit of major billing items
- Improved the number turn offs prior to FY 2021 by reaching out to customers
- To close the gap between the total water purchased and total water consumed
- To reduce collections per monthly average by reaching out to customers
- To maintain important and complete information from customers when establishing new accounts.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

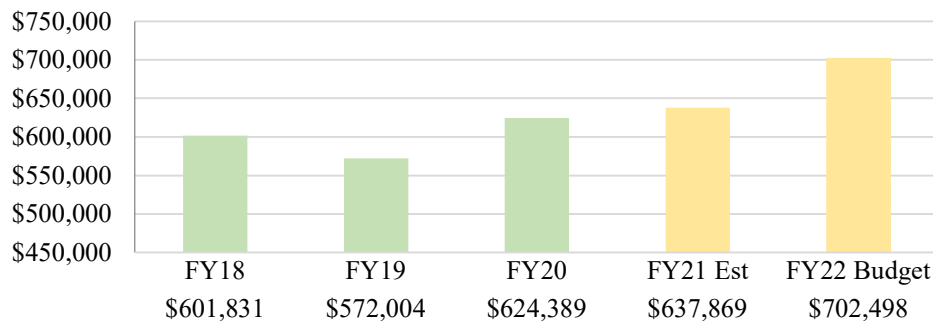
Customer Service Department – 536

Water and Sewer Fund - 432

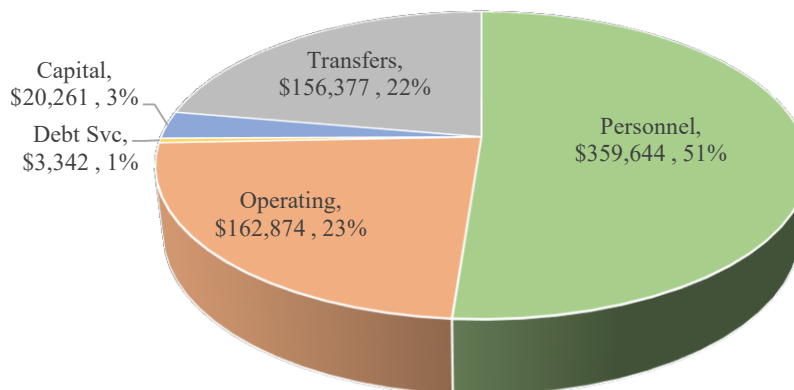
Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022
Gallons Purchased (Water)	41,429,626	44,933,658	42,966,422	45,000,000
Gallons Sold (Consumption)	37,000,700	35,305,500	34,001,383	36,000,000
Customers Paperless	20% of 4760	26% of 4811	32% of 4900	40% of 4900
Avg Turn Offs per cycle	50	35	20	18
Avg Collections per Month	5	1-2	1-2	1-2

Departmental Expenditures



Budget by Category





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**432-536 - CUSTOMER SERVICE
Cost Center Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
432-536						
	0					
512.0100	Regular Salaries	\$ 210,034	\$ 219,898	\$ 220,181	\$ 239,162	8.8 %
514.0100	Overtime - GE	103	1,000	203	1,000	- %
521.0100	Fica Taxes	15,002	16,972	15,627	18,372	8.2 %
522.2100	Retirement General Employee	39,121	33,100	34,489	36,096	9.1 %
523.0100	Health Insurance	44,899	50,871	51,432	61,098	20.1 %
523.0300	Insurance & EAP	693	723	723	781	8.0 %
524.0100	Workers' Compensation	1,887	2,718	2,685	3,135	15.3 %
529.0000	Career Advancement	-	949	-	-	(100.0)%
	Total Personnel Expenses	311,739	326,231	325,340	359,644	10.2 %
531.1600	Contract Services	1,328	2,242	2,242	2,260	0.8 %
540.5100	Travel and Per Diem	204	100	1,000	2,100	2,000.0 %
541.1100	Communications	2,138	2,220	2,380	2,280	2.7 %
542.1200	Postage/Mailing Service	28,180	36,400	29,300	34,400	(5.5)%
545.1200	Insurance	9,476	10,076	10,076	10,564	4.8 %
546.3400	Repair & Maintenance	3,773	5,762	4,200	9,270	60.9 %
546.4000	Vehicle Repair & Maintenance	1,222	2,000	1,300	2,400	20.0 %
547.5100	Printing And Binding	4,220	7,500	6,500	7,500	- %
549.9600	Bank Service Charges	51,762	52,000	60,500	66,500	27.9 %
551.1200	Office Supplies	3,474	3,125	3,125	3,400	8.8 %
552.1500	Fuel and Lubricants	3,414	4,200	4,000	5,000	19.0 %
552.2300	Operating Expenses	1,967	5,000	5,000	5,000	- %
552.3900	Safety Program Expense	227	1,320	550	1,360	3.0 %
552.4200	Small Tools/Equipment	1,710	3,600	2,919	1,700	(52.8)%
552.5100	Uniform Purchases And Cleaning	1,648	2,060	1,820	2,190	6.3 %
554.0100	Non-Capitalized Equipment	-	2,000	1,115	2,400	20.0 %
555.1300	Technical/Training	1,599	3,255	1,121	4,550	39.8 %
559.0100	Depreciation Expense	6,238	-	6,239	-	- %
	Total Operating Expenses	122,580	142,860	143,387	162,874	14.0 %
562.0000-9762	Improvements - FPL	7,359	-	-	-	- %
564.0100	Machinery & Equipment	7,500	-	578	20,261	- %
	Total Capital Purchases	14,859	-	578	20,261	- %
571.0100	Princ - Lease	11,713	9,070	9,068	1,946	(78.5)%
571.0100-9762	Princ - Lease FPL	-	980	980	1,036	5.7 %
572.0100	Interest Expense - Lease	460	194	191	24	(87.6)%
572.0100-9762	Int Exp - Lease FPL	-	365	365	336	(7.9)%
	Total Debt Service	12,173	10,609	10,604	3,342	(68.5)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

432-536 - CUSTOMER SERVICE
Cost Center Summary

Account		2020	2021	2021	2022	% Change
432-536	Description	Actual	Revised	Projected	Adopted	of Budget
591.0100	Transfer Out - Admin Services	<u>163,036</u>	<u>157,960</u>	<u>157,960</u>	<u>156,377</u>	<u>(1.0)%</u>
	Total Transfers-Out	163,036	157,960	157,960	156,377	(1.0)%
	TOTAL EXPENDITURES	<u>\$ 624,387</u>	<u>\$ 637,660</u>	<u>\$ 637,869</u>	<u>\$ 702,498</u>	<u>10.2 %</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-536-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	239,162	239,162
Totals for GL# 432-536-512.0100-REGULAR SALARIES			<u>239,162</u>
432-536-514.0100 OVERTIME - GE			
OVERTIME □	1	1,000	1,000
Totals for GL# 432-536-514.0100-OVERTIME - GE			<u>1,000</u>
432-536-521.0100 FICA TAXES			
FICA TAXES	1	18,372	18,372
Totals for GL# 432-536-521.0100-FICA TAXES			<u>18,372</u>
432-536-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	36,096	36,096
Totals for GL# 432-536-522.2100-RETIREMENT GENERAL EMPLOYEE			<u>36,096</u>
432-536-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	61,098	61,098
Totals for GL# 432-536-523.0100-HEALTH INSURANCE			<u>61,098</u>
432-536-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	781	781
Totals for GL# 432-536-523.0300-LIFE INSURANCE & EAP			<u>781</u>
432-536-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	3,135	3,135
Totals for GL# 432-536-524.0100-WORKERS' COMPENSATION			<u>3,135</u>
432-536-531.1600 CONTRACT SERVICES			
FEES FOR COLLECTION SERVICES	1	1,500	1,500
GPS ANNUALLY 20455,20483	2	380	760
Totals for GL# 432-536-531.1600-CONTRACT SERVICES			<u>2,260</u>
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			<u>2,100</u>
432-536-541.1100 COMMUNICATIONS			
CELL SERVICE CUSTOMER SERVICE	12	40	480
CELL SERVICE 2 FIELD REPS & MIFI	12	150	1,800
Totals for GL# 432-536-541.1100-COMMUNICATIONS			<u>2,280</u>
432-536-542.1200 POSTAGE/MAILING SERVICE			
CITY HALL POSTAGE METER	4	600	2,400
MAILING SERVICE - UTILITY BILLS	1	32,000	32,000
Totals for GL# 432-536-542.1200-POSTAGE/MAILING SERVICE			<u>34,400</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-536-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	2,641	10,564
Totals for GL# 432-536-545.1200-INSURANCE			<u>10,564</u>
432-536-546.3400 REPAIR & MAINTENANCE			
ANNUAL SUPPORT - N_ SIGHT HOST SOFTWARE MRX920V2 13720	2	2,850	5,700
ANNUAL SUPPORT - N_ SIGHT HOST SOFTWARE MRX920V2 13720	1	2,850	2,850
ANNUAL SUPPORT - R900 BLUETOOTH BELT CLIP TRANSCEIVER	1	360	360
ANNUAL SUPPORT - R900 BLUETOOTH BELT CLIP TRANSCEIVER	1	360	360
Totals for GL# 432-536-546.3400-REPAIR & MAINTENANCE			<u>9,270</u>
432-536-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA #17655 VEHICLE MAINTENANCE - EXPEDITION	1	200	200
FA #20455 VEHICLE MAINTENANCE - FRONTIER	1	200	200
FA #20483 VEHICLE MAINTENANCE - FRONTIER	1	200	200
FA #17655 VEHICLE MAINTENANCE - EXPEDITION TIRES	1	600	600
FA #20455 VEHICLE MAINTENANCE - FRONTIER TIRES	1	600	600
FA #20483 VEHICLE MAINTENANCE - FRONTIER TIRES	1	600	600
Totals for GL# 432-536-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>2,400</u>
432-536-547.5100 PRINTING AND BINDING			
UTILITY BILLING PAPER, MAILING & RETURN ENVELOPES, DOOF	1	7,500	7,500
Totals for GL# 432-536-547.5100-PRINTING AND BINDING			<u>7,500</u>
432-536-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	6,500	6,500
CREDIT CARD FEES	1	60,000	60,000
Totals for GL# 432-536-549.9600-BANK SERVICE CHARGES			<u>66,500</u>
432-536-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	4	300	1,200
TONER CARTRIDGES FOR BILLING M607	8	275	2,200
Totals for GL# 432-536-551.1200-OFFICE SUPPLIES			<u>3,400</u>
432-536-552.1500 FUEL AND LUBRICANTS			
FUEL FOR METER READER VEHICLES	1	5,000	5,000
Totals for GL# 432-536-552.1500-FUEL AND LUBRICANTS			<u>5,000</u>
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			<u>5,000</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-536-552.3900 SAFETY PROGRAM EXPENSE			
PPE CENTRAL STORE ISSUES	2	150	300
SAFETY SHOES - FIELD REPS	2	125	250
PROTECTIVE PERSONAL EQUIP (PPE):GOGGLES, RAIN GEAR, VES'	6	85	510
PPE CUSTOMER SERVICE	4	75	300
Totals for GL# 432-536-552.3900-SAFETY PROGRAM EXPENSE			1,360
432-536-552.4200 SMALL TOOLS/EQUIPMENT			
TOOLS/SUPPLIES FOR FIELD REPS	2	700	1,400
TOOLS/SUPPLIES FOR FIELD REPS	1	300	300
Totals for GL# 432-536-552.4200-SMALL TOOLS/EQUIPMENT			1,700
432-536-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM SERVICE - RENTAL	1	420	420
UNIFORM SERVICE - RENTAL	1	420	420
UNIFORM SHIRTS FOR CSR'S ,METER READERS, AND MANAGER	6	225	1,350
Totals for GL# 432-536-552.5100-UNIFORM PURCHASES AND CLEANING			2,190
432-536-554.0100 NON CAPITALIZED EQUIPMENT			
IPAD AND ACCESSORIES	2	1,200	2,400
Totals for GL# 432-536-554.0100-NON CAPITALIZED EQUIPMENT			2,400
432-536-555.1300 TECHNICAL/TRAINING			
CONFERENCE - CUSTOMER SERVICE REGISTRATION	4	400	1,600
FRED PRYOR TRAINING	4	300	1,200
FW&PCOA BACKFLOW REPAIR COURSE & EXAM	1	450	450
WATER DISTRIBUTION COURSE LEVEL 1 -FIELD REPS	2	325	650
WATER DISTRIBUTION COURSE LEVEL 2 -FIELD REPS	2	325	650
Totals for GL# 432-536-555.1300-TECHNICAL/TRAINING			4,550
432-536-564.0100 MACHINERY & EQUIPMENT			
MRX920V4 ASSEMBLY COMPLETE (LESS LAPTOP)	1	9,950	9,950
NEPTUNE 360 ADVANCED SET UP FEE (SAAS PF)	1	3,611	3,611
NEPTUNE 360 ON SITE TRAINING 8 HOUR WINDOW	1	1,700	1,700
NEPTUNE 360 AMR ADV SUB UP TO 5K SERVICES	1	5,000	5,000
Totals for GL# 432-536-564.0100-MACHINERY & EQUIPMENT			20,261
432-536-571.0100 PRINC - LEASE			
P# 15-16 FA#20483 NISSAN FRONTIER	2	973	1,946
Totals for GL# 432-536-571.0100-PRINC - LEASE			1,946
432-536-571.0100-9762 PRINC - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	1,036	1,036
Totals for GL# 432-536-571.0100-9762-PRINC - LEASE FPL			1,036



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Customer Service - 536

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-536-572.0100 INT EXP - LEASE			
P# 15-16 FA#20483 NISSAN FRONTIER	2	12	24
Totals for GL# 432-536-572.0100-INT EXP - LEASE			<u>24</u>
432-536-572.0100-9762 INT EXP - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	336	336
Totals for GL# 432-536-572.0100-9762-INT EXP - LEASE FPL			<u>336</u>
432-536-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	156,377	156,377
Totals for GL# 432-536-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>156,377</u>
Totals for Dept 536-CUSTOMER SERVICE			<u><u>702,498</u></u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Waste Water Treatment Plant (WWTP) – 537

Water and Sewer Fund - 432

Department Mission:

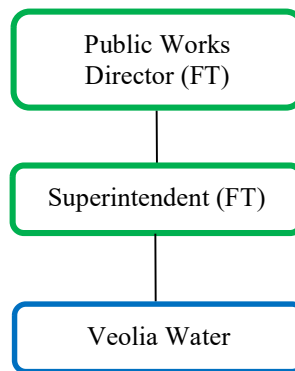
Collection and treatment of wastewater, as well as continuous maintenance and operation of the wastewater treatment plant and the collection system. Fully comply with all permit and regulatory requirements.

Primary Duties:

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

Organizational Chart:

NO CITY EMPLOYEES



Department Objectives:

- Reduce gallons of sewage treated by reducing I&I.
- Reduce cost for operations through equalization of the flow through the WWTF.
- Maintaining 41 lift station throughout the City
- Maintain adequate supply of reclaimed water for use

Goals & Accomplishments:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Waste Water Treatment Plant (WWTP) – 537

Water and Sewer Fund - 432

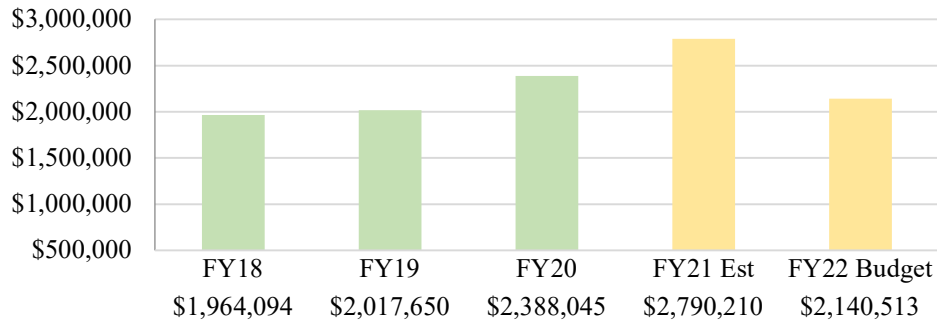
Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Lift Station with Generator power	40%	40%	50%	50%

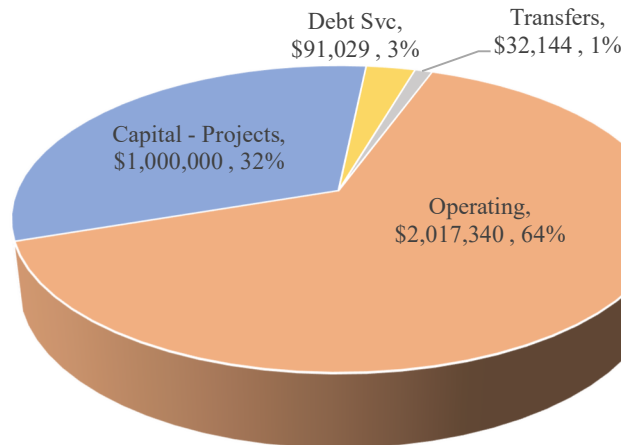
Capital Outlay:

Funding Source	Description	Amount
Carryforward	WWTP Storage Building	100,000
Carryforward	WWTP Upgrades	80,210
Current Revenue	WWTP Upgrades	613,586
Fund Balance	WWTP Storage Building	200,000
Fund Balance	WWTP Upgrades	6,204
Total		\$1,000,000

Departmental Expenditures



Budget by Category





CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

432-537 - WWTP
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
432-537	0					
531.1600	Contract Services	\$ 1,560,974	\$ 1,583,938	\$ 1,583,874	\$ 1,615,642	2.0 %
531.2000	Engineering Services	-	46,470	46,470	-	(100.0)%
543.0000	Utility Services	224,027	246,460	237,200	240,000	(2.6)%
544.1500	Rental Expenses	1,829	4,000	2,000	4,000	- %
545.1200	Insurance	55,930	60,468	61,555	68,298	12.9 %
546.3400	Repair & Maintenance	2,966	12,000	12,000	67,500	462.5 %
546.4000	Vehicle Repair & Maintenance	3,613	6,500	9,700	6,500	- %
552.0000	Operating Expenses - Veolia	1,183	3,150	2,000	2,000	(36.5)%
552.1500	Fuel and Lubricants	6,996	20,000	3,000	10,000	(50.0)%
552.2300	Operating Expenses	398	1,800	1,000	2,700	50.0 %
552.3900	Safety Program Expense	-	200	100	200	- %
552.4200	Small Tools/Equipment	56	500	250	500	- %
559.0100	Depreciation Expense	80,899	-	80,899	-	- %
	Total Operating Expenses	1,938,871	1,985,486	2,040,048	2,017,340	1.6 %
562.0000-9762	Improvements - FPL	68,599	-	-	-	- %
564.0100	Machinery & Equipment	122,521	14,500	13,995	-	(100.0)%
564.4900	Capital Leases	205,702	117,500	117,500	-	(100.0)%
	Total Capital Purchases	396,822	132,000	131,495	-	(100.0)%
571.0100	Princ - Lease	24,996	65,369	65,214	80,760	23.5 %
571.0100-9762	Princ - Lease FPL	-	5,435	5,435	5,745	5.7 %
572.0100	Interest Expense - Lease	1,732	3,278	3,266	2,660	(18.9)%
572.0100-9762	Int Exp - Lease FPL	-	2,024	2,024	1,864	(7.9)%
573.0500	New Debt Service - Leases	-	707	-	-	(100.0)%
	Total Debt Service	26,728	76,813	75,939	91,029	18.5 %
591.0100	Transfer Out - Admin Services	25,625	29,444	29,444	32,144	9.2 %
	Total Transfers-Out	25,625	29,444	29,444	32,144	9.2 %
	TOTAL EXPENDITURES	\$ 2,388,046	\$ 2,223,743	\$ 2,276,926	\$ 2,140,513	(3.7)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Waste Water Treatment Plant - 537

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-537-531.1600 CONTRACT SERVICES			
CONTRACT-VEOLIA (OCTOBER - DECEMBER)	3	132,429	397,287
CONTRACT-VEOLIA (JANUARY - SEPTEMBER)	9	135,345	1,218,105
APEX PEST CONTROL	1	250	250
Totals for GL# 432-537-531.1600-CONTRACT SERVICES			<u>1,615,642</u>
432-537-543.0000 UTILITY SERVICES			
UTILITY SERVICES-WWTP	1	240,000	240,000
Totals for GL# 432-537-543.0000-UTILITY SERVICES			<u>240,000</u>
432-537-544.1500 RENTAL EXPENSES			
RENTAL EXPENSE - GENERATOR	1	4,000	4,000
Totals for GL# 432-537-544.1500-RENTAL EXPENSES			<u>4,000</u>
432-537-545.1200 INSURANCE			
B-1 POLLUTION AND REMEDIATION	1	3,350	3,350
FLOOD INSURANCE (MAY 2022)	1	8,316	8,316
GEN LIAB-AUTO-PROPERTY INSURANCE	4	14,158	56,632
Totals for GL# 432-537-545.1200-INSURANCE			<u>68,298</u>
432-537-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	12,000	12,000
TROJAN UV BULBS	1	54,000	54,000
UV LIGHT SLEEVE	10	150	1,500
Totals for GL# 432-537-546.3400-REPAIR & MAINTENANCE			<u>67,500</u>
432-537-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR AND MAINTENANCE	1	6,500	6,500
Totals for GL# 432-537-546.4000-VEHICLE REPAIR & MAINTENANCE			<u>6,500</u>
432-537-552.0000 OPERATING EXPENSES - VEOLIA			
OPERATING EXPENSES-VEOLIA	1	2,000	2,000
Totals for GL# 432-537-552.0000-OPERATING EXPENSES - VEOLIA			<u>2,000</u>
432-537-552.1500 FUEL AND LUBRICANTS			
FUEL FOR VEHICLES	1	10,000	10,000
Totals for GL# 432-537-552.1500-FUEL AND LUBRICANTS			<u>10,000</u>
432-537-552.2300 OPERATING EXPENSES			
FIRE EXTINGUISHER MAINT/REPLACE □	1	200	200
OPERATING EXPENSES	1	2,500	2,500
Totals for GL# 432-537-552.2300-OPERATING EXPENSES			<u>2,700</u>
432-537-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	200	200
Totals for GL# 432-537-552.3900-SAFETY PROGRAM EXPENSE			<u>200</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Waste Water Treatment Plant - 537

Water and Sewer Fund - 432

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
432-537-552.4200 SMALL TOOLS/EQUIPMENT TOOLS AS NEEDED	1	500	500
Totals for GL# 432-537-552.4200-SMALL TOOLS/EQUIPMENT			500
432-537-571.0100 PRINC - LEASE P# 07-10 FA# 20667, 20646 FREIGHLINER AUTO CRANE TRUCK	4	12,904	51,616
P# 03-06 VAC TRUCK (1/4)	4	7,286	29,144
Totals for GL# 432-537-571.0100-PRINC - LEASE			80,760
432-537-571.0100-9762 PRINC - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	5,745	5,745
Totals for GL# 432-537-571.0100-9762-PRINC - LEASE FPL			5,745
432-537-572.0100 INT EXP - LEASE P# 07-10 FA# 20667, 20646 FREIGHLINER AUTO CRANE TRUCK	4	483	1,932
P# 03-06 VAC TRUCK (1/4)	4	182	728
Totals for GL# 432-537-572.0100-INT EXP - LEASE			2,660
432-537-572.0100-9762 INT EXP - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	1,864	1,864
Totals for GL# 432-537-572.0100-9762-INT EXP - LEASE FPL			1,864
432-537-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS ALLOCATIONS TO GENERAL FUND	1	32,144	32,144
Totals for GL# 432-537-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			32,144
Totals for Dept 537-WASTE WATER TREATMENT PLANT			\$ 2,140,513



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**440 - STORMWATER FUND
Fund Summary**

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 5,996,539	\$ 6,374,907	\$ 6,374,907	\$ 6,645,754	4.2 %
Revenues					
Charges for Services	879,922	920,631	915,117	959,800	- %
Interest Revenue	8,605	3,000	2,460	1,500	(50.0)%
Miscellaneous	483	1,124	1,124	-	(100.0)%
Transfers In	129,707	79,288	79,288	-	(100.0)%
Non-Revenue/Fund Balance	-	163,653	-	425,606	160.1 %
Total Revenues	1,018,717	1,167,696	997,989	1,386,906	18.8 %
Expenses					
Personnel costs	228,684	248,108	176,413	273,860	10.4 %
Operating Expense	239,284	115,045	381,940	208,436	81.2 %
Capital Expense	151,010	342,095	342,673	520,539	52.2 %
Debt Service	449,489	449,778	449,064	269,196	(40.1)%
Transfer Out	122,548	124,873	124,873	126,414	1.2 %
Total Expenditure	1,191,015	1,279,899	1,474,963	1,398,445	9.3 %
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(172,298)	(112,203)	(476,974)	(11,539)	- %
Conversion to Full Accrual	(550,666)	(584,300)	(747,821)	(328,672)	(43.7)%
Excess Revenue Over (Under) Expenditures	378,368	472,097	270,847	317,133	(32.8)%
Total net Position, End of Year	6,374,907	6,847,004	6,645,754	6,962,887	1.7 %
Net Investment in Capital Assets	5,639,476	5,575,006	5,360,029	5,924,788	6.3 %
Restricted Net Position	177,065	177,065	177,065	177,065	- %
Unrestricted Net Position	558,366	1,094,933	1,108,660	861,034	(21.4)%
Total net Position, End of Year	\$ 6,374,907	\$ 6,847,004	\$ 6,645,754	\$ 6,962,887	1.7 %

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



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CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Stormwater Department – 538

Stormwater Fund - 440

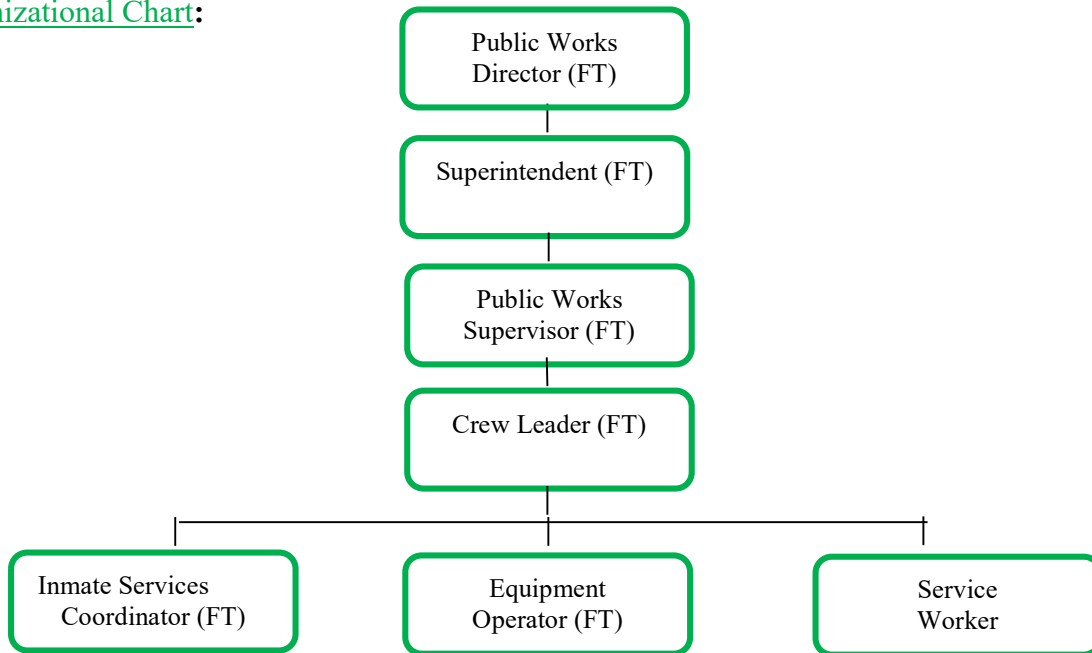
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Stormwater Department – 538

Stormwater Fund - 440

Goals & Accomplishments:

- Continue to clean the stormwater system for best water quality to control flooding
- Install additional water quality continuous deflective separation units (CDS) throughout the City.
- Maintain four silt boxes at various location throughout the City
- Inspect and perform maintenance as needed to all City owed ponds in accordance with SWFWMD permit requirements

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Continuous Deflective Separation (CDS)	3	3	3	5
Total Sweeper Miles (New)	5,430	4,968	3,820	5,000
Total Sweeper Debris removed - Pounds (New)		1,895	5,280	4,000

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	Generator	11,539
Carryforward	Dredging Projects	113,189
Carryforward	Public Works Electrical Upgrade	14,000
Carryforward	Public Works Storage Building	24,000
Current Revenue – Project	27 th Ave Blvd Box Culvert	83,394
Fund Balance	27 th Ave Blvd Box Culvert	166,606
Fund Balance	Ward 1 Phase IV	50,000
Fund Balance	Dredging Projects	36,811
Fund Balance	Public Works Admin Building	3,500
Fund Balance	Public Works Storage Building	17,500
Total		\$520,539

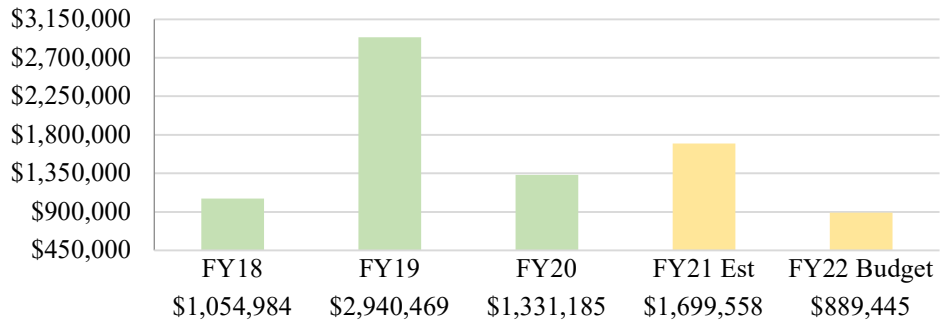


**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Stormwater Department – 538

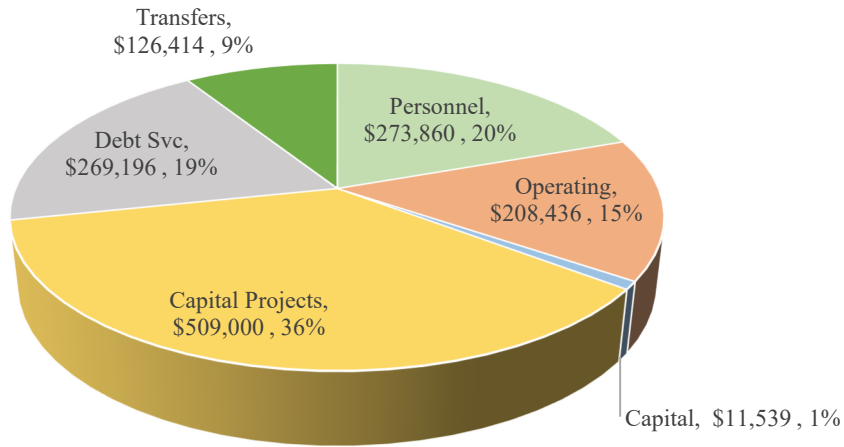
Stormwater Fund - 440

Departmental Expenditures



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

Budget by Category

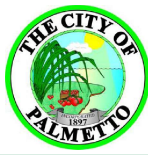




CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

440-000 - STORMWATER REVENUE
Fund Revenue Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
440-000						
343.9100	Stormwater Charges	\$ 877,172	\$ 916,916	\$ 911,714	\$ 957,300	4.4 %
341.9000	Charges for Emergency Services	131	-	-	-	- %
343.9900	Stormwater Penalties	2,619	3,715	3,403	2,500	(32.7)%
	Total Stormwater Services	879,922	920,631	915,117	959,800	4.3 %
	TOTAL UTILITY SERVICES	879,922	920,631	915,117	959,800	4.3 %
361.0100	Investment Earnings	8,605	3,000	2,460	1,500	(50.0)%
	TOTAL INTEREST REVENUE	8,605	3,000	2,460	1,500	(50.0)%
369.7401	Other Misc Rev/Ins Premium Reimbursement	483	1,124	1,124	-	(100.0)%
	TOTAL MISCELLANEOUS REVENUE	483	1,124	1,124	-	(100.0)%
381.7307	Transfer In - Subsidy - Road & Bridge	38,793	-	-	-	- %
381.7432	Transfer In - Subsidy - Water	45,457	39,644	39,644	-	(100.0)%
381.7433	Transfer In - Subsidy - Sewer	45,457	39,644	39,644	-	(100.0)%
	Total Transfers-In	129,707	79,288	79,288	-	(100.0)%
383.7000	Capital Lease Inception	-	117,500	-	11,539	(90.2)%
	Total Debt/Lease Proceeds	-	117,500	-	11,539	(90.2)%
399.6000	Funding From Equity - Capital Proj	-	163,653	-	425,606	160.1 %
	Total Non-Revenue Sources	-	163,653	-	425,606	160.1 %
	TOTAL OTHER FINANCING SOURCES	129,707	360,441	79,288	437,145	21.3 %
	TOTAL STORMWATER REVENUES	\$ 1,018,717	\$ 1,285,196	\$ 997,989	\$ 1,398,445	8.8 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**440-538 - STORMWATER
Cost Center Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
440-538						
512.0100	Regular Salaries	\$ 148,707	\$ 157,600	\$ 112,511	\$ 169,171	7.3 %
514.0100	Overtime - GE	3,237	5,000	3,035	5,000	- %
514.0150	Overtime - Holiday General Employees	120	-	-	-	- %
521.0100	Fica Taxes	12,553	12,439	8,614	13,325	7.1 %
522.2100	Retirement General Employee	31,098	24,260	17,647	26,178	7.9 %
523.0100	Health Insurance	21,732	32,287	23,846	43,803	35.7 %
523.0300	Insurance & EAP	535	518	333	476	(8.1)%
524.0100	Workers' Compensation	10,702	16,004	10,427	15,907	(0.6)%
	Total Personnel Expenses	228,684	248,108	176,413	273,860	10.4 %
531.0300	Membership Dues	35	-	-	-	- %
531.1600	Contract Services	1,994	31,855	27,331	125,450	293.8 %
531.2000	Engineering Services	700	-	1,854	1,600	- %
540.5100	Travel and Per Diem	68	2,000	500	500	(75.0)%
541.1100	Communications	1,765	2,652	1,695	1,800	(32.1)%
544.0500	Operating Lease	218	328	328	328	- %
544.1500	Rental Expenses	1,632	2,000	-	2,000	- %
545.1200	Insurance	17,707	17,674	17,674	19,008	7.5 %
545.9900	Insurance Contingency - Vehicle	166	-	-	-	- %
546.3400	Repair & Maintenance	5,186	10,500	7,500	10,000	(4.8)%
546.3600	Repair & Maintenance - Utility	-	-	500	-	- %
546.4000	Vehicle Repair & Maintenance	5,451	8,000	90,681	8,000	- %
549.9600	Bank Service Charges	352	450	400	400	(11.1)%
551.1200	Office Supplies	114	350	350	350	- %
552.1500	Fuel and Lubricants	9,177	15,000	5,000	15,000	- %
552.2300	Operating Expenses	3,747	12,000	4,000	12,000	- %
552.3900	Safety Program Expense	1,925	2,125	750	2,000	(5.9)%
552.4200	Small Tools/Equipment	4,502	5,000	2,500	5,000	- %
552.5100	Uniform Purchases And Cleaning	970	2,050	1,750	2,000	(2.4)%
554.0100	Non-Capitalized Equipment	2,164	861	-	1,000	16.1 %
554.1200	Publications	-	200	-	-	(100.0)%
555.1300	Technical/Training	-	2,000	2,155	2,000	- %
559.0100	Depreciation Expense	216,972	-	216,972	-	- %
595.0000	Doubtful Accts Exp	1,057	-	-	-	- %
595.4500	OPEB Expense	934	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	(37,552)	-	-	-	- %
	Total Operating Expenses	239,284	115,045	381,940	208,436	81.2 %
562.0000-9762	Improvements - FPL	10,842	-	-	-	- %
564.0100	Machinery & Equipment	-	-	578	-	- %
564.4900	Capital Leases	-	117,500	117,500	11,539	(90.2)%
	Total Capital Purchases	10,842	117,500	118,078	11,539	(90.2)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

440-538 - STORMWATER
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
440-538						
571.0000	SRF Loan-Principal-Reuse Water	177,542	182,962	182,962	-	(100.0)%
571.0100	Princ - Lease	27,144	22,775	22,772	29,144	28.0 %
571.1900	Principal - Loan 2019	194,970	198,555	198,555	202,199	1.8 %
571.0100-9762	Princ - Lease FPL	-	859	859	908	5.7 %
572.0000	SRF Loan-Interest-Reuse Water	7,112	4,168	4,168	-	(100.0)%
572.0100	Interest Expense - Lease	505	558	554	736	31.9 %
572.0100-9762	Int Exp - Lease FPL	-	320	320	295	(7.8)%
572.1900	Interest Expense - Loan 2019	27,608	24,265	24,265	19,817	(18.3)%
572.9000	Deferred Refunding Expense	14,608	14,609	14,609	14,609	- %
573.0500	New Debt Service - Leases	-	707	-	1,488	110.5 %
	Total Debt Service	449,489	449,778	449,064	269,196	(40.1)%
591.0100	Transfer Out - Admin Services	122,548	124,873	124,873	126,414	1.2 %
	Total Transfers-Out	122,548	124,873	124,873	126,414	1.2 %
	TOTAL EXPENDITURES	\$ 1,050,847	\$ 1,055,304	\$ 1,250,368	\$ 889,445	(15.7)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
440-538-512.0100 REGULAR SALARIES			
REGULAR SALARIES	1	169,171	169,171
Totals for GL# 440-538-512.0100-REGULAR SALARIES			169,171
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	13,325	13,325
Totals for GL# 440-538-521.0100-FICA TAXES			13,325
440-538-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	26,178	26,178
Totals for GL# 440-538-522.2100-RETIREMENT GENERAL EMPLOYEE			26,178
440-538-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE	1	43,803	43,803
Totals for GL# 440-538-523.0100-HEALTH INSURANCE			43,803
440-538-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE	1	476	476
Totals for GL# 440-538-523.0300-LIFE INSURANCE & EAP			476
440-538-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	15,907	15,907
Totals for GL# 440-538-524.0100-WORKERS' COMPENSATION			15,907
440-538-531.1600 CONTRACT SERVICES			
ENVIRONMENTAL SERVICES	1	11,000	11,000
GPS DEVICE ANNUALLY 17318;17484;18027; 20210;20318	1	11,000	11,000
STORMWATER MASTER PLAN	1	103,450	103,450
Totals for GL# 440-538-531.1600-CONTRACT SERVICES			125,450
440-538-531.2000 ENGINEERING SERVICES			
POND INSPECTIONS (SWFWMD)	4	400	1,600
Totals for GL# 440-538-531.2000-ENGINEERING SERVICES			1,600
440-538-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	500	500
Totals for GL# 440-538-540.5100-TRAVEL AND PER DIEM			500
440-538-541.1100 COMMUNICATIONS			
CELL SERVICE-SUPERVISOR	12	50	600
CELL SERVICE-FOREMAN	12	50	600
CELL SERVICE-ROADGANG	12	50	600
Totals for GL# 440-538-541.1100-COMMUNICATIONS			1,800



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
440-538-544.0500 OPERATING LEASE			
RICOH MP2555 - LEASE P# 4-15 OF 36	12	19	228
PAGES COPIED/PRINTED	1	100	100
Totals for GL# 440-538-544.0500-OPERATING LEASE			328
440-538-544.1500 RENTAL EXPENSES			
RENTAL EQUIPMENT	1	2,000	2,000
Totals for GL# 440-538-544.1500-RENTAL EXPENSES			2,000
440-538-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	4,752	19,008
Totals for GL# 440-538-545.1200-INSURANCE			19,008
440-538-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	10,000	10,000
Totals for GL# 440-538-546.3400-REPAIR & MAINTENANCE			10,000
440-538-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR	1	8,000	8,000
Totals for GL# 440-538-546.4000-VEHICLE REPAIR & MAINTENANCE			8,000
440-538-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	400	400
Totals for GL# 440-538-549.9600-BANK SERVICE CHARGES			400
440-538-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	350	350
Totals for GL# 440-538-551.1200-OFFICE SUPPLIES			350
440-538-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANTS	1	15,000	15,000
Totals for GL# 440-538-552.1500-FUEL AND LUBRICANTS			15,000
440-538-552.2300 OPERATING EXPENSES			
OPERATING EXPENSES	1	12,000	12,000
Totals for GL# 440-538-552.2300-OPERATING EXPENSES			12,000
440-538-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY PROGRAM - CONES	1	220	220
SIGNS FOR TRUCK (SAFETY ZONE)	4	220	880
SAFETY SHOES	4	125	500
SAFETY VEST	1	400	400
Totals for GL# 440-538-552.3900-SAFETY PROGRAM EXPENSE			2,000
440-538-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS AND EQUIPMENT AS NEEDED	1	5,000	5,000
Totals for GL# 440-538-552.4200-SMALL TOOLS/EQUIPMENT			5,000



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
440-538-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM RENTAL - 4 EMPLOYEES	1	1,500	1,500
UNIFORMS FOR SUPERVISOR	1	500	500
Totals for GL# 440-538-552.5100-UNIFORM PURCHASES AND CLEANING			<u>2,000</u>
440-538-554.0100 NON-CAPITALIZED EQUIPMENT			
DELL INSPIRON 2 IN 1 WITH USEFUL CAMERA	1	1,000	1,000
Totals for GL# 440-538-554.0100-NON-CAPITALIZED EQUIPMENT			<u>1,000</u>
440-538-555.1300 TECHNICAL/TRAINING			
TECHNICAL TRAINING	1	2,000	2,000
Totals for GL# 440-538-555.1300-TECHNICAL/TRAINING			<u>2,000</u>
440-538-564.4900 CAPITAL LEASES			
PW SHARED GENERATOR	1	11,539	11,539
Totals for GL# 440-538-564.4900-CAPITAL LEASES			<u>11,539</u>
440-538-571.0100 PRINC - LEASE			
P# 15-16 FA#20489 MINI-EXCAVATOR (FINAL PRINCIPAL PAYMENT FY2021)			
P# 03-06 VAC TRUCK (1/4)	4	7,286	29,144
Totals for GL# 440-538-571.0100-PRINC - LEASE			<u>29,144</u>
440-538-571.0100-9762 PRINC - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	908	908
Totals for GL# 440-538-571.0100-9762-PRINC - LEASE FPL			<u>908</u>
440-538-571.1900 PRINC-KEYBANK LOAN 2019			
KEYBANK PRINCIPAL (6-7 OUT OF 18 PYMTS)	1	202,199	202,199
Totals for GL# 440-538-571.1900-PRINC-KEYBANK LOAN 2019			<u>202,199</u>
440-538-572.0100 INT EXP - LEASE			
P# 15-16 FA#20489 MINI-EXCAVATOR	2	4	8
P# 03-06 VAC TRUCK	4	182	728
Totals for GL# 440-538-572.0100-INT EXP - LEASE			<u>736</u>
440-538-572.0100-9762 INT EXP - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	295	295
Totals for GL# 440-538-572.0100-9762-INT EXP - LEASE FPL			<u>295</u>
440-538-572.1900 INT-KEYBANK LOAN 2019			
KEYBANK INTEREST (6-7 OUT OF 18 PYMTS)	1	19,817	19,817
Totals for GL# 440-538-572.1900-INT-KEYBANK LOAN 2019			<u>19,817</u>
440-538-572.9000 DEFERRED REFUNDING EXP			
LOSS ON REFUNDING	1	14,609	14,609
Totals for GL# 440-538-572.9000-DEFERRED REFUNDING EXP			<u>14,609</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Stormwater - 538

Stormwater Fund - 440

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
440-538-573.0500 NEW DEBT SERVICE - LEASES			
NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
Totals for GL# 440-538-573.0500-NEW DEBT SERVICE - LEASES			<u>1,488</u>
440-538-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	126,414	126,414
Totals for GL# 440-538-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>126,414</u>
Totals for Dept 538-STORMWATER MANAGEMENT			<u>\$ 889,445</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

460 - REUSE FUND
Fund Summary

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 6,667,057	\$ 6,842,150	\$ 6,842,150	\$ 7,026,927	2.7 %
Revenues					
Charges for Services	495,418	544,207	541,918	559,694	2.8 %
Interest Revenue	13,456	6,000	3,556	2,000	(66.7)%
Miscellaneous	88	258	258	-	(100.0)%
Non-Revenue/Fund Balance	-	22,000	-	296,994	1,250.0 %
Total Revenues	508,962	572,465	545,732	858,688	50.0 %
Expenses					
Personnel costs	60,687	123,963	90,743	200,404	61.7 %
Operating Expense	186,255	35,417	190,265	40,099	13.2 %
Capital Expense	375,705	96,333	96,911	402,479	317.8 %
Debt Service	220,234	220,997	220,996	230,997	4.5 %
Transfer Out	52,072	48,815	48,815	66,248	35.7 %
Total Expenditure	894,953	525,525	647,730	940,227	78.9 %
Excess Revenue Over (Under) Expenditures (Modified Accrual)	(385,991)	46,940	(101,998)	(81,539)	- %
Conversion to Full Accrual	(561,084)	(264,197)	(286,775)	(310,060)	17.4 %
Excess Revenue Over (Under) Expenditures	175,093	311,137	184,777	228,521	(26.6)%
Total net Position, End of Year	6,842,150	7,153,287	7,026,927	7,255,448	1.4 %
Net Investment in Capital Assets	6,238,570	6,524,060	6,360,097	6,647,223	1.9 %
Restricted Net Position	1,292	1,292	1,292	1,292	- %
Unrestricted Net Position	602,288	627,935	665,538	606,933	(3.3)%
Total net Position, End of Year	\$ 6,842,150	\$ 7,153,287	\$ 7,026,927	\$ 7,255,448	1.4 %

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Reuse Department – 539

Reuse Fund - 460

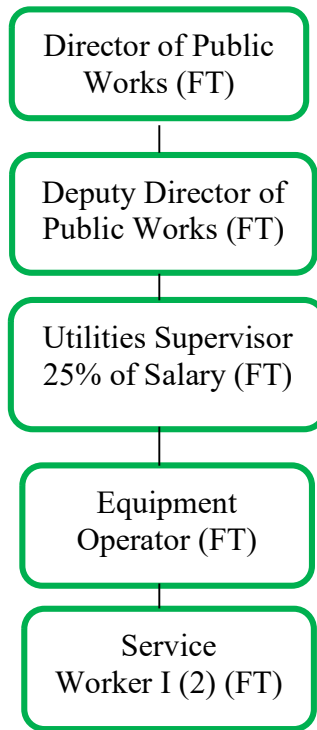
Department Mission:

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

Primary Duties:

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

Organizational Chart:



Department Objectives:

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Reuse Department – 539

Reuse Fund - 460

Goals & Accomplishments:

- Replace UV System at the Waste Water Treatment Plant to provide uncontaminated irrigation water to citizens.

Performance Indicators:

Task	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Projected
Total Reuse Flow (mgd)	0.931	0.945	1.317	1.3
New Connections	149	63	18	20
Total Connections Inspected	217	127	66	100

**Fiscal Year represents reporting year*

Capital Outlay:

Funding Source	Description	Amount
Capital Lease	F-550 Pickup	70,000
Capital Lease	Generator	11,539
Carryforward	Pars Expansion	12,494
Carryforward	Public Works Electrical Upgrade	8,000
Carryforward	Public Works Storage Building	14,000
Current Revenue	Generator EU-3000	2,500
Current Revenue – Project	Pars Expansion	21,446
Fund Balance	Public Works Storage Building	10,000
Fund Balance	UV System	250,000
Fund Balance	Public Works Admin Building	2,500
Total		\$402,479

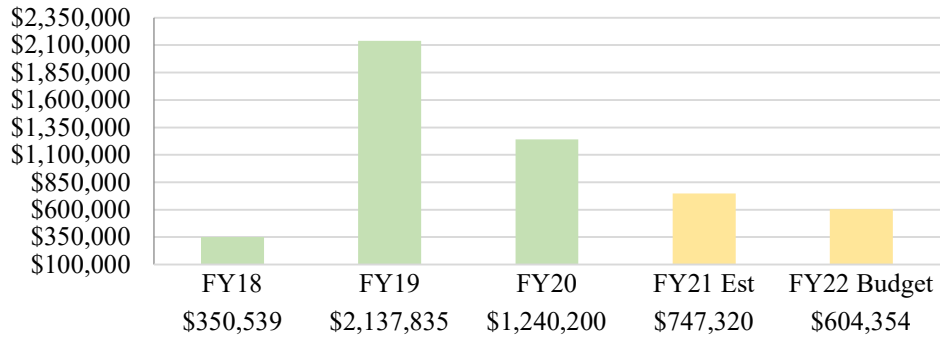


**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Reuse Department – 539

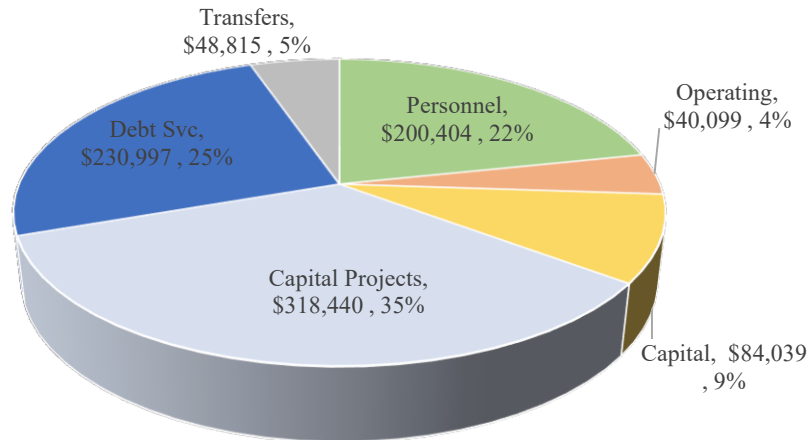
Reuse Fund - 460

Departmental Expenditures



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

Budget by Category





CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

460-000 - REUSE REVENUE
Fund Revenue Summary

Account 460-539	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
343.9010	Reuse Water Fees	\$ 493,129	\$ 540,804	\$ 538,834	\$ 557,694	3.1 %
343.6900	Reuse Penalties	2,289	3,403	3,084	2,000	(41.2)%
	Total Reuse Services	<u>495,418</u>	<u>544,207</u>	<u>541,918</u>	<u>559,694</u>	<u>2.8 %</u>
	TOTAL UTILITY SERVICES	495,418	544,207	541,918	559,694	2.8 %
361.0100	Investment Earnings	13,456	6,000	3,556	2,000	(66.7)%
	TOTAL INTEREST REVENUE	13,456	6,000	3,556	2,000	(66.7)%
369.7400	Other Misc Revenue	-	72	72	-	(100.0)%
369.7401	Other Misc Rev/Ins Premium Reimbursement	88	186	186	-	(100.0)%
	TOTAL MISCELLANEOUS REVENUE	88	258	258	-	(100.0)%
	OTHER FINANCING SOURCES					
383.7000	Capital Lease Inception	-	-	-	81,539	-
	Total Debt/Lease Proceeds	-	-	-	81,539	- %
399.6000	Funding From Equity - Capital Proj	-	22,000	-	296,994	1,250.0 %
	Total Non-Revenue Sources	-	22,000	-	296,994	1,250.0 %
	TOTAL OTHER FINANCING SOURCES	-	22,000	-	378,533	1,620.6 %
	TOTAL REUSE REVENUE	\$ 508,962	\$ 572,465	\$ 545,732	\$ 940,227	64.2 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**460-539 - REUSE
Cost Center Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
460-539						
512.0100	Regular Salaries	\$ 42,541	\$ 79,924	\$ 58,237	\$ 123,097	54.0 %
514.0100	Overtime - GE	327	-	637	2,000	- %
521.0100	Fica Taxes	3,264	6,114	4,289	9,571	56.5 %
522.2100	Retirement General Employee	7,594	11,925	9,151	18,802	57.7 %
523.0100	Health Insurance	4,670	17,937	14,496	35,185	96.2 %
523.0300	Insurance & EAP	125	262	163	324	23.7 %
524.0100	Workers' Compensation	2,166	7,801	3,770	11,425	46.5 %
	Total Personnel Expenses	60,687	123,963	90,743	200,404	61.7 %
540.5100	Travel and Per Diem	-	1,000	435	1,000	- %
545.1200	Insurance	2,523	2,992	2,992	4,424	47.9 %
546.3600	Repair & Maintenance - Utility	10,687	16,000	12,000	16,000	- %
546.4000	Vehicle Repair & Maintenance	-	4,000	2,000	6,000	50.0 %
549.9600	Bank Service Charges	595	700	525	550	(21.4)%
552.1500	Fuel and Lubricants	10	50	100	50	- %
552.2300	Operating Expenses	1,323	3,000	1,000	3,000	- %
552.3900	Safety Program Expense	349	375	425	775	106.7 %
552.4200	Small Tools/Equipment	1,529	2,000	2,000	2,000	- %
552.5100	Uniform Purchases And Cleaning	403	3,300	1,000	3,300	- %
554.0100	Non-Capitalized Equipment	-	-	-	1,000	- %
555.1300	Technical/Training	-	2,000	2,540	2,000	- %
595.0000	Doubtful Accts Exp	1,519	-	-	-	- %
559.0100	Depreciation Expense	165,248	-	165,248	-	- %
595.4500	OPEB Expense	243	-	-	-	- %
595.4600	Pension Expense - Enterprise Fnds	1,826	-	-	-	- %
	Total Operating Expenses	186,255	35,417	190,265	40,099	13.2 %
562.0000-9762	Improvements - FPL	5,135	-	-	-	- %
564.0100	Machinery & Equipment	-	-	578	2,500	- %
564.4900	Capital Leases	-	-	-	81,539	- %
	Total Capital Purchases	5,135	-	578	84,039	- %
571.0000	SRF Loan-Principal-Reuse Water	4,630	4,779	4,779	4,932	3.2 %
571.1900	Principal - Loan 2019	128,670	131,036	131,036	133,441	1.8 %
571.0100-9762	Princ - Lease FPL	-	407	407	431	5.9 %
571.7000	Principal Payment - Asr Advance	52,079	53,642	53,642	55,251	3.0 %
572.0000	SRF Loan-Interest-Reuse Water	457	352	351	198	(43.8)%
572.1900	Interest Expense - Loan 2019	18,220	16,014	16,014	13,078	(18.3)%
572.0100-9762	Int Exp - Lease FPL	-	152	152	140	(7.9)%
572.7000	Interest Payment - Asr Advance	6,537	4,974	4,974	3,365	(32.3)%
572.9000	Deferred Refunding Expense	9,641	9,641	9,641	9,641	- %
573.0500	New Debt Service - Leases	-	-	-	10,520	- %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

460-539 - REUSE
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
460-539	Total Debt Service	220,234	220,997	220,996	230,997	4.5 %
591.0100	Transfer Out - Admin Services	<u>52,072</u>	<u>48,815</u>	<u>48,815</u>	<u>66,248</u>	<u>35.7 %</u>
	Total Transfers-Out	52,072	48,815	48,815	66,248	35.7 %
	TOTAL EXPENDITURES	<u>\$ 524,383</u>	<u>\$ 429,192</u>	<u>\$ 551,397</u>	<u>\$ 621,787</u>	<u>44.9 %</u>



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

Reuse - 539

Reuse Water Fund - 460

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
460-539-512.0100 REGULAR SALARIES REGULAR SALARIES	1	123,097	123,097
Totals for GL# 460-539-512.0100-REGULAR SALARIES			123,097
460-539-514.0100 OVERTIME - GE OT	1	2,000	2,000
Totals for GL# 460-539-514.0100-OVERTIME - GE			2,000
460-539-521.0100 FICA TAXES FICA TAXES	1	9,571	9,571
Totals for GL# 460-539-521.0100-FICA TAXES			9,571
460-539-522.2100 RETIREMENT GENERAL EMPLOYEE GENERAL EMPLOYEES RETIREMENT	1	18,802	18,802
Totals for GL# 460-539-522.2100-RETIREMENT GENERAL EMPLOYEE			18,802
460-539-523.0100 HEALTH INSURANCE HEALTH INSURANCE	1	35,185	35,185
Totals for GL# 460-539-523.0100-HEALTH INSURANCE			35,185
460-539-523.0300 LIFE INSURANCE & EAP LIFE INSURANCE	1	324	324
Totals for GL# 460-539-523.0300-LIFE INSURANCE & EAP			324
460-539-524.0100 WORKERS' COMPENSATION WORKERS COMP	1	11,425	11,425
Totals for GL# 460-539-524.0100-WORKERS' COMPENSATION			11,425
460-539-540.5100 TRAVEL AND PER DIEM TRAVEL AND PER DIEM	1	1,000	1,000
Totals for GL# 460-539-540.5100-TRAVEL AND PER DIEM			1,000
460-539-545.1200 INSURANCE GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,106	4,424
Totals for GL# 460-539-545.1200-INSURANCE			4,424
460-539-546.3600 REPAIR & MAINTENANCE - UTILITY WAREHOUSE ISSUES AND LINE REPAIR	1	16,000	16,000
Totals for GL# 460-539-546.3600-REPAIR & MAINTENANCE - UTILITY			16,000
460-539-546.4000 VEHICLE REPAIR & MAINTENANCE VEHICLE REPAIR 17653	1	6,000	6,000
Totals for GL# 460-539-546.4000-VEHICLE REPAIR & MAINTENANCE			6,000
460-539-549.9600 BANK SERVICE CHARGES BANK CHARGES	1	550	550
Totals for GL# 460-539-549.9600-BANK SERVICE CHARGES			550



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Reuse - 539

Reuse Water Fund - 460

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
460-539-552.1500 FUEL AND LUBRICANTS			
FUEL AND LUBRICANTS	1	50	50
Totals for GL# 460-539-552.1500-FUEL AND LUBRICANTS			<u>50</u>
460-539-552.2300 OPERATING EXPENSES			
MISC WAREHOUSE ITEMS	1	3,000	3,000
Totals for GL# 460-539-552.2300-OPERATING EXPENSES			<u>3,000</u>
460-539-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY SHOES	1	375	375
SAFETY VEST	1	400	400
Totals for GL# 460-539-552.3900-SAFETY PROGRAM EXPENSE			<u>775</u>
460-539-552.4200 SMALL TOOLS/EQUIPMENT			
SPECIALITY TOOLS FOR NEW CREW	1	2,000	2,000
Totals for GL# 460-539-552.4200-SMALL TOOLS/EQUIPMENT			<u>2,000</u>
460-539-552.5100 UNIFORM PURCHASES & CLEANING			
EMPLOYEE UNIFORMS	3	1,100	3,300
Totals for GL# 460-539-552.5100-UNIFORM PURCHASES & CLEANING			<u>3,300</u>
460-539-554.0100 NON-CAPITALIZED EQUIPMENT			
NOT SMALL TOOLS	1	1,000	1,000
Totals for GL# 460-539-554.0100-NON-CAPITALIZED EQUIPMENT			<u>1,000</u>
460-539-555.1300 TECHNICAL/TRAINING			
RECLAIM CERT. CLASSES	1	2,000	2,000
Totals for GL# 460-539-555.1300-TECHNICAL/TRAINING			<u>2,000</u>
460-539-564.0100 Machinery & Equipment			
NEW GENERATOR EU 3000	1	2,500	2,500
Totals for GL# 460-539-564.0100-Machinery & Equipment			<u>2,500</u>
460-539-564.4900 CAPITAL LEASES			
FORD F-550 WITH LIGHTS AND GENERATOR	1	70,000	70,000
PW SHARED GENERATOR	1	11,539	11,539
Totals for GL# 460-539-564.4900-CAPITAL LEASES			<u>81,539</u>
460-539-571.0000 SRF LOAN-PRINCIPAL-REUSE WATER			
SRF REUSE LOAN PRINCIPAL (38-39 OUT OF 40 PAYMENTS)	1	4,932	4,932
Totals for GL# 460-539-571.0000-SRF LOAN-PRINCIPAL-REUSE WATER			<u>4,932</u>
460-539-571.0100-9762 PRINC - LEASE FPL			
FPL (2 OUT OF 12 PYMTS)	1	431	431
Totals for GL# 460-539-571.0100-9762-PRINC - LEASE FPL			<u>431</u>



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Reuse - 539

Reuse Water Fund - 460

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL BUDGET</u>
460-539-571.1900 PRINC-KEYBANK LOAN 2019 KEYBANK PRINCIPAL (6-7 OUT OF 18 PYMTS)	1	133,441	133,441
Totals for GL# 460-539-571.1900-PRINC-KEYBANK LOAN 2019			<u>133,441</u>
460-539-571.7000 PRINCIPAL PAYMENT - ASR ADVANCE ASR ADVANCE-PRINCIPAL PMT (9 OUT OF 10 PYMTS)	1	55,251	55,251
Totals for GL# 460-539-571.7000-PRINCIPAL PAYMENT - ASR ADVANCE			<u>55,251</u>
460-539-572.0000 SRF LOAN-INTEREST-REUSE WATER SRF REUSE LOAN INTEREST (38-39 OUT OF 40 PYMTS)	1	198	198
Totals for GL# 460-539-572.0000-SRF LOAN-INTEREST-REUSE WATER			<u>198</u>
460-539-572.0100-9762 INT EXP - LEASE FPL FPL (2 OUT OF 12 PYMTS)	1	140	140
Totals for GL# 460-539-572.0100-9762-INT EXP - LEASE FPL			<u>140</u>
460-539-572.1900 INT EXP-KEYBANK LOAN 2019 KEYBANK INT (6-7 OUT OF 18 PYMTS)	1	13,078	13,078
Totals for GL# 460-539-572.1900-INT EXP-KEYBANK LOAN 2019			<u>13,078</u>
460-539-572.7000 INTEREST PAYMENT - ASR ADVANCE ASR ADVANCE-INTEREST PAYMENT (9 OUT OF 10 PYMTS)	1	3,365	3,365
Totals for GL# 460-539-572.7000-INTEREST PAYMENT - ASR ADVANCE			<u>3,365</u>
460-539-572.9000 DEFERRED REFUNDING EXP LOSS ON REFUNDING	1	9,641	9,641
Totals for GL# 460-539-572.9000-DEFERRED REFUNDING EXP			<u>9,641</u>
460-539-573.0500 NEW DEBT SERVICE - LEASES NEW DEBT SERVICE - GENERATOR (SHARED)	2	744	1,488
(1) F-550 W/LIFTGATE/LIGHTS	2	4,516	9,032
Totals for GL# 460-539-573.0500-NEW DEBT SERVICE - LEASES			<u>10,520</u>
460-539-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS ALLOCATIONS	1	66,248	66,248
Totals for GL# 460-539-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			<u>66,248</u>
Totals for Dept 539-REUSE			<u><u>\$ 621,787</u></u>



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Capital Improvements

The City's capital budget incorporates multiple methods by which the City purchases capital assets. It includes the five-year Capital Improvement Program (CIP), fifteen-year Half-Cent Sales Tax Infrastructure fund, capital assets purchased from the City's operating funds and capital projects funded, or partially funded, by the CRA. The Capitalization Policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets. These thresholds begin at a minimum of \$2,000 for equipment and vehicles, and \$20,000 for buildings, infrastructure, and software. There is no capitalization threshold for land. All capital purchases are one-time purchases and are non-recurring. Only the debt service is recurring for capital purchase that is financed.

• Capital Budgeting Process

The CIP, Half-Cent, and operating capital outlay are important elements in the preparation of the fiscal year 2022 budget and have been adopted via resolution through separate actions. The capital outlay budget from operating funds was approved with the final budget on September 27th while the Capital Improvement Plan was approved on December 6th. The Half-Cent project list update is currently pending as of the time of publication.

The capital budget process for operating is as follows:

- Each capital outlay request is submitted with the cost center's budget for capital equipment, improvements to buildings, and/or land.
- These capital items are considered during the budget process first by department heads.
- The items are evaluated for financing by a capital lease which is usually four year financing. A minimum of \$50,000 in total capital items would be necessary to obtain a capital lease.
- Items are submitted with the operating budget for approval by City Commission.

The capital budget process for the CRA is as follows:

- Projects are determined by the CRA Director and CRA Advisory Board for their compliance to the CRA Plan.
- Preliminary plans are put together for submission to the Advisory Board and finally to the CRA Board.
- Budget for those approved projects are submitted with the CRA's operating budget and approved by City Commission.

The capital budget process for the CIP is as follows:

- Large capital projects regarding street, building and utility expansion or upgrades are submitted to the City's Public Works Director who is instrumental in preparing the project list and the prioritization for the CIP.
- The Public Works Director compiles the list of projects for a five-year period and the prioritization and estimated costs of those projects, assigning high priority projects to the current year when possible.
- The Public Works Director then works closely with the Finance Department and City Clerk to determine possible funding. Finance will identify all available funding available to fund capital projects.
 - Projections of usable fund balance/net position are made using information known at the time and the amount that is unassigned or unrestricted.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

- Unassigned fund balance over five months of upcoming expenses can be used to fund CIP projects however City Commission may approve the use of a higher percentage if deemed necessary and in the best interest of the City.
- Grants are also identified as possible funding sources but are not committed to the project until such time as the grant is awarded.
- The project may be deemed unfunded until such time as grants or other funding sources may become available.
- The final CIP is submitted to City Commission for discussion, changes and final approval.

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

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

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

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

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

Funding Options:

Operating Capital Purchases

The first option for funding operating capital purchases/projects, and most desired, is the use of current revenues. This year \$290,352 in capital purchases is budgeted using current revenues in the General, CRA, Road & Bridge, Solid Waste, Sewer, and Reuse Funds.

The Fund Balance Policy allows for the funding of one-time purchases from funds meeting the requirements in the policy and City Commission approval. In recent years, the City has funded a small portion of the operating capital purchases from fund balance in funds that meet the three month minimum, however in the fiscal year 2022 budget no such funds are utilized. The use of fund balance was previously expanded to non-capital, one-time expense items. In the fiscal year 2022 budget, fund balance will fund a total of \$58,500 including contingency accounts and hurricane emergency supplies.

The Debt Policy allows for the use of financing for the funding of projects and equipment purchases meeting specific guidelines. Each year a capital lease is considered for equipment and vehicles and is usually financed over a four-

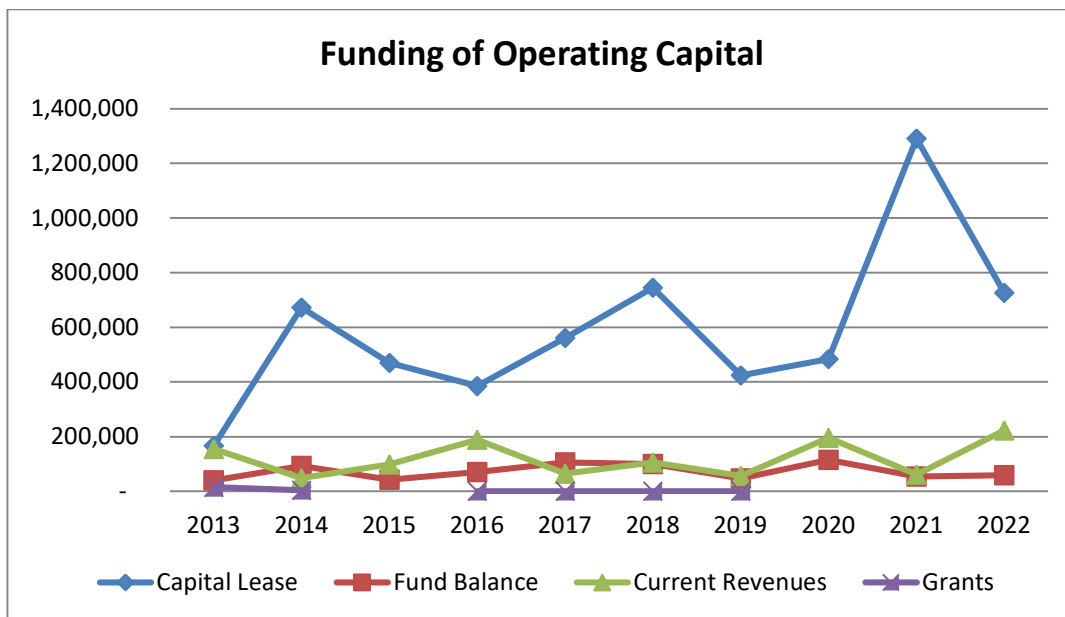


CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

year period. The City has had no choice but to incur additional debt for the larger equipment items needed. A capital lease is budgeted for \$726,000 for the purchase of police vehicles and radio equipment, laptops, public works generator, valve maintenance machine, printer sign, and public works vehicles

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

The following graph illustrates funding the City has used since fiscal year 2013:



CIP Projects

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

As with operating capital, current revenues are the most desirable funding available and with the implementation of the rate study, the City was able to provide funding from current revenues of \$768,426 to utility projects. The increased user fees will provide pay-as-you-go funding for approximately 20% of the new utility improvement projects for FY2022 and are projected to continue to do so for the remaining years of the ordinance. Any unused revenue generated in a particular year is carried forward to be used in subsequent years for the CIP.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

The City's Fund Balance Policy allows unassigned fund balance/unrestricted net position over three months of expenditure budget to be used for capital improvements but it has become chosen practice to allow a four month threshold. Projections of fund balance at the time the CIP was passed showed Road and Bridge, Solid Waste, Water/Sewer, Stormwater, and Reuse above this 4 month threshold and will utilize a portion of the excess reserves to fund several public facilities projects as well as street paving..

The City received a State Revolving Fund Loan in FY2019 to fund the construction of an EQ Basin at the Waste Water Treatment Plant in the amount of \$6,915,245. Construction was substantially completed during FY2020 and the project is expected to be closed out in fiscal year 2022. Debt service on this loan began in December 2020.

The City was designated to receive APRA (American Rescue Plan Act) funds from the federal government. The City received \$3,442,868.00 as part of the first disbursement of funds on 9/10/2021 with a second disbursement in an equal amount expected in the next year. The funds are eligible to be used to respond to the public health emergency, premium pay for essential workers, revenue loss, and improvements in water, sewer, or broadband infrastructure. These funds are not currently included in the FY2022 CIP, however it is anticipated they will be incorporated via budget resolution once a determination is made as to which projects are of the highest priority.

Budget has been established for the Ward 1 Phase III engineering as well as the initial funding for construction. Significant funding is anticipated to come from the City's ARPA funds. Budget has been established for the Ward I Phase IV project engineering as well. Once the full scope of the project is identified, funding will be identified with a potential source being a CDBG Grant.

Significant Road Improvement projects include the \$1.5 million 7th Street Extension and the \$1 million 23rd Street Realignment which partners the City with FDOT to make significant safety related improvements to that intersection. Public Facility projects include the building of storage buildings at both the Public Works Yard and the Waste Water Treatment Plant. Design work has been funded for a new Public Works Administration Building with a decision as to if/how to proceed pending the outcome. Traditional Utility projects return with the inclusion of dredging, WWTP and Lift Station upgrades, Inflow and Infiltration, and PARS.

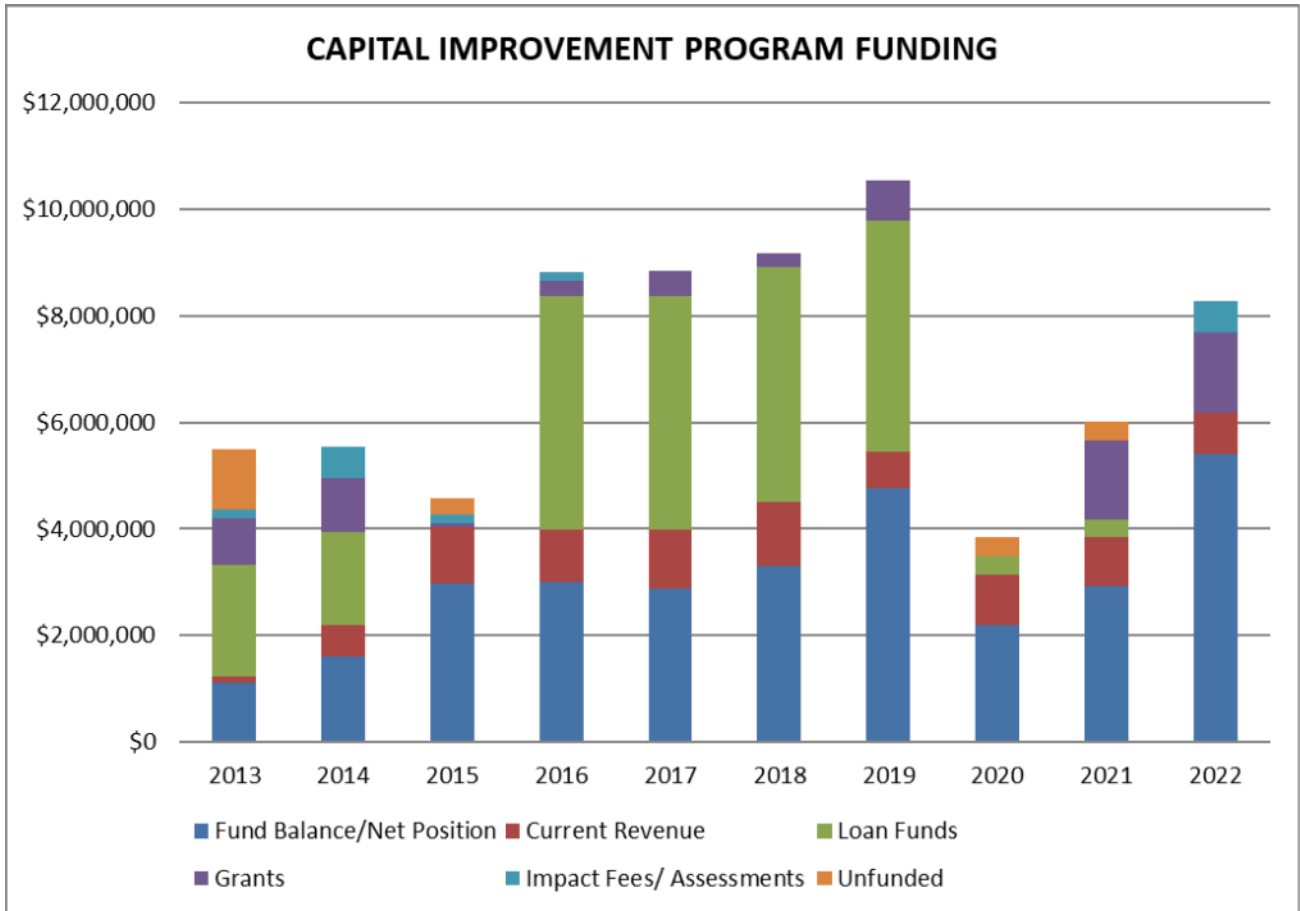
The sole unfunded project included in the CIP is WWTP Expansion. Should it be determined at some point throughout the fiscal year to pursue an expansion opportunity funding will be provided from a source to be determined.

The funded 2022 CIP of \$8,277,968 (before transfers) is approximately \$3 million the higher than 2021 CIP of \$5,326,824 which is primarily due to the inclusion of 23rd Street Alignment and Water/Sewer projects. The projects funded throughout the 5 year CIP is \$13,477,968.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

The following graph depicts the types of funding, for each fiscal year, used for City CIP projects since 2013.





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

• **Operating Capital Budget**

As show below, the capital purchases from operating are funded in different ways. Current revenues fund \$2,487,752, and the planned capital lease for \$726,000 is to be financed for a four-year term and adds an estimated \$93,670 in debt service to the budget.

The fiscal year 2022 final budget includes the following capital items from the operating budget as itemized below:

Fund/Cost Center	Item Description	Total Budget	Funding			Impact Fees
			Current Revenues	Fund Balance	Capital Lease	
General Fund/IT	Computer Equipment	74,000	74,000	-	-	-
General Fund/PD	Dispatch Software	36,000	36,000	-	-	-
General Fund/PD	License Plate Reader Camera	6,000	6,000	-	-	-
General Fund/PD	Dual Moving Radar	4,000	4,000	-	-	-
General Fund/PD	4 - Patrol Vehicles	206,000	-	-	206,000	-
General Fund/PD	4 - In Car Video	10,000	-	-	10,000	-
General Fund/PD	4 - Mobile Radios	24,000	-	-	24,000	-
General Fund/PD	4 - Docking Stations	10,000	-	-	10,000	-
General Fund/PWA	1 - Generator (Shared)	57,692	-	-	57,692	-
General Fund/PWA	2 - County Radios	10,000	10,000	-	-	-
General Fund/PWA	West Gate Operator	4,000	4,000	-	-	-
General Fund/Fleet	Scan Tool (D10)	6,091	6,091	-	-	-
General Fund/Parks	1 - JD Tractor	76,000	-	-	76,000	-
General Fund/Parks	1 - JD Gator 4 x 4	15,000	-	-	15,000	-
General Fund/Parks	1 - Generator (Shared)	11,538	-	-	11,538	-
General Fund/Facility	CH Alarm Fire Panel (Replacement)	16,000	16,000	-	-	-
Total General Fund Capital Purchases		566,321	156,091	-	410,230	-
CRA/CRA	Land Purchases	1,500,000	1,500,000	-	-	-
CRA/CRA	Armory Historic Preservation	100,000	100,000	-	-	-
CRA/CRA	Woman's Club Preservation	50,000	50,000	-	-	-
CRA/CRA	Riverside Floating Dock	200,000	200,000	-	-	-
CRA/CRA	Riverside Pavilion	160,000	160,000	-	-	-
CRA/CRA	Connor Park	50,000	50,000	-	-	-
CRA/CRA	Mainstreet Program	100,000	100,000	-	-	-
CRA/CRA	MLK Park Signage - Community	5,000	5,000	-	-	-
CRA/CRA	Lincoln Park Scoreboard	100,000	100,000	-	-	-
Total CRA Fund Capital Purchases		2,265,000	2,265,000	-	-	-
Road & Bridge/Streets	Jack Hammer (Bobcat)	7,500	7,500	-	-	-
Road & Bridge/Streets	Cut Saw/Materials	3,400	3,400	-	-	-
Road & Bridge/Streets	Latex Printer (Sign Shop)	30,000	-	-	30,000	-
Road & Bridge/Streets	1 - Generator (Shared)	11,539	-	-	11,539	-
Total Road & Bridge Fund Capital Purchases		52,439	10,900	-	41,539	-



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Fund/Cost Center	Item Description	Total Budget	Funding			
			Current Revenues	Fund Balance	Capital Lease	Impact Fees
Solid Waste/Solid Waste	2 - 20 yard roll offs	8,000	8,000	-	-	-
Solid Waste/Solid Waste	1 - Ford F-250 Ext Cab	50,000	-	-	50,000	-
Solid Waste/Solid Waste	1 - Generator (Shared)	11,539	-	-	11,539	-
Total Solid Waste Fund Capital Purchases		69,539	8,000	-	61,539	-
Water & Sewer/Cross Connect	1 - Generator (Shared)	11,538	-	-	11,538	-
Water & Sewer/Water	1 - Generator (Shared)	11,538	-	-	11,538	-
Water & Sewer/Sewer	1 - Generator (Shared)	11,538	-	-	11,538	-
Water & Sewer/Sewer	Meters	20,000	20,000	-	-	-
Water & Sewer/Sewer	Neptune 360	20,261	20,261	-	-	-
Water & Sewer/Sewer	Valve Maint (LX) Machine	85,000	-	-	85,000	-
Water & Sewer/Sewer	Plate Compactor	5,000	5,000	-	-	-
Total Water & Sewer Fund Capital Purchases		164,875	45,261	-	119,614	-
Stormwater/ Stormwater	1 - Generator (Shared)	11,539	-	-	11,539	-
Total Stormwater Fund Capital Purchases		11,539	-	-	11,539	-
Reuse/ Reuse	Generator EU3000	2,500	2,500	-	-	-
Reuse/ Reuse	1 - Generator (Shared)	11,539	-	-	11,539	-
Reuse/ Reuse	1 - Ford F-550 Pickup	70,000	-	-	70,000	-
Total Reuse Fund Capital Purchases		84,039	2,500	-	81,539	-
Total Capital Purchases from Operating Funds		3,213,752	2,487,752	-	726,000	-



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

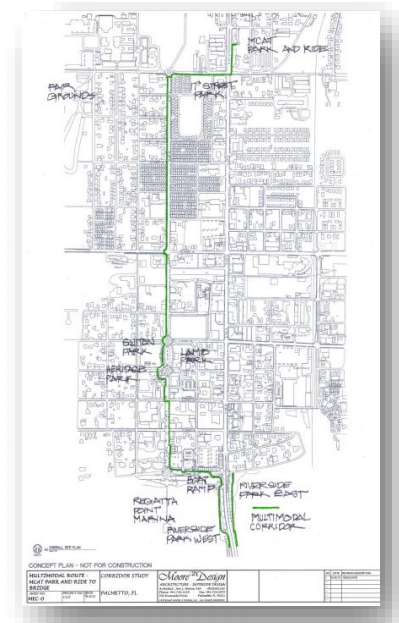
• Capital Projects from CRA

CRA has developed a CRA plan to outline their direction for funding certain capital projects within the CRA district. The plan includes several projects to improve the City’s appearance, improve and provide additional parks and trails. The project expenses and the 2022 project budgets include:

<u>Project Name</u>	<u>FY2019 Actual</u>	<u>FY2020 Actual</u>	<u>FY2021 Projected</u>	<u>FY2022 Budget</u>
Land Purchases	1,263,626	2,706,723	765,000	1,500,000
Riverside Floating Dock	-	-	-	200,000
Riverside Pavilion	-	-	-	160,000
Mainstreet Program	-	-	200,000	100,000
Lincoln Scoreboard	-	-	-	100,000
Armory - Historic Preservation	-	-	50,000	50,000
Connor Park	75,233	65,004	4,100,000	50,000
VFW Renovations	301,870	-	-	50,000
Women's Club Preservation	-	-	-	50,000
Martin Luther King Park (MLK)	-	-	-	5,000
Carnegie Library Improvements	-	2,750	-	-
Seahorse Project	87,985	122,563	3,430	-
CRA Property Improvements	-	22,258	4,743	-
Riverside Brownfield Project	41,924	40,715	-	-
Historical Park Improvements	24,748	-	-	-
MMEC Project	2,400	-	-	-
Woman's Club (Building Purchase)	-	225,868	-	-
Total CRA Project Budget	\$ 1,795,386	\$ 2,960,013	\$ 5,123,173	\$ 2,265,000

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 been 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 construction 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 – Funding has been established for the construction of a new floating dock and pavilion at the Riverside Park. Funding for a new Mainstreet Improvement project has been established as well as continued improvements to the Armory, VFW, and Women’s Club.





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**390 - JOINT CAPITAL PROJECTS FUND
Fund Summary**

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 200,048	\$ 159,332	\$ 159,332	\$ 155,982	(2.1)%
Revenues					
Transfers In	-	315,000	150,000	-	- %
Non-Revenue/Fund Balance	-	3,350	-	-	- %
Total Revenues	-	318,350	150,000	-	(100.0)%
Expenses					
Capital Outlay - Other	20,358	316,675	151,675	-	- %
Grants	20,358	1,675	1,675	-	- %
Total Expenditures	40,716	318,350	153,350	-	(100.0)%
Excess Revenue Over (Under)	(40,716)	-	(3,350)	-	- %
Fund Balance, End of Year	\$ 159,332	\$ 159,332	\$ 155,982	\$ 155,982	(2.1)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**390-000 - CRA CAPITAL REVENUE
Fund Revenue Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
OTHER FINANCING SOURCES						
399.0000	Funding From Fund Balance - Outstanding Enc	\$ -	\$ 3,350	\$ -	\$ -	(100.0)%
	Total Non-Revenue Sources	-	3,350	-	-	(100.0)%
	TOTAL OTHER FINANCING SOURCES	-	3,350	-	-	(100.0)%
	TOTAL REVENUE	\$ -	\$ 3,350	\$ -	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

390-859 - CRA CAPITAL JOINT PROJECTS
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
390-859						
	0					
863.0000-1902	SWFWMD Matching Grant	\$ 20,358	\$ 1,675	\$ 1,675	\$ -	(100.0)%
	Total Capital Purchases	20,358	1,675	1,675	-	(100.0)%
	TOTAL EXPENDITURES	\$ 20,358	\$ 1,675	\$ 1,675	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

390-703 - CRA CAPITAL INTERLOCAL GRANT
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
390-701						
	0					
763.0000-1902	SWFWMD: Riverside Grant	\$ 20,358	\$ 1,675	\$ 1,675	\$ -	(100.0)%
	Total Capital Purchases	20,358	1,675	1,675	-	(100.0)%
	TOTAL EXPENDITURES	\$ 20,358	\$ 1,675	\$ 1,675	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

- **Capital Improvement Program (CIP)**

The fiscal year 2022 Capital Improvement Program (CIP) was approved by City Commission on December 6, 2021 totaling \$8,277,968 for fiscal year 2022 and \$13,477.968 for the five-year period of 2022 through 2026.

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 2022 attempts to achieve these priorities and the initiatives to support them. Limited funds are available to support capital projects however, the maintenance of our facilities and infrastructure is vital to the future of the City.

This CIP incorporates all aspects of the City's long-term goals:

Appearance

- Surface Upgrades along 7th Street West
- City-wide facilities upgrades

Services

- Improvements to the water distribution and expansion of the wastewater treatment facility
- Palmetto Area Reuse—reuse to additional users
- Chloramines Injection System—better tasting water and more efficient service

Infrastructure

- WWTP and Lift Station Upgrades
- Water and Sewer Lines R&R

Safety

- 23rd Street Realignment
- City Facility Security and Upgrades

Economic Stability

- Inflow and Infiltration (I&I) Program - to decrease the amount of treatable substance for the WWTP and thus create higher efficiencies
- Palmetto Area Reuse System (PARS) -install additional reuse lines to allow services to more customers. This will assist the reuse fund to become self-sustaining and distribute greater amounts of reuse water.

The proposed CIP plan for the five year period is submitted to City Commission for discussion, changes and approval. Changes may be made for priority, scope and funding. The 2022-2026 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2022:



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET



In fiscal year 2019, the City began construction of the 2 million gallon Equalization (EQ) Basin. The purpose of the EQ basin is to smooth out daily peaks and absorb excess water from rain events. This project is substantially complete as of the end of Fiscal Year 2021 with an anticipated completion date of early calendar year 2022. Funding for this project came in the form of a State Revolving Loan from the Department of Environmental Protection in the amount of \$6.9 million dollars to be paid back over the course of the next 20 years.





CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

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



The City is continuously improving the streets and underground infrastructure. The City has previously utilized a Community Development Block Grant s(CDBG) to replace the water main, repave and other utility improvements and will continue to use this resource whenever and wherever possible.





**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**301 - CAPITAL PROJECTS FUND
Fund Summary**

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 462,415	\$ 524,492	\$ 524,492	\$ 108,545	(79.3)%
Revenues					
Grants	409,010	1,500,000	1,500,000	1,500,000	- %
Transfers In	403,400	266,130	257,000	1,596,255	- %
Non-Revenue/Fund Balance	-	415,947	-	375,518	- %
Total Revenues	812,410	2,182,077	1,757,000	3,471,773	59.1 %
Expenses					
Capital Outlay - Streets	654,847	472,570	463,440	1,699,311	- %
Capital Outlay - Other	2,498	209,507	209,507	272,462	- %
Grants	92,988	1,500,000	1,500,000	1,500,000	- %
Total Expenditures	750,333	2,182,077	2,172,947	3,471,773	59.1 %
Excess Revenue Over (Under)	62,077	-	(415,947)	-	- %
Fund Balance, End of Year	\$ 524,492	\$ 524,492	\$ 108,545	\$ 108,545	(79.3)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**301-000 - CIP REVENUE
Fund Revenue Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
331.4900-1434	FDOT 14th Ave W @ 17th St W	\$ 279,450	\$ -	\$ -	\$ -	- %
331.4900-9030	CDBG: System 4	135,261	-	-	-	- %
331.4900-9037	CDBG 7th St Extension	-	1,500,000	1,500,000	1,500,000	- %
337.4100	Capital Projects Retainage	(5,701)	-	-	-	- %
TOTAL INTERGOVERNMENTAL/ GRANT REVENUE		409,010	1,500,000	1,500,000	1,500,000	- %
OTHER FINANCING SOURCES						
381.9101-1433	Transfer In - Yard Lighting	45,000	-	-	-	- %
381.9301-2031	Transfer in - Facility Upgrades	-	-	-	21,000	- %
381.9301-2132	Transfer in - City Facility Security	-	-	-	30,500	- %
381.9301-2135	Transfer In - City Facility Security	-	39,000	39,000	2,000	(94.9)%
381.9301-2238	Transfer in - PW Admin Building	-	-	-	20,500	- %
381.9301-4215	Transfer in - PW Storage Building	-	-	-	5,000	- %
381.9307-2033	Surface Upgrades 2nd Ave W	160,000	-	-	-	- %
381.9307-2034	Surface Upgrades 7th St W	198,400	-	-	320,255	- %
381.9307-2135	PW Electrical Upgrade	-	16,000	16,000	3,000	(81.3)%
381.9307-2136	Transfer In - Street Paving	-	184,130	175,000	175,000	(5.0)%
381.9307-4215	PW Storage Building	-	27,000	27,000	15,000	(44.4)%
381.9307-2238	Transfer in - PW Admin Building	-	-	-	4,000	- %
381.9307-2237	Transfer in - 23rd St Roundabout	-	-	-	1,000,000	- %
Total Transfers-In		403,400	266,130	257,000	1,596,255	499.8 %
399.0000	Funding From Fund Balance - Outstanding Enc	-	82,200	-	-	(100.0)%
399.9301	Funding From Equity - Cap Prjs	-	333,747	-	375,518	12.5 %
Total Non-Revenue Sources		-	415,947	-	375,518	(9.7)%
TOTAL OTHER FINANCING SOURCES		403,400	682,077	257,000	1,971,773	189.1 %
TOTAL REVENUE		\$ 812,410	\$ 2,182,077	\$ 1,757,000	\$ 3,471,773	59.1 %



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**301-601 - CIP GENERAL FUND
Cost Center Summary**

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
301-601						
662.0000-2131	City Facilities Upgrade FY21	\$ -	\$ 31,487	\$ 31,487	\$ -	(100.0)%
662.0000-2135	PW Electrical Upgrade	-	100,000	100,000	95,791	(4.2)%
662.0000-2238	PW Admin Building	-	-	-	24,500	- %
662.0000-4213	Carnegie Library Elevator	2,498	3,180	3,180	-	(100.0)%
662.0000-4215	PW Storage Building	-	27,000	27,000	47,000	74.1 %
664.0100-2031	City Facility Upgrades - Equip	-	10,338	10,338	52,487	407.7 %
664.0100-2132	City Facility Security - FY21	-	37,502	37,502	52,684	40.5 %
	Total Capital Purchases	2,498	209,507	209,507	272,462	30.0 %
	TOTAL EXPENDITURES	\$ 2,498	\$ 209,507	\$ 209,507	\$ 272,462	30.0 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

301-607 - CIP ROAD AND BRIDGE
Cost Center Summary

Account 301-607	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
663.0000-9030	CDBG: System 4 Project	\$ 524,887	\$ -	\$ -	\$ -	- %
663.0000-2034	7th St W Surface Project	18,655	179,745	179,745	500,000	178.2 %
663.0000-2136	Street Paving - FY21	-	184,130	175,000	175,000	(5.0)%
663.0000-2237	23rd Street Realignment	-	-	-	1,000,000	- %
663.0000-2782	15th Street Utility Replacement	60,000	-	-	-	- %
663.0000-9039	Ward 1 Phase 3	51,305	108,695	108,695	24,311	(77.6)%
	Total Capital Purchases	654,847	472,570	463,440	1,699,311	259.6 %
	TOTAL EXPENDITURES	\$ 654,847	\$ 472,570	\$ 463,440	\$ 1,699,311	259.6 %



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

301-701 - CIP FEDERAL GRANT
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
301-701						
763.0000-9030	CDBG: System 4	\$ 92,988	\$ -	\$ -	\$ -	- %
763.0000-9037	SWFWMD 7th St Extension	-	1,500,000	1,500,000	1,500,000	- %
	Total Capital Purchases	92,988	1,500,000	1,500,000	1,500,000	- %
	TOTAL EXPENDITURES	\$ 92,988	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	- %



**CITY OF PALMETTO
2021-2022 BUDGET**

2022 - 2026 Capital Improvement Plan
Budget Worksheet

Project Description	Funding Source	Total FY2021 Funded	General Fund	Half Cent Fund	Road & Bridge	Capital Projects Fund	Solid Waste Fund	Water / Sewer Fund	Storm Water Fund	Reuse Fund
REVENUES										
Current budgeted revenues		768,426	50,000					613,586	83,394	21,446
Grants		1,500,000				1,500,000				
Funding carried forward from 2021		2,547,438		250,000		375,518	23,000	1,713,237	151,189	34,494
Funding from impact fees		625,000	25,000		600,000					
Funding from fund balance		2,837,104	4,000		917,255		9,500	1,369,432	274,417	262,500
	TOTAL REVENUES	8,277,968	79,000	250,000	1,517,255	1,875,518	32,500	3,696,255	509,000	318,440
Transfers In		596,255				596,255				
	TOTAL FROM ALL FUNDING SOURCES	8,874,223	79,000	250,000	1,517,255	2,471,773	32,500	3,696,255	509,000	318,440
EXPENSES										
Road Improvements										
Surface Upgrades: 7th St. W	CF/FB	500,000				500,000				
CDBG - 7th St. Extension	Grant	1,500,000				1,500,000				
Street Paving	FB	175,000				175,000				
23rd St. Realignment	FB/IF	1,000,000			1,000,000					
	ROAD IMPROVEMENTS TOTAL	3,175,000	-	-	1,000,000	2,175,000	-	-	-	-
Public Facilities										
City Facility Security	CF/CR/IF	52,684				52,684				
City Wide Facility Upgrades	CF/CR	52,487				52,487				
PW Electrical Upgrade	CF/CR/FB	200,000				95,791	8,000	74,209	14,000	8,000
PW Storage Building	CF/CR/FB/IF	600,000		250,000		47,000	22,500	215,000	41,500	24,000
WWTP Storage Building	CF/FB	300,000						300,000		
Public Works Admin Building	FB	50,000				24,500	2,000	17,500	3,500	2,500
	PUBLIC FACILITIES TOTAL	1,255,171	-	250,000	-	272,462	32,500	606,709	59,000	34,500
Stormwater										
Dredging Projects	CF/FB	150,000							150,000	
27th Ave Blvd Box Culvert	CR/FB	250,000							250,000	
	STORMWATER TOTAL	400,000	-	-	-	-	-	-	400,000	-
Utility Improvements										
WWTP Upgrades	CF/CR/FB	700,000						700,000		
Lift Station Upgrades	CF/FB	354,375						354,375		
Sewer Lines R&R	CF	141,138						141,138		
I&I Program	CF/FB	1,000,000						1,000,000		
Water Lines R&R	CF	237,786						237,786		
Chloramine Injection System	CF	56,247						56,247		
	UTILITY IMPROVEMENTS TOTAL	2,489,546	-	-	-	-	-	2,489,546	-	-
Reuse										
PARS Expansion	CF/CR	33,940								33,940
UV System - WWTP	FB	250,000								250,000
	REUSE TOTAL	283,940	-	-	-	-	-	-	-	283,940
Comprehensive Utility Improvements										
Ward I Phase III	CF	424,311				24,311		400,000		
Ward I Phase IV	FB	250,000						200,000	50,000	
	COMPREHENSIVE UTILITY IMPROVEMENTS TOTAL	674,311	-	-	-	24,311	-	600,000	50,000	-
	TOTAL EXPENSES	8,277,968	-	250,000	1,000,000	2,471,773	32,500	3,696,255	509,000	318,440
Transfers Out		596,255	79,000		517,255					
	GRAND TOTAL	8,874,223	79,000	250,000	1,517,255	2,471,773	32,500	3,696,255	509,000	318,440

Abbreviations: CF (Carried Forward), FB (Fund Balance), CR (Current Revenues), IF (Impact Fees)



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**Fiscal Year 2021 Capital Improvement Program
Activity and Available Balance**

Project Description	Supporting Fund	FY2021 Budget	Expense YTD	Encumbered	YTD + ENC	Available Balance
Road Improvements						
1 Surface Upgrades: 7th St W	Road & Bridge	179,745	-	-	-	179,745
2 CDBG - 7th St Extension	Capital Projects	1,500,000	-	-	-	1,500,000
3 Street Paving	Road & Bridge	184,130	-	184,130	184,130	0
ROAD IMPROVEMENTS TOTAL		\$ 1,863,875	\$ -	\$ 184,130	\$ 184,130	\$ 1,679,745
Public Facilities						
1 City Facility Security	Capital Projects	\$ 37,502	\$ 13,000	\$ 2,318	\$ 15,318	\$ 22,184
2 City Wide Facilities Upgrades	Capital Projects	45,005	13,518	-	13,518	31,487
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	200,000	895	8,314	9,209	190,791
4 PW Storage Building	GF/RB/WS/SW/RU	450,000	-	-	-	450,000
5 WWTP Storage Building	Water/Sewer	100,000	-	-	-	100,000
PUBLIC FACILITIES TOTAL		\$ 832,507	\$ 27,413	\$ 10,631	\$ 38,044	\$ 794,463
Stormwater						
1 Dredging Projects	Road & Bridge	113,189	-	-	-	113,189
STORMWATER TOTAL		\$ 113,189	\$ -	\$ -	\$ -	\$ 113,189
Water/Sewer						
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -
2 WWTP Upgrades	Water/Sewer	188,642	72,401	36,031	108,432	80,210
3 Lift Station Upgrades	Water/Sewer	388,800	143,670	140,755	284,425	104,375
4 Sewer Lines R&R	Water/Sewer	175,745	34,607	-	34,607	141,138
5 I&I Program	Water/Sewer	854,762	203,267	248,014	451,281	403,481
6 Water Lines R&R	Water/Sewer	248,786	11,000	-	11,000	237,786
7 Chloramines Injection System	Water/Sewer & Loan	264,975	171,392	37,336	208,728	56,247
WATER/SEWER TOTAL		\$ 2,121,710	\$ 636,337	\$ 462,136	\$ 1,098,473	\$ 1,023,237
Reuse						
1 PARS Expansion	Reuse	\$ 74,333	\$ 23,165	\$ 38,674	\$ 61,839	\$ 12,494
REUSE TOTAL		\$ 74,333	\$ 23,165	\$ 38,674	\$ 61,839	\$ 12,494
Comprehensive Utility Upgrades						
1 Ward 1 Phase III	R&B/WS/Storm/Reuse	582,101	82,315	2,069	84,384	497,717
2 3rd Ave Infrastructure	R&B/WS/Storm/Reuse	-	-	-	-	-
3 15th Ave Utility Replacement	R&B/WS/Storm/Reuse	42,781	42,781	-	42,781	-
MULTIPLE FUNDS TOTAL		\$ 624,882	\$ 125,096	\$ 2,069	\$ 127,165	\$ 497,717
GRAND TOTAL		\$ 5,630,495	\$ 812,011	\$ 697,640	\$ 1,509,651	\$ 4,120,845



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**2022 - 2026 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2021 Funding Carried Forward	Current Revenue	City Fund Balance	Impact Fees	Total Funded Projects	Unfunded	Total FY2022 CIP
Road Improvements								
1 Surface Upgrades: 7th St W	Capital Projects/R&B	\$ 179,745	\$ -	\$ 320,255	\$ -	\$ 500,000	\$ -	\$ 500,000
* 2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	-	-	1,500,000	-	1,500,000
3 Street Paving	Road & Bridge	-	-	175,000	-	175,000	-	175,000
4 23rd St. Realignment	Road & Bridge	-	-	400,000	600,000	1,000,000	-	1,000,000
Road Improvements Total		\$ 1,679,745	\$ -	\$ 895,255	\$ 600,000	\$ 3,175,000	\$ -	\$ 3,175,000
Public Facilities								
1 City Facility Security	Capital Projects	\$ 22,184	\$ 10,500	\$ -	\$ 20,000	\$ 52,684	\$ -	\$ 52,684
2 City Wide Facilities Upgrades	Capital Projects	31,487	21,000	-	-	52,487	-	52,487
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	190,791	2,000	7,209	-	200,000	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU/HC	450,000	-	145,000	5,000	600,000	-	600,000
5 WWTP Storage Building	Water/Sewer	100,000	-	200,000	-	300,000	-	300,000
6 Public Works Administration Building	GF/RB/WS/SW/RU	-	16,500	33,500	-	50,000	-	50,000
Public Facilities Total		\$ 794,462	\$ 50,000	\$ 385,709	\$ 25,000	\$ 1,255,171	\$ -	\$ 1,255,171
Stormwater								
1 Dredging	R&B/Water/Sewer/Storm	113,189	-	36,811	-	150,000	-	150,000
2 27th Ave Blvd Box Culvert	Road & Bridge/Stormwater	-	83,394	166,606	-	250,000	-	250,000
Stormwater Total		\$ 113,189	\$ 83,394	\$ 203,417	\$ -	\$ 400,000	\$ -	\$ 400,000
** Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 WWTP Upgrades	Water/Sewer	80,210	613,586	6,204	-	700,000	-	700,000
3 Lift Station Upgrades	Water/Sewer	104,375	-	250,000	-	354,375	-	354,375
4 Sewer Lines R&R	Water/Sewer	141,138	-	-	-	141,138	-	141,138
5 I&I Program	Water/Sewer	403,481	-	596,519	-	1,000,000	-	1,000,000
6 Water Lines R&R	Water/Sewer	237,786	-	-	-	237,786	-	237,786
7 Chloramines Injection System	Water/Sewer & Loan	56,247	-	-	-	56,247	-	56,247
Water/Sewer Total		\$ 1,023,237	\$ 613,586	\$ 852,723	\$ -	\$ 2,489,546	\$ -	\$ 2,489,546
Reuse								
1 PARS Expansion	Reuse	\$ 12,494	\$ 21,446	\$ -	\$ -	\$ 33,940	\$ -	\$ 33,940
2 UV System - WWTP	Reuse	-	-	250,000	-	250,000	-	250,000
Reuse Total		\$ 12,494	\$ 21,446	\$ 250,000	\$ -	\$ 283,940	\$ -	\$ 283,940
Comprehensive Utility Upgrades								
** 1 Ward 1 Phase III	Water/Sewer/Road & Bridge	\$ 424,311	\$ -	\$ -	\$ -	\$ 424,311	\$ -	\$ 424,311
** 2 Ward 1 Phase IV	Water/Sewer/Storm	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000
Comprehensive Utility Upgrades Total		\$ 424,311	\$ -	\$ 250,000	\$ -	\$ 674,311	\$ -	\$ 674,311
GRAND TOTAL		\$ 4,047,438	\$ 768,426	\$ 2,837,104	\$ 625,000	\$ 8,277,968	\$ -	\$ 8,277,968

* Grant funded project

** Potential additional funding available from American Recovery Plan Act Funds pending Commission approval



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

**2022- 2026 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2021 PROJECTS CARRIED FORWARD	NEW FY2022 FUNDING	TOTAL FY2022 FUNDING	FY2023	FY2024	FY2025	FY2026	Total Project Cost
Road Improvements									
1 Surface Upgrades: 7th St W	Capital Projects/R&B	\$ 179,745	\$ 320,255	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
2 CDBG - 7th Street Extension	Capital Projects	1,500,000	-	\$ 1,500,000	-	-	-	-	1,500,000
3 Street Paving	Road & Bridge	-	175,000	\$ 175,000	200,000	200,000	200,000	200,000	975,000
4 23rd St. Realignment	Road & Bridge	-	1,000,000	\$ 1,000,000	-	-	-	-	1,000,000
Road Improvements Total		\$ 1,679,745	\$ 1,495,255	\$ 3,175,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 3,975,000
Public Facilities									
1 City Facility Security	Capital Projects	\$ 22,184	\$ 30,500	\$ 52,684	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 152,684
2 City Wide Facilities Upgrades	Capital Projects	31,487	21,000	52,487	25,000	25,000	25,000	25,000	152,487
3 PW Electrical Upgrade	GF/RB/WS/SW/RU	190,791	9,209	200,000	-	-	-	-	200,000
4 PW Storage Building	GF/RB/WS/SW/RU/HC	450,000	150,000	600,000	-	-	-	-	600,000
5 WWTP Storage Building	Water/Sewer	100,000	200,000	300,000	-	-	-	-	300,000
6 Public Works Administration Building	GF/RB/WS/SW/RU	-	50,000	50,000	-	-	-	-	50,000
Public Facilities Total		\$ 794,462	\$ 460,709	\$ 1,255,171	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 1,455,171
Stormwater									
1 Dredging Projects	Road & Bridge	113,189	36,811	150,000	100,000	100,000	100,000	100,000	550,000
2 27th Ave Blvd Box Culvert	Stormwater	-	250,000	250,000	-	-	-	-	250,000
Stormwater Total		\$ 113,189	\$ 286,811	\$ 400,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 800,000
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2 WWTP Upgrades	Water/Sewer	80,210	619,790	700,000	200,000	200,000	200,000	200,000	1,500,000
3 Lift Station Upgrades	Water/Sewer	104,375	250,000	354,375	100,000	100,000	100,000	100,000	754,375
4 Sewer Lines R&R	Water/Sewer	141,138	-	141,138	50,000	50,000	50,000	50,000	341,138
5 I&I Program	Water/Sewer	403,481	596,519	1,000,000	400,000	400,000	400,000	400,000	2,600,000
6 Water Lines R&R	Water/Sewer	237,786	-	237,786	150,000	150,000	150,000	150,000	837,786
7 Chloramines Injection System	Water/Sewer & Loan	56,247	-	56,247	-	-	-	-	56,247
Water/Sewer Total		\$ 1,023,237	\$ 1,466,309	\$ 2,489,546	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 6,089,546
Reuse									
1 PARS Expansion	Reuse	\$ 12,494	\$ 21,446	\$ 33,940	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 233,940
2 UV System - WWTP	Reuse	\$ -	\$ 250,000	\$ 250,000	-	-	-	-	\$ 250,000
Reuse Total		\$ 12,494	\$ 271,446	\$ 283,940	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 483,940
COMPREHENSIVE UTILITY UPGRADES									
1 Ward 1 Phase III	R&B/WS/Storm/Reuse	\$ 424,311	\$ -	\$ 424,311	\$ -	\$ -	\$ -	\$ -	\$ 424,311
2 Ward 1 Phase IV	R&B/WS/Storm	\$ -	\$ 250,000	\$ 250,000	-	-	-	-	\$ 250,000
Comprehensive Utility Upgrades Total		\$ 424,311	\$ 250,000	\$ 674,311	\$ -	\$ -	\$ -	\$ -	\$ 674,311
GRAND TOTAL		\$ 4,047,438	\$ 4,230,530	\$ 8,277,968	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 13,477,968

* Grant funded project

** Potential additional funding available from American Recovery Plan Act Funds pending Commission approval



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Surface Upgrades - 7th Street West

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



<u>Project Description:</u>	This project involves roadway improvements at the rail road crossing on 7th Street West at 5th Ave West.
<u>Project Justification:</u>	To provide safer means of transportation along 7th Street West. Current conditions allow for the possibility of damage to vehicles and injury to pedestrians.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	500,000	-	-	-	-	-	500,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	500,000	-	-	-	-	-	500,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	179,745	-	-	-	179,745
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	320,255	-	-	-	-	320,255
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	320,255	179,745	-	-	-	500,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>	The project will require coordination with CSX Transportation Company as the owner of the railway.
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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

CGBD - 7th Street Extension

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



Project Description:
This project will utilize CDBG ED funds to construct a public infrastructure system including street, water, sewer and stormwater improvements to support the construction of the Palmetto Sheraton Hotel located at the Bradenton Area Convention Center.
Project Justification:
The construction of a new hotel will directly result in the creation of new jobs. Additional jobs are expected to be created with additional phases of the planned construction including restaurants, retail and entertainment venues. Tax revenues are expected to be increased by these improvements.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	1,500,000	-	-	-	-	-	1,500,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	1,500,000	-	-	-	-	-	1,500,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	1,500,000	-	-	-	1,500,000
Unidentified	-	-	-	-	-	-	-
Totals	-	-	1,500,000	-	-	-	1,500,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Street Paving

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Various Locations
Department:	Public Works
Account Number:	301-607-663.0000-2136
Project Code:	2136
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:	The paving, drainage improvement, and striping of City streets, at locations determined annually. Based upon need and location, this project may also include the repair and installation of utility infrastructure.
Project Justification:	To improve the safety and appearance of City streets.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	175,000	200,000	200,000	200,000	200,000	200,000	1,175,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	175,000	200,000	200,000	200,000	200,000	200,000	1,175,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	175,000	-	-	-	-	175,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	175,000	-	-	-	-	175,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:	
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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

23rd Street Realignment

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	23rd Street & U.S. 41
Department:	Public Works
Account Number:	301-607-663.0000-2237
Project Code:	2237
Status:	New Project
Project Type:	Non-Recurring Project



Project Description:
Partnering with Florida Department of Transportation to design and construct a roundabout and realign the intersection of 23rd Street and U.S. 41.

Project Justification:
To improve the safety of this intersection with the intent of reducing/eliminating traffic accidents.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	1,000,000	-	-	-	-	-	1,000,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	1,000,000	-	-	-	-	-	1,000,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	1,000,000	-	-	-	-	1,000,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	1,000,000	-	-	-	-	1,000,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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**CITY OF PALMETTO
2021-2022 BUDGET**

City Facility Security

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Wide
Account Number:	301-601-664.0100-2132
Project Code:	2132
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>	This project involves the installation of further security measures at City Facilities, primarily involving security cameras.
<u>Project Justification:</u>	Provide a security system proposal to improve the physical security environment at the all City Facilities.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	52,684	25,000	25,000	25,000	25,000	25,000	177,684
Totals	52,684	25,000	25,000	25,000	25,000	25,000	177,684

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	22,184	-	-	-	22,184
2022 Revenue	10,000	-	-	-	-	-	10,000
Fund Balance	20,000	-	-	-	-	-	20,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	30,000	-	22,184	-	-	-	52,184

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	500	500	500	500	500	500	3,000
Other	-	-	-	-	-	-	-
Totals	500	500	500	500	500	500	3,000

<u>Additional Information:</u>	The additional security should assist in the prevention and/or identification of theft which should reduce the need to replace equipment.
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**CITY OF PALMETTO
2021-2022 BUDGET**

City Wide Facility Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Hall/Public Works Admin/Police
Account Number:	301-601-662.0000-2031
Project Code:	2031
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
To make improvements to city facilities. This year's anticipated projects include fire suppression at City Hall and secure access to city facilities.

Project Justification:
To ensure that city facilities remain viable while determinations of future potential location options are determined. In prior years this project has funded new roofs at the Police Station and Public Works Building.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	52,487	25,000	25,000	25,000	25,000	25,000	177,487
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	52,487	25,000	25,000	25,000	25,000	25,000	177,487

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	31,487	-	-	-	31,487
2022 Revenue	21,000	-	-	-	-	-	21,000
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	21,000	-	31,487	-	-	-	52,487

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)
Other	-	-	-	-	-	-	-
Totals	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)

Additional Information:
Large scale repairs should reduce smaller repair and maintenance expenses.



**CITY OF PALMETTO
2021-2022 BUDGET**

Public Works Electrical Upgrade

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Hall/Public Works Admin/Police
Account Number:	301/403/432/440/460 662.0000-2135
Project Code:	2135
Status:	New Project
Project Type:	Non-Recurring Project



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

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	200,000	-	-	-	-	-	200,000
Totals	200,000	-	-	-	-	-	200,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Solid Waste	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	90,791	8,000	70,000	14,000	8,000	190,791
2022 Revenue	2,000	-	-	-	-	-	-	2,000
Fund Balance	-	3,000	-	-	4,209	-	-	7,209
Grants/Loans	-	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-	-
Totals	2,000	3,000	90,791	8,000	74,209	14,000	8,000	200,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2021-2022 BUDGET**

Public Works Storage Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Public Works
Department:	Public Works
Account Number:	301/403/432/440/460 662.0000-4215
Project Code:	4215
Status:	New Project
Project Type:	Recurring Project



Project Description:	The construction of a facility to store public works equipment and vehicles.
Project Justification:	The construction of a enclosed facility will prevent damage caused from the elements as well as to ensure the security of the equipment, both of which should reduce the need for replacements.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	600,000	-	-	-	-	-	600,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	600,000	-	-	-	-	-	600,000

FY 2022 Funding Provided By:	Half Cent Fund	General Fund	Road and Bridge	Capital Projects Fund	Solid Waste Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	250,000		-	27,000	15,000	120,000	24,000	14,000	450,000
2022 Revenue	-		-	-	-	-	-	-	-
Fund Balance	-	5,000	15,000	-	7,500	95,000	17,500	10,000	150,000
Grants/Loans	-		-	-	-	-	-	-	-
Unidentified	-		-	-	-	-	-	-	-
Totals	250,000	5,000	15,000	27,000	22,500	215,000	41,500	24,000	600,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

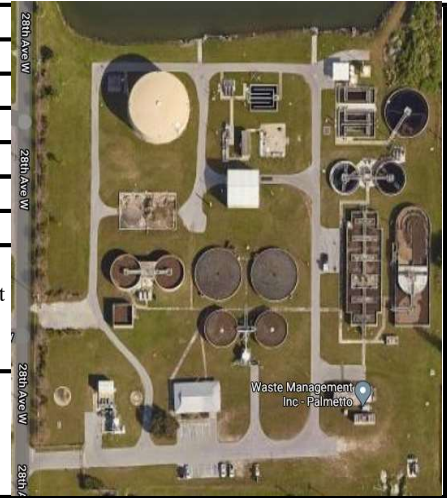


**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Wastewater Treatment Plant Storage Building

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



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

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

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	300,000	-	-	-	-	-	300,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	300,000	-	-	-	-	-	300,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	100,000	-	-	100,000
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	200,000	-	-	200,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	300,000	-	-	300,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

New Public Administration Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	TBD
Department:	City Hall/Public Works
Account Number:	301/403/432/440/460 662.0000-2238
Project Code:	2238
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. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-		-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	50,000	-	-	-	-	-	50,000
Other	-	-	-	-	-	-	-
Totals	50,000	-	-	-	-	-	50,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Solid Waste Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	16,500	-	-	-	-	-	16,500
Fund Balance	4,000	4,000	2,000	17,500	3,500	2,500	33,500
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	20,500	4,000	2,000	17,500	3,500	2,500	50,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2021-2022 BUDGET**

Dredging Projects

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	To Be Determined
Department:	Public Works
Account Number:	440-640-663.0000-2042
Project Code:	2042
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
Dredging of canals throughout the City.

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

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	150,000	100,000	100,000	100,000	100,000	100,000	650,000
Totals	150,000	100,000	100,000	100,000	100,000	100,000	650,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	113,189	-	113,189
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	36,811	-	36,811
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	150,000	-	150,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

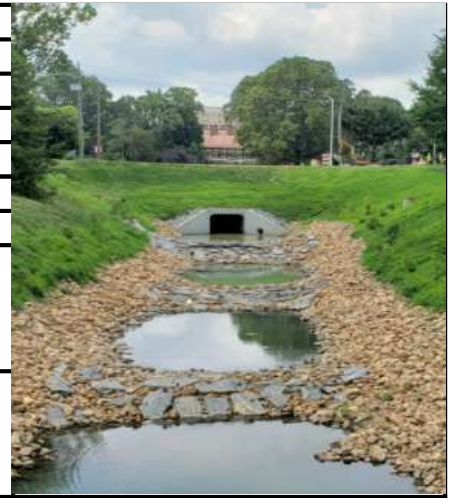


**CITY OF PALMETTO
2021-2022 BUDGET**

27th Avenue Box Culvert

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	27th Avenue West
Department:	Public Works
Account Number:	440-640-663.0000-2245
Project Code:	2245
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>
This project consists of the installation of a box culvert at 27th Avenue West.
<u>Project Justification:</u>
A box culvert will improve the stormwater runoff located at 27th Avenue West.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	250,000	-	-	-	-	-	250,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	250,000	-	-	-	-	-	250,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	-	-	-	-	83,394	-	83,394
Fund Balance	-	-	-	-	166,606	-	166,606
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	250,000	-	250,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>



**CITY OF PALMETTO
2021-2022 BUDGET**

Wastewater Treatment Plant Expansion

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1429
Project Code:	1429
Status:	New Project
Project Type:	Non-Recurring Project



<u>Project Description:</u>	To fund the potential expansion of the Wastewater Treatment Plant.
<u>Project Justification:</u>	Staff is considering options to expand the Wastewater Treatment Plant in the future to ensure optimal performance should the opportunity arise.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2022 Funding

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>	The effect on the operating budget will be dependent on the option staff decides upon.
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**CITY OF PALMETTO
2021-2022 BUDGET**

Wastewater Treatment Plant Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-2127
Project Code:	2127
Status:	Continuing Project
Project Type:	Recurring Project



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

Project Justification:
In order for the Wastewater Treatment Plant to continue to run with peak efficiency, various parts over time will need to be replaced and/or upgraded. These upgrades will depend on need and funding availability.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	700,000	200,000	200,000	200,000	200,000	20,000	1,520,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	700,000	200,000	200,000	200,000	200,000	20,000	1,520,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	80,210	-	-	80,210
2022 Revenue	-	-	-	613,586	-	-	613,586
Fund Balance	-	-	-	6,204	-	-	6,204
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	700,000	-	-	700,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2021-2022 BUDGET**

Lift Station Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-2121
Project Code:	2121
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
These projects include, but are not limited to, the replacement of pumps, piping, valves, manifolds, float systems, electrical systems and normal components of a submersible lift station.

Project Justification:
The improvements to the Lift Stations will allow them to run more efficiently, reduce the chance for spills, odors, improve safety, and allow for additional monitoring.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	354,375	100,000	100,000	100,000	100,000	100,000	854,375
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	354,375	100,000	100,000	100,000	100,000	100,000	854,375

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	104,375	-	-	104,375
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	250,000	-	-	250,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	354,375	-	-	354,375

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2021-2022 BUDGET**

Sewer Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-663.0000-2122
Project Code:	2122
Status:	Continuing Project
Project Type:	Recurring Project



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

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

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	141,138	50,000	50,000	50,000	50,000	50,000	391,138
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	141,138	50,000	50,000	50,000	50,000	50,000	391,138

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	141,138	-	-	141,138
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	141,138	-	-	141,138

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2021-2022 BUDGET**

Inflow and Infiltration (I&I) Program

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-2023
Project Code:	2023
Status:	Continuing Project
Project Type:	Recurring Project



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

Project Justification:
To reduce the peaks at the WWTP during periods of heavy rain events. A continuing I&I program will allow the City to meet the permit requirements of FDEP.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	1,000,000	400,000	400,000	400,000	400,000	400,000	3,000,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	1,000,000	400,000	400,000	400,000	400,000	400,000	3,000,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	403,481	-	-	403,481
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	596,519	-	-	596,519
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	1,000,000	-	-	1,000,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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

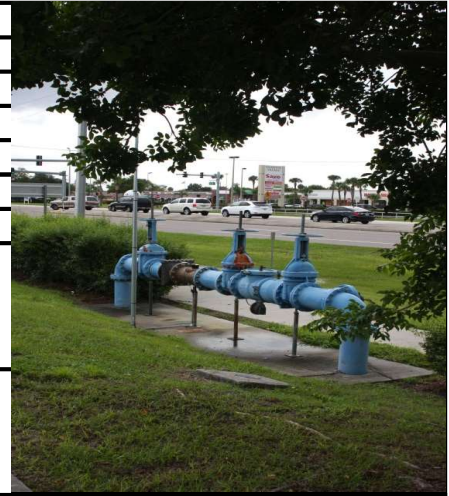


**CITY OF PALMETTO
2021-2022 BUDGET**

Water Lines Repair and Replace

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



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

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

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	237,786	150,000	150,000	150,000	150,000	150,000	987,786
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	237,786	150,000	150,000	150,000	150,000	150,000	987,786

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	237,786	-	-	237,786
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	237,786	-	-	237,786

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2021-2022 BUDGET**

Chloramines Injection System

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-662.0000-1425 & 432-635-664.0100-1425
Project Code:	1425
Status:	Continuing Project
Project Type:	Non-Recurring Project



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

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

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	56,247	-	-	-	-	-	56,247
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	56,247	-	-	-	-	-	56,247

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	56,247	-	-	56,247
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	56,247	-	-	56,247

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:

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**CITY OF PALMETTO
2021-2022 BUDGET**

Palmetto Area Reuse System (PARS)

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	460-660-663.0000-2160
Project Code:	2160
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>
This project consists of the installation of reuse lines throughout the City.
<u>Project Justification:</u>
This project will allow the installation of reuse lines to smaller subsections of the City based upon the discretion of the PW Director and Commission. Larger areas would be presented as a project of their own.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	33,940	50,000	50,000	50,000	50,000	50,000	283,940
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	33,940	50,000	50,000	50,000	50,000	50,000	283,940

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	12,494	12,494
2022 Revenue	-	-	-	-	-	21,446	21,446
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	33,940	33,940

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>



**CITY OF PALMETTO
2021-2022 BUDGET**

Palmetto Area Reuse System (PARS)

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	460-660-663.0000-2264
Project Code:	2264
Status:	New Project
Project Type:	Non-Recurring Project



<u>Project Description:</u>	This process consists of the installation of an UV System at the Waste Water Treatment Plant.
<u>Project Justification:</u>	This project will allow for the improved treatment of reclaimed water.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	250,000	-	-	-	-	-	250,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	250,000	-	-	-	-	-	250,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	250,000	250,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	250,000	250,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>	
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**CITY OF PALMETTO
2021-2022 BUDGET**

Ward 1 Phase III

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



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

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	424,311	-	-	-	-	-	424,311
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	424,311	-	-	-	-	-	424,311

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	24,311	400,000	-	-	424,311
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	24,311	400,000	-	-	424,311

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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

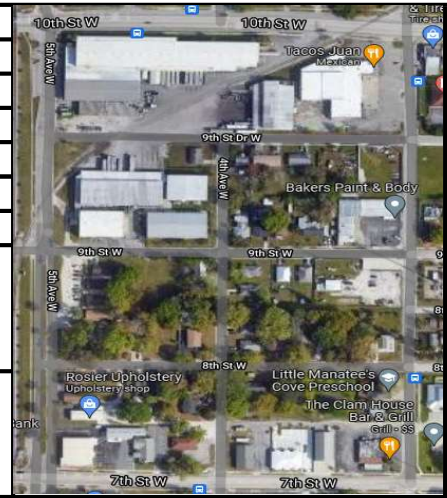


**CITY OF PALMETTO
2021-2022 BUDGET**

Ward 1 Phase IV

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	10th St W to 7th St W, 3rd Ave W, to 5th Ave W
Department:	Public Works
Account Number:	432-633/440-640-663.0000-2271
Project Code:	2271
Status:	New Project
Project Type:	Non-Recurring Project



Project Description:	This project consists of engineering related to the eventual replacement of stormwater, potable water utilities as well as roadways and sidewalks.
Project Justification:	The replacement of water/sewer/stormwater utilities in addition to paving will improve the level of service provided and will help to maintain a safer roadway.

Annual Project Costs:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Engineering	250,000	-	-	-	-	-	250,000
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	250,000	-	-	-	-	-	250,000

FY 2022 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2021 Funding	-	-	-	-	-	-	-
2022 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	200,000	50,000	-	250,000
Grants/Loans	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	200,000	50,000	-	250,000

Operating Budget Impact:	Fiscal Yr. 22	Fiscal Yr. 23	Fiscal Yr. 24	Fiscal Yr. 25	Fiscal Yr. 26	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:	
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**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Infrastructure Sales Tax– 4XX

Infrastructure Fund - 003

Summary:

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

Primary Duties:

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

The Revised list of projects is noted below:

Infrastructure Sales Tax Draft Project Listing

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



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

003 - INFRASTRUCTURE

Fund Summary

Account	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
Beginning Fund Balances	\$ 2,045,325	\$ 2,420,316	\$ 2,572,438	\$ 2,197,518	(9.2)%
Revenues					
Infrastructure Sales Tax	1,008,786	1,192,847	1,100,000	-	- %
Interest Revenue	35,247	5,868	8,391	-	- %
Non-Revenue/Fund Balance	-	527,510	-	-	- %
Total Revenues	1,044,033	1,726,225	1,108,391	-	(100.0)%
Expenses					
Public Safety	164,291	648,933	648,933	-	- %
Transportation	495,499	232,599	232,599	-	- %
Parks and Recreation	9,252	692,571	601,779	-	- %
Total Expenditures	669,042	1,574,103	1,483,311	-	(100.0)%
Excess Revenue Over (Under)	374,991	152,122	(374,920)	-	- %
Fund Balance, End of Year	\$ 2,420,316	\$ 2,572,438	\$ 2,197,518	\$ 2,197,518	(14.6)%

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



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

003-421 - PUBLIC SAFETY
Cost Center Summary

<u>Account</u>	<u>Description</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Revised</u> <u>Budget</u>	<u>2021</u> <u>Projected</u> <u>Actual</u>	<u>2022</u> <u>Adopted</u> <u>Budget</u>	<u>% Change</u> <u>of Budget</u>
EXPENDITURES						
462.0000-4101	Police Dept Construction	\$ 113,431	\$ 648,933	\$ 648,933	\$ -	(100.0)%
464.0100-4106	Coban Upgrades	14,295	-	-	-	- %
464.0100-4107	Marine Equipment	36,565	-	-	-	- %
	Total Capital Purchases	164,291	648,933	648,933	-	(100.0)%
	TOTAL EXPENDITURES	\$ 164,291	\$ 648,933	\$ 648,933	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

003-441 - TRANSPORTATION
Cost Center Summary

Account	Description	2020 Actual	2021 Revised Budget	2021 Projected Actual	2022 Adopted Budget	% Change of Budget
EXPENDITURES						
463.0000-4001	Paving/Resurfacing	\$ 454,925	\$ 232,599	\$ 232,599	\$ -	(100.0)%
463.0000-9030	CDBG System 4 Matching	40,574	-	-	-	- %
	Total Capital Purchases	495,499	232,599	232,599	-	(100.0)%
	TOTAL EXPENDITURES	\$ 495,499	\$ 232,599	\$ 232,599	\$ -	(100.0)%



CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET

003-472 - PARKS AND RECREATION
Cost Center Summary

<u>Account</u>	<u>Description</u>	<u>2020</u> <u>Actual</u>	<u>2021</u> <u>Revised</u> <u>Budget</u>	<u>2021</u> <u>Projected</u> <u>Actual</u>	<u>2022</u> <u>Adopted</u> <u>Budget</u>	<u>% Change</u> <u>of Budget</u>
EXPENDITURES						
462.0000-4203	Celebration Center Improvement	\$ -	\$ 99,999	\$ 9,207	\$ -	(100.0)%
462.0000-4215	PW Storage Building	-	250,000	250,000	-	(100.0)%
462.0000-4213	Carnegie Library Elevator Project	252	-	-	-	- %
462.0000-4214	MLK Park Building Project	9,000	191,000	191,000	-	(100.0)%
464.0100-4216	Sutton Park Playground	-	151,572	151,572	-	(100.0)%
	Total Capital Purchases	9,252	692,571	601,779	-	(400.0)%
	TOTAL EXPENDITURES	\$ 9,252	\$ 692,571	\$ 601,779	\$ -	(400.0)%



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**



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

Tommy Hilfiger



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

GLOSSARY OF TERMS

ACFR – **Annual Comprehensive 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.

Account Number - In accordance with the state chart of accounts, each class of asset, liabilities, equity, expenditures and revenues is assigned a specific account number for use within the City’s accounting system. Account numbers are made up of three or four elements – Fund number, Cost Center/function, Object code and Project number (CIP and grants only)

Accrual Basis of Accounting - The “basis of accounting” refers to when a transaction is recognized. In the accrual basis of accounting, revenues are recognized when they are earned, and expenses are recognized when they are incurred.

Adopted Budget – The City budget that is formally approved by the City Commission.

Ad Valorem – A tax that is based on the “taxable value” of property. The tax is calculated by multiplying the millage rate (set by the taxing authority) by the taxable value of the property.

Allocate – To divide a lump-sum appropriation that is designated for expenditure by specific organizational units and/or specific purposes or activities.

Amended Budget – The adopted City budget that has been formally amended/adjusted by the City Commission by resolution.

ARPA – **American Recovery Plan Act** - Pub L. No. 117-2 (March 11, 2021), is a US\$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021, to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession.

ADA – **Americans with Disabilities Act** – A congressional act, passed in January, 1990, designed to establish a clear and comprehensive prohibition of discrimination on the basis of disability.

Appropriation – An authorization granted by the City Commission to make expenditures and to incur obligations for purposes specified in the Budget Resolution.

Assessed Valuation – A valuation set upon property by the County Property appraiser as a basis for levying taxes.

Asset – Resource owned or held by a government that possesses monetary value.

Available Fund Balance – Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Balanced Budget - Total anticipated revenues plus any portion of fund balance that is designated as a budget-funding source shall equal, or be greater than, total estimated expenditures for each fund.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal period.

Budget Hearing - As required by law, the City Commission conducts two public hearings to receive and consider input from the public and to propose and adopt a millage rate and annual budget.

Budget Message - A general discussion of the adopted budget as presented in the Adopted Financial Plan by the City Clerk to the Mayor and City Commission.

Capital Asset - Acquired asset having a unit cost of at least \$2,000 and a useful life of more than one year.

Capital Expenditure - A category of budgetary appropriation that includes expenses for buildings, machinery and equipment and results in additions to a fixed asset inventory.

Capital Improvement Budget - The adopted budget to fund the capital improvement plan for the upcoming fiscal year.

Capital Infrastructure Fund - The adopted budget to fund the infrastructure capital improvement projects for the upcoming year.

Cares Act - designated for the community health response activities provided by the County, Constitutional Officers and all municipalities for costs incurred to respond to the COVID-19 pandemic.

CDBG - Community Development Block Grant - awarded from the Florida Department of Economic Opportunity. There are two types of grants; ED - Economic Development and NR - Neighborhood Revitalization.

Charges for Services - Revenue derived from charging fees for providing certain government services. These revenues can be received from private individuals or entities, or other governmental units. Charges for services include rental fees and contracted services as well as utility user fees for solid waste, water, sewer, stormwater and reuse fees.

CIP - **Capital Improvement Plan** - A financial plan for construction of physical assets such as buildings, streets, sewers and recreation facilities. The plan extends over several future years indicating the beginning and ending date of each project, the amount to be expended in each year and the method of financing those expenditures.

CPTED - Crime Prevention through Environmental Design - A plan between the police department and the Community Redevelopment agency to establish guidelines and methods of reducing crime and blight in the CRA district.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

COLA – **C**ost **O**f **L**iving **A**djustment – An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.

Cost Center – An organizational operating unit within the City responsible for a function of the City. Examples: City Clerk, City Attorney, Public Works Administration, Water, Sewer etc.

CRA – **C**ommunity **R**edevlopment **A**gency – An agency established by the City Commission to allow tax increment financing and to implement provisions to rehabilitate the redevelopment area. The agency cooperates with the private sector to attract long-term, financially sound projects that will generate new employment opportunities while protecting the City’s unique character and charm.

Culture and Recreation – A category of services provided by a government for facilities and activities such as parks.

Debt Service – The payment of principal and interest on borrowed funds such as bank loans and capital leases.

Deficit – The excess of expenditures over revenues during an accounting period or the excess of the liabilities of a fund over its assets.

Department – A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the City is responsible. i.e. City Clerk, Public Works, Police Department and CRA

Depreciation – The decrease in value of physical assets due to use and the passage of time.

Encumbrance – An amount of money committed for the payment of goods and services not yet received or paid for, usually supported by an outstanding purchase order.

Enterprise Fund – A self-supporting fund designed to account for activities supported by user fees such as Solid Waste, Water, Sewer, Stormwater and Reuse Funds.

Fines and Forfeitures – Fines and forfeits are derived from penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty. These revenues include court fines, confiscated property and parking violations.

Fiscal Year – Any period of 12 consecutive months designated as the budget year. The City’s fiscal year begins October 1 and ends September 30, the same as the Federal Government.

Fixed Asset – Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed asset includes land, buildings, equipment, and infrastructure. Also called Capital Assets



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Franchise Fee – A fee assessed on a business, usually a public utility, in return for granting the business the exclusive right to operate in public rights of way inside the City limits. The City of Palmetto has negotiated franchise agreements for electric, cable television, and telephone service.

Fringe Benefits – For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health and life insurance.

FTE - Full-Time Equivalent – An employee position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example a part-time position of 20 hour per week would be equivalent to 0.5 FTE.

Fund – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance – The resources available for appropriation in accordance with the prescribed basis of budgeting. Accordingly, only undesignated and/or unencumbered resources are considered fund balance for budget purposes.

Fund Type – Any of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service and trust. The City of Palmetto has six of the seven types with no debt service fund.

GAAP – Generally Accepted Accounting Principles – Uniform standards and guidelines for financial accounting and reporting. These standards govern the form and content of the basic financial statements of an entity. These acceptable practices are modified from time to time. GAAP guidance is provided from various sources. The Governmental Accounting Standards Board (GASB) issues authoritative statements, interpretations of statements, technical bulletins, implementation guides and concept statement of position. The American Institute of CPA's issues audit and accounting guides and statements of position.

GASB – Governmental Accounting Standards Board – Organized in 1984 by the Financial Accounting Foundation, the Board was created to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.

General Fund – Used to account for all governmental functions not required to be separately recorded by laws or governmental policy. Most of the essential governmental services such as police protection, street and highway maintenance, landscape maintenance, neighborhood services and general administration are provided by the General Fund.

General Government – A major class of services provided by the legislative, judicial and administrative branches for the benefit of the public and the governmental body as a whole.

Goal – A broad statement of intended accomplishment or a description of a general condition deemed desirable.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

GFOA – **G**overnment **F**inance **O**fficers **A**ssociation – A professional association of state/provincial and local finance officers in the U.S. and Canada whose ultimate mission is the sound management of government financial resources.

Governmental Funds - Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds. The City does not have debt service or permanent funds.

Grant – Contribution or gift of cash or other asset from another government or agency to be used or expended for a specified purpose, activity or facility.

Homestead Exemption – A deduction from the taxable value of property occupied by the owner in the State of Florida. The exemption is currently \$50,000 for all property owners who qualify.

Infrastructure Sales Tax – Half-Cent sales tax voted and approved by Manatee County voters in November, 2016 for governmental capital improvements in the area of transportation, public safety, parks and community facilities.

Interfund Transfer – Transfer of resources from one fund to another fund in the same government. Transfers are not repayable and do not constitute payment or reimbursement of goods provided or services performed.

Intergovernmental Revenue – Revenue received from Federal, State and other government sources including grants and shared revenues.

Internal Service Fund – A type of fund designed to account for the financing of goods or services provided by one department for other departments within the City. Goods and services furnished are billed at cost plus an overhead factor designed to cover the indirect expenses of the fund.

Investments – Securities, certificates of deposits, real estate and other items held for the production of revenues in the form of interest, dividends, rentals, or lease payment.

LOS – **L**evel **O**f **S**ervice – An indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility.

Licenses and Permits – Revenues derived from the issuance of local licenses and permits including professional and occupational licenses, building permits and other miscellaneous permits.

Line Items – The classification of objects of expenditure (object codes) by major expense category.

Local Option Fuel Tax – The Local Option Fuel Tax is a tax levied at the county level and passed through to the city based on sales per gallon of fuel.

Major Fund - Governmental fund or enterprise fund reported as a separate column in the basic fund statements and subject to a separate opinion in the independent auditor's report.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Manatee County Property Appraiser – A county elected officer whose primary mission is to provide taxpayers and taxing districts within the county with accurate, reliable and timely valuation of all property subject to ad valorem tax.

Manatee County Tax Collector – A county elected officer whose primary responsibility is the collection of ad valorem taxes and other taxes at the local level such as taxes imposed by special levying districts and state agencies.

Mill – The equivalent of one one-thousandth of a U.S. dollar –or- \$1 per \$1,000 of taxable property value.

Millage Rate – The tax rate on real property, established by a governmental body authorized by law to impose ad valorem taxes. Rate is presented as 1.000 mill –or- 1.000 dollar per \$1,000 of taxable property value.

Miscellaneous Revenue – Revenue not otherwise specified under Taxes, Licenses and Permits, Intergovernmental, Charges for Services, or Fines and Forfeits. They include rents, proceeds from asset sales, refunds and other non-classified revenues.

Mission – A clear and concise statement that declares the fundamental purpose of a department/program toward which all operational efforts are directed.

Modified Accrual Basis of Accounting – The “basis of accounting” refers to *when* a transaction is recognized. In the modified accrual basis of accounting, revenues are recorded when measurable and available, and expenditures are recorded when the services or goods are received and the liabilities are incurred.

Object Code – Account to which an expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made. These are normally grouped into Personal Services, Operating Supplies, Capital Outlay, and Other for budgetary analysis and financial reporting purposes.

Objective – Desired output-oriented accomplishments that can be measured and achieved within a given time frame.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Costs – Expenses for such items as expendable supplies, contractual services, and utilities.

Ordinance – A formal legislative enactment by the City Commission or governing body of a municipality. If it is not in conflict with any higher form of law such as a statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

Performance Measurement – A managerial process for determining how a program is accomplishing its mission, goals, and objectives through the delivery of products, services, or processes. Performance measurement is a systematic process of evaluating outcomes of specific government programs and services that are delivered to customers with respect to efficiency and effectiveness.

PC&L – **Property Casualty and Liability** insurance protecting the City’s assets.

Personal Services – Expenditures for salaries/wages and benefits (social security, medical/dental/life/workers’ compensation insurance and retirement, etc.) provided for employees by the City.

Physical Environment – A major category of services provided by a government for the purpose of achieving a satisfactory living environment by controlling and utilizing elements of the environment. Included in this category are water/sewer services, solid waste services, stormwater and reuse utilities.

Prior Year Encumbrance – Obligation from a previous year in the form of a purchase order or contract which is chargeable to a n appropriation, and for which a part of the current year appropriation is reserved. It ceases to be an encumbrance when the obligation is paid or otherwise terminated.

Program – A program is a distinct, clearly defined activity, function, or organizational unit that is budgeted as a sub-unit of a department. A program budget utilizes the separate program budget as its basic component.

Proposed Budget – The budget proposed by the City Clerk to the City Commission for adoption.

Proprietary Fund – A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. Proprietary fund types used by the City include the Enterprise and Internal Services Funds.

Public Safety – A major category of services provided by a government for the security of persons and property. This includes Police Services, Building, Planning and Zoning and Code Enforcement.

Reclassification – The moving of an existing position from one personnel classification (title) to another.

RIF – **Reduction In Force** occurs when an organization reduces the number of employees through lay-offs as a cost saving measure.

Reserve Account – An account that records the portion of the fund balance which is segregated for future use and is not available for further appropriation or expenditure.

Resolution – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation, including estimated revenue, fund transfers and beginning fund balances.



CITY OF PALMETTO, FLORIDA 2021-2022 BUDGET

RFP – Request For Proposal – A procurement process also known as “Competitive Sealed Proposals” and is used when the requirements are not clearly know. A public request is made by the government for sealed proposals for a particular need.

Rolled-Back Rate – Under Florida law as property values are increased each year by the property appraiser due to inflation, the City property tax rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. All property tax rate changes are calculated using the rolled-back rate as the base. However, if property values are reduced due to economic conditions, the rolled-back rate can become higher than the applicable millage rate.

SWFWMD – Southwest Florida Water Management District – A sixteen county agency, established by state statute and directed by a governing board, to manage water and related natural resources to ensure their continued availability while maintaining the balance between the water needs of current and future users.

Special Revenue Fund – A fund to account for revenue derived from specific sources that are restricted by law or policy to finance specific activities. CRA is the City’s special revenue fund.

Sundry Assets - Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances at a cost between \$500 and \$2,000 per unit cost. These assets are not depreciated or capitalized but are tracked for the security of the asset and include items such as computers and other small equipment items.

TIF – Tax Increment Financing – A mechanism for using property taxes to stimulate investment in economically depressed areas. This involves identifying the depressed areas, then, reinvesting property taxes generated as a result of new construction in projects designed to further enhance the area’s economic vitality. TIF dollars is received by CRA of Palmetto.

Tax Revenue – Revenue derived by charges levied against the income or wealth of a person or other legal entity.

TRIM – Truth In Millage – One of many provisions of state legislation enacted in 1980 to direct taxpayer concerns regarding taxes to the appropriate public bodies. The county property appraiser is required, in August of each year, to prepare and deliver to each taxpayer a notice of proposed property taxes, known as TRIM Notice, for the upcoming year.

Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

User Charges (Fees) – The payment of a fee for direct receipt of a public service by the party benefiting from the service.



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

<u>Acronym</u>	<u>Description</u>
ACFR	Annual Comprehensive Financial Report
ADA	Americans with Disabilities Act
ARPA	American Recovery Plan Act
AG	Agricultural Museum
AP	Accounts Payable
BOA	Bank of America
BS&A	BS&A Software
CBIR	Community Budget Issue Requests (DEP Grant Program)
CDBG	Community Development Block Grant
CE	Code Enforcement
CEB	Code Enforcement Board
CEO	Code Enforcement Officer
CEU	Continuing Education Units
CH	City Hall
CID	Criminal Investigation Division
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPIP	Community Policing and Innovation Plan
CPTED	Crime Prevention Through Environmental Design
CRA	Community Redevelopment Agency
DEP	Department of Environmental Protection
DROP	Deferred Retirement Option Plan
EAP	Employee Assistance Program
EDC	Economic Development Council
EEOC	Equal Employment Opportunity Commission
EMO	Elected Municipal Official
EMS	Emergency Medical Services
FACC	Florida Association of City Clerks
FACE	Florida Association of Code Enforcement
FDOT	Florida Department of Transportation
FECC	Florida Energy and Climate Commission
FEMA	Federal Emergency Management Agency
FGFOA	Florida Government Finance Officers Association
FICA	Federal Insurance Contributions Act
FLOC	Florida League of Cities
FPCA	Florida Police Chiefs Association
FPL	Florida Power and Light
FRDAP	Florida Recreation Development Assistance Program
FTE	Full-Time Equivalents
FY	Fiscal Year
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Global Information System
GPS	Global Positioning System
HRN	Human Resource Network
I&I	Inflow and Infiltration
IACP	International Association of Chiefs of Police



**CITY OF PALMETTO, FLORIDA
2021-2022 BUDGET**

Acronym

Description

IT	Information Technology
LAP	Local Agency Program (Grants from FDOT)
LOS	Level of Service
MLK	Martin Luther King
MMEC	Multi-modal Enhancement Corridor
NIGP	National Institute of Governmental Purchasing
NPDES	Nation Pollutant Discharge Elimination System
OPEB	Other Post Employment Benefits
PD	Police Department
PDA	Personal Data Assistant
PW	Public Works
RFP	Request for Proposal
RIF	Reduction in Force
SWGFOA	Southwest Florida Government Finance Officers Association
SWFWMD	Southwest Florida Water Management District
TIF	Tax Increment Financing
TRIM	Truth in Millage
TRIP	Transportation Regional Incentive Program
UPS	Uninterruptible Power Supplies
WCIND	West Coast Inland Navigation District
WM	Waste Management
WWTP	Waste Water Treatment Plant