

The City of Palmetto, Florida Annual Budget

Fiscal Year 2015-2016
Adopted September 28, 2015

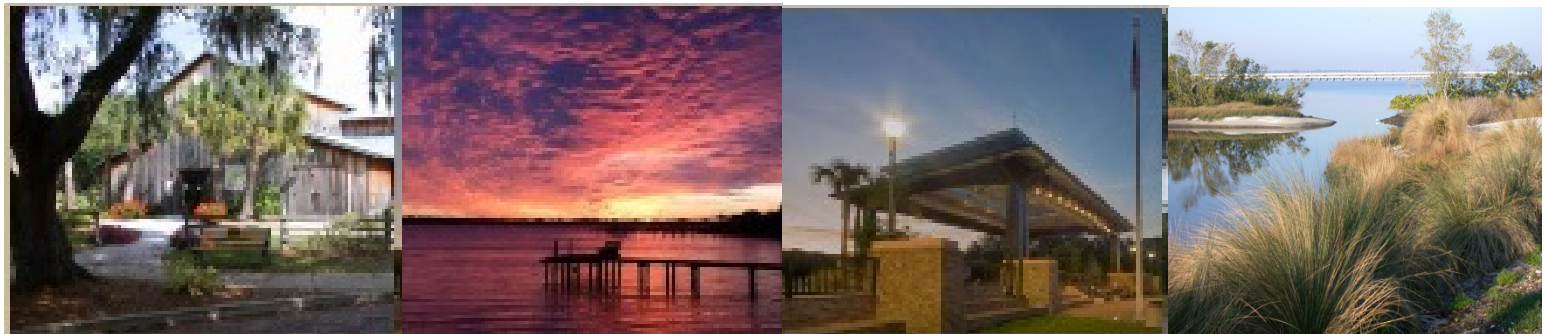
Community



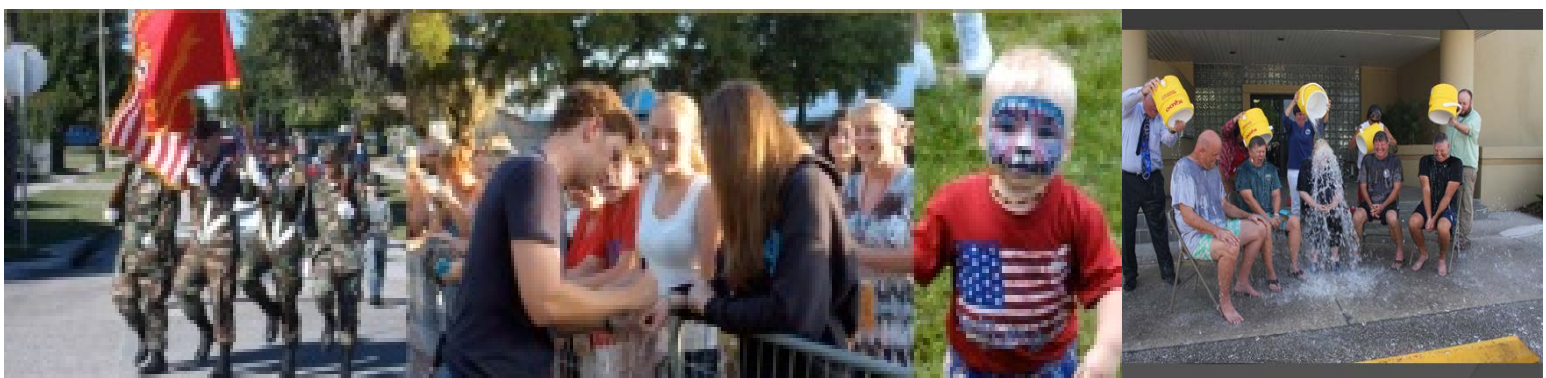
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Beauty

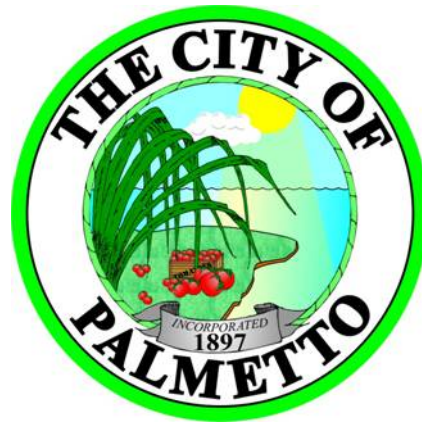


Celebration





CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Warren Buffett

CITY OF PALMETTO, FLORIDA

**FISCAL YEAR 2015-2016
FINAL APPROVED BUDGET**



Shirley Groover-Bryant
Mayor

Brian Williams
Vice-Mayor
Commissioner, Ward 3

Tamara Cornwell
Commissioner At-Large

Harold Smith
Commissioner, Ward 1

Tambra Varnadore
Commissioner, Ward 2

Jonathan Davis
Commissioner At-Large

Prepared by the Finance Department



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Palmetto
Florida**

For the Fiscal Year Beginning

October 1, 2014

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the City of Palmetto, Florida for its annual budget for the fiscal year 2014-2015 beginning October 1, 2014.

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

Fiscal year 2015 is the sixth consecutive year that the City has received this prestigious award. The budget for fiscal year 2016 will also be submitted for the award.



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CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

Introductions to the Budget Document

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

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

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

Introductory Section (pages 9-2)

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 2 -)

The section details the steps taken to compile, present to Commission and approve the 2014 Budget. It includes the timeline and the final resolutions approved by Commission. Several consolidated schedules and graphs of all City funds are presented to give an overall perspective of the budget as well as historical, estimated and projected fund balances.

Two budget amendments are included in this section's All Funds Summary. The first is the additional revenue resulting from the increased utility rates approved in October, 2013 and the second is the CIP budget adopted in December, 2013.

Policies (pages -)

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

Personnel Budget (pages -)

This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 201 , is provided in detail as well as comparative summary data.



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Operating Budgets

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

- Fund description
- Fund summary including revenue and expenses for all cost centers showing beginning and ending fund balance for 2014 actual, 2015 budget and projected and 2016 adopted budget.
- All revenues for the fund including actual 2014 amounts, 2015 budget and projected and adopted budget for 2016.
- 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 2014 and 2015, and the itemized budget for 2016.

The information for the governmental funds is as follows:

- General Fund – Fund #001 – (pages)
- Community Redevelopment Agency (CRA) – Fund #190 – (pages)
- Road and Bridge Fund – Fund #307 – (pages)

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

- 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 2014 actual, 2015 budget and projected and 2016 adopted budget.
 - o All revenues for the fund including actual 2014 amounts, 2015 budget and projected and adopted budget for 2016.
 - o Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2014 and 2015, and the itemized budget for 2016.

The information for the enterprise funds is as follows:

- Solid Waste Fund – Fund #403 – (pages 2)
- Water and Sewer Fund – Fund #432 – (pages)
- Stormwater Fund – Fund #440 – (pages 2)
- Reuse Fund – Fund #460 – (pages)



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Capital Improvements Section (pages)

This section presents the City's capital improvement plans that are budgeted for 2016. It includes the budgeting process, funding challenges, mission fulfillments and a summary of the capital purchases. These capital items are from the operating budget, the Joint Capital Projects fund for the capital projects which are funded jointly by CRA, the City and grants, and the 5-year CIP program. The associated budgets and individual project sheets for the 2016 year are included.

Appendix (pages 3)

This section contains:

- a glossary of terms
- a listing of acronyms



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Dwight D. Eisenhower



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

October 1, 2015

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2016 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 2016, City Commission indicated that their goals continue to be:

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

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

However, staff and Commission were faced with multiple challenges to make those goals happen. Some of the challenges were related to, shrinking of state revenues, increasing personnel and health insurance costs, negotiations of a union contract, aging infrastructure, and increasing safety issues. These challenges are offset by the idea that property values have slowly started 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 2016. However, with each issue discussed by the Commission, it was clear that our biggest challenges would include health insurance costs, police union negotiations, retention of personnel and technology and infrastructure needs. Operational budgets still faced some challenges, but the cost cutting and efficiency initiatives during the last five years continued to prepare us for the current year. These cost reduction measures must be continually reevaluated with the goal of providing services to citizens and taxpayers, maintaining economic stability, ensuring safety of our citizens and preserving the infrastructure and historic heritage of our City.

Going into the current year budget process, it was anticipated that ad valorem taxes would continue increasing at a slow pace after seeing a 4% increase last fiscal year. In fact, our preliminary tax roll based on Truth in Millage (TRIM) reflected a 5.4% increase for the City for fiscal year 2016. Despite the fact that property values have increased 9.2% during the last two years, the values are still 30% lower than when they reached their peak in the 2008 tax year while actual ad valorem taxes levied were 15% lower than the same time frame. Since fiscal year 2009, the millage rate has increased \$1.3 mils or 29% in an effort to meet the rising cost of providing services.



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

Economic indicators are favorable and the City expects values will continue to increase in the coming years. Other General Fund revenues were a mixed bag as some increased in comparison to the previous year while others were lower. More specifically, electric utility taxes and the half cent sales tax are expected to increase while the communication services tax continues to decline. In addition, funding for capital projects remained a high priority with the cost of improvements outweighing the overall availability of funds. A utility rate study increase that was approved in fiscal year 2014 continues through 2018 with a 4% increase to the water and sewer rates, and 2% to the reuse rates. These increases will help provide much needed additional funding for water, sewer and reuse capital projects. Even with this additional revenue, prioritization of capital projects will continue to be important.

There were other obstacles to overcome in order to reach our objectives such as the City's personnel budget. Personnel costs represent 60% of the General Fund expense budget and 32% of the total City budget. From fiscal year 2009 to 2013, City wages remained flat as a result of the economic decline and cost cutting initiative. During this time, employees received two onetime payments of \$1,000 in fiscal year 2010 and 2013. Employees received a 3% cost of living adjustment (COLA) in fiscal year 2014, and a step increase in fiscal year 2015, in an effort to alleviate compression issues caused by static wages. Another step increase will be given in fiscal year 2016. Prudent cost cutting, operational efficiencies and additional ad valorem revenues allowed for the opportunity to give back to our employees.

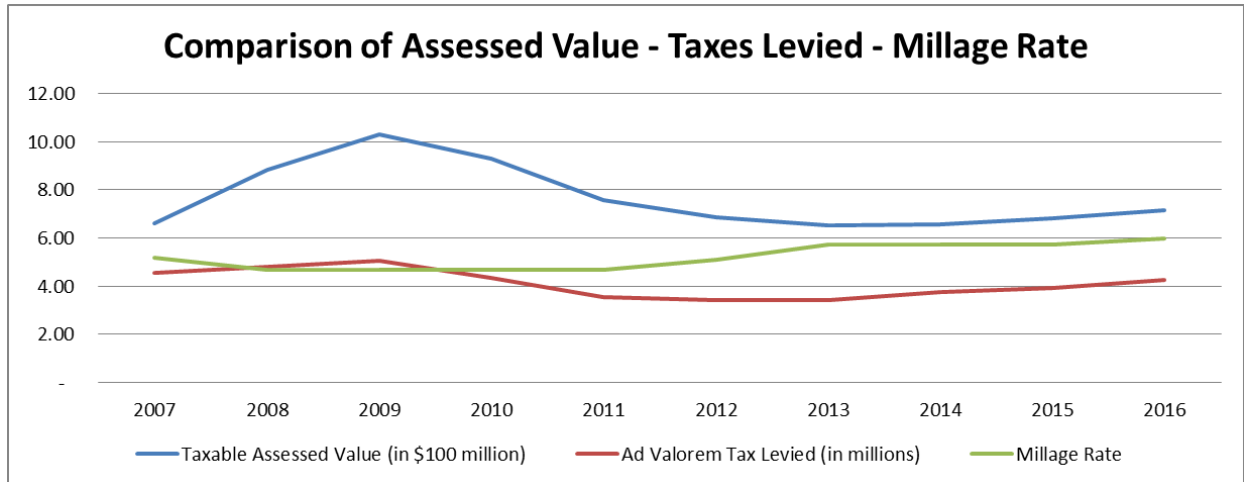
Personnel turnovers have become another obstacle for the City. The turnover rate in fiscal year 2012 was 6% but in fiscal years 2014 and 2015 grew to be 11%, or 13 full time positions. This turnover is due to several factors such as retirement, terminations for job performance, and leaving the City for higher pay. In fiscal year 2015, seven of those thirteen positions were in the Police Department and were vacated largely for higher pay. The union contract for sworn police officers ended with fiscal year 2015 and negotiations began in early summer. An agreement that included adjusted wages was reached in September and will begin with the new fiscal year on October 1st. The city's budget includes 134 funded positions consisting of 116 full time employees, 12 part-time employees, and 6 elected officials.

A salary study has been budgeted in the current year to research overall salary levels within the City. The first salary study was completed in 2004 and updated in 2005 to bring City employees more in line with the market. Since that time, economic conditions have forced many changes such as absence of wage increases and changes to health insurance. The City has made the completion of a salary study a high priority before the fiscal year 2017 budget commences. The challenge will be in the implementation of potential changes indicated by the salary study.

Even with aggressive cost cutting initiatives and rising property values, the City must be cautious as we move forward to improve the quality of services we provided to our residents. Costs continue to rise and the City must continue to ensure revenues will be available to support the operations. During fiscal year 2014, Commission increased the millage from \$5.2171 to \$5.7171 and the rate remained unchanged for 2015. A decision was made to increase the millage for fiscal year 2016 to \$5.9671, an increase of \$0.25 mills to compensate for increasing health care and equipment costs as well as wages. This millage was about 6.89% higher than the rolled back rate or the rate that would allow the City to collect the same amount of revenue compared to the prior year. This equated to approximately \$172,000 more in ad valorem revenue for the City, of which, \$63,000 will increase the TIF funds to CRA, leaving a net amount of \$109,000.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**



| Data Points | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Taxable Assessed Value | 6.61 | 8.84 | 10.29 | 9.29 | 7.59 | 6.87 | 6.53 | 6.56 | 6.79 | 7.16 |
| Ad Valorem Taxes Levied | 4.56 | 4.80 | 5.05 | 4.34 | 3.52 | 3.42 | 3.42 | 3.75 | 3.90 | 4.27 |
| Millage Rate | 5.1645 | 4.6662 | 4.6662 | 4.6662 | 4.6662 | 5.1185 | 5.7171 | 5.7171 | 5.7171 | 5.9671 |

The ensuing budget once again brought the strong possibility of increased personnel costs for health insurance and pension. Overall, the personnel budget has only increased 2.4% over fiscal year 2015, accounting for increased wages and health insurance being offset by lower pension costs and lower salaries associated with attrition. The City, after receiving estimates of extremely high increases in health insurance, has negotiated a total increase of \$65,339 or 10.19% by changing its insurance carrier and fine tuning the plan offered to the employees and retirees. For the second consecutive year, the pension costs for both police and general employees declined. Although the declines were relatively small, it has provided relief after years of steady increases. The pension contribution, as a percentage of payrolls, for Police and General Employees decreased 1.31% and 1.81% to 26.96% 28.85% respectfully and accounts for a total reduction in costs of \$78,103.

Another challenge came in the Community Redevelopment Agency (CRA) funding back to the City. The City has always maintained a policy to justify funding from the CRA in accordance with State Statutes. In recent years, the City has worked hard to reduce this funding from the CRA as new CRA projects and incentive programs have become increasingly important to remove slum and blight. The CRA TIF dollars have ranged from \$1,139,522 in fiscal year 2013, to \$1,326,531 for fiscal year 2015 and have increased again for fiscal year 2016 to \$1,504,604 including the \$0.25 mil increase for 2016. However, CRA has been experiencing a vast amount of changes during the last few years through a change in structure, governing board, and development of a well defined CRA plan. As a result of these changes, the variety of programs and incentives within the CRA have increased and required use of TIF dollars to fund the new CRA programs. During fiscal year 2012, a new CRA plan was adopted which will extend the life of the CRA for another 30 years. For fiscal year 2016, a departmental sub-plan was created and approved for the Police Department only. The total budget reimbursement approved from the CRA to the City for fiscal year 2016 is approximately \$517,131 which is \$129,624 less than the 2015 budgeted reimbursement. All of CRA funding is for enhanced services provided by our Police Department within the CRA boundaries.



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

During fiscal year 2016 budget process, the City continued to fine tune the allocations for services provided from General Fund cost centers to other funds. These cost centers include Human Resources, Finance, Information Technology, City Clerk, Public Works Administration, Fleet and Planning. Services such as personnel, payroll, accounts payable, purchasing, computer services, administrative services and mechanical repairs are being recovered through the cost allocations. These are reevaluated each year to ensure the costs are accurately being reimbursed based on the services being provided and the Planning Department and City Clerk was added this year. Planning provides services to other Public Works departments such as Building Department and Code Enforcement and the Police Department while only 50% of the costs are allocated to these other departments since their main focus is to the general public.

Enterprise funds are experiencing the pinch as well. A user fee study was completed and implemented during fiscal year 2014. The rate increases are in year three of a five year cycle and will affect water, sewer, and reclaimed water services. All of the scheduled increases in revenue are being used to fund capital infrastructure projects. The rate increases started in October of 2013 and will continue in the coming years. The percentage increases for water and sewer rates of 15% each of the first two years, has been implemented and a 4% increase for 2016 has been budgeted and will continue in 2017, and 2018. Revenues associated with the rate adjustment were expected to generate an additional \$5 million over five years and were about on target for the first two years of the study. Prior to this rate adjustment, maintenance to infrastructure was curtailed during the current economic crisis due to decreased funding. The fiscal year 2016 Capital Improvement Plan (CIP) of \$5.7 million was adopted in October and is being funded from a variety of sources including current revenues, fund balance, a new loan and grants. The five year plan calls for \$15.7 million in expenditures for a variety of projects. Many of these projects are discussed in further detail below.

Major Projects

In the coming year, grant funding will continue to be a priority to help fund the CIP projects that have been approved. During the past year, the City has been successful in receiving grants from the Southwest Florida Water Management District (SWFWMD) for low impact design (LID) projects at the City boat ramp, and a newly approved MLK park. In addition, the City partnered with the Florida Department of Transportation (FDOT) for a multi modal project along the City's main downtown corridor. City staff continues to look for all grant opportunities, as it has become a very important funding source for capital projects throughout the City.

The beauty, appearance and historic heritage are extremely important to City leaders. The CRA continued to focus on improving the gateways within the City. In 2015, an electronic sign was erected at the City's southern gateway to communicate events to the public and other signs are being planned at additional city gateways. The redevelopment of Riverside Plaza was completed in 2014 and is now the corporate headquarters for a global company and home to more than 150 employees. The old Olympia Theater building redevelopment is complete and will add meaningful tax revenue in the coming years. Both of these projects bring jobs to the area, increase the tax base and improve the overall appearance of our historic downtown. Both projects are utilizing CRA incentives to complete the redevelopment.

Sutton and Lamb Parks has undergone major renovations with the covered sound stage and new public restrooms. Additional enhancements such as new playground equipment, walking trails, and covered pavilions are forthcoming. Internet access will be added in the next few years as well as the use of Quick Response (QR) Coding. This innovative linking technology is planned to bring internet based videos of Palmetto's past cultural and historic figures to the public through an interactive history walk. Once



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

considered the jewels of the parks in Manatee County, Lamb and Sutton Parks are being revived to their highest level of public service. This redevelopment focuses on technology, architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and “movies in the park” and has become home to several annual events including the City's annual July 4th Celebration, the DeSoto Historical Society's Seafood Festival and the Taste of Manatee.

A new Martin Luther King (MLK) park has been completed in Ward I, at a cost of \$1.2 million through funding from CRA, and including a Southwest Florida Water Management District (SWFWMD) grant for a wetlands area for educational opportunities. Ward I is an area having few parks that can be safely accessed by the areas' children and park amenities include a walking trail, a covered pavilion, outdoor grills and much more.

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

The Riverside area is of great interest to the City with many plans for new improvements beginning with the seawall that is in the need of immediate structural attention. CRA, with the assistance of grants will replace the seawall and enhance the water area.

During fiscal year 2015, great strides have been accomplished in the City's infrastructure. The long-awaited Aquifer Storage Recovery (ASR) well has been finished, enabling the City storage of reclaimed water during the rainy season and providing options in lieu of discharging excess reclaimed water into the areas fragile waterways. The 13th Street Drainage project is nearing completion to alleviate flooding in the City's Ward II area and additional reuse lines are being laid by City employees to provide irrigation to a larger portion of the City. In addition, great strides are being made to repair and improve the City's water and sewer lines, correct its inflow and infiltration (I&I) issues and prepare for expansion to the Wastewater Treatment Plant (WWTP).

As we look ahead to 2016, one of the more significant capital improvement projects for the City that will begin in late 2016 involves a multi-modal redevelopment from Riverside Drive along 10th Ave West to 17th Street. The focus of this project will include pedestrian walkways, larger sidewalks, enhanced parking and streetscapes throughout the corridor. The CRA is providing the funding for this project and the Florida Department of Transportation (FDOT) and the Metropolitan Planning Organization (MPO) are matching the CRA contributions in the form of a grant. The total cost of improvements will approach \$6-\$10 million dollars over 5 years.

Funding for capital equipment purchases continues during the coming year. Some of the more notable capital equipment purchases include four new patrol cars and thirty two new radios for the county mandated changes to the 911 system. The Public Works Department will receive a new turf mower, mini-excavator, one dump truck and de-watering equipment. Other smaller capital purchases totaling \$100,983 are being funded with fund balance as well as one time consulting for completion of a capital asset inventory, salary study and the City's Comp Plan update.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Meeting Goals

The Fiscal Year 2016 budget offers enhancements to the appearance of the City, protection to its historic heritage and preservation and a focus on improving the overall effectiveness and efficiency we deliver to our residents. The economic stability of the City and its citizens is guided by CRA and code enforcement efforts to protect the property values and by the City Departments in wisely spending the hard-earned taxpayer dollars. All funds are balanced and showing small surpluses to fortify the fund balances/net assets of the funds of the City.

Summary

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

As I submit the budget for fiscal year 2016, I would like to sincerely thank the Mayor and City Commission for the support, confidence and guidance given to the leadership team and myself this past year. Special thanks and appreciation are extended to the Finance Department and to the other Department Heads who have worked so diligently in the preparation of this document. This document will be submitted to Government Finance Officers Association (GFOA) for the seventh straight year to be awarded the Distinguished Budget Award. I look forward to another great year as we strive to deliver the highest quality public services to our citizens.

James R. Freeman, City Clerk



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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

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

Then and Now...

- The first road was built in 1846. The streets were paved in 1913 and 42 miles of streets are being maintained by the City in 2014. During 2013, the rebuilding of 5th Street, between 8th and 12th Avenues and was completed using a low impact design (LID) to improve stormwater runoff.
- Electric street lights came to Palmetto in 1912 and was powered by a diesel generator that was located at the Palmetto Fire Department that was located at 6th St and 10th Ave the location of the Agricultural Museum and has grown to 864 throughout the city.
- The population in 1889 was 300 and the 2010 census counted 12,606.
- Lamb Park was the first city park in 1909 built on land donated by S.S. Lamb as a Christmas gift to Palmetto citizens. The city now has twelve parks, including Lamb Park. The City began renovating Sutton Park in 2012 to be completed in phases. The first phase was to rebuild and beautify the entrance to the park and install a stage area. The stage was completed in time for the July 4th Celebration concert and the stage received a roof during 2013. In 2014, restrooms, new playground area and pavilions are planned. The completion of the newest park – MLK Park – is planned for 2014.
- The City's Historical Park houses several buildings from the early days of the City – Carnegie Library, the original post office, the one room school house and the Agriculture Center housed in the old fire station. All landscaped with bricks taken from the old streets.
- Victory Bridge was built in 1919 across the Manatee River to Bradenton. A hurricane destroyed the bridge in 1926 and it was replaced by the Green Bridge in 1927. This bridge was later replaced by a modern bridge and a portion of the original Green Bridge remains as a fishing pier in the City.
- The Manatee County Fair was started in 1916 and in 1950 the fairgrounds were built in the city. The City now hosts a number of events including the annual July 4th celebration, Multi-Cultural Festival, MLK Parade and Children's Parade. In 2014, the Desoto Seafood Festival will also be held in Palmetto.
- The city began using Manatee County Water System in 1963 after Lake Manatee was built. The City provided additional customer base to assist in the County bonding the project, even though the City operated its own potable water plant.



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

- The sewer system was installed in 1913 and now consists of 49 miles of piping and the City's Waste Water Treatment Plant treats an average of 1,200,000 gallons of sewage daily with peaks above 2 million gallons during the rainy season.
- The reclaimed water system was started in the 1990's and now consists of 23 miles of lines. Storage capacity, in the form of an aquifer storage and recovery (ASR) well was completed during 2015, increasing the City's capability of providing year-round irrigation to its customers and virtually eliminates the need to discharge into the bay.
- The first City debt was \$1,500 in 1894 for a schoolhouse. The City's debt is currently \$16 million which was mostly for infrastructure including \$1.46 million for city-wide telemetry system obtained in fiscal year 2013.
- The CRA was formed in 1985 to relieve the slum and blight in 29.76% of the City where approximately 38.11% of the population lives.

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

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

- Sutton Park – new covered stage area and restrooms completed – new playground and walking track planned.
- MLK Park – Completed in October, 2014 provides many of the children in Ward I, and the CRA District safe access to a park in which to play where it did not exist.
- Historical Park – new outdoor lighting and air conditioning units.
- Taylor and Hidden Lake Parks – improvements to picnic areas to provide family friendly atmosphere
- Riverside Park – replacement of the seawall, installation of a living seawall, improvements to the boat ramp, parking areas and landscaping.
- Multi-Modal Corridor - planed to redevelop an old north-south corridor through the City's urban core and will allow for all types of non-standard transportation such as walking, jogging and biking.
- Gateway improvements – completed improvements to the southern gateway earned awards for beautification.



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

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

These challenges in infrastructure include:

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

Other challenges include:

- Increased turnover in employees, particularly in the Police Department but also city-wide.
- Keeping up with increasing wage and benefit costs while attempting to keep employees paid at market value.

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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Mission Statement

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

Long Term Goals

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

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

Short Term Goals to Achieve the Long Term Goals

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

- | | |
|-----------------------|--|
| Appearance | Improve, beautify and enhance the downtown core of the city as well as other possible areas outside the downtown core. This will in turn increase the tax base of the City and provide additional tax monies to be used to provide services. |
| Services | Increase reclaimed water service from present levels to 90% of the city. Improve the efficiency of all utility services billed to the customer. Provide quality/efficient/courteous services to Palmetto citizens each and every day of the year. |
| Infrastructure | The City approved rate increases during fiscal year 2014 to water, sewer and reclaimed services within the City. The additional revenues are 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 in an effort to keep the environment safe for the City's citizens and wildlife. Provide well lighted and safe public areas. |
| Economic Stability | Economic stability for both the City and her citizens. Property values declined by 40% between 2010 and 2013, which has forced the City to "do more with less" and our citizens are faced with the same challenge. However, values for fiscal year 2016 increased for the second year. Difficult decisions however, continue to be made to ensure the City's and her citizens stability both financially and physically. |
| Historic Preservation | The City's rich heritage is very important to the city leaders and the citizens. The City will continue to maintain and enhance the Historic Park, as well as other historical parts of the city. |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**City-wide Initiatives to Achieve the Long Term Goals
Completed in Fiscal Year 2015 or to start in Fiscal Year 2016**

Appearance

- Landscaping installed at southern gateways to the City and other locations
- Sutton Park – New restrooms, walking path, lighting, and future new playground
- Rebuild and beautify the riverside area with the new boat ramp and seawall

Services

- Provide new and improved park areas – Sutton, Lamb, MLK, Riverside, Hidden Lake and Taylor parks
- Maintain current level of services in all areas of the City
- Improved services through the new ERP Software system
- Installed telemetry meters city-wide to ensure accurate water reads for billing
- Increase reclaimed water services to the City through additional lines and the new ASR Well

Infrastructure

- Increased user fees to fund delayed CIP projects for utility infrastructure
- Obtain and maintain grants to fund projects such as: Riverside area, Multimodal Trail, Utility improvements
- Obtain low cost SRF loan to install necessary improvements to WWTP

Safety

- Safety improvements to public areas – additional lighting, security cameras
- New MLK Park for the safety of area children
- Additional police officers in high crime areas
- New police station planned for higher visibility

Economic Stability

- Property values increased 5.4% for FY2016
- Increased user fees allow for a pay-as-you-go CIP with a small loan
- All governmental funds and two of the four enterprise funds meet the minimum 3 month fund balance requirement.

**Historic
Preservation**

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

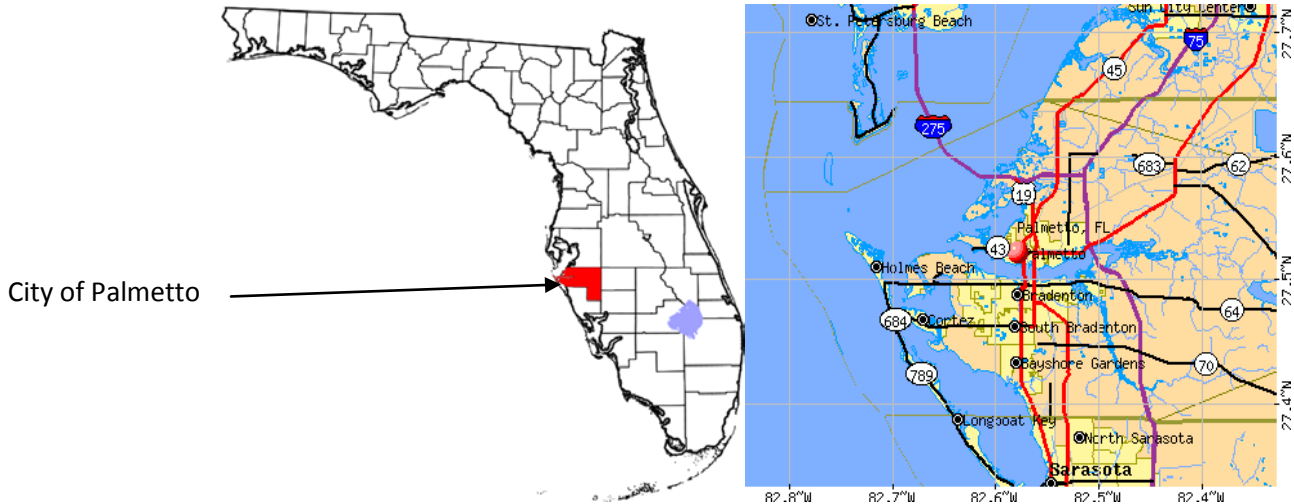


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**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 | 12,755 estimated 2013 | | |
| 2015 Assessed Property Value | \$682,858,047 | | |
| City Services Provided | Police, Water, Sewer, Garbage, Stormwater, Reclaimed Water | | |
| Parks | 12 parks, 95.5 acres | | |
| Infrastructure: | | | |
| Streets | 42 miles | Traffic signals | 12 |
| Water mains | 66.66 miles | Sewer pipes | 49.10 miles |
| Storm drains | 11.90 miles | Reclaimed water pipes | 22.80 miles |
| City Buildings | City Hall, 516 8 th Avenue West | | |
| | Public Works, 600 17 th Street West | | |
| | Police Department, 1115 10 th Street West | | |
| | CRA, 517 4 th Street West | | |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

CITY DEMOGRAPHICS

Source-www.city-data.com/city/Palmetto-Florida.html

Information based on 2013

| | | | |
|--------------------------------------|-----------|--|-----------|
| Estimated median household income | \$37,511 | Florida median household income | \$ 46,036 |
| Median Age in Palmetto | 48.6 | Florida Median Age | 41.5 |
| Median house/condo value | \$108,420 | Florida median house/condo value | \$153,300 |
| Unemployment-July, 2013 | 7.8% | Florida Unemployment-July, 2013 | 7.4% |
| Median Property Taxes with mortgages | \$ 1,501 | Median Property Taxes without mortgage | \$ 1,062 |

For Population 25 years and over in Palmetto:

| | |
|--------------|---------------------------------|
| 81.1% | High School education or higher |
| 20.2% | Bachelor's degree or higher |
| 7.0% | Graduate or professional degree |
| 20.9 minutes | Mean travel time to work |

Nearest City:

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

Educational Centers:

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

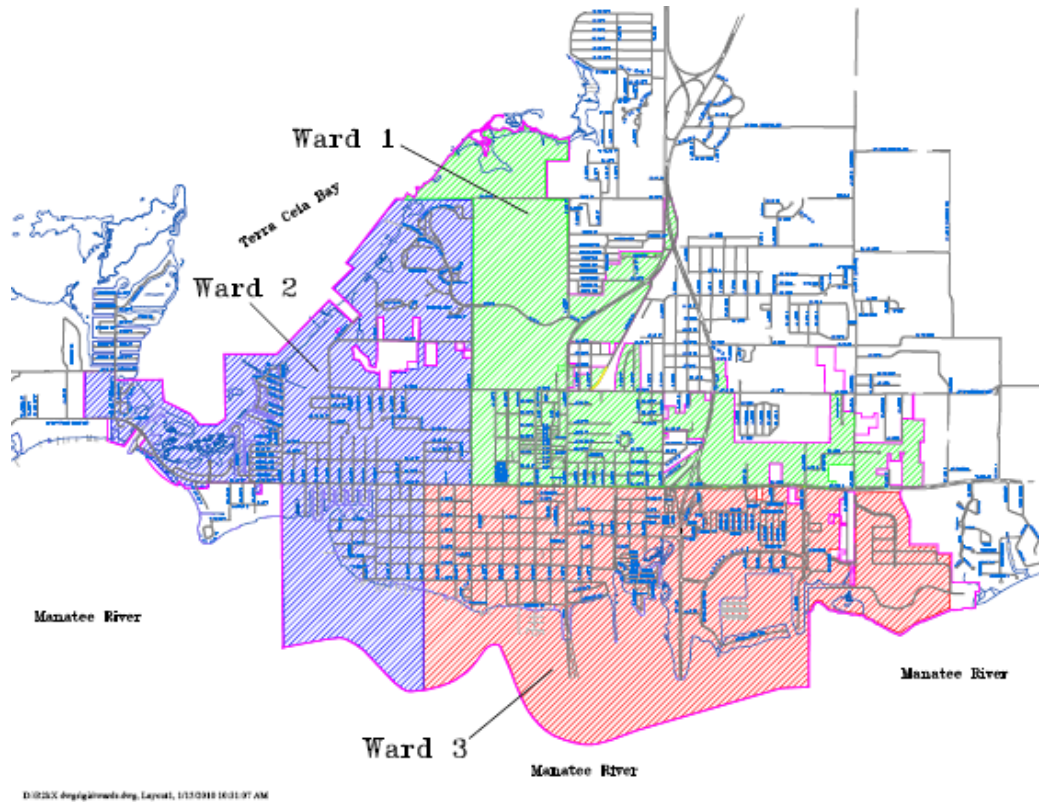
Principal Taxpayers in 2013:

| <u>Taxpayer</u> | <u>Taxable Assessed Value</u> | <u>Percentage of Total Assessed Value</u> |
|-----------------------------|-------------------------------|---|
| Wal-Mart Stores East LP | \$13,967,765 | 2.14% |
| Florida Power and Light Co. | \$ 7,270,750 | 1.11% |
| Space Box, LLC | \$ 6,835,539 | 1.05% |
| 39638 LLC | \$ 6,835,539 | 1.05% |
| Sanctuary Cove | \$ 6,365,635 | 0.98% |
| Palmetto Dunes LTD | \$ 5,999,353 | 0.92% |
| Pacific Tomato Growers | \$ 5,263,890 | 0.81% |
| Tropical Isles Co-Op Inc | \$ 4,809,698 | 0.63% |
| Publix Super Markets, Inc. | \$ 4,287,683 | 0.66% |
| Colonial Mobile Manor LTD | \$ 4,108,293 | 0.63% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City of Palmetto City Limits



Elected Officials

| | | | |
|----------|------------------------|---------------------------------|--|
| Mayor | Shirley Groover Bryant | Term - Nov., 2012 to Nov., 2016 | mayor@palmettofl.org |
| Ward 1 | Harold Smith | Term - Nov., 2012 to Nov., 2014 | hsmith@palmettofl.org |
| Ward 2 | Tambra Varnadore | Term - Nov., 2010 to Nov., 2014 | tvarnadore@palmettofl.org |
| Ward 3 | Brian Williams | Term - Nov., 2010 to Nov., 2014 | bwilliams@palmettofl.org |
| At-Large | Tamara Cornwell | Term - Nov., 2012 to Nov., 2016 | tcornwell@palmettofl.org |
| At-Large | Jonathan Davis | Term - Nov., 2012 to Nov., 2016 | jdavis@palmettofl.org |

Staff

| | | | |
|--------------------------------|------------------|--------------|--|
| City Clerk | James R. Freeman | 941-723-4570 | jfreeman@palmettofl.org |
| Public Works Director | Allen Tusing | 941-723-4580 | atusing@palmettofl.org |
| Deputy Director - Public Works | Javier Vargas | 941-723-4580 | jvargas@palmettofl.org |
| Chief of Police | Scott Tyler | 941-723-4887 | styler@palmettofl.org |
| CRA Executive Director | Jeff Burton | 941-723-4988 | jburton@palmettofl.org |
| Deputy Clerk - Finance | Karen Simpson | 941-723-4570 | ksimpson@palmettofl.org |
| Assistant City Clerk | Amber Foley | 941-723-4570 | afoley@palmettofl.org |
| Human Resources Administrator | Lisa Byers | 941-723-4570 | lbyers@palmettofl.org |
| Building Official | Neal Mazzei | 941-721-2166 | nmazzei@palmettofl.org |
| Code Enforcement Officer | Joe Fenton | 941-723-4580 | jfenton@palmettofl.org |
| | Kathleen Riley | 941-723-4580 | kriley@palmettofl.org |
| Purchasing Agent | Nixa Haisley | 941-723-4570 | nhaisley@palmettofl.org |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Fiscal Year 2016 Budget
List of Principal Officials**

Elected Officials

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

Office of the City Clerk

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

Public Works

| | |
|---------------|----------------------------------|
| Allen Tusing | Director |
| Javier Vargas | Deputy Director of Public Works |
| Grace Johnson | Deputy Director – Administration |

Police Department

| | |
|--------------|--------------|
| Scott Tyler | Police Chief |
| Mike Stinson | Captain |
| Steve Greer | Captain |

Community Redevelopment Agency

| | |
|-------------|----------|
| Jeff Burton | Director |
|-------------|----------|

City Attorney

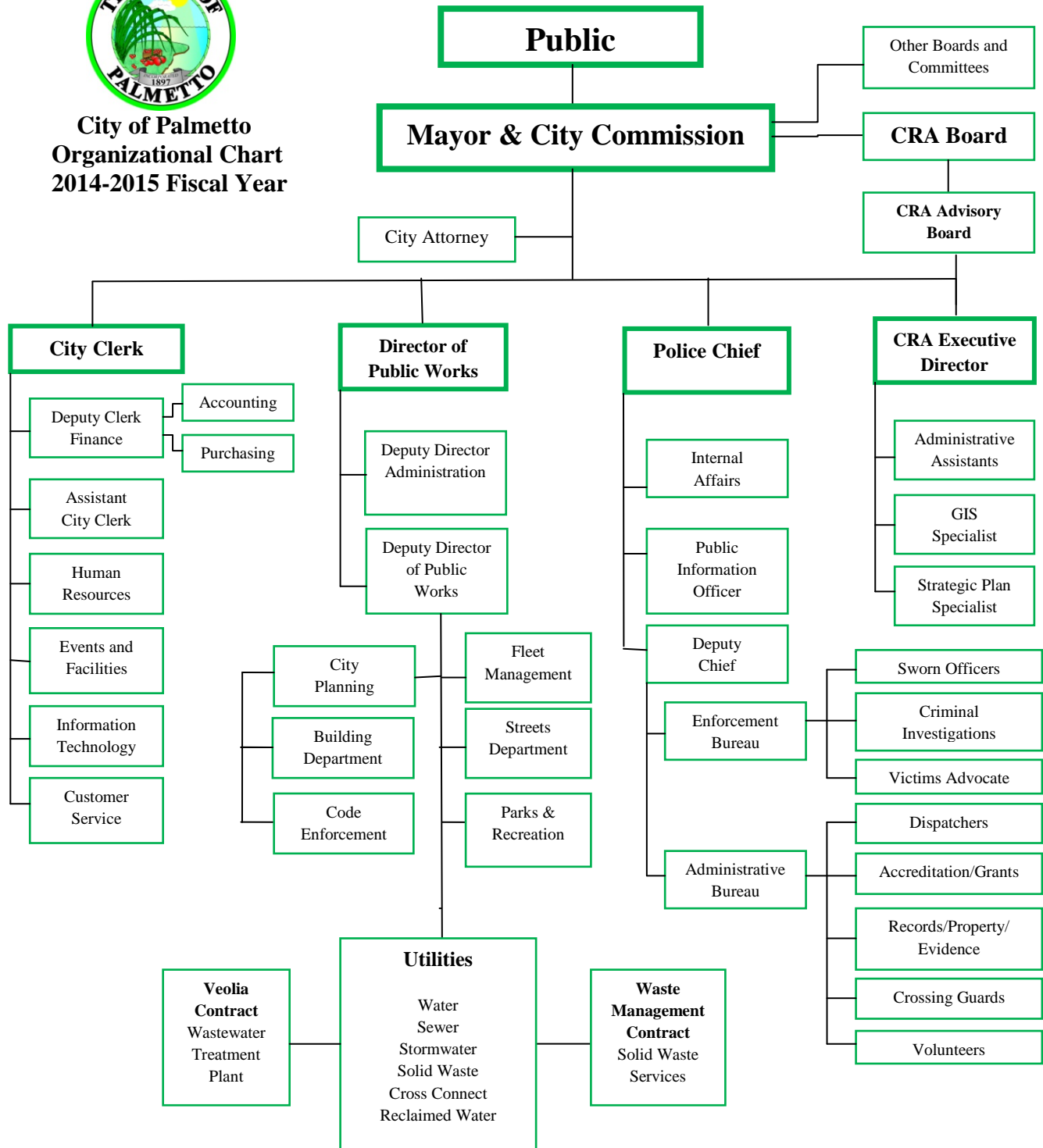
| | |
|---------------|---------------|
| Mark Barnebey | City Attorney |
|---------------|---------------|



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**



**City of Palmetto
Organizational Chart
2014-2015 Fiscal Year**





CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

THE CITY OF PALMETTO BUDGET PROCESS

The Budget: The Process Begins. . .

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

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

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

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

The County Property Appraiser issues the initial Truth in Millage (TRIM) information on the property valuation for the City and this begins the TRIM process which is required to be completed within 100 days. The City Clerk submits the first version of the budget in July with ad valorem tax revenue based on the valuation amount from the property appraiser and budget hearings begin. The City Commission reviews revenues and requested expenditures on a cost center basis making changes to the millage rate and line item expenses as needed. The Tentative Budget Resolution is required by mid-September and the Final Budget Resolution by the end of September or the first week of October depending on the starting date.

This process began on May 8th for the fiscal year 2016 budget with the initial distribution of budget packets to the cost centers to be returned to the Finance Department by June 5th. The initial version of the 2016 Budget was distributed to Commission on July 7th after many staff meetings and strategy sessions to determine the best way to present a balanced budget to City Commission. Version 1 was not a balanced budget but was the best way to begin the process. There were several



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

questions left unanswered such as: revenue estimates from the state and county; the final cost of health and property insurance; union negotiations with the police union; cost of capital items.

Two versions of the budget were presented to the City Commission before settling on the Tentative and Final budget. Version 2 was delivered to Commission August 24th and was balanced with a \$0.25 mil increase to ad valorem taxes, but still awaiting the outcome of union negotiations. All other funds were in a surplus position. The third version, Tentative Budget, was presented to City Commission September 14th with all funds balanced or in a surplus position. The Tentative budget was presented on September 14, 2015 when the first public hearing occurred then the Final Budget was adopted on September 22, 2015 with the second public hearing.

The five year capital improvement plan was first presented to City Commission on September 28th, and presented and adopted again on October 19th.

- **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 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 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



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

costs and benefits requires estimates and judgments by management. The legal level of budgetary control (i.e. the level at which expenditures may not legally exceed appropriations) is the departmental cost center level. The Finance Department monitors expenditures against cost center budgets to ensure that appropriations are not exceeded.

As a recipient of federal and state financial assistance, the City also is responsible for ensuring that an adequate internal control structure is in place to ensure compliance with applicable laws and regulations related to those programs. This internal control structure is subject to periodic evaluation by the Finance Department and the City's external auditors. Once this assistance reaches certain limits, the City is required to undergo an annual single audit in conformity with the provisions of the Single Audit Act of 1984 and U.S. Office of Management and Budget Circular A-128, Audits of State and Local Governments. As a part of the City's Single Audit, tests are made to determine the adequacy of the internal control structure, including that portion specifically related to federal financial assistance programs. This report disclosed no instances of material weaknesses in the internal control structure or significant violations of applicable laws and regulations.

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

- **Budget Amendment Process**

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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Budget Calendar
Fiscal Year 2015-2016**

May, 2015

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

May 4 Regular Commission meeting – No budget action
 May 8 Distribution of budget packets to Cost Centers
 May 18 Regular Commission meeting – No budget action

June, 2014

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

June 1 Regular Commission meeting – No budget action
 June 5 Budget due back from cost centers
 June 15 Regular Commission meeting – No budget action
 June 26 Budget meeting with staff

July, 2014

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

July 1 Property Appraiser certifies taxable value to City
 July 2 Budget meeting with staff
 July 7 Version 1 budget submitted to Commission by staff
 July 8 Revenue estimates first released by State of Florida
 July 20 Regular Commission meeting – Tentative millage and Meeting set - tentative millage rate set at 6.2171, ½ Mill increase – Version 1
 July 24 Union negotiations with police union

August, 2013

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

August 3 Regular Commission meeting – Budget action
 August 4 TRIM requirement – Return to Property Appraiser the proposed mill rate
 August 5 Revised health insurance costs received
 August 18 Union negotiations with police union
 August 24 Regular Commission meeting-Version 2

September, 2013

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

September 14 Regular Commission meeting – TRIM required 1st Public Hearing and Approval of Tentative Budget
 September 24 TRIM Advertisement in newspaper
 September 28 Regular Commission meeting -- TRIM required 2nd Public Hearing - Adoption of Final Budget – First discussion of the CIP

October, 2013

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

October 1 New fiscal year and beginning of 2016 Budget year
 October 5 Regular Commission meeting
 October 19 Regular Commission meeting – Second presentation of CIP and adoption

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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

ASSUMPTIONS FOR 2016 BUDGET

The budget for FY 2016 includes the following assumptions:

Ad Valorem

- General Fund ad valorem revenues are approximately \$4,103,434 with the millage rate of \$5.9671. This is .25 mils higher in comparison to last year. Property values have increased 5.4% compared to last year's taxable values. The millage rate of \$5.9671 is 6.89% higher than the roll-back rate of \$5.5827.
- The tentative budget hearing was held on September 14, 2015 and the final budget hearing on September 28, 2015. Both of these hearings were during our regularly scheduled meetings.
- Ad Valorem revenues are estimated at 96% of the assessed value. Other state revenue sharing dollars (e.g., state sales tax) are estimated and loaded.
- Taxable value in the TIF area is up \$23 million for a total value of \$265 million. This represents an increase of 9.5% compared to the previous year. TIF monies from the City to CRA will equal \$1.504 million (including the millage increase) compared to \$1.326 million the previous year. TIF monies from Manatee County to the CRA are also projected to increase and are loaded at \$1.588 million versus \$1.462 million last year. This represents an increase of 8.6%.

Other Revenues

- General Fund is projected to receive approximately \$517,131 in PD reimbursement from CRA during FY2016 compared to \$646,755 in FY2015 and \$650,461 in FY2014. This amount has decreased over the last several years.
- Utility revenues are loaded with the approved rate increases associated with the rate study that was approved in 2013. Water and Sewer revenues reflect a 4% increase while Reuse revenues reflect a 2% increase. This is year three of a five year plan.
- The subsidy to Stormwater is \$150,000. The subsidy includes \$100,000 from Road and Bridge Fund and a total of \$25,000 each from the Water and Sewer cost centers.
- At this time, the Building Department is balanced and projected to have a small surplus of approximately \$26,432. No reserves are utilized to balance the Building Department budget.

Wages and Benefits

- The budget currently contains 133 funded positions.
 - 115 full-time
 - 12 part-time
 - 11 are in PD – 7 Crossing Guards, 2 Sworn Park Patrol, 2 Admin.
 - 1 is in CRA
 - 6 Elected Officials
- Six (6) vacant positions remain funded in the budget 4 full-time and 2 part-time.
 - 1 Service Worker I in the Sewer department
 - 1 Service Worker II in Parks.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

- 1 Water Supervisor
- 1 Foreman - Stormwater
- 2 Crossing Guards – part-time.
- No new positions have been requested.
- One police officer position was eliminated during union negotiations.
- All employee salaries include a one-step increase for FY2016. The Commission salary has been increased to \$12k per year.
- Some position upgrades have been requested for certifications and additional duties.
- Pension costs are based on the actuarial report which reported a decrease for the second consecutive year. The rate for PD went from 28.27% in FY2015 to 26.96% or a 1.31% decrease. General Employees' pension decreased 1.81% from 30.66% to 28.85%.
- Health insurance premiums increased 21% overall compared to last year. The net impact to the City is an increase of 10.19% compared to the previous year. This is due to the fact that some employees absorb a portion of the increase when they buy up or elect dependent care. This required the City to switch carriers and go back to Blue Cross Blue Shield to hold down costs.

Expenses

- The budget for the City's Property, Casualty, Liability and Worker's Compensation insurance has been received and is loaded with a 6% decrease.
- Cost allocation for General Fund support services methodology is consistent with prior years. A portion of the Planning Department cost center is now being allocated to non-general fund cost centers. A portion of the City Clerk budget is being allocated to CRA.
- The following one-time expenditures in General Fund are being funded by fund balance
 - Insurance Contingencies- \$40,000
 - Consulting/studies--\$60,000 total
 - Finance Asset Inventory--\$15,000
 - Human Resources--\$20,000
 - Planning Comp Plan Update--\$25,000

Capital Expenses

- Capital Leases include the following (4 yr lease)

PD

- 32 Police Radios--\$128,000
- 1 Chevy Tahoe- \$35,000
- 3 Dodge Chargers-\$102,000

Parks and Recreation

- Turf Mower-\$11,000

Water and Sewer

- Mini Excavator--\$75,000 (split 3 ways, Water, Sewer, Stormwater)
- Dewatering Equipment \$20,000

Stormwater

- F-350 with dump bed \$47,000



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

- The following one-time capital expenditures are being funded with fund balance
 - General Fund-** \$63,483
 - IT Hardware (storage device, POE Switch, PD Server, Web Server)--\$20,000
 - CAFR Software - \$20,000
 - Fleet (12 foot fan for shop) \$7,483
 - Historical Park A/C- \$4,000
 - Pavilion for Park- \$12,000
 - Road and Bridge** \$51,000
 - GPS Unit \$9,800
 - Cable and Pipe Locator \$6,900
 - 20Yd. Roll Off container \$3,800
 - 2 light towers \$17,000



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Will Rogers

**CITY OF PALMETTO
RESOLUTION NO. 2015-27**

**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 2016; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 28, 2015, 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 \$716,329,546.

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


- Section 1: The Fiscal Year 2016 operating millage is 5.9671 mills, which is 6.89% greater than the rolled-back rate of 5.5827.
- Section 2: The City of Palmetto has no voted debt service millage.
- Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED, at a public hearing with a quorum present and voting, this 28th day of September, 2015 at 8:12 pm.

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

BY: 
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN
City Clerk

BY: 
City Clerk



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Bo Jackson

**CITY OF PALMETTO
RESOLUTION NO. 2015-28**

**A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE
COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL
YEAR 2016; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 28, 2015, 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 2016.

WHEREAS, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2016 in the amount of \$25,346,531.

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

Section 1: The Final Budget for Fiscal Year 2016, as shown on Attachment "A" to this Resolution, incorporated herein and made a part hereof, is hereby adopted.

Section 2: This resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED, at a public hearing with a quorum present and voting, this 28th day of September, 2015 at 8:14 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 2016
Final Budget
Resolution 2015-28**

| | |
|--------------------------------------|-----------------------------|
| General Fund - #001 | |
| Mayor & Commission | 241,721 |
| City Clerk | 2,017,818 |
| Information Technology | 453,549 |
| City Attorney | 241,304 |
| Finance | 606,560 |
| Human Resources | 174,621 |
| Events and Facilities | 156,264 |
| Police | 4,393,372 |
| Code Enforcement | 141,434 |
| Public Works Administration | 561,058 |
| Planning | 235,615 |
| Fleet Maintenance | 240,877 |
| Parks & Landscape | 573,424 |
| Building Department | 361,701 |
| Total General Fund Expenses | <u>\$ 10,399,318</u> |
| CRA Fund - #190 | <u>\$ 4,558,287</u> |
| Road & Bridge Fund - #307 | <u>\$ 1,480,121</u> |
| Solid Waste Fund - #403 | <u>\$ 1,716,550</u> |
| Water and Sewer Fund - #432 | |
| Cross Connect | 251,534 |
| Water Department | 2,100,301 |
| Sewer Department | 1,210,497 |
| Customer Service | 550,038 |
| Waste Water Treatment Plant | 1,816,625 |
| Total Water and Sewer Fund Expenses | <u>\$ 5,928,995</u> |
| Stormwater Fund - #440 | <u>\$ 1,006,292</u> |
| Reuse Fund - #460 | <u>\$ 256,968</u> |
| TOTAL CITY BUDGET | <u><u>\$ 25,346,531</u></u> |

RESOLUTION NO. 2015-32

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, ADOPTING THE 2016 – 2020 CAPITAL IMPROVEMENT PROGRAM AND ADOPTING THE CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2015-2016, AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, it is necessary to provide budgetary authorization for the expenditure of these funds in Fiscal Year 2016.

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

Section 1: The Capital Improvement Plan for 2016 through 2020 as shown on Attachment A to this Resolution is hereby adopted in the total amount of \$18,789,585.

Section 2: The Capital Improvement Plan Budget for the Fiscal Year 2016 as shown on Attachments A to this Resolution is hereby adopted in the amount of \$8,828,445.

Section 3: The budget for funding from fund balance as detailed on Attachment B and included in Attachment A to the Resolution is hereby adopted in the amount of \$2,987,023.

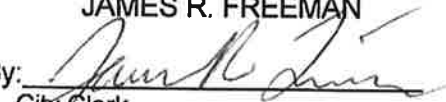
Section 4: This Resolution shall become effective immediately upon its passage.

PASSED AND DULY ADOPTED, in regular session, by the City Commission of the City of Palmetto, with a quorum present and voting, this 19th day of October, 2015.

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

By: 
SHIRLEY GROOVER BRYANT, MAYOR

ATTEST: JAMES R. FREEMAN

By: 
City Clerk



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**2016 - 2020 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Items in red were included in rate study

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

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

| Project Description | Supporting Fund | FY2015 PROJECTS CARRIED FORWARD | FY2016 - INCLUDING FY2015 CARRIED FORWARD | FY2017 | FY2018 | FY2019 | FY2020 | Total Project Cost |
|---|------------------------------|--|---|---------------------|---------------------|---------------------|---------------------|-----------------------|
| Road Improvements | | | | | | | | |
| 1 New Sidewalk Projects | Capital Projects | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 325,000 |
| 14th Ave & 17th St Intersection Improvements | Capital Projects | - | 283,206 | - | - | - | - | 283,206 |
| 3 13th Ave 7th to 8th Street | Capital/Assessment | 83,333 | 250,000 | - | - | - | - | 250,000 |
| Street Paving (W, S & R Water Infrastructure) | Capital Projects | - | 300,000 | 100,000 | 100,000 | 100,000 | 100,000 | 700,000 |
| ROAD IMPROVEMENTS TOTAL | | \$ 148,333 | \$ 898,206 | \$ 165,000 | \$ 165,000 | \$ 165,000 | \$ 165,000 | \$ 1,558,206 |
| Public Facilities | | | | | | | | |
| 1 City Facility Security | Capital Projects | \$ 37,741 | \$ 37,741 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 137,741 |
| 2 City Wide Facilities Upgrades | Capital Projects | 25,234 | 25,234 | 25,000 | 25,000 | 25,000 | 25,000 | \$ 125,234 |
| 3 Public Works Yard Lighting | Capital Projects | 45,000 | 45,000 | - | - | - | - | \$ 45,000 |
| 4 New Public Works Facility Building | Capital Projects | - | - | 477,540 | 3,183,600 | - | - | \$ 3,661,140 |
| PUBLIC FACILITIES TOTAL | | \$ 107,975 | \$ 107,975 | \$ 527,540 | \$ 3,233,600 | \$ 50,000 | \$ 50,000 | \$ 3,969,115 |
| Stormwater | | | | | | | | |
| 1 TMDL Program | Road & Bridge | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| 2 13th St. Drainage Project from 25th Ave. W to 28th Ave. W | Road & Bridge | 630,540 | 630,540 | - | - | - | - | 630,540 |
| 3 Dredging Projects | Road & Bridge | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 50,000 |
| STORMWATER TOTAL | | \$ 630,540 | \$ 690,540 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 930,540 |
| Utility Improvements | | | | | | | | |
| 1 WWTP Expansion | Water/Sewer | \$ 200,000 | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 |
| 2 Equalization Basin & Equipment | Water/Sewer & Loan | - | 3,900,000 | - | - | - | - | 3,900,000 |
| 3 WWTP Upgrades | Water/Sewer | 19,270 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,000,000 |
| 4 WWTP R&R | Water/Sewer | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| 5 Lift Station Upgrades | Water/Sewer | - | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| 6 Sewer Lines R&R | Water/Sewer | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| 7 I&I Program | Water/Sewer | 101,364 | 433,939 | 400,000 | 400,000 | 400,000 | 400,000 | 2,033,939 |
| 8 PARS Expansion | Reuse | 263,441 | 941,685 | 250,000 | 250,000 | 250,000 | 250,000 | 1,941,685 |
| 9 Water Lines R&R | Water/Sewer | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| 10 Chloramines Injection System | Water/Sewer & Loan | 160,935 | 250,000 | - | - | - | - | 250,000 |
| 11 Fire Protection Upgrades | Water/Sewer & Loan | 506,100 | 606,100 | 100,000 | 100,000 | 100,000 | 100,000 | 1,006,100 |
| 12 8th St. W & 9th St. W Ward 2 Reclaim lines. | Water/Sewer Road & Bridge | 250,000 | 250,000 | - | - | - | - | 250,000 |
| UTILITY IMPROVEMENTS TOTAL | | \$ 1,651,110 | \$ 7,131,724 | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 12,331,724 |
| GRAND TOTAL | | \$ 2,537,958 | \$ 8,828,445 | \$ 2,052,540 | \$ 4,758,600 | \$ 1,575,000 | \$ 1,575,000 | \$ 18,789,585 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**2016 - 2020 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

| <u>Project Description</u> | <u>Supporting Fund</u> | <u>FY2015 Funding Carried Forward</u> | <u>Current Revenue</u> | <u>City Fund Balance</u> | <u>Loan Funds</u> | <u>Grants/ Assessments</u> | <u>Total Funded Projects</u> | <u>Total FY2016 CIP</u> |
|--|------------------------------|---|----------------------------|------------------------------|---------------------|--------------------------------|----------------------------------|-----------------------------|
| Road Improvements | | | | | | | | |
| 1 New Sidewalk Projects 14th Ave & 17th St Intersection | Capital Projects | \$ 65,000 | \$ - | \$ - | \$ - | \$ - | \$ 65,000 | \$ 65,000 |
| 2 Improvements | Capital Projects | - | - | - | - | 283,206 | 283,206 | 283,206 |
| 3 13th Ave 7th to 8th Street Street Paving (W, S & R | Capital/Assessment | 83,333 | - | - | - | 166,667 | 250,000 | 250,000 |
| 4 Water Infrastructure) | Capital Projects | - | - | 300,000 | - | - | 300,000 | 300,000 |
| ROAD IMPROVEMENTS TOTAL | | \$ 148,333 | \$ - | \$ 300,000 | \$ - | \$ 449,873 | \$ 898,206 | \$ 898,206 |
| Public Facilities | | | | | | | | |
| 1 City Facility Security | Capital Projects | \$ 37,741 | \$ - | \$ - | \$ - | \$ - | \$ 37,741 | \$ 37,741 |
| 2 City Wide Facilities Upgrades | Capital Projects | 25,234 | - | - | - | - | 25,234 | 25,234 |
| 3 Public Works Yard Lighting New Public Works Facility | Capital Projects | 45,000 | - | - | - | - | 45,000 | 45,000 |
| 4 Building | Capital Projects | - | - | - | - | - | - | - |
| PUBLIC FACILITIES TOTAL | | \$ 107,975 | \$ - | \$ - | \$ - | \$ - | \$ 107,975 | \$ 107,975 |
| Stormwater | | | | | | | | |
| 1 TMDL Program | Road & Bridge | \$ - | \$ - | \$ 50,000 | \$ - | \$ - | \$ 50,000 | \$ 50,000 |
| 2 13th St. Drainage Project from 25th Ave. W to 28th Ave. W | Road & Bridge | 630,540 | - | - | - | - | 630,540 | 630,540 |
| 3 Dredging Projects | Road & Bridge | - | - | 10,000 | - | - | 10,000 | 10,000 |
| STORMWATER TOTAL | | \$ 630,540 | \$ - | \$ 60,000 | \$ - | \$ - | \$ 690,540 | \$ 690,540 |
| Utility Improvements | | | | | | | | |
| 1 WWTP Expansion | Water/Sewer | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ 200,000 |
| 2 Equalization Basin & Equipment | Water/Sewer & Loan | - | - | - | 3,900,000 | - | 3,900,000 | 3,900,000 |
| 3 WWTP Upgrades | Water/Sewer | 19,270 | 180,730 | - | - | - | 200,000 | 200,000 |
| 4 WWTP R&R | Water/Sewer | - | 50,000 | - | - | - | 50,000 | 50,000 |
| 5 Lift Station Upgrades | Water/Sewer | - | 100,000 | - | - | - | 100,000 | 100,000 |
| 6 Sewer Lines R&R | Water/Sewer | - | 50,000 | - | - | - | 50,000 | 50,000 |
| 7 I&I Program | Water/Sewer | 101,364 | 332,575 | - | - | - | 433,939 | 433,939 |
| 8 PARS Expansion | Reuse | 263,441 | 178,244 | - | 500,000 | - | 941,685 | 941,685 |
| 9 Water Lines R&R | Water/Sewer | 150,000 | - | - | - | - | 150,000 | 150,000 |
| 10 Chloramines Injection System | Water/Sewer & Loan | 160,935 | - | 89,065 | - | - | 250,000 | 250,000 |
| 11 Fire Protection Upgrades | Water/Sewer & Loan | 506,100 | 100,000 | - | - | - | 606,100 | 606,100 |
| 8th St. W & 9th St. W Ward 2 12 Reclaim lines. | Water/Sewer Road & Bridge | 250,000 | - | - | - | - | 250,000 | 250,000 |
| UTILITY IMPROVEMENTS TOTAL | | \$ 1,651,110 | \$ 991,549 | \$ 89,065 | \$ 4,400,000 | \$ - | \$ 7,131,724 | \$ 7,131,724 |
| GRAND TOTAL | | \$ 2,537,958 | \$ 991,549 | \$ 449,065 | \$ 4,400,000 | \$ 449,873 | \$ 8,828,445 | \$ 8,828,445 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**FUND BALANCE USABLE FOR CAPITAL PROJECTS
Attachment B**

| Fund | Projected Unassigned Fund Balance/Unrestricted Net Position @ 9/30/2015 | 1/12 of FY2016 Expenses | # of Months of 2016 Expenses | Uncommitted amount over(under) 5 months | Amount Used for Capital Projects | Remaining Months of expenses |
|-----------------|--|--------------------------------|-------------------------------------|--|---|-------------------------------------|
| General Fund | 4,235,861 | 836,468 | 5.06 | 53,520 | - | 5.06 |
| Road and Bridge | 1,047,085 | 123,343 | 8.49 | 430,368 | 360,000 | 5.57 |
| Solid Waste | 515,165 | 143,046 | 3.60 | (200,064) | - | 3.60 |
| Water and Sewer | 2,777,543 | 494,083 | 5.62 | 307,128 | 541,404 | 4.53 |
| Stormwater | 541,447 | 83,858 | 6.46 | 122,158 | 630,540 | (1.06) |
| Reuse | 17,606 | 48,745 | 0.36 | (226,118) | 513,441 | (10.17) |

* Fund Balance in the Road and Bridge Fund is restricted to use for roads, bridges, sidewalks, etc. by statute. For the purpose of this exercise, we will treat the \$1,047,085 as unassigned.

Use of Fund Balance for 2015 CIP

| Fund | Project Name | Funding Amount | Amount Available | Unused Amount |
|--|---|-----------------------|-------------------------|----------------------|
| To be transferred to other funds or used within an Enterprise Fund: | | | | |
| General Fund | Total Use of General Fund Fund Balance | - | 53,520 | 53,520 |
| Road and Bridge | Street Paving | 300,000 | | |
| | TMDL Program | 50,000 | | |
| | Dredging Projects | 10,000 | | |
| | Total Use of Road & Bridge Fund Balance | 360,000 | 430,368 | 70,368 |
| Transportation Impact Fees | 13th Ave - 7th to 8th St. | 83,333 | 119,965 | 36,632 |
| Water/Sewer Fund | Chloramines Injection System | 89,065 | 2,777,543 | 2,688,478 |

Use of Committed/Assigned Fund Balance/Unrestricted Net Position for Carry-Forward Funding

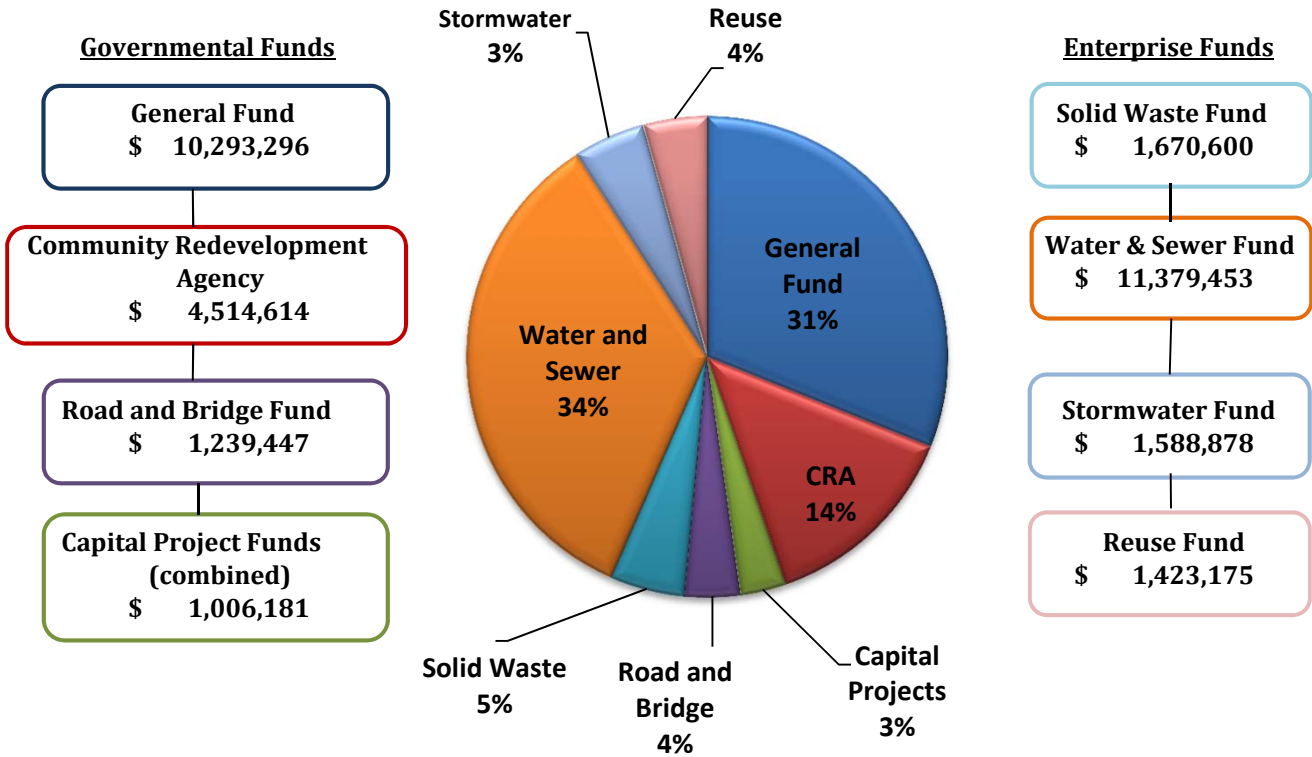
| | | | | |
|--|---|------------------|------------------|------------------|
| Capital Projects Committed Fund Balance (not to exceed) | | | | |
| | New Sidewalk Projects | 65,000 | | |
| | City Facility Security | 37,741 | | |
| | City Wide Facilities Upgrades | 25,234 | | |
| | Public Works Yard Lighting | 45,000 | | |
| | Total Use of Capital Projects Fund Balance | 172,975 | 288,958 | 115,983 |
| Water & Sewer Restricted Net Position (not to exceed) | | | | |
| | WWTP Expansion | 200,000 | | |
| | WWTP Upgrades | 19,270 | | |
| | Water Lines R&R | 150,000 | | |
| | Chloramines Injection System | 83,069 | | |
| | Total Net Position to be used for funding | 452,339 | 2,777,543 | 2,325,204 |
| Restricted Loan Funds | | | | |
| | I&I Program | 101,364 | | |
| | Chloramines Injection System | 77,866 | | |
| | Fire Protection Upgrades | 506,100 | | |
| | Total Loan Funds from Net Position to be used for funding | 685,330 | 685,330 | - |
| | Total Use of Water & Sewer Restricted Net Position | 1,137,669 | 3,462,873 | 2,325,204 |
| Stormwater Restricted Net Position (not to exceed) | | | | |
| | 13th St Drainage | 630,540 | | |
| | Total Use of Stormwater Restricted Net Position | 630,540 | 541,447 | (89,093) |
| Reuse Restricted Net Position (not to exceed) | | | | |
| | PARS Expansion | 263,441 | | |
| | 8th & 9th St West Reclaim Lines | 250,000 | | |
| | Total Use of Reuse Restricted Net Position | 513,441 | 17,606 | (495,835) |
| Total use of City Fund Balance/Net Position and Impact Fees | | 2,987,023 | 7,692,280 | 4,705,257 |



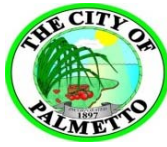
**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Budget Breakdown
All Funds**
Including Capital Improvement Program (CIP)

**FY 2016
Total Fund Expenditure
Budget
(Before other sources)
\$ 33,115,644**



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



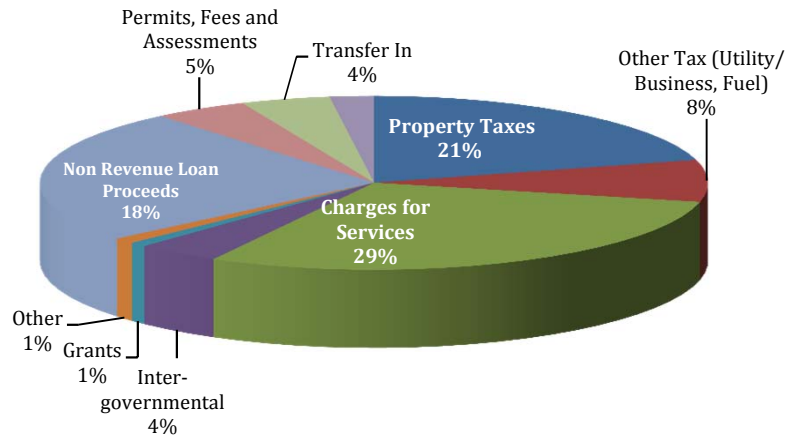
**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Where the Money Comes From And Where it Goes

City-Wide Fund Revenues

| | |
|----------------------------|----------------------|
| Property Taxes | \$ 7,199,157 |
| Other Tax | 2,696,323 |
| Charges for Services | 10,195,152 |
| Intergovernmental | 1,409,736 |
| Grants | 292,196 |
| Other | 363,567 |
| Debt/Lease Proceed | 743,000 |
| Non Revenue Loan Proceeds | 8,671,961 |
| Permits, Fees, Assessments | 1,590,067 |
| Transfer In | 1,502,665 |
| | \$ 34,663,824 |

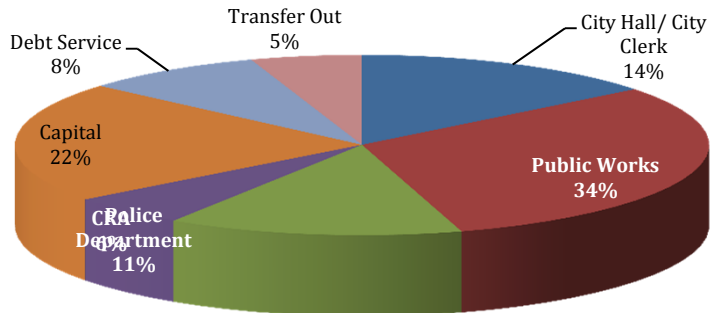
Where the Money Comes from by Source



City-Wide Expenses by Department

| | |
|-----------------------|----------------------|
| City Hall/ City Clerk | \$ 4,168,074 |
| Public Works | 8,958,621 |
| Police Department | 3,973,856 |
| CRA | 1,603,864 |
| *Grants | - |
| Capital | 6,276,090 |
| Debt Service | 2,445,100 |
| Transfer Out | 1,502,665 |
| | \$ 28,928,270 |

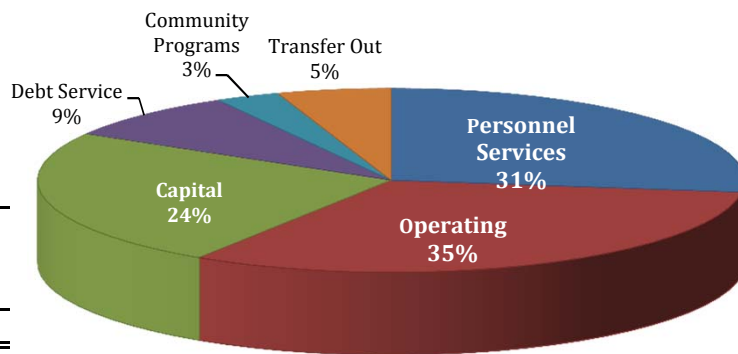
Where the Money goes by Department



City-Wide Expenses by Category

| | |
|--------------------------|----------------------|
| Personnel Services | \$ 7,837,449 |
| Operating | 9,263,102 |
| Capital | 7,030,491 |
| Debt Service | 2,445,100 |
| Community Programs | 849,463 |
| Transfer Out | 1,502,665 |
| | \$ 28,928,270 |
| Surplus/(Deficit) | \$ 5,735,554 |

Where the Money goes by Category



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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**FISCAL YEAR 2016
BUDGET SUMMARY - ALL FUNDS**

| | <u>2016 Adopted Budget</u> |
|---|----------------------------|
| REVENUES: | |
| Property Taxes | 7,199,157 |
| Utility Service Taxes | 1,417,436 |
| Business License Tax | 60,000 |
| Permits, Fees and Assessments | 1,590,067 |
| Motor Fuel Taxes | 1,218,887 |
| Impact Fees | - |
| Intergovernmental Revenue | 1,409,736 |
| Grants | 292,196 |
| Charges for Services/Utility Fees | 10,195,152 |
| Fines & Forfeitures | 45,300 |
| Interest Revenue | 96,000 |
| Miscellaneous Revenue | 222,267 |
| Debt/Lease Proceeds | 743,000 |
| Non-revenue loan proceeds/fund balance | 8,671,961 |
| Total Revenues | <u>33,161,159</u> |
| EXPENSES: | |
| City Hall/City Clerk | |
| Mayor and Commission | 241,721 |
| City Clerk | 1,953,318 |
| Information Technology | 393,349 |
| City Attorney | 241,304 |
| Finance | 606,560 |
| Human Resources | 174,621 |
| Events and Facilities | 144,264 |
| Customer Service | 412,937 |
| TOTAL CITY CLERK | <u>4,168,074</u> |
| Police Department | <u>3,973,856</u> |
| Public Works | |
| Public Works Administration | 558,326 |
| Code Enforcement | 141,434 |
| Planning | 235,615 |
| Fleet Management | 229,274 |
| Parks and Recreation | 554,112 |
| Building Department | 255,679 |
| Grants - Non-Capital | - |
| Streets | 916,540 |
| Solid Waste | 1,665,600 |
| Cross Connect | 210,296 |
| Water Department | 1,570,194 |
| Sewer Department | 464,420 |
| WWTP | 1,756,984 |
| Stormwater Department | 363,073 |
| Reuse Department | 37,074 |
| TOTAL PUBLIC WORKS | <u>8,958,621</u> |
| Community Redevelopment Agency | <u>1,603,864</u> |
| Capital | <u>11,966,129</u> |
| Debt Service | <u>2,445,100</u> |
| TOTAL EXPENDITURES | <u>33,115,644</u> |
| Transfers In | 1,502,665 |
| Transfers out | <u>(1,502,665)</u> |
| TOTAL OTHER SOURCES(USES) | <u>-</u> |
| EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER SOURCES | <u>45,515</u> |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

ALL FUNDS SUMMARY

| | GOVERNMENTAL FUNDS | | | | | | | | |
|--|---------------------------|-------------------------|----------------------------|---------------------------------------|-------------------------|----------------------------|-----------------------------|-------------------------|----------------------------|
| | General Fund | | | Community Redevelopment Agency | | | Road and Bridge Fund | | |
| | 2015 | | | 2015 | | | 2015 | | |
| | 2014 Actual | Estimated Actual | 2016 Adopted Budget | 2014 Actual | Estimated Actual | 2016 Adopted Budget | 2014 Actual | Estimated Actual | 2016 Adopted Budget |
| REVENUES: | | | | | | | | | |
| Property Taxes | 3,627,103 | 3,767,571 | 4,106,184 | 2,625,067 | 2,789,187 | 3,092,973 | - | - | - |
| Utility Service Taxes | 1,522,865 | 1,495,583 | 1,417,436 | - | - | - | - | - | - |
| Business License Tax | 71,699 | 62,000 | 60,000 | - | - | - | - | - | - |
| Permits, Fees and Assessments | 1,135,632 | 1,278,356 | 1,241,600 | - | - | - | - | - | - |
| Motor Fuel Taxes | - | - | - | - | - | - | 1,184,752 | 1,279,049 | 1,218,887 |
| Impact Fees | 18,611 | 24,732 | - | - | - | - | 46,806 | 9,690 | - |
| Intergovernmental Revenue | 1,272,069 | 1,303,523 | 1,312,773 | - | - | - | 101,701 | 104,121 | 96,963 |
| Grants | 29,543 | 14,693 | 2,990 | 25,000 | 6,000 | 6,000 | - | - | - |
| Charges for Services/Utility Fees | 692,410 | 760,728 | 667,263 | 11,173 | 14,555 | 10,000 | 91,523 | 99,294 | 110,498 |
| Fines & Forfeitures | 58,254 | 50,915 | 45,300 | - | - | - | - | - | - |
| Interest Revenue | 20,673 | 23,587 | 42,600 | 9,700 | 5,570 | 15,000 | 5,473 | 4,162 | 8,000 |
| Miscellaneous Revenue | 203,121 | 223,531 | 190,717 | 68,196 | 68,361 | - | 1,368 | 421 | - |
| Debt/Lease Proceeds | 160,000 | 251,500 | 243,000 | - | - | 500,000 | 131,500 | 256,353 | - |
| Non-revenue loan proceeds/fund balance | - | - | 160,123 | - | - | 934,314 | - | - | 491,834 |
| Total Revenues | 8,811,980 | 9,256,719 | 9,489,986 | 2,739,136 | 2,883,673 | 4,558,287 | 1,563,123 | 1,753,090 | 1,926,182 |
| EXPENSES: | | | | | | | | | |
| City Hall/City Clerk | | | | | | | | | |
| Mayor and Commission | 197,925 | 206,890 | 241,721 | - | - | - | - | - | - |
| City Clerk | 1,595,667 | 1,744,854 | 1,953,318 | - | - | - | - | - | - |
| Information Technology | 308,899 | 340,018 | 393,349 | - | - | - | - | - | - |
| City Attorney | 226,315 | 243,626 | 241,304 | - | - | - | - | - | - |
| Finance | 555,055 | 574,641 | 606,560 | - | - | - | - | - | - |
| Human Resources | 149,411 | 126,939 | 174,621 | - | - | - | - | - | - |
| Events and Facilities | 72,834 | 146,783 | 144,264 | - | - | - | - | - | - |
| Customer Service | - | - | - | - | - | - | - | - | - |
| Police Department | 3,751,479 | 3,778,600 | 3,973,856 | - | - | - | - | - | - |
| Public Works | | | | | | | | | |
| Public Works Administration | 493,958 | 526,142 | 558,326 | - | - | - | - | - | - |
| Code Enforcement | 144,659 | 98,734 | 141,434 | - | - | - | - | - | - |
| Planning | 129,861 | 162,653 | 235,615 | - | - | - | - | - | - |
| Fleet Management | 206,541 | 219,073 | 229,274 | - | - | - | - | - | - |
| Parks and Recreation | 525,174 | 498,862 | 554,112 | - | - | - | - | - | - |
| Building Department | 236,659 | 251,687 | 255,679 | - | - | - | - | - | - |
| Grants - Non-Capital | 1,568 | 14,680 | - | - | - | - | - | - | - |
| Streets | - | - | - | - | - | - | 757,656 | 752,955 | 916,540 |
| Solid Waste | - | - | - | - | - | - | - | - | - |
| Cross Connect | - | - | - | - | - | - | - | - | - |
| Water Department | - | - | - | - | - | - | - | - | - |
| Sewer Department | - | - | - | - | - | - | - | - | - |
| WWTP | - | - | - | - | - | - | - | - | - |
| Stormwater Department | - | - | - | - | - | - | - | - | - |
| Reuse Department | - | - | - | - | - | - | - | - | - |
| Community Redevelopment Agency | - | - | - | 1,473,976 | 1,643,891 | 1,603,864 | - | - | - |
| Capital | 271,792 | 306,336 | 326,683 | 1,294,331 | 1,252,488 | 2,570,000 | 150,913 | 278,860 | 37,501 |
| Debt Service | 204,984 | 214,700 | 263,180 | 255,579 | 857,060 | 340,750 | 226,734 | 277,513 | 285,406 |
| TOTAL FUND EXPENDITURES | 9,072,781 | 9,455,218 | 10,293,296 | 3,023,886 | 3,753,439 | 4,514,614 | 1,135,303 | 1,309,328 | 1,239,447 |
| Excess Revenues Over(Under) Expenditures | (260,801) | (198,499) | (803,310) | (284,750) | (869,766) | 43,673 | 427,820 | 443,762 | 686,735 |
| Transfers In | 808,700 | 820,101 | 909,332 | 138,922 | - | - | - | - | - |
| Transfers out | (915,830) | (185,733) | (106,022) | (45,798) | (252,535) | (43,673) | (1,082,794) | (362,361) | (684,007) |
| TOTAL OTHER SOURCES(USES) | (107,130) | 634,368 | 803,310 | 93,124 | (252,535) | (43,673) | (1,082,794) | (362,361) | (684,007) |
| Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) | (367,931) | 435,869 | - | (191,626) | (1,122,301) | - | (654,974) | 81,401 | 2,728 |
| Conversion to full accrual | - | - | - | - | - | - | - | - | - |
| Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) | (367,931) | 435,869 | - | (191,626) | (1,122,301) | - | (654,974) | 81,401 | 2,728 |
| Fund Balance, Beginning of Year | 7,570,099 | 7,202,168 | 7,638,037 | 2,247,714 | 2,056,088 | 933,787 | 1,919,271 | 1,264,297 | 1,345,698 |
| Fund Balance, End of Year | 7,202,168 | 7,638,037 | 7,638,037 | 2,056,088 | 933,787 | 933,787 | 1,264,297 | 1,345,698 | 1,348,426 |
| Change of Fund Balance/Net Position | -4.86% | 6.05% | 0.00% | -8.53% | -54.58% | 0.00% | -34.13% | 6.44% | 0.20% |

NOTE: Fund Balance, Beginning of Year for 2016 Adopted Budget is based on the projected revenues and expenses from fiscal year 2015.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

ALL FUNDS SUMMARY (Continued)

| | GOVERNMENTAL FUNDS (Continued) | | | | | | | | |
|--|---------------------------------------|--------------------------------------|--------------------------------|------------------------------------|--------------------------------------|--------------------------------|---------------------------------|--------------------------------------|--------------------------------|
| | Capital Projects Fund | | | Joint Capital Projects Fund | | | Total Governmental Funds | | |
| | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget |
| REVENUES: | | | | | | | | | |
| Property Taxes | - | - | - | - | - | - | 6,252,170 | 6,556,758 | 7,199,157 |
| Utility Service Taxes | - | - | - | - | - | - | 1,522,865 | 1,495,583 | 1,417,436 |
| Business License Tax | - | - | - | - | - | - | 71,699 | 62,000 | 60,000 |
| Permits, Fees and Assessments | - | - | 166,667 | - | - | - | 1,135,632 | 1,278,356 | 1,408,267 |
| Motor Fuel Taxes | - | - | - | - | - | - | 1,184,752 | 1,279,049 | 1,218,887 |
| Impact Fees | - | - | - | - | - | - | 65,417 | 34,422 | - |
| Intergovernmental Revenue | - | - | - | - | - | - | 1,373,770 | 1,407,644 | 1,409,736 |
| Grants | - | - | 283,206 | 279,482 | 589,718 | - | 334,025 | 610,411 | 292,196 |
| Charges for Services/Utility Fees | - | - | - | - | - | - | 795,106 | 874,577 | 787,761 |
| Fines & Forfeitures | - | - | - | - | - | - | 58,254 | 50,915 | 45,300 |
| Interest Revenue | 182 | - | - | - | - | - | 36,028 | 33,319 | 65,600 |
| Miscellaneous Revenue | - | - | - | - | - | - | 272,685 | 292,313 | 190,717 |
| Debt/Lease Proceeds | - | - | - | - | - | - | 291,500 | 507,853 | 743,000 |
| Non-revenue loan proceeds/fund balance | - | - | 172,975 | - | - | - | - | - | 1,759,246 |
| Total Revenues | 182 | - | 622,848 | 279,482 | 589,718 | - | 13,393,903 | 14,483,200 | 16,597,303 |
| EXPENSES: | | | | | | | | | |
| City Hall/City Clerk | - | - | - | - | - | - | 197,925 | 206,890 | 241,721 |
| Mayor and Commission | - | - | - | - | - | - | 1,595,667 | 1,744,854 | 1,953,318 |
| City Clerk | - | - | - | - | - | - | 308,899 | 340,018 | 393,349 |
| Information Technology | - | - | - | - | - | - | 226,315 | 243,626 | 241,304 |
| City Attorney | - | - | - | - | - | - | 555,055 | 574,641 | 606,560 |
| Finance | - | - | - | - | - | - | 149,411 | 126,939 | 174,621 |
| Human Resources | - | - | - | - | - | - | 72,834 | 146,783 | 144,264 |
| Events and Facilities | - | - | - | - | - | - | - | - | - |
| Customer Service | - | - | - | - | - | - | - | - | - |
| Police Department | - | - | - | - | - | - | 3,751,479 | 3,778,600 | 3,973,856 |
| Public Works | - | - | - | - | - | - | - | - | - |
| Public Works Administration | - | - | - | - | - | - | 493,958 | 526,142 | 558,326 |
| Code Enforcement | - | - | - | - | - | - | 144,659 | 98,734 | 141,434 |
| Planning | - | - | - | - | - | - | 129,861 | 162,653 | 235,615 |
| Fleet Management | - | - | - | - | - | - | 206,541 | 219,073 | 229,274 |
| Parks and Recreation | - | - | - | - | - | - | 525,174 | 498,862 | 554,112 |
| Building Department | - | - | - | - | - | - | 236,659 | 251,687 | 255,679 |
| Grants - Non-Capital | - | - | - | - | - | - | 1,568 | 14,680 | - |
| Streets | - | - | - | - | - | - | 757,656 | 752,955 | 916,540 |
| Solid Waste | - | - | - | - | - | - | - | - | - |
| Cross Connect | - | - | - | - | - | - | - | - | - |
| Water Department | - | - | - | - | - | - | - | - | - |
| Sewer Department | - | - | - | - | - | - | - | - | - |
| WWTP | - | - | - | - | - | - | - | - | - |
| Stormwater Department | - | - | - | - | - | - | - | - | - |
| Reuse Department | - | - | - | - | - | - | - | - | - |
| Community Redevelopment Agency | - | - | - | - | - | - | 1,473,976 | 1,643,891 | 1,603,864 |
| Capital | 295,236 | 249,500 | 1,006,181 | 623,797 | 780,150 | - | 2,636,069 | 2,867,334 | 3,940,365 |
| Debt Service | 342,717 | - | - | - | - | - | 1,030,014 | 1,349,273 | 889,336 |
| TOTAL FUND EXPENDITURES | 637,953 | 249,500 | 1,006,181 | 623,797 | 780,150 | - | 14,493,720 | 15,547,635 | 17,053,538 |
| Excess Revenues Over(Under) Expenditures | (637,771) | (249,500) | (383,333) | (344,315) | (190,432) | - | (1,099,817) | (1,064,435) | (456,235) |
| Transfers In | 476,150 | 184,000 | 383,333 | - | 203,125 | - | 1,423,772 | 1,207,226 | 1,292,665 |
| Transfers out | - | - | - | (138,922) | - | - | (2,183,344) | (800,629) | (833,702) |
| TOTAL OTHER SOURCES(USES) | 476,150 | 184,000 | 383,333 | (138,922) | 203,125 | - | (759,572) | 406,597 | 458,963 |
| Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) | (161,621) | (65,500) | - | (483,237) | 12,693 | - | (1,859,389) | (657,838) | 2,728 |
| Conversion to full accrual | - | - | - | - | - | - | - | - | - |
| Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) | (161,621) | (65,500) | - | (483,237) | 12,693 | - | (1,859,389) | (657,838) | 2,728 |
| Fund Balance, Beginning of Year | 432,745 | 271,124 | 205,624 | 493,696 | 289,941 | 892,352 | 12,663,525 | 11,083,618 | 11,015,498 |
| Fund Balance, End of Year | 271,124 | 205,624 | 205,624 | 10,459 | 302,634 | 892,352 | 10,804,136 | 10,425,780 | 11,018,226 |
| | -37.35% | -24.16% | 0.00% | -97.88% | 4.38% | 0.00% | -14.68% | -5.94% | 0.02% |

NOTE: Fund Balance, Beginning of Year for 2015 Adopted Budget is based on the projected revenues and expenses from fiscal year 2014.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

ALL FUNDS SUMMARY

| | ENTERPRISE FUNDS | | | | | | | | |
|--|-------------------------|--------------------------------------|--------------------------------|-----------------------------|--------------------------------------|--------------------------------|------------------------|--------------------------------------|--------------------------------|
| | Solid Waste Fund | | | Water and Sewer Fund | | | Stormwater Fund | | |
| | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget |
| REVENUES: | | | | | | | | | |
| Property Taxes | - | - | - | - | - | - | - | - | - |
| Utility Service Taxes | - | - | - | - | - | - | - | - | - |
| Business License Tax | - | - | - | - | - | - | - | - | - |
| Permits, Fees and Assessments | 242,070 | 247,337 | 181,800 | - | - | - | - | - | - |
| Motor Fuel Taxes | - | - | - | - | - | - | - | - | - |
| Impact Fees | - | - | - | 16,121 | 24,739 | - | - | - | - |
| Intergovernmental Revenue | - | - | - | - | - | - | - | - | - |
| Grants | - | - | - | - | - | - | - | - | - |
| Charges for Services/Utility Fees | 1,935,679 | 2,015,286 | 1,543,479 | 5,561,641 | 6,313,773 | 6,646,700 | 784,497 | 781,166 | 783,000 |
| Fines & Forfeitures | - | - | - | - | - | - | - | - | - |
| Interest Revenue | 1,811 | 1,183 | 3,000 | 9,029 | 8,388 | 24,400 | 363 | 1,321 | 2,000 |
| Miscellaneous Revenue | 218 | 747 | 30,000 | 59,682 | 347,952 | 1,200 | 647 | 356 | 350 |
| Debt/Lease Proceeds | - | - | - | - | - | - | - | - | - |
| Non-revenue loan proceeds/fund balance | - | - | - | - | - | 5,196,734 | - | - | 702,540 |
| Total Revenues | 2,179,778 | 2,264,553 | 1,758,279 | 5,646,473 | 6,694,852 | 11,869,034 | 785,507 | 782,843 | 1,487,890 |
| EXPENSES: | | | | | | | | | |
| City Hall/City Clerk | | | | | | | | | |
| Mayor and Commission | - | - | - | - | - | - | - | - | - |
| City Clerk | - | - | - | - | - | - | - | - | - |
| Information Technology | - | - | - | - | - | - | - | - | - |
| City Attorney | - | - | - | - | - | - | - | - | - |
| Finance | - | - | - | - | - | - | - | - | - |
| Human Resources | - | - | - | - | - | - | - | - | - |
| Events and Facilities | - | - | - | - | - | - | - | - | - |
| Customer Service | - | - | - | 384,622 | 359,033 | 412,937 | - | - | - |
| Police Department | - | - | - | - | - | - | - | - | - |
| Public Works | | | | | | | | | |
| Public Works Administration | - | - | - | - | - | - | - | - | - |
| Code Enforcement | - | - | - | - | - | - | - | - | - |
| Planning | - | - | - | - | - | - | - | - | - |
| Fleet Management | - | - | - | - | - | - | - | - | - |
| Parks and Recreation | - | - | - | - | - | - | - | - | - |
| Building Department | - | - | - | - | - | - | - | - | - |
| Grants - Non-Capital | - | - | - | - | - | - | - | - | - |
| Streets | - | - | - | - | - | - | - | - | - |
| Solid Waste | 2,200,590 | 2,214,039 | 1,665,600 | - | - | - | - | - | - |
| Cross Connect | - | - | - | 121,465 | 179,267 | 210,296 | - | - | - |
| Water Department | - | - | - | 1,755,462 | 1,715,459 | 1,570,194 | - | - | - |
| Sewer Department | - | - | - | 651,505 | 775,365 | 464,420 | - | - | - |
| WWTP | - | - | - | 1,589,962 | 1,750,943 | 1,756,984 | - | - | - |
| Stormwater Department | - | - | - | - | - | - | 473,539 | 515,295 | 363,073 |
| Reuse Department | - | - | - | - | - | - | - | - | - |
| Community Redevelopment Agency | - | - | - | - | - | - | - | - | - |
| Capital | - | - | 5,000 | 451,923 | 217,684 | 6,062,539 | - | 664,961 | 766,540 |
| Debt Service | - | - | - | 762,083 | 906,552 | 902,083 | 444,286 | 439,390 | 459,265 |
| TOTAL FUND EXPENDITURES | 2,200,590 | 2,214,039 | 1,670,600 | 5,717,022 | 5,904,303 | 11,379,453 | 917,825 | 1,619,646 | 1,588,878 |
| Excess Revenues Over(Under) Expenditures | (20,812) | 50,514 | 87,679 | (70,549) | 790,549 | 489,581 | (132,318) | (836,803) | (100,988) |
| Transfers In | - | - | - | 10,500 | - | - | 740,000 | 219,958 | 210,000 |
| Transfers out | (41,967) | (39,611) | (45,950) | (736,726) | (477,089) | (489,581) | (98,200) | (99,603) | (107,954) |
| TOTAL OTHER SOURCES(USES) | (41,967) | (39,611) | (45,950) | (726,226) | (477,089) | (489,581) | 641,800 | 120,355 | 102,046 |
| Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) | (62,779) | 10,903 | 41,729 | (796,775) | 313,460 | - | 509,482 | (716,448) | 1,058 |
| Conversion to full accrual | - | - | - | (967,435) | (89,079) | (1,505,104) | (304,872) | (1,007,183) | (622,566) |
| Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) | (62,779) | 10,903 | 41,729 | 170,660 | 402,538 | 1,505,104 | 814,354 | 290,735 | 623,624 |
| Fund Balance, Beginning of Year | 567,041 | 504,262 | 515,165 | 15,177,008 | 15,347,668 | 15,750,206 | 3,463,827 | 4,278,181 | 4,568,916 |
| Fund Balance, End of Year | 504,262 | 515,165 | 556,894 | 15,347,668 | 15,750,206 | 17,255,310 | 4,278,181 | 4,568,916 | 5,192,540 |
| | -11.07% | 2.16% | 8.10% | 1.12% | 2.62% | 9.56% | 23.51% | 6.80% | 13.65% |

NOTE: Fund Balance, Beginning of Year for 2015 Adopted Budget is based on the projected revenues and expenses from fiscal year 2014.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

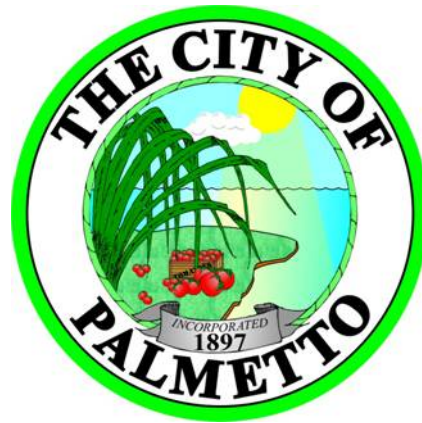
ALL FUNDS SUMMARY

| | ENTERPRISE FUNDS (Continued) | | | | | | | | |
|--|-------------------------------------|--------------------------------------|--------------------------------|-------------------------------|--------------------------------------|--------------------------------|------------------------|--------------------------------------|--------------------------------|
| | Reuse Fund | | | Total Enterprise Funds | | | Total All Funds | | |
| | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget | 2014 Actual | 2015 Estimated Actual | 2016 Adopted Budget |
| REVENUES: | | | | | | | | | |
| Property Taxes | - | - | - | - | - | - | 6,252,170 | 6,556,758 | 7,199,157 |
| Utility Service Taxes | - | - | - | - | - | - | 1,522,865 | 1,495,583 | 1,417,436 |
| Business License Tax | - | - | - | - | - | - | 71,699 | 62,000 | 60,000 |
| Permits, Fees and Assessments | - | - | - | 242,070 | 247,337 | 181,800 | 1,377,702 | 1,525,693 | 1,590,067 |
| Motor Fuel Taxes | - | - | - | - | - | - | 1,184,752 | 1,279,049 | 1,218,887 |
| Impact Fees | - | - | - | 16,121 | 24,739 | - | 81,538 | 59,161 | - |
| Intergovernmental Revenue | - | 59,257 | - | - | 59,257 | - | 1,373,770 | 1,466,901 | 1,409,736 |
| Grants | - | - | - | - | - | - | 334,025 | 610,411 | 292,196 |
| Charges for Services/Utility Fees | 282,522 | 386,188 | 434,212 | 8,564,339 | 9,496,413 | 9,407,391 | 9,359,445 | 10,370,990 | 10,195,152 |
| Fines & Forfeitures | - | - | - | - | - | - | 58,254 | 50,915 | 45,300 |
| Interest Revenue | 123 | 992 | 1,000 | 11,326 | 11,884 | 30,400 | 47,354 | 45,203 | 96,000 |
| Miscellaneous Revenue | 943,970 | - | - | 1,004,517 | 349,055 | 31,550 | 1,277,202 | 641,368 | 222,267 |
| Debt/Lease Proceeds | - | - | - | - | - | - | 291,500 | 507,853 | 743,000 |
| Non-revenue loan proceeds/fund balance | - | - | 1,013,441 | - | - | 6,912,715 | - | - | 8,671,961 |
| Total Revenues | 1,226,615 | 446,437 | 1,448,653 | 9,838,373 | 10,188,685 | 16,563,856 | 23,232,276 | 24,671,885 | 33,161,159 |
| EXPENSES: | | | | | | | | | |
| City Hall/City Clerk | | | | | | | | | |
| Mayor and Commission | - | - | - | - | - | - | 197,925 | 206,890 | 241,721 |
| City Clerk | - | - | - | - | - | - | 1,595,667 | 1,744,854 | 1,953,318 |
| Information Technology | - | - | - | - | - | - | 308,899 | 340,018 | 393,349 |
| City Attorney | - | - | - | - | - | - | 226,315 | 243,626 | 241,304 |
| Finance | - | - | - | - | - | - | 555,055 | 574,641 | 606,560 |
| Human Resources | - | - | - | - | - | - | 149,411 | 126,939 | 174,621 |
| Events and Facilities | - | - | - | - | - | - | 72,834 | 146,783 | 144,264 |
| Customer Service | - | - | - | 384,622 | 359,033 | 412,937 | 384,622 | 359,033 | 412,937 |
| Police Department | - | - | - | - | - | - | 3,751,479 | 3,778,600 | 3,973,856 |
| Public Works | | | | | | | | | |
| Public Works Administration | - | - | - | - | - | - | 493,958 | 526,142 | 558,326 |
| Code Enforcement | - | - | - | - | - | - | 144,659 | 98,734 | 141,434 |
| Planning | - | - | - | - | - | - | 129,861 | 162,653 | 235,615 |
| Fleet Management | - | - | - | - | - | - | 206,541 | 219,073 | 229,274 |
| Parks and Recreation | - | - | - | - | - | - | 525,174 | 498,862 | 554,112 |
| Building Department | - | - | - | - | - | - | 236,659 | 251,687 | 255,679 |
| Grants - Non-Capital | - | - | - | - | - | - | 1,568 | 14,680 | - |
| Streets | - | - | - | - | - | - | 757,656 | 752,955 | 916,540 |
| Solid Waste | - | - | - | 2,200,590 | 2,214,039 | 1,665,600 | 2,200,590 | 2,214,039 | 1,665,600 |
| Cross Connect | - | - | - | 121,465 | 179,267 | 210,296 | 121,465 | 179,267 | 210,296 |
| Water Department | - | - | - | 1,755,462 | 1,715,459 | 1,570,194 | 1,755,462 | 1,715,459 | 1,570,194 |
| Sewer Department | - | - | - | 651,505 | 775,365 | 464,420 | 651,505 | 775,365 | 464,420 |
| WWTP | - | - | - | 1,589,962 | 1,750,943 | 1,756,984 | 1,589,962 | 1,750,943 | 1,756,984 |
| Stormwater Department | - | - | - | 473,539 | 515,295 | 363,073 | 473,539 | 515,295 | 363,073 |
| Reuse Department | 53,321 | 64,344 | 37,074 | 53,321 | 64,344 | 37,074 | 53,321 | 64,344 | 37,074 |
| Community Redevelopment Agency | - | - | - | - | - | - | 1,473,976 | 1,643,891 | 1,603,864 |
| Capital | 1,844,909 | 373,538 | 1,191,685 | 2,296,832 | 1,256,183 | 8,025,764 | 4,932,901 | 4,123,517 | 11,966,129 |
| Debt Service | 172,442 | 193,347 | 194,416 | 1,378,811 | 1,539,289 | 1,555,764 | 2,408,825 | 2,888,562 | 2,445,100 |
| TOTAL FUND EXPENDITURES | 2,070,672 | 631,229 | 1,423,175 | 10,906,109 | 10,369,217 | 16,062,106 | 25,399,829 | 25,916,852 | 33,115,644 |
| Excess Revenues Over(Under) Expenditures | (844,057) | (184,792) | 25,478 | (1,067,736) | (180,532) | 501,750 | (2,167,553) | (1,244,967) | 45,515 |
| Transfers In | 900,000 | - | - | 1,650,500 | 219,958 | 210,000 | 3,074,272 | 1,427,185 | 1,502,665 |
| Transfers out | (14,035) | (10,253) | (25,478) | (890,928) | (626,556) | (668,963) | (3,074,272) | (1,427,185) | (1,502,665) |
| TOTAL OTHER SOURCES(USES) | 885,965 | (10,253) | (25,478) | 759,572 | (406,598) | (458,963) | - | - | - |
| Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual) | 41,908 | (195,045) | - | (308,164) | (587,130) | 42,787 | (2,167,553) | (1,244,967) | 45,515 |
| Conversion to full accrual | (1,971,520) | (491,640) | (1,307,456) | (3,243,827) | (1,587,902) | (3,435,126) | (3,243,827) | (1,587,902) | (3,435,126) |
| Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual) | 2,013,428 | 296,595 | 1,307,456 | 2,935,663 | 1,000,771 | 3,477,913 | 1,076,274 | 342,934 | 3,480,641 |
| Fund Balance, Beginning of Year | 3,035,198 | 5,034,533 | 5,331,128 | 22,243,074 | 25,164,644 | 26,165,415 | 34,906,599 | 36,248,262 | 37,180,913 |
| Fund Balance, End of Year | 5,048,626 | 5,331,128 | 6,638,584 | 25,178,737 | 26,165,415 | 29,643,328 | 35,982,873 | 36,591,196 | 40,661,554 |
| | 66.34% | 5.89% | 24.52% | 13.20% | 3.98% | 13.29% | 3.08% | 0.95% | 9.36% |

NOTE: Fund Balance, Beginning of Year for 2015 Adopted Budget is based on the projected revenues and expenses from fiscal year 2014.



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

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



Policies and Planning

Accounting 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.



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

- **Measurement Focus**

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

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

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

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

- **Interfund Transactions**

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

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



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Financial Structure

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

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



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

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

Major Fund

Non-Major Fund

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

SPECIAL REVENUE FUNDS

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

ROAD AND BRIDGE FUND
Appropriated-Modified Accrual
Included in Audited Financial Statements-Modified Accrual

CAPITAL PROJECTS FUNDS

CAPITAL PROJECTS FUND
Appropriated-Modified Accrual
Included in Audited Financial Statements – Modified Accrual

JOINT CAPITAL PROJECTS FUND
Appropriated-Modified Accrual
Included in Audited Financial Statements-Modified Accrual

Proprietary Funds

ENTERPRISE FUNDS

SOLID WASTE FUND
Appropriated-Modified Accrual
Included in Audited Financial Statements-Full Accrual

WATER AND SEWER FUND
Appropriated-Modified Accrual
Included in Audited Financial Statements-Full Accrual

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

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

FIDUCIARY FUNDS

POLICE OFFICERS PENSION FUND
Not Appropriated
Included in Audited Financial Statements

GENERAL EMPLOYEES PENSION FUND
Not Appropriated
Included in Audited Financial Statements

AGENCY FUND

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



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Financial Policies

- **Investment Policy**

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

The City banks with Branch Banking and Trust (BB&T) through a contract which was extended for a third year. The City extended the agreement to continue the interest rate floor at 0.15% and the ECR rate at 0.55%. However, this year, the interest rate earned on money market funds is based on the Net Participant Yield of Florida Prime (formerly known as SBA) minus two basis points. At September 30, 2016, this yield was 0.25% and the City earned 0.23%. All funds are invested securely however, with the reduced interest earnings other avenues of investments are being investigated and CD laddering is being implemented. The City plans to update its investment policy during fiscal year 2016.

- **Financial Reserve Policies**

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

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

The Commission approved the City's current Fund Balance Policy to maintain adequate fund balances/net 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. The policy will be updated to include GASB 54 standards during fiscal year 2016. 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



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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.

During the fiscal year 2016 budgeting process, City Commission approved the use of fund balance/net assets as follows:

| <u>Fund</u> | <u>Amount</u> | <u>Use of Fund Balance/Net Assets</u> |
|-----------------------|-----------------------|--|
| General Fund | | |
| | 1,200 | To fund the purchase of trees and landscaping plants from the reserve. |
| | 12,000 | To fund improvements to two parks from the Parks Impact Fees. |
| | 40,000 | To fund unusual items such as hurricane supplies, and insurance contingencies. |
| | 60,000 | To fund one-time consulting services – salary study, update comprehensive plan, capital asset inventory. |
| | (24,760) | Budget for Building Department surplus |
| | <u>71,683</u> | To fund capital acquisitions not funded through a capital lease. |
| | <u>160,123</u> | Total General Fund |
| CRA Fund | | |
| | <u>934,314</u> | Unused fund balance calculated and designated for projects. |
| | <u>946,784</u> | Total CRA Fund |
| Road and Bridge Fund | | |
| | 83,333 | To fund additional roadway with Transportation impact fees. |
| | 360,000 | To fund Capital Projects from usable fund balance in excess of five months. |
| | <u>48,501</u> | To fund capital acquisitions not funded through a capital lease. |
| | <u>491,834</u> | Total Road and Bridge Fund |
| Capital Projects Fund | | |
| | <u>172,975</u> | To fund Capital Projects from funds carried forward from previous years |
| | <u>172,975</u> | Total Capital Projects Fund |



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Water and Sewer Fund

642,768 To fund CIP projects from funds carried forward from previous years

583,966 To fund CIP projects from 2014 Loan proceeds.

1,226,734 Total Water and Sewer Fund

Stormwater Fund

To fund CIP projects from funds carried forward from previous years

630,540

630,540 Total Stormwater Fund

Reuse Fund

To fund CIP projects from funds carried forward from previous years

513,441

513,441 Total Reuse Fund

4,142,431 Total Use of Fund Balance

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

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. It was determined that two funds had fund balance over five months available for 2016 capital projects – General Fund and the Road and Bridge Funds. Solid Waste and Water/Sewer Funds exceeded the three month minimum, however, did not meet the five month level. The enterprise funds were projected net of the carry forward funds. These carry-forward funds consist of unspent revenue generated from the 2013 rate study that was designated for CIP use.



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Fund Balance/Net Position Levels

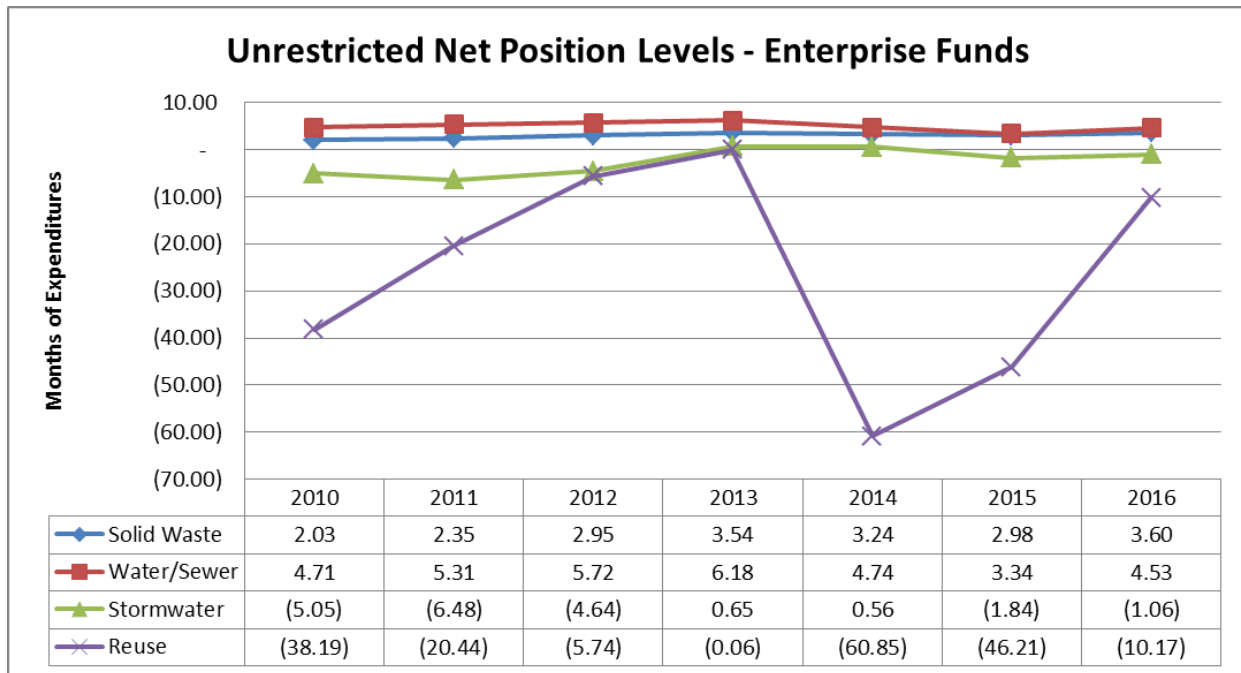
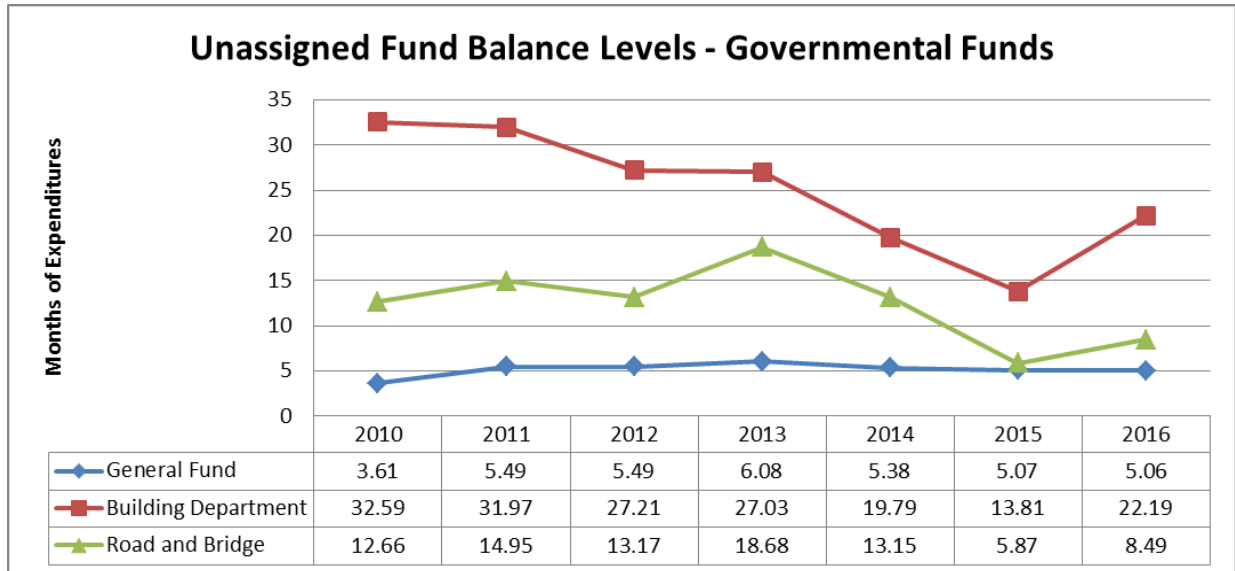
| Fund/Reserve | FY2015 Unassigned Fund Balance as projected | 1/12 of FY2016 Original Budgeted Expenses | # of Months of Unassigned Fund Balance | Amount over(under) 3 month minimum | Amount over(under) 5 months for Capital Reserve | Amount over(under) 6 month maximum |
|---------------------|--|--|---|---|--|---|
| General Fund | 4,235,861 | 836,468 | 5.06 | 1,726,457 | 53,520 | (782,948) |
| Road and Bridge | 1,047,085 | 123,343 | 8.49 | 677,055 | 430,368 | 307,025 |
| Solid Waste | 515,165 | 143,046 | 3.60 | 86,028 | (200,064) | (343,110) |
| Water/Sewer | 2,236,139 | 494,083 | 4.53 | 753,890 | (234,276) | (728,359) |
| Stormwater | (89,093) | 83,858 | (1.06) | (340,666) | (508,382) | (592,239) |
| Reuse | (495,835) | 48,745 | (10.17) | (642,070) | (739,559) | (788,304) |

The Stormwater and Reuse funds have reported deficit net position for several years. An effort to get these funds in a positive position has been ongoing since 2005. User fees were increased during the years between 2005 and 2009 and again in 2014 for water, sewer and reuse only which improved the Water/Sewer Fund from 3.34 months in 2015 to 4.53 months projected in 2016 (45.6%), and Reuse improved from a negative 46.21 months to a projected negative 10.17 months (78%). Other funds began subsidizing the stormwater fund in fiscal year 2009 for \$300,000 per year but this has declined to \$150,000 for fiscal year 2016. User fees for stormwater will need to be re-evaluated again however, the fund has almost reached the point of self-supporting. Efforts will continue until this fund is in a positive position and no longer needing subsidized.



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Trends of Unassigned/Unrestricted Fund Balance



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



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• **Changes in Fund Balance/Net Position**

The use of available fund balance and net position must have an effect on its overall level. As illustrated by the table below, and calculated from the Fund Summary table, several funds have experienced equity changes in excess of 10%.

| | Fiscal Year | | |
|-------------------------------------|-------------|---------|----------|
| | 2014 | 2015 | 2016 |
| Governmental Funds | | | |
| General Fund | -4.86% | 6.05% | -2.10% |
| CRA Fund | -8.53% | -54.58% | -100.06% |
| Road and Bridge Fund | -34.13% | 6.44% | -36.35% |
| Capital Projects Fund | -37.35% | -24.16% | -84.12% |
| Joint Capital Projects Fund | -97.88% | 4.38% | 0.00% |
| Change of Total Governmental Funds | -14.68% | -5.94% | -15.95% |
| Business-type Funds | | | |
| Solid Waste Fund | -11.07% | 2.16% | 8.10% |
| Water and Sewer Fund | 1.12% | 2.62% | -23.44% |
| Stormwater Fund | 23.51% | 6.80% | -1.73% |
| Reuse Fund | 66.34% | 5.89% | 5.52% |
| Change of Total Business-type Funds | 13.20% | 3.98% | -13.13% |
| Change of Total Appropriated Funds | 3.08% | 0.95% | -13.96% |

- General Fund – shows a 6.05% increase for the 2015 fiscal year. This is due to a recovery of excess revenues and the absence of funds transferred out during 2014 to CIP projects and Manatee County. The use of fund balance in prior years for capital projects such as the ASR well, facility upgrades and security and ERP software has reduced usable fund balance to minimal amounts. No fund balance is budgeted for CIP use in fiscal year 2016 but are budgeted for operating capital and one time expenses.
- CRA Fund – must use available funds per state statute and therefore the fund balance has been reduced 8.53% and 54.58% for 2014 and 2015 respectively. All usable fund balance is budgeted for 2016 for the completion of capital projects.
- Road and Bridge Fund – shows a 34.13% reduction in 2014. This is due to the funding of capital projects from this fund. \$1.4 million was transferred to the capital projects, stormwater, and reuse funds to fund much needed infrastructure projects. This use however, has had a similar effect as the General Fund and had depleted fund balance to just above the five month level. A slight recovery was made in fiscal year 2015 to allow for CIP funding in 2016.
- Capital Projects and Joint Capital Projects Funds – The nature of these funds is to fund capital projects and therefore use all fund balance reported in the financial statements from year to year. The capital projects fund saw much activity in 2014 and little in 2015 accounting for the large change in 2016 that will use carry-forward funds from prior years.



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

- Solid Waste Fund – This fund is purely operational and doesn't see large swings in the net position levels. The Waste Management contract was concluded in fiscal year 2015 and a controversial bidding process was finally concluded with another ten-year contract being awarded to Waste Management. Rates will be lower but some efficiency measures were put in place.
- Water and Sewer Fund – 2014 saw increases in user fees to fund capital projects within this fund and 2015 saw another 15% increase. However, with these rate increases brought increased capital spending, accounting for almost break-even levels. In fiscal year 2016 rates are increasing 4% and CIP is slated to use all available carry forward funds, driving down unrestricted net position.
- Stormwater Fund – The increase in 2014 of 23.51% is due to a \$585,000 transfer in from the Road and Bridge fund. This occurred at the end of the year and is restricted for capital improvements that the contract was awarded and started in 2015 and will be finished in 2016. Other funds are to be transferred to fund CIP projects in 2016 causing the increase.
- Reuse Fund – all three years experienced growth in net position due to both an increase in user fees of 55% in 2014 and 30% in 2015. Net position increased in 2014 due to the continued work on the City's ASR well that will allow reclaimed water to be stored for future use instead of the potentially hazardous dumping into the bay. Activity slows down for 2016 except for the increased distribution system.

- **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.

- **Balanced Budgeting**

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



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

- **Procurement Policy**

The purpose of these purchasing regulations is to:

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

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

Guidelines:

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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

• **Debt Management Policy**

The City's Debt Management Policy was adopted in June, 2008. The policy establishes guidelines for the conditions for issuing debt, project life, type and management of debt and the restrictions on debt issuance, service and outstanding debt. While the City has no legal debt limits, it has 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 plans financing activity during fiscal year 2016 for its capital lease (\$385,000) for equipment and a state funded State Revolving Fund (SRF) loan (\$4.4 million) for some CIP activities – EQ Tank and Reclaimed Water distribution expansion.

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

1. Be financed for a period not to exceed the useful life of the asset being financed (minimum useful life of four years).
2. Not be used to fund the City's current operations; i.e. personnel, operating and/or debt service.
3. Be in the form of bank qualified loans or a capital leasing program as preferred by the City, not to exceed \$10 million per calendar year.
4. Be tracked and evaluated annually.
5. Be maintained within the accepted benchmarks indicated by the table below.

Debt Ratios

| Item # and Item Description | City Wide | Target Ratio | Governmental Funds* | Proprietary Funds | Total City |
|---|-------------|--------------|---------------------|-------------------|------------|
| 1 Population | 12,799 | | | | |
| 2 Assessed taxable property value | 716,329,546 | | | | |
| 3 Personal income per capita | \$ 49,863 | | | | |
| 4 Total Debt projected at 9/30/15 | | | 2,227,004 | 11,216,067 | 13,443,071 |
| 5 Total Revenue FY2016 | | | 11,673,543 | 10,247,174 | 21,920,717 |
| 6 Operating Expenses FY2016 ** | | | 11,115,991 | 8,829,613 | 19,945,604 |
| 7 Net Operating Income (Loss) | | | 557,552 | 1,417,561 | 1,975,113 |
| 8 Debt Service FY2016 | | | 548,586 | 1,555,764 | 2,104,350 |
| 9 Net Debt Per Capita | #4 / #1 | ≤ \$900 | 174 | 876 | 1,050 |
| 10 Percentage of assessed taxable property value | #4 / #2 | ≤ 3% | 0.31% | 1.57% | 1.88% |
| 11 Net debt per capita as a percentage of income per capita | #10 / #3 | ≤ 5% | 0.35% | 1.76% | 2.11% |
| 12 Debt Service Coverage Ratio | #7 / #8 | ≥ 110% | 102% | 91% | 94% |

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

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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

It is necessary to note that prior to fiscal year 2012, the city's population was estimated to be in excess of 14,000. However, during the 2010 Census, the population was determined to be 12,606 and is now estimated at 12,799 for the 2016 fiscal year. Of the four ratios, only the percentage of assessed taxable property value (line 10) and the net debt per capita as a percentage of income per capita (line 11) and net debt per capita (line 9) remain in acceptable limits for both the individual fund type and the total City. Debt service coverage ratio (line 12), is lower than acceptable levels however, the other ratios are within the limits. When applying for financing, the lending institution institutes its own calculation.

• **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 debt obligation of \$16,547,429 as of September 30, 2015 which is comprised of bank qualified loans, state revolving fund loans and capital leases. The debt service budgeted for 2016 is illustrated in the following table by fund:

Fiscal Year 2016 Debt Service

| Fund | Principal Payments | Interest Payments | Total Debt Service |
|-------------------------------------|---------------------------|--------------------------|---------------------------|
| General Fund | 236,400 | 26,780 | 263,180 |
| CRA | 280,750 | 60,000 | 340,750 |
| Road and Bridge | 224,540 | 60,866 | 285,406 |
| Total Governmental Funds | <u>741,690</u> | <u>147,646</u> | <u>889,336</u> |
| Water and Sewer | 837,128 | 268,032 | 1,105,160 |
| Stormwater | 344,025 | 115,240 | 459,265 |
| Reuse | 154,121 | 67,218 | 221,339 |
| Total Business-Type Funds | <u>1,335,274</u> | <u>450,490</u> | <u>1,785,764</u> |
| Total City-Wide Debt Service | <u>2,076,964</u> | <u>598,136</u> | <u>2,675,100</u> |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

This outstanding debt is illustrated in the following table:

Outstanding Debt and Debt Service

| Loan | Original Loan Issued | Governmental | Business | Total | Fiscal Year 2016 Governmental Debt Service | Fiscal Year | Total |
|---|----------------------|---------------------------------------|--|--|--|----------------------------|------------------|
| | | Loan Balance as of September 30, 2015 | type Loan Balance as of September 30, 2015 | Principal Outstanding as of September 30, 2015 | | 2016 | FY2016 |
| | | | | | | Business Type Debt Service | Debt Service |
| Stormwater SRF Loan | 2,872,229 | - | 1,019,609 | 1,019,609 | - | 188,000 | 188,000 |
| Reuse SRF Loan | 134,200 | - | 33,992 | 33,992 | - | 5,200 | 5,200 |
| 2004 BOA Loan | 4,300,000 | 333,479 | 1,151,142 | 1,484,621 | 45,750 | 160,600 | 206,350 |
| 2005 BOA Loan | 6,500,000 | 817,049 | 3,281,502 | 4,098,551 | 104,000 | 413,500 | 517,500 |
| 2007 BOA Loan | 5,337,000 | 638,033 | 3,150,025 | 3,788,058 | 69,500 | 338,500 | 408,000 |
| 2014 BB&T Loan | 1,250,000 | - | 1,180,524 | 1,180,524 | - | 103,920 | 103,920 |
| Reuse TPT Loan * | 500,000 | - | 411,461 | 411,461 | - | 58,616 | 58,616 |
| Capital Leases | 692,000 | 719,357 | 1,394,006 | 2,113,363 | 281,888 | 259,696 | 541,584 |
| Existing City Debt | 21,585,429 | 2,507,918 | 11,622,261 | 14,130,179 | 501,138 | 1,528,032 | 2,029,170 |
| CRA 2006 BOA Loan | 4,395,000 | 2,417,250 | - | 2,417,250 | 279,750 | - | 279,750 |
| Existing CRA Debt | 4,395,000 | 2,417,250 | - | 2,417,250 | 279,750 | - | 279,750 |
| Total City-wide Debt | 25,980,429 | 4,925,168 | 11,622,261 | 16,547,429 | 780,888 | 1,528,032 | 2,308,920 |
| Proposed New Debt | | | | | | | |
| 2016 Capital Lease | | 243,000 | 142,000 | 385,000 | 108,448 | 27,732 | 136,180 |
| 2016 Bank Loan | | - | 4,400,000 | 4,400,000 | - | 230,000 | 230,000 |
| Total 2016 Debt | | 243,000 | 4,542,000 | 4,785,000 | 108,448 | 257,732 | 366,180 |
| Total Existing and Proposed Debt | | 5,168,168 | 16,164,261 | 21,332,429 | 889,336 | 1,785,764 | 2,675,100 |

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

• **Capitalization Policy**

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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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

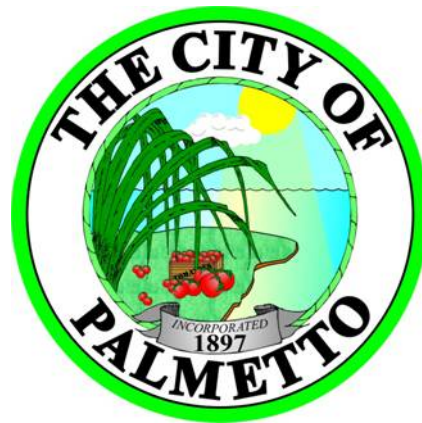
| <u>Assets</u> | <u>Useful Life</u> | <u>Threshold</u> |
|-------------------------------------|--------------------|------------------|
| Buildings and building improvements | 30 years | \$20,000 |
| Machinery and equipment | | |
| Equipment and vehicles | 7 years | \$ 2,000 |
| Software | 7 years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

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

The budget for capital purchases and improvements is presented in greater detail in the Capital Improvement section of this document beginning on page 311.



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Steve Maraboli

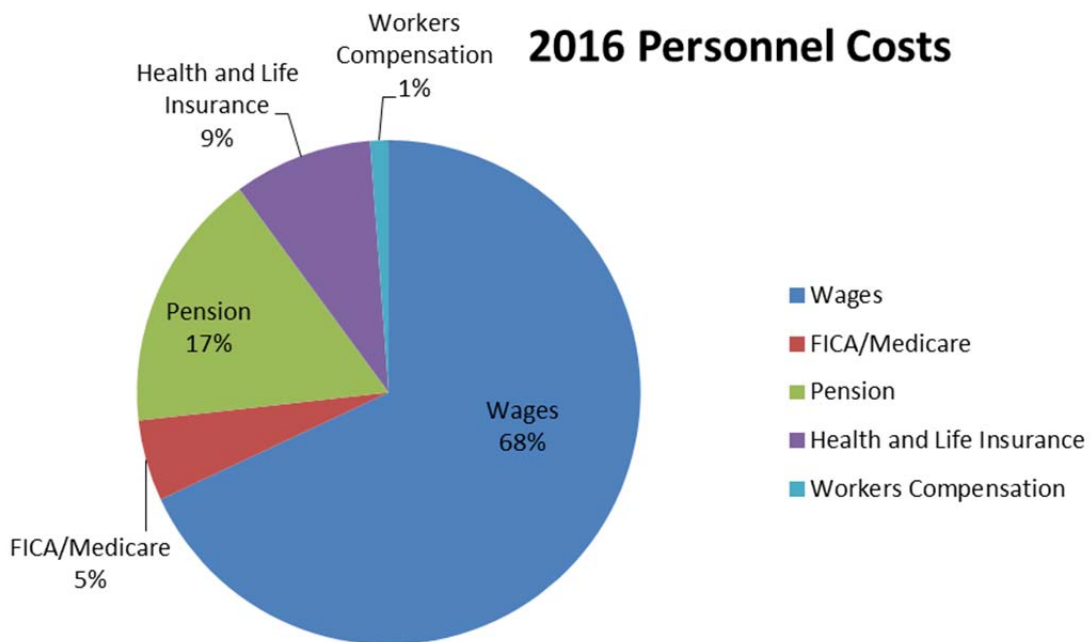


Personnel Budget

The City values each and every one of its 133 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 2016 are \$8,093,355 and accounts for 43% of city-wide operating budget not to include capital, debt or transfers out. During the past harsh economic times the City has found it necessary to implement some very drastic measures to ensure a balanced budget in face of the reduction of ad valorem taxes by 39% in four years. These cost saving measures include:

- Hiring freeze – 2007
- Unfunded vacant positions - 2010
- No increase in wages – 2010, 2011, 2012, 2013
- No step increase awarded on anniversary date – 2009, 2010, 2011, 2012, 2013, 2014
- One-time bonus awarded in lieu of raises – 2010, 2013
- Reduction in force – 2009, 2011 – total of 13 positions lost
- Health insurance changes in structure, costs, providers and benefit levels – 2010, 2011, 2014, 2015 and 2016

The need for these cost saving measures began to ease in fiscal year 2014 when the property values began to increase slightly and a 3% COLA was awarded to existing employees. Vacant positions began to be filled and health insurance costs stabilized and decreased slightly.





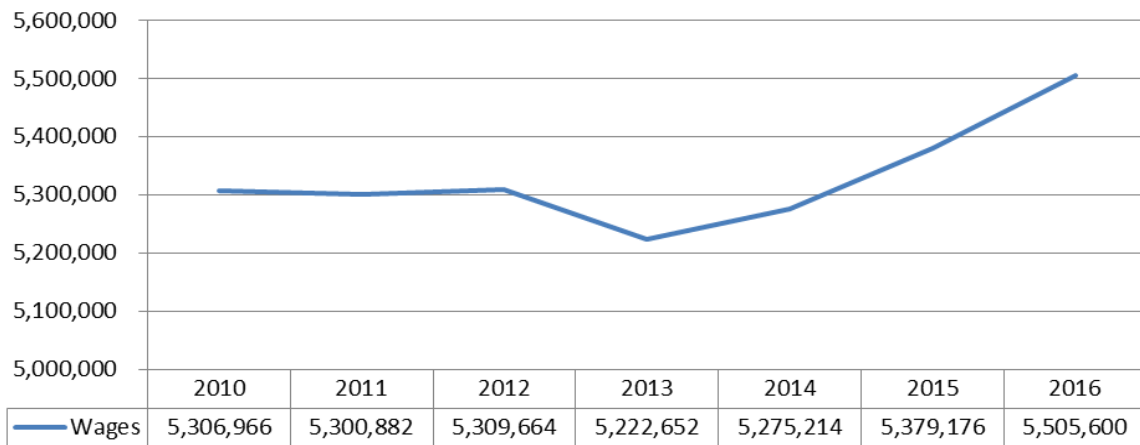
**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Fiscal year 2016 Personnel Budget:

This fiscal year has brought a few benefits and challenges.

- Wages are up 2.4% from fiscal year 2015. This is the net effect of an average increase of 2.94%, or one step, high turnover resulting in new hires at lower salaries, and a newly negotiated police union contract granting higher salaries.

History of Wages - 2010-2016

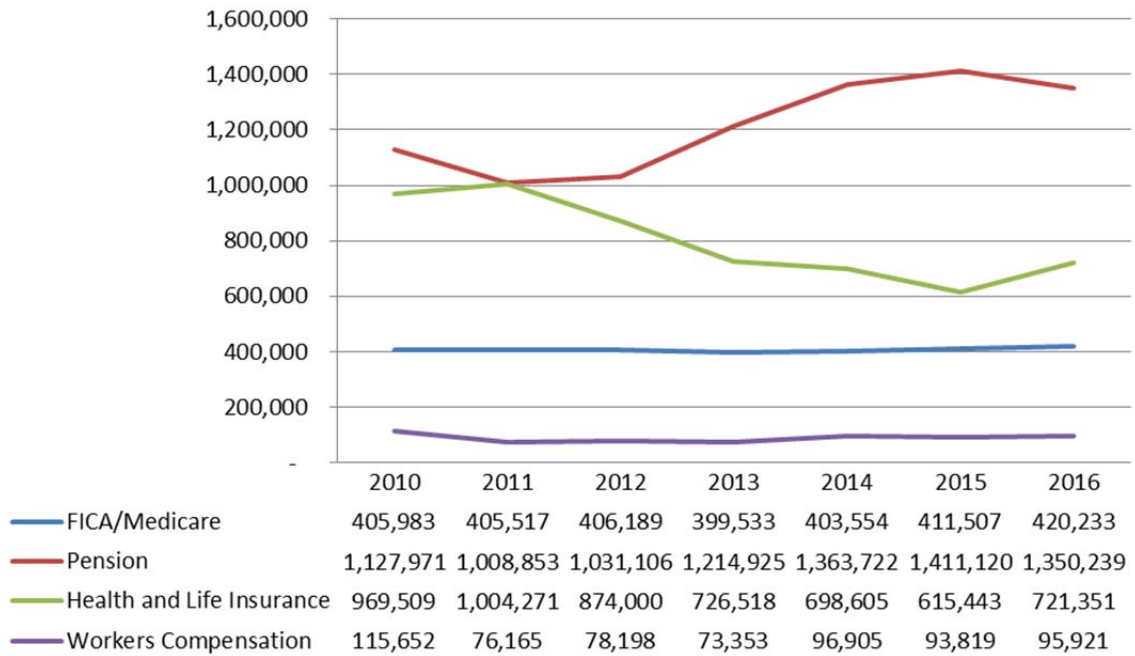


- Pension costs are 24% of annual wages which is 2% lower than fiscal year 2015 due to an average reduction of 1.81% in General Employee's pension rates and 1.31% in the Police Pension rate. This is the second year for pension rate decreases.
- Health insurance is 13% of annual wages which is 4% higher than fiscal year 2015 due to increased costs. The impact of higher health care costs was held to 10% overall by a change in the health insurance carrier along with a shift to an HMO plan.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

History of Benefits - 2010-2016



- Commissioners received an increase in pay to \$12,000 per year (46% increase).
- The police union contract increased the pay of sworn officers and made adjustments to holiday pay and general working conditions.
- One vacant officer position was eliminated to allow for pay adjustments to sworn officers.
- The City experienced a 9% turnover rate. Twelve employees left the City due to retirement and other positions.
- Seven employees received upgrades and/or step increases for additional job responsibilities.
- Twelve employees are eligible for step increases upon earning certifications pertaining to their positions.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Personnel Costs for Fiscal Year 2015-2016
FY 2015 Payroll with Step Increase for FY2016**

| | |
|--|---|
| | Medical Insurance Waived |
| | Vacant but Funded |
| | Reclass in position effective 10/1/2015 |
| | DROP Participant - no pension |
| | Status Change |
| | New Position for FY2015 |

| Job Title | Grade/ Step for FY2015 | Rate of Pay FY2015 | Annual Rate of Pay FY2015 | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate of Pay for FY2016 W/COLA | FICA | Pension | Employee Insurances | | | Workers Comp | Total Benefits | Total Position Costs |
|--|------------------------|--------------------|---------------------------|------------------------|--------------------|--------------------------------------|---------------|----------------|----------------------------|--------------|--------------|----------------|----------------|----------------------|
| | | | | | | | | | Health Insurance w/subsidy | Life and EAP | | | | |
| GENERAL FUND | | | | | | | | | | | | | | |
| Mayor and Commission | | | | | | | | | | | | | | |
| Commissioner | na | 315.11 | 8,193 | na | 461.53 | 12,000 | 918 | - | - | - | 20 | 938 | 12,938 | |
| Commissioner | na | 315.11 | 8,193 | na | 461.53 | 12,000 | 918 | - | - | - | 20 | 938 | 12,938 | |
| Commissioner | na | 315.11 | 8,193 | na | 461.53 | 12,000 | 918 | - | - | - | 20 | 938 | 12,938 | |
| Commissioner | na | 315.11 | 8,193 | na | 461.53 | 12,000 | 918 | - | - | - | 20 | 938 | 12,938 | |
| Commissioner | na | 315.11 | 8,193 | na | 461.53 | 12,000 | 918 | - | - | - | 20 | 938 | 12,938 | |
| Mayor | na | 2,115.38 | 55,000 | na | 2,177.58 | 56,617 | 4,331 | - | 5,174 | 190 | 93 | 9,789 | 66,406 | |
| Executive Administrative Asst - DROP | 110/8 | 21,179.2 | 44,053 | 110/9 | 21,801.9 | 45,348 | 3,469 | - | 5,174 | 174 | 75 | 8,892 | 54,240 | |
| Matching deferred compensation | | | 6,846 | | | 11,662 | 892 | | | | | 892 | 12,554 | |
| Mayor vehicle allowance | | | 3,600 | | | 3,600 | 275 | | | | | 275 | 3,875 | |
| Total Mayor and Commission | | | 150,463 | | | 177,226 | 13,558 | - | 10,348 | 364 | 267 | 24,537 | 201,763 | |
| City Clerk | | | | | | | | | | | | | | |
| Assistant City Clerk | 112/2 | 19,623.6 | 40,817 | 112/4 | 20,794.4 | 43,252 | 3,309 | 12,478 | 7,564 | 167 | 71 | 23,589 | 66,842 | |
| City Clerk | 122S/6 | 43,363.3 | 90,196 | 122S/7 | 44,942.1 | 93,480 | 7,151 | 26,969 | 9,101 | 335 | 154 | 43,711 | 137,190 | |
| Total City Clerk | | | 131,013 | | | 136,732 | 10,460 | 39,447 | 16,666 | 502 | 226 | 67,300 | 204,032 | |
| Information Technology | | | | | | | | | | | | | | |
| IT Specialist | 111/9 | 22,891.7 | 47,615 | 111/10 | 23,564.7 | 49,015 | 3,750 | 14,141 | 9,101 | 186 | 81 | 27,258 | 76,273 | |
| Total Information Technology | | | 47,615 | | | 49,015 | 3,750 | 14,141 | 9,101 | 186 | 81 | 27,258 | 76,273 | |
| Finance | | | | | | | | | | | | | | |
| Deputy Clerk - Finance | 120/10 | 36,556.9 | 76,038 | 120/11 | 37,631.7 | 78,274 | 5,988 | 22,582 | 5,174 | 284 | 129 | 34,157 | 112,431 | |
| Senior Accountant | 115/8 | 27,030.6 | 56,224 | 115/9 | 27,825.3 | 57,877 | 4,428 | 16,697 | 5,174 | 216 | 95 | 26,610 | 84,487 | |
| Purchasing Agent | 112/11 | 25,470.4 | 52,978 | 112/12 | 26,219.2 | 54,536 | 4,172 | 15,734 | 5,174 | 204 | 90 | 25,374 | 79,910 | |
| Accountant II | 112/3 | 20,200.5 | 42,017 | 112/5 | 21,405.7 | 44,524 | 3,406 | 12,845 | 5,174 | 171 | 73 | 21,670 | 66,193 | |
| Purchasing Clerk | 106/3 | 15,074.1 | 31,354 | 106/4 | 15,517.3 | 32,276 | 2,469 | 9,312 | 5,174 | 130 | 53 | 17,138 | 49,414 | |
| Payroll Clerk | 106/2 | 14,643.6 | 30,459 | 106/3 | 15,074.1 | 31,354 | 2,399 | 9,046 | 5,174 | 127 | 52 | 16,797 | 48,151 | |
| Warehouse Operator | 103/11 | 16,418.4 | 34,150 | 103/12 | 16,901.1 | 35,154 | 2,689 | 10,142 | 5,174 | 139 | 619 | 18,764 | 53,918 | |
| Overtime | | | | | | 1,000 | | | | | | | 1,000 | |
| Total Finance - Full Time | | | 323,221 | | | 334,995 | 25,551 | 96,357 | 36,218 | 1,271 | 1,113 | 160,510 | 495,505 | |
| Human Resources | | | | | | | | | | | | | | |
| HR Administrator | 116/7 | 27,571.4 | 57,349 | 116/8 | 28,382.0 | 59,035 | 4,516 | 17,031 | 5,174 | 220 | 97 | 27,039 | 86,073 | |
| Employee recognition | | | | | | 1,365 | | | | | | 1,365 | | |
| Unemployment | | | | | | 10,000 | | | | | | | 10,000 | |
| Total Human Resources | | | 57,349 | | | 70,400 | 4,516 | 17,031 | 5,174 | 220 | 97 | 27,039 | 97,438 | |
| Facilities and Events | | | | | | | | | | | | | | |
| Special Projects/Events Coordinator - Longevity - DROP | 110/15 | 25,941.7 | 55,545 | 110/15 | 25,941.7 | 55,545 | 4,249 | - | 5,174 | 208 | 979 | 10,610 | 66,155 | |
| Overtime | | | 10,000 | | | 10,000 | 765 | | | | 176 | 941 | 10,941 | |
| Total Facilities and Events | | | 65,545 | | | 65,545 | 5,014 | - | 5,174 | 208 | 1,155 | 11,551 | 77,096 | |
| Police Department - Administration | | | | | | | | | | | | | | |
| Accreditation/Grants Coordinator | 110/2 | 17,799.4 | 37,023 | 110/3 | 18,322.7 | 38,111 | 2,916 | 10,995 | 5,174 | 149 | 63 | 19,297 | 57,408 | |
| Dispatch Supervisor | 108/5 | 17,610.8 | 36,630 | 108/8 | 19,210.1 | 39,957 | 3,057 | 11,528 | 7,564 | 155 | 66 | 22,370 | 62,327 | |
| Dispatcher I | 105/4 | 14,778.5 | 30,739 | 105/5 | 15,213.0 | 31,643 | 2,421 | 9,129 | 5,174 | 128 | 52 | 16,904 | 48,547 | |
| Dispatcher I | 105/5 | 15,213.0 | 31,643 | 105/6 | 15,660.2 | 32,573 | 2,492 | 9,397 | 5,174 | 131 | 54 | 17,248 | 49,821 | |
| Dispatcher I | 105/2 | 13,946.4 | 29,009 | 105/3 | 14,356.4 | 29,861 | 2,284 | 8,615 | 5,174 | 122 | 49 | 22,278 | 52,140 | |
| Dispatcher I | 105/1 | 13,548.1 | 28,180 | 105/2 | 13,946.4 | 29,009 | 2,219 | 8,369 | 5,174 | 119 | 48 | 15,929 | 44,937 | |
| Dispatcher I | 105/2 | 13,946.4 | 29,009 | 105/3 | 14,356.4 | 29,861 | 2,284 | 8,615 | 5,174 | 122 | 49 | 16,244 | 46,106 | |
| Dispatcher I | 105/1 | 13,548.1 | 28,180 | 105/2 | 13,946.4 | 29,009 | 2,219 | 8,369 | 5,174 | 119 | 48 | 15,929 | 44,937 | |
| Evidence Custodian | 109/7 | 19,594.3 | 40,756 | 109/8 | 20,170.4 | 41,954 | 3,210 | 12,104 | 5,174 | 162 | 69 | 20,719 | 62,673 | |
| Records Clerk I | 105/8 | 16,594.6 | 34,517 | 105/9 | 17,082.5 | 35,532 | 2,718 | 10,251 | 5,174 | 141 | 59 | 18,342 | 53,874 | |
| Records Clerk II | 107/12 | 20,543.5 | 42,730 | 107/13 | 21,147.4 | 43,987 | 3,365 | 12,690 | 5,174 | 169 | 73 | 21,471 | 65,457 | |
| Victim Advocate | 110/4 | 18,861.4 | 39,232 | 110/5 | 19,415.9 | 40,385 | 3,089 | 11,651 | 5,174 | 157 | 67 | 20,138 | 60,523 | |
| Festival Overtime | | | 5,000 | | | 5,000 | 383 | 1,443 | | | 8 | 1,833 | 6,833 | |
| Overtime | | | 20,000 | | | 20,000 | 1,530 | 5,770 | | | 33 | 7,333 | 27,333 | |
| Total Police Department - Administration | | | 432,648 | | | 446,882 | 34,186 | 128,925 | 70,512 | 1,672 | 737 | 236,034 | 682,916 | |
| Maintenance Technician (29hr week) | 103P/2 | 12,649.5 | 19,733 | 103P/3 | 13,021.4 | 19,636 | 1,502 | - | - | - | 489 | 1,992 | 21,628 | |
| Crime Analyst - Part Time | 103P/2 | 12,649.5 | 13,155 | 103P/3 | 13,021.4 | 19,636 | 1,502 | - | - | - | 32 | 1,535 | 21,171 | |
| | | | 32,889 | | | 39,273 | 3,004 | - | - | - | 522 | 3,526 | 42,799 | |
| Total Police Department - Administration | | | 465,536 | | | 486,154 | 37,191 | 128,925 | 70,512 | 1,672 | 1,259 | 239,561 | 725,715 | |
| Police Department - Crossing Guards | | | | | | | | | | | | | | |
| Crossing Guard | 101C/2 | 12,845.6 | 5,138 | 101C/3 | 13,229.5 | 5,292 | 405 | - | - | - | 118 | 523 | 5,814 | |
| Crossing Guard | 101C/2 | 12,845.6 | 5,138 | 101C/3 | 13,229.5 | 5,292 | 405 | - | - | - | 118 | 523 | 5,814 | |
| Crossing Guard | 101C/8 | 15,337.9 | 10,731 | 101C/9 | 15,799.2 | 11,059 | 846 | - | - | - | 246 | 1,092 | 12,151 | |
| Crossing Guard | 101C/3 | 13,229.5 | 5,292 | 101C/4 | 13,628.9 | 5,452 | 417 | - | - | - | 121 | 538 | 5,990 | |
| Crossing Guard | 101C/2 | 12,845.6 | 5,138 | 101C/2 | 12,845.6 | 5,138 | 393 | - | - | - | 114 | 507 | 5,646 | |
| Crossing Guard | 101C/2 | 12,845.6 | 6,423 | 101C/2 | 12,845.6 | 6,423 | 491 | - | - | - | 143 | 634 | 7,057 | |
| Crossing Guard | 101C/2 | 12,845.6 | 5,138 | 101C/3 | 13,229.5 | 5,292 | 405 | - | - | - | 118 | 523 | 5,814 | |
| Overtime | | | 42,998 | | | 43,947 | 3,362 | - | - | - | 977 | 4,339 | 48,287 | |
| Police Department - Part-time Patrol | | | | | | | | | | | | | | |
| Park Patrol - Sworn | 110SP/2 | 16,557.6 | 27,121 | 110SP/3 | 17,491.1 | 26,377 | 2,018 | - | - | - | 587 | 2,604 | 28,981 | |
| Park Patrol - Sworn | 110SP/2 | 16,557.6 | 27,121 | 110SP/3 | 17,491.1 | 26,377 | 2,018 | - | - | - | 587 | 2,604 | 28,981 | |
| Overtime | | | 54,243 | | | 52,753 | 4,036 | - | - | - | 1,173 | 5,209 | 57,962 | |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Personnel Costs for Fiscal Year 2015-2016
FY 2015 Payroll with Step Increase for FY2016**

| | |
|--|---|
| | Medical Insurance Waived |
| | Vacant but Funded |
| | Reclass in position effective 10/1/2015 |
| | DROP Participant - no pension |
| | Status Change |
| | New Position for FY2015 |

| Job Title | Grade/ Step for FY2015 | Rate of Pay FY2015 | Annual Rate of Pay FY2015 | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate of Pay FY2016 W/COLA | FICA | Pension | Employee Insurances | | | Workers Comp | Total Benefits | Total Position Costs |
|---|------------------------|--------------------|---------------------------|------------------------|--------------------|----------------------------------|----------------|----------------|----------------------------|---------------|---------------|------------------|------------------|----------------------|
| | | | | | | | | | Health Insurance w/subsidy | Life and EAP | | | | |
| Police Department - Executive Sworn Officers | | | | | | | | | | | | | | |
| Chief of Police | 122S/5 | 41.8399 | 87,027 | 122S/6 | 43.3633 | 90,196 | 6,900 | 24,317 | 5,174 | 324 | 2,006 | 38,721 | 128,917 | |
| Captain | 118S/3 | 33.5845 | 69,856 | 118S/4 | 34.4812 | 71,721 | 5,487 | 19,336 | 9,101 | 262 | 1,595 | 35,781 | 107,502 | |
| Captain | 118S/3 | 33.5845 | 69,856 | 118S/4 | 34.4812 | 71,721 | 5,487 | 19,336 | 11,207 | 262 | 1,595 | 37,888 | 109,609 | |
| Career Development/Education | | 155.0000 | 4,030 | | | 4,030 | 308 | 1,086 | | | | 1,395 | 5,425 | |
| Clothing Allowance | | 750.0000 | 1,500 | | | 1,500 | 115 | 404 | | | | 519 | 2,019 | |
| | | | <u>232,269</u> | | | <u>239,167</u> | <u>18,296</u> | <u>64,480</u> | <u>25,482</u> | <u>849</u> | <u>5,197</u> | <u>114,304</u> | <u>353,472</u> | |
| Police Department - Sworn Officers | | | | | | | | | | | | | | |
| Police Sergeant | 113S0/13 | 26.3625 | 58,947 | 113S0/8 | 29.5192 | 66,005 | 5,049 | 17,795 | 11,207 | 243 | 1,468 | 35,763 | 101,768 | |
| Police Sergeant | 113S0/10 | 24.1677 | 54,039 | 113S0/3 | 25.9132 | 57,942 | 4,433 | 15,621 | - | 216 | 1,289 | 21,558 | 79,500 | |
| Police Sergeant - DROP | 113S0/10 | 24.1677 | 54,039 | 113S0/5 | 27.2996 | 61,042 | 4,670 | - | 5,174 | 226 | 1,358 | 11,428 | 72,470 | |
| Police Sergeant - DROP | 113S0/9 | 23.4774 | 52,495 | 113S0/4 | 26.5975 | 59,472 | 4,550 | - | 5,174 | 221 | 1,323 | 11,267 | 70,740 | |
| Police Sergeant | 113S0/8 | 22.8069 | 50,996 | 113S0/3 | 25.9132 | 57,942 | 4,433 | 15,621 | 5,174 | 216 | 1,289 | 26,732 | 84,674 | |
| Police Sergeant | 113S0/7 | 22.1555 | 49,540 | 113S0/3 | 25.9132 | 57,942 | 4,433 | 15,621 | 7,564 | 216 | 1,289 | 29,123 | 87,065 | |
| Corporal - Longevity | 111S0/12 | 23.2285 | 51,939 | 111S0/13 | 24.0890 | 55,344 | 4,234 | 14,921 | 5,174 | 207 | 1,231 | 25,767 | 81,111 | |
| Corporal | 111S0/9 | 21.2946 | 47,615 | 111S0/13 | 24.0890 | 53,863 | 4,121 | 14,521 | 11,207 | 202 | 1,198 | 31,250 | 85,113 | |
| Corporal | 111S0/8 | 20.6864 | 46,255 | 111S0/10 | 22.2062 | 49,653 | 3,798 | 13,386 | 5,174 | 188 | 1,104 | 23,651 | 73,304 | |
| Corporal | 111S0/8 | 20.6864 | 46,255 | 111S0/11 | 22.8166 | 51,018 | 3,903 | 13,754 | 7,564 | 193 | 1,135 | 26,549 | 77,567 | |
| Corporal | 111S0/4 | 18.4225 | 41,193 | 111S0/6 | 19.9226 | 44,547 | 3,408 | 12,010 | 11,207 | 171 | 991 | 27,786 | 72,333 | |
| Police Officer | 110S0/8 | 19.7016 | 44,053 | 110S0/12 | 22.3278 | 49,925 | 3,819 | 13,460 | 5,174 | 189 | 1,110 | 23,752 | 73,677 | |
| Police Officer | 110S0/8 | 19.7016 | 44,053 | 110S0/11 | 21.7303 | 48,589 | 3,717 | 13,100 | 5,174 | 184 | 1,081 | 23,256 | 71,845 | |
| Police Officer - SRO | 110S0/8 | 19.7016 | 44,053 | 110S0/11 | 21.7303 | 48,589 | 3,717 | 13,100 | 5,174 | 184 | 1,081 | 23,256 | 71,845 | |
| Police Officer | 110S0/4 | 17.5455 | 39,232 | 110S0/7 | 19.4960 | 43,593 | 3,335 | 11,753 | 5,174 | 168 | 970 | 21,399 | 64,992 | |
| Police Officer | 110S0/4 | 17.5455 | 39,232 | 110S0/6 | 18.9741 | 42,426 | 3,246 | 11,438 | 5,174 | 164 | 944 | 20,965 | 63,391 | |
| Police Officer - SRO | 110S0/4 | 17.5455 | 39,232 | 110S0/7 | 19.4960 | 43,593 | 3,335 | 11,753 | 5,174 | 168 | 970 | 21,399 | 64,992 | |
| Police Officer | 110S0/4 | 17.5455 | 39,232 | 110S0/8 | 20.0318 | 44,791 | 3,427 | 12,076 | 5,174 | 172 | 996 | 21,844 | 66,635 | |
| Police Officer | 110S0/4 | 17.5455 | 39,232 | 110S0/7 | 19.4960 | 43,593 | 3,335 | 11,753 | 11,207 | 168 | 970 | 27,433 | 71,026 | |
| Police Officer | 110S0/3 | 17.0443 | 38,111 | 110S0/6 | 18.9741 | 42,426 | 3,246 | 11,438 | 7,564 | 164 | 944 | 23,356 | 65,782 | |
| Police Officer | 110S0/3 | 17.0443 | 38,111 | 110S0/6 | 18.9741 | 42,426 | 3,246 | 11,438 | 5,174 | 164 | 944 | 20,965 | 63,391 | |
| Police Officer | 110S0/2 | 16.5576 | 37,023 | 110S0/5 | 18.4660 | 41,290 | 3,159 | 11,132 | 7,564 | 160 | 918 | 22,933 | 64,223 | |
| Police Officer | 110S0/2 | 16.5576 | 37,023 | 110S0/5 | 18.4660 | 41,290 | 3,159 | 11,132 | 5,174 | 160 | 918 | 20,543 | 61,833 | |
| Police Officer | 110S0/2 | 16.5576 | 37,023 | 110S0/5 | 18.4660 | 41,290 | 3,159 | 11,132 | 5,174 | 160 | 918 | 20,543 | 61,833 | |
| Police Officer | 110S0/2 | 16.5576 | 37,023 | 110S0/5 | 18.4660 | 41,290 | 3,159 | 11,132 | 7,564 | 160 | 918 | 22,933 | 64,223 | |
| Police Officer | 110S0/1 | 16.0847 | 35,965 | 110S0/3 | 17.4911 | 39,110 | 2,992 | 10,544 | 5,174 | 153 | 870 | 19,733 | 58,843 | |
| Police Officer | 110S0/1 | 16.0847 | 35,965 | 110S0/3 | 17.4911 | 39,110 | 2,992 | 10,544 | 5,174 | 153 | 870 | 19,733 | 58,843 | |
| Police Officer | 110S0/1 | 16.0847 | 35,965 | 110S0/3 | 17.4911 | 39,110 | 2,992 | 10,544 | 7,564 | 153 | 870 | 22,123 | 61,233 | |
| Police Officer | 110S0/1 | 16.5671 | 37,044 | 110S0/1 | 16.5672 | 37,044 | 2,834 | 9,987 | 5,174 | 146 | 824 | 18,966 | 56,010 | |
| Clothing Allowance | | 250.00 | 2,500 | | | 2,500 | 191 | 674 | | | | 865 | 3,365 | |
| Career Development | | 865.00 | 22,490 | | | 22,490 | 1,720 | 6,063 | | | | 7,784 | 30,274 | |
| K-9 Extra Pay | | 76.92 | 4,000 | | | 4,000 | 306 | 1,078 | | | 89 | 1,473 | 5,473 | |
| Overtime | | | 78,000 | | | 48,000 | 3,672 | 12,941 | | | 1,068 | 17,680 | 65,680 | |
| | | | <u>1,263,836</u> | | | <u>1,541,646</u> | <u>117,936</u> | <u>383,137</u> | <u>193,695</u> | <u>5,580</u> | <u>33,733</u> | <u>734,085</u> | <u>2,275,731</u> | |
| TOTAL POLICE DEPARTMENT | | | <u>2,058,882</u> | | | <u>2,363,668</u> | <u>180,821</u> | <u>576,542</u> | <u>289,689</u> | <u>8,101</u> | <u>42,340</u> | <u>1,097,499</u> | <u>3,461,167</u> | |
| Code Enforcement | | | | | | | | | | | | | | |
| Code Enforcement Officer | 109/6 | 19.0347 | 40,756 | 109/7 | 19.5943 | 40,756 | 3,118 | 11,758 | - | 158 | 718 | 15,752 | 56,509 | |
| Code Enforcement Officer | 109/7 | 19.5943 | 40,756 | 109/8 | 20.1704 | 41,954 | 3,210 | 12,104 | 5,174 | 162 | 739 | 21,389 | 63,343 | |
| Total Code Enforcement | | | <u>81,512</u> | | | <u>82,711</u> | <u>6,327</u> | <u>23,862</u> | <u>5,174</u> | <u>320</u> | <u>1,458</u> | <u>37,141</u> | <u>119,852</u> | |
| Public Works Administration | | | | | | | | | | | | | | |
| Deputy Director of Public Works | 120/14 | 41.0493 | 85,383 | 120/15 | 42.2562 | 87,893 | 6,724 | 25,357 | 5,174 | 317 | 1,549 | 39,120 | 127,013 | |
| Deputy Director of Administration | 112/12 | 26.2192 | 54,536 | 112/13 | 26.9900 | 56,139 | 4,295 | 16,196 | 5,174 | 210 | 93 | 25,967 | 82,107 | |
| Customer Service Rep II | 105/2 | 13.9464 | 29,009 | 105/3 | 13.9464 | 29,009 | 2,219 | 8,369 | 5,174 | 119 | 48 | 15,929 | 44,937 | |
| Compliance/GIS Coordinator | 109/3 | 17.4499 | 36,296 | 109/4 | 17.9630 | 37,363 | 2,858 | 10,779 | 5,174 | 147 | 658 | 19,617 | 56,980 | |
| Director-Public Work | 122S/5 | 41.8399 | 87,027 | 122S/6 | 43.3633 | 90,196 | 6,900 | - | 5,174 | 324 | 1,589 | 13,988 | 104,183 | |
| | | | <u>292,250</u> | | | <u>300,599</u> | <u>22,996</u> | <u>60,701</u> | <u>25,870</u> | <u>1,116</u> | <u>3,937</u> | <u>114,621</u> | <u>415,220</u> | |
| Planning | | | | | | | | | | | | | | |
| City Planner | 120/3 | 29.8456 | 62,079 | 120/5 | 31.6263 | 65,783 | 5,032 | 18,978 | 5,174 | 242 | 109 | 29,536 | 95,318 | |
| Planning Technician | 105/4 | 14.7785 | 30,739 | 105/5 | 15.2130 | 31,643 | 2,421 | 9,129 | 7,564 | 128 | 52 | 19,294 | 50,937 | |
| Total Planning | | | <u>92,818</u> | | | <u>97,426</u> | <u>7,453</u> | <u>28,107</u> | <u>12,738</u> | <u>370</u> | <u>161</u> | <u>48,829</u> | <u>146,255</u> | |
| Fleet Management | | | | | | | | | | | | | | |
| Equipment Mechanic I | 107/5 | 16.7720 | 34,886 | 107/6 | 17.2651 | 35,911 | 2,747 | 10,360 | 5,174 | 142 | 685 | 19,109 | 55,020 | |
| Equipment Mechanic II | 110/11 | 23.1027 | 48,054 | 110/12 | 23.7819 | 49,466 | 3,784 | 14,271 | 11,207 | 187 | 944 | 30,394 | 79,861 | |
| Supervisor, Fleet Maint. - DROP | 113/10 | 25.9802 | 54,039 | 113/11 | 26.7441 | 55,628 | 4,256 | - | 5,174 | 208 | 1,061 | 10,699 | 66,326 | |
| Overtime | | | 250 | | | 750 | 57 | 216 | | | 14 | 288 | 1,038 | |
| Total Fleet Management | | | <u>137,228</u> | | | <u>141,755</u> | <u>10,844</u> | <u>24,848</u> | <u>21,555</u> | <u>537</u> | <u>2,704</u> | <u>60,490</u> | <u>202,245</u> | |
| Parks and Recreation | | | | | | | | | | | | | | |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 7,814 | 5,174 | 112 | 606 | 15,778 | 42,863 | |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 7,814 | 5,174 | 112 | 606 | 15,778 | 42,863 | |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 7,814 | 7,564 | 112 | 606 | 18,169 | 45,253 | |
| Service Worker I | 103/1 | 12.2883 | 25,560 | 103/2 | 12.6495 | 26,311 | 2,013 | 7,591 | 5,174 | 110 | 589 | 15,476 | 41,787 | |
| Service Worker II | 105/2 | 13.9464 | 29,009 | 105/5 | 15.2130 | 31,643 | 2,421 | 9,129 | 5,174 | 128 | 708 | 17,559 | 49,202 | |
| Service Worker II | 105/7 | 16.1206 | 33,531 | 105/8 | 16.5946 | 34,517 | 2,641 | 9,958 | 7,564 | 137 | 772 | 21,073 | 55,589 | |
| Foreman | 107/8 | 18.2952 | 38,054 | 107/9 | 18.8331 | 39,173 | 2,997 | 11,301 | 5,174 | 153 | 877 | 20,502 | 59,674 | |
| Overtime | | | 4,500 | | | 6,000 | 459 | 1,731 | | | 134 | 2,324 | 8,324 | |
| Total Parks and Recreation | | | <u>209,586</u> | | | <u>218,897</u> | <u>16,746</u> | <u>63,152</u> | <u>40,999</u> | <u>864</u> | <u>4,898</u> | <u>126,659</u> | <u>345,556</u> | |
| | | | <u>3,647,482</u> | | | <u>4,038,968</u> | <u>308,035</u> | <u>944,189</u> | <u>478,707</u> | <u>14,059</u> | <u>58,437</u> | <u>1,803,434</u> | <u>5,842,402</u> | |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Personnel Costs for Fiscal Year 2015-2016
FY 2015 Payroll with Step Increase for FY2016**

| |
|---|
| Medical Insurance Waived |
| Vacant but Funded |
| Reclass in position effective 10/1/2015 |
| DROP Participant - no pension |
| Status Change |
| New Position for FY2015 |

| Job Title | Grade/ Step for FY2015 | Rate of Pay FY2015 | Annual Rate of Pay FY2015 | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate of Pay FY2016 W/COLA | FICA | Pension | Employee Insurances | | | Total Benefits | Total Position Costs |
|--|------------------------|--------------------|---------------------------|------------------------|--------------------|----------------------------------|---------------|----------------|----------------------------|--------------|---------------|----------------|----------------------|
| | | | | | | | | | Health Insurance w/subsidy | Life and EAP | Workers Comp | | |
| Building Department | | | | | | | | | | | | | |
| Permit Tech I | 104/2 | 13.2817 | 27,626 | 104/3 | 13.6722 | 28,438 | 2,176 | 8,204 | 5,174 | 117 | 47 | 15,718 | 44,156 |
| Building Inspector - Longevity | 112/15 | 28.6004 | 61,241 | 112/15 | 28.6004 | 61,241 | 4,685 | 17,668 | 5,174 | 227 | 1,079 | 28,833 | 90,075 |
| Building Official | 120/4 | 30.7231 | 63,904 | 120/5 | 31.6263 | 65,783 | 5,032 | 18,978 | 5,174 | 242 | 1,159 | 30,586 | 96,369 |
| Part-time Building Inspector | | | | 112/11 | 25.4704 | 1,528 | 117 | | | | 27 | 144 | 1,672 |
| | | | 152,771 | | | 156,990 | 12,010 | 44,851 | 15,522 | 586 | 2,312 | 75,281 | 232,272 |
| SPECIAL REVENUE FUNDS | | | | | | | | | | | | | |
| COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND | | | | | | | | | | | | | |
| CRA | | | | | | | | | | | | | |
| Executive Administrative Assistant | 108/3 | 16.6192 | 34,568 | 110/2 | 17.7995 | 37,023 | 2,832 | 10,681 | 11,207 | 146 | 137 | 25,004 | 62,027 |
| Executive Administrative Assistant | 108/8 | 19.2101 | 39,957 | 110/7 | 20.5745 | 42,795 | 3,274 | 12,346 | 5,174 | 165 | 158 | 21,118 | 63,913 |
| CRA Director | 122S/6 | 43.3633 | 90,196 | 122S/7 | 44.9421 | 93,480 | 7,151 | 26,969 | 5,174 | 335 | 346 | 39,975 | 133,455 |
| Total CRA - Full Time | | | 164,721 | | | 173,297 | 13,257 | 49,996 | 21,555 | 646 | 641 | 86,097 | 259,394 |
| Strategic Plan Specialist PT - Temporary | | | | | | | | | | | | | |
| 31.5 Hrs week | 103P/10 | 15.9495 | 26,125 | 103P/11 | 16.4184 | 15,000 | 1,148 | - | - | - | 56 | 1,203 | 16,203 |
| Overtime | | | 7,500 | | | 5,000 | 383 | - | - | - | 19 | 401 | 5,401 |
| Total CRA - Part Time | | | 33,625 | | | 20,000 | 1,530 | - | - | - | 74 | 1,604 | 21,604 |
| TOTAL CRA FUND | | | 198,346 | | | 193,297 | 14,787 | 49,996 | 21,555 | 646 | 715 | 87,701 | 280,998 |
| ROAD AND BRIDGE FUND | | | | | | | | | | | | | |
| Streets Department | | | | | | | | | | | | | |
| Service Worker I | 103/1 | 12.2883 | 25,560 | 103/2 | 12.6495 | 26,311 | 2,013 | 7,591 | 5,174 | 110 | 1,431 | 16,319 | 42,630 |
| Service Worker II | 105/7 | 16.1206 | 33,531 | 105/8 | 16.5946 | 34,517 | 2,641 | 9,958 | 5,174 | 137 | 1,878 | 19,788 | 54,304 |
| Service Worker II | 105/12 | 18.6339 | 38,759 | 105/13 | 19.1817 | 39,898 | 3,052 | 11,511 | 5,174 | 155 | 2,171 | 22,063 | 61,961 |
| Equipment Operator | 106/2 | 14.6436 | 30,459 | 106/3 | 16.0741 | 33,434 | 2,558 | 9,646 | 5,174 | 134 | 1,819 | 19,330 | 52,764 |
| Sign Maintenance Tech | 107/3 | 15.8276 | 32,921 | 107/4 | 16.2930 | 33,889 | 2,593 | 9,777 | 5,174 | 135 | 1,844 | 19,523 | 53,412 |
| Overtime | | | 3,500 | | | 9,000 | 689 | 2,597 | - | - | 490 | 3,775 | 12,775 |
| TOTAL ROAD AND BRIDGE FUND | | | 164,729 | | | 177,049 | 13,544 | 51,079 | 25,870 | 671 | 9,632 | 100,796 | 277,845 |
| | | | 363,075 | | | 370,347 | 28,332 | 101,075 | 47,425 | 1,317 | 10,347 | 188,497 | 558,844 |
| ENTERPRISE FUNDS | | | | | | | | | | | | | |
| SOLID WASTE FUND | | | | | | | | | | | | | |
| Solid Waste Department | | | | | | | | | | | | | |
| Equipment Operator | 106/6 | 16.4431 | 34,202 | 106/7 | 16.9266 | 35,207 | 2,693 | 10,157 | 5,174 | 140 | 620 | 18,785 | 53,992 |
| Supervisor | 112/7 | 22.6829 | 47,180 | 112/8 | 23.3498 | 48,568 | 3,715 | 14,012 | 5,174 | 184 | 856 | 23,941 | 72,509 |
| Overtime | | | 100 | | | 100 | 8 | 29 | - | - | 2 | 38 | 138 |
| TOTAL SOLID WASTE FUND | | | 81,482 | | | 83,875 | 6,416 | 24,198 | 10,348 | 324 | 1,478 | 42,764 | 126,639 |
| WATER AND SEWER FUND | | | | | | | | | | | | | |
| Cross Connect | | | | | | | | | | | | | |
| Service Worker II | 105/2 | 13.9464 | 29,009 | 105/3 | 14.3564 | 29,861 | 2,284 | 8,615 | 7,564 | 122 | 822 | 19,408 | 49,269 |
| Service Worker II - DROP | 105/10 | 17.5847 | 36,576 | 105/11 | 18.1017 | 37,652 | 2,880 | - | 9,101 | 148 | 1,037 | 13,166 | 50,818 |
| Overtime | | | 1,000 | | | 3,000 | 230 | 866 | - | - | 83 | 1,178 | 4,178 |
| Total Cross Connect | | | 66,585 | | | 70,513 | 5,394 | 9,480 | 16,666 | 269 | 1,942 | 33,751 | 104,264 |
| Water Department | | | | | | | | | | | | | |
| Equipment Operator | 106/2 | 14.6436 | 30,459 | 106/3 | 15.0741 | 31,354 | 2,399 | 9,046 | 11,207 | 127 | 863 | 23,642 | 54,996 |
| Equipment Operator | 106/12 | 19.5654 | 40,696 | 106/13 | 20.1407 | 41,893 | 3,205 | 12,086 | 5,174 | 162 | 1,154 | 21,780 | 63,673 |
| Foreman | 107/4 | 16.2930 | 33,889 | 107/5 | 16.7721 | 34,886 | 2,669 | 10,065 | 5,174 | 138 | 961 | 19,007 | 53,892 |
| Supervisor of Water | 112/12 | 26.2192 | 54,536 | 112/13 | 26.9900 | 56,139 | 4,295 | 16,196 | 5,174 | 210 | 1,546 | 27,421 | 83,560 |
| Overtime | | | 8,000 | | | 8,000 | 612 | 2,308 | - | - | 220 | 3,140 | 11,140 |
| Total Water Department | | | 167,580 | | | 172,272 | 13,179 | 49,700 | 26,729 | 637 | 4,744 | 94,990 | 267,262 |
| Sewer Department | | | | | | | | | | | | | |
| Service Worker I | 103/1 | 12.2883 | 25,560 | 103/2 | 12.6495 | 26,311 | 2,013 | 7,591 | 5,174 | 110 | 552 | 15,439 | 41,750 |
| Service Worker II | 1105/1 | 13.5481 | 28,180 | 105/2 | 13.9464 | 29,009 | 2,219 | 8,369 | 5,174 | 119 | 608 | 16,489 | 45,498 |
| Service Worker I | 103/1 | 12.2883 | 25,560 | 103/2 | 12.6495 | 26,311 | 2,013 | 7,591 | 5,174 | 110 | 552 | 15,439 | 41,750 |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 7,814 | 5,174 | 112 | 568 | 15,740 | 42,825 |
| Equipment Operator | 106/1 | 14.2254 | 29,589 | 106/2 | 14.6436 | 30,459 | 2,330 | 8,787 | 5,174 | 124 | 639 | 17,054 | 47,512 |
| Foreman, Utilities | 107/2 | 15.3756 | 31,981 | 107/3 | 15.8276 | 32,921 | 2,518 | 9,498 | 5,174 | 132 | 690 | 18,013 | 50,934 |
| Supervisor | 112/9 | 24.0363 | 49,996 | 112/10 | 24.7429 | 51,465 | 3,937 | 14,848 | 9,101 | 194 | 1,079 | 29,159 | 80,625 |
| Overtime | | | 8,000 | | | 8,000 | 612 | 2,308 | - | - | 168 | 3,088 | 11,088 |
| Total Sewer Department | | | 225,176 | | | 231,560 | 17,714 | 66,805 | 40,145 | 900 | 4,856 | 130,421 | 361,981 |
| Customer Service Department | | | | | | | | | | | | | |
| Customer Service Field Rep | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 7,814 | 5,174 | 112 | 746 | 15,918 | 43,002 |
| Customer Service Rep I | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 7,814 | 11,207 | 112 | 45 | 21,251 | 48,335 |
| Customer Service Field Rep | 103/8 | 15.0515 | 31,307 | 103/9 | 15.4940 | 32,228 | 2,465 | 9,298 | 5,174 | 130 | 887 | 17,954 | 50,182 |
| Customer Service Rep. II | 105/3 | 14.3564 | 29,861 | 105/4 | 14.7785 | 30,739 | 2,352 | 8,868 | 5,174 | 125 | 51 | 16,569 | 47,308 |
| Utility Billing Analyst | 106/2 | 14.6436 | 30,459 | 106/3 | 15.0741 | 31,354 | 2,399 | 9,046 | 5,174 | 127 | 52 | 16,797 | 48,151 |
| Customer Service Supervisor | 112/7 | 22.6829 | 47,180 | 112/8 | 23.3498 | 48,568 | 3,715 | 14,012 | 5,174 | 184 | 80 | 23,166 | 71,733 |
| Overtime | | | 2,000 | | | 2,500 | 191 | 721 | - | 30 | 69 | 1,011 | 3,511 |
| Total Customer Service Department | | | 193,429 | | | 199,558 | 15,266 | 57,572 | 37,077 | 819 | 1,929 | 112,665 | 312,223 |
| TOTAL WATER AND SEWER FUND | | | 652,770 | | | 673,903 | 51,554 | 183,558 | 120,617 | 2,625 | 13,471 | 371,828 | 1,045,730 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Personnel Costs for Fiscal Year 2015-2016
FY 2015 Payroll with Step Increase for FY2016**

| | |
|--|---|
| | Medical Insurance Waived |
| | Vacant but Funded |
| | Reclass in position effective 10/1/2015 |
| | DROP Participant - no pension |
| | Status Change |
| | New Position for FY2015 |

| Job Title | Grade/ Step for FY2015 | Rate of Pay FY2015 | Annual Rate of Pay FY2015 | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | FICA | Pension | Employee Insurances | | | Workers Comp | Total Benefits | Total Position Costs |
|---------------------------------------|------------------------------|--------------------------|------------------------------------|------------------------------|--------------------------|--|----------------|------------------|----------------------------------|-----------------|---------------|------------------|-------------------|----------------------------|
| | | | | | | | | | Health Insurance w/subsidy | Life and EAP | | | | |
| STORMWATER FUND | | | | | | | | | | | | | | |
| Stormwater Department | | | | | | | | | | | | | | |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 7,814 | 5,174 | 112 | 1,474 | 16,646 | 43,730 | |
| Equipment Operator | 106/1 | 14.2254 | 30,459 | 106/2 | 14.6436 | 30,459 | 2,330 | 8,787 | 5,174 | 124 | 1,657 | 18,072 | 48,531 | |
| Inmate Services Coordinator | 106/2 | 14.6436 | 30,459 | 106/3 | 15.0741 | 31,354 | 2,399 | 9,046 | 11,207 | 127 | 1,706 | 24,485 | 55,839 | |
| Foreman | 107/1 | 14.9365 | 31,981 | 107/2 | 15.3756 | 31,981 | 2,447 | 9,227 | 7,564 | 129 | 1,740 | 21,106 | 53,087 | |
| Stormwater Supervisor - 75% of salary | 112/12 | 26.2192 | 40,902 | 112/13 | 26.9900 | 42,104 | 3,221 | 12,147 | - | 157 | 2,291 | 17,816 | 59,921 | |
| Overtime | | | 4,500 | | | 4,500 | 344 | 1,298 | - | - | 245 | 1,887 | 6,387 | |
| TOTAL STORMWATER FUND | | | 164,612 | | | 167,483 | 12,812 | 48,319 | 29,119 | 649 | 9,112 | 100,012 | 267,495 | |
| REUSE FUND | | | | | | | | | | | | | | |
| Reclaimed Water Department | | | | | | | | | | | | | | |
| Stormwater Supervisor - 25% of salary | 112/12 | 26.2192 | 13,634 | 112/13 | 26.9900 | 14,035 | 1,074 | 4,049 | - | 52 | 764 | 5,939 | 19,974 | |
| TOTAL REUSE FUND | | | 13,634 | | | 14,035 | 1,074 | 4,049 | - | 52 | 764 | 5,939 | 19,974 | |
| TOTAL ENTERPRISE FUNDS | | | 912,498 | | | 939,295 | 71,856 | 260,124 | 160,085 | 3,650 | 24,824 | 520,543 | 1,459,838 | |
| | | | 5,325,482 | | | 5,505,600 | 420,233 | 1,350,239 | 701,739 | 19,612 | 95,921 | 2,587,755 | 8,093,355 | |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| Job Title | Grade/ Step for FY2015 | Rate of Pay FY2015 | Annual Rate of Pay FY2015 | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | Portion of Year | Career Advancement Costs |
|--|------------------------------|--------------------------|------------------------------------|------------------------------|--------------------------|--|-------------------|----------------------------|--------------------|--------------------------------|
| Steps for reclassifications | | | | | | | | | | |
| Accountant II | 112/3 | 20.2005 | 42,017 | 112/4 | 20.7944 | 43,252 | 21,199 | 64,451 | | |
| 1 Step increase for added responsibility | | | | 112/5 | 21.4057 | 44,524 | 21,670 | 66,193 | 1.00 | 1,742 |
| Assistant City Clerk | 112/2 | 19.6236 | 40,817 | 112/3 | 20.2005 | 42,017 | 23,132 | 65,149 | | |
| 1 Step increase for added responsibility | | | | 112/4 | 20.7944 | 43,252 | 23,589 | 66,842 | 1.00 | 1,693 |
| City Planner | 120/3 | 29.8456 | 62,079 | 120/4 | 30.7231 | 63,904 | 29,310 | 93,214 | | |
| 1 Step for additional responsibility | | | | 120/5 | 31.6263 | 65,783 | 30,006 | 95,789 | 1.00 | 2,575 |
| Service Worker II | 105/2 | 13.9464 | 29,009 | 105/3 | 14.3564 | 29,861 | 17,321 | 47,183 | | |
| 2 Steps for additional responsibility | | | | 105/5 | 15.2130 | 31,643 | 17,559 | 49,202 | 1.00 | 2,020 |
| Executive Administrative Assistant | 108/3 | 16.6192 | 34,568 | 108/4 | 17.1078 | 35,584 | 24,469 | 60,053 | | |
| Increase for added responsibility | | | | 110/2 | 17.7995 | 37,023 | 25,004 | 62,027 | 1.00 | 1,974 |
| Executive Administrative Assistant | 108/8 | 19.2101 | 39,957 | 108/9 | 19.7749 | 41,132 | 20,499 | 61,631 | | |
| Increase for added responsibility | | | | 110/7 | 20.5745 | 42,795 | 21,118 | 63,913 | 1.00 | 2,282 |
| Dispatch Supervisor | 108/5 | 17.6108 | 36,630 | 108/6 | 18.1285 | 37,707 | 21,538 | 59,245 | | |
| 2 Step increase for added responsibility | | | | 108/8 | 19.2101 | 39,957 | 22,370 | 62,327 | 1.00 | 3,082 |
| Total cost of increases for reclassifications | | | | | | | | | | 15,367 |
| Steps for Certifications | | | | | | | | | | |
| City Planner | 120/3 | 29.8456 | 62,079 | 120/4 | 30.7231 | 63,904 | 28,850 | 92,754 | | |
| 2 Step increase for certification | | | | 120/6 | 32.5561 | 3,813 | 1,398 | 5,211 | 0.75 | 3,908 |
| Code Enforcement Officer | 109/6 | 19.0347 | 40,756 | 109/7 | 19.5943 | 40,756 | 15,752 | 56,509 | | |
| 1 Step increase for certification | | | | 109/8 | 20.1704 | 1,198 | 458 | 1,657 | 0.75 | 1,243 |
| Accountant II | 112/3 | 20.2005 | 42,017 | 112/4 | 20.7944 | 43,252 | 21,572 | 64,825 | | |
| 1 Step increase for certification | | | | 112/5 | 21.4057 | 1,272 | 466 | 1,738 | 0.75 | 1,303 |
| Assistant City Clerk | 112/2 | 19.6236 | 40,817 | 112/3 | 20.2005 | 42,017 | 23,495 | 65,512 | | |
| 1 Step increase for certification | | | | 112/4 | 20.7944 | 1,235 | 453 | 1,688 | 0.75 | 1,266 |
| Planning Technician | 105/4 | 14.7785 | 30,739 | 105/5 | 15.2130 | 31,643 | 19,294 | 50,937 | | |
| 1 Step increase for certification | | | | 105/6 | 15.6602 | 930 | 342 | 1,272 | 1.00 | 1,272 |
| Permit Tech I | 104/2 | 13.2817 | 27,626 | 104/3 | 13.6722 | 28,438 | 15,718 | 44,156 | | |
| 1 Step increase for certification | | | | 104/4 | 14.0741 | 836 | 307 | 1,143 | 1.00 | 1,143 |
| Service Worker I | 103/1 | 12.2883 | 25,560 | 103/2 | 12.6495 | 26,311 | 15,439 | 41,750 | | |
| 2 Step for certification | | | | 103/4 | 13.4043 | 1,570 | 575 | 2,145 | 0.75 | 1,609 |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 103/3 | 13.0214 | 27,085 | 2,072 | 29,156 | | |
| 2 Step for certification | | | | 103/5 | 13.7983 | 1,616 | 592 | 2,208 | 0.75 | 1,656 |
| Equipment Operator | 106/1 | 14.2254 | 29,589 | 106/2 | 14.6436 | 30,459 | 2,330 | 32,789 | | |
| 2 Step for certification | | | | 106/4 | 15.5173 | 1,817 | 665 | 2,483 | 0.75 | 1,862 |
| Foreman, Utilities | 107/2 | 15.3756 | 31,981 | 107/3 | 15.8276 | 32,921 | 2,518 | 35,440 | | |
| 2 Step for certification | | | | 107/5 | 16.7720 | 1,964 | 719 | 2,683 | 1.00 | 2,683 |
| Equipment Operator | 106/1 | 14.2254 | 30,459 | 106/2 | 14.6436 | 30,459 | 2,330 | 32,789 | | |
| 2 Step for certification | | | | 106/4 | 15.5173 | 1,817 | 665 | 2,483 | 0.75 | 1,862 |
| Foreman | 107/2 | 15.3756 | 31,981 | 107/3 | 15.8276 | 32,921 | 2,518 | 35,440 | | |
| 2 Step for certification | | | | 107/5 | 16.7720 | 1,964 | 719 | 2,683 | 1.00 | 2,683 |
| Total cost of increases for certifications | | | | | | | | | | 22,490 |
| Total cost of increases | | | | | | | | | | 37,858 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Personnel Costs for Fiscal Year 2015-2016

FY 2016 Payroll

| | Annual Rate for FY2015 | All Employee Insurances | | | | | Total Position Costs | |
|------------------------------|------------------------|-------------------------|------------------|------------------|---------------|---------------|----------------------|------------------|
| | | FICA | Pension | Health Insurance | Life and EAP | Workers Comp | | |
| Breakdown by Fund | | | | | | | | |
| General Fund | 4,038,968 | 308,035 | 944,189 | 478,707 | 14,059 | 58,437 | 1,803,434 | 5,842,402 |
| Building Department | 156,990 | 12,010 | 44,851 | 15,522 | 586 | 2,312 | 75,281 | 232,272 |
| CRA | 193,297 | 14,787 | 49,996 | 21,555 | 646 | 715 | 87,701 | 280,998 |
| Road and Bridge | 177,049 | 13,544 | 51,079 | 25,870 | 671 | 9,632 | 100,796 | 277,845 |
| Solid Waste | 83,875 | 6,416 | 24,198 | 10,348 | 324 | 1,478 | 42,764 | 126,639 |
| Water and Sewer | 673,903 | 51,554 | 183,558 | 120,617 | 2,625 | 13,471 | 371,828 | 1,045,730 |
| Stormwater | 167,483 | 12,812 | 48,319 | 29,119 | 649 | 9,112 | 100,012 | 267,495 |
| Reuse | 14,035 | 1,074 | 4,049 | - | 52 | 764 | 5,939 | 19,974 |
| Total Personnel Costs | 5,505,600 | 420,233 | 1,350,239 | 701,739 | 19,612 | 95,921 | 2,587,755 | 8,093,355 |

| Breakdown by type | FY2015 | | FY2016 | | Increase (Decrease) |
|--|---------|------------------|---------|------------------|---------------------|
| | | | | | |
| Total Wages | | 5,379,176 | | 5,505,600 | 126,424 |
| Total Benefits | | | | | |
| FICA | | 411,507 | | 420,233 | 8,726 |
| General Employee Pension Contribution | 921,867 | | 875,654 | | (46,213) |
| Police Department Pension Contribution | 435,172 | | 423,300 | | (11,872) |
| Non-pensioned Department Heads | 54,081 | | 51,286 | | (2,795) |
| Total Pension Contribution | | 1,411,120 | | 1,350,239 | (60,881) |
| Health Dental and Life Insurance | | 615,444 | | 721,351 | 105,907 |
| Workers Compensation | | 93,819 | | 95,921 | 2,102 |
| Total Benefits | | 2,531,890 | | 2,587,744 | 55,854 |
| Total Cost of Payroll | | 7,911,066 | | 8,093,344 | 182,278 |

These personnel costs are based on:

- One step equal to 2.94% was given to employees in lieu of a 3% COLA in an attempt to alleviate compression within the positions.
- Union negotiated rates for sworn officers are implemented as of October 1
- Increase Commission salary to \$12,000.
- The Pension rates have been changed to reflect the new rates.
- The new rates for health insurance are reflected.

The final personnel budgets include:

| | | | |
|-------------------------------|------------|--|----------|
| Total Funded Positions | | Vacant Positions - Full Time Funded | 3 |
| Full Time Funded Positions | 115 | 1- Water Supervisor - 533 (Water) | |
| Part Time Funded Positions | 12 | 1 - Equipment Operator - 538 (Stormwater) | |
| Elected Officials | 6 | 1 - Inmate Services Coordinator - 538 (Stormwater) | |
| Total Funded Positions | <u>133</u> | Vacant Positions - Part Time Funded | 2 |
| | | 2 - Crossing Guard - 521 (PD) | |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

HISTORY OF STAFFING LEVELS

| Position Title | Position Grade | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|--|-----------------------|----------------|----------------|----------------|----------------|----------------|
| 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 Administrative Assistant | 110 | 1 | 1 | 1 | 1 | 1 |
| Total Mayor and Commission - Full Time | | 1 | 1 | 1 | 1 | 1 |
| Total Mayor and Commission | | 7 | 7 | 7 | 7 | 7 |
| City Clerk | | | | | | |
| Deputy Clerk - Administration | 112 | 1 | 1 | 1 | 1 | 1 |
| City Clerk | 122 | 1 | 1 | 1 | 1 | 1 |
| Total City Clerk - Full Time | | 2 | 2 | 2 | 2 | 2 |
| Information Technology | | | | | | |
| IT Specialist | 111 | 1 | 1 | 1 | 1 | 1 |
| Total Information Technology - Full Time | | 1 | 1 | 1 | 1 | 1 |
| Finance | | | | | | |
| Deputy Clerk - Finance | 120 | 1 | 1 | 1 | 1 | 1 |
| Senior Accountant | 115 | 1 | 1 | 1 | 1 | 1 |
| Purchasing Agent | 111 | 1 | 1 | 1 | 1 | 1 |
| Warehouse Operator | 103 | 1 | 1 | 1 | 1 | 1 |
| Accountant | 110 | 1 | 1 | 0 | 0 | 0 |
| Accountant II | 112 | 0 | 0 | 1 | 1 | 1 |
| Purchasing Clerk | 106 | 1 | 1 | 1 | 1 | 1 |
| Payroll Clerk | 106 | 0 | 0 | 1 | 1 | 1 |
| Total Finance - Full Time | | 6 | 6 | 7 | 7 | 7 |
| * Payroll Clerk - Part Time | | 1 | 1 | 0 | 0 | 0 |
| Total Finance - Part Time | | 1 | 1 | 0 | 0 | 0 |
| Total Finance Department | | 7 | 7 | 7 | 7 | 7 |
| Human Resources | | | | | | |
| Human Resources Director | 116 | 1 | 1 | 0 | 0 | 0 |
| Human Resources Administrator | 116 | 0 | 0 | 1 | 1 | 1 |
| Total Human Resources - Full Time | | 1 | 1 | 1 | 1 | 1 |
| Events and Facilities | | | | | | |
| Special Projects/Events Coordinator | 110 | 0 | 0 | 0 | 1 | 1 |
| Total Information Technology - Full Time | | 0 | 0 | 0 | 1 | 1 |
| Police - Administration | | | | | | |
| Records Clerk | 105 | 1 | 1 | 1 | 1 | 1 |
| Records Clerk II | 107 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Technician | 107 | 0 | 0 | 0 | 0 | 0 |
| Evidence Custodian | 109 | 1 | 1 | 1 | 1 | 1 |
| Dispatch Supervisor | 108 | 1 | 1 | 1 | 1 | 1 |
| Dispatcher II | 107 | 1 | 1 | 1 | 0 | 0 |
| Dispatcher I | 105 | 4 | 4 | 5 | 6 | 6 |
| Accreditation/Grants Coordinator | 110 | 1 | 1 | 1 | 1 | 1 |
| Victim Advocate | 110 | 1 | 1 | 1 | 1 | 1 |
| Total Police Administration - Full Time | | 11 | 11 | 12 | 12 | 12 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

HISTORY OF STAFFING LEVELS

| Position Title | Position Grade | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|---|-----------------------|----------------|----------------|----------------|----------------|----------------|
| Police - Administration - continued | | | | | | |
| * Crime Analyst - Part Time | 103 | 1 | 1 | 1 | 1 | 1 |
| * Maintenance Technical - Part Time | 107 | 1 | 1 | 1 | 1 | 1 |
| * Citizens Patrol - Part Time | 110 | 6 | 0 | 0 | 0 | 0 |
| * Crossing Guards - Part Time | 101 | 7 | 7 | 7 | 7 | 7 |
| Total Police Administration - Part Time | | 15 | 9 | 9 | 9 | 9 |
| Police - Sworn Officers | | | | | | |
| Chief of Police | 122 | 1 | 1 | 1 | 1 | 1 |
| Deputy Chief of Police | 118 | 1 | 1 | 1 | 0 | 0 |
| Police Captain | 118 | 0 | 0 | 0 | 2 | 2 |
| Police Lieutenant | 115 | 1 | 1 | 1 | 1 | 0 |
| Police Sergeant | 113 | 6 | 6 | 6 | 6 | 6 |
| Corporal | 111 | 4 | 4 | 5 | 5 | 5 |
| Police Officer | 110 | 22 | 22 | 21 | 21 | 20 |
| Total Police - Sworn Officers - Full Time | | 35 | 35 | 35 | 36 | 34 |
| * Sworn Officers - Part Time | | 4 | 3 | 2 | 2 | 2 |
| Total Police - Sworn Officers - PartTime | | 4 | 3 | 2 | 2 | 2 |
| Total Police Department - Full Time | | 46 | 46 | 47 | 48 | 46 |
| Total Police Department - Part Time | | 19 | 12 | 11 | 11 | 11 |
| Total Police Department | | 65 | 58 | 58 | 59 | 57 |
| Code Enforcement | | | | | | |
| Code Enforcement Director | 112 | 1 | 1 | 0 | 0 | 0 |
| Code Enforcement Officer | 109 | 1 | 1 | 2 | 2 | 2 |
| Total Code Enforcement - Full Time | | 2 | 2 | 2 | 2 | 2 |
| Public Works Administration | | | | | | |
| Director-Public Work | 122 | 1 | 1 | 1 | 1 | 1 |
| Deputy Director of Public Works | 120 | 1 | 1 | 1 | 1 | 1 |
| Project Manager | 113 | 1 | 0 | 0 | 0 | 0 |
| Deputy Director of Administration | 112 | 1 | 1 | 1 | 1 | 1 |
| Compliance/GIS Coordinator | 109 | 0 | 0 | 0 | 1 | 1 |
| Records Clerk II | 107 | 1 | 0 | 0 | 0 | 0 |
| Records Clerk I | 105 | 0 | 1 | 1 | 0 | 0 |
| Project Inspector/Locator | 107 | 1 | 1 | 0 | 0 | 0 |
| Customer Service Representative I | 103 | 1 | 1 | 1 | 1 | 1 |
| Total Public Works Administration - Full Time | | 7 | 6 | 5 | 5 | 5 |
| Planning | | | | | | |
| Planner | 117 | 1 | 1 | 1 | 1 | 1 |
| Planning Technician | 105 | 1 | 1 | 1 | 1 | 1 |
| Total Planning Department - Full Time | | 2 | 2 | 2 | 2 | 2 |
| Fleet Management | | | | | | |
| Fleet Maintenance Supervisor | 113 | 1 | 1 | 1 | 1 | 1 |
| Equipment Mechanic II | 110 | 1 | 1 | 1 | 1 | 1 |
| Equipment Mechanic I | 107 | 1 | 1 | 1 | 1 | 1 |
| Total Fleet Management - Full Time | | 3 | 3 | 3 | 3 | 3 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

HISTORY OF STAFFING LEVELS

| Position Title | Position Grade | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|---|-----------------------|----------------|----------------|----------------|----------------|----------------|
| Parks and Recreation | | | | | | |
| Deputy Director Parks & Public Bldgs. | 120 | 1 | 1 | 1 | 0 | 0 |
| Supervisor | 112 | 1 | 1 | 1 | 0 | 0 |
| Foreman | 107 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator | 106 | 1 | 0 | 0 | 0 | 0 |
| Service Worker II | 105 | 5 | 5 | 4 | 3 | 4 |
| Service Worker I | 103 | 1 | 1 | 2 | 3 | 2 |
| Total Parks and Recreation - Full Time | | 10 | 9 | 9 | 7 | 7 |
| Building Department | | | | | | |
| Building Official | 120 | 1 | 1 | 1 | 1 | 1 |
| Building Inspector | 112 | 1 | 1 | 1 | 1 | 1 |
| Permit Technician I | 104 | 1 | 1 | 1 | 1 | 1 |
| Total Building Department - Full Time | | 3 | 3 | 3 | 3 | 3 |
| Total General Fund - Elected Officials | | 6 | 6 | 6 | 6 | 6 |
| Total General Fund - Full Time | | 84 | 82 | 83 | 83 | 81 |
| Total General Fund - Part Time | | 20 | 13 | 11 | 11 | 11 |
| Total General Fund | | 110 | 101 | 100 | 100 | 98 |
| CRA FUND | | | | | | |
| Community Redevelopment Agency (CRA) | | | | | | |
| CRA Director | 122 | 1 | 1 | 1 | 1 | 1 |
| | 108 | 1 | 1 | 1 | 2 | 0 |
| Administrative Assistant | 110 | 0 | 0 | 0 | 0 | 2 |
| Total CRA - Full Time | | 2 | 2 | 2 | 3 | 3 |
| * GIS Specialist - Part Time | 112 | 0 | 1 | 1 | 1 | 0 |
| * Strategic Plan Specialist - Part Time - Temporary | 103 | 1 | 1 | 1 | 1 | 1 |
| * Administrative Assistant - Part Time - Temporary | 108 | 1 | 1 | 1 | 0 | 0 |
| * Student Intern | 100 | 2 | 2 | 0 | 0 | 0 |
| Total CRA - Part Time | | 4 | 5 | 3 | 2 | 1 |
| Total CRA Fund | | 6 | 7 | 5 | 5 | 4 |
| ROAD AND BRIDGE FUND | | | | | | |
| Streets Department | | | | | | |
| Sign Maintenance Tech | 107 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator | 106 | 2 | 3 | 3 | 3 | 1 |
| Service Worker I | 103 | 0 | 0 | 0 | 1 | 1 |
| Service Worker II | 105 | 1 | 1 | 1 | 0 | 2 |
| Total Streets Department - Full Time | | 4 | 5 | 5 | 5 | 5 |
| Total Road and Bridge Fund | | 4 | 5 | 5 | 5 | 5 |
| SOLID WASTE FUND | | | | | | |
| Solid Waste Department | | | | | | |
| Supervisor | 112 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator | 106 | 0 | 0 | 0 | 0 | 1 |
| Service Worker II | 105 | 0 | 0 | 0 | 1 | 0 |
| Service Worker I | 103 | 1 | 1 | 1 | 0 | 0 |
| Total Solid Waste Department and Fund - Full Time | | 2 | 2 | 2 | 2 | 2 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

HISTORY OF STAFFING LEVELS

| Position Title | Position Grade | FY 2012 | FY 2013 | FY 2014 | FY 2015 | FY 2016 |
|--|-----------------------|----------------|----------------|----------------|----------------|----------------|
| WATER AND SEWER FUND | | | | | | |
| Cross Connect - New in FY2010 | | | | | | |
| Service Worker II | 105 | 1 | 1 | 2 | 2 | 2 |
| Service Worker I | 103 | 1 | 1 | 0 | 0 | 0 |
| Total Cross Connect - Full Time | | 2 | 2 | 2 | 2 | 2 |
| Water Department | | | | | | |
| Supervisor of Water | 117 | 1 | 1 | 1 | 1 | 1 |
| Utilities Foreman | 107 | 1 | 1 | 1 | 1 | 1 |
| Operator, Equipment | 106 | 1 | 1 | 1 | 1 | 2 |
| Service Worker I | 103 | 2 | 1 | 1 | 1 | 0 |
| Customer Service Field | 103 | 2 | 0 | 0 | 0 | 0 |
| Total Water Department - Full Time | | 7 | 4 | 4 | 4 | 4 |
| Sewer Department | | | | | | |
| Supervisor | 112 | 1 | 1 | 1 | 1 | 1 |
| Foreman | 107 | 1 | 1 | 1 | 1 | 1 |
| Operator, Equipment | 106 | 1 | 1 | 1 | 1 | 1 |
| Service Worker II | 105 | 3 | 3 | 3 | 1 | 1 |
| Service Worker I | 103 | 1 | 1 | 1 | 3 | 3 |
| Total Sewer Department - Full Time | | 7 | 7 | 7 | 7 | 7 |
| Customer Service | | | | | | |
| Customer Service Supervisor | 112 | 1 | 1 | 1 | 1 | 1 |
| Utility Billing Analyst | 106 | 0 | 0 | 0 | 1 | 1 |
| Customer Service Rep. II | 105 | 1 | 1 | 2 | 1 | 1 |
| Customer Service Rep. I | 103 | 2 | 2 | 1 | 1 | 1 |
| Customer Service Field | 103 | 0 | 3 | 2 | 2 | 2 |
| Total Customer Service - Full Time | | 4 | 7 | 6 | 6 | 6 |
| Total Water and Sewer Fund - Full Time | | 20 | 20 | 19 | 19 | 19 |
| STORMWATER FUND | | | | | | |
| Stormwater | | | | | | |
| Stormwater Supervisor | 112 | 1 | 1 | 1 | 1 | 0.75 |
| Foreman | 107 | 1 | 1 | 1 | 1 | 1 |
| Inmate Services Coordinator | 106 | 0 | 0 | 0 | 1 | 1 |
| Operator, Equipment | 106 | 1 | 1 | 1 | 1 | 1 |
| Service Worker II | 105 | 1 | 1 | 1 | 0 | 0 |
| Service Worker I | 103 | 1 | 1 | 1 | 1 | 1 |
| Total Stormwater Department and Fund - Full Time | | 5 | 5 | 5 | 5 | 4.75 |
| REUSE FUND | | | | | | |
| Reuse | | | | | | |
| Stormwater Supervisor | 112 | 0 | 0 | 0 | 0 | 0.25 |
| Total Reuse Department and Fund - Full Time | | 0 | 0 | 0 | 0 | 0.25 |
| Total Elected Officials | | 6 | 6 | 6 | 6 | 6 |
| Total Full Time Employees | | 117 | 116 | 116 | 117 | 115 |
| Total Part Time Employees | | 24 | 18 | 14 | 13 | 12 |
| Total City Employees | | 147 | 140 | 136 | 136 | 133 |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Alan Lakein



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**General Fund
Fund #001**

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

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

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

The 2016 fiscal year finished the implementation of the new Enterprise Resource Planning (ERP) system and its recreated chart of accounts. All detailed budget information includes the new account number and description associated with the information.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| GENERAL FUND | | | | | |
| BEGINNING FUND BALANCES | 7,570,099 | 7,202,168 | 7,202,168 | 7,638,037 | 6.05% |
| REVENUE/SOURCES | | | | | |
| Property Taxes | 3,627,103 | 3,750,609 | 3,767,571 | 4,106,184 | 9.48% |
| Utility Service Taxes | 1,522,865 | 1,411,153 | 1,495,583 | 1,417,436 | 0.45% |
| Business Taxes | 71,699 | 61,800 | 62,000 | 60,000 | -2.91% |
| Permits, Fees and Assessments | 1,135,632 | 1,101,600 | 1,278,356 | 1,241,600 | 12.71% |
| Impact Fees | 18,611 | - | 24,732 | - | 0.00% |
| Intergovernmental Revenue | 1,272,069 | 1,244,808 | 1,303,523 | 1,312,773 | 5.46% |
| Grants | 29,543 | 14,680 | 14,693 | 2,990 | -79.63% |
| Charges for Services | 692,410 | 744,993 | 760,728 | 667,263 | -10.43% |
| Fines and Forfeitures | 58,254 | 41,900 | 50,915 | 45,300 | 8.11% |
| Interest Revenue | 20,673 | 32,928 | 23,587 | 42,600 | 29.37% |
| Miscellaneous Revenue | 203,121 | 191,587 | 223,531 | 190,717 | -0.45% |
| Transfers In | 808,700 | 820,101 | 820,101 | 909,332 | 10.88% |
| Debt/Lease Proceeds | 160,000 | 259,100 | 251,500 | 243,000 | -6.21% |
| Non-Revenue Sources | - | 304,312 | - | 160,123 | -47.38% |
| TOTAL REVENUES/SOURCES | 9,620,680 | 9,979,571 | 10,076,820 | 10,399,318 | 4.21% |
| EXPENSES - DEPARTMENTAL | | | | | |
| Mayor & City Commission | 197,925 | 222,647 | 206,890 | 241,721 | 8.57% |
| City Clerk | 1,595,667 | 1,749,626 | 1,744,854 | 1,953,318 | 11.64% |
| Information Technology | 308,899 | 330,130 | 340,018 | 393,349 | 19.15% |
| City Attorney | 226,315 | 233,239 | 243,626 | 241,304 | 3.46% |
| Finance | 555,055 | 578,818 | 574,641 | 606,560 | 4.79% |
| Human Resources | 149,411 | 147,577 | 126,939 | 174,621 | 18.33% |
| Events and Facilities | 72,834 | 162,285 | 146,783 | 144,264 | -11.10% |
| Police Department | 3,751,479 | 3,908,286 | 3,778,600 | 3,973,856 | 1.68% |
| Code Enforcement | 144,659 | 148,078 | 98,734 | 141,434 | -4.49% |
| Public Works Administration | 493,958 | 540,541 | 526,142 | 558,326 | 3.29% |
| Planning Department | 129,861 | 153,525 | 162,653 | 235,615 | 53.47% |
| Fleet Maintenance | 206,541 | 220,122 | 219,073 | 229,274 | 4.16% |
| Parks & Landscaping | 525,174 | 548,732 | 498,862 | 554,112 | 0.98% |
| Building Department | 236,659 | 253,566 | 251,687 | 255,679 | 0.83% |
| Grants - Non-Capital | 1,568 | 14,680 | 14,680 | - | -100.00% |
| Capital Expenses | 271,792 | 309,688 | 306,336 | 326,683 | 5.49% |
| Debt Service | 204,984 | 239,091 | 214,700 | 263,180 | 10.08% |
| Transfers Out | 915,830 | 185,733 | 185,733 | 106,022 | -42.92% |
| TOTAL EXPENDITURES | 9,988,611 | 9,946,364 | 9,640,951 | 10,399,318 | 4.55% |
| Excess Revenue Over (Under) | (367,931) | 33,207 | 435,869 | - | -100.00% |
| Fund Balance, End of Year | 7,202,168 | 7,235,375 | 7,638,037 | 7,638,037 | 5.57% |

** During the budget process, the Building Department is budgeted separately from the General Fund since it operates from a reserve within the General Fund. A portion of the Building Department reserve is required during FY2012, FY2013 and FY2014 to balance the department's expenses. This use of reserve funds is included in the Non-Cash Revenue Sources.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 001- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--------------------------------------|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| GENERAL FUND REVENUE/SOURCES | | | | | | |
| Locally Levied Taxes | | | | | | |
| 000-311.1010 | Prior Period Property Taxes | 3,183 | 2,800 | 12,855 | 2,750 | -1.79% |
| 000-311.1010 | Current Property Taxes | 3,623,920 | 3,747,809 | 3,754,716 | 4,103,434 | 9.49% |
| | Total Ad Valorem Taxes | 3,627,103 | 3,750,609 | 3,767,571 | 4,106,184 | 9.48% |
| 000-314.1000 | Electric Utility Tax | 1,043,368 | 965,435 | 1,051,000 | 991,000 | 2.65% |
| 000-314.4000 | Natural Gas Utility Tax | 12,293 | 14,750 | 14,750 | 14,750 | 0.00% |
| 000-314.8000 | Propane Utility Tax | 32,820 | 25,000 | 27,833 | 25,000 | 0.00% |
| 000-315.0000 | Communications Services Tax | 434,384 | 405,968 | 402,000 | 386,686 | -4.75% |
| | Total Utility Service Taxes | 1,522,865 | 1,411,153 | 1,495,583 | 1,417,436 | 0.45% |
| 000-316.0000 | Local Business Tax | 70,594 | 60,000 | 62,000 | 60,000 | 0.00% |
| 000-316.0500 | Local Business Tax Collected by FLOC | 878 | 1,000 | - | - | -100.00% |
| 000-316.3100 | Local Business Tax Penalties | 227 | 800 | - | - | -100.00% |
| | Total Business Tax | 71,699 | 61,800 | 62,000 | 60,000 | -2.91% |
| | TOTAL TAXES | 5,221,667 | 5,223,562 | 5,325,154 | 5,583,620 | 6.89% |
| PERMITS, FEES AND ASSESSMENTS | | | | | | |
| 000-322.1100 | Building Department Permits | 239,474 | 240,000 | 351,572 | 364,000 | 51.67% |
| 000-322.1700 | Building Permits and Inspections | 80 | - | 2,331 | 2,000 | 100.00% |
| 000-323.1000 | Electricity Franchise Fees | 847,041 | 820,000 | 890,000 | 845,000 | 3.05% |
| 000-323.4000 | Natural Gas Franchise Fees | 9,490 | 10,000 | 9,500 | 9,500 | -5.00% |
| 000-329.0100 | Building Department /Admin Fees | 25 | - | - | - | 0.00% |
| 000-329.0300 | Building Permit Surcharges | 6,186 | 6,600 | 6,928 | 6,600 | 0.00% |
| 000-362.1500 | Special Function Permit Application | - | - | 25 | 500 | 100.00% |
| 000-363.1400 | Special Assessment - Cut and Removal | 7,557 | - | - | - | 0.00% |
| 000-367.0100 | Building Department Administrative Fees | 25,779 | 25,000 | 18,000 | 14,000 | -44.00% |
| | TOTAL PERMITS, FEES AND ASSESSMENTS | 1,135,632 | 1,101,600 | 1,278,356 | 1,241,600 | 12.71% |
| IMPACT FEES | | | | | | |
| 000-324.1100 | Impact Fees - Residential Law Enforcement | 2,084 | - | 3,334 | - | 0.00% |
| 000-324.1200 | Impact Fees - Commercial Law Enforcement | 2,083 | - | 2,060 | - | |
| 000-324.6100 | Impact Fees - Residential Parks | 9,728 | - | 15,565 | - | 0.00% |
| 000-324.7100 | Impact Fees - Residential General Government | 2,358 | - | 3,773 | - | |
| 000-324.7200 | Impact Fees - Commercial General Government | 2,358 | - | - | - | 0.00% |
| | IMPACT FEES | 18,611 | - | 24,732 | - | 0.00% |
| INTERGOVERNMENTAL REVENUE | | | | | | |
| 000-335.1200 | State Revenue Sharing Proceeds | 297,158 | 290,826 | 319,578 | 312,165 | 7.34% |
| 000-335.4000 | Mobile Home Licenses | 33,815 | 32,000 | 32,150 | 32,000 | 0.00% |
| 000-335.4100 | State Revenue/Motor Fuel Tax Refund | 11,891 | 11,000 | 11,995 | 11,000 | 0.00% |
| 000-335.5000 | State Revenue/Alcohol Beverage License | 16,750 | 10,200 | 12,822 | 11,000 | 7.84% |
| 000-335.8000 | State Revenue/Local Government Half Cent Sales Tax | 912,455 | 900,782 | 926,978 | 946,608 | 5.09% |
| | INTERGOVERNMENTAL REVENUE | 1,272,069 | 1,244,808 | 1,303,523 | 1,312,773 | 5.46% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 001- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------------------|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| GENERAL FUND REVENUE/SOURCES | | | | | | |
| GRANTS | | | | | | |
| 000-331.2400-9006 | Bulletproof Vest Grant | 1,567 | 2,153 | 2,166 | 2,990 | 38.88% |
| 000-331.2400-9017 | PD Rapid ID/Interview Room | 314 | - | - | - | 0.00% |
| 000-331.2400-9018 | PD License Plate Reader Program | 13,750 | - | - | - | -100.00% |
| 000-331.2400-9020 | DHSMV Safety Data Improvement Grant | 13,912 | - | - | - | -100.00% |
| 000-331.2400-9021 | PD E-Ticketing Project | - | 12,527 | 12,527 | - | 0.00% |
| | GRANTS | 29,543 | 14,680 | 14,693 | 2,990 | -79.63% |
| CHARGES FOR SERVICES | | | | | | |
| 000-341.0221 | CRA Reimbursement - PD | 630,179 | 646,755 | 623,285 | 517,131 | -20.04% |
| 000-341.1000 | AG Museum Insurance Reimbursement | 2,948 | 2,425 | 2,426 | 2,425 | 0.00% |
| 000-341.2100 | Engineering Fees Pass Thru Revenue | 1,203 | - | - | - | 0.00% |
| 000-341.2150 | Legal Ads Pass Thru Revenue | 548 | - | - | - | 0.00% |
| 000-341.2200 | Zoning Fees/Variances | 22,854 | 10,000 | 35,000 | 18,000 | 80.00% |
| 000-341.3000 | Notary Fee | 90 | 100 | 340 | 300 | 200.00% |
| 000-341.3200 | Reproduction of Maps & Publications | 231 | 300 | 184 | 300 | 0.00% |
| 000-341.3224 | Building Maps/Reproduction | - | 400 | - | - | 100.00% |
| 000-341.4100 | Recording Fees | 111 | 100 | 80 | 100 | 0.00% |
| 000-341.9023 | Abandoned/Vacant Property Registration | 8,800 | 2,000 | 6,200 | 4,000 | 100.00% |
| 000-341.9500 | Candidate Qualifying Fee | 125 | - | - | - | 0.00% |
| 000-341.9521 | PBA Administrative Fee | 188 | 150 | 150 | 100 | -33.33% |
| 000-342.0400 | Fingerprint/Copying/IDs-PD | 4,950 | 3,000 | 5,000 | 3,500 | 16.67% |
| 000-342.2010 | School Resource Officer | - | 59,463 | 59,463 | 94,190 | 58.40% |
| 000-343.8200 | Locate Cemetery Spaces | 250 | 300 | 310 | 300 | 0.00% |
| 000-347.4000 | Special Event - Service Charge | - | - | 8,024 | - | 0.00% |
| 000-347.4050 | Special Event Permit Application | - | - | 25 | - | 0.00% |
| 000-347.4500 | Culture/Recreation-July 4th Celebration | 600 | - | - | - | 0.00% |
| 000-347.4550 | Culture/Recreation-Sponsorship | - | - | 241 | 250 | 0.00% |
| 000-347.4600 | Culture/Recreation-July4th Fireworks | 19,333 | 20,000 | 20,000 | 26,667 | 33.34% |
| | CHARGES FOR SERVICES | 692,410 | 744,993 | 760,728 | 667,263 | -10.43% |
| FINES AND FORFEITURES | | | | | | |
| 000-351.2125 | Judgment-Fines & Forfeiture-Criminal | 14,706 | 11,000 | 17,500 | 14,500 | 31.82% |
| 000-351.3000 | Judgment-Fines/Law Enforcement Education | 3,683 | 2,500 | 2,665 | 2,500 | 0.00% |
| 000-354.1000 | Violation-Local Ordinance | 376 | 900 | 250 | 300 | -66.67% |
| 000-354.2500 | Violation-Local Ordinance/Code Enforcement | (3,225) | 2,000 | 1,000 | 1,000 | -50.00% |
| 000-354.2550 | Violation - Lot Clearing - Pass Thru | 3,395 | 3,000 | 1,100 | 1,000 | -66.67% |
| 000-358.2025 | Assets Seized by PD | - | 1,500 | 1,500 | - | -100.00% |
| 000-359.0300 | PD Abandoned Property | 4,632 | - | - | - | 0.00% |
| 000-359.1000 | Traffic Infractions | 32,867 | 20,000 | 25,900 | 25,000 | 25.00% |
| 000-359.2000 | Forfeits/Restitution | 1,820 | 1,000 | 1,000 | 1,000 | 0.00% |
| | FINES AND FORFEITURES | 58,254 | 41,900 | 50,915 | 45,300 | 8.11% |
| INTEREST REVENUE | | | | | | |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 001- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------------------|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| GENERAL FUND REVENUE/SOURCES | | | | | | |
| 000-361.0100 | Investment Earnings | 14,589 | 22,036 | 10,242 | 29,000 | 31.60% |
| 000-361.0200 | Interest Revenue - Impact Fees | 521 | 800 | 275 | 800 | 0.00% |
| 000-361.0800 | Special Assessment Interest | - | 3,092 | 2,577 | 2,800 | 0.00% |
| 000-361.0900 | Interest Revenue - Accounts Receivable | 5,563 | 7,000 | 10,493 | 10,000 | 42.86% |
| | INTEREST REVENUE | 20,673 | 32,928 | 23,587 | 42,600 | 29.37% |
| MISCELLANEOUS REVENUE | | | | | | |
| 000-362.1000 | Special Function Revenue - Parks | 1,327 | 2,000 | 2,000 | 2,000 | 0.00% |
| 000-362.2000 | Rents- Cell Tower (Non Taxable) | 16,555 | 16,890 | 16,886 | 17,224 | 1.98% |
| 000-362.4000 | Rents-Heritage Park - Taxable | 2,502 | 1,500 | 1,835 | 1,500 | 0.00% |
| 000-362.4100 | Rents-Park - Taxable | 12,710 | 10,100 | 12,000 | 12,000 | 18.81% |
| 000-362.4300 | Rents-Submerged Land | 75,613 | 77,125 | 77,165 | 79,500 | 3.08% |
| 000-362.5000 | Rents-Banners/Signage | 1,375 | 2,000 | 635 | 600 | -70.00% |
| 000-362.8900 | Rents-Billboard | 2,663 | 2,663 | 2,663 | 2,663 | 0.00% |
| 000-364.4100 | Disposition Of Assets | 3,600 | 3,000 | 15,318 | 3,000 | 0.00% |
| 000-364.5000 | Sales of Scrap Metal | 1,027 | - | 1,697 | - | 0.00% |
| 000-366.0026 | PD Special Programs | 3,000 | 1,000 | 1,000 | 1,000 | 0.00% |
| 000-366.9100 | Contributions-Private Sources | - | - | 9,000 | - | 0.00% |
| 000-369.0200 | Other Misc Revenue/Srv Fire District | 31,447 | 29,000 | 25,200 | 25,572 | -11.82% |
| 000-369.0400 | Other Misc Revenue/EMS-Manatee County | 3,421 | 3,000 | 150 | 158 | -94.73% |
| 000-369.0900 | Other Misc Revenue/Refund Exp Current Year | - | - | 90 | - | 0.00% |
| 000-369.1700 | Other Misc Revenue/NSF Check Charges | 60 | - | 60 | - | 0.00% |
| 000-369.3000 | Living Tree Memorial | - | 2,100 | 1,800 | 1,500 | -28.57% |
| 000-369.3099 | Tree/Landscape Revenue | - | - | 3,288 | - | 0.00% |
| 000-369.6800 | Other Misc Revenue/Refund Exp | - | - | 1,360 | - | 0.00% |
| 000-369.7400 | Other Misc Revenue/Insurance Reimbursement | 6,596 | - | 257 | - | 0.00% |
| 000-369.7401 | Other Misc Revenue/Insurance Premium Refund | 14,412 | 9,109 | 22,965 | 12,600 | 38.32% |
| 000-369.8000 | Unclassified Revenue | 121 | - | - | - | 0.00% |
| 000-369.8001 | Over/Short Cash | 24 | - | - | - | 0.00% |
| 000-369.8002 | Over/Short Central Stores Inventory | (3,625) | - | (3,200) | - | 0.00% |
| 000-369.8003 | Over/Short Shop Materials | (144) | - | (38) | - | 0.00% |
| 000-369.8004 | Over/Short Inventory Fuel | 232 | - | - | - | 0.00% |
| 000-369.9000 | Cemetery Spaces | 100 | 800 | 800 | 800 | 0.00% |
| 000-369.9521 | PD Take Home Vehicle Reimbursement | 1,400 | 1,300 | 600 | 600 | -53.85% |
| 000-381.7065 | Transfer-In From Trailer Park | 28,705 | 30,000 | 30,000 | 30,000 | 0.00% |
| | MISCELLANEOUS REVENUE | 203,121 | 191,587 | 223,531 | 190,717 | -0.45% |
| OTHER FINANCING SOURCES | | | | | | |
| <u>Transfers</u> | | | | | | |
| 000-381.8212 | Transfer-in from CRA | 45,798 | 49,410 | 49,410 | 43,673 | -11.61% |
| 000-382.0010 | Transfer-in from Building Department | 65,330 | 66,733 | 66,733 | 106,022 | 58.87% |
| 000-382.3070 | Transfer-In from Road and Bridge | 132,144 | 132,400 | 132,400 | 140,674 | 6.25% |
| 000-382.4030 | Transfer-In from Solid Waste | 34,967 | 39,611 | 39,611 | 45,950 | 16.00% |
| 000-382.4321 | Transfer-In from Water & Sewer | 421,726 | 422,091 | 422,091 | 439,581 | 4.14% |
| 000-382.4400 | Transfer-In from Stormwater | 98,200 | 99,603 | 99,603 | 107,954 | 8.38% |
| 000-382.4600 | Transfer-In from Reuse | 10,535 | 10,253 | 10,253 | 25,478 | 148.49% |
| | TOTAL TRANSFERS | 808,700 | 820,101 | 820,101 | 909,332 | 10.88% |
| <u>Debt/Lease Proceeds</u> | | | | | | |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

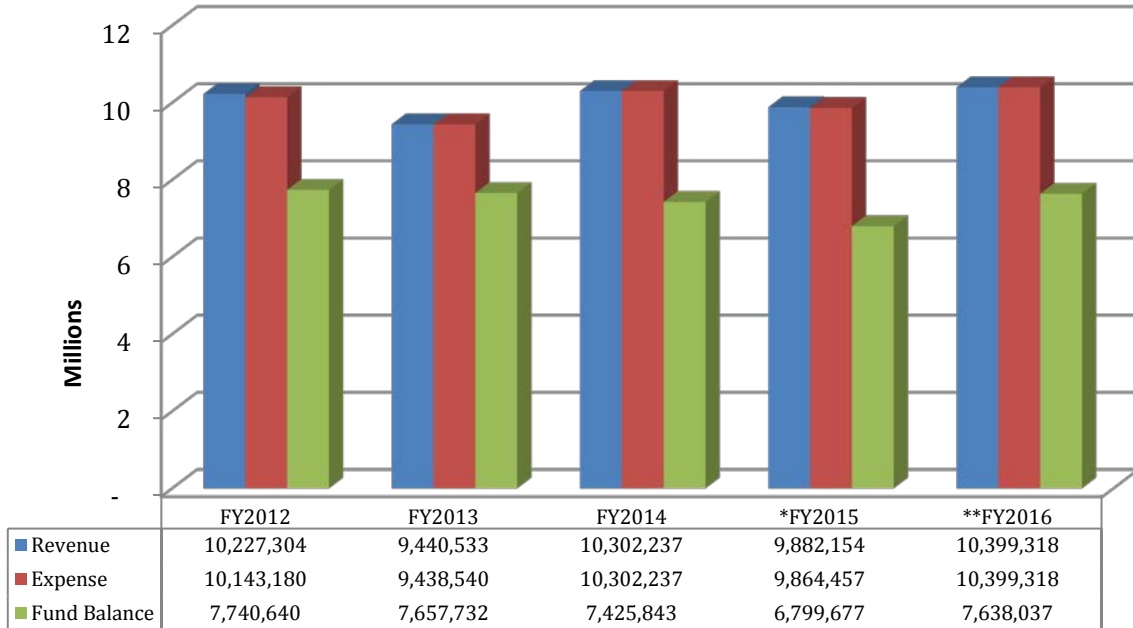
| 001- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------------------|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| GENERAL FUND REVENUE/SOURCES | | | | | | |
| 000-383.7000 | Capital Lease Inception | 160,000 | 259,100 | 251,500 | 243,000 | -6.21% |
| | TOTAL DEBT/LEASE PROCEEDS | 160,000 | 259,100 | 251,500 | 243,000 | -6.21% |
| | <u>Non Revenue Sources</u> | | | | | |
| 000-399.0000 | Funding from Fund Balance for Outstanding Encumbrances | - | 24,215 | - | - | -100.00% |
| 000-399.0001 | Funding from Fund Balance for Contingencies | - | 46,500 | - | 40,000 | -13.98% |
| 000-399.6000 | Funding from Fund Balance for Capital | - | 27,000 | - | 71,683 | 165.49% |
| 000-399.6100 | Funding from Fund Balance for Consulting | - | - | - | 60,000 | 100.00% |
| 000-399.7524 | Funding from Building Dept Reserve | - | 50,244 | - | (24,760) | -149.28% |
| 000-399.7525 | Funding from Law Enforcement Reserve | - | 20,353 | - | - | 0.00% |
| 000-399.7572 | Funding from Tree/Landscape Reserve | - | 1,200 | - | 1,200 | 100.00% |
| 000-399.9301 | Funding from Equity - Capital Projects | - | 119,000 | - | - | 0.00% |
| 000-399.9572 | Funding from Fund Balance - Parks Impact Fees | - | 15,800 | - | 12,000 | 100.00% |
| | TOTAL NON REVENUE SOURCES | - | 304,312 | - | 160,123 | -47.38% |
| | TOTAL OTHER FINANCING SOURCES | 968,700 | 1,383,513 | 1,071,601 | 1,312,455 | -5.14% |
| | TOTAL GENERAL FUND REVENUE | 9,620,680 | 9,979,571 | 10,076,820 | 10,399,318 | 4.21% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

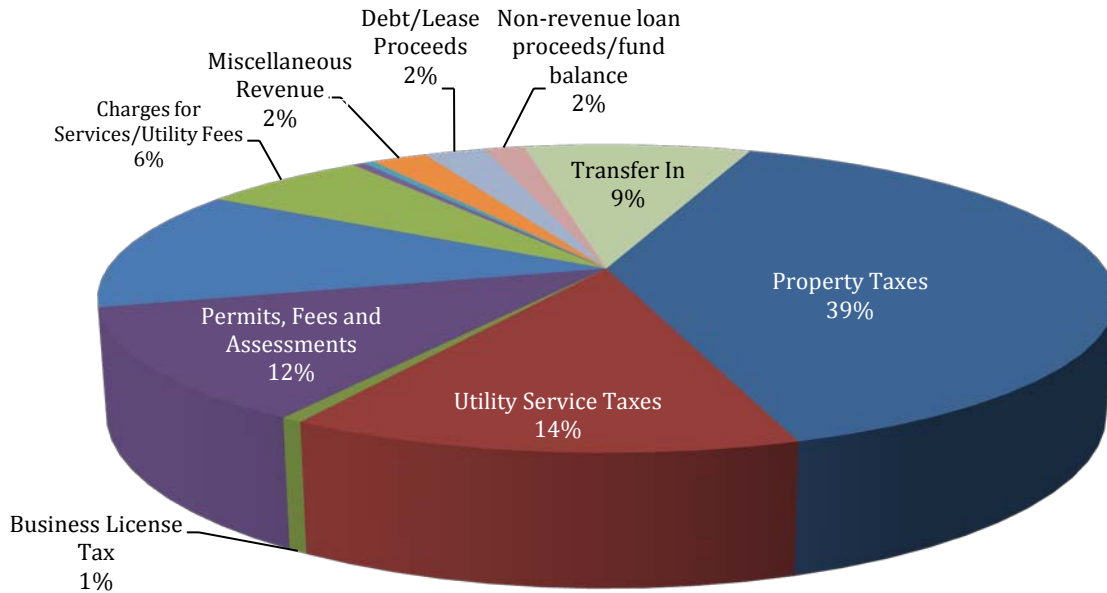
GENERAL FUND - 001

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2016 Revenues By Source

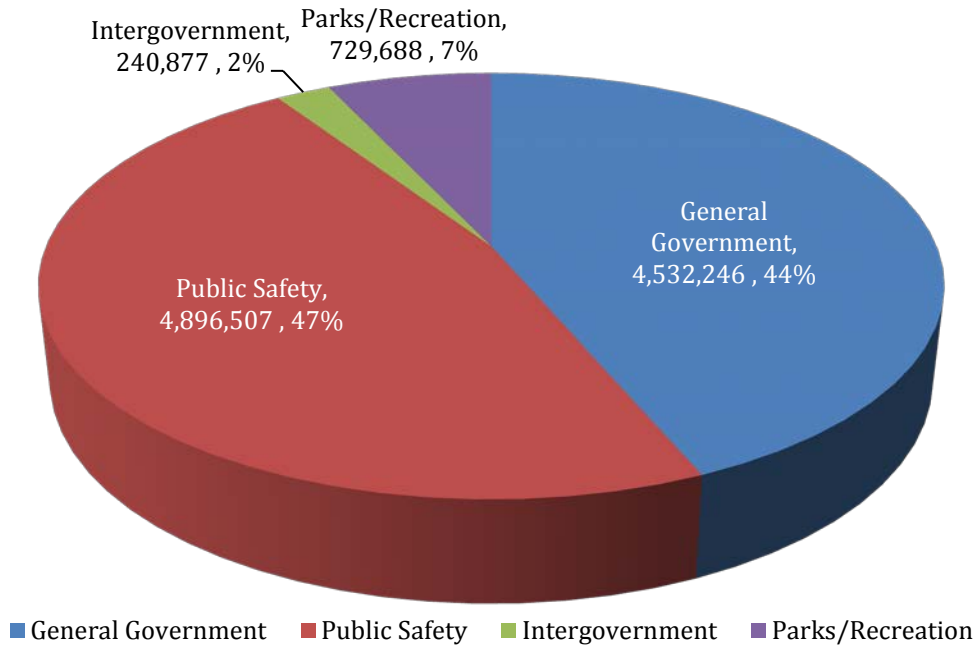




**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

GENERAL FUND – 001

FY2016 Budgeted Expenditures By Function



- **General Government** expenditures total \$4,532,246; Departments in this category are Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures \$4,896,507; Departments in this category are Police, Building Department and Code Enforcement.
- **Intergovernmental** expenditures \$240,877; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures \$729,688; this represents the Parks and Recreation Department.
- **Total General Fund expenses are \$10,399,318. Overall increase by 5% or \$534,771 from FY15.**



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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

Revenue Trends

The General Fund is estimated to receive \$10,429,320 in FY2016 of which 77.3% or \$ 8,077,993 is generated from Ad Valorem Taxes (39.3% - \$ 4,106,184), Utility Service Tax (13.5% - \$ 1,417,436), Intergovernmental (12% - \$ 1,241,600) and Permit, Fees and Assessments (12.5% - \$ 1,312,773).

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

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

Revenue Detail

Ad Valorem Taxes – General Fund - \$4,106,184 (39.3% of General Fund Revenue)

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of \$ 716,329,546. The millage rate for fiscal year 2016 is 5.9671 per \$1,000 of assessed value. The current rate was increased from the previous fiscal year for wages, health care and equipment costs. However, this fiscal year, the millage rate is 6.829% greater than the rolled back rate of \$5.5827.

The ad valorem taxes make up 39.3% of the city’s general fund revenues as shown the previous page and 22.7% overall revenue. As illustrated by the chart below, ad valorem taxes are expected to slightly increase though fiscal year 2017. The economy is improving, foreclosures are still pending completion, and minor increases in assessed values; this caused a 4% increase in the city’s tax base for the fiscal year 2016 budget year. This trend is expected to continually increase at 2% over the next few years as our county is showing an increase in sales and economic growth.



Figure 2



**CITY OF PALMETTO, FLORIDA
2015-2016 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 2016 and increased by .25 mills.

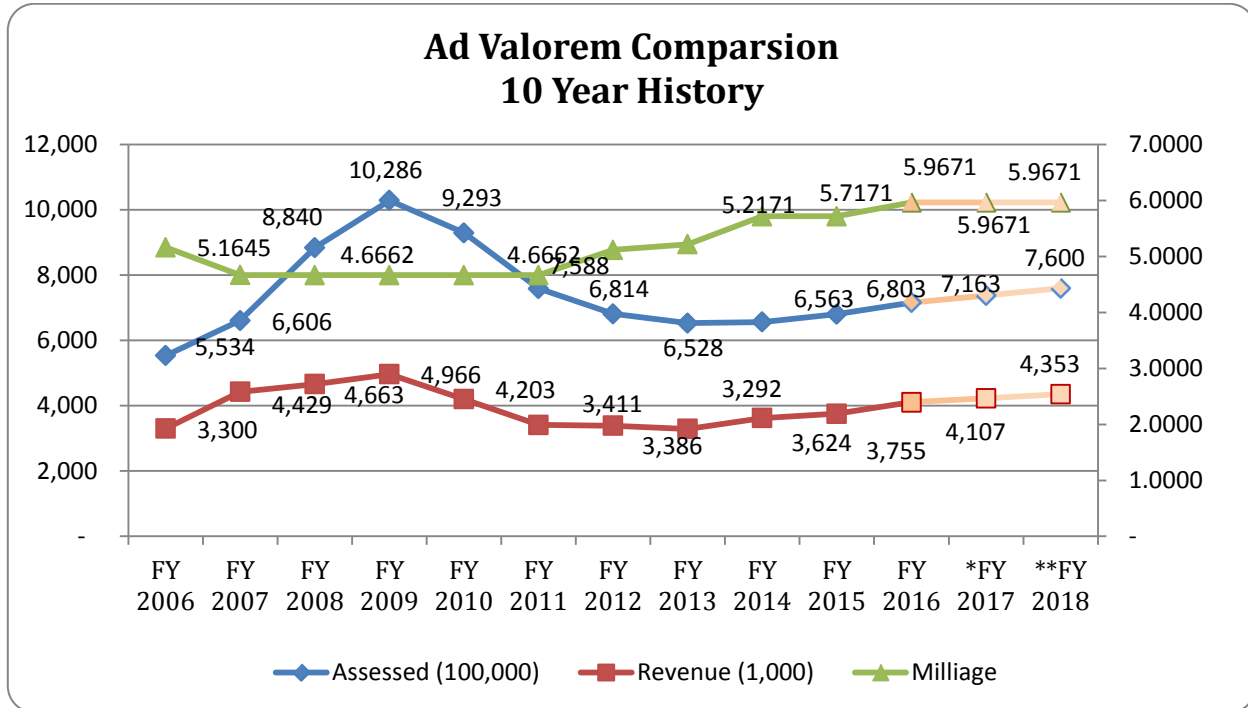


Figure 3

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

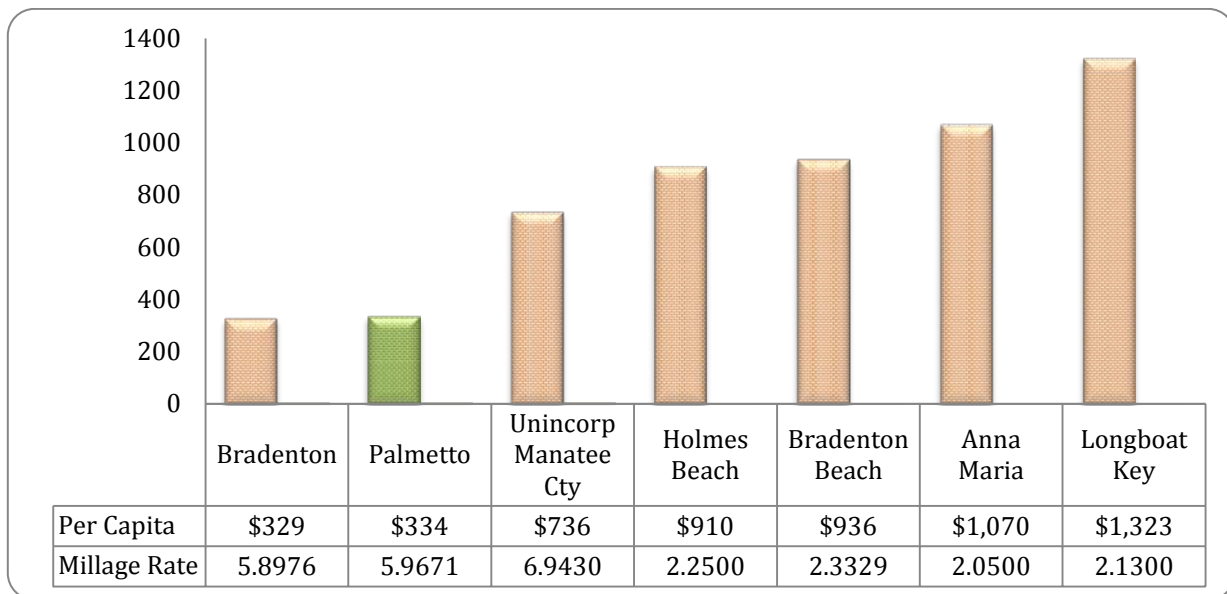


Figure 4



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Utility Service Taxes – General Fund - \$ 1,417,436 (13.5% of General Fund Revenue)

Utility service taxes are taxes levied on the consumer of a utility for the use of utilities within the City’s limits. For the City of Palmetto, the largest of these include Florida Power and Light (FPL) and the state’s Communication Service Tax. These are budgeted at \$991,000 and \$386,686 respectively and account for 97% of the total utility service taxes.

Florida Power and Light

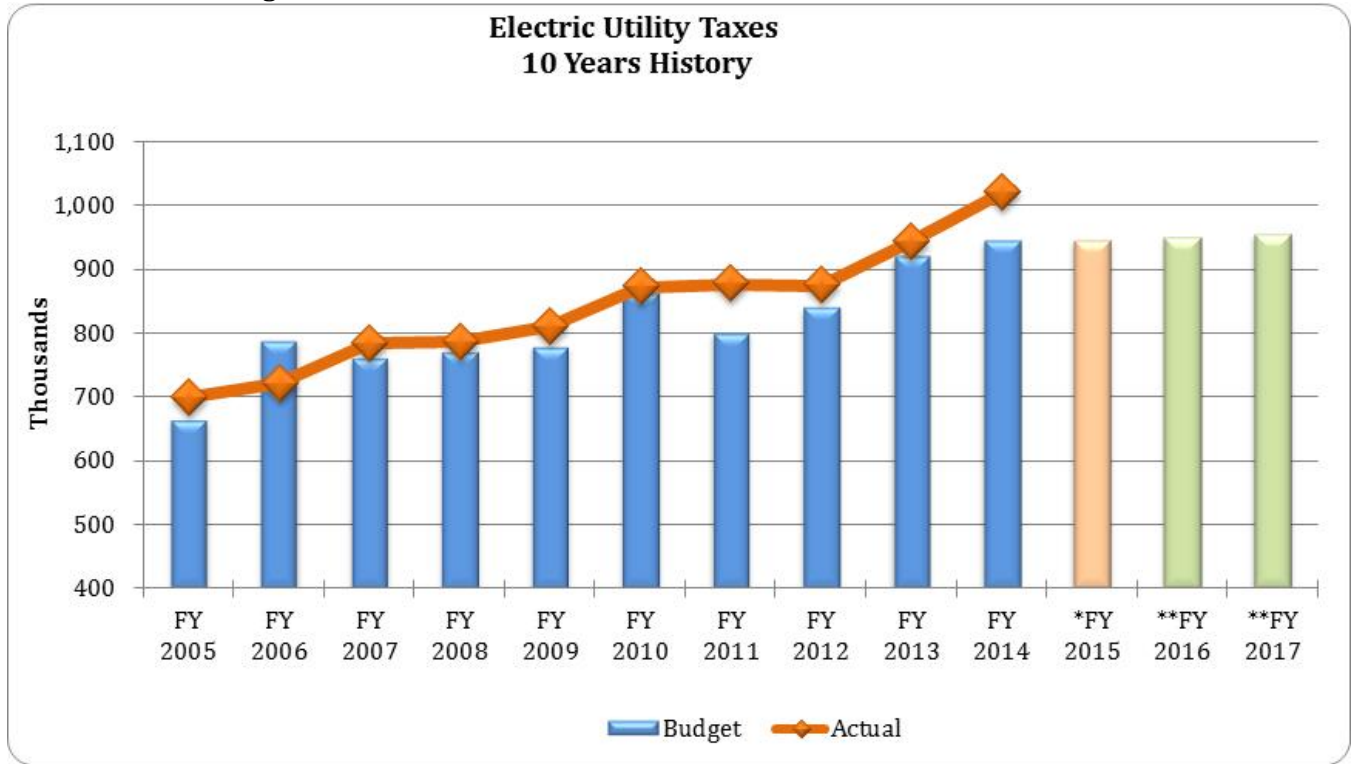


Figure 5

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 2016. These projections are made by overall revenues collected in the past 4 years.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Communication Service Tax - State Tax

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

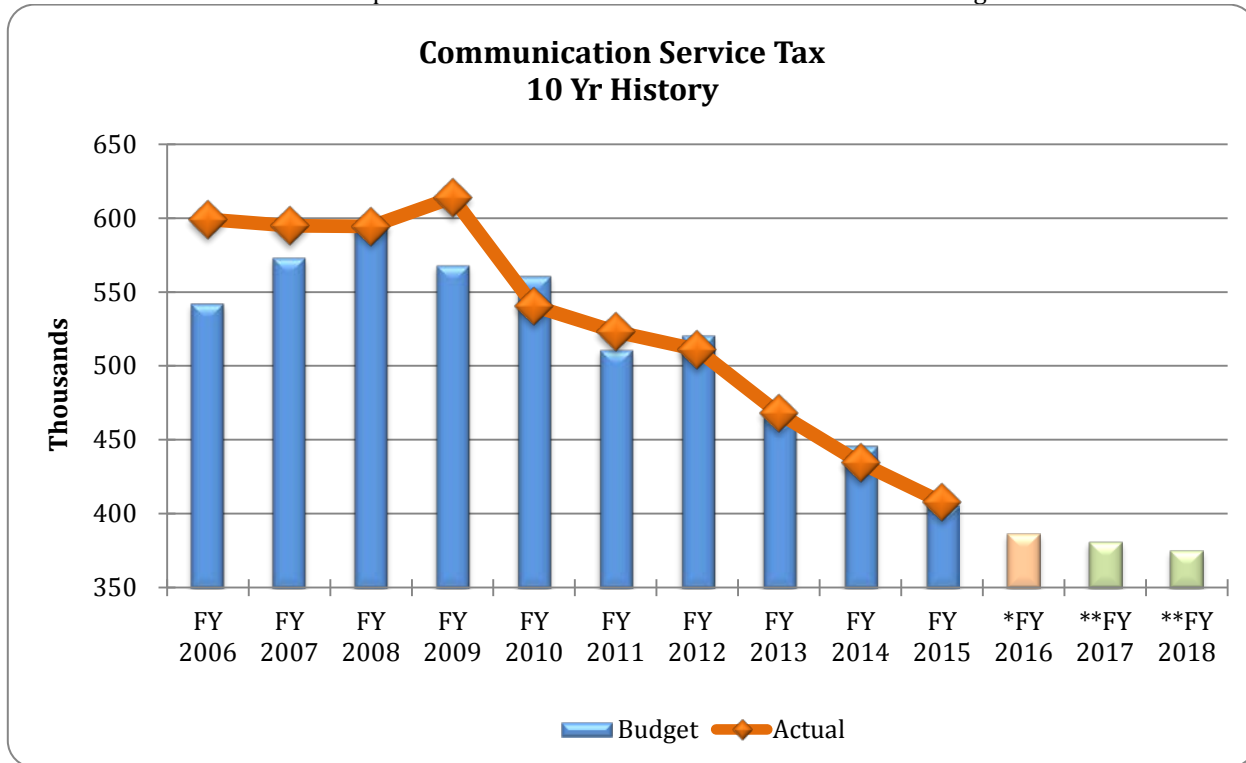


Figure 6

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

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis; a slight decrease of 1.5% is projected over the next 2 years beginning with fiscal year 2016.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Intergovernmental Revenues – General Fund - \$1,312,773 (12.5% of General Fund Revenues)

Half-Cent Sales Tax – State Tax

Intergovernmental revenues are state shared revenue sources. The Half Cent Sales Tax is the largest intergovernmental revenue source, budgeted at \$946,608, or 72% of the total intergovernmental revenues. Half Cent Sales Taxes, authorized by the legislature, distributes net sales tax revenue to counties and municipalities that meet strict eligibility requirements, (F.S. Sections 202.18(2)(c), 212.20(6), and 218.60-.67.) The program’s primary purpose is to provide relief from ad valorem and utility taxes in addition to providing counties and municipalities with revenues for local programs. The Department of Revenue administers this program.

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis, is projected a slight growth rate over the next two year. The City is projecting a 1% increase over the next 2 years beginning with fiscal year 2016.

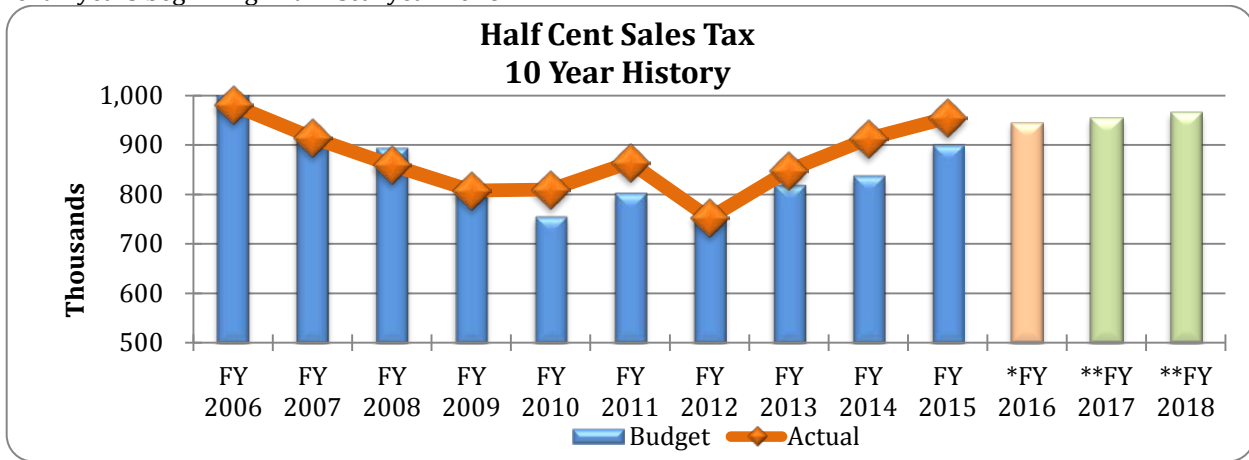


Figure 7
State (Municipal) Revenue Share - State

The Revenue Share Program was enacted in 1972 to ensure minimum level of revenue parity. The trust fund receives 1.3517 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 FY2016, the proportional contribution of each revenue source comprising the Municipal Revenue Sharing Program is \$430,661 of which 76.3% or \$312,165 for the General Fund and 23.7% or \$96,963 for Road & Bridge Fund. This revenue represents 23% of Intergovernmental Revenue.

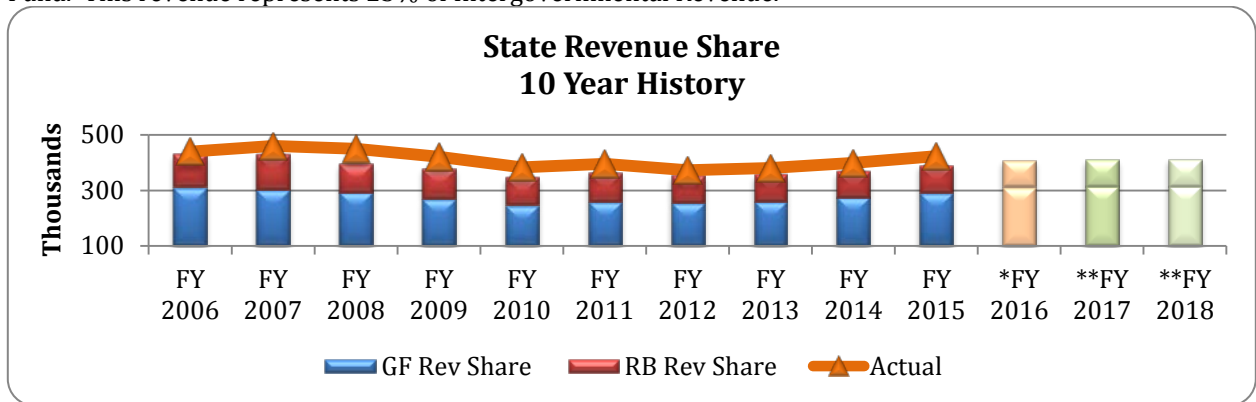


Figure 8



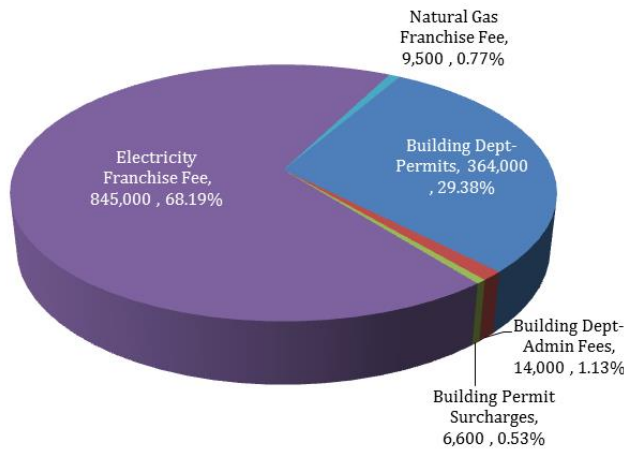
CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

Permit, Fees and Assessments – General Fund - \$1,241,600 (11.9% of General Fund Revenues)

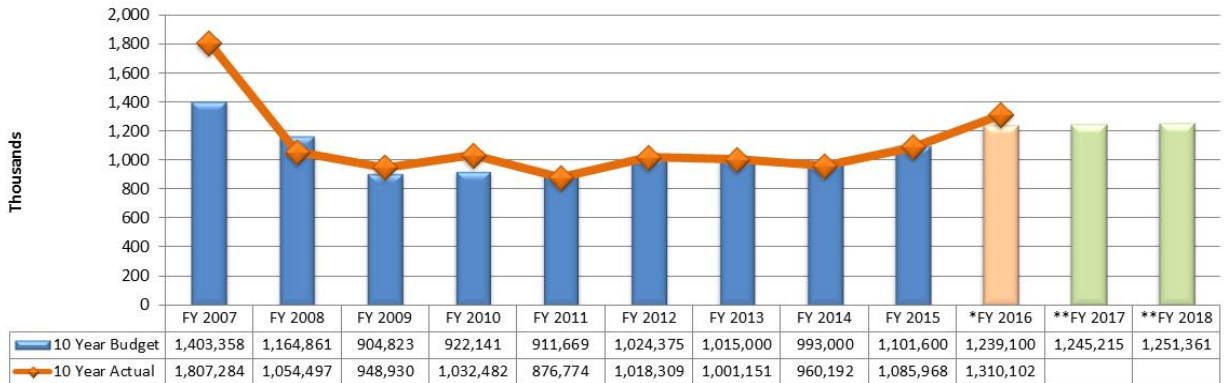
Permit, Fees and Assessments are sources of fees and assessment as determined by the City Commission and F.S. § 166.201. The Electricity Franchise Fee is the largest revenue sources for permit, fees and assessments, budgeted at \$820,000 or 74% of the total permit, fees and assessments revenues. Electricity 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 FY2016. In addition, the Building Department is showing a revenue increase for the next fiscal year. This is due to the revision of the Building Department Fee Structure.

The agreement between FPL and the City represents 6% of FPL billed revenues, less actual write-offs, from the sale of electrical energy to residential, commercial and industrial customers (as such customers are defined by FPL's tariff) within the incorporated areas of the City. This agreement was recently renewed in FY2011 and will continue through FY2041 (30 Years). The chart below represents the detailed budget for FY2016:

Permit, Fees and Assesments



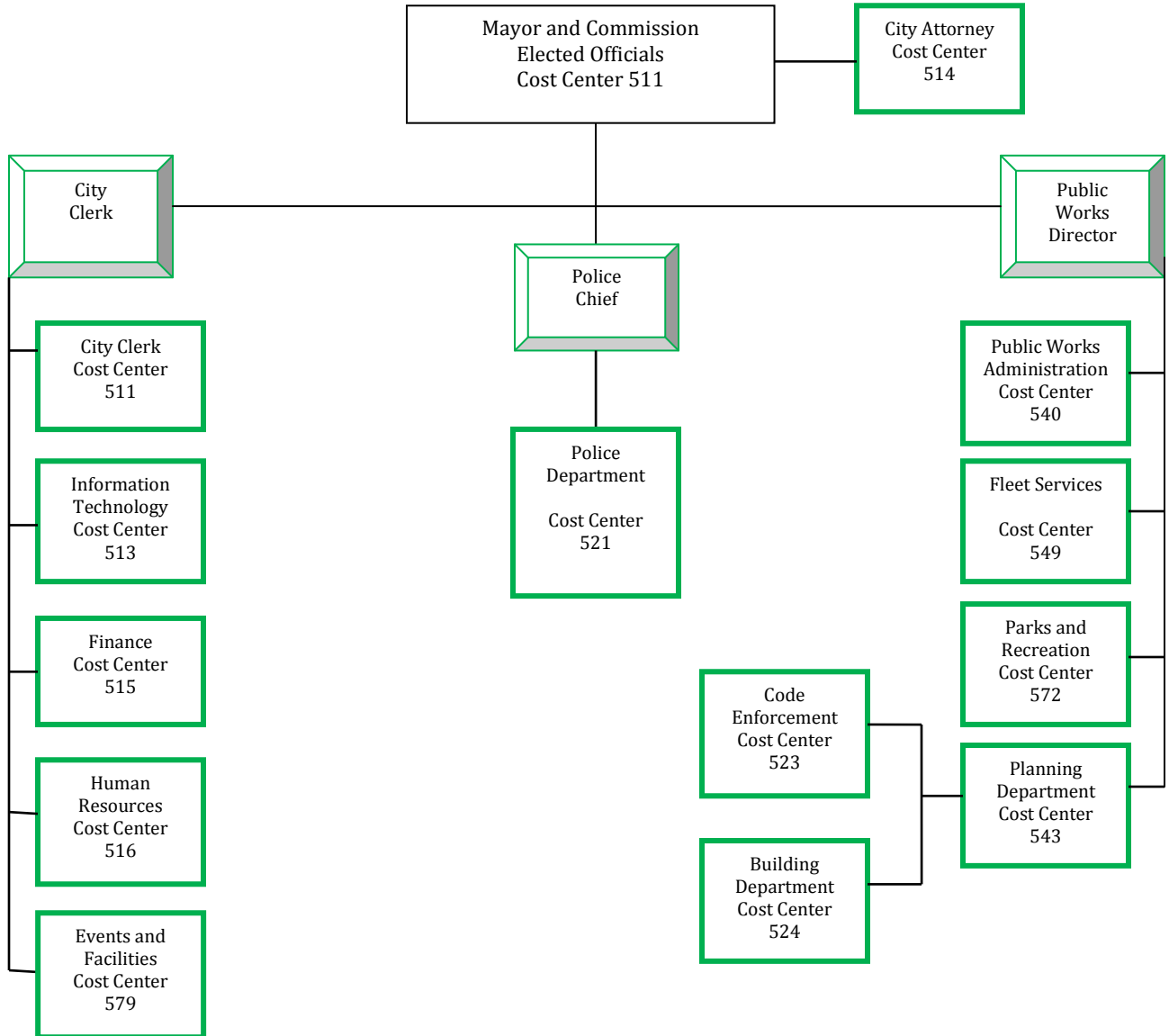
Permit, Fees and Assessments 10 Year History



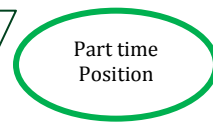
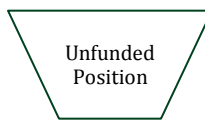


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

GENERAL FUND ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Mayor and Commission - 511

Fund: General Fund
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

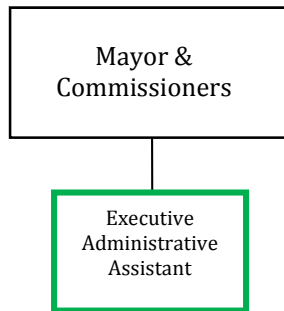


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

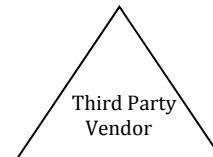
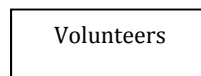
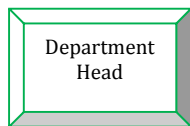
**MAYOR AND COMMISSION
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|--------------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|------------|
| Commissioner | na | 461.53 | 12,000 | 938 | 12,938 | N/A |
| Commissioner | na | 461.53 | 12,000 | 938 | 12,938 | N/A |
| Commissioner | na | 461.53 | 12,000 | 938 | 12,938 | N/A |
| Commissioner | na | 461.53 | 12,000 | 938 | 12,938 | N/A |
| Commissioner | na | 461.53 | 12,000 | 938 | 12,938 | N/A |
| Mayor | na | 2,177.58 | 56,617 | 9,789 | 66,406 | N/A |
| Executive Administrative Asst - DROP | 110/9 | 21.8019 | 45,348 | 8,892 | 54,240 | 1.00 |
| Matching deferred compensation | | | 11,662 | 892 | 12,554 | |
| Mayor vehicle allowance | | | 3,600 | 275 | 3,875 | |
| Total Mayor and Commission | | | 177,226 | 24,537 | 201,763 | |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Mayor and City Commission

| 001- 511- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|--------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| MAYOR & CITY COMMISSION EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 128,060 | 140,018 | 140,587 | 161,965 | 15.67% |
| 515.2000 | Vehicle Allowance | 3,600 | 3,600 | 3,600 | 3,600 | 0.00% |
| 521.0100 | FICA Taxes | 9,928 | 11,511 | 11,003 | 13,558 | 17.78% |
| 522.2100 | Retirement General Employee | 13,206 | 13,507 | 4,714 | - | -100.00% |
| 522.2500 | Matching Deferred Compensation | - | 6,847 | 4,326 | 11,662 | 100.00% |
| 523.0100 | Health and Dental Insurance | 10,317 | 9,480 | 9,443 | 10,348 | 9.16% |
| 523.0200 | Health Insurance - Dependent Summary | 1,744 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 159 | 353 | 187 | 364 | 3.12% |
| 524.0100 | Workers' Compensation | 208 | 231 | 247 | 267 | 15.58% |
| | PERSONNEL EXPENSES | 167,222 | 185,547 | 174,107 | 201,764 | 8.74% |
| 531.0300 | Membership Dues | 9,654 | 9,810 | 9,578 | 9,810 | 0.00% |
| 540.5100 | Travel and Per Diem | 5,491 | 8,223 | 7,000 | 9,085 | 10.48% |
| 541.1100 | Communications | 2,090 | 2,880 | 2,100 | 2,880 | 0.00% |
| 542.1200 | Postage/Mailing Services | - | - | - | 75 | 100.00% |
| 545.1200 | Insurance | 3,687 | 6,550 | 6,549 | 5,912 | -9.74% |
| 546.3400 | Repair & Maintenance | 1,000 | 1,250 | 1,250 | 3,500 | 100.00% |
| 547.5100 | Printing and Binding | 775 | 1,485 | 750 | 1,500 | 1.01% |
| 551.1200 | Office Supplies | 107 | 275 | 251 | 200 | -27.27% |
| 552.2300 | Operating Expenses | 1,948 | 1,925 | 2,105 | 2,630 | 36.62% |
| 552.4200 | Small Tools/Equipment | 2,648 | 254 | 200 | 490 | 92.91% |
| 555.1300 | Technical/Training | 3,303 | 4,448 | 3,000 | 3,875 | -12.88% |
| | OPERATING EXPENSES | 30,703 | 37,100 | 32,783 | 39,957 | 7.70% |
| 564.0100 | Machinery and Equipment | 8,000 | - | - | - | 0.00% |
| 564.0200 | Office Furniture | - | 4,871 | 4,870 | - | -100.00% |
| | CAPITAL PURCHASES | 8,000 | 4,871 | 4,870 | - | -100.00% |
| | TOTAL EXPENSES | 205,925 | 227,518 | 211,760 | 241,721 | 6.24% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Mayor and Commission Department
Fund 001; Department 511

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| Dept 511-MAYOR AND COMMISSION | | | |
| 001-511-512.0100 REGULAR SALARIES | | | |
| COMMISSIONERS | 5 | 12,000 | 60,000 |
| MAYOR | 1 | 56,617 | 56,617 |
| EXECUTIVE ADMINISTRATIVE ASST-1467-DROP | 1 | 45,348 | 45,348 |
| Totals for GL# 001-511-512.0100-REGULAR SALARIES | | | 161,965 |
| 001-511-515.2000 VEHICLE ALLOWANCE | | | |
| MAYOR VEHICLE ALLOWANCE | 12 | 300 | 3,600 |
| Totals for GL# 001-511-515.2000-VEHICLE ALLOWANCE | | | 3,600 |
| 001-511-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 13,558 | 13,558 |
| Totals for GL# 001-511-521.0100-FICA TAXES | | | 13,558 |
| 001-511-522.2500 MATCHING DEFERRED COMP | | | |
| CITY CONTRIBUTION FOR DEFERRED COMP | 1 | 11,662 | 11,662 |
| Totals for GL# 001-511-522.2500-MATCHING DEFERRED COMP | | | 11,662 |
| 001-511-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE ONLY | 2 | 5,174 | 10,348 |
| Totals for GL# 001-511-523.0100-HEALTH INSURANCE | | | 10,348 |
| 001-511-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 364 | 364 |
| Totals for GL# 001-511-523.0300-LIFE INSURANCE & EAP | | | 364 |
| 001-511-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 267 | 267 |
| Totals for GL# 001-511-524.0100-WORKERS' COMPENSATION | | | 267 |
| 001-511-531.0300 MEMBERSHIP DUES | | | |
| ECONOMIC DEVELOPMENT COUNCIL | 1 | 5,000 | 5,000 |
| FACE MEMBERSHIP | 1 | 35 | 35 |
| FL LEAGUE OF MAYORS | 1 | 275 | 275 |
| FLOC MEMBERSHIP | 1 | 1,600 | 1,600 |
| MANASOTA LEAGUE OF CITIES | 1 | 500 | 500 |
| MANATEE CHAMBER OF COMMERCE | 1 | 400 | 400 |
| TAMPA BAY REGIONAL PLAN COUNCIL | 1 | 2,000 | 2,000 |
| Totals for GL# 001-511-531.0300-MEMBERSHIP DUES | | | 9,810 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Mayor and Commission Department
Fund 001; Department 511

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 001-511-540.5100 TRAVEL AND PER DIEM | | | |
| EMO TRAINING - BASIC | | | |
| EMO TRAINING - ADVANCED | 1 | 300 | 300 |
| FACE CONFERENCE | 3 | 400 | 1,200 |
| FLOC ANNUAL CONFERENCE - COMMISSION | 5 | 1,000 | 5,000 |
| FLOC ANNUAL CONFERENCE - MAYOR | 1 | 1,000 | 1,000 |
| MANATEE COUNTY 4H | 1 | 85 | 85 |
| MISCELLANEOUS TRAVEL - MAYOR | 1 | 1,000 | 1,000 |
| FLC COMMITTEE TRAVEL | 1 | 500 | 500 |
| Totals for GL# 001-511-540.5100-TRAVEL AND PER DIEM | | | 9,085 |
| 001-511-541.1100 COMMUNICATIONS | | | |
| PDA CELL SERVICE - 3 COMMISSIONERS | 36 | 60 | 2,160 |
| PDA CELL SERVICE - MAYOR | 12 | 60 | 720 |
| Totals for GL# 001-511-541.1100-COMMUNICATIONS | | | 2,880 |
| 001-511-542.1200 POSTAGE/MAILING SERVICES | | | |
| POSTAGE - PALMETTO BUILD | 1 | 75 | 75 |
| Totals for GL# 001-511-542.1200-POSTAGE/MAILING SERVICES | | | 75 |
| 001-511-545.1200 INSURANCE | | | |
| D-6 ACCIDENT INSURANCE-MAYOR AND COMMISSION | 6 | 52 | 312 |
| GENERAL LIABILITY, AUTO, AND PROPERTY | 4 | 1,508 | 5,600 |
| Totals for GL# 001-511-545.1200-INSURANCE | | | 5,912 |
| 001-511-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIRS TO CHAMBERS | 1 | 1,000 | 1,000 |
| REPAIRS TO MAYOR'S OFFICE | 1 | 2,500 | 2,500 |
| Totals for GL# 001-511-546.3400-REPAIR & MAINTENANCE | | | 3,500 |
| 001-511-547.5100 PRINTING AND BINDING | | | |
| BUSINESS CARDS | 6 | 50 | 300 |
| FLYERS/MAILINGS FOR MAYOR | 1 | 200 | 200 |
| PROMOTIONAL ADVERTISING | 1 | 500 | 500 |
| SUPPLIES WITH NEW LOGO | 1 | 500 | 500 |
| Totals for GL# 001-511-547.5100-PRINTING AND BINDING | | | 1,500 |
| 001-511-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES | 1 | 200 | 200 |
| Totals for GL# 001-511-551.1200-OFFICE SUPPLIES | | | 200 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Mayor and Commission Department
Fund 001; Department 511

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|-----------------|-------------------|--------------|
| 001-511-552.2300 OPERATING EXPENSES | | | |
| AWARDS/CERTIFICATES/PLAQUES | 1 | 750 | 750 |
| BUSINESS OBSERVER SUBSCRIPTION | 1 | 40 | 40 |
| CITY SHIRTS - MAYOR/COMMISSION | 6 | 35 | 210 |
| EVENT SUPPLIES | 1 | 1,500 | 1,500 |
| FLORIDA TREND SUBSCRIPTION | 4 | 10 | 40 |
| PERIODICALS | 3 | 30 | 90 |
| Totals for GL# 001-511-552.2300-OPERATING EXPENSES | | | 2,630 |
| 001-511-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MISCELLANEOUS EQUIPMENT FOR CHAMBERS | 1 | 200 | 200 |
| REPLACEMENT CELL PHONE | 1 | 200 | 200 |
| PHONE/IPAD CASES | 1 | 90 | 90 |
| Totals for GL# 001-511-552.4200-SMALL TOOLS/EQUIPMENT | | | 490 |
| 001-511-555.1300 TECHNICAL/TRAINING | | | |
| EMO TRAINING - ADVANCED | 1 | 300 | 300 |
| EMO TRAINING - BASIC | 1 | 300 | 300 |
| FACE TRAINING | 1 | 375 | 375 |
| FLOC REGISTRATION FEE | 6 | 400 | 2,400 |
| MISCELLANEOUS TRAINING FOR COMMISSION | 1 | 500 | 500 |
| Totals for GL# 001-511-555.1300-TECHNICAL/TRAINING | | | 3,875 |
| Totals for dept 511-MAYOR AND COMMISSION | | | 241,721 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: City Clerk - 512

Fund: General Fund
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

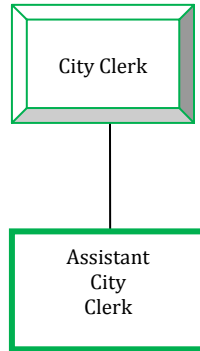


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

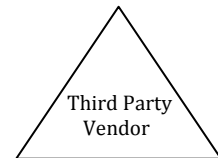
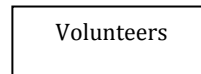
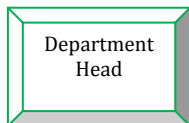
**CITY CLERK
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Assistant City Clerk | 112/4 | 20.7944 | 43,252 | 23,589 | 66,842 | 1.00 |
| City Clerk | 122S/7 | 44.9421 | 93,480 | 43,711 | 137,190 | 1.00 |
| Total City Clerk | | | 136,732 | 67,300 | 204,032 | 2.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - City Clerk

| 001- 512- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| CITY CLERK EXPENSES | | | | | | |
| 511.0100 | Executive Salaries | 87,027 | 90,196 | 87,768 | 93,480 | 3.64% |
| 512.0100 | Regular Salaries | 40,138 | 40,817 | 43,749 | 43,252 | 5.97% |
| 521.0100 | FICA Taxes | 9,037 | 10,022 | 9,566 | 10,460 | 4.37% |
| 522.2100 | Retirement General Employee | 39,093 | 40,169 | 41,080 | 39,447 | -1.80% |
| 523.0100 | Health and Dental Insurance | 10,317 | 18,430 | 17,604 | 16,666 | -9.57% |
| 523.0200 | Health Insurance -Dependent Subsidy | 1,744 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 368 | 480 | 375 | 502 | 4.58% |
| 524.0100 | Workers' Compensation | 201 | 216 | 221 | 226 | 4.63% |
| 529.0000 | Career Advancement | - | - | - | 1,266 | 100.00% |
| | PERSONNEL EXPENSES | 187,925 | 200,330 | 200,363 | 205,299 | 2.48% |
| 531.0300 | Membership Dues | 165 | 569 | 569 | 595 | 4.57% |
| 531.1600 | Contract Services | 7,126 | 7,148 | 7,268 | 8,480 | 18.63% |
| 540.5100 | Travel and Per Diem | 839 | 2,046 | 2,046 | 1,860 | -9.09% |
| 541.1100 | Communications | 20,075 | 19,960 | 19,640 | 18,744 | -6.09% |
| 542.1200 | Postage/Mailing Services | 2,700 | 2,700 | 4,050 | 2,700 | 0.00% |
| 543.0000 | Utility Services | 20,288 | 21,900 | 22,034 | 23,000 | 5.02% |
| 544.0500 | Operating Lease | 6,188 | 6,252 | 7,818 | 6,400 | 2.37% |
| 545.1200 | Insurance | 3,936 | 5,759 | 5,758 | 4,353 | -24.41% |
| 545.9900 | Insurance Contingency | 25,000 | 30,000 | 25,000 | 30,000 | 0.00% |
| 546.3400 | Repair & Maintenance | 4,404 | 7,125 | 7,125 | 15,625 | 119.30% |
| 546.4000 | Vehicle Repair and Maintenance | 583 | 1,000 | 1,000 | 1,000 | 0.00% |
| 547.5100 | Printing and Binding | 4,548 | 3,000 | 3,000 | 8,000 | 166.67% |
| 548.9100 | Promotional Advertising | 5,078 | 11,322 | 11,342 | 10,642 | -6.01% |
| 549.0100 | Repurchase Of Cemetary Spaces | - | 800 | 800 | 800 | 0.00% |
| 549.9000 | Tax Increment Funds to CRA | 1,250,198 | 1,326,531 | 1,326,531 | 1,504,604 | 13.42% |
| 549.9600 | Bank Service Charges | 9,443 | 8,400 | 8,400 | 8,500 | 1.19% |
| 551.1200 | Office Supplies | 2,087 | 1,743 | 1,743 | 1,700 | -2.47% |
| 552.0000 | Hurricane Emergency Fund | - | 1,500 | - | 1,500 | 0.00% |
| 552.1500 | Fuel and Lubricants | 809 | 540 | 482 | 500 | -7.41% |
| 552.2300 | Operating Expenses | 80,317 | 82,885 | 82,885 | 85,552 | 3.22% |
| 552.4200 | Small Tools/Equipment | 331 | 3,600 | 3,689 | 350 | -90.28% |
| 552.7100 | Fairs & Festivals | 2,894 | 186 | 186 | - | -100.00% |
| 554.0100 | Non-Capitalized Equipment | - | - | - | 8,500 | 100.00% |
| 554.1200 | Publications | 321 | 505 | 500 | 489 | -3.17% |
| 555.1300 | Technical/Training | 1,420 | 825 | 825 | 1,125 | 36.36% |
| 555.9900 | Tuition Reimbursement | 1,800 | 3,000 | 1,800 | 3,000 | 0.00% |
| | OPERATING EXPENSES | 1,450,550 | 1,549,296 | 1,544,491 | 1,748,019 | 12.83% |
| 571.0100 | Principal - Lease | 4,535 | 2,312 | 2,310 | - | -100.00% |
| 571.0400 | Principal-BOA Loan 2004 | 19,230 | 20,500 | 10,476 | 21,500 | 4.88% |
| 571.0500 | Principal-BOA Loan 2005 | 10,027 | 11,000 | 8,682 | 11,000 | 0.00% |
| 571.0700 | Principal-BOA Loan 2007 | 8,313 | 9,000 | 8,534 | 9,500 | 5.56% |
| 572.0100 | Interest - Lease | 128 | 22 | 22 | - | -100.00% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - City Clerk

| 001- 512- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------|--|------------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| CITY CLERK EXPENSES | | | | | | |
| 572.0400 | Interest Expense-BOA Loan 2004 | 10,742 | 10,000 | 10,072 | 9,000 | -10.00% |
| 572.0500 | Interest Expense-BOA Loan 2005 | 6,603 | 7,000 | 6,396 | 7,000 | 0.00% |
| 572.0700 | Interest Expense-BOA Loan 2007 | 6,731 | 7,000 | 6,580 | 6,500 | -7.14% |
| | DEBT SERVICE | 66,309 | 66,834 | 53,072 | 64,500 | -3.49% |
| 591.0100 | Transfer to Capital Projects Fund | 219,000 | 119,000 | 119,000 | - | -100.00% |
| 593.0100 | Transfer to Capital Projects-Impact Fees | 100,000 | - | - | - | 0.00% |
| 594.0600 | Transfer to Reuse - ASR Well | 500,000 | - | - | - | 0.00% |
| | TRANSFERS | 819,000 | 119,000 | 119,000 | - | -100.00% |
| | TOTAL EXPENSES | 2,523,784 | 1,935,460 | 1,916,926 | 2,017,818 | 4.26% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City Clerk Department
Fund 001; Department 512

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| Dept 512-CITY CLERK | | | |
| 001-512-511.0100 EXECUTIVE SALARIES | | | |
| CITY CLERK - 1355 | 1 | 93,480 | 93,480 |
| Totals for GL# 001-512-511.0100-EXECUTIVE SALARIES | | | 93,480 |
| 001-512-512.0100 REGULAR SALARIES | | | |
| ASSISTANT CITY CLERK - 1506 | 1 | 43,252 | 43,252 |
| Totals for GL# 001-512-512.0100-REGULAR SALARIES | | | 43,252 |
| 001-512-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 10,460 | 10,460 |
| Totals for GL# 001-512-521.0100-FICA TAXES | | | 10,460 |
| 001-512-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEE PENSION | 1 | 39,447 | 39,447 |
| Totals for GL# 001-512-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 39,447 |
| 001-512-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - SPOUSE | 1 | 9,102 | 9,102 |
| HEALTH INSURANCE - CHILDREN | 1 | 7,564 | 7,564 |
| Totals for GL# 001-512-523.0100-HEALTH INSURANCE | | | 16,666 |
| 001-512-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 502 | 502 |
| Totals for GL# 001-512-523.0300-LIFE INSURANCE & EAP | | | 502 |
| 001-512-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 226 | 226 |
| Totals for GL# 001-512-524.0100-WORKERS' COMPENSATION | | | 226 |
| 001-512-529.0000 CAREER ADVANCEMENT | | | |
| 1 STEP FOR CERTIFICATION | 1 | 1,266 | 1,266 |
| Totals for GL# 001-512-529.0000-CAREER ADVANCEMENT | | | 1,266 |
| 001-512-531.0300 MEMBERSHIP DUES | | | |
| FACC ANNUAL MEMBERSHIP DUES | 2 | 75 | 150 |
| FGFOA ANNUAL DUES | 1 | 35 | 35 |
| INSTITUTTE OF INTERNAL AUDITORS ANNUAL DUES | 1 | 130 | 130 |
| INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS | 2 | 140 | 280 |
| Totals for GL# 001-512-531.0300-MEMBERSHIP DUES | | | 595 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City Clerk Department
Fund 001; Department 512

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| 001-512-531.1600 CONTRACT SERVICES | | | |
| CH CLEANING SERVICE | 12 | 600 | 7,200 |
| CH PEST CONTROL (QTR) | 4 | 50 | 200 |
| CH SECURITY SYSTEM (ADT) | 12 | 90 | 1,080 |
| Totals for GL# 001-512-531.1600-CONTRACT SERVICES | | | 8,480 |
| 001-512-540.5100 TRAVEL AND PER DIEM | | | |
| FACC CONFERENCE-ASST CITY CLERK | 1 | 460 | 460 |
| LODGING , MEALS AND MILEAGE FOR CONFERENCE | | | |
| FGFOA ANNUAL CONFERENCE-CITY CLERK | 1 | 800 | 800 |
| 3 NIGHT LODGING, MEALS, MILEAGE | | | |
| MISC MILEAGE FOR TRAINING | 1 | 100 | 100 |
| CRA CERTIFICATE TRAINING | 1 | 500 | 500 |
| Totals for GL# 001-512-540.5100-TRAVEL AND PER DIEM | | | 1,860 |
| 001-512-541.1100 COMMUNICATIONS | | | |
| CELL PHONE SERVICE- CITY CLERK | 12 | 50 | 600 |
| SUNCOM FAX LINES | 12 | 420 | 5,040 |
| VERIZON ALARM LINE | 12 | 175 | 2,100 |
| BRIGHTHOUSE PHONE PD AND CH | 12 | 917 | 11,004 |
| Totals for GL# 001-512-541.1100-COMMUNICATIONS | | | 18,744 |
| 001-512-542.1200 POSTAGE/MAILING SERVICE | | | |
| CH- POSTAGE METER | 4 | 675 | 2,700 |
| Totals for GL# 001-512-542.1200-POSTAGE/MAILING SERVICE | | | 2,700 |
| 001-512-543.0000 UTILITY SERVICES | | | |
| CITY HALL ELECTRICITY | 1 | 12,500 | 12,500 |
| CITY HALL WATER | 1 | 10,500 | 10,500 |
| Totals for GL# 001-512-543.0000-UTILITY SERVICES | | | 23,000 |
| 001-512-544.0500 OPERATING LEASE | | | |
| POSTAGE METER LEASE | 4 | 258 | 1,032 |
| RICOH C5503 - LEASE (12 MONTHS) | 12 | 247 | 2,968 |
| RICOH C5503 - MAINT (12 MONTHS) | 12 | 200 | 2,400 |
| Totals for GL# 001-512-544.0500-OPERATING LEASE | | | 6,400 |
| 001-512-545.1200 INSURANCE | | | |
| A-3 FIDUCIARY BOND GE PENSION | 1 | 51 | 51 |
| D-6 EXEC TRAVEL POLICY - CITY CLERK | 1 | 52 | 52 |
| GEN LIAB, AUTO, PROP. INSURANCE | 4 | 1,150 | 4,250 |
| Totals for GL# 001-512-545.1200-INSURANCE | | | 4,353 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City Clerk Department
Fund 001; Department 512

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| 001-512-545.9900 INSURANCE CONTINGENCY | | | |
| FULL LIABILITY DEDUCTIBLE | 1 | 25,000 | 25,000 |
| INSURANCE CONTINGENCY | 1 | 5,000 | 5,000 |
| Totals for GL# 001-512-545.9900-INSURANCE CONTINGENCY | | | 30,000 |
| 001-512-546.3400 REPAIR & MAINTENANCE | | | |
| AC MAINTENENCE | 4 | 225 | 900 |
| GENERATOR ANNUAL MAINTENENCE | 1 | 675 | 675 |
| EXTERIOR REPAIRS TO CITY HALL | 1 | 2,000 | 2,000 |
| FIRE ALARM INSPECTION | 1 | 400 | 400 |
| FIRE EXTINGUISHER MAINT. | 1 | 150 | 150 |
| INTERIOR REPAIRS FOR CITY HALL | 1 | 1,000 | 1,000 |
| FLOOD LIGHTING FOR CITY HALL | 1 | 2,000 | 2,000 |
| CARPET TILES FOR CITY HALL | 1 | 6,000 | 6,000 |
| OUTSIDE BENCH AND EATING AREA CITY HALL | 1 | 1,000 | 1,000 |
| HOT WATER FOR WOMENS RESTROOM CH | 1 | 1,500 | 1,500 |
| Totals for GL# 001-512-546.3400-REPAIR & MAINTENANCE | | | 15,625 |
| 001-512-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| FA# 20131 VEHICLE MAINT (VOLT) | 1 | 500 | 500 |
| FA#20136 VEHICLE MAINT (TRANSIT) | 1 | 500 | 500 |
| Totals for GL# 001-512-546.4000-VEHICLE REPAIR & MAINTENANCE | | | 1,000 |
| 001-512-547.5100 PRINTING AND BINDING | | | |
| CITY CODE UPDATES (3 PER YR) | 1 | 7,000 | 7,000 |
| REBRANDING SUPPLIES | 1 | 1,000 | 1,000 |
| Totals for GL# 001-512-547.5100-PRINTING AND BINDING | | | 8,000 |
| 001-512-548.9100 PROMOTIONAL ADVERTISING | | | |
| ADVERTISING RFP/BUDGET (NORTH RIVER) | 1 | 1,000 | 1,000 |
| ADVERTISING RFP/BUDGET (TEMPO) | 1 | 500 | 500 |
| ADVERTISING RFP/ORD/RES/BUDGET (B. HERALD) | 1 | 9,000 | 9,000 |
| FDOT OUTDOOR ADVERTISING LICENSE | 1 | 142 | 142 |
| Totals for GL# 001-512-548.9100-PROMOTIONAL ADVERTISING | | | 10,642 |
| 001-512-549.0100 REPURCHASE OF CEMETERY SPACES | | | |
| REPURCHASE OF CEMETERY SPACES | 1 | 800 | 800 |
| Totals for GL# 001-512-549.0100-REPURCHASE OF CEMETERY SPACES | | | 800 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City Clerk Department
Fund 001; Department 512

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-----------|
| 001-512-549.9000 TAX INCREMENT FUNDS TO CRA | | | |
| TIF TO CRA (36.7%) | 1 | 1,441,567 | 1,441,567 |
| TIF FOR INCREASED MILLAGE | 1 | 63,037 | 63,037 |
| Totals for GL# 001-512-549.9000-TAX INCREMENT FUNDS TO CRA | | | 1,504,604 |
| 001-512-549.9600 BANK SERVICE CHARGES | | | |
| BANK CHARGES | 1 | 8,500 | 8,500 |
| Totals for GL# 001-512-549.9600-BANK SERVICE CHARGES | | | 8,500 |
| 001-512-551.1200 OFFICE SUPPLIES | | | |
| COPIER PAPER | 12 | 100 | 1,200 |
| PENS/FOLDERS/SUPPLIES | 1 | 500 | 500 |
| Totals for GL# 001-512-551.1200-OFFICE SUPPLIES | | | 1,700 |
| 001-512-552.0000 HURRICANE MATERIALS/SUPPLIES | | | |
| HURRICANE SUPPLIES | 1 | 1,500 | 1,500 |
| Totals for GL# 001-512-552.0000-HURRICANE MATERIALS/SUPPLIES | | | 1,500 |
| 001-512-552.1500 FUEL AND LUBRICANTS | | | |
| FULE FOR CITY HALL VEHICLES | 1 | 500 | 500 |
| Totals for GL# 001-512-552.1500-FUEL AND LUBRICANTS | | | 500 |
| 001-512-552.2300 OPERATING EXPENSES | | | |
| ASCAP LICENSE FEE FOR MUSIC | 1 | 340 | 340 |
| BMI SONGWIRTER/MUSIC LICENSE | 1 | 340 | 340 |
| CITY HALL RESTROOM SUPPLIES | 1 | 125 | 125 |
| CITY HALL COFFEE SERVICE | 12 | 61 | 732 |
| CONFIDENTIAL PAPER SHREDDING | 1 | 150 | 150 |
| DEFIBRILLATOR MAINTENENCE (1/3 OF COST) | 1 | 95 | 95 |
| RECORDING FEES-CLERK OF COURT | 12 | 84 | 1,008 |
| REGATTA POINT SUMBERGED LAND LEASE | 1 | 79,500 | 79,500 |
| TANGIBLE TAX ON COPIERS | 1 | 260 | 260 |
| TECO PEOPLES GAS (FOR GENERATOR) | 1 | 600 | 600 |
| UNISHIPPERS | 1 | 1,000 | 1,000 |
| US POST OFFICE ANNUAL FEES | 1 | 550 | 550 |
| WATER SERVICE CITY HALL | 12 | 71 | 852 |
| Totals for GL# 001-512-552.2300-OPERATING EXPENSES | | | 85,552 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City Clerk Department
Fund 001; Department 512

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|-----------------|-------------------|--------------|
| 001-512-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MISC SUPPLIES | 1 | 100 | 100 |
| CELL PHONE CASES | 1 | 125 | 125 |
| IPAD CASES | 1 | 125 | 125 |
| Totals for GL# 001-512-552.4200-SMALL TOOLS/EQUIPMENT | | | 350 |
| 001-512-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| MISC EQUIPMENT | 1 | 500 | 500 |
| NEW DIGITAL CAMERA | | | |
| LCD TV FOR CHAMBERS | 2 | 1,000 | 2,000 |
| OFFICE FURNITURE (EA PIECE LESS THAN 2000) | 1 | 6,000 | 6,000 |
| Totals for GL# 001-512-554.0100-NON-CAPITALIZED EQUIPMENT | | | 8,500 |
| 001-512-554.1200 PUBLICATIONS | | | |
| BRADENTON HERALD (ANNUAL SUBSCRIPTION) | 12 | 22 | 264 |
| MANATEE HERALD | 12 | 19 | 225 |
| Totals for GL# 001-512-554.1200-PUBLICATIONS | | | 489 |
| 001-512-555.1300 TECHNICAL/TRAINING | | | |
| CPE CREDITS FOR CITY CLERK | 1 | 300 | 300 |
| FACC ANNUAL CONFERENCE (REGISTRATION) | 2 | 300 | 600 |
| FGFOA ANNUAL CONFERENCE (REGISTRATION) | 1 | 225 | 225 |
| Totals for GL# 001-512-555.1300-TECHNICAL/TRAINING | | | 1,125 |
| 001-512-555.9900 TUITION REIMBURSEMENT | | | |
| TUITION REIMBURSEMENT | 1 | 3,000 | 3,000 |
| Totals for GL# 001-512-555.9900-TUITION REIMBURSEMENT | | | 3,000 |
| 001-512-571.0400 PRINC-BOA LOAN 2004 | | | |
| 2004 BOA LOAN PRINCIPAL | 1 | 21,500 | 21,500 |
| Totals for GL# 001-512-571.0400-PRINC-BOA LOAN 2004 | | | 21,500 |
| 001-512-571.0500 PRINC-BOA LOAN 2005 | | | |
| 2005 BOA LOAN PRINCIPAL | 1 | 11,000 | 11,000 |
| Totals for GL# 001-512-571.0500-PRINC-BOA LOAN 2005 | | | 11,000 |
| 001-512-571.0700 PRINC-BOA LOAN 2007 | | | |
| 2007 BOA LOAN PRINCIPAL | 1 | 9,500 | 9,500 |
| Totals for GL# 001-512-571.0700-PRINC-BOA LOAN 2007 | | | 9,500 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City Clerk Department
Fund 001; Department 512

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|-----------------|-------------------|--------------|
| 001-512-572.0400 INT EXP-BOA LOAN 2004 | | | |
| 2004 BOA INTEREST | 1 | 9,000 | 9,000 |
| Totals for GL# 001-512-572.0400-INT EXP-BOA LOAN 2004 | | | 9,000 |
| 001-512-572.0500 INT EXP-BOA LOAN 2005 | | | |
| 2005 BOA LOAN INTEREST | 1 | 7,000 | 7,000 |
| Totals for GL# 001-512-572.0500-INT EXP-BOA LOAN 2005 | | | 7,000 |
| 001-512-572.0700 INT EXP-BOA LOAN 2007 | | | |
| 2007 BOA LOAN INTEREST | 1 | 6,500 | 6,500 |
| Totals for GL# 001-512-572.0700-INT EXP-BOA LOAN 2007 | | | 6,500 |
| Totals for dept 512-CITY CLERK | | | 2,017,818 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Information Technology - 513

Fund: General Fund - 001
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Support all City departments with limited manpower

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

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

Cost Center Goals and Objectives:

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

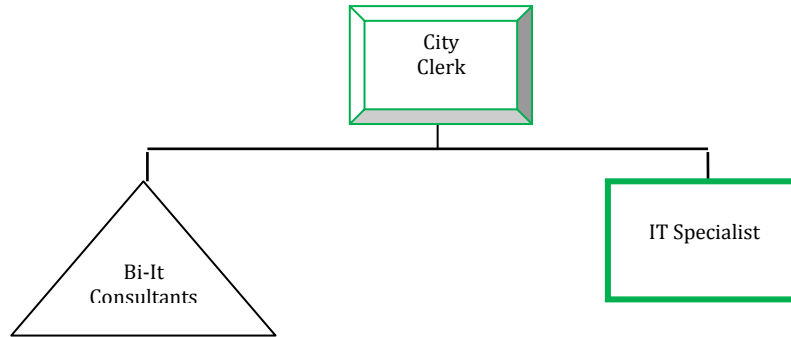


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

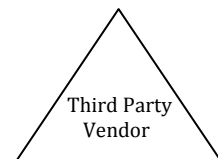
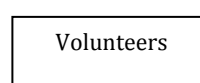
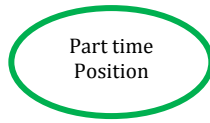
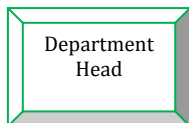
**INFORMATION TECHNOLOGY
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|------------|
| IT Specialist | 111/10 | 23.5647 | 49,015 | 27,258 | 76,273 | 1.00 |
| Total Information Technology | | | 49,015 | 27,258 | 76,273 | 1.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Information Technology

| 001- 513- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|--------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| INFORMATION TECHNOLOGY EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 46,433 | 47,615 | 47,798 | 49,015 | 2.94% |
| 514.0100 | Overtime | 17 | - | - | - | 0.00% |
| 521.0100 | FICA Taxes | 3,138 | 3,643 | 3,361 | 3,750 | 2.94% |
| 522.2100 | Retirement General Employee | 14,280 | 14,599 | 14,932 | 14,141 | -3.14% |
| 523.0100 | Health and Dental Insurance | 5,159 | 8,259 | 8,260 | 9,101 | 10.19% |
| 523.0200 | Health Insurance - Dependent Subsidy | 872 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 138 | 180 | 142 | 185 | 2.78% |
| 524.0100 | Workers' Compensation | 73 | 79 | 80 | 81 | 2.53% |
| | PERSONNEL EXPENSES | 70,110 | 74,375 | 74,573 | 76,273 | 2.55% |
| 531.0100 | Consulting | 71,851 | 82,749 | 90,000 | 90,754 | 9.67% |
| 540.5100 | Travel and Per Diem | - | - | - | 200 | 100.00% |
| 541.1100 | Communications | 26 | 50 | 50 | 50 | 0.00% |
| 545.1200 | Insurance | 979 | 1,408 | 1,409 | 1,425 | 1.21% |
| 546.3400 | Repair and Maintenance | 5,841 | 15,883 | 15,850 | 14,000 | -11.86% |
| 551.1200 | Office Supplies | 2,278 | 2,750 | 2,750 | 2,250 | -18.18% |
| 552.2300 | Operating Expenses | 123,452 | 126,118 | 125,688 | 151,020 | 19.75% |
| 552.4200 | Small Tools/Equipment | 6,948 | 9,617 | 9,358 | 10,000 | 3.98% |
| 554.0100 | Non-Capitalized Equipment | 27,414 | 17,180 | 20,340 | 47,377 | 175.77% |
| | OPERATING EXPENSES | 238,789 | 255,755 | 265,445 | 317,076 | 23.98% |
| 564.0100 | Machinery & Equipment | 14,170 | 18,585 | 16,300 | 60,200 | 223.92% |
| | CAPITAL EQUIPMENT PURCHASES | 14,170 | 18,585 | 16,300 | 60,200 | 223.92% |
| | TOTAL EXPENSES | 323,069 | 348,715 | 356,318 | 453,549 | 30.06% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Information Technology Department
Fund 001; Department 513

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| Dept 513-INFORMATION TECHNOLOGY | | | |
| 001-513-512.0100 REGULAR SALARIES | | | |
| IT SPECIALIST - 301 | 1 | 49,015 | 49,015 |
| Totals for GL# 001-513-512.0100-REGULAR SALARIES | | | 49,015 |
| 001-513-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 3,750 | 3,750 |
| Totals for GL# 001-513-521.0100-FICA TAXES | | | 3,750 |
| 001-513-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 14,141 | 14,141 |
| Totals for GL# 001-513-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 14,141 |
| 001-513-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - SPOUSE | 1 | 9,101 | 9,101 |
| Totals for GL# 001-513-523.0100-HEALTH INSURANCE | | | 9,101 |
| 001-513-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 185 | 185 |
| Totals for GL# 001-513-523.0300-LIFE INSURANCE & EAP | | | 185 |
| 001-513-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 81 | 81 |
| Totals for GL# 001-513-524.0100-WORKERS' COMPENSATION | | | 81 |
| 001-513-531.0100 CONSULTING | | | |
| IT HOURLY WORK - STRATEGIC PROJECTS | 1 | 48,000 | 48,000 |
| IT MONTHLY MANAGED CARE HOURS | 1 | 42,754 | 42,754 |
| Totals for GL# 001-513-531.0100-CONSULTING | | | 90,754 |
| 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 | 1 | 50 | 50 |
| Totals for GL# 001-513-541.1100-COMMUNICATIONS | | | 50 |
| 001-513-545.1200 INSURANCE | | | |
| GENERAL LIABILITY, AUTO, PROPERTY INSURANCE | 4 | 355 | 1,425 |
| Totals for GL# 001-513-545.1200-INSURANCE | | | 1,425 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Information Technology Department
Fund 001; Department 513

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| 001-513-546.3400 REPAIR & MAINTENANCE | | | |
| BARRACUDA MESSAGE ARCHIVER ENERGIZE UPDATES/WARRANTY | 1 | 1,500 | 1,500 |
| BARRACUDA SPAM FIREWALL ENERGIZE UPDATES/WARRANTY | 1 | 1,500 | 1,500 |
| BARRACUDA WEB FILTER ENERGIZE UPDATES/WARRANTY | 1 | 1,500 | 1,500 |
| BATTERY PLUS | 1 | 500 | 500 |
| CUSTOM COMMUNICATIONS | 1 | 1,000 | 1,000 |
| DIVERSIFIED POWER SOLUTIONS UPS MAINTENANCE | 1 | 1,000 | 1,000 |
| WARRANTY RENEWALS (4 SERVERS VM FARM) | 1 | 6,000 | 6,000 |
| PHONE MAINTENANCE | 1 | 1,000 | 1,000 |
| Totals for GL# 001-513-546.3400-REPAIR & MAINTENANCE | | | 14,000 |
| 001-513-551.1200 OFFICE SUPPLIES | | | |
| MISCELLANEOUS OFFICE SUPPLIES | 1 | 250 | 250 |
| REPLACEMENT TONER | 1 | 1,800 | 1,800 |
| SCANNER MAINTENANCE KIT - FIJITSU DESK SCANNER | 1 | 200 | 200 |
| Totals for GL# 001-513-551.1200-OFFICE SUPPLIES | | | 2,250 |
| 001-513-552.2300 OPERATING EXPENSES | | | |
| BSA ANNUAL MAINTENANCE | 1 | 28,000 | 28,000 |
| BUSINESS INFORMATION SYSTEM (MINUTES RECORDING SOFTWA | 1 | 1,200 | 1,200 |
| CIVIC PLUS MONTHLY FEE (CITY WEBSITE) | 12 | 375 | 4,500 |
| COBAN TECHNOLOGIES INC ANNUAL MAINTENANCE | 1 | 5,300 | 5,300 |
| COOLCAT INC ESET VIRUS SOFTWARE | 1 | 1,100 | 1,100 |
| DATA PROTECTION PC MANAGEMENT | 12 | 75 | 900 |
| DATA PROTECTION SERVER MGNT | 12 | 300 | 3,600 |
| DROPBOX | 1 | 2,140 | 2,140 |
| DSM VEEAM BACKUP MGMT SUITE | 1 | 1,725 | 1,725 |
| DSM VMWARE STANDARD | 1 | 9,700 | 9,700 |
| DSM VM WARE VCENTER RENEWAL | 1 | 905 | 905 |
| HRN PERFORMANCE PRO RENEWAL (HR) | 1 | 2,500 | 2,500 |
| IMPRAVATA ONESIGN (SECUIRITY SIGN ON) | 1 | 1,300 | 1,300 |
| INSURE SIMPLICITY SOFTWARE (HURICANE TRACKER) | 1 | 2,050 | 2,050 |
| KASEYA BASIC MONITORING CARE | 12 | 1,750 | 21,000 |
| LASERFISCHE ANNUAL MAINTENANCE | 1 | 6,300 | 6,300 |
| MDE INC. ADORE CLIENT SOFTWARE (PD) | 1 | 800 | 800 |
| METER READER MOBILE SOFTWARE | 1 | 1,000 | 1,000 |
| MICROSOFT OFFICE LICENSES | 20 | 350 | 7,000 |
| MUNICODE INTERNET POSITING FEE | 1 | 600 | 600 |
| NET MOTION ANNUAL MAINTENANCE | 1 | 3,050 | 3,050 |
| PMI EVIDENCE TRACKER MAINTENANCE | 1 | 700 | 700 |
| POWER DMS ACCREDITATION | 1 | 3,500 | 3,500 |
| USA ANNUAL MAINTENANCE | 1 | 27,000 | 27,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Information Technology Department
Fund 001; Department 513

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| 001-513-552.2300 OPERATING EXPENSES - CONTINUED | | | |
| USA MOBILE FILE MAINTENANCE | 1 | 3,000 | 3,000 |
| VERIZON FLORIDA INC. INTERNET SERVICE CITY HALL | 12 | 200 | 2,400 |
| CAFR MAINTENANCE FEES | 1 | 2,750 | 2,750 |
| OPEN.GOV ANNUAL MAINTENANCE | 1 | 7,000 | 7,000 |
| Totals for GL# 001-513-552.2300-OPERATING EXPENSES | | | 151,020 |
| 001-513-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MISCELLANEOUS COMPUTER HARDWARE | 1 | 3,000 | 3,000 |
| REPLACEMENT DESKTOP UPS | 15 | 150 | 2,250 |
| REPLACEMENT MONITORS | 10 | 350 | 3,500 |
| REPLACEMENT PRINTERS | 5 | 250 | 1,250 |
| Totals for GL# 001-513-552.4200-SMALL TOOLS/EQUIPMENT | | | 10,000 |
| 001-513-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| REPLACEMENT LAPTOPS | 8 | 3,000 | 24,000 |
| REPLACEMENT LF SCANNERS | 2 | 1,000 | 2,000 |
| REPLACEMENT PRINTERS (MOVED TO SMALL TOOLS) | | | |
| REPLACEMENT DESKTOPS | 8 | 1,200 | 9,600 |
| MISCELLANEOUS COMPUTER EQUIPMENT | 1 | 11,777 | 11,777 |
| Totals for GL# 001-513-554.0100-NON-CAPITALIZED EQUIPMENT | | | 47,377 |
| 001-513-564.0100 MACHINERY AND EQUIPMENT | | | |
| SAN | 1 | 8,000 | 8,000 |
| POE SWITCH | 2 | 4,000 | 8,000 |
| WEB SERVER | 1 | 2,000 | 2,000 |
| ESX SERVER | 1 | 17,000 | 17,000 |
| CAFR SOFTWARE | 1 | 20,000 | 20,000 |
| CISCO ASA 5512 | 2 | 2,600 | 5,200 |
| Totals for GL# 001-513-564.0100-MACHINERY AND EQUIPMENT | | | 60,200 |
| Totals for dept 513-INFORMATION TECHNOLOGY | | | 453,549 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: City Attorney - 514

Fund: General Fund - 001
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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



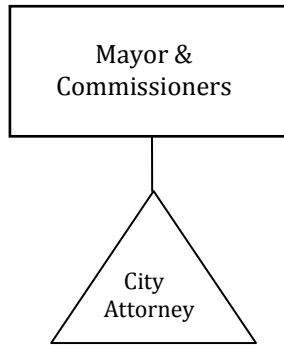
**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**CITY ATTORNEY
ORGANIZATIONAL INFORMATION**

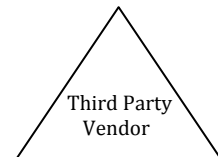
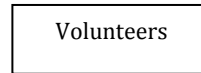
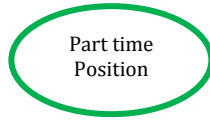
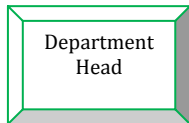
| Schedule of Personnel | Pay Grade/ Step | Base Salary | Benefits | Total Position Costs | FTE |
|-----------------------|-----------------|-------------|----------|----------------------|-----|
|-----------------------|-----------------|-------------|----------|----------------------|-----|

The City Attorney is a contracted, appointed position

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - City Attorney

| 001- 514- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------------|-----------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| CITY ATTORNEY EXPENSES | | | | | | |
| 531.0600 | Attorney Fees-Contracted Services | 200,144 | 206,239 | 205,724 | 212,304 | 2.94% |
| 531.0700 | Attorney Fees-Litigation | 21,630 | 20,000 | 14,500 | 20,000 | 0.00% |
| 531.0900 | Attorney Fees-Police Department | 1,328 | 2,000 | 20,000 | 4,000 | 100.00% |
| 540.5100 | Travel and Per Diem | 1,042 | 1,500 | 1,500 | 1,500 | 0.00% |
| 552.2300 | Operating Expenses - Litigation | 1,871 | 3,000 | 1,402 | 3,000 | 0.00% |
| 555.1300 | Technical/Training | 300 | 500 | 500 | 500 | 0.00% |
| | TOTAL EXPENSES | 226,315 | 233,239 | 243,626 | 241,304 | 3.46% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

City Attorney Department
Fund 001; Department 514

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 514-CITY ATTORNEY | | | |
| 001-514-531.0600 ATTORNEY FEES-CONTRACTED SERVICES | | | |
| REGULAR ATTORNEY FEES-CITY PORTION - 81% | 12 | 17,692 | 212,304 |
| Totals for GL# 001-514-531.0600-ATTORNEY FEES-CONTRACTED SERVICES | | | 212,304 |
| 001-514-531.0700 ATTORNEY FEES-SPECIAL SERVICES | | | |
| LITIGATION-CITY PORTION | 1 | 20,000 | 20,000 |
| Totals for GL# 001-514-531.0700-ATTORNEY FEES-SPECIAL SERVICES | | | 20,000 |
| 001-514-531.0900 ATTORNEY FEES - UNION | | | |
| ATTORNEY FEES-PD UNION | 1 | 4,000 | 4,000 |
| Totals for GL# 001-514-531.0900-ATTORNEY FEES - UNION | | | 4,000 |
| 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 | 3,000 | 3,000 |
| Totals for GL# 001-514-552.2300-OPERATING EXPENSES | | | 3,000 |
| 001-514-555.1300 TECHNICAL/TRAINING | | | |
| TECHNICAL/TRAINING | 1 | 500 | 500 |
| Totals for GL# 001-514-555.1300-TECHNICAL/TRAINING | | | 500 |
| Totals for dept 514-CITY ATTORNEY | | | 241,304 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Finance - 515

Fund: General Fund - 001
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Continue to learn and maintain new ERP financial software.
- Implement GASB 68 in fiscal year 2016.
- Managing current daily workloads and multiple projects with current staffing levels.
- Complete capital asset inventory

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

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

| <u>Cost Center Goals and Objectives:</u> |
|--|
| 1. Produce budget and submit for award. |
| 2. Submit CAFR for award. |
| 3. Cross training Finance staff. |
| 4. Continue accurate and professional support to Citizens, City staff and elected officials. |
| 5. Cut expenses by becoming green. |
| 6. Complete capital asset inventory |

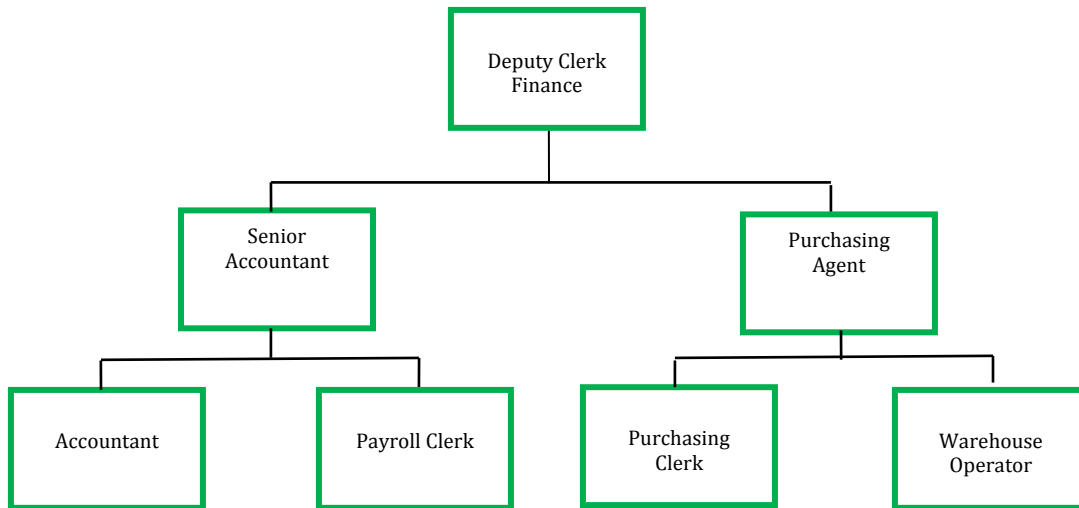


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

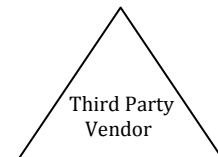
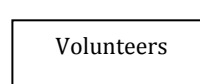
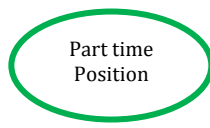
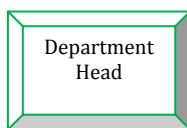
**FINANCE
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|----------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Deputy Clerk - Finance | 120/11 | 37.6317 | 78,274 | 34,157 | 112,431 | 1.00 |
| Senior Accountant | 115/9 | 27.8253 | 57,877 | 26,610 | 84,487 | 1.00 |
| Purchasing Agent | 112/12 | 26.2192 | 54,536 | 25,374 | 79,910 | 1.00 |
| Accountant II | 112/5 | 21.4057 | 44,524 | 21,670 | 66,193 | 1.00 |
| Purchasing Clerk | 106/4 | 15.5173 | 32,276 | 17,138 | 49,414 | 1.00 |
| Payroll Clerk | 106/3 | 15.0741 | 31,354 | 16,797 | 48,151 | 1.00 |
| Warehouse Operator | 103/12 | 16.9011 | 35,154 | 18,764 | 53,918 | 1.00 |
| Overtime | | | 1,000 | | 1,000 | |
| Total Finance - Full Time | | | 334,995 | 160,510 | 495,505 | 7.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Finance

| 001- 515- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| FINANCE EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 315,240 | 323,220 | 324,463 | 333,995 | 3.33% |
| 514.0100 | Overtime | - | - | 150 | 1,000 | 0.00% |
| 521.0100 | FICA Taxes | 23,666 | 24,726 | 24,472 | 25,551 | 3.34% |
| 522.2100 | Retirement General Employee | 96,948 | 99,099 | 101,551 | 96,357 | -2.77% |
| 523.0100 | Health and Dental Insurance | 36,111 | 36,346 | 35,789 | 36,218 | -0.35% |
| 523.0200 | Health Insurance -Dependent Subsidy | 6,103 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 939 | 1,226 | 961 | 1,271 | 3.67% |
| 524.0100 | Workers' Compensation | 1,018 | 1,079 | 1,103 | 1,113 | 3.15% |
| 529.0000 | Career Advancement | - | - | - | 1,303 | 100.00% |
| | PERSONNEL EXPENSES | 480,025 | 485,696 | 488,489 | 496,808 | 2.29% |
| 531.0100 | Consulting | - | 1,875 | 1,875 | 18,750 | 900.00% |
| 531.0300 | Membership Dues | 650 | 655 | 655 | 665 | 1.53% |
| 532.0100 | Audit Services | 51,000 | 59,325 | 52,540 | 54,000 | -8.98% |
| 540.5100 | Travel and Per Diem | 2,301 | 5,800 | 5,800 | 7,000 | 20.69% |
| 544.0500 | Operating Lease | 4,675 | 6,392 | 6,392 | 6,392 | 0.00% |
| 545.1200 | Insurance | 6,815 | 10,320 | 10,103 | 9,475 | -8.19% |
| 546.3400 | Repair & Maintenance | 175 | 300 | 250 | 500 | 66.67% |
| 547.5100 | Printing and Binding | 44 | 260 | 105 | 290 | 11.54% |
| 549.3000 | Sales Tax | 1,175 | 1,320 | 1,742 | 1,800 | 36.36% |
| 551.1200 | Office Supplies | 292 | 500 | 500 | 500 | 0.00% |
| 552.2300 | Operating Expenses | 2,353 | 1,760 | 1,760 | 1,390 | -21.02% |
| 552.3900 | Safety Program Expense | 100 | 100 | 100 | 100 | 0.00% |
| 552.4200 | Small Tools and Equipment | 392 | 500 | 350 | 1,950 | 290.00% |
| 552.5100 | Uniform Purchases and Cleaning | 551 | 565 | 550 | 535 | -5.31% |
| 554.0100 | Non-Capitalized Equipment | 977 | - | - | - | 0.00% |
| 554.1200 | Publications | 277 | 430 | 430 | 530 | 23.26% |
| 555.1300 | Technical/Training | 3,253 | 3,020 | 3,000 | 5,875 | 94.54% |
| | OPERATING EXPENSES | 75,030 | 93,122 | 86,152 | 109,752 | 17.86% |
| | TOTAL EXPENSES | 555,055 | 578,818 | 574,641 | 606,560 | 4.79% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Finance Department
Fund 001; Department 515

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 515-FINANCE | | | |
| 001-515-512.0100 REGULAR SALARIES | | | |
| ACCOUNTANT II-1431 | 1 | 44,524.00 | 44,524 |
| DEPUTY CLERK-FINANCE-1307 | 1 | 78,274.00 | 78,274 |
| PAYROLL CLERK-1464 | 1 | 31,354.00 | 31,354 |
| PURCHASING AGENT-333 | 1 | 54,536.00 | 54,536 |
| PURCHASING CLERK-1422 | 1 | 32,276.00 | 32,276 |
| SENIOR ACCOUNTANT-1416 | 1 | 57,877.00 | 57,877 |
| WAREHOUSE OPERATOR-948 | 1 | 35,154.00 | 35,154 |
| Totals for GL# 001-515-512.0100-REGULAR SALARIES | | | 333,995 |
| 001-515-514.0100 OVERTIME - GE | | | |
| MISCELLANEOUS OVERTIME | 1 | 1,000.00 | 1,000 |
| Totals for GL# 001-515-514.0100-OVERTIME - GE | | | 1,000 |
| 001-515-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 25,551.00 | 25,551 |
| Totals for GL# 001-515-521.0100-FICA TAXES | | | 25,551 |
| 001-515-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES RETIREMENT | 1 | 96,357.00 | 96,357 |
| Totals for GL# 001-515-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 96,357 |
| 001-515-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 7 | 5,174.00 | 36,218 |
| HEALTH INSURANCE - SPOUSE | | 9,101.00 | |
| Totals for GL# 001-515-523.0100-HEALTH INSURANCE | | | 36,218 |
| 001-515-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 1,271.00 | 1,271 |
| Totals for GL# 001-515-523.0300-LIFE INSURANCE & EAP | | | 1,271 |
| 001-515-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 1,113.00 | 1,113 |
| Totals for GL# 001-515-524.0100-WORKERS' COMPENSATION | | | 1,113 |
| 001-515-529.0000 CAREER ADVANCEMENT | | | |
| STEP FOR CERTIFICATION | 1 | 1,303.00 | 1,303 |
| Totals for GL# 001-515-529.0000-CAREER ADVANCEMENT | | | 1,303 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Finance Department
Fund 001; Department 515

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 001-515-531.0100 CONSULTING | | | |
| 2016 OPEB VALUATION | 1 | 3,750.00 | 3,750 |
| PHYSICAL INVENTORY | 1 | 15,000.00 | 15,000 |
| Totals for GL# 001-515-531.0100-CONSULTING | | | 18,750 |
| 001-515-531.0300 MEMBERSHIP DUES | | | |
| FGFOA DUES | 4 | 35 | 140 |
| GFOA DUES | 1 | 190 | 190 |
| HILLSBOROUGH CHAPTER DUES | 2 | 10 | 20 |
| NIGP NATIONAL DUES | 1 | 175 | 175 |
| NIGP SARASOTA CHAPTER DUES | 2 | 35 | 70 |
| SWGFOA CHAPTER DUES | 2 | 10 | 20 |
| TAMPA CHAPTER DUES | 2 | 25 | 50 |
| Totals for GL# 001-515-531.0300-MEMBERSHIP DUES | | | 665 |
| 001-515-532.0100 AUDIT SERVICES | | | |
| 2015 AUDIT SERVICES | 1 | 49,000 | 49,000 |
| MISCELLANEOUS AUDIT EXPENSE | 1 | 1,000 | 1,000 |
| SINGLE AUDIT | 1 | 4,000 | 4,000 |
| Totals for GL# 001-515-532.0100-AUDIT SERVICES | | | 54,000 |
| 001-515-540.5100 TRAVEL AND PER DIEM | | | |
| CHAPTER TRAVEL | 1 | 200 | 200 |
| FGFOA ANNUAL CONFERENCE - ORLANDO FL | 3 | 1,000 | 3,000 |
| FGFOA SCHOOL OF FINANCE -PALM BEACH | 2 | 800 | 1,600 |
| LOCAL CLASSES | 2 | 500 | 1,000 |
| NIGP CLASSES | 3 | 400 | 1,200 |
| Totals for GL# 001-515-540.5100-TRAVEL AND PER DIEM | | | 7,000 |
| 001-515-544.0500 OPERATING LEASE | | | |
| CANON C5255-LEASE - PMT 20-32 OF 36 | 12 | 316 | 3,792 |
| CANON C5255-MAINTENANCE | 12 | 200 | 2,400 |
| COLOR COPIES FOR CAFR/BUDGET | 2 | 100 | 200 |
| Totals for GL# 001-515-544.0500-OPERATING LEASE | | | 6,392 |
| 001-515-545.1200 INSURANCE | | | |
| PCL INSURANCE | 4 | 2,412 | 9,475 |
| Totals for GL# 001-515-545.1200-INSURANCE | | | 9,475 |
| 001-515-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIRS TO FORKLIFT | 1 | 500 | 500 |
| Totals for GL# 001-515-546.3400-REPAIR & MAINTENANCE | | | 500 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Finance Department
Fund 001; Department 515

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 001-515-547.5100 PRINTING AND BINDING | | | |
| BUDGET PRINTING | 1 | 100 | 100 |
| BUSINESS CARDS | 2 | 45 | 90 |
| CAFR PRINTING | 1 | 100 | 100 |
| Totals for GL# 001-515-547.5100-PRINTING AND BINDING | | | 290 |
| 001-515-549.3000 SALES TAX | | | |
| MONTHLY SALES TAXES | 12 | 150 | 1,800 |
| Totals for GL# 001-515-549.3000-SALES TAX | | | 1,800 |
| 001-515-551.1200 OFFICE SUPPLIES | | | |
| FORMS-W-2'S, 1099'S | 1 | 100 | 100 |
| MISCELLANEOUS OFFICE SUPPLIES | 1 | 400 | 400 |
| Totals for GL# 001-515-551.1200-OFFICE SUPPLIES | | | 500 |
| 001-515-552.2300 OPERATING EXPENSES | | | |
| AP CHECKS | 1 | 275 | 275 |
| BUDGET AWARD FEE | 1 | 330 | 330 |
| CAFR AWARD FEE | 1 | 485 | 485 |
| PROPANE FOR WAREHOUSE FORKLIFT | 12 | 25 | 300 |
| Totals for GL# 001-515-552.2300-OPERATING EXPENSES | | | 1,390 |
| 001-515-552.3900 SAFETY PROGRAM EXPENSE | | | |
| SAFETY SHOES FOR WAREHOUSE | 1 | 100 | 100 |
| Totals for GL# 001-515-552.3900-SAFETY PROGRAM EXPENSE | | | 100 |
| 001-515-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MISCELLANEOUS EQUIPMENT | 1 | 400 | 400 |
| BINS FOR WAREHOUSE | 1 | 1,550 | 1,550 |
| Totals for GL# 001-515-552.4200-SMALL TOOLS/EQUIPMENT | | | 1,950 |
| 001-515-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| SHIRTS FOR FINANCE STAFF | 6 | 25 | 150 |
| SHIRTS FOR WAREHOUSE OPERATOR | 5 | 25 | 125 |
| UNIFORM PANTS RENTAL | 52 | 5 | 260 |
| Totals for GL# 001-515-552.5100-UNIFORM PURCHASES AND CLEANING | | | 535 |
| 001-515-554.1200 PUBLICATIONS | | | |
| ACCOUNTING/PURCHASING REFERENCE | 1 | 500 | 500 |
| SUBSCRIPTION CONSUMER REPORTS | 1 | 30 | 30 |
| Totals for GL# 001-515-554.1200-PUBLICATIONS | | | 530 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Finance Department
Fund 001; Department 515

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|-----------------|-------------------|--------------|
| 001-515-555.1300 TECHNICAL/TRAINING | | | |
| FGFOA ANNUAL CONFERENCE | 3 | 225 | 675 |
| GOVT SCHOOL OF FINANCE | 2 | 300 | 600 |
| GRANT CLASS | 1 | 600 | 600 |
| LOCAL TRAINING | 1 | 400 | 400 |
| NIGP TUITION | 1 | 360 | 360 |
| PURCHASING CLASS-CERTIFICATION RENEWAL | 1 | 660 | 660 |
| RENEWAL OF CGFO CERTIFICATION | 2 | 40 | 80 |
| FGFOA LEADERSHIP FORUM | 1 | 2,500 | 2,500 |
| Totals for GL# 001-515-555.1300-TECHNICAL/TRAINING | | | 5,875 |
| Totals for dept 515-FINANCE | | | 606,560 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Human Resources - 516

Fund: General Fund - 001
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

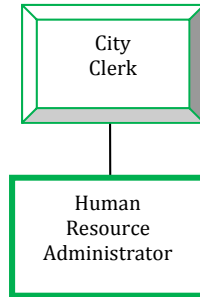


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

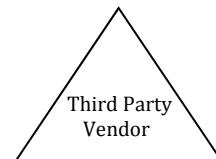
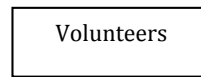
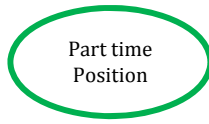
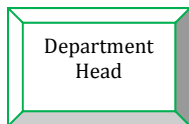
**HUMAN RESOURCES
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| HR Administrator | 116/8 | 28.3820 | 59,035 | 27,039 | 86,073 | 1.00 |
| Employee recognition | | | 1,365 | | 1,365 | |
| Unemployment | | | 10,000 | - | 10,000 | |
| Total Human Resources | | | 70,400 | 27,039 | 97,438 | 1.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Human Resources

| 001- 516- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---------------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| HUMAN RESOURCES EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 72,469 | 54,120 | 46,637 | 59,035 | 9.08% |
| 515.2200 | Employee Recognition | - | 1,000 | 1,000 | 1,365 | 36.50% |
| 521.0100 | FICA Taxes | 5,514 | 4,217 | 3,588 | 4,516 | 7.09% |
| 522.2100 | Retirement General Employee | 13,600 | 16,857 | 14,667 | 17,031 | 1.03% |
| 522.2400 | Retirement - Employee Recognition | - | 43 | 42 | - | -100.00% |
| 523.0100 | Health and Dental Insurance | 4,299 | 4,695 | 4,696 | 5,174 | 10.20% |
| 523.0200 | Health Insurance -Dependent Subsidy | 727 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 149 | 202 | 160 | 220 | 8.91% |
| 524.0100 | Workers' Compensation | 19 | 89 | 77 | 97 | 8.99% |
| 525.0000 | Unemployment expense | 5,225 | 10,000 | 3,600 | 10,000 | 0.00% |
| 529.0000 | Career Advancement | - | 1,650 | - | - | -100.00% |
| | PERSONNEL EXPENSES | 102,002 | 92,873 | 74,467 | 97,438 | 4.92% |
| 531.0300 | Membership Dues | 100 | 335 | 335 | 345 | 100.00% |
| 531.1600 | Contract Services | 41,732 | 42,185 | 42,185 | 62,659 | 48.53% |
| 534.2100 | Employee Testing | 2,012 | 4,635 | 4,635 | 7,220 | 55.77% |
| 540.5100 | Travel and Per Diem | 889 | 1,540 | 700 | 1,220 | 100.00% |
| 545.1200 | Insurance | 1,257 | 1,540 | 1,599 | 1,700 | 10.39% |
| 546.3400 | Repair and Maintenance | - | - | 115 | - | 0.00% |
| 547.5100 | Printing and Binding | 310 | 500 | 100 | 100 | -80.00% |
| 548.9100 | Promotional Advertising | - | - | - | 1,500 | 100.00% |
| 551.1200 | Office Supplies | 121 | 200 | 100 | 100 | -50.00% |
| 552.2300 | Operating Expenses | 358 | 370 | 370 | 990 | 167.57% |
| 552.4200 | Small Tools/Equipment | 231 | - | - | 300 | 100.00% |
| 554.0100 | Non-Capitalized Equipment | - | 2,500 | 1,834 | - | -100.00% |
| 554.1200 | Publications | - | 500 | 100 | 500 | 100.00% |
| 555.1300 | Technical/Training | 399 | 399 | 399 | 549 | 37.59% |
| | OPERATING EXPENSES | 47,409 | 54,704 | 52,472 | 77,183 | 41.09% |
| | TOTAL EXPENSES | 149,411 | 147,577 | 126,939 | 174,621 | 18.33% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Human Resources Department
Fund 001; Department 516

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| Dept 516-HUMAN RESOURCES | | | |
| 001-516-512.0100 REGULAR SALARIES | | | |
| HR ADMINISTRATOR-1527 | 1 | 59,035 | 59,035 |
| Totals for GL# 001-516-512.0100-REGULAR SALARIES | | | 59,035 |
| 001-516-515.2200 EMPLOYEE RECOGNITION | | | |
| EMPLOYEE RECOGNITION - QUARTERLY | 4 | 205 | 820 |
| EMPLOYEE RECOGNITION - YEAR | 1 | 545 | 545 |
| Totals for GL# 001-516-515.2200-EMPLOYEE RECOGNITION | | | 1,365 |
| 001-516-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 4,516 | 4,516 |
| Totals for GL# 001-516-521.0100-FICA TAXES | | | 4,516 |
| 001-516-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEE RETIREMENT | 1 | 17,031 | 17,031 |
| Totals for GL# 001-516-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 17,031 |
| 001-516-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 1 | 5,174 | 5,174 |
| Totals for GL# 001-516-523.0100-HEALTH INSURANCE | | | 5,174 |
| 001-516-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 220 | 220 |
| Totals for GL# 001-516-523.0300-LIFE INSURANCE & EAP | | | 220 |
| 001-516-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 97 | 97 |
| Totals for GL# 001-516-524.0100-WORKERS' COMPENSATION | | | 97 |
| 001-516-525.0000 UNEMPLOYMENT EXPENSE | | | |
| UNEMPLOYMENT EXPENSE | 4 | 2,500 | 10,000 |
| Totals for GL# 001-516-525.0000-UNEMPLOYMENT EXPENSE | | | 10,000 |
| 001-516-531.0300 MEMBERSHIP DUES | | | |
| FPHRA ANNUAL DUES | 1 | 55 | 55 |
| SHRA | 1 | 100 | 100 |
| SHRM | 1 | 190 | 190 |
| Totals for GL# 001-516-531.0300-MEMBERSHIP DUES | | | 345 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Human Resources Department
Fund 001; Department 516

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| 001-516-531.1600 CONTRACT SERVICES | | | |
| AED PHYSIO-CONTROL SHARE COST | 1 | 289 | 289 |
| AGENT FEE - HEALTH INSURANCE | 1 | 40,000 | 40,000 |
| DRUG SCREEN PROGRAM (AYS) | 15 | 158 | 2,370 |
| SALARY STUDY | 1 | 20,000 | 20,000 |
| Totals for GL# 001-516-531.1600-CONTRACT SERVICES | | | 62,659 |
| 001-516-534.2100 PRE-EMPLOYMENT TESTING | | | |
| CREDIT CHECKS - PD PRE EMPLOYMENT | 15 | 10 | 150 |
| GENERAL PRE EMPLOYMENT TESTING | 20 | 121 | 2,420 |
| PD PSYCHOLOGICAL TESTING | 10 | 250 | 2,500 |
| PD PRE EMPLOYMENT TESTING | 10 | 215 | 2,150 |
| Totals for GL# 001-516-534.2100-PRE-EMPLOYMENT TESTING | | | 7,220 |
| 001-516-540.5100 TRAVEL AND PER DIEM | | | |
| FHRPA ANNUAL CONFERENCE - FT LAUDERDALE | 1 | 900 | 900 |
| SHRA CHAPTER MEETINGS | 6 | 45 | 270 |
| MISC. MILEAGE | 1 | 50 | 50 |
| Totals for GL# 001-516-540.5100-TRAVEL AND PER DIEM | | | 1,220 |
| 001-516-545.1200 INSURANCE | | | |
| GENERAL LIABILITY, AUTO, PROPERTY INSURANCE | 4 | 386 | 1,700 |
| Totals for GL# 001-516-545.1200-INSURANCE | | | 1,700 |
| 001-516-547.5100 PRINTING AND BINDING | | | |
| TRAINING MATERIAL PRINTING | 1 | 100 | 100 |
| Totals for GL# 001-516-547.5100-PRINTING AND BINDING | | | 100 |
| 001-516-548.9100 PROMOTIONAL ADVERTISING | | | |
| RECRUITMENT | 1 | 1,500 | 1,500 |
| Totals for GL# 001-516-548.9100-PROMOTIONAL ADVERTISING | | | 1,500 |
| 001-516-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES | 1 | 100 | 100 |
| Totals for GL# 001-516-551.1200-OFFICE SUPPLIES | | | 100 |
| 001-516-552.2300 OPERATING EXPENSES | | | |
| LABOR LAW POSTERS | 1 | 240 | 240 |
| RECRUITING SUPPLIES | 1 | 250 | 250 |
| BADGE SUPPLIES | 1 | 500 | 500 |
| Totals for GL# 001-516-552.2300-OPERATING EXPENSES | | | 990 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Human Resources Department
Fund 001; Department 516

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| 001-516-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| OFFICE CHAIR | 1 | 300 | 300 |
| Totals for GL# 001-516-552.4200-SMALL TOOLS/EQUIPMENT | | | 300 |
| 001-516-554.1200 PUBLICATIONS | | | |
| PUBLICATIONS AS NEEDED | 1 | 500 | 500 |
| Totals for GL# 001-516-554.1200-PUBLICATIONS | | | 500 |
| 001-516-555.1300 TECHNICAL/TRAINING | | | |
| FHRPA ANNUAL CONFERENCE REGISTRATION | 1 | 300 | 300 |
| TAMPA ANNUAL CONFERENCE | 1 | 99 | 99 |
| PHR RECERTIFICATION | 1 | 150 | 150 |
| Totals for GL# 001-516-555.1300-TECHNICAL/TRAINING | | | 549 |
| Totals for dept 516-HUMAN RESOURCES | | | 174,621 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Events and Facilities - 579

Fund: General Fund - 001
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

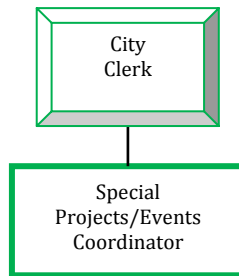


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

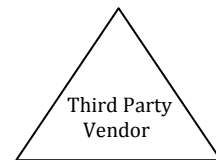
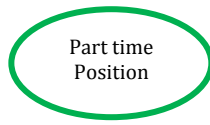
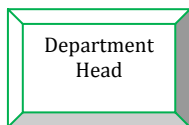
**EVENTS AND FACILITIES
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|---|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Special Projects/Events Coordinator - Longevity - DROP | 110/15 | 25.9417 | 55,545 | 10,610 | 66,155 | 1.00 |
| Overtime | | | 10,000 | 941 | 10,941 | |
| Total Facilities and Events | | | 65,545 | 11,551 | 77,096 | 1.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Events and Facilities

| 001- 579 | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|------------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| EVENTS AND FACILITIES | | | | | | |
| 512.0100 | Regular Salaries | 40,042 | 55,545 | 56,077 | 55,545 | 0.00% |
| 514.0100 | Overtime | 2,532 | 10,000 | 5,100 | 10,000 | 0.00% |
| 521.0100 | FICA Taxes | 3,250 | 5,014 | 4,660 | 5,014 | 0.00% |
| 522.2100 | Retirement General Employee | 12,992 | 20,096 | 19,138 | - | -100.00% |
| 523.0100 | Health and Dental Insurance | 3,439 | 4,593 | 4,636 | 5,174 | 12.65% |
| 523.0200 | Health Insurance -Dependent Subsidy | 581 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 123 | 207 | 192 | 208 | 0.48% |
| 524.0100 | Workers' Compensation | 789 | 1,155 | 1,038 | 1,155 | 0.00% |
| | PERSONNEL EXPENSES | 63,748 | 96,610 | 90,841 | 77,096 | -20.20% |
| 540.5100 | Travel and Per Diem | - | 200 | - | - | -100.00% |
| 541.1100 | Communications | - | 1,650 | 1,154 | 200 | -87.88% |
| 544.1500 | Rental Expenses | - | 200 | - | 100 | -50.00% |
| 545.1200 | Insurance | - | 1,770 | 1,773 | 1,775 | 0.28% |
| 546.3400 | Repair and Maintenance | 7,388 | 14,348 | 14,690 | 7,500 | -47.73% |
| 546.4000 | Vehicle Repair and Maintenance | - | - | - | 1,000 | 100.00% |
| 547.5100 | Printing and Binding | 482 | 850 | 660 | 850 | 0.00% |
| 551.1200 | Printing Supplies | 52 | 200 | 42 | 200 | 0.00% |
| 552.1500 | Fuel and Lubricants | 1 | 2,000 | 548 | 1,200 | -40.00% |
| 552.2300 | Operating Expenses | 1,003 | 200 | 278 | 1,300 | 550.00% |
| 552.3000 | Living Tree Memorial Expense | - | 2,100 | 1,835 | 1,500 | -28.57% |
| 552.3900 | Safety Expense | - | 100 | - | 100 | 0.00% |
| 552.4200 | Small Tools/Equipment | 160 | 500 | 26 | 2,300 | 360.00% |
| 552.5100 | Uniforms | - | 127 | 120 | 125 | -1.57% |
| 552.7100 | Fairs and Festivals | - | 33,318 | 33,318 | 43,568 | 30.76% |
| 552.7400 | Ag Museum | - | 2,000 | 180 | 5,200 | 160.00% |
| 554.0100 | Non-Capitalized Equipment | - | 5,862 | 1,318 | - | -100.00% |
| 555.1300 | Technical/Training | - | 250 | - | 250 | 0.00% |
| | OPERATING EXPENSES | 9,086 | 65,675 | 55,942 | 67,168 | 2.27% |
| 563.0100 | Improvements Not Buildings | - | - | - | 12,000 | 100.00% |
| 564.0100 | Machinery and Equipment | - | 9,488 | 9,488 | - | -100.00% |
| | CAPITAL EQUIPMENT PURCHASES | - | 9,488 | 9,488 | 12,000 | 0.00% |
| | TOTAL EXPENSES | 72,834 | 171,773 | 156,271 | 156,264 | -9.03% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Events and Facilities Department
Fund 001; Department 579

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| Dept 579-EVENTS AND FACILITIES | | | |
| 001-579-512.0100 REGULAR SALARIES | | | |
| SPECIAL PROJECT/EVENTS COORDINATOR-191 - DROP | 1 | 55,545 | 55,545 |
| Totals for GL# 001-579-512.0100-REGULAR SALARIES | | | 55,545 |
| 001-579-514.0100 OVERTIME - GE | | | |
| OVERTIME FOR SPECIAL EVENTS | 1 | 10,000 | 10,000 |
| Totals for GL# 001-579-514.0100-OVERTIME - GE | | | 10,000 |
| 001-579-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 5,014 | 5,014 |
| Totals for GL# 001-579-521.0100-FICA TAXES | | | 5,014 |
| 001-579-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 1 | 5,174 | 5,174 |
| Totals for GL# 001-579-523.0100-HEALTH INSURANCE | | | 5,174 |
| 001-579-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 208 | 208 |
| Totals for GL# 001-579-523.0300-LIFE INSURANCE & EAP | | | 208 |
| 001-579-524.0100 WORKERS COMP | | | |
| WORKERS COMPENSATION | 1 | 1,155 | 1,155 |
| Totals for GL# 001-579-524.0100-WORKERS COMP | | | 1,155 |
| 001-579-541.1100 COMMUNICATIONS | | | |
| CELL PHONE SERVICE | 1 | 200 | 200 |
| Totals for GL# 001-579-541.1100-COMMUNICATIONS | | | 200 |
| 001-579-544.1500 RENTAL EXPENSES | | | |
| MISCELLANEOUS HAND AND POWER TOOLS | 1 | 100 | 100 |
| Totals for GL# 001-579-544.1500-RENTAL EXPENSES | | | 100 |
| 001-579-545.1200 INSURANCE | | | |
| GENERAL LIABILITY, AUTO AND PROPERTY | 4 | 350 | 1,775 |
| Totals for GL# 001-579-545.1200-INSURANCE | | | 1,775 |
| 001-579-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIR AND MAINTENANCE ON BUILDINGS | 1 | 2,000 | 2,000 |
| REPAIR AND MAINTENANCE PARKS | 1 | 1,500 | 1,500 |
| REPAIRS TO A/C SYSTEMS | 1 | 4,000 | 4,000 |
| Totals for GL# 001-579-546.3400-REPAIR & MAINTENANCE | | | 7,500 |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

Events and Facilities Department
Fund 001; Department 579

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 001-579-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| VEHICLE REPAIR FOR 17611 | 1 | 1,000 | 1,000 |
| Totals for GL# 001-579-546.4000-VEHICLE REPAIR & MAINTENANCE | | | 1,000 |
| 001-579-547.5100 PRINTING & BINDING | | | |
| NEWS IN BRIEF | 1 | 850 | 850 |
| Totals for GL# 001-579-547.5100-PRINTING & BINDING | | | 850 |
| 001-579-551.1200 PRINTING SUPPLIES | | | |
| MISCELLANEOUS SUPPLIES | 1 | 200 | 200 |
| Totals for GL# 001-579-551.1200-PRINTING SUPPLIES | | | 200 |
| 001-579-552.1500 FUEL AND LUBRICANTS | | | |
| VEHICLE 17611 | 1 | 1,200 | 1,200 |
| Totals for GL# 001-579-552.1500-FUEL AND LUBRICANTS | | | 1,200 |
| 001-579-552.2300 OPERATING EXPENSES | | | |
| CENTRAL STORE SUPPLIES | 1 | 500 | 500 |
| TONERS/CARTRIDGES | 1 | 300 | 300 |
| JACKSON'S HARDWARE | 1 | 500 | 500 |
| Totals for GL# 001-579-552.2300-OPERATING EXPENSES | | | 1,300 |
| 001-579-552.3000 LIVING TREE MEMORIAL EXPENSE | | | |
| MEMORIAL TREES | 5 | 115 | 575 |
| MEMORIAL PLAQUES | 5 | 168 | 840 |
| MISC CENTRAL STORES | 1 | 85 | 85 |
| Totals for GL# 001-579-552.3000-LIVING TREE MEMORIAL EXPENSE | | | 1,500 |
| 001-579-552.3900 SAFETY EXPENSE | | | |
| SAFETY SHOES | 1 | 100 | 100 |
| Totals for GL# 001-579-552.3900-SAFETY EXPENSE | | | 100 |
| 001-579-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MISCELLANEOUS SMALL HAND TOOLS | 1 | 500 | 500 |
| NEW CARPET - CELEBRATION CENTER | 1 | 1,800 | 1,800 |
| Totals for GL# 001-579-552.4200-SMALL TOOLS/EQUIPMENT | | | 2,300 |
| 001-579-552.5100 UNIFORMS | | | |
| CITY SHIRTS | 1 | 125 | 125 |
| Totals for GL# 001-579-552.5100-UNIFORMS | | | 125 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Events and Facilities Department
Fund 001; Department 579

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 001-579-552.7100 FAIRS & FESTIVALS | | | |
| ADVANCE TICKETS FOR VOLUNTEERS | 28 | 6 | 168 |
| BOOTH DESIGN BASED ON THEME | 1 | 500 | 500 |
| BOOTH RENTAL | 1 | 600 | 600 |
| FAIR SPONSORSHIP | 1 | 2,000 | 2,000 |
| FIREWORKS DISPLAY | 1 | 40,000 | 40,000 |
| PARKING PASSES FOR VOLUNTEERS | 4 | 60 | 240 |
| SECURITY PASSES | 2 | 30 | 60 |
| Totals for GL# 001-579-552.7100-FAIRS & FESTIVALS | | | 43,568 |
| 001-579-552.7400 AG MUSEUM | | | |
| REPAIR AND MAINTENANCE | 1 | 5,200 | 5,200 |
| Totals for GL# 001-579-552.7400-AG MUSEUM | | | 5,200 |
| 001-579-555.1300 TECHNICAL/TRAINING | | | |
| CLASSES/TRAINING | 1 | 250 | 250 |
| Totals for GL# 001-579-555.1300-TECHNICAL/TRAINING | | | 250 |
| 001-579-563.0100 IMPROVEMENTS NOT BLDGS | | | |
| 16X16 PAVILION FOR HIDDEN LAKE PARK | 1 | 12,000 | 12,000 |
| PLAYGROUND EQUIPMENT - HYDRANT PARK | 1 | | |
| Totals for GL# 001-579-563.0100-IMPROVEMENTS NOT BLDGS | | | 12,000 |
| Totals for dept 579-EVENTS AND FACILITIES | | | 156,264 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Police Department - 521

Fund: General Fund - 001

Department: Police Department

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

1. Upgrade radio system to County P25 standards
2. Continue to develop staff through training.
3. Establish a dedicated special investigations unit that is staffed and trained to investigate narcotics and specialty crimes in the City.
4. Continue to lower the crime rate in the City
5. Continue to foster positive working relationships with citizens and visitors in an effort to deal with crime proactively and to improve public safety perception in the City.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|---|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|--------------|
| Police Department - Administration | | | | | | |
| Accreditation/Grants Coordinator | 110/3 | 18.3227 | 38,111 | 19,297 | 57,408 | 1.00 |
| Dispatch Supervisor | 108/8 | 19.2101 | 39,957 | 22,370 | 62,327 | 1.00 |
| Dispatcher I | 105/5 | 15.2130 | 31,643 | 16,904 | 48,547 | 1.00 |
| Dispatcher I | 105/6 | 15.6602 | 32,573 | 17,248 | 49,821 | 1.00 |
| Dispatcher I | 105/3 | 14.3564 | 29,861 | 22,278 | 52,140 | 1.00 |
| Dispatcher I | 105/2 | 13.9464 | 29,009 | 15,929 | 44,937 | 1.00 |
| Dispatcher I | 105/3 | 14.3564 | 29,861 | 16,244 | 46,106 | 1.00 |
| Dispatcher I | 105/2 | 13.9464 | 29,009 | 15,929 | 44,937 | 1.00 |
| Evidence Custodian | 109/8 | 20.1704 | 41,954 | 20,719 | 62,673 | 1.00 |
| Records Clerk I | 105/9 | 17.0825 | 35,532 | 18,342 | 53,874 | 1.00 |
| Records Clerk II | 107/13 | 21.1474 | 43,987 | 21,471 | 65,457 | 1.00 |
| Victim Advocate | 110/5 | 19.4159 | 40,385 | 20,138 | 60,523 | 1.00 |
| Festival Overtime | | | 5,000 | 1,833 | 6,833 | |
| Overtime | | | 20,000 | 7,333 | 27,333 | |
| | | | 446,882 | 236,034 | 682,916 | 12.00 |
| Maintenance Technician (29hr week) | 103P/3 | 13.0214 | 19,636 | 1,992 | 21,628 | 0.75 |
| Crime Analyst - Part Time | 103P/3 | 13.0214 | 19,636 | 1,535 | 21,171 | 0.75 |
| | | | 39,273 | 3,526 | 42,799 | 1.50 |
| | | | 486,154 | 239,561 | 725,715 | 13.50 |
| Police Department - Crossing Guards | | | | | | |
| Crossing Guard | 101C/3 | 13.2295 | 5,292 | 523 | 5,814 | 0.25 |
| Crossing Guard | 101C/3 | 13.2295 | 5,292 | 523 | 5,814 | 0.25 |
| Crossing Guard | 101C/9 | 15.7992 | 11,059 | 1,092 | 12,151 | 0.25 |
| Crossing Guard | 101C/4 | 13.6289 | 5,452 | 538 | 5,990 | 0.25 |
| Crossing Guard | 101C/2 | 12.8456 | 5,138 | 507 | 5,646 | 0.25 |
| Crossing Guard | 101C/2 | 12.8456 | 6,423 | 634 | 7,057 | 0.25 |
| Crossing Guard | 101C/3 | 13.2295 | 5,292 | 523 | 5,814 | 0.25 |
| | | | 43,947 | 4,339 | 48,287 | 1.75 |
| Police Department - Part-time Patrol | | | | | | |
| Park Patrol - Sworn | 110SP/3 | 17.4911 | 26,377 | 2,604 | 28,981 | 0.75 |
| Park Patrol - Sworn | 110SP/3 | 17.4911 | 26,377 | 2,604 | 28,981 | 0.75 |
| | | | 52,753 | 5,209 | 57,962 | 1.50 |
| Police Department - Executive Sworn Officers | | | | | | |
| Chief of Police | 122S/6 | 43.3633 | 90,196 | 38,721 | 128,917 | 1.00 |
| Captain | 118S/4 | 34.4812 | 71,721 | 35,781 | 107,502 | 1.00 |
| Captain | 118S/4 | 34.4812 | 71,721 | 37,888 | 109,609 | 1.00 |
| Career Development/Education | | | 4,030 | 1,395 | 5,425 | |
| Clothing Allowance | | | 1,500 | 519 | 2,019 | |
| | | | 239,167 | 114,304 | 353,472 | 3.00 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION (CONTINUED)**

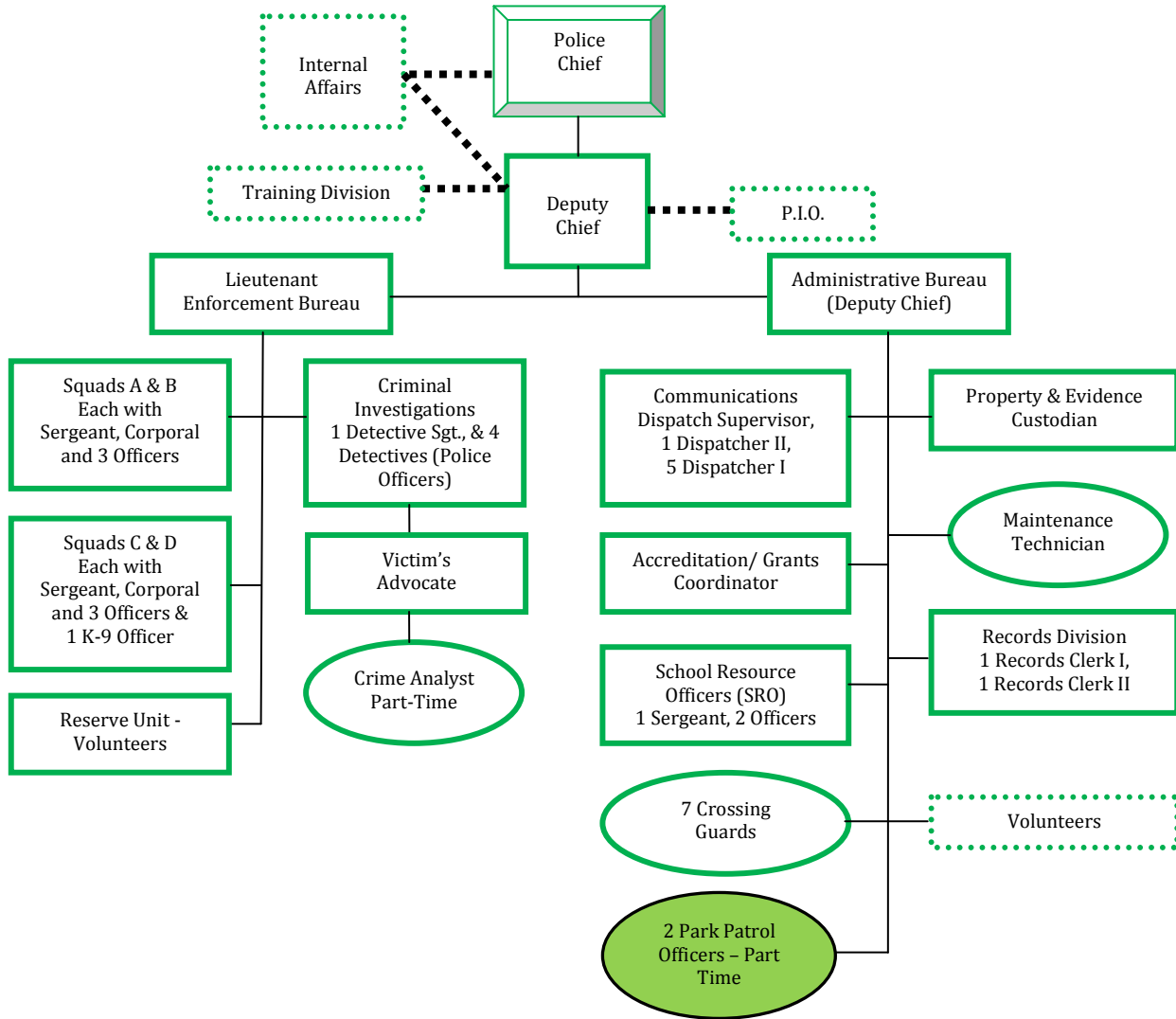
| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|------------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|--------------|
| Police Department - Sworn Officers | | | | | | |
| Police Sergeant | 113SO/8 | 29.5192 | 66,005 | 35,763 | 101,768 | 1.00 |
| Police Sergeant | 113SO/3 | 25.9132 | 57,942 | 21,558 | 79,500 | 1.00 |
| Police Sergeant - DROP | 113SO/5 | 27.2996 | 61,042 | 11,428 | 72,470 | 1.00 |
| Police Sergeant - DROP | 113SO/4 | 26.5975 | 59,472 | 11,267 | 70,740 | 1.00 |
| Police Sergeant | 113SO/3 | 25.9132 | 57,942 | 26,732 | 84,674 | 1.00 |
| Police Sergeant | 113SO/3 | 25.9132 | 57,942 | 29,123 | 87,065 | 1.00 |
| Corporal - Longevity | 111SO/13 | 24.0890 | 55,344 | 25,767 | 81,111 | 1.00 |
| Corporal | 111SO/13 | 24.0890 | 53,863 | 31,250 | 85,113 | 1.00 |
| Corporal | 111SO/10 | 22.2062 | 49,653 | 23,651 | 73,304 | 1.00 |
| Corporal | 111SO/11 | 22.8166 | 51,018 | 26,549 | 77,567 | 1.00 |
| Corporal | 111SO/6 | 19.9226 | 44,547 | 27,786 | 72,333 | 1.00 |
| Police Officer | 110SO/12 | 22.3278 | 49,925 | 23,752 | 73,677 | 1.00 |
| Police Officer | 110SO/11 | 21.7303 | 48,589 | 23,256 | 71,845 | 1.00 |
| Police Officer - SRO | 110SO/11 | 21.7303 | 48,589 | 23,256 | 71,845 | 1.00 |
| Police Officer | 110SO/7 | 19.4960 | 43,593 | 21,399 | 64,992 | 1.00 |
| Police Officer | 110SO/6 | 18.9741 | 42,426 | 20,965 | 63,391 | 1.00 |
| Police Officer - SRO | 110SO/7 | 19.4960 | 43,593 | 21,399 | 64,992 | 1.00 |
| Police Officer | 110SO/8 | 20.0318 | 44,791 | 21,844 | 66,635 | 1.00 |
| Police Officer | 110SO/7 | 19.4960 | 43,593 | 27,433 | 71,026 | 1.00 |
| Police Officer | 110SO/6 | 18.9741 | 42,426 | 23,356 | 65,782 | 1.00 |
| Police Officer | 110SO/6 | 18.9741 | 42,426 | 20,965 | 63,391 | 1.00 |
| Police Officer | 110SO/5 | 18.4660 | 41,290 | 22,933 | 64,223 | 1.00 |
| Police Officer | 110SO/5 | 18.4660 | 41,290 | 20,543 | 61,833 | 1.00 |
| Police Officer | 110SO/5 | 18.4660 | 41,290 | 20,543 | 61,833 | 1.00 |
| Police Officer | 110SO/5 | 18.4660 | 41,290 | 20,543 | 61,833 | 1.00 |
| Police Officer | 110SO/5 | 18.4660 | 41,290 | 22,933 | 64,223 | 1.00 |
| Police Officer | 110SO/3 | 17.4911 | 39,110 | 19,733 | 58,843 | 1.00 |
| Police Officer | 110SO/3 | 17.4911 | 39,110 | 19,733 | 58,843 | 1.00 |
| Police Officer | 110SO/3 | 17.4911 | 39,110 | 19,733 | 58,843 | 1.00 |
| Police Officer | 110SO/3 | 17.4911 | 39,110 | 22,123 | 61,233 | 1.00 |
| Police Officer | 110SO/1 | 16.5672 | 37,044 | 18,966 | 56,010 | 1.00 |
| Clothing Allowance | | | 2,500 | 865 | 3,365 | |
| Career Development | | | 22,490 | 7,784 | 30,274 | |
| K-9 Extra Pay | | | 4,000 | 1,473 | 5,473 | |
| Overtime | | | 48,000 | 17,680 | 65,680 | |
| | | | <u>1,541,646</u> | <u>734,085</u> | <u>2,275,731</u> | <u>31.00</u> |
| TOTAL POLICE DEPARTMENT | | | <u>2,363,668</u> | <u>1,097,499</u> | <u>3,461,167</u> | <u>50.75</u> |



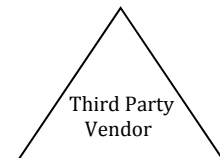
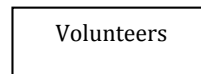
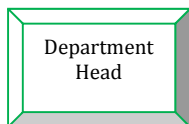
**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION (CONTINUED)**

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Police Department

| 001- 521- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-----------------------------------|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| POLICE DEPARTMENT EXPENSES | | | | | | |
| 511.0100 | Executive Salaries | 227,510 | 234,443 | 236,428 | 233,638 | -0.34% |
| 512.0100 | Regular Salaries | 407,921 | 409,302 | 395,000 | 421,882 | 3.07% |
| 512.0200 | Sworn Officer's Wages | 1,376,540 | 1,398,914 | 1,342,810 | 1,464,655 | 4.70% |
| 513.0100 | Part Time Wages | 82,428 | 87,130 | 74,617 | 92,026 | 5.62% |
| 513.0200 | School Crossing Guards | 50,323 | 43,004 | 51,877 | 43,948 | 2.20% |
| 514.0100 | Overtime - Regular | 30,917 | 49,100 | 44,240 | 49,000 | -0.20% |
| 514.0200 | Overtime - Holiday | 53,671 | 53,900 | 60,082 | 24,000 | -55.47% |
| 515.1000 | Incentive Payments to Officers | 25,723 | 24,000 | 26,352 | 30,520 | 27.17% |
| 515.2100 | Clothing Allowance - Taxable | 4,000 | 4,000 | 4,000 | 4,000 | 0.00% |
| 521.0100 | FICA Taxes | 167,438 | 175,859 | 170,000 | 180,821 | 2.82% |
| 522.2100 | Retirement General Employee | 117,829 | 131,624 | 133,163 | 128,925 | -2.05% |
| 522.2400 | Retirement Sworn | 443,773 | 435,173 | 448,000 | 447,617 | 2.86% |
| 552.2500 | Matching Deferred Comp | - | 26,427 | 14,036 | - | 0.00% |
| 523.0100 | Health Insurance | 222,683 | 263,400 | 260,000 | 289,689 | 9.98% |
| 523.0200 | Health Insurance -Dependent Subsidy | 36,839 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 5,962 | 7,806 | 5,763 | 8,101 | 3.78% |
| 524.0100 | Workers' Compensation | 40,394 | 41,983 | 41,314 | 42,340 | 0.85% |
| | PERSONNEL EXPENSES | 3,293,951 | 3,386,065 | 3,307,682 | 3,461,162 | 2.22% |
| 531.0300 | Membership Dues | 1,031 | 1,835 | 1,788 | 1,949 | 100.00% |
| 534.2100 | Employee Testing | 630 | 858 | 600 | 1,080 | 25.87% |
| 535.2100 | Special Investigation Account | 1,468 | 5,000 | 3,999 | 5,000 | 0.00% |
| 540.5100 | Travel and Per Diem | 6,248 | 8,365 | 8,000 | 8,000 | -4.36% |
| 540.5100- | | | | | | |
| 8212 | Travel and Per Diem - CRA Plan | 2,000 | 3,265 | - | - | -100.00% |
| 541.1100 | Communications | 39,609 | 43,575 | 43,575 | 52,090 | 19.54% |
| 541.1100- | | | | | | |
| 8212 | Communications - CRA Plan | 490 | 2,400 | 1,260 | - | -100.00% |
| 542.1200 | Postage and Mailing Services | 622 | 750 | 750 | 1,050 | 40.00% |
| 543.0000 | Utility Services | 34,633 | 32,400 | 35,610 | 34,500 | 6.48% |
| 544.0500 | Operating Lease | 6,571 | 8,148 | 8,148 | 8,148 | 0.00% |
| 545.1200 | Insurance | 60,807 | 71,917 | 71,917 | 69,997 | -2.67% |
| 545.9900 | Insurance Contingency | 1,801 | 5,000 | 6,108 | 5,000 | 0.00% |
| 546.3400 | Repair & Maintenance | 5,621 | 8,700 | 8,700 | 9,000 | 3.45% |
| 546.4000 | Vehicle Repair & Maintenance | 50,856 | 69,000 | 69,000 | 69,000 | 0.00% |
| 546.4000- | | | | | | |
| 8212 | Vehicle Repair & Maintenance - CRA Plan | 6,813 | 7,500 | 7,500 | 10,000 | 33.33% |
| 547.5100 | Printing and Binding | 2,211 | 2,450 | 2,450 | 2,250 | -8.16% |
| 549.0400- | | | | | | |
| 8212 | Partnership/Sponsorship - CRA Plan | - | 3,500 | - | 1,000 | -71.43% |
| 551.1200 | Office Supplies | 4,635 | 4,790 | 4,748 | 6,250 | 30.48% |
| 552.0000 | Hurricane Supplies | - | 3,000 | - | 5,000 | 66.67% |
| 552.1500 | Fuel and Lubricants | 109,788 | 100,000 | 75,520 | 88,315 | -11.69% |
| 552.1500- | | | | | | |
| 8212 | Fuel and Lubricants - CRA Plan | 26,091 | 33,500 | 19,372 | 25,000 | -25.37% |
| 552.2300 | Operating Expenses | 32,248 | 47,224 | 45,000 | 38,090 | -19.34% |
| 552.2300- | | | | | | |
| 9021 | Operating Expenses - PD E-Ticket Software Grant | - | 15,378 | 15,000 | - | -100.00% |
| 552.2500 | Spec Fund-Operating Supplies | 673 | 5,650 | 5,648 | - | -100.00% |
| 552.2600 | PD Special Programs | 1,000 | 1,000 | 1,000 | - | -100.00% |
| 552.3000 | Community Outreach | - | - | - | 3,500 | 100.00% |
| 552.4200 | Small Tools/Equipment | 9,607 | 3,553 | 3,553 | 4,000 | 12.58% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Police Department

| 001- 521- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| POLICE DEPARTMENT EXPENSES | | | | | | |
| 552.4200- | Small Tools/Equipment - Bulletproof Vest | | | | | |
| 9006 | Grant | 3,776 | 2,153 | 2,153 | 3,063 | 42.27% |
| 552.5100 | Uniform Purchases and Cleaning | 15,380 | 20,875 | 22,000 | 31,000 | 48.50% |
| 552.6000 | Canine Supplies | 2,120 | 4,083 | 2,571 | 5,200 | 27.36% |
| 554.0100 | Non-Capitalized Equipment | 8,456 | - | - | 1,620 | 100.00% |
| 554.1200 | Publications | 720 | 972 | 972 | 972 | 0.00% |
| 554.1400 | Accreditation | 7,649 | 2,900 | 2,900 | 7,560 | 160.69% |
| 555.1300 | Technical/Training | 12,774 | 14,160 | 14,160 | 15,060 | 6.36% |
| 555.1300- | | | | | | |
| 8212 | Technical/Training - CRA Plan | 1,200 | 3,000 | 1,596 | - | 0.00% |
| OPERATING EXPENSES | | 457,528 | 536,901 | 485,598 | 512,694 | -4.51% |
| 564.0100 | Machinery and Equipment | 32,275 | - | - | - | 0.00% |
| 564.0100- | | | | | | |
| 8212 | Machinery and Equipment - CRA Plan | - | 6,000 | 7,616 | - | -100.00% |
| 564.0100- | Machinery and Equipment - PD License | | | | | |
| 9018 | Plate Reader Program | 2,600 | - | - | - | 100.00% |
| 564.0200 | Police Dog Expense | 8,500 | - | - | - | 0.00% |
| 564.4900 | PD Capital Leases | 159,239 | 216,500 | 216,500 | 232,000 | 7.16% |
| CAPITAL EQUIPMENT PURCHASES | | 202,614 | 222,500 | 224,116 | 232,000 | 4.27% |
| 571.0100 | Princippal - Lease | 127,875 | 149,177 | 149,177 | 138,316 | -7.28% |
| 572.0100 | Interest - Lease | 4,644 | 4,866 | 4,866 | 3,900 | -19.85% |
| 573.0500 | New Lease | - | 6,759 | - | 45,300 | 570.22% |
| DEBT SERVICE | | 132,519 | 160,802 | 154,043 | 187,516 | 16.61% |
| GRANT EXPENSES | | | | | | |
| 001- 701 | | | | | | |
| GRANT OPERATING EXPENSES | | | | | | |
| 752.2300- | | | | | | |
| 9021 | PD E-Ticket Software Grant | - | 12,527 | 12,527 | - | -100.00% |
| 752.4200- | | | | | | |
| 9006 | Bulletproof Vest Grant | 1,568 | 2,153 | 2,153 | - | -100.00% |
| GRANT OPERATING EXPENSES | | 1,568 | 14,680 | 14,680 | - | -100.00% |
| GRANT CAPITAL EXPENSES | | | | | | |
| 764.0100- | | | | | | |
| 9018 | Bryne Grant Radios | 13,750 | - | - | - | 0.00% |
| 964.0100- | | | | | | |
| 9020 | Bryne Grant Radios | 13,912 | - | - | - | 0.00% |
| GRANT CAPITAL EQUIPMENT PURCHASES | | 27,662 | - | - | - | 0.00% |
| TOTAL EXPENSES | | 4,115,842 | 4,320,948 | 4,186,119 | 4,393,372 | 1.68% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| Dept 521-POLICE DEPARTMENT | | | |
| 001-521-511.0100 EXECUTIVE SALARIES | | | |
| CHIEF OF POLICE-99 | 1 | 90,196 | 90,196 |
| CAPTAIN - 105 | 1 | 71,721 | 71,721 |
| CAPTAIN - 114 | 1 | 71,721 | 71,721 |
| Totals for GL# 001-521-511.0100-EXECUTIVE SALARIES | | | 233,638 |
| 001-521-512.0100 REGULAR SALARIES | | | |
| ACCREDITATION/GRANT COORDINATOR-1415 | 1 | 38,111 | 38,111 |
| DISPATCH SUPERVISOR-1312 | 1 | 39,957 | 39,957 |
| DISPATCHER I-1472 | 1 | 29,861 | 29,861 |
| DISPATCHER I-1448 | 1 | 32,573 | 32,573 |
| DISPATCHER I-1372 | 1 | 31,643 | 31,643 |
| DISPATCHER I - 1543 | 1 | 29,009 | 29,009 |
| DISPATCHER I-1530 | 1 | 29,861 | 29,861 |
| DISPATCHER I - NEW HIRE | 1 | 29,009 | 29,009 |
| EVIDENCE CUSTODIAN-1461 | 1 | 41,954 | 41,954 |
| RECORDS CLERK I-1213 | 1 | 43,987 | 43,987 |
| RECORDS CLERK II-137 | 1 | 35,532 | 35,532 |
| VICTIM ADVOCATE-1371 | 1 | 40,385 | 40,385 |
| Totals for GL# 001-521-512.0100-REGULAR SALARIES | | | 421,882 |
| 001-521-512.0200 SWORN OFFICER'S WAGES | | | |
| CORPORAL-1488 | 1 | 44,547 | 44,547 |
| CORPORAL-1209 | 1 | 49,653 | 49,653 |
| CORPORAL-671 | 1 | 51,018 | 51,018 |
| CORPORAL-656 | 1 | 53,863 | 53,863 |
| CORPORAL-1293 | 1 | 55,344 | 55,344 |
| OFFICER-1367 | 1 | 43,593 | 43,593 |
| OFFICER-1225 | 1 | 48,589 | 48,589 |
| OFFICER-1544 | 1 | 39,110 | 39,110 |
| OFFICER-1226 | 1 | 49,925 | 49,925 |
| OFFICER-1515 | 1 | 41,290 | 41,290 |
| OFFICER-1382 | 1 | 43,593 | 43,593 |
| OFFICER-1550 | 1 | 39,110 | 39,110 |
| OFFICER-VACANT | 1 | 37,044 | 37,044 |
| OFFICER-1463 | 1 | 43,593 | 43,593 |
| OFFICER-1551 | 1 | 39,110 | 39,110 |
| OFFICER-1491 | 1 | 41,290 | 41,290 |
| OFFICER-1502 | 1 | 41,290 | 41,290 |
| OFFICER-1368 | 1 | 44,791 | 44,791 |
| OFFICER-1519 | 1 | 41,290 | 41,290 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-----------|
| 001-521-512.0200 SWORN OFFICER'S WAGES - CONTINUED | | | |
| OFFICER-1433 | 1 | 42,426 | 42,426 |
| OFFICER-1553 | 1 | 39,110 | 39,110 |
| OFFICER-1492 | 1 | 41,290 | 41,290 |
| OFFICER-1462 | 1 | 42,426 | 42,426 |
| OFFICER-1466 | 1 | 42,426 | 42,426 |
| OFFICER-1212 | 1 | 48,589 | 48,589 |
| SERGEANT-1357 | 1 | 57,942 | 57,942 |
| SERGEANT-626 | 1 | 66,005 | 66,005 |
| SERGEANT-631 | 1 | 57,942 | 57,942 |
| SERGEANT-1208 | 1 | 57,942 | 57,942 |
| SERGEANT/DROP-1220 | 1 | 61,042 | 61,042 |
| SERGEANT/DROP-664 | 1 | 59,472 | 59,472 |
| Totals for GL# 001-521-512.0200-SWORN OFFICER'S WAGES | | | 1,464,655 |
| 001-521-513.0100 PART TIME WAGES | | | |
| PARK PATROL-SWORN-1523 | 1 | 26,377 | 26,377 |
| CRIME ANALYST-ADMIN-1458 | 1 | 19,636 | 19,636 |
| MAINTENANCE TECH/30 HR WEEK-1489 | 1 | 19,636 | 19,636 |
| PARK PATROL-SWORN-1507 | 1 | 26,377 | 26,377 |
| Totals for GL# 001-521-513.0100-PART TIME WAGES | | | 92,026 |
| 001-521-513.0200 SCHOOL CROSSING GUARDS | | | |
| CROSSING GUARD-1465 | 1 | 5,292 | 5,292 |
| CROSSING GUARD-1504 | 1 | 5,292 | 5,292 |
| CROSSING GUARD-1440 | 1 | 11,059 | 11,059 |
| CROSSING GUARD-1413 | 1 | 5,452 | 5,452 |
| CROSSING GUARD-VACANT | 1 | 5,138 | 5,138 |
| CROSSING GUARD-1531 | 1 | 5,292 | 5,292 |
| CROSSING GUARD-VACANT | 1 | 6,423 | 6,423 |
| Totals for GL# 001-521-513.0200-SCHOOL CROSSING GUARDS | | | 43,948 |
| 001-521-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 44,000 | 44,000 |
| OVERTIME - CPIP/CRA | 1 | 5,000 | 5,000 |
| Totals for GL# 001-521-514.0100-OVERTIME - GE | | | 49,000 |
| 001-521-514.0200 OVERTIME - SWORN | | | |
| HOLIDAY OVERTIME | 1 | 24,000 | 24,000 |
| Totals for GL# 001-521-514.0200-OVERTIME - SWORN | | | 24,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 001-521-515.1000 INCENTIVE PAYMENTS TO OFFICERS | | | |
| CAREER DEVELOPMENT | 1 | 22,490 | 22,490 |
| K-9 EXTRA PAY | 1 | 4,000 | 4,000 |
| CAREER DEVELOPMENT - EXECUTIVE | 1 | 4,030 | 4,030 |
| Totals for GL# 001-521-515.1000-INCENTIVE PAYMENTS TO OFFICERS | | | 30,520 |
| 001-521-515.2100 CLOTHING ALLOWANCE - TAXABLE | | | |
| CHIEF OF POLICE | 1 | 500 | 500 |
| CAPTAINS | 2 | 500 | 1,000 |
| DETECTIVE CORPORAL | 1 | 500 | 500 |
| DETECTIVE SERGEANT | 1 | 500 | 500 |
| THREE DETECTIVES | 3 | 500 | 1,500 |
| Totals for GL# 001-521-515.2100-CLOTHING ALLOWANCE - TAXABLE | | | 4,000 |
| 001-521-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 180,821 | 180,821 |
| Totals for GL# 001-521-521.0100-FICA TAXES | | | 180,821 |
| 001-521-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 128,925 | 128,925 |
| Totals for GL# 001-521-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 128,925 |
| 001-521-522.2400 RETIREMENT SWORN | | | |
| SWORN OFFICERS RETIREMENT | 1 | 447,617 | 447,617 |
| Totals for GL# 001-521-522.2400-RETIREMENT SWORN | | | 447,617 |
| 001-521-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 31 | 5,174 | 160,394 |
| HEALTH INSURANCE - SPOUSE | 1 | 9,105 | 9,105 |
| HEALTH INSURANCE - CHILDREN | 7 | 7,564 | 52,948 |
| HEALTH INSURANCE - FAMILY | 6 | 11,207 | 67,242 |
| Totals for GL# 001-521-523.0100-HEALTH INSURANCE | | | 289,689 |
| 001-521-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 8,101 | 8,101 |
| Totals for GL# 001-521-523.0300-LIFE INSURANCE & EAP | | | 8,101 |
| 001-521-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 42,340 | 42,340 |
| Totals for GL# 001-521-524.0100-WORKERS' COMPENSATION | | | 42,340 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| 001-521-531.0300 MEMBERSHIP DUES | | | |
| FLORIDA POLICE CHIEF ASSOC (FPCA) | 3 | 200 | 600 |
| TAMPA BAY AREA CHIEF OF POLICE | 1 | 50 | 50 |
| INTERNATIONAL ASSOC. CHIEF OF POLICE (IACP) | 1 | 120 | 120 |
| PROPERTY & EVIDENCE ASSOC. OF FLORIDA (PEAF) | 1 | 25 | 25 |
| INT'L ASSOC. OF PROPERTY & EVIDENCE (IAPE) | 1 | 50 | 50 |
| APCO INTERNATIONAL INC. | 2 | 92 | 184 |
| NORTH AMERICAN POLICE WORK DOG (NAPWDA) | 3 | 45 | 135 |
| CRIME STOPPERS | 1 | 150 | 150 |
| INT'L ASSOC. OF LAW ENFORCEMENT FIREARMS INST., INC. (IALEFI) | 2 | 55 | 110 |
| MANATEE CO. JUVENILE JUSTICE MEMBERSHIP | 1 | 25 | 25 |
| SUNCOAST CRIME PREVENTION | 1 | 100 | 100 |
| FLA. DEPT. OF HEALTH (911 CERT.) FOR DISPATCHERS AND OFFICERS | 8 | 50 | 400 |
| Totals for GL# 001-521-531.0300-MEMBERSHIP DUES | | | 1,949 |
| 001-521-534.2100 EMPLOYEE TESTING | | | |
| EMPLOYEE TESTING FOR CRASHES | 1 | 580 | 580 |
| FITNESS FOR DUTY TESTING | 1 | 500 | 500 |
| Totals for GL# 001-521-534.2100-EMPLOYEE TESTING | | | 1,080 |
| 001-521-535.2100 SPECIAL INVESTIGATION ACCOUNT | | | |
| SPECIAL INVESTIGATIVE EXPENSES | 1 | 5,000 | 5,000 |
| Totals for GL# 001-521-535.2100-SPECIAL INVESTIGATION ACCOUNT | | | 5,000 |
| 001-521-540.5100 TRAVEL AND PER DIEM | | | |
| MEALS & PER DIEM | 1 | 3,400 | 3,400 |
| TRAVEL & HOTEL | 1 | 4,600 | 4,600 |
| Totals for GL# 001-521-540.5100-TRAVEL AND PER DIEM | | | 8,000 |
| 001-521-541.1100 COMMUNICATIONS | | | |
| ANNUAL RADIO CONTRACT | 1 | 19,500 | 19,500 |
| IN-CAR WIRELESS SERVICE | 1 | 16,975 | 16,975 |
| PDA'S & CELL PHONES (13 PHONES) | 13 | 586 | 7,615 |
| UNCOVERED RADIO REPAIRS | 1 | 4,000 | 4,000 |
| BASE STATION INSTALLATION | 2 | 2,000 | 4,000 |
| Totals for GL# 001-521-541.1100-COMMUNICATIONS | | | 52,090 |
| 001-521-542.1200 POSTAGE/MAILING SERVICE | | | |
| CH POSTAGE METER | 1 | 250 | 250 |
| OVERNIGHT SHIPPING | 1 | 800 | 800 |
| Totals for GL# 001-521-542.1200-POSTAGE/MAILING SERVICE | | | 1,050 |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 001-521-543.0000 UTILITY SERVICES | | | |
| CITY OF PALMETTO UTILITY | 1 | 8,500 | 8,500 |
| FPL | 1 | 26,000 | 26,000 |
| Totals for GL# 001-521-543.0000-UTILITY SERVICES | | | 34,500 |
| 001-521-544.0500 OPERATING LEASE | | | |
| CANON-ADV4235-SQUAD ROOM - PMT 23-34 OF 36 | 12 | 171 | 2,052 |
| CANON - ADV4235-SQUAD ROOM MAINT. | 12 | 75 | 900 |
| CANON - C5255 - RECORDS - PMT 20-32 OF 36 | 12 | 333 | 3,996 |
| CANON - C5255 - RECORDS MAINT. | 12 | 100 | 1,200 |
| Totals for GL# 001-521-544.0500-OPERATING LEASE | | | 8,148 |
| 001-521-545.1200 INSURANCE | | | |
| A-3 FIDUCIARY BOND PENSION | 1 | 125 | 125 |
| D-5 POLICE AD & D | 1 | 320 | 320 |
| D-5 STATE MANDATED AD & D | 1 | 2,000 | 2,000 |
| D-6 EXECUTIVE TRAVEL POLICE | 1 | 52 | 52 |
| GEN LIAB, AUTO, PROPERTY INS | 4 | 18,000 | 67,000 |
| NEW AUTO - OVERLAP AUTO INS | 1 | 500 | 500 |
| Totals for GL# 001-521-545.1200-INSURANCE | | | 69,997 |
| 001-521-545.9900 INSURANCE CONTINGENCY | | | |
| INSURANCE CONTINGENCY | 1 | 5,000 | 5,000 |
| Totals for GL# 001-521-545.9900-INSURANCE CONTINGENCY | | | 5,000 |
| 001-521-546.3400 REPAIR & MAINTENANCE | | | |
| AC MAINT. CONTRACT | 1 | 1,600 | 1,600 |
| FIRE EXT MAINT CONTRACT | 1 | 1,500 | 1,500 |
| GENERATOR MAINT CONTRACT | 1 | 1,600 | 1,600 |
| MISC AC REPAIRS | 1 | 2,000 | 2,000 |
| MISC BUILD & PLUMBING REPAIRS | 1 | 2,000 | 2,000 |
| PEST CONTROL | 4 | 75 | 300 |
| Totals for GL# 001-521-546.3400-REPAIR & MAINTENANCE | | | 9,000 |
| 001-521-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| UNINSURED VEH DAMAGE | 1 | 5,000 | 5,000 |
| VEHICLE MAINTENANCE, REPAIR/LEX CONTRACT | 1 | 50,000 | 50,000 |
| VEHICLE TIRES | 1 | 9,000 | 9,000 |
| MISC. VEHICLE MAINTENANCE/TOWING | 1 | 5,000 | 5,000 |
| Totals for GL# 001-521-546.4000-VEHICLE REPAIR & MAINTENANCE | | | 69,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| 001-521-546.4000-8212 VEHICLE REPAIR & MAINT - CRA PLAN | | | |
| VEH MAINT. (CRA), REPAIRS,SERVICE & TIRES | 1 | 10,000 | 10,000 |
| Totals for GL# 001-521-546.4000-8212-VEHICLE REPAIR & MAINT - CRA PLAN | | | 10,000 |
| 001-521-547.5100 PRINTING AND BINDING | | | |
| BUSINESS CARDS/STATIONERY | 1 | 500 | 500 |
| COPY SERVICE - FORMS | 1 | 1,000 | 1,000 |
| PRINTING THREE-PART FORMS | 1 | 750 | 750 |
| Totals for GL# 001-521-547.5100-PRINTING AND BINDING | | | 2,250 |
| 001-521-549.0400-8212 PARTNERSHIP/SPONSORSHIP - CRA PLAN | | | |
| CRIME STOPPERS PARTNERSHIP | 1 | 1,000 | 1,000 |
| Totals for GL# 001-521-549.0400-8212-PARTNERSHIP/SPONSORSHIP - CRA PLAN | | | 1,000 |
| 001-521-551.1200 OFFICE SUPPLIES | | | |
| COPY PAPER | 1 | 1,500 | 1,500 |
| OFFICE SUPPLIES | 1 | 2,500 | 2,500 |
| PRINTER / COPIER CARTRIDGES | 1 | 1,500 | 1,500 |
| RECORDS SUPPLIES | 1 | 750 | 750 |
| Totals for GL# 001-521-551.1200-OFFICE SUPPLIES | | | 6,250 |
| 001-521-552.0000 HURRICANE MATERIALS/SUPPLIES | | | |
| FOOD & WATER | 1 | 5,000 | 5,000 |
| Totals for GL# 001-521-552.0000-HURRICANE MATERIALS/SUPPLIES | | | 5,000 |
| 001-521-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL - NON - CRA VEHICLES | 1 | 88,315 | 88,315 |
| Totals for GL# 001-521-552.1500-FUEL AND LUBRICANTS | | | 88,315 |
| 001-521-552.1500-8212 FUEL AND LUBRICANTS - CRA SUB PLAN | | | |
| FUEL- CRA VEHICLES | 1 | 25,000 | 25,000 |
| Totals for GL# 001-521-552.1500-8212-FUEL AND LUBRICANTS - CRA SUB PLAN | | | 25,000 |
| 001-521-552.2300 OPERATING EXPENSES | | | |
| AMMO & TARGETS | 1 | 5,000 | 5,000 |
| ANNUAL AED MAINTENANCE | 1 | 100 | 100 |
| ANNUAL BIOHAZARD DISPOSAL-EVIDENCE DESTRUCTION | 1 | 750 | 750 |
| CONSUMABLE SUPPLIES | 1 | 3,000 | 3,000 |
| DUTY EQUIPMENT | 1 | 7,000 | 7,000 |
| HEPATITIS SHOTS (42) | 1 | 2,500 | 2,500 |
| HONOR THE BADGE (MOVED TO 552.300) | | 1,500 | |
| LEXIS NEXIS DATA, CID INVESTIGATION | 4 | 1,560 | 6,240 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 001-521-552.2300 OPERATING EXPENSES - CONTINUED | | | |
| P & E PACKAGING | 1 | 500 | 500 |
| FIRST AID | 1 | 300 | 300 |
| TASER ECD / STINGER REPLACEMENT | 10 | 1,000 | 10,000 |
| MANATEE COUNTY CLERK OFFICE | 1 | 400 | 400 |
| CENTRAL STORE | 1 | 2,300 | 2,300 |
| Totals for GL# 001-521-552.2300-OPERATING EXPENSES | | | 38,090 |
| 001-521-552.3000 COMMUNITY OUTREACH | | | |
| HONOR THE BADGE | 1 | 1,500 | 1,500 |
| SUMMER SLAM/YOUTH EVENT | 1 | 1,000 | 1,000 |
| COMMUNITY POLICING MATERIALS | 1 | 1,000 | 1,000 |
| Totals for GL# 001-521-552.3000-COMMUNITY OUTREACH | | | 3,500 |
| 001-521-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| ENF METER CALIBRATION | 1 | 3,000 | 3,000 |
| SMALL TOOLS / PARTS | 1 | 1,000 | 1,000 |
| Totals for GL# 001-521-552.4200-SMALL TOOLS/EQUIPMENT | | | 4,000 |
| 001-521-552.4200-9006 SMALL TOOL/EQUIP BULLETPROOF VEST | | | |
| BULLESTIC VEST / GRANT MATCH 50% | 1 | 3,063 | 3,063 |
| Totals for GL# 001-521-552.4200-9006-SMALL TOOL/EQUIP BULLETPROOF VEST | | | 3,063 |
| 001-521-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| ANNUAL SHOE ALLOWANCE / SWORN OFFICERS | 27 | 100 | 2,700 |
| DRY CLEANING & ALTERATIONS | 1 | 13,000 | 13,000 |
| SAFETY VESTS, POLOS, HATS | 1 | 2,500 | 2,500 |
| UNIFORMS | 1 | 5,000 | 5,000 |
| 39 ALL WEATHER JACKETS FOR OFFICERS | 39 | 200 | 7,800 |
| Totals for GL# 001-521-552.5100-UNIFORM PURCHASES AND CLEANING | | | 31,000 |
| 001-521-552.6000 CANINE SUPPLIES | | | |
| K-9 FOOD | 1 | 1,200 | 1,200 |
| K-9 EQUIPMENT | 1 | 1,000 | 1,000 |
| VETERINARIAN SERVICES | 1 | 3,000 | 3,000 |
| Totals for GL# 001-521-552.6000-CANINE SUPPLIES | | | 5,200 |
| 001-521-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| FELLOWES FORTISHRED 3250S (SHREDDER FOR DISPATCH) | 1 | 1,620 | 1,620 |
| Totals for GL# 001-521-554.0100-NON-CAPITALIZED EQUIPMENT | | | 1,620 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| 001-521-554.1200 PUBLICATIONS | | | |
| LEGAL HANDBOOKS | 1 | 972 | 972 |
| Totals for GL# 001-521-554.1200-PUBLICATIONS | | | 972 |
| 001-521-554.1400 ACCREDITATION | | | |
| ACCREDITATION ANNUAL, CFA, FLA PAC | 1 | 1,400 | 1,400 |
| CONFERENCES & TRAINING | 1 | 2,500 | 2,500 |
| MOCK ASSESSMENT | 1 | 1,700 | 1,700 |
| ON SITE VISIT | 1 | 1,960 | 1,960 |
| Totals for GL# 001-521-554.1400-ACCREDITATION | | | 7,560 |
| 001-521-555.1300 TECHNICAL/TRAINING | | | |
| DISPATCH TRAINING - PLS / APCO | 1 | 1,000 | 1,000 |
| FIRST AID TRAINING - ANNUAL, ALL | 1 | 1,000 | 1,000 |
| NAPWDA CONFERENCE, K-9 | 1 | 600 | 600 |
| ON-LINE TRAINING - POLICEONE | 1 | 1,760 | 1,760 |
| RANGE FEES - PISTOL, RIFLE (MTI, LOGUE RD) | 1 | 4,500 | 4,500 |
| SWORN/NON-SWORN MISC. TRAINING | 1 | 5,000 | 5,000 |
| TRAINING CONFERENCES | 1 | 1,200 | 1,200 |
| Totals for GL# 001-521-555.1300-TECHNICAL/TRAINING | | | 15,060 |
| 001-521-564.4900 PD CAPITAL LEASES | | | |
| NEW RADIOS (21 MOBILE/CAR & 11 PORTABLE) | 1 | 95,000 | 95,000 |
| ADMINISTRATIVE CHEVY TAHOE | 1 | 35,000 | 35,000 |
| DODGE CHARGER PATROL VEHICLE | 3 | 34,000 | 102,000 |
| Totals for GL# 001-521-564.4900-PD CAPITAL LEASES | | | 232,000 |
| 001-521-571.0100 PRINC - LEASE | | | |
| P# 15-16F FA# 20087-20102 RADIOS, FA#20103,20127-20129,20132 CAI | 2 | 11,776 | 23,552 |
| P# 11-14 FA# 20151,20155 CAR 46/47/57-60 | 4 | 5,345 | 21,380 |
| P# 07-10 FA# 20187-88/77 TAHOE 20200 CHGR | 4 | 9,999 | 39,996 |
| P# 03-06 FA# 20248-20269 RADIOS, 20271-20272 CHARGER, 20274 TAHOE | 4 | 13,347 | 53,388 |
| Totals for GL# 001-521-571.0100-PRINC - LEASE | | | 138,316 |
| 001-521-572.0100 INT EXP - LEASE | | | |
| P# 15-16F FA# 20087-20102 RADIOS, FA#20103,20127-20129,20132 CAI | 2 | 76 | 152 |
| P# 11-14 FA# 20151,20155 CAR 46/47/57-60 | 4 | 96 | 384 |
| P# 07-10 FA# 20187-88/77 TAHOE 20200 CHGR | 4 | 258 | 1,032 |
| P# 03-06 FA# 20248-20269 RADIOS, 20271-20272 CHARGER, 20274 TAHOE | 4 | 583 | 2,332 |
| Totals for GL# 001-521-572.0100-INT EXP - LEASE | | | 3,900 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Police Department
Fund 001; Department 521

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|-----------------|-------------------|--------------|
| 001-521-573.0500 NEW DEBT SERVICE | | | |
| NEW DEBT SERVICE FOR LEASE, 3 PAYMENTS | 3 | 15,100 | 45,300 |
| Totals for GL# 001-521-573.0500-NEW DEBT SERVICE | | | 45,300 |
| Totals for dept 521-POLICE DEPARTMENT | | | 4,393,372 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Code Enforcement - 523

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

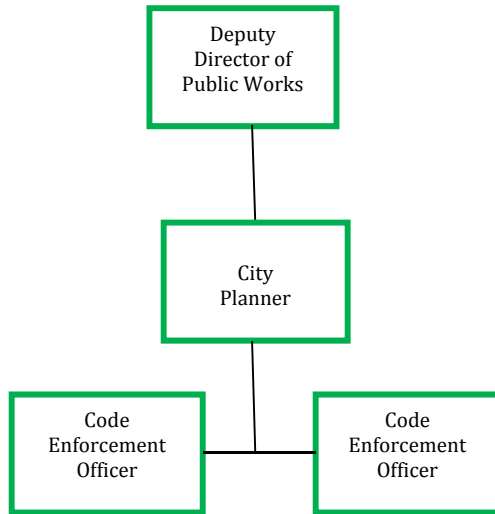


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

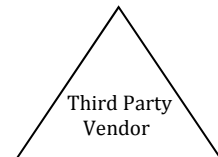
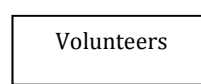
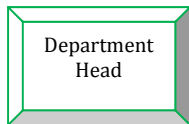
**CODE ENFORCEMENT
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Code Enforcement Officer | 109/7 | 19.5943 | 40,756 | 15,752 | 56,509 | 1.00 |
| Code Enforcement Officer | 109/8 | 20.1704 | 41,954 | 21,389 | 63,343 | 1.00 |
| Total Code Enforcement | | | 82,711 | 37,141 | 119,852 | 2.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Code Enforcement

| 001- 523- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------------|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| CODE ENFORCEMENT EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 83,710 | 83,648 | 54,862 | 82,710 | -1.12% |
| 521.0100 | FICA Taxes | 6,358 | 6,259 | 4,168 | 6,327 | 1.09% |
| 522.2100 | Retirement General Employee | 25,715 | 25,091 | 17,323 | 23,862 | -4.90% |
| 523.0100 | Health and Dental Insurance | 10,317 | 6,878 | 3,913 | 5,174 | -24.77% |
| 523.0200 | Health Insurance -Dependent Subsidy | 1,744 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 253 | 331 | 148 | 320 | -3.32% |
| 524.0100 | Workers' Compensation | 1,445 | 1,527 | 325 | 1,458 | -4.52% |
| 529.0000 | Career Advancement | - | - | - | 1,243 | 100.00% |
| | PERSONNEL EXPENSES | 129,542 | 123,734 | 80,739 | 121,094 | -2.13% |
| 531.0100 | Consulting/Contract Services | - | 4,845 | 4,845 | - | -100.00% |
| 531.0300 | Membership Dues | 70 | 70 | 70 | 50 | -28.57% |
| 531.0600 | Attorney Fees - Code Enforcement Board | 96 | 2,400 | 500 | 2,500 | 4.17% |
| 534.1700 | Lot/Tree Clear - Pass Thru | 3,605 | 3,000 | 1,100 | 4,000 | 33.33% |
| 540.5100 | Travel and Per Diem | 96 | 1,020 | 650 | 500 | -50.98% |
| 541.1100 | Communications | 607 | 987 | 880 | 1,200 | 21.58% |
| 542.1200 | Postage/Mailing Service | - | 800 | 600 | 500 | -37.50% |
| 544.0500 | Operating Lease | - | 100 | 100 | 500 | 400.00% |
| 545.1200 | Insurance | 2,556 | 3,084 | 3,084 | 2,850 | -7.59% |
| 546.4000 | Vehicle Repair & Maintenance | 454 | 1,414 | 1,000 | 1,000 | -29.28% |
| 547.5100 | Printing/Binding | 88 | 302 | 302 | 100 | -66.89% |
| 551.1200 | Office Supplies | 44 | 100 | 100 | 100 | 0.00% |
| 552.1500 | Fuel and Lubricants | 4,364 | 3,272 | 1,854 | 4,000 | 22.25% |
| 552.2300 | Operating Expenses | 673 | 1,535 | 1,600 | 1,500 | -2.28% |
| 552.3900 | Safety Program Expense | 10 | 25 | 25 | 100 | 300.00% |
| 552.4200 | Small Tools/Equipment | 1,460 | 87 | 50 | 200 | 129.89% |
| 552.5100 | Uniform Purchases and Cleaning | 293 | 288 | 288 | 300 | 4.17% |
| 555.1300 | Technical/Training | 701 | 1,015 | 750 | 940 | -7.39% |
| 595.0000 | Doubtful Accounts Expense | - | - | 197 | - | 0.00% |
| | OPERATING EXPENSES | 15,117 | 24,344 | 17,995 | 20,340 | -16.45% |
| | TOTAL EXPENSES | 144,659 | 148,078 | 98,734 | 141,434 | -4.49% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Code Enforcement Department
Fund 001; Department 523

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| Dept 523-CODE ENFORCEMENT | | | |
| 001-523-512.0100 REGULAR SALARIES | | | |
| CODE ENFORCEMENT OFFICER-1548 | 1 | 40,756 | 40,756 |
| CODE ENFORCEMENT OFFICER-1546 | 1 | 41,954 | 41,954 |
| Totals for GL# 001-523-512.0100-REGULAR SALARIES | | | 82,710 |
| 001-523-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 6,327 | 6,327 |
| Totals for GL# 001-523-521.0100-FICA TAXES | | | 6,327 |
| 001-523-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEE RETIREMENT | 1 | 23,862 | 23,862 |
| Totals for GL# 001-523-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 23,862 |
| 001-523-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 1 | 5,174 | 5,174 |
| Totals for GL# 001-523-523.0100-HEALTH INSURANCE | | | 5,174 |
| 001-523-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 320 | 320 |
| Totals for GL# 001-523-523.0300-LIFE INSURANCE & EAP | | | 320 |
| 001-523-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 1,458 | 1,458 |
| Totals for GL# 001-523-524.0100-WORKERS' COMPENSATION | | | 1,458 |
| 001-523-529.0000 CAREER ADVANCEMENT | | | |
| STEP FOR CERTIFICATION | 1 | 1,243 | 1,243 |
| Totals for GL# 001-523-529.0000-CAREER ADVANCEMENT | | | 1,243 |
| 001-523-531.0300 MEMBERSHIP DUES | | | |
| FACE ANNUAL MEMBERSHIP FEES | 1 | 50 | 50 |
| Totals for GL# 001-523-531.0300-MEMBERSHIP DUES | | | 50 |
| 001-523-531.0600 ATTORNEY FEES - CODE ENF BOARD | | | |
| CE BOARD ATTORNEY MONTHLY FEES | 1 | 2,500 | 2,500 |
| Totals for GL# 001-523-531.0600-ATTORNEY FEES - CODE ENF BOARD | | | 2,500 |
| 001-523-534.1700 LOT CLEARING - PASS THRU | | | |
| NUISANCE ABATE LOT CLEARING | 1 | 4,000 | 4,000 |
| Totals for GL# 001-523-534.1700-LOT CLEARING - PASS THRU | | | 4,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Code Enforcement Department
Fund 001; Department 523

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 001-523-540.5100 TRAVEL AND PER DIEM | | | |
| FACE ANNUAL TRAINING CONFERENCE-CEO | 1 | 500 | 500 |
| Totals for GL# 001-523-540.5100-TRAVEL AND PER DIEM | | | 500 |
| 001-523-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE-CODE ENFORCEMENT | 12 | 50 | 600 |
| CELL SERVICE-CODE ENFORCEMENT | 12 | 50 | 600 |
| Totals for GL# 001-523-541.1100-COMMUNICATIONS | | | 1,200 |
| 001-523-542.1200 POSTAGE/MAILING SERVICE | | | |
| REFILL POSTAGE METER | 1 | 500 | 500 |
| Totals for GL# 001-523-542.1200-POSTAGE/MAILING SERVICE | | | 500 |
| 001-523-544.0500 OPERATING LEASE | | | |
| OPERATING LEASE-COPY OVERAGES | 1 | 500 | 500 |
| Totals for GL# 001-523-544.0500-OPERATING LEASE | | | 500 |
| 001-523-545.1200 INSURANCE | | | |
| GEN LIAB-AUTO-PROPERTY INSURANCE | 4 | 775 | 2,850 |
| Totals for GL# 001-523-545.1200-INSURANCE | | | 2,850 |
| 001-523-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| FA#17492 PICKUP, FORD 4X4 | 1 | 500 | 500 |
| FA#17525 FORD F150, 1/2 TON | 1 | 500 | 500 |
| Totals for GL# 001-523-546.4000-VEHICLE REPAIR & MAINTENANCE | | | 1,000 |
| 001-523-547.5100 PRINTING AND BINDING | | | |
| PRINTING-NOTICES-DOOR HANGERS | 1 | 100 | 100 |
| Totals for GL# 001-523-547.5100-PRINTING AND BINDING | | | 100 |
| 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 | 2,000 | 2,000 |
| FUEL-OIL CEO VEHICLE FA#17492 | 1 | 2,000 | 2,000 |
| Totals for GL# 001-523-552.1500-FUEL AND LUBRICANTS | | | 4,000 |
| 001-523-552.2300 OPERATING EXPENSES | | | |
| MANTEE COURT RECORDING FEES | 1 | 1,500 | 1,500 |
| Totals for GL# 001-523-552.2300-OPERATING EXPENSES | | | 1,500 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Code Enforcement Department
Fund 001; Department 523

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 001-523-552.3900 SAFETY PROGRAM EXPENSE | | | |
| SAFETY PPE AS NEEDED | 1 | 100 | 100 |
| Totals for GL# 001-523-552.3900-SAFETY PROGRAM EXPENSE | | | 100 |
| 001-523-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| HAND TOOLS AS NEEDED | 2 | 100 | 200 |
| Totals for GL# 001-523-552.4200-SMALL TOOLS/EQUIPMENT | | | 200 |
| 001-523-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| UNIFORM SHIRTS CEO - 2 EMPLOYEES | 2 | 150 | 300 |
| Totals for GL# 001-523-552.5100-UNIFORM PURCHASES AND CLEANING | | | 300 |
| 001-523-555.1300 TECHNICAL/TRAINING | | | |
| FACE CERTIFICATION EXAM | 1 | 100 | 100 |
| FACE CONFERENCE-TRAINING FEE | 1 | 340 | 340 |
| FACE LEVEL TRAINING | 1 | 500 | 500 |
| Totals for GL# 001-523-555.1300-TECHNICAL/TRAINING | | | 940 |
| Totals for dept 523-CODE ENFORCEMENT | | | 141,434 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Public Works Administration - 540

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

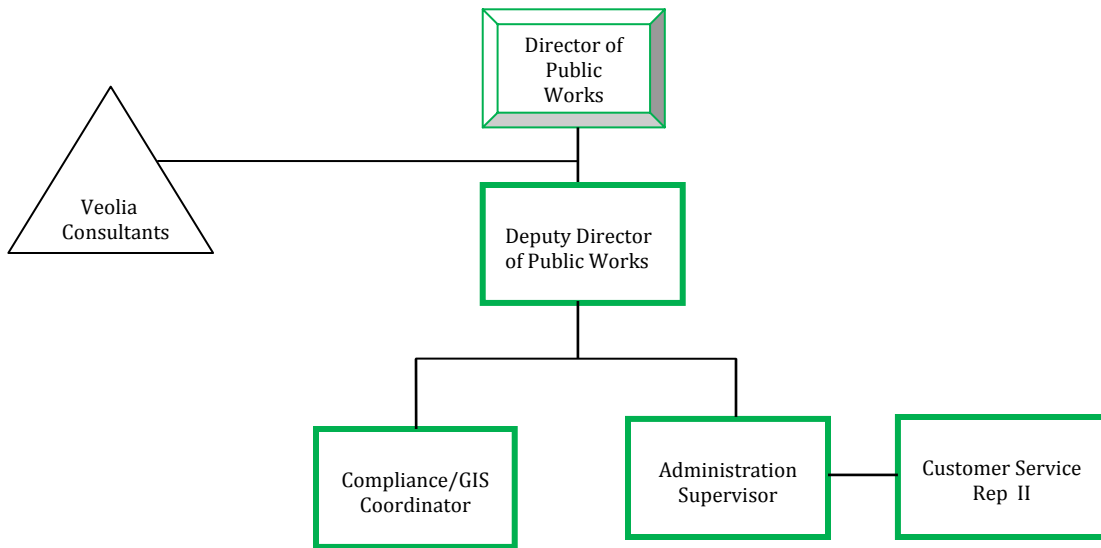


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

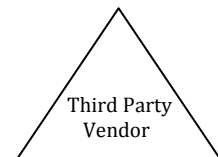
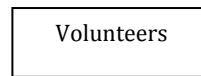
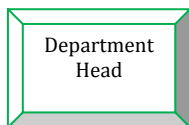
**PUBLIC WORKS ADMINISTRATION
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-----------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|------------|
| Deputy Director of Public Works | 120/15 | 42.2562 | 87,893 | 39,120 | 127,013 | 1.00 |
| Deputy Director of Administration | 112/13 | 26.9900 | 56,139 | 25,967 | 82,107 | 1.00 |
| Customer Service Rep II | 105/3 | 13.9464 | 29,009 | 15,929 | 44,937 | 1.00 |
| Compliance/GIS Coordinator | 109/4 | 17.9630 | 37,363 | 19,617 | 56,980 | 1.00 |
| Director-Public Work | 122S/6 | 43.3633 | 90,196 | 13,988 | 104,183 | 1.00 |
| | | | 300,599 | 114,621 | 415,220 | 5.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Public Works Administration

| 001- 540- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|---------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| PUBLIC WORKS ADMINISTRATION EXPENSES | | | | | | |
| 511.0100 | Executive Salaries | 83,970 | 87,027 | 84,684 | 90,196 | 3.64% |
| 512.0100 | Regular Salaries | 172,574 | 203,179 | 199,346 | 210,404 | 3.56% |
| 514.0100 | Overtime | - | - | 1,535 | - | 0.00% |
| 521.0100 | FICA Taxes | 19,167 | 22,201 | 21,554 | 22,996 | 3.58% |
| 522.2100 | Retirement General Employee | 53,010 | 62,295 | 61,753 | 60,701 | -2.56% |
| 523.0100 | Health and Dental Insurance | 22,784 | 22,339 | 22,814 | 25,870 | 15.81% |
| 523.0200 | Health Insurance -Dependent Subsidy | 3,851 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 730 | 1,075 | 809 | 1,116 | 3.81% |
| 524.0100 | Workers' Compensation | 3,010 | 3,233 | 4,793 | 3,937 | 21.78% |
| | PERSONNEL EXPENSES | 359,096 | 401,349 | 397,288 | 415,220 | 3.46% |
| 531.0300 | Membership Dues | 512 | 726 | 900 | 734 | 1.10% |
| 531.1600 | Contract Services | 12,439 | 12,989 | 13,000 | 12,778 | -1.62% |
| 531.2000 | Engineering Services | - | 5,250 | 2,500 | 10,000 | 90.48% |
| 534.2100 | Employee Testing | 210 | 500 | 500 | 500 | 0.00% |
| 540.5100 | Travel and Per Diem | 225 | 86 | (160) | 300 | 248.84% |
| 541.1100 | Communications | 1,052 | 1,880 | 1,200 | 1,980 | 5.32% |
| 542.1200 | Postage/Mailing Services | 326 | 500 | 500 | 500 | 0.00% |
| 543.0000 | Utility Services | 36,624 | 38,000 | 38,000 | 40,000 | 5.26% |
| 544.0500 | Operating Lease | 4,220 | 5,479 | 5,500 | 5,368 | -2.03% |
| 545.1200 | Insurance | 7,766 | 9,871 | 9,871 | 9,667 | -2.07% |
| 545.9900 | Insurance Contingency | 9,702 | 5,000 | 2,573 | 5,000 | 0.00% |
| 546.3400 | Repair & Maintenance | 15,535 | 10,834 | 10,834 | 14,000 | 29.22% |
| 546.4000 | Vehicle Repair & Maintenance | 2,024 | 651 | 1,000 | 2,000 | 207.22% |
| 547.5100 | Printing and Binding | 160 | - | - | 100 | 100.00% |
| 549.0200 | Issues to EMS | 3,421 | 3,000 | 150 | 158 | -94.73% |
| 549.0300 | Issues to North River Fire Department | 32,131 | 29,000 | 25,445 | 25,572 | -11.82% |
| 551.1200 | Office Supplies | 678 | 700 | 750 | 700 | 0.00% |
| 552.1500 | Fuel and Lubricants | 3,175 | 3,000 | 2,720 | 3,000 | 0.00% |
| 552.2300 | Operating Expenses | 2,905 | 6,479 | 7,500 | 6,780 | 4.65% |
| 552.3900 | Safety Program Expense | 972 | 1,157 | 1,300 | 1,400 | 21.00% |
| 552.4200 | Small Tools Minor Equipment | 263 | 2,132 | 2,500 | 100 | -95.31% |
| 552.5100 | Uniform Purchases and Cleaning | 377 | 875 | 630 | 875 | 0.00% |
| 554.0100 | Non-Capitalized Equipment | - | - | 600 | 500 | 100.00% |
| 554.1200 | Publications | - | 351 | 351 | 500 | 42.45% |
| 555.1300 | Technical/Training | 145 | 732 | 690 | 594 | -18.85% |
| | OPERATING EXPENSES | 134,862 | 139,192 | 128,854 | 143,106 | 2.81% |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

General Fund - Public Works Administration

| 001- 540- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|------------------------------------|----------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| PUBLIC WORKS ADMINISTRATION EXPENSES | | | | | | |
| 564.4900 | Capital Leases | - | 15,600 | 15,600 | - | -100.00% |
| | CAPITAL EQUIPMENT PURCHASES | - | 15,600 | 15,600 | - | -100.00% |
| 571.0100 | Principal - Lease | 5,987 | 4,344 | 4,344 | 2,616 | -39.78% |
| 572.0100 | Interest Expense - Lease | 169 | 100 | 100 | 116 | 16.00% |
| 573.0500 | New Lease | - | 1,686 | - | - | 0.00% |
| | DEBT SERVICE | 6,156 | 6,130 | 4,444 | 2,732 | -55.43% |
| | TOTAL EXPENSES | 500,114 | 562,271 | 546,186 | 561,058 | -0.22% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Public Works Administration Department
Fund 001; Department 540

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 540-PUBLIC WORKS ADMINISTRATION | | | |
| 001-540-511.0100 EXECUTIVE SALARIES | | | |
| PUBLIC WORKS DIRECTOR-1469 | 1 | 90,196 | 90,196 |
| Totals for GL# 001-540-511.0100-EXECUTIVE SALARIES | | | 90,196 |
| 001-540-512.0100 REGULAR SALARIES | | | |
| COMPLIANCE/GIS COORDINATOR-1495 | 1 | 37,363 | 37,363 |
| CUSTOMER SERVICE REP II-1520 | 1 | 29,009 | 29,009 |
| DEPUTY DIRECTOR OF ADMIN-94 | 1 | 56,139 | 56,139 |
| DEPUTY DIRECTOR OF PUBLIC WORKS-1510 | 1 | 87,893 | 87,893 |
| Totals for GL# 001-540-512.0100-REGULAR SALARIES | | | 210,404 |
| 001-540-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 22,996 | 22,996 |
| Totals for GL# 001-540-521.0100-FICA TAXES | | | 22,996 |
| 001-540-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 60,701 | 60,701 |
| Totals for GL# 001-540-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 60,701 |
| 001-540-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 5 | 5,174 | 25,870 |
| Totals for GL# 001-540-523.0100-HEALTH INSURANCE | | | 25,870 |
| 001-540-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 1,116 | 1,116 |
| Totals for GL# 001-540-523.0300-LIFE INSURANCE & EAP | | | 1,116 |
| 001-540-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 3,937 | 3,937 |
| Totals for GL# 001-540-524.0100-WORKERS' COMPENSATION | | | 3,937 |
| 001-540-531.0300 MEMBERSHIP DUES | | | |
| MEMBERSHIP - AMERICAN PW ASSOC-DIRECTOR | 1 | 300 | 300 |
| MEMBERSHIP - TAMPA AREA SAFETY-RENEWAL | 1 | 220 | 220 |
| MEMBERSHIP - AMERICAN WATER WORKS ASSOCIATION | 1 | 214 | 214 |
| Totals for GL# 001-540-531.0300-MEMBERSHIP DUES | | | 734 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Public Works Administration Department
Fund 001; Department 540

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 001-540-531.1600 CONTRACT SERVICES | | | |
| AED PHYSIO-CONTROL SHARED COST-ON-SITE INSPECTION | 1 | 275 | 275 |
| JANITORIAL SERVICES PW FACILITIES | 12 | 699 | 8,388 |
| PEST CONTROL PW FACILITIES | 4 | 80 | 320 |
| SONITROL SECURITY MONITORING | 4 | 825 | 3,300 |
| SYN-TECH SYSTEMS MAINTENANCE 5/27/14-5/26/15 | 1 | 495 | 495 |
| Totals for GL# 001-540-531.1600-CONTRACT SERVICES | | | 12,778 |
| 001-540-531.2000 ENGINEERING SERVICES | | | |
| ENGINEERING SERVICES | 1 | 10,000 | 10,000 |
| Totals for GL# 001-540-531.2000-ENGINEERING SERVICES | | | 10,000 |
| 001-540-534.2100 EMPLOYEE TESTING | | | |
| DRUG-ALCOHOL TESTING ON-SITE | 1 | 500 | 500 |
| Totals for GL# 001-540-534.2100-EMPLOYEE TESTING | | | 500 |
| 001-540-540.5100 TRAVEL AND PER DIEM | | | |
| TRAVEL AND PER DIEM | 1 | 300 | 300 |
| Totals for GL# 001-540-540.5100-TRAVEL AND PER DIEM | | | 300 |
| 001-540-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE-PW ADMIN SUPERVISOR-JOHNSON | 12 | 10 | 120 |
| CELL SERVICE-PW CUSTOMER SERVICE | 12 | 5 | 60 |
| CELL SERVICE-PW DIRECTOR-TUSING | 12 | 50 | 600 |
| CELL SERVICE-PW DEPUTY DIRECTOR-VARGAS | 12 | 50 | 600 |
| CELL SERVICE-GIS-CARRANAZA | 12 | 50 | 600 |
| Totals for GL# 001-540-541.1100-COMMUNICATIONS | | | 1,980 |
| 001-540-542.1200 POSTAGE/MAILING SERVICES | | | |
| PITNEY BOWES DM100 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 | 20,000 | 20,000 |
| FPL | 1 | 20,000 | 20,000 |
| Totals for GL# 001-540-543.0000-UTILITY SERVICES | | | 40,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Public Works Administration Department
Fund 001; Department 540

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| 001-540-544.0500 OPERATING LEASE | | | |
| CANON-C5255-LEASE-PAYMENT#22-34 OF 36 | 12 | 299 | 3,588 |
| CANON-C5255-MAINTENANCE-MONTHLY | 12 | 94 | 1,128 |
| POSTAGE METER-LEASE | 4 | 163 | 652 |
| POSTAGE METER LEASE-QUARTERLY ENDS 1/15 | | | |
| Totals for GL# 001-540-544.0500-OPERATING LEASE | | | 5,368 |
| 001-540-545.1200 INSURANCE | | | |
| B-2 FUEL TANK PREMIUM AUGUST 14 | 1 | 675 | 715 |
| D-6 EXECUTIVE TRAVEL OCT 13 PW DIRECTOR | 1 | 52 | 52 |
| GEN LIAB, AUTO, PROPERTY INSURANCE QUARTERLY | 4 | 2,305 | 8,900 |
| Totals for GL# 001-540-545.1200-INSURANCE | | | 9,667 |
| 001-540-545.9900 INSURANCE CONTINGENCY - VEHICLE | | | |
| INSURANCE DEDUCTIBLES | 1 | 5,000 | 5,000 |
| Totals for GL# 001-540-545.9900-INSURANCE CONTINGENCY - VEHICLE | | | 5,000 |
| 001-540-546.3400 REPAIR & MAINTENANCE | | | |
| ABOVEGROUND TANK REPAIRS AS NEEDED | 1 | 2,000 | 2,000 |
| AC MAINTENANCE AS NEEDED | 1 | 1,000 | 1,000 |
| ELECTRIC GATE REPAIRS AS NEEDED | 1 | 1,000 | 1,000 |
| MAINTENANCE-CITY BUILDINGS AS NEEDED | 1 | 10,000 | 10,000 |
| Totals for GL# 001-540-546.3400-REPAIR & MAINTENANCE | | | 14,000 |
| 001-540-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| FA#17323 DURANGO,4-D,2004-DIRECTOR | 1 | 500 | 500 |
| FA#17325 FORD RANGER,2004-SPARE | 1 | 500 | 500 |
| FA#17333 FORD RANGER,2004-SPARE | 1 | 500 | 500 |
| FA#17494 FORD F150,2006-DEPUTY DIRECTOR | 1 | 500 | 500 |
| Totals for GL# 001-540-546.4000-VEHICLE REPAIR & MAINTENANCE | | | 2,000 |
| 001-540-547.5100 PRINTING AND BINDING | | | |
| BUSINESS CARDS | 1 | 100 | 100 |
| Totals for GL# 001-540-547.5100-PRINTING AND BINDING | | | 100 |
| 001-540-549.0200 ISSUES TO EMS | | | |
| EXPENSES PASSED THRU TO EMS | 1 | 158 | 158 |
| Totals for GL# 001-540-549.0200-ISSUES TO EMS | | | 158 |
| 001-540-549.0300 ISSUES TO NORTH RIVER RD | | | |
| EXPENSES PASSED THRU TO NRFD | 1 | 25,572 | 25,572 |
| Totals for GL# 001-540-549.0300-ISSUES TO NORTH RIVER RD | | | 25,572 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Public Works Administration Department
Fund 001; Department 540

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 001-540-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES AS NEEDED | 1 | 500 | 500 |
| PAPER FOR PLOTTER 24X50 YDS-AS NEEDED | 1 | 200 | 200 |
| Totals for GL# 001-540-551.1200-OFFICE SUPPLIES | | | 700 |
| 001-540-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL-LUBRICANT AS NEEDED | 1 | 3,000 | 3,000 |
| Totals for GL# 001-540-552.1500-FUEL AND LUBRICANTS | | | 3,000 |
| 001-540-552.2300 OPERATING EXPENSES | | | |
| ANNUAL COPIER PROPERTY TAX-ANNUALLY | 1 | 180 | 180 |
| ARCGIS | 1 | 4,900 | 4,900 |
| COFFEE AND WATER SERVICES AS NEEDED | 1 | 400 | 400 |
| JANITORIAL SUPPLIES AS NEEDED/STOCK | 1 | 300 | 300 |
| PRINTER CARTRIDGES/TONERS/PLOTTER AS NEEDED | 1 | 1,000 | 1,000 |
| Totals for GL# 001-540-552.2300-OPERATING EXPENSES | | | 6,780 |
| 001-540-552.3900 SAFETY PROGRAM EXPENSE | | | |
| FIRE EXTINGUISHER MAINTENANCE ANNUALLY | 1 | 1,000 | 1,000 |
| PPE SAFETY FOOTWEAR-DIR/DEPUTY DIRECTORS/GIS | 3 | 100 | 300 |
| PPE VEST/SAFETY GLASSES, ETC. AS NEEDED/STOCK | 1 | 100 | 100 |
| Totals for GL# 001-540-552.3900-SAFETY PROGRAM EXPENSE | | | 1,400 |
| 001-540-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| FIELD EQUIPMENT-STAKES AS NEEDED/STOCK | 1 | 100 | 100 |
| Totals for GL# 001-540-552.4200-SMALL TOOLS/EQUIPMENT | | | 100 |
| 001-540-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| CITY SHIRTS-DEPUTY DIR-VARGAS | 5 | 35 | 175 |
| CITY SHIRTS-DIRECTOR-TUSING | 5 | 35 | 175 |
| CITY SHIRTS-ADMIN SUPERVISOR-JOHNSON | 5 | 35 | 175 |
| CITY SHIRTS-GIS/COMPLIANCE-CARRANZA | 5 | 35 | 175 |
| CITY SHIRTS-CS II-WILSON | 5 | 35 | 175 |
| Totals for GL# 001-540-552.5100-UNIFORM PURCHASES AND CLEANING | | | 875 |
| 001-540-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| TASK CHAIRS REPLACEMENT | 2 | 250 | 500 |
| Totals for GL# 001-540-554.0100-NON-CAPITALIZED EQUIPMENT | | | 500 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Public Works Administration Department
Fund 001; Department 540

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 001-540-554.1200 PUBLICATIONS | | | |
| AWWA - MANUALS | 1 | 500 | 500 |
| Totals for GL# 001-540-554.1200-PUBLICATIONS | | | 500 |
| 001-540-555.1300 TECHNICAL/TRAINING | | | |
| BEGINEER COMPUTER 1-WORKFORCE | 2 | 99 | 198 |
| SEMINAR-CONFERENCE-EXCEL AS NEEDED | 2 | 99 | 198 |
| SEMINAR-CONFERENCE-WORD AS NEEDED | 2 | 99 | 198 |
| Totals for GL# 001-540-555.1300-TECHNICAL/TRAINING | | | 594 |
| 001-540-571.0100 PRINC - LEASE | | | |
| FA#20061 MITEL PHONE SYSTEM-PAYMENT#15-16F | | | |
| P# 03-06 FA# 20273 PLOTTER | 4 | 654 | 2,616 |
| Totals for GL# 001-540-571.0100-PRINC - LEASE | | | 2,616 |
| 001-540-572.0100 INT EXP - LEASE | | | |
| FA#20061 MITEL PHONE SYSTEM | | | |
| P# 03-06 FA# 20273 PLOTTER | 4 | 29 | 116 |
| Totals for GL# 001-540-572.0100-INT EXP - LEASE | | | 116 |
| Totals for dept 540-PUBLIC WORKS ADMINISTRATION | | | 561,058 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Planning - 543

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Complete new staff during fiscal year 2015.
- City Planner is now supervising Code Enforcement and Building Department

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

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

Cost Center Goals and Objectives:

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

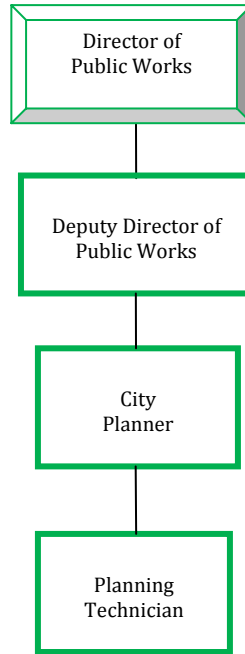


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

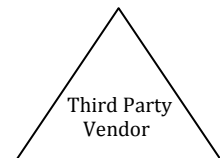
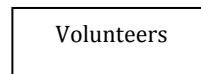
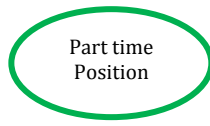
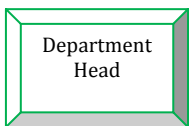
**PLANNING DEPARTMENT
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|---------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|------------|
| City Planner | 120/5 | 31.6263 | 65,783 | 29,536 | 95,318 | 1.00 |
| Planning Technician | 105/5 | 15.2130 | 31,643 | 19,294 | 50,937 | 1.00 |
| Total Planning | | | 97,426 | 48,829 | 146,255 | 2.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Planning Department

| 001- 543- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| PLANNING DEPARTMENT EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 56,182 | 92,818 | 89,594 | 97,426 | 4.96% |
| 514.0100 | Overtime | 81 | - | - | - | 0.00% |
| 521.0100 | FICA Taxes | 4,270 | 7,101 | 6,586 | 7,453 | 4.96% |
| 522.2100 | Retirement General Employee | 16,176 | 28,458 | 27,659 | 28,107 | -1.23% |
| 523.0100 | Health and Dental Insurance | 5,852 | 9,475 | 10,344 | 12,738 | 34.44% |
| 523.0200 | Health Insurance -Dependent Subsidy | 989 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 151 | 352 | 264 | 370 | 5.11% |
| 524.0100 | Workers' Compensation | 89 | 153 | 149 | 161 | 5.23% |
| 529.0000 | Career Advancement | - | - | - | 5,180 | 100.00% |
| | PERSONNEL EXPENSES | 83,790 | 138,357 | 134,596 | 151,435 | 9.45% |
| 531.0100 | Consult/Contract Services | 40,327 | 9,138 | 22,000 | 70,000 | 666.03% |
| 531.0300 | Membership Dues | 63 | - | - | 180 | 100.00% |
| 531.0900 | Legal Ads Pass-Thru | 548 | - | - | - | 0.00% |
| 531.1000 | Engineering Fees Pass Thru | 1,871 | - | - | - | 0.00% |
| 540.5100 | Travel and Per Diem | - | 388 | 15 | 600 | 54.64% |
| 541.1100 | Communications | - | - | 400 | 600 | 100.00% |
| 542.1200 | Postage/Mailing Services | 300 | 400 | 400 | 500 | 25.00% |
| 544.0500 | Operating Lease | 85 | 100 | 100 | 500 | 400.00% |
| 545.1200 | Insurance | 1,810 | 2,568 | 2,568 | 2,600 | 1.25% |
| 547.5100 | Printing and Binding | 181 | 574 | 574 | 400 | -30.31% |
| 548.9100 | Promotional Advertising | - | 200 | 200 | 5,500 | 2650.00% |
| 551.1200 | Office Supplies | 412 | 500 | 550 | 500 | 0.00% |
| 552.2300 | Operating Expenses | 474 | 700 | 750 | 500 | -28.57% |
| 552.4200 | Small Tools/Equipment | - | 100 | 100 | 100 | 0.00% |
| 554.0100 | Non-Capitalized Equipment | - | - | - | 1,500 | 100.00% |
| 554.1200 | Publications | - | 300 | 200 | 200 | -33.33% |
| 555.1300 | Technical/Training | - | 200 | 200 | 500 | 150.00% |
| | OPERATING EXPENSES | 46,071 | 15,168 | 28,057 | 84,180 | 454.98% |
| | TOTAL EXPENSES | 129,861 | 153,525 | 162,653 | 235,615 | 53.47% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Planning Department
Fund 001; Department 543

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| Dept 543-PLANNING | | | |
| 001-543-512.0100 REGULAR SALARIES | | | |
| PLANNER - 1541 | 1 | 65,783 | 65,783 |
| PLANNING TECHNICIAN-1459 | 1 | 31,643 | 31,643 |
| Totals for GL# 001-543-512.0100-REGULAR SALARIES | | | 97,426 |
| 001-543-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 7,453 | 7,453 |
| Totals for GL# 001-543-521.0100-FICA TAXES | | | 7,453 |
| 001-543-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 28,107 | 28,107 |
| Totals for GL# 001-543-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 28,107 |
| 001-543-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE -EMPLOYEE | 1 | 5,174 | 5,174 |
| HEALTH INSURANCE - CHILDREN | 1 | 7,564 | 7,564 |
| Totals for GL# 001-543-523.0100-HEALTH INSURANCE | | | 12,738 |
| 001-543-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 370 | 370 |
| Totals for GL# 001-543-523.0300-LIFE INSURANCE & EAP | | | 370 |
| 001-543-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 161 | 161 |
| Totals for GL# 001-543-524.0100-WORKERS' COMPENSATION | | | 161 |
| 001-543-529.0000 CAREER ADVANCEMENT | | | |
| 2 STEPS FOR CERTIFICATION | 1 | 3,908 | 3,908 |
| 1 STEP FOR CERTIFICATION | 1 | 1,272 | 1,272 |
| Totals for GL# 001-543-529.0000-CAREER ADVANCEMENT | | | 5,180 |
| 001-543-531.0100 CONSULTING | | | |
| CONSULTING-CONTRACT SERVICES-ENG-LEGAL ADS | 1 | 25,000 | 25,000 |
| COMPREHENSIVE PLAN UPDATE (REQUIRED BY STATE LAW) WILL REQUIRE EFFORT BEYOND CURRENT STAFF CURRENT STAFF. | | | |
| GIS SERVICES | 1 | 45,000 | 45,000 |
| Totals for GL# 001-543-531.0100-CONSULTING | | | 70,000 |
| 001-543-531.0300 MEMBERSHIP DUES | | | |
| <no text entered for footnote> | 1 | 180 | 180 |
| Totals for GL# 001-543-531.0300-MEMBERSHIP DUES | | | 180 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Planning Department
Fund 001; Department 543

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 001-543-540.5100 TRAVEL AND PER DIEM | | | |
| SEMINAR-CONFERENCE | 1 | 600 | 600 |
| Totals for GL# 001-543-540.5100-TRAVEL AND PER DIEM | | | 600 |
| 001-543-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE-SUPERVISOR | 12 | 50 | 600 |
| Totals for GL# 001-543-541.1100-COMMUNICATIONS | | | 600 |
| 001-543-542.1200 POSTAGE/MAILING SERVICES | | | |
| REFILL TO POSTAGE MACHINE | 1 | 500 | 500 |
| Totals for GL# 001-543-542.1200-POSTAGE/MAILING SERVICES | | | 500 |
| 001-543-544.0500 OPERATING LEASE | | | |
| OPERATING LEASE-COPY OVERAGES | 1 | 500 | 500 |
| Totals for GL# 001-543-544.0500-OPERATING LEASE | | | 500 |
| 001-543-545.1200 INSURANCE | | | |
| GEN LIAB-AUTO-PROPERTY INSURANCE | 4 | 630 | 2,600 |
| Totals for GL# 001-543-545.1200-INSURANCE | | | 2,600 |
| 001-543-547.5100 PRINTING AND BINDING | | | |
| BUSINESS CARDS-PUBLIC NOTICE AS NEEDED | 1 | 400 | 400 |
| Totals for GL# 001-543-547.5100-PRINTING AND BINDING | | | 400 |
| 001-543-548.9100 PROMOTIONAL ADVERTISING | | | |
| PLANNING PROMO AS NEEDED | 1 | 1,500 | 1,500 |
| NEWSPAPER ADVERTISING | 1 | 4,000 | 4,000 |
| Totals for GL# 001-543-548.9100-PROMOTIONAL ADVERTISING | | | 5,500 |
| 001-543-551.1200 OFFICE SUPPLIES | | | |
| PEN-PENCIL-FOLDERS AS NEEDED | 1 | 500 | 500 |
| Totals for GL# 001-543-551.1200-OFFICE SUPPLIES | | | 500 |
| 001-543-552.2300 OPERATING EXPENSES | | | |
| MISCELLANEOUS EXPENSES | 1 | 500 | 500 |
| Totals for GL# 001-543-552.2300-OPERATING EXPENSES | | | 500 |
| 001-543-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| OFFICE LABEL MACHINE REFILL | 1 | 100 | 100 |
| Totals for GL# 001-543-552.4200-SMALL TOOLS/EQUIPMENT | | | 100 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Planning Department
Fund 001; Department 543

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| 001-543-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| MID BACK CHAIR | 1 | 500 | 500 |
| WORKSTATION UPGRADE | 1 | 1,000 | 1,000 |
| Totals for GL# 001-543-554.0100-NON-CAPITALIZED EQUIPMENT | | | 1,500 |
| 001-543-554.1200 PUBLICATIONS | | | |
| PLANNING CODE BOOKS | 2 | 100 | 200 |
| Totals for GL# 001-543-554.1200-PUBLICATIONS | | | 200 |
| 001-543-555.1300 TECHNICAL/TRAINING | | | |
| SHORT COURSE-WORD-EXCEL | 1 | 500 | 500 |
| Totals for GL# 001-543-555.1300-TECHNICAL/TRAINING | | | 500 |
| Totals for dept 543-PLANNING | | | 235,615 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Fleet - 549

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

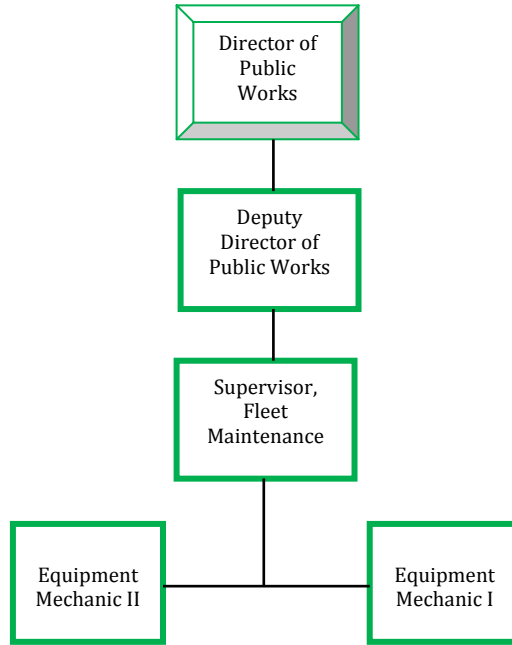


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

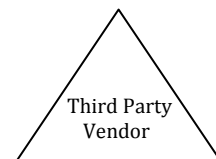
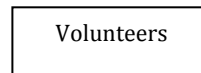
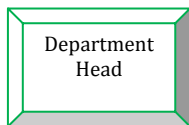
**FLEET MAINTENANCE
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|---------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Equipment Mechanic I | 107/6 | 17.2651 | 35,911 | 19,109 | 55,020 | 1.00 |
| Equipment Mechanic II | 110/12 | 23.7819 | 49,466 | 30,394 | 79,861 | 1.00 |
| Supervisor, Fleet Maint. - DROP | 113/11 | 26.7441 | 55,628 | 10,699 | 66,326 | 1.00 |
| Overtime | | | 750 | 288 | 1,038 | |
| Total Fleet Management | | | 141,755 | 60,490 | 202,245 | 3.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Fleet Maintenance Department

| 001- 549- ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|----------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| FLEET MAINTENANCE DEPARTMENT EXPENSES | | | | | |
| EXPENSES | | | | | |
| 512.0100 Regular Salaries | 133,570 | 136,979 | 137,505 | 141,005 | 2.94% |
| 514.0100 Overtime | 336 | 250 | 1,200 | 750 | 200.00% |
| 521.0100 FICA Taxes | 9,755 | 10,498 | 10,157 | 10,844 | 3.30% |
| 522.2100 Retirement General Employee | 27,264 | 25,506 | 26,348 | 24,848 | -2.58% |
| 523.0100 Health and Dental Insurance | 15,476 | 19,562 | 19,562 | 21,555 | 10.19% |
| 523.0200 Health Insurance -Dependent Subsidy | 2,616 | - | - | - | 0.00% |
| 523.0300 Life Insurance & EAP | 398 | 520 | 413 | 537 | 3.27% |
| 524.0100 Workers' Compensation | 2,507 | 2,618 | 2,685 | 2,704 | 3.28% |
| | 191,922 | 195,933 | 197,870 | 202,243 | 3.22% |
| PERSONNEL EXPENSES | | | | | |
| 540.5100 Travel and Per Diem | 1 | 550 | - | 600 | 9.09% |
| 541.1100 Communications | 55 | 240 | 75 | 240 | 0.00% |
| 544.1500 Rental Expenses | 1,589 | 2,000 | 2,000 | 2,000 | 0.00% |
| 545.1200 Insurance | 3,754 | 4,824 | 4,824 | 4,625 | -4.13% |
| 546.3400 Repair & Maintenance | 1,912 | 3,692 | 3,692 | 5,002 | 35.48% |
| 546.4000 Vehicle Repair & Maintenance | 175 | 2,000 | 1,000 | 2,500 | 25.00% |
| 547.5100 Printing and Binding | - | - | - | 100 | 100.00% |
| 551.1200 Office Supplies | 2 | 20 | 20 | 21 | 5.00% |
| 552.1500 Fuel and Lubricants | 1,244 | 1,500 | 987 | 1,500 | 0.00% |
| 552.2300 Operating Expenses | 1,957 | 2,300 | 2,300 | 2,800 | 21.74% |
| 552.3900 Safety Program Expense | 286 | 400 | 400 | 400 | 0.00% |
| 552.4200 Small Tools/Equipment | 1,157 | 2,000 | 2,000 | 2,430 | 21.50% |
| 552.5100 Uniform Purchases and Cleaning | 757 | 980 | 980 | 980 | 0.00% |
| 554.0100 Non-Capitalized Equipment | - | 675 | 675 | 700 | 3.70% |
| 554.1200 Publications | 1,550 | 2,108 | 2,000 | 2,133 | 100.00% |
| 555.1300 Technical/Training | 180 | 900 | 250 | 1,000 | 11.11% |
| | 14,619 | 24,189 | 21,203 | 27,031 | 11.75% |
| OPERATING EXPENSES | | | | | |
| 564.0100 Machinery and Equipment | 7,344 | - | - | 7,483 | 100.00% |
| 564.4900 Capital Lease Equipment | - | 15,325 | 15,325 | - | -100.00% |
| | 7,344 | 15,325 | 15,325 | 7,483 | -51.17% |
| CAPITAL EQUIPMENT PURCHASES | | | | | |
| 571.0100 Principal - Lease | - | 1,952 | 1,952 | 3,948 | 102.25% |
| 572.0100 Interest Expense - Lease | - | 107 | 107 | 172 | 60.75% |
| 573.0500 New Debt Service | - | 1,070 | - | - | -100.00% |
| | - | 3,129 | 2,059 | 4,120 | 31.67% |
| DEBT SERVICE | | | | | |
| | - | 3,129 | 2,059 | 4,120 | 31.67% |
| TOTAL EXPENSES | | | | | |
| | 213,885 | 238,576 | 236,457 | 240,877 | 0.96% |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

Fleet Department
Fund 001; Department 549

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 549-FLEET MANAGEMENT | | | |
| 001-549-512.0100 REGULAR SALARIES | | | |
| EQUIPMENT MECHANIC I-1189 | 1 | 35,911 | 35,911 |
| EQUIPMENT MECHANIC II-947 | 1 | 49,466 | 49,466 |
| FLEET MAINTENANCE SUPERVISOR-DROP-62 | 1 | 55,628 | 55,628 |
| Totals for GL# 001-549-512.0100-REGULAR SALARIES | | | 141,005 |
| 001-549-514.0100 OVERTIME - GE | | | |
| OVERTIME-EMERGENCY CALL OUT | 1 | 250 | 250 |
| MISC WATER,EVENTS,SEWER CALLOUTS | 1 | 500 | 500 |
| Totals for GL# 001-549-514.0100-OVERTIME - GE | | | 750 |
| 001-549-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 10,844 | 10,844 |
| Totals for GL# 001-549-521.0100-FICA TAXES | | | 10,844 |
| 001-549-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 24,848 | 24,848 |
| Totals for GL# 001-549-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 24,848 |
| 001-549-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 2 | 5,174 | 10,348 |
| HEALTH INSURANCE - FAMILY | 1 | 11,207 | 11,207 |
| Totals for GL# 001-549-523.0100-HEALTH INSURANCE | | | 21,555 |
| 001-549-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 537 | 537 |
| Totals for GL# 001-549-523.0300-LIFE INSURANCE & EAP | | | 537 |
| 001-549-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 2,704 | 2,704 |
| Totals for GL# 001-549-524.0100-WORKERS' COMPENSATION | | | 2,704 |
| 001-549-540.5100 TRAVEL AND PER DIEM | | | |
| OUT OF TOWN TRAVEL | 1 | 600 | 600 |
| Totals for GL# 001-549-540.5100-TRAVEL AND PER DIEM | | | 600 |
| 001-549-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE-FLEET MAINTENANCE | 1 | 240 | 240 |
| Totals for GL# 001-549-541.1100-COMMUNICATIONS | | | 240 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Fleet Department
Fund 001; Department 549

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 001-549-544.1500 RENTAL EXPENSES | | | |
| TORCH TANKS SHOP RAGS | 1 | 2,000 | 2,000 |
| Totals for GL# 001-549-544.1500-RENTAL EXPENSES | | | 2,000 |
| 001-549-545.1200 INSURANCE | | | |
| B-1 POLLUTION | 1 | 400 | 400 |
| GEN LIAB-AUTO-PROPERLTY INSURANCE | 1 | 4,424 | 4,225 |
| Totals for GL# 001-549-545.1200-INSURANCE | | | 4,625 |
| 001-549-546.3400 REPAIR & MAINTENANCE | | | |
| GAS PUMPS CHECKED HOSES/BREAK AWAYS | 1 | 2,692 | 2,692 |
| SERVICE AIR COMPRESSOR | 1 | 1,310 | 1,310 |
| RACKS AND OVER HEAD INPECTED | 1 | 1,000 | 1,000 |
| Totals for GL# 001-549-546.3400-REPAIR & MAINTENANCE | | | 5,002 |
| 001-549-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| VEHICLE MAINTENANCE FA#17443-775 | 1 | 2,500 | 2,500 |
| Totals for GL# 001-549-546.4000-VEHICLE REPAIR & MAINTENANCE | | | 2,500 |
| 001-549-547.5100 PRINTING AND BINDING | | | |
| RE ORDER BUSINESS CARDS | 1 | 100 | 100 |
| Totals for GL# 001-549-547.5100-PRINTING AND BINDING | | | 100 |
| 001-549-551.1200 OFFICE SUPPLIES | | | |
| PENS-PENCILS-PAPER CALENDER | 1 | 21 | 21 |
| Totals for GL# 001-549-551.1200-OFFICE SUPPLIES | | | 21 |
| 001-549-552.1500 FUEL AND LUBRICANTS | | | |
| #775, #17443 DIESEL CAN | 1 | 1,500 | 1,500 |
| Totals for GL# 001-549-552.1500-FUEL AND LUBRICANTS | | | 1,500 |
| 001-549-552.2300 OPERATING EXPENSES | | | |
| MISC NUTS-GREASE-SAFETY KLEEN | 1 | 2,300 | 2,300 |
| OIL DRY TEST AND HAUL OFF OIL FILTERS | 1 | 500 | 500 |
| Totals for GL# 001-549-552.2300-OPERATING EXPENSES | | | 2,800 |
| 001-549-552.3900 SAFETY PROGRAM EXPENSE | | | |
| SAFETY FOOTWEAR PROGRAM | 3 | 100 | 300 |
| MISC PPE CENTRAL STORES | 1 | 100 | 100 |
| Totals for GL# 001-549-552.3900-SAFETY PROGRAM EXPENSE | | | 400 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Fleet Department
Fund 001; Department 549

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 001-549-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MISC SCREW DRIVERS-WRENCHES | 1 | 2,000 | 2,000 |
| MIL M181/2INPACT WRENCH | 1 | 430 | 430 |
| Totals for GL# 001-549-552.4200-SMALL TOOLS/EQUIPMENT | | | 2,430 |
| 001-549-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| CHANGE OUTS AS NEEDED | 1 | 200 | 200 |
| UNIFORM RENTAL-CHAVEZ | 1 | 259 | 259 |
| UNIFORM RENTAL-PAWLIKOWSKI | 1 | 261 | 261 |
| UNIFORM RENTAL-PITTMAN | 1 | 260 | 260 |
| Totals for GL# 001-549-552.5100-UNIFORM PURCHASES AND CLEANING | | | 980 |
| 001-549-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| MISC OIL PUMPS | 1 | 700 | 700 |
| Totals for GL# 001-549-554.0100-NON-CAPITALIZED EQUIPMENT | | | 700 |
| 001-549-554.1200 PUBLICATIONS | | | |
| ATN RENEWAL | 1 | 225 | 225 |
| IDENTIFLIX REPLACE ALL DATA BETTER | 1 | 1,908 | 1,908 |
| Totals for GL# 001-549-554.1200-PUBLICATIONS | | | 2,133 |
| 001-549-555.1300 TECHNICAL/TRAINING | | | |
| CDL | | | |
| TECHNICAL AND TRAINING | 1 | 1,000 | 1,000 |
| Totals for GL# 001-549-555.1300-TECHNICAL/TRAINING | | | 1,000 |
| 001-549-564.0100 MACHINERY & EQUIPMENT | | | |
| 12FT FAN FOR ABOVE SHOP BAYS | 1 | 7,483 | 7,483 |
| Totals for GL# 001-549-564.0100-MACHINERY & EQUIPMENT | | | 7,483 |
| 001-549-571.0100 PRINC - LEASE | | | |
| P# 03-06 FA#20246 ROTARY LIFT | 4 | 987 | 3,948 |
| Totals for GL# 001-549-571.0100-PRINC - LEASE | | | 3,948 |
| 001-549-572.0100 INT EXP - LEASE | | | |
| P# 03-06 FA#20246 ROTARY LIFT | 4 | 43 | 172 |
| Totals for GL# 001-549-572.0100-INT EXP - LEASE | | | 172 |
| Totals for dept 549-FLEET MANAGEMENT | | | 240,877 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Parks and Recreation - 572

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Staffing levels with new parks coming online

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

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

Cost Center Goals and Objectives:

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

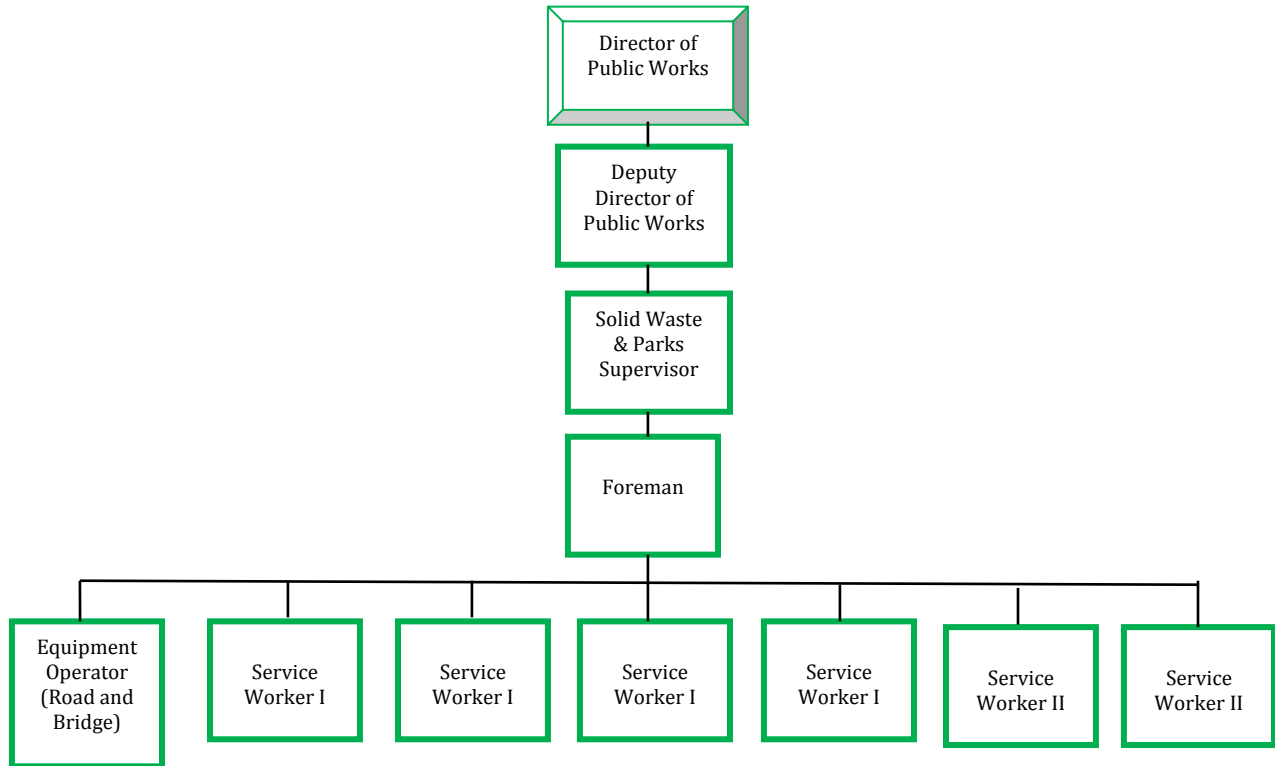


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

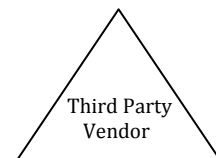
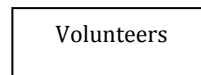
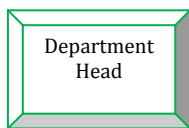
**PARKS AND RECREATION
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-----------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Service Worker I | 103/3 | 13.0214 | 27,085 | 15,778 | 42,863 | 1.00 |
| Service Worker I | 103/3 | 13.0214 | 27,085 | 15,778 | 42,863 | 1.00 |
| Service Worker I | 103/3 | 13.0214 | 27,085 | 18,169 | 45,253 | 1.00 |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 15,476 | 41,787 | 1.00 |
| Service Worker II | 105/5 | 15.2130 | 31,643 | 17,559 | 49,202 | 1.00 |
| Service Worker II | 105/8 | 16.5946 | 34,517 | 21,073 | 55,589 | 1.00 |
| Foreman | 107/9 | 18.8331 | 39,173 | 20,502 | 59,674 | 1.00 |
| Overtime | | | 6,000 | 2,324 | 8,324 | |
| Total Parks and Recreation | | | 218,897 | 126,659 | 345,556 | 7.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Parks and Recreation Department

| 001- 572- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--------------------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| PARKS AND RECREATION EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 217,281 | 214,043 | 203,659 | 212,899 | -0.53% |
| 514.0100 | Overtime | 4,811 | 4,500 | 3,500 | 6,000 | 33.33% |
| 521.0100 | FICA Taxes | 16,657 | 16,719 | 15,546 | 16,746 | 0.16% |
| 522.2100 | Retirement General Employee | 68,480 | 67,005 | 64,663 | 63,152 | -5.75% |
| 523.0100 | Health and Dental Insurance | 34,821 | 33,698 | 32,621 | 40,999 | 21.67% |
| 523.0200 | Health Insurance -Dependent Subsidy | 5,885 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 702 | 859 | 597 | 864 | 0.58% |
| 524.0100 | Workers' Compensation | 4,762 | 4,891 | 4,545 | 4,898 | 0.14% |
| 529.9900 | Reimbursement of Personnel Costs | (2,223) | - | - | - | 0.00% |
| | PERSONNEL EXPENSES | 351,176 | 341,715 | 325,131 | 345,558 | 1.12% |
| 531.1600 | Contract Services | 4,887 | 36,736 | 32,000 | 20,700 | -43.65% |
| 534.1600 | Lot Clearing | 3,013 | 4,000 | 3,000 | 5,000 | 25.00% |
| 540.5100 | Travel and Per Diem | - | 880 | 50 | 700 | -20.45% |
| 541.1100 | Communications | 391 | - | - | 200 | 100.00% |
| 542.1200 | Postage/Mailing Services | - | - | - | 200 | 100.00% |
| 543.0000 | Utility Services | 27,402 | 30,000 | 30,000 | 31,000 | 3.33% |
| 544.1500 | Rental Expenses | 706 | 1,000 | 1,000 | 1,200 | 20.00% |
| 545.1200 | Insurance | 20,800 | 19,452 | 19,452 | 19,175 | -1.42% |
| 546.3400 | Repair & Maintenance | 20,488 | 37,198 | 30,000 | 45,000 | 20.97% |
| 547.5100 | Printing and Binding | - | 100 | 100 | 100 | 0.00% |
| 551.1200 | Office Supplies | 73 | 100 | 125 | 100 | 0.00% |
| 552.0000 | Hurricane Materials/Supplies | - | 2,000 | - | 2,000 | 0.00% |
| 552.1100 | Chemicals | 8,123 | 10,000 | 8,500 | 13,800 | 38.00% |
| 552.1500 | Fuel and Lubricants | 23,216 | 25,500 | 17,455 | 26,000 | 1.96% |
| 552.1700 | Irrigation Supplies | 2,674 | 3,000 | 1,500 | 3,000 | 0.00% |
| 552.2000 | Tree and Landscape Fund | - | 1,295 | 1,295 | 1,500 | 15.83% |
| 552.2100 | Landscaping Material | 375 | 2,500 | 2,500 | 2,600 | 4.00% |
| 552.2300 | Operating Expenses | 13,002 | 10,900 | 9,000 | 10,900 | 0.00% |
| 552.3900 | Safety Program Expense | 1,418 | 3,300 | 2,500 | 2,200 | -33.33% |
| 552.4200 | Small Tools/Equipment | 5,327 | 5,942 | 3,000 | 10,200 | 71.66% |
| 552.5100 | Uniform Purchases and Cleaning | 2,007 | 2,340 | 2,340 | 2,590 | 10.68% |
| 552.7100 | Fairs & Festivals | 29,000 | - | - | - | 0.00% |
| 552.7200 | Palmetto Historical Park | 1,350 | 4,788 | 4,788 | 4,572 | -4.51% |
| 552.7300 | Historical Cemetery Maintenance | 4,698 | - | - | - | 0.00% |
| 552.7400 | Agricultural Museum | 4,898 | 2,428 | 2,426 | 2,317 | -4.57% |
| 554.0100 | Non-Capitalized Equipment | - | 2,558 | 2,600 | 2,500 | -2.27% |
| 555.1300 | Technical/Training | 150 | 1,000 | 100 | 1,000 | 0.00% |
| | OPERATING EXPENSES | 173,998 | 207,017 | 173,731 | 208,554 | 0.74% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Parks and Recreation Department

| 001- 572- ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--------------------------------------|----------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| PARKS AND RECREATION EXPENSES | | | | | |
| 564.0100 Machinery & Equipment | 12,002 | 12,319 | 12,318 | 4,000 | -67.53% |
| 564.4900 Parks Capital Leases | - | 11,000 | 8,319 | 11,000 | 100.00% |
| CAPITAL EQUIPMENT PURCHASES | 12,002 | 23,319 | 20,637 | 15,000 | -35.67% |
| 571.0100 Principal - lease | - | 1,025 | 1,025 | 2,072 | 102.15% |
| 572.0100 Interest Expense - lease | - | 57 | 57 | 92 | 61.40% |
| 573.0500 New Lease Debt Service | - | 1,114 | - | 2,148 | 92.82% |
| DEBT SERVICE | - | 2,196 | 1,082 | 4,312 | 96.36% |
| TOTAL EXPENSES | 537,176 | 574,247 | 520,581 | 573,424 | -0.14% |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

Parks and Recreation Department
Fund 001; Department 572

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 572-PARKS & RECREATION | | | |
| 001-572-512.0100 REGULAR SALARIES | | | |
| FOREMAN-903 | 1 | 39,173 | 39,173 |
| SERVICE WORKER I-1521 | 1 | 27,085 | 27,085 |
| SERVICE WORKER I-1534 | 1 | 27,085 | 27,085 |
| SERVICE WORKER I - NEW HIRE | 1 | 26,311 | 26,311 |
| SERVICE WORKER II-1272 | 1 | 34,517 | 34,517 |
| SERVICE WORKER I - 1540 | 1 | 27,085 | 27,085 |
| SERVICE WORKER II-1525 | 1 | 31,643 | 31,643 |
| Totals for GL# 001-572-512.0100-REGULAR SALARIES | | | 212,899 |
| 001-572-514.0100 OVERTIME - GE | | | |
| EMERGENCY CALL OUTS | | | |
| SPECIAL FUNCTIONS/FESTIVALS | 1 | 6,000 | 6,000 |
| Totals for GL# 001-572-514.0100-OVERTIME - GE | | | 6,000 |
| 001-572-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 16,746 | 16,746 |
| Totals for GL# 001-572-521.0100-FICA TAXES | | | 16,746 |
| 001-572-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 63,152 | 63,152 |
| Totals for GL# 001-572-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 63,152 |
| 001-572-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 5 | 5,174 | 25,870 |
| HEALTH INSURANCE - CHILDREN | 2 | 7,565 | 15,129 |
| Totals for GL# 001-572-523.0100-HEALTH INSURANCE | | | 40,999 |
| 001-572-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 864 | 864 |
| Totals for GL# 001-572-523.0300-LIFE INSURANCE & EAP | | | 864 |
| 001-572-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 4,898 | 4,898 |
| Totals for GL# 001-572-524.0100-WORKERS' COMPENSATION | | | 4,898 |
| 001-572-531.1600 CONTRACT SERVICES | | | |
| TEMPORARY CONTRACT LABOR | 1 | 20,000 | 20,000 |
| PEST CONTROL-PARK BUILDINGS 4 QTR | 4 | 85 | 340 |
| SONITROL MONITORING-17 ST TOOL ROOM | 12 | 30 | 360 |
| Totals for GL# 001-572-531.1600-CONTRACT SERVICES | | | 20,700 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Parks and Recreation Department
Fund 001; Department 572

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 001-572-534.1600 LOT CLEARING | | | |
| EMERGENCY TREE REMOVAL | 1 | 2,000 | 2,000 |
| MANGROVE TRIMMING | 1 | 3,000 | 3,000 |
| Totals for GL# 001-572-534.1600-LOT CLEARING | | | 5,000 |
| 001-572-540.5100 TRAVEL AND PER DIEM | | | |
| AQUATICS CLASSES REQUIRED CEU | 1 | 700 | 700 |
| Totals for GL# 001-572-540.5100-TRAVEL AND PER DIEM | | | 700 |
| 001-572-541.1100 COMMUNICATIONS | | | |
| COMMUNICATIONS/SUPERVISOR | 1 | 200 | 200 |
| Totals for GL# 001-572-541.1100-COMMUNICATIONS | | | 200 |
| 001-572-542.1200 POSTAGE/MAILING SERVICES | | | |
| POSTAGE/MAILING SERVICE | 1 | 200 | 200 |
| Totals for GL# 001-572-542.1200-POSTAGE/MAILING SERVICES | | | 200 |
| 001-572-543.0000 UTILITY SERVICES | | | |
| ELECTRICITY-PARKS | 1 | 16,000 | 16,000 |
| WATER USAGE-PARKS | 1 | 15,000 | 15,000 |
| Totals for GL# 001-572-543.0000-UTILITY SERVICES | | | 31,000 |
| 001-572-544.1500 RENTAL EXPENSES | | | |
| MISC RENTAL OF EQUIPMENT | 1 | 700 | 700 |
| PORT-O-LET RENTALS | 1 | 500 | 500 |
| Totals for GL# 001-572-544.1500-RENTAL EXPENSES | | | 1,200 |
| 001-572-545.1200 INSURANCE | | | |
| PCL INSURANCE | | | |
| GEN LIAB-AUTO-PROPERTY INSURANCE-QUARTERLY | 4 | 4,920 | 19,175 |
| Totals for GL# 001-572-545.1200-INSURANCE | | | 19,175 |
| 001-572-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIR-MAINTENANCE-EQUIPMENT | 1 | 15,000 | 15,000 |
| REPAIR-MAINTENANCE-PARKS-FENCE | 1 | 25,000 | 25,000 |
| SHELL FOR TRAILS AND PARKING | 1 | 5,000 | 5,000 |
| Totals for GL# 001-572-546.3400-REPAIR & MAINTENANCE | | | 45,000 |
| 001-572-547.5100 PRINTING AND BINDING | | | |
| BROCHURES-FLIERS-NEWSLETTERS | 1 | 100 | 100 |
| Totals for GL# 001-572-547.5100-PRINTING AND BINDING | | | 100 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Parks and Recreation Department
Fund 001; Department 572

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 001-572-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES AS NEEDED | 1 | 100 | 100 |
| Totals for GL# 001-572-551.1200-OFFICE SUPPLIES | | | 100 |
| 001-572-552.0000 HURRICANE MATERIALS/SUPPLIES | | | |
| EMERGENCY EQUIPMENT-MATERIALS | 1 | 2,000 | 2,000 |
| Totals for GL# 001-572-552.0000-HURRICANE MATERIALS/SUPPLIES | | | 2,000 |
| 001-572-552.1100 CHEMICALS | | | |
| FERTILIZERS - THIS IS FOR TWICE A YEAR APPLICATION | 1 | 4,800 | 4,800 |
| FUNGICIDES | 1 | 800 | 800 |
| HERBICIDES | 1 | 5,100 | 5,100 |
| PESTICIDES | 1 | 3,100 | 3,100 |
| Totals for GL# 001-572-552.1100-CHEMICALS | | | 13,800 |
| 001-572-552.1500 FUEL AND LUBRICANTS | | | |
| TRACTORS-MOWERS-EQUIPMENT | 1 | 18,000 | 18,000 |
| VEHICLES-EQUIPMENT | 1 | 8,000 | 8,000 |
| Totals for GL# 001-572-552.1500-FUEL AND LUBRICANTS | | | 26,000 |
| 001-572-552.1700 IRRIGATION SUPPLIES | | | |
| IRRIGATION REPAIRS CITY WIDE | 1 | 3,000 | 3,000 |
| Totals for GL# 001-572-552.1700-IRRIGATION SUPPLIES | | | 3,000 |
| 001-572-552.2000 TREE AND LANDSCAPE FUND | | | |
| TREE-LANDSCAPE RESERVE | 1 | 1,500 | 1,500 |
| Totals for GL# 001-572-552.2000-TREE AND LANDSCAPE FUND | | | 1,500 |
| 001-572-552.2100 LANDSCAPING MATERIAL | | | |
| GATEWAY LANDSCAPE | 1 | 1,300 | 1,300 |
| LANDSCAPE MATERIALS PARKS | 1 | 1,300 | 1,300 |
| Totals for GL# 001-572-552.2100-LANDSCAPING MATERIAL | | | 2,600 |
| 001-572-552.2300 OPERATING EXPENSES | | | |
| JACKSON'S HARDWARE (SEE HARD COPY) | 1 | 2,000 | 2,000 |
| JANITORIAL SUPPLIES-PARKS (SEE HARD COPY) | 1 | 5,000 | 5,000 |
| SNACKWORKS-COFFE SERVICE AS NEEDED | 1 | 200 | 200 |
| TONERS-CARTRIDGES AS NEEDED (SEE HARD COPY) | 1 | 3,500 | 3,500 |
| WATERBOY SERVICES AS NEEDED | 1 | 200 | 200 |
| Totals for GL# 001-572-552.2300-OPERATING EXPENSES | | | 10,900 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Parks and Recreation Department
Fund 001; Department 572

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 001-572-552.3900 SAFETY PROGRAM EXPENSE | | | |
| PERSONAL PROTECTIVE EQUIPMENT | 1 | 1,500 | 1,500 |
| SAFETY SHOE PURCHASE- PARKS EMPLOYEES | 7 | 100 | 700 |
| MONTHLY SAFETY MEETINGS | 1 | | |
| Totals for GL# 001-572-552.3900-SAFETY PROGRAM EXPENSE | | | 2,200 |
| 001-572-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MISC HAND TOOLS-POWER TOOLS | 1 | 2,500 | 2,500 |
| TRAFFIC SAFETY SIGNS-EVENTS | 1 | 2,100 | 2,100 |
| ADDED IN1,700 FOR 100 SAFETY CONES AT 16.80 PER CONE | | | |
| TRASH RECEPTACLES-PARKS | 1 | 5,600 | 5,600 |
| Totals for GL# 001-572-552.4200-SMALL TOOLS/EQUIPMENT | | | 10,200 |
| 001-572-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| UNIFORMS - 7 EMPLOYEES | 1 | 2,590 | 2,590 |
| ADDED 250.00 FOR REPAIRS AND CHANGE OUTS | | | |
| Totals for GL# 001-572-552.5100-UNIFORM PURCHASES AND CLEANING | | | 2,590 |
| 001-572-552.7200 PALMETTO HISTORICAL PARK | | | |
| GEN LIABL,AUTO,PROPERTY INSURANCE | 1 | 4,788 | 4,572 |
| Totals for GL# 001-572-552.7200-PALMETTO HISTORICAL PARK | | | 4,572 |
| 001-572-552.7400 AG MUSEUM | | | |
| GENERAL LIABILITY, AUTO, PROPERTY INSURANCE | 4 | 610 | 2,317 |
| Totals for GL# 001-572-552.7400-AG MUSEUM | | | 2,317 |
| 001-572-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| NON-CAPITALIZED EQUIPMENT | 1 | 2,500 | 2,500 |
| Totals for GL# 001-572-554.0100-NON-CAPITALIZED EQUIPMENT | | | 2,500 |
| 001-572-555.1300 TECHNICAL/TRAINING | | | |
| AQUATICS TRAINING | 1 | 700 | 700 |
| PESTICIDE TRAINING | 1 | 300 | 300 |
| Totals for GL# 001-572-555.1300-TECHNICAL/TRAINING | | | 1,000 |
| 001-572-564.0100 MACHINERY & EQUIPMENT | | | |
| AIR CONDIIOTNER UNITS -HISTORICAL PARK | 1 | 4,000 | 4,000 |
| Totals for GL# 001-572-564.0100-MACHINERY & EQUIPMENT | | | 4,000 |
| 001-572-564.4900 PARKS CAPITAL LEASES | | | |
| NEW TURF MOWER | 1 | 11,000 | 11,000 |
| Totals for GL# 001-572-564.4900-PARKS CAPITAL LEASES | | | 11,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Parks and Recreation Department
Fund 001; Department 572

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 001-572-571.0100 PRINC - LEASE | | | |
| P# 03-06 FA#20235 TURF MOWER | 4 | 518 | 2,072 |
| Totals for GL# 001-572-571.0100-PRINC - LEASE | | | 2,072 |
| 001-572-572.0100 INT EXP - LEASE | | | |
| P# 03-06 FA#20235 TURF MOWER | 4 | 23 | 92 |
| Totals for GL# 001-572-572.0100-INT EXP - LEASE | | | 92 |
| 001-572-573.0500 NEW DEBT SERVICE | | | |
| NEW LEASE-MOWER | 3 | 716 | 2,148 |
| Totals for GL# 001-572-573.0500-NEW DEBT SERVICE | | | 2,148 |
| Totals for dept 572-PARKS & RECREATION | | | 573,424 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Building Department - 524

Fund: General Fund - 001
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

| Color Block | Vision or Fundamental Strategies | Cost Center Goals and Objectives: |
|-----------------------|---|---|
| Appearance | Beautify and enhance | 1. Update maps used by and for customers |
| Services | Maintain and improve everyday services | 2. Implement centralized permitting services |
| Infrastructure | Maintain and improve infrastructure | 3. Streamline permitting process using new software |
| Safety | Make the City safe | 4. Continue workplace and worksite safety |
| Economic Stability | Enhance and prosper the City and its citizens | |
| Historic Preservation | Preserve Palmetto's history | |

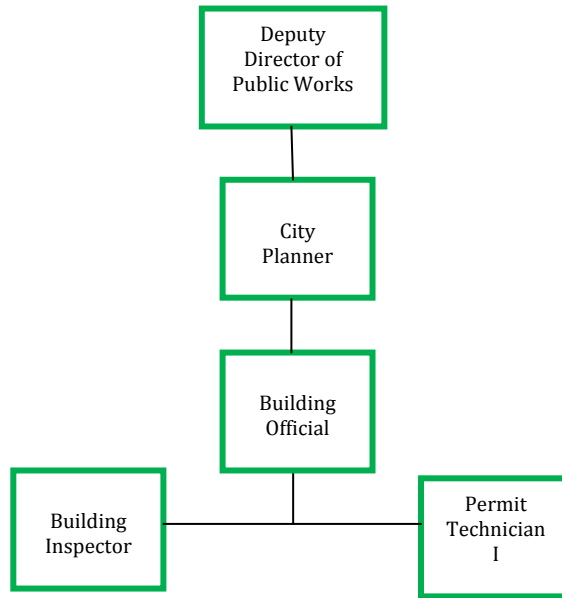


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

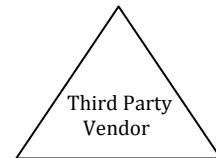
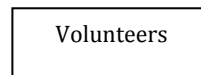
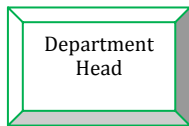
**BUILDING DEPARTMENT
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|--------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|------------|
| Permit Tech I | 104/3 | 13.6722 | 28,438 | 15,718 | 44,156 | 1.00 |
| Building Inspector - Longevity | 112/15 | 28.6004 | 61,241 | 28,833 | 90,075 | 1.00 |
| Building Official | 120/5 | 31.6263 | 65,783 | 30,586 | 96,369 | 1.00 |
| Part-time Building Inspector | 112/11 | 25.4704 | 1,528 | 144 | 1,672 | 0.50 |
| | | | 156,990 | 75,281 | 232,272 | 3.50 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

General Fund - Building Department

| 001- 524- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------------------|---|----------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| BUILDING DEPARTMENT EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 143,643 | 152,768 | 150,945 | 155,462 | 1.76% |
| 513.0100 | Part-time Wages | - | - | 265 | 1,528 | 100.00% |
| 514.0100 | Overtime | - | - | 50 | - | 0.00% |
| 521.0100 | FICA Taxes | 10,889 | 11,687 | 11,512 | 12,010 | 2.76% |
| 522.2100 | Retirement General Employee | 44,129 | 46,839 | 47,180 | 44,851 | -4.24% |
| 523.0100 | Health and Dental Insurance | 13,756 | 14,088 | 14,087 | 15,522 | 10.18% |
| 523.0200 | Health Insurance -Dependent Subsidy | 2,325 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 417 | 573 | 448 | 586 | 2.27% |
| 524.0100 | Workers' Compensation | 2,142 | 2,251 | 2,301 | 2,312 | 2.71% |
| 529.0000 | Career Development | - | - | - | 1,143 | 100.00% |
| | PERSONNEL EXPENSES | 217,301 | 228,206 | 226,788 | 233,414 | 2.28% |
| 531.0300 | Membership Dues | 293 | 305 | 340 | 1,000 | 227.87% |
| 531.1600 | Contract Services | - | 3,500 | 3,500 | - | -100.00% |
| 540.5100 | Travel and Per Diem | 38 | 190 | 15 | 300 | 57.89% |
| 541.1100 | Communications | 601 | 1,354 | 1,400 | 1,200 | -11.37% |
| 542.1200 | Postage/Mailing Services | 12 | 100 | 100 | 100 | 0.00% |
| 544.0500 | Operating Lease | 85 | 200 | 200 | 500 | 150.00% |
| 545.1200 | Insurance | 3,988 | 5,088 | 5,088 | 4,600 | -9.59% |
| 546.3400 | Repair & Maintenance | 960 | 1,200 | 1,000 | 1,000 | -16.67% |
| 547.5100 | Printing and Binding | 100 | 325 | 325 | 100 | -69.23% |
| 551.1200 | Office Supplies | 377 | 450 | 450 | 200 | -55.56% |
| 552.1500 | Fuel and Lubricants | 6,000 | 4,021 | 3,805 | 4,000 | -0.52% |
| 552.2300 | Operating Expenses | 539 | 500 | 500 | 500 | 0.00% |
| 552.3900 | Safety Program Expense | - | - | 100 | 100 | 100.00% |
| 552.4200 | Small Tools/Equipment | - | 100 | 100 | 40 | -60.00% |
| 552.5100 | Uniform Purchases and Cleaning | - | 417 | 416 | 525 | 25.90% |
| 554.0100 | Non-Capitalized Equipment | - | - | - | 300 | 100.00% |
| 554.1200 | Publications | - | 900 | 750 | 300 | -66.67% |
| 555.1300 | Technical/Training | 100 | 710 | 710 | 500 | -29.58% |
| 598.0000 | Building Surcharge | 6,265 | 6,000 | 6,100 | 7,000 | 16.67% |
| | OPERATING EXPENSES | 19,358 | 25,360 | 24,899 | 22,265 | -12.20% |
| 591.0100 | Transfer to General Fund - Administrative Charges | 96,830 | 66,733 | 66,733 | 106,022 | 58.87% |
| | TRANSFERS | 96,830 | 66,733 | 66,733 | 106,022 | 58.87% |
| | TOTAL EXPENSES | 333,489 | 320,299 | 318,420 | 361,701 | 12.93% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Building Department
Fund 001; Department 524

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 524-BUILDING DEPARTMENT | | | |
| 001-524-512.0100 REGULAR SALARIES | | | |
| BUILDING INSPECTOR-30 | 1 | 61,241 | 61,241 |
| BUILDING OFFICIAL-1490 | 1 | 65,783 | 65,783 |
| PERMIT TECH I - 1536 | 1 | 28,438 | 28,438 |
| Totals for GL# 001-524-512.0100-REGULAR SALARIES | | | 155,462 |
| 001-524-513.0100 PART TIME WAGES | | | |
| PART TIME BUILDING INSPECTOR | 1 | 1,528 | 1,528 |
| Totals for GL# 001-524-513.0100-PART TIME WAGES | | | 1,528 |
| 001-524-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 12,010 | 12,010 |
| Totals for GL# 001-524-521.0100-FICA TAXES | | | 12,010 |
| 001-524-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 44,851 | 44,851 |
| Totals for GL# 001-524-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 44,851 |
| 001-524-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 3 | 5,174 | 15,522 |
| Totals for GL# 001-524-523.0100-HEALTH INSURANCE | | | 15,522 |
| 001-524-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 586 | 586 |
| Totals for GL# 001-524-523.0300-LIFE INSURANCE & EAP | | | 586 |
| 001-524-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 2,312 | 2,312 |
| Totals for GL# 001-524-524.0100-WORKERS' COMPENSATION | | | 2,312 |
| 001-524-529.0000 CAREER ADVANCEMENT | | | |
| INCREASE FOR CERTIFICATION - TECH I | 1 | 1,143 | 1,143 |
| Totals for GL# 001-524-529.0000-CAREER ADVANCEMENT | | | 1,143 |
| 001-524-531.0300 MEMBERSHIP DUES | | | |
| MEMBERSHIP-TRAINING-ICC-FEMA-ASFPM-FFMA-BOAT | 1 | 1,000 | 1,000 |
| Totals for GL# 001-524-531.0300-MEMBERSHIP DUES | | | 1,000 |
| 001-524-540.5100 TRAVEL AND PER DIEM | | | |
| BOAF-CONFERENCE | 1 | 300 | 300 |
| Totals for GL# 001-524-540.5100-TRAVEL AND PER DIEM | | | 300 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Building Department
Fund 001; Department 524

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|-------|
| 001-524-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE-BUILDING INSPECTOR | 12 | 50 | 600 |
| CELL SERVICE-BUILDING OFFICIAL | 12 | 50 | 600 |
| Totals for GL# 001-524-541.1100-COMMUNICATIONS | | | 1,200 |
| 001-524-542.1200 POSTAGE/MAILING SERVICE | | | |
| POSTAGE-MAILING-CERTIFIED LETTERS | 1 | 100 | 100 |
| Totals for GL# 001-524-542.1200-POSTAGE/MAILING SERVICE | | | 100 |
| 001-524-544.0500 OPERATING LEASE | | | |
| COPIER MAINTENANCE - OVERAGES | 1 | 500 | 500 |
| Totals for GL# 001-524-544.0500-OPERATING LEASE | | | 500 |
| 001-524-545.1200 INSURANCE | | | |
| GEN LIAB,AUTO,PROPERTY INSURANCE | 4 | 1,275 | 4,600 |
| Totals for GL# 001-524-545.1200-INSURANCE | | | 4,600 |
| 001-524-546.3400 REPAIR & MAINTENANCE | | | |
| FA#17434-FORD F150 PICKUP | 1 | 500 | 500 |
| FA#17656-FORD F150 PICKUP | 1 | 500 | 500 |
| HC RAMP TO MODS | | | |
| Totals for GL# 001-524-546.3400-REPAIR & MAINTENANCE | | | 1,000 |
| 001-524-547.5100 PRINTING AND BINDING | | | |
| BUILDING PERMIT PLACARD | 1 | 100 | 100 |
| BUSINESS CARDS REORDER | | | |
| Totals for GL# 001-524-547.5100-PRINTING AND BINDING | | | 100 |
| 001-524-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES AS NEEDED | 1 | 200 | 200 |
| Totals for GL# 001-524-551.1200-OFFICE SUPPLIES | | | 200 |
| 001-524-552.1500 FUEL AND LUBRICANTS | | | |
| FA#17434 FORD F150 PICKUP | 1 | 2,000 | 2,000 |
| FA#17656 FORD F150 PICKUP | 1 | 2,000 | 2,000 |
| Totals for GL# 001-524-552.1500-FUEL AND LUBRICANTS | | | 4,000 |
| 001-524-552.2300 OPERATING EXPENSES | | | |
| TONER-COFFEE-SERVICE-JANITORIAL | 1 | 500 | 500 |
| Totals for GL# 001-524-552.2300-OPERATING EXPENSES | | | 500 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Building Department
Fund 001; Department 524

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 001-524-552.3900 SAFETY PROGRAM EXPENSE | | | |
| SAFETY VEST-GLOVES-EYE WEAR | 1 | 100 | 100 |
| Totals for GL# 001-524-552.3900-SAFETY PROGRAM EXPENSE | | | 100 |
| 001-524-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| TAPE MEASURES-EL TST | 1 | 40 | 40 |
| Totals for GL# 001-524-552.4200-SMALL TOOLS/EQUIPMENT | | | 40 |
| 001-524-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| CITY SHIRTS-BUILDING INSPECTOR | 5 | 35 | 175 |
| CITY SHIRTS-BUILDING OFFICIAL | 5 | 35 | 175 |
| CITY SHIRTS-PERMITTING TECH | 5 | 35 | 175 |
| Totals for GL# 001-524-552.5100-UNIFORM PURCHASES AND CLEANING | | | 525 |
| 001-524-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| TASK CHAIR | 1 | 300 | 300 |
| Totals for GL# 001-524-554.0100-NON-CAPITALIZED EQUIPMENT | | | 300 |
| 001-524-554.1200 PUBLICATIONS | | | |
| INT RESIDEWNTIAL CODE BOOKS | 1 | 300 | 300 |
| Totals for GL# 001-524-554.1200-PUBLICATIONS | | | 300 |
| 001-524-555.1300 TECHNICAL/TRAINING | | | |
| CONFERENCE-SEMINARS | 1 | 500 | 500 |
| Totals for GL# 001-524-555.1300-TECHNICAL/TRAINING | | | 500 |
| 001-524-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| ALLOCATIONS | 1 | 106,022 | 106,022 |
| Totals for GL# 001-524-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 106,022 |
| 001-524-598.0000 BUILDING PERMIT SURCHARGE | | | |
| BUILDING PERMIT SURCHARGE | 1 | 7,000 | 7,000 |
| Totals for GL# 001-524-598.0000-BUILDING PERMIT SURCHARGE | | | 7,000 |
| Totals for dept 524-BUILDING DEPARTMENT | | | 361,701 |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Theodore Hesburgh



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

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

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

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

This fund is comprised of one cost center which is:

- CRA – Cost Center 559

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



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| COMMUNITY REDEVELOPMENT AGENCY (CRA) | | | | | |
| BEGINNING FUND BALANCES | 2,247,714 | 2,056,088 | 2,056,088 | 933,787 | -54.58% |
| REVENUES/SOURCES | | | | | |
| Tax Increment Funds (TIF) | 2,625,067 | 2,789,188 | 2,789,187 | 3,092,973 | 10.89% |
| Grants | 25,000 | 6,000 | 6,000 | 6,000 | 0.00% |
| Charges for Services | 11,173 | 44,000 | 14,555 | 10,000 | -77.27% |
| Interest Revenue | 9,700 | 17,393 | 5,570 | 15,000 | -13.76% |
| Miscellaneous | 68,196 | 3,161 | 68,361 | - | -100.00% |
| Debt/Lease Proceeds | - | - | - | 500,000 | 100.00% |
| Transfers In | 138,922 | - | - | - | 0.00% |
| Non-Cash Revenue Sources | - | 2,056,088 | - | 934,314 | -54.56% |
| TOTAL REVENUES/SOURCES | 2,878,058 | 4,915,830 | 2,883,673 | 4,558,287 | -7.27% |
| EXPENSES | | | | | |
| Personnel | 299,389 | 319,800 | 286,849 | 280,997 | -12.13% |
| Operating Expenses | 396,142 | 488,871 | 497,563 | 568,466 | 16.28% |
| Community Programs and Special Projects | 778,445 | 874,049 | 859,479 | 754,401 | -13.69% |
| Capital Expenses | 1,294,331 | 2,095,915 | 1,252,488 | 2,570,000 | 22.62% |
| Debt Service | 255,579 | 884,659 | 857,060 | 340,750 | -61.48% |
| Transfers Out | 45,798 | 252,535 | 252,535 | 43,673 | -82.71% |
| TOTAL EXPENDITURES | 3,069,684 | 4,915,829 | 4,005,974 | 4,558,287 | -7.27% |
| Excess Revenue Over (Under) Expenditures | (191,626) | 1 | (1,122,301) | - | 0.00% |
| Fund Balance, End of Year | 2,056,088 | 2,056,089 | 933,787 | 933,787 | -54.58% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

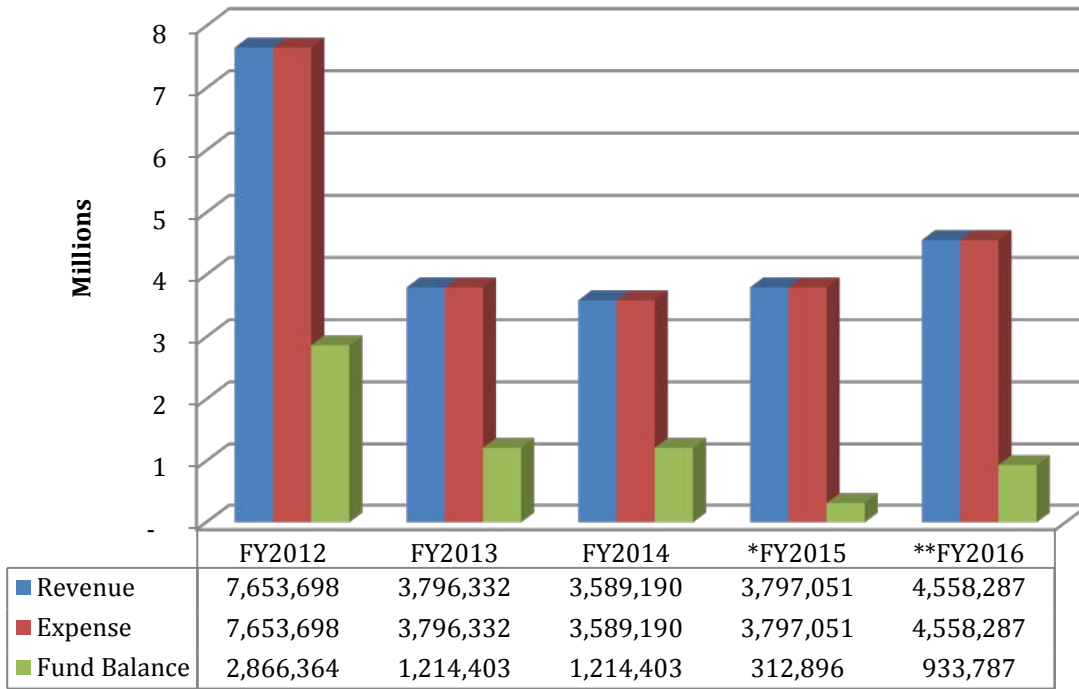
| 190- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------------|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| CRA FUND REVENUE/SOURCES | | | | | | |
| TAX INCREMENT FUNDS (TIF) | | | | | | |
| 000-369.4700 | Tax Increment Funds-Manatee County | 1,374,869 | 1,462,657 | 1,462,656 | 1,588,369 | 8.59% |
| 000-369.4900 | Tax Increment Funds-Palmetto | 1,250,198 | 1,326,531 | 1,326,531 | 1,504,604 | 13.42% |
| | TAX INCREMENT FUNDS (TIF) | 2,625,067 | 2,789,188 | 2,789,187 | 3,092,973 | 10.89% |
| GRANTS | | | | | | |
| 000-331.1000-9019 | DEO Community Grant | 25,000 | - | - | - | 0.00% |
| 000-337.4000 | FMIT Safety Grant | - | 6,000 | 6,000 | 6,000 | 0.00% |
| | GRANTS | 25,000 | 6,000 | 6,000 | 6,000 | 0.00% |
| CHARGES FOR SERVICES | | | | | | |
| 000-347.4500 | Culture/Recreation-July 4th Celebration | 11,173 | 44,000 | 14,555 | 10,000 | -77.27% |
| | CHARGES FOR SERVICES | 11,173 | 44,000 | 14,555 | 10,000 | -77.27% |
| INTEREST REVENUE | | | | | | |
| 000-361.0100 | Investment Earnings | 9,700 | 17,393 | 5,570 | 15,000 | -13.76% |
| | INTEREST REVENUE | 9,700 | 17,393 | 5,570 | 15,000 | -13.76% |
| MISCELLANEOUS REVENUE | | | | | | |
| 000-364.4100 | Disposal of Assets | 65,000 | - | 65,000 | - | 0.00% |
| 000-369.0200 | Other Miscellaneous Revenue | - | - | 200 | - | 0.00% |
| 000-369.0300 | Other Misc Revenue/Sponsorship | 3,000 | 3,000 | 3,000 | - | -100.00% |
| 000-369.7401 | Other Misc-Insurance Premium Reimbursement | 196 | 161 | 161 | - | -100.00% |
| | MISCELLANEOUS REVENUE | 68,196 | 3,161 | 68,361 | - | -100.00% |
| DEBT/LEASE PROCEEDS | | | | | | |
| 000-369.6900 | Loan Proceeds | - | - | - | 500,000 | 100.00% |
| | DEBT/LEASE PROCEEDS | - | - | - | 500,000 | 100.00% |
| TRANSFERS IN | | | | | | |
| 000-381.9390-1101 | Transfer in from 390 - MLK | 138,922 | - | - | - | 100.00% |
| | TRANSFERS IN | 138,922 | - | - | - | 100.00% |
| NON-CASH REVENUE SOURCES | | | | | | |
| 000-381.9000 | Funding Provided from Equity | - | 1,664,763 | - | 934,314 | -43.88% |
| 000-399.0000 | Funding Provided from Equity for Outstanding Enc. | - | 20,100 | - | - | -100.00% |
| 000-399.6000 | Funding from Equity - Capital | - | 371,225 | - | - | -100.00% |
| | NON-CASH REVENUE SOURCES | - | 2,056,088 | - | 934,314 | -54.56% |
| | TOTAL CRA REVENUES | 2,878,058 | 4,915,830 | 2,883,673 | 4,558,287 | -7.27% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

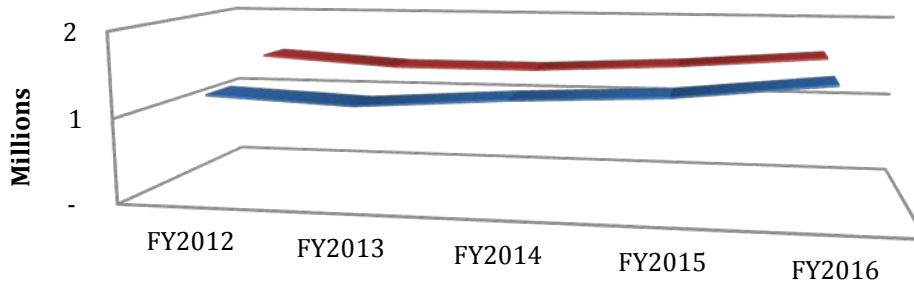
CRA FUND - 190

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

5- Year History of Tax Incremental Funds (TIF)



| | FY2012 | FY2013 | FY2014 | FY2015 | FY2016 |
|--|-----------|-----------|-----------|-----------|-----------|
| ■ Tax Increment Funds - City of Palmetto | 1,218,312 | 1,139,522 | 1,250,198 | 1,326,531 | 1,504,604 |
| ■ Tax Increment Funds - Manatee County | 1,485,097 | 1,377,370 | 1,376,134 | 1,459,343 | 1,588,369 |

- ❖ TIF Funds from the City increased 12% from FY2015
- ❖ TIF Funds from Manatee County increased 8% from FY2015



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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

Fund: CRA Fund - 190
Department: CRA

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

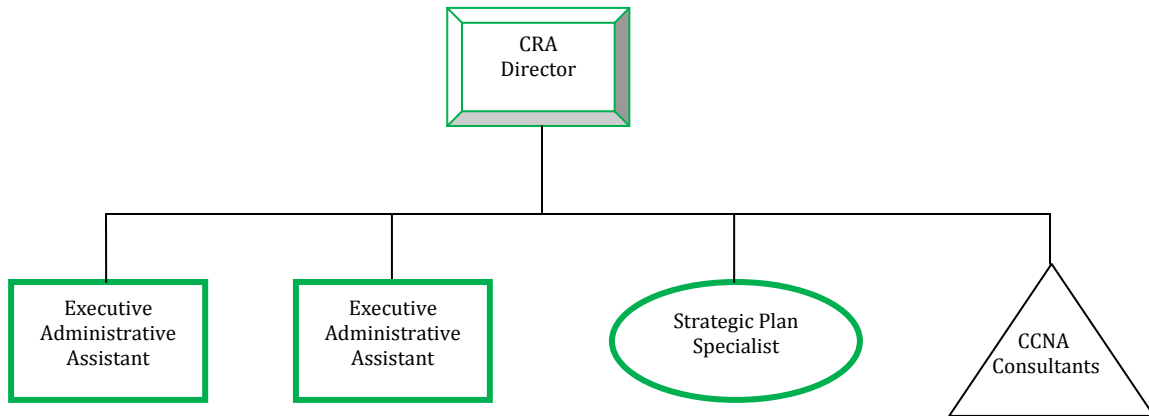


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

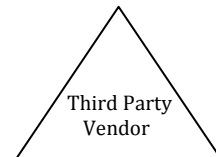
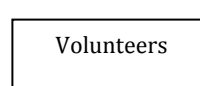
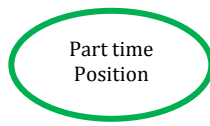
**COMMUNITY REDEVELOPMENT AGENCY
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|--|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Executive Administrative Assistant | 110/2 | 17.7995 | 37,023 | 25,004 | 62,027 | 1.00 |
| Executive Administrative Assistant | 110/7 | 20.5745 | 42,795 | 21,118 | 63,913 | 1.00 |
| CRA Director | 122S/7 | 44.9421 | 93,480 | 39,975 | 133,455 | 1.00 |
| Total CRA - Full Time | | | 173,297 | 86,097 | 259,394 | 3.00 |
| Strategic Plan Specialist PT - Temporary | | | | | | |
| Hrs week | 103P/11 | 16.4184 | 15,000 | 1,203 | 16,203 | 0.50 |
| Overtime | | | 5,000 | 401 | 5,401 | |
| Total CRA - Part Time | | | 20,000 | 1,604 | 21,604 | 0.50 |
| TOTAL CRA FUND | | | 193,297 | 87,701 | 280,998 | 3.50 |

COST CENTER ORGANIZATIONAL CHART



LEGEND

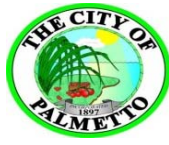




**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

CRA Fund - Community Redevelopment Agency

| 190- 559- Project # | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| COMMUNITY REDEVELOPMENT AGENCY EXPENSES | | | | | | |
| 511.0100 | Executive Salaries | 87,027 | 90,196 | 87,768 | 93,480 | 3.64% |
| 512.0100 | Regular Salaries | 54,153 | 74,525 | 77,740 | 79,818 | 7.10% |
| 513.0100 | Part Time Wages | 79,949 | 66,654 | 42,722 | 15,000 | -77.50% |
| 514.0100 | Overtime | 5,424 | 7,500 | 1,750 | 5,000 | -33.33% |
| 521.0100 | FICA Taxes | 17,197 | 18,274 | 15,960 | 14,787 | -19.08% |
| 522.2100 | Retirement General Employees | 42,260 | 22,849 | 23,811 | 23,027 | 0.78% |
| 522.2500 | Matching Deferred Comp | - | 27,654 | 26,291 | 26,969 | 100.00% |
| 523.0100 | Health and Dental Insurance | 10,317 | 10,650 | 9,391 | 21,555 | 102.39% |
| 523.0200 | Health Insurance -Dependent Subsidy | 1,744 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 404 | 614 | 480 | 646 | 5.21% |
| 524.0100 | Workers' Compensation | 914 | 884 | 936 | 715 | -19.12% |
| | PERSONNEL EXPENSES | 299,389 | 319,800 | 286,849 | 280,997 | -12.13% |
| 531.0100 | Consulting | 54,488 | 95,000 | 125,000 | 170,000 | 78.95% |
| 531.0300 | Membership Dues | 11,370 | 11,470 | 11,620 | 7,105 | -38.06% |
| 531.0600 | Attorney | 47,350 | 48,947 | 51,093 | 59,800 | 22.17% |
| 531.1600 | Contract Services | 14,819 | 57,961 | 40,000 | 38,174 | -34.14% |
| 534.4200 | Building Demolition | 3,284 | - | - | 5,000 | 100.00% |
| 540.5100 | Travel and Per Diem | 14,976 | 24,850 | 24,850 | 11,300 | -54.53% |
| 541.1100 | Communications | 1,668 | 1,825 | 1,500 | 1,500 | -17.81% |
| 542.1200 | Postage/Mailing Services | 135 | 950 | 150 | 200 | -78.95% |
| 543.0000 | Utility Services | 4,261 | 4,500 | 4,500 | 4,500 | 0.00% |
| 544.0500 | Operating Lease | 3,608 | 5,100 | 7,041 | 5,100 | 0.00% |
| 544.1500 | Rental Expenses | 30,750 | 25,151 | 25,151 | 24,000 | -4.58% |
| 545.1200 | Insurance | 10,186 | 6,197 | 8,452 | 14,752 | 138.05% |
| 546.3400 | Repair and Maintenance | 2,312 | 2,350 | 1,750 | 7,500 | 219.15% |
| 546.4000 | Vehicle Repair and Maintenance | 101 | 100 | 100 | 1,400 | 1300.00% |
| 547.5100 | Printing and Binding | - | 50 | 50 | 50 | 0.00% |
| 548.9100 | Promotional Advertising | 19,776 | 23,500 | 23,500 | 35,000 | 48.94% |
| 549.3000 | Sales Tax | - | 100 | 100 | - | -100.00% |
| 549.9600 | Bank Service Charges | 6,451 | 4,500 | 5,400 | 5,000 | 11.11% |
| 551.1200 | Office Supplies | 650 | 1,250 | 1,250 | 1,500 | 20.00% |
| 552.1500 | Fuel and Lubricants | 584 | 1,500 | 956 | 1,500 | 0.00% |
| 552.2300 | Operating Expenses | 5,324 | 12,100 | 7,500 | 9,100 | -24.79% |
| 552.4200 | Small Tools/Equipment | 4,758 | 1,000 | 1,000 | 1,000 | 0.00% |
| 552.5100 | Uniform Purchases and Cleaning | - | - | 300 | 500 | 100.00% |
| 552.7100 | Fairs and Festivals | 131,871 | 126,000 | 120,000 | 135,000 | 7.14% |
| 552.7200 | Palmetto Historical Park | 10,025 | 9,795 | 11,000 | 9,800 | 0.05% |
| 552.7400 | Ag Museum | 6,684 | 7,800 | 7,800 | 7,800 | 0.00% |
| 554.0100 | Non-Capitalized Equipment | 750 | 1,000 | 1,000 | 1,000 | 0.00% |
| 554.1200 | Publications | 137 | 500 | 500 | 330 | -34.00% |
| 555.1300 | Technical/Training | 8,434 | 15,375 | 16,000 | 10,555 | -31.35% |
| | OPERATING EXPENSES | 394,752 | 488,871 | 497,563 | 568,466 | 16.28% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

CRA Fund - Community Redevelopment Agency

| 190- 559- Project # | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|--------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| COMMUNITY REDEVELOPMENT AGENCY EXPENSES | | | | | | |
| 561.0000 | Land | 7,032 | 108,760 | 108,760 | 270,000 | 148.25% |
| 562.0000 | Building Improvements | - | - | - | 200,000 | 100.00% |
| 564.0100 | Machinery and Equipment | 20,722 | - | - | 100,000 | 100.00% |
| | CAPITAL PURCHASES | 27,754 | 108,760 | 108,760 | 570,000 | 424.09% |
| 563.0000-1101 | MLK Park | 537,100 | 181,149 | 154,686 | - | -100.00% |
| 563.0000-1103 | Boat Ramp Contingency | 23,203 | 341,084 | 339,240 | - | -100.00% |
| 563.0000-1104 | Lamb/Sutton Park | 564,758 | 196,699 | 196,699 | - | -100.00% |
| 563.0000-1107 | Haben Boulevard Improvements | 14,256 | 55,675 | 55,675 | - | -100.00% |
| 563.0000-1202 | Riverside Park | 81,250 | 13,853 | 13,853 | - | -100.00% |
| 563.0000-1301 | MMEC Project | - | 1,000,000 | 99,730 | 1,500,000 | 50.00% |
| 563.0000-1491 | Historical Park | 45,600 | 19,840 | 19,840 | - | -100.00% |
| 563.0000-1601 | Seawall | - | - | 74,005 | 500,000 | 100.00% |
| 563.0100-1103 | Boat Ramp Project | 410 | 110,855 | 105,000 | - | -100.00% |
| 564.0100-1101 | MLK Park Equipment | - | - | 12,000 | - | 0.00% |
| 564.0100-1103 | Boat Ramp Equipment | - | - | 5,000 | - | 0.00% |
| 564.0100-1202 | Riverside Park Equipment | - | 68,000 | 68,000 | - | -100.00% |
| | CAPITAL PROJECTS | 1,266,577 | 1,987,155 | 1,143,728 | 2,000,000 | 0.65% |
| 571.0100 | Principal - Lease | 1,089 | 556 | 554 | - | -100.00% |
| 571.6900 | CRA - 06 Loan Principle | 219,750 | 824,097 | 824,097 | 219,750 | -73.33% |
| 572.0100 | Interest Expense - Lease | 31 | 6 | 6 | - | -100.00% |
| 572.6900 | CRA - 06 Loan Interest Expense | 34,709 | 60,000 | 32,403 | 60,000 | 0.00% |
| 573.0500 | New Debt Service | - | - | - | 61,000 | 100.00% |
| | DEBT SERVICE | 255,579 | 884,659 | 857,060 | 340,750 | -61.48% |
| 582.1100 | Commercial Renovation | 85,580 | 50,000 | 50,000 | 50,000 | 0.00% |
| 582.1200 | Community Renovation Program | 630,179 | 646,755 | 623,285 | 517,131 | -20.04% |
| 582.1400 | CRA Community | 3,690 | 2,100 | 11,000 | 70,000 | 3233.33% |
| 582.1500 | Redevelopment Incentives | - | 125,194 | 125,194 | 117,270 | -6.33% |
| 582.1600 | General Property Upgrades | 1,175 | - | - | - | 0.00% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

CRA Fund - Community Redevelopment Agency

| 190- 559- Project # | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|---------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| COMMUNITY REDEVELOPMENT AGENCY EXPENSES | | | | | | |
| 582.2100 | Residential Revitalization Program | 57,821 | 50,000 | 50,000 | - | -100.00% |
| | COMMUNITY PROGRAMS | 778,445 | 874,049 | 859,479 | 754,401 | -13.69% |
| 591.0100 | Transfer out - Administration Charges | 45,798 | 49,410 | 49,410 | 43,673 | -11.61% |
| 593.9000-1103 | Transfer out - Boat Ramp | - | 203,125 | 203,125 | - | -100.00% |
| | TRANSFERS | 45,798 | 252,535 | 252,535 | 43,673 | -82.71% |
| | TOTAL EXPENSES | 3,068,294 | 4,915,829 | 4,005,974 | 4,558,287 | -7.27% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Community Redevelopment Department
Fund 190; Department 559

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| Dept 559-CRA | | | |
| 190-559-511.0100 EXECUTIVE SALARIES | | | |
| CRA DIRECTOR | 1 | 93,480 | 93,480 |
| Totals for GL# 190-559-511.0100-EXECUTIVE SALARIES | | | 93,480 |
| 190-559-512.0100 REGULAR SALARIES | | | |
| EXEC. ADMINISTRATIVE ASSISTANT - 1258 | 1 | 42,795 | 42,795 |
| EXEC. ADMINISTRATIVE ASSISTANT - 1473 | 1 | 37,023 | 37,023 |
| Totals for GL# 190-559-512.0100-REGULAR SALARIES | | | 79,818 |
| 190-559-513.0100 PART TIME WAGES | | | |
| GIS SPECIALIST - 1470 | | | |
| STRATEGIC PLAN SPECIALIST - 1484 | 1 | 15,000 | 15,000 |
| Totals for GL# 190-559-513.0100-PART TIME WAGES | | | 15,000 |
| 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 | 14,787 | 14,787 |
| Totals for GL# 190-559-521.0100-FICA TAXES | | | 14,787 |
| 190-559-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEE RETIREMENT | 1 | 23,027 | 23,027 |
| Totals for GL# 190-559-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 23,027 |
| 190-559-522.2500 MATCHING DEFERRED COMP | | | |
| CRA DIRECTOR | 1 | 26,969 | 26,969 |
| Totals for GL# 190-559-522.2500-MATCHING DEFERRED COMP | | | 26,969 |
| 190-559-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 2 | 5,174 | 10,348 |
| HEALTH INSURANCE - FAMILY | 1 | 11,207 | 11,207 |
| Totals for GL# 190-559-523.0100-HEALTH INSURANCE | | | 21,555 |
| 190-559-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 646 | 646 |
| Totals for GL# 190-559-523.0300-LIFE INSURANCE & EAP | | | 646 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Community Redevelopment Department
Fund 190; Department 559

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| 190-559-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS' COMPENSATION | 1 | 715 | 715 |
| Totals for GL# 190-559-524.0100-WORKERS' COMPENSATION | | | 715 |
| 190-559-531.0100 CONSULTING | | | |
| COMMUNITY GARDEN PLAN | 1 | 2,500 | 2,500 |
| CRA PLAN | | | |
| HABEN | 1 | 2,500 | 2,500 |
| MODEL AFFORDABLE RENTAL UNIT PLAN | 1 | 30,000 | 30,000 |
| MMEC PHASE I LID ENGINEERING | 1 | 35,000 | 35,000 |
| SEAHORSE | 1 | 40,000 | 40,000 |
| GENERAL CONSULTING | 1 | 20,000 | 20,000 |
| MLK PHASE II | 1 | 5,000 | 5,000 |
| GIS | 1 | 10,000 | 10,000 |
| SUTTON/LAMB UPDATE | 1 | 5,000 | 5,000 |
| THIRD PARTY MANAGERIAL AUDIT | 1 | 20,000 | 20,000 |
| Totals for GL# 190-559-531.0100-CONSULTING | | | 170,000 |
| 190-559-531.0300 MEMBERSHIP DUES | | | |
| BROWNFIELD DUES | 1 | 100 | 100 |
| EDC DUES | 1 | 5,000 | 5,000 |
| FLORIDA DEPT OF ECONOMIC OPPORTUNITY | 1 | 175 | 175 |
| FLORIDA HOUSING COALITION | 1 | 200 | 200 |
| FRA MEMBERSHIP | 1 | 1,245 | 1,245 |
| INTERNATIONAL EDC | 1 | 385 | 385 |
| Totals for GL# 190-559-531.0300-MEMBERSHIP DUES | | | 7,105 |
| 190-559-531.0600 ATTORNEY FEES | | | |
| GENERAL LEGAL FEES - 19% | 12 | 4,150 | 49,800 |
| MISC EXPENSES - RECORDING FEES | 1 | 10,000 | 10,000 |
| Totals for GL# 190-559-531.0600-ATTORNEY FEES | | | 59,800 |
| 190-559-531.1600 CONTRACT SERVICES | | | |
| 5TH STREET MAINTENANCE | 12 | 667 | 8,004 |
| ALARM SYSTEM | 12 | 34 | 408 |
| CLEANING SERVICES | 52 | 75 | 3,900 |
| DRINKING WATER SERVICE | 1 | 300 | 300 |
| HABEN BLVD MAINTENANCE | 12 | 708 | 8,496 |
| HVAC ANNUAL MAINTENANCE | 2 | 108 | 216 |
| GENERAL REPAIRS | 10 | 1,000 | 10,000 |
| NEWSPAPER | 1 | 180 | 180 |
| PEST CONTROL | 4 | 30 | 120 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Community Redevelopment Department
Fund 190; Department 559

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 190-559-531.1600 CONTRACT SERVICES - CONTINUED | | | |
| SNACKWORKS | 1 | 550 | 550 |
| GATEWAY SIGN | 1 | 2,000 | 2,000 |
| SUTTON SIGNS | 1 | 4,000 | 4,000 |
| Totals for GL# 190-559-531.1600-CONTRACT SERVICES | | | 38,174 |
| 190-559-534.4200 BLDG DEMOLITION | | | |
| BLDG DEMO | 1 | 5,000 | 5,000 |
| Totals for GL# 190-559-534.4200-BLDG DEMOLITION | | | 5,000 |
| 190-559-540.5100 TRAVEL AND PER DIEM | | | |
| FSDA | | | |
| FLORIDA HOUSING COALITION | 1 | 1,400 | 1,400 |
| FRA CONFERENCE | 1 | 4,200 | 4,200 |
| MISCELLANEOUS | 1 | 3,500 | 3,500 |
| INTERNATIONAL EDC | 1 | 700 | 700 |
| FRA CERTIFICATION | 1 | 1,500 | 1,500 |
| Totals for GL# 190-559-540.5100-TRAVEL AND PER DIEM | | | 11,300 |
| 190-559-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE - CRA DIRECTOR | 1 | 1,500 | 1,500 |
| Totals for GL# 190-559-541.1100-COMMUNICATIONS | | | 1,500 |
| 190-559-542.1200 POSTAGE/MAILING SERVICES | | | |
| POSTAGE | 1 | 200 | 200 |
| Totals for GL# 190-559-542.1200-POSTAGE/MAILING SERVICES | | | 200 |
| 190-559-543.0000 UTILITY SERVICES | | | |
| CITY OF PALMETTO UTILITY | 1 | 1,500 | 1,500 |
| FPL | 1 | 3,000 | 3,000 |
| Totals for GL# 190-559-543.0000-UTILITY SERVICES | | | 4,500 |
| 190-559-544.0500 OPERATING LEASE | | | |
| CANON 5248 - LEASE - PMT 16-28 OF 36 | 12 | 225 | 2,700 |
| CANON 5248 - MAINTENANCE | 12 | 200 | 2,400 |
| Totals for GL# 190-559-544.0500-OPERATING LEASE | | | 5,100 |
| 190-559-544.1500 RENTAL EXPENSES | | | |
| OFFICE RENT | 12 | 2,000 | 24,000 |
| Totals for GL# 190-559-544.1500-RENTAL EXPENSES | | | 24,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Community Redevelopment Department
Fund 190; Department 559

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 190-559-545.1200 INSURANCE | | | |
| D-6 EXECUTIVE TRAVEL AD&D | 1 | 52 | 52 |
| GENERAL LIABILITY, AUTO AND PROPERTY | 1 | 6,500 | 6,500 |
| 4TH JULY | 1 | 4,200 | 4,200 |
| MULTICULTURAL | 1 | 4,000 | 4,000 |
| Totals for GL# 190-559-545.1200-INSURANCE | | | 14,752 |
| 190-559-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIR AND MAINTENANCE | 1 | 7,500 | 7,500 |
| Totals for GL# 190-559-546.3400-REPAIR & MAINTENANCE | | | 7,500 |
| 190-559-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| OIL CHANGES | 4 | 50 | 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 | 50 | 50 |
| Totals for GL# 190-559-547.5100-PRINTING AND BINDING | | | 50 |
| 190-559-548.9100 PROMOTIONAL ADVERTISING | | | |
| ADVERTISING | 1 | 1,000 | 1,000 |
| BAGS | 1 | 3,000 | 3,000 |
| FANS | 1 | 1,000 | 1,000 |
| QR-CODE | | | |
| SOCIAL MEDIA ADVERTISING | 1 | 7,500 | 7,500 |
| VIDEO - PARTNER WITH PHS TO CREATE CRA ANNUAL REPORT FOR THU | 1 | 5,000 | 5,000 |
| MIP | 1 | 7,500 | 7,500 |
| THUMBDRIVES | 1 | 5,000 | 5,000 |
| EDC | 1 | 5,000 | 5,000 |
| Totals for GL# 190-559-548.9100-PROMOTIONAL ADVERTISING | | | 35,000 |
| 190-559-549.9600 BANK SERVICE CHARGES | | | |
| BANK CHARGES | 1 | 5,000 | 5,000 |
| Totals for GL# 190-559-549.9600-BANK SERVICE CHARGES | | | 5,000 |
| 190-559-551.1200 OFFICE SUPPLIES | | | |
| PAPER, PENS, INK, ETC. | 1 | 1,500 | 1,500 |
| Totals for GL# 190-559-551.1200-OFFICE SUPPLIES | | | 1,500 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Community Redevelopment Department
Fund 190; Department 559

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 190-559-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL, OIL CHANGES | 1 | 1,500 | 1,500 |
| Totals for GL# 190-559-552.1500-FUEL AND LUBRICANTS | | | 1,500 |
| 190-559-552.2300 OPERATING EXPENSES | | | |
| BUSINESS RECRUITMENT | 1 | 2,000 | 2,000 |
| GENERAL OPERATING EXPENSES | 1 | 5,000 | 5,000 |
| GIS SOFTWARE - ESRI ONLINE | | | |
| OFFICE 365 | 1 | 1,100 | 1,100 |
| AWARDS | 1 | 1,000 | 1,000 |
| Totals for GL# 190-559-552.2300-OPERATING EXPENSES | | | 9,100 |
| 190-559-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| SMALL TOOLS/EQUIPMENT | 1 | 1,000 | 1,000 |
| Totals for GL# 190-559-552.4200-SMALL TOOLS/EQUIPMENT | | | 1,000 |
| 190-559-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| SHIRT ALLOWANCE | 1 | 500 | 500 |
| Totals for GL# 190-559-552.5100-UNIFORM PURCHASES AND CLEANING | | | 500 |
| 190-559-552.7100 FAIRS & FESTIVALS | | | |
| 4TH OF JULY | 1 | 80,000 | 80,000 |
| MULTI-CULTURAL FESTIVAL | 1 | 30,000 | 30,000 |
| PALMETTO REGATTA | 1 | 25,000 | 25,000 |
| Totals for GL# 190-559-552.7100-FAIRS & FESTIVALS | | | 135,000 |
| 190-559-552.7200 PALMETTO HISTORICAL PARK | | | |
| CARNEGIE LIBRARY LICENSE | 1 | 80 | 80 |
| FPL | 12 | 475 | 5,700 |
| ELEVATOR SERVICE | 1 | 1,700 | 1,700 |
| PEST CONTROL | 1 | 520 | 520 |
| WATER | 12 | 150 | 1,800 |
| Totals for GL# 190-559-552.7200-PALMETTO HISTORICAL PARK | | | 9,800 |
| 190-559-552.7400 AG MUSEUM | | | |
| FPL | 12 | 600 | 7,200 |
| WATER | 12 | 50 | 600 |
| Totals for GL# 190-559-552.7400-AG MUSEUM | | | 7,800 |
| 190-559-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| EQUIPMENT | 1 | 1,000 | 1,000 |
| Totals for GL# 190-559-554.0100-NON-CAPITALIZED EQUIPMENT | | | 1,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Community Redevelopment Department
Fund 190; Department 559

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-----------|
| 190-559-554.1200 PUBLICATIONS | | | |
| PUBLICATIONS | 1 | 250 | 250 |
| ICC PROPERTY MAINTENANCE CODE | 2 | 40 | 80 |
| Totals for GL# 190-559-554.1200-PUBLICATIONS | | | 330 |
| 190-559-555.1300 TECHNICAL/TRAINING | | | |
| ANNUAL CONFERENCE | 6 | 460 | 2,760 |
| CRA CERTIFICATION | 1 | 2,670 | 2,670 |
| CONTINUED EDUCATION/TRAINING | 2 | 1,400 | 2,800 |
| FLORIDA HOUSING COALITION | 1 | 790 | 790 |
| IEDC | 1 | 535 | 535 |
| MISC. | 1 | 1,000 | 1,000 |
| Totals for GL# 190-559-555.1300-TECHNICAL/TRAINING | | | 10,555 |
| 190-559-561.0000 LAND | | | |
| MLK ADDITIONS | 1 | 10,000 | 10,000 |
| 10TH AVENUE RIGHT-OF-WAY | 1 | 10,000 | 10,000 |
| HOUSING PROGRAM | 1 | 250,000 | 250,000 |
| Totals for GL# 190-559-561.0000-LAND | | | 270,000 |
| 190-559-562.0000 BUILDING IMPROVEMENTS | | | |
| CRA OFFICE | 1 | 200,000 | 200,000 |
| Totals for GL# 190-559-562.0000-BUILDING IMPROVEMENTS | | | 200,000 |
| 190-559-563.0000-1301 MMEC PROJECT | | | |
| MMEC PROJECT | 1 | 565,000 | 565,000 |
| MMEC PROJECT-CARRY OVER | 1 | 935,000 | 935,000 |
| Totals for GL# 190-559-563.0000-1301-MMEC PROJECT | | | 1,500,000 |
| 190-559-563.0000-1601 SEAWALL | | | |
| SEAWALL | 1 | 500,000 | 500,000 |
| Totals for GL# 190-559-563.0000-1601-SEAWALL | | | 500,000 |
| 190-559-564.0100 MACHINERY/EQUIPMENT/SOFTWARE | | | |
| GATEWAY SIGN | 1 | 100,000 | 100,000 |
| Totals for GL# 190-559-564.0100-MACHINERY/EQUIPMENT/SOFTWARE | | | 100,000 |
| 190-559-571.6900 PRINC - 06 CRA LOAN | | | |
| CRA LOAN PRINCIPAL | 1 | 219,750 | 219,750 |
| Totals for GL# 190-559-571.6900-PRINC - 06 CRA LOAN | | | 219,750 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Community Redevelopment Department
Fund 190; Department 559

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|-----------|
| 190-559-572.6900 INT EXP - 06 CRA LOAN | | | |
| CRA LOAN INTEREST | 1 | 60,000 | 60,000 |
| Totals for GL# 190-559-572.6900-INT EXP - 06 CRA LOAN | | | 60,000 |
| 190-559-573.0500 NEW DEBT SERVICE | | | |
| DEBT SERVICE - SEAWALL | 1 | 61,000 | 61,000 |
| Totals for GL# 190-559-573.0500-NEW DEBT SERVICE | | | 61,000 |
| 190-559-582.1100 COMMERCIAL RENOVATION | | | |
| COMMERCIAL RENOVATION | 1 | 50,000 | 50,000 |
| Totals for GL# 190-559-582.1100-COMMERCIAL RENOVATION | | | 50,000 |
| 190-559-582.1200 COMMUNITY RENOVATION PROGRAM | | | |
| PD SUBPLAN | 1 | 517,131 | 517,131 |
| Totals for GL# 190-559-582.1200-COMMUNITY RENOVATION PROGRAM | | | 517,131 |
| 190-559-582.1400 CRA COMMUNITY | | | |
| DOWNTOWN COMM CORE | 1 | 10,000 | 10,000 |
| HEAVY COMM INDUSTRIAL | 1 | 10,000 | 10,000 |
| BUILDING PERMIT FEES | 1 | 20,000 | 20,000 |
| PLANNING FEES | 1 | 30,000 | 30,000 |
| Totals for GL# 190-559-582.1400-CRA COMMUNITY | | | 70,000 |
| 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 |
| Totals for GL# 190-559-582.1500-REDEVELOPMENT INCENTIVES | | | 117,270 |
| 190-559-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| FINANCE | 12 | 1,487 | 17,844 |
| HR | 12 | 428 | 5,136 |
| CITY CLERK - AGENDA SERVICES | 12 | 134 | 1,608 |
| FINANCE - ADDITIONAL SERVICES | 1 | 1,733 | 1,733 |
| IT SERVICES | 12 | 1,446 | 17,352 |
| Totals for GL# 190-559-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 43,673 |
| Totals for dept 559-CRA | | | 4,558,287 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**Road and Bridge Fund
Fund #307**

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

This fund is comprised of one cost center:

- Road and Bridge – Cost Center 541

Gas taxes account for 84% of this fund's revenue source before other financing sources in the amount of \$1,218,887 for operations. The remaining 16% comes from miscellaneous interest and service related revenues. This year other financing sources in the amount of \$491,834 are from fund balance and impact fees for \$443,333 capital projects funding and \$48,501 for capital equipment.

This fund is currently one of the most stable in the City with regards to the level of fund balance. In fiscal year 2014 the Road and Bridge fund supported capital projects in an amount to bring the fund balance levels from thirteen months to five months. Fiscal year 2015 was a good year for gasoline taxes with the drop in gas prices and the fund balance levels improved to eight months allowing for continued funding to pave City streets that are in dire need of repair.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| ROAD AND BRIDGE FUND | | | | | |
| BEGINNING FUND BALANCES | 1,919,271 | 1,264,297 | 1,264,297 | 1,345,698 | 6.44% |
| Taxes | 1,184,752 | 1,155,306 | 1,279,049 | 1,218,887 | 5.50% |
| Impact Fees | 46,806 | - | 9,690 | - | 0.00% |
| Intergovernmental Revenue | 101,701 | 96,259 | 104,121 | 96,963 | 0.00% |
| Charges for Services | 91,523 | 97,480 | 99,294 | 110,498 | 13.35% |
| Interest Revenue | 5,473 | 8,826 | 4,162 | 8,000 | -9.36% |
| Miscellaneous | 1,368 | 747 | 421 | - | -100.00% |
| Debt/Lease Proceeds | 131,500 | 256,353 | 256,353 | - | -100.00% |
| Non-Revenue Sources | - | 228,616 | - | 491,834 | 115.14% |
| TOTAL REVENUES | 1,563,123 | 1,843,587 | 1,753,090 | 1,926,182 | 4.48% |
| EXPENSES | | | | | |
| Personnel | 259,020 | 267,509 | 213,152 | 280,455 | 4.84% |
| Operating Expenses | 498,636 | 559,526 | 539,803 | 636,085 | 13.68% |
| Capital Expenses | 150,913 | 271,308 | 278,860 | 37,501 | -86.18% |
| Debt Service | 226,734 | 297,995 | 277,513 | 285,406 | -4.22% |
| Transfers Out | 1,082,794 | 445,694 | 362,361 | 684,007 | 53.47% |
| TOTAL EXPENDITURES | 2,218,097 | 1,842,032 | 1,671,689 | 1,923,454 | 4.42% |
| Excess Revenue Over (Under) Expenditures | (654,974) | 1,555 | 81,401 | 2,728 | 75.43% |
| Fund Balance, End of Year | 1,264,297 | 1,265,852 | 1,345,698 | 1,348,426 | 6.52% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 307- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| ROAD AND BRIDGE FUND REVENUE/SOURCES | | | | | | |
| TAXES | | | | | | |
| 000-312.3000 | 9th Cent Gas Tax | 62,628 | 56,655 | 66,996 | 57,100 | 0.79% |
| 000-312.4100 | \$.04 Local Gas Tax-Manatee County | 460,687 | 472,566 | 527,266 | 482,515 | 2.11% |
| 000-312.4101 | 5th and 6th Cent Gas Tax | 199,452 | 195,231 | 194,711 | 239,348 | 22.60% |
| 000-312.4201 | 5 Cent Second Local Option Gas Tax | 461,985 | 430,854 | 490,076 | 439,924 | 2.11% |
| | FUEL TAXES | 1,184,752 | 1,155,306 | 1,279,049 | 1,218,887 | 5.50% |
| IMPACT FEES | | | | | | |
| 000-324.3100 | Impact Fees - Residential - Roads | 18,946 | - | 9,690 | - | 0.00% |
| 000-324.3200 | Impact Fees - Commercial - Roads | 27,860 | - | - | - | 0.00% |
| | IMPACT FEES | 46,806 | - | 9,690 | - | 0.00% |
| INTERGOVERNMENTAL REVENUE | | | | | | |
| STATE REVENUE SHARING | | | | | | |
| 000-335.1200 | \$.08 Motor Fuel Tax-State Revenue Sharing | 101,701 | 96,259 | 104,121 | 96,963 | 0.73% |
| | INTERGOVERNMENTAL REVENUES | 101,701 | 96,259 | 104,121 | 96,963 | 0.73% |
| CHARGES FOR SERVICES | | | | | | |
| 000-343.2000 | FDOT/Highway MTCE Contract | 14,765 | 19,686 | 19,686 | 18,257 | -7.26% |
| 000-343.2010 | FDOT/Signalization Contract | 19,100 | 20,116 | 20,116 | 32,832 | 63.21% |
| 000-343.2020 | FDOT/Lighting Contract | 55,998 | 57,678 | 57,678 | 59,409 | 3.00% |
| 000-347.4000 | Special Event Fee | - | - | 614 | - | 0.00% |
| 000-349.0000 | Charges for Services Provided | 1,660 | - | - | - | 0.00% |
| 000-349.1000 | Charges for Services Benchmark | - | - | 1,200 | - | 0.00% |
| | CHARGES FOR SERVICES | 91,523 | 97,480 | 99,294 | 110,498 | 13.35% |
| INTEREST REVENUE | | | | | | |
| 000-361.0100 | Interest Earnings | 5,253 | 8,301 | 2,469 | 8,000 | -3.63% |
| 000-361.0200 | Interest Revenue - Impact Fees | 220 | 525 | 393 | - | -100.00% |
| 000-361.0800 | Interest-Spec Assmt | - | - | 1,300 | - | 0.00% |
| | INTEREST REVENUE | 5,473 | 8,826 | 4,162 | 8,000 | -9.36% |
| MISCELLANEOUS REVENUE | | | | | | |
| 000-369.7400 | Other Misc Revenue/Insurance Reimbursement | 300 | - | - | - | 0.00% |
| 000-369.7401 | Other Misc Revenue / Insurance Premium Reimbursement | 1,068 | 747 | 421 | - | 0.00% |
| | MISCELLANEOUS REVENUE | 1,368 | 747 | 421 | - | 0.00% |
| OTHER FINANCING SOURCES | | | | | | |
| <u>Debt/Lease Proceeds</u> | | | | | | |
| 000-383.7000 | Capital Lease Inception | 131,500 | 256,353 | 256,353 | - | -100.00% |
| | TOTAL DEBT/LEASE PROCEEDS | 131,500 | 256,353 | 256,353 | - | -100.00% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

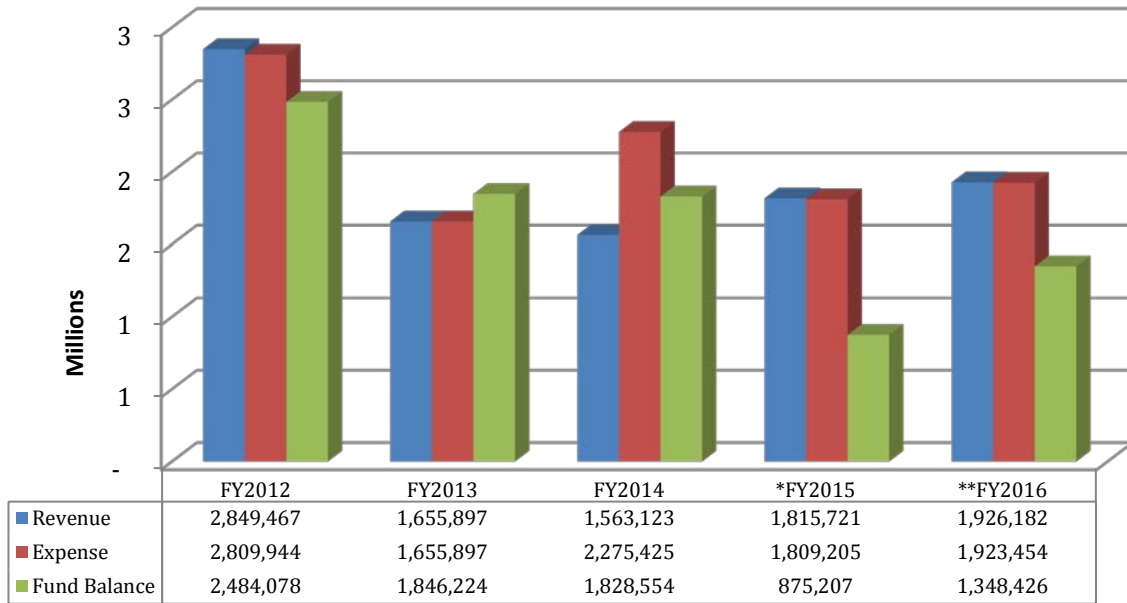
| 307- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| ROAD AND BRIDGE FUND REVENUE/SOURCES | | | | | | |
| <u>Non-Revenue Sources</u> | | | | | | |
| 000-399.0000 | Funding from Fund Balance for Outstanding Enc | - | 20,283 | - | - | -100.00% |
| 000-399.6000 | Funding from Fund Balance - Capital | - | 125,000 | - | 408,501 | 0.00% |
| 000-399.9507 | Funding from Equity - Impact Fees | - | 83,333 | - | 83,333 | 0.00% |
| | NON-REVENUE SOURCES | - | 228,616 | - | 491,834 | 115.14% |
| | TOTAL OTHER FINANCING SOURCES | 131,500 | 484,969 | 256,353 | 491,834 | 1.42% |
| | TOTAL ROAD & BRIDGE FUND | 1,563,123 | 1,843,587 | 1,753,090 | 1,926,182 | 4.48% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

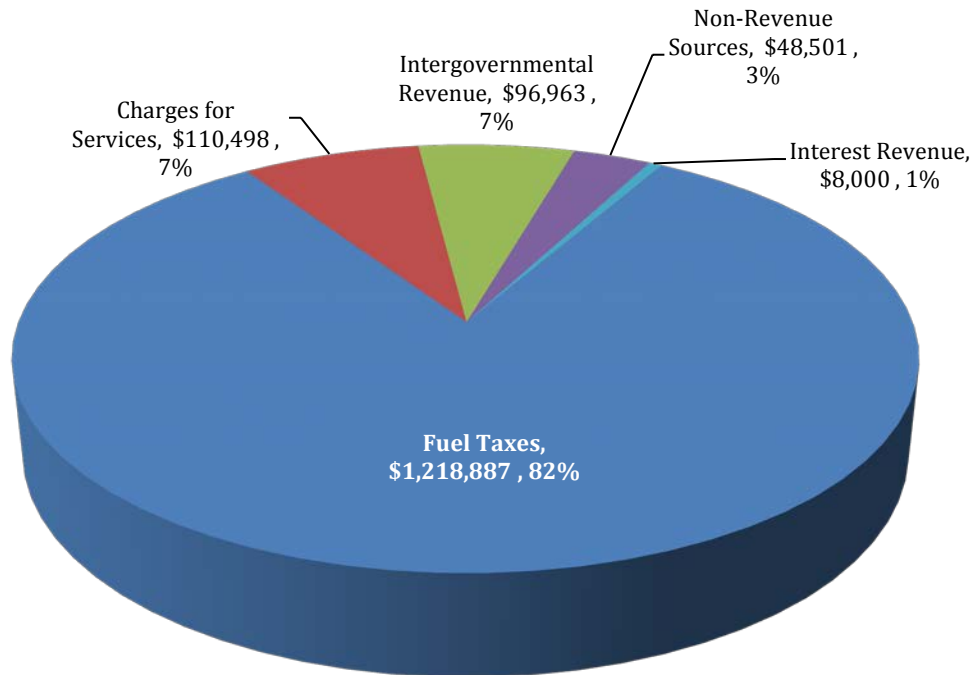
ROAD AND BRIDGE FUND - 307

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2016 Revenues By Source





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

ROAD AND BRIDGE FUND - 307

Revenue Analysis and Forecasting

Revenue Trends

Motor Fuel Taxes – Road and Bridge Fund - \$1,218,887 (Pass thru from State)

The Road and Bridge fund is estimated to receive \$1,926,182 in FY2016 of which 69% or \$1,329,385 is generated from Motor Fuel Taxes (\$1,218,887) and Florida Department of Transportation Highway/Lighting and Maintenance Agreements (\$110,498).

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:

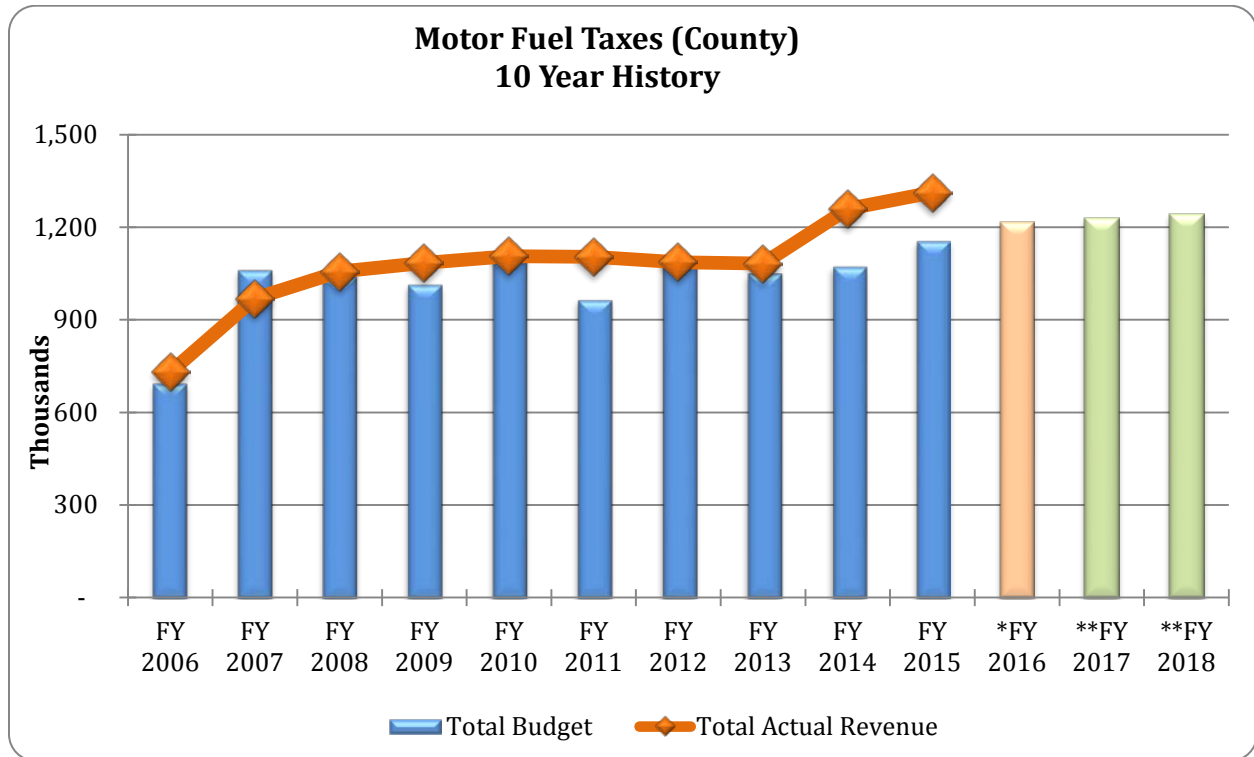


Figure 9 illustrates budgeted revenue as it compares with revenue actually received.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

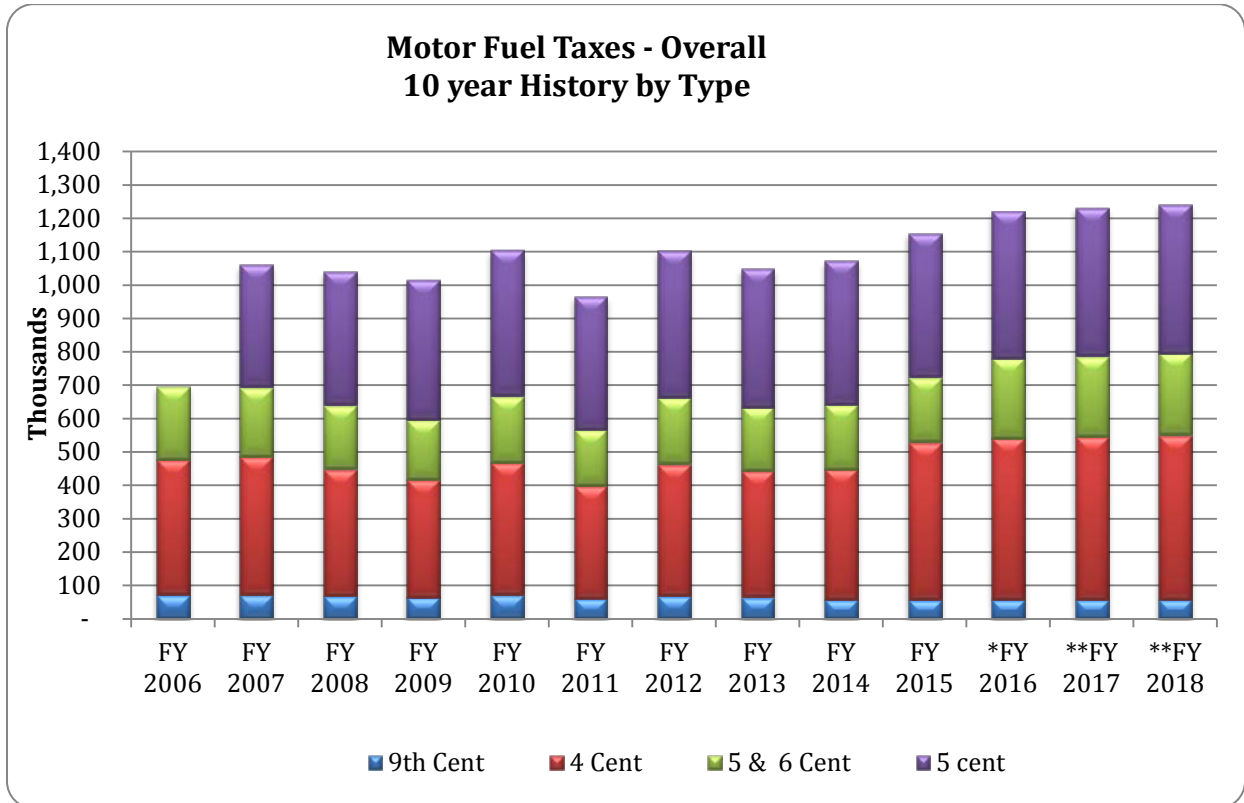


Figure 10

A smaller portion of gas taxes is received from the State of Florida in the form of the 8th cent fuel tax. This is received as state revenue sharing dollars and 23.7% is deposited into the Road and Bridge fund while the remaining 76.3% is deposited into the General Fund. The Road and Bridge Fund portion is budgeted at \$96,963 for fiscal year 2016 as shown in Figure 8 – General Fund Section.

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

Charges for Services – Road and Bridge Fund

Charges for services in the Road and Bridge fund consists of \$110,498 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
2015-2016 BUDGET**

**Non-Revenue Sources -- \$443,333 or 23% of Road and Bridge Fund Revenue
(Funding for Capital Projects from Fund Balance)**

Each year during the budgeting process, the fund balance is evaluated for the amount usable for capital projects. Amounts exceeding five months of operating expenditure budget may be used for capital projects or one-time expenditures. For fiscal year 2016, it was projected that there would be \$443,333 available for capital projects including \$83,333 in transportation impact fees. Of that available amount, a total of \$360,000 was assigned for capital projects as follows:

| | |
|--|---------------|
| • New Street Projects | 300,000 |
| • TMDL Program | 50,000 |
| • Dredging projects | 10,000 |
| • 13 th Ave.: 7 th to 8 th Street – Impact Fees | <u>83,333</u> |
| Total Non-revenue Sources | \$ 443,333 |

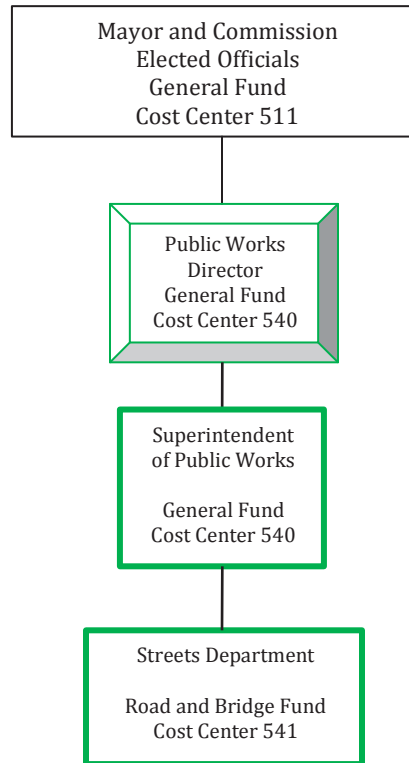


The 5th Street project was completed using a Low Impact Development (LID) process to assist with removal of stormwater and general drainage. This project received second place for Future of the Region Development/Infrastructure Award.

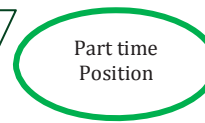
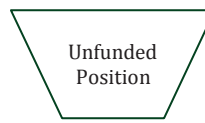
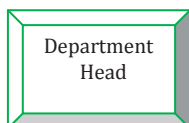


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**ROAD AND BRIDGE FUND
ORGANIZATIONAL CHART**



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Streets - 541

Fund: Road and Bridge Fund - 307
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Continual changes in environmental rules

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

| Color Block | Vision or Fundamental Strategies | <u>Cost Center Goals and Objectives:</u> |
|-----------------------|---|--|
| Appearance | Beautify and enhance | 1. Maintain city streets and keep asphalt free of potholes _____ _____ _____ _____ _____ _____ |
| Services | Maintain and improve everyday services | |
| Infrastructure | Maintain and improve infrastructure | |
| Safety | Make the City safe | |
| Economic Stability | Enhance and prosper the City and its citizens | |
| Historic Preservation | Preserve Palmetto's history | |
| | | |

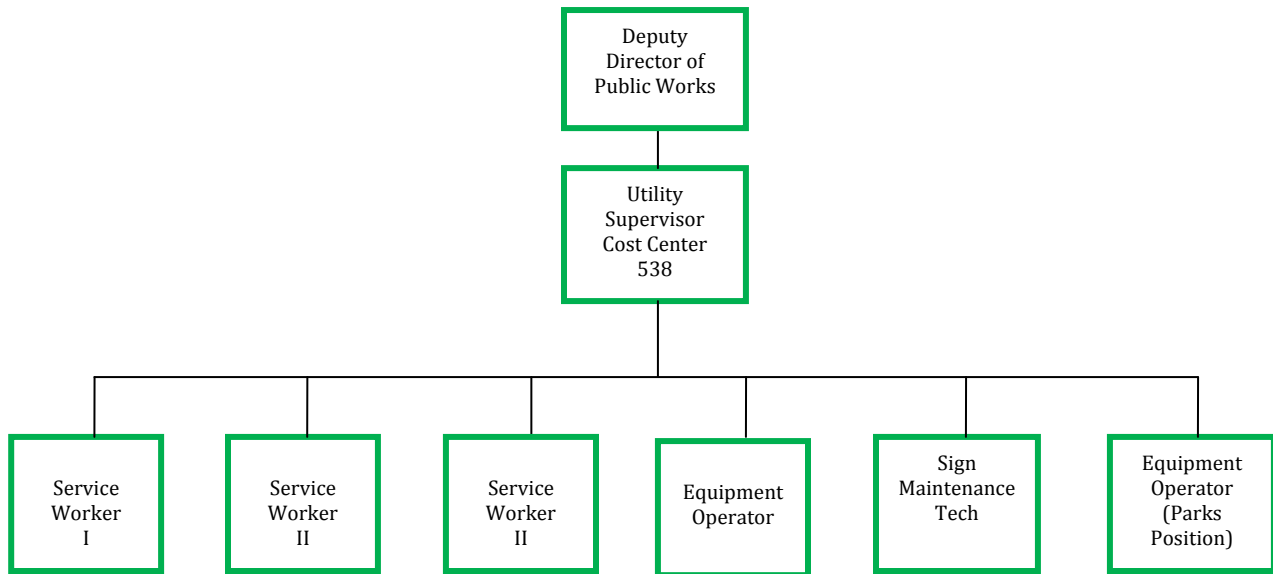


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

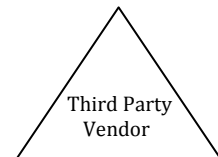
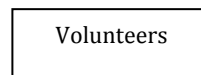
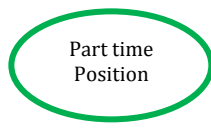
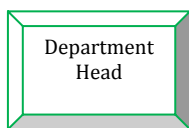
**STREETS DEPARTMENT
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-----------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Service Worker I | 103/2 | 12.6495 | 26,311 | 16,319 | 42,630 | 1.00 |
| Service Worker II | 105/8 | 16.5946 | 34,517 | 19,788 | 54,304 | 1.00 |
| Service Worker II | 105/13 | 19.1817 | 39,898 | 22,063 | 61,961 | 1.00 |
| Equipment Operator | 106/3 | 16.0741 | 33,434 | 19,330 | 52,764 | 1.00 |
| Sign Maintenance Tech | 107/4 | 16.2930 | 33,889 | 19,523 | 53,412 | 1.00 |
| Overtime | | | 9,000 | 3,775 | 12,775 | |
| TOTAL ROAD AND BRIDGE FUND | | | 177,049 | 100,796 | 277,845 | 5.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Road and Bridge Fund - Streets Department

| 307- 541 | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|------------------------------------|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| STREETS DEPARTMENT EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 165,403 | 161,814 | 129,598 | 168,049 | 3.85% |
| 514.0100 | Overtime | 14,179 | 3,500 | 6,000 | 9,000 | 157.14% |
| 521.0100 | FICA Taxes | 13,660 | 12,647 | 10,287 | 13,544 | 7.09% |
| 522.2100 | Retirement General Employee | 41,575 | 50,685 | 42,387 | 51,079 | 0.78% |
| 523.0100 | Health and Dental Insurance | 22,354 | 26,625 | 17,741 | 25,870 | -2.84% |
| 523.0200 | Health Insurance -Dependent Subsidy | 3,197 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 475 | 644 | 426 | 671 | 4.19% |
| 524.0100 | Workers' Compensation | 8,725 | 8,994 | 6,713 | 9,632 | 7.09% |
| 529.0000 | Career Advancement | - | 2,600 | - | 2,610 | 0.38% |
| 529.9900 | Reimbursement of Personnel Costs | (10,548) | - | - | - | 0.00% |
| | PERSONNEL EXPENDITURES | 259,020 | 267,509 | 213,152 | 280,455 | 4.84% |
| 531.2000 | Engineering Services | 10,000 | 8,714 | 1,500 | 10,000 | 14.76% |
| 534.1600 | Lot Clearing | 2,050 | 4,000 | 4,000 | 4,000 | 0.00% |
| 540.5100 | Travel and Per Diem | 186 | 500 | 3 | 800 | 60.00% |
| 541.1100 | Communciations | 839 | 650 | 750 | 900 | 38.46% |
| 543.0500 | Street Lights - Electric | 114,792 | 115,000 | 120,000 | 120,000 | 4.35% |
| 544.0500 | Operating Lease | 377 | 100 | 100 | - | -100.00% |
| 544.1500 | Rental Expenses | - | 900 | 900 | 1,000 | 11.11% |
| 545.1200 | Insurance | 5,977 | 7,416 | 7,416 | 10,475 | 41.25% |
| 546.3400 | Repair & Maintenance | 25,659 | 30,944 | 24,000 | 35,000 | 13.11% |
| 549.5000 | Locate Costs | 315 | - | - | 840 | 100.00% |
| 549.9600 | Bank Service Charges | 3,412 | 3,200 | 2,500 | 2,500 | -21.88% |
| 551.1200 | Office Supplies | 5 | 50 | 60 | 75 | 50.00% |
| 552.1500 | Fuel and Lubricants | 23,412 | 27,000 | 19,087 | 27,000 | 0.00% |
| 552.2300 | Operating Expenses | 6,025 | 4,000 | 4,000 | 3,990 | -0.25% |
| 552.3900 | Safety Program Expense | 583 | 1,000 | 1,000 | 1,000 | 0.00% |
| 552.4200 | Small Tools/Equipment | 1,516 | 2,456 | 2,500 | 3,000 | 22.15% |
| 552.5100 | Uniform Purchases and Cleaning | 1,216 | 1,927 | 1,927 | 2,205 | 14.43% |
| 553.0200 | Materials-Road Repairs and Maintenance | 204,967 | 218,011 | 220,861 | 276,000 | 26.60% |
| 553.0300 | Materials-Sidewalk Repairs and Maintenance | 65,302 | 50,000 | 50,000 | 50,000 | 0.00% |
| 553.0400 | Materials - Light Repairs and Maintenance | 9,610 | 69,508 | 68,199 | 74,300 | 6.89% |
| 553.0500 | ADA Sidewalk Compliance | 21,300 | 12,150 | 11,000 | 11,000 | -9.47% |
| 555.1300 | Technical/Training | 1,093 | 2,000 | - | 2,000 | 0.00% |
| | OPERATING EXPENSES | 498,636 | 559,526 | 539,803 | 636,085 | 13.68% |
| 564.0100 | Machinery & Equipment | 28,347 | 14,955 | 14,955 | 37,501 | 150.76% |
| 564.4900 | Capital Leased Equipment | 122,566 | 256,353 | 263,905 | - | -100.00% |
| | CAPITAL EQUIPMENT PURCHASES | 150,913 | 271,308 | 278,860 | 37,501 | -86.18% |
| 571.0100 | Principal - Lease | 70,642 | 119,238 | 119,220 | 126,790 | 6.33% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Road and Bridge Fund - Streets Department

| 307- 541 | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|------------------------------------|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| STREETS DEPARTMENT EXPENSES | | | | | | |
| 571.0400 | Principal -BOA Loan 2004 | 9,234 | 10,000 | 9,700 | 10,750 | 7.50% |
| 571.0500 | Principal -BOA Loan 2005 | 50,095 | 53,000 | 53,000 | 55,000 | 3.77% |
| 571.0700 | Principal -BOA Loan 2007 | 30,833 | 33,000 | 32,000 | 32,000 | -3.03% |
| 572.0100 | Interest Expense - Lease | 2,818 | 4,093 | 4,093 | 3,866 | -5.55% |
| 572.0400 | Interest Expense -BOA Loan 2004 | 5,158 | 5,000 | 5,000 | 4,500 | -10.00% |
| 572.0500 | Interest Expense - BOA Loan 2005 | 32,988 | 33,000 | 32,000 | 31,000 | -6.06% |
| 572.0700 | Interest Expense - BOA Loan 2007 | 24,964 | 25,000 | 22,500 | 21,500 | -14.00% |
| 573.0500 | New Debt Service | - | 15,664 | - | - | -100.00% |
| | DEBT SERVICE | 226,732 | 297,995 | 277,513 | 285,406 | -4.22% |
| 591.0100 | Transfer Out - Administration Charges | 132,144 | 132,400 | 132,400 | 140,674 | 6.25% |
| 591.0700 | Transfer to Capital Projects Fund | 125,650 | 148,333 | 65,000 | 383,333 | 158.43% |
| 591.4000 | Transfer to Stormwater - Capital Projects | - | 64,961 | 64,961 | - | -100.00% |
| 594.4000 | Transfer to Stormwater - Subsidy | 100,000 | 100,000 | 100,000 | 100,000 | 0.00% |
| 594.6000 | Transfer to Reuse - Capital Projects | 585,000 | - | - | 60,000 | 0.00% |
| 593.0100 | Transfer from Impact Fees | 140,000 | - | - | - | 0.00% |
| | TRANSFERS | 1,082,794 | 445,694 | 362,361 | 684,007 | 53.47% |
| | TOTAL EXPENSES | 2,218,095 | 1,842,032 | 1,671,689 | 1,923,454 | 4.42% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Road and Bridge Department
Fund 307; Department 541

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 541-ROAD & BRIDGE | | | |
| 307-541-512.0100 REGULAR SALARIES | | | |
| EQUIPMENT OPERATOR-1477 | 1 | 33,434 | 33,434 |
| SERVICE WORKER I-NEW HIRE | 1 | 26,311 | 26,311 |
| SIGN MAINTENANCE TECH-1512 | 1 | 33,889 | 33,889 |
| SERVICE WORKER II - 957 | 1 | 34,517 | 34,517 |
| SERVICE WORKER II - 963 | 1 | 39,898 | 39,898 |
| Totals for GL# 307-541-512.0100-REGULAR SALARIES | | | 168,049 |
| 307-541-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 9,000 | 9,000 |
| Totals for GL# 307-541-514.0100-OVERTIME - GE | | | 9,000 |
| 307-541-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 13,544 | 13,544 |
| Totals for GL# 307-541-521.0100-FICA TAXES | | | 13,544 |
| 307-541-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 51,079 | 51,079 |
| Totals for GL# 307-541-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 51,079 |
| 307-541-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 5 | 5,174 | 25,870 |
| Totals for GL# 307-541-523.0100-HEALTH INSURANCE | | | 25,870 |
| 307-541-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 671 | 671 |
| Totals for GL# 307-541-523.0300-LIFE INSURANCE & EAP | | | 671 |
| 307-541-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 9,632 | 9,632 |
| Totals for GL# 307-541-524.0100-WORKERS' COMPENSATION | | | 9,632 |
| 307-541-529.0000 CAREER ADVANCEMENT | | | |
| CAREER ADVANCEMENT FOR CERTIFICATION | 1 | 2,610 | 2,610 |
| Totals for GL# 307-541-529.0000-CAREER ADVANCEMENT | | | 2,610 |
| 307-541-531.2000 ENGINEERING SERVICES | | | |
| ENGINEERING SERVICES | 1 | 10,000 | 10,000 |
| Totals for GL# 307-541-531.2000-ENGINEERING SERVICES | | | 10,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Road and Bridge Department
Fund 307; Department 541

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 307-541-534.1600 LOT CLEARING | | | |
| TREE TRIMMING, REMOVAL | 1 | 4,000 | 4,000 |
| Totals for GL# 307-541-534.1600-LOT CLEARING | | | 4,000 |
| 307-541-540.5100 TRAVEL AND PER DIEM | | | |
| TRAVEL AND PER DIEM | 1 | 800 | 800 |
| Totals for GL# 307-541-540.5100-TRAVEL AND PER DIEM | | | 800 |
| 307-541-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE - 737-9193-SIGN TECH | 1 | 900 | 900 |
| Totals for GL# 307-541-541.1100-COMMUNICATIONS | | | 900 |
| 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 |
| 307-541-544.1500 RENTAL EXPENSES | | | |
| RENTAL OF SPECIALTY EQUIPMENT | 1 | 1,000 | 1,000 |
| Totals for GL# 307-541-544.1500-RENTAL EXPENSES | | | 1,000 |
| 307-541-545.1200 INSURANCE | | | |
| GEN LIAB-AUTO-PROPERTY INSURANCE | 4 | 1,850 | 10,475 |
| Totals for GL# 307-541-545.1200-INSURANCE | | | 10,475 |
| 307-541-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIRS-PARTS-TIRES | 1 | 35,000 | 35,000 |
| Totals for GL# 307-541-546.3400-REPAIR & MAINTENANCE | | | 35,000 |
| 307-541-549.5000 LOCATE COSTS | | | |
| SUNSHINE LOCATE SERVICE 811 | 12 | 70 | 840 |
| Totals for GL# 307-541-549.5000-LOCATE COSTS | | | 840 |
| 307-541-549.9600 BANK SERVICE CHARGES | | | |
| BANK CHARGES | 1 | 2,500 | 2,500 |
| Totals for GL# 307-541-549.9600-BANK SERVICE CHARGES | | | 2,500 |
| 307-541-551.1200 OFFICE SUPPLIES | | | |
| PENS-PENCILS-PAPER ETC | 1 | 75 | 75 |
| Totals for GL# 307-541-551.1200-OFFICE SUPPLIES | | | 75 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Road and Bridge Department
Fund 307; Department 541

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 307-541-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL AND LUBE-VEHICLES-EQUIPMENT | 1 | 27,000 | 27,000 |
| Totals for GL# 307-541-552.1500-FUEL AND LUBRICANTS | | | 27,000 |
| 307-541-552.2300 OPERATING EXPENSES | | | |
| CENTRAL STORES SUPPLIES | 1 | 1,330 | 1,330 |
| JANITORIAL SUPPLIES | 1 | 1,330 | 1,330 |
| PAINT | 1 | 1,330 | 1,330 |
| Totals for GL# 307-541-552.2300-OPERATING EXPENSES | | | 3,990 |
| 307-541-552.3900 SAFETY PROGRAM EXPENSE | | | |
| MUNICIPAL SAFETY SERVICES | 1 | 200 | 200 |
| PPE CENTRAL STORES | 4 | 100 | 400 |
| SAFETY SHOES PURCHASES | 4 | 100 | 400 |
| Totals for GL# 307-541-552.3900-SAFETY PROGRAM EXPENSE | | | 1,000 |
| 307-541-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MINOR TOOLS AND SMALL EQUIPMENT | 1 | 3,000 | 3,000 |
| Totals for GL# 307-541-552.4200-SMALL TOOLS/EQUIPMENT | | | 3,000 |
| 307-541-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| CHANGE OUTS | 5 | 25 | 125 |
| EMPLOYEE UNIFORMS | 5 | 416 | 2,080 |
| Totals for GL# 307-541-552.5100-UNIFORM PURCHASES AND CLEANING | | | 2,205 |
| 307-541-553.0200 MATERIALS-ROAD REPAIRS&MAINT | | | |
| DRAINAGE REPAIRS | 1 | 50,000 | 50,000 |
| PERMITTING | | | |
| RESURFACING MISC STREETS | 1 | 150,000 | 150,000 |
| STREET REPAIRS | 1 | 50,000 | 50,000 |
| STREET SIGN REPAIR-REPLACE | 1 | 1,000 | 1,000 |
| STREET STRIPING | 1 | 25,000 | 25,000 |
| Totals for GL# 307-541-553.0200-MATERIALS-ROAD REPAIRS&MAINT | | | 276,000 |
| 307-541-553.0300 MATERIALS-SIDEWALK REPAIRS & MAINT | | | |
| CURB-SIDEWALK REPAIR AND | 1 | 50,000 | 50,000 |
| Totals for GL# 307-541-553.0300-MATERIALS-SIDEWALK REPAIRS & MAINT | | | 50,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Road and Bridge Department
Fund 307; Department 541

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| 307-541-553.0400 MATERIALS-LIGHT REPAIRS & MAINT | | | |
| STREET LIGHT REPAIRS | 1 | 40,000 | 40,000 |
| TRAFFIC LIGHT REPAIRS | 1 | 15,000 | 15,000 |
| TRAFFIC MANAGEMENT CENTER-ITMC SYSTEM | 1 | 19,300 | 19,300 |
| Totals for GL# 307-541-553.0400-MATERIALS-LIGHT REPAIRS & MAINT | | | 74,300 |
| 307-541-553.0500 ADA SIDEWALK COMPLIANCE | | | |
| ADA RAMP COMPLIANCE | 1 | 11,000 | 11,000 |
| Totals for GL# 307-541-553.0500-ADA SIDEWALK COMPLIANCE | | | 11,000 |
| 307-541-555.1300 TECHNICAL/TRAINING | | | |
| EMPLOYEE TRAINING | 4 | 500 | 2,000 |
| Totals for GL# 307-541-555.1300-TECHNICAL/TRAINING | | | 2,000 |
| 307-541-564.0100 MACHINERY & EQUIPMENT | | | |
| GPS UNIT | 1 | 9,800 | 9,800 |
| RD 8000 CABLE AND PIPE LOCATOR | 1 | 6,901 | 6,901 |
| ROLL OFF CONTAINER - 20 YARD | 1 | 3,800 | 3,800 |
| LIGHT TOWER LTN6L | 2 | 8,500 | 17,000 |
| Totals for GL# 307-541-564.0100-MACHINERY & EQUIPMENT | | | 37,501 |
| 307-541-571.0100 PRINC - LEASE | | | |
| P#15-16F FA#20130 STREET SWEEPER | 2 | 12,741 | 25,482 |
| P# 11-14 FA#20150 BACKHOE W/BUCKET | 4 | 1,305 | 5,220 |
| P# 07-10 FA# 20208 F350/20209 BOBCAT | 4 | 8,218 | 32,872 |
| P# 03-06 FA# 20231 TRAFFIC CONTROL FA#20276 LOADER | 4 | 15,804 | 63,216 |
| Totals for GL# 307-541-571.0100-PRINC - LEASE | | | 126,790 |
| 307-541-571.0400 PRINC-BOA LOAN 2004 | | | |
| 2004 BOA LOAN PRINCIPAL | 1 | 10,750 | 10,750 |
| Totals for GL# 307-541-571.0400-PRINC-BOA LOAN 2004 | | | 10,750 |
| 307-541-571.0500 PRINC-BOA LOAN 2005 | | | |
| 2005 BOA LOAN PRINCIPAL | 1 | 55,000 | 55,000 |
| Totals for GL# 307-541-571.0500-PRINC-BOA LOAN 2005 | | | 55,000 |
| 307-541-571.0700 PRINC-BOA LOAN 2007 | | | |
| 2007 BOA LOAN PRINCIPAL | 1 | 32,000 | 32,000 |
| Totals for GL# 307-541-571.0700-PRINC-BOA LOAN 2007 | | | 32,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Road and Bridge Department
Fund 307; Department 541

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-----------|
| 307-541-572.0100 INT EXP - LEASE | | | |
| P# 15-16F FA #20130 STREET SWEEPER | 2 | 81 | 162 |
| P# 11-14 FA #20150 BACKHOE W/BUCKET | 4 | 24 | 96 |
| P# 07-10 FA #20208 F350/20209 BOBCAT | 4 | 212 | 848 |
| P# 03-06 FA# 20231 TRAFFIC CONTROL FA#20276 LOADER | 4 | 690 | 2,760 |
| Totals for GL# 307-541-572.0100-INT EXP - LEASE | | | 3,866 |
| 307-541-572.0400 INT EXP-BOA LOAN 2004 | | | |
| 2004 BOA LOAN INTEREST | 1 | 4,500 | 4,500 |
| Totals for GL# 307-541-572.0400-INT EXP-BOA LOAN 2004 | | | 4,500 |
| 307-541-572.0500 INT EXP-BOA LOAN 2005 | | | |
| 2005 BOA LOAN INTEREST | 1 | 31,000 | 31,000 |
| Totals for GL# 307-541-572.0500-INT EXP-BOA LOAN 2005 | | | 31,000 |
| 307-541-572.0700 INT EXP-BOA LOAN 2007 | | | |
| 2007 BOA LOAN INTEREST | 1 | 21,500 | 21,500 |
| Totals for GL# 307-541-572.0700-INT EXP-BOA LOAN 2007 | | | 21,500 |
| 307-541-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| ALLOCATIONS | 1 | 140,674 | 140,674 |
| Totals for GL# 307-541-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 140,674 |
| 307-541-591.4400 TRANSFER TO STORMWATER - SUBSIDY | | | |
| SUBSIDY TO STORMWATER | 1 | 100,000 | 100,000 |
| Totals for GL# 307-541-591.4400-TRANSFER TO STORMWATER - SUBSIDY | | | 100,000 |
| Totals for dept 541-ROAD & BRIDGE | | | 1,480,121 |



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

Enterprise Funds

Solid Waste – Fund #403

Water and Sewer – Fund #432

Stormwater – Fund #440

Reuse – Fund #460

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

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

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

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

Solid Waste Fund

- Solid Waste - Cost Center 534

Water and Sewer Fund

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

Stormwater Fund

- Stormwater Department – Cost Center 538

Reuse Fund

- Reuse Department – Cost Center 539



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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



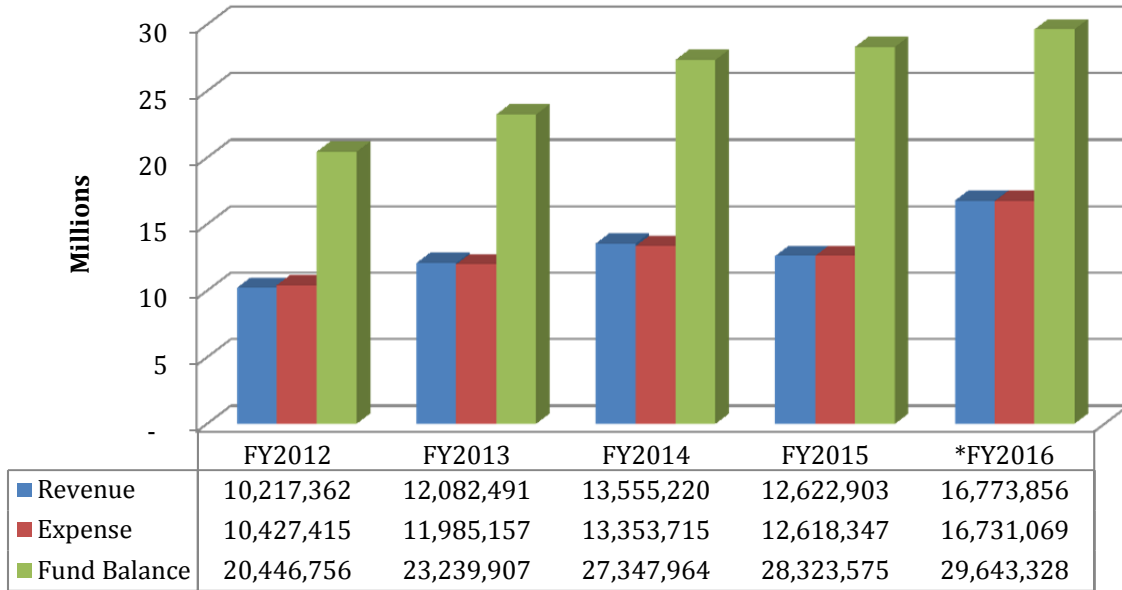
The Wastewater Treatment Plant processes water, sewage and reclaimed water for public purposes.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

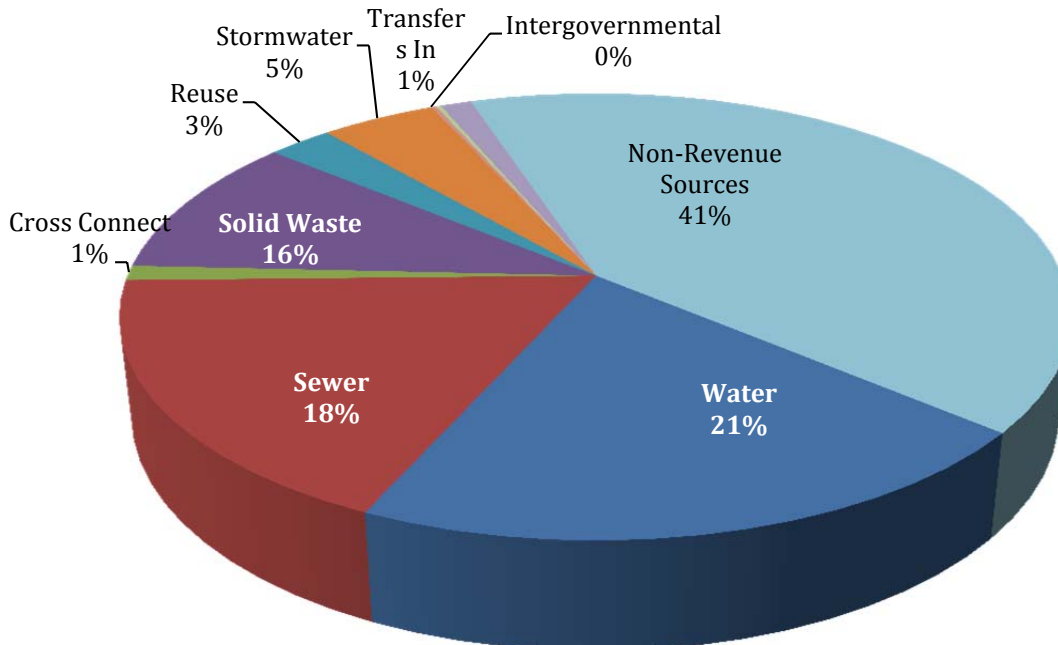
**ENTERPRISE FUNDS –
Solid Waste Fund - 403
Water and Sewer Fund - 432
Stormwater Fund - 440
Reuse Fund - 460**

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2016 Revenues By Source

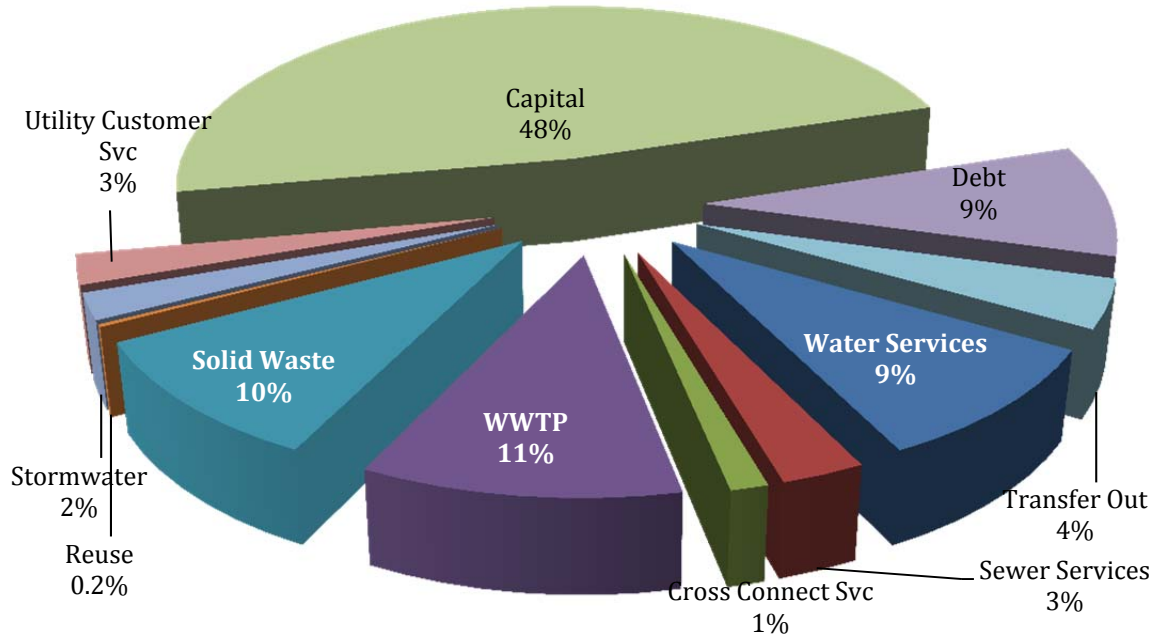




**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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

FY2016 Budgeted Expenditures By Function



- ❖ **Solid Waste Fund** expenditures are \$1,665,600 and represent one department and utilized for all solid waste services.
- ❖ **Water and Sewer Fund** expenditures are \$4,001,894 and represents 5 departments; Water Department (\$1,570,194), Sewer Department (\$466,420), Cross Connect (\$210,296), Waste Water Treatment Plant (\$1,756,984) and Utility Customer Service (\$412,252).
- ❖ **Stormwater Fund** expenditures are \$363,073 and represent one department and is utilized for all stormwater service.
- ❖ **Reuse Fund** expenditures are \$37,074 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 \$8,025,764 and accounts for operating capital outlay and the Capital Improvement Plan. A detail description is listed in Capital section of this budget book.
- ❖ **Debt** expenditures are \$1,555,764 and accounts for three loans made in 2004, 2005 and 2007 to improve infrastructure; SRF loan for the Stormwater and Reuse department and the lease purchases of a valve exerciser and telemetry meters for the Water Department.
- ❖ **Transfer Out** expenditures are \$668,963 and represents administrative cost (\$618,963) and Stormwater subsidy (\$50,000).
- ❖ **Total Enterprise Funds Expenditures: \$16,731,069**



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

ENTERPRISE FUNDS –

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

Revenue Analysis and Forecasting

Revenue Trends

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

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

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

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

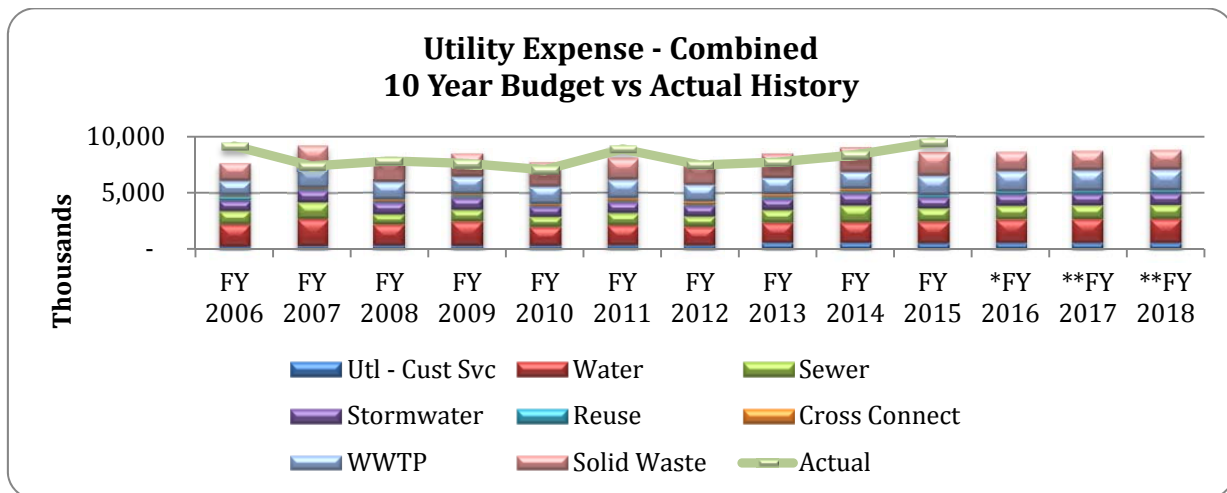


Figure12



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Combined utility revenue budget compared to actual revenue received:

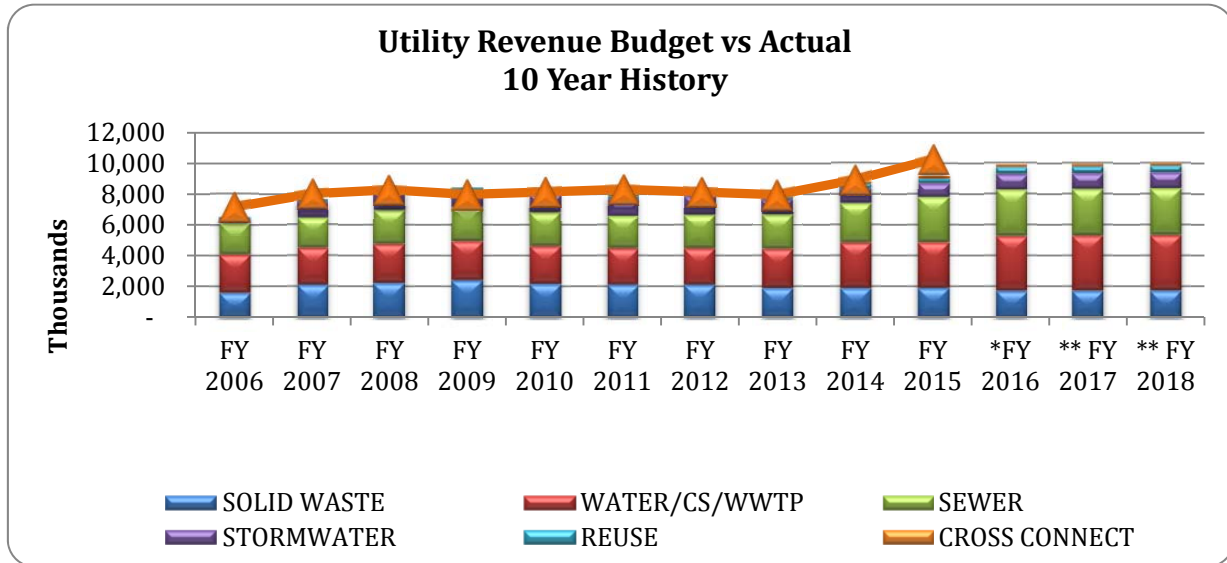


Figure 13

Key Points

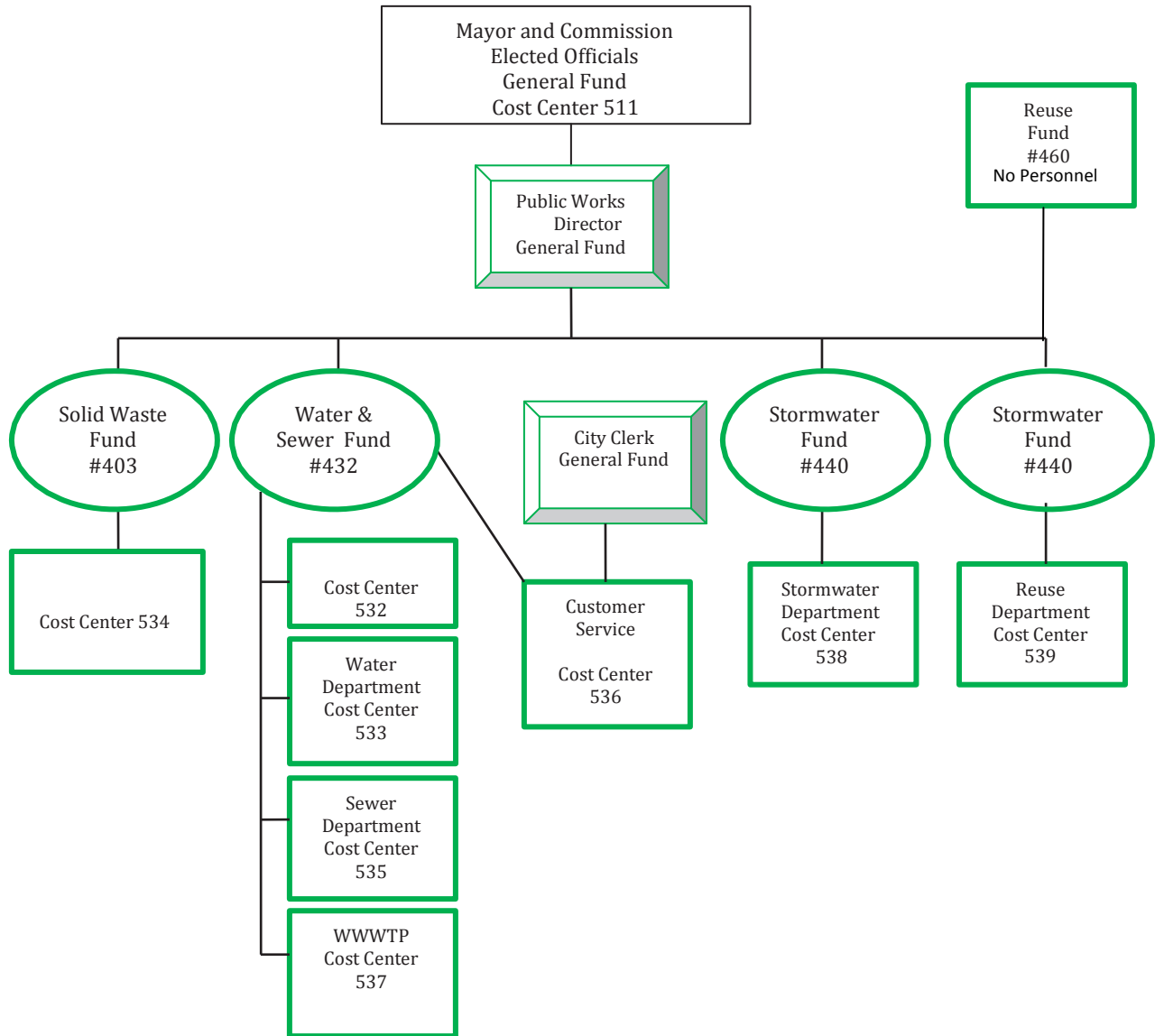
- ❖ This graph has been enhanced to include all cost centers in the proprietary funds. In addition, actual expense is included in the graph to compare with budgeted expense.
- ❖ Impact Fees and interest associated are not included within Figure 12..
- ❖ Cross Connect cost center was separated from the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



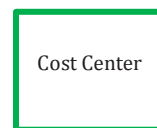
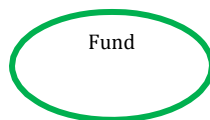
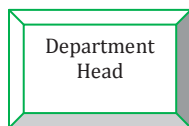
CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

ENTERPRISE FUNDS ORGANIZATIONAL CHART

SOLID WASTE FUND
WATER AND SEWER FUND
STORMWATER FUND
REUSE FUND



LEGEND





CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

*Margaret Mead (1901-1978)
US Cultural Anthropologist*



Solid Waste Fund
Fund # 403



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| SOLID WASTE FUND | | | | | |
| BEGINNING TOTAL NET POSITION | 567,041 | 504,262 | 504,262 | 515,165 | 2.16% |
| REVENUE/SOURCES | | | | | |
| Franchise Fees | 242,070 | 240,000 | 247,337 | 181,800 | -24.25% |
| Utility Charges | 1,935,679 | 1,946,500 | 2,015,286 | 1,543,479 | -20.70% |
| Interest Revenue | 1,811 | 2,662 | 1,183 | 3,000 | 12.70% |
| Miscellaneous | 218 | 149 | 747 | 30,000 | 20034.23% |
| TOTAL REVENUES | 2,179,778 | 2,189,311 | 2,264,553 | 1,758,279 | -19.69% |
| EXPENSES | | | | | |
| Personnel | 142,971 | 131,495 | 132,720 | 126,639 | -3.69% |
| Operating Expenses | 2,057,619 | 2,018,110 | 2,081,319 | 1,538,961 | -23.74% |
| Capital Expenses | - | - | - | 5,000 | 100.00% |
| Transfers Out | 41,967 | 39,611 | 39,611 | 45,950 | 16.00% |
| TOTAL EXPENDITURES | 2,242,557 | 2,189,216 | 2,253,650 | 1,716,550 | -21.59% |
| Excess Revenue Over (Under) Expenditures | (62,779) | 95 | 10,903 | 41,729 | 43825.26% |
| Conversion to full accrual | - | - | - | (5,000) | 100.00% |
| Excess Revenue Over (Under) Expenditures | (62,779) | 95 | 10,903 | 46,729 | 49088.42% |
| ENDING FUND BALANCES | | | | | |
| Total Net Position, End of Year | 504,262 | 504,357 | 515,165 | 556,894 | 10.42% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 403- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|---|------------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| SOLID WASTE FUND REVENUE/SOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| <u>Franchise Fees</u> | | | | | | |
| 000-323.7000 | Solid Waste Franchise Fees-WM | 242,070 | 240,000 | 247,337 | 181,800 | -24.25% |
| <u>Utility Services</u> | | | | | | |
| 000-343.7200 | Solid Waste Service Charge | 1,763,571 | 1,753,750 | 1,825,000 | 1,393,800 | -20.52% |
| 000-343.7300 | Garbage & Trash Misc Charges | 135,374 | 158,750 | 41,000 | 30,300 | -80.91% |
| 000-343.7350 | Roll Off Services | 1,799 | - | 115,782 | 90,900 | 100.00% |
| 000-343.7800 | Garbage Penalties | 34,935 | 34,000 | 33,504 | 28,479 | -16.24% |
| | Total Utility Services | 1,935,679 | 1,946,500 | 2,015,286 | 1,543,479 | -20.70% |
| | CHARGES FOR SERVICES | 2,177,749 | 2,186,500 | 2,262,623 | 1,725,279 | -21.09% |
| INTEREST REVENUE | | | | | | |
| 000-361.0100 | Investment Earnings | 1,811 | 2,662 | 1,183 | 3,000 | 12.70% |
| | INTEREST REVENUE | 1,811 | 2,662 | 1,183 | 3,000 | 12.70% |
| MISCELLANEOUS REVENUE | | | | | | |
| 000-369.7100 | Other Miscellaneous Revenue | - | - | 573 | 30,000 | 100.00% |
| 000-369.7401 | Other Miscellaneous Revenue-Ins Prem Reimb | 218 | 149 | 174 | - | -100.00% |
| | MISCELLANEOUS REVENUE | 218 | 149 | 747 | 30,000 | 20034.23% |
| | TOTAL SOLID WASTE REVENUES | 2,179,778 | 2,189,311 | 2,264,553 | 1,758,279 | -19.69% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Solid Waste Department - 534

Fund: Solid Waste - 403
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- A new contract for solid waste services goes into effect January, 2015

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

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

Cost Center Goals and Objectives:

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

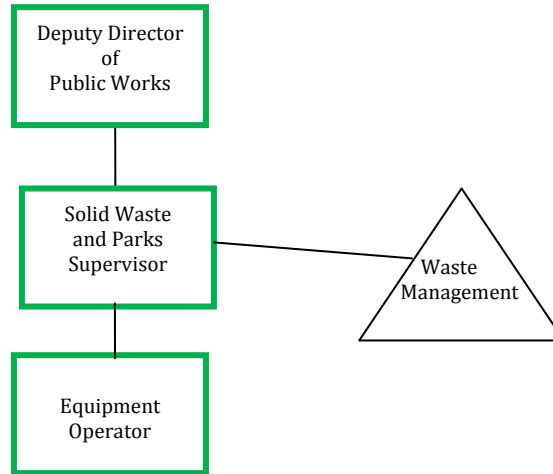


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

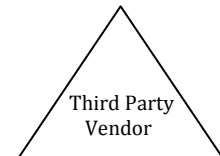
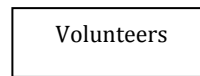
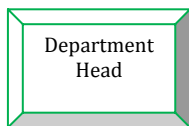
**SOLID WASTE
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Equipment Operator | 106/7 | 16.9266 | 35,207 | 18,785 | 53,992 | 1.00 |
| Supervisor | 112/8 | 23.3498 | 48,568 | 23,941 | 72,509 | 1.00 |
| Overtime | | | 100 | 38 | 138 | |
| TOTAL SOLID WASTE FUND | | | 83,875 | 42,764 | 126,639 | 2.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Solid Waste Fund - Solid Waste Department

| 403- 534- ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|------------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| SOLID WASTE EXPENSES | | | | | |
| 512.0100 Regular Salaries | 97,327 | 85,938 | 86,116 | 83,775 | -2.52% |
| 514.0100 Overtime | 1,582 | 100 | 1,200 | 100 | 0.00% |
| 521.0100 FICA Taxes | 6,103 | 6,582 | 6,633 | 6,416 | -2.52% |
| 522.2100 Retirement General Employee | 24,598 | 26,379 | 27,267 | 24,198 | -8.27% |
| 523.0100 Health and Dental Insurance | 9,887 | 10,650 | 9,391 | 10,348 | -2.84% |
| 523.0200 Health Insurance -Dependent Subsidy | 1,671 | - | - | - | 0.00% |
| 523.0300 Life Insurance & EAP | 237 | 329 | 247 | 324 | -1.52% |
| 524.0100 Workers' Compensation | 1,566 | 1,517 | 1,866 | 1,478 | -2.57% |
| PERSONNEL EXPENSES | 142,971 | 131,495 | 132,720 | 126,639 | -3.69% |
| 531.1600 Contract Services | 2,017,253 | 2,000,000 | 2,060,000 | 1,515,000 | -24.25% |
| 541.1100 Communications | 600 | 760 | 750 | 600 | -21.05% |
| 543.1100 Solid Waste Disposal Fees | 8,140 | 8,400 | 12,000 | 14,011 | 66.80% |
| 545.1200 Insurance | 2,128 | 3,072 | 3,072 | 2,950 | -3.97% |
| 546.3400 Repair & Maintenance | 765 | 1,500 | 1,500 | 1,500 | 0.00% |
| 547.5100 Printing and Binding | - | 60 | 60 | 100 | 66.67% |
| 549.9600 Bank Service Charges | 1,114 | 1,000 | 1,000 | 1,100 | 10.00% |
| 552.1500 Fuel and Lubricants | 3,825 | 1,965 | 1,449 | 2,000 | 1.78% |
| 552.2300 Operating Expenses | 313 | 315 | 350 | 300 | -4.76% |
| 552.3900 Safety Program Expense | 207 | 350 | 350 | 400 | 14.29% |
| 552.4200 Small Tools/Equipment | - | 100 | 100 | 200 | 100.00% |
| 552.5100 Uniform Purchases and Cleaning | 600 | 588 | 588 | 600 | 2.04% |
| 555.1300 Technical/Training | - | - | 100 | 200 | 100.00% |
| 595.0000 Doubtful Accounts Expense | 19,735 | - | - | - | 0.00% |
| 595.4500 OPEB Expense | 2,939 | - | - | - | 0.00% |
| OPERATING EXPENSES | 2,057,619 | 2,018,110 | 2,081,319 | 1,538,961 | -23.74% |
| 564.0100 Machinery and Equipment | - | - | - | 5,000 | 100.00% |
| CAPITAL EXPENSES | - | - | - | 5,000 | 100.00% |
| 591.0100 Transfer Out - Administrative Services | 34,967 | 39,611 | 39,611 | 45,950 | 16.00% |
| 594.3200-1470 Transfer to Capital Projects - ERP software | 7,000 | - | - | - | 0.00% |
| TRANSFERS | 41,967 | 39,611 | 39,611 | 45,950 | 16.00% |
| TOTAL EXPENSES | 2,242,557 | 2,189,216 | 2,253,650 | 1,716,550 | -21.59% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Solid Waste Department
Fund 403; Department 534

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|-----------|
| Dept 534-SOLID WASTE | | | |
| 403-534-512.0100 REGULAR SALARIES | | | |
| SERVICE WORKER II-1260 | 1 | 35,207 | 35,207 |
| SUPERVISOR-931 | 1 | 48,568 | 48,568 |
| Totals for GL# 403-534-512.0100-REGULAR SALARIES | | | 83,775 |
| 403-534-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 100 | 100 |
| Totals for GL# 403-534-514.0100-OVERTIME - GE | | | 100 |
| 403-534-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 6,416 | 6,416 |
| Totals for GL# 403-534-521.0100-FICA TAXES | | | 6,416 |
| 403-534-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 24,198 | 24,198 |
| Totals for GL# 403-534-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 24,198 |
| 403-534-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 2 | 5,174 | 10,348 |
| Totals for GL# 403-534-523.0100-HEALTH INSURANCE | | | 10,348 |
| 403-534-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 324 | 324 |
| Totals for GL# 403-534-523.0300-LIFE INSURANCE & EAP | | | 324 |
| 403-534-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 1,478 | 1,478 |
| Totals for GL# 403-534-524.0100-WORKERS' COMPENSATION | | | 1,478 |
| 403-534-531.1600 CONTRACT SERVICES | | | |
| WASTE MANAGEMENT CONTRACT | 1 | 1,515,000 | 1,515,000 |
| Totals for GL# 403-534-531.1600-CONTRACT SERVICES | | | 1,515,000 |
| 403-534-541.1100 COMMUNICATIONS | | | |
| CELL-SERVICE-SOLID WASTE | 1 | 300 | 300 |
| CELL SERVICE-SUPERVISOR | 1 | 300 | 300 |
| Totals for GL# 403-534-541.1100-COMMUNICATIONS | | | 600 |
| 403-534-543.1100 SOLID WASTE DISPOSAL FEES | | | |
| DISPOSAL FEES | 1 | 14,011 | 14,011 |
| Totals for GL# 403-534-543.1100-SOLID WASTE DISPOSAL FEES | | | 14,011 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Solid Waste Department
Fund 403; Department 534

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-------|
| 403-534-545.1200 INSURANCE | | | |
| GEN LIAB,AUTO,PROPERTY INSURANCE | 4 | 770 | 2,950 |
| Totals for GL# 403-534-545.1200-INSURANCE | | | 2,950 |
| 403-534-546.3400 REPAIR & MAINTENANCE | | | |
| VEHICLE-EQUIPMENT MAINTENANCE | 1 | 1,500 | 1,500 |
| Totals for GL# 403-534-546.3400-REPAIR & MAINTENANCE | | | 1,500 |
| 403-534-547.5100 PRINTING AND BINDING | | | |
| BUSINESS CARDS-REORDER | 1 | 100 | 100 |
| Totals for GL# 403-534-547.5100-PRINTING AND BINDING | | | 100 |
| 403-534-549.9600 BANK SERVICE CHARGES | | | |
| BANKING CHARGES | 1 | 1,100 | 1,100 |
| Totals for GL# 403-534-549.9600-BANK SERVICE CHARGES | | | 1,100 |
| 403-534-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL-OIL-LUB- SUPERVISOR TRUCK F150 | 1 | 2,000 | 2,000 |
| Totals for GL# 403-534-552.1500-FUEL AND LUBRICANTS | | | 2,000 |
| 403-534-552.2300 OPERATING EXPENSES | | | |
| COFFEE-TONER-WATER SERVICES | 1 | 300 | 300 |
| Totals for GL# 403-534-552.2300-OPERATING EXPENSES | | | 300 |
| 403-534-552.3900 SAFETY PROGRAM EXPENSE | | | |
| SAFETY FOOTWEAR-2 EMPLOYEES | 2 | 100 | 200 |
| WAREHOUSE ISSUES | 2 | 100 | 200 |
| Totals for GL# 403-534-552.3900-SAFETY PROGRAM EXPENSE | | | 400 |
| 403-534-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| MSIC HAND TOOLS AS NEEDED | 1 | 200 | 200 |
| Totals for GL# 403-534-552.4200-SMALL TOOLS/EQUIPMENT | | | 200 |
| 403-534-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| UNIFORMS-2 EMPLOYEES | 2 | 300 | 600 |
| Totals for GL# 403-534-552.5100-UNIFORM PURCHASES AND CLEANING | | | 600 |
| 403-534-555.1300 TECHNICAL/TRAINING | | | |
| CDL TRAINING - 2 EMPLOYEES | 2 | 100 | 200 |
| Totals for GL# 403-534-555.1300-TECHNICAL/TRAINING | | | 200 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Solid Waste Department
Fund 403; Department 534

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|-----------------|-------------------|--------------|
| 403-534-564.0100 MACHINERY & EQUIPMENT | | | |
| 10 YD ROLL OFFS FOR NEW TRUCK | 2 | 2,500 | 5,000 |
| Totals for GL# 403-534-564.0100-MACHINERY & EQUIPMENT | | | 5,000 |
| 403-534-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| ALLOCATION | 1 | 45,950 | 45,950 |
| Totals for GL# 403-534-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 45,950 |
| Totals for dept 534-SOLID WASTE | | | 1,716,550 |

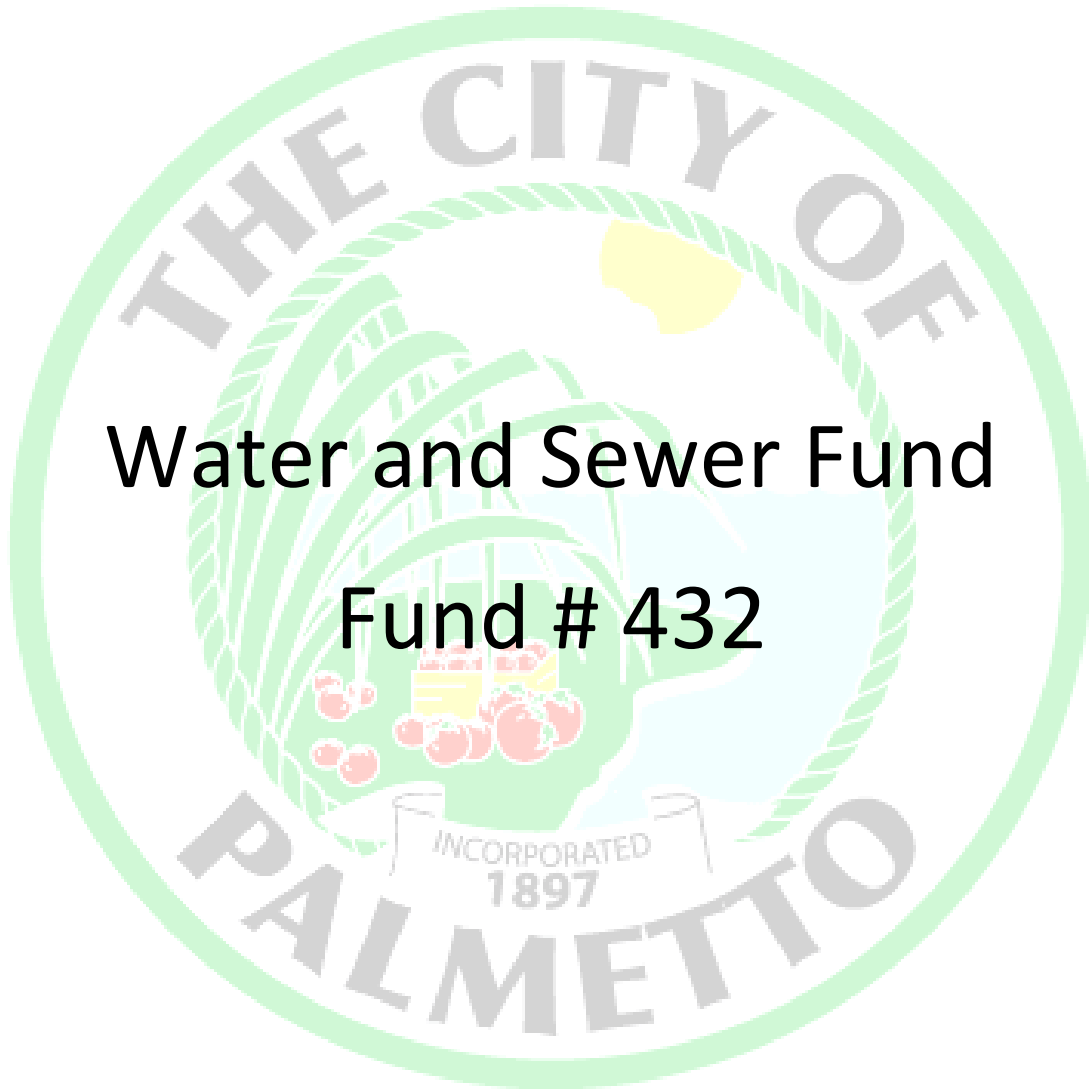


CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

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



Water and Sewer Fund
Fund # 432



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| WATER AND SEWER FUND | | | | | |
| BEGINNING TOTAL NET POSITION | 15,177,008 | 15,347,668 | 15,347,668 | 15,750,206 | 2.62% |
| REVENUE/SOURCES | | | | | |
| Water Services | 2,853,296 | 3,343,399 | 3,274,109 | 3,455,176 | 3.34% |
| Sewer Services | 2,529,660 | 2,944,289 | 2,861,009 | 3,012,524 | 2.32% |
| Cross Connect Services | 178,685 | 184,000 | 178,655 | 179,000 | -2.72% |
| Impact Fees | 16,121 | - | 24,739 | - | -100.00% |
| Interest Revenue | 9,029 | 15,087 | 8,388 | 24,400 | 61.73% |
| Miscellaneous Revenue | 59,682 | 63,036 | 347,952 | 1,200 | -98.10% |
| Transfers In | 10,500 | - | - | - | 0.00% |
| Non-Revenue Sources | - | 1,804,922 | - | 5,196,734 | 187.92% |
| TOTAL REVENUES | 5,656,973 | 8,354,733 | 6,694,852 | 11,869,034 | 42.06% |
| EXPENSES - DEPARTMENTAL | | | | | |
| Cross Connect | 121,465 | 206,904 | 179,267 | 210,296 | 1.64% |
| Water | 1,755,462 | 1,416,278 | 1,715,459 | 1,570,194 | 10.87% |
| Sewer | 651,505 | 454,289 | 775,365 | 464,420 | 2.23% |
| Customer Service | 384,622 | 414,031 | 359,033 | 412,937 | -0.26% |
| Waste Water Treatment Plant | 1,589,962 | 1,673,231 | 1,750,943 | 1,756,984 | 5.01% |
| Capital | 451,923 | 349,220 | 217,684 | 6,062,539 | 1636.02% |
| Debt Service | 762,083 | 913,842 | 906,552 | 902,083 | -1.29% |
| Transfers Out | 736,726 | 477,089 | 477,089 | 489,581 | 2.62% |
| TOTAL EXPENSES | 6,453,748 | 5,904,884 | 6,381,392 | 11,869,034 | 101.00% |
| Excess Revenue Over (Under) Expenditures (Modified accrual) | (796,775) | 2,449,849 | 313,460 | - | -100.00% |
| Conversion to full accrual | (967,435) | 810,268 | (89,079) | (1,505,104) | -285.75% |
| Excess Revenue Over (Under) Expenditures | 170,660 | 1,639,581 | 402,538 | 1,505,104 | -8.20% |
| Total Net Position, End of Year | 15,347,668 | 16,987,249 | 15,750,206 | 17,255,310 | 1.58% |
| Net investment in capital assets | 12,643,566 | 13,661,906 | 13,661,906 | 15,635,146 | 14.44% |
| Restricted Net Position | 53,956 | 53,956 | 53,956 | 53,956 | 0.00% |
| Unrestricted Net Position | 2,650,146 | 3,271,387 | 2,034,344 | 1,566,208 | -52.12% |
| Total Net Position, End of Year | 15,347,668 | 16,987,249 | 15,750,206 | 17,255,310 | 1.58% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 432- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| WATER AND SEWER FUND REVENUE/SOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| <u>Water Services</u> | | | | | | |
| 000-343.6100 | Water Sales | 2,794,362 | 3,289,649 | 3,212,592 | 3,391,564 | 3.10% |
| 000-343.3200 | Water Service Installation | 2,675 | - | 1,300 | 1,000 | 100.00% |
| 000-343.6800 | Misc Water Charges | (359) | 1,250 | (2,960) | 912 | -27.04% |
| 000-343.6900 | Water Penalties | 56,618 | 52,500 | 63,177 | 61,700 | 17.52% |
| | TOTAL WATER SERVICES | 2,853,296 | 3,343,399 | 3,274,109 | 3,455,176 | 3.34% |
| <u>Sewer Services</u> | | | | | | |
| 000-343.8100 | Sewer Service Charges | 2,485,040 | 2,902,189 | 2,811,857 | 2,960,024 | 1.99% |
| 000-343.5200 | Sewer Connection Charges | 2,331 | 600 | 5,200 | 2,000 | 233.33% |
| 000-343.7700 | Misc Sewer Charges | - | - | (4,885) | 2,500 | 100.00% |
| 000-343.7900 | Sewer Penalties | 42,289 | 41,500 | 48,837 | 48,000 | 15.66% |
| | TOTAL SEWER SERVICES | 2,529,660 | 2,944,289 | 2,861,009 | 3,012,524 | 2.32% |
| <u>Cross Connect Services</u> | | | | | | |
| 000-343.8500 | Backflow Preventer Maintenance | 174,689 | 180,000 | 174,632 | 175,000 | -2.78% |
| 000-343.8700 | Backflow Penalties | 3,996 | 4,000 | 4,023 | 4,000 | 0.00% |
| | TOTAL CROSS CONNECT SERVICES | 178,685 | 184,000 | 178,655 | 179,000 | -2.72% |
| | TOTAL CHARGES FOR SERVICES | 5,561,641 | 6,471,688 | 6,313,773 | 6,646,700 | 2.70% |
| IMPACT FEES | | | | | | |
| 000-324.2100 | Water Impact Fees - Residential | 2,429 | - | 3,018 | - | 0.00% |
| 000-324.2200 | Water Impact Fees - Commercial | 1,324 | - | 589 | - | 0.00% |
| 000-324.2150 | Sewer Impact Fees - Residential | 8,003 | - | 14,915 | - | 0.00% |
| 000-324.2250 | Sewer Impact Fees - Commercial | 4,365 | - | 6,217 | - | 0.00% |
| | IMPACT FEES | 16,121 | - | 24,739 | - | 0.00% |
| INTEREST REVENUE | | | | | | |
| 000-361.0100 | Investment Earnings | 8,048 | 13,320 | 8,210 | 24,000 | 80.18% |
| 000-361.0200 | Interest Revenue - Impact Fees | 658 | 1,767 | 115 | 400 | -77.36% |
| 000-361.0800 | Investment Earnings-Special Assessments | - | - | 63 | - | 0.00% |
| 000-361.9000 | Interest Revenue - BOA Loan | 323 | - | - | - | 0.00% |
| | INTEREST REVENUE | 9,029 | 15,087 | 8,388 | 24,400 | 61.73% |
| MISCELLANEOUS REVENUE | | | | | | |
| 000-341.1100 | Credit Card Transactions Fees | 8,274 | 6,500 | 2 | - | -100.00% |
| 000-347.4000 | Special Event - Service Charge | - | - | 614 | - | 0.00% |
| 000-365.1100 | Sale of Surplus Materials/Scrap | 5,469 | - | 3,401 | - | 0.00% |
| 000-369.6700 | Other Misc. Revenue-Return Check | 2,089 | 1,200 | 1,560 | 1,200 | 0.00% |
| 000-369.7000 | Other Misc. Revenue-Reimbursement -Veolia | 30,688 | 50,856 | 50,856 | - | -100.00% |
| 000-369.7400 | Other Misc Revenue | 5,167 | - | 287,617 | - | 0.00% |
| 000-369.7401 | Other Misc Revenue/ Insurance Premium Reimbursement | 7,183 | 4,480 | 3,941 | - | -100.00% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 432- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|--|------------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| WATER AND SEWER FUND REVENUE/SOURCES | | | | | | |
| 000-369.8001 | Over/Short Cash | (64) | - | (39) | - | 0.00% |
| 000-389.9000 | Refund of Prior Expense | 876 | - | - | - | 0.00% |
| | MISCELLANEOUS REVENUE | 59,682 | 63,036 | 347,952 | 1,200 | -98.10% |
| | TRANSFERS-IN | | | | | |
| 000-381.9400-1470 | Transfer In - City Wide Software | 10,500 | - | - | - | -100.00% |
| | TRANSFERS-IN | 10,500 | - | - | - | -100.00% |
| | NON-REVENUE SOURCES | | | | | |
| 000-383.7000 | Capital Lease Inception | - | - | - | 70,000 | 0.00% |
| 000-383.7100 | New Loan Proceeds | - | - | - | 3,900,000 | 0.00% |
| 000-399.0000 | Funding from Equity for Outstanding Encumbrances | - | 61,158 | - | - | -100.00% |
| 000-399.6000 | Funding from Fund Equity - Capital | - | 262,184 | - | 642,768 | 145.16% |
| 000-399.7533 | Funding from Equity - Loan | - | 1,481,580 | - | 583,966 | -100.00% |
| | NON-REVENUE SOURCES | - | 1,804,922 | - | 5,196,734 | 187.92% |
| | TOTAL WATER/SEWER FUND | 5,656,973 | 8,354,733 | 6,694,852 | 11,869,034 | 42.06% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Cross Connect - 532

Fund: Water and Sewer - 432
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

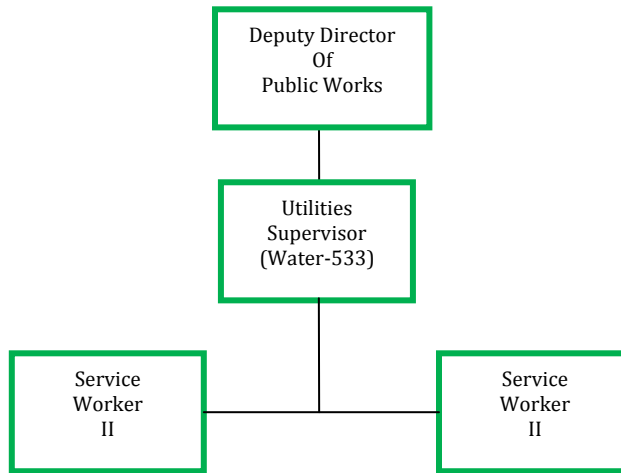


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

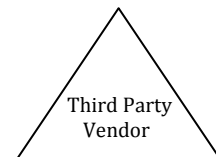
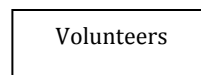
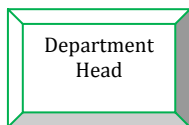
**CROSS CONNECT
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|----------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Service Worker II | 105/3 | 14.3564 | 29,861 | 19,408 | 49,269 | 1.00 |
| Service Worker II - DROP | 105/11 | 18.1017 | 37,652 | 13,166 | 50,818 | 1.00 |
| Overtime | | | 3,000 | 1,178 | 4,178 | |
| Total Cross Connect | | | 70,513 | 33,751 | 104,264 | 2.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water and Sewer Fund - Cross Connect Department

| 432- 532- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-------------------------------|--|----------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| CROSS CONNECT EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 62,997 | 65,584 | 65,836 | 67,513 | 2.94% |
| 514.0100 | Overtime | 12,378 | 1,000 | 4,250 | 3,000 | 200.00% |
| 521.0100 | FICA Taxes | 5,375 | 5,094 | 4,962 | 5,394 | 5.89% |
| 522.2100 | Retirement General Employee | 12,557 | 9,200 | 10,450 | 9,480 | 3.04% |
| 523.0100 | Health and Dental Insurance | 10,317 | 15,125 | 15,125 | 16,666 | 10.19% |
| 523.0200 | Health Insurance -Dependent Subsidy | 1,744 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 204 | 260 | 210 | 269 | 3.46% |
| 524.0100 | Workers' Compensation | 1,806 | 1,834 | 1,956 | 1,942 | 5.89% |
| 529.0000 | Career Advancement | - | 2,447 | - | - | -100.00% |
| 529.9900 | Reimbursement of Personnel Costs | (12,008) | - | - | - | 0.00% |
| | PERSONNEL EXPENSES | 95,370 | 100,544 | 102,789 | 104,264 | 3.70% |
| 531.1600 | Contract Services | - | 72,000 | 50,020 | 72,000 | 100.00% |
| 540.5100 | Travel and Per Diem | 98 | 500 | 30 | 100 | -80.00% |
| 545.1200 | Insurance | 1,341 | 2,020 | 2,020 | 2,000 | -0.99% |
| 546.3400 | Repair & Maintenance | 1,161 | 1,700 | 1,001 | 1,700 | 0.00% |
| 546.3600 | Repair & Maintenance - Utility | 4,205 | 19,799 | 2,894 | 23,100 | 16.67% |
| 552.1500 | Fuel and Lubricants | 5,396 | 3,300 | 3,227 | 3,500 | 6.06% |
| 552.2300 | Operating Expenses | 1,341 | 2,600 | 2,149 | 600 | -76.92% |
| 552.3900 | Safety Program Expense | 294 | 700 | 400 | 300 | -57.14% |
| 552.4200 | Small Tools/Equipment | 432 | 1,850 | 1,500 | 1,100 | -40.54% |
| 552.5100 | Uniform Purchases and Cleaning | 766 | 891 | 891 | 1,032 | 15.82% |
| 555.1300 | Technical/Training | 710 | 1,000 | 250 | 600 | -40.00% |
| 559.0100 | Depreciation Expense | 10,351 | - | 12,096 | - | 0.00% |
| | OPERATING EXPENSES | 26,095 | 106,360 | 76,478 | 106,032 | -0.31% |
| 591.0100 | Transfer Out - Administrative Services | 38,965 | 39,611 | 39,611 | 41,238 | 4.11% |
| | TRANSFERS | 38,965 | 39,611 | 39,611 | 41,238 | 4.11% |
| | TOTAL CROSS CONNECT EXPENSES | 160,430 | 246,515 | 218,878 | 251,534 | 2.04% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cross Connect Department
Fund 432; Department 532

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|--------|
| Dept 532-CROSS CONNECT | | | |
| 432-532-512.0100 REGULAR SALARIES | | | |
| SERVICE WORKER II-1508 | 1 | 29,861 | 29,861 |
| SERVICE WORKER II-DROP-939 | 1 | 37,652 | 37,652 |
| Totals for GL# 432-532-512.0100-REGULAR SALARIES | | | 67,513 |
| 432-532-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 3,000 | 3,000 |
| Totals for GL# 432-532-514.0100-OVERTIME - GE | | | 3,000 |
| 432-532-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 5,394 | 5,394 |
| Totals for GL# 432-532-521.0100-FICA TAXES | | | 5,394 |
| 432-532-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 9,480 | 9,480 |
| Totals for GL# 432-532-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 9,480 |
| 432-532-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - CHILDREN | 1 | 7,564 | 7,564 |
| HEALTH INSURANCE - SPOUSE | 1 | 9,102 | 9,102 |
| Totals for GL# 432-532-523.0100-HEALTH INSURANCE | | | 16,666 |
| 432-532-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 269 | 269 |
| Totals for GL# 432-532-523.0300-LIFE INSURANCE & EAP | | | 269 |
| 432-532-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 1,942 | 1,942 |
| Totals for GL# 432-532-524.0100-WORKERS' COMPENSATION | | | 1,942 |
| 432-532-531.1600 CONTRACT SERVICES | | | |
| BACKFLOW METER TESTING FDEP REQUIRED | 4,800 | 15 | 72,000 |
| Totals for GL# 432-532-531.1600-CONTRACT SERVICES | | | 72,000 |
| 432-532-540.5100 TRAVEL AND PER DIEM | | | |
| OBTAIN LICENSE - CERTIFICATION | 1 | 100 | 100 |
| Totals for GL# 432-532-540.5100-TRAVEL AND PER DIEM | | | 100 |
| 432-532-545.1200 INSURANCE | | | |
| GEN LIAB-AUTO-PROPERTY INSURANCE | 4 | 500 | 2,000 |
| Totals for GL# 432-532-545.1200-INSURANCE | | | 2,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cross Connect Department
Fund 432; Department 532

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 432-532-546.3400 REPAIR & MAINTENANCE | | | |
| VEHICLES AND EQUIPMENT | 1 | 1,700 | 1,700 |
| Totals for GL# 432-532-546.3400-REPAIR & MAINTENANCE | | | 1,700 |
| 432-532-546.3600 REPAIR & MAINTENANCE - UTILITY | | | |
| BACKFLOW REPAIRS | 1 | 22,000 | 22,000 |
| KIT CALIBRATIONS | 1 | 1,100 | 1,100 |
| Totals for GL# 432-532-546.3600-REPAIR & MAINTENANCE - UTILITY | | | 23,100 |
| 432-532-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL | 1 | 3,500 | 3,500 |
| Totals for GL# 432-532-552.1500-FUEL AND LUBRICANTS | | | 3,500 |
| 432-532-552.2300 OPERATING EXPENSES | | | |
| INFLATION -RISING COST OF GOODS | 1 | 600 | 600 |
| Totals for GL# 432-532-552.2300-OPERATING EXPENSES | | | 600 |
| 432-532-552.3900 SAFETY PROGRAM EXPENSE | | | |
| SAFETY FOOTWEAR | 2 | 100 | 200 |
| NEW-SAFETY CLASSES | 1 | 100 | 100 |
| Totals for GL# 432-532-552.3900-SAFETY PROGRAM EXPENSE | | | 300 |
| 432-532-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| SMALL TOOLS | 1 | 1,100 | 1,100 |
| Totals for GL# 432-532-552.4200-SMALL TOOLS/EQUIPMENT | | | 1,100 |
| 432-532-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| CHANGEOUTS AS NEEDED | 1 | 200 | 200 |
| UNIFORM RENTAL-2 EMPLOYEES | 52 | 16 | 832 |
| Totals for GL# 432-532-552.5100-UNIFORM PURCHASES AND CLEANING | | | 1,032 |
| 432-532-555.1300 TECHNICAL/TRAINING | | | |
| BACKFLOW CERTIFICATIONS | 3 | 200 | 600 |
| Totals for GL# 432-532-555.1300-TECHNICAL/TRAINING | | | 600 |
| 432-532-591.0100 TRANSFER FOR ADMIN | | | |
| ALLOCATIONS | 1 | 41,238 | 41,238 |
| Totals for GL# 432-532-591.0100-TRANSFER FOR ADMIN | | | 41,238 |
| Totals for dept 532-CROSS CONNECT | | | 251,534 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Water Department - 533

Fund: Water and Sewer Fund - 432
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

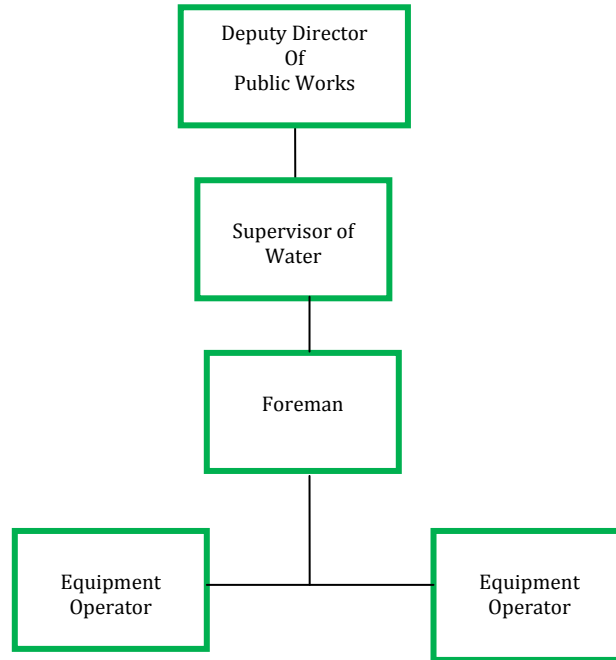


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

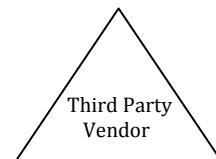
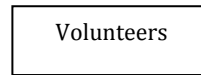
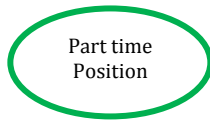
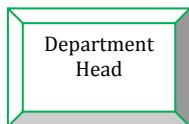
**WATER DEPARTMENT
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Equipment Operator | 106/3 | 15.0741 | 31,354 | 23,642 | 54,996 | 1.00 |
| Equipment Operator | 106/13 | 20.1407 | 41,893 | 21,780 | 63,673 | 1.00 |
| Foreman | 107/5 | 16.7721 | 34,886 | 19,007 | 53,892 | 1.00 |
| Supervisor of Water | 112/13 | 26.9900 | 56,139 | 27,421 | 83,560 | 1.00 |
| Overtime | | | 8,000 | 3,140 | 11,140 | |
| Total Water Department | | | 172,272 | 94,990 | 267,262 | 4.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water and Sewer Fund - Water Department

| 432- 533- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| WATER DEPARTMENT EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 138,327 | 146,279 | 118,098 | 164,272 | 12.30% |
| 514.0100 | Overtime | 14,791 | 8,000 | 4,500 | 8,000 | 0.00% |
| 521.0100 | FICA Taxes | 11,870 | 11,802 | 9,297 | 13,179 | 11.67% |
| 522.2100 | Retirement General Employee | 48,572 | 47,302 | 38,025 | 49,700 | 5.07% |
| 523.0100 | Health and Dental Insurance | 15,476 | 12,746 | 11,742 | 26,729 | 109.71% |
| 523.0200 | Health Insurance -Dependent Subsidy | 2,616 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 397 | 572 | 315 | 637 | 11.36% |
| 524.0100 | Workers' Compensation | 4,415 | 4,248 | 3,544 | 4,744 | 11.68% |
| 529.0000 | Career Advancement | - | 4,108 | - | - | -100.00% |
| 529.9900 | Reimbursement of Personnel Costs | (8,326) | - | - | - | 0.00% |
| | PERSONNEL EXPENSES | 228,138 | 235,057 | 185,521 | 267,261 | 13.70% |
| 531.0100 | Consulting | 14,525 | 899 | - | 10,000 | 100.00% |
| 531.0600 | Attorney Fees | 3,500 | - | 800 | - | 0.00% |
| 531.2000 | Engineering Services | - | 9,900 | 8,700 | 12,000 | 21.21% |
| 540.5100 | Travel and Per Diem | 176 | 275 | - | 100 | -63.64% |
| 541.1100 | Communications | 923 | 440 | 1,604 | 1,800 | 309.09% |
| 544.0500 | Operating Lease | 376 | 100 | 100 | - | -100.00% |
| 544.1500 | Rental Expenses | 425 | 9,501 | 8,490 | 10,000 | 5.25% |
| 545.1200 | Insurance | 8,904 | 12,100 | 12,100 | 9,125 | -24.59% |
| 546.0500 | Contamination Testing | 7,350 | 11,800 | 11,780 | 10,000 | -15.25% |
| 546.3400 | Repair & Maintenance | 6,801 | 12,000 | 13,694 | 10,000 | -16.67% |
| 546.3600 | Repair & Maintenance - Utility | 43,776 | 25,878 | 42,636 | 40,000 | 54.57% |
| 547.5100 | Printing and Binding | 1,232 | 2,000 | 1,681 | 2,000 | 0.00% |
| 551.1200 | Office Supplies | 173 | 500 | 250 | 500 | 0.00% |
| 552.1500 | Fuel and Lubricants | 17,178 | 12,800 | 10,820 | 17,000 | 32.81% |
| 552.2300 | Operating Expenses | 5,205 | 4,500 | 2,803 | 4,500 | 0.00% |
| 552.3900 | Safety Program Expense | 572 | 800 | 800 | 800 | 0.00% |
| 552.4200 | Small Tools/Equipment | 5,192 | 5,900 | 4,500 | 2,600 | -55.93% |
| 552.5100 | Uniform Purchases and Cleaning | 743 | 2,280 | 600 | 928 | -59.30% |
| 552.6300 | Water Purchased for Resale | 1,035,431 | 1,065,000 | 1,110,000 | 1,164,000 | 9.30% |
| 554.0100 | Non-Capitalized Equipment | - | 2,548 | 875 | 6,880 | 100.00% |
| 555.1300 | Technical/Training | 1,600 | 2,000 | 600 | 700 | -65.00% |
| 559.0100 | Depreciation | 315,000 | - | 297,105 | - | 0.00% |
| 595.0000 | Doubful Accts Expense | 55,662 | - | - | - | 0.00% |
| 595.4500 | OPEB Expense | 2,580 | - | - | - | 0.00% |
| | OPERATING EXPENSES | 1,527,324 | 1,181,221 | 1,529,938 | 1,302,933 | 10.30% |
| 563.0200 | Improvement not Buildings-Meters | 11,329 | 10,101 | 10,101 | 12,500 | 23.75% |
| 564.0100 | Machinery & Equipment-Water Lines | - | 9,400 | 3,226 | 25,000 | 165.96% |
| | CAPITAL EXPENSES | 11,329 | 19,501 | 13,327 | 37,500 | 92.30% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water and Sewer Fund - Water Department

| 432- 533- ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|------------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| WATER DEPARTMENT EXPENSES | | | | | |
| 571.0100 Principal - Lease | 20,816 | 13,166 | 13,167 | 5,220 | -60.35% |
| 571.0100-1369 | | | | | |
| Principal - Telemetry Lease | 135,664 | 137,992 | 134,531 | 126,372 | -8.42% |
| 571.0400 Principal - BOA Loan 2004 | 1,328 | 1,500 | 1,400 | 1,500 | 0.00% |
| 571.0500 Principal - BOA Loan 2005 | 8,307 | 9,000 | 9,000 | 10,000 | 11.11% |
| 571.0700 Principal - BOA Loan 2007 | 49,703 | 53,000 | 53,000 | 55,000 | 3.77% |
| 571.1400 Principal - BOA Loan 2014 | - | 69,476 | 69,476 | 68,695 | -1.12% |
| 572.0100 Interest Expense - Lease | 704 | 256 | 253 | 96 | -62.50% |
| 572.0100-1369 | | | | | |
| Interest Expense - Telemetry Lease | 22,758 | 20,436 | 19,937 | 16,236 | -20.55% |
| 572.0400 Interest Expense - BOA Loan 2004 | 742 | 1,000 | 750 | 1,000 | 0.00% |
| 572.0500 Interest Expense - BOA Loan 2005 | 5,471 | 6,000 | 5,500 | 5,000 | -16.67% |
| 572.0700 Interest Expense - BOA Loan 2007 | 40,242 | 39,000 | 39,000 | 37,000 | -5.13% |
| 572.1400 Interest Expense - BOA Loan 2014 | 4,351 | 34,444 | 34,444 | 35,225 | 2.27% |
| 573.0500 New Lease | - | - | - | 4,884 | 100.00% |
| DEBT SERVICE | 290,086 | 385,270 | 380,458 | 366,228 | -4.94% |
| 591.0100 Transfer Out-Administrative Services | 93,378 | 93,935 | 93,935 | 101,379 | 7.92% |
| 591.4400 Transfer to Stormwater Subsidy | 25,000 | 25,000 | 25,000 | 25,000 | 0.00% |
| 596.6000 Transfer Out - Reuse - Impact Fees | 52,000 | - | - | - | 0.00% |
| TRANSFERS | 170,378 | 118,935 | 118,935 | 126,379 | 6.26% |
| TOTAL OPERATING EXPENSES | 2,227,255 | 1,939,984 | 2,228,179 | 2,100,301 | 8.26% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water Department
Fund 432; Department 533

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 533-WATER DEPARTMENT | | | |
| 432-533-512.0100 REGULAR SALARIES | | | |
| EQUIPMENT OPERATOR-1538 | 1 | 31,354 | 31,354 |
| FOREMAN-1494 | 1 | 34,886 | 34,886 |
| EQUIPMENT OPERATOR - 912 | 1 | 41,893 | 41,893 |
| SUPERVISOR OF WATER-1514 | 1 | 56,139 | 56,139 |
| Totals for GL# 432-533-512.0100-REGULAR SALARIES | | | 164,272 |
| 432-533-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 8,000 | 8,000 |
| Totals for GL# 432-533-514.0100-OVERTIME - GE | | | 8,000 |
| 432-533-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 13,179 | 13,179 |
| Totals for GL# 432-533-521.0100-FICA TAXES | | | 13,179 |
| 432-533-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEE PENSION | 1 | 49,700 | 49,700 |
| Totals for GL# 432-533-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 49,700 |
| 432-533-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 3 | 5,174 | 15,522 |
| HEALTH INSURANCE - FAMILY | 1 | 11,207 | 11,207 |
| Totals for GL# 432-533-523.0100-HEALTH INSURANCE | | | 26,729 |
| 432-533-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 637 | 637 |
| Totals for GL# 432-533-523.0300-LIFE INSURANCE & EAP | | | 637 |
| 432-533-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 4,744 | 4,744 |
| Totals for GL# 432-533-524.0100-WORKERS' COMPENSATION | | | 4,744 |
| 432-533-531.0100 CONSULTING | | | |
| CONSULTING SERVICES | 1 | 10,000 | 10,000 |
| Totals for GL# 432-533-531.0100-CONSULTING | | | 10,000 |
| 432-533-531.2000 ENGINEERING SERVICES | | | |
| ENGINEERING SERVICES | 1 | 12,000 | 12,000 |
| Totals for GL# 432-533-531.2000-ENGINEERING SERVICES | | | 12,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water Department
Fund 432; Department 533

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 432-533-540.5100 TRAVEL AND PER DIEM | | | |
| WATER DISTRIBUTION COURSES | 1 | 100 | 100 |
| Totals for GL# 432-533-540.5100-TRAVEL AND PER DIEM | | | 100 |
| 432-533-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE | 12 | 150 | 1,800 |
| Totals for GL# 432-533-541.1100-COMMUNICATIONS | | | 1,800 |
| 432-533-544.1500 RENTAL EXPENSES | | | |
| TAPPING MACHINE | | | |
| 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 | 3,205 | 9,125 |
| Totals for GL# 432-533-545.1200-INSURANCE | | | 9,125 |
| 432-533-546.0500 CONTAMINATION TESTING | | | |
| CHEMICAL TESTING | 1 | 3,500 | 3,500 |
| LINE CLEARANCE | 1 | 1,500 | 1,500 |
| BACTERIOROLOGICAL ANALYSIS | 1 | 5,000 | 5,000 |
| Totals for GL# 432-533-546.0500-CONTAMINATION TESTING | | | 10,000 |
| 432-533-546.3400 REPAIR & MAINTENANCE | | | |
| VEHICLE EQUIPMENT REPAIRS | 1 | 10,000 | 10,000 |
| Totals for GL# 432-533-546.3400-REPAIR & MAINTENANCE | | | 10,000 |
| 432-533-546.3600 REPAIR & MAINTENANCE - UTILITY | | | |
| REPAIRS TO UTILITY SYSTEM | 1 | 20,000 | 20,000 |
| REPLACE REPAIR WATER LINES | 1 | 20,000 | 20,000 |
| Totals for GL# 432-533-546.3600-REPAIR & MAINTENANCE - UTILITY | | | 40,000 |
| 432-533-547.5100 PRINTING AND BINDING | | | |
| PRINTING AS NEEDED | 1 | 2,000 | 2,000 |
| Totals for GL# 432-533-547.5100-PRINTING AND BINDING | | | 2,000 |
| 432-533-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES | 1 | 500 | 500 |
| Totals for GL# 432-533-551.1200-OFFICE SUPPLIES | | | 500 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water Department
Fund 432; Department 533

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-----------|
| 432-533-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL COSTS | 1 | 17,000 | 17,000 |
| Totals for GL# 432-533-552.1500-FUEL AND LUBRICANTS | | | 17,000 |
| 432-533-552.2300 OPERATING EXPENSES | | | |
| MAINTENANCE REQUIREMENTS | 1 | 4,500 | 4,500 |
| Totals for GL# 432-533-552.2300-OPERATING EXPENSES | | | 4,500 |
| 432-533-552.3900 SAFETY PROGRAM EXPENSE | | | |
| PERSONAL PROTECTIVE EQUIPMENT | 1 | 100 | 100 |
| SAFETY TRAINING MATERIALS | 1 | 300 | 300 |
| SAFTY FOOTWEAR PROGRAM | 4 | 100 | 400 |
| Totals for GL# 432-533-552.3900-SAFETY PROGRAM EXPENSE | | | 800 |
| 432-533-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| PERSONAL PROTECTIVE EQUIPMENT | | | |
| SMALL TOOLS | 1 | 1,100 | 1,100 |
| SAW BLADES | 10 | 150 | 1,500 |
| Totals for GL# 432-533-552.4200-SMALL TOOLS/EQUIPMENT | | | 2,600 |
| 432-533-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| UNIFORM CHANGE OUTS | 1 | 200 | 200 |
| UNIFORM RENTAL-4 EMPLOYEEES | 52 | 14 | 728 |
| Totals for GL# 432-533-552.5100-UNIFORM PURCHASES AND CLEANING | | | 928 |
| 432-533-552.6300 WATER PURCHASED FR RESALE | | | |
| WATER PURCHASED FOR RESALE | 12 | 97,000 | 1,164,000 |
| Totals for GL# 432-533-552.6300-WATER PURCHASED FR RESALE | | | 1,164,000 |
| 432-533-554.0100 NON-CAPITALIZED EQUIPMENT | | | |
| PIPE RACK-AIR IMPACT TOOLS | | | |
| TAPPING MACHINE | 1 | 1,800 | 1,800 |
| QUICK CUT SAW | 1 | 1,130 | 1,130 |
| 2" CENT PUMP | 1 | 1,650 | 1,650 |
| AIR HAMMER | 1 | 550 | 550 |
| AIR COMPRESSOR | 1 | 1,750 | 1,750 |
| Totals for GL# 432-533-554.0100-NON-CAPITALIZED EQUIPMENT | | | 6,880 |
| 432-533-555.1300 TECHNICAL/TRAINING | | | |
| WATER LICENSE TESTING | 2 | 350 | 700 |
| Totals for GL# 432-533-555.1300-TECHNICAL/TRAINING | | | 700 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water Department
Fund 432; Department 533

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 432-533-563.0200 IMPROVEMENT NOT BUILDINGS-METERS | | | |
| REPLACE METERS AS NEEDED | 1 | 12,500 | 12,500 |
| Totals for GL# 432-533-563.0200-IMPROVEMENT NOT BUILDINGS-METERS | | | 12,500 |
| 432-533-564.0100 MACHINERY & EQUIPMENT-WTR LINES | | | |
| AIR COMPRESSOR | | | |
| BUCKET FOR MINI EXCAVATOR | | | |
| SHIPPING CONTAINER | | | |
| MID SIZED MINI-EXCAVATOR-SHARED COST | 1 | 25,000 | 25,000 |
| Totals for GL# 432-533-564.0100-MACHINERY & EQUIPMENT-WTR LINES | | | 25,000 |
| 432-533-571.0100 PRINC - LEASE | | | |
| FA #20124 HURCO - PAYMENT # 15-16 | | | |
| P# 11-14 FA #20150 BACKHOE W/BUCKET | 4 | 1,305 | 5,220 |
| Totals for GL# 432-533-571.0100-PRINC - LEASE | | | 5,220 |
| 432-533-571.0100-3659 PRINC - LEASE | | | |
| P# 11-14 TELEMETRY METER | 4 | 31,593 | 126,372 |
| Totals for GL# 432-533-571.0100-3659-PRINC - LEASE | | | 126,372 |
| 432-533-571.0400 PRINC-BOA LOAN 2004 | | | |
| 2004 BOA LOAN PRINCIPAL | 1 | 1,500 | 1,500 |
| Totals for GL# 432-533-571.0400-PRINC-BOA LOAN 2004 | | | 1,500 |
| 432-533-571.0500 PRINC-BOA LOAN 2005 | | | |
| 2005 BOA LOAN PRINCIPAL | 1 | 10,000 | 10,000 |
| Totals for GL# 432-533-571.0500-PRINC-BOA LOAN 2005 | | | 10,000 |
| 432-533-571.0700 PRINC-BOA LOAN 2007 | | | |
| 2007 BOA LOAN PRINCIPAL | 1 | 55,000 | 55,000 |
| Totals for GL# 432-533-571.0700-PRINC-BOA LOAN 2007 | | | 55,000 |
| 432-533-571.1400 PRINCIPAL PAYMENT - 2014 LOAN | | | |
| 2014 LOAN PRINCIPAL PAYMENT | 1 | 68,695 | 68,695 |
| Totals for GL# 432-533-571.1400-PRINCIPAL PAYMENT - 2014 LOAN | | | 68,695 |
| 432-533-572.0100 INT EXP - LEASE | | | |
| P# 11-14 FA #20150 BACKHOE W/BUCKET | 4 | 24 | 96 |
| Totals for GL# 432-533-572.0100-INT EXP - LEASE | | | 96 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water Department
Fund 432; Department 533

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|-----------|
| 432-533-572.0100-3659 INTEREST - LEASE (TELEMETRY) P# 11-14 TELEMETRY METERS | 4 | 4,059 | 16,236 |
| Totals for GL# 432-533-572.0100-3659-INTEREST - LEASE (TELEMETRY) | | | 16,236 |
| 432-533-572.0400 INT EXP-BOA LOAN 2004 2004 BOA LOAN INTEREST | 1 | 1,000 | 1,000 |
| Totals for GL# 432-533-572.0400-INT EXP-BOA LOAN 2004 | | | 1,000 |
| 432-533-572.0500 INT EXP-BOA LOAN 2005 2005 BOA LOAN INTEREST | 1 | 5,000 | 5,000 |
| Totals for GL# 432-533-572.0500-INT EXP-BOA LOAN 2005 | | | 5,000 |
| 432-533-572.0700 INT EXP-BOA LOAN 2007 2007 BOA LOAN INTEREST | 1 | 37,000 | 37,000 |
| Totals for GL# 432-533-572.0700-INT EXP-BOA LOAN 2007 | | | 37,000 |
| 432-533-572.1400 INTEREST PAYMENT - 2014 LOAN 2014 LOAN INTEREST | 1 | 35,225 | 35,225 |
| Totals for GL# 432-533-572.1400-INTEREST PAYMENT - 2014 LOAN | | | 35,225 |
| 432-533-573.0500 NEW DEBT SERVICE NEW DEBT SERVICE - CAPITAL LEASE | 3 | 1,628 | 4,884 |
| Totals for GL# 432-533-573.0500-NEW DEBT SERVICE | | | 4,884 |
| 432-533-591.0100 TRANSFER OUT - ADMIN SERVICES ALLOCATIONS | 1 | 101,379 | 101,379 |
| Totals for GL# 432-533-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 101,379 |
| 432-533-591.4400 TRANSFER TO STORMWATER - SUBSIDY STORMWATER SUBSIDY | 1 | 25,000 | 25,000 |
| Totals for GL# 432-533-591.4400-TRANSFER TO STORMWATER - SUBSIDY | | | 25,000 |
| Totals for dept 533-WATER DEPARTMENT | | | 2,100,301 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Sewer Department - 535

Fund: Water and Sewer Fund - 432
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

| Color Block | Vision or Fundamental Strategies | <u>Cost Center Goals and Objectives:</u> |
|-----------------------|---|--|
| Appearance | Beautify and enhance | <ol style="list-style-type: none"> 1. To further investigate areas for I&I and resolve those issues as they are found or as budget will allow. 2. Provide maintenance by cleaning, video inspecting mains & laterals and making repairs as necessary 3. Protect residents by decreasing the number of sanitary overflows through maintenance and repair reducing I&I. 4. By reducing I&I monies can be saved by making the sanitary sewer system more efficient. |
| Services | Maintain and improve everyday services | |
| Infrastructure | Maintain and improve infrastructure | |
| Safety | Make the City safe | |
| Economic Stability | Enhance and prosper the City and its citizens | |
| Historic Preservation | Preserve Palmetto's history | |

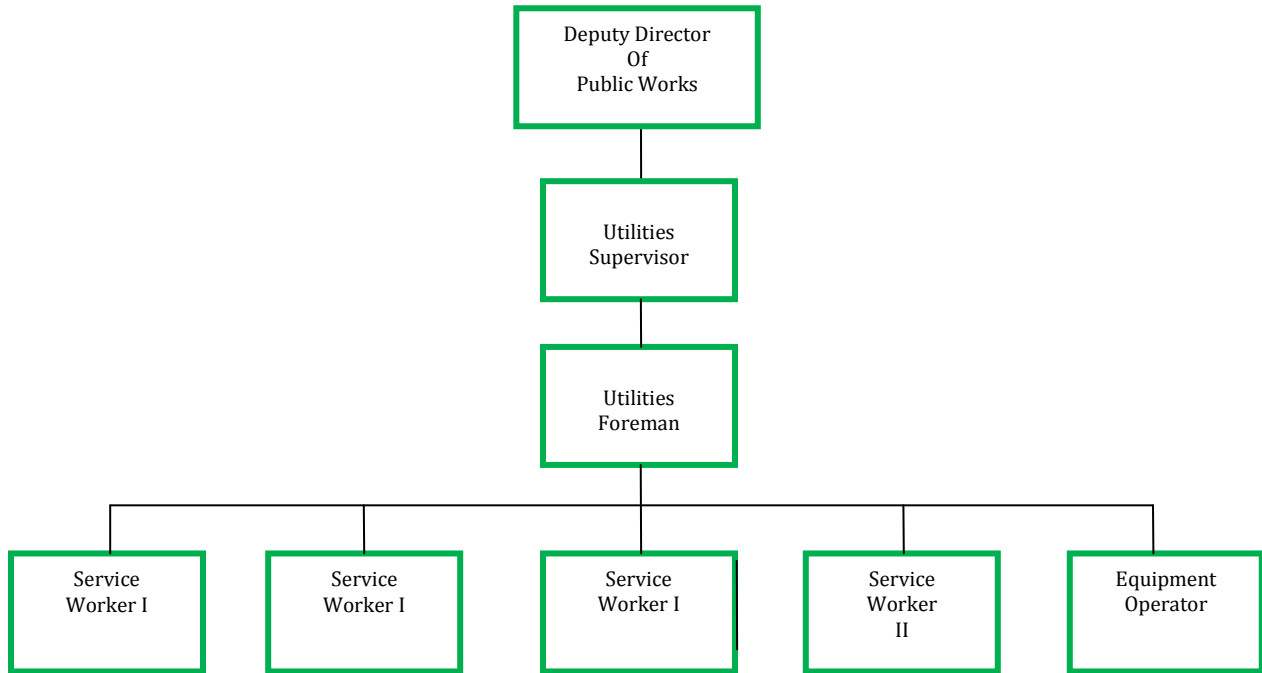


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

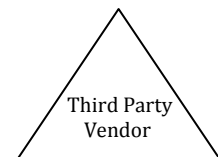
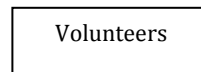
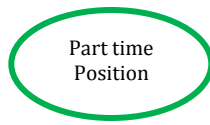
**SEWER DEPARTMENT
ORGANIZATIONAL INFORMATION**

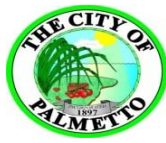
| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|-------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Service Worker I | 103/2 | 12.6495 | 26,311 | 15,439 | 41,750 | 1.00 |
| Service Worker II | 105/2 | 13.9464 | 29,009 | 16,489 | 45,498 | 1.00 |
| Service Worker I | 103/2 | 12.6495 | 26,311 | 15,439 | 41,750 | 1.00 |
| Service Worker I | 103/3 | 13.0214 | 27,085 | 15,740 | 42,825 | 1.00 |
| Equipment Operator | 106/2 | 14.6436 | 30,459 | 17,054 | 47,512 | 1.00 |
| Foreman, Utilities | 107/3 | 15.8276 | 32,921 | 18,013 | 50,934 | 1.00 |
| Supervisor | 112/10 | 24.7429 | 51,465 | 29,159 | 80,625 | 1.00 |
| Overtime | | | 8,000 | 3,088 | 11,088 | |
| Total Sewer Department | | | 231,560 | 130,421 | 361,981 | 7.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water and Sewer Fund - Sewer Department

| 432- 535- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| SEWER DEPARTMENT EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 179,732 | 238,969 | 200,296 | 223,561 | -6.45% |
| 514.0100 | Overtime | 13,348 | 8,000 | 5,000 | 8,000 | 0.00% |
| 521.0100 | FICA Taxes | 15,071 | 19,013 | 15,003 | 17,714 | -6.83% |
| 522.2100 | Retirement General Employee | 37,443 | 59,481 | 56,889 | 66,805 | 12.31% |
| 523.0100 | Health and Dental Insurance | 21,924 | 34,183 | 36,018 | 40,145 | 17.44% |
| 523.0200 | Health Insurance -Dependent Subsidy | 3,706 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 515 | 948 | 594 | 900 | -5.06% |
| 524.0100 | Workers' Compensation | 5,970 | 5,212 | 5,251 | 4,856 | -6.83% |
| 529.0000 | Career Advancement | - | 4,600 | - | 7,810 | 69.78% |
| 529.9900 | Reimbursement of Personnel Costs | (15,660) | - | - | - | 0.00% |
| | PERSONNEL EXPENSES | 262,049 | 370,406 | 319,051 | 369,791 | -0.17% |
| 531.2000 | Engineering Services | 8,786 | 4,214 | 865 | 12,000 | 100.00% |
| 540.5100 | Travel and Per Diem | 95 | 500 | 56 | 500 | 0.00% |
| 541.1100 | Communications | 340 | 1,250 | 1,200 | 1,224 | -2.08% |
| 544.0500 | Operating Lease | 376 | 100 | 100 | - | -100.00% |
| 544.1500 | Rental Expenses | - | 1,500 | - | 1,000 | -33.33% |
| 545.1200 | Insurance | 16,900 | 15,148 | 15,148 | 16,050 | 5.95% |
| 546.3400 | Repair & Maintenance | 12,538 | 18,113 | 12,980 | 18,000 | -0.62% |
| 546.3600 | Repair & Maintenance - Utility | 2,964 | 6,657 | 5,906 | 14,000 | 110.30% |
| 551.1200 | Office Supplies | - | 200 | 200 | 200 | 0.00% |
| 552.1500 | Fuel and Lubricants | 13,818 | 19,470 | 18,904 | 20,000 | 2.72% |
| 552.2300 | Operating Expenses | 4,357 | 5,000 | 3,152 | 5,000 | 0.00% |
| 552.3900 | Safety Program Expense | 1,292 | 1,400 | 750 | 1,400 | 0.00% |
| 552.4200 | Small Tools/Equipment | 613 | 2,587 | 1,938 | 1,000 | -61.35% |
| 552.5100 | Uniform Purchases and Cleaning | 1,874 | 3,744 | 3,120 | 2,255 | -39.77% |
| 554.0100 | Non-Capitalized Equipment | 929 | 3,000 | - | - | -100.00% |
| 555.1300 | Technical/Training | - | 1,000 | 550 | 2,000 | 100.00% |
| 559.0100 | Depreciation | 272,962 | - | 391,445 | - | 0.00% |
| 595.0000 | Doubtful Accounts Expense | 51,612 | - | - | - | 0.00% |
| | OPERATING EXPENSES | 389,456 | 83,883 | 456,314 | 94,629 | 12.81% |
| 563.0200 | Improvements not buildings | 44,975 | - | - | - | 0.00% |
| 564.0100 | Machinery & Equipment | 328,943 | 82,767 | 81,374 | 45,000 | -45.63% |
| | CAPITAL EXPENSES | 373,918 | 82,767 | 81,374 | 45,000 | -45.63% |
| 571.0100 | Principal - Lease | 51,713 | 99,300 | 99,294 | 100,512 | 1.22% |
| 571.0400 | Principal - BOA Loan 2004 | 54,508 | 58,000 | 57,000 | 61,000 | 5.17% |
| 571.0500 | Principal - BOA Loan 2005 | 114,252 | 120,000 | 120,000 | 125,000 | 4.17% |
| 571.0700 | Principal - BOA Loan 2007 | 79,216 | 84,000 | 83,000 | 86,000 | 2.38% |
| 572.0100 | Interest Expense - Lease | 2,476 | 3,772 | 3,800 | 2,556 | -32.24% |
| 572.0400 | Interest Expense - BOA Loan 2004 | 30,450 | 27,500 | 29,000 | 25,000 | -9.09% |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

Water and Sewer Fund - Sewer Department

| 432- 535- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------------|---------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| SEWER DEPARTMENT EXPENSES | | | | | | |
| 572.0500 | Interest Expense - BOA Loan 2005 | 75,244 | 74,000 | 72,500 | 69,000 | -6.76% |
| 572.0700 | Interest Expense - BOA Loan 2007 | 64,138 | 62,000 | 61,500 | 58,000 | -6.45% |
| 573.0500 | New Debt Service | - | - | - | 8,787 | 0.00% |
| | DEBT SERVICE | 471,997 | 528,572 | 526,094 | 535,855 | 1.38% |
| 591.0100 | Transfer Out - Administrative Charges | 129,494 | 131,322 | 131,322 | 140,222 | 6.78% |
| 591.4400 | Transfer to Stormwater Subsidy | 30,000 | 30,000 | 30,000 | 25,000 | -16.67% |
| 596.6000 | Transfer Out - Reuse - Impact Fees | 208,000 | - | - | - | 0.00% |
| | TRANSFERS | 367,494 | 161,322 | 161,322 | 165,222 | 2.42% |
| | TOTAL EXPENSES | 1,864,914 | 1,226,950 | 1,544,155 | 1,210,497 | -1.34% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Sewer Department
Fund 432; Department 535

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 535-SEWER DEPARTMENT | | | |
| 432-535-512.0100 REGULAR SALARIES | | | |
| EQUIPMENT OPERATOR-1537 | 1 | 30,459 | 30,459 |
| SERVICE WORKER I-1554 | 1 | 26,311 | 26,311 |
| SERVICE WORKER I-1533 | 1 | 27,085 | 27,085 |
| SERVICE WORKER II - 1482 | 1 | 29,009 | 29,009 |
| SERVICE WORKER I - 1545 | 1 | 26,311 | 26,311 |
| SUPERVISOR-DROP-1529 | 1 | 51,465 | 51,465 |
| UTILITIES FOREMAN-1511 | 1 | 32,921 | 32,921 |
| Totals for GL# 432-535-512.0100-REGULAR SALARIES | | | 223,561 |
| 432-535-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 8,000 | 8,000 |
| Totals for GL# 432-535-514.0100-OVERTIME - GE | | | 8,000 |
| 432-535-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 17,714 | 17,714 |
| Totals for GL# 432-535-521.0100-FICA TAXES | | | 17,714 |
| 432-535-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES PENSION | 1 | 66,805 | 66,805 |
| Totals for GL# 432-535-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 66,805 |
| 432-535-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 6 | 5,174 | 31,044 |
| HEALTH INSURANCE - SPOUSE | 1 | 9,101 | 9,101 |
| Totals for GL# 432-535-523.0100-HEALTH INSURANCE | | | 40,145 |
| 432-535-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 900 | 900 |
| Totals for GL# 432-535-523.0300-LIFE INSURANCE & EAP | | | 900 |
| 432-535-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 4,856 | 4,856 |
| Totals for GL# 432-535-524.0100-WORKERS' COMPENSATION | | | 4,856 |
| 432-535-529.0000 CAREER ADVANCEMENT | | | |
| INCREASE FOR CERTIFICATION - SWI | 1 | 3,265 | 3,265 |
| INCREASE FOR CERTIFICATION-EQ OPERATOR | 1 | 1,862 | 1,862 |
| INCREASE FOR CERTIFICATION - FOREMAN | 1 | 2,683 | 2,683 |
| Totals for GL# 432-535-529.0000-CAREER ADVANCEMENT | | | 7,810 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Sewer Department
Fund 432; Department 535

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 432-535-531.2000 ENGINEERING SERVICES | | | |
| ENGINEERING SERVICES AS NEEDED | 1 | 12,000 | 12,000 |
| Totals for GL# 432-535-531.2000-ENGINEERING SERVICES | | | 12,000 |
| 432-535-540.5100 TRAVEL AND PER DIEM | | | |
| TRAVEL AND PER DIEM | 1 | 500 | 500 |
| Totals for GL# 432-535-540.5100-TRAVEL AND PER DIEM | | | 500 |
| 432-535-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE-FOREMAN | 12 | 50 | 600 |
| CELL SERVICE-STAND-BY | 12 | 2 | 24 |
| CELL SERVICE-SUPERVISOR | 12 | 50 | 600 |
| Totals for GL# 432-535-541.1100-COMMUNICATIONS | | | 1,224 |
| 432-535-544.1500 RENTAL EXPENSES | | | |
| RENTAL EXPENSES | 1 | 1,000 | 1,000 |
| Totals for GL# 432-535-544.1500-RENTAL EXPENSES | | | 1,000 |
| 432-535-545.1200 INSURANCE | | | |
| GEN LIAB-AUTO-PROPERTY INSURANCE | 4 | 3,775 | 16,050 |
| Totals for GL# 432-535-545.1200-INSURANCE | | | 16,050 |
| 432-535-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIRS AND MAINTENANCE | 1 | 18,000 | 18,000 |
| Totals for GL# 432-535-546.3400-REPAIR & MAINTENANCE | | | 18,000 |
| 432-535-546.3600 REPAIR & MAINTENANCE - UTILITY | | | |
| REPAIR AND MAINTENANCE-UTILITIES | 1 | 14,000 | 14,000 |
| Totals for GL# 432-535-546.3600-REPAIR & MAINTENANCE - UTILITY | | | 14,000 |
| 432-535-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES AS NEEDED | 1 | 200 | 200 |
| Totals for GL# 432-535-551.1200-OFFICE SUPPLIES | | | 200 |
| 432-535-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL-OIL-LUBRICANTS | 1 | 20,000 | 20,000 |
| Totals for GL# 432-535-552.1500-FUEL AND LUBRICANTS | | | 20,000 |
| 432-535-552.2300 OPERATING EXPENSES | | | |
| CENTRAL STORES ISSUES | 1 | 3,000 | 3,000 |
| CHEMICALS-LIME AS NEEDED | 1 | 2,000 | 2,000 |
| Totals for GL# 432-535-552.2300-OPERATING EXPENSES | | | 5,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Sewer Department
Fund 432; Department 535

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 432-535-552.3900 SAFETY PROGRAM EXPENSE | | | |
| PERSONAL PROTECTIVE EQUIPMENT | 7 | 100 | 700 |
| SAFETY FOOTWEAR PROGRAM | 7 | 100 | 700 |
| Totals for GL# 432-535-552.3900-SAFETY PROGRAM EXPENSE | | | 1,400 |
| 432-535-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| SAWS-WRENCHES-HAND TOOLS | 1 | 1,000 | 1,000 |
| Totals for GL# 432-535-552.4200-SMALL TOOLS/EQUIPMENT | | | 1,000 |
| 432-535-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| SUPERVISOR'S UNIFORMS | 1 | 175 | 175 |
| UNIFORM RENTAL-6 EMPLOYEES | 52 | 40 | 2,080 |
| Totals for GL# 432-535-552.5100-UNIFORM PURCHASES AND CLEANING | | | 2,255 |
| 432-535-555.1300 TECHNICAL/TRAINING | | | |
| TECHNICAL AND TRAINING | 1 | 2,000 | 2,000 |
| Totals for GL# 432-535-555.1300-TECHNICAL/TRAINING | | | 2,000 |
| 432-535-564.0100 MACHINERY & EQUIPMENT | | | |
| DEWATERING EQUIPMENT | 1 | 20,000 | 20,000 |
| MID SIZED MINI-EXCAVATOR-SHARED COST | 1 | 25,000 | 25,000 |
| Totals for GL# 432-535-564.0100-MACHINERY & EQUIPMENT | | | 45,000 |
| 432-535-571.0100 PRINC - LEASE | | | |
| P# 11-14 FA #20150 BACKHOE W/BUCKET | 4 | 1,305 | 5,220 |
| P# 07-10 FA #20210 F350/20211 F550/20202 VAC TRUCK | 4 | 23,823 | 95,292 |
| Totals for GL# 432-535-571.0100-PRINC - LEASE | | | 100,512 |
| 432-535-571.0400 PRINC-BOA LOAN 2004 | | | |
| 2004 BOA LOAN PRINCIPAL | 1 | 61,000 | 61,000 |
| Totals for GL# 432-535-571.0400-PRINC-BOA LOAN 2004 | | | 61,000 |
| 432-535-571.0500 PRINC-BOA LOAN 2005 | | | |
| 2005 BOA LOAN PRINCIPAL | 1 | 125,000 | 125,000 |
| Totals for GL# 432-535-571.0500-PRINC-BOA LOAN 2005 | | | 125,000 |
| 432-535-571.0700 PRINC-BOA LOAN 2007 | | | |
| 2007 BOA LOAN PRINCIPAL | 1 | 86,000 | 86,000 |
| Totals for GL# 432-535-571.0700-PRINC-BOA LOAN 2007 | | | 86,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Sewer Department
Fund 432; Department 535

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|-----------|
| 432-535-572.0100 INT EXP - LEASE | | | |
| P# 11-14 FA #20150 BACKHOE W/BUCKET | 4 | 24 | 96 |
| P# 07-10 FA #20210 F350/20211 F550/20202 VAC TRUCK | 4 | 615 | 2,460 |
| Totals for GL# 432-535-572.0100-INT EXP - LEASE | | | 2,556 |
| 432-535-572.0400 INT EXP-BOA LOAN 2004 | | | |
| 2004 BOA LOAN INTEREST | 1 | 25,000 | 25,000 |
| Totals for GL# 432-535-572.0400-INT EXP-BOA LOAN 2004 | | | 25,000 |
| 432-535-572.0500 INT EXP-BOA LOAN 2005 | | | |
| 2005 BOA LOAN INTEREST | 1 | 69,000 | 69,000 |
| Totals for GL# 432-535-572.0500-INT EXP-BOA LOAN 2005 | | | 69,000 |
| 432-535-572.0700 INT EXP-BOA LOAN 2007 | | | |
| 2007 BOA LOAN INTEREST | 1 | 58,000 | 58,000 |
| Totals for GL# 432-535-572.0700-INT EXP-BOA LOAN 2007 | | | 58,000 |
| 432-535-573.0500 NEW DEBT SERVICE | | | |
| NEW DEBT SERVICE - EXCAVATOR AND DE WATERING | 3 | 2,929 | 8,787 |
| Totals for GL# 432-535-573.0500-NEW DEBT SERVICE | | | 8,787 |
| 432-535-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| ALLOCATIONS | 1 | 140,222 | 140,222 |
| Totals for GL# 432-535-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 140,222 |
| 432-535-591.4400 TRANSFER TO STORMWATER - SUBSIDY | | | |
| STORMWATER SUBSIDY | 1 | 25,000 | 25,000 |
| Totals for GL# 432-535-591.4400-TRANSFER TO STORMWATER - SUBSIDY | | | 25,000 |
| Totals for dept 535-SEWER DEPARTMENT | | | 1,210,497 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Customer Service Department - 536

Fund: Water and Sewer Fund - 432
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

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

Cost Center Goals and Objectives:

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

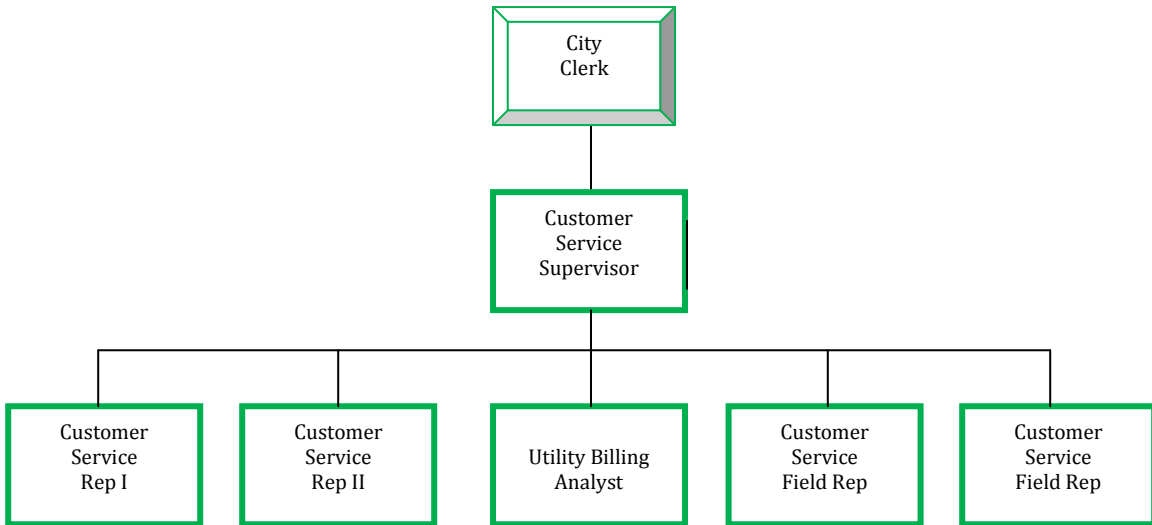


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

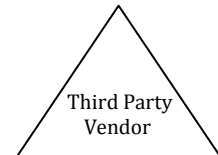
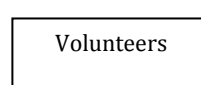
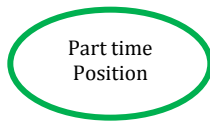
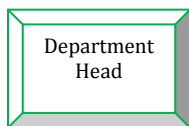
**CUSTOMER SERVICE
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|--|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Customer Service Field Rep | 103/3 | 13.0214 | 27,085 | 15,918 | 43,002 | 1.00 |
| Customer Service Rep I | 103/3 | 13.0214 | 27,085 | 21,251 | 48,335 | 1.00 |
| Customer Service Field Rep | 103/9 | 15.4940 | 32,228 | 17,954 | 50,182 | 1.00 |
| Customer Service Rep. II | 105/4 | 14.7785 | 30,739 | 16,569 | 47,308 | 1.00 |
| Utility Billing Analyst | 106/3 | 15.0741 | 31,354 | 16,797 | 48,151 | 1.00 |
| Customer Service Supervisor | 112/8 | 23.3498 | 48,568 | 23,166 | 71,733 | 1.00 |
| Overtime | | | 2,500 | 1,011 | 3,511 | |
| Total Customer Service Department | | | 199,558 | 112,665 | 312,223 | 6.00 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Water and Sewer Fund - Utility Billing/Customer Service Department

| 432- 536 | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|---------------------------------------|----------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| UTILITY BILLING/CUSTOMER SERVICE EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 182,366 | 189,978 | 177,845 | 197,059 | 3.73% |
| 514.0100 | Overtime | 2,578 | 2,000 | 250 | 2,500 | 100.00% |
| 521.0100 | FICA Taxes | 13,856 | 14,686 | 13,215 | 15,266 | 3.95% |
| 522.2100 | Retirement General Employee | 58,334 | 58,860 | 54,208 | 57,572 | -2.19% |
| 523.0100 | Health and Dental Insurance | 31,548 | 31,724 | 30,910 | 37,077 | 16.87% |
| 523.0200 | Health Insurance -Dependent Subsidy | 5,332 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 606 | 785 | 561 | 819 | 4.33% |
| 524.0100 | Workers' Compensation | 1,846 | 1,860 | 1,830 | 1,929 | 3.71% |
| 529.0000 | Career Advancement | - | 4,862 | - | - | -100.00% |
| 529.9900 | Reimbursement of Personnel Costs | (2,566) | - | - | - | 0.00% |
| | PERSONNEL EXPENSES | 293,900 | 304,755 | 278,819 | 312,222 | 2.45% |
| 531.1600 | Contract Services | 677 | 1,464 | 600 | 1,800 | 22.95% |
| 540.5100 | Travel and Per Diem | 70 | 15 | 15 | 800 | 5233.33% |
| 541.1100 | Communications | 546 | 900 | 700 | 1,140 | 26.67% |
| 542.1200 | Postage/Mailing Services | 34,047 | 37,400 | 35,083 | 38,400 | 2.67% |
| 545.1200 | Insurance | 5,828 | 7,996 | 7,996 | 7,600 | -4.95% |
| 546.3400 | Repair and Maintenance | 932 | 1,900 | 1,854 | 2,200 | 15.79% |
| 546.4000 | Vehicle Repair and Maintenance | 1,017 | 4,800 | 916 | 3,600 | 100.00% |
| 547.5100 | Printing and Binding | 8,180 | 10,000 | 4,000 | 10,000 | 0.00% |
| 549.9600 | Bank Service Charges | 26,311 | 27,600 | 21,000 | 18,500 | -32.97% |
| 551.1200 | Office Supplies | 433 | 505 | 376 | 2,100 | 315.84% |
| 552.1500 | Fuel and Lubricants | 6,722 | 9,000 | 5,096 | 7,000 | -22.22% |
| 552.2300 | Operating Expenses | 1,425 | 3,377 | 781 | 3,030 | -10.28% |
| 552.3900 | Safety Program Expense | 100 | 325 | 150 | 325 | 0.00% |
| 552.4200 | Small Tools/Minor Equip | 325 | 550 | 532 | 550 | 0.00% |
| 552.5100 | Uniform Purchases and Cleaning | 1,275 | 1,120 | 1,000 | 1,120 | 0.00% |
| 554.0100 | Non-Capitalized Equipment | 2,463 | 1,600 | - | 1,600 | 0.00% |
| 555.1300 | Technical/Training | 255 | 724 | 100 | 950 | 31.22% |
| 559.0100 | Depreciation Expense | 116 | - | 15 | - | 0.00% |
| | OPERATING EXPENSES | 90,722 | 109,276 | 80,214 | 100,715 | -7.83% |
| 591.0100 | Transfer Out - Administrative Charges | 135,482 | 128,945 | 128,945 | 137,101 | 6.33% |
| | TRANSFERS | 135,482 | 128,945 | 128,945 | 137,101 | 6.33% |
| | TOTAL EXPENSES | 520,104 | 542,976 | 487,978 | 550,038 | 1.30% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Customer Service Department
Fund 432; Department 536

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 536-CUSTOMER SERVICE | | | |
| 432-536-512.0100 REGULAR SALARIES | | | |
| CUSTOMER SERVICE FIELD REP-1518 | 1 | 27,085 | 27,085 |
| CUSTOMER SERVICE FIELD REP-1241 | 1 | 32,228 | 32,228 |
| CUSTOMER SERVICE REP I-1516 | 1 | 27,085 | 27,085 |
| CUSTOMER SERVICE REP II-1402 | 1 | 30,739 | 30,739 |
| UTILITY BILLING ANALYST - 1537 | 1 | 31,354 | 31,354 |
| CUSTOMER SERVICE SUPERVISOR-1449 | 1 | 48,568 | 48,568 |
| Totals for GL# 432-536-512.0100-REGULAR SALARIES | | | 197,059 |
| 432-536-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 2,500 | 2,500 |
| Totals for GL# 432-536-514.0100-OVERTIME - GE | | | 2,500 |
| 432-536-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 15,266 | 15,266 |
| Totals for GL# 432-536-521.0100-FICA TAXES | | | 15,266 |
| 432-536-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEE PENSION | 1 | 57,572 | 57,572 |
| Totals for GL# 432-536-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 57,572 |
| 432-536-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 5 | 5,174 | 25,870 |
| HEALTH INSURANCE - FAMILY | 1 | 11,207 | 11,207 |
| Totals for GL# 432-536-523.0100-HEALTH INSURANCE | | | 37,077 |
| 432-536-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 819 | 819 |
| Totals for GL# 432-536-523.0300-LIFE INSURANCE & EAP | | | 819 |
| 432-536-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 1,929 | 1,929 |
| Totals for GL# 432-536-524.0100-WORKERS' COMPENSATION | | | 1,929 |
| 432-536-531.1600 CONTRACT SERVICES | | | |
| FEES FOR COLLECTION SERVICES | 1 | 1,800 | 1,800 |
| Totals for GL# 432-536-531.1600-CONTRACT SERVICES | | | 1,800 |
| 432-536-540.5100 TRAVEL AND PER DIEM | | | |
| CSR MILEAGE AND PER DIEM | 4 | 100 | 400 |
| TRAINING CONFERENCE | 4 | 100 | 400 |
| Totals for GL# 432-536-540.5100-TRAVEL AND PER DIEM | | | 800 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Customer Service Department
Fund 432; Department 536

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 432-536-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE CUSTOMER SERVICE | 12 | 10 | 120 |
| CELL SERVICE 2 FIELD REPS | 12 | 85 | 1,020 |
| Totals for GL# 432-536-541.1100-COMMUNICATIONS | | | 1,140 |
| 432-536-542.1200 POSTAGE/MAILING SERVICE | | | |
| CITY HALL POSTAGE METER | 4 | 600 | 2,400 |
| MAILING SERVICE - UTILITY BILLS | 1 | 36,000 | 36,000 |
| Totals for GL# 432-536-542.1200-POSTAGE/MAILING SERVICE | | | 38,400 |
| 432-536-545.1200 INSURANCE | | | |
| GENERAL LIABILITY. AUTO, PROPERTY INSURANCE | 4 | 2,000 | 7,600 |
| Totals for GL# 432-536-545.1200-INSURANCE | | | 7,600 |
| 432-536-546.3400 REPAIR & MAINTENANCE | | | |
| MAINTENANCE AGREEMENT - SCANNERS | 1 | 1,200 | 1,200 |
| METER READERS SUPPLIES/METER REPAIRS | 1 | 1,000 | 1,000 |
| Totals for GL# 432-536-546.3400-REPAIR & MAINTENANCE | | | 2,200 |
| 432-536-546.4000 VEHICLE REPAIR & MAINTENANCE | | | |
| EXPEDITION | 1 | 1,200 | 1,200 |
| FA #16723 VEHICLE MAINTENANCE | 1 | 1,200 | 1,200 |
| FA #17658 VEHICLE MAINTENANCE | 1 | 1,200 | 1,200 |
| Totals for GL# 432-536-546.4000-VEHICLE REPAIR & MAINTENANCE | | | 3,600 |
| 432-536-547.5100 PRINTING AND BINDING | | | |
| BILL PAPER AND ENVELOPES | 1 | 10,000 | 10,000 |
| Totals for GL# 432-536-547.5100-PRINTING AND BINDING | | | 10,000 |
| 432-536-549.9600 BANK SERVICE CHARGES | | | |
| BANK CHARGES | 1 | 6,500 | 6,500 |
| CREDIT CARD FEES | 1 | 12,000 | 12,000 |
| Totals for GL# 432-536-549.9600-BANK SERVICE CHARGES | | | 18,500 |
| 432-536-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES | 1 | 600 | 600 |
| TONER CARTRIDGES FOR BILLING | 6 | 250 | 1,500 |
| Totals for GL# 432-536-551.1200-OFFICE SUPPLIES | | | 2,100 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Customer Service Department
Fund 432; Department 536

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 432-536-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL FOR METER READER VEHICLES | 1 | 7,000 | 7,000 |
| Totals for GL# 432-536-552.1500-FUEL AND LUBRICANTS | | | 7,000 |
| 432-536-552.2300 OPERATING EXPENSES | | | |
| MANATEE COUNTY RECORDING FEES | 1 | 3,030 | 3,030 |
| Totals for GL# 432-536-552.2300-OPERATING EXPENSES | | | 3,030 |
| 432-536-552.3900 SAFETY PROGRAM EXPENSE | | | |
| PPE CENTRAL STROE ISSUES | 1 | 125 | 125 |
| SAFETY SHOES - FIELD REPS | 2 | 100 | 200 |
| Totals for GL# 432-536-552.3900-SAFETY PROGRAM EXPENSE | | | 325 |
| 432-536-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| TOOLS/SUPPLIES FOR FIELD REPS | 1 | 550 | 550 |
| Totals for GL# 432-536-552.4200-SMALL TOOLS/EQUIPMENT | | | 550 |
| 432-536-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| UNIFORM CHANGE OUTS | 2 | 50 | 100 |
| UNIFORM SERVICE - FIELD REPS | 104 | 5 | 520 |
| UNIFORM SHIRTS FOR CSR AND SUPERVISOR | 20 | 25 | 500 |
| Totals for GL# 432-536-552.5100-UNIFORM PURCHASES AND CLEANING | | | 1,120 |
| 432-536-554.0100 NON CAPITALIZED EQUIPMENT | | | |
| SCANNER PURCHASE | 1 | 1,600 | 1,600 |
| Totals for GL# 432-536-554.0100-NON CAPITALIZED EQUIPMENT | | | 1,600 |
| 432-536-555.1300 TECHNICAL/TRAINING | | | |
| CONFERENCE - CUSTOMER SERVICE | 4 | 100 | 400 |
| SAFETY PROGRAMS BY FLC | 1 | 100 | 100 |
| WATER DISTRIBUTION COURSE - FIELD REPS | 2 | 225 | 450 |
| Totals for GL# 432-536-555.1300-TECHNICAL/TRAINING | | | 950 |
| 432-536-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| ALLOCATIONS | 1 | 137,101 | 137,101 |
| Totals for GL# 432-536-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 137,101 |
| Totals for dept 536-CUSTOMER SERVICE | | | 550,038 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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

Fund: Water and Sewer Fund - 432
Department: Public Waste

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

Cost Center Goals and Objectives:

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



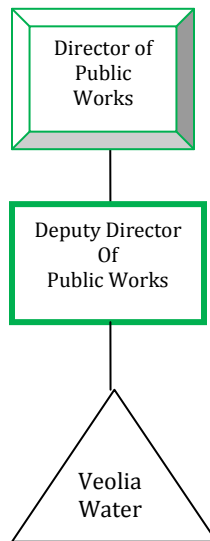
**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**WASTEWATER TREATMENT PLANT
ORGANIZATIONAL INFORMATION**

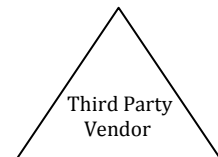
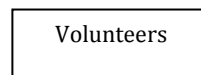
| Schedule of Personnel | Pay Grade/ Step | Base Salary | Benefits | Total Position Costs | FTE |
|-----------------------|-----------------|-------------|----------|----------------------|-----|
|-----------------------|-----------------|-------------|----------|----------------------|-----|

NO CITY EMPLOYEES

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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

| 432- 537- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|---|---------------------------------------|------------------|---------------------------|-----------------------------|---------------------------|--------------------------|
| WASTE WATER TREATMENT PLANT EXPENSES- (WWTP) | | | | | | |
| 531.1600 | Contract Services | 1,241,405 | 1,404,327 | 1,404,327 | 1,474,727 | 5.01% |
| 543.0000 | Utility Services | 212,837 | 216,000 | 225,800 | 235,000 | 8.80% |
| 544.1500 | Rental Expenses | - | 750 | - | - | -100.00% |
| 545.1200 | Insurance | 45,228 | 41,754 | 41,754 | 36,257 | -13.17% |
| 546.3400 | Repair & Maintenance | 5,834 | 5,800 | 6,000 | 4,000 | -31.03% |
| 552.0000 | Operating Expenses - Veolia | 4,982 | 3,500 | 3,500 | 5,000 | 42.86% |
| 552.2300 | Operating Expenses | 174 | 1,100 | 750 | 1,000 | -9.09% |
| 552.3900 | Safety Program Expense | 58 | - | - | - | 0.00% |
| 552.4200 | Small Tools/Equipment | - | - | 1,000 | 1,000 | 100.00% |
| 559.0100 | Depreciation Expense | 79,444 | - | 67,812 | - | 0.00% |
| | OPERATING EXPENSES | 1,589,962 | 1,673,231 | 1,750,943 | 1,756,984 | 5.01% |
| 564.0100 | Machinery and Equipment | - | 40,000 | - | 40,000 | 0.00% |
| | CAPITAL EXPENSES | - | 40,000 | - | 40,000 | 0.00% |
| 591.0100 | Transfer Out - Administrative Charges | 24,407 | 28,276 | 28,276 | 19,641 | -30.54% |
| | TRANSFERS | 24,407 | 28,276 | 28,276 | 19,641 | -30.54% |
| | TOTAL WWTP EXPENSE | 1,614,369 | 1,741,507 | 1,779,219 | 1,816,625 | 4.31% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Waste Water Treatment Plant Department
Fund 432; Department 537

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|-----------|
| Dept 537-WASTE WATER TREATMENT PLANT | | | |
| 432-537-531.1600 CONTRACT SERVICES | | | |
| CONTRACT-VEOLIA | 1 | 1,474,727 | 1,474,727 |
| Totals for GL# 432-537-531.1600-CONTRACT SERVICES | | | 1,474,727 |
| 432-537-543.0000 UTILITY SERVICES | | | |
| UTILITY SERVICES-WWTP | 1 | 235,000 | 235,000 |
| Totals for GL# 432-537-543.0000-UTILITY SERVICES | | | 235,000 |
| 432-537-545.1200 INSURANCE | | | |
| B-1 POLLUTION AND REMDIATION | 1 | 3,257 | 3,257 |
| GEN LIAB-AUTO-PROPERTY INSURANCE | 4 | 8,550 | 33,000 |
| Totals for GL# 432-537-545.1200-INSURANCE | | | 36,257 |
| 432-537-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIR AND MAINTENANCE | 1 | 4,000 | 4,000 |
| Totals for GL# 432-537-546.3400-REPAIR & MAINTENANCE | | | 4,000 |
| 432-537-552.0000 OPERATING EXPENSES - VEOLIA | | | |
| OPERATING EXPENSES-VEOLIA | 1 | 5,000 | 5,000 |
| Totals for GL# 432-537-552.0000-OPERATING EXPENSES - VEOLIA | | | 5,000 |
| 432-537-552.2300 OPERATING EXPENSES | | | |
| OPERATING EXPENSES | 1 | 1,000 | 1,000 |
| Totals for GL# 432-537-552.2300-OPERATING EXPENSES | | | 1,000 |
| 432-537-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| TOOLS AS NEEDED | 1 | 1,000 | 1,000 |
| Totals for GL# 432-537-552.4200-SMALL TOOLS/EQUIPMENT | | | 1,000 |
| 432-537-564.0100 MACHINERY & EQUIPMENT | | | |
| PUMP REPLACEMENT AS NEEDED | 1 | 40,000 | 40,000 |
| Totals for GL# 432-537-564.0100-MACHINERY & EQUIPMENT | | | 40,000 |
| 432-537-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| ALLOCATIONS | 1 | 19,641 | 19,641 |
| Totals for GL# 432-537-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 19,641 |
| Totals for dept 537-WASTE WATER TREATMENT PLANT | | | 1,816,625 |



Stormwater Fund

Fund #440



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| STORMWATER FUND | | | | | |
| BEGINNING TOTAL NET POSITION | 3,463,827 | 4,278,181 | 4,278,181 | 4,568,916 | 6.80% |
| REVENUE/SOURCES | | | | | |
| Stormwater Charges | 784,497 | 786,000 | 781,166 | 783,000 | -0.38% |
| Interest Revenue | 363 | 200 | 1,321 | 2,000 | 100.00% |
| Miscellaneous | 647 | 448 | 356 | 350 | -21.88% |
| Transfer In | 740,000 | 219,961 | 219,958 | 210,000 | -4.53% |
| Non-Revenue Sources | - | 605,082 | - | 702,540 | 100.00% |
| TOTAL REVENUES | 1,525,507 | 1,611,691 | 1,002,801 | 1,697,890 | 5.35% |
| EXPENSES | | | | | |
| Personnel | 214,711 | 288,888 | 245,434 | 272,039 | -5.83% |
| Operating Expenses | 258,828 | 106,887 | 269,861 | 91,034 | -14.83% |
| Capital Expenses | - | 664,961 | 664,961 | 766,540 | 15.28% |
| Debt Service | 444,286 | 450,314 | 439,390 | 459,265 | 1.99% |
| Transfers Out | 98,200 | 99,603 | 99,603 | 107,954 | 8.38% |
| TOTAL EXPENSES | 1,016,025 | 1,610,653 | 1,719,249 | 1,696,832 | 5.35% |
| Excess Revenue Over (Under) Expenditures (Modified accrual) | 509,482 | 1,038 | (716,448) | 1,058 | 1.93% |
| Conversion to full accrual | (304,872) | (605,263) | (1,007,183) | (622,566) | 2.86% |
| Excess Revenue Over (Under) Expenditures (Full accrual) | 814,354 | 606,301 | 290,735 | 623,624 | 2.86% |
| Total Net Position, End of Year | 4,278,181 | 4,884,482 | 4,568,916 | 5,192,540 | 6.31% |
| Net investment in capital assets | 3,634,487 | 4,427,759 | 4,427,759 | 5,011,738 | 13.19% |
| Restricted Net Position | 190,442 | 190,442 | 190,442 | 190,442 | 0.00% |
| Unrestricted Net Position | 453,252 | 266,281 | (49,285) | (9,640) | -103.62% |
| Total Net Position, End of Year | 4,278,181 | 4,884,482 | 4,568,916 | 5,192,540 | 6.31% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 440- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| STORMWATER FUND REVENUE/SOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 000-343.9100 | Stormwater Charges | 771,003 | 771,000 | 768,254 | 769,000 | -0.26% |
| 000-343.9700 | Stormwater Miscellaneous | - | - | (184) | - | 0.00% |
| 000-343.9900 | Stormwater Penalties | 13,494 | 15,000 | 13,096 | 14,000 | -6.67% |
| CHARGES FOR SERVICES | | 784,497 | 786,000 | 781,166 | 783,000 | -0.38% |
| INTEREST REVENUE | | | | | | |
| 000-361.0100 | Investment Earnings | 257 | 200 | 1,321 | 2,000 | 100.00% |
| 000-361.9000 | Investment Revenue - BOA Loan | 106 | - | - | - | 0.00% |
| INTEREST REVENUE | | 363 | 200 | 1,321 | 2,000 | 900.00% |
| MISCELLANEOUS REVENUE | | | | | | |
| 000-369.7401 | Other Misc Revenue/Insurance Reimbursement | 647 | 448 | 356 | 350 | -21.88% |
| MISCELLANEOUS REVENUE | | 647 | 448 | 356 | 350 | 0.00% |
| TRANSFERS | | | | | | |
| 000-381.7307 | Transfer in - Subsidy - Road & Bridge | 100,000 | 100,000 | 100,000 | 100,000 | 0.00% |
| 000-381.7432 | Transfer in - Subsidy - Water | 25,000 | 25,000 | 25,000 | 25,000 | 0.00% |
| 000-381.7433 | Transfer In - Subsidy - Sewer | 30,000 | 30,000 | 30,000 | 25,000 | -16.67% |
| 000-381.9307 | Transfer In - Capital Projects | - | 64,961 | 64,958 | - | -100.00% |
| 000-381.9307-1441 | Transfer In - TMDL Program | 25,000 | - | - | 50,000 | 0.00% |
| 000-381.9307-1442 | Transfer In - Dredging Projects | 10,000 | - | - | 10,000 | 0.00% |
| 000-381.9307-7568 | Transfer In - 13th St. Drainage | 550,000 | - | - | - | 0.00% |
| TRANSFERS | | 740,000 | 219,961 | 219,958 | 210,000 | -4.53% |
| NON-REVENUE SOURCES | | | | | | |
| 000-383.7000 | Capital Lease Inception | - | 15,000 | - | 72,000 | 380.00% |
| 000-399.0000 | Funding from Equity for Outstanding Encumbrances | - | 5,082 | - | - | -100.00% |
| 000-399.6000 | Funding from Equity for Capital Projects | - | 585,000 | - | 630,540 | 7.78% |
| NON-REVENUE SOURCES | | - | 605,082 | - | 702,540 | 100.00% |
| TOTAL STORMWATER FUND REVENUES | | 1,525,507 | 1,611,691 | 1,002,801 | 1,697,890 | 5.35% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Cost Center and Number: Stormwater - 538

Fund: Stormwater Fund - 440
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

Cost Center Goals and Objectives:

| |
|--|
| 1. Continue striving to alleviate all flooding within the City |
| 2. Maintain ditches by mowing and reshaping |
| |
| |
| |
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| |

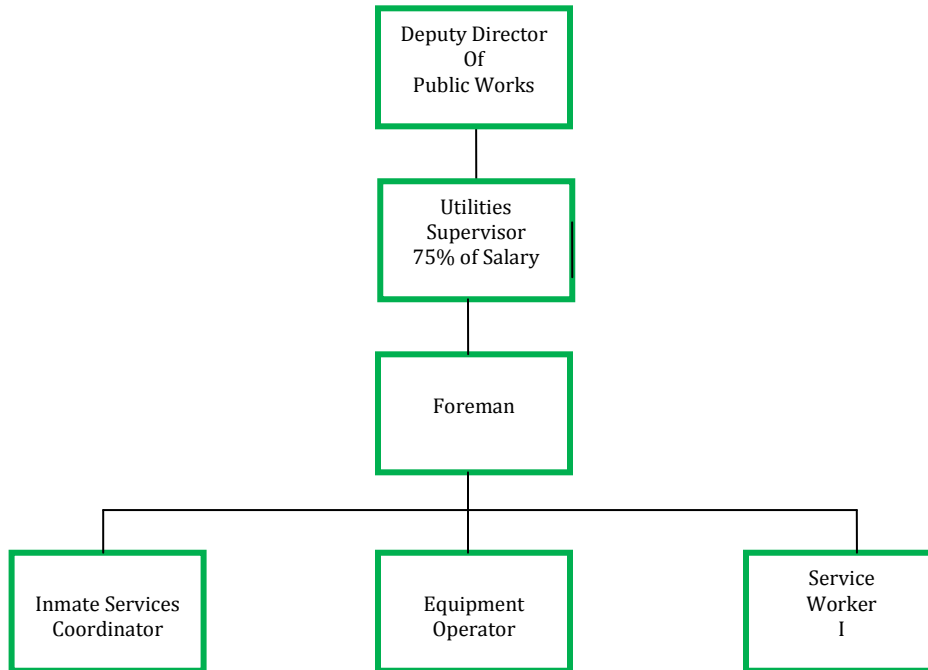


**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

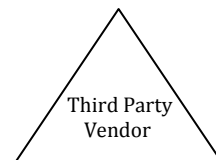
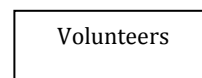
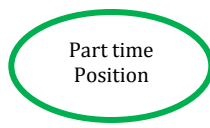
**STORMWATER
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|---------------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Service Worker I | 103/3 | 13.0214 | 27,085 | 16,646 | 43,730 | 1.00 |
| Equipment Operator | 106/2 | 14.6436 | 30,459 | 18,072 | 48,531 | 1.00 |
| Inmate Services Coordinator | 106/3 | 15.0741 | 31,354 | 24,485 | 55,839 | 1.00 |
| Foreman | 107/2 | 15.3756 | 31,981 | 21,106 | 53,087 | 1.00 |
| Stormwater Supervisor - 75% of salary | 112/13 | 26.9900 | 42,104 | 17,816 | 59,921 | 0.75 |
| Overtime | | | 4,500 | 1,887 | 6,387 | |
| TOTAL STORMWATER FUND | | | 167,483 | 100,012 | 267,495 | 4.75 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Stormwater Fund - Stormwater Department

| 440- 538- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------|-------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| STORMWATER EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | 132,567 | 175,654 | 151,771 | 162,983 | -7.21% |
| 514.0100 | Overtime | 4,872 | 4,500 | 4,200 | 4,500 | 0.00% |
| 521.0100 | FICA Taxes | 10,257 | 13,782 | 11,537 | 12,812 | -7.04% |
| 522.2100 | Retirement General Employee | 42,918 | 55,235 | 48,412 | 48,319 | -12.52% |
| 523.0100 | Health and Dental Insurance | 18,055 | 26,625 | 20,390 | 29,119 | 9.37% |
| 523.0200 | Health Insurance -Dependent Subsidy | 3,052 | - | - | - | 0.00% |
| 523.0300 | Life Insurance & EAP | 392 | 691 | 457 | 649 | -6.08% |
| 524.0100 | Workers' Compensation | 6,861 | 9,801 | 8,667 | 9,112 | -7.03% |
| 529.0000 | Career Advancement | - | 2,600 | - | 4,545 | 74.81% |
| 529.9900 | Reimbursement of Personnel Costs | (4,263) | - | - | - | 100.00% |
| | PERSONNEL EXPENSES | 214,711 | 288,888 | 245,434 | 272,039 | -5.83% |
| 531.1600 | Contract Services | 14,479 | 27,765 | 20,000 | 15,000 | -45.98% |
| 531.2000 | Engineering Services | 19,500 | 13,472 | 14,000 | 10,000 | -25.77% |
| 540.5100 | Travel and Per Diem | 168 | 800 | 28 | 800 | 0.00% |
| 541.1100 | Communications | 1,300 | 1,461 | 1,400 | 2,040 | 39.63% |
| 544.1500 | Rental Expenses | - | 2,500 | - | 2,500 | 0.00% |
| 545.1200 | Insurance | 4,752 | 6,276 | 6,276 | 8,600 | 37.03% |
| 546.3400 | Repair & Maintenance | 12,279 | 17,147 | 15,000 | 16,000 | -6.69% |
| 547.5100 | Printing and Binding | - | 800 | 800 | 200 | -75.00% |
| 549.9600 | Bank Service Charges | - | - | 1,200 | 1,150 | 100.00% |
| 551.1200 | Office Supplies | 162 | 350 | 350 | 350 | 0.00% |
| 552.1500 | Fuel and Lubricants | 15,495 | 15,539 | 10,725 | 13,000 | -16.34% |
| 552.2300 | Operating Expenses | 8,231 | 10,000 | 6,000 | 10,000 | 0.00% |
| 523.9000 | Safety Program Expense | 1,367 | 1,600 | 1,200 | 1,750 | 9.38% |
| 552.4200 | Small Tools/Equipment | 3,788 | 5,000 | 3,500 | 4,801 | -3.98% |
| 552.5100 | Uniform Purchases and Cleaning | 1,100 | 1,649 | 1,446 | 2,043 | 23.89% |
| 554.0100 | Non-Capitalized Equipment | - | 528 | - | - | -100.00% |
| 554.1200 | Publications | - | - | - | 800 | 100.00% |
| 555.1300 | Technical/Training | 1,240 | 2,000 | 1,000 | 2,000 | 0.00% |
| 559.0100 | Depreciation Expense | 166,795 | - | 186,936 | - | 0.00% |
| 595.0000 | Doubtful Accounts Expense | 9,475 | - | - | - | 0.00% |
| 595.4500 | OPEB Expense | (1,303) | - | - | - | 0.00% |
| | OPERATING EXPENSES | 258,828 | 106,887 | 269,861 | 91,034 | -14.83% |
| 564.0100 | Machinery and Equipment | - | 15,000 | 15,000 | 76,000 | 100.00% |
| | CAPITAL EXPENSES | - | 15,000 | 15,000 | 76,000 | 100.00% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Stormwater Fund - Stormwater Department

| 440- 538- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|----------------------------|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| STORMWATER EXPENSES | | | | | | |
| 571.0000 | Principal - SRF Stormwater Loan | 148,231 | 153,000 | 152,757 | 158,000 | 3.27% |
| 571.0100 | Principal - Lease | 5,056 | 6,744 | 6,740 | 8,464 | 0.00% |
| 571.0400 | Principal - BOA Loan 2004 | 42,781 | 45,500 | 44,750 | 48,000 | 5.49% |
| 571.0500 | Principal - BOA Loan 2005 | 103,329 | 109,000 | 109,000 | 113,000 | 3.67% |
| 571.0700 | Principal - BOA Loan 2007 | 5,476 | 6,000 | 2,000 | 2,500 | -58.33% |
| 572.0000 | Interest Expense - SRF Stormwater Loan | 36,832 | 35,000 | 34,375 | 30,000 | -14.29% |
| 572.0100 | Interest Expense - Lease | 258 | 268 | 268 | 240 | 0.00% |
| 572.0400 | Interest Expense - BOA Loan 2004 | 24,024 | 21,500 | 23,000 | 20,000 | -6.98% |
| 572.0500 | Interest Expense - BOA Loan 2005 | 73,865 | 67,000 | 65,000 | 63,000 | -5.97% |
| 572.0700 | Interest Expense - BOA Loan 2007 | 4,434 | 5,000 | 1,500 | 2,000 | -60.00% |
| 573.0500 | New Debt Service | - | 1,302 | - | 14,061 | 0.00% |
| | DEBT SERVICE | 444,286 | 450,314 | 439,390 | 459,265 | 1.99% |
| 591.0100 | Transfer Out - Administrative Charges | 98,200 | 99,603 | 99,603 | 107,954 | 8.38% |
| | TRANSFERS | 98,200 | 99,603 | 99,603 | 107,954 | 8.38% |
| | TOTAL EXPENSES | 1,016,025 | 960,692 | 1,069,288 | 1,006,292 | 4.75% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Stormwater Department
Fund 440; Department 538

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|----------|------------|---------|
| Dept 538-STORMWATER MANAGEMENT | | | |
| 440-538-512.0100 REGULAR SALARIES | | | |
| EQUIPMENT OPERATOR-VACANT | 1 | 30,459 | 30,459 |
| FOREMAN-1549 | 1 | 31,981 | 31,981 |
| INMATE SERVICES COORDINATOR-1482 | 1 | 31,354 | 31,354 |
| SERVICE WORKER I-1528 | 1 | 27,085 | 27,085 |
| STORMWATER SUPERVISOR-911 - 75% OF SALARY | 1 | 42,104 | 42,104 |
| Totals for GL# 440-538-512.0100-REGULAR SALARIES | | | 162,983 |
| 440-538-514.0100 OVERTIME - GE | | | |
| OVERTIME | 1 | 4,500 | 4,500 |
| Totals for GL# 440-538-514.0100-OVERTIME - GE | | | 4,500 |
| 440-538-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 12,812 | 12,812 |
| Totals for GL# 440-538-521.0100-FICA TAXES | | | 12,812 |
| 440-538-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEE PENSION | 1 | 48,319 | 48,319 |
| Totals for GL# 440-538-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 48,319 |
| 440-538-523.0100 HEALTH INSURANCE | | | |
| HEALTH INSURANCE - EMPLOYEE | 2 | 5,174 | 10,348 |
| HEALTH INSURANCE - FAMILY | 1 | 11,207 | 11,207 |
| HEALTH INSURANCE - CHILDREN | 1 | 7,564 | 7,564 |
| Totals for GL# 440-538-523.0100-HEALTH INSURANCE | | | 29,119 |
| 440-538-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE INSURANCE/EAP | 1 | 649 | 649 |
| Totals for GL# 440-538-523.0300-LIFE INSURANCE & EAP | | | 649 |
| 440-538-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 9,112 | 9,112 |
| Totals for GL# 440-538-524.0100-WORKERS' COMPENSATION | | | 9,112 |
| 440-538-529.0000 CAREER ADVANCEMENT | | | |
| INCREASE FOR CERTIFICATION - EQ OPERATOR | 1 | 1,862 | 1,862 |
| INCREASE FOR CERTIFICATION - FOREMAN | 1 | 2,683 | 2,683 |
| Totals for GL# 440-538-529.0000-CAREER ADVANCEMENT | | | 4,545 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Stormwater Department
Fund 440; Department 538

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| 440-538-531.1600 CONTRACT SERVICES | | | |
| CONTRACT SERVICES | 1 | 15,000 | 15,000 |
| Totals for GL# 440-538-531.1600-CONTRACT SERVICES | | | 15,000 |
| 440-538-531.2000 ENGINEERING SERVICES | | | |
| ENGINEERING SERVICES | 1 | 10,000 | 10,000 |
| Totals for GL# 440-538-531.2000-ENGINEERING SERVICES | | | 10,000 |
| 440-538-540.5100 TRAVEL AND PER DIEM | | | |
| TRAVEL AND PER DIEM | 4 | 200 | 800 |
| Totals for GL# 440-538-540.5100-TRAVEL AND PER DIEM | | | 800 |
| 440-538-541.1100 COMMUNICATIONS | | | |
| CELL SERVICE-SUPERVISOR W/AIR CARD | 12 | 115 | 1,380 |
| CELL SERVICE-FOREMAN | 12 | 50 | 600 |
| CELL SERVICE-ROADGANG | 12 | 5 | 60 |
| Totals for GL# 440-538-541.1100-COMMUNICATIONS | | | 2,040 |
| 440-538-544.1500 RENTAL EXPENSES | | | |
| RENTAL EQUIPMENT | 5 | 500 | 2,500 |
| Totals for GL# 440-538-544.1500-RENTAL EXPENSES | | | 2,500 |
| 440-538-545.1200 INSURANCE | | | |
| GEN LIAB-AUTO-PROPERTY INSURANCE | 4 | 1,575 | 8,600 |
| Totals for GL# 440-538-545.1200-INSURANCE | | | 8,600 |
| 440-538-546.3400 REPAIR & MAINTENANCE | | | |
| REPAIR AND MAINTENANCE | 1 | 16,000 | 16,000 |
| Totals for GL# 440-538-546.3400-REPAIR & MAINTENANCE | | | 16,000 |
| 440-538-547.5100 PRINTING AND BINDING | | | |
| BUSINESS CARDS | 1 | 200 | 200 |
| Totals for GL# 440-538-547.5100-PRINTING AND BINDING | | | 200 |
| 440-538-549.9600 BANK SERVICE CHARGES | | | |
| BANK CHARGES | 1 | 1,150 | 1,150 |
| Totals for GL# 440-538-549.9600-BANK SERVICE CHARGES | | | 1,150 |
| 440-538-551.1200 OFFICE SUPPLIES | | | |
| OFFICE SUPPLIES AS NEEDED | 1 | 350 | 350 |
| Totals for GL# 440-538-551.1200-OFFICE SUPPLIES | | | 350 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Stormwater Department
Fund 440; Department 538

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 440-538-552.1500 FUEL AND LUBRICANTS | | | |
| FUEL-LUBRICANTS | 1 | 13,000 | 13,000 |
| Totals for GL# 440-538-552.1500-FUEL AND LUBRICANTS | | | 13,000 |
| 440-538-552.2300 OPERATING EXPENSES | | | |
| OPRATNG EXPENSES | 1 | 10,000 | 10,000 |
| Totals for GL# 440-538-552.2300-OPERATING EXPENSES | | | 10,000 |
| 440-538-552.3900 SAFETY PROGRAM EXPENSE | | | |
| SAFETY PROGRAM | 5 | 350 | 1,750 |
| Totals for GL# 440-538-552.3900-SAFETY PROGRAM EXPENSE | | | 1,750 |
| 440-538-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| SMALL TOOLS AND EQUIPMENT AS NEEDED | 1 | 4,801 | 4,801 |
| Totals for GL# 440-538-552.4200-SMALL TOOLS/EQUIPMENT | | | 4,801 |
| 440-538-552.5100 UNIFORM PURCHASES AND CLEANING | | | |
| CHANGE OUTS | 4 | 51 | 204 |
| UNIFORM RENTAL - 4 EMPLOYEES | 4 | 416 | 1,664 |
| UNIFORMS FOR SUPERVISOR | 5 | 35 | 175 |
| Totals for GL# 440-538-552.5100-UNIFORM PURCHASES AND CLEANING | | | 2,043 |
| 440-538-554.1200 PUBLICATIONS | | | |
| NPDES FLYERS | 1 | 800 | 800 |
| Totals for GL# 440-538-554.1200-PUBLICATIONS | | | 800 |
| 440-538-555.1300 TECHNICAL/TRAINING | | | |
| TECHNICAL TRAINING | 4 | 500 | 2,000 |
| Totals for GL# 440-538-555.1300-TECHNICAL/TRAINING | | | 2,000 |
| 440-538-564.0100 MACHINERY & EQUIPMENT | | | |
| TRAILER FOR ROAD GANG | 1 | 4,000 | 4,000 |
| F-350 TRUCK WITH DUMP BED | 1 | 47,000 | 47,000 |
| MID SIZED MINI-EXCAVATOR-SHARED COST | 1 | 25,000 | 25,000 |
| Totals for GL# 440-538-564.0100-MACHINERY & EQUIPMENT | | | 76,000 |
| 440-538-571.0000 SRF LOAN-PRINCIPAL-STORMWATER | | | |
| SRF STORMWATER LOAN PRINCIPAL | 1 | 158,000 | 158,000 |
| Totals for GL# 440-538-571.0000-SRF LOAN-PRINCIPAL-STORMWATER | | | 158,000 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Stormwater Department
Fund 440; Department 538

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|---------|
| 440-538-571.0100 PRINC - LEASE | | | |
| P#11-14 FA# 20150 BACKHOE W/BUCKET | 4 | 1,305 | 5,220 |
| P# 03-06 FA# 20242 TRAILER 6' DECK | 4 | 811 | 3,244 |
| Totals for GL# 440-538-571.0100-PRINC - LEASE | | | 8,464 |
| 440-538-571.0400 PRINC-BOA LOAN 2004 | | | |
| 2004 BOA LOAN PRINCIPAL | 1 | 48,000 | 48,000 |
| Totals for GL# 440-538-571.0400-PRINC-BOA LOAN 2004 | | | 48,000 |
| 440-538-571.0500 PRINC-BOA LOAN 2005 | | | |
| 2005 BOA LOAN PRINCIPAL | 1 | 113,000 | 113,000 |
| Totals for GL# 440-538-571.0500-PRINC-BOA LOAN 2005 | | | 113,000 |
| 440-538-571.0700 PRINC-BOA LOAN 2007 | | | |
| 2007 BOA LOAN PRINCIPAL | 1 | 2,500 | 2,500 |
| Totals for GL# 440-538-571.0700-PRINC-BOA LOAN 2007 | | | 2,500 |
| 440-538-572.0000 SRF LOAN-INTEREST-STORMWATER | | | |
| SRF STORMWATER LOAN INTEREST | 1 | 30,000 | 30,000 |
| Totals for GL# 440-538-572.0000-SRF LOAN-INTEREST-STORMWATER | | | 30,000 |
| 440-538-572.0100 LEASE INTEREST EXPENSE | | | |
| FA #20150 BACKHOE W/BUCKET - PAYMENT 7-10 OF 16 | 4 | 24 | 96 |
| P# 03-06 FA# 20242 TRAILER 6' DECK | 4 | 36 | 144 |
| Totals for GL# 440-538-572.0100-LEASE INTEREST EXPENSE | | | 240 |
| 440-538-572.0400 INT EXP-BOA LOAN 2004 | | | |
| 2004 BOA LOAN INTEREST | 1 | 20,000 | 20,000 |
| Totals for GL# 440-538-572.0400-INT EXP-BOA LOAN 2004 | | | 20,000 |
| 440-538-572.0500 INT EXP-BOA LOAN 2005 | | | |
| 2005 BOA LOAN INTEREST | 1 | 63,000 | 63,000 |
| Totals for GL# 440-538-572.0500-INT EXP-BOA LOAN 2005 | | | 63,000 |
| 440-538-572.0700 INT EXP-BOA LOAN 2007 | | | |
| 2007 BOA LOAN INTEREST | 1 | 2,000 | 2,000 |
| Totals for GL# 440-538-572.0700-INT EXP-BOA LOAN 2007 | | | 2,000 |
| 440-538-573.0500 NEW DEBT SERVICE | | | |
| F-350 AND MINI EXCAVATOR | 3 | 4,687 | 14,061 |
| Totals for GL# 440-538-573.0500-NEW DEBT SERVICE | | | 14,061 |



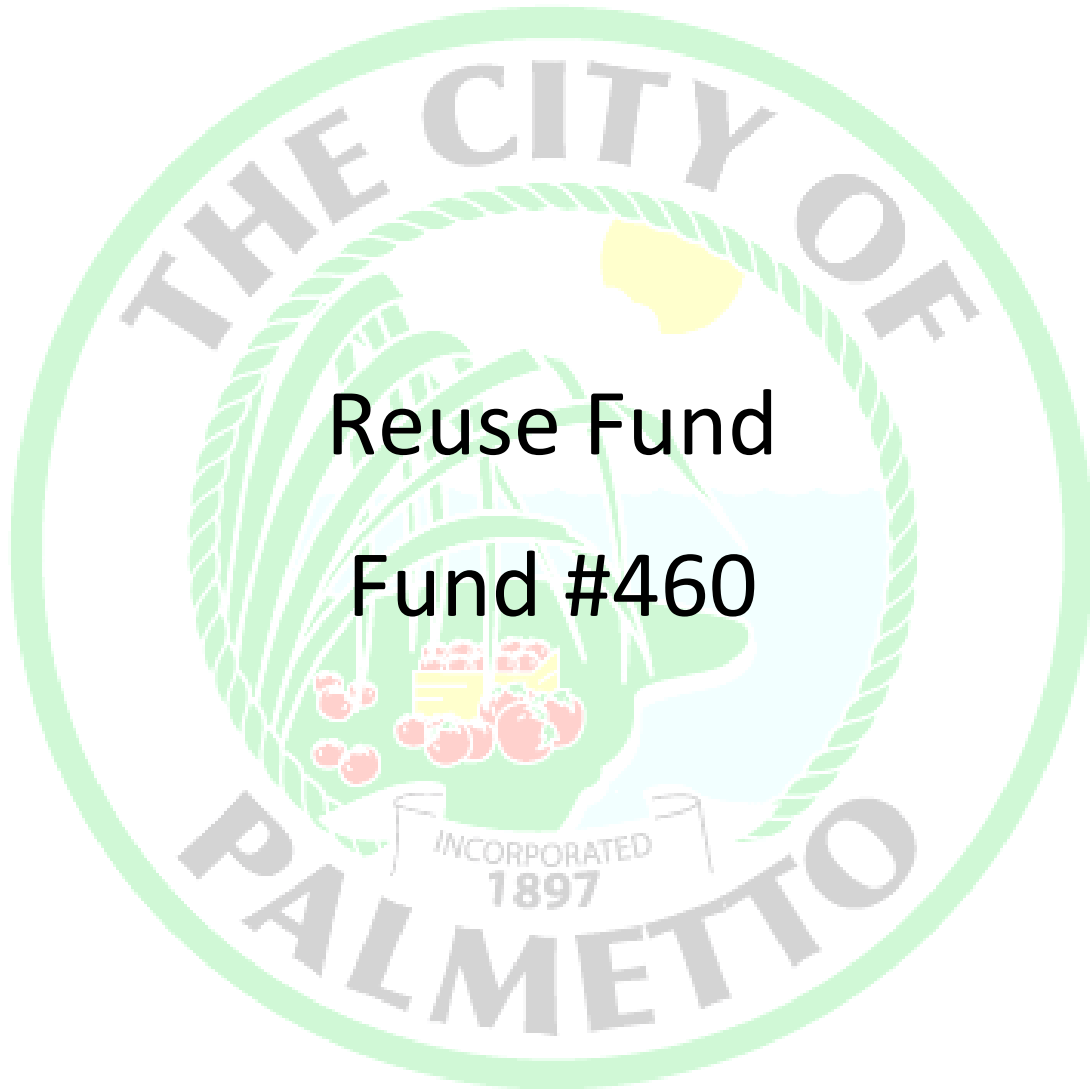
**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Stormwater Department
Fund 440; Department 538

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|-----------------|-------------------|--------------|
| 440-538-591.0100 TRANSFER OUT - ADMIN SERVICES ALLOCATIONS | 1 | 107,954 | 107,954 |
| Totals for GL# 440-538-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 107,954 |
| Totals for dept 538-STORMWATER MANAGEMENT | | | 1,006,292 |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| REUSE FUND | | | | | |
| BEGINNING TOTAL NET POSITION | 3,035,198 | 5,034,533 | 5,034,533 | 5,331,128 | 5.89% |
| REVENUE/SOURCES | | | | | |
| Reuse Water Fees | 282,522 | 384,550 | 386,188 | 434,212 | 12.91% |
| Interest Revenue | 123 | - | 992 | 1,000 | 100.00% |
| Intergovernmental | 943,970 | 75,000 | 59,257 | - | -100.00% |
| Transfers In | 900,000 | - | - | - | 0.00% |
| Non-Revenue Sources | - | 683,576 | - | 1,013,441 | 48.26% |
| TOTAL REVENUES | 2,126,615 | 1,143,126 | 446,437 | 1,448,653 | 26.73% |
| EXPENSES | | | | | |
| Personnel Expenses | - | - | - | 19,974 | |
| Operating Expenses | 53,321 | 6,700 | 64,344 | 17,100 | 155.22% |
| Capital Expenses | 1,844,909 | 938,576 | 373,538 | 1,191,685 | 26.97% |
| Debt Service | 172,442 | 184,016 | 193,347 | 194,416 | 5.65% |
| Transfers Out | 14,035 | 10,253 | 10,253 | 25,478 | 0.00% |
| TOTAL EXPENSES | 2,084,707 | 1,139,545 | 641,482 | 1,448,653 | 27.13% |
| Excess Revenue Over (Under) Expenditures (Modified accrual) | 41,908 | 3,581 | (195,045) | - | -100.00% |
| Conversion to full accrual | (1,971,520) | (365,070) | (491,640) | (1,307,456) | 258.14% |
| Excess Revenue Over (Under) Expenditures (Full accrual) | 1,999,335 | 368,651 | 296,595 | 1,307,456 | 254.66% |
| Total Net Position, End of Year | 5,034,533 | 5,403,184 | 5,331,128 | 6,638,584 | 22.86% |
| Net investment in capital assets | 4,307,605 | 5,319,513 | 5,319,513 | 6,895,427 | 29.63% |
| Restricted Net Position | 1,346 | 1,346 | 1,346 | 1,346 | 0.00% |
| Unrestricted Net Position | 725,582 | 82,325 | 10,269 | (258,189) | -413.62% |
| Total Net Position, End of Year | 5,034,533 | 5,403,184 | 5,331,128 | 6,638,584 | 22.86% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| 460- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-----------------------------------|---------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| REUSE FUND REVENUE/SOURCES | | | | | | |
| CHARGES FOR SERVICES | | | | | | |
| 000-343.9010 | Reuse Water Fees | 275,829 | 379,050 | 377,372 | 425,312 | 12.20% |
| 000-343.6900 | Reuse Penalties | 6,693 | 5,500 | 8,816 | 8,900 | 61.82% |
| CHARGES FOR SERVICES | | 282,522 | 384,550 | 386,188 | 434,212 | 12.91% |
| INTEREST REVENUE | | | | | | |
| 000-361.0100 | Interest Income | 5 | - | 992 | 1,000 | 100.00% |
| 000-361.9000 | Interest Revenue-BOA Loan | 118 | - | - | - | 0.00% |
| INTEREST REVENUE | | 123 | - | 992 | 1,000 | 0.00% |
| GRANT REVENUE | | | | | | |
| 000-334.1000-5904 | SWFWMD ASR Grant | 943,970 | 75,000 | 59,257 | - | -100.00% |
| GRANT REVENUE | | 943,970 | 75,000 | 59,257 | - | -100.00% |
| TRANSFERS-IN | | | | | | |
| 000-381.9101-5904 | Transfer-In - ASR Well | 500,000 | - | - | - | 0.00% |
| 000-381.9307-1461 | Transfer-In - 8th/9th St Reclaim | 140,000 | - | - | - | 0.00% |
| 000-381.9432-1460 | Transfer In - PARS - Impact Fees | 150,000 | - | - | - | 0.00% |
| 000-381.9432-1461 | Transfer-In - 8th/9th - Impact Fees | 110,000 | - | - | - | 0.00% |
| TRANSFERS-IN | | 900,000 | - | - | - | 0.00% |
| NON-REVENUE SOURCES | | | | | | |
| 000-383.7100 | Funding from New Loan Proceeds | - | - | - | 500,000 | 100.00% |
| 000-399.6000 | Funding from Fund Balance for Capital | - | 683,576 | - | 513,441 | 0.00% |
| NON-REVENUE SOURCES | | - | 683,576 | - | 1,013,441 | 0.00% |
| TOTAL REUSE | | 2,126,615 | 1,143,126 | 446,437 | 1,448,653 | 26.73% |



**CITY OF PALMETTO, FLORIDA
2014-2015 BUDGET**

Cost Center and Number: Reuse - 539

Fund: Reuse Fund - 460
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

- Fully implementing the ASR Well to improve reuse water availability with the assistance of other departments and third party vendors.
- Added 25% of Supervisor's salary to begin implementing reuse personnel costs

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

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

Cost Center Goals and Objectives:

| |
|---|
| 1. Increase reuse system by 11,000 feet |
| 2. Finish construction of the ASR well |
| |
| |
| |
| |
| |

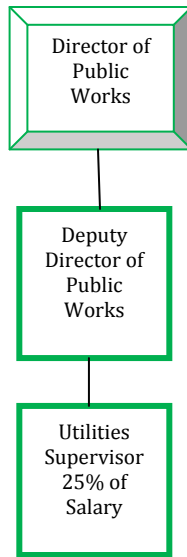


**CITY OF PALMETTO, FLORIDA
2014-2015 BUDGET**

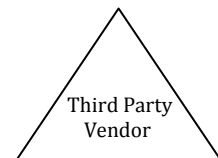
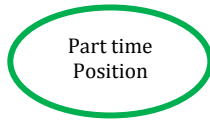
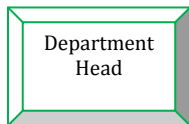
**REUSE
ORGANIZATIONAL INFORMATION**

| Job Title | Grade/ Step for FY2016 | Rate of Pay FY2016 | Annual Rate for FY2016 W/COLA | Total Benefits | Total Position Costs | FTE |
|---------------------------------------|---------------------------------------|-----------------------------------|--|---------------------------|-------------------------------------|-------------|
| Stormwater Supervisor - 25% of salary | 112/13 | 26.9900 | 14,035 | 5,939 | 19,974 | 0.25 |
| TOTAL REUSE FUND | | | 14,035 | 5,939 | 19,973.52 | 0.25 |

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Reuse Fund - Reuse Department

| 460- 539- | ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|-----------------------|---------------------------------------|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| REUSE EXPENSES | | | | | | |
| 512.0100 | Regular Salaries | - | - | - | 14,035 | 100.00% |
| 521.1000 | FICA Taxes | - | - | - | 1,074 | 100.00% |
| 522.2100 | Retirement General Employee | - | - | - | 4,049 | 100.00% |
| 523.0300 | Life Insurance & EAP | - | - | - | 52 | 100.00% |
| 524.0100 | Workers Compensation | - | - | - | 764 | 100.00% |
| | PERSONNEL EXPENSES | - | - | - | 19,974 | 100.00% |
| 531.1600 | Contract Services | 686 | - | - | - | 0.00% |
| 540.5100 | Travel and Per Diem | - | 800 | - | 800 | 100.00% |
| 546.3600 | Repair & Maintenance - Utility | 1,965 | 4,925 | 6,000 | 9,000 | 82.74% |
| 549.9600 | Bank Service Charges | - | - | 1,200 | 1,000 | 100.00% |
| 552.2300 | Operating Expenses | 360 | 400 | 100 | 1,000 | 150.00% |
| 552.4200 | Small Tools/Equipment | 192 | 500 | 500 | 4,300 | 760.00% |
| 555.1300 | Technical and Training | - | 75 | - | 1,000 | 1233.33% |
| 559.0100 | Depreciation Expense | 41,151 | - | 56,544 | - | 0.00% |
| 595.0000 | Doubtful Account Expense | 8,967 | - | - | - | 0.00% |
| | OPERATING EXPENSES | 53,321 | 6,700 | 64,344 | 17,100 | 155.22% |
| 571.0000 | Principal - SRF Reuse Loan | 3,832 | 4,000 | 3,955 | 4,100 | 2.50% |
| 571.0400 | Principal - BOA Loan 2004 | 2,551 | 2,800 | 2,700 | 2,900 | 3.57% |
| 571.0500 | Principal - BOA Loan 2005 | 16,139 | 17,500 | 17,500 | 18,000 | 2.86% |
| 571.0700 | Principal - BOA Loan 2007 | 46,382 | 50,000 | 56,000 | 59,000 | 18.00% |
| 571.7000 | Principal Payment - ASR Advance | 43,615 | 44,924 | 44,924 | 46,271 | 3.00% |
| 572.0000 | Interest Expense - SRF Reuse Loan | 1,263 | 1,200 | 1,176 | 1,100 | -8.33% |
| 572.0400 | Interest Expense - BOA Loan 2004 | 1,300 | 1,400 | 1,400 | 1,200 | -14.29% |
| 572.0500 | Interest Expense - BOA Loan 2005 | 4,805 | 11,000 | 10,500 | 10,500 | -4.55% |
| 572.0700 | Interest Expense - BOA Loan 2007 | 37,554 | 37,500 | 41,500 | 39,000 | 4.00% |
| 572.7000 | Interest Payment - ASR Advance | 15,001 | 13,692 | 13,692 | 12,345 | -9.84% |
| | DEBT SERVICE | 172,442 | 184,016 | 193,347 | 194,416 | 5.65% |
| 591.0100 | Transfer Out - Administrative Charges | 10,535 | 10,253 | 10,253 | 25,478 | 148.49% |
| 594.3200-1470 | Transfer for ERP Software | 3,500 | - | - | - | -100.00% |
| | TRANSFERS | 14,035 | 10,253 | 10,253 | 25,478 | 0.00% |
| | TOTAL REUSE EXPENSES | 239,798 | 200,969 | 267,944 | 256,968 | 27.86% |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Reuse Department
Fund 460; Department 539

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|--|----------|------------|--------|
| Dept 539-REUSE | | | |
| 460-539-512.0100 REGULAR SALARIES | | | |
| SUPERVISOR - 25% OF SALARY | 1 | 14,035 | 14,035 |
| Totals for GL# 460-539-512.0100-REGULAR SALARIES | | | 14,035 |
| 460-539-521.0100 FICA TAXES | | | |
| FICA TAXES | 1 | 1,074 | 1,074 |
| Totals for GL# 460-539-521.0100-FICA TAXES | | | 1,074 |
| 460-539-522.2100 RETIREMENT GENERAL EMPLOYEE | | | |
| GENERAL EMPLOYEES RETIREMENT | 1 | 4,049 | 4,049 |
| Totals for GL# 460-539-522.2100-RETIREMENT GENERAL EMPLOYEE | | | 4,049 |
| 460-539-523.0300 LIFE INSURANCE & EAP | | | |
| LIFE AND EAP INSURANCE | 1 | 52 | 52 |
| Totals for GL# 460-539-523.0300-LIFE INSURANCE & EAP | | | 52 |
| 460-539-524.0100 WORKERS' COMPENSATION | | | |
| WORKERS COMPENSATION | 1 | 764 | 764 |
| Totals for GL# 460-539-524.0100-WORKERS' COMPENSATION | | | 764 |
| 460-539-540.5100 TRAVEL AND PER DIEM | | | |
| TRAVEL AND PER DIEM | 1 | 800 | 800 |
| Totals for GL# 460-539-540.5100-TRAVEL AND PER DIEM | | | 800 |
| 460-539-546.3600 REPAIR & MAINTENANCE - UTILITY | | | |
| WAREHOUSE ISSUES AND LINE REPAIR | 1 | 9,000 | 9,000 |
| Totals for GL# 460-539-546.3600-REPAIR & MAINTENANCE - UTILITY | | | 9,000 |
| 460-539-549.9600 BANK SERVICE CHARGES | | | |
| BANK CHARGES | 1 | 1,000 | 1,000 |
| Totals for GL# 460-539-549.9600-BANK SERVICE CHARGES | | | 1,000 |
| 460-539-552.2300 OPERATING EXPENSES | | | |
| PAINTING AND VENDING MACHINE | 1 | 1,000 | 1,000 |
| Totals for GL# 460-539-552.2300-OPERATING EXPENSES | | | 1,000 |
| 460-539-552.4200 SMALL TOOLS/EQUIPMENT | | | |
| SPECIALITY TOOLS | 1 | 500 | 500 |
| NEW TAPPING MACHINE | 1 | 3,800 | 3,800 |
| Totals for GL# 460-539-552.4200-SMALL TOOLS/EQUIPMENT | | | 4,300 |
| 460-539-555.1300 TECHNICAL/TRAINING | | | |
| TECHNICAL AND TRAINING | 4 | 250 | 1,000 |
| Totals for GL# 460-539-555.1300-TECHNICAL/TRAINING | | | 1,000 |
| 460-539-571.0000 SRF LOAN-PRINCIPAL-REUSE WATER | | | |
| SRF REUSE LOAN PRINCIPAL | 1 | 4,100 | 4,100 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Reuse Department
Fund 460; Department 539

| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|---|-----------------|-------------------|--------------|
| Totals for GL# 460-539-571.0000-SRF LOAN-PRINCIPAL-REUSE WATER | | | 4,100 |
| 460-539-571.0400 PRINC-BOA LOAN 2004 | | | |
| 2004 BOA LOAN PRINCIPAL | 1 | 2,900 | 2,900 |
| Totals for GL# 460-539-571.0400-PRINC-BOA LOAN 2004 | | | 2,900 |
| 460-539-571.0500 PRINC-BOA LOAN 2005 | | | |
| 2005 BOA LOAN PRINCIPAL | 1 | 18,000 | 18,000 |
| Totals for GL# 460-539-571.0500-PRINC-BOA LOAN 2005 | | | 18,000 |
| 460-539-571.0700 PRINC-BOA LOAN 2007 | | | |
| 2007 BOA LOAN PRINCIPAL | 1 | 59,000 | 59,000 |
| Totals for GL# 460-539-571.0700-PRINC-BOA LOAN 2007 | | | 59,000 |
| 460-539-571.7000 PRINCIPAL PAYMENT - ASR ADVANCE | | | |
| ASR ADVANCE-PRINCIPAL PMT | 1 | 46,271 | 46,271 |
| Totals for GL# 460-539-571.7000-PRINCIPAL PAYMENT - ASR ADVANCE | | | 46,271 |
| 460-539-572.0000 SRF LOAN-INTEREST-REUSE WATER | | | |
| SRF REUSE LOAN INTEREST | 1 | 1,100 | 1,100 |
| Totals for GL# 460-539-572.0000-SRF LOAN-INTEREST-REUSE WATER | | | 1,100 |
| 460-539-572.0400 INT EXP-BOA LOAN 2004 | | | |
| 2004 BOA LOAN INTEREST | 1 | 1,200 | 1,200 |
| Totals for GL# 460-539-572.0400-INT EXP-BOA LOAN 2004 | | | 1,200 |
| 460-539-572.0500 INT EXP-BOA LOAN 2005 | | | |
| 2005 BOA LOAN INTEREST | 1 | 10,500 | 10,500 |
| Totals for GL# 460-539-572.0500-INT EXP-BOA LOAN 2005 | | | 10,500 |
| 460-539-572.0700 INT EXP-BOA LOAN 2007 | | | |
| 2007 BOA LOAN INTEREST | 1 | 39,000 | 39,000 |
| Totals for GL# 460-539-572.0700-INT EXP-BOA LOAN 2007 | | | 39,000 |
| 460-539-572.7000 INTEREST PAYMENT - ASR ADVANCE | | | |
| ASR ADVANCE-INTEREST PAYMENT | 1 | 12,345 | 12,345 |
| Totals for GL# 460-539-572.7000-INTEREST PAYMENT - ASR ADVANCE | | | 12,345 |
| 460-539-591.0100 TRANSFER OUT - ADMIN SERVICES | | | |
| ALLOCATIONS | 1 | 25,478 | 25,478 |
| Totals for GL# 460-539-591.0100-TRANSFER OUT - ADMIN SERVICES | | | 25,478 |
| Totals for dept 539-REUSE | | | 256,968 |



Capital Improvements

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

• Capital Budgeting Process

The CIP and capital outlay is an important element in preparing the fiscal year 2016 budget and has occurred in separate actions in past years. The CIP was approved by City Commission on October 19, 2015 while the capital outlay budget from operating funds was approved with the final budget on September 28th.

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.



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

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

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

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

City utilities and infrastructure is also in dire need of repair, maintenance and in several instances, replacement. A rate study was completed and implemented in fiscal year 2014 to fund the City's capital improvement program. This is discussed later.

Funding Options:

Operating Capital Purchases

The first option for funding operating capital purchases/projects, and most desired, is the use of current revenues. This year \$98,000 in capital purchases is budgeted using current revenues, mostly from the water and sewer fund.

The Fund Balance Policy allows for the funding of one-time purchases from funds meeting the requirements in the policy and City Commission approval. In recent years, the City has funded a small portion of the operating capital purchases from fund balance in funds that meet the three month minimum. In the 2016 budget, the City's fund balance will fund \$189,184 in capital equipment purchases with \$71,683 from General Fund for computer storage, an air conditioning unit, and an industrial fan for the Fleet Department.

The Debt Policy allows for the use of financing for the funding of projects and equipment purchases meeting specific guidelines. Each year a capital lease is considered for equipment and vehicles and is usually financed over a four-year period. The City has had no choice but to incur additional debt for the larger equipment items needed. A capital lease for police vehicles and radio equipment,

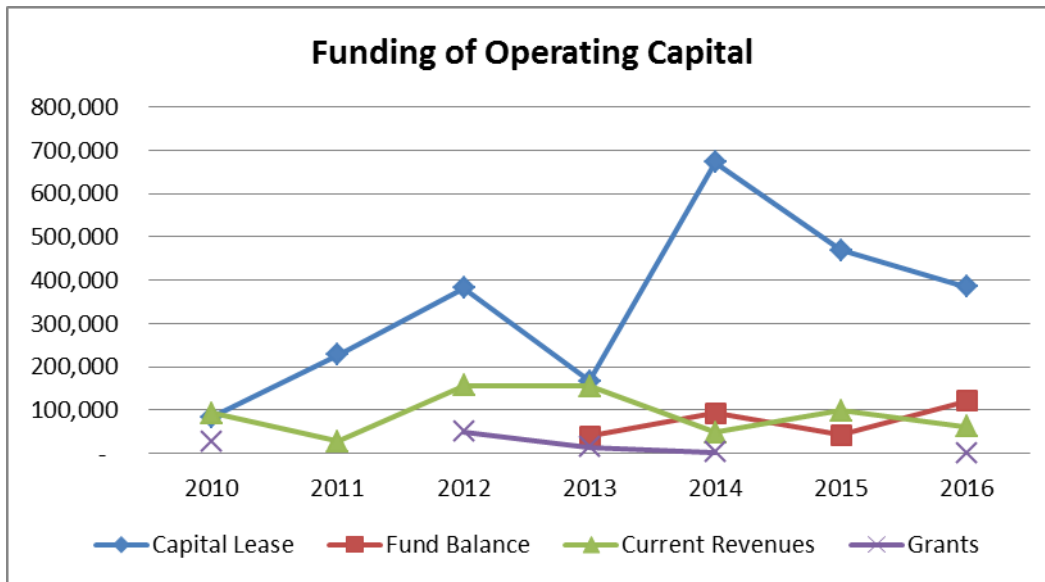


CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

loader, mini-excavator, and a F-350 dump truck along with a few smaller items is planned for approximately \$385,000.

Grant funding, when available, are always an option and are constantly sought after. This year no grants were available for operating capital.

The following graph illustrates funding the City has used since fiscal year 2010:



CIP Projects

As previously stated, funding the CIP has been a challenge for the past few years. Loan funds from the 2007 BOA loan were totally depleted prior to fiscal year 2014 and few grants were available. The City was forced to find more creative means of funding.

As with operating capital, current revenues are the most desirable funding available however, none of the City’s funds were in the position to provide funding from current revenues. In fiscal year 2013, a rate study was completed for the water, sewer and reuse user fees that had not been increased since 2008. The water and sewer user fees were increased in fiscal year 2014 by 15% and increased again in 2015 by another 15%. Rates will increase 4% in each of fiscal years 2016, 2017 and 2018. The reuse fees were initially increased by 50% in 2014 and increased another 33% in 2015. The user fees will be increased 2% each of fiscal years 2016, 2017 and 2018. The increased user fees provided pay-as-you-go funding for most of the utility improvement projects for 2014 and are projected to continue to do so for the remaining years of the ordinance. Any unused revenue generated in a particular year is carried forward to be used in subsequent years for the CIP.



CITY OF PALMETTO, FLORIDA 2015-2016 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 five month threshold. However, none of the Enterprise funds met the five month minimum. Due to the need for capital spending, the Water/Sewer and Reuse funds will use carried forward funds to fund these projects. The Water/Sewer fund is not expected to go below four months of usable net position.

The fiscal years 2014 and 2015 CIP used most of the useable fund balance over the five month threshold to fund CIP projects such as road, stormwater and reuse projects. This year's CIP assigns the remaining fund balance over five months only from the Road and Bridge fund. The Chloramines project in the Water/Sewer fund is projected to use a minimal amount of \$89,065.

The rate study provided for a small loan of \$2.9 million to finance four projects – I&I, equalization basin (EQ tank), chloramines injection system and fire protection upgrades. The equalization basin was delayed until 2018 and a loan of \$1.25 million was obtained late in 2014 to fund the other three projects. Some of these funds were used in 2015 and the remainder will be carried forward into 2016. In fiscal year 2016 the approved \$2.9 million was increased by \$2.75 million to allow for a \$4.4 million State Revolving Fund (SRF) loan to fund the EQ tank and continued expansion of the Reclaimed Water system.

Grant monies are expected to come in the form of a Florida Department of Transportation (FDOT) grant (\$283,206) for improvements to an intersection close to the local high school. The completion of the ASR well in 2015 brought an end to a SWFWMD grant for half of the \$2,000,000 cost of this final phase of the project.

The City's CRA funded the Riverside Boat Ramp project during 2015 with SWFWMD and West Coast Inland Navigational District (WCIND) grants and existing funds. In 2016, the CRA is planning to replace the seawall that is in desperate need of repairs using existing loan funds. The project will also include a living seawall to enhance the riverfront area also funded with SWFWMD and WCIND grants.

An assessment of \$166,667 will fund an additional section of 13th Avenue between 7th and 8th Streets. An unpaved, dirt roadway is being used at this time and assessment dollars along with transportation impact fees will fund the completion of the new roadway.

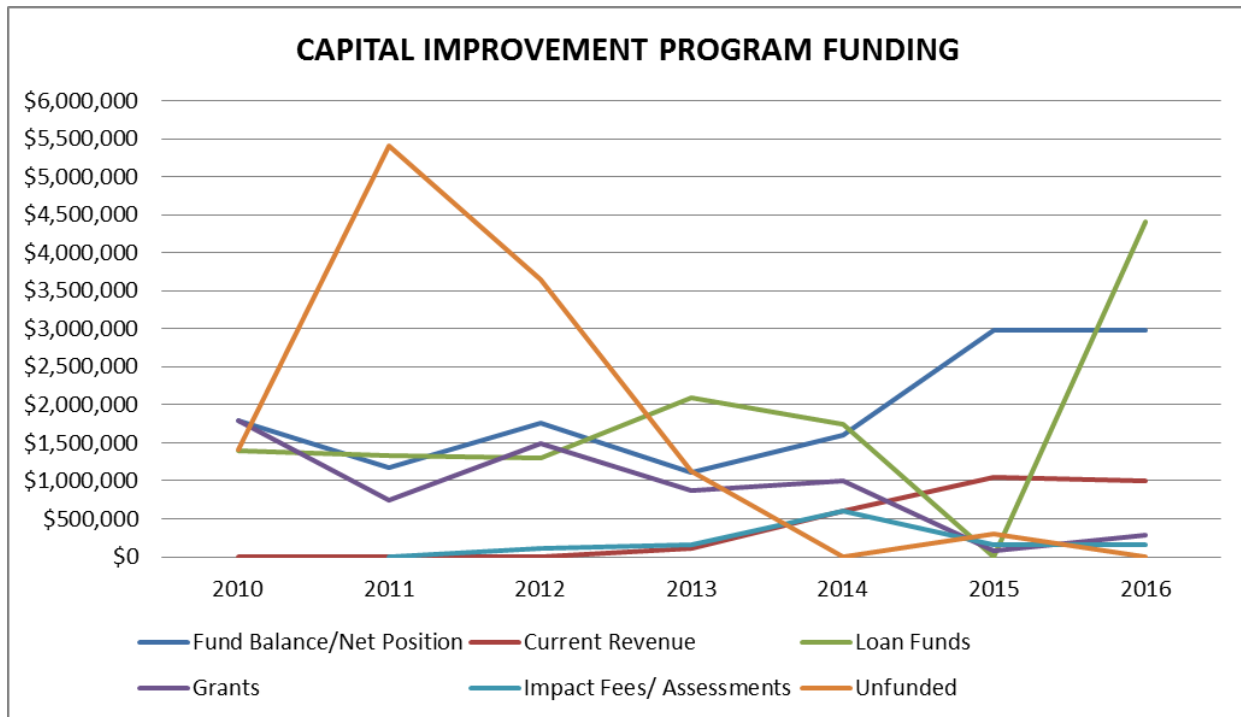
All of the 2016 projects are funded however, two are contingent on the loan funding and all are water or sewer projects. User fee revenues will continue to be monitored and analyzed to update projected water, sewer and reuse income for additional funding.

The 2016 CIP is \$4.25 million more than the 2015 CIP as a result of the two projected intended to be financed with SRF funding. Without those projects, the 2016 CIP would be \$146,000 less than the previous year.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

The following graph depicts the types of funding used for City CIP projects since 2010.



• **Operating Capital Budget**

The fiscal year 2016 final budget includes the following capital items from the operating budget as itemized below:

| Fund/Cost Center | Item Description | Total Budget | Funding | | | |
|---|---|----------------|------------------|---------------|----------------|---------------|
| | | | Current Revenues | Fund Balance | Capital Lease | Impact Fees |
| General Fund/IT | Computer Equipment | 40,200 | - | 40,200 | - | - |
| General Fund/IT | CAFR Software | 20,000 | - | 20,000 | - | - |
| General Fund/PD | 1 - Chevy Tahoe | 35,000 | - | - | 35,000 | - |
| General Fund/PD | 3 - Dodge Chargers | 102,000 | - | - | 102,000 | - |
| General Fund/PD | Radio equipment | 95,000 | - | - | 95,000 | - |
| General Fund/Fleet | Fan for working bay | 7,483 | - | 7,483 | - | - |
| General Fund/Parks | Air Conditioning unit | 4,000 | - | 4,000 | - | - |
| General Fund/Parks | Turf Mower | 11,000 | - | - | 11,000 | - |
| General Fund/ Events&Facilities | Improvements to Hidden Lake and Taylor Parks | 12,000 | - | - | - | 12,000 |
| Total General Fund Capital Purchases | | 326,683 | - | 71,683 | 243,000 | 12,000 |
| CRA/CRA | Gateway Sign | 200,000 | 200,000 | - | - | - |
| Total CRA Fund Capital Purchases | | 200,000 | 200,000 | - | - | - |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| Fund/Cost Center | Item Description | Total Budget | Funding | | | |
|---|--------------------------|----------------|------------------|---------------|----------------|---------------|
| | | | Current Revenues | Fund Balance | Capital Lease | Impact Fees |
| Road & Bridge/Streets | 2 - Light Towers | 17,000 | - | 17,000 | - | - |
| Total Road & Bridge Fund Capital Purchases | | 17,000 | - | 17,000 | - | - |
| Solid Waste/Solid Waste | 2 - 10 yard roll offs | 5,000 | 5,000 | - | - | - |
| Total Solid Waste Fund Capital Purchases | | 5,000 | 5,000 | - | - | - |
| Water & Sewer/Water | Mini Excavator 1/3 share | 25,000 | - | - | 25,000 | - |
| Water & Sewer/Water | Telemetry Meters | 12,500 | 12,500 | - | - | - |
| Water & Sewer/Sewer | Mini Excavator 1/3 share | 25,000 | - | - | 25,000 | - |
| Water & Sewer/Sewer | Dewatering Equipment | 20,000 | - | - | 20,000 | - |
| Water & Sewer/WWTP | Upgraded equipment | 40,000 | 40,000 | - | - | - |
| Total Water & Sewer Fund Capital Purchases | | 122,500 | 52,500 | - | 70,000 | - |
| Stormwater/ Stormwater | Trailer for Road Gang | 4,000 | 4,000 | - | - | - |
| Stormwater/ Stormwater | F350 Truck with Dump Bed | 47,000 | - | - | 47,000 | - |
| Stormwater/ Stormwater | Mini Excavator 1/3 share | 25,000 | - | - | 25,000 | - |
| Total Stormwater Fund Capital Purchases | | 76,000 | 4,000 | - | 72,000 | - |
| Total Capital Purchases from Operating Funds | | 747,183 | 261,500 | 88,683 | 385,000 | 12,000 |

As show above, the capital purchases from operating are funded in different ways. Current revenues fund \$261,500 and are included in the balanced budget. Fund balance is funding \$88,683 and impact fees for parks is funding \$12,000, The planned capital lease for \$385,000 is to be financed for a four year term and adds an estimated \$75,000 in debt service to the budget. The debt service for at least one smaller lease will be completed during 2016 making the net effect of capital leases an increase of about \$25,000 annually.



**CITY OF PALMETTO, FLORIDA
2015-2016 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 2016 project budgets include:

| Project Name | FY2013 Actual | FY2014 Actual | FY2015 Projected | FY2016 Budget |
|---------------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|
| Sutton Park | \$ 563,099 | \$ 564,758 | \$ 74,920 | \$ 15,498 |
| 5th Street | 226,096 | - | - | - |
| Martin Luther King Park (MLK) | 169,420 | 1,160,896 | 187,591 | - |
| Linear Trail Park (MMEP) | - | - | 64,720 | 1,535,010 |
| Riverfront Project | 78,552 | 23,613 | 1,191,749 | - |
| Riverside Project | 3,618 | 81,250 | 67,516 | 14,327 |
| Seawall Project | - | - | 16,156 | 557,849 |
| Haben Improvements | - | 14,256 | 7,540 | 3,335 |
| Total CRA Project Budget | \$ 1,040,785 | \$ 1,844,774 | \$ 1,610,193 | \$ 2,126,019 |

The capital projects funded by the CRA are included in both the CRA fund and the Joint Capital Projects fund. The CRA fund includes projects that have in the planning stages and are now ready for construction such as:

- Riverfront Project – the conceptual plans began in fiscal year 2012 for renovations to the boat ramp and park areas to include a new seawall, boat ramp, and a new “bait shop”

The first round of improvements to the highly used boat ramp area was completed in fiscal year 2015 with grants from WCIND and SWFWMD and includes an additional ramp and dockage areas, channel dredging, and general beautification of the area. Fiscal year 2016 will bring a completed replaced seawall and a living seawall to add to the beauty of the riverfront.





CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

- MMEP Project – Multi-modal Enhancement Project (MMEP) is a project providing areas for alternative modes of transportation such as walking, running, biking etc. This linear trail will begin at the Green Bridge and continue throughout the city creating a corridor south to north. The funding is expected to come from grants requiring 50% matching funds. For this reason, the CRA has budgeted funds to be put in reserve for this future project.

The first stages of construction will begin in fiscal year 2016 with an FDOT grant to redevelop the waterfront from the Green Bridge to 10th Avenue. This grant, combined with a SWFWMD grant will result in a completely sustainable, new waterfront with historic lighting, wide red brick paver walk/bike path with shaded trees, landscaping, benches and safety features.





**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| <u>ACCOUNT DESCRIPTION</u> | <u>ACTUAL 2014</u> | <u>REVISED BUDGET 2015</u> | <u>ESTIMATED ACTUAL 2015</u> | <u>ADOPTED BUDGET 2016</u> | <u>% CHANGE OF BUDGET</u> |
|---|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| CAPITAL PROJECTS FUND - JOINT PROJECTS - CITY AND CRA - FUND 390 | | | | | |
| BEGINNING FUND BALANCES | 493,696 | 289,941 | 289,941 | 892,352 | 0.00% |
| REVENUES/SOURCES | | | | | |
| Grants | 279,482 | 600,000 | 589,718 | - | -100.00% |
| Transfers In | - | 250,000 | 203,125 | - | -100.00% |
| Funding from Fund Balance | 279,482 | 910,429 | 589,718 | - | -100.00% |
| TOTAL REVENUES | 558,964 | 1,760,429 | 1,382,561 | - | -100.00% |
| EXPENSES | | | | | |
| Capital Outlay | | | | | |
| Other | 623,797 | 903,652 | 780,150 | - | -100.00% |
| Transfers Out | 138,922 | - | - | - | 0.00% |
| TOTAL EXPENDITURES | 762,719 | 903,652 | 780,150 | - | -100.00% |
| Excess Revenue Over (Under) Expenditures | (203,755) | 856,777 | 602,411 | - | 0.00% |
| Fund Balance, End of Year | 289,941 | 1,146,718 | 892,352 | 892,352 | 0.00% |



**CITY OF PALMETTO
2016 - 2020 CRA CAPITAL PROJECTS**

Multi-Modal Emphasis Corridor Project

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

| | |
|-----------------|---------------------------------|
| Location: | Riverside Drive and 10th Avenue |
| Department: | Community Redevelopment Agency |
| Account Number: | 190-559-563.0000-1301 |
| Project Code: | 1301 |
| Status: | Continuing Project |
| Project Type: | Non-Recurring Project |



| | |
|-------------------------------|--|
| Project Description: | Multi-modal roadway and intersection improvements along Riverside Drive and 10th Avenue (Old Main Street). The project will focus on Riverside Drive improvements during fiscal year 2016 with a combination of CRA/FDOT/SWFWMF funding. Additional funding is available for the fiscal year 2021. |
| Project Justification: | To improve safety of motorists, bicyclists and pedestrians while enhancing the appearance of the roadway and encouraging economic development. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|------------------|---------------|---------------|---------------|---------------|------------------|-------------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 3,350,000 | - | - | - | - | 6,650,000 | 10,000,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 3,350,000 | - | - | - | - | 6,650,000 | 10,000,000 |

| FY 2016 Funding Provided By: | CRA Fund | General Fund | Road and Bridge | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|------------------|--------------|-----------------|---------------|------------|-------|------------------|
| 2015 Funding | 900,270 | - | - | - | - | - | 900,270 |
| 2016 Revenue | 599,730 | - | - | - | - | - | 599,730 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | 1,850,000 | - | - | - | - | - | 1,850,000 |
| Unidentified | - | - | - | - | - | - | - |
| Totals | 3,350,000 | - | - | - | - | - | 3,350,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| | |
|--------------------------------|--|
| Additional Information: | CRA began building up project reserve for this project with \$600,000 in FY2014 and \$400,000 in FY2015. |
|--------------------------------|--|

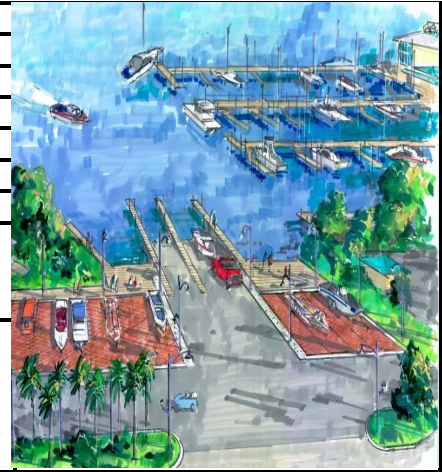


**CITY OF PALMETTO
2016 - 2020 CRA CAPITAL PROJECTS**

Riverside Park Seawall Replacement

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

| | |
|-----------------|--------------------------------|
| Location: | Riverside Park |
| Department: | Community Redevelopment Agency |
| Account Number: | 190-559-563.0000-1601 |
| Project Code: | 1601 |
| Status: | New Project |
| Project Type: | Non-Recurring Project |



Project Description:
The emergency replacement of the seawall at Riverside Park.

Project Justification:
The 90 year old seawall has reached the end of its structural life and according to engineers it is near failure stage. Phase 1 of this project will involve the repair and replacement of the existing seawall. Phase 2 will involve the addition of a living seawall adjacent to it with funding to be determined.

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|---------------|---------------|---------------|---------------|--------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 500,000 | | | | | | 500,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 500,000 | - | - | - | - | - | 500,000 |

| FY 2016 Funding Provided By: | CRA Fund | General Fund | Road and Bridge | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|----------------|--------------|-----------------|---------------|------------|-------|----------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | 500,000 | - | - | - | - | - | 500,000 |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | 500,000 | - | - | - | - | - | 500,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

Additional Information:
City Commission declared the seawall to be "hazardous" and have instructed for emergency repairs to be made. Due to the emergency status, purchasing is granted the authority to streamline its process to expedite completion of the project.



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Unknown



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

- **Capital Improvement Program (CIP)**

The fiscal year 2016 Capital Improvement Program (CIP) was approved by City Commission on October 19, 2015 totaling \$8,828,445 for fiscal year 2016 and \$18,789,585 for the five-year period of 2016 through 2020.

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 2016 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 | <ul style="list-style-type: none">○ New sidewalk projects○ City-wide facilities upgrades |
| Services | <ul style="list-style-type: none">○ Improvements to the water distribution and expansion of the wastewater treatment facility○ Palmetto Area Reuse System and 8th&9th Street Reuse Lines—reuse to additional users○ Chloramines Injection System—better tasting water and more efficient service |
| Infrastructure | <ul style="list-style-type: none">○ 13th Ave: 7th to 8th Street—new street○ WWTP Expansion, Upgrades and R&R○ Water and Sewer Lines R&R |
| Safety | <ul style="list-style-type: none">○ New sidewalk projects○ Public Works Yard Lighting – safer environment for city employees○ Fire protection upgrades—improvements to fire hydrants |
| Economic Stability | <ul style="list-style-type: none">○ 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) and 8th and 9th St Reuse Lines—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. |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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 2016-2020 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2016:

Fiscal Year 2016 Capital Improvement Program

| <u>Project Name</u> | <u>FY2015 Budget Carried Forward</u> | <u>FY2016 CIP Budget</u> | <u>Total FY2016 CIP Budget</u> |
|--|--|------------------------------|--|
| Road Improvements | | | |
| New Sidewalk Projects | \$ 65,000 | \$ - | \$ 65,000 |
| 14th Ave & 17th St Intersection Improvements | - | 283,206 | 283,206 |
| 13th Ave: 7th to 8th Street | 83,333 | 166,667 | 250,000 |
| Street Paving | - | 300,000 | 300,000 |
| Total Road Improvements | <u>148,333</u> | <u>749,873</u> | <u>898,206</u> |
| Public Facilities | | | |
| City Facility Security | 37,741 | - | 37,741 |
| City Wide Facilities Upgrades | 25,234 | - | 25,234 |
| Public Works Yard Lighting | 45,000 | - | 45,000 |
| Total Public Facilities | <u>107,975</u> | <u>-</u> | <u>107,975</u> |
| Stormwater Drainage | | | |
| TMDL Program | - | 50,000 | 50,000 |
| 13th Street Drainage Project | 630,540 | - | 630,540 |
| Dredging Projects | - | 10,000 | 10,000 |
| Total Stormwater Drainage | <u>630,540</u> | <u>60,000</u> | <u>690,540</u> |
| Utility Improvements | | | |
| Wastewater Treatment Plant (WWTP) Expansion | 200,000 | - | 200,000 |
| Equalization Basin and Equipment | - | 3,900,000 | 3,900,000 |
| WWTP Upgrades | 19,270 | 180,730 | 200,000 |
| WWTP R&R | - | 50,000 | 50,000 |
| Lift Station Upgrades | - | 100,000 | 100,000 |
| Sewer Lines R&R | - | 50,000 | 50,000 |
| Inflow and Infiltration (I&I) Program | 101,364 | 332,575 | 433,939 |
| Palmetto Area Reuse System (PARS) | 263,441 | 678,244 | 941,685 |
| Water Lines R&R | 150,000 | - | 150,000 |
| Chloramines Injection System | 160,935 | 89,065 | 250,000 |
| Fire Protection Upgrades | 506,100 | 100,000 | 606,100 |
| 8th Street W. and 9th Street W. Reuse Lines | 250,000 | - | 250,000 |
| Total Utility Improvements | <u>1,651,110</u> | <u>5,480,614</u> | <u>7,131,724</u> |
| Total 2016 CIP | <u>\$ 2,537,958</u> | <u>\$6,290,487</u> | <u>\$8,828,445</u> |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

| ACCOUNT DESCRIPTION | ACTUAL 2014 | REVISED BUDGET 2015 | ESTIMATED ACTUAL 2015 | ADOPTED BUDGET 2016 | % CHANGE OF BUDGET |
|--|------------------------|------------------------------------|--------------------------------------|------------------------------------|-----------------------------------|
| CAPITAL PROJECTS FUND - Fund 301 | | | | | |
| BEGINNING FUND BALANCES | 432,745 | 271,124 | 271,124 | 205,624 | -24.16% |
| REVENUES/SOURCES | | | | | |
| Interest Revenue | 182 | - | - | - | 0.00% |
| Grants | - | 6,000 | - | 283,206 | 100.00% |
| Assessments | - | 166,667 | - | 166,667 | 0.00% |
| Transfers In | 476,150 | 267,333 | 184,000 | 383,333 | 43.39% |
| Funding from Fund Balance | - | 197,875 | - | 172,975 | 0.00% |
| TOTAL REVENUES | 476,332 | 637,875 | 184,000 | 1,006,181 | 0.00% |
| EXPENSES | | | | | |
| Capital Outlay | | | | | |
| Streets | 36,333 | 365,818 | 100,900 | 898,206 | 145.53% |
| Other | 258,903 | 272,057 | 148,600 | 107,975 | -60.31% |
| Reallocation of Loan | 342,717 | - | - | - | 0.00% |
| TOTAL EXPENDITURES | 637,953 | 637,875 | 249,500 | 1,006,181 | 57.74% |
| Excess Revenue Over (Under) Expenditures | (161,621) | - | (65,500) | - | 0.00% |
| ENDING FUND BALANCES | | | | | |
| Designated/Reserved | 271,124 | 271,124 | 205,624 | 205,624 | -24.16% |
| Undesignated/Unreserved | - | - | - | - | 0.00% |
| Fund Balance, End of Year | 271,124 | 271,124 | 205,624 | 205,624 | -24.16% |



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

2016 - 2020 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A

Items in red were included in rate study

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

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

| Project Description | Supporting Fund | FY2015 PROJECTS CARRIED FORWARD | FY2016 - INCLUDING FY2015 CARRIED FORWARD | FY2017 | FY2018 | FY2019 | FY2020 | Total Project Cost |
|--|------------------------------|--|---|---------------------|---------------------|---------------------|---------------------|-----------------------|
| Road Improvements | | | | | | | | |
| 1 New Sidewalk Projects 14th Ave & 17th St Intersection | Capital Projects | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 65,000 | \$ 325,000 |
| 2 Improvements | Capital Projects | - | 283,206 | - | - | - | - | 283,206 |
| 3 13th Ave 7th to 8th Street | Capital/Assessment | 83,333 | 250,000 | - | - | - | - | 250,000 |
| 4 Street Paving (W, S & R Water Infrastructure) | Capital Projects | - | 300,000 | 100,000 | 100,000 | 100,000 | 100,000 | 700,000 |
| ROAD IMPROVEMENTS TOTAL | | \$ 148,333 | \$ 898,206 | \$ 165,000 | \$ 165,000 | \$ 165,000 | \$ 165,000 | \$ 1,558,206 |
| Public Facilities | | | | | | | | |
| 1 City Facility Security | Capital Projects | \$ 37,741 | \$ 37,741 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 137,741 |
| 2 City Wide Facilities Upgrades | Capital Projects | 25,234 | 25,234 | 25,000 | 25,000 | 25,000 | 25,000 | \$ 125,234 |
| 3 Public Works Yard Lighting | Capital Projects | 45,000 | 45,000 | - | - | - | - | \$ 45,000 |
| 4 New Public Works Facility Building | Capital Projects | - | - | 477,540 | 3,183,600 | - | - | \$ 3,661,140 |
| PUBLIC FACILITIES TOTAL | | \$ 107,975 | \$ 107,975 | \$ 527,540 | \$ 3,233,600 | \$ 50,000 | \$ 50,000 | \$ 3,969,115 |
| Stormwater | | | | | | | | |
| 1 TMDL Program | Road & Bridge | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 250,000 |
| 2 13th St. Drainage Project from 25th Ave. W to 28th Ave. W | Road & Bridge | 630,540 | 630,540 | - | - | - | - | 630,540 |
| 3 Dredging Projects | Road & Bridge | - | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 50,000 |
| STORMWATER TOTAL | | \$ 630,540 | \$ 690,540 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 930,540 |
| Utility Improvements | | | | | | | | |
| 1 WWTP Expansion | Water/Sewer | \$ 200,000 | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 |
| 2 Equalization Basin & Equipment | Water/Sewer & Loan | - | 3,900,000 | - | - | - | - | 3,900,000 |
| 3 WWTP Upgrades | Water/Sewer | 19,270 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,000,000 |
| 4 WWTP R&R | Water/Sewer | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| 5 Lift Station Upgrades | Water/Sewer | - | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| 6 Sewer Lines R&R | Water/Sewer | - | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| 7 I&I Program | Water/Sewer | 101,364 | 433,939 | 400,000 | 400,000 | 400,000 | 400,000 | 2,033,939 |
| 8 PARS Expansion | Reuse | 263,441 | 941,685 | 250,000 | 250,000 | 250,000 | 250,000 | 1,941,685 |
| 9 Water Lines R&R | Water/Sewer | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 750,000 |
| 10 Chloramines Injection System | Water/Sewer & Loan | 160,935 | 250,000 | - | - | - | - | 250,000 |
| 11 Fire Protection Upgrades | Water/Sewer & Loan | 506,100 | 606,100 | 100,000 | 100,000 | 100,000 | 100,000 | 1,006,100 |
| 12 8th St. W & 9th St. W Ward 2 Reclaim lines. | Water/Sewer Road & Bridge | 250,000 | 250,000 | - | - | - | - | 250,000 |
| UTILITY IMPROVEMENTS TOTAL | | \$ 1,651,110 | \$ 7,131,724 | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 1,300,000 | \$ 12,331,724 |
| GRAND TOTAL | | \$ 2,537,958 | \$ 8,828,445 | \$ 2,052,540 | \$ 4,758,600 | \$ 1,575,000 | \$ 1,575,000 | \$ 18,789,585 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**2016 - 2020 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

| Project Description | Supporting Fund | FY2015 Funding Carried Forward | Current Revenue | City Fund Balance | Loan Funds | Grants/ Assessments | Total Funded Projects | Total FY2016 CIP |
|--|------------------------------|---|--------------------|----------------------|---------------------|------------------------|--------------------------|---------------------|
| Road Improvements | | | | | | | | |
| 1 New Sidewalk Projects 14th Ave & 17th St Intersection | Capital Projects | \$ 65,000 | \$ - | \$ - | \$ - | \$ - | \$ 65,000 | \$ 65,000 |
| 2 Improvements | Capital Projects | - | - | - | - | 283,206 | 283,206 | 283,206 |
| 3 13th Ave 7th to 8th Street Street Paving (W, S & R | Capital/Assessment | 83,333 | - | - | - | 166,667 | 250,000 | 250,000 |
| 4 Water Infrastructure) | Capital Projects | - | - | 300,000 | - | - | 300,000 | 300,000 |
| ROAD IMPROVEMENTS TOTAL | | \$ 148,333 | \$ - | \$ 300,000 | \$ - | \$ 449,873 | \$ 898,206 | \$ 898,206 |
| Public Facilities | | | | | | | | |
| 1 City Facility Security | Capital Projects | \$ 37,741 | \$ - | \$ - | \$ - | \$ - | \$ 37,741 | \$ 37,741 |
| 2 City Wide Facilities Upgrades | Capital Projects | 25,234 | - | - | - | - | 25,234 | 25,234 |
| 3 Public Works Yard Lighting New Public Works Facility | Capital Projects | 45,000 | - | - | - | - | 45,000 | 45,000 |
| 4 Building | Capital Projects | - | - | - | - | - | - | - |
| PUBLIC FACILITIES TOTAL | | \$ 107,975 | \$ - | \$ - | \$ - | \$ - | \$ 107,975 | \$ 107,975 |
| Stormwater | | | | | | | | |
| 1 TMDL Program | Road & Bridge | \$ - | \$ - | \$ 50,000 | \$ - | \$ - | \$ 50,000 | \$ 50,000 |
| 2 13th St. Drainage Project from 25th Ave. W to 28th Ave. W | Road & Bridge | 630,540 | - | - | - | - | 630,540 | 630,540 |
| 3 Dredging Projects | Road & Bridge | - | - | 10,000 | - | - | 10,000 | 10,000 |
| STORMWATER TOTAL | | \$ 630,540 | \$ - | \$ 60,000 | \$ - | \$ - | \$ 690,540 | \$ 690,540 |
| Utility Improvements | | | | | | | | |
| 1 WWTP Expansion | Water/Sewer | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ 200,000 | \$ 200,000 |
| 2 Equalization Basin & Equipment | Water/Sewer & Loan | - | - | - | 3,900,000 | - | 3,900,000 | 3,900,000 |
| 3 WWTP Upgrades | Water/Sewer | 19,270 | 180,730 | - | - | - | 200,000 | 200,000 |
| 4 WWTP R&R | Water/Sewer | - | 50,000 | - | - | - | 50,000 | 50,000 |
| 5 Lift Station Upgrades | Water/Sewer | - | 100,000 | - | - | - | 100,000 | 100,000 |
| 6 Sewer Lines R&R | Water/Sewer | - | 50,000 | - | - | - | 50,000 | 50,000 |
| 7 I&I Program | Water/Sewer | 101,364 | 332,575 | - | - | - | 433,939 | 433,939 |
| 8 PARS Expansion | Reuse | 263,441 | 178,244 | - | 500,000 | - | 941,685 | 941,685 |
| 9 Water Lines R&R | Water/Sewer | 150,000 | - | - | - | - | 150,000 | 150,000 |
| 10 Chloramines Injection System | Water/Sewer & Loan | 160,935 | - | 89,065 | - | - | 250,000 | 250,000 |
| 11 Fire Protection Upgrades | Water/Sewer & Loan | 506,100 | 100,000 | - | - | - | 606,100 | 606,100 |
| 12 8th St. W & 9th St. W Ward 2 Reclaim lines. | Water/Sewer Road & Bridge | 250,000 | - | - | - | - | 250,000 | 250,000 |
| UTILITY IMPROVEMENTS TOTAL | | \$ 1,651,110 | \$ 991,549 | \$ 89,065 | \$ 4,400,000 | \$ - | \$ 7,131,724 | \$ 7,131,724 |
| GRAND TOTAL | | \$ 2,537,958 | \$ 991,549 | \$ 449,065 | \$ 4,400,000 | \$ 449,873 | \$ 8,828,445 | \$ 8,828,445 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**FUND BALANCE USABLE FOR CAPITAL PROJECTS
Attachment B**

| Fund | Projected Unassigned Fund Balance/ Unrestricted Net Position @ 9/30/2015 | 1/12 of FY2016 Expenses | # of Months of 2016 Expenses | Uncommitted amount over(under) 5 months | Amount Used for Capital Projects | Remaining Months of expenses |
|-----------------|---|--------------------------------|-------------------------------------|--|---|-------------------------------------|
| General Fund | 4,235,861 | 836,468 | 5.06 | 53,520 | - | 5.06 |
| Road and Bridge | 1,047,085 | 123,343 | 8.49 | 430,368 | 360,000 | 5.57 |
| Solid Waste | 515,165 | 143,046 | 3.60 | (200,064) | - | 3.60 |
| Water and Sewer | 2,777,543 | 494,083 | 5.62 | 307,128 | 541,404 | 4.53 |
| Stormwater | 541,447 | 83,858 | 6.46 | 122,158 | 630,540 | (1.06) |
| Reuse | 17,606 | 48,745 | 0.36 | (226,118) | 513,441 | (10.17) |

* Fund Balance in the Road and Bridge Fund is restricted to use for roads, bridges, sidewalks, etc. by statute. For the purpose of this exercise, we will treat the \$1,047,085 as unassigned.

Use of Fund Balance for 2016 CIP

| Fund | Project Name | Funding Amount | Amount Available | Unused Amount |
|--|---|-----------------------|-------------------------|----------------------|
| To be transferred to other funds or used within an Enterprise Fund: | | | | |
| General Fund | | | | |
| | Total Use of General Fund Fund Balance | - | 53,520 | 53,520 |
| Road and Bridge | Street Paving | 300,000 | | |
| | TMDL Program | 50,000 | | |
| | Dredging Projects | 10,000 | | |
| | Total Use of Road & Bridge Fund Balance | 360,000 | 430,368 | 70,368 |
| Transportation Impact Fees | | | | |
| | 13th Ave - 7th to 8th St. | 83,333 | 119,965 | 36,632 |
| Water/Sewer Fund | | | | |
| | Chloramines Injection System | 89,065 | 2,777,543 | 2,688,478 |

Use of Committed/Assigned Fund Balance/Unrestricted Net Position for Carry-Forward Funding

| | | | | |
|--|---|------------------|------------------|------------------|
| Capital Projects Committed Fund Balance (not to exceed) | | | | |
| | New Sidewalk Projects | 65,000 | | |
| | City Facility Security | 37,741 | | |
| | City Wide Facilities Upgrades | 25,234 | | |
| | Public Works Yard Lighting | 45,000 | | |
| | Total Use of Capital Projects Fund Balance | 172,975 | 288,958 | 115,983 |
| Water & Sewer Restricted Net Position (not to exceed) | | | | |
| | WWTP Expansion | 200,000 | | |
| | WWTP Upgrades | 19,270 | | |
| | Water Lines R&R | 150,000 | | |
| | Chloramines Injection System | 83,069 | | |
| | Total Net Position to be used for funding | 452,339 | 2,777,543 | 2,325,204 |
| Restricted Loan Funds | | | | |
| | I&I Program | 101,364 | | |
| | Chloramines Injection System | 77,866 | | |
| | Fire Protection Upgrades | 506,100 | | |
| | Total Loan Funds from Net Position to be used for funding | 685,330 | 685,330 | - |
| | Total Use of Water & Sewer Restricted Net Position | 1,137,669 | 3,462,873 | 2,325,204 |
| Stormwater Restricted Net Position (not to exceed) | | | | |
| | 13th St Drainage | 630,540 | | |
| | Total Use of Stormwater Restricted Net Position | 630,540 | 541,447 | (89,093) |
| Reuse Restricted Net Position (not to exceed) | | | | |
| | PARS Expansion | 263,441 | | |
| | 8th & 9th St West Reclaim Lines | 250,000 | | |
| | Total Use of Reuse Restricted Net Position | 513,441 | 17,606 | (495,835) |
| Total use of City Fund Balance/Net Position and Impact Fees | | 2,987,023 | 7,692,280 | 4,705,257 |



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

**2016 - 2020 CAPITAL IMPROVEMENT PLAN
BUDGET WORKSHEET**

| Project Description | Funding Source | Total FY2016 Funded | General Fund | Road & Bridge | Capital Projects Fund | Water/ Sewer Fund | Storm water Fund | Reuse Fund |
|--|---|------------------------------------|-------------------------|------------------------------|--------------------------------------|------------------------------|---------------------------------|-----------------------|
| REVENUES | | | | | | | | |
| Current budgeted revenues | | 991,549 | - | - | - | 813,305 | - | 178,244 |
| New Loan | | 4,400,000 | - | - | - | 3,900,000 | - | 500,000 |
| Grants | | 283,206 | - | - | 283,206 | - | - | - |
| Assessments | | 166,667 | - | - | 166,667 | - | - | - |
| Transfers In | | 443,333 | - | - | 383,333 | - | 60,000 | - |
| Funding carried forward from 2015 | | 1,870,659 | - | - | 172,975 | 553,703 | 630,540 | 513,441 |
| Carried forward from 2014 loan | | 583,966 | - | - | - | 583,966 | - | - |
| Carried forward from impact fees | | 83,333 | - | 83,333 | - | - | - | - |
| Funding from Fund Balance | | 449,065 | - | 360,000 | - | 89,065 | - | - |
| TOTAL FROM ALL FUNDING SOURCES | | 9,271,778 | - | 443,333 | 1,006,181 | 5,940,039 | 690,540 | 1,191,685 |
| EXPENSES | | | | | | | | |
| Transfers Out | | 443,333 | - | 443,333 | - | - | - | - |
| TOTAL TRANSFERS OUT | | 443,333 | - | 443,333 | - | - | - | - |
| Road Improvements | | | | | | | | |
| New Sidewalk Projects | Carried forward/FB | 65,000 | - | - | 65,000 | - | - | - |
| 14th Ave & 17th St Intersection Improvements | Grant funding | 283,206 | - | - | 283,206 | - | - | - |
| 13th Ave 7th to 8th Street Street Paving (W, S & R Water Infrastructure) | Impact fees/assessment | 250,000 | - | - | 250,000 | - | - | - |
| | Fund Balance | 300,000 | - | - | 300,000 | - | - | - |
| ROAD IMPROVEMENTS TOTAL | | 898,206 | - | - | 898,206 | - | - | - |
| Public Facilities | | | | | | | | |
| City Facility Security | Carried forward/FB | 37,741 | - | - | 37,741 | - | - | - |
| City Wide Facilities Upgrades | Carried forward/FB | 25,234 | - | - | 25,234 | - | - | - |
| Public Works Yard Lighting | Carried forward/FB | 45,000 | - | - | 45,000 | - | - | - |
| PUBLIC FACILITIES TOTAL | | 107,975 | - | - | 107,975 | - | - | - |
| Stormwater | | | | | | | | |
| TMDL Program | Fund Balance | 50,000 | - | - | - | - | 50,000 | - |
| 13th St. Drainage Project from 25th Ave. W to 28th Ave. W | Carried forward/FB | 630,540 | - | - | - | - | 630,540 | - |
| Dredging Projects | Fund Balance | 10,000 | - | - | - | - | 10,000 | - |
| STORMWATER TOTAL | | 690,540 | - | - | - | - | 690,540 | - |
| Utility Improvements | | | | | | | | |
| WWTP Expansion | Carried forward/FB | 200,000 | - | - | - | 200,000 | - | - |
| Equalization Basin & Equipment | New Loan | 3,900,000 | - | - | - | 3,900,000 | - | - |
| | Carried forward/ FB/Current Revenues | 200,000 | - | - | - | 200,000 | - | - |
| WWTP Upgrades | Current Revenues | 50,000 | - | - | - | 50,000 | - | - |
| WWTP R&R | Current Revenues | 100,000 | - | - | - | 100,000 | - | - |
| Lift Station Upgrades | Current Revenues | 50,000 | - | - | - | 50,000 | - | - |
| Sewer Lines R&R | Current Revenues | 433,939 | - | - | - | 433,939 | - | - |
| | Carried forward/ FB/Current Revenues | 941,685 | - | - | - | - | - | 941,685 |
| I&I Program | Carried forward/FB | 150,000 | - | - | - | 150,000 | - | - |
| PARS Expansion | Carried forward/FB | 250,000 | - | - | - | 250,000 | - | - |
| Water Lines R&R | Carried forward/FB | 606,100 | - | - | - | 606,100 | - | - |
| Chloramines Injection System | Carried forward/ Carried forward/ FB/Current Revenues | 250,000 | - | - | - | - | - | 250,000 |
| Fire Protection Upgrades | Carried forward/FB | 250,000 | - | - | - | - | - | 250,000 |
| 8th St. W & 9th St. W Ward 2 Reclaim lines. | Carried forward/FB | 250,000 | - | - | - | - | - | 250,000 |
| UTILITY IMPROVEMENTS TOTAL | | 7,131,724 | - | - | - | 5,940,039 | - | 1,191,685 |
| GRAND TOTAL | | 9,271,778 | - | 443,333 | 1,006,181 | 5,940,039 | 690,540 | 1,191,685 |



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

New Sidewalk Projects

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 301-607-663.0000-1430 |
| Project Code: | 1430 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



| | |
|-------------------------------|--|
| Project Description: | This project is for replacement and repairs to existing sidewalks and to fill in missing section to create a continuous pedestrian system. |
| Project Justification: | To provide safer means of pedestrian traffic throughout the city. Broken or cracked sidewalks are a hazard to pedestrians and a liability to the City. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 | 390,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 | 65,000 | 390,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|----------|---------------|
| 2015 Funding | - | 65,000 | - | - | - | - | 65,000 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | 65,000 | - | - | - | - | 65,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|----------|----------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| | |
|--------------------------------|---|
| Additional Information: | An improved sidewalk system should help the City avoid additional litigation regarding pedestrian injuries. |
|--------------------------------|---|



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

14th Avenue and 17th Street Intersection Improvements

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

| | |
|-----------------|-------------------------------------|
| Location: | 14th Ave & 17th Street Intersection |
| Department: | Public Works |
| Account Number: | 301-607-663.0000-1434 |
| Project Code: | 1434 |
| Status: | Continuing Project |
| Project Type: | Non-Recurring Project |



| | |
|-------------------------------|---|
| <u>Project Description:</u> | Intersection improvement at 14th Avenue and 17th Street. |
| <u>Project Justification:</u> | This project is a State funded project using Congestion Management Dollars . Originally planned as a round about, this project will now consist of street realignment, relocation of pedestrian crosswalks, and bus stop improvements to help to reduce congestion and improve driver safety. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|---------------|---------------|---------------|---------------|--------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 283,206 | - | - | - | - | - | 283,206 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 283,206 | - | - | - | - | - | 283,206 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|-------|----------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | 283,206 | - | - | - | - | 283,206 |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | 283,206 | - | - | - | - | 283,206 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| | |
|--------------------------------|--|
| <u>Additional Information:</u> | |
|--------------------------------|--|



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

13th Avenue 7th to 8th Street

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

| | |
|-----------------|----------------------------|
| Location: | 13th Ave 7th to 8th Street |
| Department: | Public Works |
| Account Number: | 301-607-663.0000-1435 |
| Project Code: | 1435 |
| Status: | Continuing Project |
| Project Type: | Non-Recurring Project |



| | |
|-------------------------------|--|
| Project Description: | This project is a reconstruction of a substandard roadway which will include drainage, curbs, sidewalks and roadway improvements. The project scope may increase to include water line replacement. The project will be an assessment project. |
| Project Justification: | To improve the roadway and potentially replace utilities. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|---------------|---------------|---------------|---------------|--------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 250,000 | - | - | - | - | - | 250,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 250,000 | - | - | - | - | - | 250,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|-------|----------------|
| 2015 Funding | - | - | 83,333 | - | - | - | 83,333 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | 166,667 | - | - | - | 166,667 |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | 250,000 | - | - | - | 250,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| | |
|--------------------------------|--|
| Additional Information: | This project is pending resident approval of assessment. |
|--------------------------------|--|



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Street Paving (Water/Sewer/Reuse Infrastructure)

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 301-607-663.0000-1631 |
| Project Code: | 1631 |
| Status: | New Project |
| Project Type: | Recurring Project |



| | |
|-------------------------------|--|
| Project Description: | The paving, drainage improvement, and striping of City streets, at locations determined annually. Based upon need and location, this project may also include the repair and installation of utility infrastructure. |
| Project Justification: | To improve the safety and appearance of City streets. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 300,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 800,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 300,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 800,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|-------|----------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | 300,000 | - | - | - | - | 300,000 |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | 300,000 | - | - | - | - | 300,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| | |
|--------------------------------|--|
| Additional Information: | Improved street paving should reduce the cost in materials and manpower of repairing existing streets. Any cost savings will be put towards the repair and maintenance of other streets in the City. |
|--------------------------------|--|



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

City Facility Security

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | City Wide |
| Account Number: | 301-601-663.0000-1432 |
| Project Code: | 1432 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



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

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

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 37,741 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 162,741 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 37,741 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 162,741 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|-------|---------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | 37,741 | - | - | - | 37,741 |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | 37,741 | - | - | - | 37,741 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

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



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

City Wide Facility Upgrades

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

| | |
|-----------------|-------------------------------------|
| Location: | City Wide |
| Department: | City Hall/Public Works Admin/Police |
| Account Number: | 301-601-663.0000-1431 |
| Project Code: | 1431 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



| | |
|-------------------------------|--|
| Project Description: | To make improvements to city facilities. |
| Project Justification: | To ensure that city facilities remain viable while determinations of future potential location options are determined. In prior years this project has funded new roofs at the Police Station and Public Works Building. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 25,234 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 150,234 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 25,234 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 | 150,234 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|---------------|-----------------|-----------------------|---------------|------------|----------|---------------|
| 2015 Funding | 25,234 | - | - | - | - | - | 25,234 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | 25,234 | - | - | - | - | - | 25,234 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | 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
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Public Works Yard Lighting

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

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



| | |
|-------------------------------|---|
| Project Description: | Project will include improvements/ upgrades to the lighting within the Public Works Yard. |
| Project Justification: | Additional lighting will improve employee safety as well as to assist the new proposed security system additions. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|--------|---------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 45,000 | - | - | - | - | - | 45,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 45,000 | - | - | - | - | - | 45,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|-------|---------------|
| 2015 Funding | - | - | 45,000 | - | - | - | 45,000 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | 45,000 | - | - | - | 45,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|------------|------------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | 100 | 100 | 100 | 100 | 100 | 100 | 600 |
| Totals | 100 | 100 | 100 | 100 | 100 | 100 | 600 |

| | |
|--------------------------------|---|
| Additional Information: | The lighting will add to the City's utility expenses. |
|--------------------------------|---|



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

New Public Works Facility Building

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

| | |
|-----------------|-----------------------|
| Location: | Public Works |
| Department: | Public Works |
| Account Number: | 301-601-664.0000-1439 |
| Project Code: | 1439 |
| Status: | Continuing Project |
| Project Type: | Non-Recurring Project |



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

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

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|----------------|------------------|---------------|---------------|--------|------------------|
| Engineering | - | 477,540 | - | - | - | - | 477,540 |
| Construction | - | - | 3,183,600 | - | - | - | 3,183,600 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | 477,540 | 3,183,600 | - | - | - | 3,661,140 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|-------|-------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

No 2016 Funding

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | 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.

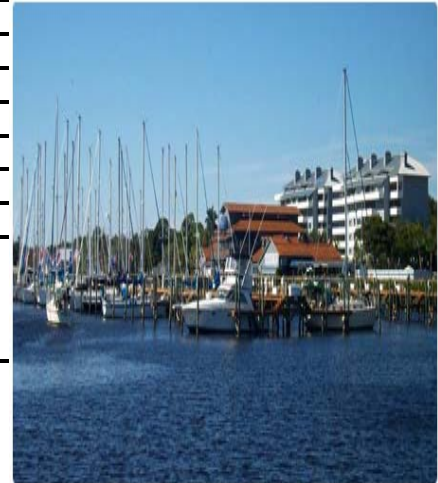


**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Total Maximum Daily Load (TMDL) Program

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 440-640-663.0000-1441 |
| Project Code: | 1441 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



| |
|---|
| Project Description: |
| TMDL is the maximum amount of a given pollutant that a water body can absorb and still maintain its designated uses. This project will fund the monitoring of the water quality levels and investigate causes of increased pollutants and mitigation steps. |
| Project Justification: |
| This project will help the City to maintain optimal water bodies for its residents and to meet the standards set in place under Section 303(d) of the Federal Clean Water Act and the Florida Watershed Restoration Act. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 300,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 300,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|----------|---------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | 50,000 | - | - | - | - | 50,000 |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | 50,000 | - | - | - | - | 50,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|----------|----------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| |
|---|
| Additional Information: |
| Once the project is established, ongoing expenses will be funded through the Stormwater operating fund. |



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

13th Street Drainage

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

| | |
|-----------------|---|
| Location: | 13th Street from 25th Ave W to 28th Ave W |
| Department: | Public Works |
| Account Number: | 440-640-663.0000-7568 |
| Project Code: | 7568 |
| Status: | Continuing Project |
| Project Type: | Non-Recurring Project |



Project Description:
This projects consists of stormwater improvements and the installation of a Continuous Deflective Separation (CDS) Unit.

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

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|---------------|---------------|---------------|---------------|--------|----------------|
| Engineering | 630,540 | - | - | - | - | - | 630,540 |
| Construction | - | - | - | - | - | - | - |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 630,540 | - | - | - | - | - | 630,540 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|----------------|-------|----------------|
| 2015 Funding | - | - | - | - | 630,540 | - | 630,540 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | - | 630,540 | - | 630,540 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

Additional Information:
Previous attempts to secure funding through CDBG Grant have not been successful. The project has been bid out and the contract awarded. Work has begun and is anticipated to be completed prior to the end of fiscal year 2016.



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Dredging Projects

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

| | |
|-----------------|-----------------------|
| Location: | To Be Determined |
| Department: | Public Works |
| Account Number: | 440-640-663.0000-1441 |
| Project Code: | 1441 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



| | |
|-------------------------------|---|
| Project Description: | This project consists of engineering plans and permits required to apply for a West Coast Inland Navigational District (WCIND) Grant for dredging projects. |
| Project Justification: | In order to secure additional funding for potential dredging projects engineering plans and permits are required. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | - | - | - | - | - | - | - |
| Design | - | - | - | - | - | - | - |
| Other | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 60,000 |
| Totals | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 60,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|----------|---------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | 10,000 | - | - | - | - | 10,000 |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | 10,000 | - | - | - | - | 10,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|----------|----------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| |
|--------------------------------|
| Additional Information: |
| |



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Wastewater Treatment Plant Expansion

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

| | |
|-----------------|-----------------------|
| Location: | 1310 28th Avenue West |
| Department: | Public Works |
| Account Number: | N/A |
| Project Code: | N/A |
| Status: | New Project |
| Project Type: | Non-Recurring Project |



| | |
|-------------------------------|---|
| Project Description: | To fund the potential expansion of the Wastewater Treatment Plant. |
| Project Justification: | Staff is considering options to expand the Wastewater Treatment Plant in the future to ensure optimal performance should the opportunity arise. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|---------------|---------------|---------------|---------------|--------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | - | - | - | - | - | - | - |
| Design | - | - | - | - | - | - | - |
| Other | 200,000 | - | - | - | - | - | 200,000 |
| Totals | 200,000 | - | - | - | - | - | 200,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|-------|----------------|
| 2015 Funding | - | - | - | 200,000 | - | - | 200,000 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | 200,000 | - | - | 200,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| | |
|--------------------------------|--|
| Additional Information: | The effect on the operating budget will be dependent on the option staff decides upon. |
|--------------------------------|--|

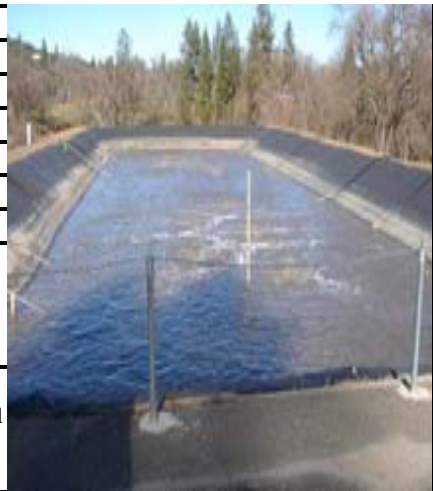


**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Equalization Basin & Equipment

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

| | |
|-----------------|-----------------------|
| Location: | 1310 28th Avenue West |
| Department: | Public Works |
| Account Number: | N/A |
| Project Code: | N/A |
| Status: | New Project |
| Project Type: | Non-Recurring Project |



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

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

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|------------------|---------------|---------------|---------------|---------------|--------|------------------|
| Engineering | 433,566 | - | - | - | - | - | 433,566 |
| Construction | 3,466,434 | - | - | - | - | - | 3,466,434 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 3,900,000 | - | - | - | - | - | 3,900,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|------------------|------------|-------|------------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | 3,900,000 | - | - | 3,900,000 |
| Totals | - | - | - | 3,900,000 | - | - | 3,900,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

Additional Information:
The City has applied for a SRF Loan to fund the project. Pending the award of the loan, debt service amounts will be determined and budget will be adjusted.



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Wastewater Treatment Plant Upgrades

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

| | |
|-----------------|-----------------------|
| Location: | 1310 28th Avenue West |
| Department: | Public Works |
| Account Number: | 432-633-663.0000-1627 |
| Project Code: | 1627 |
| 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. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,200,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,200,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|----------|----------------|
| 2015 Funding | - | - | - | 19,270 | - | - | 19,270 |
| 2016 Revenue | - | - | - | 180,730 | - | - | 180,730 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | 200,000 | - | - | 200,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | 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
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Wastewater Treatment Plant Repair & Replacement

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

| | |
|-----------------|-----------------------|
| Location: | 1310 28th Avenue West |
| Department: | Public Works |
| Account Number: | 432-633-663.0000-1620 |
| Project Code: | 1620 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



| |
|--|
| Project Description: |
| Project includes the restoring and rehabilitation of various systems/ components within the WWTP. |
| Project Justification: |
| In order to maintain peak operating efficiency as well as to remain in compliance various parts of the WWTP need repair and replacement on an ongoing basis. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 300,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 300,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|-------|----------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | 50,000 | - | - | 50,000 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | 50,000 | - | - | 50,000 |
| Totals | - | - | - | 100,000 | - | - | 100,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| |
|--|
| Additional Information: |
| By replacing older technology with newer the plant can enjoy savings resulting from energy efficiency. |



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Lift Station Upgrades

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 432-633-663.0000-1621 |
| Project Code: | 1621 |
| 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. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|-------|----------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | 100,000 | - | - | 100,000 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | 100,000 | - | - | 100,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | 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
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Sewer Lines Repair and Replace

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 432-635-663.0000-1422 |
| Project Code: | 1422 |
| 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. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 300,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 300,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|-------|---------------|
| 2015 Funding | - | - | - | - | - | - | - |
| 2016 Revenue | - | - | - | 50,000 | - | - | 50,000 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | 30,000 | - | - | 30,000 |
| Totals | - | - | - | 80,000 | - | - | 80,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | 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
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Inflow and Infiltration (I&I) Program

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 432-633-663.0000-1423 |
| Project Code: | 1423 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



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

Project Justification:
To reduce the peaks at the WWTP during periods of heavy rain events. A continuing I&I program will allow the City to meet the permit requirements of FDEP.

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 433,939 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 2,433,939 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 433,939 | 400,000 | 400,000 | 400,000 | 400,000 | 400,000 | 2,433,939 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|----------|----------------|
| 2015 Funding | - | - | - | 101,364 | - | - | 101,364 |
| 2016 Revenue | - | - | - | 332,575 | - | - | 332,575 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | 433,939 | - | - | 433,939 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | 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
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Palmetto Area Reuse System (PARS)

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 460-660-663.0000-1460 |
| Project Code: | 1460 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



| | |
|-------------------------------|---|
| Project Description: | This project consists of the installation of reuse lines throughout the City. |
| Project Justification: | Once funded, this project will allow the installation of reuse lines to smaller subsections of the City based upon the discretion of the PW Director and Commission. Larger areas would be presented as a project of their own. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 941,685 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 2,191,685 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 941,685 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 2,191,685 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|----------------|----------------|
| 2015 Funding | - | - | - | - | - | 263,441 | 263,441 |
| 2016 Revenue | - | - | - | - | - | 178,244 | 178,244 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | 500,000 | 500,000 |
| Totals | - | - | - | - | - | 941,685 | 941,685 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|----------|----------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| | |
|--------------------------------|---|
| Additional Information: | The City has applied for a \$500,000 SRF Loan to partially fund this project. Should the City be awarded the loan, the budget will be adjusted to account for increased debt service. |
|--------------------------------|---|



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Water Lines Repair and Replace

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 432-633-663.0000-1424 |
| Project Code: | 1424 |
| 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. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 900,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 900,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|----------|----------------|
| 2015 Funding | - | - | - | 150,000 | - | - | 150,000 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | 150,000 | - | - | 150,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | 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
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Chloramines Injection System

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 432-633-663.0000-1425 |
| Project Code: | 1425 |
| Status: | Continuing Project |
| Project Type: | Non-Recurring Project |



| | |
|-------------------------------|---|
| Project Description: | Installation of Chloramine Injection System. Fiscal Year 2015 project funding allowed for the purchase of a house to contain the Injection System. Fiscal Year 2016 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. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|---------------|---------------|---------------|---------------|--------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 250,000 | - | - | - | - | - | 250,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 250,000 | - | - | - | - | - | 250,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|-------|----------------|
| 2015 Funding | - | - | - | 160,935 | - | - | 160,935 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | 89,065 | - | - | 89,065 |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | 250,000 | - | - | 250,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

| |
|--------------------------------|
| Additional Information: |
| |



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

Fire Protection Upgrades

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

| | |
|-----------------|-----------------------|
| Location: | City Wide |
| Department: | Public Works |
| Account Number: | 432-633-663.0000-1426 |
| Project Code: | 1426 |
| Status: | Continuing Project |
| Project Type: | Recurring Project |



Project Description:
Replacement of pipe with approximately 10,000 feet of 6 and 8 inch water main, fire hydrants, 6 and 8 inch gate valves, service lines interconnecting between 17th Street and 10th Street from 10th Ave to 14th Avenue.

Project Justification:
The described work will aid the City in keeping our ISO (International Standards Organization) Rating equal to or lower than our current rating. This rating provides our residences with less expensive fire protection insurance cost.

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 606,100 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 1,106,100 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 606,100 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 1,106,100 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|----------------|------------|----------|----------------|
| 2015 Funding | - | - | - | 506,100 | - | - | 506,100 |
| 2016 Revenue | - | - | - | 100,000 | - | - | 100,000 |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | 606,100 | - | - | 606,100 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|----------|----------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

Additional Information:
As the water lines are installed, the City plans to use this opportunity to add Reuse lines funded from the Reuse Department budget.



**CITY OF PALMETTO
2016 - 2020 CAPITAL IMPROVEMENT PROGRAM**

8th & 9th Street Ward 2 Reclaim Lines

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

| | |
|-----------------|--|
| Location: | 8th & 9th Street from 14th to 19th Ave |
| Department: | Public Works |
| Account Number: | 460-660-663.0000-1461 |
| Project Code: | 1461 |
| Status: | Continuing Project |
| Project Type: | Non-Recurring Project |



| | |
|-------------------------------|---|
| Project Description: | This project consists of installation of reclaimed water lines and street resurfacing. Project limits are 7th St. to 10th St. from 14th Ave. to 19th Ave. |
| Project Justification: | The City has made a priority of providing reclaimed water to as many residents and businesses as is feasible. |

| Annual Project Costs: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|-----------------------|----------------|---------------|---------------|---------------|---------------|--------|----------------|
| Engineering | - | - | - | - | - | - | - |
| Construction | 250,000 | - | - | - | - | - | 250,000 |
| Design | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | 250,000 | - | - | - | - | - | 250,000 |

| FY 2016 Funding Provided By: | General Fund | Road and Bridge | Capital Projects Fund | Water & Sewer | Stormwater | Reuse | Total |
|------------------------------|--------------|-----------------|-----------------------|---------------|------------|----------------|----------------|
| 2015 Funding | - | - | - | - | - | 250,000 | 250,000 |
| 2016 Revenue | - | - | - | - | - | - | - |
| Fund Balance | - | - | - | - | - | - | - |
| Grants/Assessments | - | - | - | - | - | - | - |
| Unidentified | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | 250,000 | 250,000 |

| Operating Budget Impact: | Fiscal Yr. 16 | Fiscal Yr. 17 | Fiscal Yr. 18 | Fiscal Yr. 19 | Fiscal Yr. 20 | Future | Totals |
|--------------------------|---------------|---------------|---------------|---------------|---------------|--------|--------|
| Personnel | - | - | - | - | - | - | - |
| Material & Supplies | - | - | - | - | - | - | - |
| Repair & Maintenance | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| Totals | - | - | - | - | - | - | - |

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



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET



The Aquifer Storage and Recovery Well (ASR Well) was completed in fiscal year 2015 after many years of planning, testing and anticipation.

The project is funded through a 50/50 grant from Southwest Florida Water Management District (SWFWMD).

This project will allow the City to store excess reclaimed water for distribution during “dry” seasons instead of releasing this water into the bay and become a commodity to the citizens.

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.





CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET



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

Dwight D. Eisenhower



CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET

GLOSSARY OF TERMS

Account Number - In accordance with the state chart of accounts, each class of asset, liabilities, equity, expenditures and revenues is assigned a specific account number for use within the City's accounting system. Account numbers are made up of three or four elements – Fund number, Cost Center/function, Object code and Project number (CIP and grants only)

Accrual Basis of Accounting - The "basis of accounting" refers to when a transaction is recognized. In the accrual basis of accounting, revenues are recognized when they are earned, and expenses are recognized when they are incurred.

Adopted Budget - The City budget that is formally approved by the City Commission.

Ad Valorem - A tax that is based on the "taxable value" of property. The tax is calculated by multiplying the millage rate (set by the taxing authority) by the taxable value of the property.

Allocate - To divide a lump-sum appropriation that is designated for expenditure by specific organizational units and/or specific purposes or activities.

Amended Budget - The adopted City budget that has been formally amended/adjusted by the City Commission by resolution.

ADA - Americans with Disabilities Act - A congressional act, passed in January, 1990, designed to establish a clear and comprehensive prohibition of discrimination on the basis of disability.

Appropriation - An authorization granted by the City Commission to make expenditures and to incur obligations for purposes specified in the Budget Resolution.

Assessed Valuation - A valuation set upon property by the County Property appraiser as a basis for levying taxes.

Asset - Resource owned or held by a government that possesses monetary value.

Available Fund Balance - Funds remaining from the prior year, which are available for appropriation and expenditure in the current year.

Balanced Budget - Total anticipated revenues plus any portion of fund balance that is designated as a budget-funding source shall equal, or be greater than, total estimated expenditures for each fund.

Budget - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal period.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Budget Hearing – As required by law, the City Commission conducts two public hearings to receive and consider input from the public and to propose and adopt a millage rate and annual budget.

Budget Message – A general discussion of the adopted budget as presented in the Adopted Financial Plan by the City Clerk to the Mayor and City Commission.

CAFR – Comprehensive Annual Financial Report – A complete set of financial statements published soon after the close of each fiscal year by each general-purpose local government in conformity with GAAP and audited in accordance with generally accepted auditing standards.

Capital Asset – Acquired asset having a unit cost of at least \$2,000 and a useful life of more than one year.

Capital Expenditure – A category of budgetary appropriation that includes expenses for buildings, machinery and equipment and results in additions to a fixed asset inventory.

Capital Improvement Budget – The adopted budget to fund the capital improvement plan for the upcoming fiscal year.

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.

COLA – Cost Of Living Adjustment – An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.

Cost Center – An organizational operating unit within the City responsible for a function of the City. Examples: City Clerk, City Attorney, Public Works Administration, Water, Sewer etc.

CRA – Community Redevelopment Agency – An agency established by the City Commission to allow tax increment financing and to implement provisions to rehabilitate the redevelopment area. The agency cooperates with the private sector to attract long-term, financially sound projects that will generate new employment opportunities while protecting the City's unique character and charm.

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.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Deficit – The excess of expenditures over revenues during an accounting period or the excess of the liabilities of a fund over its assets.

Department – A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the City is responsible. i.e. City Clerk, Public Works, Police Department and CRA

Depreciation – The decrease in value of physical assets due to use and the passage of time.

Encumbrance – An amount of money committed for the payment of goods and services not yet received or paid for, usually supported by an outstanding purchase order.

Enterprise Fund – A self-supporting fund designed to account for activities supported by user fees such as Solid Waste, Water, Sewer, Stormwater and Reuse Funds.

Fines and Forfeitures – Fines and forfeits are derived from penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty. These revenues include court fines, confiscated property and parking violations.

Fiscal Year – Any period of 12 consecutive months designated as the budget year. The City's fiscal year begins October 1 and ends September 30, the same as the Federal Government.

Fixed Asset – Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances. Fixed asset includes land, buildings, equipment, and infrastructure. Also called Capital Assets

Franchise Fee – A fee assessed on a business, usually a public utility, in return for granting the business the exclusive right to operate in public rights of way inside the City limits. The City of Palmetto has negotiated franchise agreements for electric, cable television, and telephone service.

Fringe Benefits – For budgeting purposes, fringe benefits are employer payments for social security, retirement, group health and life insurance.

FTE - Full-Time Equivalent – An employee position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example a part-time position of 20 hour per week would be equivalent to 0.5 FTE.

Fund – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.



CITY OF PALMETTO, FLORIDA 2015-2016 BUDGET

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 – **G**enerally **A**ccepted **A**ccounting **P**inciples – Uniform standards and guidelines for financial accounting and reporting. These standards govern the form and content of the basic financial statements of an entity. These acceptable practices are modified from time to time. GAAP guidance is provided from various sources. The Governmental Accounting Standards Board (GASB) issues authoritative statements, interpretations of statements, technical bulletins, implementation guides and concept statement of position. The American Institute of CPA's issues audit and accounting guides and statements of position.

GASB – **G**overnmental **A**ccounting **S**tandards **B**oard – Organized in 1984 by the Financial Accounting Foundation, the Board was created to establish standards of financial accounting and reporting for state and local governmental entities. Its standards guide the preparation of external financial reports of those entities.

General Fund – Used to account for all governmental functions not required to be separately recorded by laws or governmental policy. Most of the essential governmental services such as police protection, street and highway maintenance, landscape maintenance, neighborhood services and general administration are provided by the General Fund.

General Government – A major class of services provided by the legislative, judicial and administrative branches for the benefit of the public and the governmental body as a whole.

Goal – A broad statement of intended accomplishment or a description of a general condition deemed desirable.

GFOA – **G**overnment **F**inance **O**fficers **A**ssociation – A professional association of state/provincial and local finance officers in the U.S. and Canada whose ultimate mission is the sound management of government financial resources.

Governmental Funds - Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds. The City does not have debt service or permanent funds.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

Grant – Contribution or gift of cash or other asset from another government or agency to be used or expended for a specified purpose, activity or facility.

Homestead Exemption – A deduction from the taxable value of property occupied by the owner in the State of Florida. The exemption is currently \$50,000 for all property owners who qualify.

Interfund Transfer – Transfer of resources from one fund to another fund in the same government. Transfers are not repayable and do not constitute payment or reimbursement of goods provided or services performed.

Intergovernmental Revenue – Revenue received from Federal, State and other government sources including grants and shared revenues.

Internal Service Fund – A type of fund designed to account for the financing of goods or services provided by one department for other departments within the City. Goods and services furnished are billed at cost plus an overhead factor designed to cover the indirect expenses of the fund.

Investments – Securities, certificates of deposits, real estate and other items held for the production of revenues in the form of interest, dividends, rentals, or lease payment.

LOS – Level Of Service – An indicator of the extent or degree of service provided by, or proposed to be provided by, a facility based on and related to the operational characteristics of the facility.

Licenses and Permits – Revenues derived from the issuance of local licenses and permits including professional and occupational licenses, building permits and other miscellaneous permits.

Line Items – The classification of objects of expenditure (object codes) by major expense category.

Local Option Fuel Tax – The Local Option Fuel Tax is a tax levied at the county level and passed through to the city based on sales per gallon of fuel.

Major Fund - Governmental fund or enterprise fund reported as a separate column in the basic fund statements and subject to a separate opinion in the independent auditor's report.

Manatee County Property Appraiser – A county elected officer whose primary mission is to provide taxpayers and taxing districts within the county with accurate, reliable and timely valuation of all property subject to ad valorem tax.

Manatee County Tax Collector – A county elected officer whose primary responsibility is the collection of ad valorem taxes and other taxes at the local level such as taxes imposed by special levying districts and state agencies.



**CITY OF PALMETTO, FLORIDA
2015-2016 BUDGET**

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.



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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.



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Resolution – A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources – Total amounts available for appropriation, including estimated revenue, fund transfers and beginning fund balances.

RFP – **R**quest **F**or **P**roposal – A procurement process also known as “Competitive Sealed Proposals” and is used when the requirements are not clearly know. A public request is made by the government for sealed proposals for a particular need.

Rolled-Back Rate – Under Florida law as property values are increased each year by the property appraiser due to inflation, the City property tax rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. All property tax rate changes are calculated using the rolled-back rate as the base. However, if property values are reduced due to economic conditions, the rolled-back rate can become higher than the applicable millage rate.

SWFWMD – **S**outh**w**est **F**lorida **W**ater **M**anagement **D**istrict – A sixteen county agency, established by state statute and directed by a governing board, to manage water and related natural resources to ensure their continued availability while maintaining the balance between the water needs of current and future users.

Special Revenue Fund – A fund to account for revenue derived from specific sources that are restricted by law or policy to finance specific activities. CRA is the City’s special revenue fund.

Sundry Assets - Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances at a cost between \$500 and \$2,000 per unit cost. These assets are not depreciated or capitalized but are tracked for the security of the asset and include items such as computers and other small equipment items.

TIF – **T**ax **I**ncrement **F**inancing – A mechanism for using property taxes to stimulate investment in economically depressed areas. This involves identifying the depressed areas, then, reinvesting property taxes generated as a result of new construction in projects designed to further enhance the area’s economic vitality. TIF dollars is received by CRA of Palmetto.

Tax Revenue – Revenue derived by charges levied against the income or wealth of a person or other legal entity.

TRIM – **T**ruth **I**n **M**illage – One of many provisions of state legislation enacted in 1980 to direct taxpayer concerns regarding taxes to the appropriate public bodies. The county property appraiser is required, in August of each year, to prepare and deliver to each taxpayer a notice of proposed property taxes, known as TRIM Notice, for the upcoming year.



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Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

User Charges (Fees) – The payment of a fee for direct receipt of a public service by the party benefiting from the service.



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| <u>Acronym</u> | <u>Description</u> |
|-----------------------|---|
| ADA | Americans with Disabilities Act |
| ADG | American Data Group |
| AG | Agricultural Museum |
| AP | Accounts Payable |
| BOA | Bank of America |
| BS&A | BS&A Software |
| CAFR | Comprehensive Annual Financial Report |
| CBIR | Community Budget Issue Requests (DEP Grant Program) |
| CDBG | Community Development Block Grant |
| CE | Code Enforcement |
| CEB | Code Enforcement Board |
| CEO | Code Enforcement Officer |
| CEU | Continuing Education Units |
| CH | City Hall |
| CID | Criminal Investigation Division |
| CIP | Capital Improvement Program |
| COLA | Cost of Living Adjustment |
| CPIP | Community Policing and Innovation Plan |
| CPTED | Crime Prevention Through Environmental Design |
| CRA | Community Redevelopment Agency |
| DEP | Department of Environmental Protection |
| DROP | Deferred Retirement Option Plan |
| EAP | Employee Assistance Program |
| EDC | Economic Development Council |
| EEOC | Equal Employment Opportunity Commission |
| EMO | Elected Municipal Official |
| EMS | Emergency Medical Services |
| FACC | Florida Association of City Clerks |
| FACE | Florida Association of Code Enforcement |
| FDOT | Florida Department of Transportation |
| FECC | Florida Energy and Climate Commission |
| FEMA | Federal Emergency Management Agency |
| FGFOA | Florida Government Finance Officers Association |
| FICA | Federal Insurance Contributions Act |
| FLOC | Florida League of Cities |
| FPCA | Florida Police Chiefs Association |
| FPL | Florida Power and Light |
| FRDAP | Florida Recreation Development Assistance Program |
| FTE | Full-Time Equivalents |
| FY | Fiscal Year |
| GAAP | Generally Accepted Accounting Principals |
| GASB | Governmental Accounting Standards Board |
| GFOA | Government Finance Officers Association |
| GIS | Global Information System |
| GPS | Global Positioning System |
| HRN | Human Resource Network |



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| <u>Acronym</u> | <u>Description</u> |
|-----------------------|---|
| I&I | Inflow and Infiltration |
| IACP | International Association of Chiefs of Police |
| IT | Information Technology |
| LAP | Local Agency Program (Grants from FDOT) |
| LOS | Level of Service |
| MLK | Martin Luther King |
| MMEP | Multi-modal Enhancement Project |
| NIGP | National Institute of Governmental Purchasing |
| NPDES | Nation Pollutant Discharge Elimination System |
| OPEB | Other Post Employment Benefits |
| PD | Police Department |
| PDA | Personal Data Assistant |
| PW | Public Works |
| RFP | Request for Proposal |
| RIF | Reduction in Force |
| SWFGFOA | Southwest Florida Government Finance Officers Association |
| SWFWMD | Southwest Florida Water Management District |
| TIF | Tax Increment Financing |
| TRIM | Truth in Millage |
| TRIP | Transportation Regional Incentive Program |
| UPS | Uninterruptible Power Supplies |
| WCIND | West Coast Inland Navigation District |
| WM | Waste Management |
| WWTP | Waste Water Treatment Plant |



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

Sydney Smith