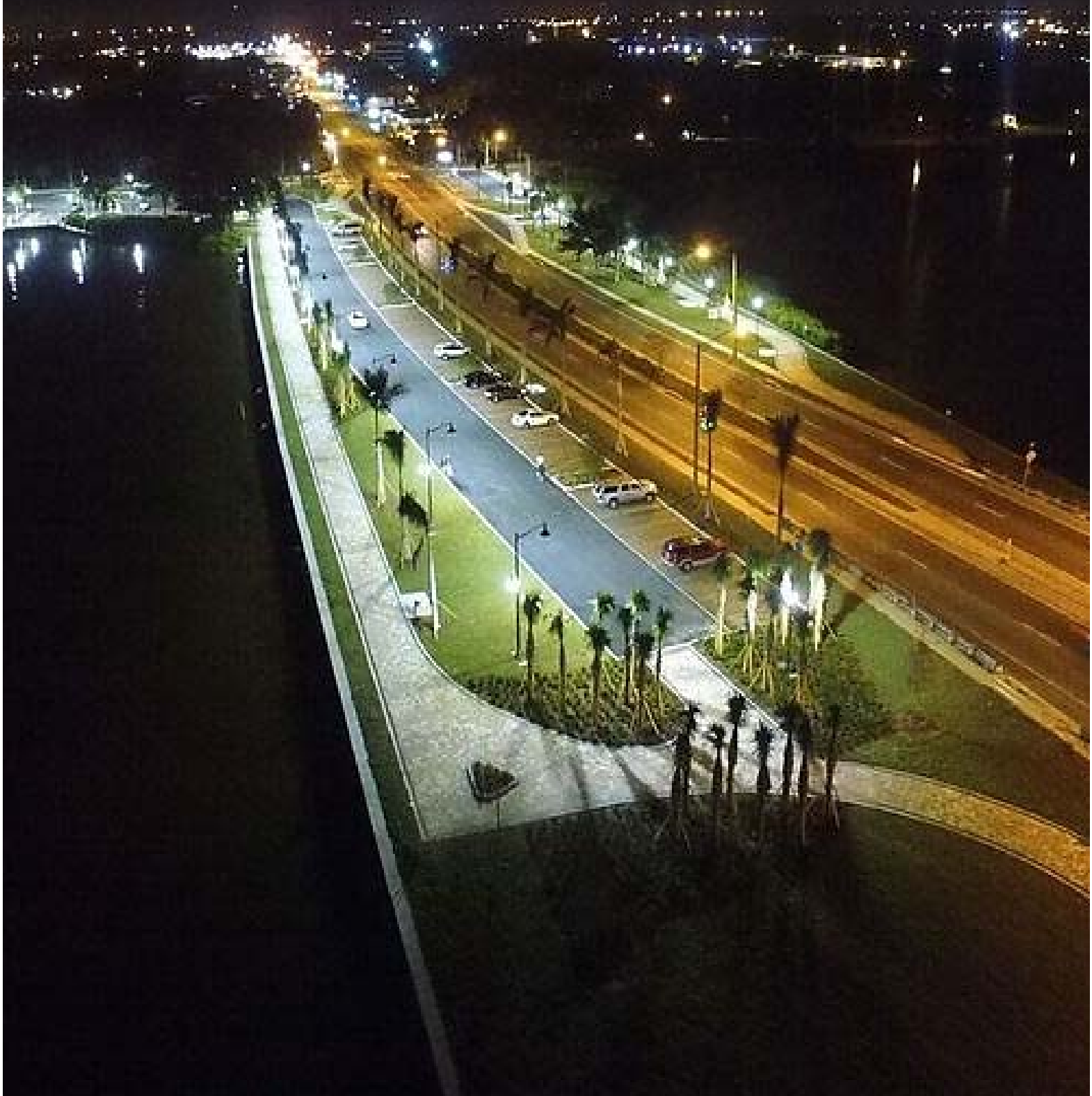


The City of Palmetto, Florida
Fiscal Year 2016-2017
Annual Budget
Adopted September 26, 2016





CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

Antoine de Saint-Exupery

CITY OF PALMETTO, FLORIDA

**FISCAL YEAR 2016-2017
FINAL APPROVED BUDGET**



Shirley Groover-Bryant
Mayor

Harold Smith
Vice-Mayor
Commissioner, Ward 1

Tambra Varnadore
Commissioner, Ward 2

Brian Williams
Commissioner, Ward 3

Tamara Cornwell
Commissioner At-large

Jonathan Davis
Commissioner At-Large
Prepared by the Finance Department



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Palmetto

Florida

For the Fiscal Year Beginning

October 1, 2015

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 2015-2016 beginning October 1, 2015.

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 2016 is the seventh consecutive year that the City has received this prestigious award. The budget for fiscal year 2017 will also be submitted for the award.



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CITY OF PALMETTO, FLORIDA 2016-2017 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 11-28)

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

Budget Summary Section (pages 29-49)

The section details the steps taken to compile, present to Commission and approve the 2017 Budget. It includes the timeline and the final resolutions approved by Commission for both the operating and capital improvement budgets. Several consolidated schedules and graphs of all City funds are presented to give an overall perspective of the budget as well as historical, estimated and projected fund balances.

Policies (pages 51-65)

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

Personnel Budget (pages 67-78)

This communicates to the reader a brief history of the City's personnel budgets and positions. Information, both historical and for 2017, is provided in detail as well as comparative summary data.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

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 2015 actual, 2016 budget and projected and 2017 adopted budget.
- All revenues for the fund including actual 2015 amounts, 2016 budget and projected and adopted budget for 2017.
- 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 2015 and 2016, and the itemized budget for 2017.

The information for the governmental funds is as follows:

General Fund – Fund #001 – (pages 79-190)

Community Redevelopment Agency (CRA) – Fund #190 – (pages 191-204)

Road and Bridge Fund – Fund #307 – (pages 205-220)

The Enterprise Fund information is arranged as follows: (pages 221-292)

- 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 2015 actual, 2016 budget and projected and 2017 adopted budget.
 - o All revenues for the fund including actual 2015 amounts, 2016 budget and projected and adopted budget for 2017.
 - o Individual Cost Centers for the fund includes a cover sheet detailing the Cost Center, a summary of the expenses for 2015 and 2016, and the itemized budget for 2017.

The information for the enterprise funds is as follows:

Solid Waste Fund – Fund #403 – (pages 229-236)

Water and Sewer Fund – Fund #432 – (pages 237-272)

Stormwater Fund – Fund #440 – (pages 273-284)

Reuse Fund – Fund #460 – (pages 285-292)



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

Capital Improvements Section (pages 293-332)

This section presents the City's capital improvement plans that are budgeted for 2017. 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 2017 year are included.

Appendix (pages 333-344)

This section contains:

- a glossary of terms
- a listing of acronyms



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



*“We’re not planning for the future. If we continue to spend ourselves into
oblivion,
we are going to destroy this nation.”*

Benjamin Carson



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

October 1, 2016

Mayor, City Commission, Citizens of Palmetto:

In accordance with Florida State Statutes, the City of Palmetto budget for fiscal year 2017 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 2017, 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 2017. However, with each issue discussed by the Commission, it was clear that our biggest challenges would include implementation of the compensation study, retention of personnel, technology, and infrastructure needs. Operational budgets still faced some challenges, but the cost cutting and efficiency initiatives during previous years continued to prepare us for the current year. These cost reduction measures must be continually reevaluated with the goal of providing services to citizens and taxpayers, maintaining economic stability, ensuring safety of our citizens, updating the infrastructure and preserving the historic heritage of our City.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

Going into the current year budget process, it was anticipated that ad valorem taxes would continue increasing at a slow pace after seeing 4% and 5.4% increases in the previous two fiscal years. In fact, our preliminary tax roll based on Truth in Millage (TRIM) reflected a 6.6% increase for the City for fiscal year 2017. Despite the fact that property values have increased a total of 16% over the last three years, the values are still 25% lower than when they reached their peak in the 2008 tax year. Since fiscal year 2009, the millage rate has increased \$1.3 mils or 29% in an effort to meet the rising cost of providing services.

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. Florida Power and Light (FPL) is expecting an increase in rates which will become effective in January and will increase the City's franchise fee revenue as well as increase utility costs associated with City power bills. November's ballot includes a new half-cent sales tax for Manatee County which could result in approximately \$1,000,000 per year in additional City revenues that will be available to fund capital projects.

Funding for capital projects remains a high priority with the cost of improvements outweighing the overall availability of funds regardless of the passage of the half-cent sales tax. 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 continues to be 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 initiatives. 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 years 2015 and 2016, in an effort to alleviate compression issues caused by static wages. The Police union contract was negotiated, approved and implemented in fiscal year 2016 for a three year term.

Personnel turnovers have become another obstacle for the City. The turnover rate in fiscal year 2012 was 6% but in fiscal years 2014, 2015 and 2016 grew to be 11%. 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.



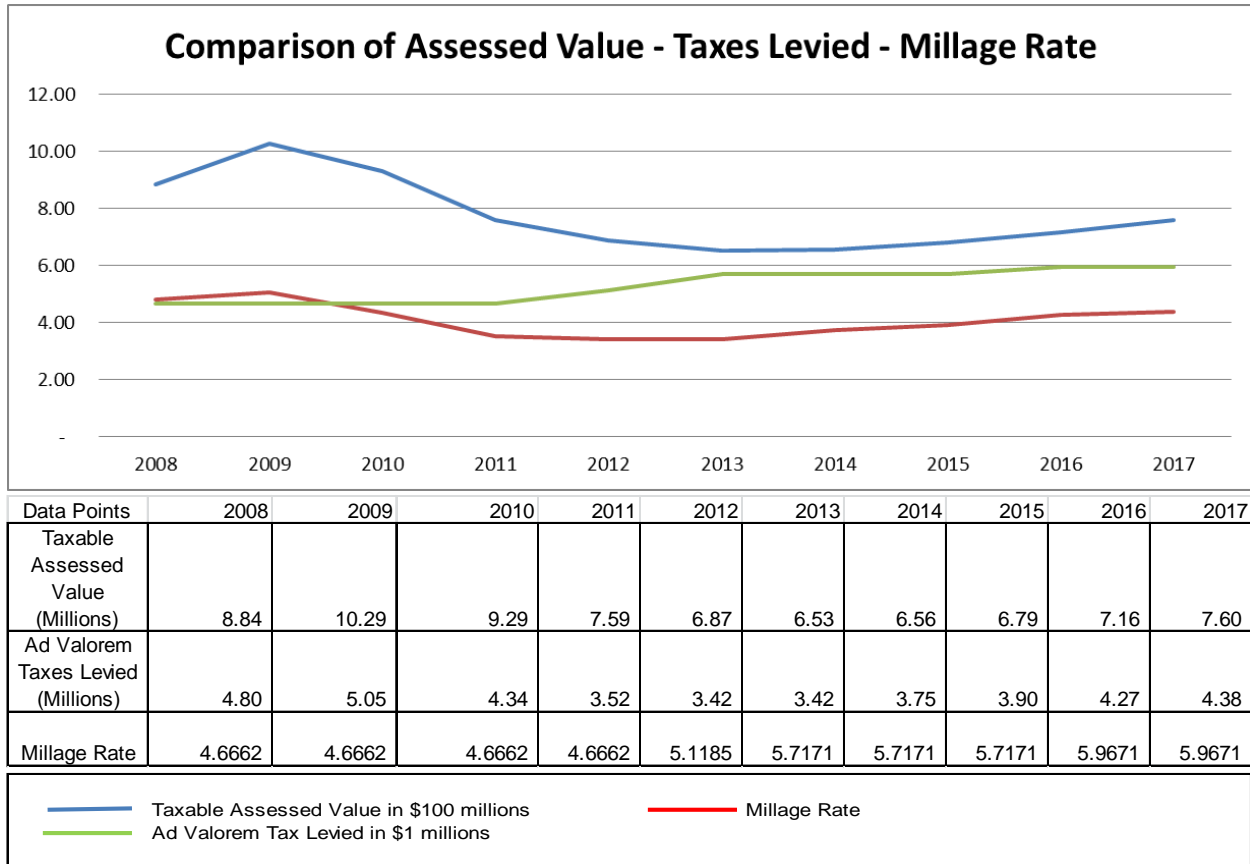
CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

The city engaged a consultant to conduct a compensation study for non-sworn personnel during the 2017 budget process. The study researched and benchmarked several of the City's current positions with comparable regional governments and revealed that several lower-level positions were being underpaid per the market analysis. Adjustments were proposed, presented to City Commission and implemented beginning October 1, 2016. The minimum increase was 3% and applicable positions were brought to the minimum market pay range. Then tenure in the position was reviewed and employees were adjusted based on that tenure in the position by giving one half of the market increase in fiscal year 2017 and the second half in fiscal year 2018. Sworn officers were also adjusted with a 3% increase through the "me-too" clause included in the union contract. The city's budget includes 136 funded positions consisting of 119 full time employees, 11 part-time employees, and 6 elected officials. The overall increase in personnel costs was approximately \$580,000 and was driven by the salary study increases, pension costs, three new positions, and health insurance.

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 but was increased in fiscal year 2016 to \$5.9671. The millage was held at \$5.9671 for fiscal year 2017 and was about 5.57% 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 \$225,000 more in ad valorem revenue for the City, of which, \$109,000 will increase the TIF funds to CRA, leaving a net amount of \$116,000.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**



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 7.25% over fiscal year 2016, accounting for increased wages, health insurance and pension costs. The City, after receiving estimates of high increases in health insurance, negotiated a 4% increase in the premium while the Police pension contribution rate increased 3.5% while the General Employee rate decreased 0.08%. The actual cost of the pension contributions increased 15.48% overall, due to higher wages.

In recent years, the City has worked hard to reduce funding from the CRA as new CRA projects and incentive programs have become increasingly important to remove slum and blight. CRA has been experiencing a vast amount of changes during the last few years through a change in structure, governing board, and development of a well defined CRA plan. As a result of these changes, the variety of programs and incentives within the CRA have increased and required use of TIF dollars to fund the new CRA programs which require reductions in the funding from CRA to the City for services rendered. The total budget reimbursement approved from the CRA to the City for fiscal year 2016 was approximately \$517,131 which is \$129,624 less than the 2015 budgeted reimbursement and although the push is to reduce this funding, it remains at that level for fiscal year 2017. All of CRA funding is for enhanced services provided by our Police Department within



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

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

Enterprise funds are experiencing the pinch as well. A user fee study was completed and implemented during fiscal year 2014. The rate increases are in year four of a five year cycle and affects water, sewer, and reclaimed water services. All of the scheduled increases in revenue are being used to fund capital infrastructure projects. The rate increases started in October of 2013 and will continue through fiscal year 2018 per City ordinance. 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 through 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 three years of the study while operating expenses have increased causing shortfalls to available funds. Prior to this rate adjustment, maintenance to infrastructure was curtailed during the current economic crisis due to decreased funding. The fiscal year 2017 Capital Improvement Plan (CIP) of \$8.8 million was adopted in October and is being funded from a variety of sources including current revenues, fund balance, a new loan and grants. The five year plan calls for \$18.8 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. The redesign of Riverside Park included a new and living seawall that will add beauty as educational experiences to all who visit the park. One of the more significant capital improvement projects for the City that will began in late 2016 involving a multi-modal redevelopment from Riverside Drive along 10th Ave West to 17th Street. The focus of this project will include pedestrian walkways, larger sidewalks, enhanced parking and streetscapes throughout the corridor. The CRA is providing the funding for this project and the Florida Department of Transportation (FDOT) and the Metropolitan Planning Organization (MPO) are matching the CRA contributions in the form of a grant. The total cost of improvements will approach \$6-\$10 million dollars over 5 years. This is combined with FDOT's project to enhance the riverside area, improving traffic and public transportation lanes, and begin the multi modal project throughout the City.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

The CRA continues to use incentives to entice new businesses to the City. Fiscal Year 2017 is expected to begin the development of the Bradenton Area Convention Center's new hotel complex that will be located within the City. Discussions between the developer, Manatee County, City and CRA began in late 2016, and are expected to bolster the City's property values and CRA's TIF revenue.

Sutton and Lamb Parks have undergone major renovations with the covered sound stage and new public restrooms. Additional enhancements such as new playground equipment, walking trails, and covered pavilions are forthcoming. Internet access will be added in the next few years as well as the use of Quick Response (QR) Coding. This innovative linking technology is planned to bring internet based videos of Palmetto's past cultural and historic figures to the public through an interactive history walk. Once considered the jewels of the parks in Manatee County, Lamb and Sutton Parks are being revived to their highest level of public service. This redevelopment focuses on technology, architecture and entertainment. Sutton Park has been redesigned into a venue for parades, outdoor concerts and "movies in the park" and has become home to several annual events including the City's annual July 4th Celebration, the DeSoto Historical Society's Seafood Festival and the Taste of Manatee.

Great strides continue to be accomplished in the City's infrastructure. The long-awaited Aquifer Storage Recovery (ASR) well has been finished, enabling the City storage of reclaimed water during the rainy season and providing options in lieu of discharging excess completion to alleviate flooding in the City's Ward II area and additional reuse lines are being laid by City employees to provide irrigation to a larger portion of the City. In addition, great strides are being made to repair and improve the City's water and sewer lines, correct its inflow and infiltration (I&I) issues and prepare for expansion to the Wastewater Treatment Plant (WWTP). A SRF loan is being sought to fund an equalization tank for the WWTP and a final building of the reclaimed water system.

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.

Meeting Goals

The Fiscal Year 2017 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.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Summary

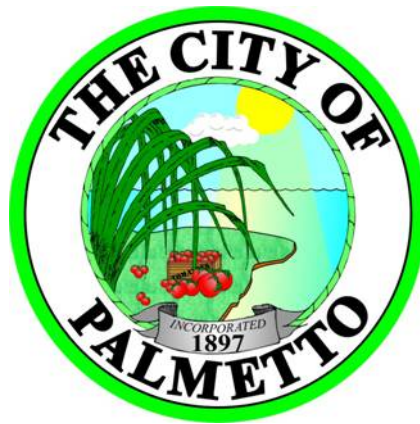
The budget is one of the most important City documents, and every effort is made to ensure it is comprehensive and comprehensible. In addition to the many routine tasks associated with municipal government, the City of Palmetto is becoming proactive and assumed many significant projects that will positively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

As I submit the budget for fiscal year 2017, 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
2016-2017 BUDGET



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

Will Rogers



**CITY OF PALMETTO, FLORIDA
2016-2017 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 thirteen parks, including MLK Park that was recently completed in 2015. The focal point of the City has become Sutton Park and renovations began in 2012 in phases to include a new covered pavilion for concerts and new restrooms. The next phase is slated to include new playground equipment and a planned walking path. Sutton Park hosts the City's July 4th Celebration as well as the Taste of Manatee and DeSoto Historical Society's Seafood Festival. Each month the City hosts the Movie In The Park as a free family event.
- The City's Historical Park, across the street from Sutton Park, houses several buildings from the early days of the City – Carnegie Library, the original post office, the one room school house and the Agriculture Center housed in the old fire station. All landscaped with bricks taken from the old streets.
- The Manatee County Fair was started in 1916 and in 1950 the fairgrounds were built in the city. In 2016, the County Fair celebrated its 100th birthday. The City now hosts a number of events including the annual July 4th celebration, Multi-Cultural Festival, MLK Parade and Children's Parade. In 2014, the Desoto Seafood Festival will also be held in Palmetto.
- Victory Bridge was built in 1919 across the Manatee River to Bradenton. A hurricane destroyed the bridge in 1926 and it was replaced by the Green Bridge in 1927. This bridge was later replaced by a modern bridge and a portion of the original Green Bridge remains as a fishing pier in the City.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

- The seawall around the Green Bridget fishing pier was replaced during fiscal year 2016 with an environment friendly concept. Approximately 1,000 feet of seawall was replaced along the shoreline leading to the fishing pier. A Living Seawall was then installed to minimize wave energy that causes erosion as well as create a habitat for marine life.
- The city began using Manatee County Water System in 1963 after Lake Manatee was built. The City provided additional customer base to assist in the County bonding the project, even though the City operated its own potable water plant.
- The sewer system was installed in 1913 and now consists of 49 miles of piping and the City's Waste Water Treatment Plant treats and average of 1,200,000 gallons of sewage daily with peaks above 2 million gallons during the rainy season.
- The reclaimed water system was started in the 1990's and now consists of 23 miles of lines. Storage capacity, in the form of an aquifer storage and recovery (ASR) well was completed during 2015, increasing the City's capability of providing year-round irrigation to its customers and virtually eliminates the need to discharge into the bay. In fiscal year 2017, the City will install more reuse lines to provide the service to a greater number of customers.
- The first City debt was \$1,500 in 1894 for a schoolhouse. The City's debt is currently \$16 million which was mostly for infrastructure. The City anticipates additional debt in fiscal year 2017 of \$4.5 million for additional infrastructure.
- The CRA was formed in 1985 to relieve the slum and blight in 29.76% of the City where approximately 38.11% of the population lives.

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



CITY OF PALMETTO, FLORIDA 2016-2017 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 City facilities including the Police Station with structural issues and the department's spatial needs.
- Maintenance of roadways to alleviate potholes and other annoying obstacles.

Other challenges include:

- Ensuring the utility rates are matched with operational and maintenance needs. Fiscal year 2017 is the fourth year of a five year rate study.
- 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.
- Implementation of the completed salary study in fiscal year 2017.

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
2016-2017 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 and all infrastructure, in an effort to keep the environment safe for the City’s citizens and wildlife. Provide well lighted and safe public areas. |
| Economic Stability | Economic stability for both the City and her citizens. Property values declined by 40% between 2010 and 2013, which forced the City to “do more with less” and our citizens were faced with the same challenge. However, values for fiscal year 2017 increased for the third straight year bringing the values up 16%. 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
2016-2017 BUDGET**

**City-wide Initiatives to Achieve the Long Term Goals
Completed in Fiscal Year 2016 or to start in Fiscal Year 2017**

Appearance

- Landscaping installed at southern gateways to the City and other locations
- Sutton Park – New restrooms, walking path, lighting, and future new playground
- Rebuilt the seawall and installed the living seawall and beautify the riverside area with landscaping and FDOT project

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 transparency through a new software platform on the website
- 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 and new reclaimed water lines

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 6.6% for FY2017
- 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.
- Revision of all financial policies

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.

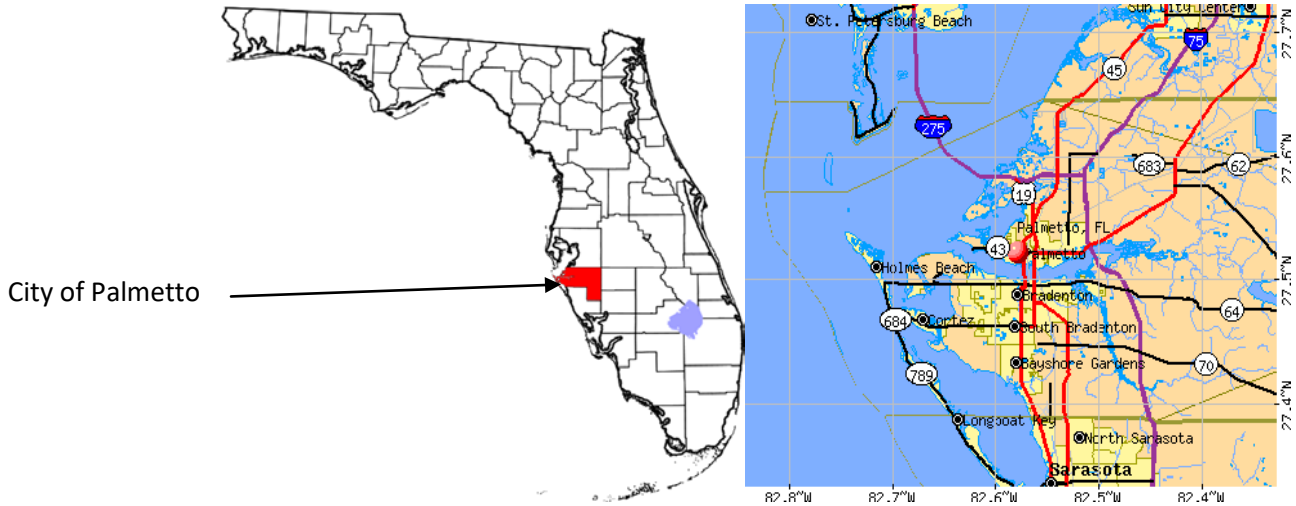


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**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		
2016 Assessed Property Value	\$763,820,230		
City Services Provided	Police, Water, Sewer, Garbage, Stormwater, Reclaimed Water		
Parks	13 parks, 100.79 acres		
Infrastructure:			
Streets	42 miles	Traffic signals	12
Street Lights	928	Tennis courts	1
Water mains	73.85 miles	Sewer pipes	67.76 miles
Storm drains	27.30 miles	Reclaimed water pipes	32.54 miles
City Buildings	City Hall, 516 8 th Avenue West Public Works, 600 17 th Street West Police Department, 1115 10 th Street West CRA, 517 4 th Street West		



**CITY OF PALMETTO, FLORIDA
2016-2017 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

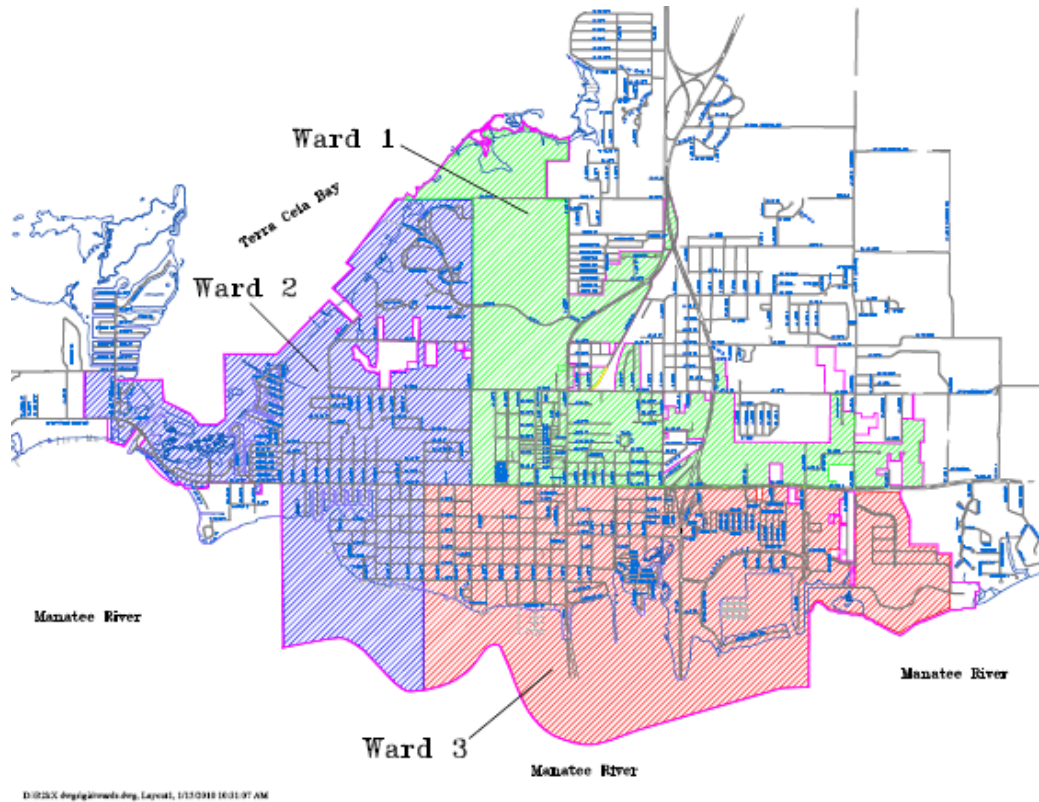
Principal Taxpayers in 2015:

<u>Taxpayer</u>	<u>Taxable Assessed Value</u>	<u>Percentage of Total Assessed Value</u>
Wal-Mart Stores East LP	\$12,981,931	1.81%
Florida Power and Light Co.	\$ 7,521,692	1.05%
Sanctuary Cove (Bradenton) ASFI VI LLLP	\$ 6,366,030	0.89%
VREC Space Box, LLC	\$ 6,348,553	0.89%
Palmetto Dunes LTD	\$ 6,345,665	0.89%
Riverside Plaza of Manatee, LLC	\$ 5,782,156	0.81%
Pacific Tomato Growers	\$ 5,609,423	0.78%
Palmetto Mobile Home Club Inc.	\$ 5,309,705	0.74%
Tropical Isles Co-Op Inc	\$ 4,896,035	0.68%



CITY OF PALMETTO, FLORIDA 2016-2017 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., 2014 to Nov., 2018	hsmith@palmettofl.org
Ward 2	Tambra Varnadore	Term - Nov., 2014 to Nov., 2018	tvarnadore@palmettofl.org
Ward 3	Brian Williams	Term - Nov., 2014 to Nov., 2018	bwilliams@palmettofl.org
At-Large	Tamara Cornwell	Term - Nov., 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
2016-2017 BUDGET**

**Fiscal Year 2017 Budget
List of Principal Officials**

Elected Officials

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

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
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City Attorney

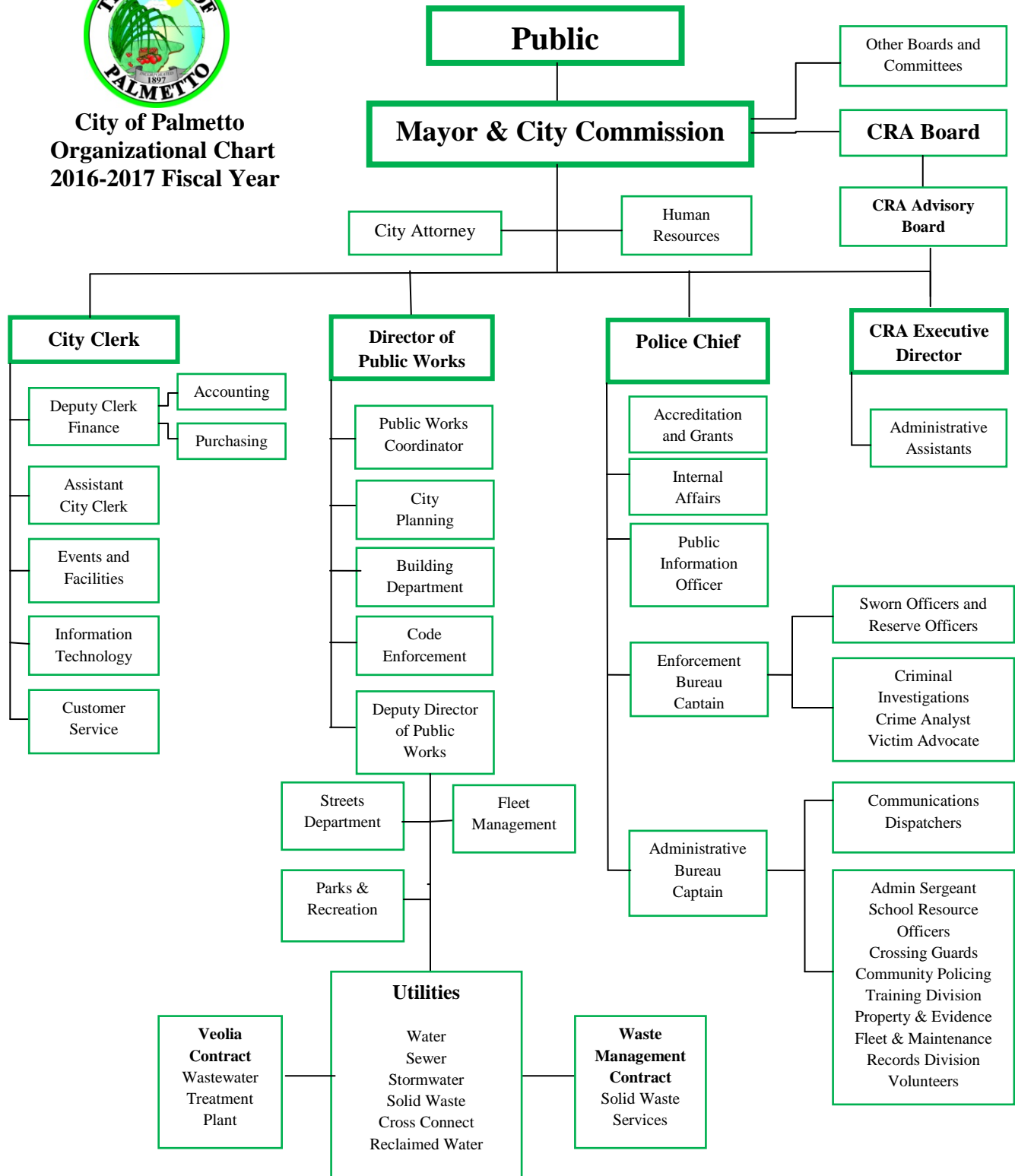
Mark Barnebey	City Attorney
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**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**



**City of Palmetto
Organizational Chart
2016-2017 Fiscal Year**





CITY OF PALMETTO, FLORIDA 2016-2017 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 April 29th for the fiscal year 2017 budget with the initial distribution of budget packets to the cost centers to be returned to the Finance Department by May 31st. The initial version of the 2017 Budget was distributed to Commission on July 8th without any changes to wages and benefits. Version 1 was not a balanced budget but was the best way to begin the process and demonstrated to City Commission the real cost of services. In past years, great effort was made to cut budget items to present a balanced budget to Commission with Version 1. This year, it was



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

decided to initially present an unbalanced budget to give Commissioners a clear picture of the price of maintaining the level of services within the City. With Version 1 of the budget there were several questions left unanswered including: revenue estimates from the state and county; the final cost of health and property insurance; and the cost of implementing a compensation study.

Four versions of the budget were presented to the City Commission before settling on the Tentative and Final budget. Version 4 was delivered to Commission August 24th and was balanced with no increase to ad valorem taxes and a tentative implementation plan for the compensation study. Further adjustments were made prior to the Tentative Budget in the form of additional cuts and additional funding of one-time expenditures from General Fund, fund balance. The Tentative Budget was presented to City Commission September 12th with all funds balanced or in a surplus position and after many cuts and creative funding were engaged since the City Commission had denied any increase in the millage rate. The Final Budget was adopted on September 26, 2016 with the second public hearing. The five year capital improvement plan was first presented to City Commission on September 26th, and presented again and adopted on October 3rd.

- **Basis of Budgeting**

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

- **Balanced Budgeting**

All funds subject to appropriations are required to balance. A balanced budget refers to a budget in which revenues, and all revenue sources, are equal to, or greater than, expenditures. These revenue sources would include any fund balance 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,



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

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

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
2016-2017 BUDGET**

**Budget Calendar
Fiscal Year 2016-2017**

April, 2016

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

April 4 Regular Commission meeting - No budget action
 April 18 Regular Commission meeting - No budget action
 April 29 Distribution of budget packets to Cost Centers

May, 2016

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

April 29 Distribution of budget packets to Cost Centers
 May 2 Regular Commission meeting - No budget action
 May 16 Regular Commission meeting - No budget action
 May 31 Budget due back from cost centers

June, 2016

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

June 6 Regular Commission meeting - No budget action
 June 20 Regular Commission meeting - No budget action
 June 27 First draft of compensation study received

July, 2016

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

July 1 Property Appraiser certifies taxable value to City
 July 8 Version 1 budget submitted to Commission by staff
 July 18 Regular Commission meeting - Version 1 discussed
 July 25 Budget meeting - Version 2 discussed

August, 2016

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

August 1 Regular Commission meeting - Discussion of compensation study
 August 4 TRIM requirement - Return to Property Appraiser the proposed mill rate
 August 5 Budget discussion among Department Heads to cut budget. Issued a balanced Version 3
 August 8 Budget meeting discussed Version 3
 August 15 Regular Commission Workshop-Discussed CRA budget
 August 24 Budget meeting discussed Version 4

September, 2016

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

September 12 Regular Commission meeting - TRIM required 1st Public Hearing and Approval of Tentative Budget
 September 22 TRIM Advertisement in newspaper
 September 26 Regular Commission meeting -- TRIM required 2nd Public Hearing - Adoption of Final Budget

October, 2016

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

October 1 New fiscal year and beginning of 2017 Budget year
 October 3 Regular Commission meeting; Adoption of CIP
 October 17 Regular Commission meeting

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
2016-2017 BUDGET**

ASSUMPTIONS FOR 2017 BUDGET

The budget for fiscal year 2017 includes the following assumptions:

Ad Valorem

- General Fund ad valorem revenues levied are \$4,557,792 and are budgeted at 96%, or \$4,375,480 with the assumption of assessing a preliminary millage rate of \$5.9671. This is the same millage rate that was assessed last year. Property values have increased from 716,329,546, for FY2017 to 763,820,230, or 6.6%. The millage rate of \$5.9671 is 5.57% higher than the roll-back rate of \$5.6522.
- The tentative budget hearing was held on September 12, 2016 and the final budget hearing on September 26, 2016. Both of these hearings were during our regularly scheduled meetings.
- Taxable value in the TIF area is up \$19 million for a total value of \$377 million or 5.2% higher compared to the previous year. The current year tax increment value is \$284 million compared to \$265 million in the previous year. This represents an increase of 7.1% increase in increment revenue over last year. TIF monies from the City to CRA will equal \$1.613 million compared to \$1.504 million the previous year. TIF monies from Manatee County to the CRA are also projected to increase and are loaded at \$1.732 million versus \$1.615 million last year. This represents an increase of 7.2%.

Other Revenues

- General Fund is projected to receive approximately \$517,277 in PD reimbursement from CRA during FY2017 compared to \$517,131 in FY2016 and \$627,257 in FY2015. This downward trend is part of a deliberate plan to eventually eliminate all such CRA funding.
- 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 four of a five year plan.
- The subsidy to Stormwater is \$179,000. The subsidy includes \$65,000 from Road and Bridge Fund and a total of \$57,000 each from the Water and Sewer cost centers. This is \$29,000 higher than the FY2016 subsidy due to lower revenues along with slightly higher expenses. Stormwater fees have not been adjusted since October, 2008. A new rate study for Stormwater fees is being discussed.
- The Building Department is projected to have a surplus of approximately \$96,476. No reserves are utilized to balance the Building Department budget.

Wages and Benefits

- The budget contains 136 funded positions.
 - 119 full-time
 - 11 part-time
 - 10 are in PD – 7 Crossing Guards, 2 Sworn Park Patrol, 1 Admin.
 - 1 is in HR
 - 6 Elected Officials



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

- Nine (9) vacant positions remain funded in the budget 8 full-time and 1 part-time.
 - 1 Accountant I - Finance
 - 1 Police Corporal - PD
 - 1 Police Officer - PD
 - 1 GIS Analyst/Compliance Coordinator – Public Works Admin.
 - 1 Service Worker I – Parks
 - 1 Public Works Supervisor – Solid Waste
 - 1 Service Worker II – Cross Connect
 - 1 Customer Service Field Rep. – Customer Service
 - 1 Crossing Guards – part-time.
- New positions have been approved and will be filled as early in FY2017 as possible:
 - HR – Part-time HR Coordinator
 - Parks – Parks Supervisor
 - Solid Waste – Service Worker I
 - PD – Evidence Custodian – to train with the current Evidence Custodian who is retiring early in FY2018.
- The Maintenance Technician in PD is to receive an upgrade from part-time to full-time.
- The Commission and Mayor’s salaries, as well as sworn officers under the PBA contract salary received a 3% increase over FY 2016.
- A Compensation Study was performed to determine market levels for City employees. Once received, the arduous implementation process began. Department Heads determined the best implementation plan would be to start with a 3% increase for all employees then adjust those employees still below the minimum for their position. It was decided to implement market levels over a two year period – half in FY2017 and the second half in FY2018.
- Pension costs are loaded based on the actuarial report received in January of 2016. The rate for PD increased from 26.96% in FY2016 to 30.01% or a 3.05% increase largely due to a reduction in the expected rate of return. General Employees’ pension decreased only slightly from 28.85% to 28.77% or 0.08%.
- The renewal cost for health insurance was a 2.69% increase provided the City used Florida Blue Cross and Blue Shield for its life insurance vendor. The budget is based on the increase for its current census of insured participants. The renewal policy provides medical coverage with no changes for employees.

Expenses

- The budget for the City’s Property, Casualty, Liability and Worker’s Compensation insurance net increase was 0.3%. Premium costs for general liability and auto collision increased 12% and 18% respectively with decreases in auto liability, property and workers’ compensation of 5%, 8% and 6% respectively.
- Cost allocation for General Fund support services methodology is consistent with prior years.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

- The funding of one-time expenditures with fund balance is allowed by the budget policy and include:
 - Insurance Contingencies- \$65,000 (General Fund) \$5,000 (Road and Bridge)
 - Planning Comp Plan Update--\$50,000
 - Engineering services-\$31,000 (PWA and Planning)
 - Hurricane emergency supplies-\$8,500 total
 - Various small equipment items-\$129,260 to include:
 - Upgrades to City Hall and Chambers
 - Computer equipment
 - Parks equipment and upgrades

Capital Expenses

- Capital Leases include the following (4 yr lease)

City Hall

- Forklift – warehouse \$3,000

PD

- 4 Vehicle Radios-\$16,000
- 1 Detective Charger-\$27,000
- 3 Patrol Chargers-\$102,300
- 3 Coban EDGE In-car video-\$18,000

Public Works Administration

- 2 Ford Explorers - \$58,000

Customer Service

- 1 Small pickup - \$22,000

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

- Front-end loader - \$148,00 – 25% each

Sewer and Stormwater

- Camera truck retrofit - \$100,000 (75% Sewer, 25% Stormwater)

- The following one-time capital expenditures are being funded with fund balance

General Fund- \$76,010

- IT Hardware – 12 laptops - \$36,000
- Decimeters for PD - \$6,000
- Fleet scanner - \$5,010
- Parks
 - 110 Gal. Spray Trailer - \$6,500
 - Z-Track mower - \$9,000
- Events and Facilities
 - Historic Park – 3 A/C Units - \$7,000
 - Historic Park – New PVC fence - \$6,500
- RMS/Tyler software for PD-funded from Law Enforcement Impact Fees-\$36,000

Road and Bridge \$2,500

- Red solar powered stop sign light kit - \$2,500

**CITY OF PALMETTO
RESOLUTION NO. 2016-28**

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 2017; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 26, 2016, adopted Fiscal Year Final Millage Rates following a public hearing as required by Florida Statute 200.065; and

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

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Palmetto has been certified by the Manatee County Property Appraiser to the City of Palmetto as \$763,820,230.

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

- Section 1: The Fiscal Year 2017 operating millage is 5.9671 mills, which is 5.57% greater than the rolled-back rate of 5.6522.
- Section 2: The City of Palmetto has no voted debt service millage.
- Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND DULY ADOPTED, at a public hearing with a quorum present and voting, this 26th day of September, 2016 at 7:11 pm.

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

BY: Shirley Groover Bryant
SHIRLEY GROOVER BRYANT, MAYOR

Amber Foley
ATTEST: JAMES R. FREEMAN
ASSISTANT City Clerk

BY: Amber Foley
ASSISTANT City Clerk

**CITY OF PALMETTO
RESOLUTION NO. 2016-29**

**A RESOLUTION OF THE CITY OF PALMETTO OF MANATEE
COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL
YEAR 2017; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City of Palmetto of Manatee County, Florida, on September 26, 2016, 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 2017.

WHEREAS, the City of Palmetto of Manatee County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2017 in the amount of \$26,442,028.

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

Section 1: The Final Budget for Fiscal Year 2017, as shown on Attachment "A" to this Resolution, incorporated herein and made a part hereof, is hereby adopted.

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

PASSED AND DULY ADOPTED, at a public hearing with a quorum present and voting, this 26th day of September, 2016 at 7:13 pm.

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

BY: Shirley Groover Bryant
SHIRLEY GROOVER BRYANT, MAYOR

Amber Foley
ATTEST: ~~JAMES R. FREEMAN~~
Assistant City Clerk

BY: Amber M Foley
Assistant City Clerk

**ATTACHMENT A
Fiscal Year 2017
Final Budget
Resolution 2016-29**

General Fund - #001	
Mayor & Commission	279,312
City Clerk	2,180,937
Information Technology	411,254
City Attorney	248,926
Finance	658,299
Human Resources	196,416
Events and Facilities	158,250
Police	4,615,740
Code Enforcement	153,576
Public Works Administration	773,709
Planning	245,474
Fleet Maintenance	247,071
Parks & Landscape	651,862
Grants	2,983
Building Department	385,880
Total General Fund Expenses	<u>\$ 11,209,689</u>
CRA Fund - #190	<u>\$ 3,856,022</u>
Road & Bridge Fund - #307	<u>\$ 1,566,735</u>
Solid Waste Fund - #403	<u>\$ 2,195,345</u>
Water and Sewer Fund - #432	
Cross Connect	189,224
Water Department	2,171,655
Sewer Department	1,508,932
Customer Service	606,441
Waste Water Treatment Plant	1,840,823
Total Water and Sewer Fund Expenses	<u>\$ 6,317,075</u>
Stormwater Fund - #440	<u>\$ 1,023,500</u>
Reuse Fund - #460	<u>\$ 273,662</u>
TOTAL CITY BUDGET	<u><u>\$ 26,442,028</u></u>

RESOLUTION NO. 2016-31

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF PALMETTO, FLORIDA, AMENDING RESOLUTION NO. 2016-29, WHICH RESOLUTION ADOPTED THE BUDGET FOR FISCAL YEAR 2016-2017, AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, it is necessary to provide budgetary authorization for the expenditure of these funds in Fiscal Year 2017;

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

- Section 1:** The Capital Improvement Plan for 2017 through 2021 as shown on Attachment A to this Resolution is hereby adopted in the total amount of \$18,809,513.
- Section 2:** The Capital Improvement Plan Budget for the Fiscal Year 2017 as shown on Attachments A to this Resolution is hereby adopted in the amount of \$8,848,373.
- Section 3:** The budget for funding from fund balance as detailed on Attachments B and included in Attachment A to the Resolution is hereby adopted in the amount of \$2,553,568
- 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 3rd day of October, 2016.

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
2016-2017 BUDGET

2017 - 2021 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	FY2016 PROJECTS CARRIED FORWARD	FY2017 - INCLUDING FY2016 CARRIED FORWARD	FY2018	FY2019	FY2020	FY2021	Total Project Cost
Road Improvements								
1 New Sidewalk Projects 14th Ave & 17th St Intersection	Capital Projects	\$ 55,050	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000
2 Improvements	Capital Projects	-	472,170	-	-	-	-	472,170
3 Street Paving (W, S & R Water Infrastructure)	Capital Projects	300,000	500,000	100,000	100,000	100,000	100,000	900,000
ROAD IMPROVEMENTS TOTAL		\$ 355,050	\$ 1,037,170	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 1,697,170
Public Facilities								
1 City Facility Security	Capital Projects	\$ 24,000	\$ 34,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 134,000
2 City Wide Facilities Upgrades	Capital Projects	11,000	30,000	25,000	25,000	25,000	25,000	\$ 130,000
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		\$ 80,000	\$ 109,000	\$ 527,540	\$ 3,233,600	\$ 50,000	\$ 50,000	\$ 3,970,140
Stormwater								
1 TMDL Program	Road & Bridge	\$ 36,667	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
2 Dredging Projects	Road & Bridge	10,000	80,000	10,000	10,000	10,000	10,000	120,000
STORMWATER TOTAL		\$ 46,667	\$ 130,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 370,000
Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	3,900,000	-	-	-	-	3,900,000
3 WWTP Upgrades	Water/Sewer	51,013	201,013	200,000	200,000	200,000	200,000	1,001,013
4 WWTP R&R	Water/Sewer	-	50,000	50,000	50,000	50,000	50,000	250,000
5 Lift Station Upgrades	Water/Sewer	14,540	114,540	100,000	100,000	100,000	100,000	514,540
6 Sewer Lines R&R	Water/Sewer	8,505	58,505	50,000	50,000	50,000	50,000	258,505
7 I&I Program	Water/Sewer	345,504	745,504	400,000	400,000	400,000	400,000	2,345,504
8 Water Lines R&R	Water/Sewer	30,803	147,087	150,000	150,000	150,000	150,000	747,087
9 Chloramines Injection System	* Water/Sewer & Loan	215,521	215,521	-	-	-	-	215,521
10 Fire Protection Upgrades	* Water/Sewer & Loan	506,100	606,100	100,000	100,000	100,000	100,000	1,006,100
WATER/SEWER TOTAL		\$ 1,371,986	\$ 6,238,270	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 10,438,270
Reuse								
1 PARS Expansion	Reuse	\$ 423,245	\$ 1,057,313	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,057,313
2 8th St. W & 9th St. W Reclaim lines.	Reuse	276,620	276,620	-	-	-	-	276,620
REUSE TOTAL		\$ 699,865	\$ 1,333,933	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,333,933
GRAND TOTAL		\$ 2,553,568	\$ 8,848,373	\$ 2,052,540	\$ 4,758,600	\$ 1,575,000	\$ 1,575,000	\$ 18,809,513

* Carry forward funding includes proceeds from FY2014 CIP Loan



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**2017 - 2021 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

<u>Project Description</u>	<u>Supporting Fund</u>	<u>FY2016 Funding Carried Forward</u>	<u>Current Revenue</u>	<u>City Fund Balance</u>	<u>Loan Funds</u>	<u>Grants</u>	<u>Total Funded Projects</u>	<u>Unfunded</u>	<u>Total FY2017 CIP</u>
Road Improvements									
1 New Sidewalk Projects 14th Ave & 17th St Intersection	Capital Projects	\$ 55,050	\$ -	\$ 9,950	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
2 Improvements Street Paving (W, S & R Water Infrastructure)	Capital Projects	-	-	-	-	472,170	472,170	-	472,170
3	Capital Projects	300,000	-	200,000	-	-	500,000	-	500,000
ROAD IMPROVEMENTS TOTAL		\$ 355,050	\$ -	\$ 209,950	\$ -	\$ 472,170	\$ 1,037,170	\$ -	\$ 1,037,170
Public Facilities									
1 City Facility Security	Capital Projects	\$ 24,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 34,000	\$ -	\$ 34,000
2 City Wide Facilities Upgrades	Capital Projects	11,000	-	19,000	-	-	30,000	-	30,000
3 Public Works Yard Lighting	Capital Projects	45,000	-	-	-	-	45,000	-	45,000
4 New Public Works Facility Building	Capital Projects	-	-	-	-	-	-	\$ -	-
PUBLIC FACILITIES TOTAL		\$ 80,000	\$ -	\$ 29,000	\$ -	\$ -	\$ 109,000	\$ -	\$ 109,000
Stormwater									
1 TMDL Program	Road & Bridge	\$ 36,667	\$ -	\$ 13,333	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
2 Dredging Projects	Road & Bridge	10,000	-	70,000	-	-	80,000	-	80,000
STORMWATER TOTAL		\$ 46,667	\$ -	\$ 83,333	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	-	-	3,900,000	-	3,900,000	-	3,900,000
3 WWTP Upgrades	Water/Sewer	51,013	150,000	-	-	-	201,013	-	201,013
4 WWTP R&R	Water/Sewer	-	50,000	-	-	-	50,000	-	50,000
5 Lift Station Upgrades	Water/Sewer	14,540	100,000	-	-	-	114,540	-	114,540
6 Sewer Lines R&R	Water/Sewer	8,505	50,000	-	-	-	58,505	-	58,505
7 I&I Program	Water/Sewer	345,504	400,000	-	-	-	745,504	-	745,504
8 Water Lines R&R	Water/Sewer	30,803	116,284	-	-	-	147,087	-	147,087
9 Chloramines Injection System	* Water/Sewer & Loan	215,521	-	-	-	-	215,521	-	215,521
10 Fire Protection Upgrades	* Water/Sewer & Loan	506,100	100,000	-	-	-	606,100	-	606,100
WATER/SEWER TOTAL		\$ 1,371,986	\$ 966,284	\$ -	\$ 3,900,000	\$ -	\$ 6,238,270	\$ -	\$ 6,238,270
Reuse									
1 PARS Expansion	Reuse	\$ 423,245	\$ 134,068	\$ -	\$ 500,000	\$ -	\$ 1,057,313	\$ -	\$ 1,057,313
2 8th St. W & 9th St. W Reclaim lines.	Reuse	276,620	-	-	-	-	276,620	-	276,620
REUSE TOTAL		\$ 699,865	\$ 134,068	\$ -	\$ 500,000	\$ -	\$ 1,333,933	\$ -	\$ 1,333,933
GRAND TOTAL		\$ 2,553,568	\$ 1,100,352	\$ 322,283	\$ 4,400,000	\$ 472,170	\$ 8,848,373	\$ -	\$ 8,848,373



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

Fund/Reserve	FY2016 Unassigned Fund Balance as projected (1)	1/12 of FY2017 Original Budgeted Expenses (2)	# 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	4,898,516	901,984	5.43	2,192,564	388,596	(513,389)
Road and Bridge	978,889	130,561	7.50	587,205	326,083	195,522
Solid Waste	552,693	182,945	3.02	3,857	(362,034)	(544,980)
(3) Water/Sewer	1,579,269	526,423	3.00	(0)	(1,052,846)	(1,579,269)
Stormwater	(173,365)	84,644	(2.05)	(427,298)	(596,587)	(681,231)
(3) Reuse	68,396	22,799	3.00	(0)	(45,597)	(68,396)

- (1) Amount is calculated using FY 2016 projected revenues and expenses as of 9/23/2016, Unassigned Fund Balance for General Fund (CAFR page 34), General operating expenses (CAFR page 83) for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects (CAFR pages 38-39) for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- (2) Amount is calculated using FY2017 Final Budget and does not include any expenses that are applicable to restricted, committed or assigned fund balance in governmental funds including any CIP expenses. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- (3) Unassigned Fund Balance for these two funds is net of funding for projects that are funded from 2015 and/or 2016 current revenues that were not spent in the year received. These carry-forward revenues were adjusted to bring the Unassigned Fund Balance to the minimum three month level.

Use of Fund Balance for 2017 CIP

Fund	Project Name	Funding Amount	Amount Available (Fund Balance/Carry Forward)	Unused Amount
To be transferred to other funds or used within an Enterprise Fund				
General Fund	City Facility Security	10,000		
	City Wide Facilities Upgrades	19,000		
	Total Use of General Fund Balance	29,000	388,596	359,596
Road & Bridge	New Sidewalk Projects	9,950		
	Street Paving	200,000		
	TMDL Program	13,333		
	Dredging Projects	70,000		
	Total Use of Road & Bridge Fund Balance	293,283	326,083	32,800

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

Capital Projects Committed Fund Balance (not to exceed)				
	New Sidewalk Projects	55,050		
	Street Paving	300,000		
	City Facility Security	24,000		
	City Wide Facility Upgrades	11,000		
	Public Works Yard Lighting	45,000		
	Total	435,050	435,050	-
Water & Sewer Restricted Net Position (not to exceed)				
	WWTP Expansion	200,000		
	WWTP Upgrades	51,013		
	Lift Station Upgrades	14,540		
	Sewer Line R&R	8,505		
	I&I Programs	345,504		
	Water Line R&R	30,803		
	Chloramine Injection Systems	172,134		
	Total Net Position to be used for funding	822,499	822,499	-
Restricted Loan Funds				
	Chloramines Injection System	43,387		
	Fire Protection Upgrades	506,100		
	Total Loan Funds to be used for funding	549,487	549,487	-
	Total Use of Water & Sewer Restrictive Net Position	1,371,986	1,371,986	-
Stormwater Restricted Net Position (not to exceed)				
	TMDL Program	36,667		
	Dredging Projects	10,000		
	Total Use of Stormwater Restricted Net Position	46,667	46,667	-
Reuse Restricted Net Position (not to exceed)				
	PARS Expansion	423,245		
	8th & 9th Street West Reclaim Lines	276,620		
	Total Use of Reuse Restricted Net Position	699,865	699,865	-
	Total Use of City Fund Balance/Net Position	2,875,851	3,268,247	392,396



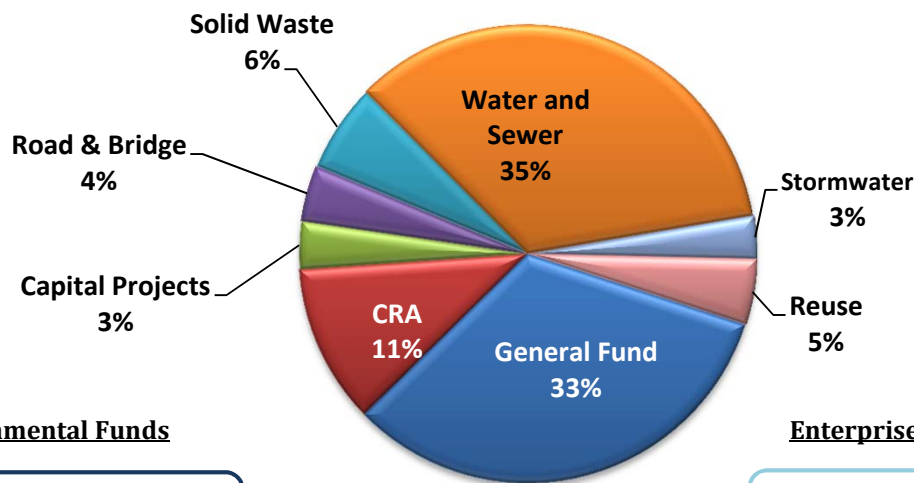
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Budget Breakdown

All Funds

Including Capital Improvement Program (CIP)

**FY 2017
Total Fund Expenditure
Budget
(Before other sources)
\$ 33,964,560**



Governmental Funds

General Fund
\$ 11,096,160

Community Redevelopment Agency (CRA)
\$ 3,817,890

Road and Bridge Fund
\$ 1,346,823

Capital Project Funds (combined)
\$ 1,146,170

Enterprise Funds

Solid Waste Fund
\$ 2,121,597

Water and Sewer Fund
\$ 11,831,906

Stormwater Fund
\$ 1,025,092

Reuse Fund
\$ 1,578,922



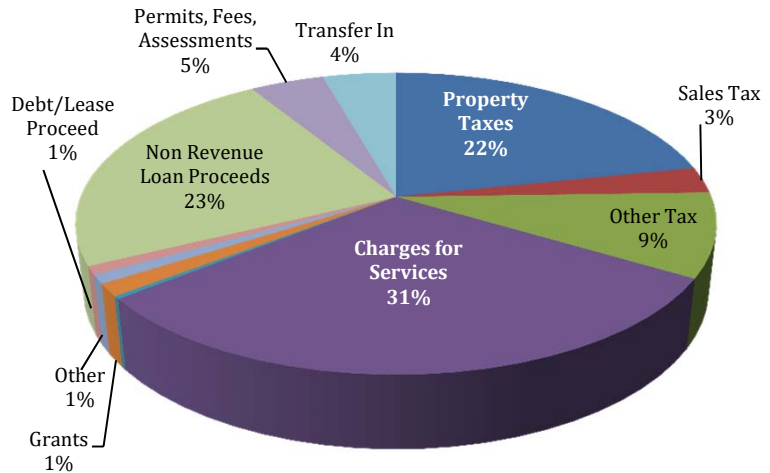
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Where the Money Comes From And Where it Goes

City-Wide Fund Revenues

Property Taxes	\$ 7,723,701
Sales Tax	\$ 992,600
Other Tax	3,197,257
Charges for Services	10,952,733
Intergovernmental	105,380
Grants	472,170
Other	338,939
Debt/Lease Proceed	317,800
Non Revenue Loan Proceeds	8,309,252
Permits, Fees, Assessments	1,573,920
Transfer In	1,568,124
	<hr/>
	\$ 35,551,876

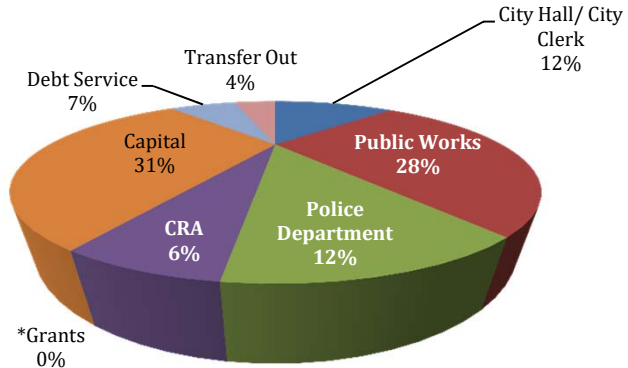
Where the Money Come from by Source



City-Wide Expenses by Department

City Hall/ City Clerk	\$ 4,382,574
Public Works	9,830,496
Police Department	4,218,888
CRA	2,228,140
*Grants	2,983
Capital	10,900,283
Debt Service	2,401,196
Transfer Out	1,568,124
	<hr/>
	\$ 35,532,684

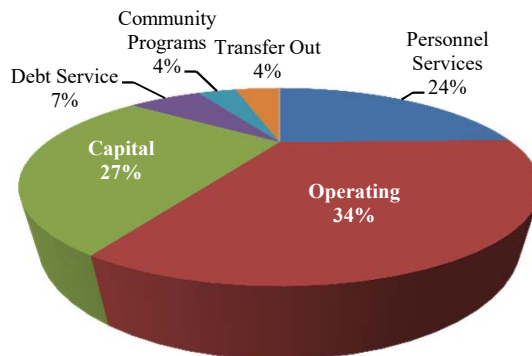
Where the Money goes by Department



City-Wide Expenses by Category

Personnel Services	\$ 8,722,451
Operating	11,940,630
Capital	9,580,283
Debt Service	2,401,196
Community Programs	1,320,000
Transfer Out	1,568,124
	<hr/>
	\$ 35,532,684

Where the Money goes by Category



Surplus/(Deficit) \$ 19,192

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



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**FISCAL YEAR 2017
BUDGET SUMMARY - ALL FUNDS**

	<u>2017 Adopted Budget</u>
REVENUES:	
Property Taxes	7,723,701
Sales Taxes	992,600
Utility Service Taxes	1,065,400
Motor Fuel Taxes	1,322,149
Other Taxes	809,708
Permits, Fees and Assessments	1,573,920
Intergovernmental Revenue	105,380
Grants	472,170
Charges for Services/Utility Fees	10,952,733
Fines & Forfeitures	42,150
Interest Revenue	84,095
Miscellaneous Revenue	212,694
Debt/Lease Proceeds	317,800
Non-revenue loan proceeds/fund balance	8,309,252
Total Revenues	<u><u>33,983,752</u></u>
EXPENSES:	
City Hall/City Clerk	
Mayor and Commission	279,312
City Clerk	2,084,007
Information Technology	375,254
City Attorney	248,926
Finance	624,387
Human Resources	196,416
Events and Facilities	144,750
Customer Service	429,522
	<u>4,382,574</u>
TOTAL CITY CLERK	<u>4,382,574</u>
Police Department	<u>4,218,888</u>
Public Works	
Public Works Administration	705,419
Code Enforcement	153,576
Planning	245,474
Fleet Management	237,945
Parks and Recreation	631,354
Building Department	272,351
Grants - Non-Capital	2,983
Streets	1,042,491
Solid Waste	2,113,497
Cross Connect	140,117
Water Department	1,579,965
Sewer Department	526,223
WWTP	1,769,957
Stormwater Department	360,366
Reuse Department	51,761
	<u>9,833,479</u>
TOTAL PUBLIC WORKS	<u>9,833,479</u>
Community Redevelopment Agency	<u>2,228,140</u>
Capital	<u>10,900,283</u>
Debt Service	<u>2,401,196</u>
TOTAL EXPENDITURES	<u><u>33,964,560</u></u>
Transfers In	1,568,124
Transfers out	<u>(1,568,124)</u>
TOTAL OTHER SOURCES(USES)	<u>-</u>
EXCESS REVENUES OVER(UNDER) EXPENDITURES AND OTHER SOURCES	<u><u>19,192</u></u>



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ALL FUNDS SUMMARY

	GOVERNMENTAL FUNDS								
	General Fund			Community Redevelopment Agency			Road and Bridge Fund		
	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget
REVENUES:									
Property Taxes	3,767,853	4,156,603	4,378,330	2,789,187	3,120,083	3,345,371	-	-	-
Sales Taxes	950,806	982,713	992,600	-	-	-	-	-	-
Utility Service Taxes	1,096,095	1,060,400	1,065,400	-	-	-	-	-	-
Motor Fuel Taxes	11,993	11,603	11,000	-	-	-	1,312,407	1,297,000	1,311,149
Other Taxes	781,298	820,370	809,708	-	-	-	-	-	-
Permits, Fees and Assessments	1,312,655	1,328,101	1,345,500	-	-	-	-	-	-
Impact Fees	24,732	24,162	-	-	-	-	9,690	35,855	-
Intergovernmental Revenue	14,693	6,503	2,983	-	-	-	104,122	98,000	102,397
Grants	-	-	-	12,000	(5,000)	-	-	-	-
Charges for Services/Utility Fees	770,990	672,709	697,638	14,555	2,800	-	103,546	110,698	118,521
Fines & Forfeitures	59,562	46,470	42,150	-	-	-	-	-	-
Interest Revenue	26,113	31,385	34,995	9,532	14,282	15,000	6,088	5,559	8,600
Miscellaneous Revenue	246,684	219,239	181,494	68,361	6,014	-	421	21,095	-
Debt/Lease Proceeds	251,500	254,767	280,300	-	-	-	256,353	11,233	37,500
Non-revenue loan proceeds/fund balance	-	-	329,750	-	-	495,651	-	-	295,783
Total Revenues	9,314,974	9,615,025	10,171,848	2,893,635	3,138,179	3,856,022	1,792,627	1,579,440	1,873,950
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	202,453	255,454	279,312	-	-	-	-	-	-
City Clerk	1,731,795	1,907,536	2,084,007	-	-	-	-	-	-
Information Technology	328,852	369,729	375,254	-	-	-	-	-	-
City Attorney	260,973	232,475	248,926	-	-	-	-	-	-
Finance	573,888	589,250	624,387	-	-	-	-	-	-
Human Resources	127,838	156,200	196,416	-	-	-	-	-	-
Events and Facilities	147,192	136,745	144,750	-	-	-	-	-	-
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	4,206,610	4,405,135	4,218,888	-	-	-	-	-	-
Public Works									
Public Works Administration	517,994	586,049	705,419	-	-	-	-	-	-
Code Enforcement	91,466	143,969	153,576	-	-	-	-	-	-
Planning	162,167	173,135	245,474	-	-	-	-	-	-
Fleet Management	214,511	228,888	237,945	-	-	-	-	-	-
Parks and Recreation	490,347	519,799	631,354	-	-	-	-	-	-
Building Department	250,620	259,455	272,351	-	-	-	-	-	-
Grants - Non-Capital	14,680	6,503	2,983	-	-	-	-	-	-
Streets	-	-	-	-	-	-	635,317	910,827	1,042,491
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency				1,526,068	1,689,122	2,228,140			
Capital	283,634	426,732	392,310	1,095,069	780,362	1,320,000	48,008	292,249	40,000
Debt Service	225,568	248,684	282,808	252,297	251,582	269,750	272,882	282,239	264,332
TOTAL FUND EXPENDITURES	9,830,588	10,645,738	11,096,160	2,873,434	2,721,066	3,817,890	956,207	1,485,315	1,346,823
Excess Revenues Over (Under) Expenditures	(515,614)	(1,030,713)	(924,312)	20,201	417,113	38,132	836,420	94,125	527,127
Transfers In	820,099	909,332	1,066,841	-	-	-	-	-	-
Transfers out	(185,733)	(106,022)	(142,529)	(208,099)	(2,148,020)	(38,132)	(412,361)	(600,674)	(513,195)
TOTAL OTHER SOURCES(USES)	634,366	803,310	924,312	(208,099)	(2,148,020)	(38,132)	(412,361)	(600,674)	(513,195)
Excess Revenues Over (Under) Expenditures And Other Sources (Modified Accrual)	118,752	(227,403)	-	(187,898)	(1,730,907)	-	424,059	(506,549)	13,932
Conversion to full accrual	-	-	-	-	-	-	-	-	-
Excess Revenues Over (Under) Expenditures And Other Sources (Full Accrual)	118,752	(227,403)	-	(187,898)	(1,730,907)	-	424,059	(506,549)	13,932
Fund Balance, Beginning of Year	7,202,168	7,320,920	7,093,517	2,056,088	1,868,190	137,283	1,264,297	1,688,356	1,181,807
Fund Balance, End of Year	7,320,920	7,093,517	7,093,517	1,868,190	137,283	137,283	1,688,356	1,181,807	1,195,739
Change of Fund Balance/Net Position	1.65%	-3.11%	-4.65%	-9.14%	-92.65%	-361.04%	33.54%	-30.00%	-23.85%

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
2016-2017 BUDGET**

ALL FUNDS SUMMARY (Continued)

	GOVERNMENTAL FUNDS (Continued)								
	Capital Projects Fund			Joint Capital Projects Fund			Total Governmental Funds		
	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	6,557,040	7,276,686	7,723,701
Sales Taxes	-	-	-	-	-	-	950,806	982,713	992,600
Utility Service Taxes	-	-	-	-	-	-	1,096,095	1,060,400	1,065,400
Motor Fuel Taxes	-	-	-	-	-	-	1,324,400	1,308,603	1,322,149
Other Taxes	-	-	-	-	-	-	781,298	820,370	809,708
Permits, Fees and Assessments	-	-	-	-	-	-	1,312,655	1,328,101	1,345,500
Impact Fees	-	-	-	-	-	-	34,422	60,017	-
Intergovernmental Revenue	-	-	-	-	-	-	118,815	104,503	105,380
Grants	3,000	250	472,170	482,194	213,089	-	497,194	208,339	472,170
Charges for Services/Utility Fees	-	-	-	-	-	-	889,091	786,207	816,159
Fines & Forfeitures	-	-	-	-	-	-	59,562	46,470	42,150
Interest Revenue	-	-	-	-	-	-	41,733	51,226	58,595
Miscellaneous Revenue	-	-	-	-	-	-	315,466	246,348	181,494
Debt/Lease Proceeds	-	-	-	-	-	-	507,853	266,000	317,800
Non-revenue loan proceeds/fund balance	-	-	435,050	-	-	-	-	-	1,556,234
Total Revenues	3,000	250	907,220	482,194	213,089	-	14,486,430	14,545,983	16,809,040
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	202,453	255,454	279,312
City Clerk	-	-	-	-	-	-	1,731,795	1,907,536	2,084,007
Information Technology	-	-	-	-	-	-	328,852	369,729	375,254
City Attorney	-	-	-	-	-	-	260,973	232,475	248,926
Finance	-	-	-	-	-	-	573,888	589,250	624,387
Human Resources	-	-	-	-	-	-	127,838	156,200	196,416
Events and Facilities	-	-	-	-	-	-	147,192	136,745	144,750
Customer Service	-	-	-	-	-	-	-	-	-
Police Department	-	-	-	-	-	-	4,206,610	4,405,135	4,218,888
Public Works									
Public Works Administration	-	-	-	-	-	-	517,994	586,049	705,419
Code Enforcement	-	-	-	-	-	-	91,466	143,969	153,576
Planning	-	-	-	-	-	-	162,167	173,135	245,474
Fleet Management	-	-	-	-	-	-	214,511	228,888	237,945
Parks and Recreation	-	-	-	-	-	-	490,347	519,799	631,354
Building Department	-	-	-	-	-	-	250,620	259,455	272,351
Grants - Non-Capital	-	-	-	-	-	-	14,680	6,503	2,983
Streets	-	-	-	-	-	-	635,317	910,827	1,042,491
Solid Waste	-	-	-	-	-	-	-	-	-
Cross Connect	-	-	-	-	-	-	-	-	-
Water Department	-	-	-	-	-	-	-	-	-
Sewer Department	-	-	-	-	-	-	-	-	-
WWTP	-	-	-	-	-	-	-	-	-
Stormwater Department	-	-	-	-	-	-	-	-	-
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency									
Capital	207,382	69,183	1,146,170	689,228	1,967,617	-	1,526,068	1,689,122	2,228,140
Debt Service	-	-	-	-	-	-	2,323,321	3,536,143	2,898,480
	-	-	-	-	-	-	750,747	782,505	816,890
TOTAL FUND EXPENDITURES	207,382	69,183	1,146,170	689,228	1,967,617	-	14,556,839	16,888,919	17,407,043
Excess Revenues Over(Under) Expenditures	(204,382)	(68,933)	(238,950)	(207,034)	(1,754,528)	-	(70,409)	(2,342,936)	(598,003)
Transfers In	234,000	300,000	238,950	158,689	2,104,347	-	1,212,788	3,313,679	1,305,791
Transfers out	-	-	-	-	-	-	(806,193)	(2,854,716)	(693,856)
TOTAL OTHER SOURCES(USES)	234,000	300,000	238,950	158,689	2,104,347	-	406,595	458,963	611,935
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	29,618	231,067	-	(48,345)	349,819	-	336,186	(1,883,973)	13,932
Conversion to full accrual	-	-	-	-	-	-	-	-	-
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	29,618	231,067	-	(48,345)	349,819	-	336,186	(1,883,973)	13,932
Fund Balance, Beginning of Year	432,745	462,363	693,430	493,696	445,351	795,170	11,448,994	11,785,180	9,901,207
Fund Balance, End of Year	462,363	693,430	693,430	445,351	795,170	795,170	11,785,180	9,901,207	9,915,139
	6.84%	49.98%	-62.74%	-9.79%	78.55%	0.00%	2.94%	-15.99%	-15.58%

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
2016-2017 BUDGET**

ALL FUNDS SUMMARY

	ENTERPRISE FUNDS								
	Solid Waste Fund			Water and Sewer Fund			Stormwater Fund		
	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	-	-	-
Sales Taxes	-	-	-	-	-	-	-	-	-
Utility Service Taxes	-	-	-	-	-	-	-	-	-
Motor Fuel Taxes	-	-	-	-	-	-	-	-	-
Other Taxes	-	-	-	-	-	-	-	-	-
Permits, Fees and Assessments	247,315	228,099	228,420	-	-	-	-	-	-
Impact Fees	-	-	-	25,082	35,790	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-	-
Charges for Services/Utility Fees	2,024,153	1,913,484	1,940,185	6,299,257	6,740,396	7,010,159	781,294	785,571	781,000
Fines & Forfeitures	-	-	-	-	-	-	-	-	-
Interest Revenue	2,107	2,492	2,000	17,198	20,785	20,000	2,498	989	1,000
Miscellaneous Revenue	747	30,539	30,000	342,984	209,037	1,200	356	1,778	-
Debt/Lease Proceeds	-	-	-	-	-	-	-	-	-
Non-revenue loan proceeds/fund balance	-	-	-	-	-	5,443,986	-	-	109,167
Total Revenues	2,274,322	2,174,614	2,200,605	6,684,521	7,006,008	12,475,345	784,148	788,338	891,167
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	-	-	-
City Clerk	-	-	-	-	-	-	-	-	-
Information Technology	-	-	-	-	-	-	-	-	-
City Attorney	-	-	-	-	-	-	-	-	-
Finance	-	-	-	-	-	-	-	-	-
Human Resources	-	-	-	-	-	-	-	-	-
Events and Facilities	-	-	-	-	-	-	-	-	-
Customer Service	-	-	-	357,407	365,099	429,522	-	-	-
Police Department	-	-	-	-	-	-	-	-	-
Public Works									
Public Works Administration	-	-	-	-	-	-	-	-	-
Code Enforcement	-	-	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-	-	-
Fleet Management	-	-	-	-	-	-	-	-	-
Parks and Recreation	-	-	-	-	-	-	-	-	-
Building Department	-	-	-	-	-	-	-	-	-
Grants - Non-Capital	-	-	-	-	-	-	-	-	-
Streets	-	-	-	-	-	-	-	-	-
Solid Waste	2,180,098	2,044,329	2,113,497	-	-	-	-	-	-
Cross Connect	-	-	-	133,098	170,255	140,117	-	-	-
Water Department	-	-	-	1,673,564	1,511,222	1,579,965	-	-	-
Sewer Department	-	-	-	755,292	576,022	526,223	-	-	-
WWTP	-	-	-	1,741,831	1,742,057	1,769,957	-	-	-
Stormwater Department	-	-	-	-	-	-	455,754	510,062	360,366
Reuse Department	-	-	-	-	-	-	-	-	-
Community Redevelopment Agency	-	-	-	-	-	-	-	-	-
Capital	-	-	8,100	959,187	1,533,290	6,462,770	445,079	373,622	197,000
Debt Service	-	-	-	899,167	888,317	923,352	433,356	448,578	467,726
TOTAL FUND EXPENDITURES	2,180,098	2,044,329	2,121,597	6,519,546	6,786,262	11,831,906	1,334,189	1,332,262	1,025,092
Excess Revenues Over(Under) Expenditures	94,224	130,285	79,008	164,975	219,746	643,439	(550,041)	(543,924)	(133,925)
Transfers In	-	-	-	-	-	-	219,961	210,000	262,333
Transfers out	(39,611)	(45,950)	(73,748)	(477,089)	(489,581)	(643,439)	(99,603)	(107,954)	(128,408)
TOTAL OTHER SOURCES(USES)	(39,611)	(45,950)	(73,748)	(477,089)	(489,581)	(643,439)	120,358	102,046	133,925
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	54,613	84,335	5,260	(312,114)	(269,835)	-	(429,683)	(441,878)	-
Conversion to full accrual	-	-	-	(1,596,332)	(1,422,438)	(4,758,843)	(759,294)	(701,554)	(555,559)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	54,613	84,335	5,260	1,284,218	1,152,603	4,758,843	329,611	259,676	555,559
Fund Balance, Beginning of Year	413,745	468,358	552,693	14,668,279	15,952,497	17,105,100	4,094,773	4,424,384	4,684,060
Fund Balance, End of Year	468,358	552,693	557,953	15,952,497	17,105,100	21,863,943	4,424,384	4,684,060	5,239,619
	13.20%	18.01%	0.95%	8.76%	7.23%	-4.01%	8.05%	5.87%	9.53%

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
2016-2017 BUDGET**

ALL FUNDS SUMMARY

	ENTERPRISE FUNDS (Continued)								
	Reuse Fund			Total Enterprise Funds			Total All Funds		
	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget	2015 Actual	2016 Estimated Actual	2017 Adopted Budget
REVENUES:									
Property Taxes	-	-	-	-	-	-	6,557,040	7,276,686	7,723,701
Sales Taxes	-	-	-	-	-	-	950,806	982,713	992,600
Utility Service Taxes	-	-	-	-	-	-	1,096,095	1,060,400	1,065,400
Motor Fuel Taxes	-	-	-	-	-	-	1,324,400	1,308,603	1,322,149
Other Taxes	-	-	-	-	-	-	781,298	820,370	809,708
Permits, Fees and Assessments	-	-	-	247,315	228,099	228,420	1,559,970	1,556,200	1,573,920
Impact Fees	-	-	-	25,082	35,790	-	59,504	95,807	-
Intergovernmental Revenue	-	-	-	-	-	-	118,815	104,503	105,380
Grants	-	-	-	-	-	-	497,194	208,339	472,170
Charges for Services/Utility Fees	389,078	397,587	405,230	9,493,782	9,837,038	10,136,574	10,382,873	10,623,245	10,952,733
Fines & Forfeitures	-	-	-	-	-	-	59,562	46,470	42,150
Interest Revenue	1,559	2,320	2,500	23,362	26,586	25,500	65,095	77,812	84,095
Miscellaneous Revenue	42,055	-	-	386,142	241,354	31,200	701,608	487,702	212,694
Debt/Lease Proceeds	-	-	-	-	-	-	507,853	266,000	317,800
Non-revenue loan proceeds/fund balance	-	-	1,199,865	-	-	6,753,018	-	-	8,309,252
Total Revenues	432,692	399,907	1,607,595	10,175,683	10,368,867	17,174,712	24,662,113	24,914,850	33,983,752
EXPENSES:									
City Hall/City Clerk									
Mayor and Commission	-	-	-	-	-	-	202,453	255,454	279,312
City Clerk	-	-	-	-	-	-	1,731,795	1,907,536	2,084,007
Information Technology	-	-	-	-	-	-	328,852	369,729	375,254
City Attorney	-	-	-	-	-	-	260,973	232,475	248,926
Finance	-	-	-	-	-	-	573,888	589,250	624,387
Human Resources	-	-	-	-	-	-	127,838	156,200	196,416
Events and Facilities	-	-	-	-	-	-	147,192	136,745	144,750
Customer Service	-	-	-	357,407	365,099	429,522	357,407	365,099	429,522
Police Department	-	-	-	-	-	-	4,206,610	4,405,135	4,218,888
Public Works									
Public Works Administration	-	-	-	-	-	-	517,994	586,049	705,419
Code Enforcement	-	-	-	-	-	-	91,466	143,969	153,576
Planning	-	-	-	-	-	-	162,167	173,135	245,474
Fleet Management	-	-	-	-	-	-	214,511	228,888	237,945
Parks and Recreation	-	-	-	-	-	-	490,347	519,799	631,354
Building Department	-	-	-	-	-	-	250,620	259,455	272,351
Grants - Non-Capital	-	-	-	-	-	-	14,680	6,503	2,983
Streets	-	-	-	-	-	-	635,317	910,827	1,042,491
Solid Waste	-	-	-	2,180,098	2,044,329	2,113,497	2,180,098	2,044,329	2,113,497
Cross Connect	-	-	-	133,098	170,255	140,117	133,098	170,255	140,117
Water Department	-	-	-	1,673,564	1,511,222	1,579,965	1,673,564	1,511,222	1,579,965
Sewer Department	-	-	-	755,292	576,022	526,223	755,292	576,022	526,223
WWTP	-	-	-	1,741,831	1,742,057	1,769,957	1,741,831	1,742,057	1,769,957
Stormwater Department	-	-	-	455,754	510,062	360,366	455,754	510,062	360,366
Reuse Department	63,921	44,435	51,761	63,921	44,435	51,761	63,921	44,435	51,761
Community Redevelopment Agency	-	-	-	-	-	-	1,526,068	1,689,122	2,228,140
Capital	177,248	421,543	1,333,933	1,581,514	2,328,455	8,001,803	3,904,835	5,864,598	10,900,283
Debt Service	190,082	190,368	193,228	1,522,605	1,527,263	1,584,306	2,273,352	2,309,768	2,401,196
TOTAL FUND EXPENDITURES	431,251	656,346	1,578,922	10,465,084	10,819,199	16,557,517	25,021,923	27,708,118	33,964,560
Excess Revenues Over(Under) Expenditures	1,441	(256,439)	28,673	(289,401)	(450,332)	617,195	(359,810)	(2,793,268)	19,192
Transfers In	-	-	-	219,961	210,000	262,333	1,432,749	3,523,680	1,568,124
Transfers out	(10,253)	(25,478)	(28,673)	(626,556)	(668,963)	(874,268)	(1,432,749)	(3,523,680)	(1,568,124)
TOTAL OTHER SOURCES(USES)	(10,253)	(25,478)	(28,673)	(406,595)	(458,963)	(611,935)	-	-	-
Excess Revenues Over(Under) Expenditures And Other Sources (Modified Accrual)	(8,812)	(281,917)	-	(695,996)	(909,295)	5,260	(359,810)	(2,793,268)	19,192
Conversion to full accrual	(314,907)	(491,926)	(1,397,609)	(2,670,533)	(2,615,918)	(6,712,011)	(2,670,533)	(2,615,918)	(6,712,011)
Excess Revenues Over(Under) Expenditures And Other Sources (Full Accrual)	306,095	210,009	1,397,609	1,974,537	1,706,623	6,717,271	2,310,723	(177,350)	6,731,203
Fund Balance, Beginning of Year	5,034,533	5,326,535	5,536,544	24,211,330	26,171,774	27,878,397	35,660,324	37,956,954	37,779,604
Fund Balance, End of Year	5,340,628	5,536,544	6,934,153	26,185,867	27,878,397	34,595,668	37,971,047	37,779,604	44,510,807
	6.08%	3.94%	3.57%	8.16%	6.52%	-0.13%	6.48%	-0.47%	-4.18%

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
2016-2017 BUDGET



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

Bo Jackson



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.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

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.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

Financial Structure

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

- **Governmental Funds:** Governmental Funds are accounted for on a “spending” or “financial flow” measurement focus. Accordingly, the budgeted fund balances provide an indicator of available, spendable resources.
 - **General Fund** – The general fund of a government unit services as the primary reporting vehicle for current government operations including 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.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

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



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

Financial Policies

- **Investment Policy**

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

The City banks with Branch Banking and Trust (BB&T) through a contract which was extended for a fourth year. The City extended the agreement that provides an 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 0.73% and the City earned 0.71%. 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 updated its investment policy during fiscal year 2016 to restructure the investment types allowed as well as requiring an Investment Advisor when investing in more complex investment types such as stocks, bonds, and agency funds. Currently, the City is limiting its investment activity to CD's and mutual funds.

- **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 2017. These types of funds are to reserve fund balance/net position, not already



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

reserved for another purpose, equal to three to six months of the current fiscal year expense budget. In the event that the unassigned fund balance or unrestricted net position exceeds these requirements, the excess may be utilized for any lawful purpose with City Commission approval with the recommendation of utilizing the excess within the fund creating the excess. In recent years, it has been necessary to use this excess to fund portions of the Capital Improvement Program. This funding is further discussed in the Policies and Planning for Capital Improvements section of this book.

During the fiscal year 2017 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		
	2,100	To fund the purchase of trees and landscaping plants from the reserve.
	36,000	To fund equipment from Law Enforcement Impact Fees.
	73,500	To fund unusual items such as hurricane supplies, and insurance contingencies.
	81,000	To fund one-time consulting services – salary study, update comprehensive plan, capital asset inventory.
	(97,120)	Budget for Building Department surplus
	129,260	To fund one-time expenditures for miscellaneous equipment
	76,010	To fund capital acquisitions not funded through a capital lease.
	<u>29,000</u>	To fund CIP projects
	<u>329,750</u>	Total General Fund
CRA Fund		
	<u>495,651</u>	Unused fund balance calculated and designated for projects.
	<u>495,651</u>	Total CRA Fund
Road and Bridge Fund		
	293,283	To fund Capital Projects from usable fund balance in excess of five months.
	<u>2,500</u>	To fund capital acquisitions not funded through a capital lease.
	<u>295,783</u>	Total Road and Bridge Fund
Capital Projects Fund		
	<u>435,050</u>	To fund Capital Projects from funds carried forward from previous years
	<u>435,050</u>	Total Capital Projects Fund



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Water and Sewer Fund

822,499	To fund CIP projects from funds carried forward from previous years
<u>721,621</u>	To fund CIP projects from 2014 Loan proceeds.

1,544,120 Total Water and Sewer Fund

Stormwater Fund

<u>46,667</u>	To fund CIP projects from funds carried forward from previous years
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46,667 Total Stormwater Fund

Reuse Fund

<u>699,865</u>	To fund CIP projects from funds carried forward from previous years
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699,865 Total Reuse Fund

3,846,886 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 2017 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.



**CITY OF PALMETTO, FLORIDA
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Fund Balance/Net Position Levels

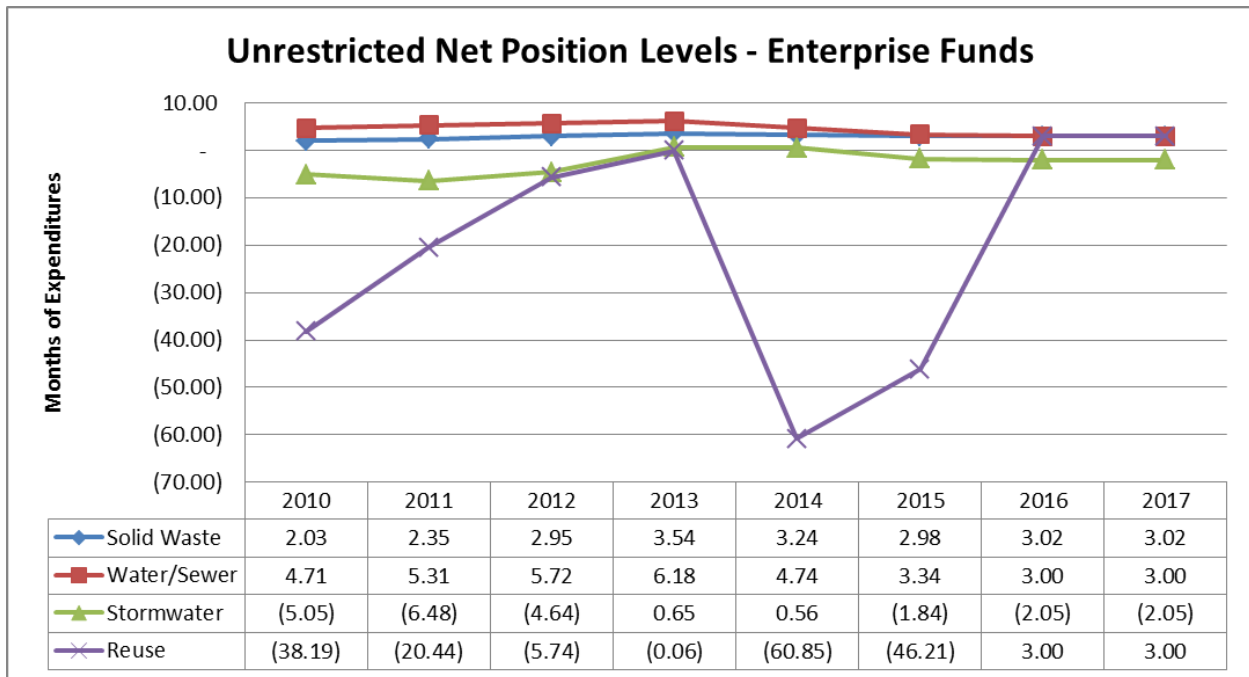
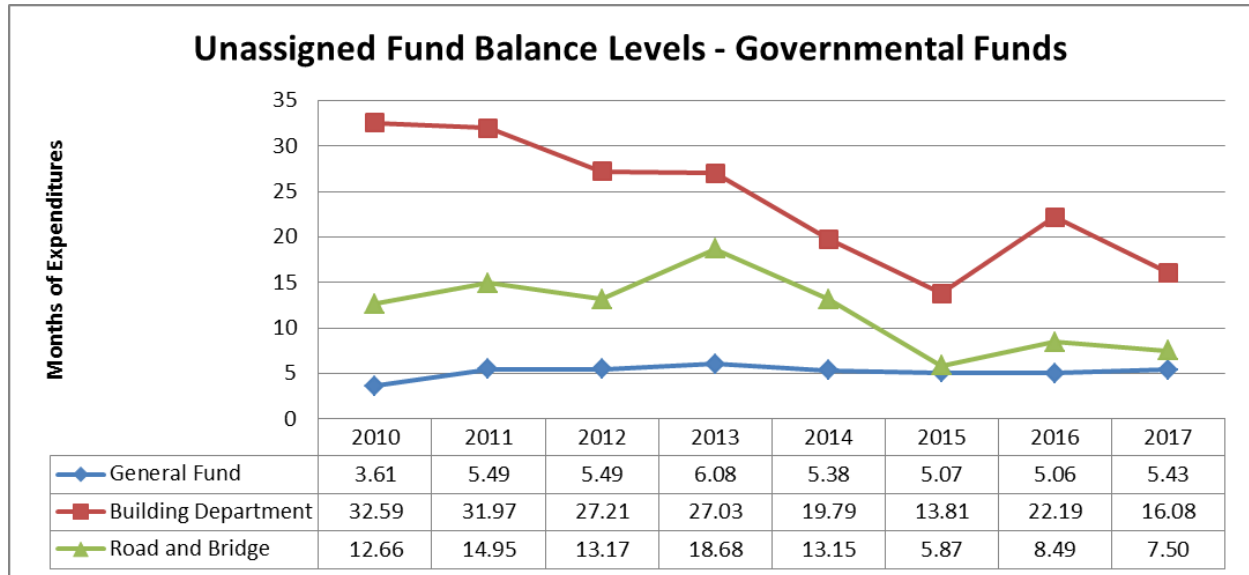
Fund/Reserve	FY2016 Unassigned Fund Balance as projected (1)	1/12 of FY2017 Original Budgeted Expenses (2)	# of Months of Unassigned Fund Balance	Amount over(under) 3 month minimum	Amount over(under) 5 months for Capital Reserve	Amount over(under) 6 month maximum
General Fund	4,898,516	901,984	5.43	2,192,564	388,596	(513,389)
Road and Bridge	978,889	130,561	7.50	587,205	326,083	195,522
Solid Waste	552,693	182,945	3.02	3,857	(362,034)	(544,980)
Water/Sewer	1,579,269	526,423	3.00	(0)	(1,052,846)	(1,579,269)
Stormwater	(173,365)	84,644	(2.05)	(427,298)	(596,587)	(681,231)
Reuse	68,396	22,799	3.00	(0)	(45,597)	(68,396)

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 by 45.6% to 4.53 months from FY2015 to FY2016. However, the months of usable equity decreased from 4.53 months in 2016 to the minimum 3.0 months projected in 2017, while Reuse improved from a negative 10.17 months to a projected positive 3 months in FY2017. Other funds began subsidizing the stormwater fund in fiscal year 2009 for \$300,000 per year but this has declined to \$179,000 for fiscal year 2017. User fees for stormwater will need to be re-evaluated again until the fund has reached the point of self-supporting. Efforts will continue until this fund is in a positive position and no longer needing subsidized.



**CITY OF PALMETTO, FLORIDA
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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.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

- **Operating Budget Policy**

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

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

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

- **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.

- **Procurement Policy**

The purpose of these purchasing regulations is to:

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

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

Guidelines:

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



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

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

- **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.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Debt Ratios

Item # and Item Description	City Wide	Target Ratio	Governmental Funds*	Proprietary Funds	Total City
1 Population	13,082				
2 Assessed taxable property value	763,820,230				
3 Personal income per capita	\$ 22,204				
4 Total Debt projected at 9/30/16			4,726,894	9,927,472	14,654,366
5 Total Revenue FY2017			12,487,106	10,753,351	23,240,457
6 Operating Expenses FY2017 **			11,895,843	7,420,034	19,315,877
7 Net Operating Income (Loss)			591,263	3,333,317	3,924,580
8 Debt Service FY2017			547,140	1,584,306	2,131,446
9 Net Debt Per Capita	#4 / #1	≤ \$900	361	759	1,120
10 Percentage of assessed taxable property value	#4 / #2	≤ 3%	0.62%	1.30%	1.92%
11 Net debt per capita as a percentage of income per capita	#10 / #3	≤ 5%	1.63%	3.42%	5.05%
12 Debt Service Coverage Ratio	#7 / #8	≥ 110%	108%	210%	184%

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

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

It is necessary to note that prior to fiscal year 2012, the city's population was estimated to be in excess of 14,000. However, during the 2010 Census, the population was determined to be 12,606 and is now estimated at 13,082 for the 2017 fiscal year. Of the four ratios, net debt per capita (line 9) and the net debt per capita as a percentage of income per capita (line 11) are above the ratio limits for the total city however, is in acceptable limits for each of the fund types. The Debt service coverage ratio (line 12), is lower than acceptable levels for Governmental Funds however, the other ratios are within the limits. The percentage of assessed taxable property value (line 10) remains in acceptable limits for both the individual fund type and the total City. When applying for financing, the lending institution institutes its own calculation and considering the closeness of the ratios, the overall ratios are determined to be within acceptable limits. However, future financing should be reviewed at the individual fund level to determine feasibility.

• **Debt Service**

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

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



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

The City has a projected debt obligation of \$14,654,366 as of September 30, 2016 which is comprised of bank qualified loans, state revolving fund loans and capital leases. The debt service budgeted for 2017 is illustrated in the following table by fund:

This outstanding debt is illustrated in the following table:

Outstanding Debt and Debt Service

Loan	Original Loan Issued	Governmental	Business	Total	Fiscal Year 2017 Governmental Debt Service	Fiscal Year	Total FY2017 Debt Service
		Loan Balance as of September 30, 2016	type Loan Balance as of September 30, 2016	Principal Outstanding as of September 30, 2016		2017 Business Type Debt Service	
Stormwater SRF Loan	2,872,229	-	862,190	862,190	-	187,130	187,130
Reuse SRF Loan	134,200	-	29,911	29,911	-	5,130	5,130
2004 BOA Loan	4,300,000	292,367	1,039,157	1,331,524	44,497	158,153	202,650
2005 BOA Loan	6,500,000	750,303	3,020,403	3,770,706	101,853	410,016	511,869
2007 BOA Loan	5,337,000	599,437	2,954,068	3,553,505	67,366	331,980	399,346
2014 BB&T Loan	1,250,000	-	1,111,830	1,111,830	-	103,920	103,920
Reuse TPT Loan *	500,000	-	365,190	365,190	-	58,616	58,616
Capital Leases	3,332,812	678,763	1,288,221	1,966,984	287,800	288,440	576,240
Existing City Debt	24,226,241	2,320,870	10,670,970	12,991,840	501,516	1,543,385	2,044,901
CRA 2006 BOA Loan	4,395,000	2,197,500	-	2,197,500	325,505	-	325,505
Existing CRA Debt	4,395,000	2,197,500	-	2,197,500	325,505	-	325,505
Total City-wide Debt	28,621,241	4,518,370	10,670,970	15,189,340	827,021	1,543,385	2,370,406
Proposed New Debt							
2017 Capital Lease		317,800	234,500	552,300	41,090	30,492	71,582
2017 SRF Loan		-	-	-	4,500,000	-	4,500,000
Total 2016 Debt		317,800	234,500	552,300	4,541,090	30,492	4,571,582
Total Existing and Proposed Debt		4,836,170	10,905,470	15,741,640	5,368,111	1,573,877	6,941,988

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



**CITY OF PALMETTO, FLORIDA
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Fiscal Year 2017 Debt Service By Fund

Fund	Principal Payments	Interest Payments	Total Debt Service
General Fund	256,592	26,216	282,808
CRA	219,750	50,000	269,750
Road and Bridge	209,082	55,250	264,332
Total Governmental Funds	<u>685,424</u>	<u>131,466</u>	<u>816,890</u>
Water and Sewer	693,444	229,908	923,352
Stormwater	363,948	103,778	467,726
Reuse	134,622	58,606	193,228
Total Business-Type Funds	<u>1,192,014</u>	<u>392,292</u>	<u>1,584,306</u>
Total City-Wide Debt Service	<u>1,877,438</u>	<u>523,758</u>	<u>2,401,196</u>

- Capitalization Policy**

The Capitalization Policy allows for the capitalization thresholds of assets including land, buildings, infrastructure, equipment, vehicles and intangible assets are budgeted using the modified accrual method of accounting but are reported in the business activities and government-wide financial statements using full accrual. Capital assets are defined by the government as assets with an initial, individual cost per the schedule below. Equipment and vehicles with an individual cost between \$500 and \$2,000 are tracked as sundry items only, and not recorded as capital assets or depreciated. Capital assets are recorded at historical cost or estimated historical cost if constructed. Capital expenditures are reported in greater detail beginning on page 311.

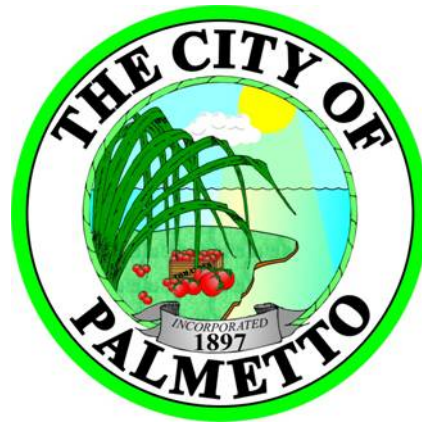
Capital assets of the primary government are depreciated, using the straight-line method over the following estimated useful lives using these capitalization thresholds:

<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.



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

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



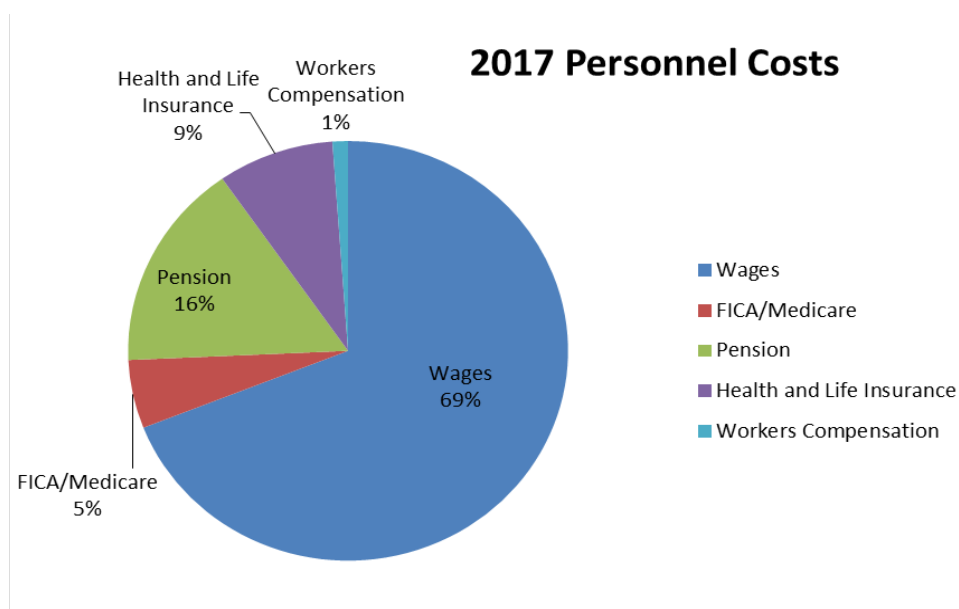
Personnel Budget

The City values each and every one of its 136 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 2017 are \$8,679,774 and accounts for 25% of city-wide total operating budget not to include 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.

Wage increases began again with the negotiated police union contract for fiscal year 2016 and the implementation of the compensation study for general employees during the fiscal year 2017 budget process. Wages increased city-wide by \$316,750 to include three new positions and wage increases to bring employees up to a stated market value based on position and length of time in the position when compared to similar regional government organizations.





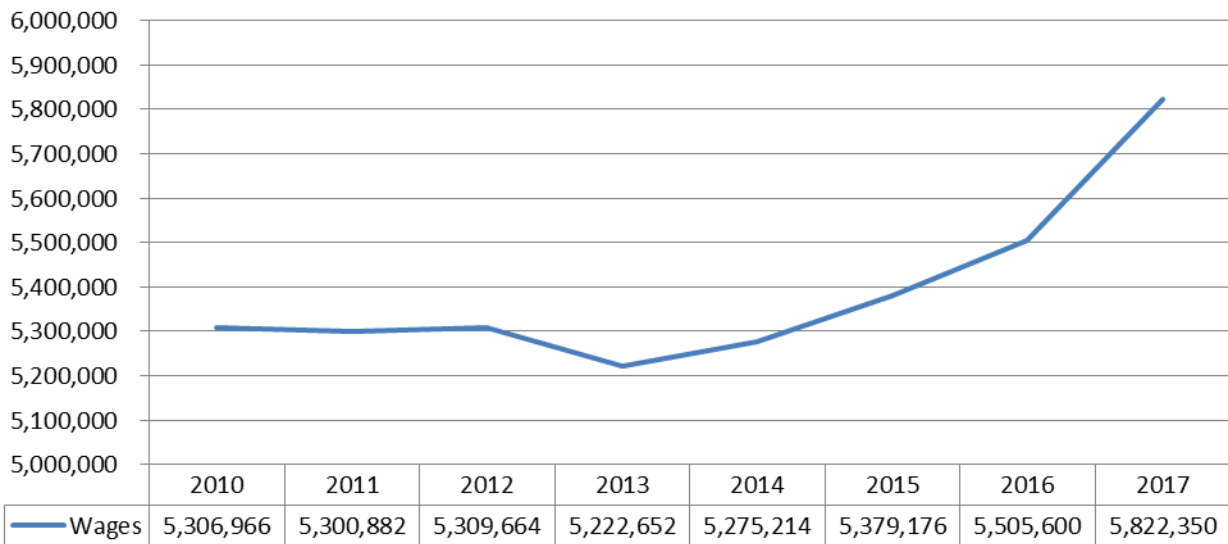
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Fiscal year 2017 Personnel Budget:

This fiscal year has brought a few benefits and challenges.

- Wages are up 5.75% from fiscal year 2016. This is the net effect of implementing the compensation study, police union raises, and three new positions.

History of Wages - 2010-2017

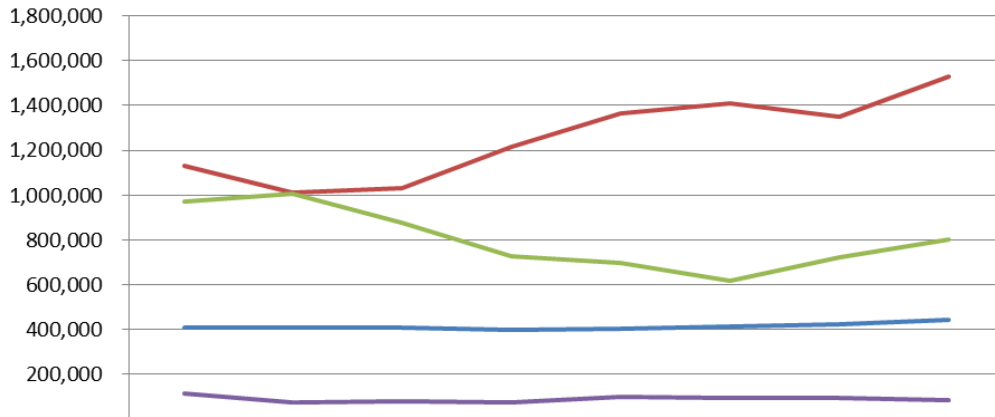


- Pension costs are 26% of annual wages which is 2% higher than fiscal year 2016 due to an increase of 3.05% in Police pension rates with only a 0.08% decrease in the General Employee Pension rate. This is the third straight year for General Employees' pension rate decreases. The increase in the Police rate is due to a reduction of the expected rate of return set by the City's Police Pension Board.
- Health insurance is 14% of annual wages which is 1% higher than fiscal year 2016 due to increased costs. The overall increase in health insurance premium rates were held to 4%.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

History of Benefits - 2010-2016



	2010	2011	2012	2013	2014	2015	2016	2017
FICA/Medicare	405,983	405,517	406,189	399,533	403,554	411,507	420,233	444,923
Pension	1,127,971	1,008,853	1,031,106	1,214,925	1,363,722	1,411,120	1,350,239	1,527,723
Health and Life Insurance	969,509	1,004,271	874,000	726,518	698,605	615,443	721,351	802,533
Workers Compensation	115,652	76,165	78,198	73,353	96,905	93,819	95,921	82,230

- All employees, including elected officials, received an minimum increase of 3%
- Three employees received upgrades to their positions.
- Nine positions were vacant but funded.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Personnel Costs for Fiscal Year 2016-2017

	Medical Insurance Waived
	Vacant but Funded
	Reclass in position effective 10/1/2016
	DROP Participant - no pension
	New Position for FY2017

Job Title	2017 Position Grade	Annual Rate for FY2017 W/MAG	FICA	Pension	Employee Insurances			Total Benefits	Total Position Costs
					Health Insurance w/subsidy	Life and EAP	Workers Comp		
GENERAL FUND									
Mayor and Commission									
Commissioner	N/A	12,360	946	-	-	-	16	961	13,321
Commissioner	N/A	12,360	946	-	-	-	16	961	13,321
Commissioner	N/A	12,360	946	-	-	-	16	961	13,321
Commissioner	N/A	12,360	946	-	-	-	16	961	13,321
Commissioner	N/A	12,360	946	-	-	-	16	961	13,321
Mayor	N/A	58,316	4,461	-	5,311	196	73	10,042	68,357
Executive Assistant to Mayor & Commission	113	41,785	3,197	12,022	5,311	162	53	20,743	62,528
Matching deferred compensation		12,372	946					946	13,318
Mayor vehicle allowance		3,600	275					275	3,875
Total Mayor and Commission		177,871	13,607	12,022	10,622	358	204	36,812	214,684
City Clerk									
Assistant City Clerk	114	45,564	3,486	13,109	7,764	174	57	24,590	70,154
City Clerk	126	96,284	7,366	27,701	9,342	345	121	44,875	141,159
Total City Clerk		141,848	10,851	40,810	17,106	519	179	69,465	211,313
Information Technology									
IT Specialist	113	50,833	3,889	14,625	9,342	192	64	28,111	78,944
Total Information Technology		50,833	3,889	14,625	9,342	192	64	28,111	78,944
Finance									
Deputy Clerk - Finance	124	82,458	6,308	23,723	5,311	298	104	35,744	118,202
Finance Manager	119	62,593	4,788	18,008	5,311	232	79	28,418	91,011
Purchasing Agent	116	57,711	4,415	16,603	5,311	215	73	26,617	84,328
Accountant II	114	45,860	3,508	13,194	5,311	175	58	22,246	68,106
Purchasing Clerk	106	33,614	2,571	9,671	5,311	134	42	17,730	51,344
Accountant I	112	39,795	3,044	11,449	5,311	155	50	20,009	59,804
Warehouse Operator/Account Clerk	106	36,291	2,776	10,441	5,311	143	478	19,149	55,440
Total Finance - Full Time		358,322	27,412	103,089	37,177	1,353	883	169,914	528,236
Human Resources									
HR Administrator	122	64,822	4,959	18,649	9,342	239	82	33,271	98,093
HR Coordinator - Part Time/28 hrs week	111	26,530	2,030	-	-	-	33	2,063	28,593
Employee recognition		1,365							1,365
Unemployment		5,000							5,000
Total Human Resources		97,717	6,988	18,649	9,342	239	115	35,334	133,051
Facilities and Events									
Special Projects/Events Coordinator - Longevity - DROP	112	55,577	4,252	-	5,311	208	731	10,502	66,079
Overtime		6,000	459				79	538	6,538
Total Facilities and Events		61,577	4,711	-	5,311	208	810	11,040	72,617
Police Department - Administration									
Accreditation/Grants Coordinator	111	43,000	3,290	12,371	5,311	166	54	21,192	64,192
Dispatch Supervisor	115	47,805	3,657	13,753	7,764	182	60	25,417	73,222
Dispatcher	109	37,102	2,838	10,674	5,311	146	47	19,016	56,118
Dispatcher	109	36,656	2,804	10,546	5,311	144	46	18,852	55,508
Dispatcher	109	36,063	2,759	10,375	11,503	142	45	24,826	60,889
Dispatcher	109	34,645	2,650	9,967	5,311	138	44	18,110	52,755
Dispatcher	109	34,989	2,677	10,066	7,764	139	44	20,690	55,679
Dispatcher	109	35,407	2,709	10,187	5,311	140	45	18,391	53,798
Evidence Custodian	111	44,213	3,382	12,720	5,311	170	56	21,639	65,852
Evidence Custodian - temporary position - begin 9/2017	111	3,280	251	944	-	32	4	1,231	4,511
Records Clerk II	108	38,053	2,911	10,948	7,764	149	48	21,820	59,873
Records Clerk II	108	45,306	3,466	13,035	5,311	173	57	22,042	67,348
Victim Advocate	111	42,759	3,271	12,302	5,311	165	54	21,103	63,862
Police Fleet/Inventory Specialist	107	31,180	2,385	8,970	5,311	126	864	17,657	48,837
Festival Overtime		5,000	383	1,439	-	-	6	1,827	6,827
Overtime		15,000	1,148	4,316	-	-	19	5,482	20,482
Total Police Department Administration - Full Time		530,458	40,580	152,613	82,594	2,012	1,493	279,294	809,752
Crime Analyst - Part Time	110	21,963	1,680	-	-	-	28	1,708	23,671
Total Police Department Administration - Part Time		21,963	1,680	-	-	-	28	1,708	23,671
Total Police Department - Administration		552,421	42,260	152,613	82,594	2,012	1,521	281,002	833,423



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Personnel Costs for Fiscal Year 2016-2017

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	New Position for FY2017

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					Health Insurance w/subsidy	Life and EAP	Workers Comp		
Police Department - Crossing Guards									
Crossing Guard	104C	7,726	591	-	-	-	130	721	8,447
Crossing Guard	104C	7,538	577	-	-	-	127	703	8,241
Crossing Guard	104C	13,832	1,058	-	-	-	232	1,291	15,122
Crossing Guard	104C	7,968	610	-	-	-	134	743	8,712
Crossing Guard	104C	7,277	557	-	-	-	122	679	7,955
Crossing Guard	104C	6,880	526	-	-	-	116	642	7,521
Crossing Guard	104C	7,495	573	-	-	-	126	699	8,194
Total Police Department - Crossing Guards		58,715	4,492	-	-	-	986	5,478	64,193
Police Department - Part-time Patrol									
Park Patrol - Sworn	110SOP/4	27,169	2,078	-	-	-	456	2,535	29,704
Park Patrol - Sworn	110SOP/4	27,169	2,078	-	-	-	456	2,535	29,704
Total Police Department - Part-time patrol		54,338	4,157	-	-	-	913	5,070	59,408
Police Department - Executive Sworn Officers									
Chief of Police	127	96,284	7,366	28,895	5,311	345	1,618	43,534	139,818
Captain of Police	123	73,873	5,651	22,169	9,342	269	1,241	38,673	112,546
Captain of Police	123	73,873	5,651	22,169	11,503	269	1,241	40,835	114,708
Career Development/Education		4,030	308	1,209				1,518	5,548
Clothing Allowance		1,500	115	450				565	2,065
Total Police Department - Exective Sworn Officers		249,560	19,091	74,893	26,156	884	4,100	125,125	374,685
Police Department - Sworn Officers									
Police Sergeant	113SO/9	67,985	5,201	20,402	11,503	250	1,142	38,499	106,484
Police Sergeant	113SO/4	59,680	4,566	17,910	-	222	1,003	23,700	83,380
Police Sergeant	113SO/6	62,873	4,810	-	5,311	232	1,056	11,410	74,283
Police Sergeant	113SO/2	56,650	4,334	17,001	11,503	212	952	34,002	90,652
Police Sergeant - CID	113SO/4	59,680	4,566	17,910	7,764	222	1,003	31,464	91,144
Police Sergeant	113SO/4	59,680	4,566	17,910	7,764	222	1,003	31,464	91,144
Corporal - Longevity	111SO/13	55,479	4,244	16,649	5,311	208	932	27,344	82,823
Corporal	111SO/11	51,143	3,912	15,348	5,311	193	859	25,624	76,767
Corporal - CID	111SO/11	51,143	3,912	15,348	5,311	193	859	25,624	76,767
Corporal	111SO/12	52,549	4,020	15,770	11,503	198	883	32,375	84,924
Corporal	111SO/7	45,884	3,510	13,770	11,503	175	771	29,730	75,614
Police Officer - SRO	110SO/12	50,047	3,829	15,019	9,342	189	841	29,220	79,267
Police Officer	110SO/12	50,047	3,829	15,019	5,311	189	841	25,189	75,236
Police Officer - CID	110SO/2	38,156	2,919	11,451	7,764	149	641	22,924	61,080
Police Officer	110SO/4	40,283	3,082	12,089	11,503	157	677	27,508	67,791
Police Officer - CID	110SO/8	44,901	3,435	13,475	11,503	172	754	29,340	74,241
Police Officer - SRO	110SO/8	44,901	3,435	13,475	5,311	172	754	23,147	68,048
Police Officer - SRO	110SO/7	43,700	3,343	13,114	5,311	168	734	22,671	66,371
Police Officer - CID	110SO/7	43,700	3,343	13,114	5,311	168	734	22,671	66,371
Police Officer	110SO/8	44,901	3,435	13,475	5,311	172	754	23,147	68,048
Police Officer	110SO/7	43,700	3,343	13,114	7,764	168	734	25,124	68,824
Police Officer	110SO/4	40,283	3,082	12,089	5,311	157	677	21,315	61,598
Police Officer	110SO/2	38,156	2,919	11,451	5,311	149	641	20,471	58,627
Police Officer	110SO/6	42,529	3,253	12,763	7,764	164	714	24,659	67,188
Police Officer	110SO/6	42,529	3,253	12,763	11,503	164	714	28,399	70,928
Police Officer	110SO/4	40,283	3,082	12,089	7,764	157	677	23,768	64,051
Police Officer	110SO/2	38,156	2,919	11,451	5,311	149	641	20,471	58,627
Police Officer	110SO/6	42,529	3,253	12,763	5,311	164	714	22,206	64,735
Police Officer	110SO/6	42,529	3,253	12,763	5,311	164	714	22,206	64,735
Police Officer	110SO/6	42,529	3,253	12,763	11,503	164	714	28,399	70,928
Police Officer	110SO/3	38,771	2,966	11,635	5,311	152	651	20,715	59,485
Clothing Allowance		3,000	230	900				1,130	4,130
Career Development		22,490	1,720	6,749				8,470	30,960
Overtime		48,000	3,672	14,405			806	18,883	66,883
Total Police Department - Sworn Officers		1,548,866	118,488	445,946	227,615	5,616	25,593	823,266	2,372,131
TOTAL POLICE DEPARTMENT		2,463,900	188,488	673,452	336,365	8,512	33,113	1,239,940	3,703,840
Code Enforcement									
Code Enforcement Officer	110	43,213	3,306	12,432	-	166	569	16,473	59,686
Code Enforcement Officer	110	43,213	3,306	12,432	5,311	166	569	21,784	64,997
Total Code Enforcement		86,426	6,612	24,865	5,311	333	1,137	38,258	124,684



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Personnel Costs for Fiscal Year 2016-2017

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	New Position for FY2017

Job Title	2017 Position Grade	Annual Rate for FY2017 W/MAG	FICA	Pension	Employee Insurances			Total Benefits	Total Position Costs
					Health Insurance w/subsidy	Life and EAP	Workers Comp		
Public Works Administration									
Deputy Director of Public Works	124	90,530	6,926	26,045	5,311	325	1,191	39,799	130,329
Public Works Coordinator	115	57,823	4,423	16,636	5,311	216	73	26,659	84,482
Customer Service Rep I	106	30,906	2,364	8,892	5,311	125	39	16,731	47,637
Sr GIS Analyst	117	63,846	4,884	18,368	5,311	236	80	28,880	92,726
GIS Analyst/Compliance Coordinator	114	43,874	3,356	12,623	5,311	169	577	22,036	65,910
Public Works Director	126	96,284	7,366	-	5,311	345	1,267	14,289	110,573
Total Public Works Administration		383,263	29,320	82,564	31,866	1,415	3,228	148,393	531,656
Planning									
City Planner	122	67,756	5,183	19,493	7,764	249	85	32,775	100,531
Planning Technician	107	32,592	2,493	9,377	11,503	131	41	23,546	56,138
Total Planning		100,348	7,677	28,870	19,267	380	126	56,321	156,669
Fleet Management									
Equipment Mechanic I	108	38,410	2,938	11,051	5,311	150	753	20,203	58,613
Equipment Mechanic II	110	50,950	3,898	14,658	11,503	192	999	31,251	82,201
Fleet Supervisor - DROP	115	57,297	4,383	-	5,311	214	1,123	11,031	68,328
Overtime		750	57	216	-	-	15	288	1,038
Total Fleet Management		147,407	11,277	25,925	22,125	556	2,889	62,773	210,180
Parks and Recreation									
Service Worker I	104	26,935	2,061	7,749	5,311	112	690	15,923	42,858
Service Worker I	104	26,935	2,061	7,749	5,311	112	690	15,923	42,858
Service Worker I	104	28,003	2,142	8,056	5,311	115	717	16,342	44,345
Service Worker II	106	30,032	2,297	8,640	7,764	122	769	19,593	49,625
Service Worker II	106	32,592	2,493	9,377	5,311	131	835	18,147	50,739
Service Worker II	106	35,552	2,720	10,228	7,764	141	911	21,764	57,316
Crew Leader	109	40,348	3,087	11,608	5,311	157	1,034	21,196	61,544
Parks Supervisor - New Position	115	46,067	3,524	13,253	5,311	176	1,180	23,445	69,512
Overtime		6,500	497	1,870	-	-	167	2,534	9,034
Total Parks and Recreation		272,964	20,882	78,532	47,394	1,065	6,993	154,866	427,830
		4,342,476	331,713	1,103,402	551,228	15,130	49,743	2,051,227	6,393,703
Building Department									
Permit Technician	107	31,651	2,421	9,106	5,311	128	40	17,006	48,657
Building Inspector	112	59,707	4,568	17,178	5,311	222	786	28,064	87,771
Building Official	122	68,731	5,258	19,774	5,311	252	904	31,500	100,231
		160,089	12,247	46,058	15,933	602	1,730	76,569	236,658
SPECIAL REVENUE FUNDS									
COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND									
CRA									
Administrative Assistant	111	38,133	2,917	10,971	11,503	149	130	25,671	63,804
Administrative Assistant	111	44,078	3,372	12,681	5,311	169	150	21,683	65,761
Community Development Director	126	96,284	7,366	27,701	5,311	345	327	41,050	137,334
Overtime		5,000	383	-	-	-	17	400	5,400
TOTAL CRA FUND		183,495	14,037	51,353	22,125	663	624	88,804	272,299
ROAD AND BRIDGE FUND									
Streets Department									
Service Worker I	104	27,100	2,073	7,797	5,311	112	1,335	16,629	43,729
Service Worker II	106	29,696	2,272	8,544	5,311	121	1,463	17,711	47,407
Service Worker I	104	26,935	2,061	7,749	5,311	112	1,327	16,560	43,495
Equipment Operator	107	33,115	2,533	9,527	5,311	133	1,632	19,136	52,251
Sign Maintenance Technician	108	34,906	2,670	10,042	5,311	139	1,720	19,882	54,788
Overtime		9,000	689	2,589	-	-	444	3,721	12,721
TOTAL ROAD AND BRIDGE FUND		160,752	12,298	46,248	26,555	616	7,922	93,639	254,391
TOTAL SPECIAL REVENUE FUNDS		344,247	26,335	97,601	48,680	1,280	8,546	182,443	526,690



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Personnel Costs for Fiscal Year 2016-2017

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					Health Insurance w/subsidy	Life and EAP	Workers Comp		
ENTERPRISE FUNDS									
SOLID WASTE FUND									
Solid Waste Department									
Equipment Operator	107	36,368	2,782	10,463	5,311	143	479	19,178	55,546
Service Worker I - New Position	104	26,935	2,061	7,749	5,311	112	354	15,587	42,522
Public Works Supervisor	115	50,025	3,827	14,392	5,311	189	658	24,378	74,403
Overtime		1,000	77	288	-	-	13	377	1,377
TOTAL SOLID WASTE FUND		114,328	8,746	32,892	15,933	445	1,505	59,520	173,848
WATER AND SEWER FUND									
Cross Connect									
Service Worker II	106	30,911	2,365	8,893	7,764	125	775	19,922	50,833
Service Worker II	106	29,696	2,272	8,544	5,311	121	744	16,991	46,687
Overtime		3,000	230	863	-	-	75	1,168	4,168
Total Cross Connect		63,607	4,866	18,300	13,075	246	1,594	38,081	101,688
Water Department									
Service Worker I	104	27,297	2,088	7,853	5,311	113	684	16,050	43,347
Equipment Operator	107	43,149	3,301	12,414	5,311	166	1,081	22,273	65,422
Crew Leader	109	35,932	2,749	10,338	5,311	142	900	19,440	55,372
Public Works Supervisor	115	47,208	3,611	13,582	5,311	180	1,183	23,867	71,075
Overtime		8,000	612	2,302	-	-	200	3,114	11,114
Total Water Department		161,586	12,361	46,488	21,244	601	4,049	84,744	246,330
Sewer Department									
Service Worker I	104	27,100	2,073	7,797	7,764	112	470	18,217	45,317
Service Worker II	106	30,757	2,353	8,849	5,311	125	534	17,171	47,928
Service Worker I	104	26,935	2,061	7,749	5,311	112	468	15,700	42,635
Service Worker I	104	27,897	2,134	8,026	5,311	115	484	16,070	43,967
Equipment Operator	107	31,180	2,385	9,970	5,311	126	541	17,334	48,514
Crew Leader	109	35,932	2,749	10,338	11,503	142	624	25,356	61,288
Public Works Supervisor	115	53,009	4,055	15,251	9,342	199	920	29,767	82,776
Overtime		8,000	612	2,302	-	-	139	3,052	11,052
Total Sewer Department		240,810	18,422	69,281	49,853	931	4,180	142,668	383,478
Customer Service Department									
Customer Service Field Rep	105	28,942	2,214	8,327	5,311	118	725	16,695	45,637
Customer Service Rep I	106	30,405	2,326	8,748	11,503	123	38	22,739	53,144
Customer Service Field Rep	105	28,281	2,163	8,136	5,311	116	709	16,436	44,717
Customer Service Rep. II	107	33,368	2,553	9,600	5,311	133	42	17,639	51,007
Utility Billing Analyst	109	34,714	2,656	9,987	5,311	138	44	18,135	52,849
Customer Service Supervisor	115	51,090	3,908	14,699	5,311	193	64	24,175	75,265
Overtime		1,000	77	288	-	-	25	414	1,414
Total Customer Service Department		207,800	15,897	59,784	38,058	847	1,648	116,234	324,034
TOTAL WATER AND SEWER FUND		673,803	51,546	193,853	122,230	2,625	11,471	381,727	1,055,530
STORMWATER FUND									
Stormwater Department									
Service Worker I	104	27,897	2,134	8,026	5,311	115	1,375	16,961	44,858
Equipment Operator	107	31,372	2,400	9,026	5,311	127	1,546	18,409	49,781
Inmate Services Coordinator	107	31,180	2,385	8,970	9,342	126	1,537	22,360	53,540
Crew Leader	109	34,635	2,650	9,964	7,764	138	1,707	22,222	56,857
Public Works Supervisor - 75% of salary	115	43,367	3,318	12,477	-	162	2,137	18,093	61,460
Overtime		4,500	344	1,295	-	-	222	1,861	6,361
TOTAL STORMWATER FUND		172,951	13,231	49,758	27,728	667	8,523	99,907	272,858
REUSE FUND									
Reclaimed Water Department									
Public Works Supervisor - 25% of salary	115	14,456	1,106	4,159	-	54	712	6,031	20,487
TOTAL REUSE FUND		14,456	1,106	4,159	-	54	712	6,031	20,487
TOTAL ENTERPRISE FUNDS		975,538	74,629	280,662	165,891	3,790	22,211	547,185	1,522,723
		5,822,350	444,923	1,527,723	781,732	20,801	82,230	2,857,424	8,679,774



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Personnel Costs for Fiscal Year 2016-2017

FY 2017 Payroll with Compensation Study Changes

	Annual Rate for FY2017	All Employee Insurances					Total Benefits	Total Position Costs
		FICA	Pension	Health Insurance	Life and EAP	Workers Comp		
Breakdown by Fund								
General Fund	4,342,476	331,713	1,103,402	551,228	15,130	49,743	2,051,227	6,393,703
Building Department	160,089	12,247	46,058	15,933	602	1,730	76,569	236,658
CRA	183,495	14,037	51,353	22,125	663	624	88,804	272,299
Road and Bridge	160,752	12,298	46,248	26,555	616	7,922	93,639	254,391
Solid Waste	114,328	8,746	32,892	15,933	445	1,505	59,520	173,848
Water and Sewer	673,803	51,546	193,853	122,230	2,625	11,471	381,727	1,055,530
Stormwater	172,951	13,231	49,758	27,728	667	8,523	99,907	272,858
Reuse	14,456	1,106	4,159	-	54	712	6,031	20,487
Total Personnel Costs	5,822,350	444,923	1,527,723	781,732	20,801	82,230	2,857,424	8,679,774

Breakdown by type	FY2016	FY2017	Increase (Decrease)
Total Wages	5,505,600	5,822,350	316,750
Total Benefits			
FICA	420,233	444,923	24,690
General Employee Pension Contribution	875,654	979,183	103,529
Police Department Pension Contribution	423,300	520,839	97,539
Non-pensioned Department Heads	51,286	27,701	(23,585)
Total Pension Contribution	1,350,239	1,527,723	177,484
Health Dental and Life Insurance	721,351	802,533	81,182
Workers Compensation	95,921	82,230	(13,691)
Total Benefits	2,587,744	2,857,409	269,665
Total Cost of Payroll	8,093,344	8,679,759	586,415

These personnel costs are based on:

Compensation study increases were given based on market study in the following order:

1. 3% increase to all general employee positions
2. Applicable positions increased to minimum salary range
3. Applicable employees given 1/2 of the increase to bring them to market value based on tenure in the position.

3% COLA increase to Commission.

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

The Pension rates have been changed to reflect the new rates.

The new rates for health insurance are 2.69% higher.

The final personnel budgets include:

Total Funded Positions		Vacant Positions - Full Time Funded	8
Full Time Funded Positions	119	1 - Accountant I	
Part Time Funded Positions	11	1 - Police Corporal	
Elected Officials	6	1 - GIS Analyst/Compliance Coordinator	
Total Funded Positions	136	1 - Service Worker I - Parks	
		2 - Service Worker II - Road and Bridge and Cross Connect	
New positions funded	3	1 - Customer Service Field Rep.	
HR Coordinator - part time		1 - Public Works Supervisor - Solid Waste	
Parks Supervisor - full time		Vacant Positions - Part Time Funded	1
Service Worker I - Solid Waste - full time		1 - Crossing Guard	



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
GENERAL FUND *						
Mayor and Commission						
Commissioner	N/A	5	5	5	5	5
Mayor	N/A	1	1	1	1	1
Total Elected Officials		6	6	6	6	6
Executive Assistant to Mayor & Commission	113	1	1	1	1	1
Total Mayor and Commission - Full Time		1	1	1	1	1
Total Mayor and Commission		7	7	7	7	7
City Clerk						
Assistant City Clerk	114	1	1	1	1	1
City Clerk	126	1	1	1	1	1
Total City Clerk - Full Time		2	2	2	2	2
Information Technology						
IT Specialist	113	1	1	1	1	1
Total Information Technology - Full Time		1	1	1	1	1
Finance						
Deputy Clerk - Finance	124	1	1	1	1	1
Finance Manager	119	1	1	1	1	1
Purchasing Agent	116	1	1	1	1	1
Warehouse Operator	106	1	1	1	1	1
Accountant I	112	1	0	0	0	1
Accountant II	114	0	1	1	1	1
Purchasing Clerk	106	1	1	1	1	1
Payroll Clerk	106	0	1	1	1	0
Total Finance - Full Time		6	7	7	7	7
* Payroll Clerk - Part Time		1	0	0	0	0
Total Finance - Part Time		1	0	0	0	0
Total Finance Department		7	7	7	7	7
Human Resources						
Human Resources Director	116	1	0	0	0	0
Human Resources Administrator	122	0	1	1	1	1
Total Human Resources - Full Time		1	1	1	1	1
Human Resources Coordinator - Part Time	111	0	0	0	0	1
Total Human Resources - Part Time		0	0	0	0	1
Total Human Resources Department		1	1	1	1	2
Events and Facilities						
Special Projects/Events Coordinator	112	0	0	1	1	1
Total Information Technology - Full Time		0	0	1	1	1
Police - Administration						
Records Clerk	106	1	1	1	1	0
Records Clerk II	108	1	1	1	1	2
Maintenance Technician	109	0	0	0	0	1
Evidence Custodian	111	1	1	1	1	1
Dispatch Supervisor	115	1	1	1	1	1
Dispatcher II	107	1	1	0	0	0
Dispatcher I	109	4	5	6	6	6
Accreditation/Grants Coordinator	111	1	1	1	1	1
Victim Advocate	111	1	1	1	1	1
Total Police Administration - Full Time		11	12	12	12	13



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
* Crime Analyst - Part Time	110	1	1	1	1	1
* Maintenance Technical - Part Time	107	1	1	1	1	0
* Crossing Guards - Part Time	104C	7	7	7	7	7
Total Police Administration - Part Time		9	9	9	9	8
Police - Sworn Officers						
Chief of Police	127	1	1	1	1	1
Deputy Chief of Police	118	1	1	0	0	0
Captain	123	0	0	2	2	2
Police Lieutenant	115	1	1	1	0	0
Police Sergeant	113SO	6	6	6	6	6
Corporal	111SO	4	5	5	5	5
Police Officer	110SO	22	21	21	20	20
Total Police - Sworn Officers - Full Time		35	35	36	34	34
* Sworn Officers - Part Time	110SO	3	2	2	2	2
Total Police - Sworn Officers - PartTime		3	2	2	2	2
Total Police Department - Full Time		46	47	48	46	47
Total Police Department - Part Time		12	11	11	11	10
Total Police Department		58	58	59	57	57
Code Enforcement						
Code Enforcement Director	112	1	0	0	0	0
Code Enforcement Officer	110	1	2	2	2	2
Total Code Enforcement - Full Time		2	2	2	2	2
Public Works Administration						
Public Work Director	126	1	1	1	1	1
Deputy Director of Public Works	124	1	1	1	1	1
Deputy Director of Administration/PW Coordinator	112	1	1	1	1	1
Sr GIS Analyst	117	0	0	0	1	1
Compliance/GIS Coordinator	114	0	0	1	1	1
Records Clerk I	105	1	1	0	0	0
Project Inspector/Locator	107	1	0	0	0	0
Customer Service Representative I	106	1	1	1	1	1
Total Public Works Administration - Full Time		6	5	5	6	6
Planning						
City Planner	122	1	1	1	1	1
Planning Technician	107	1	1	1	1	1
Total Planning Department - Full Time		2	2	2	2	2
Fleet Management						
Fleet Maintenance Supervisor	115	1	1	1	1	1
Equipment Mechanic II	110	1	1	1	1	1
Equipment Mechanic I	108	1	1	1	1	1
Total Fleet Management - Full Time		3	3	3	3	3



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Parks and Recreation						
Deputy Director Parks & Public Bldgs.	120	1	1	0	0	0
Parks Supervisor	115	1	1	0	0	1
Crew Leader	109	1	1	1	1	1
Service Worker II	106	5	4	3	3	3
Service Worker I	104	1	2	3	3	3
Total Parks and Recreation - Full Time		9	9	7	7	8
Building Department						
Building Official	122	1	1	1	1	1
Building Inspector	112	1	1	1	1	1
Permit Technician I	107	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		82	83	83	82	84
Total General Fund - Part Time		13	11	11	11	11
Total General Fund		101	100	100	99	101
CRA FUND						
Community Redevelopment Agency (CRA)						
CRA Director	126	1	1	1	1	1
Administrative Assistant	111	1	1	2	2	2
Total CRA - Full Time		2	2	3	3	3
* GIS Specialist - Part Time	112	1	1	1	0	0
* Strategic Plan Specialist - Part Time - Temporary	103	1	1	1	1	0
* Administrative Assistant - Part Time - Temporary	108	1	1	0	0	0
* Student Intern	100	2	0	0	0	0
Total CRA - Part Time		5	3	2	1	0
Total CRA Fund		7	5	5	4	3
ROAD AND BRIDGE FUND						
Streets Department						
Sign Maintenance Tech	108	1	1	1	1	1
Equipment Operator	107	3	3	3	1	1
Service Worker I	104	0	0	1	2	2
Service Worker II	106	1	1	0	1	1
Total Streets Department - Full Time		5	5	5	5	5
Total Road and Bridge Fund		5	5	5	5	5
SOLID WASTE FUND						
Solid Waste Department						
Supervisor	115	1	1	1	1	1
Service Worker II	106	0	0	1	0	0
Service Worker I	104	1	1	0	1	1
Equipment Operator	107	0	0	1	1	1
Total Solid Waste Department and Fund - Full Time		2	2	3	3	3



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

HISTORY OF STAFFING LEVELS

Position Title	Position Grade	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
WATER AND SEWER FUND						
Cross Connect - New in FY2010						
Service Worker II	106	1	2	2	2	2
Service Worker I	104	1	0	0	0	0
Total Cross Connect - Full Time		2	2	2	2	2
Water Department						
Supervisor of Water	115	1	1	1	1	1
Crew Leader	109	1	1	1	1	1
Operator, Equipment	107	1	1	1	1	1
Service Worker I	104	1	1	1	1	1
Total Water Department - Full Time		4	4	4	4	4
Sewer Department						
Supervisor	115	1	1	1	1	1
Crew Leader	109	1	1	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker II	106	3	3	1	1	1
Service Worker I	104	1	1	3	3	3
Total Sewer Department - Full Time		7	7	7	7	7
Customer Service						
Customer Service Supervisor	115	1	1	1	1	1
Customer Service Rep. II	107	1	2	1	1	1
Customer Service Rep. I	106	2	1	1	1	1
Customer Service Field	105	3	2	2	2	2
Utility Billing Analyst	109	0	0	1	1	1
Total Customer Service - Full Time		7	6	6	6	6
Total Customer Service Department		7	6	6	6	6
Total Water and Sewer Fund - Full Time		20	19	19	19	19
Total Water and Sewer Fund		20	19	19	19	19
STORMWATER FUND						
Stormwater						
Public Works Supervisor - 75% salary	115	1	1	1	0.75	0.75
Crew Leader	109	1	1	1	1	1
Inmate Services Coordinator	107	0	0	1	1	1
Equipment Operator	107	1	1	1	1	1
Service Worker II	106	1	1	0	0	0
Service Worker I	104	1	1	1	1	1
Total Stormwater Department and Fund - Full Time		5	5	5	4.75	4.75
REUSE FUND						
Reclaimed Water Department						
Public Works Supervisor - 25% salary	115	0	0	0	0.25	0.25
Total Reuse Department and Fund - Full Time		0	0	0	0.25	0.25
Total Elected Officials		6	6	6	6	6
Total Full Time Employees		116	116	118	117	119
Total Part Time Employees		18	14	13	12	11
Total City Employees		140	136	137	135	136



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund

Fund #001

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

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

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



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
GENERAL FUND					
BEGINNING FUND BALANCES	7,202,168	7,320,920	7,320,920	7,093,517	-3.11%
REVENUE/SOURCES					
Property Taxes	3,767,853	4,146,579	4,156,603	4,378,330	5.59%
Sales Taxes	950,806	988,608	982,713	992,600	0.40%
Utility Service Taxes	1,096,095	1,096,057	1,060,400	1,065,400	-2.80%
Motor Fuel Taxes	11,993	11,603	11,603	11,000	-5.20%
Other Taxes	781,298	823,313	820,370	809,708	-1.65%
Permits, Fees and Assessments	1,312,655	1,285,287	1,328,101	1,345,500	4.68%
Intergovernmental Revenue	14,693	6,503	6,503	2,983	-54.13%
Fines and Forfeitures	59,562	52,667	46,470	42,150	-19.97%
Charges for Services	770,990	687,630	672,709	697,638	1.46%
Interest Revenue	26,113	42,600	31,385	34,995	-17.85%
Miscellaneous Revenue	246,684	245,583	219,239	181,494	-26.10%
Impact Fees	24,732	27,220	24,162	-	0.00%
Transfers In	820,099	909,332	909,332	1,066,841	17.32%
Debt/Lease Proceeds	251,500	254,767	254,767	280,300	10.02%
Non-Revenue Sources	-	224,680	-	329,750	46.76%
TOTAL REVENUES/SOURCES	10,135,073	10,802,429	10,524,357	11,238,689	4.04%
EXPENSES - DEPARTMENTAL					
Mayor & City Commission	202,453	263,912	255,454	279,312	5.84%
City Clerk	1,731,795	1,953,882	1,907,536	2,084,007	6.66%
Information Technology	328,852	361,939	369,729	375,254	3.68%
City Attorney	260,973	241,304	232,475	248,926	3.16%
Finance	573,888	592,987	589,250	624,387	5.30%
Human Resources	127,838	170,671	156,200	196,416	15.08%
Events and Facilities	147,192	144,264	136,745	144,750	0.34%
Police Department	4,206,610	4,471,880	4,405,135	4,218,888	-5.66%
Code Enforcement	91,466	143,771	143,969	153,576	6.82%
Public Works Administration	517,994	583,016	586,049	705,419	20.99%
Planning Department	162,167	210,278	173,135	245,474	16.74%
Fleet Maintenance	214,511	229,101	228,888	237,945	3.86%
Parks & Landscaping	490,347	573,109	519,799	631,354	10.16%
Building Department	250,620	257,905	259,455	272,351	5.60%
Grants - Non-Capital	14,680	6,503	6,503	2,983	-54.13%
Capital Expenses	283,634	442,025	426,732	392,310	-11.25%
Debt Service	225,568	263,180	248,684	282,808	7.46%
Transfers Out	185,733	106,022	106,022	142,529	34.43%
TOTAL EXPENDITURES	10,016,321	11,015,749	10,751,760	11,238,689	2.02%
Excess Revenue Over (Under)	118,752	(213,320)	(227,403)	-	-100.00%
Fund Balance, End of Year	7,320,920	7,107,600	7,093,517	7,093,517	-0.20%

** 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
2016-2017 BUDGET**

001-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
Locally Levied Taxes						
000-311.1010	Prior Period Property Taxes	12,437	6,413	6,103	2,850	-55.56%
000-311.1010	Current Property Taxes	3,755,416	4,140,166	4,150,500	4,375,480	5.68%
	Total Ad Valorem Taxes	3,767,853	4,146,579	4,156,603	4,378,330	5.59%
000-335.8000	State Revenue/Local Government Half Cent Sales Tax	950,806	988,608	982,713	992,600	0.40%
	Total Sales Taxes	950,806	988,608	982,713	992,600	0.40%
000-314.1000	Electric Utility Tax	1,056,159	1,061,000	1,025,000	1,030,000	-2.92%
000-314.4000	Natural Gas Utility Tax	14,281	12,390	10,400	10,400	-16.06%
000-314.8000	Propane Utility Tax	25,655	22,667	25,000	25,000	10.29%
	Total Utility Service Taxes	1,096,095	1,096,057	1,060,400	1,065,400	-2.80%
000-335.4100	State Revenue/Motor Fuel Tax Refund	11,993	11,603	11,603	11,000	-5.20%
	Total Motor Fuel Taxes	11,993	11,603	11,603	11,000	-5.20%
000-315.0000	Communications Services Tax	410,648	386,686	390,301	368,364	-4.74%
000-316.0000	Local Business Tax	81	60,000	62,000	68,000	13.33%
000-316.0500	Local Business Tax Collected by FLOC	4,037	819	819	-	0.00%
000-316.3100	Local Business Tax Penalties	2,079	854	1,000	1,000	100.00%
000-335.1200	State Revenue Sharing Proceeds	319,579	331,224	321,250	327,844	-1.02%
000-335.4000	Mobile Home Licenses	32,052	31,499	32,000	32,000	1.59%
000-335.5000	State Revenue/Alcohol Beverage License	12,822	12,231	13,000	12,500	2.20%
	Total Other Taxes	781,298	823,313	820,370	809,708	-1.65%
	TOTAL TAXES	6,608,045	7,066,160	7,031,689	7,257,038	2.70%
PERMITS, FEES AND ASSESSMENTS						
000-322.1100	Building Department Permits	373,903	403,286	425,515	425,000	5.38%
000-322.1700	Building Permits and Inspections	2,568	4,530	5,028	5,000	100.00%
000-323.1000	Electricity Franchise Fees	896,789	845,000	835,000	853,000	0.95%
000-323.4000	Natural Gas Franchise Fees	8,020	9,261	9,558	9,500	2.58%
000-329.0300	Building Permit Surcharges	7,395	9,210	9,000	9,000	-2.28%
000-362.1500	Special Function Permit Application	25	-	-	-	-100.00%
000-367.0100	Building Department Administrative Fees	23,955	14,000	44,000	44,000	214.29%
	TOTAL PERMITS, FEES AND ASSESSMENTS	1,312,655	1,285,287	1,328,101	1,345,500	4.68%
INTERGOVERNMENTAL REVENUE/GRANTS						
000-331.2400-9006	Bulletproof Vest Grant	2,166	2,990	2,990	2,983	-0.23%
000-331.2400-9021	PD E-Ticketing Project	12,527	-	-	-	0.00%
000-331.2880-9023	FDLE Rapid ID Implementation	-	3,513	3,513	-	-100.00%
	INTERGOVERNMENTAL REVENUE/GRANTS	14,693	6,503	6,503	2,983	-54.13%
FINES AND FORFEITURES						
000-351.2125	Judgment-Fines & Forfeiture-Criminal	17,981	16,037	16,000	16,000	-0.23%
000-351.3000	Judgment-Fines/Law Enforcement Education	2,770	2,500	2,500	2,500	0.00%
000-351.6000	Judgement-Fines/Juvenile court	-	2,561	2,561	-	0.00%
000-354.1000	Violation-Local Ordinance	375	840	760	400	-52.38%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

001-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
000-354.2500	Violation-Local Ordinance/Code Enforcement	7,035	6,347	1,000	1,000	-84.24%
000-354.2550	Violation - Lot Clearing - Pass Thru	1,110	750	500	500	-33.33%
000-358.2025	Assets Seized by PD	1,500	-	-	-	0.00%
000-359.0300	PD Abandoned Property	-	1,736	1,736	-	0.00%
000-359.1000	Traffic Infractions	27,676	19,955	19,413	20,000	0.23%
000-359.2000	Forfeits/Restitution	1,115	1,941	2,000	1,750	-9.84%
	FINES AND FORFEITURES	59,562	52,667	46,470	42,150	-19.97%
	CHARGES FOR SERVICES					
000-341.0221	CRA Reimbursement - PD	627,257	517,131	503,000	517,277	0.03%
000-341.1000	AG Museum Insurance Reimbursement	2,425	2,316	2,425	2,112	-8.81%
000-341.2200	Zoning Fees/Variances	40,990	24,049	25,000	25,000	3.95%
000-341.3000	Notary Fee	310	300	300	300	0.00%
000-341.3200	Reproduction of Maps & Publications	114	300	251	150	-50.00%
000-341.3224	Building Maps/Reproduction	-	-	19	-	0.00%
000-341.4100	Recording Fees	93	100	100	100	0.00%
000-341.9023	Abandoned/Vacant Property Registration	6,600	4,600	4,600	4,000	-13.04%
000-341.9521	PBA Administrative Fee	150	100	110	100	0.00%
000-341.9550	Political Sign Revenue	-	-	75	-	0.00%
000-342.0400	Fingerprint/Copying/IDs-PD	5,195	7,428	7,000	6,250	-15.86%
000-342.2010	School Resource Officer	59,463	97,111	97,111	110,483	13.77%
000-343.8200	Locate Cemetery Spaces	310	400	150	200	-50.00%
000-347.4000	Special Event - Service Charge	8,384	6,053	4,902	4,000	-33.92%
000-347.4050	Special Event Permit Application	125	1,075	1,000	1,000	-6.98%
000-347.4550	Culture/Recreation-Sponsorship	241	-	-	-	0.00%
000-347.4600	Culture/Recreation-July4th Fireworks	19,333	26,667	26,666	26,666	0.00%
	CHARGES FOR SERVICES	770,990	687,630	672,709	697,638	1.46%
	INTEREST REVENUE					
000-361.0100	Investment Earnings	19,431	29,000	23,000	27,000	-6.90%
000-361.0200	Interest Revenue - Impact Fees	534	800	710	-	-100.00%
000-361.0800	Special Assessment Interest	-	2,800	1,800	1,800	-35.71%
000-361.0900	Interest Revenue - Accounts Receivable	6,148	10,000	5,875	6,195	-38.05%
	INTEREST REVENUE	26,113	42,600	31,385	34,995	-17.85%
	MISCELLANEOUS REVENUE					
000-362.1000	Special Function Revenue - Parks	1,407	-	-	-	0.00%
000-362.2000	Rents - Cell Tower (Non-Taxable)	16,886	17,224	17,249	17,740	3.00%
000-362.4000	Rents - Heritage Park Taxable	1,750	2,146	2,000	1,500	-30.10%
000-362.4100	Rents - Parks Taxable	14,530	21,868	20,500	15,000	-31.41%
000-362.4300	Rents - Submerged Land	77,165	79,938	79,938	82,336	3.00%
000-362.5000	Rents - Banners/Signage	525	1,475	1,500	1,500	1.69%
000-362.8900	Rent - Billboard (CBS)	2,663	-	-	-	0.00%
000-364.4100	Disposition Of Assets	15,318	20,349	20,349	4,530	-77.74%
000-364.5000	Sales of Scrap Metal	1,697	5,678	5,200	-	0.00%
000-366.0026	PD Special Programs	1,000	1,000	-	-	-100.00%
000-366.9100	Contributions-Private Sources	9,000	-	-	-	0.00%
000-369.0200	Other Misc Revenue/Srv Fire District	24,786	25,572	17,000	17,000	-33.52%
000-369.0400	Other Misc Revenue/EMS-Manatee County	111	158	-	-	-100.00%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

001-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
000-369.0900	Other Misc Revenue/Refund Exp Current Year	90	-	2,022	-	0.00%
000-369.1700	Other Misc Revenue/NSF Check Charges	60	-	40	-	0.00%
000-369.3000	Living Tree Memorial	2,400	1,500	900	600	-60.00%
000-369.3099	Tree/Landscape Revenue	3,288	-	850	-	0.00%
000-369.6800	Other Misc Revenue/Refund Exp	1,360	-	3,020	-	0.00%
000-369.7400	Other Misc Revenue/Insurance Reimbursement	257	20,425	-	-	-100.00%
000-369.7401	Other Misc Revenue/Insurance Premium Refund	22,965	12,600	14,381	11,288	-10.41%
000-369.8001	Over/Short Cash	-	-	27	-	0.00%
000-369.8002	Over/Short Central Stores Inventory	(2,922)	-	(1,327)	-	0.00%
000-369.8003	Over/Short Shop Materials	(38)	-	40	-	0.00%
000-369.9000	Cemetery Spaces	1,600	800	550	-	-100.00%
000-381.7065	Transfer-In From Trailer Park	50,486	30,000	35,000	30,000	0.00%
000-369.9521	PD Take Home Vehicle Reimbursement	300	4,850	-	-	-100.00%
	MISCELLANEOUS REVENUE	246,684	245,583	219,239	181,494	-26.10%
IMPACT FEES						
000-324.1100	Impact Fees - Residential Law Enforcement	3,334	1,508	1,058	-	0.00%
000-324.1200	Impact Fees - Commercial Law Enforcement	2,060	16,965	16,965	-	0.00%
000-324.6100	Impact Fees - Residential Parks	15,565	7,040	4,941	-	0.00%
000-324.7100	Impact Fees - Residential General Government	3,773	1,707	1,198	-	0.00%
	IMPACT FEES	24,732	27,220	24,162	-	0.00%
OTHER FINANCING SOURCES						
Transfers						
000-381.8212	Transfer-in from CRA	49,410	43,673	43,673	38,132	-12.69%
000-382.0010	Transfer-in from Building Department	66,733	106,022	106,022	113,529	0.00%
000-382.3070	Transfer-In from Road and Bridge	132,400	140,674	140,674	154,912	0.00%
000-382.4030	Transfer-In from Solid Waste	39,611	45,950	45,950	73,748	60.50%
000-382.4321	Transfer-In from Water & Sewer	422,089	439,581	439,581	529,439	20.44%
000-382.4400	Transfer-In from Stormwater	99,603	107,954	107,954	128,408	18.95%
000-382.4600	Transfer-In from Reuse	10,253	25,478	25,478	28,673	12.54%
	TOTAL TRANSFERS	820,099	909,332	909,332	1,066,841	17.32%
Debt/Lease Proceeds						
000-383.7000	Capital Lease Inception	251,500	254,767	254,767	280,300	10.02%
	TOTAL DEBT/LEASE PROCEEDS	251,500	254,767	254,767	280,300	10.02%
Non Revenue Sources						
000-399.0000	Funding from Fund Balance for Outstanding Encumbrances	-	24,003	-	-	-100.00%
000-399.0001	Funding from Fund Balance for Contingencies	-	40,000	-	73,500	83.75%
000-399.0002	Funding from Fund Balance for One-Time Expenditures	-	-	-	129,260	100.00%
000-399.6000	Funding from Fund Balance for Capital	-	76,221	-	76,010	-0.28%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

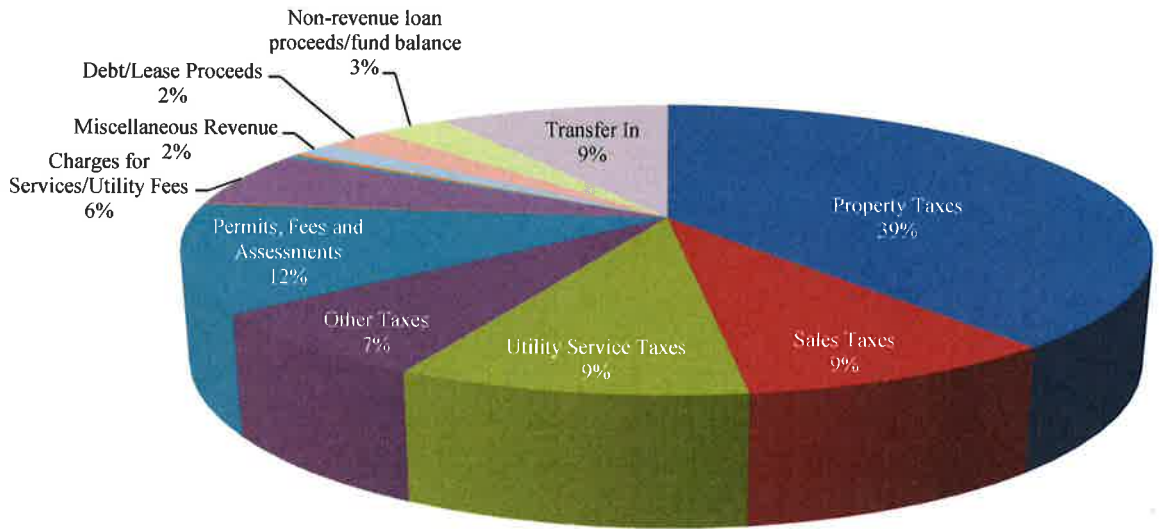
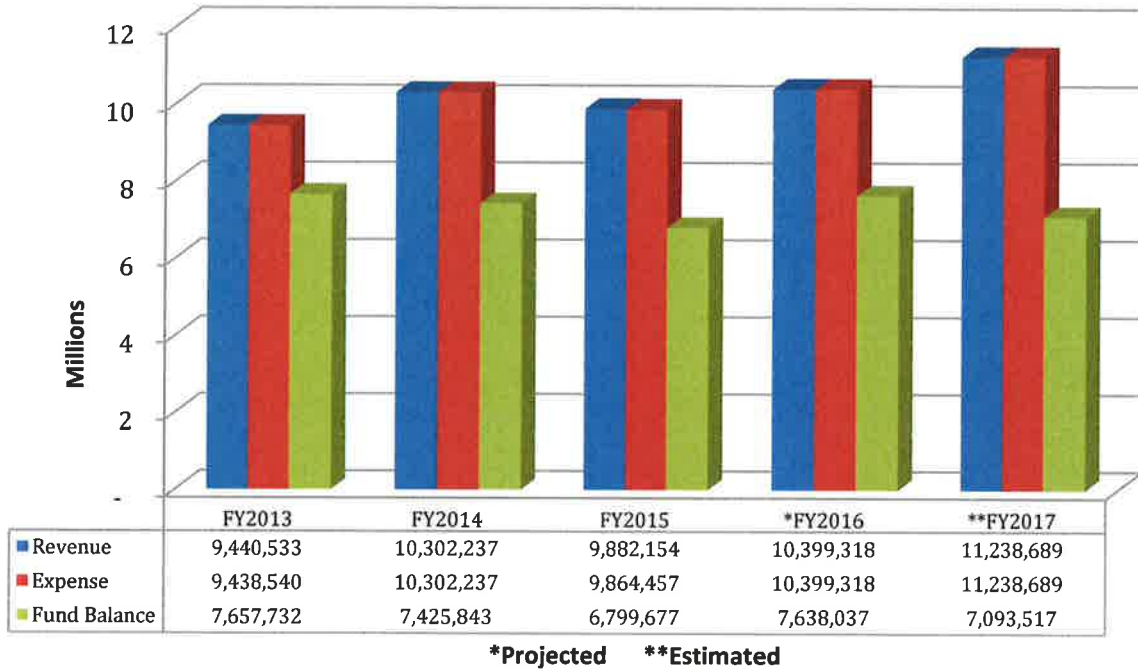
001-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
GENERAL FUND REVENUE/SOURCES						
000-399.6100	Funding from Fund Balance for Consulting	-	60,000	-	81,000	100.00%
000-399.7524	Funding from Building Dept Reserve	-	(24,760)	-	(97,120)	292.25%
000-399.7525	Funding from Law Enforcement Reserve	-	28,622	-	-	0.00%
000-399.7572	Funding from Tree/Landscape Reserve	-	1,200	-	2,100	100.00%
000-399.9301	Funding for Capital Projects	-	-	-	29,000	100.00%
000-399.9521	Funding from Impact Fees - PD	-	-	-	36,000	0.00%
000-399.9572	Funding from Fund Balance - Parks Impact Fees	-	19,394	-	-	100.00%
	TOTAL NON REVENUE SOURCES	-	224,680	-	329,750	46.76%
	TOTAL OTHER FINANCING SOURCES	1,071,599	1,388,779	1,164,099	1,676,891	20.75%
	TOTAL GENERAL FUND REVENUE	10,135,073	10,802,429	10,524,357	11,238,689	4.04%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

GENERAL FUND - 001

**5-Year Revenue, Expense and Fund Balance
FY 2017 Revenues By Source**

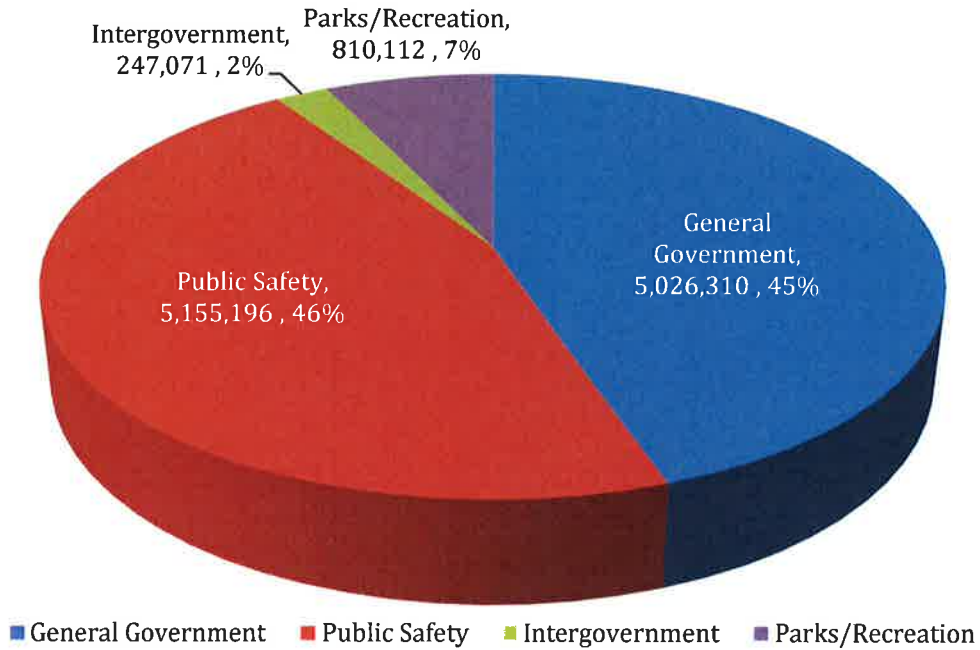




**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

GENERAL FUND – 001

FY2017 Budgeted Expenditures By Function



- **General Government** expenditures total \$5,026,310; Departments in this category are: Mayor/Commission, City Clerk, City Attorney, IT, Finance, HR, Public Works Administration, Planning and Grants.
- **Public Safety** expenditures \$5,155,196; Departments in this category are Police, Building Department and Code Enforcement.
- **Intergovernmental** expenditures \$240,071; this represents Fleet Maintenance.
- **Parks/Recreation** expenditures \$810,112; this represents the Parks and Recreation Department.
- **Total General Fund expenses are \$11,238,689. Overall increase by 2% or \$222,940 from FY16.**



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

Revenue Trends

The General Fund is estimated to receive \$11,238,689 in FY2017 of which 76.45% or \$ \$8,591,538 is generated from Ad Valorem Taxes (38.96% - \$4,378,330), Permit, Fees and Assessments (11.9% - \$ \$1,345,500), Utility Service Tax (9.50% - \$1,065,400), Sales Tax (\$8.85% or \$992,600) and Other Taxes (7.2% - \$809,708).

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 - \$4,378,330 (39.06% of General Fund Revenue)

Ad Valorem Tax is a locally levied tax imposed on property based on the assessed value of \$ 763,820,230. The millage rate for fiscal year 2017 is 5.9671 per \$1,000 of assessed value. However, this fiscal year, the millage rate is 9.472% greater than the rolled back rate of \$5.6522.

The ad valorem taxes make up 39.06% of the city’s general fund revenues as shown the previous page and 28% overall revenue. As illustrated by the chart below, ad valorem taxes are expected to slightly increase though fiscal year 2018. The economy is improving, foreclosures are still pending completion, and minor increases in assessed values; this caused a 6.63% increase in the city’s tax base for the fiscal year 2017 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
2016-2017 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 2017.

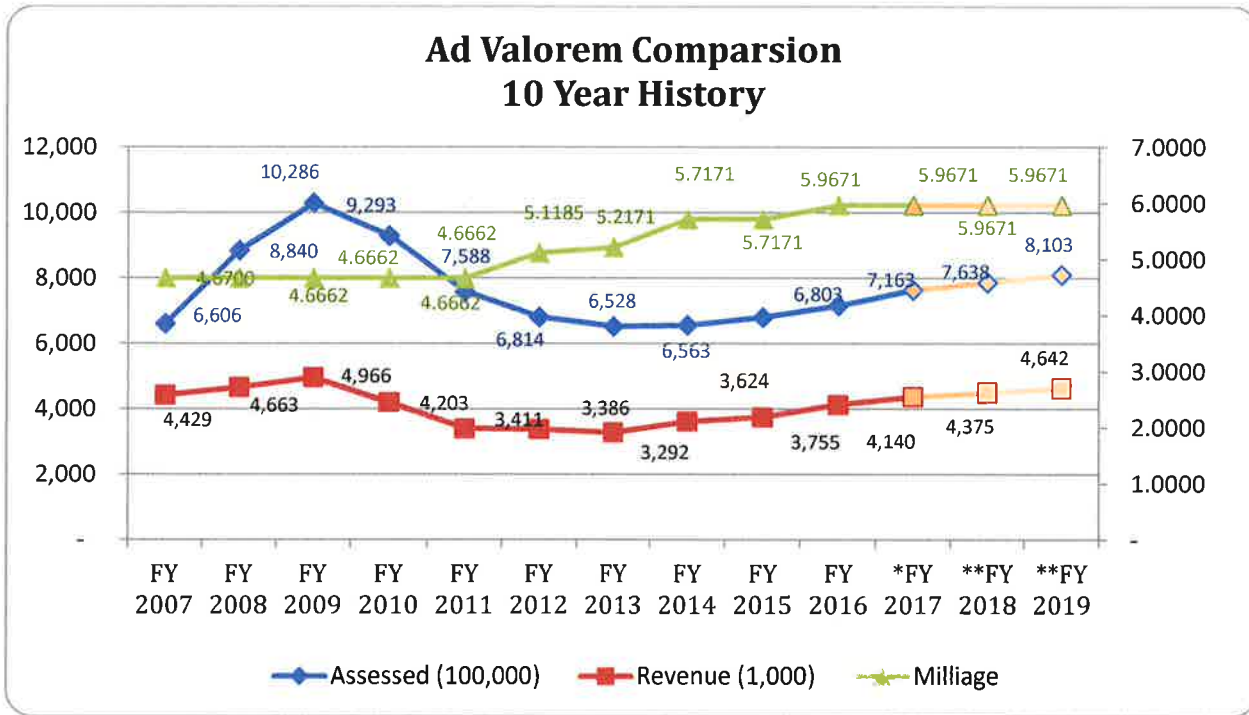


Figure 3

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.

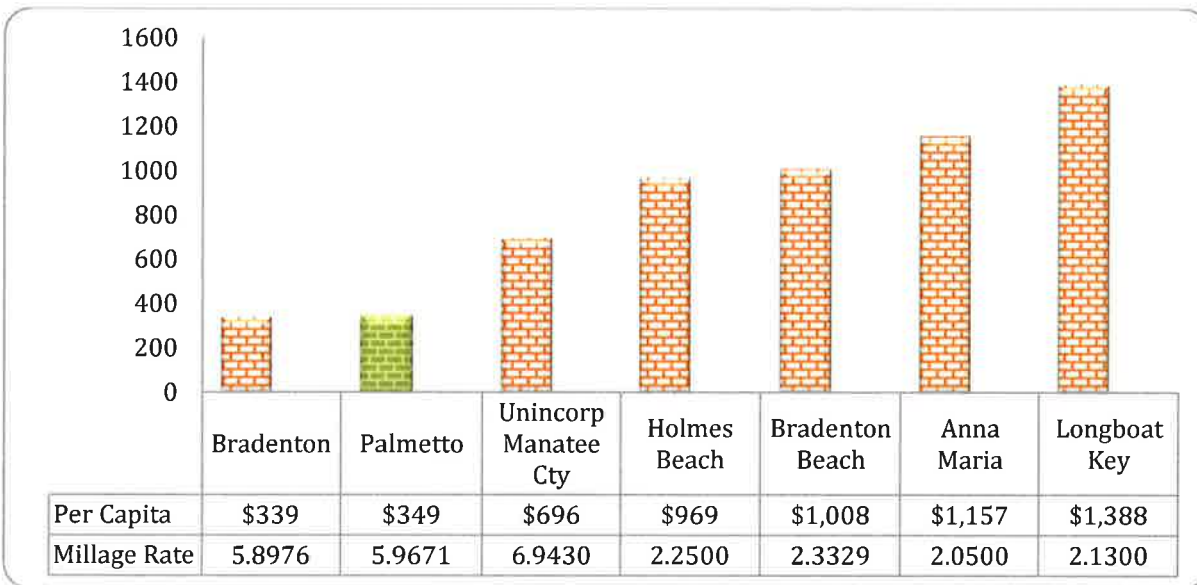


Figure 4



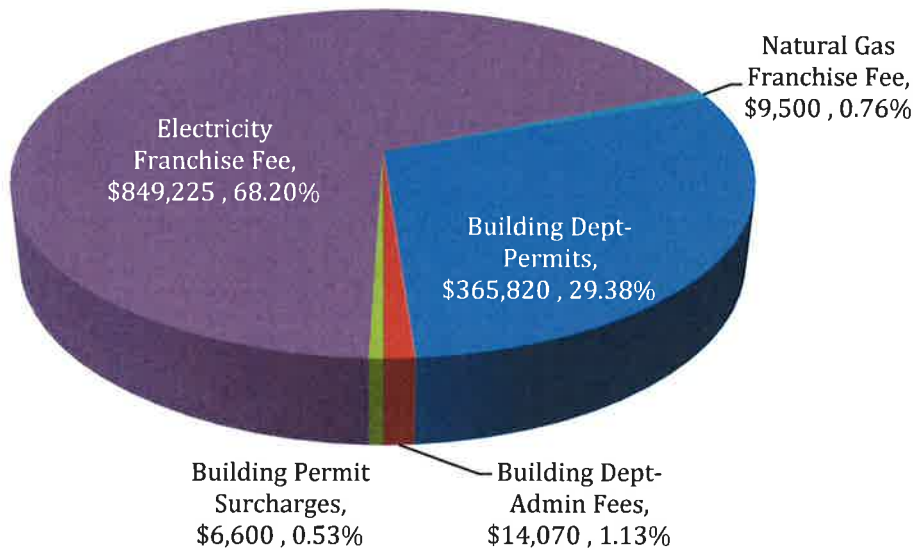
CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

Permit, Fees and Assessments – General Fund - \$1,345,500 (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 FY2017:

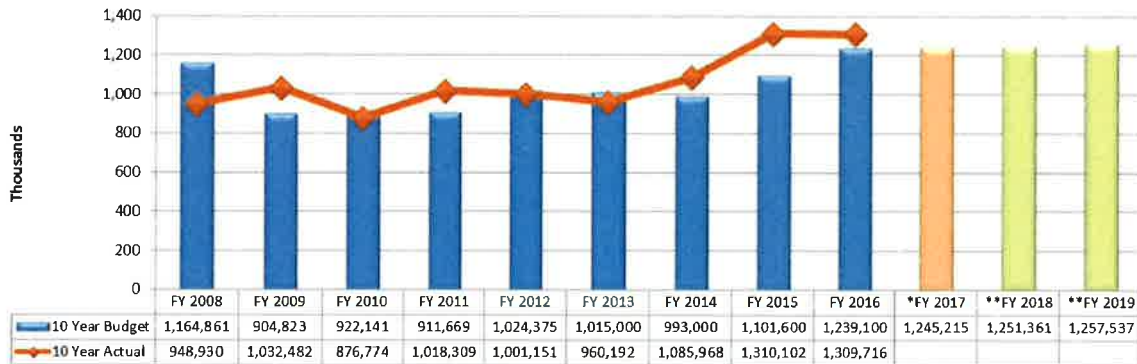
Permit, Fees and Assessments





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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



Utility Service Taxes – General Fund - \$ 1,065,400 (9.48% of General Fund Revenue)

Utility service taxes are taxes levied on the consumer of a utility for the use of utilities within the City’s limits. For the City of Palmetto, the largest of these include Florida Power and Light (FPL). These are budgeted at \$1,030,000 account for 97% of the total utility service taxes.

Florida Power and Light

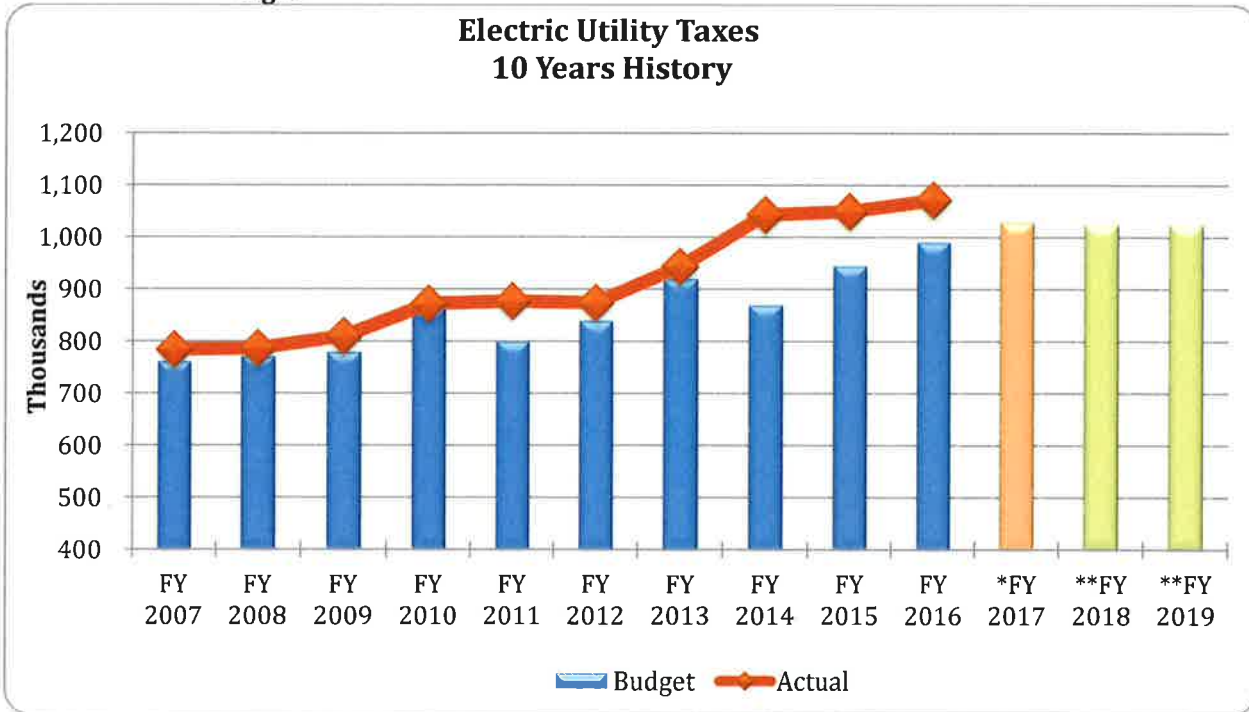


Figure 5

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 2017. These projections are made by overall revenues collected in the past 4 years.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Sales Tax – General Fund - \$992,600 (8.83% of General Fund Revenues)

Half-Cent Sales Tax – State Tax

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

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis, is projected a slight growth rate over the next two year. The City is projecting a 1% increase over the next 2 years beginning with fiscal year 2017.

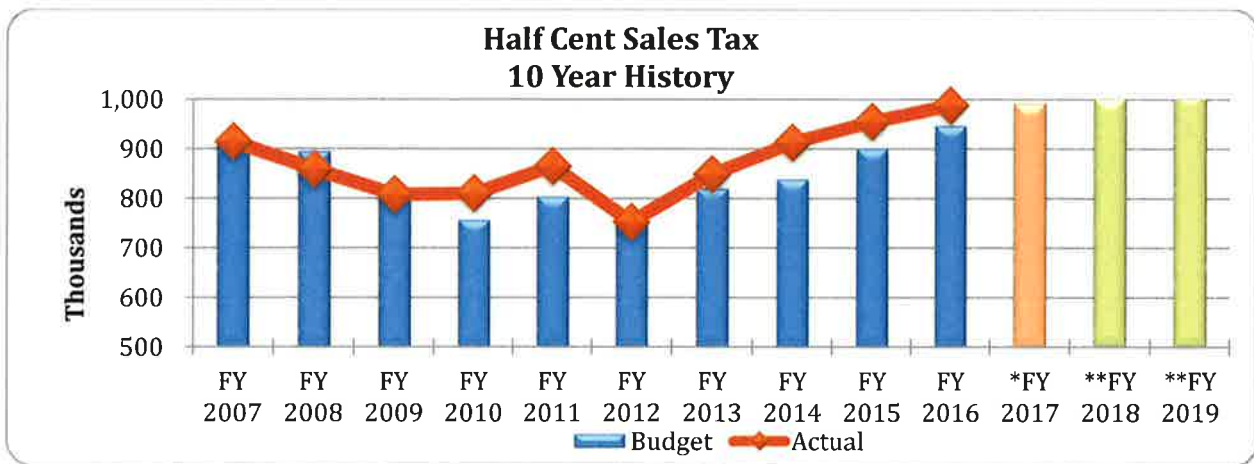


Figure 6



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Other Taxes – General Fund - \$ 809,708 (7.2% of General Fund Revenue)

Other Taxes – Summary of revenues

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.

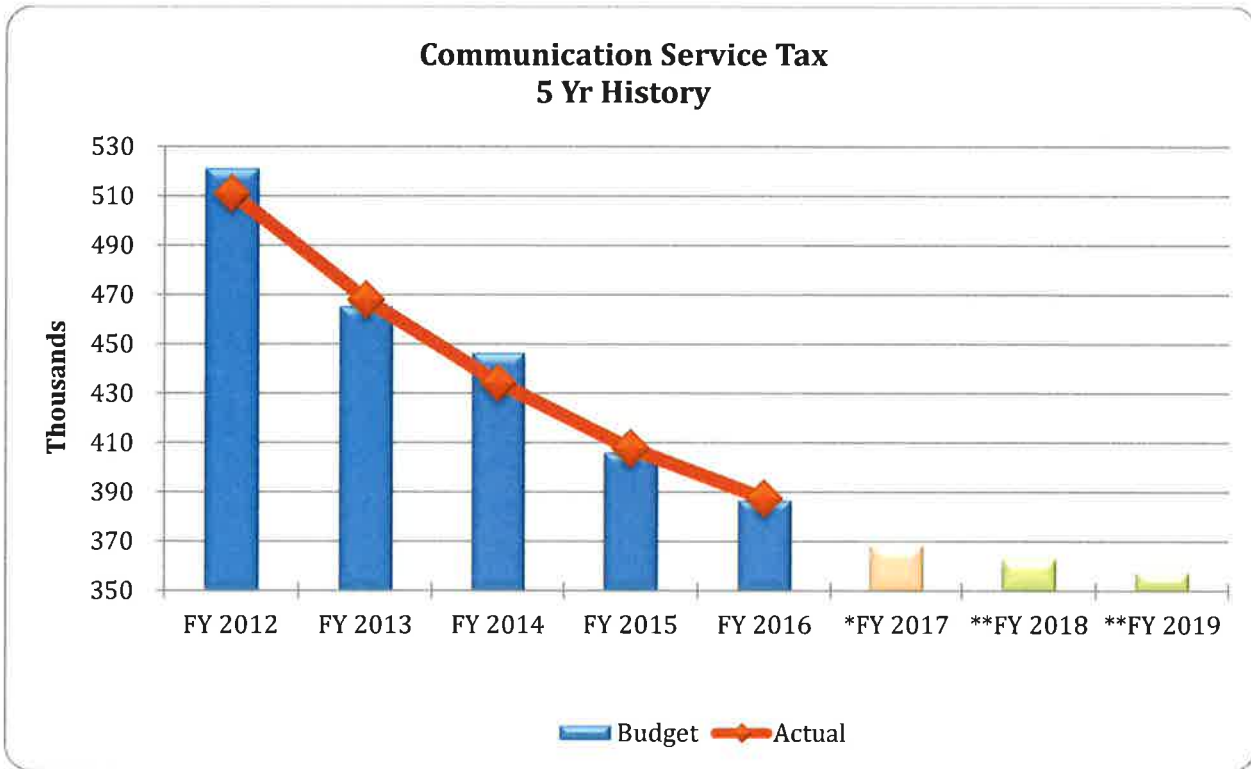


Figure 7

The tax is comprised of state communication service tax and local communication service tax. The state communication tax consists of two components: a state tax of 6.65% and a gross receipts tax of 2.52%. The local communication service tax for Palmetto is 5.42% as of FY2014. (F.S. 202.12(1)(a)(c) and (d)). Effective July 2014, changes in state law, Chapter 2014-36 (F.S. 202.11) moves certain communication aspects; data processing etc from the communication tax to sales tax and 2014-38 moves prepaid calling arrangements from communication tax to sales tax. These changes will show a decrease in overall collection of communication taxes. This revenue represents 45.5% of Other Tax Revenue.

Future assumptions are based upon the Office of Economic & Demographic Research Long Term Revenue Analysis; a decrease of 1.5% will continue to be projected over the next 2 years beginning with fiscal year 2017.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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 FY2017, the proportional contribution of each revenue source comprising the Municipal Revenue Sharing Program is \$430,241 of which 76.3% or \$327,844 for the General Fund and 23.7% or \$102,397 for Road & Bridge Fund. This revenue represents 40.4% of Other Tax Revenue.

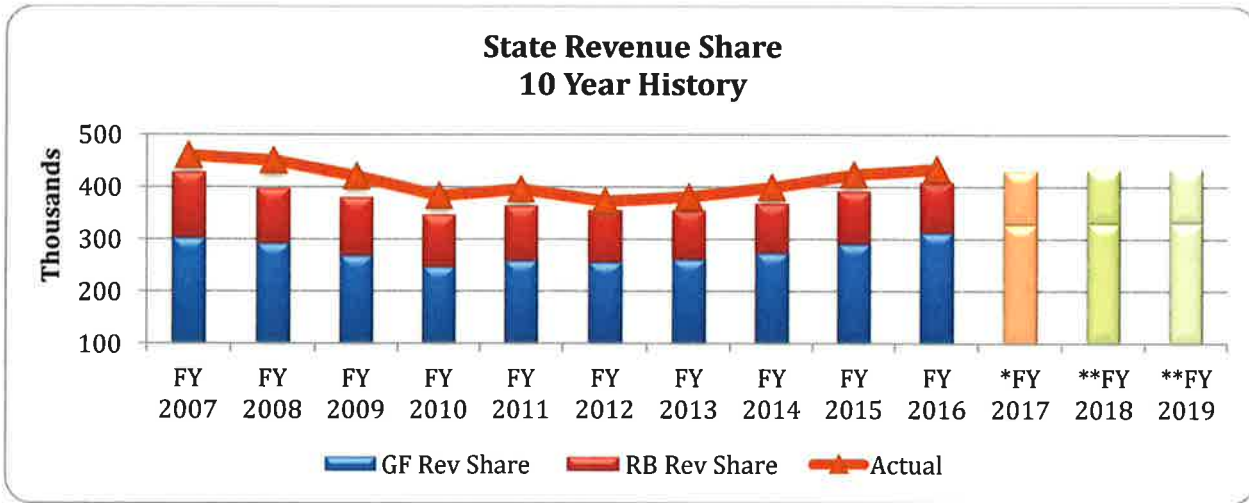
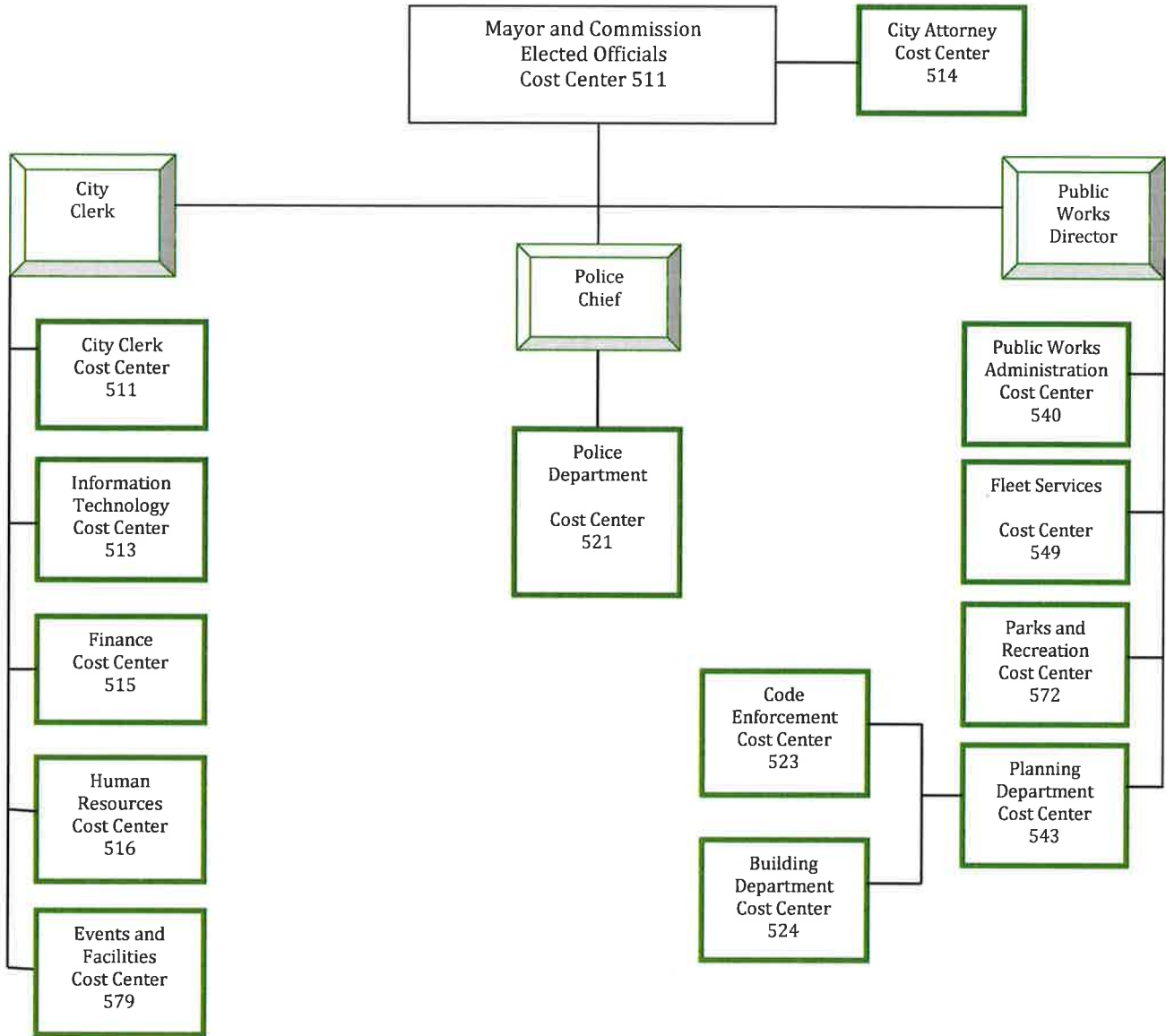


Figure 8

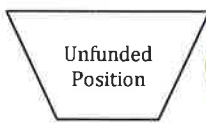


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

GENERAL FUND ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 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.

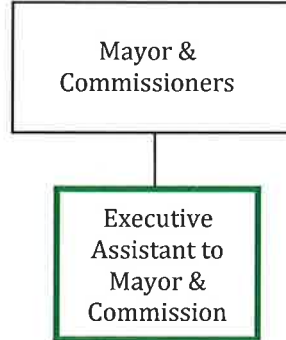


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**MAYOR AND COMMISSION
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Mayor and Commission				
Commissioner	N/A	12,360	961	13,321
Commissioner	N/A	12,360	961	13,321
Commissioner	N/A	12,360	961	13,321
Commissioner	N/A	12,360	961	13,321
Commissioner	N/A	12,360	961	13,321
Mayor	N/A	58,316	10,042	68,357
Executive Assistant to Mayor & Commission	113	41,785	20,743	62,528
Matching deferred compensation		12,372	946	13,318
Mayor vehicle allowance		3,600	275	3,875
Total Mayor and Commission		177,871	36,812	214,684

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Mayor and City Commission

001- 511-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
MAYOR & CITY COMMISSION EXPENSES						
512.0100	Regular Salaries	140,587	178,811	176,393	161,901	-9.46%
515.2000	Vehicle Allowance	3,600	3,600	3,600	3,600	0.00%
521.0100	FICA Taxes	10,972	13,642	13,581	13,607	-0.26%
522.2100	Retirement General Employee	4,760	3,809	3,803	12,022	215.62%
522.2500	Matching Deferred Compensation	4,206	11,662	9,516	12,372	100.00%
523.0100	Health Insurance	9,400	11,752	9,400	10,622	-9.62%
523.0300	Life Insurance & EAP	187	374	375	358	-4.28%
524.0100	Workers' Compensation	241	305	305	204	-33.11%
	PERSONNEL EXPENSES	173,953	223,955	216,973	214,686	-4.14%
531.0300	Membership Dues	9,613	9,835	9,835	9,685	-1.53%
540.5100	Travel and Per Diem	5,237	5,472	4,906	9,635	76.08%
541.1100	Communications	1,903	2,880	2,880	3,600	25.00%
542.1200	Postage/Mailing Services	-	75	-	75	0.00%
545.1200	Insurance	6,549	5,974	5,974	5,976	0.03%
546.3400	Repair & Maintenance	218	3,500	3,425	24,300	594.29%
547.5100	Printing and Binding	1,267	1,500	1,443	1,150	-23.33%
551.1200	Office Supplies	251	250	250	410	64.00%
552.2300	Operating Expenses	1,422	2,493	2,024	2,630	5.50%
552.4200	Small Tools/Equipment	-	4,155	3,921	1,590	-61.73%
554.0100	Non-Capitalized Equipment	-	1,448	1,448	-	-100.00%
555.1300	Technical/Training	2,040	2,375	2,375	5,575	134.74%
	OPERATING EXPENSES	28,500	39,957	38,481	64,626	61.74%
564.0200	Office Furniture	4,870	-	-	-	0.00%
	CAPITAL PURCHASES	4,870	-	-	-	0.00%
	TOTAL EXPENSES	207,323	263,912	255,454	279,312	5.84%



**CITY OF PALMETTO, FLORIDA
2016-2017 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	12,360	61,800
MAYOR	1	58,316	58,316
EXECUTIVE ADMINISTRATIVE ASST-1464	1	41,785	41,785
Totals for GL# 001-511-512.0100-REGULAR SALARIES			161,901
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	13,607	13,607
Totals for GL# 001-511-521.0100-FICA TAXES			13,607
001-511-522.2100 RETIREMENT GENERAL EMPLOYEE			
PENSION	1	12,022	12,022
Totals for GL# 001-511-522.2100-RETIREMENT GENERAL EMPLOYEE			12,022
001-511-522.2500 MATCHING DEFERRED COMP			
CITY CONTRIBUTION FOR DEFERRED COMP	1	12,372	12,372
Totals for GL# 001-511-522.2500-MATCHING DEFERRED COMP			12,372
001-511-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE ONLY	2	5,311	10,622
Totals for GL# 001-511-523.0100-HEALTH INSURANCE			10,622
001-511-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	358	358
Totals for GL# 001-511-523.0300-LIFE INSURANCE & EAP			358
001-511-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	204	204
Totals for GL# 001-511-524.0100-WORKERS' COMPENSATION			204
001-511-531.0300 MEMBERSHIP DUES			
ECONOMIC DEVELOPMENT COUNCIL	1	5,000	5,000
FACE MEMBERSHIP	1	35	35
FL LEAGUE OF MAYORS	1	350	350
FLOC MEMBERSHIP	1	1,400	1,400
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			9,685



**CITY OF PALMETTO, FLORIDA
2016-2017 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	1	300	300
EMO TRAINING - ADVANCED	1	250	250
- SMITH			
FACE CONFERENCE	1	650	650
FLOC ANNUAL CONFERENCE - COMMISSION	5	1,100	5,500
FLOC ANNUAL CONFERENCE - MAYOR	1	1,100	1,100
MANATEE COUNTY 4H	1	85	85
MISCELLANEOUS TRAVEL - MAYOR/COMMISSION	1	1,000	1,000
FLC COMMITTEE TRAVEL	1	750	750
Totals for GL# 001-511-540.5100-TRAVEL AND PER DIEM			9,635
001-511-541.1100 COMMUNICATIONS			
CELL SERVICE - 4 COMMISSIONERS	48	60	2,880
CELL SERVICE - MAYOR	12	60	720
Totals for GL# 001-511-541.1100-COMMUNICATIONS			3,600
001-511-542.1200 POSTAGE/MAILING SERVICES			
POSTAGE	1	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	1,416	5,664
Totals for GL# 001-511-545.1200-INSURANCE			5,976
001-511-546.3400 REPAIR & MAINTENANCE			
REPAIRS TO CHAMBERS	1	500	500
REPAIRS TO MAYOR'S OFFICE			
CHAMBERS CARPET	1	500	500
DOOR HARDWARE AND REFINISHING FOR CHAMBERS	1	6,000	6,000
REPLACE SEATS IN CHAMBERS	1	300	300
REPLACE SEATS IN CHAMBERS	1	17,000	17,000
Totals for GL# 001-511-546.3400-REPAIR & MAINTENANCE			24,300
001-511-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	4	50	200
FLYERS/MAILINGS FOR MAYOR	1	200	200
PROMOTIONAL ADVERTISING	1	500	500
SUPPLIES WITH NEW LOGO	1	250	250
Totals for GL# 001-511-547.5100-PRINTING AND BINDING			1,150
001-511-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	200	200
LOGO TABLECLOTH FOR EVENTS	2	30	60
LOGO CARPET	1	150	150
Totals for GL# 001-511-551.1200-OFFICE SUPPLIES			410
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



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Mayor and Commission Department
Fund 001; Department 511

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-511-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS EQUIPMENT FOR CHAMBERS	1	200	200
OFFICE FURNITURE/EQUIPMENT	1	400	400
PHONE/IPAD CASES	1	90	90
LCD TV FOR CHAMBERS	2	450	900
Totals for GL# 001-511-552.4200-SMALL TOOLS/EQUIPMENT			1,590
001-511-555.1300 TECHNICAL/TRAINING			
EMO TRAINING - ADVANCED	1	300	300
EMO TRAINING - BASIC	1	300	300
FLOC REGISTRATION FEE	6	600	3,600
FACE CONFERENCE REGISTRATION	1	375	375
MISCELLANEOUS TRAINING FOR COMMISSION	1	1,000	1,000
Totals for GL# 001-511-555.1300-TECHNICAL/TRAINING			5,575
Totals for dept 511-MAYOR AND COMMISSION			279,312



**CITY OF PALMETTO, FLORIDA
2016-2017 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	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. <u>Organization and use of electronic media for records</u>
Services	Maintain and improve everyday services	2. <u>Enhance and promote accessibility of City Clerk services</u>
Infrastructure	Maintain and improve infrastructure	3. <u>Expand self-service solutions</u>
Safety	Make the City safe	4. <u>Promote transparency of local government</u>
Economic Stability	Enhance and prosper the City and its citizens	5. <u>Preservation of historical permanent records</u>
Historic Preservation	Preserve Palmetto's history	6. <u>Conduct community outreach with residents</u>
		7. <u>Seek grant funding whenever possible</u>

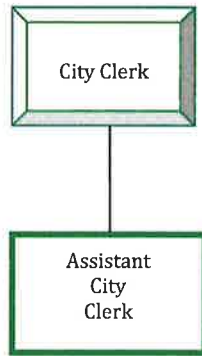


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**CITY CLERK
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
City Clerk				
Assistant City Clerk	114	45,564	24,590	70,154
City Clerk	126	96,284	44,875	141,159
Total City Clerk		141,848	69,465	211,313

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - City Clerk

001- 512-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
CITY CLERK EXPENSES						
511.0100	Executive Salaries	87,767	93,480	94,199	96,284	3.00%
512.0100	Regular Salaries	43,749	43,252	43,585	45,564	5.35%
521.0100	FICA Taxes	9,485	10,460	10,060	10,851	3.74%
522.2100	Retirement General Employee	40,153	39,447	40,723	40,810	3.46%
523.0100	Health Insurance	17,521	16,666	17,915	17,106	2.64%
523.0300	Life Insurance & EAP	374	502	491	519	3.39%
524.0100	Workers' Compensation	216	226	233	179	-20.80%
529.0000	Career Advancement	-	1,266	-	4,000	100.00%
	PERSONNEL EXPENSES	199,265	205,299	207,206	215,313	4.88%
531.0300	Membership Dues	569	595	595	575	-3.36%
531.1600	Contract Services	7,094	8,480	7,094	7,760	-8.49%
540.5100	Travel and Per Diem	1,892	2,014	2,013	2,995	48.71%
541.1100	Communications	19,147	18,744	18,300	20,544	9.60%
542.1200	Postage/Mailing Services	2,700	2,700	2,700	2,700	0.00%
543.0000	Utility Services	21,555	23,000	20,400	22,250	-3.26%
544.0500	Operating Lease	7,345	6,400	6,400	6,672	4.25%
545.1200	Insurance	5,758	4,353	4,353	4,531	4.09%
545.9900	Insurance Contingency	25,000	30,000	1,280	30,000	0.00%
546.3400	Repair & Maintenance	4,096	17,849	15,202	22,195	24.35%
546.4000	Vehicle Repair and Maintenance	589	1,000	431	750	-25.00%
547.5100	Printing and Binding	2,394	6,700	5,035	8,300	23.88%
548.9100	Promotional Advertising	7,194	10,642	5,967	10,542	-0.94%
549.0100	Repurchase Of Cemetary Spaces	800	800	-	800	0.00%
549.9000	Tax Increment Funds to CRA	1,326,531	1,504,604	1,504,604	1,613,534	7.24%
549.9600	Bank Service Charges	9,085	8,500	8,499	11,000	29.41%
551.1200	Office Supplies	1,752	1,700	1,624	1,850	8.82%
552.0000	Hurricane Emergency Fund	-	1,500	-	1,500	0.00%
552.1500	Fuel and Lubricants	176	500	159	500	0.00%
552.2300	Operating Expenses	81,725	85,552	85,750	86,597	1.22%
552.4200	Small Tools/Equipment	4,237	7,475	7,700	625	-91.64%
552.7100	Fairs & Festivals	-	186	186	-	-100.00%
554.0100	Non-Capitalized Equipment	-	675	-	7,870	1065.93%
554.1200	Publications	436	489	488	554	13.29%
555.1300	Technical/Training	655	1,125	650	1,050	-6.67%
555.9900	Tuition Reimbursement	1,800	3,000	900	3,000	0.00%
	OPERATING EXPENSES	1,532,530	1,748,583	1,700,330	1,868,694	6.87%
561.0000	Land for City	-	-	5,277	-	0.00%
564.4900	Capital Leases	-	-	-	29,000	100.00%
	CAPITAL EQUIPMENT PURCHASES	-	-	5,277	29,000	100.00%
571.0100	Principal - Lease	2,310	-	-	-	0.00%
571.0400	Principal-BOA Loan 2004	20,203	21,500	21,500	22,500	4.65%



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

General Fund - City Clerk

001- 512-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
CITY CLERK EXPENSES						
571.0500	Principal-BOA Loan 2005	10,476	11,000	10,999	11,500	4.55%
571.0700	Principal-BOA Loan 2007	8,682	9,500	9,499	9,500	0.00%
572.0100	Interest - Lease	22	-	-	-	0.00%
572.0400	Interest Expense-BOA Loan 2004	9,905	9,000	9,000	8,500	-5.56%
572.0500	Interest Expense-BOA Loan 2005	6,151	7,000	7,000	6,000	-14.29%
572.0700	Interest Expense-BOA Loan 2007	6,355	6,500	6,500	6,000	-7.69%
573.0500	New Debt Service	-	-	-	3,930	100.00%
	DEBT SERVICE	64,104	64,500	64,498	67,930	5.32%
591.0100	Transfer to Capital Projects Fund	119,000	-	-	29,000	0.00%
	TRANSFERS	119,000	-	-	29,000	0.00%
	TOTAL EXPENSES	1,914,899	2,018,382	1,977,311	2,209,937	9.49%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**City Clerk Department
Fund 001; Department 512**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-512-511.0100 EXECUTIVE SALARIES			
CITY CLERK - 1355	1	96,284	96,284
Totals for GL# 001-512-511.0100-EXECUTIVE SALARIES			96,284
001-512-512.0100 REGULAR SALARIES			
ASSISTANT CITY CLERK - 1506	1	45,564	45,564
Totals for GL# 001-512-512.0100-REGULAR SALARIES			45,564
001-512-521.0100 FICA TAXES			
FICA TAXES	1	10,851	10,851
Totals for GL# 001-512-521.0100-FICA TAXES			10,851
001-512-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	40,810	40,810
Totals for GL# 001-512-522.2100-RETIREMENT GENERAL EMPLOYEE			40,810
001-512-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	9,342	9,342
HEALTH INSURANCE - CHILDREN	1	7,764	7,764
Totals for GL# 001-512-523.0100-HEALTH INSURANCE			17,106
001-512-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	519	519
Totals for GL# 001-512-523.0300-LIFE INSURANCE & EAP			519
001-512-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	179	179
Totals for GL# 001-512-524.0100-WORKERS' COMPENSATION			179
001-512-529.0000 CAREER ADVANCEMENT			
ADJUSTMENT FOR CERTIFICATION	1	4,000	4,000
Totals for GL# 001-512-529.0000-CAREER ADVANCEMENT			4,000
001-512-531.0300 MEMBERSHIP DUES			
FACC ANNUAL MEMBERSHIP DUES	2	75	150
FGFOA ANNUAL DUES	1	35	35
INSTITUTE OF INTERNAL AUDITORS ANNUAL DUES	1	140	140
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS	1	155	155
ASSOCIATE IIMC MEMBERSHIP	1	95	95
Totals for GL# 001-512-531.0300-MEMBERSHIP DUES			575
001-512-531.1600 CONTRACT SERVICES			
CH CLEANING SERVICE	12	600	7,200
CH PEST CONTROL (QTR)	4	50	200
CH SECURITY SYSTEM (ADT)	4	90	360
Totals for GL# 001-512-531.1600-CONTRACT SERVICES			7,760
001-512-540.5100 TRAVEL AND PER DIEM			
FACC CONFERENCE-ASST CITY CLERK	2	725	1,450
FGFOA ANNUAL CONFERENCE-CITY CLERK	1	995	995
MISC MILEAGE FOR TRAINING	1	100	100
GOVERNMENT ANNUAL HURRICANE CONFERENCE	1	450	450
Totals for GL# 001-512-540.5100-TRAVEL AND PER DIEM			2,995



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**City Clerk Department
Fund 001; Department 512**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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	1,067	12,804
Totals for GL# 001-512-541.1100-COMMUNICATIONS			20,544
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	13,000	13,000
CITY HALL WATER	1	9,250	9,250
Totals for GL# 001-512-543.0000-UTILITY SERVICES			22,250
001-512-544.0500 OPERATING LEASE			
POSTAGE METER LEASE	2	258	516
RICOH C5503 - LEASE (12 MONTHS)	12	263	3,156
RICOH C5503 - MAINT (12 MONTHS)	12	200	2,400
NEW LEASE - POSTAGE	2	300	600
Totals for GL# 001-512-544.0500-OPERATING LEASE			6,672
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	1,107	4,428
Totals for GL# 001-512-545.1200-INSURANCE			4,531
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
FIRE ALARM INSPECTION	1	400	400
FIRE EXTINGUISHER MAINT.	1	220	220
INTERIOR REPAIRS FOR CITY HALL	1	3,000	3,000
FLOOD LIGHTING FOR CITY HALL	1	2,000	2,000
CARPET FOR CITY HALL	1	15,000	15,000
Totals for GL# 001-512-546.3400-REPAIR & MAINTENANCE			22,195
001-512-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA# 20131 VEHICLE MAINT (VOLT)	1	750	750
Totals for GL# 001-512-546.4000-VEHICLE REPAIR & MAINTENANCE			750
001-512-547.5100 PRINTING AND BINDING			
CITY CODE UPDATES	1	6,000	6,000
MINUTE BOOKS	10	215	2,150
PHOTOGRAPHS FOR CHAMBERS	1	150	150
Totals for GL# 001-512-547.5100-PRINTING AND BINDING			8,300



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**City Clerk Department
Fund 001; Department 512**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-512-548.9100 PROMOTIONAL ADVERTISING			
ADVERTISING RFP/BUDGET (NORTH RIVER)	1	500	500
ADVERTISING RFP/BUDGET (TEMPO)	1	900	900
ADVERTISING RFP/ORD/RES/BUDGET (B. HERALD)	1	9,000	9,000
FDOT OUTDOOR ADVERTISING LICENSE	1	142	142
Totals for GL# 001-512-548.9100-PROMOTIONAL ADVERTISING			10,542
001-512-549.0100 REPURCHASE OF CEMETERY SPACES			
REPURCHASE OF CEMETERY SPACES	1	800	800
Totals for GL# 001-512-549.0100-REPURCHASE OF CEMETERY SPACES			800
001-512-549.9000 TAX INCREMENT FUNDS TO CRA			
TIF TO CRA (36.9%)	1	1,613,534	1,613,534
Totals for GL# 001-512-549.9000-TAX INCREMENT FUNDS TO CRA			1,613,534
001-512-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	9,000	9,000
CREDIT CARD FEES	1	2,000	2,000
Totals for GL# 001-512-549.9600-BANK SERVICE CHARGES			11,000
001-512-551.1200 OFFICE SUPPLIES			
COPIER PAPER	12	100	1,200
PENS/FOLDERS/SUPPLIES	1	500	500
PICTURE FRAMES FOR CHAMBERS	6	25	150
Totals for GL# 001-512-551.1200-OFFICE SUPPLIES			1,850
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	350	350
BMI SONGWRITER/MUSIC LICENSE	1	340	340
CITY HALL RESTROOM SUPPLIES	1	125	125
CITY HALL COFFEE SERVICE	12	60	720
CONFIDENTIAL PAPER SHREDDING	1	150	150
DEFIBRILLATOR MAINTENENCE (1/3 OF COST)	1	95	95
RECORDING FEES-CLERK OF COURT	1	60	60
REGATTA POINT SUMBERGED LAND LEASE	1	82,336	82,336
TANGIBLE TAX ON COPIERS	1	260	260
TECO PEOPLES GAS (FOR GENERATOR)	12	45	540
UNISHIPPERS	1	1,000	1,000
US POST OFFICE ANNUAL FEES	1	550	550
WATER SERVICE CITY HALL	1	71	71
Totals for GL# 001-512-552.2300-OPERATING EXPENSES			86,597
001-512-552.4200 SMALL TOOLS/EQUIPMENT			
MISC SUPPLIES	1	100	100
CELL PHONE CASES	1	250	250
IPAD CASES	1	125	125
WOOD CARVING SEAL	1	150	150
Totals for GL# 001-512-552.4200-SMALL TOOLS/EQUIPMENT			625



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

City Clerk Department
Fund 001; Department 512

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-512-554.0100 NON-CAPITALIZED EQUIPMENT			
MISC EQUIPMENT	1	500	500
PORTABLE PODIUM	1	750	750
PORTABLE CAMERA	1	1,800	1,800
PROJECTION SCREEN	1	650	650
PORTABLE PROJECTOR	1	1,500	1,500
REFRIGERATOR	1	1,800	1,800
AUTOMATED EXTERNAL DEFIBRILLATORS	1	870	870
Totals for GL# 001-512-554.0100-NON-CAPITALIZED EQUIPMENT			7,870
001-512-554.1200 PUBLICATIONS			
BRADENTON HERALD (ANNUAL SUBSCRIPTION)	12	21	252
HERALD TRIBUNE	1	302	302
Totals for GL# 001-512-554.1200-PUBLICATIONS			554
001-512-555.1300 TECHNICAL/TRAINING			
CPE CREDITS FOR CITY CLERK	1	200	200
FACC ANNUAL CONFERENCE (REGISTRATION)	2	300	600
FGFOA ANNUAL CONFERENCE (REGISTRATION)	1	250	250
Totals for GL# 001-512-555.1300-TECHNICAL/TRAINING			1,050
001-512-555.9900 TUITION REIMBURSEMENT			
TUITION REIMBURSEMENT	1	3,000	3,000
Totals for GL# 001-512-555.9900-TUITION REIMBURSEMENT			3,000
001-512-564.4900 CAPITAL LEASES			
CITY ADMIN VEHICLE	1	29,000	29,000
Totals for GL# 001-512-564.4900-CAPITAL LEASES			29,000
001-512-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	22,500	22,500
Totals for GL# 001-512-571.0400-PRINC-BOA LOAN 2004			22,500
001-512-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	11,500	11,500
Totals for GL# 001-512-571.0500-PRINC-BOA LOAN 2005			11,500
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
001-512-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA INTEREST	1	8,500	8,500
Totals for GL# 001-512-572.0400-INT EXP-BOA LOAN 2004			8,500
001-512-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	6,000	6,000
Totals for GL# 001-512-572.0500-INT EXP-BOA LOAN 2005			6,000
001-512-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	6,000	6,000
Totals for GL# 001-512-572.0700-INT EXP-BOA LOAN 2007			6,000
001-512-573.0500 NEW DEBT SERVICE			
NEW CITY ADMIN VEHICLE	2	1,965	3,930
Totals for GL# 001-512-573.0500-NEW DEBT SERVICE			3,930



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**City Clerk Department
Fund 001; Department 512**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Totals for dept 512-CITY CLERK			2,180,937



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

Sir William Osler



**CITY OF PALMETTO, FLORIDA
2016-2017 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

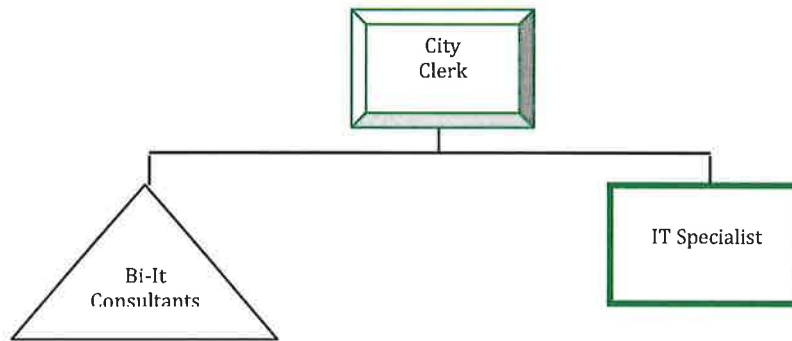


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

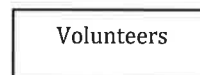
**INFORMATION TECHNOLOGY
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Information Technology IT Specialist	113	50,833	28,111	78,944
Total Information Technology		50,833	28,111	78,944

COST CENTER ORGANIZATIONAL CHART



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CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

General Fund - Information Technology

001- 513-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
INFORMATION TECHNOLOGY EXPENSES						
512.0100	Regular Salaries	47,798	49,015	49,392	50,833	3.71%
521.0100	FICA Taxes	3,292	3,750	3,195	3,889	3.71%
522.2100	Retirement General Employee	14,594	14,141	14,566	14,625	3.42%
523.0100	Health Insurance	8,223	9,101	9,784	9,342	2.65%
523.0300	Life Insurance & EAP	142	185	187	192	3.78%
524.0100	Workers' Compensation	78	81	84	64	-20.99%
	PERSONNEL EXPENSES	74,127	76,273	77,208	78,945	3.50%
531.0100	Consulting	83,783	108,649	106,000	90,754	-16.47%
540.5100	Travel and Per Diem	-	-	-	200	#DIV/0!
541.1100	Communications	26	50	50	50	0.00%
545.1200	Insurance	1,408	1,425	1,425	1,480	3.86%
546.3400	Repair and Maintenance	18,096	11,648	11,650	18,200	56.25%
551.1200	Office Supplies	2,708	1,578	2,249	2,450	55.26%
552.2300	Operating Expenses	122,443	134,006	146,748	149,925	11.88%
552.4200	Small Tools/Equipment	9,688	10,761	10,760	12,550	16.62%
554.0100	Non-Capitalized Equipment	16,573	13,249	13,639	18,400	38.88%
555.1300	Technical and Training	-	4,300	-	2,300	100.00%
	OPERATING EXPENSES	254,725	285,666	292,521	296,309	3.73%
564.0100	Machinery & Equipment	17,280	117,302	96,832	36,000	-69.31%
	CAPITAL EQUIPMENT PURCHASES	17,280	117,302	96,832	36,000	-69.31%
	TOTAL EXPENSES	346,132	479,241	466,561	411,254	-14.19%



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Information Technology
Fund 001; Department 513

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-513-512.0100 REGULAR SALARIES			
IT SPECIALIST - 301	1	50,833	50,833
Totals for GL# 001-513-512.0100-REGULAR SALARIES			50,833
001-513-521.0100 FICA TAXES			
FICA TAXES	1	3,889	3,889
Totals for GL# 001-513-521.0100-FICA TAXES			3,889
001-513-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	14,625	14,625
Totals for GL# 001-513-522.2100-RETIREMENT GENERAL EMPLOYEE			14,625
001-513-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - SPOUSE	1	9,342	9,342
Totals for GL# 001-513-523.0100-HEALTH INSURANCE			9,342
001-513-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	192	192
Totals for GL# 001-513-523.0300-LIFE INSURANCE & EAP			192
001-513-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	64	64
Totals for GL# 001-513-524.0100-WORKERS' COMPENSATION			64
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	370	1,480
Totals for GL# 001-513-545.1200-INSURANCE			1,480



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Information Technology
Fund 001; Department 513

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-513-546.3400 REPAIR & MAINTENANCE			
BARRACUDA MESSAGE ARCHIVER ENERGIZE UPDATES/WARRANTY	1	2,200	2,200
BARRACUDA SPAM FIREWALL ENERGIZE UPDATES/WARRANTY	1	1,100	1,100
BARRACUDA WEB FILTER ENERGIZE UPDATES/WARRANTY	1	900	900
BATTERY REPLACEMENTS	1	650	650
CABLING	1	1,000	1,000
UPS MAINTENANCE (CH & PD)	1	1,000	1,000
WARRANTY RENEWALS (SERVER VM FARM)	1	5,000	5,000
PHONE MAINTENANCE (IP PHONE SUPPORT)	1	5,100	5,100
ELECTRICAL SERVICES (REPAIRS & INSALLATIONS)	1	1,000	1,000
HP PINTER MAINTENANCE	1	250	250
Totals for GL# 001-513-546.3400-REPAIR & MAINTENANCE			18,200
001-513-551.1200 OFFICE SUPPLIES			
MISCELLANEOUS OFFICE SUPPLIES	1	250	250
REPLACEMENT TONER	1	1,800	1,800
	2	200	400
Totals for GL# 001-513-551.1200-OFFICE SUPPLIES			2,450
001-513-552.2300 OPERATING EXPENSES			
BSA ANNUAL MAINTENANCE	1	25,000	25,000
BUSINESS INFORMATION SYSTEM (MINUTES RECORDING SOFTWARE)	1	1,200	1,200
CIVIC PLUS MONTHLY FEE (CITY WEBSITE)	12	417	5,004
COBAN TECHNOLOGIES INC ANNUAL MAINTENANCE	1	5,500	5,500
COOLCAT INC ESET VIRUS SOFTWARE	1	1,300	1,300
DATA PROTECTION PC MANAGEMENT	12	90	1,080
DATA PROTECTION SERVER MGNT	12	300	3,600
DROPBOX	1	2,200	2,200
DSM VEEAM BACKUP MGMT SUITE	1	4,500	4,500
XBYTE VMWARE VSPHERE STANDARD	1	5,772	5,772
XBYTE VMWARE VCENTER RENEWAL	1	4,500	4,500
HRN PERFORMANCE PRO RENEWAL (HR)	1	2,500	2,500
IMPRAVATA ONESIGN (SECUIRTY SIGN ON)	1	1,350	1,350
KASEYA BASIC MONITORING CARE	12	1,800	21,600
LASERFISCHE ANNUAL MAINTENANCE	1	8,600	8,600
MDE INC. ADORE CLIENT SOFTWARE (PD)	1	800	800
METER READER MOBILE SOFTWARE	1	800	800
MICROSOFT OFFICE LICENSES	14	265	3,710
MUNICODE INTERNET POSITING FEE	1	600	600
NET MOTION ANNUAL MAINTENANCE	1	3,000	3,000
PMI EVIDENCE TRACKER MAINTENANCE	1	500	500



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Information Technology
Fund 001; Department 513

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
POWER DMS ACCREDITATION	1	3,700	3,700
USA MAINTENANCE - AS NEEDED	1	2,000	2,000
FRONTIER COMM. INTERNET SERVICE CITY HALL	12	200	2,400
CAFR SOFTWARE MAINTENANCE FEES	1	9,700	9,700
OPEN.GOV ANNUAL MAINTENANCE		7,000	
VESTA (PD)	1	4,427	4,427
CAD (PD)	1	11,622	11,622
TRANSPORT (PD FIBER)	1	8,460	8,460
RMS/TYLER SOFTWARE MAINTENANCE (PD)	1	4,500	4,500
Totals for GL# 001-513-552.2300-OPERATING EXPENSES			149,925
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	6	300	1,800
MISCELLANEOUS COMPUTER EQUIPMENT <500	1	2,000	2,000
Totals for GL# 001-513-552.4200-SMALL TOOLS/EQUIPMENT			12,550
001-513-554.0100 NON-CAPITALIZED EQUIPMENT			
REPLACEMENT LF SCANNERS	4	1,000	4,000
REPLACEMENT DESKTOPS	12	1,200	14,400
Totals for GL# 001-513-554.0100-NON-CAPITALIZED EQUIPMENT			18,400
001-513-555.1300 TECHNICAL/TRAINING			
TRAINING	1	1,700	1,700
CERTIFICATION	3	200	600
Totals for GL# 001-513-555.1300-TECHNICAL/TRAINING			2,300
001-513-564.0100 MACHINERY AND EQUIPMENT			
REPLACEMENT LAPTOPS	12	3,000	36,000
Totals for GL# 001-513-564.0100-MACHINERY AND EQUIPMENT			36,000
Totals for dept 513-INFORMATION TECHNOLOGY			411,254



**CITY OF PALMETTO, FLORIDA
2016-2017 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

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



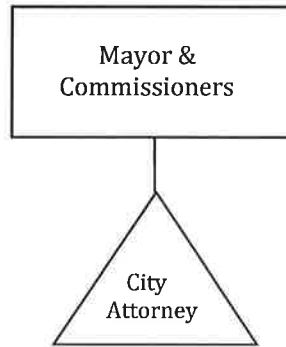
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**CITY ATTORNEY
ORGANIZATIONAL INFORMATION**

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

COST CENTER ORGANIZATIONAL CHART



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**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - City Attorney

001- 514-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
CITY ATTORNEY EXPENSES						
531.0600	Attorney Fees-Contracted Services	205,972	212,304	212,304	218,676	3.00%
531.0700	Attorney Fees-Special Services	22,529	20,000	17,171	25,000	25.00%
531.0900	Attorney Fees-Union	30,502	4,000	-	1,000	-75.00%
540.5100	Travel and Per Diem	453	1,500	-	1,500	0.00%
552.2300	Operating Expenses	1,142	3,000	3,000	2,000	-33.33%
555.1300	Technical/Training	375	500	-	750	50.00%
	TOTAL EXPENSES	260,973	241,304	232,475	248,926	3.16%



**CITY OF PALMETTO, FLORIDA
2016-2017 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	18,223	218,676
Totals for GL# 001-514-531.0600-ATTORNEY FEES-CONTRACTED SERVICES			218,676
001-514-531.0700 ATTORNEY FEES-SPECIAL SERVICES			
LITIGATION-CITY PORTION	1	25,000	25,000
Totals for GL# 001-514-531.0700-ATTORNEY FEES-SPECIAL SERVICES			25,000
001-514-531.0900 ATTORNEY FEES - UNION			
ATTORNEY FEES-PD UNION	1	1,000	1,000
Totals for GL# 001-514-531.0900-ATTORNEY FEES - UNION			1,000
001-514-540.5100 TRAVEL AND PER DIEM			
TRAVEL/PER DIEM-ATTORNEY	1	1,500	1,500
Totals for GL# 001-514-540.5100-TRAVEL AND PER DIEM			1,500
001-514-552.2300 OPERATING EXPENSES			
OPERATING EXPENSE-LITIGATION	1	2,000	2,000
Totals for GL# 001-514-552.2300-OPERATING EXPENSES			2,000
001-514-555.1300 TECHNICAL/TRAINING			
TECHNICAL/TRAINING	1	750	750
Totals for GL# 001-514-555.1300-TECHNICAL/TRAINING			750
Totals for dept 514-CITY ATTORNEY			248,926



**CITY OF PALMETTO, FLORIDA
2016-2017 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 2017.
- Managing current daily workloads and multiple projects with current staffing levels.
- Complete capital asset inventory

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

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

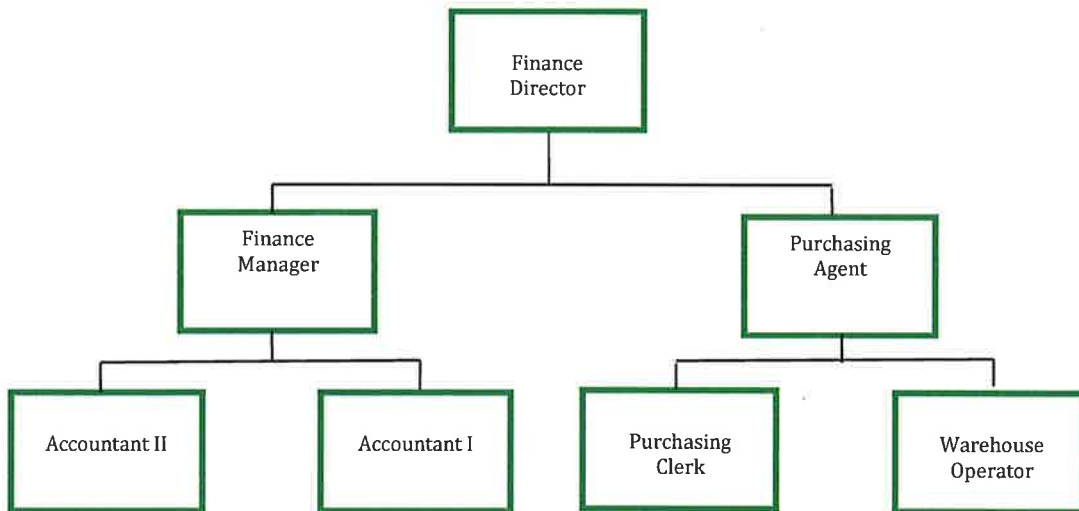


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**FINANCE
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Deputy Clerk - Finance	124	82,458	35,744	118,202
Finance Manager	119	62,593	28,418	91,011
Purchasing Agent	116	57,711	26,617	84,328
Accountant II	114	45,860	22,246	68,106
Purchasing Clerk	106	33,614	17,730	51,344
Accountant I	112	39,795	20,009	59,804
Warehouse Operator/Account Clerk	106	36,291	19,149	55,440
Total Finance - Full Time		358,322	169,914	528,236

COST CENTER ORGANIZATIONAL CHART



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**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Finance

001- 515-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
FINANCE EXPENSES						
512.0100	Regular Salaries	324,350	322,495	326,386	358,322	11.11%
514.0100	Overtime	113	1,000	-	-	-100.00%
521.0100	FICA Taxes	24,422	25,551	24,671	27,412	7.28%
522.2100	Retirement General Employee	99,228	96,357	96,314	103,089	6.99%
523.0100	Health Insurance	35,624	36,218	37,083	37,177	2.65%
523.0300	Life Insurance & EAP	962	1,271	959	1,353	6.45%
524.0100	Workers' Compensation	1,078	1,113	1,129	883	-20.66%
529.0000	Career Advancement	-	1,303	-	4,000	206.98%
	PERSONNEL EXPENSES	485,777	485,308	486,542	532,236	9.67%
531.0100	Consulting	1,875	20,750	16,266	-	-100.00%
531.0300	Membership Dues	408	942	665	1,140	21.02%
532.0100	Audit Services	52,540	49,500	49,500	51,600	4.24%
540.5100	Travel and Per Diem	4,866	7,000	6,969	9,600	37.14%
544.0500	Operating Lease	5,159	6,392	6,392	6,292	-1.56%
545.1200	Insurance	10,103	9,551	9,552	9,884	3.49%
546.3400	Repair & Maintenance	198	500	154	-	-100.00%
547.5100	Printing and Binding	105	213	259	290	36.15%
549.3000	Sales Tax	1,285	1,800	1,781	1,800	0.00%
551.1200	Office Supplies	492	500	488	500	0.00%
552.2300	Operating Expenses	8,478	1,390	1,389	1,390	0.00%
552.3900	Safety Program Expense	100	100	100	300	200.00%
552.4200	Small Tools and Equipment	259	2,095	2,100	500	-76.13%
552.5100	Uniform Purchases and Cleaning	536	565	538	535	-5.31%
554.1200	Publications	30	530	447	530	0.00%
555.1300	Technical/Training	1,677	5,851	6,108	7,790	33.14%
	OPERATING EXPENSES	88,111	107,679	102,708	92,151	-14.42%
564.4900	Capital Equipment Financed	-	-	-	30,000	0.00%
	CAPITAL EQUIPMENT PURCHASES	-	-	-	30,000	0.00%
573.0500	New Debt Service	-	-	-	3,912	0.00%
	DEBT SERVICE	-	-	-	3,912	0.00%
	TOTAL EXPENSES	573,888	592,987	589,250	658,299	11.01%



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Finance Department
Fund 001; Department 515

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-515-512.0100 REGULAR SALARIES			
ACCOUNTANT II-1431	1	45,860	45,860
DEPUTY CLERK-FINANCE-1307	1	82,458	82,458
ACCOUNTANT I - VACANT	1	39,795	39,795
PURCHASING AGENT-333	1	57,711	57,711
PURCHASING CLERK-1422	1	33,614	33,614
FINANCE MANAGER-1416	1	62,593	62,593
WAREHOUSE OPERATOR/ACCOUNT CLERK-948	1	36,291	36,291
Totals for GL# 001-515-512.0100-REGULAR SALARIES			358,322
001-515-521.0100 FICA TAXES			
FICA TAXES	1	27,412	27,412
Totals for GL# 001-515-521.0100-FICA TAXES			27,412
001-515-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES RETIREMENT	1	103,089	103,089
Totals for GL# 001-515-522.2100-RETIREMENT GENERAL EMPLOYEE			103,089
001-515-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	7	5,311	37,177
Totals for GL# 001-515-523.0100-HEALTH INSURANCE			37,177
001-515-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,353	1,353
Totals for GL# 001-515-523.0300-LIFE INSURANCE & EAP			1,353
001-515-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	883	883
Totals for GL# 001-515-524.0100-WORKERS' COMPENSATION			883
001-515-529.0000 CAREER ADVANCEMENT			
ADJUSTMENT FOR CERTIFICATION	1	4,000	4,000
Totals for GL# 001-515-529.0000-CAREER ADVANCEMENT			4,000
001-515-531.0300 MEMBERSHIP DUES			
FGFOA DUES	4	35	140
GFOA DUES	2	190	380
HILLSBOROUGH CHAPTER DUES	2	10	20
NIGP NATIONAL DUES	1	190	190
NIGP SARASOTA CHAPTER DUES	2	30	60
SWGFOA CHAPTER DUES	2	10	20
TAMPA CHAPTER DUES	2	35	70
AMERICAN PAYROLL ASSOCIATION	1	260	260
Totals for GL# 001-515-531.0300-MEMBERSHIP DUES			1,140
001-515-532.0100 AUDIT SERVICES			
2016 AUDIT SERVICES	1	50,500	50,500
MISCELLANEOUS AUDIT EXPENSE	1	500	500
SINGLE AUDIT		4,000	
AUDIT LETTER	1	600	600
Totals for GL# 001-515-532.0100-AUDIT SERVICES			51,600



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Finance Department
Fund 001; Department 515**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-515-540.5100 TRAVEL AND PER DIEM			
CHAPTER TRAVEL	1	200	200
FGFOA ANNUAL CONFERENCE - HOLLYWOOD FL	3	1,000	3,000
FGFOA SCHOOL OF FINANCE - SANIBEL	3	800	2,400
LOCAL CLASSES	2	500	1,000
NIGP CLASSES	5	400	2,000
LEADERSHIP CLASSES	1	1,000	1,000
Totals for GL# 001-515-540.5100-TRAVEL AND PER DIEM			9,600
001-515-544.0500 OPERATING LEASE			
CANON C5255-LEASE - PMT 30 OF 36	6	316	1,896
CANON C5255-MAINTENANCE	12	200	2,400
COLOR COPIES FOR CAFR/BUDGET	1	100	100
NEW LEASE COPIER	6	316	1,896
Totals for GL# 001-515-544.0500-OPERATING LEASE			6,292
001-515-545.1200 INSURANCE			
PCL INSURANCE	4	2,471	9,884
Totals for GL# 001-515-545.1200-INSURANCE			9,884
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	3	100	300
Totals for GL# 001-515-552.3900-SAFETY PROGRAM EXPENSE			300
001-515-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS EQUIPMENT	1	500	500
Totals for GL# 001-515-552.4200-SMALL TOOLS/EQUIPMENT			500
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



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Finance Department
Fund 001; Department 515**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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
001-515-555.1300 TECHNICAL/TRAINING			
FGFOA ANNUAL CONFERENCE	3	250	750
GOVT SCHOOL OF FINANCE	3	300	900
GRANT CLASS	1	600	600
LOCAL TRAINING	1	600	600
NIGP TUITION	3	360	1,080
PURCHASING CLASS-CERTIFICATION RENEWAL	2	660	1,320
RENEWAL OF CGFO CERTIFICATION	1	40	40
FGFOA LEADERSHIP FORUM	1	2,500	2,500
PAYROLL CERTIFICATION ONLINE (APA)		1,850	
Totals for GL# 001-515-555.1300-TECHNICAL/TRAINING			7,790
001-515-564.4900 CAPITAL LEASES			
NEW FORKLIFT	1	30,000	30,000
Totals for GL# 001-515-564.4900-CAPITAL LEASES			30,000
001-515-573.0500 NEW DEBT SERVICE			
FORKLIFT	2	1,956	3,912
Totals for GL# 001-515-573.0500-NEW DEBT SERVICE			3,912
Totals for dept 515-FINANCE			658,299



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Cost Center and Number: Human Resources - 516

Fund: General Fund - 001
Department: City Clerk

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

Color Block	Vision or Fundamental Strategies	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Personnel files standardized and compliant.
Services	Maintain and improve everyday services	2. Job Descriptions updated and compliant.
Infrastructure	Maintain and improve infrastructure	3. Performance Evaluations conducted on time.
Safety	Make the City safe	4. In-house training sessions conducted.
Economic Stability	Enhance and prosper the City and its citizens	5. Implement standardized operating procedures for the department.
Historic Preservation	Preserve Palmetto's history	6. Complete city-wide salary study

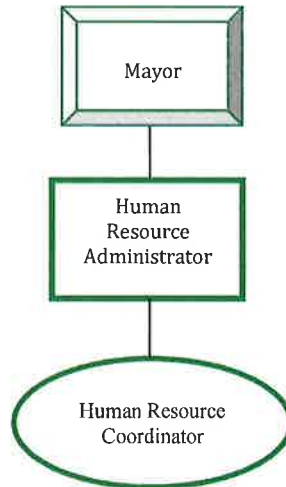


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**HUMAN RESOURCES
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Human Resources				
HR Administrator	122	64,822	33,271	98,093
HR Coordinator - Part Time/28 hrs week	111	26,530	2,063	28,593
Employee recognition		1,365		1,365
Unemployment		5,000		5,000
Total Human Resources		97,717	35,334	133,051

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Human Resources

001- 516-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
HUMAN RESOURCES EXPENSES						
512.0100	Regular Salaries	46,637	55,085	49,640	64,822	17.68%
513.0100	Part-time Wages	-	-	-	26,530	100.00%
515.2200	Employee Recognition	835	1,365	850	1,365	0.00%
521.0100	FICA Taxes	3,720	4,516	3,655	6,988	54.74%
522.2100	Retirement General Employee	14,145	17,031	14,615	18,649	9.50%
522.2400	Retirement Sworn - Employee Recog.	42	-	148	-	100.00%
523.0100	Health Insurance	4,675	5,174	7,612	9,342	80.56%
523.0300	Life Insurance & EAP	159	220	173	239	8.64%
524.0100	Workers' Compensation	74	97	100	115	18.56%
525.0000	Unemployment expense	3,600	10,000	3,050	5,000	-50.00%
	PERSONNEL EXPENSES	73,887	93,488	79,843	133,050	42.32%
531.0300	Membership Dues	240	345	345	320	-7.25%
531.1600	Contract Services	45,066	65,640	65,639	42,655	-35.02%
534.2100	Employee Testing	4,141	4,239	3,642	8,050	89.90%
540.5100	Travel and Per Diem	680	1,325	1,400	2,550	92.45%
545.1200	Insurance	1,540	1,700	1,700	2,216	30.35%
546.3400	Repair and Maintenance	115	-	-	-	0.00%
547.5100	Printing and Binding	-	100	100	200	100.00%
548.9100	Promotional Advertising	-	1,500	1,393	2,000	33.33%
551.1200	Office Supplies	130	100	100	200	100.00%
552.2300	Operating Expenses	35	990	989	2,475	150.00%
552.4200	Small Tools/Equipment	-	300	300	-	-100.00%
554.0100	Non-Capitalized Equipment	1,719	-	-	-	0.00%
554.1200	Publications	-	395	200	1,000	153.16%
555.1300	Technical/Training	285	549	549	1,700	209.65%
	OPERATING EXPENSES	53,951	77,183	76,357	63,366	-17.90%
	TOTAL EXPENSES	127,838	170,671	156,200	196,416	15.08%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Human Resources
Fund 001; Department 516**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-516-512.0100 REGULAR SALARIES			
HR ADMINISTRATOR-1527	1	64,822	64,822
Totals for GL# 001-516-512.0100-REGULAR SALARIES			64,822
001-516-513.0100 HR PART-TIME WAGES			
HR COORDINATOR	1	26,530	26,530
Totals for GL# 001-516-513.0100-HR PART-TIME WAGES			26,530
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	6,988	6,988
Totals for GL# 001-516-521.0100-FICA TAXES			6,988
001-516-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	18,649	18,649
Totals for GL# 001-516-522.2100-RETIREMENT GENERAL EMPLOYEE			18,649
001-516-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE		5,311	
HEALTH INSURANCE - SPOUSE	1	9,342	9,342
Totals for GL# 001-516-523.0100-HEALTH INSURANCE			9,342
001-516-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	239	239
Totals for GL# 001-516-523.0300-LIFE INSURANCE & EAP			239
001-516-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	115	115
Totals for GL# 001-516-524.0100-WORKERS' COMPENSATION			115
001-516-525.0000 UNEMPLOYMENT EXPENSE			
UNEMPLOYMENT EXPENSE	1	5,000	5,000
Totals for GL# 001-516-525.0000-UNEMPLOYMENT EXPENSE			5,000
001-516-531.0300 MEMBERSHIP DUES			
FPHRA ANNUAL DUES	1	55	55
SHRA	1	75	75
SHRM	1	190	190
Totals for GL# 001-516-531.0300-MEMBERSHIP DUES			320
001-516-531.1600 CONTRACT SERVICES			
AGENT FEE - HEALTH INSURANCE	12	3,333	39,996
DRUG SCREEN PROGRAM (AYS)	15	158	2,370
AEP PYHSIO CONTROL SHARE COST	1	289	289
Totals for GL# 001-516-531.1600-CONTRACT SERVICES			42,655
001-516-534.2100 PRE-EMPLOYMENT TESTING			
GENERAL PRE EMPLOYMENT TESTING	20	170	3,400
PD PSYCHOLOGICAL TESTING	10	250	2,500
PD PRE EMPLOYMENT TESTING/CREDIT CHECK	10	215	2,150
Totals for GL# 001-516-534.2100-PRE-EMPLOYMENT TESTING			8,050



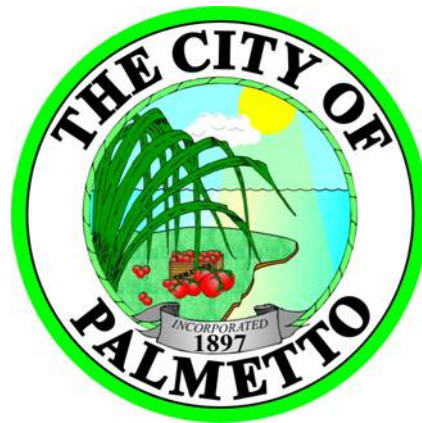
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Human Resources
Fund 001; Department 516**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-516-540.5100 TRAVEL AND PER DIEM			
FPHRA CONFERENCE	1	900	900
SHRA CHAPTER MEETINGS	1	300	300
LOCAL MEETINGS/TRAINING	1	500	500
SHRA ANNUAL CONFERENCE	1	850	850
Totals for GL# 001-516-540.5100-TRAVEL AND PER DIEM			2,550
001-516-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO, PROPERTY INSURANCE	4	554	2,216
Totals for GL# 001-516-545.1200-INSURANCE			2,216
001-516-547.5100 PRINTING AND BINDING			
GENERAL PRINTING MATERIALS	1	200	200
Totals for GL# 001-516-547.5100-PRINTING AND BINDING			200
001-516-548.9100 PROMOTIONAL ADVERTISING			
RECRUITMENT ADVERTISEMENT	1	2,000	2,000
Totals for GL# 001-516-548.9100-PROMOTIONAL ADVERTISING			2,000
001-516-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	200	200
Totals for GL# 001-516-551.1200-OFFICE SUPPLIES			200
001-516-552.2300 OPERATING EXPENSES			
LABOR LAW POSTERS	1	225	225
RECRUITING SUPPLIES	1	250	250
BADGE SUPPLIES	1	500	500
EMPLOYEE APPRECIATION EVENTS	1	1,500	1,500
Totals for GL# 001-516-552.2300-OPERATING EXPENSES			2,475
001-516-554.1200 PUBLICATIONS			
PUBLICATIONS AS NEEDED	1	1,000	1,000
Totals for GL# 001-516-554.1200-PUBLICATIONS			1,000
001-516-555.1300 TECHNICAL/TRAINING			
FPHRA ANNUAL CONFERENCE REGISTRATION	1	350	350
SHRA CONFERENCE - ORLANDO	1	850	850
LOCAL TRAINING	1	500	500
Totals for GL# 001-516-555.1300-TECHNICAL/TRAINING			1,700
Totals for dept 516-HUMAN RESOURCES			196,416



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

Steve Maraboli



**CITY OF PALMETTO, FLORIDA
2016-2017 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

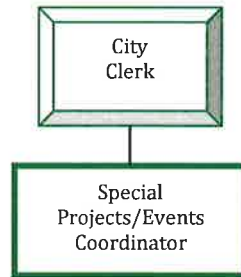


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**EVENTS AND FACILITIES
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Special Projects/Events Coordinator - Longevity - DROP	112	55,577	10,502	66,079
Overtime		6,000	538	6,538
Total Facilities and Events		61,577	11,040	72,617

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Events and Facilities

001- 579	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
EVENTS AND FACILITIES						
512.0100	Regular Salaries	56,077	55,545	56,466	55,577	0.06%
514.0100	Overtime	5,070	10,000	3,436	6,000	-40.00%
514.0150	Overtime - Holiday	-	-	214	-	0.00%
521.0100	FICA Taxes	4,655	5,014	4,577	4,711	-6.04%
522.2100	Retirement General Employee	18,715	-	454	-	0.00%
523.0100	Health Insurance	4,615	5,174	5,862	5,311	2.65%
523.0300	Life Insurance & EAP	192	208	183	208	0.00%
524.0100	Workers' Compensation	1,017	1,155	1,091	810	-29.87%
529.9900	Reimbursement of Personnel Costs	-	-	(93)	-	0.00%
	PERSONNEL EXPENSES	90,341	77,096	72,190	72,617	-5.81%
541.1100	Communications	972	200	181	200	0.00%
544.1500	Rental Expenses	-	-	100	350	100.00%
545.1200	Insurance	1,770	1,775	1,775	1,764	-0.62%
546.3400	Repair and Maintenance	14,981	9,300	9,266	7,300	-21.51%
546.4000	Vehicle Repair and Maintenance	-	800	-	800	0.00%
547.5100	Printing and Binding	-	871	873	850	-2.41%
549.9600	Bank Service Charges	-	500	301	1,000	100.00%
551.1200	Printing Supplies	79	200	90	500	150.00%
552.1500	Fuel and Lubricants	549	700	395	600	-14.29%
552.2300	Operating Expenses	154	1,045	745	1,800	72.25%
552.3000	Living Tree Memorial Expense	1,835	1,500	1,019	600	-60.00%
552.3900	Safety Expense	2	16	15	-	-100.00%
552.4200	Small Tools/Equipment	13	1,103	839	500	-54.67%
552.5100	Uniforms	120	125	119	125	0.00%
552.7100	Fairs and Festivals	32,822	43,583	43,637	43,268	-0.72%
552.7200	Palmetto Historical Park	-	-	-	9,164	100.00%
552.7400	Ag Museum	180	5,200	5,200	2,112	-59.38%
554.0100	Non-Capitalized Equipment	3,374	-	-	1,000	100.00%
555.1300	Technical/Training	-	250	-	200	-20.00%
	OPERATING EXPENSES	56,851	67,168	64,555	72,133	7.39%
563.0100	Improvements Not Buildings	-	19,394	19,394	-	-100.00%
564.0100	Machinery and Equipment	-	-	-	13,500	100.00%
	CAPITAL EQUIPMENT PURCHASES	-	19,394	19,394	13,500	0.00%
	TOTAL EXPENSES	147,192	163,658	156,139	158,250	-3.30%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-579-512.0100 REGULAR SALARIES			
SPECIAL PROJECT/EVENTS COORDINATOR-191 - DROP	1	55,577	55,577
Totals for GL# 001-579-512.0100-REGULAR SALARIES			55,577
001-579-514.0100 OVERTIME - GE			
OVERTIME FOR SPECIAL EVENTS	1	6,000	6,000
Totals for GL# 001-579-514.0100-OVERTIME - GE			6,000
001-579-521.0100 FICA TAXES			
FICA TAXES	1	4,711	4,711
Totals for GL# 001-579-521.0100-FICA TAXES			4,711
001-579-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	5,311	5,311
Totals for GL# 001-579-523.0100-HEALTH INSURANCE			5,311
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	810	810
Totals for GL# 001-579-524.0100-WORKERS COMP			810
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			
PORT-O-LET RENTALS AND MISC TOOLS	1	350	350
Totals for GL# 001-579-544.1500-RENTAL EXPENSES			350
001-579-545.1200 INSURANCE			
GENERAL LIABILITY, AUTO AND PROPERTY	4	441	1,764
Totals for GL# 001-579-545.1200-INSURANCE			1,764
001-579-546.3400 REPAIR & MAINTENANCE			
CELEBRATION CENTER DOORS AND CARPET CLEANING	1	2,800	2,800
PARK REPAIRS - RESTROOM DOORS, PLAYGROUND EQUIP		7,050	
BUILDING ELECTRICAL REPAIRS - CELEBRATION CENTER AND MISCELLANE	1	1,600	1,600
TENNIS COURTS MAINTENANCE - NETS AND FENCING		9,500	
REPAIR AND MAINTENANCE BUILDINGS	1	2,500	2,500
GENERATOR MAINTENANCE	1	400	400
Totals for GL# 001-579-546.3400-REPAIR & MAINTENANCE			7,300
001-579-546.4000 VEHICLE REPAIR & MAINTENANCE			
VEHICLE REPAIR FOR 17611	1	800	800
Totals for GL# 001-579-546.4000-VEHICLE REPAIR & MAINTENANCE			800
001-579-547.5100 PRINTING & BINDING			
NEWS IN BRIEF	1	850	850
Totals for GL# 001-579-547.5100-PRINTING & BINDING			850



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-579-549.9600 BANK SERVICE CHARGES			
CREDIT CARD FEES	1	1,000	1,000
Totals for GL# 001-579-549.9600-BANK SERVICE CHARGES			1,000
001-579-551.1200 PRINTING SUPPLIES			
MISCELLANEOUS SUPPLIES	1	500	500
Totals for GL# 001-579-551.1200-PRINTING SUPPLIES			500
001-579-552.1500 FUEL AND LUBRICANTS			
VEHICLE 17611	1	600	600
Totals for GL# 001-579-552.1500-FUEL AND LUBRICANTS			600
001-579-552.2300 OPERATING EXPENSES			
UPGRADE PHOTOSHOP SOFTWARE	1	500	500
CADD LIGHT SORTWARE FOR MOT DESIGNS	1	300	300
MISCELLANEOUS	1	1,000	1,000
Totals for GL# 001-579-552.2300-OPERATING EXPENSES			1,800
001-579-552.3000 LIVING TREE MEMORIAL EXPENSE			
MEMORIAL TREES	2	250	500
MEMORIAL PLAQUES	2	50	100
Totals for GL# 001-579-552.3000-LIVING TREE MEMORIAL EXPENSE			600
001-579-552.4200 SMALL TOOLS/EQUIPMENT			
MISCELLANEOUS SMALL HAND TOOLS	1	500	500
Totals for GL# 001-579-552.4200-SMALL TOOLS/EQUIPMENT			500
001-579-552.5100 UNIFORM PURCHASES & CLEANING			
CITY SHIRTS	5	25	125
Totals for GL# 001-579-552.5100-UNIFORM PURCHASES & CLEANING			125
001-579-552.7100 FAIRS & FESTIVALS			
ADVANCE TICKETS FOR VOLUNTEERS	1	168	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
Totals for GL# 001-579-552.7100-FAIRS & FESTIVALS			43,268
001-579-552.7200 PALMETTO HISTORICAL PARK			
MISCELLANEOUS REPAIRS	1	5,000	5,000
GEN LIABL, AUTO, PROPERTY INSURANCE	4	1,041	4,164
Totals for GL# 001-579-552.7200-PALMETTO HISTORICAL PARK			9,164
001-579-552.7400 AG MUSEUM			
GEN LIABL, AUTO, PROPERTY INSURANCE	4	528	2,112
Totals for GL# 001-579-552.7400-AG MUSEUM			2,112
001-579-554.0100 NON-CAPITALIZED EQUIPMENT			
MESSAGE CENTER FOR SUTTON PARK	1	1,000	1,000
NEW LECTERN		700	
Totals for GL# 001-579-554.0100-NON-CAPITALIZED EQUIPMENT			1,000
001-579-555.1300 TECHNICAL/TRAINING			
CLASSES/TRAINING	1	200	200
Totals for GL# 001-579-555.1300-TECHNICAL/TRAINING			200



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Events and Facilities Department
Fund 001; Department 579

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-579-564.0100 MACHINERY & EQUIPMENT			
A/C UNITS - HISTORIC PARK - COTTAGE HOUSE, WAR MUSEUM, POST OFFICE	2	3,500	7,000
NEW PVC FENCE - HISTORIC PARK	1	6,500	6,500
Totals for GL# 001-579-564.0100-MACHINERY & EQUIPMENT			13,500
Totals for dept 579-EVENTS AND FACILITIES			158,250



**CITY OF PALMETTO, FLORIDA
2016-2017 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
2016-2017 BUDGET**

**POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Police Department - Administration				
Accreditation/Grants Coordinator	111	43,000	21,192	64,192
Dispatch Supervisor	115	47,805	25,417	73,222
Dispatcher	109	37,102	19,016	56,118
Dispatcher	109	36,656	18,852	55,508
Dispatcher	109	36,063	24,826	60,889
Dispatcher	109	34,645	18,110	52,755
Dispatcher	109	34,989	20,690	55,679
Dispatcher	109	35,407	18,391	53,798
Evidence Custodian	111	44,213	21,639	65,852
Evidence Custodian - temporary position - begin 9/2017	111	3,280	1,231	4,511
Records Clerk II	108	38,053	21,820	59,873
Records Clerk II	108	45,306	22,042	67,348
Victim Advocate	111	42,759	21,103	63,862
Police Fleet/Inventory Specialist	107	31,180	17,657	48,837
Festival Overtime		5,000	1,827	6,827
Overtime		15,000	5,482	20,482
Total Police Department Administration - Full Time		530,458	279,294	809,752
Crime Analyst - Part Time	110	21,963	1,708	23,671
Total Police Department Administration - Part Time		21,963	1,708	23,671
Total Police Department - Administration		552,421	281,002	833,423
Police Department - Crossing Guards				
Crossing Guard	104C	7,726	721	8,447
Crossing Guard	104C	7,538	703	8,241
Crossing Guard	104C	13,832	1,291	15,122
Crossing Guard	104C	7,968	743	8,712
Crossing Guard	104C	7,277	679	7,955
Crossing Guard	104C	6,880	642	7,521
Crossing Guard	104C	7,495	699	8,194
Total Police Department - Crossing Guards		58,715	5,478	64,193
Police Department - Part-time Patrol				
Park Patrol - Sworn	110SOP/4	27,169	2,535	29,704
Park Patrol - Sworn	110SOP/4	27,169	2,535	29,704
Total Police Department - Part-time patrol		54,338	5,070	59,408
Police Department - Executive Sworn Officers				
Chief of Police	127	96,284	43,534	139,818
Captain of Police	123	73,873	38,673	112,546
Captain of Police	123	73,873	40,835	114,708
Career Development/Education		4,030	1,518	5,548
Clothing Allowance		1,500	565	2,065
Total Police Department - Executive Sworn Officers		249,560	125,125	374,685



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION (CONTINUED)**

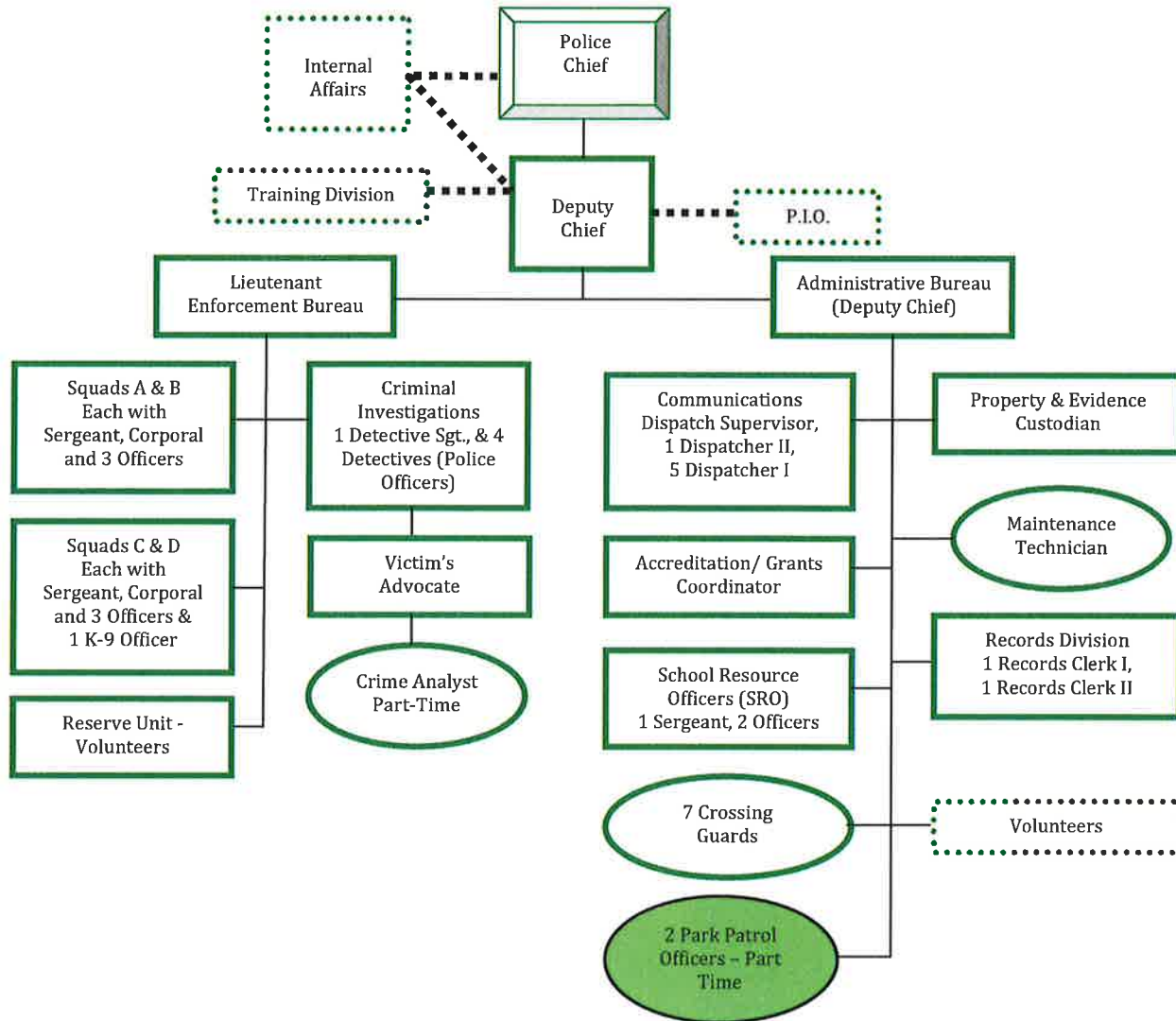
Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Police Department - Sworn Officers				
Police Sergeant	113SO/9	67,985	38,499	106,484
Police Sergeant	113SO/4	59,680	23,700	83,380
Police Sergeant	113SO/6	62,873	11,410	74,283
Police Sergeant	113SO/2	56,650	34,002	90,652
Police Sergeant - CID	113SO/4	59,680	31,464	91,144
Police Sergeant	113SO/4	59,680	31,464	91,144
Corporal - Longevity	111SO/13	55,479	27,344	82,823
Corporal	111SO/11	51,143	25,624	76,767
Corporal - CID	111SO/11	51,143	25,624	76,767
Corporal	111SO/12	52,549	32,375	84,924
Corporal	111SO/7	45,884	29,730	75,614
Police Officer - SRO	110SO/12	50,047	29,220	79,267
Police Officer	110SO/12	50,047	25,189	75,236
Police Officer - CID	110SO/2	38,156	22,924	61,080
Police Officer	110SO/4	40,283	27,508	67,791
Police Officer - CID	110SO/8	44,901	29,340	74,241
Police Officer - SRO	110SO/8	44,901	23,147	68,048
Police Officer - SRO	110SO/7	43,700	22,671	66,371
Police Officer - CID	110SO/7	43,700	22,671	66,371
Police Officer	110SO/8	44,901	23,147	68,048
Police Officer	110SO/7	43,700	25,124	68,824
Police Officer	110SO/4	40,283	21,315	61,598
Police Officer	110SO/2	38,156	20,471	58,627
Police Officer	110SO/6	42,529	24,659	67,188
Police Officer	110SO/6	42,529	28,399	70,928
Police Officer	110SO/4	40,283	23,768	64,051
Police Officer	110SO/2	38,156	20,471	58,627
Police Officer	110SO/6	42,529	22,206	64,735
Police Officer	110SO/6	42,529	22,206	64,735
Police Officer	110SO/6	42,529	28,399	70,928
Police Officer	110SO/3	38,771	20,715	59,485
Clothing Allowance		3,000	1,130	4,130
Career Development		22,490	8,470	30,960
Overtime		48,000	18,883	66,883
Total Police Department - Sworn Officers		1,548,866	823,266	2,372,131
TOTAL POLICE DEPARTMENT		2,463,900	1,239,940	3,703,840



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**POLICE DEPARTMENT
ORGANIZATIONAL INFORMATION (CONTINUED)**

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Police Department

001- 521-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
POLICE DEPARTMENT EXPENSES						
511.0100	Executive Salaries	236,428	233,638	235,431	244,030	4.45%
512.0100	Regular Salaries	403,958	421,882	407,857	510,458	21.00%
512.0200	Sworn Officer's Wages	1,374,919	1,464,655	1,464,647	1,478,887	0.97%
513.0100	Part Time Wages	76,430	92,026	72,766	76,301	-17.09%
513.0200	School Crossing Guards	52,964	43,948	57,000	58,716	33.60%
514.0100	Overtime - General Employees	44,868	49,000	21,500	15,000	-69.39%
514.0150	Overtime - Holiday - General Employees	-	-	9,300	9,300	100.00%
514.0200	Overtime - Sworn	59,975	24,000	24,000	24,000	0.00%
514.0250	Overtime - Holiday - Sworn	-	-	18,714	19,700	100.00%
515.1000	Incentive Payments to Officers	26,419	30,520	27,332	26,520	-13.11%
515.2100	Clothing Allowance - Taxable	4,000	4,250	4,000	4,500	5.88%
521.0100	FICA Taxes	168,795	180,840	168,985	188,757	4.38%
522.2100	Retirement General Employee	129,511	128,925	125,150	152,613	18.37%
522.2400	Retirement Sworn	437,074	447,684	454,619	521,894	16.58%
552.2500	Matching Deferred Comp	17,908	-	-	-	0.00%
523.0100	Health Insurance	257,978	289,689	331,449	336,365	16.11%
523.0300	Life Insurance & EAP	5,804	8,101	7,792	8,524	5.22%
524.0100	Workers' Compensation	40,632	42,340	42,754	33,172	-21.65%
529.9900	Reimbursement of Personnel Costs	-	-	(6,720)	-	0.00%
	PERSONNEL EXPENSES	3,337,663	3,461,498	3,466,576	3,708,737	7.14%
531.0100-	Law Enforcemen Fund					
0025	Consulting/Contract Services	-	5,000	5,000	-	-100.00%
531.0300	Membership Dues	1,787	1,949	1,949	2,190	12.37%
534.2100	Employee Testing	858	1,080	1,080	1,080	0.00%
535.2100	Special Investigation Account	4,797	5,000	4,140	5,000	0.00%
540.5100	Travel and Per Diem	8,355	15,296	15,113	13,850	-9.45%
540.5100-	Travel and Per Diem - Law Enforcement					
0025	Funds	-	2,883	2,075	-	-100.00%
541.1100	Communications	37,514	52,090	49,111	45,300	-13.04%
541.1100-						
8212	Communications - CRA Plan	1,044	-	-	-	0.00%
542.1200	Postage and Mailing Services	430	1,050	1,049	1,200	14.29%
543.0000	Utility Services	33,930	34,500	30,001	35,000	1.45%
544.0500	Operating Lease	6,768	8,148	8,147	8,148	0.00%
545.1200	Insurance	71,917	70,303	70,303	77,508	10.25%
545.9900	Insurance Contingency	15,280	925	(2,487)	5,000	440.54%
546.3400	Repair & Maintenance	8,377	9,463	9,500	10,000	5.67%
546.4000	Vehicle Repair & Maintenance	70,152	69,000	68,999	69,000	0.00%
546.4000-						
8212	Vehicle Repair & Maintenance - CRA Plan	7,044	10,000	10,000	10,000	0.00%
547.5100	Printing and Binding	2,455	2,250	2,227	2,500	11.11%
549.0400-						
8212	Partnership/Sponsorship - CRA Plan	-	1,000	-	1,000	0.00%
551.1200	Office Supplies	4,834	6,250	6,250	6,450	3.20%
552.0000	Hurricane Supplies	-	5,000	-	5,000	0.00%
552.1500	Fuel and Lubricants	76,817	87,094	66,788	75,000	-13.89%
552.1500-						
8212	Fuel and Lubricants - CRA Plan	17,637	25,000	18,338	25,000	0.00%
552.2300	Operating Expenses	44,282	46,972	42,972	32,500	-30.81%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Police Department

001- 521-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
POLICE DEPARTMENT EXPENSES						
552.2300- 9021	Operating Expenses - PD E-Ticket Software Grant	15,000	-	-	-	0.00%
552.2500	Spec Fund-Operating Supplies	5,648	9,278	9,278	-	-100.00%
552.2600	PD Special Programs	1,000	-	-	-	0.00%
552.3000	Community Outreach	-	3,500	2,500	6,850	95.71%
552.4200	Small Tools/Equipment	2,732	2,500	2,480	4,625	85.00%
552.4200- 9006	Small Tools/Equipment - Bulletproof Vest Grant	2,153	3,063	3,063	3,200	4.47%
552.5100	Uniform Purchases and Cleaning	18,768	26,610	28,990	23,200	-12.81%
552.6000	Canine Supplies	2,588	287	287	-	-100.00%
554.0100	Non-Capitalized Equipment	-	-	-	14,870	100.00%
554.1200	Publications	775	972	972	1,180	21.40%
554.1400	Accreditation	2,952	7,560	6,016	4,400	-41.80%
555.1300	Technical/Training	13,073	18,074	17,700	21,100	16.74%
555.1300- 0025	Law Enforcement Funds - Technical and Training	-	1,593	399	-	-100.00%
555.1300- 8212	Technical and Training - CRA Plan	1,596	-	-	-	0.00%
OPERATING EXPENSES		480,563	533,690	482,240	510,151	-4.41%
564.0100	Machinery and Equipment	-	24,500	24,500	42,000	0.00%
564.0100- 8212	Machinery and Equipment - CRA Plan	7,616	-	-	-	0.00%
564.2500	Law Enforcement Funds - Machinery and Equipment	-	9,868	9,768	-	100.00%
564.4900	PD Capital Leases	212,206	248,305	248,305	163,300	-34.23%
CAPITAL EQUIPMENT PURCHASES		219,822	282,673	282,573	205,300	-27.37%
571.0100	Principal - Lease	149,169	167,932	167,931	165,374	-1.52%
572.0100	Interest - Lease	4,713	5,815	5,815	5,316	-8.58%
573.0500	New Lease	-	13,769	-	20,862	51.51%
DEBT SERVICE		153,882	187,516	173,746	191,552	2.15%
GRANT EXPENSES						
001- 701	GRANT OPERATING EXPENSES					
752.2300- 9021	PD E-Ticket Software Grant	12,527	-	-	2,983	0.00%
752.4200- 9006	Bulletproof Vest Grant	2,153	2,990	-	-	-100.00%
764.0100- 9023	FDLE Rapid ID Implementation equipment	-	3,513	-	-	-
GRANT OPERATING EXPENSES		14,680	6,503	-	2,983	-54.13%
TOTAL EXPENSES		4,206,610	4,471,880	4,405,135	4,618,723	3.28%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-521-511.0100 EXECUTIVE SALARIES			
CHIEF OF POLICE-99	1	96,284	96,284
CAPTAIN OF POLICE- 105	1	73,873	73,873
CAPTAIN OF POLICE- 114	1	73,873	73,873
Totals for GL# 001-521-511.0100-EXECUTIVE SALARIES			244,030
001-521-512.0100 REGULAR SALARIES			
ACCREDITATION/GRANT COORDINATOR-1415	1	43,000	43,000
DISPATCH SUPERVISOR-1312	1	47,805	47,805
DISPATCHER - 1472	1	36,063	36,063
DISPATCHER -1448	1	36,656	36,656
DISPATCHER -1372	1	37,102	37,102
DISPATCHER - 1552	1	34,645	34,645
DISPATCHER -1530	1	34,989	34,989
DISPATCHER - 1569	1	35,407	35,407
EVIDENCE CUSTODIAN-1461	1	44,213	44,213
RECORDS CLERK I-1213	1	38,053	38,053
RECORDS CLERK II-137	1	45,306	45,306
VICTIM ADVOCATE-1371	1	42,759	42,759
POLICE FLEET/INVENTORY SPECIALIST - 1556	1	31,180	31,180
EVIDENCE CUSTODIAN - TEMPORARY POSITION - 1 MONTH	1	3,280	3,280
Totals for GL# 001-521-512.0100-REGULAR SALARIES			510,458
001-521-512.0200 SWORN OFFICER'S WAGES			
CORPORAL-1488	1	45,883	45,883
CORPORAL-1209	1	51,143	51,143
CORPORAL-671	1	52,548	52,548
CORPORAL - VACANT	1	51,143	51,143
CORPORAL-1293	1	55,479	55,479
OFFICER-1367	1	44,901	44,901
OFFICER-1225	1	50,047	50,047
OFFICER-1544	1	40,283	40,283
OFFICER-1226	1	38,156	38,156
OFFICER-1515	1	43,700	43,700
OFFICER-1382	1	44,901	44,901
OFFICER-1550	1	38,156	38,156
OFFICER-1558	1	38,156	38,156
OFFICER-1463	1	44,901	44,901
OFFICER-1551	1	40,283	40,283
OFFICER-1491	1	42,529	42,529
OFFICER-1502	1	43,700	43,700
OFFICER-1570	1	38,771	38,771
OFFICER-1519	1	43,700	43,700
OFFICER-1433	1	43,700	43,700
OFFICER-1553	1	40,283	40,283
OFFICER-1492	1	42,529	42,529
OFFICER-1462	1	43,700	43,700
OFFICER-1466	1	43,700	43,700
OFFICER-1212	1	50,047	50,047
SERGEANT-1357	1	59,680	59,680
SERGEANT-626	1	67,985	67,985
SERGEANT-631	1	59,680	59,680
SERGEANT-1208	1	59,680	59,680
SERGEANT/DROP-1220	1	62,873	62,873
SERGEANT - 656	1	56,650	56,650
Totals for GL# 001-521-512.0200-SWORN OFFICER'S WAGES			1,478,887
001-521-513.0100 PART TIME WAGES			
PARK PATROL-SWORN-1523	1	27,169	27,169
CRIME ANALYST-ADMIN-1458	1	21,963	21,963
PARK PATROL-SWORN-1507	1	27,169	27,169
Totals for GL# 001-521-513.0100-PART TIME WAGES			76,301
001-521-513.0200 SCHOOL CROSSING GUARDS			
CROSSING GUARD-1465	1	7,726	7,726
CROSSING GUARD-1504	1	7,538	7,538



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
CROSSING GUARD-1440	1	13,832	13,832
CROSSING GUARD-1413	1	7,968	7,968
CROSSING GUARD-VACANT	1	6,880	6,880
CROSSING GUARD-1531	1	7,495	7,495
CROSSING GUARD-1564	1	7,277	7,277
Totals for GL# 001-521-513.0200-SCHOOL CROSSING GUARDS			58,716
001-521-514.0100 OVERTIME - GE			
OVERTIME	1	15,000	15,000
Totals for GL# 001-521-514.0100-OVERTIME - GE			15,000
001-521-514.0150 OVERTIME - HOLIDAY GE			
HOLIDAY WORKED OT	1	9,300	9,300
Totals for GL# 001-521-514.0150-OVERTIME - HOLIDAY GE			9,300
001-521-514.0200 OVERTIME - SWORN			
OVERTIME	1	19,000	19,000
4TH OF JULY FESTIVAL	1	5,000	5,000
Totals for GL# 001-521-514.0200-OVERTIME - SWORN			24,000
001-521-514.0250 OVERTIME - HOLIDAY SWORN			
HOLIDAY WORKED OT	1	19,700	19,700
Totals for GL# 001-521-514.0250-OVERTIME - HOLIDAY SWORN			19,700
001-521-515.1000 INCENTIVE PAYMENTS TO OFFICERS			
CAREER DEVELOPMENT	1	22,490	22,490
CAREER DEVELOPMENT - EXECUTIVE	1	4,030	4,030
Totals for GL# 001-521-515.1000-INCENTIVE PAYMENTS TO OFFICERS			26,520
001-521-515.2100 CLOTHING ALLOWANCE - TAXABLE			
CHIEF OF POLICE	1	500	500
CAPTAINS	2	500	1,000
DETECTIVE CORPORAL	1	500	500
DETECTIVE SERGEANT	1	500	500
FOUR DETECTIVES (INC. OPEN NARC DET.)	4	500	2,000
Totals for GL# 001-521-515.2100-CLOTHING ALLOWANCE - TAXABLE			4,500
001-521-521.0100 FICA TAXES			
FICA TAXES	1	188,757	188,757
Totals for GL# 001-521-521.0100-FICA TAXES			188,757
001-521-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	152,613	152,613
Totals for GL# 001-521-522.2100-RETIREMENT GENERAL EMPLOYEE			152,613
001-521-522.2400 RETIREMENT SWORN			
SWORN OFFICERS RETIREMENT	1	447,001	447,001
EXEC OFFICERS RETIREMENT	1	74,893	74,893
Totals for GL# 001-521-522.2400-RETIREMENT SWORN			521,894
001-521-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	25	5,311	132,775
HEALTH INSURANCE - SPOUSE	2	9,342	18,684
HEALTH INSURANCE - CHILDREN	9	7,764	69,876
HEALTH INSURANCE - FAMILY	10	11,503	115,030
HEALTH INSURANCE - PRORATED		443	
Totals for GL# 001-521-523.0100-HEALTH INSURANCE			336,365
001-521-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	8,524	8,524
Totals for GL# 001-521-523.0300-LIFE INSURANCE & EAP			8,524
001-521-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	33,172	33,172
Totals for GL# 001-521-524.0100-WORKERS' COMPENSATION			33,172



**CITY OF PALMETTO, FLORIDA
2016-2017 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	70	70
INT'L ASSOC. OF PROPERTY & EVIDENCE (IAPE)	1	50	50
APCO INTERNATIONAL INC.(ASSOCIATION OF POLIE DISPATCHERS)	1	100	100
CRIME STOPPERS ANNUAL MEMBERSHIP FOR AGENCY	1	200	200
INT'L ASSOC. OF LAW ENFORCEMENT FIREARMS INSTRUCTORS (IALEFI)	2	100	200
MANATEE COUNTY JUVENILE JUSTICE MEMBERSHIP	1	25	25
SUNCOAST CRIME PREVENTION ASSOCIATION	1	125	125
FLA. DEPT. OF HEALTH (911 CERT.) FOR DISPATCHERS AND OFFICERS.	8	50	400
NOTARY RENEWALS/ FEES DUE THIS YEAR (2 X \$125).	2	125	250
Totals for GL# 001-521-531.0300-MEMBERSHIP DUES			2,190
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			
CJIS CONFERENCE DISPATCH	1	800	800
IPTM HOMICIDE INVESTIGATION SCHOOL FOR TWO CID	2	800	1,600
REID KINESIC INTERVIEWING FOR TWO CID	2	800	1,600
PUBLIC RECORDS SEMINAR	2	125	250
PEAF CONFERENCE FOR PROP/EVID X2	2	450	900
FLORIDA POLICE CHIEF'S CONFERENCES (CHIEF/CAPTAINS)	1	1,500	1,500
HOMICIDE CONFERENCE (LEAD HOMICIDE INVESTIGATOR)	1	800	800
PER-DIEM. FOR GENERAL TRAINING CLASSES	1	4,500	4,500
FLORIDA EXECUTIVE DEVELOPEMENT SERIES.		800	
SRO TRAINING - MC REIMBURSEMENT	3	633	1,900
Totals for GL# 001-521-540.5100-TRAVEL AND PER DIEM			13,850
001-521-541.1100 COMMUNICATIONS			
ANNUAL RADIO CONTRACT	1	20,000	20,000
IN-CAR WIRELESS SERVICE	1	17,500	17,500
PDA'S & CELL PHONES (13 PHONES)	13	600	7,800
UNCOVERED RADIO REPAIRS		4,000	
Totals for GL# 001-521-541.1100-COMMUNICATIONS			45,300
001-521-542.1200 POSTAGE/MAILING SERVICE			
CH POSTAGE METER	1	300	300
OVERNIGHT SHIPPING.	1	900	900
Totals for GL# 001-521-542.1200-POSTAGE/MAILING SERVICE			1,200
001-521-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	8,000	8,000
FPL	1	27,000	27,000
Totals for GL# 001-521-543.0000-UTILITY SERVICES			35,000
001-521-544.0500 OPERATING LEASE			
CANON-ADV4235-SQUAD ROOM - PMT 33 OF 36	4	171	684
CANON - ADV4235-SQUAD ROOM MAINT.	12	75	900
CANON - C5255 - RECORDS - PMT 30 OF 36	6	333	1,998
CANON - C5255 - RECORDS MAINT.	12	100	1,200
NEW COPIER - SQUAD PMT 1-8 OF 36	8	171	1,368
NEW COPIER - RECORDS PMT 1-6 OF 36	6	333	1,998
Totals for GL# 001-521-544.0500-OPERATING LEASE			8,148
001-521-545.1200 INSURANCE			
A-3 FIDUCIARY BOND PENSION	1	50	50
D-5 POLICE AD & D	1	310	310



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
D-5 STATE MANDATED AD & D	1	2,300	2,300
D-6 EXECUTIVE TRAVEL POLICE	1	52	52
GEN LIAB, AUTO, PROPERTY INS	4	18,574	74,296
NEW AUTO - OVERLAP AUTO INS	1	500	500
Totals for GL# 001-521-545.1200-INSURANCE			77,508
001-521-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 001-521-545.9900-INSURANCE CONTINGENCY			5,000
001-521-546.3400 REPAIR & MAINTENANCE			
AC MAINT. CONTRACT	1	1,600	1,600
FIRE EXT MAINT CONTRACT	1	1,500	1,500
GENERATOR MAINT CONTRACT	1	1,600	1,600
MISC AC REPAIRS	1	2,500	2,500
MISC BUILD & PLUMBING REPAIRS	1	2,500	2,500
PEST CONTROL	4	75	300
INTERIOR PAINTING SQUAD ROOM, DISPATCH, CID, AND REST ROOMS		3,000	
CARPET RECORDS,CLASSROOM		7,000	
Totals for GL# 001-521-546.3400-REPAIR & MAINTENANCE			10,000
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
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. SMALL INCREASE (\$500.00) TO COVER RISES IN PRINTING COSTS.	1	1,500	1,500
PRINTING THREE-PART FORMS	1	500	500
Totals for GL# 001-521-547.5100-PRINTING AND BINDING			2,500
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
RUBBER DOCUMENT STAMPS	1	200	200
Totals for GL# 001-521-551.1200-OFFICE SUPPLIES			6,450
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	75,000	75,000
Totals for GL# 001-521-552.1500-FUEL AND LUBRICANTS			75,000
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			
AMMUNITION AND TARGETS	1	7,500	7,500
ANNUAL AED MAINTENANCE	1	100	100



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
ANNUAL BIOHAZARD DISPOSAL-EVIDENCE DESTRUCTION	1	750	750
CONSUMABLE SUPPLIES	1	3,000	3,000
DUTY EQUIPMENT	1	6,500	6,500
HEPATITIS SHOTS (42)AND TITERS	21	60	1,260
LEXIS NEXIS DATA	4	1,560	6,240
P & E PACKAGING & LABELS	1	1,000	1,000
FIRST AID STATION RESUPPLY	1	300	300
MANATEE COUNTY CLERK OFFICE	1	400	400
CENTRAL STORE	1	2,300	2,300
CALYO INVESTIGATIVE RECORDING SOFTWARE	1	2,750	2,750
AGENCY & CITIZEN AWARDS (PLAQUES, CERTIFICATES)	1	400	400
Totals for GL# 001-521-552.2300-OPERATING EXPENSES			32,500
001-521-552.3000 COMMUNITY OUTREACH			
HONOR THE BADGE CHRISTMAS PROGRAM	1	1,500	1,500
SUMMER SLAM BACK TO SCHOOL YOUTH EVENT.	1	1,000	1,000
COMMUNITY POLICING MATERIALS.	1	2,500	2,500
CITIZEN ACADEMY (X2) & COMMUNITY EVENTS.	1	1,000	1,000
BRIDGING THE GAP YOUTH FOOTBALL TOURNAMENT	1	850	850
Totals for GL# 001-521-552.3000-COMMUNITY OUTREACH			6,850
001-521-552.4200 SMALL TOOLS/EQUIPMENT			
ENF METER CALIBRATION	1	3,000	3,000
SMALL TOOLS / PARTS	1	1,000	1,000
DIGITAL CAMERAS	4	125	500
DIGITAL RECORDERS	1	125	125
Totals for GL# 001-521-552.4200-SMALL TOOLS/EQUIPMENT			4,625
001-521-552.4200-9006 SMALL TOOL/EQUIP BULLETPROOF VEST			
BULLESTIC VEST / GRANT MATCH 50%	8	400	3,200
Totals for GL# 001-521-552.4200-9006-SMALL TOOL/EQUIP BULLETPROOF VEST			3,200
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
Totals for GL# 001-521-552.5100-UNIFORM PURCHASES AND CLEANING			23,200
001-521-554.0100 NON-CAPITALIZED EQUIPMENT			
FELLOWES FORTISHRED 3250S SHREDDER (DISPATCH).	1	1,600	1,600
CHAIRS (DISPATCH).	2	1,200	2,400
DECIMETERS: TO PREPARE FOR NEW ORDINANCE WITH DECIBLE STANDARD.		3,000	
AUTOMATED EXTERNAL DEFIBRILLATORS	1	870	870
TASER ECD. REPLACING OBSOLETE/UNSERVICEABLE ECD'S. TEN UNITS.	10	1,000	10,000
Totals for GL# 001-521-554.0100-NON-CAPITALIZED EQUIPMENT			14,870
001-521-554.1200 PUBLICATIONS			
2017 LEGAL HANDBOOKS	1	980	980
POWERPHONE DISPATCH GUIDES	2	100	200
Totals for GL# 001-521-554.1200-PUBLICATIONS			1,180
001-521-554.1400 ACCREDITATION			
CONFERENCES CFA, FLA-PAC	1	3,000	3,000
ANNUAL CFA, FLA-PAC FEES	1	1,400	1,400
Totals for GL# 001-521-554.1400-ACCREDITATION			4,400
001-521-555.1300 TECHNICAL/TRAINING			
WEB-BASED DISPATCH TRAINING - POLICE LEGAL SCIENCES.	1	1,000	1,000
ANNUAL AGENCY FIRST AID, CPR, AND AED TRAINING (I.M.M.)	45	40	1,800
WEB-BASED TRAINING FOR AGENCY PERSONNEL (POLICE ONE)	1	1,800	1,800
RANGE FEES AT MANATEE TECHNICAL COLLEGE	8	300	2,400
RANGE FEES FOR LOGUE RD OUTDOOR RANGE	6	300	1,800
CJIS CONFERENCE FEE FOR DISPATCH SUPERVISOR.	1	300	300
IPTM HOMICIDE INVESTIGATION SCHOOL FOR TWO NEW DETECTIVES.	2	800	1,600



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Police Department
Fund 001; Department 521**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
INTERVIEWING SCHOOL FOR TWO NEW DETECTIVES.	2	550	1,100
PUBLIC RECORDS SEMINAR	2	300	600
ANNUAL HOMICIDE CONFERENCE FOR LEAD HOMICIDE DETECTIVE	1	400	400
PEAF CONFERENCE FOR TWO: P&E MANAGER AND BACK-UP.	2	450	900
FPCA CONFERENCES	2	400	800
GENERAL AGENCY TRAINING OPPORTUNITIES FOR SWORN AND NON-SWORN AGENCY PERSONNEL.	1	5,000	5,000
FLORIDA EXECUTIVE DEVELOPMENT SERIES		600	
SRO TRAINING - MC REIMBURSEMENT	3	533	1,600
Totals for GL# 001-521-555.1300-TECHNICAL/TRAINING			21,100
001-521-564.0100 MACHINERY AND EQUIPMENT			
RMS/TYLER SOFTWARE	1	36,000	36,000
DECIMETERS	2	3,000	6,000
Totals for GL# 001-521-564.0100-MACHINERY AND EQUIPMENT			42,000
001-521-564.4900 CAPITAL LEASES			
PATROL CAR - CHARGER	3	34,100	102,300
DETECTIVE CAR - CHARGER	1	27,000	27,000
NEW VEHICLE RADIOS	4	4,000	16,000
COBAN EDGE IN-CAR VIDEO	3	6,000	18,000
Totals for GL# 001-521-564.4900-CAPITAL LEASES			163,300
001-521-571.0100 PRINC - LEASE			
P# 15-16F FA# 20151,20155 CAR 46/47/57-60	2	5,409	10,818
P# 11-14 FA# 20187-88/77 TAHOE 20200 CHGR	4	10,120	40,480
P# 07-10 FA# 20248-20269 RADIOS, 20271-20272 CHARGER, 20274 TAHOE, 20275 CHARGE	4	13,530	54,120
P# 03-06 FA# 20316 RAM PU, 20311, 20312, 20315, RADIOS	4	14,989	59,956
Totals for GL# 001-521-571.0100-PRINC - LEASE			165,374
001-521-572.0100 INT EXP - LEASE			
P# 15-16F FA# 20151,20155 CAR 46/47/57-60	2	32	64
P# 11-14 FA# 20187-88/77 TAHOE 20200 CHGR	4	137	548
P# 07-10 FA# 20248-20269 RADIOS, 20271-20272 CHARGER, 20274 TAHOE, 20275 CHARGER	4	399	1,596
P# 03-06 FA# 20316 RAM PU, 20311, 20312, 20315, RADIOS	4	777	3,108
Totals for GL# 001-521-572.0100-INT EXP - LEASE			5,316
001-521-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE FOR LEASE - PATROL CHARGERS	2	6,454	12,908
NEW DEBT SERVICE FOR LEASE - CID CHARGER	2	1,760	3,520
NEW DEBT SERVICE FOR LEASE - VEHICLE RADIOS	2	1,043	2,086
NEW DEBT SERVICE FOR LEASE - IN-CAR VIDEOS	2	1,174	2,348
Totals for GL# 001-521-573.0500-NEW DEBT SERVICE			20,862
Totals for dept 521-POLICE DEPARTMENT			4,615,740



**CITY OF PALMETTO, FLORIDA
2016-2017 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

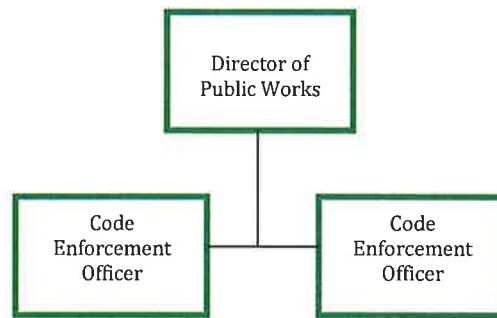


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**CODE ENFORCEMENT
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Code Enforcement				
Code Enforcement Officer	110	43,213	16,473	59,686
Code Enforcement Officer	110	43,213	21,784	64,997
Total Code Enforcement		86,426	38,258	124,684

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Code Enforcement

001- 523- ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	AOPTED BUDGET 2017	% CHANGE OF BUDGET
CODE ENFORCEMENT EXPENSES					
512.0100 Regular Salaries	54,893	82,710	82,710	86,426	4.49%
521.0100 FICA Taxes	4,154	6,327	6,277	6,612	4.50%
522.2100 Retirement General Employee	16,760	23,862	24,400	24,865	4.20%
523.0100 Health Insurance	3,882	5,174	5,174	5,311	2.65%
523.0300 Life Insurance & EAP	148	320	360	333	4.06%
524.0100 Workers' Compensation	475	1,458	1,441	1,137	-22.02%
529.0000 Career Advancement	-	1,243	-	-	-100.00%
PERSONNEL EXPENSES	80,312	121,094	120,362	124,684	2.96%
531.0100 Consulting/Contract Services	-	1,000	1,000	1,000	0.00%
531.0300 Membership Dues	70	50	50	-	-100.00%
531.0600 Attorney Fees - Code Enforcement Board	384	2,500	1,400	1,500	-40.00%
534.4200 Lot/Tree Clear - Pass Thru	1,110	4,000	4,000	5,000	25.00%
534.4200 Building Demolition	-	1,337	3,125	7,000	423.56%
540.5100 Travel and Per Diem	611	500	500	2,000	300.00%
541.1100 Communications	833	1,262	1,262	1,200	-4.91%
542.1200 Postage/Mailing Service	550	1,500	1,500	1,000	-33.33%
544.0500 Operating Lease	75	500	500	500	0.00%
545.1200 Insurance	3,084	2,850	2,832	2,992	4.98%
546.3900 Repair and Maintenance	-	-	25	-	0.00%
546.4000 Vehicle Repair & Maintenance	617	1,051	1,051	1,000	-4.85%
547.5100 Printing/Binding	302	125	125	500	300.00%
551.1200 Office Supplies	31	100	107	200	100.00%
552.1500 Fuel and Lubricants	1,857	2,181	2,000	2,000	-8.30%
552.2300 Operating Expenses	140	1,500	1,500	1,500	0.00%
552.3900 Safety Program Expense	-	100	100	100	0.00%
552.4200 Small Tools/Equipment	24	230	230	200	-13.04%
552.5100 Uniform Purchases and Cleaning	255	300	300	200	-33.33%
555.1300 Technical/Training	1,014	1,591	2,000	1,000	-37.15%
595.0000 Doubtful Accounts Expense	197	-	-	-	0.00%
OPERATING EXPENSES	11,154	22,677	23,607	28,892	27.41%
TOTAL EXPENSES	91,466	143,771	143,969	153,576	6.82%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Code Enforcement
Fund 001; Department 523**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-523-512.0100 REGULAR SALARIES			
CODE ENFORCEMENT OFFICER-1548	1	43,213	43,213
CODE ENFORCEMENT OFFICER-1546	1	43,213	43,213
Totals for GL# 001-523-512.0100-REGULAR SALARIES			86,426
001-523-521.0100 FICA TAXES			
FICA	1	6,612	6,612
Totals for GL# 001-523-521.0100-FICA TAXES			6,612
001-523-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	24,865	24,865
Totals for GL# 001-523-522.2100-RETIREMENT GENERAL EMPLOYEE			24,865
001-523-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	1	5,311	5,311
Totals for GL# 001-523-523.0100-HEALTH INSURANCE			5,311
001-523-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	333	333
Totals for GL# 001-523-523.0300-LIFE INSURANCE & EAP			333
001-523-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,137	1,137
Totals for GL# 001-523-524.0100-WORKERS' COMPENSATION			1,137
001-523-531.0100 CONSULT/CONTRACT SERV			
CONTRACT SERVICES	1	1,000	1,000
Totals for GL# 001-523-531.0100-CONSULT/CONTRACT SERV			1,000
001-523-531.0600 ATTORNEY FEES - CODE ENF BOARD			
CE BOARD ATTORNEY MONTHLY FEES	1	1,500	1,500
Totals for GL# 001-523-531.0600-ATTORNEY FEES - CODE ENF BOARD			1,500
001-523-534.1700 LOT CLEARING - PASS THRU			
NUISANCE ABATE LOT CLEARING	1	5,000	5,000
Totals for GL# 001-523-534.1700-LOT CLEARING - PASS THRU			5,000
001-523-534.4200 BUILDING DEMOLITION			
BUILDING DEMOLITION	1	7,000	7,000
Totals for GL# 001-523-534.4200-BUILDING DEMOLITION			7,000
001-523-540.5100 TRAVEL AND PER DIEM			
FACE ANNUAL TRAINING CONFERENCE-CEO	1	1,000	1,000
FACE LEVEL CERTIFICATION	1	1,000	1,000
Totals for GL# 001-523-540.5100-TRAVEL AND PER DIEM			2,000
001-523-541.1100 COMMUNICATIONS			
CELL SERVICE-CODE ENFORCEMENT	1	600	600
CELL SERVICE-CODE ENFORCEMENT	1	600	600
Totals for GL# 001-523-541.1100-COMMUNICATIONS			1,200



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Code Enforcement
Fund 001; Department 523**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-523-542.1200 POSTAGE/MAILING SERVICE REFILL POSTAGE METER	1	1,000	1,000
Totals for GL# 001-523-542.1200-POSTAGE/MAILING SERVICE			1,000
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	748	2,992
Totals for GL# 001-523-545.1200-INSURANCE			2,992
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	500	500
Totals for GL# 001-523-547.5100-PRINTING AND BINDING			500
001-523-551.1200 OFFICE SUPPLIES PENS-CALENDRS-MARKERS-PADS	1	200	200
Totals for GL# 001-523-551.1200-OFFICE SUPPLIES			200
001-523-552.1500 FUEL AND LUBRICANTS FUEL-OIL CEO VEHICLE FA#17525	1	1,000	1,000
FUEL-OIL CEO VEHICLE FA#17492	1	1,000	1,000
Totals for GL# 001-523-552.1500-FUEL AND LUBRICANTS			2,000
001-523-552.2300 OPERATING EXPENSES MANATEE COURT RECORDING FEES	1	1,500	1,500
Totals for GL# 001-523-552.2300-OPERATING EXPENSES			1,500
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	1	100	100
HAND TOOLS AS NEEDED	1	100	100
Totals for GL# 001-523-552.4200-SMALL TOOLS/EQUIPMENT			200
001-523-552.5100 UNIFORM PURCHASES AND CLEANING UNIFORM SHIRTS CEO - 2 EMPLOYEES	1	200	200
Totals for GL# 001-523-552.5100-UNIFORM PURCHASES AND CLEANING			200
001-523-555.1300 TECHNICAL/TRAINING FACE CONFERENCE-TRAINING FEE	1	500	500
FACE LEVEL TRAINING	1	500	500
Totals for GL# 001-523-555.1300-TECHNICAL/TRAINING			1,000
Totals for dept 523-CODE ENFORCEMENT			153,576



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

Peter Drucker



**CITY OF PALMETTO, FLORIDA
2016-2017 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	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Update city area maps and display
Services	Maintain and improve everyday services	2. Provide a one-stop service that will expedite the needs of the citizens of Palmetto
Infrastructure	Maintain and improve infrastructure	3. Provide infrastructure data for future improvements through a new software system
Safety	Make the City safe	4. Continue to strive for workplace safety
Economic Stability	Enhance and prosper the City and its citizens	5. Continue to scan documents and make it available for citizens to view online
Historic Preservation	Preserve Palmetto's history	6. Provide home town environment or service

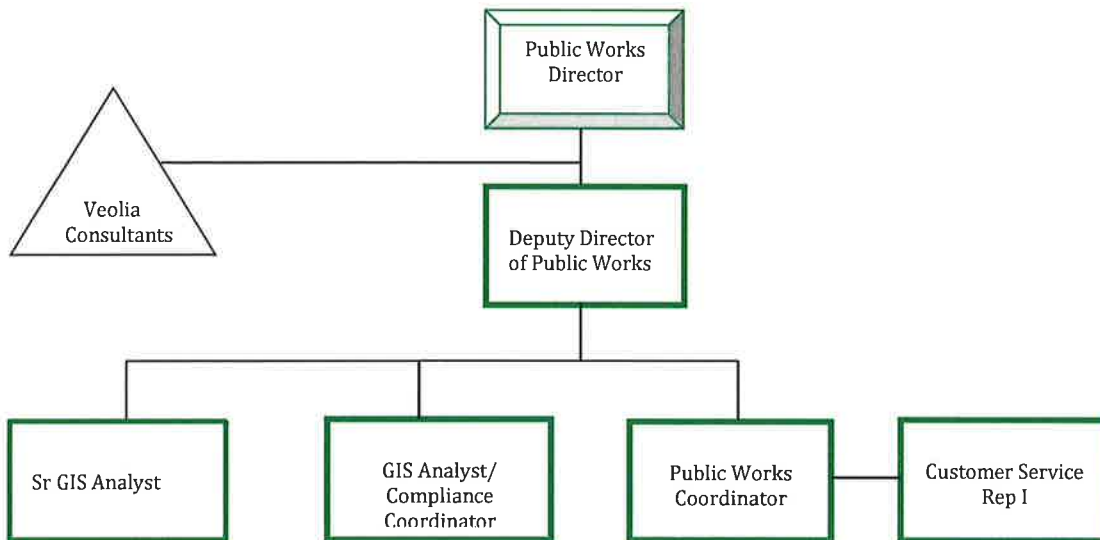


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

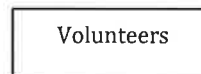
**PUBLIC WORKS ADMINISTRATION
ORGANIZATIONAL INFORMATION**

<u>Job Title</u>	<u>2017 Position Grade</u>	<u>Annual Rate for FY2017</u>	<u>Total Benefits</u>	<u>Total Position Costs</u>
Deputy Director of Public Works	124	90,530	39,799	130,329
Public Works Coordinator	115	57,823	26,659	84,482
Customer Service Rep I	106	30,906	16,731	47,637
Sr GIS Analyst	117	63,846	28,880	92,726
GIS Analyst/Compliance Coordinator	114	43,874	22,036	65,910
Public Works Director	126	96,284	14,289	110,573
Total Public Works Administration		383,263	148,393	531,656

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Public Works Administration

001- 540-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
PUBLIC WORKS ADMINISTRATION EXPENSES						
511.0100	Executive Salaries	84,684	90,196	90,889	96,284	6.75%
512.0100	Regular Salaries	199,346	234,404	221,454	286,979	22.43%
514.0100	Overtime	1,535	-	-	-	0.00%
521.0100	FICA Taxes	21,554	22,996	23,726	29,320	27.50%
522.2100	Retirement General Employee	60,300	60,701	63,710	82,564	36.02%
523.0100	Health Insurance	22,713	25,870	24,577	31,866	23.18%
523.0300	Life Insurance & EAP	809	1,116	1,097	1,415	26.79%
524.0100	Workers' Compensation	4,675	3,937	3,829	3,228	-18.01%
529.99	Reimbursement of Personnel Costs	-	-	(915)	-	0.00%
	PERSONNEL EXPENSES	395,616	439,220	428,367	531,656	21.05%
531.0300	Membership Dues	814	829	828	828	-0.12%
531.1600	Contract Services	12,637	12,778	13,000	12,778	0.00%
531.2000	Engineering Services	1,440	10,000	10,000	10,000	0.00%
534.2100	Employee Testing	360	500	600	1,500	200.00%
540.5100	Travel and Per Diem	(154)	343	343	1,000	191.55%
541.1100	Communications	1,269	1,980	1,980	1,980	0.00%
542.1200	Postage/Mailing Services	410	500	500	1,000	100.00%
543.0000	Utility Services	39,031	36,100	31,000	38,500	6.65%
544.0500	Operating Lease	4,919	5,368	5,368	5,368	0.00%
545.1200	Insurance	9,871	9,667	9,692	11,587	19.86%
545.9900	Insurance Contingency	1,650	5,000	28,933	30,000	500.00%
546.3400	Repair & Maintenance	9,797	16,395	17,500	24,000	46.39%
546.4000	Vehicle Repair & Maintenance	356	3,450	3,552	2,000	-42.03%
547.5100	Printing and Binding	-	100	100	100	0.00%
549.0200	Issues to EMS	111	158	-	-	-100.00%
549.0300	Issues to North River Fire Department	24,786	25,572	20,000	17,000	-33.52%
551.1200	Office Supplies	749	725	900	1,500	106.90%
552.1500	Fuel and Lubricants	2,782	2,894	2,500	2,500	-13.61%
552.2300	Operating Expenses	6,723	6,712	6,000	7,080	5.48%
552.3900	Safety Program Expense	1,018	1,280	1,400	1,900	48.44%
552.4200	Small Tools Minor Equipment	2,138	959	1,000	200	-79.14%
552.5100	Uniform Purchases and Cleaning	630	875	875	900	2.86%
554.0100	Non-Capitalized Equipment	-	500	500	870	74.00%
554.1200	Publications	351	500	500	300	-40.00%
555.1300	Technical/Training	690	611	611	872	42.72%
	OPERATING EXPENSES	122,378	143,796	157,682	173,763	20.84%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Public Works Administration

001- 540-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
PUBLIC WORKS ADMINISTRATION EXPENSES						
564.4900	Capital Leases	10,403	-	-	58,000	100.00%
	CAPITAL EQUIPMENT PURCHASES	10,403	-	-	58,000	100.00%
571.0100	Principal - Lease	4,343	2,616	2,616	2,648	1.22%
572.0100	Interest Expense - Lease	99	116	116	80	-31.03%
573.0500	New Lease	-	-	-	7,562	100.00%
	DEBT SERVICE	4,442	2,732	2,732	10,290	276.65%
	TOTAL EXPENSES	532,839	585,748	588,781	773,709	32.09%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-540-511.0100 EXECUTIVE SALARIES			
PUBLIC WORKS DIRECTOR-1469	1	96,284	96,284
Totals for GL# 001-540-511.0100-EXECUTIVE SALARIES			96,284
001-540-512.0100 REGULAR SALARIES			
SENIOR GIS ANALYST - 1568	1	63,846	63,846
CUSTOMER SERVICE REP I-1520	1	30,906	30,906
PUBLIC WORKS COORDINATOR-94	1	57,823	57,823
DEPUTY DIRECTOR OF PUBLIC WORKS-1510	1	90,530	90,530
GIS ANALYST/COMPLIANCE COORDINATOR - VACANT	1	43,874	43,874
Totals for GL# 001-540-512.0100-REGULAR SALARIES			286,979
001-540-521.0100 FICA TAXES			
FICA TAXES	1	29,320	29,320
Totals for GL# 001-540-521.0100-FICA TAXES			29,320
001-540-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	82,564	82,564
Totals for GL# 001-540-522.2100-RETIREMENT GENERAL EMPLOYEE			82,564
001-540-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	6	5,311	31,866
Totals for GL# 001-540-523.0100-HEALTH INSURANCE			31,866
001-540-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,415	1,415
Totals for GL# 001-540-523.0300-LIFE INSURANCE & EAP			1,415
001-540-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	3,228	3,228
Totals for GL# 001-540-524.0100-WORKERS' COMPENSATION			3,228
001-540-531.0300 MEMBERSHIP DUES			
MEMBERSHIP - AMERICAN PW ASSOC-DIRECTOR #626987	1	310	310
MEMBERSHIP - TAMPA AREA SAFETY-RENEWAL	1	300	300
MEMBERSHIP - AMERICAN WATER WORKS ASSOCIATION #03124947	1	218	218
Totals for GL# 001-540-531.0300-MEMBERSHIP DUES			828
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
HEPATITIS VACCINE	1	1,000	1,000
Totals for GL# 001-540-534.2100-EMPLOYEE TESTING			1,500



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-540-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	1,000	1,000
Totals for GL# 001-540-540.5100-TRAVEL AND PER DIEM			1,000
001-540-541.1100 COMMUNICATIONS			
CELL SERVICE-PW ADMIN SUPERVISOR-JOHNSON	12	10	120
CELL SERVICE-PW CUSTOMER SERVICE	12	5	60
CELL SERVICE-PW DIRECTOR-TUSING	12	50	600
CELL SERVICE-PW DEPUTY DIRECTOR-VARGAS	12	50	600
CELL SERVICE OVERAGES	1	600	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	1,000	1,000
Totals for GL# 001-540-542.1200-POSTAGE/MAILING SERVICES			1,000
001-540-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITY	1	20,000	20,000
FPL	1	18,500	18,500
Totals for GL# 001-540-543.0000-UTILITY SERVICES			38,500
001-540-544.0500 OPERATING LEASE			
CANON-C5255-LEASE-PAYMENT# 33 OF 36	4	299	1,196
CANON-C5255-MAINTENANCE-MONTHLY	94	12	1,128
POSTAGE METER-LEASE	4	163	652
NEW COPIER - PMT 1-8 OF 36	8	299	2,392
Totals for GL# 001-540-544.0500-OPERATING LEASE			5,368
001-540-545.1200 INSURANCE			
B-2 FUEL TANK PREMIUM AUGUST 14	1	715	715
D-6 EXECUTIVE TRAVEL OCT 13 PW DIRECTOR	1	52	52
GEN LIAB, AUTO, PROPERTY INSURANCE QUARTERLY	4	2,705	10,820
Totals for GL# 001-540-545.1200-INSURANCE			11,587
001-540-545.9900 INSURANCE CONTINGENCY - VEHICLE			
INSURANCE DEDUCTIBLES	1	30,000	30,000
Totals for GL# 001-540-545.9900-INSURANCE CONTINGENCY - VEHICLE			30,000
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
TERMITE TREATMENT		10,000	
PUBLIC WORKS COMPLEX - 10 FT FENCE	1	10,000	10,000
Totals for GL# 001-540-546.3400-REPAIR & MAINTENANCE			24,000
001-540-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA#17323 DURANGO,4-D,2004-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/GENERAL	1	100	100
Totals for GL# 001-540-547.5100-PRINTING AND BINDING			100



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-540-549.0300 ISSUES TO NORTH RIVER RD			
EXPENSES PASSED THRU TO NFRD	1	17,000	17,000
Totals for GL# 001-540-549.0300-ISSUES TO NORTH RIVER RD			17,000
001-540-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	1,000	1,000
PAPER FOR PLOTTER 24X50 YDS-AS NEEDED	1	500	500
Totals for GL# 001-540-551.1200-OFFICE SUPPLIES			1,500
001-540-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANT AS NEEDED	1	2,500	2,500
Totals for GL# 001-540-552.1500-FUEL AND LUBRICANTS			2,500
001-540-552.2300 OPERATING EXPENSES			
ANNUAL COPIER PROPERTY TAX-ANNUALLY	1	180	180
ARCGIS	1	4,900	4,900
COFFEE AND WATER SERVICES AS NEEDED	1	500	500
JANITORIAL SUPPLIES AS NEEDED/STOCK	1	500	500
PRINTER CARTRIDGES/TONERS/PLOTTER AS NEEDED	1	1,000	1,000
Totals for GL# 001-540-552.2300-OPERATING EXPENSES			7,080
001-540-552.3900 SAFETY PROGRAM EXPENSE			
FIRE EXTINGUISHER MAINTENANCE ANNUALLY	1	1,500	1,500
PPE SAFETY FOOTWEAR-DIR/DEPUTY DIRECTORS/GIS	1	300	300
PPE VEST/SAFETY GLASSES, ETC. AS NEEDED/STOCK	1	100	100
Totals for GL# 001-540-552.3900-SAFETY PROGRAM EXPENSE			1,900
001-540-552.4200 SMALL TOOLS/EQUIPMENT			
FIELD EQUIPMENT-STAKES AS NEEDED/STOCK	1	200	200
CONFERENCE ROOM CHAIRS REPLACEMENT		125	
Totals for GL# 001-540-552.4200-SMALL TOOLS/EQUIPMENT			200
001-540-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS-DEPUTY DIR-VARGAS	1	225	225
CITY SHIRTS-DIRECTOR-TUSING	1	225	225
CITY SHIRTS-ADMIN SUPERVISOR-JOHNSON	1	225	225
CITY SHIRTS-CS II-WILSON	1	225	225
Totals for GL# 001-540-552.5100-UNIFORM PURCHASES AND CLEANING			900
001-540-554.0100 NON-CAPITALIZED EQUIPMENT			
AUTOMATED EXTERNAL DEFIBRILLATORS	1	870	870
Totals for GL# 001-540-554.0100-NON-CAPITALIZED EQUIPMENT			870
001-540-554.1200 PUBLICATIONS			
AWWA - MANUALS	1	300	300
Totals for GL# 001-540-554.1200-PUBLICATIONS			300
001-540-555.1300 TECHNICAL/TRAINING			
BEGINEER COMPUTER 1-WORKFORCE	4	109	436
SEMINAR-CONFERENCE-WORD AS NEEDED	4	109	436
UTILITIES MANAGEMENT SEMINAR		2,500	
Totals for GL# 001-540-555.1300-TECHNICAL/TRAINING			872
001-540-564.4900 CAPITAL LEASES			
FORD EXPLORERS	2	29,000	58,000
Totals for GL# 001-540-564.4900-CAPITAL LEASES			58,000



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Public Works Administration Department
Fund 001; Department 540

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-540-571.0100 PRINC - LEASE P# 07-10 FA# 20273 PLOTTER	4	662	2,648
Totals for GL# 001-540-571.0100-PRINC - LEASE			2,648
001-540-572.0100 INT EXP - LEASE P# 07-10 FA# 20273 PLOTTER	4	20	80
Totals for GL# 001-540-572.0100-INT EXP - LEASE			80
001-540-573.0500 NEW DEBT SERVICE NEW DEBT SERVICE FOR LEASE - FORD EXPLORERS	2	3,781	7,562
Totals for GL# 001-540-573.0500-NEW DEBT SERVICE			7,562
Totals for dept 540-PUBLIC WORKS ADMINISTRATION			773,709



**CITY OF PALMETTO, FLORIDA
2016-2017 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 2017.
- 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	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Process Comp Plan amendments
Services	Maintain and improve everyday services	2. Implement new land development code timely
Infrastructure	Maintain and improve infrastructure	3. Assist the public and provide excellent service
Safety	Make the City safe	
Economic Stability	Enhance and prosper the City and its citizens	
Historic Preservation	Preserve Palmetto's history	

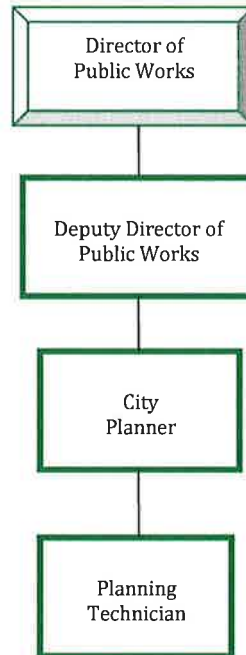


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

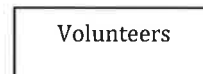
**PLANNING DEPARTMENT
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
City Planner	122	67,756	32,775	100,531
Planning Technician	107	32,592	23,546	56,138
Total Planning		100,348	56,321	156,669

COST CENTER ORGANIZATIONAL CHART



LEGEND





CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

General Fund - Planning Department

001- 543-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
PLANNING DEPARTMENT EXPENSES						
512.0100	Regular Salaries	89,590	97,426	98,175	100,348	3.00%
521.0100	FICA Taxes	6,586	7,453	6,783	7,677	3.01%
522.2100	Retirement General Employee	27,003	28,107	28,941	28,870	2.71%
523.0100	Health Insurance	10,301	12,738	17,178	19,267	51.26%
523.0300	Life Insurance & EAP	263	370	371	380	2.70%
524.0100	Workers' Compensation	145	161	169	126	-21.74%
529.0000	Career Advancement	-	5,180	-	1,500	-100.00%
	PERSONNEL EXPENSES	133,888	151,435	151,617	158,168	4.45%
531.0100	Consult/Contract Services	22,897	44,663	10,000	70,000	56.73%
531.0300	Membership Dues	-	355	355	380	100.00%
531.0900	Legal Ads Pass-Thru	-	-	-	5,000	0.00%
540.5100	Travel and Per Diem	21	600	300	600	0.00%
541.1100	Communications	420	600	600	600	100.00%
542.1200	Postage/Mailing Services	400	500	500	500	0.00%
544.0500	Operating Lease	100	500	500	300	-40.00%
545.1200	Insurance	2,568	2,600	2,536	2,676	2.92%
547.5100	Printing and Binding	450	400	400	500	25.00%
548.9100	Promotional Advertising	-	5,230	2,500	4,500	-13.96%
551.1200	Office Supplies	536	500	500	500	0.00%
552.2300	Operating Expenses	599	325	409	400	23.08%
552.4200	Small Tools/Equipment	13	280	280	100	-64.29%
554.0100	Non-Capitalized Equipment	-	1,590	1,590	550	100.00%
554.1200	Publications	166	200	200	200	0.00%
555.1300	Technical/Training	109	500	848	500	0.00%
	OPERATING EXPENSES	28,279	58,843	21,518	87,306	48.37%
	TOTAL EXPENSES	162,167	210,278	173,135	245,474	16.74%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Planning Department
Fund 001; Department 543**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-543-512.0100 REGULAR SALARIES			
CITY PLANNER - 1541	1	67,756	67,756
PLANNING TECHNICIAN-1459	1	32,592	32,592
Totals for GL# 001-543-512.0100-REGULAR SALARIES			100,348
001-543-521.0100 FICA TAXES			
FICA TAXES	1	7,677	7,677
Totals for GL# 001-543-521.0100-FICA TAXES			7,677
001-543-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	28,870	28,870
Totals for GL# 001-543-522.2100-RETIREMENT GENERAL EMPLOYEE			28,870
001-543-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE -FAMILY	1	11,503	11,503
HEALTH INSURANCE - CHILDREN	1	7,764	7,764
Totals for GL# 001-543-523.0100-HEALTH INSURANCE			19,267
001-543-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	380	380
Totals for GL# 001-543-523.0300-LIFE INSURANCE & EAP			380
001-543-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	126	126
Totals for GL# 001-543-524.0100-WORKERS' COMPENSATION			126
001-543-529.0000 CAREER ADVANCEMENT			
INCREASE FOR CERTIFICATION	1	1,500	1,500
Totals for GL# 001-543-529.0000-CAREER ADVANCEMENT			1,500
001-543-531.0100 CONSULTING			
CONSULTING-CONTRACT SERVICES-ENG-LEGAL	1	20,000	20,000
COMPREHENSIVE PLAN UPDATE	1	50,000	50,000
Totals for GL# 001-543-531.0100-CONSULTING			70,000
001-543-531.0300 MEMBERSHIP DUES			
ANNUAL APA/AICP MEMBERSHIP FEE	1	380	380
Totals for GL# 001-543-531.0300-MEMBERSHIP DUES			380
001-543-531.0900 LEGAL ADS PASS-THRU			
PUBLIC NOTICE AS NEEDED	1	5,000	5,000
Totals for GL# 001-543-531.0900-LEGAL ADS PASS-THRU			5,000
001-543-540.5100 TRAVEL AND PER DIEM			
SEMINARS-CONFERENCE	1	600	600
Totals for GL# 001-543-540.5100-TRAVEL AND PER DIEM			600
001-543-541.1100 COMMUNICATIONS			
CELL SERVICE-SUPERVISOR.	1	600	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



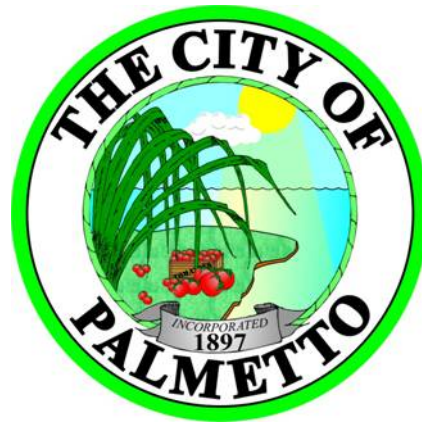
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Planning Department
Fund 001; Department 543**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-543-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	300	300
Totals for GL# 001-543-544.0500-OPERATING LEASE			300
001-543-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	669	2,676
Totals for GL# 001-543-545.1200-INSURANCE			2,676
001-543-547.5100 PRINTING AND BINDING			
BUSINESS CARDS, OTHER PRINTING AND BINDING	1	500	500
Totals for GL# 001-543-547.5100-PRINTING AND BINDING			500
001-543-548.9100 PROMOTIONAL ADVERTISING			
PLANNING PROMO AS NEEDED, CURB APPEAL CONTEST	1	4,500	4,500
Totals for GL# 001-543-548.9100-PROMOTIONAL ADVERTISING			4,500
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	400	400
Totals for GL# 001-543-552.2300-OPERATING EXPENSES			400
001-543-552.4200 SMALL TOOLS/EQUIPMENT			
OFFICE LABEL MACHINE REFILL	1	100	100
SCANNER FOR KERA - GUESSED ON COST		350	
PRINTER FOR DEBRA - GUESSED ON COST		150	
Totals for GL# 001-543-552.4200-SMALL TOOLS/EQUIPMENT			100
001-543-554.0100 NON-CAPITALIZED EQUIPMENT			
AS NEEDED	1	550	550
Totals for GL# 001-543-554.0100-NON-CAPITALIZED EQUIPMENT			550
001-543-554.1200 PUBLICATIONS			
BOOKS, PUBS TO SUPPORT PLANNING AND ZONING	1	200	200
Totals for GL# 001-543-554.1200-PUBLICATIONS			200
001-543-555.1300 TECHNICAL/TRAINING			
WEBINARS TO SUPPORT PLANNING AND ZONING, SHORT COURSE-WORD-E	1	500	500
Totals for GL# 001-543-555.1300-TECHNICAL/TRAINING			500
Totals for dept 543-PLANNING			245,474



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

Theodore Hesburgh



**CITY OF PALMETTO, FLORIDA
2016-2017 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	Cost Center Goals and Objectives:
Appearance	Beautify and enhance	1. Update training on newer vehicles
Services	Maintain and improve everyday services	2. Improve lifts for fleet vehicles
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	

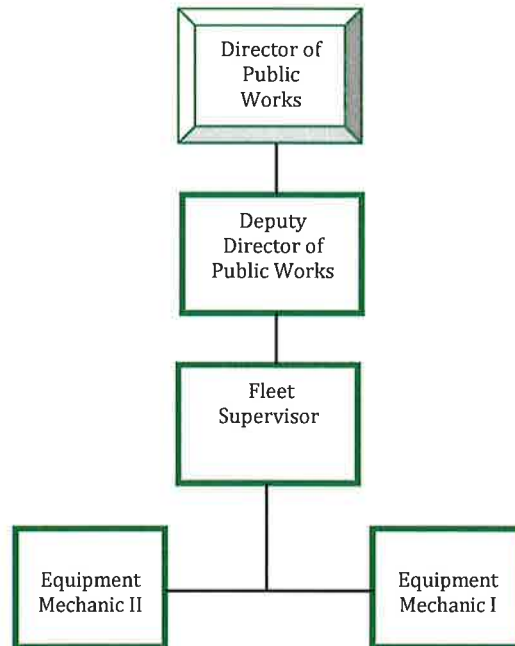


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

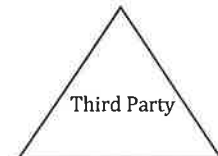
**FLEET MAINTENANCE
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Equipment Mechanic I	108	38,410	20,203	58,613
Equipment Mechanic II	110	50,950	31,251	82,201
Fleet Supervisor - DROP	115	57,297	11,031	68,328
Overtime		750	288	1,038
Total Fleet Management		147,407	62,773	210,180

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Fleet Maintenance Department

001- 549-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
FLEET MAINTENANCE DEPARTMENT EXPENSES						
EXPENSES						
512.0100	Regular Salaries	137,505	141,005	142,086	146,657	4.01%
514.0100	Overtime	1,108	750	200	750	0.00%
514.0150	Overtime - Holiday	-	-	900	-	0.00%
521.0100	FICA Taxes	10,157	10,844	10,457	11,277	3.99%
522.2100	Retirement General Employee	25,761	24,848	25,654	25,925	4.33%
523.0100	Health Insurance	19,474	21,555	21,502	22,125	2.64%
523.0300	Life Insurance & EAP	413	537	410	556	3.54%
524.0100	Workers' Compensation	2,625	2,704	2,782	2,889	6.84%
PERSONNEL EXPENSES		197,043	202,243	203,991	210,179	3.92%
540.5100	Travel and Per Diem	-	600	300	600	0.00%
541.1100	Communications	38	240	240	150	-37.50%
544.1500	Rental Expenses	1,752	2,000	2,000	2,000	0.00%
545.1200	Insurance	4,824	4,625	4,622	4,820	4.22%
546.3400	Repair & Maintenance	2,484	5,002	5,000	5,012	0.20%
546.4000	Vehicle Repair & Maintenance	463	2,500	2,000	2,500	0.00%
547.5100	Printing and Binding	-	100	100	100	0.00%
551.1200	Office Supplies	6	21	-	21	0.00%
552.1500	Fuel and Lubricants	992	1,327	1,000	1,500	13.04%
552.2300	Operating Expenses	1,626	2,800	2,500	2,800	0.00%
552.3900	Safety Program Expense	262	400	400	400	0.00%
552.4200	Small Tools/Equipment	1,783	2,430	2,122	2,500	2.88%
552.5100	Uniform Purchases and Cleaning	787	980	980	980	0.00%
554.0100	Non-Capitalized Equipment	665	700	1,000	1,250	78.57%
554.1200	Publications	1,536	2,133	2,133	2,133	0.00%
555.1300	Technical/Training	250	1,000	500	1,000	0.00%
OPERATING EXPENSES		17,468	26,858	24,897	27,766	3.38%
564.0100	Machinery and Equipment	-	7,656	7,656	5,010	-34.56%
564.4900	Capital Lease Equipment	14,621	-	-	-	0.00%
CAPITAL EQUIPMENT PURCHASES		14,621	7,656	7,656	5,010	-34.56%
571.0100	Principal - Lease	1,952	3,948	3,948	4,000	1.32%
572.0100	Interest Expense - Lease	107	172	172	116	-32.56%
DEBT SERVICE		2,059	4,120	4,120	4,116	-0.10%
TOTAL EXPENSES		231,191	240,877	240,664	247,071	2.57%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Fleet Department
Fund 001; Department 549**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-549-512.0100 REGULAR SALARIES			
EQUIPMENT MECHANIC I-1189	1	38,410	38,410
EQUIPMENT MECHANIC II-947	1	50,950	50,950
FLEET MAINTENANCE SUPERVISOR-DROP-62	1	57,297	57,297
Totals for GL# 001-549-512.0100-REGULAR SALARIES			146,657
001-549-514.0100 OVERTIME - GE			
OVERTIME-EMERGENCY CALL OUT	1	750	750
Totals for GL# 001-549-514.0100-OVERTIME - GE			750
001-549-521.0100 FICA TAXES			
FICA TAXES	1	11,277	11,277
Totals for GL# 001-549-521.0100-FICA TAXES			11,277
001-549-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	25,925	25,925
Totals for GL# 001-549-522.2100-RETIREMENT GENERAL EMPLOYEE			25,925
001-549-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,311	10,622
HEALTH INSURANCE - FAMILY	1	11,503	11,503
Totals for GL# 001-549-523.0100-HEALTH INSURANCE			22,125
001-549-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	556	556
Totals for GL# 001-549-523.0300-LIFE INSURANCE & EAP			556
001-549-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	2,889	2,889
Totals for GL# 001-549-524.0100-WORKERS' COMPENSATION			2,889
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	150	150
Totals for GL# 001-549-541.1100-COMMUNICATIONS			150
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-PROPERLT Y INSURANCE	4	1,105	4,420
Totals for GL# 001-549-545.1200-INSURANCE			4,820
001-549-546.3400 REPAIR & MAINTENANCE			
GAS PUMPS CHECKED HOSES/BREAK AWAYS	1	2,692	2,692
SERVICE AIR COMPRESSOR	1	1,320	1,320
RACKS AND OVER HEAD INPECTED	1	1,000	1,000
Totals for GL# 001-549-546.3400-REPAIR & MAINTENANCE			5,012



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Fleet Department
Fund 001; Department 549**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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	2,400	2,400
OIL DRY TEST AND HAUL OFF OIL FILTERS	1	400	400
Totals for GL# 001-549-552.2300-OPERATING EXPENSES			2,800
001-549-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR PROGRAM	1	300	300
MISC PPE CENTRAL STORES	1	100	100
Totals for GL# 001-549-552.3900-SAFETY PROGRAM EXPENSE			400
001-549-552.4200 SMALL TOOLS/EQUIPMENT			
MISC SCREW DRIVERS-WRENCHES	1	2,500	2,500
Totals for GL# 001-549-552.4200-SMALL TOOLS/EQUIPMENT			2,500
001-549-552.5100 UNIFORM PURCHASES AND CLEANING			
CHANGE OUTS AS NEEDED	1	200	200
UNIFORM RENTAL-CHAVEZ	1	259	259
UNIFORM RENTAL-PAWLIKOWSKI	1	261	261
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
TRANSMISSON JACK	1	550	550
Totals for GL# 001-549-554.0100-NON-CAPITALIZED EQUIPMENT			1,250
001-549-554.1200 PUBLICATIONS			
ATN RENEWAL	1	225	225
IDENTIFLIX REPLACE ALL DATA BETTER	1	1,908	1,908
Totals for GL# 001-549-554.1200-PUBLICATIONS			2,133
001-549-555.1300 TECHNICAL/TRAINING			
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			
SCANNER	1	5,010	5,010
Totals for GL# 001-549-564.0100-MACHINERY & EQUIPMENT			5,010



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Fleet Department
Fund 001; Department 549

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-549-571.0100 PRINC - LEASE			
P# 07-10 FA#20246 ROTARY LIFT	4	1,000	4,000
Totals for GL# 001-549-571.0100-PRINC - LEASE			4,000
001-549-572.0100 INT EXP - LEASE			
P# 07-10 FA#20246 ROTARY LIFT	4	29	116
Totals for GL# 001-549-572.0100-INT EXP - LEASE			116
Totals for dept 549-FLEET MANAGEMENT			247,071



**CITY OF PALMETTO, FLORIDA
2016-2017 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

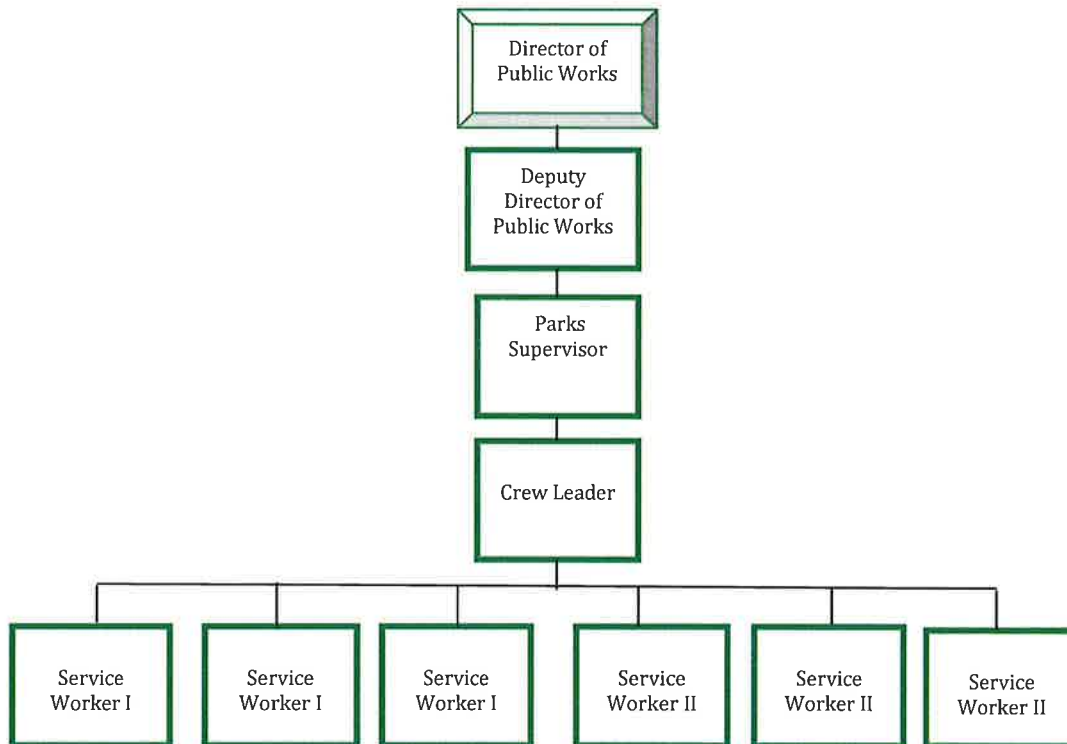


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

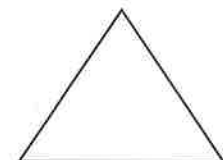
**PARKS AND RECREATION
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Service Worker I	104	26,935	15,923	42,858
Service Worker I	104	26,935	15,923	42,858
Service Worker I	104	28,003	16,342	44,345
Service Worker II	106	30,032	19,593	49,625
Service Worker II	106	32,592	18,147	50,739
Service Worker II	106	35,552	21,764	57,316
Crew Leader	109	40,348	21,196	61,544
Parks Supervisor - New Position	115	46,067	23,445	69,512
Overtime		6,500	2,534	9,034
Total Parks and Recreation		272,964	154,866	427,830
		4,342,476	2,051,227	6,393,703

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Parks and Recreation Department

001- 572-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
PARKS AND RECREATION EXPENSES						
512.0100	Regular Salaries	203,644	212,899	183,498	266,464	25.16%
514.0100	Overtime	3,925	6,000	8,399	4,000	-33.33%
514.0150	Overtime - Holiday	-	-	1,500	2,500	100.00%
521.0100	FICA Taxes	15,554	16,746	14,232	20,882	24.70%
522.2100	Retirement General Employee	63,377	63,152	57,186	78,532	24.35%
523.0100	Health Insurance	32,543	40,999	34,554	47,394	15.60%
523.0300	Life Insurance & EAP	597	864	682	1,065	23.26%
524.0100	Workers' Compensation	4,459	4,898	4,358	6,993	42.77%
529.9900	Reimbursement of Personnel Costs	-	-	(93)	-	0.00%
	PERSONNEL EXPENSES	324,099	345,558	304,316	427,830	23.81%
531.1600	Contract Services	33,633	39,418	39,418	30,700	-22.12%
534.1600	Lot Clearing	2,150	6,000	14,800	6,000	0.00%
540.5100	Travel and Per Diem	48	700	350	700	0.00%
541.1100	Communications	-	200	-	200	0.00%
542.1200	Postage/Mailing Services	-	200	200	300	50.00%
543.0000	Utility Services	30,774	31,000	33,000	38,000	22.58%
544.1500	Rental Expenses	-	1,200	1,200	1,800	50.00%
545.1200	Insurance	19,452	19,175	19,123	19,124	-0.27%
546.3400	Repair & Maintenance	26,615	44,279	40,000	42,000	-5.15%
547.5100	Printing and Binding	-	100	100	100	0.00%
551.1200	Office Supplies	41	100	100	100	0.00%
552.0000	Hurricane Materials/Supplies	-	2,000	2,000	2,000	0.00%
552.1100	Chemicals	9,633	13,800	12,000	14,000	1.45%
552.1500	Fuel and Lubricants	17,000	24,625	13,000	15,000	-39.09%
552.1700	Irrigation Supplies	1,016	3,000	3,000	6,000	100.00%
552.2000	Tree and Landscape Fund	1,295	1,500	1,500	1,500	0.00%
552.2100	Landscaping Material	1,336	3,800	3,800	2,600	-31.58%
552.2300	Operating Expenses	7,934	10,900	10,000	7,900	-27.52%
552.3900	Safety Program Expense	1,489	2,200	2,200	2,000	-9.09%
552.4200	Small Tools/Equipment	2,187	10,200	6,000	6,500	-36.27%
552.5100	Uniform Purchases and Cleaning	1,780	2,590	2,590	3,000	15.83%
552.7100	Fairs & Festivals	-	150	689	-	-100.00%
552.7200	Palmetto Historical Park	4,787	4,572	4,572	-	-100.00%
552.7400	Agricultural Museum	2,425	2,317	2,316	-	-100.00%
554.0100	Non-Capitalized Equipment	2,557	2,525	2,525	3,000	18.81%
555.1300	Technical/Training	96	1,000	1,000	1,000	0.00%
	OPERATING EXPENSES	166,248	227,551	215,483	203,524	-10.56%



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

General Fund - Parks and Recreation Department

001- 572-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
PARKS AND RECREATION EXPENSES						
564.0100	Machinery & Equipment	8,319	4,000	4,000	15,500	287.50%
564.4900	Parks Capital Leases	8,319	11,000	11,000	-	-100.00%
	CAPITAL EQUIPMENT PURCHASES	16,638	15,000	15,000	15,500	3.33%
571.0100	Principal - lease	1,025	3,409	3,409	4,804	40.92%
572.0100	Interest Expense - lease	56	179	179	204	13.97%
573.0500	New Lease Debt Service	-	724	-	-	-100.00%
	DEBT SERVICE	1,081	4,312	3,588	5,008	16.14%
	TOTAL EXPENSES	508,066	592,421	538,387	651,862	10.03%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-572-512.0100 REGULAR SALARIES			
CREW LEADER-903	1	40,348	40,348
SERVICE WORKER I-1521	1	28,003	28,003
SERVICE WORKER I-1534	1	30,032	30,032
SERVICE WORKER I - 1567	1	26,935	26,935
SERVICE WORKER II-1272	1	35,552	35,552
SERVICE WORKER I - VACANT	1	26,935	26,935
SERVICE WORKER II-1525	1	32,592	32,592
PARKS SUPERVISOR - NEW POSITION	1	46,067	46,067
Totals for GL# 001-572-512.0100-REGULAR SALARIES			266,464
001-572-514.0100 OVERTIME - GE			
EMERGENCY CALL OUTS	1	500	500
SPECIAL FUNCTIONS/FESTIVALS	1	3,500	3,500
WEEKLY PARKS RESERVATIONS		3,500	
Totals for GL# 001-572-514.0100-OVERTIME - GE			4,000
001-572-514.0150 OVERTIME - HOLIDAY GE			
MLK PARADE	0.5	2,500	1,250
JULY 4TH EVENT	0.5	2,500	1,250
Totals for GL# 001-572-514.0150-OVERTIME - HOLIDAY GE			2,500
001-572-521.0100 FICA TAXES			
FICA TAXES	1	20,882	20,882
Totals for GL# 001-572-521.0100-FICA TAXES			20,882
001-572-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	78,532	78,532
Totals for GL# 001-572-522.2100-RETIREMENT GENERAL EMPLOYEE			78,532
001-572-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	6	5,311	31,866
HEALTH INSURANCE - CHILDREN	2	7,764	15,528
Totals for GL# 001-572-523.0100-HEALTH INSURANCE			47,394
001-572-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	1,065	1,065
Totals for GL# 001-572-523.0300-LIFE INSURANCE & EAP			1,065
001-572-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	6,993	6,993
Totals for GL# 001-572-524.0100-WORKERS' COMPENSATION			6,993
001-572-531.1600 CONTRACT SERVICES			
TEMPORARY CONTRACT LABOR	1	30,000	30,000
PEST CONTROL-PARK BUILDINGS 4 QTR	1	340	340
SONITROL MONITORING-17 ST TOOL ROOM	1	360	360
Totals for GL# 001-572-531.1600-CONTRACT SERVICES			30,700
001-572-534.1600 LOT CLEARING			
EMERGENCY TREE REMOVAL	1	3,000	3,000
MANGROVE TRIMMING	1	3,000	3,000
Totals for GL# 001-572-534.1600-LOT CLEARING			6,000



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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	300	300
Totals for GL# 001-572-542.1200-POSTAGE/MAILING SERVICES			300
001-572-543.0000 UTILITY SERVICES			
ELECTRICITY-PARKS	1	19,000	19,000
WATER USAGE-PARKS	1	19,000	19,000
Totals for GL# 001-572-543.0000-UTILITY SERVICES			38,000
001-572-544.1500 RENTAL EXPENSES			
MISC RENTAL OF EQUIPMENT	1	1,000	1,000
PORT-O-LET RENTALS	1	800	800
Totals for GL# 001-572-544.1500-RENTAL EXPENSES			1,800
001-572-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE-QUARTERLY	4	4,781	19,124
Totals for GL# 001-572-545.1200-INSURANCE			19,124
001-572-546.3400 REPAIR & MAINTENANCE			
REPAIR-MAINTENANCE-EQUIPMENT	1	20,000	20,000
REPAIR-MAINTENANCE-PARKS-FENCE	1	15,000	15,000
SHELL FOR TRAILS AND PARKING	1	7,000	7,000
MISCELLANEOUS FENCING		20,000	20,000
Totals for GL# 001-572-546.3400-REPAIR & MAINTENANCE			42,000
001-572-547.5100 PRINTING AND BINDING			
BROCHURES-FLIERS-NEWSLETTERS	1	100	100
Totals for GL# 001-572-547.5100-PRINTING AND BINDING			100
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	1	5,000	5,000
FUNGICIDES	1	1,000	1,000
HERBICIDES	1	4,000	4,000
PESTICIDES	1	4,000	4,000
Totals for GL# 001-572-552.1100-CHEMICALS			14,000



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-572-552.1500 FUEL AND LUBRICANTS			
TRACTORS-MOWERS-EQUIPMENT	1	4,200	4,200
VEHICLES-EQUIPMENT	1	10,800	10,800
Totals for GL# 001-572-552.1500-FUEL AND LUBRICANTS			15,000
001-572-552.1700 IRRIGATION SUPPLIES			
IRRIGATION REPAIRS CITY WIDE	1	6,000	6,000
Totals for GL# 001-572-552.1700-IRRIGATION SUPPLIES			6,000
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	1,000	1,000
LANDSCAPE MATERIALS PARKS	1	1,600	1,600
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	300	300
SNACKWORKS-COFFE SERVICE AS NEEDED	1	200	200
TONERS-CARTRIDGES AS NEEDED (SEE HARD COPY)	1	300	300
WATERBOY SERVICES AS NEEDED	1	100	100
MISC ITEMS AS NEEDED	1	5,000	5,000
Totals for GL# 001-572-552.2300-OPERATING EXPENSES			7,900
001-572-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	800	800
SAFETY SHOE PURCHASE- PARKS EMPLOYEES	10	100	1,000
MONTHLY SAFETY MEETINGS	1	200	200
Totals for GL# 001-572-552.3900-SAFETY PROGRAM EXPENSE			2,000
001-572-552.4200 SMALL TOOLS/EQUIPMENT			
MISC HAND TOOLS-POWER TOOLS	1	3,000	3,000
TRAFFIC SAFETY SIGNS-EVENTS	1	2,000	2,000
TRASH RECEPTACLES-PARKS	1	1,500	1,500
Totals for GL# 001-572-552.4200-SMALL TOOLS/EQUIPMENT			6,500
001-572-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORMS - 7 EMPLOYEES	1	3,000	3,000
Totals for GL# 001-572-552.5100-UNIFORM PURCHASES AND CLEANING			3,000
001-572-554.0100 NON-CAPITALIZED EQUIPMENT			
NON-CAPITALIZED EQUIPMENT	1	3,000	3,000
Totals for GL# 001-572-554.0100-NON-CAPITALIZED EQUIPMENT			3,000
001-572-555.1300 TECHNICAL/TRAINING			
AQUATICS TRAINING	1	500	500
PESTICIDE TRAINING	1	500	500
Totals for GL# 001-572-555.1300-TECHNICAL/TRAINING			1,000



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Parks and Recreation Department
Fund 001; Department 572

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-572-564.0100 MACHINERY & EQUIPMENT			
110 GALLON SPRAY TRAILER/ HERB, PEST	1	6,500	6,500
Z-TRACK ZERO TURN MOWER	1	9,000	9,000
Totals for GL# 001-572-564.0100-MACHINERY & EQUIPMENT			15,500
001-572-571.0100 PRINC - LEASE			
P# 07-10 FA#20235 TURF MOWER	4	525	2,100
P# 03-06 FA#20317 TURF MOWER	4	676	2,704
Totals for GL# 001-572-571.0100-PRINC - LEASE			4,804
001-572-572.0100 INT EXP - LEASE			
P# 07-10 FA#20235 TURF MOWER	4	16	64
P# 03-06 FA#20317 TURF MOWER	4	35	140
Totals for GL# 001-572-572.0100-INT EXP - LEASE			204
Totals for dept 572-PARKS & RECREATION			651,862



**CITY OF PALMETTO, FLORIDA
2016-2017 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	<u>Cost Center Goals and Objectives:</u>
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	

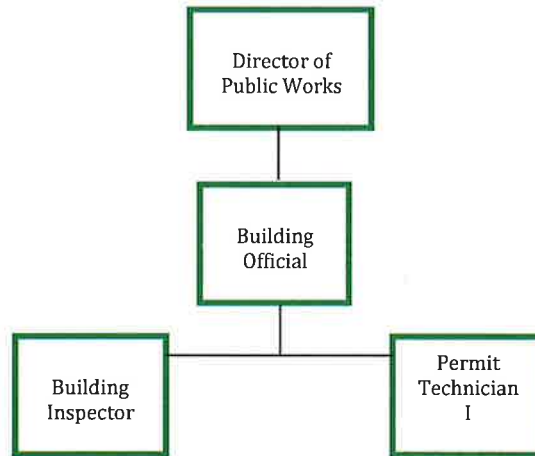


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

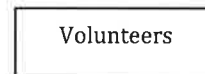
**BUILDING DEPARTMENT
ORGANIZATIONAL INFORMATION**

<u>Job Title</u>	<u>2017 Position Grade</u>	<u>Annual Rate for FY2017</u>	<u>Total Benefits</u>	<u>Total Position Costs</u>
Building Department				
Permit Technician	107	31,651	17,006	48,657
Building Inspector	112	59,707	28,064	87,771
Building Official	122	68,731	31,500	100,231
		160,089	76,569	236,658

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

General Fund - Building Department

001- 524-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
BUILDING DEPARTMENT EXPENSES						
512.0100	Regular Salaries	152,358	155,462	157,483	160,089	2.98%
513.0100	Part-time Wages	102	1,528	-	-	-100.00%
514.0100	Overtime	45	-	-	-	0.00%
521.0100	FICA Taxes	11,608	12,010	11,849	12,247	1.97%
522.2100	Retirement General Employee	46,544	44,851	46,439	46,058	2.69%
523.0100	Health Insurance	14,023	15,522	15,522	15,933	2.65%
523.0300	Life Insurance & EAP	448	586	545	602	2.73%
524.0100	Workers' Compensation	2,236	2,312	2,356	1,730	-25.17%
529.0000	Career Advancement	-	1,143	-	-	-100.00%
	PERSONNEL EXPENSES	227,364	233,414	234,194	236,659	1.39%
531.0300	Membership Dues	340	1,000	1,000	850	-15.00%
531.1600	Contract Services	3,465	-	-	3,500	100.00%
540.5100	Travel and Per Diem	15	300	300	500	66.67%
541.1100	Communications	1,366	1,200	1,400	2,000	66.67%
542.1200	Postage/Mailing Services	50	100	100	50	-50.00%
544.0500	Operating Lease	200	500	500	350	-30.00%
545.1200	Insurance	5,088	4,600	4,620	4,792	4.17%
546.3400	Repair & Maintenance	345	1,000	666	500	-50.00%
547.5100	Printing and Binding	106	100	100	50	-50.00%
549.9600	Bank Service Charges	-	554	1,000	4,000	100.00%
551.1200	Office Supplies	423	300	342	800	166.67%
552.1500	Fuel and Lubricants	3,402	3,673	3,500	3,500	-4.71%
552.2300	Operating Expenses	347	500	500	400	-20.00%
552.3900	Safety Program Expense	-	100	100	150	100.00%
552.4200	Small Tools/Equipment	77	190	336	500	163.16%
552.5100	Uniform Purchases and Cleaning	323	525	525	250	-52.38%
554.0100	Non-Capitalized Equipment	-	300	300	-	100.00%
554.1200	Publications	711	300	300	500	66.67%
555.1300	Technical/Training	899	577	1,000	3,000	419.93%
598.0000	Building Surcharge	6,099	8,672	8,672	10,000	15.31%
	OPERATING EXPENSES	23,256	24,491	25,261	35,692	45.74%
591.0100	Transfer to General Fund - Administrative Charges	66,733	106,022	106,022	113,529	7.08%
	TRANSFERS	66,733	106,022	106,022	113,529	7.08%
	TOTAL EXPENSES	317,353	363,927	365,477	385,880	6.03%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Building Department
Fund 001; Department 524**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-524-512.0100 REGULAR SALARIES			
BUILDING INSPECTOR-30	1	59,707	59,707
BUILDING OFFICIAL-1490	1	68,731	68,731
PERMIT TECH I - 1536	1	31,651	31,651
Totals for GL# 001-524-512.0100-REGULAR SALARIES			160,089
001-524-521.0100 FICA TAXES			
FICA TAXES	1	12,247	12,247
Totals for GL# 001-524-521.0100-FICA TAXES			12,247
001-524-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	46,058	46,058
Totals for GL# 001-524-522.2100-RETIREMENT GENERAL EMPLOYEE			46,058
001-524-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	3	5,311	15,933
Totals for GL# 001-524-523.0100-HEALTH INSURANCE			15,933
001-524-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	602	602
Totals for GL# 001-524-523.0300-LIFE INSURANCE & EAP			602
001-524-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,730	1,730
Totals for GL# 001-524-524.0100-WORKERS' COMPENSATION			1,730
001-524-531.0300 MEMBERSHIP DUES			
MEMBERSHIP-TRAINING-ICC-FEMA-ASFPM-FFMA-BOAT	1	850	850
Totals for GL# 001-524-531.0300-MEMBERSHIP DUES			850
001-524-531.1600 CONTRACT SERVICES			
CONTRACT INSPECTOR WHEN NEEDED	1	3,500	3,500
Totals for GL# 001-524-531.1600-CONTRACT SERVICES			3,500
001-524-540.5100 TRAVEL AND PER DIEM			
BOAF-CONFERENCE	1	500	500
Totals for GL# 001-524-540.5100-TRAVEL AND PER DIEM			500
001-524-541.1100 COMMUNICATIONS			
CELL SERVICE-BUILDING INSPECTOR	1	1,000	1,000
CELL SERVICE-BUILDING OFFICIAL	1	1,000	1,000
Totals for GL# 001-524-541.1100-COMMUNICATIONS			2,000
001-524-542.1200 POSTAGE/MAILING SERVICE			
POSTAGE-MAILING-CERTIFIED LETTERS	1	50	50
Totals for GL# 001-524-542.1200-POSTAGE/MAILING SERVICE			50
001-524-544.0500 OPERATING LEASE			
COPIER MAINTENANCE - OVERAGES	1	350	350
Totals for GL# 001-524-544.0500-OPERATING LEASE			350
001-524-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	1,198	4,792
Totals for GL# 001-524-545.1200-INSURANCE			4,792



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Building Department
Fund 001; Department 524**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
001-524-546.3400 REPAIR & MAINTENANCE			
FA#17656-FORD F150 PICKUP	1	500	500
Totals for GL# 001-524-546.3400-REPAIR & MAINTENANCE			500
001-524-547.5100 PRINTING AND BINDING			
BUILDING PERMIT PLACARD	1	25	25
BUSINESS CARDS REORDER	1	25	25
Totals for GL# 001-524-547.5100-PRINTING AND BINDING			50
001-524-549.9600 BANK SERV CHARGE			
CREDIT CARD FEES	1	4,000	4,000
Totals for GL# 001-524-549.9600-BANK SERV CHARGE			4,000
001-524-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED+NEW SCANNER FOR TONYA	1	800	800
Totals for GL# 001-524-551.1200-OFFICE SUPPLIES			800
001-524-552.1500 FUEL AND LUBRICANTS			
FA#17434 FORD F150 PICKUP	1	1,500	1,500
FA#17656 FORD F150 PICKUP	1	2,000	2,000
Totals for GL# 001-524-552.1500-FUEL AND LUBRICANTS			3,500
001-524-552.2300 OPERATING EXPENSES			
TONER-COFFEE-SERVICE-JANITORIAL	1	400	400
Totals for GL# 001-524-552.2300-OPERATING EXPENSES			400
001-524-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY VEST-GLOVES-EYE WEAR-BOOTS	2	75	150
Totals for GL# 001-524-552.3900-SAFETY PROGRAM EXPENSE			150
001-524-552.4200 SMALL TOOLS/EQUIPMENT			
TAPE MEASURES-EL TST-CHAIR FRO BO	1	200	200
TASK CHAIR-MISC EQ<\$500	1	300	300
Totals for GL# 001-524-552.4200-SMALL TOOLS/EQUIPMENT			500
001-524-552.5100 UNIFORM PURCHASES AND CLEANING			
CITY SHIRTS-BUILDING OFFICIAL	5	50	250
Totals for GL# 001-524-552.5100-UNIFORM PURCHASES AND CLEANING			250
001-524-554.1200 PUBLICATIONS			
INT RESIDENTIAL-STUDY GUIDES FOR TW	1	500	500
Totals for GL# 001-524-554.1200-PUBLICATIONS			500
001-524-555.1300 TECHNICAL/TRAINING			
CONFERENCE-SEMINARS-TESTS FOR TW	1	1,000	1,000
ASSOCIATION OF STATE FLOODPLAIN MANAGERS FOR BUILDING OFFICAL	1	2,000	2,000
Totals for GL# 001-524-555.1300-TECHNICAL/TRAINING			3,000
001-524-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	113,529	113,529
Totals for GL# 001-524-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			113,529
001-524-598.0000 BUILDING PERMIT SURCHARGE			
BUILDING PERMIT SURCHARGE	1	10,000	10,000
Totals for GL# 001-524-598.0000-BUILDING PERMIT SURCHARGE			10,000
Totals for dept 524-BUILDING DEPARTMENT			385,880



CITY OF PALMETTO, FLORIDA
2016-2017 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*



**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
2016-2017 BUDGET**

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY (CRA)					
BEGINNING FUND BALANCES	2,056,088	1,868,190	1,868,190	137,283	-92.65%
REVENUES/SOURCES					
Tax Increment Funds (TIF)	2,789,187	3,120,083	3,120,083	3,345,371	7.22%
Grants	12,000	1,000	(5,000)	-	0.00%
Charges for Services	14,555	10,000	2,800	-	-100.00%
Interest Revenue	9,532	15,000	14,282	15,000	0.00%
Miscellaneous	68,361	-	6,014	-	0.00%
Debt/Lease Proceeds	-	-	-	-	100.00%
Transfers In	-	-	-	-	0.00%
Non-Cash Revenue Sources	-	1,868,187	-	495,651	-73.47%
TOTAL REVENUES/SOURCES	2,893,635	5,014,270	3,138,179	3,856,022	-23.10%
EXPENSES					
Personnel	290,739	280,997	280,083	272,297	-3.10%
Operating Expenses	421,996	706,799	737,770	1,099,464	55.56%
Community Programs and Special Projects	813,333	788,950	671,269	856,379	8.55%
Capital Expenses	1,095,069	809,753	780,362	1,320,000	63.01%
Debt Service	252,297	279,750	251,582	269,750	-3.57%
Transfers Out	208,099	2,148,020	2,148,020	38,132	-98.22%
TOTAL EXPENDITURES	3,081,533	5,014,269	4,869,086	3,856,022	-23.10%
Excess Revenue Over (Under) Expenditures	(187,898)	1	(1,730,907)	-	0.00%
Fund Balance, End of Year	1,868,190	-	137,283	137,283	100.00%

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



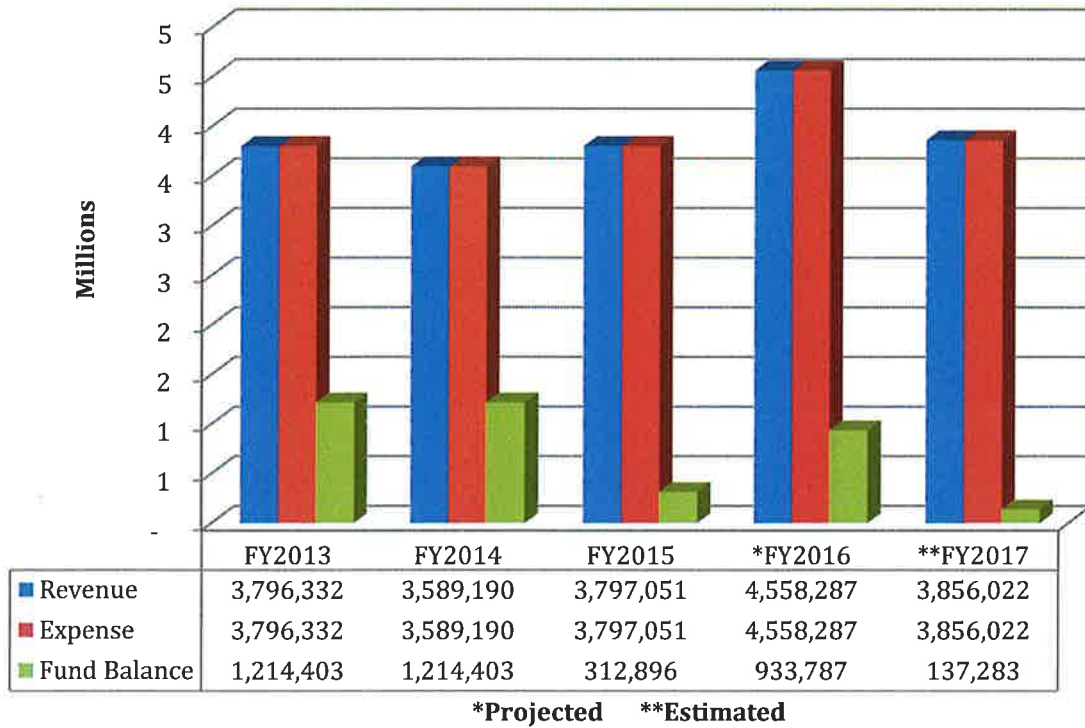
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

190-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
CRA FUND REVENUE/SOURCES						
TAX INCREMENT FUNDS (TIF)						
000-369.4700	Tax Increment Funds-Manatee County	1,462,656	1,615,479	1,615,479	1,731,837	7.20%
000-369.4900	Tax Increment Funds-Palmetto	1,326,531	1,504,604	1,504,604	1,613,534	7.24%
	TAX INCREMENT FUNDS (TIF)	2,789,187	3,120,083	3,120,083	3,345,371	7.22%
GRANTS						
000-331.1000-9019	DEO Community Grant	-	-	-	-	0.00%
000-337.4000	FMIT Safety Grant	12,000	1,000	(5,000)	-	-100.00%
	GRANTS	12,000	1,000	(5,000)	-	0.00%
CHARGES FOR SERVICES						
000-347.4500	Culture/Recreation-July 4th Celebration	14,555	10,000	2,800	-	-100.00%
	CHARGES FOR SERVICES	14,555	10,000	2,800	-	-100.00%
INTEREST REVENUE						
000-361.0100	Investment Earnings	9,532	15,000	14,282	15,000	0.00%
	INTEREST REVENUE	9,532	15,000	14,282	15,000	0.00%
MISCELLANEOUS REVENUE						
000-347.9000	Movie Projector Rental	-	-	300	-	
000-362.9900	CRA Rental Revenue	-	-	120	-	
000-364.4100	Disposal of Assets	65,000	-	-	-	0.00%
000-369.0200	Other Miscellaneous Revenue	200	-	-	-	0.00%
000-369.0300	Other Misc Revenue/Sponsorship	3,000	-	5,400	-	0.00%
000-369.7401	Other Misc-Insurance Premium Reimbursement	161	-	194	-	0.00%
	MISCELLANEOUS REVENUE	68,361	-	6,014	-	0.00%
	TRANSFERS IN	-	-	-	-	100.00%
NON-CASH REVENUE SOURCES						
000-381.9000	Funding Provided from Equity	-	1,695,438	-	495,651	-70.77%
000-399.0000	Funding Provided from Equity for Outstanding Enc.	-	52,592	-	-	-100.00%
000-399.6000	Funding from Equity - Capital	-	120,157	-	-	-100.00%
	NON-CASH REVENUE SOURCES	-	1,868,187	-	495,651	-73.47%
	TOTAL CRA REVENUES	2,893,635	5,014,270	3,138,179	3,856,022	-23.10%

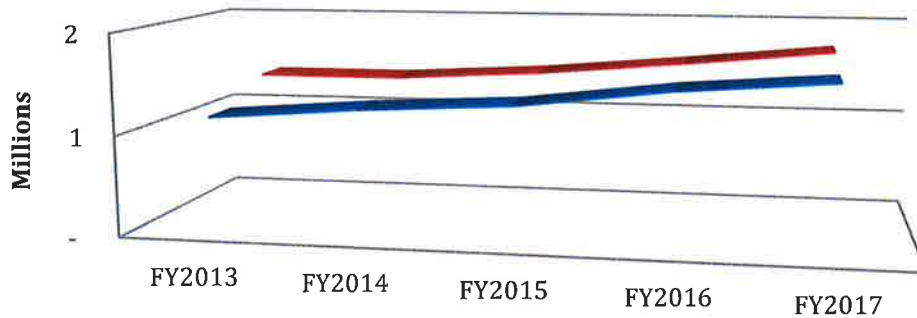


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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



5-Year History of Tax Incremental Funds (TIF)



	FY2013	FY2014	FY2015	FY2016	FY2017
Tax Increment Funds - City of Palmetto	1,139,522	1,250,198	1,326,531	1,504,604	1,613,534
Tax Increment Funds - Manatee County	1,377,370	1,376,134	1,459,343	1,588,369	1,731,837

- ❖ TIF Funds from the City increased 7% from FY2016
- ❖ TIF Funds from Manatee County increased 9% from FY2016



**CITY OF PALMETTO, FLORIDA
2016-2017 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	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Assist city upgrades of infrastructure
Services	Maintain and improve everyday services	2. Increase community compliance with City codes and standards
Infrastructure	Maintain and improve infrastructure	3. Improve public safety and crime prevention
Safety	Make the City safe	4. Improve the internal and external community image.
Economic Stability	Enhance and prosper the City and its citizens	
Historic Preservation	Preserve Palmetto's history	

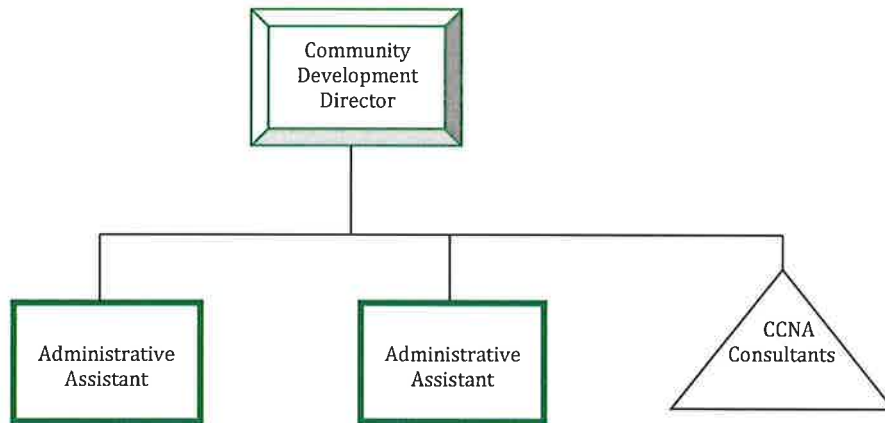


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

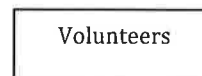
**COMMUNITY REDEVELOPMENT AGENCY
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Administrative Assistant	111	38,133	25,671	63,804
Administrative Assistant	111	44,078	21,683	65,761
Community Development Director	126	96,284	41,050	137,334
Overtime		5,000	400	5,400
TOTAL CRA FUND		183,495	88,804	272,299

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

CRA Fund - Community Redevelopment Agency

190- 559- Project #	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY EXPENSES						
511.0100	Executive Salaries	87,767	93,480	94,199	96,284	3.00%
512.0100	Regular Salaries	77,740	79,818	80,431	82,211	3.00%
513.0100	Part Time Wages	42,722	15,000	14,828	-	-100.00%
514.0100	Overtime	2,256	5,000	1,927	5,000	0.00%
514.0150	Overtime - Holiday	-	-	160	-	0.00%
521.0100	FICA Taxes	16,167	14,787	14,040	14,037	-5.07%
522.2100	Retirement General Employees	23,284	23,027	24,279	23,652	2.71%
522.2500	Matching Deferred Comp	30,062	26,969	27,777	27,701	2.71%
523.0100	Health Insurance	9,343	21,555	20,867	22,125	2.64%
523.0300	Life Insurance & EAP	481	646	650	663	2.63%
524.0100	Workers' Compensation	917	715	925	624	-12.73%
	PERSONNEL EXPENSES	290,739	280,997	280,083	272,297	-3.10%
531.0100	Consulting	93,178	349,061	375,000	690,000	97.67%
531.0300	Membership Dues	11,620	7,120	6,820	7,245	1.76%
531.0600	Attorney	51,983	59,800	52,657	61,294	2.50%
531.1600	Contract Services	17,945	24,442	30,000	31,878	30.42%
534.4200	Building Demolition	5,780	5,000	5,000	-	-100.00%
540.5100	Travel and Per Diem	17,426	12,950	9,500	13,000	0.39%
541.1100	Communications	1,477	1,500	1,500	1,500	0.00%
542.1200	Postage/Mailing Services	74	200	50	150	-25.00%
543.0000	Utility Services	4,435	4,500	4,500	4,500	0.00%
544.0500	Operating Lease	5,584	5,100	5,100	5,100	0.00%
544.1500	Rental Expenses	23,150	24,000	24,000	24,000	0.00%
545.1200	Insurance	8,452	10,752	7,133	13,732	27.72%
546.3400	Repair and Maintenance	1,039	7,500	18,000	5,000	-33.33%
546.4000	Vehicle Repair and Maintenance	24	1,400	250	1,400	0.00%
547.5100	Printing and Binding	-	50	50	50	0.00%
548.9100	Promotional Advertising	13,708	23,547	23,547	25,700	9.14%
549.9600	Bank Service Charges	4,520	5,000	5,000	5,000	0.00%
551.1200	Office Supplies	1,009	3,957	1,000	1,500	-62.09%
552.1500	Fuel and Lubricants	844	1,500	500	1,500	0.00%
552.2300	Operating Expenses	4,681	9,100	6,000	8,600	-5.49%
552.4200	Small Tools/Equipment	818	1,000	3,000	1,000	0.00%
552.5100	Uniform Purchases and Cleaning	296	500	-	500	0.00%
552.7100	Fairs and Festivals	118,301	116,131	123,000	160,000	37.78%
552.7200	Palmetto Historical Park	11,148	9,985	10,000	10,800	8.16%
552.7400	Ag Museum	6,444	7,904	7,904	6,800	-13.97%
554.0100	Non-Capitalized Equipment	894	1,000	5,644	5,000	400.00%
554.1200	Publications	194	330	1,300	1,000	203.03%
555.1300	Technical/Training	16,972	13,470	11,315	13,215	-1.89%
	OPERATING EXPENSES	421,996	706,799	737,770	1,099,464	55.56%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

CRA Fund - Community Redevelopment Agency

190- 559- Project #	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY EXPENSES						
561.0000	Land	148,546	460,000	460,000	-	-100.00%
562.0000	Building Improvements	-	175,582	150,000	750,000	327.15%
	CAPITAL PURCHASES	148,546	635,582	610,000	750,000	18.00%
561.0000-1202	Land - Riverside Project	-	110,378	110,378	-	0.00%
563.0000-1101	MLK Park	154,686	-	-	-	0.00%
563.0000-1103	Boat Ramp Contingency	415,111	-	-	-	0.00%
563.0000-1104	Lamb/Sutton Park	75,040	15,378	15,378	-	-100.00%
563.0000-1107	Haben Boulevard Improvements	7,540	3,335	-	85,000	2448.73%
563.0000-1202	Riverside Park	4,257	9,596	9,596	410,000	4172.61%
563.0000-1301	MMEC Project	64,720	35,010	35,010	75,000	114.22%
563.0000-1491	Historical Park	16,005	-	-	-	0.00%
563.0000-1601	Seawall	17,642	-	-	-	0.00%
563.0100-1103	Boat Ramp Project	108,255	-	-	-	0.00%
564.0100-1101	MLK Park Equipment	11,055	-	-	-	0.00%
564.0100-1103	Boat Ramp Equipment	4,696	-	-	-	0.00%
564.0100-1202	Riverside Park Equipment	67,516	474	-	-	-100.00%
	CAPITAL PROJECTS	946,523	174,171	170,362	570,000	227.26%
571.0100	Principal - Lease	554	-	-	-	0.00%
571.6900	CRA - 06 Loan Principle	219,750	219,750	219,750	219,750	0.00%
572.0100	Interest Expense - Lease	5	-	-	-	0.00%
572.6900	CRA - 06 Loan Interest Expense	31,988	60,000	31,832	50,000	-16.67%
	DEBT SERVICE	252,297	279,750	251,582	269,750	-3.57%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

CRA Fund - Community Redevelopment Agency

190- 559- Project #	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
COMMUNITY REDEVELOPMENT AGENCY EXPENSES						
582.1100	Commercial Renovation	14,029	50,000	36,000	50,000	0.00%
582.1200	Community Renovation Program	627,257	517,131	503,000	517,509	0.07%
582.1400	CRA Community	11,390	104,549	15,000	7,000	-93.30%
582.1500	Redevelopment Incentives	110,807	117,270	117,269	131,870	12.45%
582.2100	Residential Revitalization Program	49,850	-	-	150,000	100.00%
	COMMUNITY PROGRAMS	813,333	788,950	671,269	856,379	8.55%
591.0100	Transfer out - Administration Charges	49,410	43,673	43,673	38,132	-12.69%
593.9000-1103	Transfer out - Boat Ramp	158,689	-	-	-	0.00%
593.9000-1301	Transfer Out - MMEC	-	1,500,000	1,500,000	-	-100.00%
593.9000-1601	Transfer Out - Seawall	-	604,347	604,347	-	-100.00%
	TRANSFERS	208,099	2,148,020	2,148,020	38,132	-98.22%
	TOTAL EXPENSES	3,081,533	5,014,269	4,869,086	3,856,022	-23.10%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
190-559-511.0100 EXECUTIVE SALARIES			
CRA DIRECTOR	1	96,284	96,284
Totals for GL# 190-559-511.0100-EXECUTIVE SALARIES			96,284
190-559-512.0100 REGULAR SALARIES			
ADMINISTRATIVE ASSISTANT - 1258	1	44,078	44,078
ADMINISTRATIVE ASSISTANT - 1473	1	38,133	38,133
Totals for GL# 190-559-512.0100-REGULAR SALARIES			82,211
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	14,037	14,037
Totals for GL# 190-559-521.0100-FICA TAXES			14,037
190-559-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE RETIREMENT	1	23,652	23,652
Totals for GL# 190-559-522.2100-RETIREMENT GENERAL EMPLOYEE			23,652
190-559-522.2500 MATCHING DEFERRED COMP			
CRA DIRECTOR	1	27,701	27,701
Totals for GL# 190-559-522.2500-MATCHING DEFERRED COMP			27,701
190-559-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,311	10,622
HEALTH INSURANCE - FAMILY	1	11,503	11,503
Totals for GL# 190-559-523.0100-HEALTH INSURANCE			22,125
190-559-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	663	663
Totals for GL# 190-559-523.0300-LIFE INSURANCE & EAP			663
190-559-524.0100 WORKERS' COMPENSATION			
WORKERS' COMPENSATION	1	624	624
Totals for GL# 190-559-524.0100-WORKERS' COMPENSATION			624
190-559-531.0100 CONSULTING			
CRA HOUSING DESIGN	1	100,000	100,000
11TH AVENUE LID CONCEPT MEETING	1	20,000	20,000
RIVERSIDE CENTER DRAWINGS	1	75,000	75,000
SURVEY	1	10,000	10,000
RIVERSIDE DAY DOCK PERMIT	1	25,000	25,000
MLK PHASE II -BRIDGE AND RESTROOM DESIGN	1	20,000	20,000
USF CSPP	1	130,000	130,000
SUTTON CONCEPT MEETING	1	15,000	15,000
GENERAL CONSULTING	1	20,000	20,000
VFW DESIGN	1	75,000	75,000
BROWNFIELD	1	85,000	85,000
RIVERSIDE PARKING DESIGN	1	100,000	100,000
COMMUNITY GARDEN	1	15,000	15,000
Totals for GL# 190-559-531.0100-CONSULTING			690,000



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
190-559-531.0300 MEMBERSHIP DUES			
FLORIDA BROWNFIELD ASSOCIATION	1	150	150
BRADENTON AREA ECONOMIC DEVELOPMENT CORP	1	5,000	5,000
FLORIDA DEPT OF ECONOMIC OPPORTUNITY	1	175	175
FLORIDA HOUSING COALITION	1	200	200
FLORIDA REDEVELOPMENT ASSOCIATION	1	1,245	1,245
NATIONAL ASSOCIATION OF PARLIAMENTARIANS	1	75	75
COUNCIL OF DEVELOPMENT FINANCE AGENICES (CDFA)	1	400	400
Totals for GL# 190-559-531.0300-MEMBERSHIP DUES			7,245
190-559-531.0600 ATTORNEY FEES			
GENERAL LEGAL FEES - 19%	1	51,294	51,294
MISC EXPENSES - RECORDING FEES	1	10,000	10,000
Totals for GL# 190-559-531.0600-ATTORNEY FEES			61,294
190-559-531.1600 CONTRACT SERVICES			
5TH STREET MAINTENANCE	1	8,500	8,500
ALARM SYSTEM	12	34	408
CLEANING SERVICES	52	75	3,900
DRINKING WATER SERVICE	1	300	300
HABEN BLVD MAINTENANCE	1	3,000	3,000
HVAC ANNUAL MAINTENANCE	2	125	250
GENERAL REPAIRS	1	5,000	5,000
NEWSPAPER	1	100	100
PEST CONTROL	1	120	120
LANDSCAPE (GATEWAY/SUTTON)	1	10,000	10,000
COFFEE SUPPLIES	1	300	300
Totals for GL# 190-559-531.1600-CONTRACT SERVICES			31,878
190-559-540.5100 TRAVEL AND PER DIEM			
FLORIDA HOUSING COALITION	1	800	800
FRA CONFERENCE	1	4,200	4,200
MISCELLANEOUS	1	3,500	3,500
FRA CERTIFICATION	1	1,500	1,500
CDFA	1	3,000	3,000
Totals for GL# 190-559-540.5100-TRAVEL AND PER DIEM			13,000
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	150	150
Totals for GL# 190-559-542.1200-POSTAGE/MAILING SERVICES			150
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 27 OF 36	8	225	1,800
CANON 5248 - MAINTENANCE	12	200	2,400
NEW COPIER - PMT 1-4 OF 36	4	225	900
Totals for GL# 190-559-544.0500-OPERATING LEASE			5,100



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
190-559-544.1500 RENTAL EXPENSES			
OFFICE RENT	12	2,000	24,000
Totals for GL# 190-559-544.1500-RENTAL EXPENSES			24,000
190-559-545.1200 INSURANCE			
D-6 EXECUTIVE TRAVEL AD&D	1	52	52
GENERAL LIABILITY, AUTO AND PROPERTY	1	5,480	5,480
4TH JULY	1	4,200	4,200
MULTICULTURAL	1	4,000	4,000
Totals for GL# 190-559-545.1200-INSURANCE			13,732
190-559-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	5,000	5,000
Totals for GL# 190-559-546.3400-REPAIR & MAINTENANCE			5,000
190-559-546.4000 VEHICLE REPAIR & MAINTENANCE			
OIL CHANGES	1	200	200
DETAILED	1	200	200
MISC.	1	1,000	1,000
Totals for GL# 190-559-546.4000-VEHICLE REPAIR & MAINTENANCE			1,400
190-559-547.5100 PRINTING AND BINDING			
BUSINESS CARDS	1	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
SOCIAL MEDIA ADVERTISING	1	7,500	7,500
VIDEO - PARTNER WITH PHS TO CREATE CRA ANNUAL REPORT FOR THUMBDRIVES			
MIP	4,200.00	1	4,200
EDC	5,000.00	1	5,000
MISC.	5,000.00	1	5,000
Totals for GL# 190-559-548.9100-PROMOTIONAL ADVERTISING			25,700
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
190-559-552.1500 FUEL AND LUBRICANTS			
FUEL FOR CRA VEHICLE	1	1,500	1,500
Totals for GL# 190-559-552.1500-FUEL AND LUBRICANTS			1,500
190-559-552.2300 OPERATING EXPENSES			
BUSINESS RECRUITMENT	1	2,000	2,000
GENERAL OPERATING EXPENSES	1	5,000	5,000
OFFICE 365 MONTHLY FEE	12	50	600
AWARDS	1	1,000	1,000
Totals for GL# 190-559-552.2300-OPERATING EXPENSES			8,600



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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
SEAFOOD FESTIVAL-10 YEAR AGREEMENT	1	25,000	25,000
4TH OF JULY FAMILY EVENT	1	25,000	25,000
Totals for GL# 190-559-552.7100-FAIRS & FESTIVALS			160,000
190-559-552.7200 PALMETTO HISTORICAL PARK			
CARNEGIE LIBRARY LICENSE	1	80	80
FPL	1	7,000	7,000
ELEVATOR SERVICE	1	1,700	1,700
PEST CONTROL	1	520	520
WATER	1	1,500	1,500
Totals for GL# 190-559-552.7200-PALMETTO HISTORICAL PARK			10,800
190-559-552.7400 AG MUSEUM			
FPL	1	6,000	6,000
WATER	1	800	800
Totals for GL# 190-559-552.7400-AG MUSEUM			6,800
190-559-554.0100 NON-CAPITALIZED EQUIPMENT			
EQUIPMENT	1	5,000	5,000
Totals for GL# 190-559-554.0100-NON-CAPITALIZED EQUIPMENT			5,000
190-559-554.1200 PUBLICATIONS			
PUBLICATIONS	2	500	1,000
Totals for GL# 190-559-554.1200-PUBLICATIONS			1,000
190-559-555.1300 TECHNICAL/TRAINING			
ANNUAL CONFERENCE	1	3,220	3,220
CRA CERTIFICATION	1	2,670	2,670
CONTINUED EDUCATION/TRAINING	1	5,000	5,000
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			13,215
190-559-562.0000 BUILDING IMPROVEMENTS			
VFW RENNOVATIONS (HISTORIC TAX CREDITS)	1	75,000	75,000
RIVERSIDE CENTER	1	675,000	675,000
Totals for GL# 190-559-562.0000-BUILDING IMPROVEMENTS			750,000
190-559-563.0000-1107 HABEN BOULEVARD IMPROVEMENTS			
HABEN MEDIANS (MATCHED WITH \$50 K IN FROM 2016)	1	85,000	85,000
Totals for GL# 190-559-563.0000-1107-HABEN BOULEVARD IMPROVEMENTS			85,000



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
190-559-563.0000-1202 RIVERSIDE PROJECT SEAHORSE RIVERSIDE PARKING	1	410,000	410,000
Totals for GL# 190-559-563.0000-1202-RIVERSIDE PROJECT			410,000
190-559-563.0000-1301 MMEC PROJECT MMEC DAY DOCK	1	75,000	75,000
Totals for GL# 190-559-563.0000-1301-MMEC PROJECT			75,000
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
190-559-572.6900 INT EXP - 06 CRA LOAN CRA LOAN INTEREST	1	50,000	50,000
Totals for GL# 190-559-572.6900-INT EXP - 06 CRA LOAN			50,000
190-559-582.1100 COMMERCIAL RENOVATION COMMERCIAL RENOVATION	50,000.00	1	50,000
Totals for GL# 190-559-582.1100-COMMERCIAL RENOVATION			50,000
190-559-582.1200 COMMUNITY RENOVATION PROGRAM PD SUBPLAN	1	517,509	517,509
Totals for GL# 190-559-582.1200-COMMUNITY RENOVATION PROGRAM			517,509
190-559-582.1400 CRA COMMUNITY PALMETTO UTILITIES	1	7,000	7,000
Totals for GL# 190-559-582.1400-CRA COMMUNITY			7,000
190-559-582.1500 REDEVELOPMENT INCENTIVES IT WORKS! GLOBAL	61,026.00	1	61,026
PALMETTO ANIMAL CLINIC	9,491.00	1	9,491
PALMETTO THEATER	40,291.00	1	40,291
DOLLAR GENERAL	6,462.00	1	6,462
O'REILLY AUTO PARTS	14,600.00	1	14,600
Totals for GL# 190-559-582.1500-REDEVELOPMENT INCENTIVES			131,870
190-559-582.2100 RESIDENTIAL REVITALIZATION PROGRAM RESIDENTIAL REHAB HOUSING	1	150,000	150,000
Totals for GL# 190-559-582.2100-RESIDENTIAL REVITALIZATION PROGRAM			150,000
190-559-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS FINANCE	1	14,293	14,293
HR	1	4,270	4,270
CITY CLERK - AGENDA SERVICES	1	1,656	1,656
FINANCE - ADDITIONAL SERVICES	1	1,785	1,785
IT SERVICES	1	16,128	16,128
Totals for GL# 190-559-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			38,132
Totals for dept 559-CRA			3,856,022



**CITY OF PALMETTO, FLORIDA
2016-2017 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 83% of this fund's revenue source before other financing sources in the amount of \$1,311,149 for operations. The remaining 17% comes from miscellaneous interest and service related revenues. This year other financing sources in the amount of \$295,783 are from fund balance for \$295,783 in capital projects funding.

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. Fiscal years 2016 and 2017 are supporting CIP so that the fund balance levels are not depleted below the five month level. More operating funds are being used to repair roads than has occurred in past years.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
ROAD AND BRIDGE FUND					
BEGINNING FUND BALANCES	1,264,297	1,688,356	1,688,356	1,289,307	-23.64%
Taxes	1,312,407	1,413,401	1,400,000	1,311,149	-7.23%
Impact Fees	9,690	8,308	35,855	-	0.00%
Intergovernmental Revenue	104,122	103,041	102,500	102,397	0.00%
Charges for Services	103,546	110,498	110,698	118,521	7.26%
Interest Revenue	6,088	8,000	5,559	8,600	7.50%
Miscellaneous	421	21,094	21,095	-	-100.00%
Debt/Lease Proceeds	256,353	11,233	11,233	37,500	233.84%
Non-Revenue Sources	-	698,227	-	295,783	-57.64%
TOTAL REVENUES	1,792,627	2,373,802	1,686,940	1,873,950	-21.06%
EXPENSES					
Personnel	214,204	280,455	257,440	261,791	-6.65%
Operating Expenses	421,113	696,510	653,387	780,700	12.09%
Capital Expenses	48,008	294,695	292,249	40,000	-86.43%
Debt Service	272,882	286,930	282,239	264,332	-7.88%
Transfers Out	412,361	600,674	600,674	513,195	-14.56%
TOTAL EXPENDITURES	1,368,568	2,159,264	2,085,989	1,860,018	-13.86%
Excess Revenue Over (Under) Expenditures	424,059	214,538	(399,049)	13,932	-93.51%
Fund Balance, End of Year	1,688,356	1,902,894	1,289,307	1,303,239	-31.51%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

307-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
ROAD AND BRIDGE FUND REVENUE/SOURCES						
TAXES						
000-312.3000	9th Cent Gas Tax	67,989	70,552	70,000	62,800	-10.99%
000-312.4100	\$.04 Local Gas Tax-Manatee County	543,045	552,554	550,000	508,340	-8.00%
000-312.4101	5th and 6th Cent Gas Tax	205,865	269,763	265,000	244,470	-9.38%
000-312.4201	5 Cent Second Local Option Gas Tax	495,508	520,532	515,000	495,539	-4.80%
	FUEL TAXES	1,312,407	1,413,401	1,400,000	1,311,149	-7.23%
IMPACT FEES						
000-324.3100	Impact Fees - Residential - Roads	9,690	4,603	3,150	-	0.00%
000-324.3200	Impact Fees - Commercial - Roads	-	3,705	32,705	-	0.00%
	IMPACT FEES	9,690	8,308	35,855	-	0.00%
INTERGOVERNMENTAL REVENUE						
STATE REVENUE SHARING						
000-335.4900	\$.08 Motor Fuel Tax-State Revenue Sharing	104,122	103,041	102,500	102,397	0.00%
	INTERGOVERNMENTAL REVENUES	104,122	103,041	102,500	102,397	0.00%
CHARGES FOR SERVICES						
000-343.2000	FDOT/Highway MTCE Contract	23,938	18,257	18,257	18,257	0.00%
000-343.2010	FDOT/Signalization Contract	20,116	32,832	32,832	49,631	51.17%
000-343.2020	FDOT/Lighting Contract	57,678	59,409	59,409	50,633	-14.77%
000-347.4000	Special Event Fee	614	-	-	-	0.00%
000-349.0000	Charges for Services Provided	-	-	200	-	0.00%
000-349.1000	Charges for Services Benchmark	1,200	-	-	-	0.00%
	CHARGES FOR SERVICES	103,546	110,498	110,698	118,521	7.26%
INTEREST REVENUE						
000-361.0100	Interest Earnings	5,514	8,000	4,595	8,000	0.00%
000-361.0200	Interest Revenue - Impact Fees	574	-	-	-	0.00%
000-361.0800	Interest-Spec Assmt	-	-	964	600	0.00%
	INTEREST REVENUE	6,088	8,000	5,559	8,600	7.50%
MISCELLANEOUS REVENUE						
000-364.4100	Disposition of Fixed Assets	-	16,660	16,660	-	
000-369.7400	Other Misc Revenue/Insurance Reimbursement	-	3,543	3,543	-	0.00%
000-369.7401	Other Misc Revenue / Insurance Premium Reimbursement	421	891	892	-	0.00%
	MISCELLANEOUS REVENUE	421	21,094	21,095	-	0.00%
OTHER FINANCING SOURCES						
<u>Debt/Lease Proceeds</u>						
000-383.7000	Capital Lease Inception	256,353	11,233	11,233	37,500	233.84%
	TOTAL DEBT/LEASE PROCEEDS	256,353	11,233	11,233	37,500	233.84%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

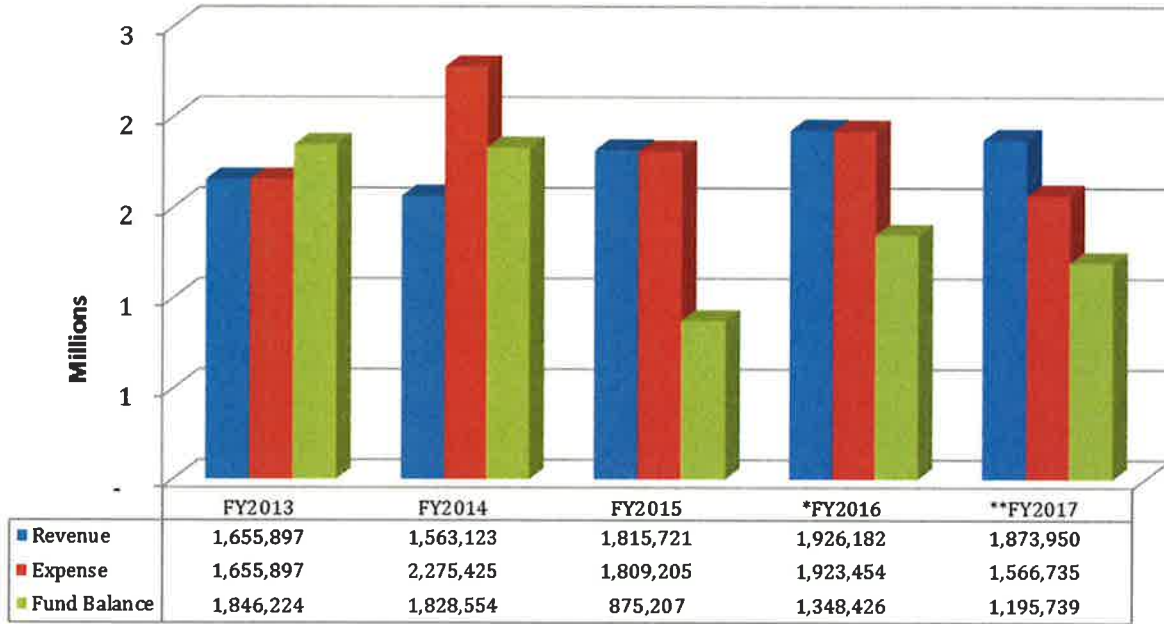
307-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
ROAD AND BRIDGE FUND REVENUE/SOURCES						
	<u>Non-Revenue Sources</u>					
000-399.0000	Funding from Fund Balance for Outstanding Enc	-	289,726	-	-	-100.00%
000-399.6000	Funding from Fund Balance - Capital	-	408,501	-	295,783	0.00%
000-399.9507	Funding from Equity - Impact Fees	-	-	-	-	0.00%
	NON-REVENUE SOURCES	-	698,227	-	295,783	-57.64%
	TOTAL OTHER FINANCING SOURCES	256,353	709,460	11,233	333,283	-53.02%
	TOTAL ROAD & BRIDGE FUND	1,792,627	2,373,802	1,686,940	1,873,950	-21.06%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET.**

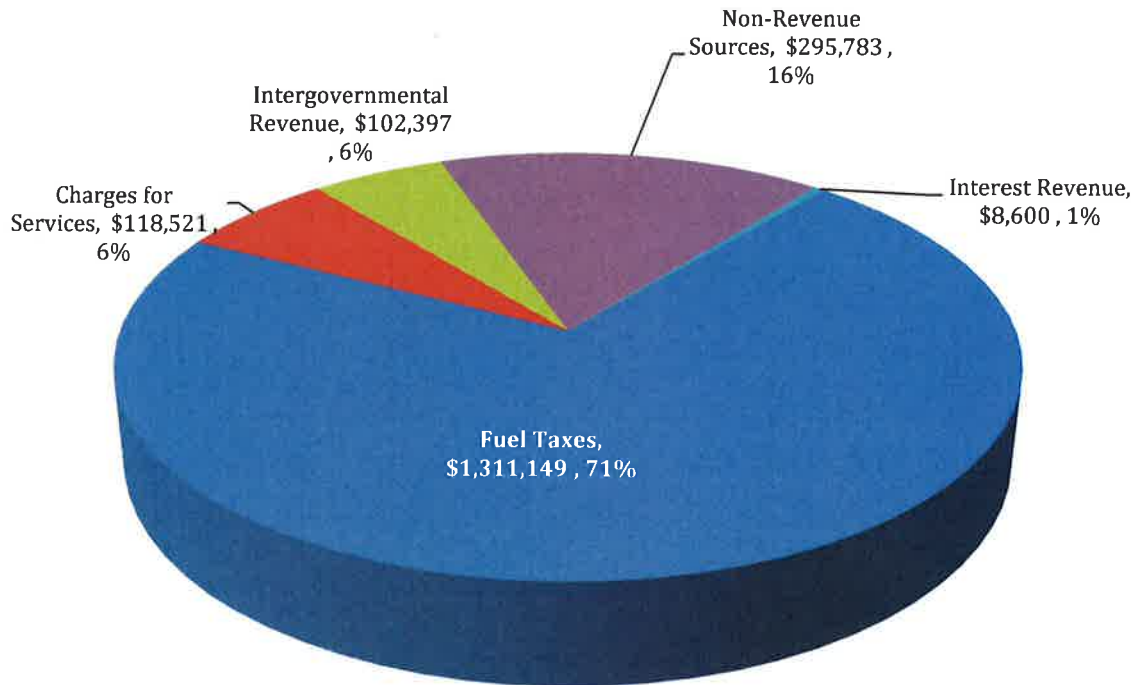
ROAD AND BRIDGE FUND – 307

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY 2017 Revenues By Source





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ROAD AND BRIDGE FUND - 307

Revenue Analysis and Forecasting

Revenue Trends

Motor Fuel Taxes – Road and Bridge Fund - \$1,429,670 (Pass thru from State)

The Road and Bridge fund is estimated to receive \$1,873,950 in FY2017 of which 76% or \$1,429,670 is generated from Motor Fuel Taxes (\$1,311,149) and Florida Department of Transportation Highway/Lighting and Maintenance Agreements (\$118,521).

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:

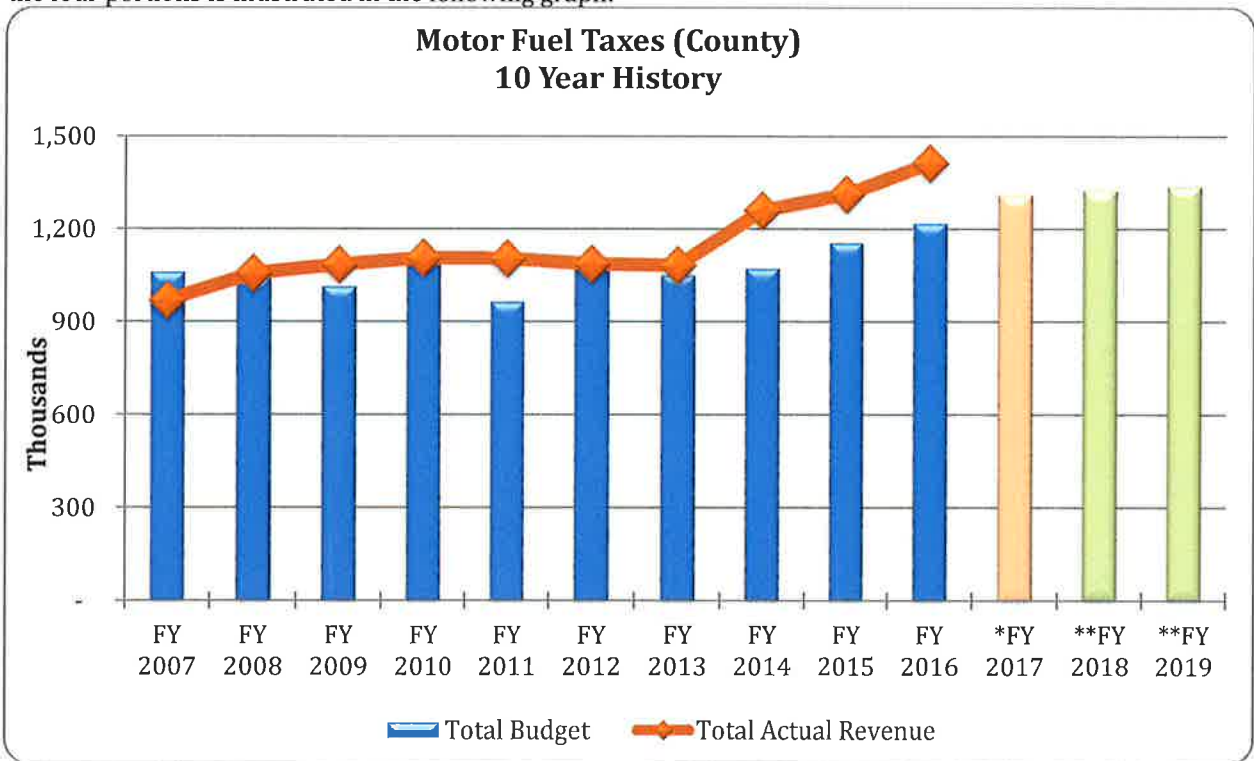


Figure 9 illustrates budgeted revenue as it compares with revenue actually received.



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

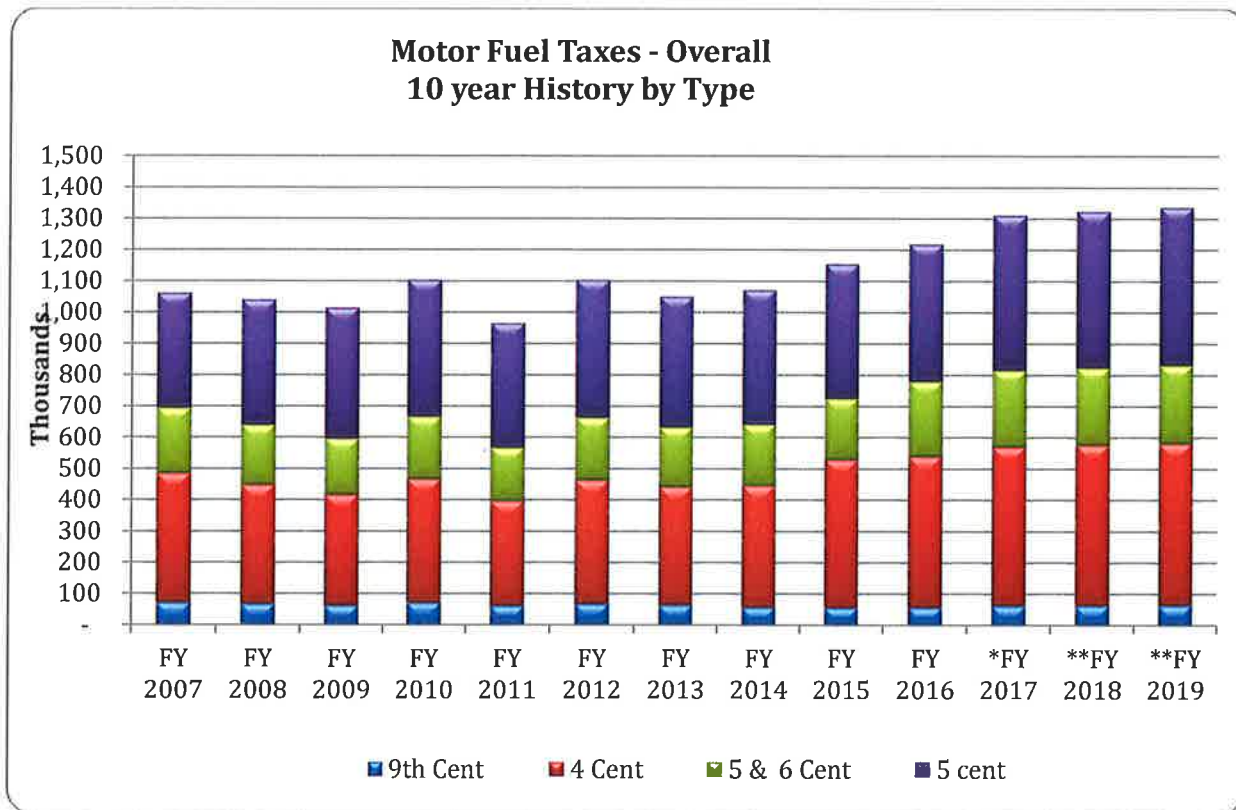


Figure 10

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 2017 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 \$118,521 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
2016-2017 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	

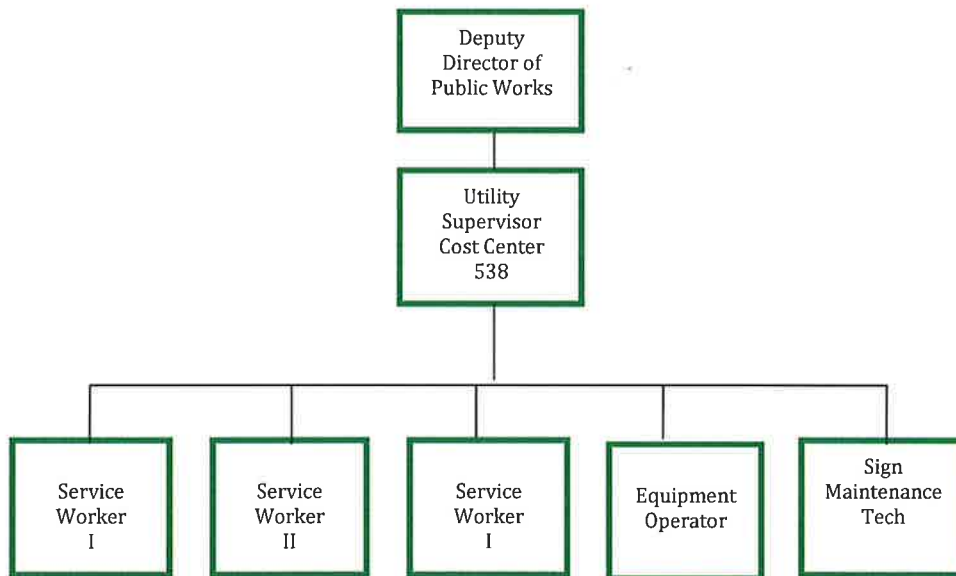


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

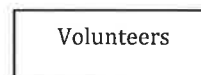
**STREETS DEPARTMENT
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Service Worker I	104	27,100	16,629	43,729
Service Worker II	106	29,696	17,711	47,407
Service Worker I	104	26,935	16,560	43,495
Equipment Operator	107	33,115	19,136	52,251
Sign Maintenance Technician	108	34,906	19,882	54,788
Overtime		9,000	3,721	12,721
TOTAL ROAD AND BRIDGE FUND		160,752	93,639	254,391

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Road and Bridge Fund - Streets Department

307- 541	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
STREETS DEPARTMENT EXPENSES						
512.0100	Regular Salaries	131,171	168,049	165,578	151,752	-9.70%
514.0100	Overtime	5,904	9,000	3,500	9,000	0.00%
514.0150	Overtime - Holiday	-	-	300	-	0.00%
521.0100	FICA Taxes	10,431	13,544	12,856	12,298	-9.20%
522.2100	Retirement General Employee	42,010	51,079	42,414	46,248	-9.46%
523.0100	Health Insurance	17,621	25,870	23,746	26,555	2.65%
523.0300	Life Insurance & EAP	412	671	594	616	-8.20%
524.0100	Workers' Compensation	6,655	9,632	9,150	7,922	-17.75%
529.0000	Career Advancement	-	2,610	-	7,400	183.52%
529.9900	Reimbursement of Personnel Costs	-	-	(698)	-	0.00%
	PERSONNEL EXPENDITURES	214,204	280,455	257,440	261,791	-6.65%
531.2000	Engineering Services	998	10,000	400	10,000	0.00%
534.1600	Lot Clearing	-	8,000	7,500	8,000	0.00%
540.5100	Travel and Per Diem	3	800	400	800	0.00%
541.1100	Communications	618	900	1,000	900	0.00%
543.0500	Street Lights - Electric	119,542	120,000	120,000	122,750	2.29%
544.0500	Operating Lease	75	75	75	75	0.00%
544.1500	Rental Expenses	375	1,000	500	1,000	0.00%
545.1200	Insurance	7,416	10,475	10,989	7,928	-24.32%
545.9900	Insurance Contingency	-	-	1,029	5,000	100.00%
546.3400	Repair & Maintenance	21,652	35,000	25,000	55,000	57.14%
549.5000	Locate Costs	-	840	840	900	7.14%
549.9600	Bank Service Charges	2,605	2,500	2,500	2,500	0.00%
551.1200	Office Supplies	44	75	75	75	0.00%
552.1500	Fuel and Lubricants	19,003	25,736	17,000	18,000	-30.06%
552.2300	Operating Expenses	3,964	3,915	3,000	4,000	2.17%
552.3900	Safety Program Expense	453	1,000	1,000	1,932	93.20%
552.4200	Small Tools/Equipment	2,215	3,000	3,012	3,000	0.00%
552.5100	Uniform Purchases and Cleaning	1,846	2,205	2,205	1,750	-20.63%
553.0200	Materials-Road Repairs and Maintenance	139,161	293,400	293,400	399,290	36.09%
553.0300	Materials-Sidewalk Repairs and Maintenance	15,769	82,375	82,375	50,000	-39.30%
553.0400	Materials - Light Repairs and Maintenance	79,874	74,300	60,000	74,300	0.00%
553.0500	ADA Sidewalk Compliance	5,500	17,650	17,650	11,000	-37.68%
554.0100	Non-Capitalized Equipment	-	1,264	1,264	-	-100.00%
555.1300	Technical/Training	-	2,000	2,173	2,500	25.00%
	OPERATING EXPENSES	421,113	696,510	653,387	780,700	12.09%
564.0100	Machinery & Equipment	13,426	54,161	51,577	2,500	-95.38%
564.4900	Capital Leased Equipment	34,582	240,534	240,672	37,500	-84.41%
	CAPITAL EQUIPMENT PURCHASES	48,008	294,695	292,249	40,000	-86.43%
571.0100	Principal - Lease	119,220	128,155	128,155	102,758	-19.82%
571.0400	Principal -BOA Loan 2004	9,701	10,750	10,055	11,000	2.33%
571.0500	Principal -BOA Loan 2005	52,339	55,000	53,848	57,500	4.55%
571.0700	Principal -BOA Loan 2007	30,062	32,000	30,879	33,000	3.13%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Road and Bridge Fund - Streets Department

307- 541	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
STREETS DEPARTMENT EXPENSES						
572.0100	Interest Expense - Lease	4,085	3,955	3,955	2,500	-36.79%
572.0400	Interest Expense -BOA Loan 2004	4,756	4,500	4,458	4,250	-5.56%
572.0500	Interest Expense - BOA Loan 2005	30,729	31,000	29,624	28,500	-8.06%
572.0700	Interest Expense - BOA Loan 2007	21,990	21,500	21,265	20,000	-6.98%
573.0500	New Debt Service	-	70	-	4,824	6791.43%
	DEBT SERVICE	272,882	286,930	282,239	264,332	-7.88%
591.0100	Transfer Out - Administration Charges	132,400	140,674	140,674	154,912	10.12%
591.0700	Transfer to Capital Projects Fund	115,000	300,000	300,000	293,283	-2.24%
591.4000	Transfer to Stormwater - Capital Projects	64,961	-	-	-	0.00%
594.4000	Transfer to Stormwater - Subsidy	100,000	100,000	100,000	65,000	-35.00%
594.4000	Transfer to CIP - Stormwater	-	60,000	60,000	-	0.00%
	TRANSFERS	412,361	600,674	600,674	513,195	-14.56%
	TOTAL EXPENSES	1,368,568	2,159,264	2,085,989	1,860,018	-13.86%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Road and Bridge Department
Fund 307; Department 541**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
307-541-512.0100 REGULAR SALARIES			
SERVICE WORKER I - 1557	1	27,100	27,100
SERVICE WORKER II - 957	1	29,696	29,696
SERVICE WORKER I - 1566	1	26,935	26,935
EQUIPMENT OPERATOR - 1477	1	33,115	33,115
SIGN MAINTENANCE TECH-1512	1	34,906	34,906
Totals for GL# 307-541-512.0100-REGULAR SALARIES			151,752
307-541-514.0100 OVERTIME - GE			
OVERTIME	1	9,000	9,000
Totals for GL# 307-541-514.0100-OVERTIME - GE			9,000
307-541-521.0100 FICA TAXES			
FICA TAXES	1	12,298	12,298
Totals for GL# 307-541-521.0100-FICA TAXES			12,298
307-541-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	46,248	46,248
Totals for GL# 307-541-522.2100-RETIREMENT GENERAL EMPLOYEE			46,248
307-541-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	5	5,311	26,555
Totals for GL# 307-541-523.0100-HEALTH INSURANCE			26,555
307-541-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	616	616
Totals for GL# 307-541-523.0300-LIFE INSURANCE & EAP			616
307-541-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	7,922	7,922
Totals for GL# 307-541-524.0100-WORKERS' COMPENSATION			7,922
307-541-529.0000 CAREER ADVANCEMENT			
CAREER ADVANCEMENT FOR CERTIFICATION	1	7,400	7,400
Totals for GL# 307-541-529.0000-CAREER ADVANCEMENT			7,400
307-541-531.2000 ENGINEERING SERVICES			
ENGINEERING SERVICES	1	10,000	10,000
Totals for GL# 307-541-531.2000-ENGINEERING SERVICES			10,000
307-541-534.1600 LOT CLEARING			
TREE TRIMMING, REMOVAL	1	8,000	8,000
Totals for GL# 307-541-534.1600-LOT CLEARING			8,000
307-541-540.5100 TRAVEL AND PER DIEM			
TRAVEL AND PER DIEM	1	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	122,750	122,750
Totals for GL# 307-541-543.0500-STREET LIGHTS - ELECTRIC			122,750



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Road and Bridge Department
Fund 307; Department 541

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
307-541-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
Totals for GL# 307-541-544.0500-OPERATING LEASE			75
307-541-544.1500 RENTAL EXPENSES			
RENTAL OF SPECIALTY EQUIPMENT	1	1,000	1,000
Totals for GL# 307-541-544.1500-RENTAL EXPENSES			1,000
307-541-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,982	7,928
Totals for GL# 307-541-545.1200-INSURANCE			7,928
307-541-545.9900 INSURANCE CONTINGENCY			
INSURANCE CONTINGENCY	1	5,000	5,000
Totals for GL# 307-541-545.9900-INSURANCE CONTINGENCY			5,000
307-541-546.3400 REPAIR & MAINTENANCE			
REPAIRS-PARTS-TIRES	1	45,000	45,000
SHARED COST OF VAC-TRUCK REPAIRS	1	10,000	10,000
Totals for GL# 307-541-546.3400-REPAIR & MAINTENANCE			55,000
307-541-549.5000 LOCATE COSTS			
SUNSHINE LOCATE SERVICE 811	1	900	900
Totals for GL# 307-541-549.5000-LOCATE COSTS			900
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
307-541-552.1500 FUEL AND LUBRICANTS			
FUEL AND LUBE-VEHICLES-EQUIPMENT	1	18,000	18,000
Totals for GL# 307-541-552.1500-FUEL AND LUBRICANTS			18,000
307-541-552.2300 OPERATING EXPENSES			
CENTRAL STORES SUPPLIES	1	1,500	1,500
JANITORIAL SUPPLIES	1	1,000	1,000
PAINT	1	1,500	1,500
Totals for GL# 307-541-552.2300-OPERATING EXPENSES			4,000
307-541-552.3900 SAFETY PROGRAM EXPENSE			
MUNICIPAL SAFETY SERVICES	1	500	500
PPE CENTRAL STORES	5	100	500
SAFETY SHOES PURCHASES	5	100	500
SIGNS FOR TRUCK (SAFETY ZONE)	4	108	432
Totals for GL# 307-541-552.3900-SAFETY PROGRAM EXPENSE			1,932
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



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Road and Bridge Department
Fund 307; Department 541**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
307-541-552.5100 UNIFORM PURCHASES AND CLEANING			
EMPLOYEE UNIFORMS	5	350	1,750
Totals for GL# 307-541-552.5100-UNIFORM PURCHASES AND CLEANING			1,750
307-541-553.0200 MATERIALS-ROAD REPAIRS&MAINT			
DRAINAGE REPAIRS	1	50,000	50,000
CITYWIDE ROAD PAVING	1	269,290	269,290
STREET REPAIRS	1	50,000	50,000
STREET SIGN REPAIR-REPLACE	1	5,000	5,000
STREET STRIPING	1	25,000	25,000
Totals for GL# 307-541-553.0200-MATERIALS-ROAD REPAIRS&MAINT			399,290
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
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	1	2,000	2,000
IMSA SIGNS & MARKETING LEVEL I	1	500	500
Totals for GL# 307-541-555.1300-TECHNICAL/TRAINING			2,500
307-541-564.0100 MACHINERY & EQUIPMENT			
RED SOLAR POWERED STOP SIGN LIGHT KIT	2	1,250	2,500
Totals for GL# 307-541-564.0100-MACHINERY & EQUIPMENT			2,500
307-541-564.4900 CAPITAL LEASES			
SHARED COST FRONT END LOADER	1	37,500	37,500
Totals for GL# 307-541-564.4900-CAPITAL LEASES			37,500
307-541-571.0100 PRINC - LEASE			
P# 15-16F FA#20150 BACKHOE W/BUCKET	2	1,321	2,642
P# 11-14 FA# 20208 F350/20209 BOBCAT	4	8,317	33,268
P# 07-10 FA# 20231 TRAFFIC CONTROL FA#20276 LOADER	4	16,021	64,084
P# 03-06 FA#20309 MINI-EXCAVATOR (1/4)	4	691	2,764
Totals for GL# 307-541-571.0100-PRINC - LEASE			102,758
307-541-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	11,000	11,000
Totals for GL# 307-541-571.0400-PRINC-BOA LOAN 2004			11,000
307-541-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	57,500	57,500
Totals for GL# 307-541-571.0500-PRINC-BOA LOAN 2005			57,500



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Road and Bridge Department
Fund 307; Department 541**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
307-541-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	33,000	33,000
Totals for GL# 307-541-571.0700-PRINC-BOA LOAN 2007			33,000
307-541-572.0100 INT EXP - LEASE			
P# 15-16F FA#20150 BACKHOE W/BUCKET	2	8	16
P# 07-10 FA #20208 F350/20209 BOBCAT	4	113	452
P# 03-06 FA# 20231 TRAFFIC CONTROL FA#20276 LOADER	4	472	1,888
P# 03-06 FA#20309 MINI-EXCAVATOR (1/4)	4	36	144
Totals for GL# 307-541-572.0100-INT EXP - LEASE			2,500
307-541-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	1	4,250	4,250
Totals for GL# 307-541-572.0400-INT EXP-BOA LOAN 2004			4,250
307-541-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	28,500	28,500
Totals for GL# 307-541-572.0500-INT EXP-BOA LOAN 2005			28,500
307-541-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	20,000	20,000
Totals for GL# 307-541-572.0700-INT EXP-BOA LOAN 2007			20,000
307-541-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE FOR LEASE - SHARED COST FRONT END LOADER	2	2,412	4,824
Totals for GL# 307-541-573.0500-NEW DEBT SERVICE			4,824
307-541-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	154,912	154,912
Totals for GL# 307-541-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			154,912
307-541-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
SUBSIDY TO STORMWATER	1	65,000	65,000
Totals for GL# 307-541-591.4400-TRANSFER TO STORMWATER - SUBSIDY			65,000
Totals for dept 541-ROAD & BRIDGE			1,566,735



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

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



**CITY OF PALMETTO, FLORIDA
2016-2017 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
2016-2017 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.



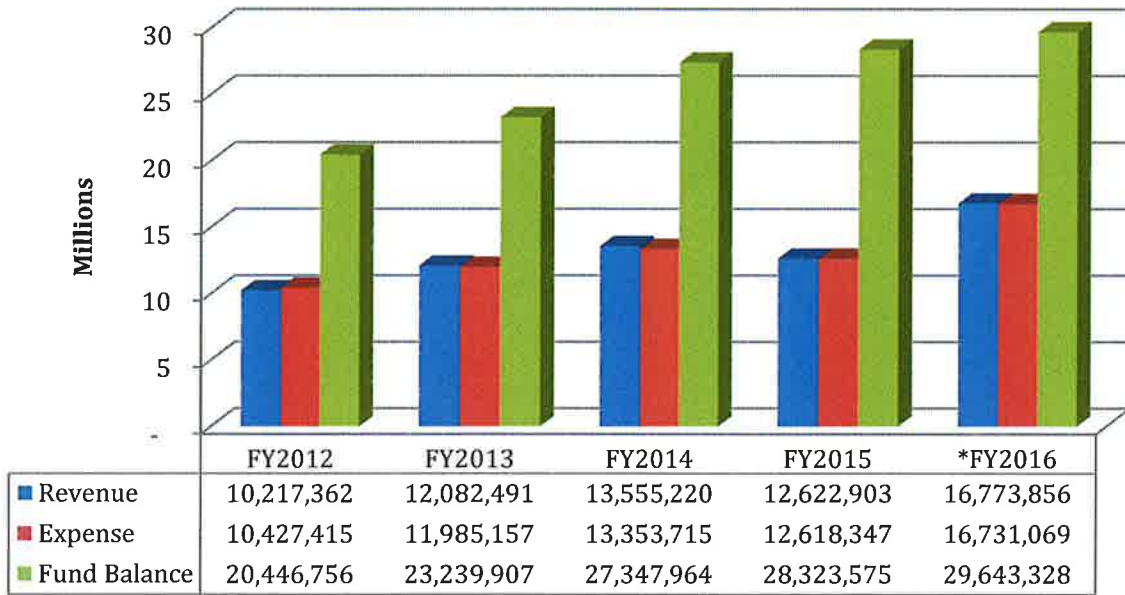
The Wastewater Treatment Plant processes water, sewage and reclaimed water for public purposes.



**CITY OF PALMETTO, FLORIDA
2016-2017
BUDGET**

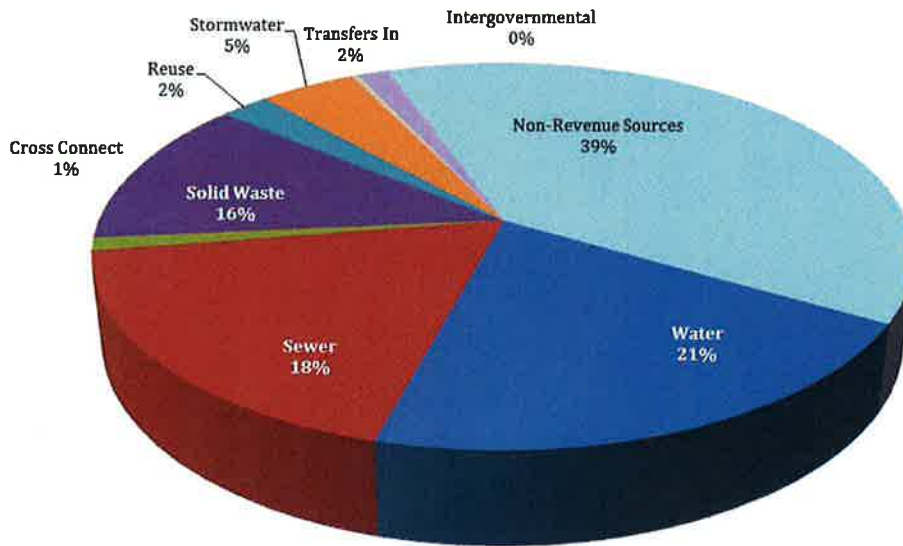
**ENTERPRISE FUNDS -
Solid Waste Fund - 403
Water and Sewer Fund - 432
Stormwater Fund - 440
Reuse Fund - 460**

5-Year Revenue, Expense and Fund Balance



*Projected **Estimated

FY2017 Revenues By Source

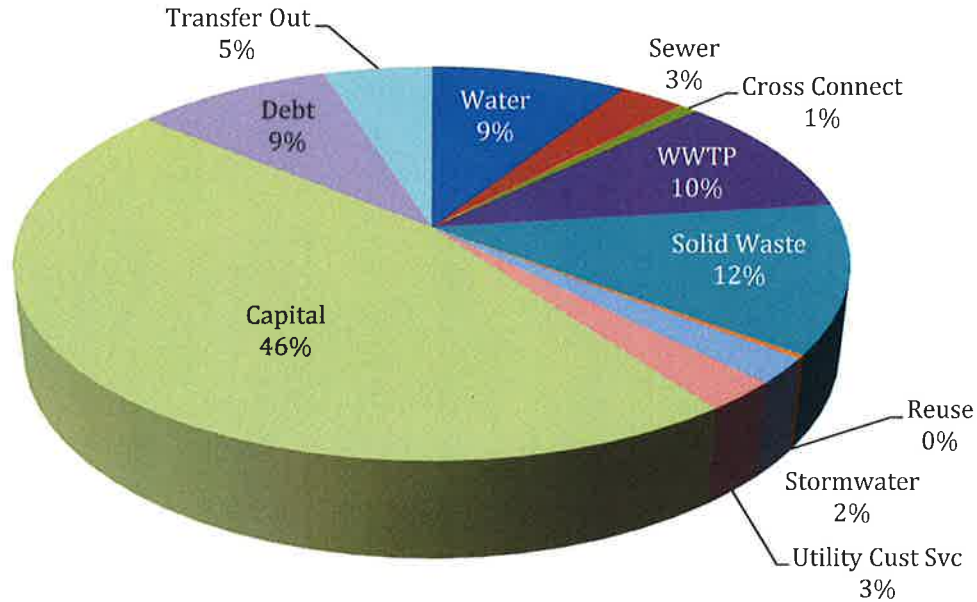




**CITY OF PALMETTO, FLORIDA
2016-2017
BUDGET**

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

FY2017 Budgeted Expenditures By Function



- ❖ **Solid Waste Fund** expenditures are \$2,113,497 and represent one department and utilized for all solid waste services.
- ❖ **Water and Sewer Fund** expenditures are \$4,445,784 and represents 5 departments; Water Department (\$1,579,965), Sewer Department (\$526,223), Cross Connect (\$140,117), Waste Water Treatment Plant (\$1,769,957) and Utility Customer Service (\$429,522).
- ❖ **Stormwater Fund** expenditures are \$360,366 and represent one department and is utilized for all stormwater service.
- ❖ **Reuse Fund** expenditures are \$51,761 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 \$8,001,803 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 \$1,581,324 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 purchase of Camera truck retrofit for Sewer (75%) and Stormwater (25%).
- ❖ **Transfer Out** expenditures are \$874,268 and represents administrative cost (\$760,268) and Stormwater subsidy (\$114,000).
- ❖ **Total Enterprise Funds Expenditures: \$17,431,785**



**CITY OF PALMETTO, FLORIDA
2016-2017
BUDGET**

ENTERPRISE FUNDS -

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

Revenue Analysis and Forecasting

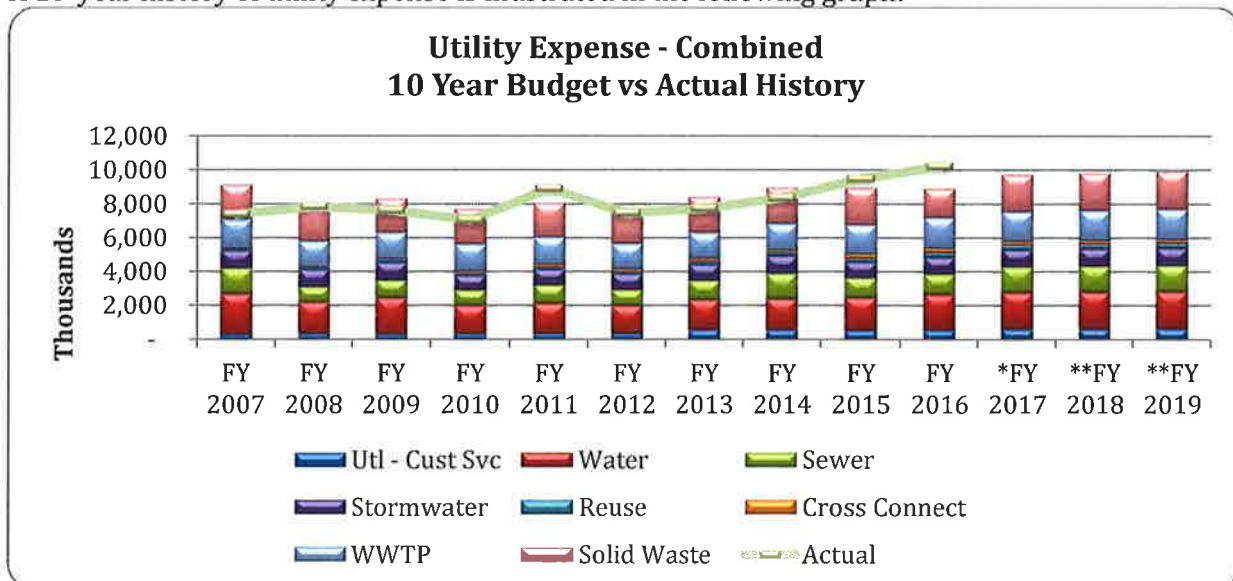
Revenue Trends

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 4% for FY 2016 thru FY2018 -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:





**CITY OF PALMETTO, FLORIDA
2016-2017
BUDGET**

Figure 12
Combined utility revenue budget compared to actual revenue received:

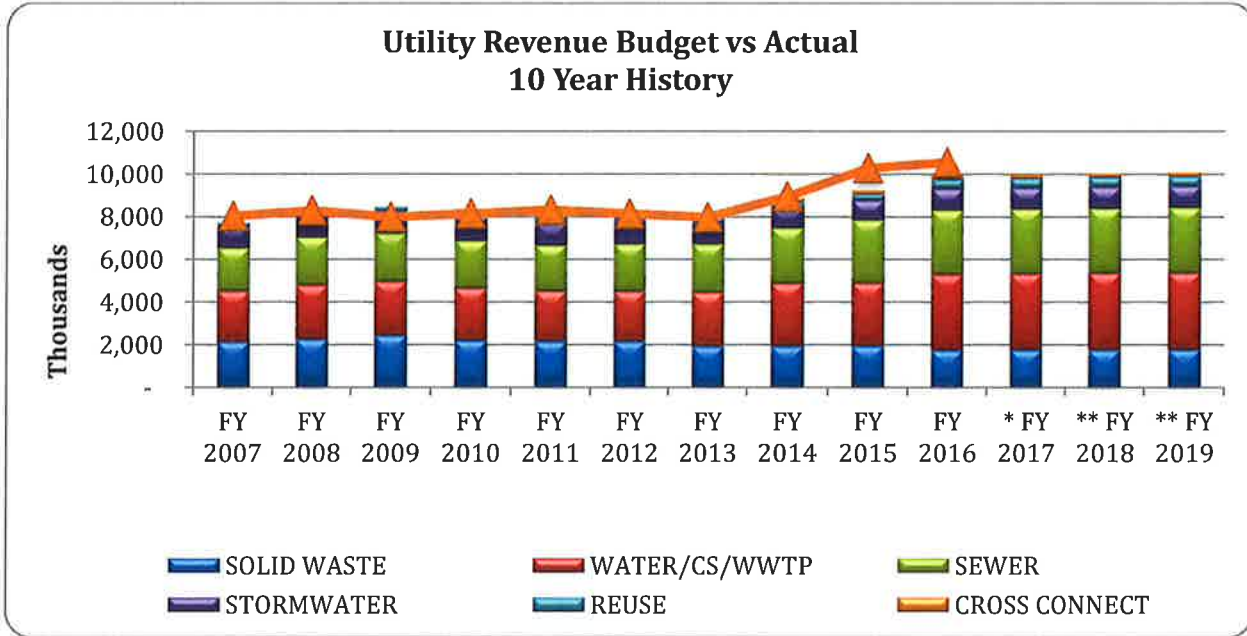


Figure 13

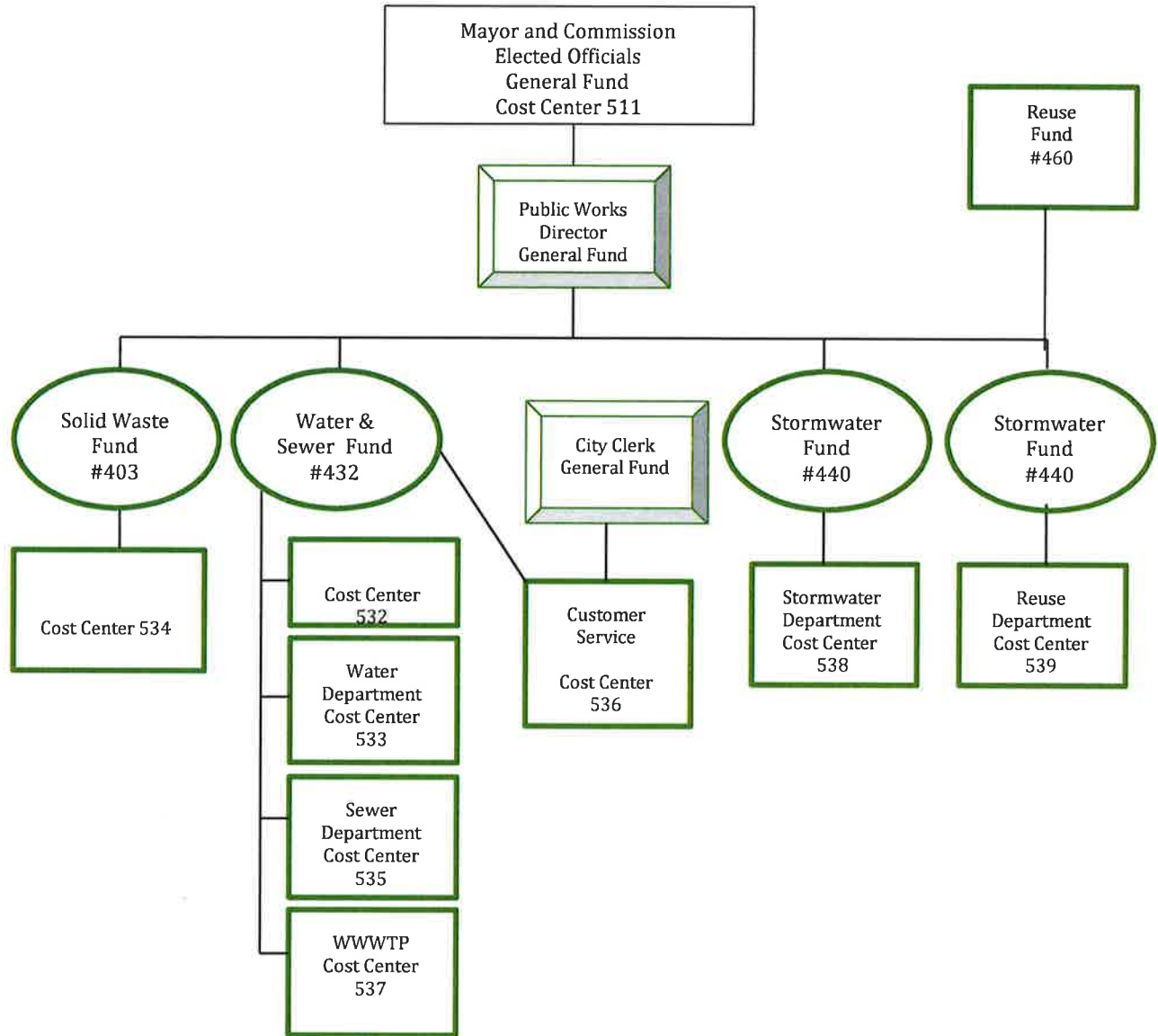
Key Points

- ❖ 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
2016-2017 BUDGET**

ENTERPRISE FUNDS ORGANIZATIONAL CHART
SOLID WASTE FUND
WATER AND SEWER FUND
STORMWATER FUND
REUSE FUND



LEGEND





CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

Unknown



**Solid Waste Fund
Fund # 403**



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
SOLID WASTE FUND					
BEGINNING TOTAL NET POSITION	413,745	468,358	468,358	552,693	18.01%
REVENUE/SOURCES					
Franchise Fees	247,315	223,300	228,099	228,420	2.29%
Utility Charges	2,024,153	1,916,381	1,913,484	1,940,185	1.24%
Interest Revenue	2,107	3,000	2,492	2,000	-33.33%
Miscellaneous	747	30,000	30,539	30,000	0.00%
TOTAL REVENUES	2,274,322	2,172,681	2,174,614	2,200,605	1.29%
EXPENSES					
Personnel	120,716	126,639	145,281	173,849	37.28%
Operating Expenses	2,059,382	1,896,461	1,896,298	1,939,648	2.28%
Capital Expenses	-	5,000	2,750	8,100	100.00%
Transfers Out	39,611	45,950	45,950	73,748	60.50%
TOTAL EXPENDITURES	2,219,709	2,074,050	2,090,279	2,195,345	5.85%
Excess Revenue Over (Under) Expenditures	54,613	98,631	84,335	5,260	-94.67%
Conversion to full accrual	-	-	-	(8,100)	100.00%
Excess Revenue Over (Under) Expenditures	54,613	98,631	84,335	13,360	-86.45%
ENDING FUND BALANCES					
Total Net Position, End of Year	468,358	566,989	552,693	557,953	-1.59%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

403-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017
SOLID WASTE FUND REVENUE/SOURCES					
CHARGES FOR SERVICES					
Franchise Fees					
000-323.7000	Solid Waste Franchise Fees-WM	247,315	223,300	228,099	228,420
Utility Services					
000-343.7200	Solid Waste Service Charge	1,823,482	1,709,456	1,700,000	1,722,000
000-343.7300	Garbage & Trash Misc Charges	40,314	65	500	6,500
000-343.7310	City Miscellaneous Solid Waste Services	-	6,393	6,000	1,685
000-343.7350	Roll Off Services	126,612	168,713	173,502	175,000
000-343.7360	City Roll-off Services	-	3,275	3,500	6,000
000-343.7800	Garbage Penalties	33,745	28,479	29,982	29,000
	Total Utility Services	2,024,153	1,916,381	1,913,484	1,940,185
	CHARGES FOR SERVICES	2,271,468	2,139,681	2,141,583	2,168,605
INTEREST REVENUE					
000-361.0100	Investment Earnings	2,107	3,000	2,492	2,000
	INTEREST REVENUE	2,107	3,000	2,492	2,000
MISCELLANEOUS REVENUE					
000-369.7100	Other Miscellaneous Revenue	573	30,000	30,000	30,000
000-369.7401	Other Miscellaneous Revenue-Ins Prem Reimb	174	-	539	-
	MISCELLANEOUS REVENUE	747	30,000	30,539	30,000
	TOTAL SOLID WASTE REVENUES	2,274,322	2,172,681	2,174,614	2,200,605



**CITY OF PALMETTO, FLORIDA
2016-2017 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, 2016

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 high quality services
Services	Maintain and improve everyday services	2. Maintain high quality level of communication between the City and the hauler
Infrastructure	Maintain and improve infrastructure	3. Keep communication with Utility Billing to ensure timely and accurate billing
Safety	Make the City safe	4. Enter into new contract to assure citizens a fair and continual rate
Economic Stability	Enhance and prosper the City and its citizens	
Historic Preservation	Preserve Palmetto's history	

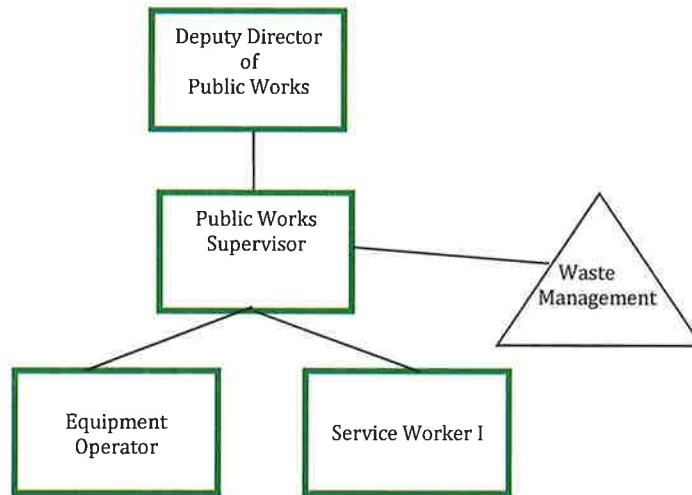


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

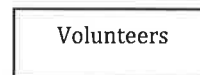
**SOLID WASTE
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Equipment Operator	107	36,368	19,178	55,546
Service Worker I - New Position	104	26,935	15,587	42,522
Public Works Supervisor	115	50,025	24,378	74,403
Overtime		1,000	377	1,377
TOTAL SOLID WASTE FUND		114,328	59,520	173,848

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Solid Waste Fund - Solid Waste Department

403- 534-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
SOLID WASTE EXPENSES						
512.0100	Regular Salaries	74,823	83,775	95,500	113,328	35.28%
514.0100	Overtime	1,189	100	1,251	1,000	900.00%
514.0150	Overtime - Holiday	-	-	102	-	0.00%
521.0100	FICA Taxes	6,633	6,416	7,500	8,746	36.32%
522.2100	Retirement General Employee	26,658	24,198	28,500	32,892	35.93%
523.0100	Health Insurance	9,343	10,348	10,260	15,933	53.97%
523.0300	Life Insurance & EAP	246	324	318	445	37.35%
524.0100	Workers' Compensation	1,824	1,478	1,850	1,505	1.83%
	PERSONNEL EXPENSES	120,716	126,639	145,281	173,849	37.28%
531.1600	Contract Services	2,060,960	1,870,000	1,870,715	1,900,000	1.60%
541.1100	Communications	753	600	750	600	0.00%
543.1100	Solid Waste Disposal Fees	11,700	16,511	16,000	25,776	56.11%
545.1200	Insurance	3,072	2,950	2,922	4,372	48.20%
546.3400	Repair & Maintenance	743	1,500	1,500	4,000	166.67%
547.5100	Printing and Binding	-	100	100	100	0.00%
549.9600	Bank Service Charges	957	1,100	1,100	1,000	-9.09%
552.1500	Fuel and Lubricants	1,367	2,000	1,500	2,000	0.00%
552.2300	Operating Expenses	115	300	311	300	0.00%
552.3900	Safety Program Expense	201	400	400	400	0.00%
552.4200	Small Tools/Equipment	30	200	200	200	0.00%
552.5100	Uniform Purchases and Cleaning	557	600	600	600	0.00%
555.1300	Technical/Training	-	200	200	300	50.00%
595.0000	Doubtful Accounts Expense	(10,769)	-	-	-	0.00%
595.4500	OPEB Expense	(2,263)	-	-	-	0.00%
595.4600	Pension Expense-Enterprise Funds	(8,041)	-	-	-	0.00%
	OPERATING EXPENSES	2,059,382	1,896,461	1,896,298	1,939,648	2.28%
564.0100	Machinery and Equipment	-	5,000	2,750	8,100	100.00%
	CAPITAL EXPENSES	-	5,000	2,750	8,100	100.00%
591.0100	Transfer Out - Administrative Services	39,611	45,950	45,950	73,748	60.50%
	TRANSFERS	39,611	45,950	45,950	73,748	60.50%
	TOTAL EXPENSES	2,219,709	2,074,050	2,090,279	2,195,345	5.85%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
403-534-512.0100 REGULAR SALARIES			
EQUIPMENT OPERATOR-1260	1	36,368	36,368
PUBLIC WORKS SUPERVISOR-931	1	50,025	50,025
SERVICE WORKER I - NEW POSITION	1	26,935	26,935
Totals for GL# 403-534-512.0100-REGULAR SALARIES			113,328
403-534-514.0100 OVERTIME - GE			
OVERTIME	1	1,000	1,000
Totals for GL# 403-534-514.0100-OVERTIME - GE			1,000
403-534-521.0100 FICA TAXES			
FICA TAXES	1	8,746	8,746
Totals for GL# 403-534-521.0100-FICA TAXES			8,746
403-534-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	32,892	32,892
Totals for GL# 403-534-522.2100-RETIREMENT GENERAL EMPLOYEE			32,892
403-534-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	3	5,311	15,933
Totals for GL# 403-534-523.0100-HEALTH INSURANCE			15,933
403-534-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	445	445
Totals for GL# 403-534-523.0300-LIFE INSURANCE & EAP			445
403-534-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,505	1,505
Totals for GL# 403-534-524.0100-WORKERS' COMPENSATION			1,505
403-534-531.1600 CONTRACT SERVICES			
WASTE MANAGEMENT CONTRACT	1	1,900,000	1,900,000
Totals for GL# 403-534-531.1600-CONTRACT SERVICES			1,900,000
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 - CRR YARD WASTE	1	14,500	14,500
DISPOSAL FEES - ROLL OFF, LEANA ROAD	1	11,276	11,276
Totals for GL# 403-534-543.1100-SOLID WASTE DISPOSAL FEES			25,776
403-534-545.1200 INSURANCE			
GEN LIAB,AUTO,PROPERTY INSURANCE	4	1,093	4,372
Totals for GL# 403-534-545.1200-INSURANCE			4,372
403-534-546.3400 REPAIR & MAINTENANCE			
VEHICLE-EQUIPMENT MAINTENANCE- CLAM TR	1	2,000	2,000
VEHICLE MAINT - ROLL OFF TRUCK	1	2,000	2,000
Totals for GL# 403-534-546.3400-REPAIR & MAINTENANCE			4,000
403-534-547.5100 PRINTING AND BINDING			
BUSINESS CARDS-REORDER	1	100	100
Totals for GL# 403-534-547.5100-PRINTING AND BINDING			100



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
403-534-549.9600 BANK SERVICE CHARGES			
BANKING CHARGES	1	1,000	1,000
Totals for GL# 403-534-549.9600-BANK SERVICE CHARGES			1,000
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	150	300
Totals for GL# 403-534-555.1300-TECHNICAL/TRAINING			300
403-534-564.0100 MACHINERY & EQUIPMENT			
10 YD ROLL OFFS FOR NEW TRUCK	1	2,100	2,100
20 YD ROLL OFFS FOR NEW TRUCK	2	3,000	6,000
Totals for GL# 403-534-564.0100-MACHINERY & EQUIPMENT			8,100
403-534-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATION	1	73,748	73,748
Totals for GL# 403-534-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			73,748
Totals for dept 534-SOLID WASTE			2,195,345

A large, faded watermark of the City of Palmetto seal is centered on the page. It features a circular border with the text "THE CITY OF PALMETTO" and "1897". Inside the circle is a map of Florida with a yellow highlight on the western coast, a palm tree, and a cluster of oranges.

**Water and Sewer Fund
Fund # 432**



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
WATER AND SEWER FUND					
BEGINNING TOTAL NET POSITION	14,668,279	15,952,497	15,952,497	17,105,100	7.23%
REVENUE/SOURCES					
Water Services	3,263,107	3,483,315	3,471,857	3,629,556	4.20%
Sewer Services	2,857,452	3,105,814	3,090,846	3,201,603	3.08%
Cross Connect Services	178,698	179,000	177,693	179,000	0.00%
Impact Fees	25,082	41,303	35,790	-	-100.00%
Interest Revenue	17,198	24,400	20,785	20,000	-18.03%
Miscellaneous Revenue	342,984	208,526	209,037	1,200	-99.42%
Transfers In	-	-	-	-	0.00%
Non-Revenue Sources	-	2,123,303	-	5,443,986	156.39%
TOTAL REVENUES	6,684,521	9,165,661	7,006,008	12,475,345	36.11%
EXPENSES - DEPARTMENTAL					
Cross Connect	133,098	240,676	170,255	140,117	-41.78%
Water	1,673,564	1,584,459	1,511,222	1,579,965	-0.28%
Sewer	755,292	572,852	576,022	526,223	-8.14%
Customer Service	357,407	412,936	365,099	429,522	4.02%
Waste Water Treatment Plant	1,741,831	1,747,543	1,742,057	1,769,957	1.28%
Capital	959,187	3,096,598	1,533,290	6,462,770	108.71%
Debt Service	899,167	902,083	888,317	923,352	2.36%
Transfers Out	477,089	489,581	489,581	643,439	31.43%
TOTAL EXPENSES	6,996,635	9,046,728	7,275,843	12,475,345	37.90%
Excess Revenue Over (Under) Expenditures (Modified accrual)	(312,114)	118,933	(269,835)	-	-100.00%
Conversion to full accrual	(1,596,332)	(5,122,012)	(1,422,438)	(4,758,843)	-7.09%
Excess Revenue Over (Under) Expenditures	1,284,218	5,240,945	1,152,603	4,758,843	-9.20%
Total Net Position, End of Year	15,952,497	21,193,442	17,105,100	21,863,943	3.16%
Net investment in capital assets	12,777,414	13,661,906	13,661,906	17,006,617	24.48%
Restricted Net Position	711,070	711,070	711,070	711,070	0.00%
Unrestricted Net Position	2,464,013	6,820,466	2,732,124	4,146,256	-39.21%
Total Net Position, End of Year	15,952,497	21,193,442	17,105,100	21,863,943	3.16%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

432-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
WATER AND SEWER FUND REVENUE/SOURCES						
CHARGES FOR SERVICES						
<u>Water Services</u>						
000-343.6100	Water Sales	3,198,925	3,419,703	3,385,879	3,541,056	3.55%
000-343.3200	Water Service Installation	1,300	1,000	5,000	1,500	100.00%
000-343.6800	Misc Water Charges	(296)	912	20,000	26,000	2750.88%
000-343.6900	Water Penalties	63,178	61,700	60,978	61,000	-1.13%
	TOTAL WATER SERVICES	3,263,107	3,483,315	3,471,857	3,629,556	4.20%
<u>Sewer Services</u>						
000-343.8100	Sewer Service Charges	2,808,384	3,053,314	3,039,132	3,149,203	3.14%
000-343.5200	Sewer Connection Charges	5,200	2,000	2,731	2,400	20.00%
000-343.7700	Misc Sewer Charges	(4,974)	2,500	-	-	100.00%
000-343.7900	Sewer Penalties	48,842	48,000	48,983	50,000	4.17%
	TOTAL SEWER SERVICES	2,857,452	3,105,814	3,090,846	3,201,603	3.08%
<u>Cross Connect Services</u>						
000-343.8500	Backflow Preventer Maintenance	174,688	175,000	173,809	175,000	0.00%
000-343.8700	Backflow Penalties	4,010	4,000	3,884	4,000	0.00%
	TOTAL CROSS CONNECT SERVICES	178,698	179,000	177,693	179,000	0.00%
	TOTAL CHARGES FOR SERVICES	6,299,257	6,768,129	6,740,396	7,010,159	3.58%
IMPACT FEES						
000-324.2100	Water Impact Fees - Residential	3,361	4,040	3,025	-	0.00%
000-324.2200	Water Impact Fees - Commercial	14,915	17,792	13,294	-	0.00%
000-324.2150	Sewer Impact Fees - Residential	589	3,398	3,398	-	0.00%
000-324.2250	Sewer Impact Fees - Commercial	6,217	16,073	16,073	-	0.00%
	IMPACT FEES	25,082	41,303	35,790	-	0.00%
INTEREST REVENUE						
000-361.0100	Investment Earnings	16,948	24,000	20,400	20,000	-16.67%
000-361.0200	Interest Revenue - Impact Fees	250	400	350	-	-100.00%
000-361.0800	Investment Earnings-Special Assessments	-	-	35	-	0.00%
000-361.9000	Interest Revenue - BOA Loan	-	-	-	-	0.00%
	INTEREST REVENUE	17,198	24,400	20,785	20,000	-18.03%
MISCELLANEOUS REVENUE						
000-341.1100	Credit Card Transactions Fees	2	-	-	-	0.00%
000-347.4000	Special Event - Service Charge	614	-	-	-	0.00%
000-364.4100	Disposition of Fixed Assets	-	37,814	37,814	-	
000-365.1100	Sale of Surplus Materials/Scrap	3,401	1,673	1,673	-	0.00%
000-369.6700	Other Misc. Revenue-Return Check	1,580	1,200	1,680	1,200	0.00%
000-369.7000	Other Misc. Revenue-Reimbursement -Veolia	50,856	156,558	156,559	-	-100.00%
000-369.7400	Other Misc Revenue	282,449	-	-	-	0.00%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

432-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
WATER AND SEWER FUND REVENUE/SOURCES						
000-369.7401	Other Misc Revenue/ Insurance Premium Reimbursement	3,941	11,281	11,281	-	0.00%
000-369.8001	Over/Short Cash	141	-	30	-	0.00%
000-389.9000	Refund of Prior Expense	-	-	-	-	0.00%
	MISCELLANEOUS REVENUE	342,984	208,526	209,037	1,200	-99.42%
NON-REVENUE SOURCES						
000-383.7000	Capital Lease Inception	-	70,000	-	172,000	0.00%
000-383.7100	New Loan Proceeds	-	-	-	3,900,000	0.00%
000-399.0000	Funding from Equity for Outstanding Encumbrances	-	58,510	-	-	-100.00%
000-399.6000	Funding from Fund Equity - Capital	-	1,994,793	-	788,020	-60.50%
000-399.7533	Funding from Equity - Loan	-	-	-	583,966	-100.00%
	NON-REVENUE SOURCES	-	2,123,303	-	5,443,986	156.39%
	TOTAL WATER/SEWER FUND	6,684,521	9,165,661	7,006,008	12,475,345	36.11%



**CITY OF PALMETTO, FLORIDA
2016-2017 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

<u>Cost Center Goals and Objectives:</u>	
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

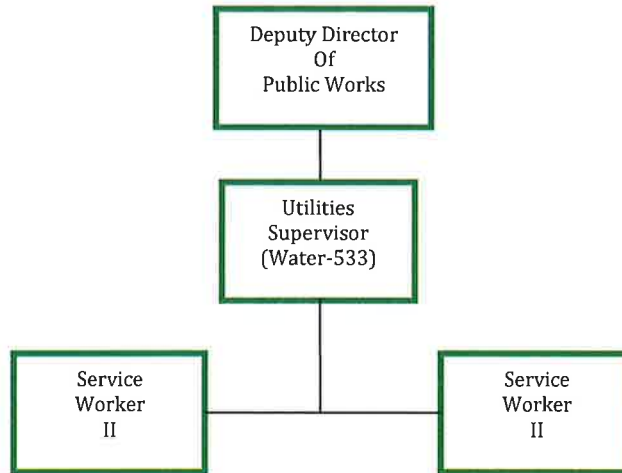


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

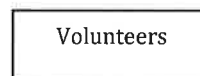
**CROSS CONNECT
ORGANIZATIONAL INFORMATION**

<u>Job Title</u>	<u>2017 Position Grade</u>	<u>Annual Rate for FY2017</u>	<u>Total Benefits</u>	<u>Total Position Costs</u>
Service Worker II	106	30,911	19,922	50,833
Service Worker II	106	29,696	16,991	46,687
Overtime		3,000	1,168	4,168
Total Cross Connect		63,607	38,081	101,688

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Water and Sewer Fund - Cross Connect Department

432- 532-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
CROSS CONNECT EXPENSES						
512.0100	Regular Salaries	65,325	67,513	65,743	60,607	-10.23%
514.0100	Overtime	4,292	3,000	3,953	3,000	0.00%
514.0150	Overtime - Holiday	-	-	600	-	0.00%
521.0100	FICA Taxes	4,953	5,394	4,926	4,866	-9.79%
522.2100	Retirement General Employee	10,182	9,480	10,202	18,300	93.04%
523.0100	Health Insurance	15,057	16,666	16,654	13,075	-21.55%
523.0300	Life Insurance & EAP	210	269	267	247	-8.18%
524.0100	Workers' Compensation	1,893	1,942	1,905	1,594	-17.92%
529.0000	Career Advancement	-	-	-	2,500	100.00%
529.9900	Reimbursement of Personnel Costs	-	-	(487)	-	0.00%
	PERSONNEL EXPENSES	101,912	104,264	103,763	104,189	-0.07%
531.1600	Contract Services	3,639	118,380	46,380	-	-100.00%
540.5100	Travel and Per Diem	27	100	50	100	0.00%
545.1200	Insurance	2,020	2,000	1,980	2,676	33.80%
546.3400	Repair & Maintenance	1,001	1,700	1,000	1,700	0.00%
546.3600	Repair & Maintenance - Utility	3,473	7,100	10,000	23,100	225.35%
552.1500	Fuel and Lubricants	3,217	3,265	3,000	3,500	7.20%
552.2300	Operating Expenses	2,493	620	750	700	12.90%
552.3900	Safety Program Expense	313	515	600	520	0.97%
552.4200	Small Tools/Equipment	1,796	1,100	1,100	1,100	0.00%
552.5100	Uniform Purchases and Cleaning	803	1,032	1,032	1,032	0.00%
555.1300	Technical/Training	231	600	600	1,500	150.00%
559.0100	Depreciation Expense	12,173	-	-	-	0.00%
	OPERATING EXPENSES	31,186	136,412	66,492	35,928	-73.66%
591.0100	Transfer Out - Administrative Services	39,611	41,238	41,238	49,107	19.08%
	TRANSFERS	39,611	41,238	41,238	49,107	19.08%
	TOTAL CROSS CONNECT EXPENSES	172,709	281,914	211,493	189,224	-32.88%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Cross Connect
Fund 432; Department 532**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-532-512.0100 REGULAR SALARIES			
SERVICE WORKER II-1508	1	30,911	30,911
SERVICE WORKER II-VACANT	1	29,696	29,696
Totals for GL# 432-532-512.0100-REGULAR SALARIES			60,607
432-532-514.0100 OVERTIME - GE			
OVERTIME	1	3,000	3,000
Totals for GL# 432-532-514.0100-OVERTIME - GE			3,000
432-532-521.0100 FICA TAXES			
FICA TAXES	1	4,866	4,866
Totals for GL# 432-532-521.0100-FICA TAXES			4,866
432-532-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	18,300	18,300
Totals for GL# 432-532-522.2100-RETIREMENT GENERAL EMPLOYEE			18,300
432-532-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - CHILDREN	1	7,764	7,764
HEALTH INSURANCE - EMPLOYEE	1	5,311	5,311
Totals for GL# 432-532-523.0100-HEALTH INSURANCE			13,075
432-532-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	247	247
Totals for GL# 432-532-523.0300-LIFE INSURANCE & EAP			247
432-532-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,594	1,594
Totals for GL# 432-532-524.0100-WORKERS' COMPENSATION			1,594
432-532-529.0000 CAREER ADVANCEMENT			
INCREASE FOR CERTIFICATIONS	1	2,500	2,500
Totals for GL# 432-532-529.0000-CAREER ADVANCEMENT			2,500
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	669	2,676
Totals for GL# 432-532-545.1200-INSURANCE			2,676
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	22,725	22,725
KIT CALIBRATIONS	3	125	375
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



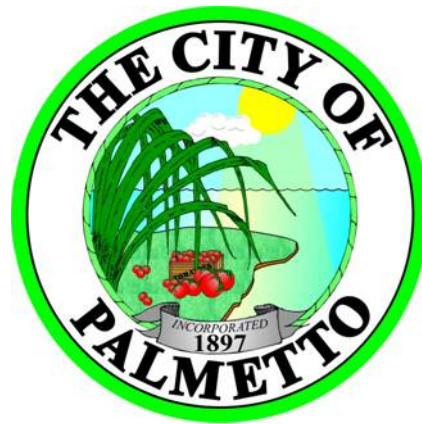
CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Cross Connect
Fund 432; Department 532

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-532-552.2300 OPERATING EXPENSES			
INFLATION -RISING COST OF GOODS	1	700	700
Totals for GL# 432-532-552.2300-OPERATING EXPENSES			700
432-532-552.3900 SAFETY PROGRAM EXPENSE			
SAFETY FOOTWEAR	2	100	200
NEW-SAFETY CLASSES	1	100	100
SAFTY SIGNS FOR TRUCK	2	110	220
Totals for GL# 432-532-552.3900-SAFETY PROGRAM EXPENSE			520
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			
UNIFORM RENTAL-2 EMPLOYEES	1	1,032	1,032
Totals for GL# 432-532-552.5100-UNIFORM PURCHASES AND CLEANING			1,032
432-532-555.1300 TECHNICAL/TRAINING			
BACKFLOW CERTIFICATIONS	1	1,500	1,500
Totals for GL# 432-532-555.1300-TECHNICAL/TRAINING			1,500
432-532-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	49,107	49,107
Totals for GL# 432-532-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			49,107
Totals for dept 532-CROSS CONNECT			189,224



CITY OF PALMETTO, FLORIDA
2016-2017 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
2016-2017 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

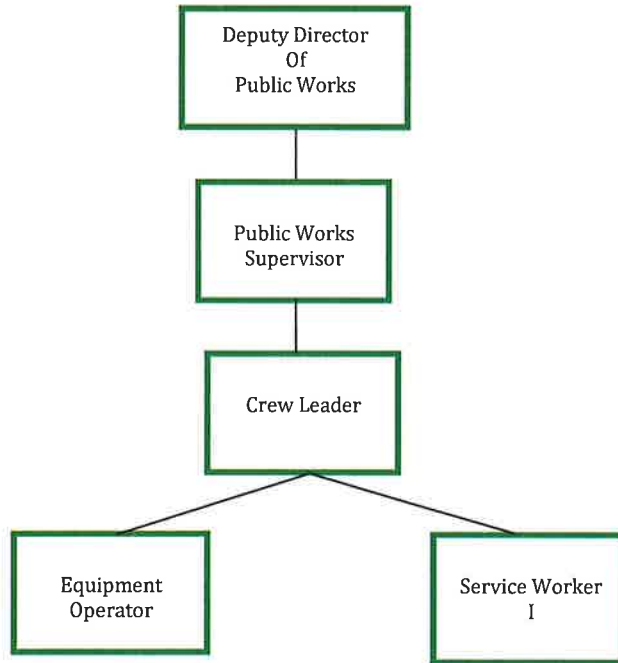


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**WATER DEPARTMENT
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Service Worker I	104	27,297	16,050	43,347
Equipment Operator	107	43,149	22,273	65,422
Crew Leader	109	35,932	19,440	55,372
Public Works Supervisor	115	47,208	23,867	71,075
Overtime		8,000	3,114	11,114
Total Water Department		161,586	84,744	246,330

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Water and Sewer Fund - Water Department

432- 533-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
WATER DEPARTMENT EXPENSES						
512.0100	Regular Salaries	114,530	164,272	136,542	153,586	-6.51%
514.0100	Overtime	4,386	8,000	4,000	8,000	0.00%
514.0150	Overtime - Holiday	-	-	600	-	0.00%
521.0100	FICA Taxes	9,275	13,179	10,664	12,361	-6.21%
522.2100	Retirement General Employee	38,025	49,700	41,176	46,488	-6.46%
523.0100	Health Insurance	11,605	26,729	18,507	21,244	-20.52%
523.0300	Life Insurance & EAP	331	637	468	602	-5.49%
524.0100	Workers' Compensation	3,483	4,744	3,889	4,049	-14.65%
529.0000	Career Advancement	-	-	-	6,200	100.00%
	PERSONNEL EXPENSES	181,635	267,261	215,846	252,530	-5.51%
531.0100	Consulting	-	10,000	2,000	10,000	0.00%
531.0600	Attorney Fees	7,261	800	1,400	-	-100.00%
531.2000	Engineering Services	8,700	300	300	12,000	3900.00%
540.5100	Travel and Per Diem	-	100	100	100	0.00%
541.1100	Communications	1,604	2,580	1,800	1,800	-30.23%
543.0000	Utility Services	-	800	1,000	1,000	25.00%
544.0500	Operating Lease	75	75	75	75	0.00%
544.1500	Rental Expenses	8,490	8,241	10,000	10,000	21.34%
545.1200	Insurance	12,099	9,125	9,222	7,812	-14.39%
545.9900	Insurance Contingency	-	16,759	16,758	-	0.00%
546.0500	Contamination Testing	8,572	12,985	12,985	12,500	-3.74%
546.3400	Repair & Maintenance	13,700	10,000	10,000	10,000	0.00%
546.3600	Repair & Maintenance - Utility	45,286	47,132	59,000	50,000	6.09%
547.5100	Printing and Binding	1,681	2,000	2,000	1,000	-50.00%
551.1200	Office Supplies	66	500	500	300	-40.00%
552.1500	Fuel and Lubricants	10,838	11,120	7,050	10,000	-10.07%
552.2300	Operating Expenses	3,025	4,425	4,000	4,500	1.69%
552.3900	Safety Program Expense	542	800	1,000	1,120	40.00%
552.4200	Small Tools/Equipment	4,776	3,648	3,735	2,600	-28.73%
552.5100	Uniform Purchases and Cleaning	625	1,128	1,128	1,128	0.00%
552.6300	Water Purchased for Resale	1,104,642	1,164,000	1,145,823	1,190,000	2.23%
554.0100	Non-Capitalized Equipment	875	9,980	4,800	-	-100.00%
555.1300	Technical/Training	560	700	700	1,500	114.29%
559.0100	Depreciation	346,284	-	-	-	0.00%
595.0000	Doubful Accts Expense	(26,713)	-	-	-	0.00%
595.4500	OPEB Expense	(702)	-	-	-	0.00%
595.4600	Pension Expense - Enterprise Funds	(60,357)	-	-	-	0.00%
	OPERATING EXPENSES	1,491,929	1,317,198	1,295,376	1,327,435	0.78%
563.0200	Improvement not Buildings-Meters	10,101	12,500	6,000	12,500	0.00%
564.0100	Machinery & Equipment-Water Lines	3,226	25,000	25,000	-	-100.00%
564.4900	Capital Lease	-	-	-	37,500	100.00%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Water and Sewer Fund - Water Department

432- 533- ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
WATER DEPARTMENT EXPENSES					
CAPITAL EXPENSES	13,327	37,500	31,000	50,000	33.33%
571.0100 Principal - Lease	13,165	8,258	8,258	8,790	6.44%
571.0100-1369					
Principal - Telemetry Lease	134,531	126,372	126,372	128,532	1.71%
571.0400 Principal - BOA Loan 2004	1,395	1,500	1,446	1,750	16.67%
571.0500 Principal - BOA Loan 2005	8,679	10,000	8,929	10,000	0.00%
571.0700 Principal - BOA Loan 2007	51,906	55,000	53,317	57,000	3.64%
571.1400 Principal - BOA Loan 2014	69,476	68,695	68,695	70,814	3.08%
572.0100 Interest Expense - Lease	252	293	293	334	13.99%
572.0100-1369					
Interest Expense - Telemetry Lease	19,937	16,236	16,236	14,072	-13.33%
572.0400 Interest Expense - BOA Loan 2004	684	1,000	641	750	-25.00%
572.0500 Interest Expense - BOA Loan 2005	5,103	5,000	4,912	5,000	0.00%
572.0700 Interest Expense - BOA Loan 2007	37,993	37,000	36,717	34,000	-8.11%
572.1400 Interest Expense - BOA Loan 2014	35,963	35,225	35,225	33,106	-6.02%
573.0500 New Lease	-	1,649	-	4,824	192.54%
DEBT SERVICE	379,084	366,228	361,041	368,972	0.75%
591.0100 Transfer Out-Administrative Services	93,935	101,379	101,379	115,718	14.14%
591.4400 Transfer to Stormwater Subsidy	25,000	25,000	25,000	57,000	128.00%
TRANSFERS	118,935	126,379	126,379	172,718	36.67%
TOTAL OPERATING EXPENSES	2,184,910	2,114,566	2,029,642	2,171,655	2.70%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Water Department
Fund 432; Department 533**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-533-512.0100 REGULAR SALARIES			
CREW LEADER-1494	1	35,932	35,932
EQUIPMENT OPERATOR - 912	1	43,149	43,149
PUBLIC WORKS SUPERVISOR-1511	1	47,208	47,208
SERVICE WORKER I - 1545	1	27,297	27,297
Totals for GL# 432-533-512.0100-REGULAR SALARIES			153,586
432-533-514.0100 OVERTIME - GE			
OVERTIME	1	8,000	8,000
Totals for GL# 432-533-514.0100-OVERTIME - GE			8,000
432-533-521.0100 FICA TAXES			
FICA TAXES	1	12,361	12,361
Totals for GL# 432-533-521.0100-FICA TAXES			12,361
432-533-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	46,488	46,488
Totals for GL# 432-533-522.2100-RETIREMENT GENERAL EMPLOYEE			46,488
432-533-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	4	5,311	21,244
Totals for GL# 432-533-523.0100-HEALTH INSURANCE			21,244
432-533-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	602	602
Totals for GL# 432-533-523.0300-LIFE INSURANCE & EAP			602
432-533-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	4,049	4,049
Totals for GL# 432-533-524.0100-WORKERS' COMPENSATION			4,049
432-533-529.0000 CAREER ADVANCEMENT			
INCREASE FOR CERTIFICATION	1	6,200	6,200
Totals for GL# 432-533-529.0000-CAREER ADVANCEMENT			6,200
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
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	1	1,800	1,800
Totals for GL# 432-533-541.1100-COMMUNICATIONS			1,800
432-533-543.0000 UTILITY SERVICES			
CITY OF PALMETTO UTILITIES	1	1,000	1,000
Totals for GL# 432-533-543.0000-UTILITY SERVICES			1,000



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Water Department
Fund 432; Department 533**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-533-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
Totals for GL# 432-533-544.0500-OPERATING LEASE			75
432-533-544.1500 RENTAL EXPENSES			
RENTAL EXPENSE	1	10,000	10,000
Totals for GL# 432-533-544.1500-RENTAL EXPENSES			10,000
432-533-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	1,953	7,812
Totals for GL# 432-533-545.1200-INSURANCE			7,812
432-533-546.0500 CONTAMINATION TESTING			
CHEMICAL TESTING	1	7,000	7,000
LINE CLEARANCE	1	2,500	2,500
BACTERIORLOGICAL ANALYSIS	1	3,000	3,000
Totals for GL# 432-533-546.0500-CONTAMINATION TESTING			12,500
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	25,000	25,000
REPLACE REPAIR WATER LINES	1	25,000	25,000
Totals for GL# 432-533-546.3600-REPAIR & MAINTENANCE - UTILITY			50,000
432-533-547.5100 PRINTING AND BINDING			
PRINTING AS NEEDED	1	1,000	1,000
Totals for GL# 432-533-547.5100-PRINTING AND BINDING			1,000
432-533-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	1	300	300
Totals for GL# 432-533-551.1200-OFFICE SUPPLIES			300
432-533-552.1500 FUEL AND LUBRICANTS			
FUEL COSTS	1	10,000	10,000
Totals for GL# 432-533-552.1500-FUEL AND LUBRICANTS			10,000
432-533-552.2300 OPERATING EXPENSES			
MAINTENANCE REQUIREMENTS	1	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	100	100
SAFTY FOOTWEAR PROGRAM	7	100	700
SAFTY SIGNS FOR TRUCK	2	110	220
Totals for GL# 432-533-552.3900-SAFETY PROGRAM EXPENSE			1,120
432-533-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS	1	2,600	2,600
Totals for GL# 432-533-552.4200-SMALL TOOLS/EQUIPMENT			2,600



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Water Department
Fund 432; Department 533**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-533-552.5100 UNIFORM PURCHASES AND CLEANING UNIFORM RENTAL-4 EMPLOYEES	1	1,128	1,128
Totals for GL# 432-533-552.5100-UNIFORM PURCHASES AND CLEANING			1,128
432-533-552.6300 WATER PURCHASED FR RESALE WATER PURCHASED FOR RESALE	1	1,190,000	1,190,000
Totals for GL# 432-533-552.6300-WATER PURCHASED FR RESALE			1,190,000
432-533-555.1300 TECHNICAL/TRAINING WATER LICENSE TESTING	1	1,500	1,500
Totals for GL# 432-533-555.1300-TECHNICAL/TRAINING			1,500
432-533-563.0200 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
432-533-564.4900 CAPITAL LEASES SHARED COST FRONT END LOADER 25%	1	37,500	37,500
Totals for GL# 432-533-564.4900-CAPITAL LEASES			37,500
432-533-571.0100 PRINC - LEASE P# 15-16F FA# 20150 BACKHOE W/BUCKET	2	1,321	2,641
P# 03-06 FA# 20309 MINI-EXCAVATOR	4	1,537	6,149
Totals for GL# 432-533-571.0100-PRINC - LEASE			8,790
432-533-571.0100-3659 PRINC - LEASE P# 15-18 TELEMETRY METER	4	32,133	128,532
Totals for GL# 432-533-571.0100-3659-PRINC - LEASE			128,532
432-533-571.0400 PRINC-BOA LOAN 2004 2004 BOA LOAN PRINCIPAL	1	1,750	1,750
Totals for GL# 432-533-571.0400-PRINC-BOA LOAN 2004			1,750
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	57,000	57,000
Totals for GL# 432-533-571.0700-PRINC-BOA LOAN 2007			57,000
432-533-571.1400 PRINCIPAL PAYMENT - 2014 LOAN 2014 LOAN PRINCIPAL PAYMENT	1	70,814	70,814
Totals for GL# 432-533-571.1400-PRINCIPAL PAYMENT - 2014 LOAN			70,814
432-533-572.0100 INT EXP - LEASE P# 15-16F FA# 20150 BACKHOE W/BUCKET	2	8	16
P# 03-06 FA# 20309 MINI-EXCAVATOR	4	80	318
Totals for GL# 432-533-572.0100-INT EXP - LEASE			334
432-533-572.0100-3659 INT EXP - LEASE P# 15-18 TELEMETRY METER	4	3,518	14,072
Totals for GL# 432-533-572.0100-3659-INT EXP - LEASE			14,072



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Water Department
Fund 432; Department 533

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-533-572.0400 INT EXP-BOA LOAN 2004 2004 BOA LOAN INTEREST	1	750	750
Totals for GL# 432-533-572.0400-INT EXP-BOA LOAN 2004			750
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	34,000	34,000
Totals for GL# 432-533-572.0700-INT EXP-BOA LOAN 2007			34,000
432-533-572.1400 INTEREST PAYMENT - 2014 LOAN 2014 LOAN INTEREST	1	33,106	33,106
Totals for GL# 432-533-572.1400-INTEREST PAYMENT - 2014 LOAN			33,106
432-533-573.0500 NEW DEBT SERVICE NEW DEBT SERVICE - CAPITAL LEASE	2	2,412	4,824
Totals for GL# 432-533-573.0500-NEW DEBT SERVICE			4,824
432-533-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS ALLOCATIONS	1	115,718	115,718
Totals for GL# 432-533-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			115,718
432-533-591.4400 TRANSFER TO STORMWATER - SUBSIDY STORMWATER SUBSIDY	1	57,000	57,000
Totals for GL# 432-533-591.4400-TRANSFER TO STORMWATER - SUBSIDY			57,000
Totals for dept 533-WATER DEPARTMENT			2,171,655



**CITY OF PALMETTO, FLORIDA
2016-2017 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
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 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.

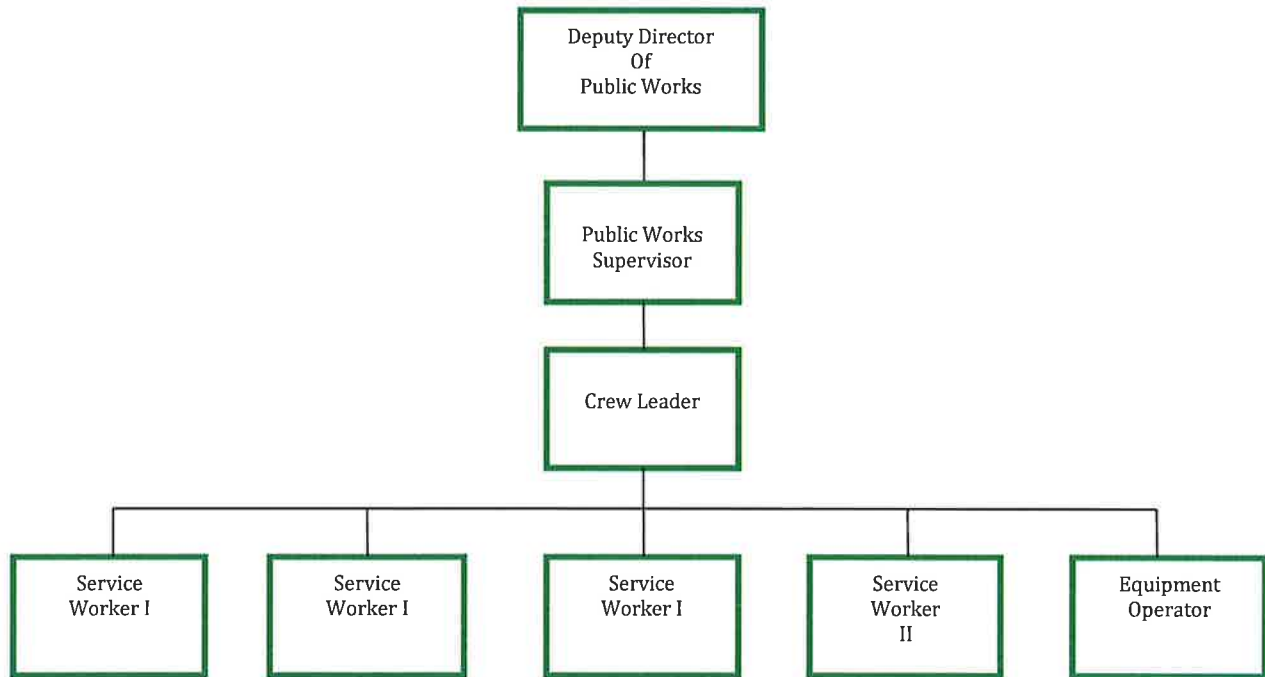


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**SEWER DEPARTMENT
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Service Worker I	104	27,100	18,217	45,317
Service Worker II	106	30,757	17,171	47,928
Service Worker I	104	26,935	15,700	42,635
Service Worker I	104	27,897	16,070	43,967
Equipment Operator	107	31,180	17,334	48,514
Crew Leader	109	35,932	25,356	61,288
Public Works Supervisor	115	53,009	29,767	82,776
Overtime		8,000	3,052	11,052
Total Sewer Department		240,810	142,668	383,478

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Water and Sewer Fund - Sewer Department

432- 535-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
SEWER DEPARTMENT EXPENSES						
512.0100	Regular Salaries	196,320	223,561	226,572	232,810	4.14%
514.0100	Overtime	5,301	8,000	5,000	8,000	0.00%
514.0150	Overtime - Holiday	-	-	150	-	0.00%
521.0100	FICA Taxes	15,024	17,714	16,730	18,422	4.00%
522.2100	Retirement General Employee	56,889	66,805	68,110	69,281	3.71%
523.0100	Health Insurance	35,863	40,145	47,131	49,853	24.18%
523.0300	Life Insurance & EAP	597	900	966	933	3.67%
524.0100	Workers' Compensation	5,128	4,856	7,231	4,180	-13.92%
529.0000	Career Advancement	-	7,810	-	4,800	-38.54%
529.9900	Reimbursement of Personnel Costs	-	-	(234)	-	0.00%
	PERSONNEL EXPENSES	315,122	369,791	371,656	388,279	5.00%
531.2000	Engineering Services	-	864	1,000	12,000	1288.89%
540.5100	Travel and Per Diem	56	500	250	500	0.00%
541.1100	Communications	1,205	1,224	1,224	1,800	47.06%
544.0500	Operating Lease	75	75	75	75	0.00%
544.1500	Rental Expenses	-	1,000	40	1,000	0.00%
545.1200	Insurance	15,148	16,050	16,648	15,668	-2.38%
545.9900	Insurance Contingency	-	25,000	25,000	-	0.00%
546.3400	Repair & Maintenance	13,008	18,000	30,000	43,025	139.03%
546.3600	Repair & Maintenance - Utility	6,431	107,894	107,894	30,000	-72.19%
551.1200	Office Supplies	44	200	200	200	0.00%
552.1500	Fuel and Lubricants	19,038	19,934	12,000	15,000	-24.75%
552.2300	Operating Expenses	3,330	4,759	4,000	5,000	5.06%
552.3900	Safety Program Expense	825	1,400	1,400	1,840	31.43%
552.4200	Small Tools/Equipment	1,947	1,740	1,214	1,000	-42.53%
552.5100	Uniform Purchases and Cleaning	1,868	2,421	2,421	2,500	3.26%
554.0100	Non-Capitalized Equipment	-	-	-	6,336	100.00%
555.1300	Technical/Training	529	2,000	1,000	2,000	0.00%
559.0100	Depreciation	402,040	-	-	-	0.00%
595.0000	Doubtful Accounts Expense	(25,374)	-	-	-	0.00%
	OPERATING EXPENSES	440,170	203,061	204,366	137,944	-32.07%
564.0100	Machinery & Equipment	81,374	45,000	45,000	-	-100.00%
564.4900	Capital Leases	-	-	-	112,500	100.00%
	CAPITAL EXPENSES	81,374	45,000	45,000	112,500	150.00%
571.0100	Principal - Lease	99,293	105,980	105,980	110,150	3.93%
571.0400	Principal - BOA Loan 2004	57,267	61,000	59,353	63,500	4.10%
571.0500	Principal - BOA Loan 2005	119,369	125,000	122,812	130,500	4.40%
571.0700	Principal - BOA Loan 2007	82,064	86,000	84,294	90,000	4.65%
572.0100	Interest Expense - Lease	3,769	2,910	2,910	1,896	-34.85%



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Water and Sewer Fund - Sewer Department

432- 535-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
SEWER DEPARTMENT EXPENSES						
572.0400	Interest Expense - BOA Loan 2004	28,076	25,000	26,315	23,250	-7.00%
572.0500	Interest Expense - BOA Loan 2005	70,183	69,000	67,563	64,000	-7.25%
572.0700	Interest Expense - BOA Loan 2007	60,062	58,000	58,049	53,500	-7.76%
573.0500	New Debt Service	-	2,965	-	14,602	392.48%
	DEBT SERVICE	520,083	535,855	527,276	551,398	2.90%
591.0100	Transfer Out - Administrative Charges	131,322	140,222	140,222	181,811	29.66%
591.4400	Transfer to Stormwater Subsidy	30,000	25,000	25,000	57,000	128.00%
	TRANSFERS	161,322	165,222	165,222	238,811	44.54%
	TOTAL EXPENSES	1,518,071	1,318,929	1,313,520	1,428,932	8.34%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Sewer Department
Fund 432; Department 535**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-535-512.0100 REGULAR SALARIES			
SERVICE WORKER I - 1554	1	27,100	27,100
SERVICE WORKER II - 1482	1	30,757	30,757
SERVICE WORKER I - 1565	1	26,935	26,935
SERVICE WORKER I - 1533	1	27,897	27,897
EQUIPMENT OPERATOR - 1562	1	31,180	31,180
UTILITIES FOREMAN - 1538	1	35,932	35,932
PUBLIC WORKS SUPERVISOR - 1529	1	53,009	53,009
Totals for GL# 432-535-512.0100-REGULAR SALARIES			232,810
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	18,422	18,422
Totals for GL# 432-535-521.0100-FICA TAXES			18,422
432-535-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES PENSION	1	69,281	69,281
Totals for GL# 432-535-522.2100-RETIREMENT GENERAL EMPLOYEE			69,281
432-535-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	4	5,311	21,244
HEALTH INSURANCE - SPOUSE	1	9,342	9,342
HEALTH INSURANCE - FAMILY	1	11,503	11,503
HEALTH INSURANCE - CHILDREN	1	7,764	7,764
Totals for GL# 432-535-523.0100-HEALTH INSURANCE			49,853
432-535-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	933	933
Totals for GL# 432-535-523.0300-LIFE INSURANCE & EAP			933
432-535-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	4,180	4,180
Totals for GL# 432-535-524.0100-WORKERS' COMPENSATION			4,180
432-535-529.0000 CAREER ADVANCEMENT			
INCREASE FOR CERTIFICATION	1	4,800	4,800
Totals for GL# 432-535-529.0000-CAREER ADVANCEMENT			4,800
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	50	600
CELL SERVICE-SUPERVISOR	12	50	600
Totals for GL# 432-535-541.1100-COMMUNICATIONS			1,800
432-535-544.0500 OPERATING LEASE			
OPERATING LEASE-COPY OVERAGES	1	75	75
Totals for GL# 432-535-544.0500-OPERATING LEASE			75



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Sewer Department
Fund 432; Department 535**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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	3,917	15,668
Totals for GL# 432-535-545.1200-INSURANCE			15,668
432-535-546.3400 REPAIR & MAINTENANCE			
REPAIRS AND MAINTENANCE	1	18,000	18,000
MANHOLE RING & COVERS	77	325	25,025
Totals for GL# 432-535-546.3400-REPAIR & MAINTENANCE			43,025
432-535-546.3600 REPAIR & MAINTENANCE - UTILITY			
REPAIR AND MAINTENANCE-UTILITIES	1	110,000	110,000
Totals for GL# 432-535-546.3600-REPAIR & MAINTENANCE - UTILITY			110,000
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	15,000	15,000
Totals for GL# 432-535-552.1500-FUEL AND LUBRICANTS			15,000
432-535-552.2300 OPERATING EXPENSES			
CENTRAL STORES ISSUES	1	3,000	3,000
CHEMICALS-LIME AS NEEDED	1	2,000	2,000
Totals for GL# 432-535-552.2300-OPERATING EXPENSES			5,000
432-535-552.3900 SAFETY PROGRAM EXPENSE			
PERSONAL PROTECTIVE EQUIPMENT	1	700	700
SAFETY FOOTWEAR PROGRAM	7	100	700
SAFETY ZONE SIGNS	4	110	440
Totals for GL# 432-535-552.3900-SAFETY PROGRAM EXPENSE			1,840
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	300	300
UNIFORM RENTAL-6 EMPLOYEES	1	2,200	2,200
Totals for GL# 432-535-552.5100-UNIFORM PURCHASES AND CLEANING			2,500
432-535-554.0100 NON-CAPITALIZED EQUIPMENT			
LIGHT RING FOR MANHOLES	1	2,449	2,449
ROOT AND GREASE REMOVAL SLEDS	1	2,113	2,113
SPINNER NOZZLE	1	1,774	1,774
Totals for GL# 432-535-554.0100-NON-CAPITALIZED EQUIPMENT			6,336
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
432-535-564.4900 CAPITAL LEASES			
CAMERA TRUCK RETROFIT UPGRADE 25% SHARED	1	75,000	75,000
SHARED COST FRONT END LOADER 25%	1	37,500	37,500
Totals for GL# 432-535-564.4900-CAPITAL LEASES			112,500



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Sewer Department
Fund 432; Department 535**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-535-571.0100 PRINC - LEASE			
P# 15-16F FA #20150 BACKHOE W/BUCKET	2	1,321	2,642
P# 10-14 FA #20210 F350/20211 F550/20202 VAC TRUCK	4	24,110	96,440
P# 03-06 FA #20319 DEWATERING, 20309 MINI-EXCAVATOR	4	2,767	11,068
Totals for GL# 432-535-571.0100-PRINC - LEASE			110,150
432-535-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	63,500	63,500
Totals for GL# 432-535-571.0400-PRINC-BOA LOAN 2004			63,500
432-535-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	130,500	130,500
Totals for GL# 432-535-571.0500-PRINC-BOA LOAN 2005			130,500
432-535-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	90,000	90,000
Totals for GL# 432-535-571.0700-PRINC-BOA LOAN 2007			90,000
432-535-572.0100 INT EXP - LEASE			
P# 15-16F FA #20150 BACKHOE W/BUCKET	2	8	16
P# 07-10 FA #20210 F350/20211 F550/20202 VAC TRUCK	4	327	1,308
P# 03-06 FA #20319 DEWATERING, 20309 MINI-EXCAVATOR	4	143	572
Totals for GL# 432-535-572.0100-INT EXP - LEASE			1,896
432-535-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	1	23,250	23,250
Totals for GL# 432-535-572.0400-INT EXP-BOA LOAN 2004			23,250
432-535-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	64,000	64,000
Totals for GL# 432-535-572.0500-INT EXP-BOA LOAN 2005			64,000
432-535-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	53,500	53,500
Totals for GL# 432-535-572.0700-INT EXP-BOA LOAN 2007			53,500
432-535-573.0500 NEW DEBT SERVICE			
NEW DEBT SERVICE - SHARED COST LOADER	2	2,412	4,824
NEW DEBT SERVICE - CAMERA TRUCK RETROFIT	2	4,889	9,778
Totals for GL# 432-535-573.0500-NEW DEBT SERVICE			14,602
432-535-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	181,811	181,811
Totals for GL# 432-535-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			181,811
432-535-591.4400 TRANSFER TO STORMWATER - SUBSIDY			
STORMWATER SUBSIDY	1	57,000	57,000
Totals for GL# 432-535-591.4400-TRANSFER TO STORMWATER - SUBSIDY			57,000
Totals for dept 535-SEWER DEPARTMENT			1,508,932



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



*“Fail to plan,
Plan to Fail.”*

Hillary Rodham Clinton



**CITY OF PALMETTO, FLORIDA
2016-2017 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	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Produce timely billing each and every time
Services	Maintain and improve everyday services	2. Reduce the number of meter re-reads monthly
Infrastructure	Maintain and improve infrastructure	3. Keep accurate billing records resulting in few adjustments.
Safety	Make the City safe	
Economic Stability	Enhance and prosper the City and its citizens	
Historic Preservation	Preserve Palmetto's history	

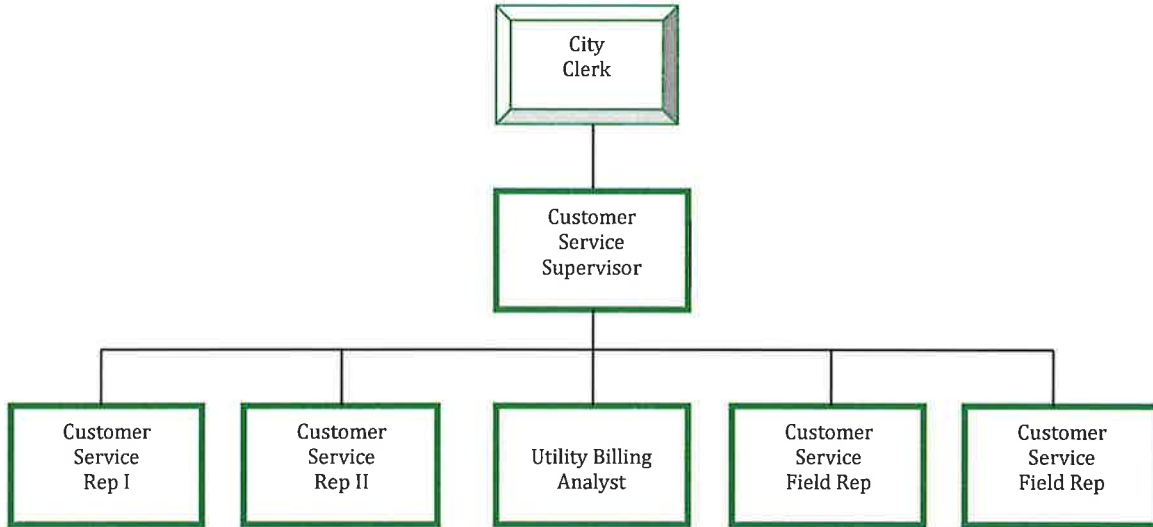


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**CUSTOMER SERVICE
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Customer Service Field Rep	105	28,942	16,695	45,637
Customer Service Rep I	106	30,405	22,739	53,144
Customer Service Field Rep	105	28,281	16,436	44,717
Customer Service Rep. II	107	33,368	17,639	51,007
Utility Billing Analyst	109	34,714	18,135	52,849
Customer Service Supervisor	115	51,090	24,175	75,265
Overtime		1,000	414	1,414
Total Customer Service Department		207,800	116,234	324,034

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Water and Sewer Fund - Utility Billing/Customer Service Department

432- 536	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
UTILITY BILLING/CUSTOMER SERVICE EXPENSES						
512.0100	Regular Salaries	176,517	197,059	173,062	206,800	4.94%
514.0100	Overtime	121	2,500	146	1,000	-60.00%
521.0100	FICA Taxes	13,197	15,266	12,589	15,897	4.13%
522.2100	Retirement General Employee	54,141	57,572	49,564	59,784	3.84%
523.0100	Health Insurance	30,767	37,077	35,441	38,058	2.65%
523.0300	Life Insurance & EAP	561	819	698	848	3.54%
524.0100	Workers' Compensation	1,788	1,929	1,353	1,648	-14.57%
	PERSONNEL EXPENSES	277,092	312,222	272,853	324,035	3.78%
531.1600	Contract Services	633	1,800	713	1,000	-44.44%
540.5100	Travel and Per Diem	15	800	249	1,600	100.00%
541.1100	Communications	707	1,140	728	1,320	15.79%
542.1200	Postage/Mailing Services	34,624	38,400	38,400	38,400	0.00%
545.1200	Insurance	7,996	7,600	7,990	8,284	9.00%
546.3400	Repair and Maintenance	2,037	3,200	3,000	4,113	28.53%
546.4000	Vehicle Repair and Maintenance	725	3,600	2,221	1,500	-58.33%
547.5100	Printing and Binding	3,916	8,561	9,999	8,500	-0.71%
549.9600	Bank Service Charges	21,439	20,950	20,900	23,500	12.17%
551.1200	Office Supplies	386	2,100	2,039	3,000	42.86%
552.1500	Fuel and Lubricants	4,909	5,000	2,850	4,000	-20.00%
552.2300	Operating Expenses	847	4,030	1,500	4,000	-0.74%
552.3900	Safety Program Expense	99	325	81	700	115.38%
552.4200	Small Tools/Minor Equip	324	1,039	612	700	-32.63%
552.5100	Uniform Purchases and Cleaning	1,007	1,120	964	1,120	0.00%
554.0100	Non-Capitalized Equipment	-	1,049	-	1,600	52.53%
555.1300	Technical/Training	636	-	-	2,150	100.00%
559.0100	Depreciation Expense	15	-	15	-	0.00%
	OPERATING EXPENSES	80,315	100,714	92,261	105,487	4.74%
564.4900	Capital Lease	-	-	-	22,000	100.00%
	CAPITAL EXPENSES	-	-	-	22,000	100.00%
573.0500	New Debt	-	-	-	2,982	100.00%
	DEBT SERVICE	-	-	-	2,982	100.00%
591.0100	Transfer Out - Administrative Charges	128,945	137,101	137,101	151,937	10.82%
	TRANSFERS	128,945	137,101	137,101	151,937	10.82%
	TOTAL EXPENSES	486,352	550,037	502,215	606,441	10.25%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Utility Billing/Customer Service
Fund 432; Department 536**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-536-512.0100 REGULAR SALARIES			
CUSTOMER SERVICE FIELD REP-1518	1	28,942	28,942
CUSTOMER SERVICE FIELD REP-VACANT	1	28,281	28,281
CUSTOMER SERVICE REP I-1516	1	30,405	30,405
CUSTOMER SERVICE REP II-1402	1	33,368	33,368
UTILITY BILLING ANALYST - 1537	1	34,714	34,714
CUSTOMER SERVICE SUPERVISOR-1449	1	51,090	51,090
Totals for GL# 432-536-512.0100-REGULAR SALARIES			206,800
432-536-514.0100 OVERTIME - GE			
OVERTIME	1	1,000	1,000
Totals for GL# 432-536-514.0100-OVERTIME - GE			1,000
432-536-521.0100 FICA TAXES			
FICA TAXES	1	15,897	15,897
Totals for GL# 432-536-521.0100-FICA TAXES			15,897
432-536-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	59,784	59,784
Totals for GL# 432-536-522.2100-RETIREMENT GENERAL EMPLOYEE			59,784
432-536-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	5	5,311	26,555
HEALTH INSURANCE - FAMILY	1	11,503	11,503
Totals for GL# 432-536-523.0100-HEALTH INSURANCE			38,058
432-536-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	848	848
Totals for GL# 432-536-523.0300-LIFE INSURANCE & EAP			848
432-536-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	1,648	1,648
Totals for GL# 432-536-524.0100-WORKERS' COMPENSATION			1,648
432-536-531.1600 CONTRACT SERVICES			
FEES FOR COLLECTION SERVICES	1	1,000	1,000
Totals for GL# 432-536-531.1600-CONTRACT SERVICES			1,000
432-536-540.5100 TRAVEL AND PER DIEM			
CSR MILEAGE AND PER DIEM	4	100	400
TRAINING CONFERENCE: HOTEL EXPENSE	4	300	1,200
Totals for GL# 432-536-540.5100-TRAVEL AND PER DIEM			1,600
432-536-541.1100 COMMUNICATIONS			
CELL SERVICE CUSTOMER SERVICE	12	10	120
CELL SERVICE 2 FIELD REPS	12	100	1,200
Totals for GL# 432-536-541.1100-COMMUNICATIONS			1,320
432-536-542.1200 POSTAGE/MAILING SERVICE			
CITY HALL POSTAGE METER	4	600	2,400
MAILING SERVICE - UTILITY BILLS	1	36,000	36,000
Totals for GL# 432-536-542.1200-POSTAGE/MAILING SERVICE			38,400



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Utility Billing/Customer Service
Fund 432; Department 536**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-536-545.1200 INSURANCE			
GENERAL LIABILITY. AUTO, PROPERTY INSURANCE	4	2,071	8,284
Totals for GL# 432-536-545.1200-INSURANCE			8,284
432-536-546.3400 REPAIR & MAINTENANCE			
MAINTENANCE AGREEMENT - CHECK SCANNERS	3	600	1,800
NEPTUNE MAINTENANCE AGREEMENT - METER READER SOFTWARE	1	798	798
ANNUAL SUPPORT - R900 BLUETOOTH BELT CLIP	1	300	300
ANNUAL SUPPORT - MRX920V2 MOBILE DATA COLLECTOR	1	1,215	1,215
Totals for GL# 432-536-546.3400-REPAIR & MAINTENANCE			4,113
432-536-546.4000 VEHICLE REPAIR & MAINTENANCE			
FA #17658 VEHICLE MAINTENANCE - RANGER	1	750	750
FA #17655 VEHICLE MAINTENANCE - EXPEDITION	1	750	750
Totals for GL# 432-536-546.4000-VEHICLE REPAIR & MAINTENANCE			1,500
432-536-547.5100 PRINTING AND BINDING			
BILL PAPER AND ENVELOPES	1	8,500	8,500
Totals for GL# 432-536-547.5100-PRINTING AND BINDING			8,500
432-536-549.9600 BANK SERVICE CHARGES			
BANK CHARGES	1	7,500	7,500
CREDIT CARD FEES	1	16,000	16,000
Totals for GL# 432-536-549.9600-BANK SERVICE CHARGES			23,500
432-536-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES	4	250	1,000
TONER CARTRIDGES FOR BILLING	8	250	2,000
Totals for GL# 432-536-551.1200-OFFICE SUPPLIES			3,000
432-536-552.1500 FUEL AND LUBRICANTS			
FUEL FOR METER READER VEHICLES	1	4,000	4,000
Totals for GL# 432-536-552.1500-FUEL AND LUBRICANTS			4,000
432-536-552.2300 OPERATING EXPENSES			
MANATEE COUNTY RECORDING FEES	1	4,000	4,000
Totals for GL# 432-536-552.2300-OPERATING EXPENSES			4,000
432-536-552.3900 SAFETY PROGRAM EXPENSE			
PPE CENTRAL STROE ISSUES	2	125	250
SAFETY SHOES - FIELD REPS	2	100	200
PROTECTIVE PERSONAL EQUIP (PPE):GOGGLES, RAIN GEAR, VESTS.	2	125	250
Totals for GL# 432-536-552.3900-SAFETY PROGRAM EXPENSE			700
432-536-552.4200 SMALL TOOLS/EQUIPMENT			
TOOLS/SUPPLIES FOR FIELD REPS	1	700	700
Totals for GL# 432-536-552.4200-SMALL TOOLS/EQUIPMENT			700



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Utility Billing/Customer Service
Fund 432; Department 536**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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	4	125	500
Totals for GL# 432-536-552.5100-UNIFORM PURCHASES AND CLEANING			1,120
432-536-554.0100 NON CAPITALIZED EQUIPMENT			
CUBICLE/ PARTITION REMODEL	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	400	1,600
SAFETY PROGRAMS BY FLC	1	100	100
WATER DISTRIBUTION COURSE - FIELD REPS	2	225	450
Totals for GL# 432-536-555.1300-TECHNICAL/TRAINING			2,150
432-536-564.4900 CAPITAL LEASES			
SMALL PICKUP TRUCK	1	22,000	22,000
Totals for GL# 432-536-564.4900-CAPITAL LEASES			22,000
432-536-573.0500 NEW DEBT SERVICE			
NEW LEASE - SMALL PICKUP	2	1,491	2,982
Totals for GL# 432-536-573.0500-NEW DEBT SERVICE			2,982
432-536-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	151,937	151,937
Totals for GL# 432-536-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			151,937
Totals for dept 536-CUSTOMER SERVICE			606,441



**CITY OF PALMETTO, FLORIDA
2016-2017 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	Cost Center Goals and Objectives:
Appearance	Beautify and enhance	1. Complete City Aquifer Storage and Recovery Well (ASR)
Services	Maintain and improve everyday services	2. Reduce gallons of sewage treated by reducing I&I
Infrastructure	Maintain and improve infrastructure	3. Reduce cost for operations through equalization of the flow through the WWTF
Safety	Make the City safe	
Economic Stability	Enhance and prosper the City and its citizens	
Historic Preservation	Preserve Palmetto's history	



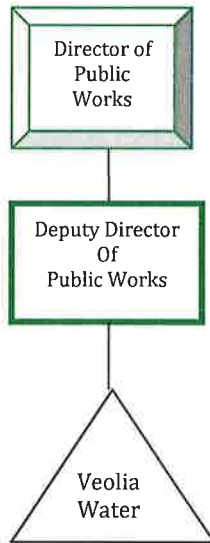
**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**WASTEWATER TREATMENT PLANT
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
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NO CITY EMPLOYEES

COST CENTER ORGANIZATIONAL CHART



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**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Water and Sewer Fund - Waste Water Treatment Plant (WWTP)

432- 537-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
WASTE WATER TREATMENT PLANT EXPENSES- (WWTP)						
531.1600	Contract Services	1,404,327	1,474,727	1,474,727	1,494,452	1.34%
543.0000	Utility Services	225,800	235,000	215,000	225,000	-4.26%
545.1200	Insurance	41,754	36,257	42,330	41,005	13.10%
546.3400	Repair & Maintenance	5,756	4,000	5,000	5,000	25.00%
552.0000	Operating Expenses - Veolia	3,746	5,000	4,000	4,000	-20.00%
552.2300	Operating Expenses	652	1,000	500	500	-50.00%
552.4200	Small Tools/Equipment	-	1,000	500	-	-100.00%
559.0100	Depreciation Expense	59,796	-	59,116	-	0.00%
	OPERATING EXPENSES	1,741,831	1,756,984	1,801,173	1,769,957	0.74%
564.0100	Machinery and Equipment	-	40,000	48,000	40,000	0.00%
	CAPITAL EXPENSES	-	40,000	48,000	40,000	0.00%
591.0100	Transfer Out - Administrative Charges	28,276	19,641	19,641	30,866	57.15%
	TRANSFERS	28,276	19,641	19,641	30,866	57.15%
	TOTAL WWTP EXPENSE	1,770,107	1,816,625	1,868,814	1,840,823	1.33%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Waste Water Treatment Plant Department
Fund 432; Department 537**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
432-537-531.1600 CONTRACT SERVICES			
CONTRACT-VEOLIA	1	1,494,452	1,494,452
Totals for GL# 432-537-531.1600-CONTRACT SERVICES			1,494,452
432-537-543.0000 UTILITY SERVICES			
UTILITY SERVICES-WWTP	1	225,000	225,000
Totals for GL# 432-537-543.0000-UTILITY SERVICES			225,000
432-537-545.1200 INSURANCE			
B-1 POLLUTION AND REMDIATION	1	3,257	3,257
FLOOD INSURANCE	1	7,800	7,800
GEN LIAB-AUTO-PROPERTY INSURANCE	4	7,487	29,948
Totals for GL# 432-537-545.1200-INSURANCE			41,005
432-537-546.3400 REPAIR & MAINTENANCE			
REPAIR AND MAINTENANCE	1	5,000	5,000
Totals for GL# 432-537-546.3400-REPAIR & MAINTENANCE			5,000
432-537-552.0000 OPERATING EXPENSES - VEOLIA			
OPERATING EXPENSES-VEOLIA	1	4,000	4,000
Totals for GL# 432-537-552.0000-OPERATING EXPENSES - VEOLIA			4,000
432-537-552.2300 OPERATING EXPENSES			
FIRE EXTINGUISHER MAINTENANCE	1	250	250
OPERATING EXPENSES	1	250	250
Totals for GL# 432-537-552.2300-OPERATING EXPENSES			500
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 TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	30,866	30,866
Totals for GL# 432-537-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			30,866
Totals for dept 537-WASTE WATER TREATMENT PLANT			1,840,823



Stormwater Fund
Fund #440



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
STORMWATER FUND					
BEGINNING TOTAL NET POSITION	4,094,773	4,424,384	4,424,384	4,684,060	5.87%
REVENUE/SOURCES					
Stormwater Charges	781,294	783,000	785,571	781,000	-0.26%
Interest Revenue	2,498	2,000	989	1,000	100.00%
Miscellaneous	356	350	1,778	-	-100.00%
Transfer In	219,961	210,000	210,000	262,333	24.92%
Non-Revenue Sources	-	343,253	-	109,167	100.00%
TOTAL REVENUES	1,004,109	1,338,603	998,338	1,153,500	-13.83%
EXPENSES					
Personnel	240,933	272,039	246,739	280,234	3.01%
Operating Expenses	214,821	98,084	263,323	80,132	-18.30%
Capital Expenses	445,079	358,622	373,622	197,000	-45.07%
Debt Service	433,356	459,265	448,578	467,726	1.84%
Transfers Out	99,603	107,954	107,954	128,408	18.95%
TOTAL EXPENSES	1,433,792	1,295,964	1,440,216	1,153,500	-10.99%
Excess Revenue Over (Under) Expenditures (Modified accrual)	(429,683)	42,639	(441,878)	-	-100.00%
Conversion to full accrual	(759,294)	(408,942)	(701,554)	(555,559)	35.85%
Excess Revenue Over (Under) Expenditures (Full accrual)	329,611	451,581	259,676	555,559	23.03%
Total Net Position, End of Year	4,424,384	4,875,965	4,684,060	5,239,619	7.46%
Net investment in capital assets	4,204,609	4,655,151	4,733,423	5,007,447	7.57%
Restricted Net Position	194,272	194,272	194,272	194,272	0.00%
Unrestricted Net Position	25,503	26,542	(243,635)	37,900	42.79%
Total Net Position, End of Year	4,424,384	4,875,965	4,684,060	5,239,619	7.46%



**CITY OF PALMETTO, FLORIDA
2016-20167 BUDGET**

440-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
STORMWATER FUND REVENUE/SOURCES						
CHARGES FOR SERVICES						
000-341.9000	Charges for Service	-	-	510	-	0.00%
000-343.9100	Stormwater Charges	768,307	769,000	772,556	768,000	-0.13%
000-343.9700	Stormwater Miscellaneous	(184)	-	-	-	0.00%
000-343.9900	Stormwater Penalties	13,171	14,000	12,505	13,000	-7.14%
CHARGES FOR SERVICES		781,294	783,000	785,571	781,000	-0.26%
INTEREST REVENUE						
000-361.0100	Investment Earnings	2,498	2,000	989	1,000	100.00%
INTEREST REVENUE		2,498	2,000	989	1,000	-50.00%
MISCELLANEOUS REVENUE						
000-364.4100	Disposition of Fixed Assets	-	-	1,080	-	0.00%
000-369.7401	Other Misc Revenue/Insurance Reimbursement	356	350	698	-	-100.00%
MISCELLANEOUS REVENUE		356	350	1,778	-	0.00%
TRANSFERS						
000-381.7307	Transfer in - Subsidy - Road & Bridge	100,000	100,000	100,000	65,000	-35.00%
000-381.7432	Transfer in - Subsidy - Water	25,000	25,000	25,000	57,000	128.00%
000-381.7433	Transfer In - Subsidy - Sewer	30,000	25,000	25,000	57,000	128.00%
000-381.9307	Transfer In - Capital Projects	64,961	-	-	-	0.00%
000-381.9307-1441	Transfer In - TMDL Program	-	50,000	50,000	50,000	0.00%
000-381.9307-1442	Transfer In - Dredging Projects	-	10,000	10,000	33,333	233.33%
TRANSFERS		219,961	210,000	210,000	262,333	24.92%
NON-REVENUE SOURCES						
000-383.7000	Capital Lease Inception	-	72,000	-	62,500	-13.19%
000-399.0000	Funding from Equity for Outstanding Encumbrances	-	14,927	-	-	-100.00%
000-399.6000	Funding from Equity for Capital Projects	-	256,326	-	46,667	-81.79%
NON-REVENUE SOURCES		-	343,253	-	109,167	100.00%
TOTAL STORMWATER FUND REVENUES		1,004,109	1,338,603	998,338	1,153,500	-13.83%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Cost Center and Number: Stormwater - 538

Fund: Stormwater Fund - 440
Department: Public Works

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

Primary Duties

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

Future Challenges or Issues facing the Cost Center

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

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

Cost Center Goals and Objectives:

1. Continue striving to alleviate all flooding within the City
2. Maintain ditches by mowing and reshaping

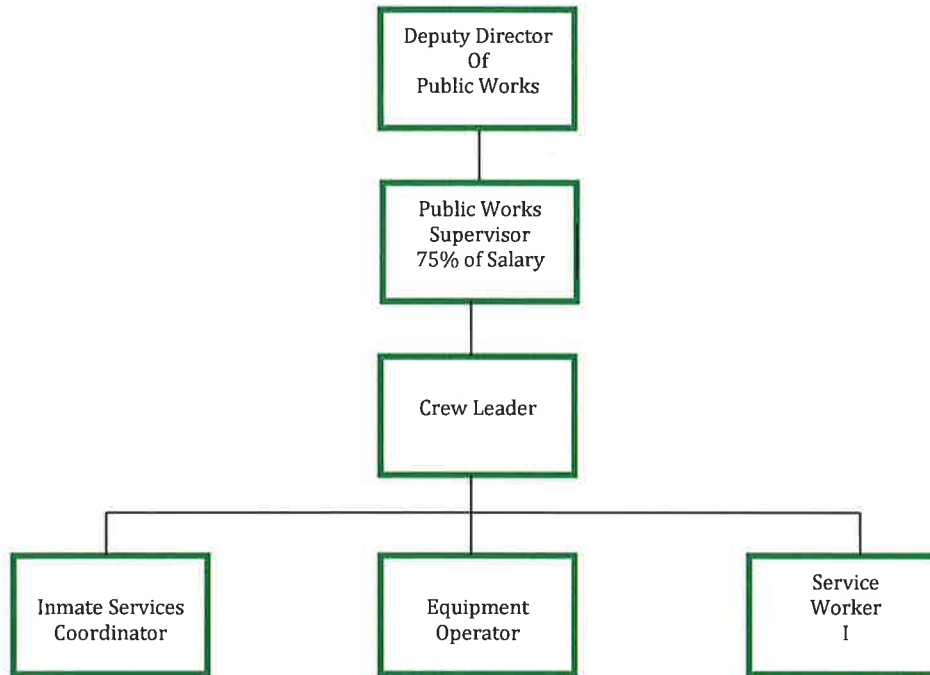


**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**STORMWATER
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Service Worker I	104	27,897	16,961	44,858
Equipment Operator	107	31,372	18,409	49,781
Inmate Services Coordinator	107	31,180	22,360	53,540
Crew Leader	109	34,635	22,222	56,857
Public Works Supervisor - 75% of salary	115	43,367	18,093	61,460
Overtime		4,500	1,861	6,361
TOTAL STORMWATER FUND		172,951	99,907	272,858

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Stormwater Fund - Stormwater Department

440- 538-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
STORMWATER EXPENSES						
512.0100	Regular Salaries	149,081	162,983	154,447	168,451	3.35%
514.0100	Overtime	3,949	4,500	2,500	4,500	0.00%
521.0100	FICA Taxes	11,518	12,812	11,541	13,231	3.27%
522.2100	Retirement General Employee	47,172	48,319	46,306	49,758	2.98%
523.0100	Health Insurance	20,270	29,119	23,486	27,728	-4.78%
523.0300	Life Insurance & EAP	457	649	577	667	2.77%
524.0100	Workers' Compensation	8,486	9,112	8,645	8,523	-6.46%
529.0000	Career Advancement	-	4,545	-	7,376	62.29%
529.9900	Reimbursement of Personnel Costs	-	-	(763)	-	100.00%
	PERSONNEL EXPENSES	240,933	272,039	246,739	280,234	3.01%
531.1600	Contract Services	11,965	21,650	13,300	9,200	-57.51%
531.2000	Engineering Services	700	10,000	2,000	10,000	0.00%
540.5100	Travel and Per Diem	28	800	3	800	0.00%
541.1100	Communications	1,376	2,040	1,500	1,260	-38.24%
544.1500	Rental Expenses	-	2,500	1,500	2,500	0.00%
545.1200	Insurance	6,276	8,600	6,895	6,940	-19.30%
545.9900	Insurance Contingency	-	-	11,846	-	0.00%
546.3400	Repair & Maintenance	13,230	16,400	16,400	16,000	-2.44%
547.5100	Printing and Binding	-	200	200	200	0.00%
549.9600	Bank Service Charges	1,166	1,150	1,150	1,000	-13.04%
551.1200	Office Supplies	109	350	350	350	0.00%
552.1500	Fuel and Lubricants	10,456	12,790	9,000	10,000	-21.81%
552.2300	Operating Expenses	5,582	9,876	7,000	10,000	1.26%
523.9000	Safety Program Expense	1,033	1,750	2,000	2,182	24.69%
552.4200	Small Tools/Equipment	4,443	1,232	1,200	4,800	289.61%
552.5100	Uniform Purchases and Cleaning	1,236	2,167	2,043	2,100	-3.09%
554.0100	Non-Capitalized Equipment	528	3,779	3,929	-	-100.00%
554.1200	Publications	-	800	400	800	0.00%
555.1300	Technical/Training	995	2,000	1,229	2,000	0.00%
559.0100	Depreciation Expense	179,539	-	181,378	-	0.00%
595.0000	Doubtful Accounts Expense	(8,569)	-	-	-	0.00%
595.4500	OPEB Expense	1,022	-	-	-	0.00%
595.4600	Pension Expense - Enterprise Funds	(16,294)	-	-	-	0.00%
	OPERATING EXPENSES	214,821	98,084	263,323	80,132	-18.30%
564.0100	Machinery and Equipment	9,864	36,876	36,763	4,500	-87.80%
564.4900	Capital Leases	-	47,000	48,780	62,500	32.98%
	CAPITAL EXPENSES	9,864	83,876	85,543	67,000	100.00%
571.0000	Principal - SRF Stormwater Loan	152,756	158,000	158,000	162,226	2.67%
571.0100	Principal - Lease	6,741	17,212	17,212	23,638	37.33%



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Stormwater Fund - Stormwater Department

440- 538-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
STORMWATER EXPENSES						
571.0400	Principal - BOA Loan 2004	44,947	48,000	46,584	50,000	4.17%
571.0500	Principal - BOA Loan 2005	107,956	113,000	111,070	118,000	4.42%
571.0700	Principal - BOA Loan 2007	1,816	2,500	1,865	2,000	-20.00%
572.0000	Interest Expense - SRF Stormwater Loan	32,244	30,000	30,000	25,000	-16.67%
572.0100	Interest Expense - Lease	265	806	806	1,028	27.54%
572.0400	Interest Expense - BOA Loan 2004	22,036	20,000	20,653	18,500	-7.50%
572.0500	Interest Expense - BOA Loan 2005	63,291	63,000	61,103	58,000	-7.94%
572.0700	Interest Expense - BOA Loan 2007	1,304	2,000	1,285	1,250	-37.50%
573.0500	New Debt Service	-	4,747	-	8,084	70.30%
	DEBT SERVICE	433,356	459,265	448,578	467,726	1.84%
591.0100	Transfer Out - Administrative Charges	99,603	107,954	107,954	128,408	18.95%
	TRANSFERS	99,603	107,954	107,954	128,408	18.95%
	TOTAL EXPENSES	998,577	1,021,218	1,152,137	1,023,500	0.22%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
440-538-512.0100 REGULAR SALARIES			
EQUIPMENT OPERATOR-1537	1	31,372	31,372
CREW LEADER-1549	1	34,635	34,635
INMATE SERVICES COORDINATOR-1482	1	31,180	31,180
SERVICE WORKER I-1528	1	27,897	27,897
PUBLIC WORKS SUPERVISOR-911 - 75% OF SALARY	1	43,367	43,367
Totals for GL# 440-538-512.0100-REGULAR SALARIES			168,451
440-538-514.0100 OVERTIME - GE			
OVERTIME	1	4,500	4,500
Totals for GL# 440-538-514.0100-OVERTIME - GE			4,500
440-538-521.0100 FICA TAXES			
FICA TAXES	1	13,231	13,231
Totals for GL# 440-538-521.0100-FICA TAXES			13,231
440-538-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEE PENSION	1	49,758	49,758
Totals for GL# 440-538-522.2100-RETIREMENT GENERAL EMPLOYEE			49,758
440-538-523.0100 HEALTH INSURANCE			
HEALTH INSURANCE - EMPLOYEE	2	5,311	10,622
HEALTH INSURANCE - SPOUSE	1	9,342	9,342
HEALTH INSURANCE - CHILDREN	1	7,764	7,764
Totals for GL# 440-538-523.0100-HEALTH INSURANCE			27,728
440-538-523.0300 LIFE INSURANCE & EAP			
LIFE INSURANCE/EAP	1	667	667
Totals for GL# 440-538-523.0300-LIFE INSURANCE & EAP			667
440-538-524.0100 WORKERS' COMPENSATION			
WORKERS COMPENSATION	1	8,523	8,523
Totals for GL# 440-538-524.0100-WORKERS' COMPENSATION			8,523
440-538-529.0000 CAREER ADVANCEMENT			
INCREASE FOR CERTIFICATION	1	7,376	7,376
Totals for GL# 440-538-529.0000-CAREER ADVANCEMENT			7,376
440-538-531.1600 CONTRACT SERVICES			
CONTRACT SERVICES			
ENVIRONMENTAL SERVICES	1	9,200	9,200
Totals for GL# 440-538-531.1600-CONTRACT SERVICES			9,200
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	1	800	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	50	600
CELL SERVICE-FOREMAN	12	50	600
CELL SERVICE-ROADGANG	12	5	60
Totals for GL# 440-538-541.1100-COMMUNICATIONS			1,260



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
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	1,735	6,940
Totals for GL# 440-538-545.1200-INSURANCE			6,940
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	1,000	1,000
Totals for GL# 440-538-549.9600-BANK SERVICE CHARGES			1,000
440-538-551.1200 OFFICE SUPPLIES			
OFFICE SUPPLIES AS NEEDED	1	350	350
Totals for GL# 440-538-551.1200-OFFICE SUPPLIES			350
440-538-552.1500 FUEL AND LUBRICANTS			
FUEL-LUBRICANTS	1	10,000	10,000
Totals for GL# 440-538-552.1500-FUEL AND LUBRICANTS			10,000
440-538-552.2300 OPERATING EXPENSES			
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
SIGNS FOR TRUCK (SAFETY ZONE)	4	108	432
Totals for GL# 440-538-552.3900-SAFETY PROGRAM EXPENSE			2,182
440-538-552.4200 SMALL TOOLS/EQUIPMENT			
SMALL TOOLS AND EQUIPMENT AS NEEDED	1	4,800	4,800
Totals for GL# 440-538-552.4200-SMALL TOOLS/EQUIPMENT			4,800
440-538-552.5100 UNIFORM PURCHASES AND CLEANING			
UNIFORM RENTAL - 4 EMPLOYEES	5	350	1,750
UNIFORMS FOR SUPERVISOR	1	350	350
Totals for GL# 440-538-552.5100-UNIFORM PURCHASES AND CLEANING			2,100
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	1	2,000	2,000
Totals for GL# 440-538-555.1300-TECHNICAL/TRAINING			2,000



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Stormwater Department
Fund 440; Department 538**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
440-538-564.0100 MACHINERY & EQUIPMENT			
SHARED COST - CAMERA TRUCK RETROFIT UPGRADE 25%		25,000	
SHARED COST FRONT END LOADER 25%		37,000	
TRENCHER FOR BOBCAT LT 313	1	4,500	4,500
Totals for GL# 440-538-564.0100-MACHINERY & EQUIPMENT			4,500
440-538-564.4900 CAPITAL LEASES			
SHARED COST - CAMERA TRUCK RETROFIT UPGRADE 25%	1	25,000	25,000
SHAED COST FRONT END LOADER 25%	1	37,500	37,500
Totals for GL# 440-538-564.4900-CAPITAL LEASES			62,500
440-538-571.0000 SRF LOAN-PRINCIPAL-STORMWATER			
SRF STORMWATER LOAN PRINCIPAL	1	162,226	162,226
Totals for GL# 440-538-571.0000-SRF LOAN-PRINCIPAL-STORMWATER			162,226
440-538-571.0100 PRINC - LEASE			
P#15-16F FA# 20150 BACKHOE W/BUCKET	2	1,321	2,642
P# 07-10 FA# 20242 TRAILER 6' DECK	4	822	3,288
P# 03-06 FA# 20309 MINI-EXCAVATOR, 20318 F-250	4	4,427	17,708
Totals for GL# 440-538-571.0100-PRINC - LEASE			23,638
440-538-571.0400 PRINC-BOA LOAN 2004			
2004 BOA LOAN PRINCIPAL	1	50,000	50,000
Totals for GL# 440-538-571.0400-PRINC-BOA LOAN 2004			50,000
440-538-571.0500 PRINC-BOA LOAN 2005			
2005 BOA LOAN PRINCIPAL	1	118,000	118,000
Totals for GL# 440-538-571.0500-PRINC-BOA LOAN 2005			118,000
440-538-571.0700 PRINC-BOA LOAN 2007			
2007 BOA LOAN PRINCIPAL	1	2,000	2,000
Totals for GL# 440-538-571.0700-PRINC-BOA LOAN 2007			2,000
440-538-572.0000 SRF LOAN-INTEREST-STORMWATER			
SRF STORMWATER LOAN INTEREST	1	25,000	25,000
Totals for GL# 440-538-572.0000-SRF LOAN-INTEREST-STORMWATER			25,000
440-538-572.0100 INT EXP - LEASE			
P#15-16F FA# 20150 BACKHOE W/BUCKET	2	8	16
P# 07-10 FA# 20242 TRAILER 6' DECK	4	24	96
P# 03-06 FA# 20309 MINI-EXCAVATOR, 20318 F-250	4	229	916
Totals for GL# 440-538-572.0100-INT EXP - LEASE			1,028
440-538-572.0400 INT EXP-BOA LOAN 2004			
2004 BOA LOAN INTEREST	1	18,500	18,500
Totals for GL# 440-538-572.0400-INT EXP-BOA LOAN 2004			18,500
440-538-572.0500 INT EXP-BOA LOAN 2005			
2005 BOA LOAN INTEREST	1	58,000	58,000
Totals for GL# 440-538-572.0500-INT EXP-BOA LOAN 2005			58,000
440-538-572.0700 INT EXP-BOA LOAN 2007			
2007 BOA LOAN INTEREST	1	1,250	1,250
Totals for GL# 440-538-572.0700-INT EXP-BOA LOAN 2007			1,250



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

Stormwater Department
Fund 440; Department 538

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
440-538-573.0500 NEW DEBT SERVICE			
NEW DEBT FOR LEASE - SHARED COST LOADER	2	2,412	4,824
NEW DEBT FOR LEASE - SHARED COST CAMERA TRUCK RETROFIT	2	1,630	3,260
Totals for GL# 440-538-573.0500-NEW DEBT SERVICE			8,084
440-538-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS			
ALLOCATIONS	1	128,408	128,408
Totals for GL# 440-538-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			128,408
Totals for dept 538-STORMWATER MANAGEMENT			1,023,500



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET



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

Sydney Smith



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
REUSE FUND					
BEGINNING TOTAL NET POSITION	5,034,533	5,326,535	5,326,535	5,536,544	3.94%
REVENUE/SOURCES					
Reuse Water Fees	389,078	398,202	397,587	405,230	1.76%
Interest Revenue	1,559	1,000	2,320	2,500	100.00%
Intergovernmental	42,055	-	-	-	0.00%
Transfers In	-	-	-	-	0.00%
Non-Revenue Sources	-	666,250	-	1,199,865	80.09%
TOTAL REVENUES	432,692	1,065,452	399,907	1,607,595	50.88%
EXPENSES					
Personnel Expenses	-	19,974	20,120	20,487	
Operating Expenses	63,921	21,049	24,315	31,274	48.58%
Capital Expenses	177,248	804,534	421,543	1,333,933	65.80%
Debt Service	190,082	194,416	190,368	193,228	-0.61%
Transfers Out	10,253	25,478	25,478	28,673	0.00%
TOTAL EXPENSES	441,504	1,065,451	681,824	1,607,595	50.88%
Excess Revenue Over (Under) Expenditures (Modified accrual)	(8,812)	1	(281,917)	-	-100.00%
Conversion to full accrual	(314,907)	(211,798)	(491,926)	(1,397,609)	559.88%
Excess Revenue Over (Under) Expenditures (Full accrual)	292,002	211,799	210,009	1,397,609	559.88%
Total Net Position, End of Year	5,326,535	5,538,334	5,536,544	6,934,153	25.20%
Net investment in capital assets	4,551,597	5,429,645	5,043,523	6,813,780	25.49%
Restricted Net Position	1,381	1,346	1,346	1,346	0.00%
Unrestricted Net Position	773,557	107,343	491,675	119,027	10.88%
Total Net Position, End of Year	5,326,535	5,538,334	5,536,544	6,934,153	25.20%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

460-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
REUSE FUND REVENUE/SOURCES						
CHARGES FOR SERVICES						
000-343.9010	Reuse Water Fees	380,169	389,302	388,461	396,230	1.78%
000-343.6900	Reuse Penalties	8,909	8,900	9,126	9,000	1.12%
CHARGES FOR SERVICES		389,078	398,202	397,587	405,230	1.76%
INTEREST REVENUE						
000-361.0100	Interest Income	1,559	1,000	2,320	2,500	100.00%
000-361.9000	Interest Revenue-BOA Loan	-	-	-	-	0.00%
INTEREST REVENUE		1,559	1,000	2,320	2,500	0.00%
GRANT REVENUE						
000-337.4100	Capital Projects Retainage	(15,743)	-	-	-	
000-337.8460-5904	ASR SWFWMD Grant Revenue	57,798	-	-	-	
GRANT REVENUE		42,055	-	-	-	0.00%
NON-REVENUE SOURCES						
000-383.7100	Funding from New Loan Proceeds	-	-	-	500,000	100.00%
000-399.0000	Funding from Equity for Outstanding Encumbrances	-	1,492	-	-	0.00%
000-399.9601	Funding from Equity - Loan Funds	-	-	-	-	0.00%
000-399.6000	Funding from Fund Balance for Capital	-	664,758	-	699,865	0.00%
NON-REVENUE SOURCES		-	666,250	-	1,199,865	0.00%
TOTAL REUSE		432,692	1,065,452	399,907	1,607,595	50.88%



**CITY OF PALMETTO, FLORIDA
2016-2017 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	<u>Cost Center Goals and Objectives:</u>
Appearance	Beautify and enhance	1. Increase reuse system by 11,000 feet
Services	Maintain and improve everyday services	2. Finish construction of the ASR well
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
2016-2017 BUDGET**

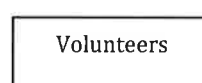
**REUSE
ORGANIZATIONAL INFORMATION**

Job Title	2017 Position Grade	Annual Rate for FY2017	Total Benefits	Total Position Costs
Public Works Supervisor - 25% of salary	115	14,456	6,031	20,487
TOTAL REUSE FUND		14,456	6,031	20,487

COST CENTER ORGANIZATIONAL CHART



LEGEND





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

Reuse Fund - Reuse Department

460- 539-	ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
REUSE EXPENSES						
512.0100	Regular Salaries	-	14,035	14,144	14,456	100.00%
521.1000	FICA Taxes	-	1,074	1,089	1,106	100.00%
522.2100	Retirement General Employee	-	4,049	4,080	4,159	100.00%
523.0300	Life Insurance & EAP	-	52	38	54	100.00%
524.0100	Workers Compensation	-	764	769	712	100.00%
	PERSONNEL EXPENSES	-	19,974	20,120	20,487	100.00%
540.5100	Travel and Per Diem	-	800	400	800	0.00%
545.1200	Insurance	-	-	-	544	100.00%
546.3500	Repair & Maintenance - Equipment	-	-	-	5,000	100.00%
546.3600	Repair & Maintenance - Utility	5,064	3,000	7,500	12,000	300.00%
549.9100	Refund of Prior Year Revenues	-	14,641	14,641	-	0.00%
549.9600	Bank Service Charges	811	1,000	750	1,000	0.00%
552.1500	Fuel and Lubricants	-	-	-	5,000	100.00%
552.2300	Operating Expenses	61	584	500	2,000	242.47%
552.3900	Safety Program	-	-	-	200	100.00%
552.4200	Small Tools/Equipment	302	24	24	2,000	8233.33%
552.5100	Uniform Purchases and Cleaning	-	-	-	730	100.00%
555.1300	Technical and Training	-	1,000	500	2,000	100.00%
559.0100	Depreciation Expense	56,757	-	-	-	0.00%
595.0000	Doubtful Account Expense	926	-	-	-	0.00%
	OPERATING EXPENSES	63,921	21,049	24,315	31,274	48.58%
564.0100	Machinery and Equipment	-	4,692	4,692	-	-100.00%
	CAPITAL EXPENSES	-	4,692	4,692	-	0.00%
571.0000	Principal - SRF Reuse Loan	3,955	4,100	4,100	4,212	2.73%
571.0400	Principal - BOA Loan 2004	2,680	2,900	2,778	3,250	12.07%
571.0500	Principal - BOA Loan 2005	16,862	18,000	17,348	19,000	5.56%
571.0700	Principal - BOA Loan 2007	55,144	59,000	56,643	60,500	2.54%
571.7000	Principal Payment - ASR Advance	44,924	46,271	46,271	47,660	3.00%
572.0000	Interest Expense - SRF Reuse Loan	1,139	1,100	1,100	950	-13.64%
572.0400	Interest Expense - BOA Loan 2004	1,314	1,200	1,232	1,200	0.00%
572.0500	Interest Expense - BOA Loan 2005	9,965	10,500	9,544	9,500	-9.52%
572.0700	Interest Expense - BOA Loan 2007	40,407	39,000	39,007	36,000	-7.69%
572.7000	Interest Payment - ASR Advance	13,692	12,345	12,345	10,956	-11.25%
	DEBT SERVICE	190,082	194,416	190,368	193,228	-0.61%
591.0100	Transfer Out - Administrative Charges	10,253	25,478	25,478	28,673	12.54%
	TRANSFERS	10,253	25,478	25,478	28,673	0.00%
	TOTAL REUSE EXPENSES	264,256	265,609	264,973	273,662	3.03%



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Reuse Department
Fund 460; Department 539**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
460-539-512.0100 REGULAR SALARIES			
SUPERVISOR - 25% OF SALARY	1	14,456	14,456
Totals for GL# 460-539-512.0100-REGULAR SALARIES			14,456
460-539-521.0100 FICA TAXES			
FICA TAXES	1	1,106	1,106
Totals for GL# 460-539-521.0100-FICA TAXES			1,106
460-539-522.2100 RETIREMENT GENERAL EMPLOYEE			
GENERAL EMPLOYEES RETIREMENT	1	4,159	4,159
Totals for GL# 460-539-522.2100-RETIREMENT GENERAL EMPLOYEE			4,159
460-539-523.0300 LIFE INSURANCE & EAP			
LIFE AND EAP INSURANCE	1	54	54
Totals for GL# 460-539-523.0300-LIFE INSURANCE & EAP			54
460-539-524.0100 WORKERS' COMPENSATION			
WORKERS COMP	1	712	712
Totals for GL# 460-539-524.0100-WORKERS' COMPENSATION			712
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
460-539-545.1200 INSURANCE			
GEN LIAB-AUTO-PROPERTY INSURANCE	4	136	544
Totals for GL# 460-539-545.1200-INSURANCE			544
460-539-546.3500 REPAIR AND MAINTENANCE-EQUIPMENT			
TRUCK REPAIRS	1	5,000	5,000
Totals for GL# 460-539-546.3500-REPAIR AND MAINTENANCE-EQUIPMENT			5,000
460-539-546.3600 REPAIR & MAINTENANCE - UTILITY			
WAREHOUSE ISSUES AND LINE REPAIR	1	12,000	12,000
Totals for GL# 460-539-546.3600-REPAIR & MAINTENANCE - UTILITY			12,000
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
460-539-552.1500 FUEL & LUBRICANTS			
FUEL OIL & LUBRICANTS	1	5,000	5,000
Totals for GL# 460-539-552.1500-FUEL & LUBRICANTS			5,000
460-539-552.2300 OPERATING EXPENSES			
PAINTING AND VENDING MACHINE	1	2,000	2,000
Totals for GL# 460-539-552.2300-OPERATING EXPENSES			2,000
460-539-552.3900 SAFETY PROGR EXP			
SAFETY SHOES	2	100	200
Totals for GL# 460-539-552.3900-SAFETY PROGR EXP			200
460-539-552.4200 SMALL TOOLS/EQUIPMENT			
SPECIALITY TOOLS	1	2,000	2,000
Totals for GL# 460-539-552.4200-SMALL TOOLS/EQUIPMENT			2,000



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

**Reuse Department
Fund 460; Department 539**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
460-539-552.5100 UNIFORM PURCHASES & CLEANING NEW EMPLOYEES	2	365	730
Totals for GL# 460-539-552.5100-UNIFORM PURCHASES & CLEANING			730
460-539-555.1300 TECHNICAL/TRAINING TECHNICAL AND TRAINING	1	2,000	2,000
Totals for GL# 460-539-555.1300-TECHNICAL/TRAINING			2,000
460-539-571.0000 SRF LOAN-PRINCIPAL-REUSE WATER SRF REUSE LOAN PRINCIPAL	1	4,212	4,212
Totals for GL# 460-539-571.0000-SRF LOAN-PRINCIPAL-REUSE WATER			4,212
460-539-571.0400 PRINC-BOA LOAN 2004 2004 BOA LOAN PRINCIPAL	1	3,250	3,250
Totals for GL# 460-539-571.0400-PRINC-BOA LOAN 2004			3,250
460-539-571.0500 PRINC-BOA LOAN 2005 2005 BOA LOAN PRINCIPAL	1	19,000	19,000
Totals for GL# 460-539-571.0500-PRINC-BOA LOAN 2005			19,000
460-539-571.0700 PRINC-BOA LOAN 2007 2007 BOA LOAN PRINCIPAL	1	60,500	60,500
Totals for GL# 460-539-571.0700-PRINC-BOA LOAN 2007			60,500
460-539-571.7000 PRINCIPAL PAYMENT - ASR ADVANCE ASR ADVANCE-PRINCIPAL PMT	1	47,660	47,660
Totals for GL# 460-539-571.7000-PRINCIPAL PAYMENT - ASR ADVANCE			47,660
460-539-572.0000 SRF LOAN-INTEREST-REUSE WATER SRF REUSE LOAN INTEREST	1	950	950
Totals for GL# 460-539-572.0000-SRF LOAN-INTEREST-REUSE WATER			950
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	9,500	9,500
Totals for GL# 460-539-572.0500-INT EXP-BOA LOAN 2005			9,500
460-539-572.0700 INT EXP-BOA LOAN 2007 2007 BOA LOAN INTEREST	1	36,000	36,000
Totals for GL# 460-539-572.0700-INT EXP-BOA LOAN 2007			36,000
460-539-572.7000 INTEREST PAYMENT - ASR ADVANCE ASR ADVANCE-INTEREST PAYMENT	1	10,956	10,956
Totals for GL# 460-539-572.7000-INTEREST PAYMENT - ASR ADVANCE			10,956
460-539-591.0100 TRANSFER TO GENERAL FUND - ALLOCATIONS ALLOCATIONS	1	28,673	28,673
Totals for GL# 460-539-591.0100-TRANSFER TO GENERAL FUND - ALLOCATIONS			28,673
Totals for dept 539-REUSE			273,662



Capital Improvements

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

• Capital Budgeting Process

The CIP and capital outlay is an important element in preparing the fiscal year 2017 budget and has occurred in separate actions in past years. The CIP was approved by City Commission on October 3, 2016 while the capital outlay budget from operating funds was approved with the final budget on September 26th.

The capital budget process for operating is as follows:

- Each capital outlay request is submitted with the cost center's budget for capital equipment, improvements to buildings, and/or land.
- These capital items are considered during the budget process first by department heads.
- The items are evaluated for financing by a capital lease which is usually four year financing. A minimum of \$50,000 in total capital items would be necessary to obtain a capital lease.
- Items are submitted with the operating budget for approval by City Commission.

The capital budget process for the CRA is as follows:

- Projects are determined by the CRA Director and CRA Advisory Board for their compliance to the CRA Plan.
- Preliminary plans are put together for submission to the Advisory Board and finally to the CRA Board.
- Budget for those approved projects are submitted with the CRA's operating budget and approved by City Commission.

The capital budget process for the CIP is as follows:

- Large capital projects regarding street, building and utility expansion or upgrades are submitted to the City's Public Works Director who is instrumental in preparing the project list and the prioritization for the CIP.
- The Public Works Director compiles the list of projects for a five-year period and the prioritization and estimated costs of those projects, assigning high priority projects to the current year when possible.



CITY OF PALMETTO, FLORIDA 2016-2017 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 \$65,100 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 2017 budget, the City's fund balance will fund \$78,510 in capital equipment purchases mostly from General Fund for computer equipment, air conditioning units, a scanner for the Fleet Department and improvements to the Historic Park. This year the use of fund balance was expanded to non-capital, one-time expense, items in the amount of \$129,260.

The Debt Policy allows for the use of financing for the funding of projects and equipment purchases meeting specific guidelines. Each year a capital lease is considered for equipment and vehicles and is usually financed over a four-year period. The City has had no choice but to incur additional debt for the larger equipment items needed. A capital lease is budgeted for police vehicles and radio

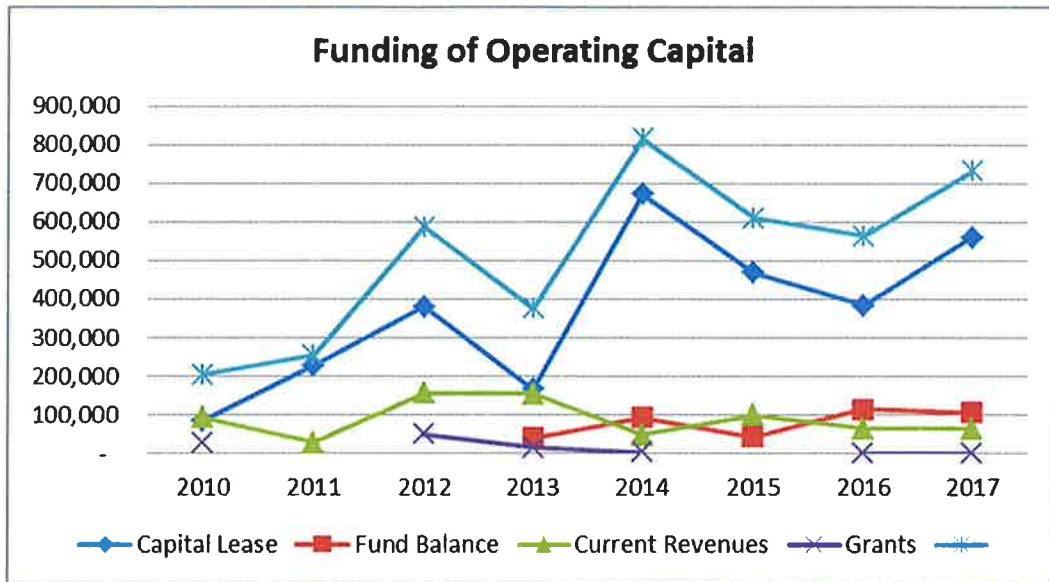


**CITY OF PALMETTO, FLORIDA
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equipment, administrative vehicles, front-end loader, a forklift and a retrofit for the camera truck for approximately \$552,300.

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 are scheduled to increase 4% in each of fiscal years 2016, 2017 and 2018. The reuse fees were initially increased by 50% in 2014 and increased another 33% in 2015. The user fees will be increased 2% each of fiscal years 2016, 2017 and 2018. The increased user fees provided pay-as-you-go funding for most of the utility improvement projects for 2014 and are projected to continue to do so for the remaining years of the ordinance. Any unused revenue generated in a particular year is carried forward to be used in subsequent years for the CIP.



CITY OF PALMETTO, FLORIDA 2016-2017 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 while maintaining the minimum three month balance.

The past years, CIP used most of the useable fund balance over the five month threshold to fund CIP projects such as road, stormwater and reuse projects. This year's CIP assigns the remaining fund balance over five months from the General Fund and Road and Bridge fund.

The rate study provided for a small loan of \$2.9 million to finance four projects – I&I, equalization basin (EQ tank), chloramines injection system and fire protection upgrades. The equalization basin was delayed and a loan of \$1.25 million was obtained late in 2014 to fund the other three projects. Some of these funds were used in 2015 and the remainder will be carried forward into 2016. In fiscal year 2016 the approved \$2.9 million was increased by \$2.75 million to allow for a \$4.4 million State Revolving Fund (SRF) loan to fund the EQ tank and continued expansion of the Reclaimed Water system. This loan is expected to be received in fiscal year 2017 however, in keeping with SRF procedures, the debt service will not begin until after construction is complete. This is estimated to be in fiscal year 2019 with debt service beginning in 2019 or 2020.

Grant monies are expected to come in the form of a Florida Department of Transportation (FDOT) grant (\$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. In fiscal year 2016, the City partnered with FDOT for improvements to the Riverside area which was partially funded with SWFWMD grant monies. In 2016, the CRA replaced the seawall that was in desperate need of repairs using existing loan funds. The project also included a living seawall to enhance the riverfront area also funded with SWFWMD and WCIND grants.

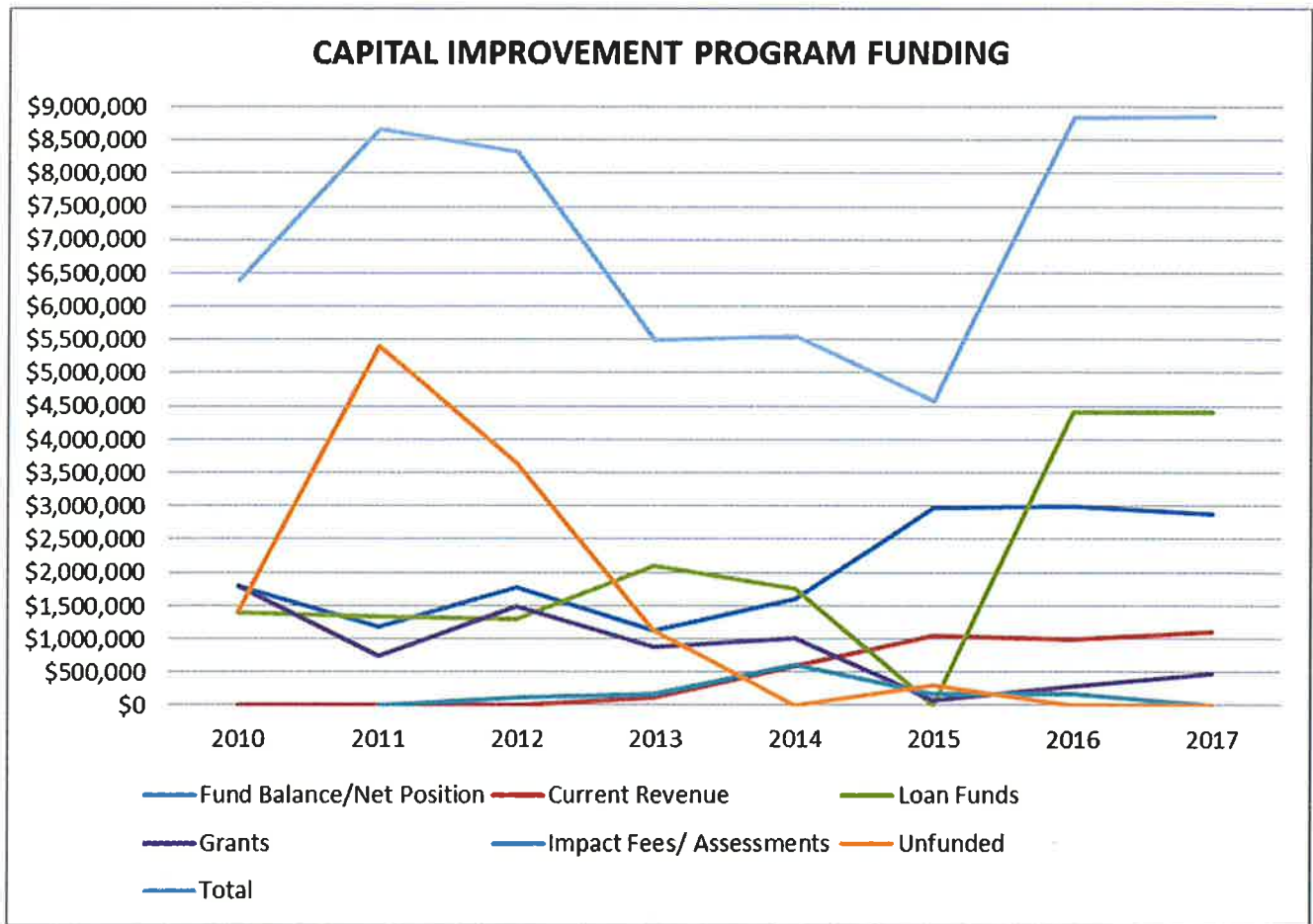
All of the 2017 projects are funded however, two are contingent on the loan funding and all are water or sewer projects. User fee revenues will continue to be monitored and analyzed to update projected water, sewer and reuse income for additional funding.

The 2017 CIP is approximately the same amount as the 2016 CIP in spite of the anticipated \$4.4 million SRF loan.



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

The following graph depicts the types of funding used for City CIP projects since 2010.





**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

• **Operating Capital Budget**

The fiscal year 2017 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	36,000	-	36,000	-	-
General Fund/City Clerk	1 City Admin vehicle	29,000	-	-	29,000	-
General Fund/Finance	1 New Forklift	30,000	-	-	30,000	-
General Fund/PD	RMS/Tyler software	36,000	-	-	-	36,000
General Fund/PD	2 Decimeters	6,000	-	6,000	-	-
General Fund/PD	1 - Dodge Charger - Detective	27,000	-	-	27,000	-
General Fund/PD	3 - Dodge Chargers	102,300	-	-	102,300	-
General Fund/PD	Radio equipment	16,000	-	-	16,000	-
General Fund/PD	3 - Coban Edge in Car Video	18,000	-	-	18,000	-
General Fund/PWA	2 - Ford Explorers	58,000	-	-	58,000	-
General Fund/Fleet	Scanner	5,010	-	5,010	-	-
General Fund/Parks	110 Gallon Spray Trailer	6,500	-	6,500	-	-
General Fund/Parks	Turf Mower	9,000	-	9,000	-	-
General Fund/Events&Facilities	PVC fence - Historic Park	6,500	-	6,500	-	-
General Fund/Events&Facilities	2 - A/C units - Historic Park	7,000	-	7,000	-	-
Total General Fund Capital Purchases		392,310	-	76,010	280,300	36,000
Road & Bridge/Streets	Solar powered stop sign light kit	2,500	-	2,500	-	-
Road & Bridge/Streets	Front-end loader-1/4 shared cost	37,500	-	-	37,500	-
Total Road & Bridge Fund Capital Purchases		40,000	-	2,500	37,500	-
Solid Waste/Solid Waste	1 - 10 yard roll off	2,100	2,100	-	-	-
Solid Waste/Solid Waste	2 - 20 yard roll offs	6,000	6,000	-	-	-
Total Solid Waste Fund Capital Purchases		8,100	8,100	-	-	-
Water & Sewer/Water	Front-end loader-1/4 shared cost	37,500	-	-	37,500	-
Water & Sewer/Water	Telemetry Meters	12,500	12,500	-	-	-
Water & Sewer/Sewer	Front-end loader-1/4 shared cost	37,500	-	-	37,500	-
Water & Sewer/Sewer	Camera truck retrofit-3/4 cost	75,000	-	-	75,000	-
Water & Sewer/Customer Svc	Small Pickup Truck	22,000	-	-	22,000	-
Water & Sewer/WWTP	Pump replacements	40,000	40,000	-	-	-
Total Water & Sewer Fund Capital Purchases		224,500	52,500	-	172,000	-
Stormwater/ Stormwater	Trencher for Bobcat	4,500	4,500	-	-	-
Stormwater/ Stormwater	Camera truck retrofit-1/4 cost	25,000	-	-	25,000	-
Stormwater/ Stormwater	Front-end loader-1/4 shared cost	37,500	-	-	37,500	-
Total Stormwater Fund Capital Purchases		67,000	4,500	-	62,500	-
Total Capital Purchases from Operating Funds		731,910	65,100	78,510	552,300	36,000

As show above, the capital purchases from operating are funded in different ways. Current revenues fund \$65,100 and are included in the balanced budget. Fund balance is funding \$78,510 and impact fees for parks is funding \$36,000, The planned capital lease for \$552,300 is to be financed for a four year term and adds an estimated \$71,500 in debt service to the budget. The debt service for at least one smaller lease will be completed during 2017 making the net effect of capital leases an increase of about \$25,000 annually.



**CITY OF PALMETTO, FLORIDA
2016-2017 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 2017 project budgets include:

Project Name	FY2014 Actual	FY2015 Projected	FY2016 Budget	FY2017 Budget
Sutton Park	\$ 564,758	\$ 74,920	\$ 15,498	\$ -
5th Street	-	-	-	-
Martin Luther King Park (MLK)	1,160,896	187,591	-	-
Linear Trail Park (MMEC)	-	64,720	1,535,010	75,000
Riverfront Project	23,613	1,191,749	-	-
Riverside Project	81,250	67,516	14,327	1,085,000
Seawall Project	-	16,156	557,849	-
VFW renovations				75,000
Haben Improvements	14,256	7,540	3,335	85,000
Total CRA Project Budget	\$ 1,844,774	\$ 1,610,193	\$ 2,126,019	\$ 1,320,000

The capital projects funded by the CRA are included in both the CRA fund and the Joint Capital Projects fund. The CRA fund includes projects that have 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 2017 will bring a Riverside Center, day-dock, and renovated parking to the Riverside area as well as improvements to Haben Boulevard and the VFW building.





CITY OF PALMETTO, FLORIDA 2016-2017 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
2016-2017 BUDGET**

<u>ACCOUNT DESCRIPTION</u>	<u>ACTUAL 2015</u>	<u>REVISED BUDGET 2016</u>	<u>ESTIMATED ACTUAL 2016</u>	<u>ADOPTED BUDGET 2017</u>	<u>% CHANGE OF BUDGET</u>
CAPITAL PROJECTS FUND - JOINT PROJECTS - CITY AND CRA - FUND 390					
BEGINNING FUND BALANCES	493,696	445,351	445,351	795,170	0.00%
REVENUES/SOURCES					
Grants	482,194	357,500	213,089	-	-100.00%
Transfers In	158,689	2,104,347	2,104,347	-	-100.00%
Funding from Fund Balance	-	-	-	-	#DIV/0!
TOTAL REVENUES	640,883	2,461,847	2,317,436	-	-100.00%
EXPENSES					
Capital Outlay					
Other	689,228	1,942,244	1,967,617	-	-100.00%
TOTAL EXPENDITURES	689,228	1,942,244	1,967,617	-	-100.00%
Excess Revenue Over (Under) Expenditures	(48,345)	519,603	349,819	-	0.00%
Fund Balance, End of Year	445,351	964,954	795,170	795,170	0.00%



**CITY OF PALMETTO
2017 - 2021 CRA CAPITAL PROJECTS**

Haben Boulevard Improvements

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Haben Boulevard
Department:	Community Redevelopment Agency
Account Number:	190-559-563.0000-1107
Project Code:	1107
Status:	Continuing Project
Project Type:	Non-Recurring Project



Project Description:
Median improvements along Haben Boulevard.

Project Justification:
Haben Boulevard is a gateway into the City that has seen previous redevelopment with several major construction projects anticipated for the future. This project involves improvements to the many medians located on this boulevard.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	85,000	-	-	-	-	-	85,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	85,000	-	-	-	-	-	85,000

FY 2017 Funding Provided By:	CRA Fund	General Fund	Road and Bridge	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	-	-	-
2017 Revenue	85,000	-	-	-	-	-	85,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	85,000	-	-	-	-	-	85,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	2,500	2,500	2,500	2,500	2,500	2,500	15,000
Other	-	-	-	-	-	-	-
Totals	2,500	2,500	2,500	2,500	2,500	2,500	15,000

Additional Information:
The CRA is currently under contract for landscape maintenance along Haben Boulevard. It is anticipated that these costs would increase on an annual basis to maintain the improvements from this project.



**CITY OF PALMETTO
2017 - 2021 CRA CAPITAL PROJECTS**

Riverside Parking

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	8th Avenue and Riverside Drive Intersection
Department:	Community Redevelopment Agency
Account Number:	190-559-563.0000-1202
Project Code:	1202
Status:	New Project
Project Type:	Non-Recurring Project



Project Description:
Parking Improvements - Riverside Drive

Project Justification:
The CRA has made significant investments in recent years in the City Boat Ramp as well as the Multimodal Enhancement Corridor at this intersection. The CRA now seeks to develop the property at the north west corner of the intersection with parking as a partial focus.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	100,000	-	-	-	-	-	100,000
Construction	410,000	-	-	-	-	-	410,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	510,000	-	-	-	-	-	510,000

FY 2017 Funding Provided By:	CRA Fund	General Fund	Road and Bridge	Water & Sewer	Stormwater	Reuse	Total
2016 Funding		-	-	-	-	-	-
2017 Revenue	510,000	-	-	-	-	-	510,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	510,000	-	-	-	-	-	510,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2017 - 2021 CRA CAPITAL PROJECTS**

MMEC Day Dock

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	8th Avenue and Riverside Drive Intersection
Department:	Community Redevelopment Agency
Account Number:	190-559-563.0000-1301
Project Code:	1301
Status:	Continuing Project
Project Type:	Non-Recurring Project



Project Description:	Installation of a Day Dock as part of the Multimodal Enhancement Corridor Project. The MMEC project began at the intersection of 8th Ave and Riverside and will continue in future years up 10th Ave. As the area near the Green Bridge is developed, the Day Dock will allow increased access.
Project Justification:	To improve safety of motorists, bicyclists and pedestrians, and boaters while enhancing the appearance of the roadway and encouraging economic development.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering		-	-	-	-	-	-
Construction	75,000	-	-	-	-	-	75,000
Design	-	-	-	-	-	-	-
Other	25,000	-	-	-	-	-	25,000
Totals	100,000	-	-	-	-	-	100,000

FY 2017 Funding Provided By:	CRA Fund	General Fund	Road and Bridge	Water & Sewer	Stormwater	Reuse	Total
2016 Funding		-	-	-	-	-	-
2017 Revenue	100,000	-	-	-	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	100,000	-	-	-	-	-	100,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



CITY OF PALMETTO, FLORIDA 2016-2017 BUDGET

• Capital Improvement Program (CIP)

The fiscal year 2017 Capital Improvement Program (CIP) was approved by City Commission on October 3, 2016 totaling \$8,848,373 for fiscal year 2017 and \$18,809,513 for the five-year period of 2017 through 2021.

The priorities of the City indicates the need to minimize the economic impact to our taxpayers, use City dollars efficiently and effectively, and maintain and improve the appearance and safety of the City both financially and physically. The CIP for fiscal year 2017 attempts to achieve these priorities and the initiatives to support them. Limited funds are available to support capital projects however, the maintenance of our facilities and infrastructure is vital to the future of the City.

This CIP incorporates all aspects of the City's long-term goals:

Appearance

- New sidewalk projects
- City-wide facilities upgrades

Services

- Improvements to the water distribution and expansion of the wastewater treatment facility
- Palmetto Area Reuse System and 8th&9th Street Reuse Lines—reuse to additional users
- Chloramines Injection System—better tasting water and more efficient service

Infrastructure

- WWTP Expansion, Upgrades and R&R
- Water and Sewer Lines R&R

Safety

- New sidewalk projects
- Public Works Yard Lighting – safer environment for city employees
- Fire protection upgrades—improvements to fire hydrants

Economic Stability

- Inflow and Infiltration (I&I) Program - to decrease the amount of treatable substance for the WWTP and thus create higher efficiencies
- Palmetto Area Reuse System (PARS) 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
2016-2017 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 2017-2021 Capital Improvement Plan was approved by City Commission to include the following for fiscal year 2017:

Fiscal Year 2017 Capital Improvement Program

Project Name	FY2016 Budget Carried Forward	FY2017 CIP Budget	Total FY2017 CIP Budget
Road Improvements			
New Sidewalk Projects	\$ 55,050	\$ 9,950	\$ 65,000
14th Ave & 17th St Intersection Improvements	-	472,170	472,170
Street Paving	300,000	200,000	500,000
Total Road Improvements	<u>355,050</u>	<u>682,120</u>	<u>1,037,170</u>
Public Facilities			
City Facility Security	24,000	10,000	34,000
City Wide Facilities Upgrades	11,000	19,000	30,000
Public Works Yard Lighting	45,000	-	45,000
Total Public Facilities	<u>80,000</u>	<u>29,000</u>	<u>109,000</u>
Stormwater Drainage			
TMDL Program	36,667	13,333	50,000
Dredging Projects	10,000	70,000	80,000
Total Stormwater Drainage	<u>46,667</u>	<u>83,333</u>	<u>130,000</u>
Utility Improvements			
Wastewater Treatment Plant (WWTP) Expansion	200,000	-	200,000
Equalization Basin and Equipment	-	3,900,000	3,900,000
WWTP Upgrades	51,013	150,000	201,013
WWTP R&R	-	50,000	50,000
Lift Station Upgrades	14,540	100,000	114,540
Sewer Lines R&R	8,505	50,000	58,505
Inflow and Infiltration (I&I) Program	345,504	400,000	745,504
Water Lines R&R	30,803	116,284	147,087
Chloramines Injection System	215,521	-	215,521
Fire Protection Upgrades	506,100	100,000	606,100
Total Utility Improvements	<u>1,371,986</u>	<u>4,866,284</u>	<u>6,238,270</u>
Stormwater Drainage			
Palmetto Area Reuse System (PARS)	423,245	634,068	1,057,313
8th Street W. and 9th Street W. Reuse Lines	276,620	-	276,620
Total Stormwater Drainage	<u>699,865</u>	<u>634,068</u>	<u>1,333,933</u>
Total 2017 CIP	<u>\$ 2,553,568</u>	<u>\$6,294,805</u>	<u>\$8,848,373</u>



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

ACCOUNT DESCRIPTION	ACTUAL 2015	REVISED BUDGET 2016	ESTIMATED ACTUAL 2016	ADOPTED BUDGET 2017	% CHANGE OF BUDGET
CAPITAL PROJECTS FUND - Fund 301					
BEGINNING FUND BALANCES	432,745	462,363	462,363	693,430	49.98%
REVENUES/SOURCES					
Grants	3,000	-	250	472,170	100.00%
Transfers In	234,000	300,000	300,000	238,950	-20.35%
Funding from Fund Balance	-	205,834	-	435,050	0.00%
TOTAL REVENUES	237,000	505,834	300,250	1,146,170	0.00%
EXPENSES					
Capital Outlay					
Streets	90,147	374,170	10,570	1,037,170	177.19%
Other	117,235	131,663	58,613	109,000	-17.21%
TOTAL EXPENDITURES	207,382	505,833	69,183	1,146,170	126.59%
Excess Revenue Over (Under) Expenditures	29,618	1	231,067	-	0.00%
ENDING FUND BALANCES					
Designated/Reserved	462,363	462,364	693,430	693,430	49.97%
Undesignated/Unreserved	-	-	-	-	0.00%
Fund Balance, End of Year	462,363	462,364	693,430	693,430	49.97%



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

2017 - 2021 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	FY2016 PROJECTS CARRIED FORWARD	FY2017 - INCLUDING FY2016 CARRIED FORWARD	FY2018	FY2019	FY2020	FY2021	Total Project Cost
Road Improvements								
1 New Sidewalk Projects 14th Ave & 17th St Intersection Improvements	Capital Projects	\$ 55,050	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000
2 Street Paving (W, S & R Water Infrastructure)	Capital Projects	-	472,170	-	-	-	-	472,170
3	Capital Projects	300,000	500,000	100,000	100,000	100,000	100,000	900,000
ROAD IMPROVEMENTS TOTAL		\$ 355,050	\$ 1,037,170	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 1,697,170
Public Facilities								
1 City Facility Security	Capital Projects	\$ 24,000	\$ 34,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 134,000
2 City Wide Facilities Upgrades	Capital Projects	11,000	30,000	25,000	25,000	25,000	25,000	\$ 130,000
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		\$ 80,000	\$ 109,000	\$ 527,540	\$ 3,233,600	\$ 50,000	\$ 50,000	\$ 3,970,140
Stormwater								
1 TMDL Program	Road & Bridge	\$ 36,667	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
2 Dredging Projects	Road & Bridge	10,000	80,000	10,000	10,000	10,000	10,000	120,000
STORMWATER TOTAL		\$ 46,667	\$ 130,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 370,000
Water/Sewer								
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	3,900,000	-	-	-	-	3,900,000
3 WWTP Upgrades	Water/Sewer	51,013	201,013	200,000	200,000	200,000	200,000	1,001,013
4 WWTP R&R	Water/Sewer	-	50,000	50,000	50,000	50,000	50,000	250,000
5 Lift Station Upgrades	Water/Sewer	14,540	114,540	100,000	100,000	100,000	100,000	514,540
6 Sewer Lines R&R	Water/Sewer	8,505	58,505	50,000	50,000	50,000	50,000	258,505
7 I&I Program	Water/Sewer	345,504	745,504	400,000	400,000	400,000	400,000	2,345,504
8 Water Lines R&R	Water/Sewer	30,803	147,087	150,000	150,000	150,000	150,000	747,087
9 Chloramines Injection System	* Water/Sewer & Loan	215,521	215,521	-	-	-	-	215,521
10 Fire Protection Upgrades	* Water/Sewer & Loan	506,100	606,100	100,000	100,000	100,000	100,000	1,006,100
WATER/SEWER TOTAL		\$ 1,371,986	\$ 6,238,270	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 1,050,000	\$ 10,438,270
Reuse								
1 PARS Expansion	Reuse	\$ 423,245	\$ 1,057,313	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,057,313
2 8th St. W & 9th St. W Reclaim lines.	Reuse	276,620	276,620	-	-	-	-	276,620
REUSE TOTAL		\$ 699,865	\$ 1,333,933	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,333,933
GRAND TOTAL		\$ 2,553,568	\$ 8,848,373	\$ 2,052,540	\$ 4,758,600	\$ 1,575,000	\$ 1,575,000	\$ 18,809,513

* Carry forward funding includes proceeds from FY2014 CIP Loan



CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET

2017 - 2021 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A

Project Description	Supporting Fund	FY2016 Funding Carried Forward	Current Revenue	City Fund Balance	Loan Funds	Grants	Total Funded Projects	Unfunded	Total FY2017 CIP
Road Improvements									
1 New Sidewalk Projects 14th Ave & 17th St Intersection	Capital Projects	\$ 55,050	\$ -	\$ 9,950	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
2 Improvements Street Paving (W, S & R Water Infrastructure)	Capital Projects	-	-	-	-	472,170	472,170	-	472,170
3	Capital Projects	300,000	-	200,000	-	-	500,000	-	500,000
ROAD IMPROVEMENTS TOTAL		\$ 355,050	\$ -	\$ 209,950	\$ -	\$ 472,170	\$ 1,037,170	\$ -	\$ 1,037,170
Public Facilities									
1 City Facility Security	Capital Projects	\$ 24,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 34,000	\$ -	\$ 34,000
2 City Wide Facilities Upgrades	Capital Projects	11,000	-	19,000	-	-	30,000	-	30,000
3 Public Works Yard Lighting	Capital Projects	45,000	-	-	-	-	45,000	-	45,000
4 New Public Works Facility Building	Capital Projects	-	-	-	-	-	-	-	-
PUBLIC FACILITIES TOTAL		\$ 80,000	\$ -	\$ 29,000	\$ -	\$ -	\$ 109,000	\$ -	\$ 109,000
Stormwater									
1 TMDL Program	Road & Bridge	\$ 36,667	\$ -	\$ 13,333	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
2 Dredging Projects	Road & Bridge	10,000	-	70,000	-	-	80,000	-	80,000
STORMWATER TOTAL		\$ 46,667	\$ -	\$ 83,333	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	-	-	-	3,900,000	-	3,900,000	-	3,900,000
3 WWTP Upgrades	Water/Sewer	51,013	150,000	-	-	-	201,013	-	201,013
4 WWTP R&R	Water/Sewer	-	50,000	-	-	-	50,000	-	50,000
5 Lift Station Upgrades	Water/Sewer	14,540	100,000	-	-	-	114,540	-	114,540
6 Sewer Lines R&R	Water/Sewer	8,505	50,000	-	-	-	58,505	-	58,505
7 I&I Program	Water/Sewer	345,504	400,000	-	-	-	745,504	-	745,504
8 Water Lines R&R	Water/Sewer	30,803	116,284	-	-	-	147,087	-	147,087
9 Chloramines Injection System	* Water/Sewer & Loan	215,521	-	-	-	-	215,521	-	215,521
10 Fire Protection Upgrades	* Water/Sewer & Loan	506,100	100,000	-	-	-	606,100	-	606,100
WATER/SEWER TOTAL		\$ 1,371,986	\$ 966,284	\$ -	\$ 3,900,000	\$ -	\$ 6,238,270	\$ -	\$ 6,238,270
Reuse									
1 PARS Expansion	Reuse	\$ 423,245	\$ 134,068	\$ -	\$ 500,000	\$ -	\$ 1,057,313	\$ -	\$ 1,057,313
2 8th St. W & 9th St. W Reclaim lines.	Reuse	276,620	-	-	-	-	276,620	-	276,620
REUSE TOTAL		\$ 699,865	\$ 134,068	\$ -	\$ 500,000	\$ -	\$ 1,333,933	\$ -	\$ 1,333,933
GRAND TOTAL		\$ 2,553,568	\$ 1,100,352	\$ 322,283	\$ 4,400,000	\$ 472,170	\$ 8,848,373	\$ -	\$ 8,848,373



**CITY OF PALMETTO, FLORIDA
2016-2017 BUDGET**

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

Fund/Reserve	FY2016 Unassigned Fund Balance as projected (1)	1/12 of FY2017 Original Budgeted Expenses (2)	# 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	4,898,516	901,984	5.43	2,192,564	388,596	(513,389)
Road and Bridge	978,889	130,561	7.50	587,205	326,083	195,522
Solid Waste	552,693	182,945	3.02	3,857	(362,034)	(544,980)
(3) Water/Sewer	1,579,269	526,423	3.00	(0)	(1,052,846)	(1,579,269)
Stormwater	(173,365)	84,644	(2.05)	(427,298)	(596,587)	(681,231)
(3) Reuse	68,396	22,799	3.00	(0)	(45,597)	(68,396)

- (1) Amount is calculated using FY 2016 projected revenues and expenses as of 9/23/2016, Unassigned Fund Balance for General Fund (CAFR page 34), General operating expenses (CAFR page 83) for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects (CAFR pages 38-39) for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.
- (2) Amount is calculated using FY2017 Final Budget and does not include any expenses that are applicable to restricted, committed or assigned fund balance in governmental funds including any CIP expenses. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.
- (3) Unassigned Fund Balance for these two funds is net of funding for projects that are funded from 2015 and/or 2016 current revenues that were not spent in the year received. These carry-forward revenues were adjusted to bring the Unassigned Fund Balance to the minimum three month level.

Use of Fund Balance for 2017 CIP

Fund	Project Name	Funding Amount	Amount Available (Fund Balance/Carry Forward)	Unused Amount
To be transferred to other funds or used within an Enterprise Fund				
General Fund	City Facility Security	10,000		
	City Wide Facilities Upgrades	19,000		
	Total Use of General Fund Balance	29,000	388,596	359,596
Road & Bridge	New Sidewalk Projects	9,950		
	Street Paving	200,000		
	TMDL Program	13,333		
	Dredging Projects	70,000		
	Total Use of Road & Bridge Fund Balance	293,283	326,083	32,800

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

Capital Projects Committed Fund Balance (not to exceed)				
	New Sidewalk Projects	55,050		
	Street Paving	300,000		
	City Facility Security	24,000		
	City Wide Facility Upgrades	11,000		
	Public Works Yard Lighting	45,000		
	Total	435,050	435,050	-
Water & Sewer Restricted Net Position (not to exceed)				
	WWTP Expansion	200,000		
	WWTP Upgrades	51,013		
	Lift Station Upgrades	14,540		
	Sewer Line R&R	8,505		
	I&J Programs	345,504		
	Water Line R&R	30,803		
	Chloramine Injection Systems	172,134		
	Total Net Position to be used for funding	822,499	822,499	-
Restricted Loan Funds				
	Chloramines Injection System	43,387		
	Fire Protection Upgrades	506,100		
	Total Loan Funds to be used for funding	549,487	549,487	-
	Total Use of Water & Sewer Restrictive Net Position	1,371,986	1,371,986	-
Stormwater Restricted Net Position (not to exceed)				
	TMDL Program	36,667		
	Dredging Projects	10,000		
	Total Use of Stormwater Restricted Net Position	46,667	46,667	-
Reuse Restricted Net Position (not to exceed)				
	PARS Expansion	423,245		
	8th & 9th Street West Reclaim Lines	276,620		
	Total Use of Reuse Restricted Net Position	699,865	699,865	-
	Total Use of City Fund Balance/Net Position	2,875,851	3,268,247	392,396



**CITY OF PALMETTO, FLORIDA
2017-2021 BUDGET**

**2017 - 2021 CAPITAL IMPROVEMENT PLAN
BUDGET WORKSHEET**

Project Description	Funding Source	Total FY2017 Funded	General Fund	Road & Bridge	Capital Projects Fund	Water/ Sewer Fund	Storm water Fund	Reuse Fund
REVENUES								
Current budgeted revenues		1,100,352	-	-	-	966,284	-	134,068
New Loan		4,400,000	-	-	-	3,900,000	-	500,000
Grants		472,170	-	-	472,170	-	-	-
Transfers In		322,283	-	-	238,950	-	83,333	-
Funding carried forward from 2016		1,969,602	-	-	435,050	788,020	46,667	699,865
Carried forward from 2014 loan		583,966	-	-	-	583,966	-	-
Funding from Fund Balance		322,283	29,000	293,283	-	-	-	-
TOTAL FROM ALL FUNDING SOURCES		9,170,656	29,000	293,283	1,146,170	6,238,270	130,000	1,333,933
EXPENSES								
Transfers Out		322,283	29,000	293,283	-	-	-	-
TOTAL TRANSFERS OUT		322,283	29,000	293,283	-	-	-	-
Road Improvements								
New Sidewalk Projects	Carried forward/FB	65,000	-	-	65,000	-	-	-
14th Ave & 17th St Intersection Improvements	Grant funding	472,170	-	-	472,170	-	-	-
Street Paving (W, S & R Water Infrastructure)	Fund Balance	500,000	-	-	500,000	-	-	-
ROAD IMPROVEMENTS TOTAL		1,037,170	-	-	1,037,170	-	-	-
Public Facilities								
City Facility Security	Carried forward/FB	34,000	-	-	34,000	-	-	-
City Wide Facilities Upgrades	Carried forward/FB	30,000	-	-	30,000	-	-	-
Public Works Yard Lighting	Carried forward/FB	45,000	-	-	45,000	-	-	-
PUBLIC FACILITIES TOTAL		109,000	-	-	109,000	-	-	-
Stormwater								
TMDL Program	Fund Balance	50,000	-	-	-	-	50,000	-
Dredging Projects	Fund Balance	80,000	-	-	-	-	80,000	-
STORMWATER TOTAL		130,000	-	-	-	-	130,000	-
Water/Sewer								
WWTP Expansion	Carried forward/FB	200,000	-	-	-	200,000	-	-
Equalization Basin & Equipment	New Loan	3,900,000	-	-	-	3,900,000	-	-
WWTP Upgrades	Carried forward/ FB/Current Revenues	201,013	-	-	-	201,013	-	-
WWTP R&R	Current Revenues	50,000	-	-	-	50,000	-	-
Lift Station Upgrades	Current Revenues	114,540	-	-	-	114,540	-	-
Sewer Lines R&R	Current Revenues	58,505	-	-	-	58,505	-	-
I&I Program	Carried forward/ FB/Current Revenues	745,504	-	-	-	745,504	-	-
Water Lines R&R	Carried forward/FB	147,087	-	-	-	147,087	-	-
Chloramines Injection System	Carried forward/FB	215,521	-	-	-	215,521	-	-
Fire Protection Upgrades	Carried forward/ FB/Current Revenues	606,100	-	-	-	606,100	-	-
WATER/SEWER TOTAL		6,238,270	-	-	-	6,238,270	-	-
Reuse								
PARS Expansion	Carried forward/FB	1,057,313	-	-	-	-	-	1,057,313
8th St. W & 9th St. W Ward 2 Reclaim lines.	Carried forward/FB	276,620	-	-	-	-	-	276,620
REUSE TOTAL		1,333,933	-	-	-	-	-	1,333,933
GRAND TOTAL		9,170,656	29,000	293,283	1,146,170	6,238,270	130,000	1,333,933



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

New Sidewalk Projects

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	301-607-663.0000-1430
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	55,050	-	-	-	-	55,050
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	9,950	-	-	-	-	9,950
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	65,000	-	-	-	-	65,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
An improved sidewalk system should help the City avoid additional litigation regarding pedestrian injuries.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

14th Avenue and 17th Street Improvements

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	14th Ave & 17th Street Intersection
Department:	Public Works
Account Number:	301-607-663.0000-1434
Project Code:	1434
Status:	Continuing Project
Project Type:	Non-Recurring Project



Project Description:	Intersection improvement at 14th Avenue and 17th Street.
Project Justification:	This project is a State funded project using Congestion Management Dollars . Originally planned as a round about, this project will now consist of street realignment, relocation of pedestrian crosswalks, and bus stop improvements to help to reduce congestion and improve driver safety.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	472,170	-	-	-	-	-	472,170
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	472,170	-	-	-	-	-	472,170

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	-	-	-
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	283,206	-	-	-	-	283,206
Unidentified	-	-	-	-	-	-	-
Totals	-	283,206	-	-	-	-	283,206

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Street Paving (Water/Sewer/Reuse Infrastructure)

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	301-607-663.0000-1631
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	500,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	500,000	100,000	100,000	100,000	100,000	100,000	1,000,000

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	300,000	-	-	-	-	300,000
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	200,000	-	-	-	-	200,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	500,000	-	-	-	-	500,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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.
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**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

City Facility Security

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Wide
Account Number:	301-601-663.0000-1432
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	34,000	25,000	25,000	25,000	25,000	25,000	159,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	34,000	25,000	25,000	25,000	25,000	25,000	159,000

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	24,000	-	-	-	24,000
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	10,000	-	-	-	-	-	10,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	10,000	-	24,000	-	-	-	34,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

City Wide Facility Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	City Hall/Public Works Admin/Police
Account Number:	301-601-663.0000-1431
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	30,000	25,000	25,000	25,000	25,000	25,000	155,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	30,000	25,000	25,000	25,000	25,000	25,000	155,000

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding		-	11,000	-	-	-	11,000
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	19,000	-	-	-	-	-	19,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	19,000	-	11,000	-	-	-	30,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)
Other	-	-	-	-	-	-	-
Totals	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(30,000)

Additional Information:
Large scale repairs should reduce smaller repair and maintenance expenses.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Public Works Yard Lighting

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Public Works
Department:	Public Works
Account Number:	301-601-663.0000-1433
Project Code:	1433
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:	Project will include improvements/ upgrades to the lighting within the Public Works Yard.
Project Justification:	Additional lighting will improve employee safety as well as to assist the new proposed security system additions.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	45,000	-	-	-	-	-	45,000
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	45,000	-	-	-	-	-	45,000

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	45,000	-	-	-	45,000
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	45,000	-	-	-	45,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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.
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**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

New Public Works Facility Building

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	Public Works
Department:	Public Works
Account Number:	301-601-664.0000-1439
Project Code:	1439
Status:	Continuing Project
Project Type:	Non-Recurring Project



Project Description:
This project will replace the existing Public Works Facility with a 3 story building.

Project Justification:
A larger building would allow PW Admin, Planning, Building, Parks, Utilities, and Code Enforcement to be under one roof. It would also provide shelter for city crews and their families to ensure that the work force is available in the event of a major hurricane.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	-	-	-
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

No 2016 Funding

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
A larger building would potentially increase utility expenses however these would net against savings from energy efficient construction.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Total Maximum Daily Load (TMDL) Program

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	440-640-663.0000-1441
Project Code:	1441
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
TMDL is the maximum amount of a given pollutant that a water body can absorb and still maintain its designated uses. This project will fund the monitoring of the water quality levels and investigate causes of increased pollutants and mitigation steps.
Project Justification:
This project will help the City to maintain optimal water bodies for its residents and to meet the standards set in place under Section 303(d) of the Federal Clean Water Act and the Florida Watershed Restoration Act.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	36,667	-	36,667
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	13,333	-	-	-	-	13,333
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	13,333	-	-	36,667	-	50,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
Once the project is established, ongoing expenses will be funded through the Stormwater operating fund.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Dredging Projects

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	To Be Determined
Department:	Public Works
Account Number:	440-640-663.0000-1441
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	80,000	10,000	10,000	10,000	10,000	10,000	130,000
Totals	80,000	10,000	10,000	10,000	10,000	10,000	130,000

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	10,000	-	10,000
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	70,000	-	-	-	-	70,000
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	70,000	-	-	10,000	-	80,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Wastewater Treatment Plant Expansion

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	N/A
Project Code:	N/A
Status:	New Project
Project Type:	Non-Recurring Project



<u>Project Description:</u>	To fund the potential expansion of the Wastewater Treatment Plant.
<u>Project Justification:</u>	Staff is considering options to expand the Wastewater Treatment Plant in the future to ensure optimal performance should the opportunity arise.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-
Other	200,000	-	-	-	-	-	200,000
Totals	200,000	-	-	-	-	-	200,000

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	200,000	-	-	200,000
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	200,000	-	-	200,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>	The effect on the operating budget will be dependent on the option staff decides upon.
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**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Equalization Basin & Equipment

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	433,566	-	-	-	-	-	433,566
Construction	3,466,434	-	-	-	-	-	3,466,434
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	3,900,000	-	-	-	-	-	3,900,000

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	-	-	-
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	3,900,000	-	-	3,900,000
Totals	-	-	-	3,900,000	-	-	3,900,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
The City has applied for a SRF Loan to fund the project. Pending the award of the loan, debt service amounts will be determined and budget will be adjusted.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Wastewater Treatment Plant Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1627
Project Code:	1627
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>	Upgrades to the Wastewater Treatment Plant on an as needed basis according to consultation with Public Works and Veolia.
<u>Project Justification:</u>	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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	201,013	200,000	200,000	200,000	200,000	200,000	1,201,013
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	201,013	200,000	200,000	200,000	200,000	200,000	1,201,013

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	51,013	-	-	51,013
2017 Revenue	-	-	-	150,000	-	-	150,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	201,013	-	-	201,013

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>	Updated equipment and consolidated panels may result in some utility expense savings.
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**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Wastewater Treatment Plant Repair & Replacement

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	1310 28th Avenue West
Department:	Public Works
Account Number:	432-633-663.0000-1620
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	-	-	-
2017 Revenue	-	-	-	50,000	-	-	50,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	50,000	-	-	50,000
Totals	-	-	-	100,000	-	-	100,000

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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.
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**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Lift Station Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1621
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	114,540	100,000	100,000	100,000	100,000	100,000	614,540
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	114,540	100,000	100,000	100,000	100,000	100,000	614,540

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	14,540	-	-	14,540
2017 Revenue	-	-	-	100,000	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	114,540	-	-	114,540

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Sewer Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-635-663.0000-1422
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	58,505	50,000	50,000	50,000	50,000	50,000	308,505
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	58,505	50,000	50,000	50,000	50,000	50,000	308,505

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	8,505	-	-	8,505
2017 Revenue	-	-	-	50,000	-	-	50,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	58,505	-	-	58,505

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
Preventing large scale disruptions before they happen will save the city in Overtime and equipment costs.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Inflow and Infiltration (I&I) Program

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1423
Project Code:	1423
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:
Upgrades to the City's sewer system to address problems caused by worn manhole covers and unstable infrastructure piping.

Project Justification:
To reduce the peaks at the WWTP during periods of heavy rain events. A continuing I&I program will allow the City to meet the permit requirements of FDEP.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	745,504	400,000	400,000	400,000	400,000	400,000	2,745,504
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	745,504	400,000	400,000	400,000	400,000	400,000	2,745,504

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	345,504	-	-	345,504
2017 Revenue	-	-	-	400,000	-	-	400,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	745,504	-	-	745,504

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
A reduction in stormwater flows to the WWTP will result in potential operational savings.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Water Lines Repair and Replace

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1424
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	147,087	150,000	150,000	150,000	150,000	150,000	897,087
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	147,087	150,000	150,000	150,000	150,000	150,000	897,087

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	30,803	-	-	30,803
2017 Revenue	-	-	-	116,284	-	-	116,284
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	147,087	-	-	147,087

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

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



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Chloramines Injection System

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1425
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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	215,521	-	-	-	-	-	215,521
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	215,521	-	-	-	-	-	215,521

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	215,521	-	-	215,521
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	215,521	-	-	215,521

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Fire Protection Upgrades

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	432-633-663.0000-1426
Project Code:	1426
Status:	Continuing Project
Project Type:	Recurring Project



Project Description:	Replacement of pipe with approximately 10,000 feet of 6 and 8 inch water main, fire hydrants, 6 and 8 inch gate valves, service lines interconnecting between 17th Street and 10th Street from 10th Ave to 14th Avenue.
Project Justification:	The described work will aid the City in keeping our ISO (International Standards Organization) Rating equal to or lower than our current rating. This rating provides our residences with less expensive fire protection insurance cost.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	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 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	506,100	-	-	506,100
2017 Revenue	-	-	-	100,000	-	-	100,000
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	606,100	-	-	606,100

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

Additional Information:
As the water lines are installed, the City plans to use this opportunity to add Reuse lines funded from the Reuse Department budget.



**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

Palmetto Area Reuse System (PARS)

Long Term Goal Achievement:	Appearance	Services	Infrastructure	Safety	Economic Stability	Historic Preservation
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Location:	City Wide
Department:	Public Works
Account Number:	460-660-663.0000-1460
Project Code:	1460
Status:	Continuing Project
Project Type:	Recurring Project



<u>Project Description:</u>	This project consists of the installation of reuse lines throughout the City.
<u>Project Justification:</u>	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. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	1,057,313	250,000	250,000	250,000	250,000	250,000	2,307,313
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	1,057,313	250,000	250,000	250,000	250,000	250,000	2,307,313

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	-	423,245	423,245
2017 Revenue	-	-	-	-	-	134,068	134,068
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	500,000	500,000
Totals	-	-	-	-	-	1,057,313	1,057,313

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>	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.
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**CITY OF PALMETTO
2017 - 2021 CAPITAL IMPROVEMENT PROGRAM**

8th & 9th Street Ward 2 Reclaim Lines

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



<u>Project Description:</u>	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.
<u>Project Justification:</u>	The City has made a priority of providing reclaimed water to as many residents and businesses as is feasible.

Annual Project Costs:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Engineering	-	-	-	-	-	-	-
Construction	276,620	-	-	-	-	-	276,620
Design	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	276,620	-	-	-	-	-	276,620

FY 2017 Funding Provided By:	General Fund	Road and Bridge	Capital Projects Fund	Water & Sewer	Stormwater	Reuse	Total
2016 Funding	-	-	-	-	-	276,620	276,620
2017 Revenue	-	-	-	-	-	-	-
Fund Balance	-	-	-	-	-	-	-
Grants/Assessments	-	-	-	-	-	-	-
Unidentified	-	-	-	-	-	-	-
Totals	-	-	-	-	-	276,620	276,620

Operating Budget Impact:	Fiscal Yr. 17	Fiscal Yr. 18	Fiscal Yr. 19	Fiscal Yr. 20	Fiscal Yr. 21	Future	Totals
Personnel	-	-	-	-	-	-	-
Material & Supplies	-	-	-	-	-	-	-
Repair & Maintenance	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
Totals	-	-	-	-	-	-	-

<u>Additional Information:</u>	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.
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CITY OF PALMETTO, FLORIDA
2016-2017 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 2016-2017 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 – **C**omprehensive **A**nnual **F**inancial **R**eport – A complete set of financial statements published soon after the close of each fiscal year by each general-purpose local government in conformity with GAAP and audited in accordance with generally accepted auditing standards.

Capital Asset – Acquired asset having a unit cost of at least \$2,000 and a useful life of more than one year.

Capital Expenditure – A category of budgetary appropriation that includes expenses for buildings, machinery and equipment and results in additions to a fixed asset inventory.

Capital Improvement Budget – The adopted budget to fund the capital improvement plan for the upcoming fiscal year.

Charges for Services – Revenue derived from charging fees for providing certain government services. These revenues can be received from private individuals or entities, or other governmental units. Charges for services include rental fees and contracted services as well as utility user fees for solid waste, water, sewer, stormwater and reuse fees.

CIP – **C**apital **I**mprovement **P**lan – A financial plan for construction of physical assets such as buildings, streets, sewers and recreation facilities. The plan extends over several future years indicating the beginning and ending date of each project, the amount to be expended in each year and the method of financing those expenditures.

COLA – **C**ost **O**f **L**iving **A**justment – An upward adjustment in salary levels to offset the adverse effect of inflation on employee compensation.

Cost Center – An organizational operating unit within the City responsible for a function of the City. Examples: City Clerk, City Attorney, Public Works Administration, Water, Sewer etc.

CRA – **C**ommunity **R**edevlopment **A**gency – An agency established by the City Commission to allow tax increment financing and to implement provisions to rehabilitate the redevelopment area. The agency cooperates with the private sector to attract long-term, financially sound projects that will generate new employment opportunities while protecting the City's unique character and charm.

Culture and Recreation – A category of services provided by a government for facilities and activities such as parks.

Debt Service – The payment of principal and interest on borrowed funds such as bank loans and capital leases.



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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.



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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.



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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.



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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 – Request For Proposal – A procurement process also known as “Competitive Sealed Proposals” and is used when the requirements are not clearly know. A public request is made by the government for sealed proposals for a particular need.

Rolled-Back Rate – Under Florida law as property values are increased each year by the property appraiser due to inflation, the City property tax rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. All property tax rate changes are calculated using the rolled-back rate as the base. However, if property values are reduced due to economic conditions, the rolled-back rate can become higher than the applicable millage rate.

SWFWMD – Southwest Florida Water Management District – A sixteen county agency, established by state statute and directed by a governing board, to manage water and related natural resources to ensure their continued availability while maintaining the balance between the water needs of current and future users.

Special Revenue Fund – A fund to account for revenue derived from specific sources that are restricted by law or policy to finance specific activities. CRA is the City’s special revenue fund.

Sundry Assets - Long-lived tangible asset obtained or controlled as a result of past transactions, events or circumstances at a cost between \$500 and \$2,000 per unit cost. These assets are not depreciated or capitalized but are tracked for the security of the asset and include items such as computers and other small equipment items.

TIF – Tax Increment Financing – A mechanism for using property taxes to stimulate investment in economically depressed areas. This involves identifying the depressed areas, then, reinvesting property taxes generated as a result of new construction in projects designed to further enhance the area’s economic vitality. TIF dollars is received by CRA of Palmetto.

Tax Revenue – Revenue derived by charges levied against the income or wealth of a person or other legal entity.

TRIM – Truth In Millage – One of many provisions of state legislation enacted in 1980 to direct taxpayer concerns regarding taxes to the appropriate public bodies. The county property appraiser is required, in August of each year, to prepare and deliver to each taxpayer a notice of proposed property taxes, known as TRIM Notice, for the upcoming year.



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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 Principles
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
MMEC	Multi-modal Enhancement Corridor
NIGP	National Institute of Governmental Purchasing
NPDES	Nation Pollutant Discharge Elimination System
OPEB	Other Post Employment Benefits
PD	Police Department
PDA	Personal Data Assistant
PW	Public Works
RFP	Request for Proposal
RIF	Reduction in Force
SWFGFOA	Southwest Florida Government Finance Officers Association
SWFWMD	Southwest Florida Water Management District
TIF	Tax Increment Financing
TRIM	Truth in Millage
TRIP	Transportation Regional Incentive Program
UPS	Uninterruptible Power Supplies
WCIND	West Coast Inland Navigation District
WM	Waste Management
WWTP	Waste Water Treatment Plant



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

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

Gloria Steinem