



City of Greenacres

Fiscal Year 2016/2017

Preliminary Budget Information

- This draft document contains preliminary budget information intended for use by City Management and Council during preliminary review of budget issues.
- The “best estimate” numbers included in this document are likely to change throughout the refinement process.
- The information in the document contains various assumptions for both current year and forecasted revenues and expenditures based on a number of indicators including but not limited to: State revenue estimates, economic conditions, inflationary factors, etc.



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STRATEGIC PLAN

MISSION

To continually improve the community's quality of life by providing the best and most cost efficient services and public facilities to City Residents and Businesses.

VALUES

We are ethical professionals with a high sense of honesty, integrity, and pride in our organization and City. We believe in being fiscally responsible and accountable to residents of our community and being fair, courteous, and respectful to our residents and each other.

GOALS

Our goals, objectives and programs are strategically planned to help us achieve our mission. In general, the quality of life in our community is measured by factors that contribute to human life such as safety, physical environment, natural environment, social and leisure resources, and good government. In order to continually improve the quality of life in our City, our focus is on achieving the following major strategic goals that make our City a great place to be...

-  Maintain a safe City
-  Maintain a well planned, attractive community
-  Maintain an efficient and effective local government
-  Maintain diversity in community life, leisure, and recreation

The City has utilized visioning processes as a tool to aid in long-range planning. The Greenacres Assembly, "A New Vision," coordinated by the Florida Institute of Government at Florida Atlantic University, was held in October of 2002. This process involved convening a community-wide forum with representation from Government/Public Sector/Non-Profit; Business and Industry; and Civic and Community organizations. The approach was designed to reach a consensus on issues of interest to diverse parties in the City, and to extend a general agreement on issues affecting the City. The assembly focused on three major issues: Quality of Life/Image and Character, Communication/Intergovernmental Coordination and Community Development/Neighborhood Revitalization.

The City's Comprehensive Plan required by the Florida Growth Management Act reflects the City's vision and establishes the foundation for meeting the needs of existing and future residents, visitors and businesses. The Comprehensive Plan contains ten (10) elements, which include Conservation, Infrastructure, Transportation, Recreation and Open Space, Housing, Land Use, Intergovernmental Coordination, Capital Improvement, Annexation, and Public School Facilities. Each element of the plan provides an inventory of existing conditions, an analysis of needs along with goals, and objectives and policies to guide the growth of the City. Levels of Service (LOS) are also established in the comprehensive plan to ensure that infrastructure and services will be available to accommodate new residential and commercial developments. The LOS analysis and resultant capital expenditures are included in the Capital Improvement element which provides the continuity between the goals and objectives of the Comprehensive Plan and the Annual Budget through the six (6) year Capital Improvement Program (CIP). The CIP identifies projects and their associated costs and is reviewed and updated annually in both documents.

As part of the strategic planning process, objectives, actions and strategies were developed for the major strategic goals which represent outcomes related to the City's mission. Goals and objectives in public sector agencies seek to increase, decrease, or maintain an activity, level of service, or other measurable tangible component. Short term goals, objectives and performance measures were developed for each major strategic goal and incorporated into each department/division's section of the annual budget to link program outputs and outcomes. The following is a summary of the short term goals:

**Strategic Goal: Safe City***Short Term Goals:*

- Maintain current levels of service for Law Enforcement
- Maintain current levels of service for Fire Rescue
- Maintain current levels of service for Permitting and Inspections
- Maintain current levels of service for Code Enforcement
- Maintain Public Facility Maintenance levels of service
- Maintain current levels of service for Emergency Management

**Strategic Goal: Well Planned Attractive Community***Short Term Goals:*

- Maintain implementation of land use plan, and zoning code
- Maintain diversity in neighborhoods and housing styles
- Maintain environmental stewardship
- Maintain number of community cleanup events
- Maintain national recognition by National Arbor Day Foundation for Tree City USA designation
- Maintain levels of service for maintenance of public spaces including road right-of-ways

**Strategic Goal: Efficient & Effective Local Government***Short Term Goals:*

- Maintain implementation of successful business management practices and the use of performance measurement and benchmarking
- Increase efficiency of service delivery through the incorporation of technology
- Maintain lowest government services cost per resident among comparable cities
- Maintain communication with residents and businesses by publishing an annual report, city newsletter, and maintaining a current website
- Maintain recognition of organizational excellence by GFOA (Budget, CAFR, PAFR)
- Maintain a fiscally sound local government
- Maintain public trust through an open and ethical government
- Maintain customer-focused services
- Maintain a professional work force through training and education

**Strategic Goal: Diversity in Community Life, Leisure & Recreation***Short Term Goals:*

- Maintain targeted levels of service for parks identified in the comprehensive plan
- Maintain the number of annual community events
- Maintain national recognition for Youth Programs
- Maintain the current levels of service for athletic league and leisure classes
- Maintain partnerships with community service organizations

FINANCIAL POLICIES

The City of Greenacres Financial Policies compiled below provides the basic framework for the overall financial management of the City. The policies which are based on state law, City Charter, council policies and directives cover areas such as operating, revenue, cash management and investments, debt, reserve, capital improvement program, accounting and financial reporting, organizational and financial stability. These policies are used in the development of current activities and planning for future programs.

Operating Budget Policies

1. The City's budget will support goals, objectives and strategies to accomplish the City's mission.
2. The City will continue to support a scheduled level of maintenance and replacement of its infrastructure and fleet.
3. The City will continuously evaluate its service delivery system to maintain efficiency and effectiveness.
4. The City will comply with mandatory Federal, State and Local laws and when appropriate, will comply with industry and professional requirements or standards.
5. The operating impacts of the Capital Improvement Program (CIP) projects will be reviewed prior to any project being included in the operating budget.
6. The City will develop and maintain accounting and budgetary control systems to adequately safeguard the assets held in public trust.
7. The City's Budget must be balanced such that each fund's revenues + fund balance equals its expenditures + reserves.

Revenue Policies

1. The City will attempt to maintain a diversified and stable revenue system to avoid reliance on any one revenue source and will attempt to minimize the dependence on property taxes.
2. The City will review and evaluate new revenue sources to fund operating expenditures consistent with the City Council's goals.
3. The City will establish all user charges and fees to recover the partial or full cost of providing a service.

4. The City will review fees/charges periodically to ensure they are fair and equitable to all users.
5. The City will consider market rates and charges levied by other public and private organizations for similar services in establishing fees.

Cash Management Policies

1. The City will follow its adopted investment policy when handling public funds.
2. The City will collect revenues aggressively, including past due bills of any type and may utilize an outside collection agency to accomplish this.
3. The City will deposit all funds timely; within twenty-four (24) hours of receipt.
4. The City's deposits will be held in a qualified public depository pursuant to State of Florida Statutes, Chapter 280, "Florida Security for Public Deposits Act."

Investment Policies

The City's primary objectives for the investments are safety (preservation of portfolio), liquidity and yield. Investments of surplus funds are permitted in the following:

- The Florida Local Government Surplus Funds Trust Fund (State Board of Administration or SBA), or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act (Florida Statute Section 163.01);
- Negotiable direct obligations of, or obligations of the principal and interest of which are unconditionally guaranteed by the United States Government at the

prevailing market price for such securities (U.S. “Treasuries” and “Agencies”);

- U.S. Government Agency Securities and Instrumentalities of Government Sponsored Enterprises carrying the implied faith and credit of the U.S. Government; Interest-bearing time deposits or savings accounts in qualified public depositories as prescribed by the Florida Security for Public Deposits Act, Chapter 280.02, Florida Statutes;
- Certificates of deposit and other evidences of deposit at qualified depositories, bankers’ acceptances, and commercial paper, rated in the highest tier by a nationally recognized rating agency;
- Shares of any money market mutual fund that is registered with a Securities and Exchange Commission, has the highest credit quality rating from a nationally recognized statistical rating organization, and has a portfolio which is limited to direct obligations of the United States Government or any agency instrumentally thereof.

The goal of the investment policy is to meet or exceed the performance of the benchmark Florida Local Government Surplus Trust Fund administered by the State Board of Administration (SBA).

Debt Policies

1. The City will review and evaluate its existing debt obligations and future borrowing needs annually.
2. The City will not issue any debt to finance current operations.
3. The City will adhere to the bond covenant requirements of each debt issuance.
4. The City shall limit its maximum of total debt service to total revenue to fifteen percent (15%) and its maximum outstanding capital indebtedness to property tax base to five percent (5%).

Reserve Policies

The City will maintain the following fund balances and reserves pursuant to Government Accounting Standards Board Statement 54:

1. Restricted
 - The City will maintain all debt service reserve amounts as required by bond covenants.
2. Committed Fund Balance
 - Emergency and Disaster reserve in an amount of \$2,000,000.
 - Pension Plan reserve in an amount equivalent to the net pension obligation determined from the most recent actuarial study.
3. Assigned Fund Balance

Compensated Absences reserve in an amount up to 50% of the difference between the total compensated absences and the amount due within one year as determined in the most recent financial statements.
4. Unassigned Fund Balance reserve in an amount of 25% of the budgeted annual operating expenditures for the current fiscal year.

Capital Assets Policies

1. The City will track all assets with a value greater than \$750 for inventory and control purposes.
2. A physical inventory will be performed annually.
3. The City will set capitalization thresholds for all capital assets with a life greater than one year for all classes of assets. For financial reporting purposes, the thresholds are:

Capitalize & Depreciate

Land	Capitalize only
Land Improvements	\$ 25,000
Buildings	\$ 50,000
Building Improvements	\$ 50,000
Construction in Progress	Capitalize only
Machinery and Equipment	\$ 5,000

Vehicles \$ 5,000
 Infrastructure \$250,000

Accounting Standards Board (GASB) within 180 days of the end of the fiscal year.

4. Capital expenditures (capital outlay) in excess of \$10,000 that result in the addition of or improvements to capital assets are classified as Capital Improvement Projects (CIPs) and are accounted for in the Capital Projects Funds.

3. The City will maintain an accounting and financial reporting system that conforms to GAAP and State laws.
4. The City will produce periodic financial reports on a monthly basis, including year-to-date levels of revenues and expenditures and budget-to-actual comparisons.

Capital Improvement Program Policies

1. The City will develop and update a six-year Capital Improvement Program on an annual basis.
2. All projects in the Comprehensive Improvement Element (CIE) of the City's Comprehensive Plan will be included in the Capital Improvement Program.
3. In the development of the Capital Improvement Program, the City will review the operational impact of each project.
4. The Capital Improvement Projects (CIPs) will be reviewed and evaluated based on established criteria, prior to any project being included in the Capital Improvement Program.
5. A report on the current status of Capital Improvement Projects will be updated on a quarterly basis.

Organizational Policies

1. The organizational structure will be reviewed regularly to maintain the highest level of efficiency.
2. The City will maintain a professional workforce through ongoing training and education.
3. Employee compensation will be reviewed periodically to ensure the City is competitive with comparable public entities.

Accounting and Financial Reporting Policies

1. An independent audit will be performed annually by a certified public accounting firm.
2. The City will produce Comprehensive Annual Financial Reports (CAFR's) in accordance with Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental

Financial Stability Policies

1. The City will prepare five (5) year projections for all revenues and expenditures for inclusion in the annual budget.
2. The City will identify and implement strategies for long term financial stability to maintain levels of service and fiscal soundness.
3. The City will review and evaluate its existing debt obligations and future borrowing needs annually.
4. The City will maintain a financially feasible six-year Capital Improvement Program.
5. The City will continuously monitor revenues and expenditures to ensure responsible fiscal management of the City.

BUDGET CALENDAR**FY 2017****June**

- 20 Council Budget Workshop – Budget Presentations

July

- 1 Property Appraiser Provides Certification of Taxable Values
- 18 City Council Adopts Proposed Millage Rate and Sets Time and Date for Public Hearings
- 27 Department of Finance Provides Ad Valorem Rates to Property Appraiser

September

- 8 First Public Hearing on Proposed Budget
 - *Announces Percent by which Computed Millage Exceeds Rolled-Back Rate
 - *Adopt Tentative Budget
 - *Amendments, if any
 - *Re-Compute Proposed Millage, if amended
- 10 Advertise Notice of Proposed Operating Budget
- 13 Second Public Hearing to Adopt Final Millage Rate and Budget and Approval of Budget Resolution
- 16 Finance Department to Provide Final Millage Rate to Property Appraiser, Tax Collector and Department of Revenue
- 16 Certification of "TRIM" compliance Signed by City Manager and Submitted to Property Appraiser

October

- 1 Beginning of Fiscal Year

GOVERNMENTAL FUNDS

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 carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The City of Greenacres uses the following governmental fund types:

General Fund - The general fund (major fund) is used to account for the general operations of the City including administration, police, fire rescue, public works, building, planning, recreation, and sanitation. The general fund can be used to account for all financial resources except those required to be accounted for in other funds.

Special Revenue Funds - The special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Special revenue funds used by the City are:

- Forfeitures Fund (#102) - This fund (established in FY 1989) accounts for funds generated from law enforcement confiscations. These funds are legally restricted as to usage per Chapter 932, Florida Statutes. Chapter 932, Florida Statutes, prohibits adoption of a revenue budget on this fund. Fund expenditures need City Council approval.
- Arboreous Fund (#103) - This fund was established in fiscal year 1990 and accounts for funds designated for tree planting and maintenance activities. Revenue is generated from commercial development.
- Public Safety Donation Fund (#104) - This fund was established in fiscal year 1996 and accounts for contributions designated for public safety activities.
- Greenacres Youth Programs Fund (#105) - This fund was established in fiscal year 1997 and accounts for funds reserved and designated for youth after school programs and camps.

Debt Service Fund - This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. The City uses the following debt service fund:

- Bank Loan Fund (#211) – This service fund accumulates the resources to pay principal and interest of the note for construction of the Municipal Complex, which was funded in FY 2005 and \$2 million debt for the proposed expansion of the Community Center in FY 2015.

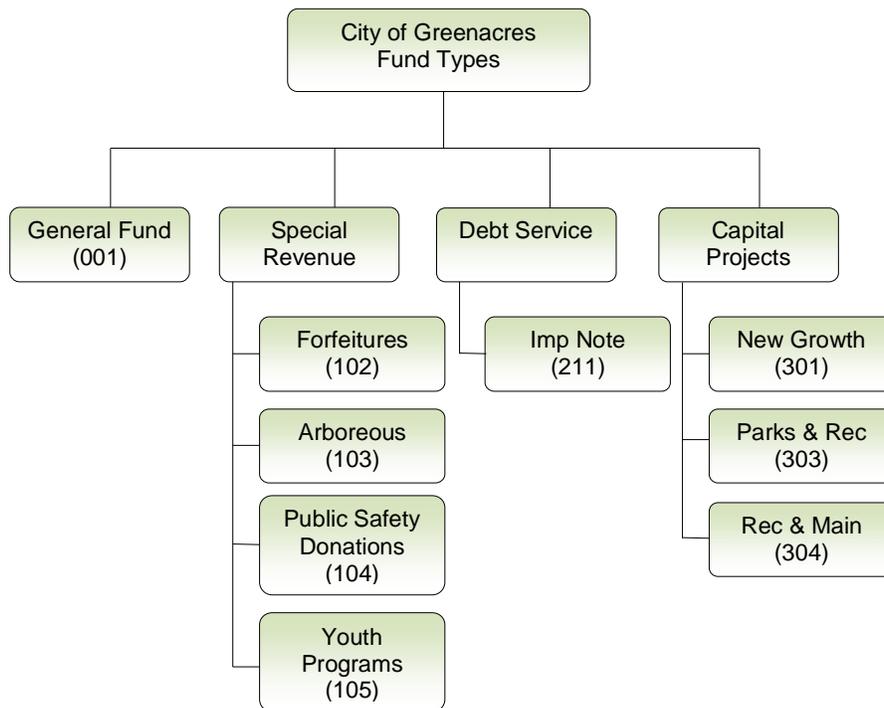
Capital Projects Funds - The City operates three capital projects funds and are all major funds. All funds are supported by various sources including the receipt of grants, inter-fund transfers from the General Fund, impact fees and bond proceeds. The three continuing funds are:

- New Growth Fund (#301) - provides for the acquisition of new and expanded public infrastructure for all purposes resulting from the growth of the City, such as a new City computer system and land acquisition.
- Parks and Recreation Fund (#303) provides for the construction and refurbishment of park facilities within the City.
- Reconstruction and Maintenance Fund (#304) provides for rebuilding and replacement of existing capital assets.

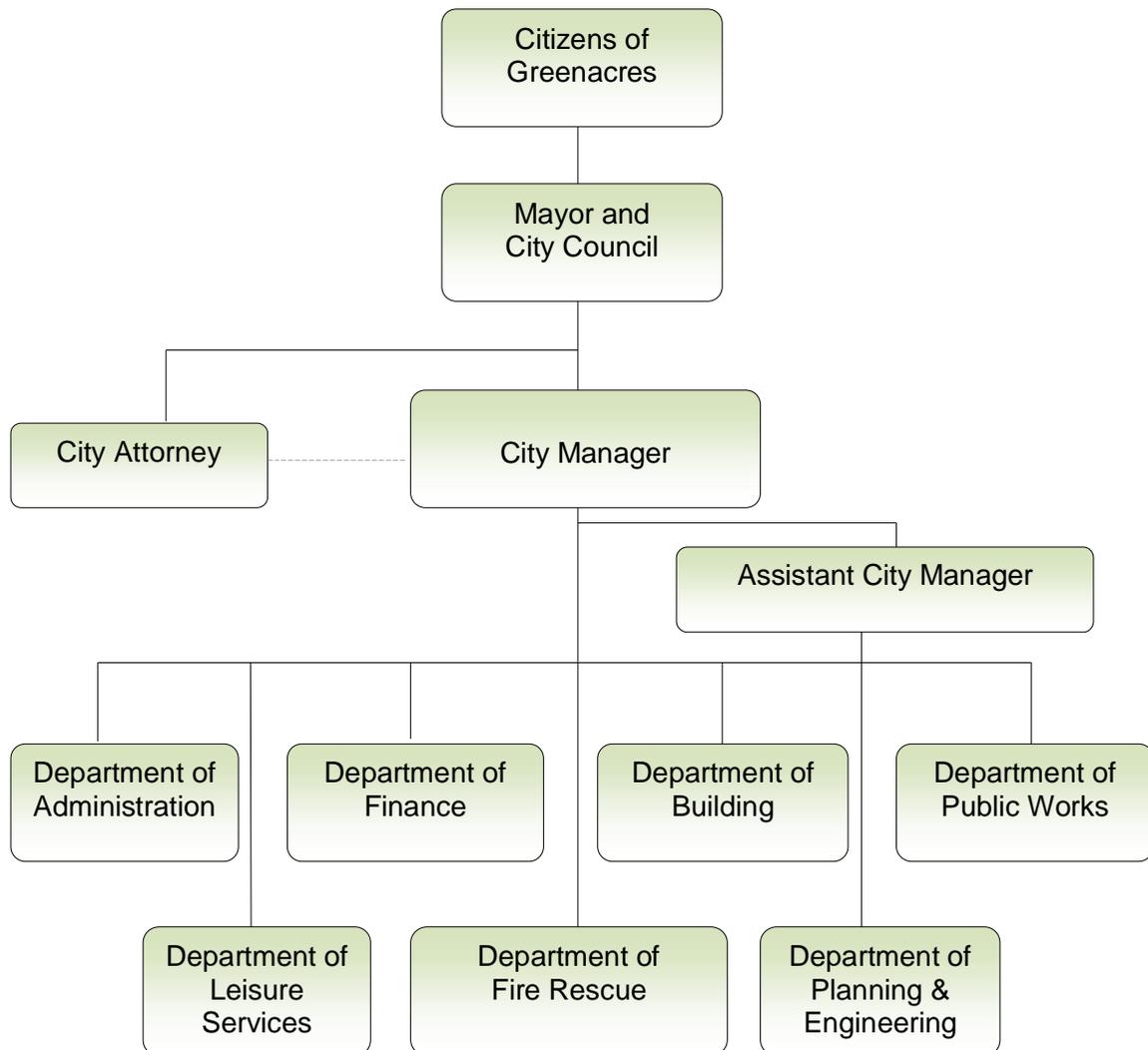
During the budget execution phase, changes to the budget that may occur during the year are approved by

majority vote of the City Council based on the recommendation and justification of the affected Department Director(s), Director of Finance and City Manager. The budget may be amended by automatic reappropriations for open encumbrances at the end of the fiscal year. During the year when the need arises, budget amendments/adjustments are prepared for City Council's approval.

The City of Greenacres is proud of its outstanding history of fiscally sound business practices and receiving the Certificates of Achievement for Excellence in Financial Reporting (CAFR) for the past 23 years, and the Distinguished Budget Award Presentations for the past 22 years.



Organizational Chart



Mission Statement

To continually improve the quality of life by providing the best and most cost efficient public services and facilities to exceed the expectations of city residents and businesses.

**PERSONNEL SUMMARY
FY 2015 – 2017**

Department	FY 2015 Service Levels	Actual Additions / Reductions	FY 2016 Service Levels	Adopted Additions / Reductions	FY 2017 Service Levels
Administration	8 FT / 6 PT	0	8 FT / 6 PT	0	8 FT / 6 PT
Finance	13 FT	0	13 FT	0	13 FT
Planning/Eng	6 FT	0	6 FT	0	6 FT
Public Works	20 FT / 2 PT	2	22 FT / 2 PT	-1 FT / -2 PT	21 FT / 0 PT
Fire Rescue	115 FT / 1 PT	+ 5 -73 -1 PT	47 FT / 0 PT	0	47 FT / 0 PT
Leisure Services	8 FT / 22 PT	+1	9 FT / 22 PT	+3	12 FT / 22 PT
Building	10 FT	0	10 FT	+4	14 FT
TOTALS	180 FT / 31 PT	-66 FT / -1 PT	115 FT / 30 PT	+6 FT / -2 PT	121 FT / 28 PT

FT – Full Time; PT – Part Time

The preceding chart shows actual changes between the FY 2015 and FY 2016 service levels, and the proposed additions for budget year FY 2017. A brief explanation is provided below.

Department of Administration – Management Analyst to be removed and Human Resources Director to be added for 2017.

Department of Finance – No staffing changes are proposed for 2017.

Department of Planning/Engineering – No staffing changes are proposed for 2017.

Department of Public Works – 1 Mechanic merged with Sheriff's Office and 2 Park Attendants (PT) to be transferred to Leisure Services Dept. for 2017.

Department of Fire Rescue – No staffing changes are proposed for 2017.

Department of Leisure Services – Custodian, Recreation Assistant, and Youth Development Specialist to be added; 1 Recreation Aide II (PT) and 1 Child Care Assistant (PT) to be removed; and 2 Park Attendants (PT) to be transferred from Public Works Dept. for 2017.

Department of Building – 2 Code Enforcement Officers, Plans Examiner, and Code Enforcement Tech to be added for 2017.

**BUDGET SUMMARY FUND BALANCE
ALL FUNDS**

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>DEBT SERVICE FUNDS</u>	<u>CAPITAL PROJECTS FUNDS</u>	<u>TOTAL</u>
ESTIMATED REVENUES:					
Total Revenues	\$26,873,510	\$565,141	\$4,518	\$753,655	\$28,196,824
Other Financing Sources					
Interfund Transfers - IN		20,000	410,000	1,000,000	1,430,000
Appropriated use of Fund Balance	(84,651)	297,922	(11,258)	1,394,573	1,596,586
Total Estimated Revenues and Financing Sources	<u>\$26,788,859</u>	<u>\$883,063</u>	<u>\$403,260</u>	<u>\$3,148,228</u>	<u>\$31,223,410</u>
EXPENDITURES, USES AND RESERVES:					
Total Expenditures	\$25,358,859	\$883,063	\$403,260	\$3,148,228	\$29,793,410
Other Financing Uses					
Interfund Transfers - OUT	1,430,000				1,430,000
Total Appropriated Expenditures and other Uses	<u>\$26,788,859</u>	<u>\$883,063</u>	<u>\$403,260</u>	<u>\$3,148,228</u>	<u>\$31,223,410</u>
Projected Beginning Fund Balance	12,004,347	365,970	556,000	6,840,220	19,766,537
Revenues and Financing Sources	26,873,510	585,141	414,518	1,753,655	29,626,824
Expenditures and other Uses	(26,788,859)	(883,063)	(403,260)	(3,148,228)	(31,223,410)
Projected Ending Fund Balance	12,088,998	68,048	567,258	5,445,647	18,169,951
Fund Balances					
Nonspendable	37,800				37,800
Restricted for:					
Arboreous Activities		11,980			11,980
Public Safety Donations		0			0
Youth Programs		56,068			56,068
Debt service			567,258		567,258
New Growth				1,084,360	1,084,360
Parks and Rec				1,596,344	1,596,344
Reconstruction & Maint				2,764,943	2,764,943
Committed to:					
Emergency and disaster reserve	2,000,000				2,000,000
Pension plan reserve	0				0
Budget stabilization reserve	0				0
Assigned for:					
Compensated absences reserve	457,000				457,000
Capital Projects					0
Unassigned:	9,594,198				9,594,198

**OPERATING MILLAGE RATES
SUMMARY OF EFFECT**

<u>Fiscal Year</u>	<u>Taxable Value</u>	<u>Millage Rate</u>	<u>Millage Rate Percentage Change</u>	<u>Property Tax Revenue</u>	<u>Revenue Percentage Change</u>	<u>Property Tax Revenue Increase/Decrease</u>
2011	1,222,199,230	5.6500		6,677,646	-9.19%	(676,131)
2012	1,192,441,995	5.6500	0.00%	6,457,109	-3.30%	(220,537)
2013	1,136,699,872	5.6500	0.00%	6,210,647	-3.82%	(246,462)
2014	1,181,245,091	5.4284	-3.92%	6,378,649 ²	2.71%	168,002
2015	1,274,273,513	5.4284	0.00%	6,640,576 ¹	4.11%	261,927
2016	1,400,850,119	6.0854	12.10%	8,183,744 ¹	23.24%	1,543,168
2017	1,518,212,945	6.0854	0.00%	8,869,376 ¹	8.38%	685,632
2017 RBR	1,518,212,945	5.6469	-7.21%	8,230,269 ¹	0.57%	46,525

¹ Property Tax Revenue is Budgeted at 96% of Total Tax Revenue to remain compliant with Florida Statute 200.065

² Tax Revenue includes delinquent and past due uncollected revenue projected to be collected.

MAXIMUM MILLAGE REQUIREMENTS – §200.065(5), FLORIDA STATUTES

<u>Vote Required</u>	<u>Millage</u>
Majority	Rolled-back Rate (RBR)* - 5.6469
Majority	Maximum Rate – 7.8594
Two-Thirds	110% of Maximum Rate – 8.6453
Unanimous or Referendum	Any rate up to statutory maximum of 10 mills.

*Rolled-Back Rate: Millage rate that provides the same property tax revenue as the prior year (exclusive of new construction, annexations, and additions)

**GENERAL FUND
REVENUE AND EXPENDITURE SUMMARY**

CATEGORY	FY 2016 BUDGET	FY 2017 PROPOSED	CHANGE FROM PRIOR YEAR	% CHANGE	% OF TOTAL BUDGET
REVENUES					
Ad Valorem Taxes	\$ 8,185,439	\$ 8,869,376	\$ 683,937	8.4%	33.0%
Millage Rate FY 2016 6.0854					
Utility Service Taxes	2,755,000	2,811,000	56,000	2.0%	10.5%
Other Taxes	2,314,210	2,191,596	(122,614)	-5.3%	8.2%
Permits and Fees	2,376,890	3,502,384	1,125,494	47.4%	13.0%
Intergovernmental	4,843,597	4,969,500	125,903	2.6%	18.5%
Charges for Services	3,333,592	3,936,038	602,446	18.1%	14.6%
Fines & Forfeitures	80,417	84,400	3,983	5.0%	0.3%
Interest Income	78,950	66,138	(12,812)	-16.2%	0.2%
Rent and Royalties	319,492	367,478	47,986	15.0%	1.4%
Miscellaneous Income	152,397	75,600	(76,797)	-50.4%	0.3%
TOTAL REVENUE	\$ 24,439,984	\$26,873,510	\$ 2,433,526	10.0%	100%
EXPENDITURES					
Personnel Services	\$ 13,220,315	\$ 12,145,631	\$ (1,074,684)	-8.1%	45.3%
Operating	8,715,699	11,458,783	2,743,084	31.5%	42.8%
Capital Outlay	20,545	25,637	5,092	24.8%	0.1%
Grants and Aids	7,500	7,500	0	0.0%	0.0%
Solid Waste Collection	1,190,504	1,215,000	24,496	2.1%	4.5%
Insurance	357,839	303,000	(54,839)	-15.3%	1.1%
Interfund Transfers	4,193,381	1,430,000	(2,763,381)	-65.9%	5.3%
Contingency	100,000	100,000	0	0.0%	0.4%
Other Obligations	154,204	103,308	(50,896)	-33.0%	0.4%
TOTAL EXPENDITURE	\$ 27,959,987	\$ 26,788,859	\$ (1,171,128)	-4.2%	100%

Excess Revenue Over (under) (3,520,003) 84,651
Expenditures

USE OF GENERAL FUND BALANCE

	Projected Ending 2016	Interfund Transfer	Use of Reserve	Projected Ending Balance
Emergency and Disaster Reserve ¹	2,000,000	0	0	2,000,000
Unassigned Reserve	9,509,547	0	84,651	9,594,198
Unassigned Reserve as % of expenditures				36%

Note: 2015 year end projections show excess revenue over expenditures

¹ Budget adjustment during Fiscal year 2016

**GENERAL FUND
REVENUE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
AD VALOREM TAXES					
311-100	Real And Pers. Prop. Tax	\$ 6,013,462	\$ 6,509,862	\$ 8,035,439	\$ 8,719,376
311-200	Del Real & Personal Prop.	187,752	142,385	150,000	150,000
TOTAL AD VALOREM TAXES		6,201,214	6,652,247	8,185,439	8,869,376
UTILITY SERVICE TAXES					
314-100	Electric Utility Taxes	2,118,618	2,147,932	2,190,000	2,230,000
314-300	Water Utility Service Tax	468,358	482,680	475,000	490,000
314-400	Gas Utility Taxes	50,617	55,778	55,000	58,000
314-800	Propane Gas Utility Taxes	35,456	32,772	35,000	33,000
TOTAL UTILITY SERVICE TAXES		2,673,049	2,719,162	2,755,000	2,811,000
OTHER TAXES					
312-410	1st Local Option Gas Tax	267,121	285,799	285,996	285,000
312-420	2nd Local Option Gas Tax	126,116	0	0	0
312-510	Ins Prem Tax-Firefighter	257,205	229,017	257,205	160,796
312-520	Ins Prem Tax-Police	220,415	231,632	220,415	227,400
315-200	Communication Service Tax	1,318,215	1,286,647	1,281,994	1,239,000
316-001	New Business Tax Receipt	21,159	205,311	204,225	215,000
316-010	Renewal Business Tx Rec	169,694	0	0	0
316-020	Transferred B-Tax Receipt	497	379	500	400
316-030	Rental Property BTR	64,377	61,682	63,875	64,000
TOTAL OTHER TAXES		2,444,799	2,300,467	2,314,210	2,191,596
PERMITS AND FEES					
322-100	Building Permit	350,242	385,014	410,000	490,000
322-101	Building Permit-Sitework	19,553	5,872	10,000	12,000
322-102	Building Plan Review Fees	560	3,280	1,000	2,000
322-200	Electrical Permit	13,534	6,100	10,000	0
322-300	Plumbing Permit	10,506	0	0	0
322-400	Mechanical Permit	34,003	0	0	0
323-100	Electric Franchise Fees	1,679,938	1,706,622	1,760,000	1,800,000
323-400	Gas Franchise Fees	29,053	29,832	28,620	30,000
323-700	Solid Waste Franch Fee/Comm	24,529	26,584	26,700	26,700
323-702	Solid Waste Franch Fee/Resident	62,980	64,150	66,020	66,020
325-200	Fire Assessment	0	0	0	1,009,088
329-001	Miscellaneous Inspections	3,287	0	0	0
329-010	Const. Reinspection Fees	480	760	500	1,000
329-020	Inspections After Hours	0	0	150	150
329-050	Planning Filing Fees	34,372	53,415	42,000	42,376
329-060	Engineering Review Fees	10,645	25,879	14,000	14,000
329-065	Petition Advertisements	2,855	5,108	6,300	7,450

**GENERAL FUND
REVENUE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERMITS AND FEES CONT.					
329-110	Permit Surcharge - DCA	768	678	800	800
329-120	Permit Surcharge - DBPR	769	687	800	800
TOTAL PERMITS AND FEES		2,278,074	2,313,981	2,376,890	3,502,384
INTERGOVERNMENTAL					
331-240	Bullet Proof Vest Grant	2,175	2,456	0	0
334-491	FDOT Lighting Reimbursmnt	24,913	25,660	25,660	25,660
335-120	State Revenue Sharing	1,305,331	1,449,510	1,461,329	1,600,000
335-140	Mobile Home License Tax	10,492	12,745	10,000	10,000
335-150	Alcoholic Beverage Lic.	5,171	5,073	6,000	6,000
335-180	Half-Cent Sales Tax	2,800,931	2,968,489	3,157,768	3,200,000
335-210	Firefighter Supplemental	8,280	8,731	8,440	8,440
335-490	Motor Fuel Tax Rebate	10,153	11,788	12,600	12,600
337-200	PBC LE Task Force	7,533	0	0	0
337-201	PBC E911 Fund	58,319	30,910	30,000	0
338-100	SWA Recycling Refund	38,349	28,259	50,000	25,000
338-200	B'ness Tax Receipt from Cnty	79,216	83,539	81,800	81,800
TOTAL INTERGOVERNMENTAL		4,350,863	4,627,160	4,843,597	4,969,500
CHARGE FOR SERVICES					
341-300	Youth Prog Maint Fees	55	0	300	300
341-300	Youth Program Admin Fees	23,800	23,800	23,800	23,800
341-301	County Impact Admin Fees	18,637	11,065	12,000	12,000
341-900	Elections - Filing Fees	644	659	483	498
341-901	Sales of Clerk Documents	40,245	39,696	38,845	85,600
341-901	Sales of Planning Doc	4,152	165	225	90
341-910	Supp. Pay. Processing Fee	241	211	234	234
342-100	Security-Special Detail	20,228	13,713	10,000	0
342-200	Atlantis Interlocal Agree	743,330	773,344	804,278	836,449
342-500	Atlantis Annual Fire Insp	2,724	2,544	2,500	2,500
342-501	GAC Annual Fire Insp Fee	16,816	13,912	12,000	12,000
342-510	Fire Re-Inspection Fees	311	590	400	400
342-520	Pre-Business Tx Rec Insp	5,495	6,000	5,700	5,000
342-521	Rental Property BTR Insp	4,483	5,250	4,000	4,000
342-530	Atlantis Fire Plan Rev Fe	4,455	9,000	3,000	4,000
342-531	GAC Fire Plan Rev Fee	9,522	10,734	14,000	9,000
342-601	GAC-Ambulance Revenue	1,319,771	1,401,182	1,487,000	2,349,000
342-610	EMS W/O - Uncollectible	(497,571)	(514,897)	(480,000)	(647,000)
342-611	EMS W/O - Contractual	(110,805)	(116,554)	(120,000)	(287,000)
342-620	EMS Allowance Adjustment	27,340	27,200	24,000	30,000
342-621	Contractual Collection contract	(1,863)	(3,550)	(700)	(5,000)
342-900	False Fire Alarms Rev	9,700	1,800	4,000	4,000

**GENERAL FUND
REVENUE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
CHARGE FOR SERVICES CONT.					
342-901	Sales of P/S Documents	6,050	7,513	2,500	500
342-902	False Burglar Alarms Rev	8,740	7,745	4,500	4,500
343-400	Solid Waste Fee Reimb	0	3,543	2,989	2,989
343-411	Solid Waste Fee	820,789	818,964	854,756	867,000
343-413	Solid Waste Recycling Fees	326,093	325,945	340,444	345,300
343-415	Solid Waste Misc	0	0	0	0
343-451	Solid Waste Admin Fees	113,705	116,999	119,236	122,505
343-452	Solid Waste Lien Fees	22,550	9,800	22,100	22,100
343-453	Solid Waste Penalties	53,282	59,374	66,000	62,500
999-999	Solid Waste Reimb	0	0	0	0
347-211	Athletic Fees	32,174	34,525	44,000	38,180
347-212	Leisure Activities Fees	5,854	12,331	0	0
347-214	Discover Florida Trips	0	9,326	12,410	11,660
347-400	Special Event Commissions	10,571	13,698	17,595	17,936
349-000	Maintenance Reimbursement	11,496	0	997	997
TOTAL CHARGE FOR SERVICES		3,053,014	3,125,627	3,333,592	3,936,038
FINES & FORFEITURES					
351-500	Fines-Moving Violations	50,169	34,667	32,000	32,000
351-501	Law Enforcement Education	6,732	4,998	1,667	5,000
351-700	Traffic Fines 12.50 Funds	11,910	18,836	12,000	0
354-100	Code Enforcement Penalty	26,860	36,783	27,000	40,000
354-103	Permit/BTR Penalties	761	5,929	5,200	5,000
354-200	Non-Moving Violations	1,910	2,980	2,000	2,000
354-201	Late Fees-Parking Tickets	140	100	200	200
359-000	Restitution	204	342	100	0
359-100	Nsf Service Charges	263	123	150	100
359-130	Lost / Abandoned Property	0	0	100	100
TOTAL FINES & FORFEITURES		98,949	104,758	80,417	84,400
INTEREST					
361-100	Misc Interest On A/R	28	126	50	50
361-110	Tax Collector's Interest	179	183	500	250
361-120	SBA Interest	9,754	4,590	1,900	5,672
361-130	FMIvT Interest	16,070	60,004	54,000	33,066
361-150	Bank Investment Program	12,072	17,105	22,500	27,100
361-301	SBA Change Fair Value Invest	(23,378)	39,768	0	0
TOTAL INTEREST		14,725	121,776	78,950	66,138
RENT AND ROYALTIES					
362-100	Rental Fees-Short Term	93,442	101,618	102,500	147,229
362-110	Rental Income-Long Term	208,491	210,734	213,992	217,249
362-600	Vending Machine Royalties	2,497	2,756	3,000	3,000
TOTAL RENT AND ROYALTIES		304,430	315,108	319,492	367,478

**GENERAL FUND
REVENUE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
	MISCELLANEOUS				
364-410	Surplus Sales-Furn, Equip	6,110	40,386	20,000	20,000
366-303	Egg Hunt Sponsorship	250	270	3,250	2,750
366-304	July 4th Sponsorship	2,250	2,250	2,250	2,250
366-900	Contributions	6,378	5,516	286	350
369-300	Insurance Proceeds	14,432	28,142	5,000	5,000
369-900	Refunds-Current Year	0	0	100	100
369-901	Refunds - Prior Year	44,633	45,247	42,000	42,000
369-902	GTL Reimbursements	883	0	883	0
369-903	Reimbursement from Employee	0	0	0	0
369-905	Witness & Jury Reimburse	0	8	50	50
369-910	Forfeit Non-Vested Retire	16,584	3,683	1,500	1,500
369-999	Miscellaneous Revenues	3,529	3,896	77,078	1,600
	TOTAL MISCELLANEOUS	95,049	129,398	152,397	75,600
	GRAND TOTAL	\$ 21,514,166	\$ 22,409,684	\$ 24,439,984	\$ 26,873,510

**GENERAL FUND
EXPENDITURE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	\$ 9,820,053	\$ 10,749,474	\$ 8,577,752	\$ 7,531,246
12-2	Vac/Sick Payout	21,198	54,660	0	0
13-1	Other Salaries & Wages (Part-Time)	83,883	94,513	80,795	78,078
14-1	Overtime	755,304	708,670	627,884	580,376
15-1	Special Pay	170,390	159,459	112,463	84,330
21-1	Fica Taxes	779,504	843,423	643,827	538,414
22-1	Retirement Contributions (FRS)	319,649	337,491	240,993	176,802
22-2	FLC Gen Retirement Contr	149,861	161,144	158,095	178,293
22-3	FLC Gen Retirement Match	67,709	73,364	77,696	87,077
22-4	FLC P/S FF Retirement	1,235,434	1,169,472	922,769	1,221,190
23-1	Life & Health Insurance	1,236,848	1,367,422	1,159,791	1,060,654
23-2	Dependent Insurance	343,214	399,365	347,678	374,539
23-3	Short Term Disability	14,475	9,675	0	0
24-1	Worker's Compensation	259,706	296,495	259,379	224,787
24-2	City Shared Worker Comp	4,820	10,936	0	0
25-1	Unemployment Compensation	592	7,915	11,193	9,845
TOTAL PERSONNEL SERVICES		15,262,640	16,443,478	13,220,315	12,145,631
OPERATING EXPENSES					
31-1	Legal Expenses	59,770	7,410	16,500	16,500
31-2	Engineering & Architect	15,531	21,845	23,201	22,298
31-4	Other Professional	46,138	59,085	64,092	77,417
31-5	Physical Exams	15,190	11,990	15,790	7,000
32-1	Accounting & Audit	43,827	51,083	36,000	36,000
34-2	Aquatic Weed Control	4,257	5,078	5,220	5,720
34-4	Other Contractual	414,742	507,680	439,081	244,957
34-41	Doc Services	60,966	58,157	60,537	59,022
34-42	Contract with PBSO	0	0	5,988,486	9,102,499
40-1	Senior Trips	0	8,764	12,173	11,700
40-2	Tuition Reimbursement	2,934	1,676	7,500	7,500
40-3	Personnel Recruiting	0	0	500	500
40-4	Ed Train Sem & Assc Exp	70,180	81,478	96,197	100,028
40-5	Business Expense. & Mileage	1,278	1,488	1,898	1,879
41-1	Telephone, Teleg. & Mail	118,989	125,245	113,039	64,695
42-1	Postage, Frt. & Express	41,954	45,388	39,548	45,735
43-1	Electricity	217,703	210,384	216,000	231,000
43-2	Street Lights	189,009	190,640	193,600	194,800
43-4	Water & Sewer	36,940	37,905	41,208	45,780
43-5	Dumping Fees	26,691	30,809	30,240	29,104
44-1	Equipment Rental	2,373	3,089	4,069	3,569
44-2	Uniform Rental	1,317	1,259	1,300	1,291
44-3	Other Rentals	5,280	5,280	0	0
45-2	Notary Fees	388	594	270	499

**GENERAL FUND
EXPENDITURE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
OPERATING EXPENSES CONT.					
46-1	R & M - Buildings	24,993	23,666	28,750	28,750
46-11	R & M - Buildings Other Cont	42,546	61,837	36,685	34,315
46-2	R & M - Vehicles	71,912	71,050	45,173	60,108
46-21	R & M - Vehicles Other Cont	40,712	49,122	29,118	39,100
46-3	R & M - Office Equipment	8,201	10,773	16,545	21,423
46-4	R & M - Communications	57,916	54,793	66,548	3,581
46-5	R & M - Other Equipment	62,255	83,592	80,752	85,266
46-51	R & M - Other Equip Contractual	842	757	3,500	3,500
46-6	R & M - Parks & Athletics	4,257	5,469	10,750	10,750
46-61	R & M - Parks Other Contractual	12,272	13,189	9,500	9,500
46-7	R & M - Computer Equipment	16,543	20,208	35,167	22,868
47-1	Printing & Binding	20,689	25,078	25,486	30,676
48-1	City Publicity	1,432	1,173	1,450	1,800
48-17	City Events	2,067	2,637	23,713	14,241
48-2	Crime & Fire Prevention	1,079	986	1,450	0
48-3	Other Community Events	1,710	1,594	2,225	2,515
48-34	Egg Hunt	3,524	4,396	7,700	7,961
48-4	Fireworks	20,291	24,967	24,830	26,395
48-6	Other Promo. Activities	8,711	9,291	11,025	11,245
48-71	L/S Sponsorship Expoffs	0	31	7,250	7,250
48-91	Youth Athletics	10,030	7,542	9,818	9,607
49-1	Legal Ads	17,376	13,656	19,675	20,881
49-2	Election Expenses	23,548	26,896	28,258	29,283
49-3	Titles, Tags & Taxes	1,529	1,227	890	890
49-5	Witness Fees, Info.	2,768	5,359	1,500	0
49-6	Miscellaneous Expense	1,730	1,481	52,850	2,525
49-7	Computer Software	161,271	201,920	239,527	205,163
49-8	Recording Fees	3,000	3,500	3,500	4,000
49-9	Classified Ads	4,778	2,027	3,275	4,275
51-2	Office Supplies	22,560	21,639	19,485	19,869
51-4	Copy Paper & Supplies	7,139	10,045	8,892	8,210
51-5	Minor Office Equipment	10,078	14,049	9,611	13,846
51-7	Commemoratives	7,190	7,513	9,470	7,640
52-1	Fuel & Lubricants	286,757	206,532	142,512	87,500
52-2	Parks & Grounds Sup.	10,009	28,031	21,000	21,000
52-3	Cust. Lab. & Chem. Sup.	27,174	33,582	28,701	35,220
52-4	Ammo, Weapons & Clean.	18,571	17,377	0	0
52-5	Small Tools & Apparatus	21,861	21,214	26,045	24,738
52-6	Recreation Supplies	811	791	5,218	2,162
52-7	Medical Supplies	48,132	47,801	58,390	61,902
52-8	Uniforms & Clothing	73,507	60,628	42,750	39,706

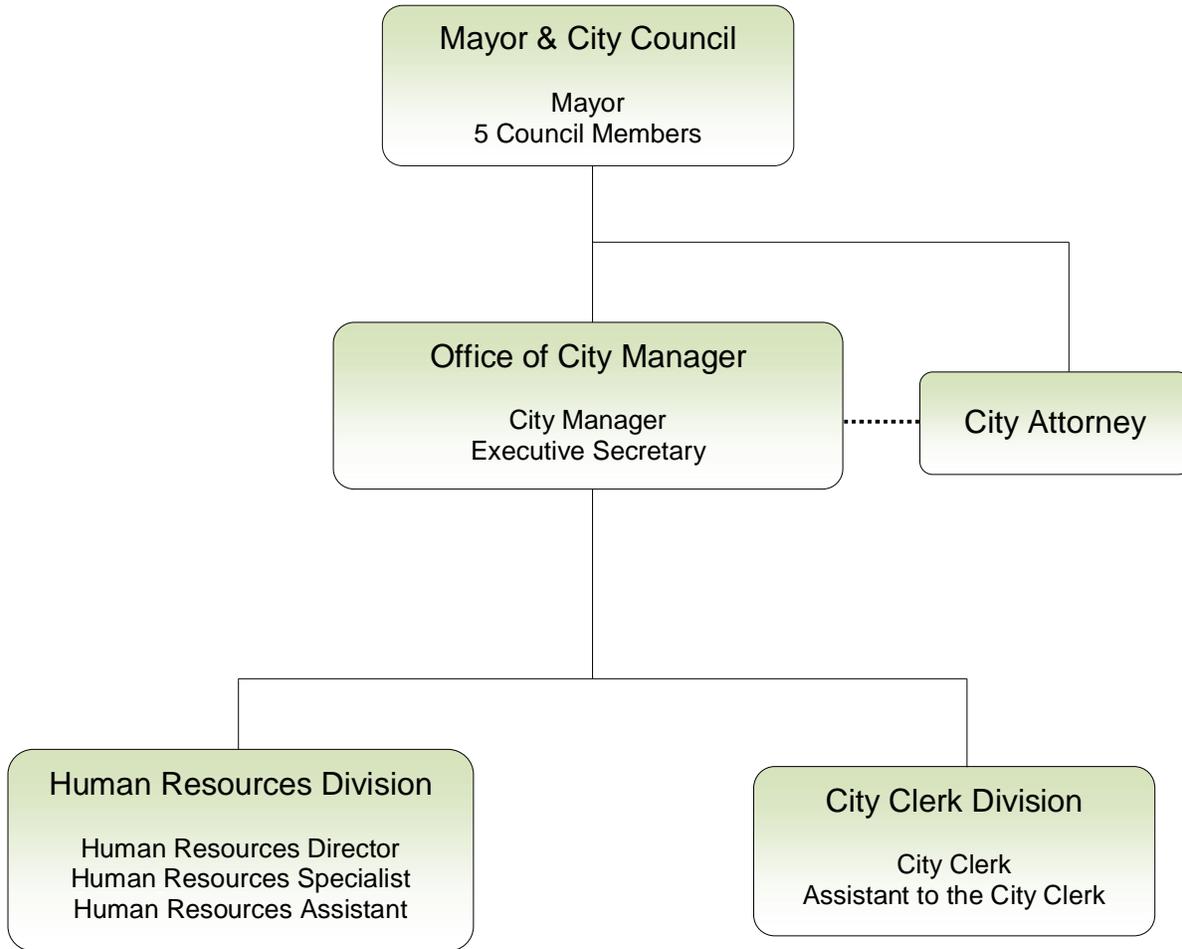
**GENERAL FUND
EXPENDITURE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
OPERATING EXPENSES CONT.					
52-9	Tapes, Film & Film	1,257	1,449	250	0
53-1	Road & Bridges	3,331	11,273	18,450	38,450
53-2	Traffic Control	6,256	5,588	6,250	5,950
53-3	Drainage	20,601	30,648	33,546	33,546
54-2	Code Supplement & Update	6,633	2,586	5,400	5,400
54-3	Books, Subsc., Prof. Sup.	10,175	11,161	13,896	13,744
54-4	Memberships & Dues	29,826	31,909	32,424	32,489
55-5	Erroneous Issues	223	341	50	50
TOTAL OPERATING EXPENSES		2,615,530	2,758,701	8,715,699	11,458,783
CAPITAL OUTLAY					
62-1	Office Building	6,311	0	0	0
62-2	Public Safety Building	0	13,527	0	5,000
62-5	Parks & Recreation Bldg	3,553	0	0	0
62-6	Public Works Buildings	0	0	8,300	1,000
64-5	Office Furniture	32,845	23,118	2,400	2,200
64-6	Office Equipment	830	3,035	0	0
64-8	Other Equipment	15,000	10,050	8,345	17,437
64-9	Computer Hardware/Software	0	11,903	1,500	0
TOTAL CAPITAL OUTLAY		58,539	61,633	20,545	25,637
GRANTS AND AIDS					
83-1	Grant/Aids	7,500	7,500	7,500	7,500
TOTAL GRANTS AND AIDS		7,500	7,500	7,500	7,500
SOLID WASTE					
34-3	Solid Waste Collection	1,137,557	1,168,174	1,190,504	1,215,000
TOTAL SOLID WASTE		1,137,557	1,168,174	1,190,504	1,215,000
INSURANCE					
45-1	Liability & Fleet	413,993	428,023	346,839	292,000
81-20	Claims Repairs	12,651	32,013	11,000	11,000
TOTAL INSURANCE		426,644	460,036	357,839	303,000

**GENERAL FUND
EXPENDITURE DETAIL**

ACCT #	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
INTERFUND TRASFERS					
91-5	Fund Transfer - New Growth	0	0	0	0
91-7	Fund Transfer - Parks and Recreation	0	0	0	0
91-8	Fund Transfer - Reconst & Maint	0	200,000	3,763,381	1,000,000
91-22	Fund Transfer - After School Program	50,000	20,000	20,000	20,000
91-95	Fund Transfer - Debt Service	410,000	410,000	410,000	410,000
TOTAL INTERFUND TRANSFER		460,000	630,000	4,193,381	1,430,000
CONTINGENCY					
99-1	Contingency	0	0	0	0
99-2	Council Contingency	29,900	0	100,000	100,000
TOTAL CONTINGENCY		29,900	0	100,000	100,000
OTHER OBLIGATIONS					
99-3	City Share Inspector Gen	0	0	13,000	13,000
99-4	175/185 Insurance Trust	141,206	124,232	141,204	90,308
TOTAL OTHER OBLIGATIONS		141,206	124,232	154,204	103,308
TOTAL GENERAL FUND \$ 20,139,516 \$ 21,653,754 \$ 27,959,987 \$ 26,788,859					

Department of Administration



Mission Statement

To provide professional leadership in directing and managing all City operations and implementing City Council policies to provide for an efficient and effective municipal government serving the residents of the City.

Elected: 6
Full Time: 8

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>City Manager</u>
COST CENTER NO.	<u>10-11</u>

PRIMARY FUNCTION NARRATIVE

The City Manager serves as the chief administrative officer of the City responsible to the City Council for the administration of City affairs, including overseeing operations of all departments of the City; preparation and submittal of the annual operating budget and Capital Improvement Program (CIP); formulation and presentation of policy proposals; implementation of Council policies; administration of personnel rules; and preparation of special projects and reports requested by the City Council.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$346,766	\$324,287	\$420,617	\$278,014
Operating	23,522	27,042	31,524	37,073
Capital	0	0	0	0
Grants and Aids	0	0	0	0
General Fund Totals	\$370,288	\$351,329	\$452,141	\$315,087

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
City Manager	1	1	1	1
Executive Secretary	1	1	1	1
Management Analyst	1	1	1	0
Total Number of Staff	3	3	3	2

DEPARTMENT Administration
COST CENTER City Manager
COST CENTER NO. 10-11

PERFORMANCE MEASURES



WORKLOAD/ACTIVITIES

- Review and approve City Council agenda items.
- Provide budget reports, capital improvements program (CIP) reports, FYI memos.
- Publish City Link, Annual Report, special publications.
- Prepare and administer the comprehensive annual budget.
- Present comprehensive annual financial report.
- Coordinate negotiation of agreements and contracts.
- Oversee implementation of CIP.
- Administer City personnel policies.
- Coordinate implementation of strategic plan.
- Oversee operation of seven (7) departments.
- Establish operational policies for service delivery.
- Coordinate establishment of performance and productivity standards for service delivery.
- Administer City's emergency management plan.
- Coordinate management of citizen inquiries and requests for service.

EFFICIENCY MEASURES	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
Cost per capita	\$10.86	\$11.16	\$11.61	\$8.09

EFFECTIVENESS MEASURES

Council agenda is prepared in advance and published on website.	100%	100%	100%	100%
City newsletter and annual report published and mailed to all residents and businesses.	100%	100%	100%	100%
Annual budget in compliance with GFOA Award Criteria	100%	100%	100%	100%
Popular Annual Financial Report in compliance with GFOA Award Criteria.	100%	100%	100%	100%
Departments with annual work plans and performance measures.	100%	100%	100%	100%

GOALS & OBJECTIVES

- Goal: To maintain an efficient and effective local government.
- Objective:
- Maintain the provision of information to facilitate public policy making.
 - Maintain current levels of service delivery.
 - Maintain fiscally sound organization.
 - Maintain review of operations to increase organizational effectiveness.

DEPARTMENT Administration
 COST CENTER City Manager
 COST CENTER NO. 10-11

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	260,457	239,941	300,962	206,806
12-2	Vac/Sick Payout	3,912.5	0	0	0
15-1	Special Pay	6,500	6,000	8,000	6,000
21-1	Fica Taxes	15,211	13,431	22,402	15,006
22-1	Retirement Contributions (FRS)	35,699	40,141	41,187	4,049
22-2	FLC Gen Retirement	164	0	2,955	6,952
22-3	FLC Gen Retirement Match	82	0	1,476	3,478
23-1	Life & Health Ins - Employee	17,235	16,640	26,506	18,390
23-2	Dependent Insurance	6,953	7,564	16,130	16,646
24-1	Worker's Compensation	552	570	628	432
25-1	Unemployment Compensation	0	0	371	255
TOTAL PERSONNEL SERVICES		346,766	324,287	420,617	278,014
OPERATING EXPENSES					
31-4	Other Professional Service	300	5,949	3,000	8,000
40-4	Ed Train Sem & Assc Exp	2,147	2,010	4,925	5,650
40-5	Business Exp & Mileage	0	3	252	120
41-1	Telephone	208	467	480	480
42-1	Postage & Freight Charges	141	64	200	200
46-3	R & M - Office Equipment	504	494	2,028	2,028
47-1	Printing & Binding	8,077	8,214	9,210	9,835
48-1	City Publicity	800	750	800	800
48-6	Other Promo Activities	5,598	3,885	3,895	3,700
51-2	Office Supplies	2,297	2,400	2,500	2,500
51-4	Copy Paper & Supplies	259	20	1,000	1,000
51-5	Minor Office Equip & Furn	0	74	350	350
51-7	Commemoratives	1,267	0	0	0
54-3	Books,Subsc,Prof Supplies	0	359	400	400
54-4	Memberships & Dues	1,924	2,353	2,484	2,010
TOTAL OPERATING EXPENSE		\$ 23,522	\$ 27,042	\$ 31,524	\$ 37,073
DIVISION TOTAL		\$ 370,288	\$ 351,329	\$ 452,141	\$ 315,087

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Mayor and City Council</u>
COST CENTER NO.	<u>10-12</u>

PRIMARY FUNCTION NARRATIVE

The Mayor and five (5) members of the City Council serve as the legislative body of the City and enact legislation through ordinances and resolutions and establish policies that protect the health, safety and welfare of City residents. The City Council reviews and adopts the annual budget and approves contracts for service delivery.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$110,327	\$116,920	\$117,412	\$126,846
Operating	33,643	36,753	39,588	40,079
Capital	0	0	0	0
Grants and Aids	7,500	7,500	7,500	7,500
General Fund Totals	\$151,470	\$161,173	\$164,500	\$174,425

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Mayor*	1	1	1	1
Council Members*	5	5	5	5
Total Number of Staff	6	6	6	6

* Elected Position: (PT)

DEPARTMENT Administration
COST CENTER Mayor and City Council
COST CENTER NO. 10-12

ACTIVITY/PERFORMANCE MEASURES



- Approve various agreements and contracts for service delivery and procurement.
- Consider applications for annexation, zoning changes, future land use amendments, special exceptions, and other land use proposals.
- Approve the City’s annual operating budget and Capital Improvement Program.
- Examine and analyze approximately fifty (32) resolutions, and thirty (19) ordinances that provide for the enactment of policies and laws for the City.

GOALS & OBJECTIVES

- Goal To establish laws and policies that promote the general welfare of the City and protect the health and safety of City residents.
- Objective
- Adopt policies through the enactment of ordinances and resolutions that are in keeping with the City’s character.
- Goal To provide the best municipal services to City residents at the most cost efficient means.
- Objective
- To maintain tax rates commensurate with the quality of service provided.
- Goal To provide a safe and attractive community for City residents in order to improve the quality of life.
- Objective
- To maintain the level of funding for operational and capital improvement programs.

DEPARTMENT	Administration
COST CENTER	Mayor and City Council
COST CENTER NO.	10-12

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11-1	Salaries & Wages	\$ 37,611	\$ 37,628	\$ 38,942	\$ 38,942
15-1	Special Pay	30,573	30,531	30,600	30,600
21-1	Fica Taxes	4,582	4,411	4,567	4,543
22-1	Retirement Contributions (FRS)	2,683	3,223	3,292	3,308
22-2	FLC Gen Retirement	1,494	1,494	1,558	1,454
22-3	FLC Gen Retirement Match	525	597	625	728
23-1	Life & Health Ins - Employee	24,428	27,770	27,848	36,978
23-2	Dependent Insurance	8,299	11,144	9,839	10,152
24-1	Worker's Compensation	132	122	141	141
TOTAL PERSONNEL SERVICES		110,327	116,920	117,412	126,846
OPERATING EXPENSES					
40-4	Ed Train Sem & Asc Exp	14,430	17,032	19,100	19,300
40-5	Business Exp & Mileage	145	230	290	290
47-1	Printing & Binding	124	110	220	189
54-3	Books,Subsc,Prof Supplies	0	0	150	150
54-4	Memberships & Dues	18,944	19,381	19,828	20,150
TOTAL OPERATING EXPENSES		33,643	36,753	39,588	40,079
GRANTS & AIDS					
83-1	Other Grants and Aids	7,500	7,500	7,500	7,500
TOTAL GRANTS & AIDS		7,500	7,500	7,500	7,500
DIVISION TOTAL		\$ 151,470	\$ 161,173	\$ 164,500	\$ 174,425

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Legal Counsel</u>
COST CENTER NO.	<u>10-13</u>

PRIMARY FUNCTION NARRATIVE

The City Attorney serves as the legal counsel for the Mayor, City Council, City Boards, and City staff, providing legal advice and services related to policy and operational matters. Specialized legal consulting services such as labor are provided by outside counsel under a contractual arrangement.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$91,907	\$176,298	\$112,064	\$115,386
Operating	61,952	8,846	19,045	23,130
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$153,859	\$185,144	\$131,109	\$138,516

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
City Attorney	1	1	1	1
Total Number of Staff	1	1	1	1

DEPARTMENT	Administration
COST CENTER	Legal Counsel
COST CENTER NO.	10-13

ACTIVITY/PERFORMANCE MEASURES 

- Review ordinances, resolutions, agreements, and contracts.
- Prepare imposition/satisfaction of liens and foreclosures related to Code Enforcement violations.
- Advise City staff on daily legal issues; review correspondence on behalf of City staff; and provide legal input regarding City code interpretation.
- Prepare pleadings in response to appellate matters, foreclosures, bankruptcy and probate actions to collect monies due and owing to the City.
- Provide legal services for the Code Enforcement Board, Building Board of Adjustments and Appeals; Zoning Board of Adjustment and Appeals.
- Prepare and file all pleadings and legal documents with the Circuit Court which are necessary for forfeiture of property seized in association with arrest for criminal activity.
- Advise and assist Human Resources staff in preparation and presentation of defenses to Equal Employment Opportunity Commissions claims.

GOALS & OBJECTIVES

- Goal** To provide professional legal services to the City Council and staff to protect the City's interests.
- Objective**
- To reduce the City's legal exposure by reviewing all ordinances, resolutions and contracts in a timely fashion.
 - To decrease the City's legal expenses by providing recommendations to the City Council, City Boards, and staff.

DEPARTMENT Administration
 COST CENTER Legal Counsel
 COST CENTER NO. 10-13

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 73,040	\$ 94,492	\$ 80,000	\$ 82,418
12-2	Vac/Sick Payout	0	52,760	0	0
15-1	Special Pay	0	625	3,000	3,000
21-1	Fica Taxes	5,588	11,226	5,732	5,898
22-1	Retirement Contributions (FRS)	5,144	5,864	0	0
22-2	FLC Gen Retirement	0	615	4,000	4,120
22-3	FLC Gen Retirement Match	0	308	2,000	2,060
23-1	Life & Health Ins - Employee	8,003	9,083	9,036	9,329
23-2	Dependent Insurance	0	1,179	8,065	8,323
24-1	Worker's Compensation	132	146	131	135
25-1	Unemployment Compensation	0	0	100	103
TOTAL PERSONNEL SERVICES		91,907	176,298	112,064	115,386
OPERATING EXPENSES					
31-1	Legal Expenses	59,770	7,410	16,500	16,500
40-4	Ed Train Sem & Assc Exp	600	315	500	2,000
40-5	Business Exp & Mileage	3	0	150	150
51-5	Minor Office Equip & Furn	0	0	150	150
54-3	Books,Subsc,Prof Supplies	1,204	1,121	1,345	3,930
54-4	Memberships & Dues	375	0	400	400
TOTAL OPERATING EXPENSES		61,952	8,846	19,045	23,130
DIVISION TOTAL		\$ 153,859	\$ 185,144	\$ 131,109	\$ 138,516

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Human Resources</u>
COST CENTER NO.	<u>10-14</u>

PRIMARY FUNCTION NARRATIVE

The Human Resources Division is responsible for the City's centralized personnel functions consisting of employee recruitment and hiring; compensation; personnel records; employee training; employee relations; and coordination of employee benefits including retirement plans, life, medical, and dental insurance; Employee Assistance Program; Tuition Reimbursement Program; Employee Recognition Program; publication of the by-monthly Employee Newsletter; administration of the City's Educational Scholarship and the President's Volunteer Service Awards Programs; and administration of the Workplace Safety Program and processing of worker's compensation and property insurance claims.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$100,300	\$128,020	\$127,445	\$255,859
Operating	\$0	\$0	\$0	\$0
Capital	\$38,986	\$36,644	\$53,866	\$48,159
Other	\$0	\$0	\$0	\$0
General Fund Totals	\$139,286	\$164,664	\$181,311	\$304,018

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Human Resources Director	0	0	0	1
Human Resources Specialist	1	1	1	1
Human Resources Assistant	1	1	1	1
Total Number of Staff	2	2	2	3

DEPARTMENT	Administration
COST CENTER	Human Resources
COST CENTER NO.	10-14

PERFORMANCE MEASURES

WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of personnel files maintained	211	211	211	142
No. of applications processed	1,200	1,500	1,500	1,000
No. of new hires processed	49	35	35	25
No. of health insurance participants	185	185	185	140
No. of retirement plan participants	180	180	180	140
No. of In-house training sessions provided	13	13	13	13
No. of documents scanned	11,986	12,000	12,000	8,000
No. of employment verifications	55	55	55	55

EFFICIENCY MEASURES

Avg. cost per hire	\$300	\$377	\$465	\$437
Avg. cost per employee – benefits admin.	\$514	\$519	\$702	\$702
Avg. cost per employee – health/dental insurance	\$7,672	\$8,056	\$8,861	\$9,304
Avg. cost per dependent – health/dental insurance	\$5,066	\$5,319	\$5,851	\$6,144
Avg. cost per employee – in-house training	\$36	\$38	\$26	\$47
Ratio of HR staff to 100 FTE employees	1.37	1.33	2.12	2.54

EFFECTIVENESS MEASURES

% New employees receiving mandatory training within first year of employment	99%	99%	99%	99%
% of applications processed within one (1) working day of receipt	99%	100%	100%	100%
Health insurance claims loss ratio	92%	66%	81%	85%

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Human Resources</u>
COST CENTER NO.	<u>10-14</u>

GOALS & OBJECTIVES

- Goal Provide training and guidance to employees to encourage high performance, self-development and advancement within the City.
- Objective
- Maintain the number of employee in-house training programs at 13.
 - Maintain a Performance Evaluation Program.
- Goal Provide a competitive benefits package in order to retain an excellent work force.
- Objective
- Maintain 6 benefit articles to educate employees on cost effective measures to reduce premium cost.
 - Maintain City-wide Wellness Program by implementing Employee Fitness Challenges.
- Goal Provide a hiring process that is based on knowledge, skills and abilities in order to provide equal opportunities for City staffing needs.
- Objective
- Maintain the review of interview questions for all positions.
 - Maintain the ongoing review of position descriptions to ensure a comprehensive description of essential duties and responsibilities.
- Goal Provide competent risk management services to minimize liability for the City.
- Objective
- Maintain the annual review of insurance coverage limits and property inventory.

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>Human Resources</u>
COST CENTER NO.	<u>10-14</u>

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	\$ 73,863	\$ 97,615	\$ 100,831	\$ 183,914
15-1	Special Pay	333	833	2,000	4,320
21-1	Fica Taxes	5,459	7,375	7,867	13,435
22-2	FLC Gen Retirement	2,979	4,554	5,041	9,195
22-3	FLC Gen Retirement Match	1,489	2,277	2,521	4,599
23-1	Life & Health Ins - Employee	11,628	12,851	8,853	27,177
23-2	Dependent Insurance	3,590	2,334	0	12,610
23-3	Short Term Disability	775	0	0	0
24-1	Worker's Compensation	184	181	209	383
25-1	Unemployment Compensation	0	0	123	226
TOTAL PERSONNEL SERVICES		100,300	128,020	127,445	255,859
OPERATING EXPENSES					
31-4	Other Professional Service	547	781	1,405	1,920
31-5	Physical Exams	14,700	11,920	15,590	6,700
34-4	Other Contractual Service	5,414	3,823	4,126	2,659
40-2	Tuition Reimbursement	2,934	1,676	7,500	7,500
40-3	Personnel Recruiting Exp	0	0	500	500
40-4	Ed Train Sem & Assc Exp	1,793	496	2,750	7,750
40-5	Business Exp & Mileage	0	0	50	50
45-2	Notary Fees	0	73	0	100
46-3	R & M - Office Equipment	0	0	800	860
47-1	Printign & Binding	0	0	0	2,000
48-6	Other Promo Activities	1,694	3,685	2,825	2,650
49-7	Computer Software & Prog	0	3,500	3,500	3,500
49-9	Classified Ads	4,778	2,027	3,275	4,275
51-2	Office Supplies	93	0	260	260
51-5	Minor Office Equip & Furn	235	100	100	100
51-7	Commemoratives	5,315	7,262	8,970	5,240
54-3	Books,Subsc,Prof Supplies	903	976	1,650	1,150
54-4	Memberships & Dues	580	325	565	945
TOTAL OPERATING EXPENSES		38,986	36,644	53,866	48,159
DIVISION TOTAL		\$ 139,286	\$ 164,664	\$ 181,311	\$ 304,018

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>City Clerk</u>
COST CENTER NO.	<u>10-15</u>

PRIMARY FUNCTION NARRATIVE

The City Clerk Division is responsible for meeting coordination for the City Council and seven (7) Boards including recording and transcription of official minutes and public notices; oversight of the City-wide Records Management Program including recording of official documents; coordination and preparation of lien searches; codification of City Ordinances; administration and maintenance of titles and registrations for the City's fleet of vehicles; administration of the Municipal election.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$164,505	\$173,060	\$176,751	\$177,966
Operating	40,274	38,956	49,317	54,403
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$204,779	\$212,016	\$226,068	\$232,369

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Director of Admin Services/ City Clerk	0	1	1	0
City Clerk	1	0	0	1
Assistant to the City Clerk	1	1	1	1
Total Number of Staff	2	2	2	2

DEPARTMENT	Administration
COST CENTER	City Clerk
COST CENTER NO.	10-15

PERFORMANCE MEASURES

WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of ordinances, resolutions, proclamations	60	50	104	89
No. of meeting minutes transcribed	40	40	40	64
No. of lien searches/letters processed	1,300	1,350	1,355	1,424
No. of public records requests processed	24	40	40	40
No. of documents scanned	6,000	9,000	9,000	6,500
No. of phone/e-mail/walk-in requests processed	12,500	10,200	12,000	10,800
No. of property loss claims processed	21	20	20	13
No. of new liability loss claims processed	1	1	1	1
No. of W/C claims	31	30	30	20
No. of City registered voters	20,004	20,004	19,389	19,104

EFFICIENCY MEASURES

Avg. cost to prepare one page of minutes	\$6.73	\$7.95	\$13.49	\$14.37
Avg. administrative cost to prepare lien searches	\$5.95	\$5.07	\$5.98	\$7.81
Avg. administrative cost per employee – risk management	\$141	\$147	\$226	\$226
Avg. cost of municipal election	\$23,538	\$26,896	* \$2,801	\$29,222

EFFECTIVENESS MEASURES

% of minutes not returned for corrections	100.0%	100.0%	99.0%	100.0%
% of minutes completed prior to next meeting	100.0%	100.0%	90.0%	100.0%
% of lien searches completed within 5 days	100.0%	100.0%	100.0%	100.0%
% of "RUSH" searches completed within 1 day	100.0%	100.0%	100.0%	100.0%
% Liability/property loss ratio (premiums/claims)	18.0%	10.0%	10.0%	10.0%
% W/C claims loss ratio (premiums/losses)	31.8%	41.0%	31.0%	31.0%
% Registered voter participation in Municipal Election	5.95%	5.36%	* 30.57%	5.00%

*Held to coincide with the 2016 Presidential Preference Primary; most expenses paid by PBC SOE.

DEPARTMENT	<u>Administration</u>
COST CENTER	<u>City Clerk</u>
COST CENTER NO.	<u>10-15</u>

GOALS & OBJECTIVES

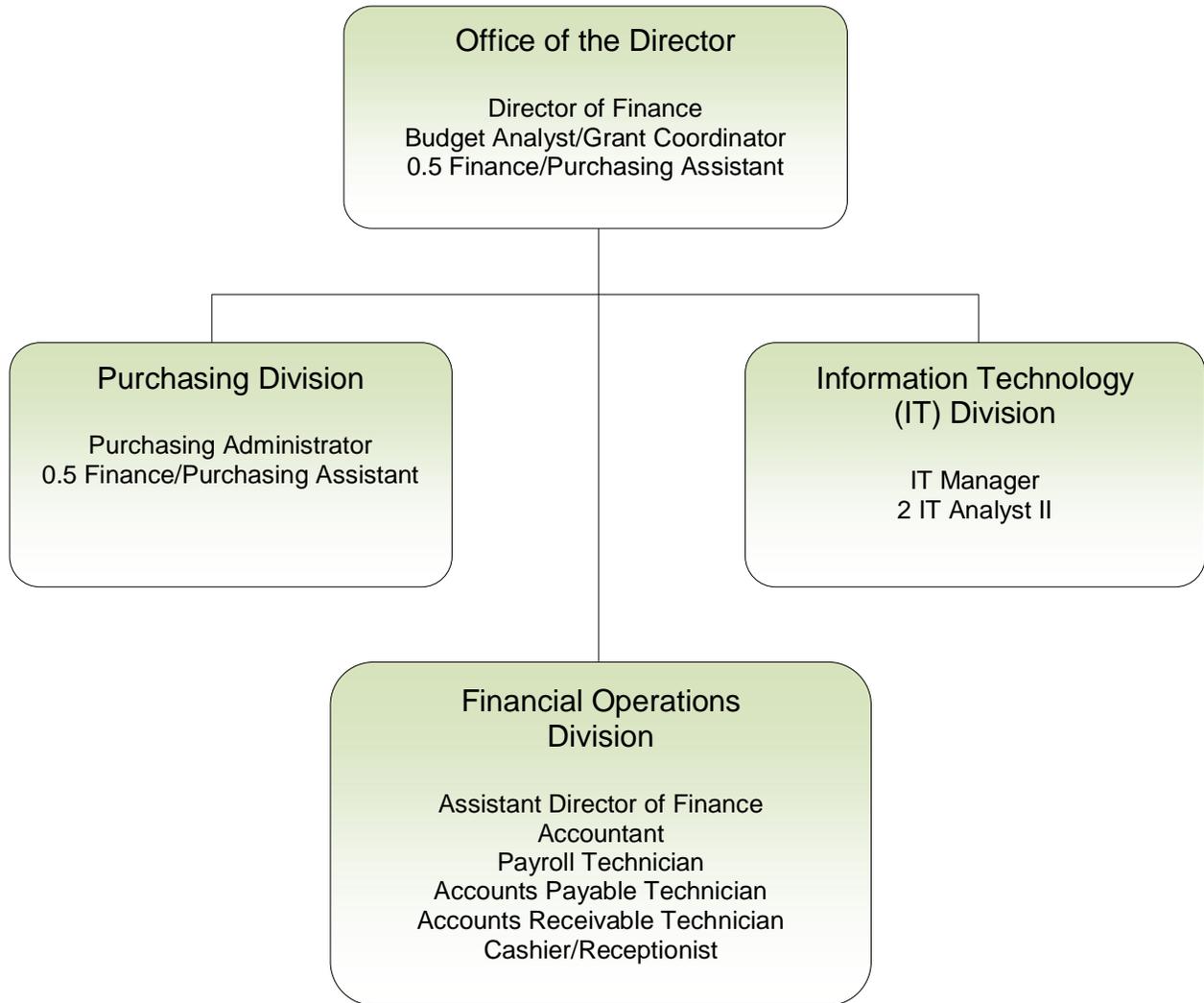
- Goal Maintain a City-Wide Records Management Program to enhance access to public records and minimize costs associated with time and storage.
- Objective • Maintain the number of meetings with departmental Records Custodians and Alternates at 4 per year.
- Maintain annual destruction of paper records at 1 per year, and destruction of electronics records at 1 per year.
- Goal Provide support to City Council and City Boards to meet Florida Statutes requirements.
- Objective • Maintain the preparation and coordination of twenty-four (24) City Council Agendas.
- Maintain one (1) orientation for new Board Members, and maintain information provided to Board Members at 1 per year.
- Goal Provide administration of annual municipal election in accordance with Florida Statutes.
- Objective • Maintain the administration and supervision of the annual municipal election for sixteen (16) precincts and 19,104 registered voters.

DEPARTMENT Administration
 COST CENTER City Clerk
 COST CENTER NO. 10-15

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 124,783	\$ 130,837	\$ 134,582	\$ 132,063
12-2	Vac/Sick Payout	1,826	1,900	0	0
14-1	Overtime	0	136	0	0
21-1	Fica Taxes	9,259	9,710	9,820	9,359
22-1	Retirement Contributions (FRS)	8,764	9,513	9,771	3,829
22-2	FLC Gen Retirement	0	0	0	4,057
22-3	FLC Gen Retirement Match	0	0	0	2,029
23-1	Life & Health Ins - Employee	15,488	16,208	17,331	17,880
23-2	Dependent Insurance	4,149	4,514	4,812	8,323
24-1	Worker's Compensation	236	242	274	268
25-1	Unemployment Compensation	0	0	161	158
TOTAL PERSONNEL SERVICES		164,505	173,060	176,751	177,966
OPERATING EXPENSES					
31-4	Other Professional Service	430	0	0	0
34-4	Other Contractual Service	266	0	250	300
40-4	Ed Train Sem & Assc Exp	249	50	1,909	2,220
45-2	Notary Fees	0	0	100	100
46-5	R & M - Other Equipment	75	438	600	800
48-6	Other Promo Activities	597	985	2,700	2,950
49-1	Legal Ads	3,143	2,563	5,500	7,100
49-2	Election Expenses	23,548	26,896	28,258	29,283
49-3	Titles, Tags & Taxes	1,279	977	640	640
49-8	Recording Fees	3,000	3,500	3,500	4,000
51-2	Office Supplies	7	65	60	0
51-5	Minor Office Equip & Furn	0	351	0	0
51-7	Commemoratives	0	0	0	1,400
54-2	Code Supplements & Updates	6,633	2,109	4,700	4,700
54-3	Books,Subsc,Prof Supplies	282	282	350	350
54-4	Memberships & Dues	765	740	750	560
TOTAL OPERATING EXPENSES		40,274	38,956	49,317	54,403
DIVISION TOTAL		\$ 204,779	\$ 212,016	\$ 226,068	\$ 232,369

Department of Finance



Mission Statement

To professionally and responsibly manage the financial affairs of the City and to effectively and efficiently provide related support services for residents and City operations through Information Technology, centralized purchasing, accounting and budgeting.

Full Time: 13

DEPARTMENT	<u>Finance</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>20-21</u>

PRIMARY FUNCTION NARRATIVE

The responsibility of the Office of the Director is to oversee and regulate the financial management of the City, including the financial operations division, investments, debt management, purchasing division, and information technology division. The City's operating and capital improvement program budgets are prepared and presented, and the execution monitored by the staff. The Office of the Director ensures adequate internal controls are administered, funds are properly accounted for, and audits of the funds of the City are accomplished in accordance with Florida Statutes. The City's budget, grants, and all financial reports are reviewed, and financial advice is provided to the City Manager, Mayor, and City Council.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$233,725	\$242,911	\$251,954	\$262,047
Operating	46,336	57,828	49,933	44,716
Capital	1,206	577	0	200
Other	0	0	0	0
General Fund Totals	\$281,267	\$301,316	\$301,887	\$306,963

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Director of Finance	1	1	1	1
Budget Analyst/Grant Coordinator ¹	1	1	1	1
Finance/Purchasing Asst	0.5	0.5	0.5	0.5
Total Number of Staff	2.5	2.5	2.5	2.5

¹ 2014 title changed from Finance/Budget Analyst to Budget Analyst/Grant Coordinator

DEPARTMENT	Finance
COST CENTER	Office of the Director
COST CENTER NO.	20-21

ACTIVITY/PERFORMANCE MEASURES



- Oversee preparation of the Comprehensive Annual Financial Report (CAFR) and presentation to the City Council by the second meeting in May.
- Provide monthly financial and budget reports to the City Manager.
- Maintain a critical dates calendar to include all-important Department of Finance activity due dates.
- Manage the City’s investment portfolio to provide safety, liquidity, and an appropriate rate of return.
- Prepare a balanced operating and capital budget which effectively addresses the City Council’s goals and complies with all applicable federal, state and local requirements.
- Coordinate financial reimbursements and reporting of all grants, which include hurricane disaster relief from FEMA.
- Apply for three Government Finance Officers Association (GFOA) awards.
- Review monthly General Ledger reconciliations.
- Review Purchase Orders over \$7,500.

GOALS & OBJECTIVES

- | | |
|-----------|---|
| Goal | To provide reliable, accurate and timely financial information to City Council, Management, Staff and Citizens. |
| Objective | <ul style="list-style-type: none"> • To publish a Comprehensive Annual Financial Report (CAFR) that meets the Government Finance Officers Association (GFOA) criteria within six months after the end of the fiscal year and to receive the Certificate of Achievement for Excellence in Financial Reporting Award. • To receive the prestigious and Distinguished Budget Presentation Award for the current Fiscal Year. • To receive the Popular Annual Financial Reporting Award for the current fiscal year. |
| Goal | To ensure receipt of City’s revenue sources through auditing services. |
| Objective | <ul style="list-style-type: none"> • To conduct monthly reviews of State revenue remittance. • To verify the accuracy of the service providers address databases. |
| Goal | To increase the efficiency of Financial Operations through vertical integration of the Public Administration Software system functionality. |
| Objective | <ul style="list-style-type: none"> • To increase the number of automated functions utilized. • To decrease the time required to perform financial duties and administer responsibilities. |

DEPARTMENT Finance
 COST CENTER Office of the Director
 COST CENTER NO. 20-21

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	\$ 181,391	\$ 188,345	\$ 195,225	\$ 201,711
15-1	Special Pay	4,320	4,320	4,320	4,320
21-1	Fica Taxes	14,047	14,585	15,072	15,407
22-2	FLC Gen Retirement	8,942	9,370	9,281	9,585
22-3	FLC Gen Retirement Match	4,471	4,685	4,641	4,796
23-1	Life & Health Ins - Employee	19,769	20,686	22,174	22,860
23-2	Dependent Insurance	417	559	596	2,702
24-1	Worker's Compensation	368	361	406	419
25-1	Unemployment Compensation	0	0	239	247
TOTAL PERSONNEL SERVICES		233,725	242,911	251,954	262,047
OPERATING EXPENSES					
31-4	Other Professional Service	990	4,440	1,020	4,520
32-1	Accounting & Auditing	43,827	51,083	36,000	36,000
34-4	Other Contractual Service	0	0	7,650	0
40-4	Ed Train Sem & Assc Exp	274	1,363	2,318	2,240
42-1	Postage & Freight Charges	19	18	50	50
45-2	Notary Fees	130	0	0	0
46-3	R & M - Office Equipment	18	200	200	200
47-1	Printing & Binding	480	213	1,320	240
51-5	Minor Office Equip & Furn	0	0	750	300
52-8	Uniforms & Clothing	0	0	0	616
54-3	Books, Subsc, Prof Supplies	378	261	400	325
54-4	Memberships & Dues	220	250	225	225
TOTAL OPERATING EXPENSES		46,336	57,828	49,933	44,716
CAPITAL OUTLAY					
64-5	Office Furniture	1,206	577	0	200
TOTAL CAPITAL OUTLAY		1,206	577	0	200
DIVISION TOTAL		\$ 281,267	\$ 301,316	\$ 301,887	\$ 306,963

DEPARTMENT	<u>Finance</u>
COST CENTER	<u>Financial Operations</u>
COST CENTER NO.	<u>20-22</u>

PRIMARY FUNCTION NARRATIVE

The Financial Operations Division provides detailed financial services that include accounting, payroll, cash management, accounts payable, and accounts receivable. Personnel in this cost center maintain the City's general ledger and financial accounting system, produce monthly revenue and expenditures statements, reconcile the City's bank accounts, receive and properly record all of the annual revenues, and provide payroll services to nearly 200 full and part-time employees. Other services include management of the City's cash, monitoring the City's internal controls, coordinating with auditors on the audit and reporting standards, overseeing the capital asset accounts, and billing for ambulance transport and solid waste collection.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$409,180	\$418,888	\$434,034	\$486,920
Operating	57,139	62,837	54,790	67,825
Capital	830	3,035	0	0
Other	0	0	0	0
General Fund Totals	\$467,149	\$484,760	\$488,824	\$554,745

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Asst. Director of Finance	1	1	1	1
Accountant	1	1	1	1
Payroll Technician	1	1	1	1
Acct. Payable Tech.	1	1	1	1
Acct. Receivable Tech.	1	1	1	1
Cashier/Receptionist	1	1	1	1
Total Number of Staff	6	6	6	6

DEPARTMENT	Finance
COST CENTER	Financial Operations
COST CENTER NO.	20-22

PERFORMANCE MEASURES



WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
A/P invoices processed for payment	4,503	5,544	3,597	3,700
ACH Payments	35	41	45	45
Payroll Checks Issued	36	34	33	40
Payroll Direct Deposits	4,947	5,182	4,515	3,640
Cashier Payments Processed	23,134	21,869	22,010	22,000
Solid Waste Bills Issued	13,524	13,339	13,669	13,700
Initial Ambulance Invoices	2,810	2,941	3,269	2,950
Number of Items Scanned	70,045			
Fixed Assets Maintained	1,358	1,327	1,000	1,020

EFFICIENCY MEASURES

% of Payroll checks direct deposited	99.3%	99.3%	99.4%	99.4%
Cost Per Solid Waste Bill Processed	\$2.30	\$2.27	\$2.24	\$2.25
Cost Per Initial Ambulance Invoice	\$10.53	\$10.15	\$9.57	\$9.45
Cost per Accounts Payable Invoice Processed	\$6.64	\$5.73	\$5.61	\$5.92

EFFECTIVENESS MEASURES

# of Audit Findings	0	0	0	0
% of EMS Bills Collected	59.5%	59.7%	58.0%	59.0%
% of Solid Waste Bills Collected	100.5%	98.2%	97.8%	98.0%

GOALS & OBJECTIVES

- Goal To decrease outstanding accounts receivable and increase cash flows into the City.
- Objective
- To monitor all solid waste accounts in foreclosure to ensure City collections are maximized.
 - To monitor all ambulance accounts in past due status to ensure City collections are maximized.
- Goal To construct comprehensive Revenue Manual that describes all City revenue sources.
- Objective
- To provide comprehensive fee schedule, with authority referenced, for City services.
- Goal To ensure proper internal controls are in place.
- Objective
- To audit cash handling procedures and conduct training at departments of Public Safety and Leisure Services.
 - To train staff on the usage of new credit card software and document the procedures.

DEPARTMENT	Finance
COST CENTER	Financial Operations
COST CENTER NO.	20-22

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 313,164	\$ 321,449	\$ 330,180	\$ 370,591
21-1	Fica Taxes	23,800	24,304	25,053	27,764
22-2	FLC Gen Retirement	15,628	15,769	16,507	18,527
22-3	FLC Gen Retirement Match	7,814	7,884	8,255	9,268
23-1	Life & Health Ins - Employee	46,464	47,940	51,995	53,640
23-2	Dependent Insurance	834	916	977	5,932
23-3	Short Term Disability Pay	900	0	0	0
24-1	Worker's Compensation	576	626	671	753
25-1	Unemployment Compensation	0	0	396	445
TOTAL PERSONNEL SERVICES		409,180	418,888	434,034	486,920
OPERATING EXPENSES					
34-4	Other Contractual Service	8,328	7,341	6,000	12,000
40-4	Ed Train Sem & Assc Exp	1,910	2,514	1,830	1,830
40-5	Business Exp & Mileage	45	0	50	50
41-1	Telephone	2	2	10	0
42-1	Postage, Frt & Exp Charges	40,213	43,897	38,110	44,860
46-3	R & M - Office Equipment	1,925	1,513	1,520	1,320
47-1	Printing & Binding	723	2,783	2,220	2,750
49-6	Misc Expense	10	20	0	0
49-7	Computer Software & Prog.	2,250	2,250	2,250	2,250
51-5	Minor Office Equip & Furn	95	735	300	300
54-3	Books, Subsc, Prof Supplies	1,438	1,562	2,205	2,205
54-4	Memberships & Dues	200	220	295	260
TOTAL OPERATING EXPENSES		57,139	62,837	54,790	67,825
CAPITAL OUTLAY					
64-6	Office Equipment	830	3,035	0	0
TOTAL CAPITAL OUTLAY		830	3,035	0	0
DIVISION TOTAL		\$ 467,149	\$ 484,760	\$ 488,824	\$ 554,745

DEPARTMENT	<u>Finance</u>
COST CENTER	<u>Purchasing</u>
COST CENTER NO.	<u>20-23</u>

PRIMARY FUNCTION NARRATIVE

The Purchasing Division provides professional procurement services to the City Departments while ensuring compliance with Florida State Statutes, the City Procurement Ordinance and Administrative Rules. The Division maintains unbiased vendor selections, cost effective purchases, timely receipt of goods and contractual services. An inventory of frequently used office supplies (Central Stores) is maintained for the convenience of the Departments and to take maximum advantage of economical volume discounts and special pricing agreements. The Division prepares (in conjunction with other Departments) complete specifications for issuance of Invitations to Bid or Requests for Proposals for supplies, equipment, and services over \$10,000. The Purchasing Division administers major contractual procurements for the City, including administering and monitoring the Procurement Card Program. The Division is responsible to study market trends, review current developments, literature, and technical sources of information, and determine sources of supplies.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$84,381	\$101,156	\$105,187	\$111,029
Operating	13,791	15,098	15,294	15,694
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$98,172	\$116,254	\$120,481	\$126,723

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Purchasing Administrator	1	1	1	1
Finance/Purchasing Asst	0.5	0.5	0.5	0.5
Total Number of Staff	1.5	1.5	1.5	1.5

DEPARTMENT	Finance
COST CENTER	Purchasing
COST CENTER NO.	20-23

PERFORMANCE MEASURES



WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
Purchase Orders Issued	1,040	1,137	1,005	1,050
Purchase Order Amounts	\$ 7,632,095	\$ 16,730,467	\$ 16,950,000	\$ 16,850,000
Bids/RFPs Issued	10	11	10	9
Central Store Requests	131	104	90	100
Contracts Managed	28	28	28	28
Purchasing Card Purchases	\$ 159,983	\$ 203,111	\$ 191,950	\$ 185,000
Purchasing Card Transactions	1,941	2,338	2,150	2,150
# of Training Sessions Conducted	6	5	3	3
# of Mobile Telephones Supported	33	33	13	13

EFFICIENCY MEASURES

Cost per Purchase Order Issued	\$ 38.35	\$ 42.42	\$ 52.19	\$ 49.96
% of small purchases conducted with a Purchasing Card	65%	67%	68%	67%
Cost per Contract Managed	\$ 166.97	\$ 201.91	\$ 219.61	\$ 219.61

EFFECTIVENESS MEASURES

% of internal customers rating the Purchasing Division services to meet the Division's goals and objectives	100%	100%	100%	100%
Number of Bid Protests	0	0	1	0
Saving Amount Realized through Alternative Purchasing	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

GOALS & OBJECTIVES

- Goal To enhance efficiency of the procurement process for City Departments.

Objective

 - Maintain updates to Departments regarding procurement policies and procedures through newsletters.

- Goal To procure the highest quality goods and services at the least cost.

Objective

 - Maintain the current amount of savings realized on purchase orders by identifying alternative means of purchasing.

- Goal To provide value added services to the city through the procurement process.

Objective

 - Maintain monthly review of procurement card purchases and routine purchases to identify cost savings opportunities.
 - Maintain a posting of current City purchasing contracts annually on the City's website.

DEPARTMENT	Finance
COST CENTER	Purchasing
COST CENTER NO.	20-23

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 60,704	\$ 74,324	\$ 77,040	\$ 80,150
21-1	Fica Taxes	4,460	5,348	5,567	5,650
22-2	FLC Gen Retirement	3,011	3,697	3,373	3,508
22-3	FLC Gen Retirement Match	409	1,476	1,686	1,755
23-1	Life & Health Ins - Employee	11,616	12,156	12,998	13,410
23-2	Dependent Insurance	2,849	4,009	4,274	6,297
23-3	Short Term Disability Pay	1,200	0	0	0
24-1	Worker's Compensation	132	146	157	163
25-1	Unemployment Compensation	0	0	92	96
TOTAL PERSONNEL SERVICES		84,381	101,156	105,187	111,029
OPERATING EXPENSES					
40-4	Ed Train Sem & Asc Exp	2,622	1,456	2,599	2,599
42-1	Postage & Freight Charges	52	41	75	75
45-2	Notary Fees	99	0	0	0
47-1	Printing & Binding	606	536	650	700
49-1	Legal Ads	3,152	2,384	2,300	2,400
51-2	Office Supplies	3,024	3,999	4,000	4,000
51-4	Copy Paper & Supplies	2,896	4,972	4,000	4,500
51-5	Minor Office Equip & Furn	142	40	450	200
54-3	Books,Subsc,Prof Supplies	505	759	600	600
54-4	Memberships & Dues	470	570	570	570
55-5	Erroneous Issues	223	341	50	50
TOTAL OPERATING EXPENSES		13,791	15,098	15,294	15,694
DIVISION TOTAL		\$ 98,172	\$ 116,254	\$ 120,481	\$ 126,723

DEPARTMENT	Finance
COST CENTER	Information Technology
COST CENTER NO.	20-26

PRIMARY FUNCTION NARRATIVE

This Division is responsible for the provision of Information Technology (IT) for all departments in the City. The IT staff is responsible for operation, maintenance and upgrade of the integrated computer network and all IT equipment in the City. Division personnel provide the services that allow for the network operation of the City's diverse software applications and hardware components. IT staff also implements and completes major Capital Improvement Projects for the City, to maximize automated support to enhance the City's efficient, business-like operations.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$268,110	\$279,114	\$290,346	\$301,741
Operating	102,972	122,920	156,204	156,054
Capital	0	8,749	0	0
Other	0	0	0	0
General Fund Totals	\$371,082	\$410,783	\$446,550	\$457,795

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Information Tech. Manager	1	1	1	1
Information Tech. Analyst II	2	2	2	2
Total Number of Staff	3	3	3	3

DEPARTMENT	Finance
COST CENTER	Information Technology
COST CENTER NO.	20-26

PERFORMANCE MEASURES



WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
Servers/Midrange Computers Maintained	26	26	26	16
Workstations on the Network	158	160	159	92
# of User Accounts on the Network	N/A	203	251	133
# of Email Accounts Supported	N/A	193	209	138
# of Printers Supported	N/A	42	97	37
# of Network Equipment Maintained (A/P & Switches)	N/A	10/13	10/23	22
# of Service Requests Processed	1,008	808	500	500

EFFICIENCY MEASURES

# of Desktop/Laptop Computers supported per Technician	59	52	53	31
% of Help Desk Calls resolved within 4 hours of receipt of request	N/A	98%	98%	98%
% of Help Desk Calls resolved at time of call	N/A	98%	98%	98%
# of Software Service Requests in first 30 days of delivery of new computer	N/A	0	0	0

EFFECTIVENESS MEASURES

# of Days elapsed form ordering new computer to installation	N/A	N/A	0	0
% of Internet Availability	N/A	100%	100%	N/A
% of Network Availability (excluding schedule maintenance)	N/A	99%	99%	99%
% of Customers rating the IT Division services as good or excellent	N/A	66%	67%	90%

GOALS & OBJECTIVES

- Goal** To maintain the network access for City employees 24 hours per day, 7 days per week.

Objective
 - Maintain the network availability at 99.7% of the time or greater throughout the fiscal year.
- Goal** To keep servers and workstations current with updates & patches.

Objective
 - Maintain a Client/Server Patch Management system.
- Goal** To manage the capacity growth, performance, and efficiency of the Email system while complying with State Records Management Law.

Objective
 - Maintain an Email Archiving system.
- Goal** To protect servers and workstations from all Internet security threats and to reduce the bandwidth loss while making employees' Internet access more efficient.

Objective
 - Maintain a Web Filter and File Security system.

DEPARTMENT Finance
 COST CENTER Information Technology
 COST CENTER NO. 20-26

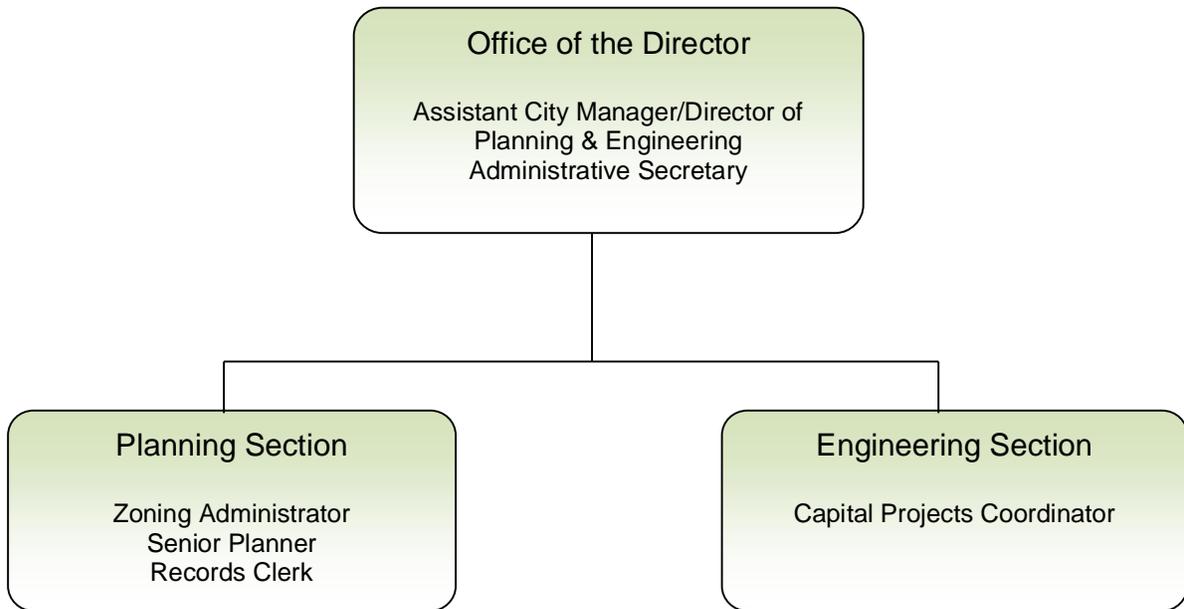
COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 213,117	\$ 221,724	\$ 229,823	\$ 239,103
15-1	Special Pay	2,000	2,000	2,000	2,000
21-1	Fica Taxes	16,091	16,697	17,287	17,985
22-2	FLC Gen Retirement	10,601	11,030	11,493	11,955
22-3	FLC Gen Retirement Match	5,301	5,515	5,745	5,979
23-1	Life & Health Ins - Employee	16,014	16,756	17,949	18,489
23-2	Dependent Insurance	4,566	4,971	5,300	5,451
24-1	Worker's Compensation	420	421	471	490
25-1	Unemployment Compensation	0	0	278	289
TOTAL PERSONNEL SERVICES		268,110	279,114	290,346	301,741
OPERATING EXPENSES					
31-4	Other Professional Svc	0	0	7,000	0
34-4	Other Contractual Service	300	0	2,500	3,600
40-4	Ed Train Sem & Assc Exp	2,743	2,673	13,799	6,100
40-5	Business Exp & Mileage	0	22	100	100
41-1	Telephone	5,508	6,143	4,665	5,880
42-1	Postage & Freight Charges	73	0	50	50
46-7	R & M - Computer Equip	12,192	13,714	26,617	15,452
49-7	Computer Software & Program	81,216	98,509	96,723	122,872
51-5	Minor Office Equip & Furn	521	1,600	2,700	1,500
52-5	Consumables & Small Tools	244	59	1,800	250
54-4	Memberships & Dues	175	200	250	250
TOTAL OPERATING EXPENSES		102,972	122,920	156,204	156,054
CAPITAL OUTLAY					
64-9	Comp Hardware/Software	0	8,749	0	0
TOTAL CAPITAL OUTLAY		0	8,749	0	0
DIVISION TOTAL		\$ 371,082	\$ 410,783	\$ 446,550	\$ 457,795



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Department of Planning & Engineering



Mission Statement

To protect the health and safety of the City's residents and further the stability and vitality of the City's economy through comprehensive planning, zoning code administration and capital improvement projects.

Full Time: 6

DEPARTMENT	<u>Planning and Engineering</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>30-31</u>

PRIMARY FUNCTION NARRATIVE

The Department is responsible for current and comprehensive urban planning; growth management; implementation and maintenance of the Comprehensive Plan; zoning administration; land development regulation; review, approval and inspection of engineering improvements and plats for private development; and for providing staff support to the Planning Commission and Zoning Board of Adjustment and Appeals. This Department is also responsible for conducting planning studies, applying for certain grants, and design and construction management for City capital improvement projects.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$498,297	\$516,559	\$541,698	\$575,042
Operating	58,061	69,578	76,750	86,424
Capital	0	0	0	0
General Fund Totals	\$556,358	\$586,137	\$618,448	\$661,466

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Assistant City Manager/ Director	1	1	1	1
Zoning Administrator	1	1	1	1
Associate Planner ¹	1	1	1	0
Senior Planner ¹	0	0	0	1
Capital Project Coordinator	1	1	1	1
Administrative Secretary	1	1	1	1
Records Clerk	1	1	1	1
Total Number of Staff	6	6	6	6

¹ Note: Associate Planner Position reclassified to Senior Planner on 1/25/2016

DEPARTMENT	<u>Planning and Engineering</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>30-31</u>

PERFORMANCE MEASURES**WORKLOAD**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
Annexations	3	1	3	2
Comprehensive Plan Amendments	4	7	5	5
Zoning Changes	3	5	5	5
Special Exceptions	5	5	5	5
Site Plans	5	7	5	5
Site Plan Amendments	15	12	15	15
Variances	1	4	3	4
Zoning Text Amendments	6	1	3	2
Temporary Use Permits	26	41	34	39
Building Permit Review for Zoning	240	N/A	264	302
Engineering Permits, Plats & TCJA's ¹	20	21	27	27
Capital Improvement Projects	10	6	7	6
Grant Applications	1	1	1	1
Landscape Inspections	196	191	185	182
Zoning Inspections	106	185	90	95
Engineering Inspections	112	N/A	79	92
Documents Scanned	51,518	61,248	43,677	44,692

EFFICIENCY MEASURES

Case Reviews per Planner (2)	22	20	23	21.5
Annexed Acres per Case Processed	3.51	2.37	3.11	2.34
Landscape Inspections per Inspector (2)	98	69	93	91
Cost per Document Scanned In House	\$0.89	\$0.78	\$1.14	\$1.14

EFFECTIVENESS MEASURES

Grant \$ Awarded per Grant Submitted	\$89,231	\$89,231	\$126,019	\$125,000
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¹ TCJA - Traffic Control Jurisdiction Agreement

DEPARTMENT	<u>Planning and Engineering</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>30-31</u>

GOALS & OBJECTIVES

- Goal To provide planning and engineering services that improve the health and safety of the built environment and the aesthetics of the City.
- Objectives • Increase the area of the Original Section served by an effective stormwater drainage system.
- Goal To promote the growth of the City and its economic base by encouraging annexation.
- Objectives • Increase non-residential annexation by prioritizing commercial pockets and contacting property owners to determine if a majority are interested in annexation.
- Co-ordinate with the County staff to initiate annexation for enclaves 110 acres or less via Interlocal Agreements based on recent changes to Florida Statutes.
- Goal To provide a fair and consistent regulatory environment for residents and businesses in order to promote excellent customer service.
- Objectives • Maintain the current turn-around time for review of development applications.
- Increase the use of the City's Geographic Information System and linked scanned records.

DEPARTMENT Planning and Engineering
 COST CENTER Office of the Director
 COST CENTER NO. 30-31

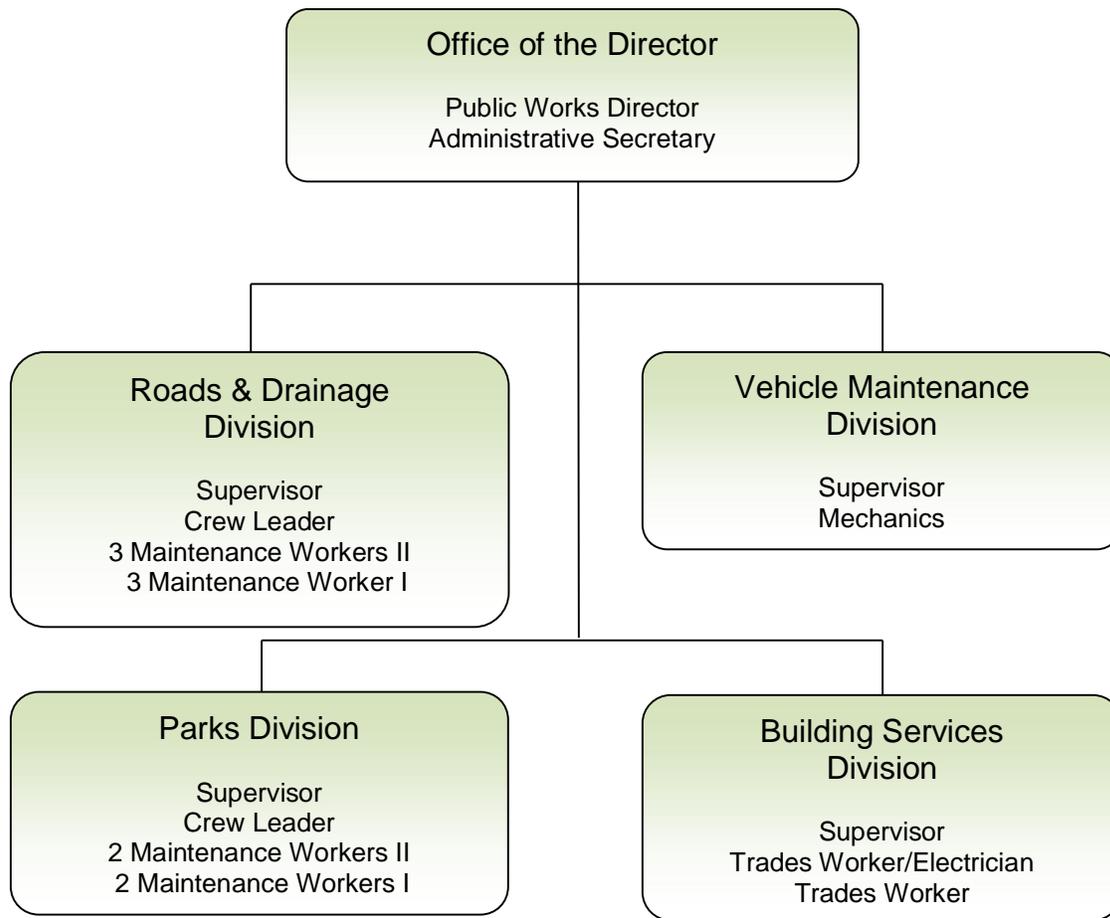
COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	380,517	393,793	411,398	440,684
15-1	Special Pay	4,320	4,320	4,320	4,320
21-1	Fica Taxes	28,507	29,427	30,706	32,535
22-2	FLC Gen Retirement	18,935	19,596	18,889	21,180
22-3	FLC Gen Retirement Match	7,163	7,389	9,446	10,591
23-1	Life & Health Ins - Employee	46,896	49,056	52,503	45,819
23-2	Dependent Insurance	11,102	12,227	13,092	18,475
23-3	Short Term Disability Pay	125	0	0	0
24-1	Worker's Compensation	732	751	845	904
25-1	Unemployment Compensation	0	0	499	534
TOTAL PERSONNEL SERVICES		498,297	516,559	541,698	575,042
OPERATING EXPENSES					
31-2	Engineering & Archit Fees	15,531	21,845	23,201	22,298
31-4	Other Professional Service	21,526	25,438	28,208	35,978
40-4	Ed Train Sem & Assc Exp	2,355	2,304	2,710	2,845
40-5	Business Exp & Mileage	139	48	265	279
42-1	Postage & Freight Charges	42	17	75	75
46-3	R & M - Office Equipment	2,220	4,273	2,459	5,462
47-1	Printing & Binding	332	109	740	850
49-1	Legal Ads	11,081	8,709	11,875	11,381
49-7	Computer Software & Program	250	0	250	250
51-2	Office Supplies	991	832	1,370	1,439
51-4	Copy Paper & Supplies	785	1,011	1,342	1,410
51-5	Minor Office Equip & Fur	0	649	0	0
52-8	Uniforms and Clothing	0	50	0	0
54-3	Books,Subsc,Prof Supplies	419	1,633	1,566	1,684
54-4	Memberships & Dues	2,390	2,660	2,689	2,473
TOTAL OPERATING EXPENSES		58,061	69,578	76,750	86,424
DIVISION TOTAL		\$ 556,358	\$ 586,137	\$ 618,448	\$ 661,466



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Department of Public Works



Mission Statement

To properly plan, schedule, and implement safe and efficient Departmental operations through the provision of well-maintained roads, drainage systems, City vehicles and equipment, functional public facilities, and parks and public building grounds.

Full Time: 21

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>40-41</u>

PRIMARY FUNCTION NARRATIVE

The Office of the Director is responsible for management, supervision, and oversight of all road, drainage, vehicle, building, and park maintenance activities and for coordination of work between Divisions and other City Departments. The Office of the Director is also responsible for the management of contractual services (including custodial services, Department of Correction's labor force administration, residential solid waste collection, aquatic weed control, fuel supply management, telephone services, fire/burglar alarms and pest control at public buildings) and the submittal of environmental licenses, certifications and reports including storage tank regulation report, hazardous waste generator permit, wellfield operating permit, National Pollution Discharge Elimination System (NPDES) annual report, SARA Title III Hazardous Materials report, Tree City USA certification, Tree City USA Growth Award certification and the Debris Management Plan report.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$172,352	\$170,575	\$182,680	\$194,264
Operating	6,290	6,016	6,824	7,070
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$178,642	\$176,591	\$189,504	\$201,334

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Public Works Director	1	1	1	1
Administrative Secretary	1	1	1	1
Total Number of Staff	2	2	2	2

DEPARTMENT	Public Works
COST CENTER	Office of the Director
COST CENTER NO.	40-41

PERFORMANCE MEASURES



WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of service contracts coordinated	7	7	6	6
No. of annual licenses & reports submitted	7	7	7	7
No. of solid waste complaints processed	10	10	10	10
No. of citizen requests processed	224	225	225	225
No. of community events coordinated	2	2	2	2
No. of tons of residential recycling collected	1,636	1,887	2,074	2,074
No. of tons of residential vegetation collected	2,672	2,973	3,236	3,236
No. of tons of residential solid waste collected	9,728	10,573	11,062	11,062
No. of Capital Improvement Projects coordinated	13	11	11	14

EFFICIENCY MEASURES

Avg. cost per service contract coordinated	\$2,475	\$2,539	\$2,916	\$2,974
Avg. cost per license/report prepared	\$720	\$772	\$789	\$805
Avg. administrative cost per citizen request	\$6.15	\$6.41	\$6.55	\$6.68
Avg. cost per event coordinated	\$849	\$946	\$886	\$903
Annual collection cost per household (curbside) solid waste service	\$92.04	\$94.20	\$95.40	\$96.60

EFFECTIVENESS MEASURES

% of licenses renewed and reports submitted on time	100%	100%	100%	100%
% of total waste stream recycled	13%	14%	15%	15%

GOALS & OBJECTIVES

- Goal** Provide leadership, direction and fiscal responsibility in order to ensure Department meets the City's mission.
- Objective**
- Ensure employee professional growth and development through training and networking opportunities.
 - Ensure daily Supervisor interactions and quarterly Departmental meetings to ensure effective implementation of Departmental Policies, Administrative Directives, Annual Work Plans, Division work assignments, emergency management plans, and other operational functions.
 - Maintain development of action plans for 100% of Capital Improvement Projects within the first quarter of Fiscal Year.
 - Whenever possible, identify and implement alternative purchase methods to increase maximum savings realized on purchases.
- Goal** Provide excellent customer service to internal and external customers.
- Objective**
- Work with Administration and IT Division to ensure Departmental webpage provides current information related to resident's needs.
 - Maintain 24 hour response to solid waste, streetlight outages, WebQA, vehicle repair orders, internal work orders and other customer requests.

DEPARTMENT Public Works
 COST CENTER Office of the Director
 COST CENTER NO. 40-41

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	134,416	130,483	143,316	147,747
14-1	Overtime	0	0	385	391
15-1	Special Pay	6,320	6,320	6,320	4,320
21-1	Fica Taxes	10,756	10,610	11,460	11,647
22-2	FLC Gen Retirement	6,735	6,591	7,185	7,404
22-3	FLC Gen Retirement Match	3,367	3,295	3,593	3,705
23-1	Life & Health Ins - Employee	8,610	9,009	9,721	18,345
23-2	Dependent Insurance	184	202	215	212
23-3	Short Term Disability Pay	0	2,000	0	0
24-1	Worker's Compensation	1,964	2,065	305	310
25-1	Unemployment Compensation	0	0	180	183
TOTAL PERSONNEL SERVICES		172,352	170,575	182,680	194,264
OPERATING EXPENSES					
40-4	Ed Train Sem & Assc Exp	1,811	778	1,600	1,600
40-5	Business Exp & Mileage	558	700	100	300
41-1	Telephone	35	8	60	60
42-1	Postage & Freight Charges	0	6	50	50
45-2	Notary Fees	0	117	0	0
46-3	R & M - Office Equipment	412	409	389	350
46-4	R & M-Communication Equip	111	453	700	700
47-1	Printing & Binding	0	110	60	60
48-6	Other Promo Activities	0	0	500	750
51-2	Office Supplies	1,610	2,001	1,800	1,800
51-4	Copy Paper & Supplies	254	254	300	300
51-5	Minor Office Equip & Furn	1,028	844	800	425
52-8	Uniforms & Clothing	0	0	0	210
54-3	Books,Subsc,Prof Supplies	297	142	250	250
54-4	Memberships & Dues	174	194	215	215
TOTAL OPERATING EXPENSES		6,290	6,016	6,824	7,070
DIVISION TOTAL		\$ 178,642	\$ 176,591	\$ 189,504	\$ 201,334

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Roads and Drainage</u>
COST CENTER NO.	<u>40-42</u>

PRIMARY FUNCTION NARRATIVE

The Roads and Drainage Division provides repair and maintenance programs which service 45.80 lane miles of City owned roadways, 40.1 linear miles of sidewalks, 632 storm sewer structures, 22.27 miles of right-of-ways, 72 medians, 5.56 miles of alleyways, 1,351 streetlights, 1,187 traffic control signs, 493 street name signs, and 2,021 trees. The Roads and Drainage Division conducts and documents National Pollution Discharge Elimination System (NPDES) inspections, repairs and remedial work. The Roads and Drainage Division also provides underground utility location services through the Sunshine State One Call of Florida program.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$359,914	\$356,551	\$456,774	\$480,813
Operating	324,972	404,563	398,448	418,477
Capital	0	0	0	7,000
Other	0	0	0	0
General Fund Totals	\$684,886	\$761,114	\$855,222	\$906,290

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Roads and Drainage Supvr.	1	1	1	1
Crew Leader	1	1	1	1
Maintenance Worker II	3	3	3	3
Maintenance Worker I	1	1	3	3
Total Number of Staff	6	6	8	8

DEPARTMENT	Public Works
COST CENTER	Roads and Drainage
COST CENTER NO.	40-42

PERFORMANCE MEASURES**WORKLOAD**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of pavement lane miles maintained	45.80	45.80	45.80	45.80
No. of linear feet of sidewalks maintained	200,746	200,883	204,765	211,538
No. of street name signs maintained	493	493	493	493
No. of traffic control signs maintained	1184	1187	1187	1187
No. of medians maintained	72	72	72	72
No. of trees on medians/right-of-ways, and green areas maintained	2,058	2,058	2,021	2,021
No. of stormwater structures maintained	632	632	632	632
No. of FPL streetlights inspected	1262	1351	1351	1351
No. of City maintained streetlights	43	43	43	43
No. of miles of canals maintained	1	1	1	1
No. of miles of alleyways maintained	5.56	5.56	5.56	5.56
No. of underground utility locate ticket requests	428	567	550	550
No. of Capital Improvement Projects coordinated	3	3	3	5

EFFICIENCY MEASURES

Cost per capita for repair and maintenance of roads and drainage infrastructure	\$17.75	\$19.52	\$21.96	\$22.14
Cost per stormwater inlet cleaned	\$421.36	\$119.07	\$143.39	\$143.86
Labor cost per mile of alleyways maintained	\$4,130	\$3,827	\$2,600	\$2,635
Avg. cost per s.f. of sidewalk repaired	\$8.25	\$11.07	\$12.52	\$12.71
Avg. cost per underground locate request	\$19.68	\$19.91	\$21.03	\$21.43
Avg. cost per tree trimmed	\$85.75	\$51.98	\$61.19	\$71.00

EFFECTIVENESS MEASURES

% of inlets cleaned annually	2%	21%	18%	18%
% of trees trimmed annually	10%	69%	59%	59%

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Roads and Drainage</u>
COST CENTER NO.	<u>40-42</u>

GOALS & OBJECTIVES

- Goal Provide well maintained, safe, and healthy landscaping and streetscaping on City streets, sidewalks, right-of-ways, medians, and alleyways.
- Objective
- Ensure annual trimming of trees on right of ways and medians to maintain aesthetics throughout the City.
 - Maintain 24 hour response to issues on public right of ways (i.e. illegal dumping, graffiti, drainage problems, traffic control signage repair and replacement, reporting of streetlight outages, pothole repairs, downed trees, deceased animal removal, shopping carts and underground utility markings).
 - Ensure effective and timely implementation of infrastructure CIP projects.
- Goal Provide a well maintained drainage system to enhance flood prevention.
- Objective
- Maintain bi-annual field inspections of all storm sewer structures.
 - Ensure cleaning of 18% of storm drain inlets annually.
 - Maintain quarterly intrusive aquatic vegetation inspections of City's water bodies; provide removal and herbicide treatment functions as needed.
 - Ensure review of NPDES documentation at 4 times per year for data quality control.

DEPARTMENT	Public Works
COST CENTER	Roads and Drainage
COST CENTER NO.	40-42

COST CENTER EXPENDITURE DETAIL

ACCT	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 250,828	\$ 247,109	\$ 307,105	\$ 324,257
12-2	Vac/Sick Payout	1,273	0	0	0
14-1	Overtime	229	734	2,658	2,806
15-1	Special Pay	600	600	800	800
21-1	Fica Taxes	19,020	18,607	23,116	24,373
22-1	Retirement Contributions (FRS)	12,506	11,566	7,785	8,333
22-2	FLC Gen Retirement	5,376	5,591	10,126	10,813
22-3	FLC Gen Retirement Match	1,861	1,936	4,159	4,467
23-1	Life & Health Ins - Employee	46,464	46,574	67,913	70,938
23-2	Dependent Insurance	4,333	4,651	8,405	9,258
24-1	Worker's Compensation	17,424	19,183	24,334	24,375
25-1	Unemployment Compensation	0	0	373	393
TOTAL PERSONNEL SERVICES		359,914	356,551	456,774	480,813
OPERATING EXPENSES					
31-5	Physical Exams	490	70	0	0
34-2	Aquatic Weed Control	4,257	5,078	5,220	5,720
34-4	Other Contractual Service	4,200	61,391	37,900	37,900
34-41	D.O.C. Services	60,966	58,157	60,537	59,022
40-4	Ed Train Sem & Assc Exp	1,701	2,352	3,400	3,400
43-2	Street Lights	189,009	190,640	193,600	194,800
43-5	Disposal Fees	25,930	30,387	28,740	28,104
44-1	Equipment Rental	0	74	300	300
52-3	Custodial, Liab & Chem Sup	3,252	3,333	4,300	4,300
52-5	Consumables & Small Tools	3,448	3,291	3,075	3,375
52-7	Medical Supplies	64	25	250	250
52-8	Uniforms & Clothing	1,635	2,122	2,880	3,060
53-1	Roads & Bridges	3,331	11,273	18,450	38,450
53-2	Traffic Control	5,829	5,543	5,950	5,950
53-3	Drainage	20,601	30,648	33,546	33,546
54-3	Books,Subsc,Prof Supplies	85	0	100	100
54-4	Memberships & Dues	174	179	200	200
TOTAL OPERATING EXPENSES		324,972	404,563	398,448	418,477
CAPITAL OUTLAY					
64-8	Other Equipment	0	0	0	7,000
TOTAL CAPITAL OUTLAY		0	0	0	7,000
DIVISION TOTAL		\$ 684,886	\$ 761,114	\$ 855,222	\$ 906,290

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Vehicle Maintenance</u>
COST CENTER NO.	<u>40-43</u>

PRIMARY FUNCTION NARRATIVE

The Vehicle Maintenance Division is responsible for the repair, inspection and maintenance of the City fleet, which consists of 47 vehicles and 182 pieces of landscaping and construction equipment. The Vehicle Maintenance Division performs routine in-house maintenance, coordinates warranty repairs with manufacturers and major repairs with service companies.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$182,659	\$192,221	\$161,613	\$146,840
Operating	423,182	359,721	247,208	216,955
Capital	0	3,546	0	0
Other	0	0	0	0
General Fund Totals	\$605,841	\$555,488	\$408,821	\$363,795

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Vehicle Maintenance Supvr.	1	1	1	1
Mechanic	2	2	2 ¹	1
Total Number of Staff	3	3	3	2

¹One Mechanic position budgeted for 4 months due to Public Safety Officers merger with Palm Beach County Sheriff

DEPARTMENT	Public Works
COST CENTER	Vehicle Maintenance
COST CENTER NO.	40-43

PERFORMANCE MEASURES



WORKLOAD

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of public safety patrol cars maintained	34	34	34/0 ¹	0
No. of administrative vehicles maintained	13	13	13/2 ¹	2
No. of med/light duty trucks/vans maintained	36	36	36/29 ¹	29
No. of heavy duty trucks maintained	5	5	5/4 ¹	4
No. of fire engines maintained	4	4	4	4
No. of ambulances maintained	4	4	4	4
No. of buses maintained	3	3	4	4
No. of small engine equipment maintained	156	173	182	182
No. of repair orders completed	1,285	1,185	1,000	800
No. of vehicle preventive maintenance (PM) services performed	346	280	325	190
No. of Capital Improvement Projects coordinated	4	2	2	2

EFFICIENCY MEASURES

No. of vehicles maintained per mechanic	45	45	45	21
Avg. completed repair orders per mechanic	584	539	455	364
Avg. completed PM per mechanic	157	127	148	86

EFFECTIVENESS MEASURES

% of City vehicles receiving quarterly PM inspections	100%	100%	100%	100%
% of customers satisfied with service (based on customer survey)	100%	100%	100%	100%

¹Reduction due to PBSO merger

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Vehicle Maintenance</u>
COST CENTER NO.	<u>40-43</u>

GOALS & OBJECTIVES

- | | |
|-----------|---|
| Goal | Provide safe, well maintained vehicles and equipment to support employees in the course of their duties in a cost effective manner. |
| Objective | <ul style="list-style-type: none"> • Maintain readily available fuel supply and access to support uninterrupted operations for users. • Maintain quarterly preventive maintenance function on all City vehicles. • Maintain small engine equipment usage reviews with Division Supervisors at 3 times per year. • Maintain bi-annual ASE certifications and other training programs to reduce the number of outsourced repairs for cost efficiency and faster repair turn-around. |
| Goal | Provide excellent customer service to internal customers. |
| Objective | <ul style="list-style-type: none"> • Maintain 100% customer satisfaction survey rating. • Maintain a maximum of 1 hour response time to vehicle/equipment service calls during working hours. • Perform quarterly review of fuel usage report to ensure effective operation and usage of vehicles. |

DEPARTMENT Public Works
 COST CENTER Vehicle Maintenance
 COST CENTER NO. 40-43

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 133,128	\$ 137,767	\$ 114,801	\$ 104,461
14-1	Overtime	0	70	497	452
15-1	Special Pay	900	900	900	600
21-1	Fica Taxes	9,866	10,321	8,505	7,675
22-2	FLC Gen Retirement	5,630	6,893	5,765	5,245
22-3	FLC Gen Retirement Match	2,662	3,447	2,882	2,623
23-1	Life & Health Ins - Employee	23,232	24,312	20,220	17,880
23-2	Dependent Insurance	4,149	4,514	4,812	4,970
23-3	Short Term Disability Pay	0	525	0	0
24-1	Worker's Compensation	3,092	3,472	3,092	2,807
24-2	City Shared Worker's Comp	0	0	0	0
25-1	Unemployment Compensation	0	0	139	127
TOTAL PERSONNEL SERVICES		182,659	192,221	161,613	146,840
OPERATING EXPENSES					
34-4	Other Contractual Service	1,433	1,433	2,568	2,694
40-4	Ed Train Sem & Assc Exp	2,302	2,590	3,100	3,100
41-1	Telephone	10	29	60	60
43-5	Dumping Fees	762	422	1,500	1,000
44-1	Equipment Rental	0	0	200	200
44-2	Uniform Rental	1,317	1,259	1,300	1,291
46-2	R & M - Vehicles	71,906	70,979	45,065	60,000
46-21	R & M - Veh Other Contract	40,712	49,122	29,118	39,100
46-5	R & M - Other Equipment	11,103	16,658	11,500	11,500
46-51	R & M - Other Equip Contract	842	757	3,500	3,500
49-3	Titles, Tags & Taxes	250	250	250	250
49-7	Computer Software & Prog.	1,608	5,659	2,650	3,050
52-1	Fuel & Lubricants	286,757	206,532	142,512	87,500
52-5	Consumables & Small Tools	2,894	2,948	2,500	2,500
52-7	Medical Supplies	0	16	50	50
52-8	Uniforms & Clothing	1,136	649	935	810
54-3	Books,Subsc,Prof Supplies	0	368	250	250
54-4	Memberships & Dues	150	50	150	100
TOTAL OPERATING EXPENSES		423,182	359,721	247,208	216,955
CAPITAL OUTLAY					
64-5	Other Furniture	0	3,546	0	0
TOTAL CAPITAL OUTLAY		0	3,546	0	0
DIVISION TOTAL		\$ 605,841	\$ 555,488	\$ 408,821	\$ 363,795

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Building Services</u>
COST CENTER NO.	<u>40-44</u>

PRIMARY FUNCTION NARRATIVE

The Building Services Division is responsible for the maintenance, repair and minor reconstruction of 17 public buildings and park structures that total 125,158 square feet. The Building Services Division ensures that City owned facilities are safe, aesthetically pleasing, operational and provide a comfortable environment by employing a wide variety of skills to perform preventive maintenance and repairs.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$192,868	\$206,659	\$216,866	\$222,082
Operating	402,019	417,925	438,748	377,095
Capital	9,864	2,620	8,300	6,000
Other	0	0	0	0
General Fund Totals	\$604,751	\$627,204	\$663,914	\$605,177

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Building Services Supervisor	1	1	1	1
Trades Worker/Electrician	1	1	1	1
Trades Worker	1	1	1	1
Total Number of Staff	3	3	3	3

DEPARTMENT Public Works
COST CENTER Building Services
COST CENTER NO. 40-44

PERFORMANCE MEASURES



WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of office buildings maintained	8	8	7	7
No. of other buildings maintained	10	10	10	10
No. of total square feet maintained	119,600	119,600	125,158	125,158
No. of HVAC systems maintained	34	34	34	36
No. of building work orders completed	917	946	1,000	1,000
No. of service contracts coordinated	14	14	14	14
No. of Capital Improvement Projects coordinated	4	4	3	4

EFFICIENCY MEASURES

Avg. maintenance cost per s.f. of building	\$2.26	\$2.38	\$2.52	\$2.25
Avg. completed work orders per employee	367	378	400	400
Custodial costs per s.f.	\$1.29	\$1.30	\$1.31	\$1.34

EFFECTIVENESS MEASURES

% of customers satisfied with service (Based on customer survey)	100%	100%	100%	100%
Number of custodial complaints received	25	24	24	24

GOALS & OBJECTIVES

- Goal** Provide attractive, safe, and well-maintained Public buildings and facilities, offering a pleasant and functional workplace and public venue.
- Objective**
- Maintain a 48 hour response time to work order requests.
 - Maintain 24 hour resolution to custodial issues.
 - Maintain total assessment of building infrastructure needs at 2 times per year.
 - Maintain monthly preventative maintenance/inspections of light fixtures, a/c filters, flags, fire sprinkler gauges and vehicles; quarterly preventive maintenance/inspections of air compressors and fire extinguishers; and annual preventive maintenance/inspections of hurricane shutters, shop tools, backflow devices, water fountains, bay doors, exhaust fans, fire extinguishers and building roofs.
- Goal** Pursue "green" initiatives that provide long term operating and maintenance cost savings.
- Objective**
- Perform cost benefit analysis on new technology to ensure long term cost and carbon footprint reductions.
 - Maintain procurement of eco-friendly materials (paints, cleaners, LED light fixtures and environmentally friendly chemicals).

DEPARTMENT	Public Works
COST CENTER	Building Services
COST CENTER NO.	40-44

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 142,543	\$ 148,057	\$ 152,291	\$ 155,621
14-1	Overtime	454	154	879	898
15-1	Special Pay	300	300	300	300
21-1	Fica Taxes	11,028	10,990	11,372	11,616
22-1	Retirement Contributions (FRS)	7,353	10,920	11,777	12,150
22-2	FLC Gen Retirement	1,900	1,977	2,072	2,155
22-3	FLC Gen Retirement Match	950	988	1,037	1,077
23-1	Life & Health Ins - Employee	23,232	24,312	25,997	26,820
23-2	Dependent Insurance	184	3,394	4,812	4,970
24-1	Worker's Compensation	4,924	5,567	6,145	6,287
25-1	Unemployment Compensation	0	0	184	188
TOTAL PERSONNEL SERVICES		192,868	206,659	216,866	222,082
OPERATING EXPENSES					
34-4	Other Contractual Service	72,790	73,613	104,729	71,228
40-4	Ed Train Sem & Assc Exp	1,572	889	1,700	1,700
41-1	Telephone	86,101	90,690	95,496	51,252
43-1	Electricity	130,935	125,938	126,000	139,800
43-4	Water & Sewer	36,940	37,905	41,208	45,780
44-1	Equipment Rental	0	0	200	200
46-1	R & M - Buildings	24,993	23,666	28,750	28,750
46-11	R & M Building Other Cont.	42,546	61,837	36,685	34,315
46-5	R & M - Other Equipment	47	30	150	150
52-3	Custodial, Lab & Chem Sup	771	1,067	950	950
52-5	Consumables & Small Tools	4,366	1,468	1,650	1,650
52-7	Medical Supplies	0	25	50	50
52-8	Uniforms & Clothing	958	797	1,080	1,170
54-3	Books,Subsc,Prof Supplies	0	0	100	100
TOTAL OPERATING EXPENSES		402,019	417,925	438,748	377,095
CAPITAL OUTLAY					
62-1	Office Buildings	6,311	0	0	0
62-2	Public Safety Building	0	2,620	0	5,000
62-5	Parks & Rec Blds	3,553	0	0	0
62-6	Public Works Buildings	0	0	8,300	1,000
TOTAL CAPITAL OUTLAY		9,864	2,620	8,300	6,000
DIVISION TOTAL		\$ 604,751	\$ 627,204	\$ 663,914	\$ 605,177

DEPARTMENT	Public Works
COST CENTER	Parks and Grounds
COST CENTER NO.	40-46

PRIMARY FUNCTION NARRATIVE

The Parks and Grounds Division is responsible for the maintenance of 14 City Parks, landscape care around 9 public buildings, 18 irrigation systems, 15 playground structures and equipment, 11 athletic fields, 359 lights, 26 athletic courts, and 4,469 trees. The Parks and Grounds Division also conducts evening and weekend park patrol and provides support to City events.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$311,215	\$332,778	\$362,705	\$349,026
Operating	144,321	189,732	239,961	245,901
Capital	745	0	0	0
Other	0	0	0	0
General Fund Totals	\$456,281	\$522,510	\$602,666	\$594,927

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Parks Maintenance Supvr	1	1	1	1
Crew Leaser	1	1	1	1
Maintenance Worker II	2	2	2	2
Maintenance Worker I	2	2	2	2
Parks Attendant ¹	2 PT	2 PT	2 PT	0
Total Number of Staff	6 FT / 2 PT	6 FT / 2 PT	6 FT / 2 PT	6

¹ Park Attendent moved to 60-65 in 2017

DEPARTMENT	Public Works
COST CENTER	Parks and Grounds
COST CENTER NO.	40-46

PERFORMANCE MEASURES**WORKLOAD**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of parks maintained	13	13	13	14
No. of acres mowed in parks	67	67	67	68
No. of acres mowed for public buildings	11	11	11	11
No. of landscape cuts performed for sports turf fields	97	91	90	90
No. of landscape cuts performed for public building grounds	43	49	36	36
No. of landscape cuts performed for parks grounds	45	43	40	40
No. of athletic fields maintained	10	11	11	11
No. of athletic courts maintained	25	26	26	26
No. of playground areas maintained	14	15	15	15
No. of irrigation systems maintained	18	18	18	18
No. of trees maintained	4,253	4,463	4,469	4,469
No. of community events assisted	6	6	14	13
No. of Capital Improvement Projects coordinated	2	1	3	3

EFFICIENCY MEASURES

Avg. cost per irrigation system to maintain	\$1,131	\$1,509	\$1,333	\$1,352
Avg. cost per athletic field to maintain	\$18,103	\$15,852	\$17,759	\$17,862
Avg. cost per acre to maintain (parks and buildings grounds)	\$3,404	\$3,916	\$4,515	\$4,566
Avg. cost per tree trimmed	\$64.98	\$86.21	\$75.65	\$80.79
Avg. cost per court maintained	\$497	\$325	\$564	\$575
Avg. cost per week to remove trash	\$1,204	\$1,054	\$1,295	\$1,321

EFFECTIVENESS MEASURES

% of monthly safety inspections completed at building and park grounds	100%	100%	100%	100%
% acres mowed according to schedules	100%	100%	100%	100%
% of trees trimmed annually	10%	16%	34%	20%

DEPARTMENT	<u>Public Works</u>
COST CENTER	<u>Parks and Grounds</u>
COST CENTER NO.	<u>40-46</u>

GOALS & OBJECTIVES

- Goal Provide clean, safe, and attractive public parks in order to offer a pleasant experience.
- Objective
- Maintain monthly park and playground structure safety inspections.
 - Maintain 24 hour response to issues on parks and public building grounds (i.e. illegal dumping, graffiti, vandalism, court light outages, deceased animal removal and underground utility markings).
 - Maintain quarterly night time lighting inspections.
 - Maintain week night and weekend Park rentals and inspections.
- Goal Provide a well maintained irrigation system to ensure a healthy landscape.
- Objective
- Maintain irrigation map location updates whenever irrigation systems are modified.
 - Maintain repairs within 48 hours of initial reporting.
 - Ensure irrigation systems are properly adjusted to reduce the amount of chemicals applied to sports turf.
 - Develop matrix for irrigation pump systems.

DEPARTMENT	Public Works
COST CENTER	Parks and Grounds
COST CENTER NO.	40-46

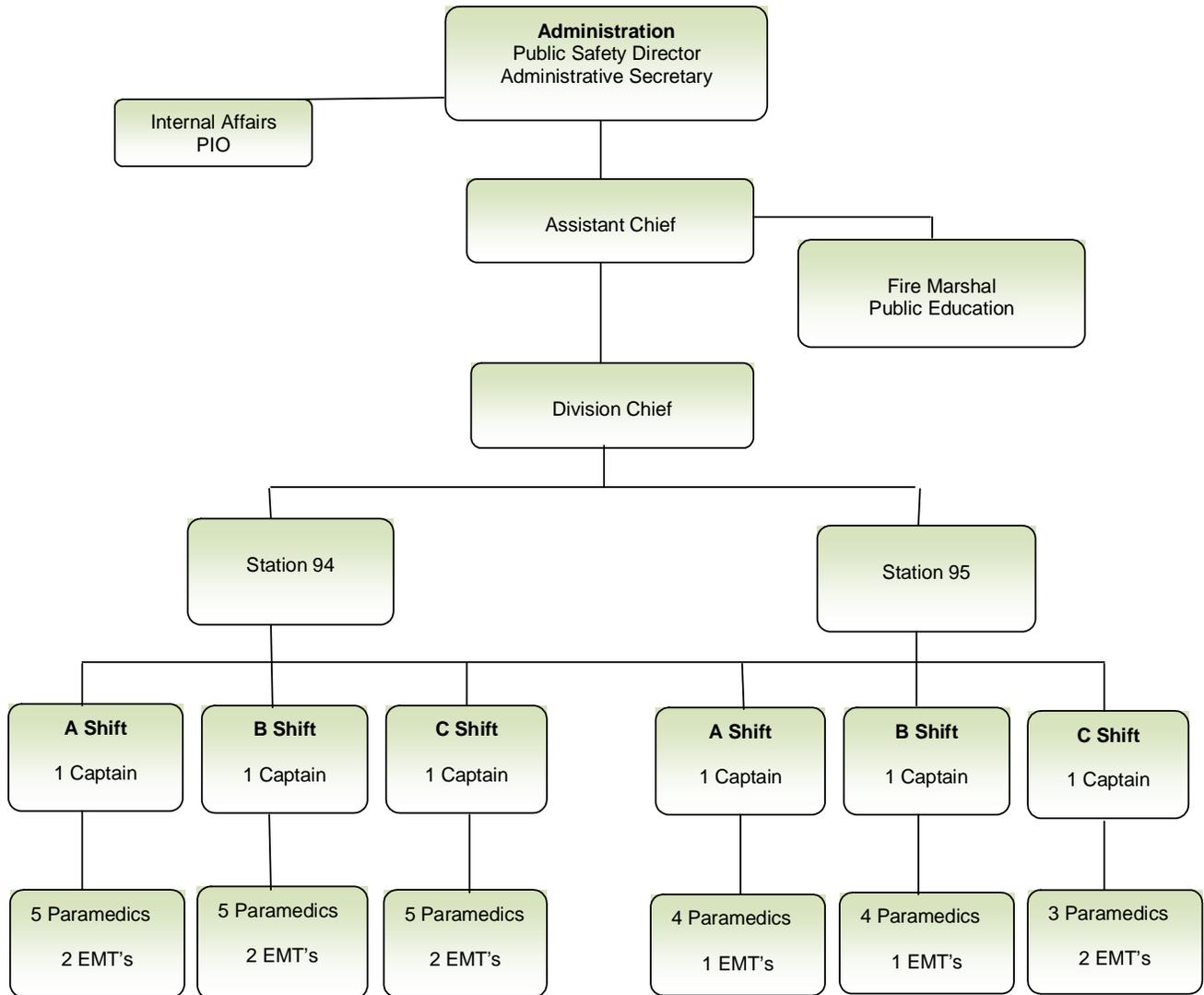
COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 207,208	\$ 225,287	\$ 242,884	\$ 252,141
12-2	Vac/Sick Payout	2,840	0	0	0
13-1	Other Salary	21,121	23,683	23,597	0
14-1	Overtime	136	988	2,102	2,182
15-1	Special Pay	1,000	2,600	2,600	2,600
21-1	Fica Taxes	17,677	19,267	20,711	19,620
22-1	Retirement Contributions (FRS)	4,163	4,494	4,670	4,991
22-2	FLC Gen Retirement	5,561	6,871	8,291	9,398
22-3	FLC Gen Retirement Match	1,764	2,243	4,147	3,543
23-1	Life & Health Ins - Employee	39,986	38,026	43,516	44,885
23-2	Dependent Insurance	1,514	351	456	449
24-1	Worker's Compensation	7,416	8,379	9,406	8,909
24-2	City Shared Worker's Comp.	237	0	0	0
25-1	Unemployment Compensation	592	589	325	308
TOTAL PERSONNEL SERVICES		311,215	332,778	362,705	349,026
OPERATING EXPENSES					
34-4	Other Contractual Service	0	16,501	72,440	76,440
40-4	Ed Train Sem & Assc Exp	2,544	2,794	2,275	2,275
41-1	Telephone	151	47	66	66
43-1	Electricity	86,768	84,446	90,000	91,200
44-1	Equipment Rental	0	136	1,000	500
46-5	R & M - Other Equipment	10,409	14,862	12,250	13,250
46-6	R & M-Parks & Athletic Fd	4,257	5,469	10,750	10,750
46-61	R & M Parks Other Contract	12,272	13,189	9,500	9,500
52-2	Parks & Grounds Supplies	10,009	28,031	21,000	21,000
52-3	Custodial, Lab & Chem Sup	12,896	17,839	15,000	15,000
52-5	Consumables & Small Tools	1,660	3,275	1,650	1,650
52-7	Medical Supplies	0	89	150	150
52-8	Uniforms & Clothing	3,355	3,054	3,780	4,020
54-3	Books,Subsc,Prof Supplies	0	0	100	100
TOTAL OPERATING EXPENSES		144,321	189,732	239,961	245,901
CAPITAL OUTLAY					
64-5	Other Equipment	745	0	0	0
TOTAL CAPITAL OUTLAY		745	0	0	0
DIVISION TOTAL		\$ 456,281	\$ 522,510	\$ 602,666	\$ 594,927



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Department of Fire Rescue



Mission Statement

To improve the quality of life in Greenacres by working together with all citizens to protect life and property, to promote safety, Public Education while maintaining fiscal responsibility.

Full Time Fire Rescue:	46
Full Time Civilian:	1
Total:	47

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Law Enforcement Operations Division</u>
COST CENTER NO.	<u>50-53</u>

PRIMARY FUNCTION NARRATIVE

The Division is comprised of Uniform Patrol and the Street Crimes and Special Response Teams. The Division is responsible for the general patrol of the City, the detection and prevention of criminal activity, the apprehension of law violators, gathering of intelligence, and supporting the Fire Rescue Division as needed. In addition, the Division through the Special Response Team handles any and all situations that are of a critical nature, and the Street Crimes Team addresses both street level and organized criminal enterprises. This cost center merged with the Palm Beach County Sheriff's Office.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$3,588,352	\$3,850,078	\$1,343,255	\$0
Operating	400,431	349,084	6,158,057	9,185,982
Capital	18,110	8,670	0	0
General Fund Totals	\$4,006,893	\$4,207,832	\$7,501,312	\$9,185,982

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Captain	1	1	1	0
Secretary	0'	0	0	0
Watch Commander Lt	2	2	2	0
Sergeants	5	5	5	0
Police Officers	30	32	32	0
Training Officer	0'	0	0	0
Investigator	0'	0	0	0
Crime Scene Tech	0'	0	0	0
Public Safety Aide	1	1	1	0
Total Number of Staff	39	41	41	0

Note: Division merged with Palm Beach County Sheriff February 2016

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Law Enforcement Operations Division</u>
COST CENTER NO.	<u>50-53</u>

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	\$ 2,330,657	\$ 2,534,548	\$ 902,518	\$ 0
14-1	Overtime	135,590	150,195	43,232	0
15-1	Special Pay	64,054	54,758	17,310	0
21-1	Fica Taxes	181,320	195,981	62,509	0
22-1	Retirement Contributions (FRS)	78,734	85,852	31,330	0
22-2	FLC Gen Retirement	1,602	1,366	595	0
22-3	FLC Gen Retirement Match	28	0	0	0
22-4	FLC P/S FF Retirement	369,592	325,526	106,400	0
23-1	Life & Health Ins - Employee	277,922	320,352	118,431	0
23-2	Dependent Insurance	66,385	81,814	28,100	0
23-3	Short Term Disability Pay	2,800	900	0	0
24-1	Worker's Compensation	78,124	83,615	31,674	0
24-2	City Shared Worker's	1,544	8,908	0	0
25-1	Unemployment Compensation	0	6,263	1,156	0
TOTAL PERSONNEL SERVICES		3,588,352	3,850,078	1,343,255	0
OPERATING EXPENSES					
34-4	Other Contractual Service	299,863	308,028	157,468	0
34-42	Contract with PBSO	0	0	5,988,486	9,102,499
40-4	Ed Train Sem & Assc Exp	7,691	0	0	5,000
41-1	Telephone	0	0	0	135
44-3	Other Rentals	5,280	5,280	0	0
46-5	R & M - Other Equipment	16,068	4,303	3,125	19,020
46-7	R & M - Computer Equip	0	0	0	7,416
49-5	Witness Fees, Info & Evid	2,768	5,359	1,500	0
49-7	Computer Software & Prog.	0	0	0	51,912
51-4	Copy Paper & Supplies	1,147	1,202	600	0
51-5	Minor Office Equip & Furn	797	499	150	0
52-3	Custodial, Lab & Chem Supplies	2,452	0	0	0
52-4	Ammo, Weapons, Cleaning	12,472	256	0	0
52-5	Consumables & Small Tools	2,503	1,967	998	0
52-8	Uniforms & Clothing	46,201	19,448	3,000	0
52-9	Tapes, Film & Film Supply	675	0	0	0
53-2	Traffic Control	427	45	300	0
54-3	Books, Subsc, Prof Supplies	1,882	2,112	2,430	0
54-4	Memberships & Dues	205	585	0	0
TOTAL OPERATING EXPENSES		400,431	349,084	6,158,057	9,185,982

DEPARTMENT Public Safety
COST CENTER Law Enforcement Operations Division
COST CENTER NO. 50-53

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
CAPITAL OUTLAY					
64-5	Office Furniture	18,110	0	0	0
64-8	Other Equipment	0	8,670	0	0
TOTAL CAPITAL OUTLAY		18,110	8,670	0	0
DIVISION TOTAL		\$ 4,006,893	\$ 4,207,832	\$ 7,501,312	\$ 9,185,982

DEPARTMENT	Public Safety
COST CENTER	Fire Rescue
COST CENTER NO.	50-55

PRIMARY FUNCTION NARRATIVE

The Fire Rescue Division provides ALS-BLS Emergency Medical Treatment, Transport Services and Fire Suppression to the City of Greenacres and the City of Atlantis. The Division optimizes patient care by maintaining rapid response times, public education, health screenings, training and implementation of proven techniques. The Fire Marshal educates the public by addressing fire prevention, fire safety issues and conducting fire inspections and plan reviews.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$4,403,812	\$4,773,102	\$5,381,022	\$5,904,946
Operating	127,376	143,549	202,778	219,997
Capital	8,256	22,601	3,900	2,000
Other	0	0	0	0
General Fund Totals	\$4,539,444	\$4,939,252	\$5,587,700	\$6,126,943

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Fire Chief	0	0	1	1
Assistant Chief	0	0	0	1
Division Chief	1	1	1	1
Fire/EMS Captain	0	0	1	0
Captain ¹	0	0	0	6
Lieutenant ¹	6	6	6	0
Firefighter/Paramedic	18	21	24	24
Firefighter/EMT	12	12	12	12
Fire Marshal	1	1	1	1
Secretary	1	1	1	1
Total Number of Staff	39	42	47	47

¹ Title change from Lieutenant to Captain

DEPARTMENT	Public Safety
COST CENTER	Fire Rescue
COST CENTER NO.	50-55

PERFORMANCE MEASURES

WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
Total Calls for Service	5,211	5,272	5,912	6,094
Calls for Service to Atlantis ⁵	550	594	718	758
Fire Safety Inspections	1,760	1,634	1,640	1,650
Blood Pressure Screenings	256	242	250	250
Patients Treated	5,119	4,962	5,380	5,660
Patients Treated Atlantis	490	494	588	638
Atlantis Transports	333	346	410	435
No. of ALS ² Transports	2,024	2,066	2,580	2,778
No. of BLS ³ Transports	864	897	858	870
Structure Fires (including car, refuse, brush)	115	117	118	121
Station Tours and Safety Presentations	110	116	130	137
No. of Cardio Pulmonary Resuscitation Students Certified	86	120	132	147

EFFICIENCY MEASURES

Cost per Call for Service	\$871	\$935	\$988	\$1,005
Cost Per Transport	\$1,573	\$1,663	\$1,498	\$1,680
Cost per Fire Inspection	\$77	\$77	\$78	\$77

EFFECTIVENESS MEASURES

Avg. Response Times for Fire Rescue Calls	5.5 min	5.7 min ⁴	5.9min ⁴	5.9 min ⁴
ISO PPC Fire Rating	3	2 ⁶	2 ⁶	2 ⁶

¹ Cardio Pulmonary Resuscitation

² Advanced Life Support

³ Basic Life Support

⁴ Computation Based on Fractional Reporting Criteria

⁵ Included in Total

⁶ New ISO rating as of FY 2015

DEPARTMENT	<u>Public Safety</u>
COST CENTER	<u>Fire Rescue</u>
COST CENTER NO.	<u>50-55</u>

GOALS & OBJECTIVES

- | | |
|-----------|--|
| Goal | Continue to meet the needs of our community, citizens and visitors of which we serve. |
| Objective | <ul style="list-style-type: none"> • Monitor and Implement new Protocols as science shows a more efficient way to treat Illness and injury as it pertains to the patient's we respond to. • Monitor trends within and throughout the fire service to improve efficiency and effectiveness. • Evaluate new technology as it relates to Fire/Rescue, and determine what equipment can best suit Fire Rescue efficiency. • Provide challenging training and education that is current and effective, enabling the division to accomplish its mission. |
| Goal | Continue to meet or exceed the response time criteria set by the Standards of the Industry. |
| Objective | <ul style="list-style-type: none"> • Provide immediate response to emergency fire rescue calls for service. • Monitor all emergency fire rescue dispatch times and provide feedback as needed. • Provide Emergency response times all Emergency's within the national standard of 8 minutes. • Provide regular analysis and feedback to personnel to improve out service times for all emergency responses. |
| Goal | Decrease property loss and injury due to fire. |
| Objective | <ul style="list-style-type: none"> • Complete a minimum of 1,500 commercial/residential fire safety inspections. • Conduct and continue to promote fire safety presentations. • Conduct fire safety and code violation inspections. • Continue to monitor and update Pre-Fire Plans and target hazards on new and existing businesses throughout our response area. |
| Goal | Maintain fire rescue vehicles and related equipment, in optimum working condition. |
| Objective | <ul style="list-style-type: none"> • Insure that daily check off sheets are completed, indicating any deficiencies that need to be addressed. • Monitor and track and mitigate any continuing problems that affect the day to day operations as it relates to emergency apparatus and equipment. • Develop and maintain a Capital Improvement Program aimed at updating facility and equipment concerns. • Continue to monitor station and equipment needs to ensure a safe working environment. |

DEPARTMENT Public Safety
 COST CENTER Fire Rescue
 COST CENTER NO. 50-55

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	\$ 2,606,983	\$ 2,976,863	\$ 3,322,760	\$ 3,414,374
12-2	Vac/Sick Payout	11,345	0	0	0
14-1	Overtime	504,746	454,061	537,487	556,090
15-1	Special Pay	12,825	10,193	12,410	12,510
21-1	Fica Taxes	223,520	244,164	249,870	228,891
22-1	Retirement Contributions (FRS)	102,303	98,800	98,340	126,837
22-2	FLC Gen Retirement Contribution	1,699	1,544	2,185	2,905
22-3	FLC Gen Retirement Match	849	772	1,093	1,452
22-4	FLC P/S FF Retirement	429,164	404,292	446,253	832,994
23-1	Life & Health Ins - Employee	294,072	330,497	405,479	420,173
23-2	Dependent Insurance	105,968	119,331	144,374	143,809
23-3	Short Term Disability Pay	1,700	2,025	0	0
24-1	Worker's Compensation	106,126	128,532	156,124	160,131
24-2	City Shared Worker's Comp.	2,512	2,028	0	0
25-1	Unemployment Compensation	0	0	4,647	4,780
TOTAL PERSONNEL SERVICES		4,403,812	4,773,102	5,381,022	5,904,946
OPERATING EXPENSES					
31-4	Other Professional Service	21,000	21,000	22,000	25,500
34-4	Other Contractual Service	1,596	1,581	1,700	1,700
40-4	Ed Train Sem & Assc Exp	9,051	11,646	22,027	18,359
41-1	Telephone	0	0	3,210	2,910
42-1	Postage & Freight Charges	0	0	0	250
44-1	Equipment Rental	1,653	1,799	2,369	2,369
45-2	Notary Fees	0	0	0	129
46-3	R & M - Office Equipment	0	0	1,380	3,516
46-4	R & M - Communication Equip	0	0	2,100	0
46-5	R & M - Other Equipment	15,879	15,428	31,457	34,378
47-1	Printing & Binding	0	0	1,150	1,150
48-6	Other Promo Activities	822	735	1,105	1,195
49-6	Miscellaneous Expense	1,700	1,365	1,850	2,525
49-7	Computer Software & Program	1,450	1,450	1,450	14,906
51-2	Office Supplies	0	0	5,500	5,500
51-4	Copy Paper & Supplies	0	0	1,650	1,000
51-5	Minor Office Equip & Furn	0	300	0	0
51-7	Commemoratives	0	0	500	1,000
52-3	Custodial, Lab & Chem Supplies	2,170	2,131	2,000	2,500
52-5	Consumables & Small Tools	3,949	4,764	12,525	13,825
52-7	Medical Supplies	47,914	47,645	57,500	57,500
52-8	Uniforms & Clothing	18,019	31,392	29,480	27,820
52-9	Tapes, Film & Film Supply	582	398	0	0
54-3	Books, Subsc, Prof Supplies	1,166	1,490	1,300	1,450
54-4	Memberships & Dues	425	425	525	515
TOTAL OPERATING EXPENSES		127,376	143,549	202,778	219,997

DEPARTMENT Public Safety
COST CENTER Fire Rescue
COST CENTER NO. 50-55

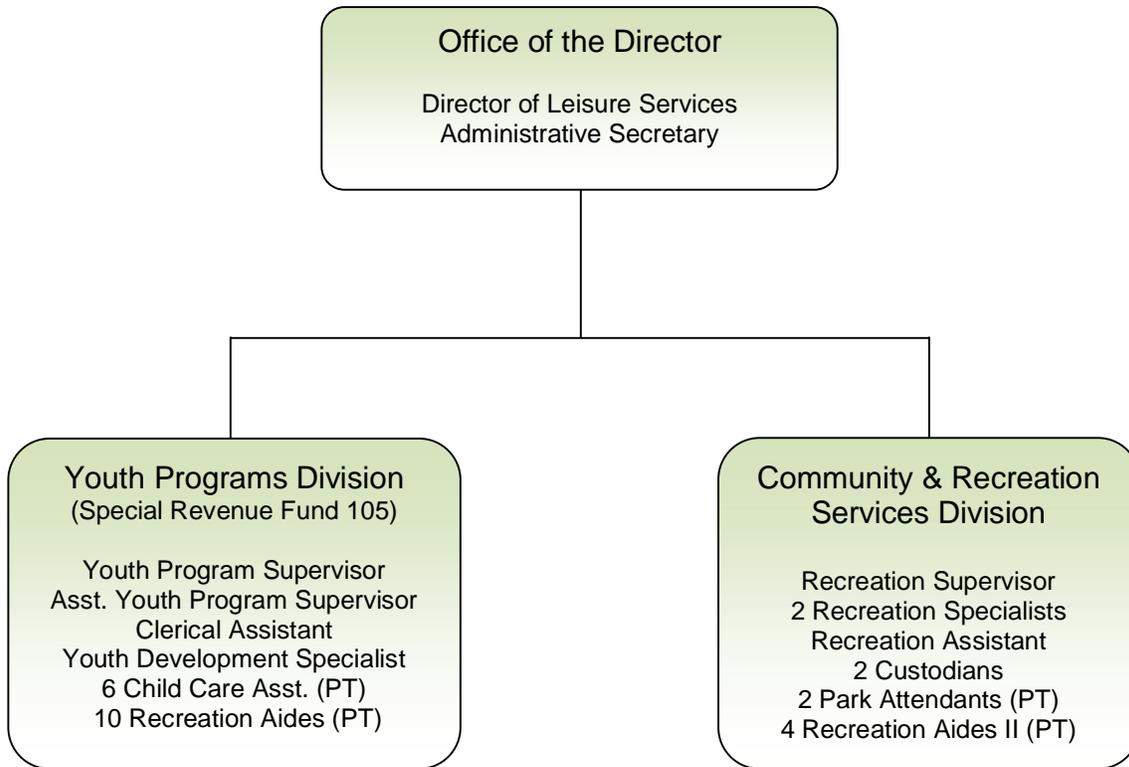
COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
CAPITAL OUTLAY					
62-2	Public Safety Building	0	10,907	0	0
64-5	Office Furniture	8,256	11,694	2,400	2,000
64-9	Comp Hardware/Software	0	0	1,500	0
TOTAL CAPITAL OUTLAY		8,256	22,601	3,900	2,000
DIVISION TOTAL		\$ 4,539,444	\$ 4,939,252	\$ 5,587,700	\$ 6,126,943



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Department of Leisure Services



Mission Statement

To enrich the life of residents by providing leisure programs and classes; organized sports activities; community events; and after school programs.

Full Time: 12
Part Time: 22

DEPARTMENT	<u>Leisure Services</u>
COST CENTER	<u>Office of the Director</u>
COST CENTER NO.	<u>60-61</u>

PRIMARY FUNCTION NARRATIVE

The Office of the Director is responsible for strategic planning, contract compliance, adherence to policies and procedures, organizational development, facility management, personnel and fiscal management, afterschool program licensing, national accreditation, program and employee development, event and activity management, public and community relations, and the monitoring and evaluation of all Leisure Services operations.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$187,780	\$195,685	\$203,307	\$211,033
Operating	3,664	3,964	4,631	8,406
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$191,444	\$199,649	\$207,938	\$219,439

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Director	1	1	1	1
Administrative Secretary	1	1	1	1
Total Number of Staff	2	2	2	2

DEPARTMENT Leisure Services
COST CENTER Office of the Director
COST CENTER NO. 60-61

PERFORMANCE MEASURES



WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of Serv. Agreements/Contracts	4	4	4	4
No. of Collaborative Partnerships	21	16	18	20
No. of Independent Contractor Agreements Coordinated	32	22	28	23
No. of Citizen Requests Processed	24,021	25,568	24,800	25,200
No. of Interlocal Agreements w/ Schools	3	3	3	3

EFFICIENCY MEASURES

Avg. Cost per Contract Coordination	\$5,177	\$5,600	\$5,750	\$5,800
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EFFECTIVENESS MEASURES

% of Projected Funding Actual to Budget Reimbursed	95%	98%	97%	95%
% Customers Satisfied with Service	95%	95%	95%	96%

GOALS & OBJECTIVES

- Goal To provide guidance to divisions for the implementation of the Strategic Plan, the Annual Work Plan and departmental goals in order to achieve the City's mission.
- Objective
 - Maintain bi-monthly supervisor and quarterly department meetings to review operational procedures, contract compliance, programs, events, policies, licensing regulations and the Emergency Management Plan.
 - Increase the number of collaborative partnerships from 18 to 20 with local organizations, schools and area businesses.
- Goal To provide sustainable community programs through enhanced marketing strategies in order to generate new customers and assist program's self-sufficiency.
- Objective
 - Maintain the level of revenues equal to direct expenses for all activities.
- Goal To provide a range of recreational activities and facilities, serving all age groups in order to retain customers and community involvement.
- Objective
 - Increase community events from 12 to 15 (13 City sponsored & 2 Co-sponsored).
 - Maintain 11 programs operated throughout 7 City facilities.
 - Maintain satisfactory customer service rating at 96%.

DEPARTMENT Leisure Services
 COST CENTER Office of the Director
 COST CENTER NO. 60-61

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	133,349	138,636	143,700	149,501
14-1	Overtime	580	512	0	0
15-1	Special Pay	4,320	4,320	4,320	4,320
21-1	Fica Taxes	9,481	9,795	10,060	10,465
22-2	FLC Gen Retirement	6,658	6,923	7,185	7,475
22-3	FLC Gen Retirement Match	3,329	3,461	3,592	3,738
23-1	Life & Health Ins - Employee	15,897	16,640	17,841	18,390
23-2	Dependent Insurance	13,906	15,129	16,130	16,646
24-1	Worker's Compensation	260	269	301	313
25-1	Unemployment Compensation	0	0	178	185
TOTAL PERSONNEL SERVICES		187,780	195,685	203,307	211,033
OPERATING EXPENSES					
40-4	Ed Train Sem & Assc Exp	1,005	1,149	1,620	1,695
40-5	Business Exp & Mileage	0	0	60	60
41-1	Telephone	0	0	0	2,880
45-2	Notary Fees	0	105	0	0
48-1	City Publicity	632	423	650	1,000
51-2	Office Supplies	1,518	1,371	1,495	1,570
51-5	Minor Office Equip & Furn	0	290	115	400
52-8	Uniforms & Clothing	0	26	30	108
54-4	Memberships & Dues	509	600	661	693
TOTAL OPERATING EXPENSES		3,664	3,964	4,631	8,406
DIVISION TOTAL		\$ 191,444	\$ 199,649	\$ 207,938	\$ 219,439

DEPARTMENT	<u>Leisure Services</u>
COST CENTER	<u>Community and Recreation Programs</u>
COST CENTER NO.	<u>60-65</u>

PRIMARY FUNCTION NARRATIVE

This Division provides an array of opportunities to enrich the lives of our citizens by providing community events; class, facility and field rentals; recreational athletic leagues; and senior activities in an effective, efficient and quality manner. The Division coordinates Neighborhood Events, the City's Athletic Provider Agreements, PBC School Board Interlocal Agreements, management and execution of the Youth Athletic Scholarship program, and collaboration with local organized sports providers. The Division also coordinates all marketing for the Department through press releases, website, City Link publications, and the marquees.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$169,501	\$192,331	\$255,479	\$439,318
Operating	77,639	99,814	156,512	167,816
Capital	5,264	0	8,345	10,437
Other	0	0	0	0
General Fund Totals	\$252,404	\$292,145	\$420,336	\$617,571

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Recreation Supervisor	0	1	1	1
Recreation Specialist	2	2	2	2
Custodian	1	1	1	2 ¹
Recreation Aide II (PT)	3	5 ²	5	4 ³
Recreation Assistant	0	0	0	1 ⁴
Parks Attendant (PT)	0	0	0	2 ⁵
Total Number of Staff	3 FT/ 3 PT	4 FT/ 5 PT	4 FT/ 5 PT	6 FT/ 6 PT

¹ Increased Custodian position from one (1) to two (2) in FY 17 due to Center expansion.

² Increased Recreation Aide II positions from three (3) to five (5) in FY 15.

³ Decreased Recreation Aide II position from five (5) to four (4) and created full-time Recreation Assistant position.

⁴ Added one Recreation Assistant position.

⁵ Transferred Park Attendant position from Public Works to LS Dept. in FY17.

DEPARTMENT Leisure Services
COST CENTER Community and Recreation Programs
COST CENTER NO. 60-65

PERFORMANCE MEASURES



WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of Community Events	6	6	12	15
No. of Neighborhood Events	2	2	2	2
No. of Senior Trips Scheduled	0	6	6	5
No. of Athletic Leagues Organized	4	6	5	5
No. of Youth Athletic Participants	830	698	710	580
No. of Comm. Center Room Rentals	812	750	694	1,012
No. of Pavilion Rentals	103	126	120	100
No. of Field Rentals	622	708	723	482

EFFICIENCY MEASURES

Avg. Cost per Community Event	\$3,291	\$5,446	\$4,042	\$6,283
Avg. Charge per Comm. Center Rental	\$59	\$71	\$77	\$105
Avg. Cost per Youth (Athletics)	\$82	\$89	\$87	\$90
Avg. Cost per Field Rental	\$54	\$58	\$51	\$63
Avg. No. of Participants per Sr. Trip	0	61	61	55

EFFECTIVENESS MEASURES

% of Comm. Center expenses covered by Rentals	43%	39%	43%	44%
% of event expenses covered by sponsorships and Vendor fees	34%	71%	13%	50%
% of Households invited attending Neighborhood Events	49%	34%	45%	35%

GOALS & OBJECTIVES

- Goal** To increase the participation in the Greenacres youth athletic programs in order to reduce childhood obesity and juvenile crime.
- Objective**
- Increase resident registration rate from fifty-six (56%) to sixty (60%) percent of the total enrollment through program marketing and promotion of the Youth Athletic Scholarship Program.
 - Reduce juvenile-related crime by increasing the open gym timeframe for community youth from 12 to 16 hours weekly.
- Goal** To provide opportunities for Greenacres residents that promote a healthy and active lifestyle and build a unified community.
- Objective**
- Increase the number of Community Events from 12 to 15.
 - Maintain 2 Neighborhood Events (Back-to-School and Community Thanksgiving Dinner).
 - Maintain the number of Senior trips (Broward Stage Door Theater) at 5.

DEPARTMENT Leisure Services
COST CENTER Community and Recreation Programs
COST CENTER NO. 60-65

COST CENTER EXPENDITURE DETAIL

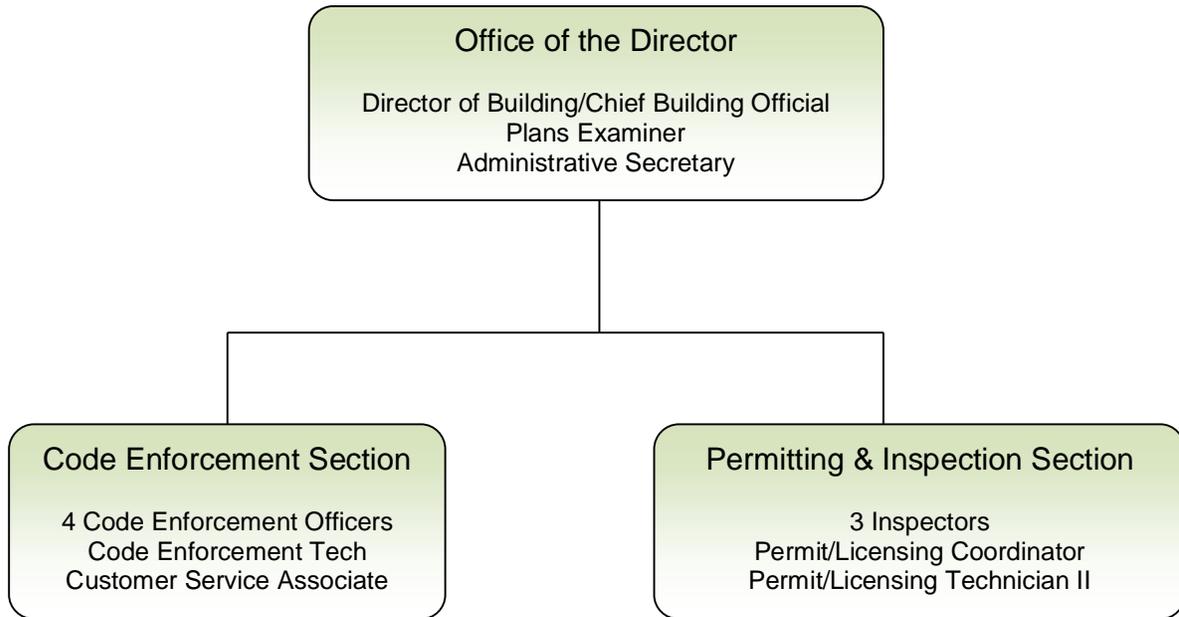
ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
12-1	Salaries & Wages	94,327	104,291	146,810	226,717
13-1	Other Salaries & Wages	27,867	36,453	36,584	78,078
14-1	Overtime	6,892	6,554	7,812	17,557
21-1	Fica Taxes	9,848	11,235	14,590	23,386
22-2	FLC Gen Retirement	4,752	4,802	7,731	12,212
22-3	FLC Gen Retirement Match	2,235	2,401	3,865	6,108
23-1	Life & Health Ins - Employee	21,345	24,312	34,877	53,640
23-2	Dependent Insurance	418	458	488	16,646
23-3	Short Term Disability Pay	325	0	0	0
24-1	Worker's Compensation	1,492	1,825	2,493	4,587
25-1	Unemployment Compensation	0	0	229	387
TOTAL PERSONNEL SERVICES		169,501	192,331	255,479	439,318
OPERATING EXPENSES					
31-4	Other Professional Svc	1,345	1,478	1,459	1,499
31-5	Physical Exams	0	0	200	300
34-4	Other Contractual Service	15,125	20,313	27,120	24,406
40-1	Senior Trips	0	8,764	12,173	11,700
40-4	Ed Train Sem & Assc Exp	729	751	1,360	1,990
40-5	Business Exp & Mileage	0	30	306	150
41-1	Telephone	2	3	252	252
42-1	Postage & Freight Charges	0	0	75	75
46-3	R & M - Office Equipment	1,620	2,006	6,894	7,237
46-4	R & M - Communication Equip	0	0	0	2,481
46-5	R & M - Other Equipment	450	2,118	3,030	6,168
47-1	Printing & Binding	9,020	9,253	9,716	10,202
48-17	City Events	2,067	2,637	23,713	14,241
48-3	Daddy Daughter Event	1,710	1,594	2,225	2,515
48-34	Egg Hunt	3,524	4,396	7,700	7,961
48-4	July 4th Event	20,291	24,967	24,830	26,395
48-71	L/S Sponsoring Exp	0	31	7,250	7,250
48-91	Youth Athletics	10,030	7,542	9,818	9,607
49-7	Computer Software & Prog.	1,782	2,657	2,841	2,923
51-2	Office Supplies	23	10	0	0
51-5	Minor Office Equip & Furn	2,919	4,539	3,546	9,921
52-3	Custodial, Lab & Chem Supplies	5,475	4,806	5,301	12,470
52-5	Consumables & Small Tool	0	506	72	288
52-6	Recreation Supplies	811	791	5,218	2,162

DEPARTMENT Leisure Services
 COST CENTER Community and Recreation Programs
 COST CENTER NO. 60-65

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
OPERATING EXPENSES CONT.					
52-7	Medical Supplies	154	0	390	3,902
52-8	Uniforms & Clothing	242	302	505	1,142
54-4	Memberships & Dues	320	320	518	579
TOTAL OPERATING EXPENSES		77,639	99,814	156,512	167,816
CAPITAL OUTLAY					
64-8	Other Equipment	5,264	0	8,345	10,437
TOTAL CAPITAL OUTLAY		5,264	0	8,345	10,437
DIVISION TOTAL		\$ 252,404	\$ 292,145	\$ 420,336	\$ 617,571

Department of Building



Mission Statement

To ensure the health and safety of the public through the effective, efficient and fair enforcement of the City's laws and ordinances relating to the construction of buildings and the maintenance of property.

Full Time: 14

DEPARTMENT	<u>Building</u>
COST CENTER	<u>Building</u>
COST CENTER NO.	<u>72-72</u>

PRIMARY FUNCTION NARRATIVE

The Building Department is responsible for the administration and enforcement of State, County and City codes and laws that relate to building construction, code enforcement, and business licensing. The Building Department reviews building plans, issues permits and Certificates of Occupancy, performs field inspections, manages the department records, issues business tax receipts and contractor registrations, performs investigation and processing of code violations, and prepares and presents cases brought to the Code Enforcement Board and the Construction Board of Adjustments and Appeals.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Personnel Services	\$753,429	\$783,562	\$817,507	\$1,118,263
Operating	16,403	25,080	31,292	37,527
Capital	0	0	0	0
Other	0	0	0	0
General Fund Totals	\$769,832	\$808,642	\$848,799	\$1,155,790

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Dir. Of Building/Chief Building Official	1	1	1	1
Inspectors	3	3	3	3
Code Enforcement Officer	2	2	2	4
Permit/Licensing Coord.	1	1	1	1
Permit/Licensing Tech II	1	1	1	1
Plans Examiner	0	0	0	1
Customer Service Associate	1	1	1	1
Code Enforcement Tech	0	0	0	1
Administrative Secretary	1	1	1	1
Total Number of Staff	10	10	10	14

DEPARTMENT	<u>Building</u>
COST CENTER	<u>Building</u>
COST CENTER NO.	<u>72-72</u>

PERFORMANCE MEASURES**WORKLOAD**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
Permits Issued	2,180	1,986	2,000	2,100
Inspections	5,700	5,382	5,400	5,700
Permit Value (Million\$)	\$17.2	\$17.15	\$21.0	\$21.5
Business Tax Receipts	2,198	1,979	1,980	2,000
Contractor Registrations	757	632	650	650
Code Enforcement Inspections	1,615	1,429	1,400	1,900
Code Enforcement Violations	1,477	1,580	1,500	1,700
Code Enforcement Cases	387	414	425	500
Illicit Discharge Inspections	47	61	60	90

EFFICIENCY MEASURES

Avg. cost per permit to process	\$37.15	\$44.14	\$44.96	\$42.82
Avg. Building inspections per day per inspector	8	8	8	9
Avg. cost per inspection	\$25.36	\$27.41	\$27.32	\$25.88
Avg. process time per Business tax in minutes	19.94	22.57	22.40	22.23
Avg. cost per code enforcement case	\$446.26	\$423.27	\$412.32	\$350.47
Avg. cost per code enforcement violation	\$116.93	\$110.91	\$116.82	\$103.08

EFFECTIVENESS MEASURES

% of permits reviewed within target time	99%	99%	99%	99%
% of inspections completed within 24 hrs.	99%	99%	99%	99%
% of C.E. cases brought into voluntary compliance	87%	90%	90%	85%
Insurance Services Organization BCEGS (Residential)	4,3	3	3	3
Insurance Services Organization BCEGS (Commercial)	3	3	3	3

DEPARTMENT	<u>Building</u>
COST CENTER	<u>Building</u>
COST CENTER NO.	<u>72-72</u>

GOALS & OBJECTIVES

- Goal To provide efficient services to protect the health and safety of City residents.
- Objective
 - Maintain rate of reviewing and processing permits within targeted time frames at 99%.
 - Become a National Flood Insurance Program CRS rated community with an initial classification of 8.
 - Maintain ISO rating of 3 for residential and 3 for commercial.
- Goal To provide efficient services to maintain a high level of customer satisfaction.
- Objective
 - Maintain rate of performing inspections within 24 hours at 99%.
 - Maintain 80% rate of issuing a Business Tax Receipt over-the-counter.
 - Implement online permit submittal and issuance process.
- Goal To provide efficient Code Enforcement to maintain a safe and attractive community.
- Objective
 - Implement a new citation system.
 - Implement a Special Magistrate process.
 - Implement a standard Code Enforcement fee schedule.

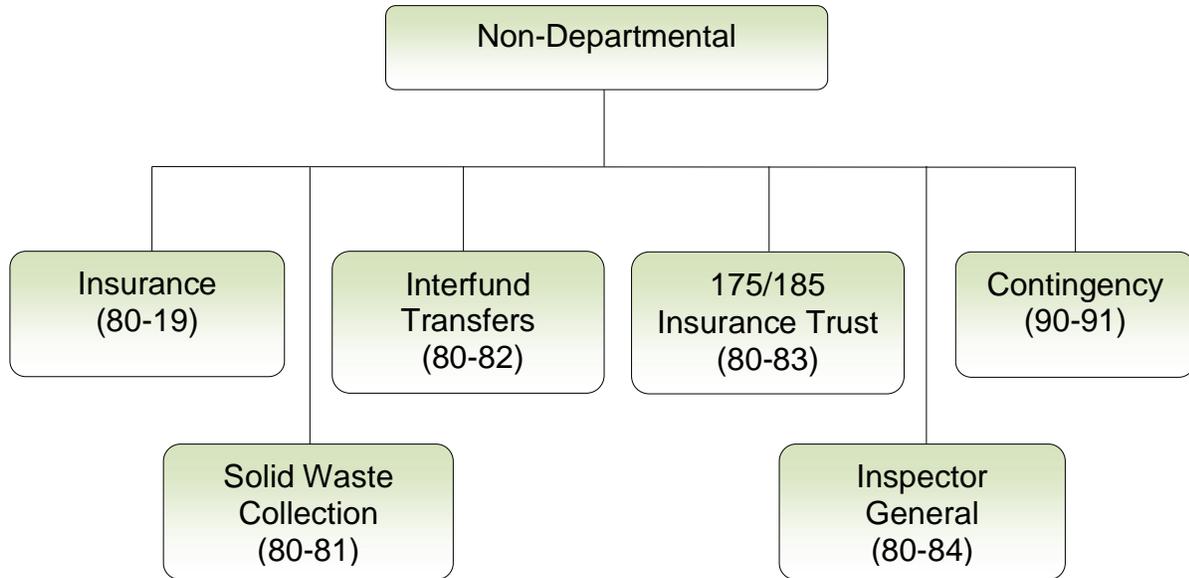
DEPARTMENT Building
 COST CENTER Building
 COST CENTER NO. 72-72

COST CENTER EXPENDITURE DETAIL

ACCT#	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
PERSONNEL SERVICES					
11/12-1	Salaries & Wages	539,802	556,737	580,421	780,045
15-1	Special Pay	5,320	5,320	4,320	4,320
21-1	Fica Taxes	38,041	39,352	40,469	53,159
22-1	Retirement Contributions (FRS)	10,952	11,609	12,345	13,305
22-2	FLC Gen Retirement	19,163	19,858	20,518	30,153
22-3	FLC Gen Retirement Match	9,581	9,929	10,260	15,081
23-1	Life & Health Ins - Employee	77,768	81,385	87,085	125,611
23-2	Dependent Insurance	43,993	48,769	51,996	82,668
23-3	Short Term Disability Pay	925	2,100	0	0
24-1	Worker's Compensation	7,884	8,503	9,391	12,980
25-1	Unemployment Compensation	0	0	702	941
TOTAL PERSONNEL SERVICES		753,429	783,562	817,507	1,118,263
OPERATING EXPENSES					
34-4	Other Contractual Service	0	3,144	12,030	12,030
40-4	Ed Train Sem & Assc Exp	1,918	7,523	6,675	8,375
40-5	Business Exp & Mileage	219	206	275	330
41-1	Telephone	0	0	0	720
42-1	Postage, Frt & Exp Charges	0	0	50	50
45-2	Notary Fees	159	170	170	170
46-2	R & M - Vehicles	6	71	108	108
46-3	R & M - Office Equipment	207	462	425	450
46-4	R & M - Communication Equip	1,365	210	400	400
47-1	Printing & Binding	32	1,945	200	2,700
49-7	Computer Software & Prog.	2,696	2,392	3,200	3,500
51-2	Office Supplies	2,885	2,308	2,500	2,800
51-4	Copy Paper & Supplies	95	0	0	0
51-5	Minor Office Equip & Furn	2,296	2,052	200	200
52-5	Consumables & Small Tools	1,574	1,971	1,200	1,200
52-8	Uniforms & Clothing	360	586	560	750
54-2	Code Supplements & Update	0	477	700	700
54-3	Books, Subsc, Prof Supplies	1,556	96	700	700
54-4	Memberships & Dues	1,035	1,467	1,899	2,344
TOTAL OPERATING EXPENSES		16,403	25,080	31,292	37,527
DIVISION TOTAL		\$ 769,832	\$ 808,642	\$ 848,799	\$ 1,155,790



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DEPARTMENT	<u>Non-Departmental</u>
COST CENTER	<u>Insurance</u>
COST CENTER NO.	<u>80-19</u>

PRIMARY FUNCTION NARRATIVE

This cost center funds the City's insurance premium for property, causality and liability insurance and the payments of repairs to the City's fleet of vehicles damaged and covered under insurance.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Property, Liab & Fleet	\$413,993	\$428,023	\$346,839	\$292,000
Insurance Claim Repr	12,651	32,013	11,000	11,000
Misc Exp	20	96	51,000	0
General Fund Totals	\$426,664	\$460,132	\$408,839	\$303,000

ACTIVITY/PERFORMANCE MEASURES

Not Applicable.

DEPARTMENT	<u>Non-Departmental</u>
COST CENTER	<u>Solid Waste Collection</u>
COST CENTER NO.	<u>80-81</u>

PRIMARY FUNCTION NARRATIVE

This cost center funds the payment of contractual fees for garbage and recycling collection to the City's franchise contractor, Advanced Disposal Services Solid Waste Southeast, Inc. Residential customers are billed for the cost of these services on a semi-annual basis. The contract provides for twice a week garbage pickup and once a week recycling, vegetative waste and bulk trash pickup.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Solid Waste Coll & Disp	\$1,137,557	\$1,168,174	\$1,190,504	\$1,215,000
General Fund Totals	\$1,137,557	\$1,168,174	\$1,190,504	\$1,215,000

ACTIVITY/PERFORMANCE MEASURES

16,836 residential units served as of April 30, 2016.

DEPARTMENT	Non-Departmental
COST CENTER	Interfund Transfers
COST CENTER NO.	80-82

PRIMARY FUNCTION NARRATIVE

This cost center services the transfer of resources from the General Fund to provide adequate resources in the Capital Improvement, and Debt Service Funds of the City. In FY 2016, \$410,000 will be transferred to the Municipal Complex Debt Service Fund and \$20,000 will be transferred to fund the Youth Program.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Fund Tran-Youth Program	\$50,000	\$20,000	\$20,000	\$20,000
Fund 211-Mun Complex	\$410,000	\$410,000	\$410,000	\$410,000
Fund 301-New Growth	\$0	\$0	\$0	\$0
Fund 303-Park and Recreation	\$0	\$0	\$0	\$0
Fund 304-Reconstruction and Maintenance	\$0	\$200,000	\$3,763,381	\$1,000,000
General Fund Totals	\$460,000	\$630,000	\$4,193,381	\$1,430,000

ACTIVITY/PERFORMANCE MEASURES

Not applicable.

DEPARTMENT	<u>Non-Departmental</u>
COST CENTER	<u>175/185 Insurance Trust</u>
COST CENTER NO.	<u>80-83</u>

PRIMARY FUNCTION NARRATIVE

This cost center services the transfer of chapter 175/185 insurance premiums distributions from the state for the Public Safety Officers/Firefighters Pension Plan. All funds received are immediately deposited into the 175/185 Retirement plan for Firefighters and Public Safety Officers.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Operating	\$477,621	\$460,648	\$477,620	\$478,504
General Fund Totals	\$477,621	\$460,648	\$477,620	\$478,504

ACTIVITY/PERFORMANCE MEASURES

Not Applicable.

DEPARTMENT	<u>Non-Departmental</u>
COST CENTER	<u>Inspector General</u>
COST CENTER NO.	<u>80-84</u>

PRIMARY FUNCTION NARRATIVE

This cost center funds the payment of the City's portion of the cost of the Palm Beach County Office of Inspector General which has county wide jurisdiction through a county charter amendment approved by the voters.

EXPENDITURES

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Inspector General	\$0	\$0	\$13,000	\$13,000
General Fund Totals	\$0	\$0	\$13,000	\$13,000

ACTIVITY/PERFORMANCE MEASURES

Not Applicable.

DEPARTMENT	<u>Non-Departmental</u>
COST CENTER	<u>Contingency</u>
COST CENTER NO.	<u>90-91</u>

PRIMARY FUNCTION NARRATIVE

This cost center funds the Contingency Fund for projects that may arise during the year and covers unanticipated expenditures. Authorization for use of these funds is limited to City Council action. In FY 2005, this fund was utilized to account for expenditures relating to Hurricanes Frances and Jeanne. In FY 2006, this fund was utilized to account for expenditures relating to Hurricane Wilma.

EXPENDITURES

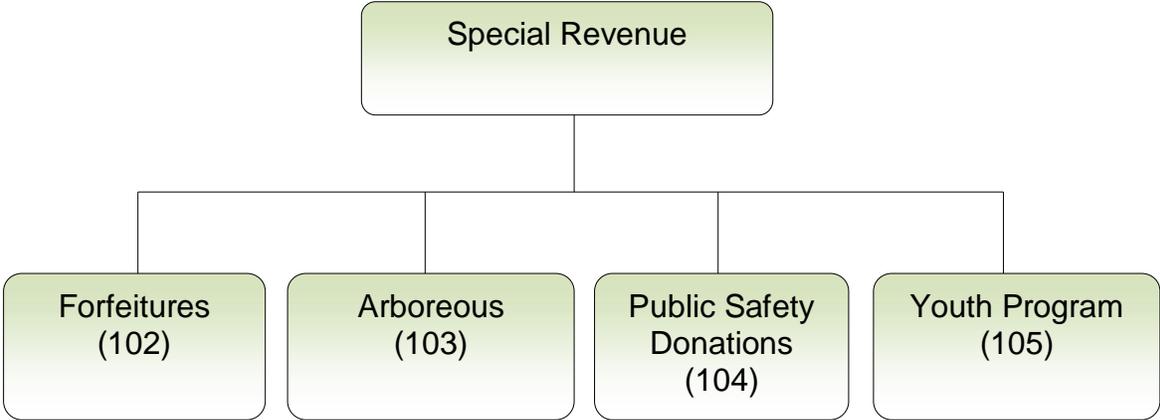
DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Contingency (Hurricane)	\$0	\$0	\$0	\$0
Contingency (Council)	29,900	0	100,000	100,000
General Fund Totals	\$29,900	\$0	\$100,000	\$100,000

ACTIVITY/PERFORMANCE MEASURES

Not Applicable.



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DEPARTMENT Public Safety
COST CENTER Forfeitures Fund
COST CENTER NO. 102-50-51

PRIMARY FUNCTION NARRATIVE

This cost center funds a Law Enforcement Trust through the proceeds received from the sale of forfeited property and/or any forfeited money or currency and interest earned there from. Florida State Statute 932.7055 (8)(c) prohibits the budgeting of anticipated revenue in this fund. The Public Safety Director may expend these funds to defray the costs of protracted or complex investigations; to provide additional technical equipment or expertise; to provide matching funds to obtain federal grants, or for school resource officers, crime prevention, or drug abuse education programs, or such other law enforcement purposes as deemed appropriate by the governing body of the City of Greenacres. These funds may be expended only upon request by the Public Safety Director to the City Council.

DESCRIPTION*	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUE				
351-200 Forfeitures	\$ 0	\$ 0	N/A	N/A
361-120 SBA Interest	276	137	N/A	N/A
361-150 Bank Investment	0	740	N/A	N/A
364-410 Surplus Sales	0	0	N/A	N/A
TOTAL REVENUES	\$ 276	\$ 877	N/A	N/A

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
EXPENSES				
48-2 Crimes and Fire Pre	\$ 0	\$ 7,348	\$ 0	\$ 0
64-8 Other Equipment	30,680	0	300,588	302,010
TOTAL EXPENSES	\$ 30,680	\$ 7,348	\$ 300,588	\$ 302,010

* Florida State Statute 932.7055 (9) prohibits budgeting anticipated revenue

FUND BALANCE:
 Projected Beginning Fund Balance \$ 302,010
 Net Change (302,010)
 Projected Ending Fund Balance \$ 0

DEPARTMENT Public Works
COST CENTER Arboreous Fund
COST CENTER NO. 103-80-62

PRIMARY FUNCTION NARRATIVE

This cost center funds special projects designated by the City Council for the planting of trees and landscaping within the City. The sources of revenue for this fund are interest earnings and developer payments as part of the Tree Dedication Program (section 16-1293 of the City Code). Arboreous fund expenditures contribute towards enhancing the aesthetic values and beautification of the City. Property values in the City are enhanced by these efforts to improve our visual environment.

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUE				
361-120 SBA Interest	\$ 25	\$ 6	\$ 0	\$ 0
324-150 Bank Investment	0	20	33	39
324-220 Impact Fee	6,400	0	13,750	6,875
TOTAL REVENUES	\$ 6,425	\$ 26	\$ 13,783	\$ 6,914

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
EXPENSES				
63-4 Landscaping	\$ 7,715	\$ 8,309	\$ 7,000	\$ 7,000
TOTAL EXPENSES	\$ 7,715	\$ 8,309	\$ 7,000	\$ 7,000

FUND BALANCE:
 Projected Beginning Fund Balance \$ 12,066
 Net Change (86)
 Projected Ending Fund Balance \$ 11,980

DEPARTMENT Public Safety
COST CENTER Donations Fund
COST CENTER NO. 104-50-53

PRIMARY FUNCTION NARRATIVE

The Public Safety Donations Funds is used to account for donations received by the Department of Public Safety. Estimated revenue projections for 2016 are \$800. The Donations Fund is used to precisely assure that all donations to the Department of Public Safety are spent for the purpose designed by the donor.

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUE				
361-120 SBA Interest	\$ 30	\$ 11	\$ 0	\$ 0
361-150 Bank Investment	0	38	70	70
366-903 EMS Donations	1,255	300	0	500
366-904 Misc P/S Donations	400	4,100	800	0
TOTAL REVENUES	\$ 1,685	\$ 4,449	\$ 870	\$ 570

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
EXPENSES				
48-6 Consumables & Small Tools	\$ 0	\$ 3,100	\$ 0	\$ 0
64-8 Other Equipment	13,141	2,625	12,445	2,139
TOTAL EXPENSES	\$ 13,141	\$ 5,725	\$ 12,445	\$ 2,139

FUND BALANCE:
 Projected Beginning Fund Balance \$ 1,569
 Net Change (1,569)
 Projected Ending Fund Balance \$ 0

DEPARTMENT	<u>Leisure Services</u>
COST CENTER	<u>Youth Programs</u>
COST CENTER NO.	<u>105-60-64</u>

PRIMARY FUNCTION NARRATIVE

The Youth Programs Division operates the C.A.R.E.S., Cool Zone and Hot Spot programs, a year-round, inclusive afterschool program serving 120 elementary, 30 middle school, and 25 high school participants. Transportation is provided to the licensed facility from nine (9) local schools. Positive youth development techniques and Quality Improvement Standards are utilized to develop future leaders. The program provides a sense of belonging, enrichment and recreational activities, cultural experience, volunteer and job shadowing opportunities, and academic support in a nurturing environment. Emphasis is placed on civic education and community involvement. The program is funded through participant fees, reimbursement from the Early Learning Coalition, the Florida Department of Health Child Care Food Program, Prime Time of Palm Beach County, and the City.

PERSONNEL STAFFING

POSITION TITLE	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Youth Programs Supervisor	1	1	1	1
Asst. Youth Program Supervisor	1	1	1	1
Child Care Assistant (PT)	7	7	7	6
Recreation Aide II (PT) ^{1 & 2}	4	5	10	10
Clerical Assistant	1	1	1	1
Youth Development Specialist ³	0	0	0	1
Total Number of Staff	3 FT/11PT	3 FT/12PT	3 FT/17PT	4 FT/16 PT

¹Increased Recreation Aide II positions from four (4) to five (5) in FY14

²Increased Recreation Aide II positions from five (5) to eight (10) in FY 15 to satisfy required camp (Winter/Spring/Summer) ratios

³Reclassified 1 Child Care Assistant II position to Youth Development Specialist in FY17 to assist with S.T.E.A.M., iMotivate, COA and QIS requirements

PERFORMANCE MEASURES

WORKLOAD	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
No. of Participants (CARES/Cool Zone)	127	135	150	150
No. of Participants in Sierra Club ICO	N/A	N/A	N/A	13
No. of Licenses Coordinated	1	1	1	1
No. of Independent Contractor Agreements	1	1	4	4
No. of Part. in YDIA Committee (C/CZ/HS)	N/A	N/A	N/A	15
No. of Part. in Life Skills Training Program	12	15	15	15
No. of Hot Spot Part. in Mentoring Program	15	15	15	15
No. of Presidential Volunteer Service Hrs	2,614	3,200	3,000	3,100

DEPARTMENT	Leisure Services
COST CENTER	Youth Programs
COST CENTER NO.	105-60-64

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROPOSED
EFFICIENCY MEASURES				
Avg. cost per CARES/CZ Participant	\$3,615	\$3,400	\$3,603	\$3,793
Staff to Student Ratio (CARES/CZ)	1:15	1:18	1:18	1:18
EFFECTIVENESS MEASURES				
% of Daily Attendance	91%	90%	85%	85%
% of Youth with Improved Grades	73%	70%	72%	72%
% of Youth enrolled/attending YDIA Meetings	N/A	N/A	N/A	75%
FCI-QIS Score	4.68	4.79	4.75	4.75

GOALS & OBJECTIVES

- Goal To provide afterschool support, community service projects and volunteer opportunities in order to develop future leaders, improve high school graduation rates and increase civic involvement.
- Objective
 - Maintain a grade point average of 2.5 or higher for all students in the Youth Delegates in Action (YDIA) Committee in the CARES, Cool Zone and Hot Spot programs.
 - To maintain the number of community service project opportunities at 4.
- Goal To provide training and educational opportunities for participants that facilitate healthy lifestyle behaviors and career exploration.
- Objective
 - Maintain a fifty percent (50%) participation rate for all students enrolled in the Nutritional and Physical Education programs.
 - Maintain career exploration activities at 3 per year.
 - Maintain a Quality Improvement System monitoring score of 4.0 or above.

REVENUE AND EXPENDITURE DETAIL

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUE				
331-716 USDA Snack Program	\$ 16,005	\$ 14,543	\$ 11,400	\$ 11,400
337-710 Youth Program Grant	303,059	283,393	355,736	360,968
347-313 Children's Camps Fees	19,841	34,706	59,280	64,220
347-315 Greenacres Cares Fees	105,802	87,241	106,928	102,928
347-318 Cool Zone Fees	17,076	17,768	8,550	8,550
361-120 SBA Interest	117	61	0	0
361-150 Bank Investment	0	159	100	100
366-900 Contributions	2,500	1,000	760	8,185
369-900 Refund-Current Year	0	0	0	0
369-915 Leisure Svcs Fundraiser	948	680	475	475
369-999 Miscellaneous Revenue	79	117	0	0
381-000 Interfund Transfer	50,000	20,000	20,000	20,000
TOTAL REVENUES	\$ 515,427	\$ 459,668	\$ 563,229	\$ 576,826

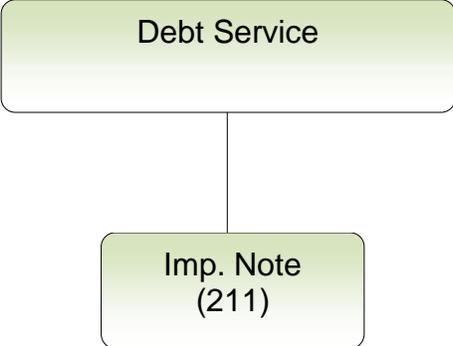
DEPARTMENT Leisure Services
COST CENTER Youth Programs
COST CENTER NO. 105-60-64

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
EXPENSES				
12-1 Regular Salaries & Wages	\$ 105,177	\$ 106,656	\$ 114,313	\$ 157,806
13-1 Other Salaries & Wages	147,724	176,243	179,900	153,084
14-1 Overtime	71	245	0	2,025
21-1 Fica Taxes	18,895	21,180	22,047	22,829
22-2 FLC Gen Retir. Contrib.	4,415	5,348	5,714	7,992
22-3 FLC Gen Retir Match	2,207	2,674	2,859	3,997
23-1 Life & Health Ins - Employee	22,537	23,629	25,998	35,759
23-2 Dependent Insurance	5,138	5,764	5,300	13,774
24-1 Worker's Compensation	2,280	2,783	3,189	3,384
24-2 City Shared Worker's Comp	338	124	0	0
25-1 Unemployment Compensation	287	1,832	353	375
31-4 Other Professional Svc	7,550	6,869	4,881	4,366
31-5 Physical Exams	2,750	850	2,500	2,500
34-1 Interfund Admin Charges	23,800	23,800	23,800	17,800
34-3 Solid Waster Coll & Disp	6,564	6,397	6,000	6,000
34-4 Other Contractual Service	5,497	1,820	5,450	5,600
34-7 Sponsored Events	37,735	34,787	47,670	48,070
40-4 Ed train Sem & Assc Exp	291	108	1,570	1,570
40-5 Business Exp & Mileage	2,877	2,954	4,205	4,205
41-1 Telephone	775	781	792	792
43-1 Electricity	10,539	12,675	12,000	12,000
43-4 Water & Sewer	1,721	1,267	1,200	1,200
45-1 Liability & Fleet Ins.	5,169	5,440	5,440	5,440
46-1 R & M - Buildings	378	575	900	900
46-2 R & M - Vehicles	1,810	0	1,800	1,800
46-3 R & M - Office Equipment	3,065	2,966	3,010	3,598
46-4 R & M - Communication Equip	347	455	800	800
48-1 City Publicity	0	0	0	2,080
51-2 Office Supplies	1,798	1,977	2,004	2,004
51-5 Minor Office Eq & Furn	29	0	0	0
52-0 Food Supplies	22,209	24,546	28,250	28,250
52-3 Custodial, Lab & Chem Supplies	575	1,245	1,200	1,200
52-6 Recreation Supplies	9,693	11,623	13,775	15,300
52-7 Medical Supplies	156	490	1,420	3,196
52-8 Uniforms & Clothing	438	527	553	553
54-3 Books,Subsc,Prof Supplies	35	44	125	305
54-4 Memberships & Dues	0	0	260	260
64-5 Office Furniture	0	7,844	10,000	0
TOTAL EXPENSES	\$ 454,870	\$ 496,584	\$ 539,278	\$ 572,514

FUND BALANCE:
 Projected Beginning Fund Balance \$ 50,925
 Net Change 5,143
 Projected Ending Fund Balance \$ 56,068



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DEPARTMENT Debt Service Funds
COST CENTER Public IMP Note, 2004A
COST CENTER NO. 211-80-19

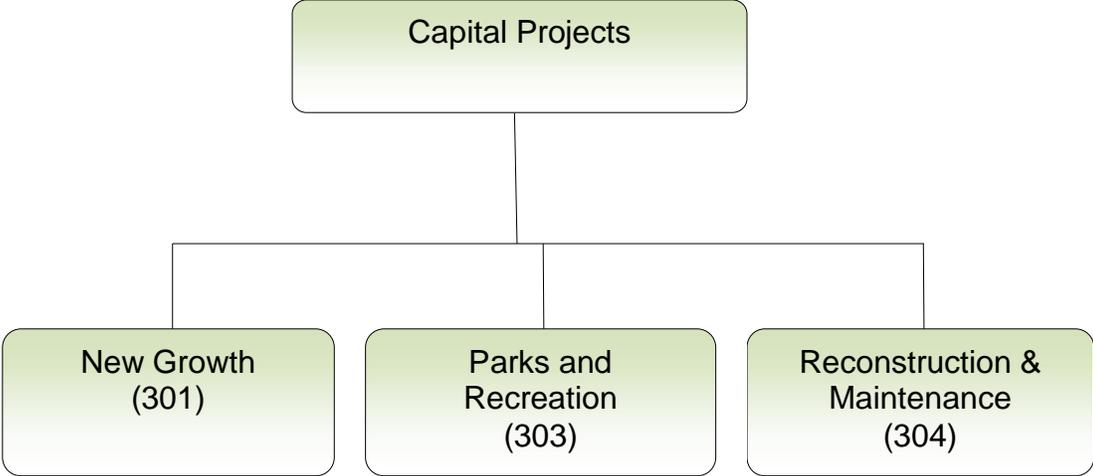
PRIMARY FUNCTION NARRATIVE

This cost center funds the debt service on the Public Improvement Note, Series 2004A bank loan. The \$5.5 million loan was issued in 2004 to construct the Municipal Complex on Melaleuca Lane. The debt will be repaid over twenty (20) years with semi-annual payments of principal and interest at a rate of 4.03%, maturing in September 2024.

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUE				
361-120 SBA Interest	\$ 1,017	\$ 660	\$ 0	\$ 0
361-150 Bank Investment	0	2,137	2,500	4,518
381-000 Interfund Trans	410,000	410,000	410,000	410,000
TOTAL REVENUES	\$ 411,017	\$ 412,797	\$ 412,500	\$ 414,518

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
EXPENSES				
71-1 Principal	\$ 262,552	\$ 273,246	\$ 284,376	\$ 295,959
72-1 Interest	140,607	129,924	118,884	107,301
TOTAL EXPENSES	\$ 403,159	\$ 403,170	\$ 403,260	\$ 403,260

FUND BALANCE:
 Projected Beginning Fund Balance \$ 556,000
 Net Change 11,258
 Projected Ending Fund Balance \$ 567,258



**CAPITAL IMPROVEMENT PROGRAM
FY 2016 – 2022 COST BY FUND**

PR# DESCRIPTION	BUDGET	PROPOSED					
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
NEW GROWTH 301							
043 Geographic Info System	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
104 Tenth Ave Corr Improvement	120,000	0	205,000	0	0	0	0
106 City Sidewalks ¹	0	75,600	288,000	208,800	0	0	0
129 Microsoft upgrade	30,000	0	35,000	0	35,000	0	35,000
178 Havehill Median Landscape	0	0	0	0	0	0	0
179 Sewer Syst 10 Ave North	0	0	139,150	0	0	0	0
192 Bowman Street Improvement	0	0	0	150,000	0	0	0
211 Dillman Road Sidewalk	42,250	62,500	0	0	0	0	0
212 Fire Rescue Tablest & Software	30,000	0	0	0	0	0	0
216 Swain Blvd Sewer	20,000	435,000	3,325,000	0	0	0	0
217 New Website Development	0	40,000	0	0	0	0	0
218 Haverhill Road Street Lights	0	30,000	0	0	0	0	0
219 Storm Sewer Maintenance	0	90,000	0	0	0	0	0
TOTAL NEW GROWTH	\$ 257,250	\$ 733,100	\$3,992,150	\$ 358,800	\$ 35,000	\$ 0	\$ 35,000
PARKS & RECREATION - FUND 303							
032 City Parks Improv	\$121,500	\$222,000	\$175,000	\$69,000	\$140,000	\$155,000	\$195,000
048 Parks Court Resurfacing	30,000	25,000	25,000	30,000	10,000	0	10,000
160 Parks/Building Parking Resurf	55,000	40,000	100,000	45,000	55,000	30,000	30,000
186 Public Grounds Landscaping	20,000	10,000	20,000	10,000	20,000	10,000	10,000
190 Com. Park Tennis Crt Lights	60,000	68,500	32,000	15,000	0	0	0
198 Community Center Expansion	3,500,000	225,000	0	0	0	0	0
206 Park Surveillance Camera	0	0	50,000	0	0	0	0
207 Park Equipment	0	0	100,000	0	0	0	0
TOTAL PARKS & RECREATION	\$3,786,500	\$ 590,500	\$ 502,000	\$ 169,000	\$ 225,000	\$ 195,000	\$ 245,000
RECONSTRUCTION & MAINTENANCE - FUND 304							
049 Equipment Replacem.	\$36,400	\$44,000	\$22,200	\$58,000	\$0	\$43,500	\$70,000
069 Copier Replacement	37,400	32,500	0	31,500	0	37,400	32,500
088 Vehicle Replacement	125,400	97,500	487,400	527,800	439,300	428,300	112,650
091 Computer Terminal Hardware Repl	73,100	15,000	0	38,000	46,500	98,000	0
141 Park Surveillance Camera	77,378	0	0	0	0	0	77,378
150 Roof Replacement	0	93,000	106,500	250,500	47,000	60,000	46,000
151 Exterior/Interior Painting	107,500	28,200	26,000	28,900	12,500	55,000	15,000
152 Storm Water Pipe	60,000	157,000	25,000	25,000	25,000	25,000	25,000
161 Road Resurfacing Striping	108,000	170,000	170,000	150,000	150,000	150,000	150,000
163 AC replacement	30,000	52,000	40,300	162,000	102,000	142,500	82,000
180 Energy Efficiency Ench	0	29,000	0	0	0	0	0
191 Public Safety HQ Renovation	150,000	223,650	0	0	0	0	0
193 Original Section Drainage Improv	195,000	550,008	275,119	253,654	397,708	0	0
210 Median Landscaping Rejuvenation	100,000	100,000	100,000	100,000	100,000	100,000	100,000
215 Fire Rescue Bunker Gear Replacen	48,000	0	0	0	0	0	0
220 Public ROW Landscape	0	20,000	20,000	20,000	20,000	20,000	20,000
221 Air Pack Repl	0	212,770	0	66,000	0	0	0
222 Air Fill Station	0	0	0	0	75,000	0	0
TOTAL RECONSTRUCTION & MAINTENANCE	\$1,148,178	\$1,824,628	\$1,272,519	\$1,711,354	\$1,415,008	\$ 1,159,700	\$ 730,528
TOTAL CAPITAL IMPROVEMENT PROGRAM	\$5,191,928	\$3,148,228	\$5,766,669	\$2,239,154	\$1,675,008	\$ 1,354,700	\$ 1,010,528

**REVENUE AND EXPENDITURE DETAIL
NEW GROWTH (301)**

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUE				
Interest				
FMIT Interest	\$ 8,109	\$ 10,363	\$ 4,800	\$ 3,600
SBA interest	517	72	0	0
Bank Investment	0	3,268	3,250	8,340
Contribution	0	2,175	0	0
CDBG	0	589,231	0	0
Local Grant	14,930	0	0	0
Palm Beach County	47,322	0	0	0
Residential Impact fees	0	112,880	22,315	46,708
Commercial Impact fees				
Brahman Honda	0			26,320
Santa Catalina	0			40,460
Beulah Church	0		10,940	0
Wawa	0		13,500	0
Gator Green Acres		7,808		
Buttonwood Plaza	0	6,660		0
Cumberland	9,545			0
Jaha Chicken		1,859		
Sai Baba	23,791			0
Nissan	0		86,099	0
Globex Inc	22,500			0
Cell Tower Rental	0	43,223	43,223	43,223
TOTAL REVENUE	\$ 126,714	\$ 777,539	\$ 184,127	\$ 168,651
EXPENDITURE				
043 Geographic Info System	20,260	30,971	15,000	0
104 Tenth Ave Corr Improvement	27,803	2,450	120,000	0
106 City Sidewalks ¹	0	0	0	75,600
129 Microsoft upgrade	0	0	30,000	0
179 Sewer Syst 10 Ave North	66,205	880,535	0	0
192 Bowman Street Improvement	6,251	434	0	0
194 Flood Control Equipment	18,333	0	0	0
196 Public Safety #2 Cameras	18,156	0	0	0
197 WebTrac Software upgrade	7,885	0	0	0
202 CompStat Dashboard	0	30,260	0	0
203 Communication Center Replacemen	0	9,320	0	0
204 Firearm Storage Enhancement	0	16,076	0	0
211 Dillman Road Sidewalk	0	0	42,250	62,500
212 Fire Rescue Tablest & Software	0	0	30,000	0
216 Swain Blvd Sewer Feasibility Study	0	0	20,000	435,000
217 New Website Development	0	0	0	40,000
218 Haverhill Road Street Lights	0	0	0	30,000
219 Storm Sewer Maintenance	0	0	0	90,000
TOTAL EXPENDITURE	\$ 164,893	\$ 970,046	\$ 257,250	\$ 733,100

**REVENUE AND EXPENDITURE DETAIL
NEW GROWTH (301)**

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
FUND BALANCE				
Beginning fund balance*	\$ 3,214,481	\$ 3,176,302	\$ 2,983,795	\$ 2,790,672
Net Change	(38,179)	(192,507)	(73,123)	(564,449)
Prior year Rollover	0	0	(120,000)	0
Un-realized Revenue**	0	0	0	0
Ending Fund Balance	\$ 3,176,302	\$ 2,983,795	\$ 2,790,672	\$ 2,226,223

*Based on Comprehensive Annual Financial Report

¹ Budget adjustment during FY 2016

PROJECT NAME City-Wide Sidewalk Enhancements
DEPARTMENT Public Works
PROJECT NO. 301-106

Project Description	
<p>This project will provide connections and complete missing segments to create sidewalk networks that allow for safe movement for people of varying ages and mobility. Sidewalks are intended to provide circulation and access for residents and visitors in a neighborhood to the various homes and amenities such as parks, stores and workplaces. In FY 2016, the sidewalk network with the Palm Beach Villas II (Empire Way) neighborhood was completed with survey and engineering paid for out of the Planning & Engineering Department cost center. A matrix showing the schedule of replacement from 2017-2022 is attached.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 30 years+ Description of Operating Impact: The sidewalk will require periodic inspections and repair of any defects that arise.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design	\$0	\$12,600	\$48,000	\$34,800	\$0	\$0	\$0	\$95,400
Construction	\$100,000	\$63,000	\$240,000	\$174,000	\$0	\$0	\$0	\$577,000
Estimated Total Cost	\$100,000	\$75,600	\$288,000	\$208,800	\$0	\$0	\$0	\$672,400
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City*	\$100,000	\$75,600	\$288,000	\$208,800	\$0	\$0	\$0	\$672,400
County								
State								
Federal								
Estimated Total Revenue	\$100,000	\$75,600	\$288,000	\$208,800	\$0	\$0	\$0	\$672,400

*2016 Budget Adjustment

PROJECT NAME City-Wide Sidewalk Enhancements
DEPARTMENT Public Works
PROJECT NO. 301-106

Location	FY 2017	FY 2018	FY 2019	2020	2021	2022
Dahl Drive (District 1)			\$35,000			
Original Section(District 1)	\$20,000					
Dodd Road (District 2)	\$26,000					
Lake Worth Hills (District 2)		\$240,000				
Wry Road/Ramblewood Circle (District 2)	\$8,500					
Villa Del Trio (District 2)	\$8,500					
South 57th Avenue (District 5)			\$64,000			
Sherwood Forest Blvd, south of Melaleuca Lane (District 5)			\$75,000			
Total Construction:	\$63,000	\$240,000	\$174,000	\$0	\$0	\$0
Total Engineering/Surveying (add 20%):	\$12,600.00	\$48,000.00	\$34,800.00	\$0.00	\$0.00	\$0.00
Total Project Cost:	\$75,600.00	\$288,000.00	\$208,800.00	\$0.00	\$0.00	\$0.00

PROJECT NAME Dillman Road Sidewalk
DEPARTMENT Planning and Engineering
PROJECT NO. 301-211

Project Description	
<p>This project will provide a sidewalk along the south side of Dillman Road between South Jog Road and Cleary Road in order to provide safe access to Cholee Lake Elementary School for children living south of the school. The sidewalk will also reduce the need to cross children across Dillman Road in 2 places. Reduction in crossings during school dismissal will allow more vehicles to exit onto South Jog Road when leaving the school. Right-of-way must be purchased from the Lake Worth Drainage District, following the pattern set by the Kids College project on the southwest corner of Dillman Road. Construction will be timed to follow completion of the sidewalk along the north side of the Kid's College project.</p> <p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 30 years+ Description of Operating Impact: The sidewalk will require periodic inspections and repair of any defects.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design	\$9,000							\$9,000
Right-of-Way	\$33,250							\$33,250
Construction		\$62,500						\$62,500
Estimated Total Cost	\$42,250	\$62,500	\$0	\$0	\$0	\$0	\$0	\$104,750
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$42,250	\$62,500						\$104,750
County								
State								
Federal								
Estimated Total Revenue	\$42,250	\$62,500	\$0	\$0	\$0	\$0	\$0	\$104,750

PROJECT NAME Swain Boulevard Sewer Feasibility Study
DEPARTMENT Planning and Engineering
PROJECT NO. 301-216

Project Description

This project entails construction to provide sanitary sewer service to properties along Swain Boulevard from Lake Worth Road northwards to approximately 300 feet south of 10th Avenue North (limits of 10th Avenue North sewer system). During FY 2016, a feasibility study was undertaken. During FY 2017 a consulting engineer will be selected and construction plans drawn. During FY 2018 the extension will be constructed.



Operating Impact Created by Project:

Projected Operating Expense: \$0
 Estimated Useful Life: 20 years
 Description of Operating Impact: None as the system will be operated by PBCWUD when completed.

Project Budget

Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Study	\$20,000							\$20,000
Planning & Design		\$435,000						\$435,000
Construction			\$3,325,000					\$3,325,000
Estimated Total Cost	\$20,000	\$435,000	\$3,325,000	\$0	\$0	\$0	\$0	\$3,780,000

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$20,000	\$435,000	\$3,325,000					\$3,780,000
County								
State								
Federal								
Estimated Total Revenue	\$20,000	\$435,000	\$3,325,000	\$0	\$0	\$0	\$0	\$3,780,000

PROJECT NAME New Website Development
DEPARTMENT Finance
PROJECT NO. 301-217

Project Description

This project provides for developing the City's new website.



Operating Impact Created by Project:

Projected Operating Expense: \$6,000
 Estimated Useful Life: 5 years
 Description of Operating Impact:

Project Budget

Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Material & Labor								
Software		\$40,000						\$40,000
Estimated Total Cost	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City		\$40,000						\$40,000
County								
State								
Federal								
Estimated Total Revenue	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000

PROJECT NAME Haverhill Road Street Lights
DEPARTMENT Planning and Engineering
PROJECT NO. 301-218

Project Description	
<p>This project provides for the design and installation of street lights for Haverhill Road between Lake Worth Road and Lantana Road. It is intended that the street lights will be installed by FPL primarily on the existing electric poles. Some additional poles may also be needed. It is anticipated that the engineering design cost of approximately \$10,000 will be paid with Planning and Engineering Department FY 2016 operating funds.</p>	
<p>Operating Impact Created by Project:</p> <p>Projected Operating Expense: Included in Public Works Department maintenance budget Estimated Useful Life: N/A Description of Operating Impact: Monthly FPL charge</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design		\$30,000						\$30,000
Construction								
Estimated Total Cost	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City		\$30,000						\$30,000
County								
State								
Federal								
Estimated Total Revenue	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000

PROJECT NAME Storm Sewer Maintenance Equipment
DEPARTMENT Public Works
PROJECT NO. 301-219

Project Description	
<p>This project entails the purchase of a combination trailer mounted jet vac and storm sewer lateral line jetter. The trailer mounted unit provides versatility, functionality and cost efficiency that is required to maintain the City's storm sewer system. This piece of equipment performs excavation work, liquid, slurry, and debris recovery and storm sewer cleaning operations. The proposed trailer mounted jet vac will also be used to support periodic pipe repair projects which take place during the year.</p>	
<p>Operating Impact Created by Project:</p> <p>Projected Operating Expense: Included in Public Works Department maintenance budget Estimated Useful Life: 20-25 years Description of Operating Impact: Disposal of slurry extracted from storm sewer system.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Equipment		\$90,000						\$90,000
Planning & Design								
Estimated Total Cost	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City		\$90,000						\$90,000
County								
State								
Federal								
Estimated Total Revenue	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000

**REVENUE AND EXPENDITURE DETAIL
PARKS AND RECREATION (303)**

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUES				
Interest				
FMIT Interest	10,463	21,541	12,000	16,720
Bank Investment	0	3,899	5,000	3,822
SBA interest	2,189	970	0	0
Impact Fees - Residential	0	226,437	55,786	111,033
CDBG	235,142	86,073	0	0
Cell Tower Rental	226,123	0	162,768	162,768
Interfund Transfer	0	0	2,100,000	0
TOTAL REVENUE	\$ 473,917	\$ 338,920	\$ 2,335,554	\$ 294,343
EXPENDITURES				
032 City Parks Improv	92,396	124,789	121,500	222,000
048 Parks Court Resurfacing	0	0	30,000	25,000
160 Parks/Building Parking Resur	22,000	50,890	55,000	40,000
182 Community Hall Renov	394,159	108,826	0	0
186 Public Grounds Landscaping	15,091	4,870	20,000	10,000
187 Ramblewood Park Sidewalk	1,613	46,705	0	0
190 Com. Park Tennis Crt Lights	38,572	0	60,000	68,500
198 Community Center Expansior	0	262,915	3,500,000	225,000
199 Park Restroom Upgrade	0	19,445	0	0
TOTAL EXPENDITURE	\$ 563,831	\$ 618,440	\$ 3,786,500	\$ 590,500
FUND BALANCE				
Beginning fund balance*	\$ 3,267,947	\$ 3,178,033	\$ 2,898,513	\$ 726,756
Net Change	(89,914)	(279,520)	(1,450,946)	(296,157)
Un-realized Rev / Exp**	0	0	(720,811)	0
Ending Fund Balance	\$ 3,178,033	\$ 2,898,513	\$ 726,756	\$ 430,599

* Based on Comprehensive Annual Financial Report

** Revenue/Expenses not accounted for during budgeting

PROJECT NAME City Park Improvement
DEPARTMENT Public Works
PROJECT NO. 303-032

Project Description	
<p>This project provides for ongoing repairs and upkeep of the City's Public Parks. General wear and tear, age, past repair history and cost are taken into account in the planned replacement of each item. Improvements are replaced according to the attached matrix. In FY 2017, the following are scheduled: replace sports turf at Freedom Park, Ira Van Bullock Park, and Veterans Park; fence replacement at Veterans' Park and replacement of the playstructure at Community Hall</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$1,500 Estimated Useful Life: Playstructures 12-15 yrs, Signage 5-7 yrs and Fencing 8-10 years. Description of Operating Impact: None. Replacement of existing park elements for which operating costs are included in the operating budget.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Sport Turf	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$315,000
Sod	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$70,000
Equipment	\$25,000	\$145,000	\$120,000	\$0	\$85,000	\$100,000	\$120,000	\$595,000
Fencing	\$33,000	\$22,000	\$0	\$14,000	\$0	\$0	\$20,000	\$89,000
Sign Refurbishment	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500
Estimated Total Cost	\$121,500	\$222,000	\$175,000	\$69,000	\$140,000	\$155,000	\$195,000	\$1,077,500
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$121,500	\$222,000	\$175,000	\$69,000	\$140,000	\$155,000	\$195,000	\$1,077,500
County								
State								
Federal								
Estimated Total Revenue	\$121,500	\$222,000	\$175,000	\$69,000	\$140,000	\$155,000	\$195,000	\$1,077,500

PROJECT NAME City Park Improvement
DEPARTMENT Public Works
PROJECT NO. 303-032

Location/Fixture	2017	2018	2019	2020	2021	2022
Sports Turf						
Athletic fields at Freedom Park, Ira Van Bullock and Veterans' Park	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Sod replacement						
Replacement/enhancements at various City Parks and Buildings	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Play Structure						
Bowman Park (1999)				\$85,000		
Bowman Park Exercise Stations (2016)						
Burrowing Owl Park (2001)					\$100,000	
Community Hall/Perry Building Large Play Structure (2004)	\$145,000					
Community Hall/Perry Building Basketball Structure (2014)						
Community Park Large Play Structure (2005)		\$120,000				
Community Park Small Play Structure (2014)						
Community Park Exercise Stations (2011)						
Empire Park (2007)						
Freedom Park (2003)						\$120,000
Gladiator Park (2013)						
Heather Estates Park (2008)						
Ira Van Bullock Park (2008)						
Ramblewood Park (2013)						
Rambo Park (2008)						
Veterans' Memorial Park (2014)						
Fencing Replacement						
Bowman Park			\$14,000			
Burrowing Owl Park						\$20,000
Community Hall/Perry Building						
Community Park						
Empire Park						
Freedom Park						
Gladiator Park						
Heather Estates Park						
Ira Van Bullock Park						
Ramblewood Park						
Rambo Park						
Veterans' Memorial Park	\$22,000					
Entry Sign Refurbishing						
Bowman Park (2014)						
Burrowing Owl Park (2014)						
Community Park (2016)						
Empire Park (2015)						
Freedom Park (2015)						
Gladiator Park (2012)						
Heather Estates Park (2015)						
Ira Van Bullock Park (2016)						
Oasis Park (2014)						
Ramblewood Park (2014)						
Rambo Park (2014)						
Veterans' Memorial Park (2016)						
Totals	\$222,000	\$175,000	\$69,000	\$140,000	\$155,000	\$195,000

PROJECT NAME Parks Court Resurfacing
DEPARTMENT Public Works
PROJECT NO. 303-048

Project Description	
<p>This project provides for the resurfacing of 5 tennis courts and 10 basketball courts in Parks throughout the City. The Courts' previous re-surfacing occurred in 2010. In Fiscal Year 2017, two basketball courts and one tennis court at Rambo Park will be resurfaced. In Fiscal Year 2018, three basketball courts at Burrowing Owl Park shall be resurfaced. In FY 2019, one basketball court and one tennis court at Veterans will be resurfaced. In FY 2020, two basketball courts at Bowman Park will be resurfaced. In FY 2022, six shuffleboard courts at Community Park will be resurfaced. This project will provide an aesthetic enhancement and provide safer playing surfaces.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: Asphalt surfaces 8 to 10 years. Concrete surfaces 15 to 20 years . Description of Operating Impact: N/A</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Material & Labor	\$30,000	\$25,000	\$25,000	\$30,000	\$10,000	\$0	\$10,000	\$130,000
Estimated Total Cost	\$30,000	\$25,000	\$25,000	\$30,000	\$10,000	\$0	\$10,000	\$130,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$30,000	\$25,000	\$25,000	\$30,000	\$10,000	\$0	\$10,000	\$130,000
County								
State								
Federal								
Estimated Total Revenue	\$30,000	\$25,000	\$25,000	\$30,000	\$10,000	\$0	\$10,000	\$130,000

PROJECT NAME Parks Court Resurfacing
DEPARTMENT Public Works
PROJECT NO. 303-048

Park Court ¹	Installation Date	Previous Overlay	Lifespan	2017	2018	2019	2020	2021	2022
Bowman Park Basketball Court (2)	1999	2010	2018-2022				x		
Burrowing Owl Basketball Court (3)	1991	2010	2018-2022		x				
Community Park Racquetball Court (4 concrete)	1990	2012	2027-2032						
Community Park Shuffleboard Court (6)	1990	2009	2018-2022						x
Community Park Tennis Court (2)	1990	2016	2024-2026						
Gladiator Basketball Court	1976	2016	2024-2026						
Gladiator Tennis Court	1976	2016	2024-2026						
Ira Van Bullock Basketball Court (2)	2016	-	2024-2026						
Rambo Park Basketball Court (2)	1996	2010	2017-2021	x					
Rambo Park Tennis Court	1980	2010	2017-2012	x					
Veterans Park Basketball Court	1985	2010	2018-2022			x			
Veterans Park Tennis Court	1985	2010	2018-2022			x			
Total:				\$25,000	\$25,000	\$30,000	\$10,000	\$0	\$10,000

¹ courts are asphalt based unless indicated.

PROJECT NAME	<u>Parks/Building Parking Resurfacing</u>
DEPARTMENT	<u>Public Works</u>
PROJECT NO.	<u>303-160</u>

Project Description	
<p>This project provides for the asphalt overlay and striping of parking areas at parks and public buildings and overlay of walking pathways. Age, usage and maintenance, and repairs will be taken into account to determine when resurfacing will take place at each location. In FY 2017, the parking area at the Former City Hall (W.I.C. Center) will be resurfaced and re-striped. FY 2018, the Municipal Complex parking areas and driveways will be resurfaced. This project increases safety, handicap accessibility and aesthetics at City parks and public building grounds.</p>	
<p>Operating Impact Created by Project:</p> <p>Projected Operating Expense: \$0</p> <p>Estimated Useful Life: 15-20 years</p> <p>Description of Operating Impact: Resurfacing work will restrain the ongoing cost of repairs included in the Public Works Department budget.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Engineering								
Material & Labor	\$55,000	\$40,000	\$100,000	\$45,000	\$55,000	\$30,000	\$30,000	\$355,000
Estimated Total Cost	\$55,000	\$40,000	\$100,000	\$45,000	\$55,000	\$30,000	\$30,000	\$355,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$55,000	\$40,000	\$100,000	\$45,000	\$55,000	\$30,000	\$30,000	\$355,000
County								
State								
Federal								
Estimated Total Revenue	\$55,000	\$40,000	\$100,000	\$45,000	\$55,000	\$30,000	\$30,000	\$355,000

PROJECT NAME Parks/Building Parking Resurfacing
DEPARTMENT Public Works
PROJECT NO. 303-160

Area	Surface Type	Overlay Year	Lifespan	2017	2018	2019	2020	2021	2022
Bowman Park Parking	Asphalt	2009	2019-2029			x			
Bowman Park Pathway	Asphalt	2013	2023-2025						
City Hall Parking ¹	Asphalt	2007	2018-2028		x				
Community Center Parking Phase I	Asphalt	2016	2026-2031						
Community Center Parking Phase II	Asphalt	2016	2026-2031						
Community Hall Parking (Martin Ave)	Asphalt	2015	2035-2040						
Community Hall/CARES Parking (4 th St.)	Asphalt	2015	2035-2040						
Community Park Pathway (Jog Rd to Pinehurst Pathway)	Asphalt	2005	2025-2030						
Empire Park Parking	Asphalt	2010	2025-2030						
Former City Hall Parking	Asphalt	2001	2016-2021	x					
Freedom Park Drive	Asphalt	2002	2022-2027						x
Freedom Park Parking (north)	Asphalt	2002	2017-2022				x		
Freedom Park Parking (south)	Asphalt	2008	2023-2028						
Freedom Park Pathway	Asphalt	2002	2017-2022					x	
Gladiator Park Parking	Asphalt	2009	2024-2029						
Ira Van Bullock/CARES Parking (Perry Ave)	Asphalt	2015	2035-2040						
Leisure Services (Bus Yard/East Parking)	Asphalt	2009	2024-2029						
Municipal Complex Pathway	Asphalt	2007	2016-2022						
Public Works Parking ²	Asphalt	2007	2017-2027		x				
Pinehurst Pathway Phase I (east to Liberty Park)	Asphalt	2009	2024-2029						
Pinehurst Pathway Phase II (Park Point Cir. To Pinehurst Pathway)	Asphalt	2011	2026-2034						
Fire Rescue 94/PBSO Distr 16 Parking	Asphalt	2011	2026-2034						
Fire Rescue 94/PBSO Distr 16 Compour	Asphalt	2011	2026-2034						
Fire Rescue Station 95 Parking	Asphalt	2002	2017-2022				x		
Rambo Park Parking	Asphalt	2013	2028-2033						
Veterans Park Parking	Asphalt	2013	2033-2038						
Total:				\$40,000	\$100,000	\$45,000	\$55,000	\$30,000	\$30,000

¹Includes east and west entryways

²Includes drive from east entrance

PROJECT NAME Public Grounds Landscape Rejuvenation
DEPARTMENT Public Works
PROJECT NO. 303-186

Project Description

This project provides for the replacement and/or enhancement of landscaping at public buildings in order to maintain an appearance of high quality and account for the replacement of dead plant material.



Operating Impact Created by Project:
 Projected Operating Expense: \$0
 Estimated Useful Life: Varies
 Description of Operating Impact: Initial watering and fertilization of selected landscape material.

Project Budget

Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Material & Labor	\$20,000	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	\$10,000	\$100,000
Estimated Total Cost	\$20,000	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	\$10,000	\$100,000

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$20,000	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	\$10,000	\$100,000
County								
State								
Federal								
Estimated Total Revenue	\$20,000	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	\$10,000	\$100,000

PROJECT NAME Park Lighting Enhancement
DEPARTMENT Public Works
PROJECT NO. 303-190

Project Description	
<p>This project provides for the upgrading of outdoor lighting fixtures to increase energy efficiency to create long term energy savings at City parks as well as to increase visibility and provide safer conditions for drivers and pedestrians. In Fiscal Year 2016, the pathway lights around the lake, entry way lights and parking lot lights at Freedom Park were retrofitted with LED light fixtures. In Fiscal Year 2017, the pathway lights at Bowman Park and the parking lot lights at Public Safety Station 1 will be retrofitted. In Fiscal Year 2018, the parking lot lights at the Municipal Complex will be retrofitted. In Fiscal Year 2019, the pathway and parking lot lights at Veterans Park will be retrofitted.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 15-20 Years Description of Operating Impact: Electricity consumption is estimated to be reduced by up to 75% which will reduce operating costs.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Material & Labor	\$60,000	\$68,500	\$32,000	\$15,000	\$0	\$0	\$0	\$175,500
Estimated Total Cost	\$60,000	\$68,500	\$32,000	\$15,000	\$0	\$0	\$0	\$175,500
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$60,000	\$68,500	\$32,000	\$15,000	\$0	\$0	\$0	\$175,500
County								
State								
Federal								
Estimated Total Revenue	\$60,000	\$68,500	\$32,000	\$15,000	\$0	\$0	\$0	\$175,500

PROJECT NAME Community Center Expansion
DEPARTMENT Planning and Engineering
PROJECT NO. 303-198

Project Description

This project will provide for the expansion of the Community Center to provide additional classroom space to support activities at the Center. It will also include the relocation of the Leisure Services Department's Administrative Offices from 525 Swain Boulevard, the relocation of the existing basketball courts, and the demolition of 525 Swain. During FY 2014, an Architecture and Engineering Consultant team was hired and design and construction drawings began. During FY 2015, design and construction plans were completed and the project was put out to bid. Construction will take place during FY 2016. The construction phase was originally to be funded in FY 2015 through 303 Funds and a bank loan. At the direction of the City Council, the project was funded in FY 2016 instead through 303 Funds and a transfer from the Budget Stabilization Reserve. In FY 2017 funds are reserved for the purchase of parcels adjacent to the site if they become available.



Operating Impact Created by Project:

Projected Operating Expense: \$138,500
 Estimated Useful Life:
 Description of Operating Impact: Additional maintenance and staffing costs for the Public Works and Leisure Services departments, including new Recreation Supervisor.

Project Budget

Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Land Acquisition	\$0	\$225,000	\$0	\$0	\$0	\$0	\$0	\$225,000
Material & Labor	\$3,000,000	\$0						\$3,000,000
Furniture & Equip.	\$500,000	\$0						\$500,000
Estimated Total Cost	\$3,500,000	\$ 225,000	\$0	\$0	\$0	\$0	\$0	\$3,725,000

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$3,500,000	\$225,000	\$0	\$0	\$0	\$0	\$0	\$3,725,000
County								
State								
Federal								
Estimated Total Revenue	\$3,500,000	\$225,000	\$0	\$0	\$0	\$0	\$0	\$3,725,000

**REVENUE AND EXPENDITURE DETAIL
RECONSTRUCTION AND MAINTENANCE (304)**

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
REVENUE				
Interest				
FMIT Interest	10,863	13,039	7,200	10,028
Banking Investment	0	192	0	0
SBA interest	896	3,155	5,000	2,292
Local Option Gas Tax	0	133,919	131,190	138,000
Insurance proceeds	0	0	15,000	15,000
JAG	29,379	15,358	0	0
CDBG	0	0	0	125,341
FEMA	16,520	6,246	0	0
EMS Palm Beach County	68,000	50,008	0	0
Palm Beach County	70,600	0	0	0
Contribution	27,043	29,174	0	0
Interfund Transfer	0	200,000	1,663,381	1,000,000
TOTAL REVENUE	\$ 223,301	\$ 451,091	\$ 1,821,771	\$ 1,290,661
EXPENDITURE				
049 Equipment Replacem.	23,661	21,486	36,400	44,000
069 Copier Replacement	20,666	0	37,400	32,500
073/177 JAG Law Enf Eq	29,381	15,358	0	0
088 Vehicle Replacement	443,234	255,210	125,400	97,500
091 Computer Terminal Hardware Repl	39,822	56,276	73,100	15,000
141 Park Surveillance Camera	0	0	77,378	0
143 Automate Fuel Sys	0	58,451	0	0
150 Roof Replacement	0	0	0	93,000
151 Exterior/Interior Painting	6,949	17,453	107,500	28,200
152 Storm Water Pipe	33,538	3,590	60,000	157,000
153 Emergency Radio Sys	30,950	0	0	0
156 A & B Canal	2,916	0	0	0
161 Road Resurfacing Striping	78,812	94,856	108,000	170,000
163 AC replacement	40,495	29,823	30,000	52,000
164 301 Swain Blvd	70,600	0	0	0
180 Energy Efficiency Ench	0	0	0	29,000
185 Ramblewd/Harwich Storm Sewer	52,122	168,192	0	0
189 Cardiac Monitors	68,000	0	0	0
191 Public Safety HQ Renovation	76,257	12,359	150,000	223,650
193 Original Section Drainage Improv	61,370	18,707	195,000	550,008
209 EMS Stretcher Replacement	0	50,008	0	0
210 Median Landscaping Rejuvenation	0	12,240	100,000	100,000
215 Fire Rescue Bunker Gear Replacen	0	0	48,000	0
220 Public ROW Landscape	0	0	0	20,000
221 Air Pack Repl	0	0	0	212,770
TOTAL EXPENDITURE	\$ 1,078,773	\$ 814,009	\$ 1,148,178	\$ 1,824,628

**REVENUE AND EXPENDITURE DETAIL
RECONSTRUCTION AND MAINTENANCE (304)**

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 BUDGET	FY 2017 PROPOSED
Beginning fund balance*	\$ 3,885,873	\$ 3,030,401	\$ 2,667,483	\$ 3,159,340
Net Change	(855,472)	(362,918)	673,593	(533,967)
Prior year Rollover**			(181,736)	
Ending Fund Balance	\$ 3,030,401	\$ 2,667,483	\$ 3,159,340	\$ 2,625,373

*Based on Comprehensive Annual Financial Repc

** Revenue/Expenses not accounted for during budgeting

PROJECT NAME Public Works Equipment Replacement
DEPARTMENT Public Works
PROJECT NO. 304-049

Project Description	
<p>This project provides for the orderly replacement of off road and ancillary on road equipment used by the Public Works Department for roadway, drainage, vehicle and parks maintenance. It includes items such as tractors, trailers, aerial lifts, lawn/sports turf care and fertilization equipment, welding equipment, pneumatic shop equipment, portable generators, backhoes and forklifts. The attached matrix identifies the equipment scheduled for replacement.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: Varies Description of Operating Impact: Potential decrease in operating and maintenance costs included in operating budget.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2017	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Equipment	\$36,400	\$44,000	\$22,200	\$58,000	\$0	\$43,500	\$70,000	\$274,100
Estimated Total Cost	\$36,400	\$44,000	\$22,200	\$58,000	\$0	\$43,500	\$70,000	\$274,100
Funding Source	Budget 2016	Budget Year 2017	FY 2017	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$36,400	\$44,000	\$22,200	\$58,000	\$0	\$43,500	\$70,000	\$274,100
County								
State								
Federal								
Estimated Total Revenue	\$36,400	\$44,000	\$22,200	\$58,000	\$0	\$43,500	\$70,000	\$274,100

PROJECT NAME Public Works Equipment Replacement
DEPARTMENT Public Works
PROJECT NO. 304-049

Equipment Description	2017	2018	2019	2020	2021	2022
1979 FORD 3600 TRACTOR						
1985 GENERATOR W/TRAILER (refurbished 2009)						
1985 20-TON PRESS						
1985 DRILL PRESS						
1986 BANDSAW (VM SHOP)						
1990 TRUEPLAY FIELD PREP (refurbished 2009)						
1992 HONDA EM1800 GENERATOR		\$900				
1992 HONDA EM2200X GENERATOR		\$1,100				
1996 HONDA EM5000S GENERATOR						
1996 16' x 7' TANDEM TRAILER (refurbished 2009)						
1999 GENI LIFT (TRADES SHOP)			\$8,000			
1999 BOBCAT SKID STEER			\$40,000			
1999 BOBCAT TRAILER (refurbished 2009)						
2000 PRESSURE PRO WASHER 4000			\$2,800			
2002 PONY PUMP w/500-GAL WATER TANK		\$2,000				
2002 HONDA TPG5000H-DX PORTABLE GENERATOR						
2002 EDCO WALK BEHIND CONCRETE SAW						
2002 AERIFIER 4" PRONGS						
2003 BROYHILL SPRAYER						
2003 JOHN DEERE LOADER/BACKHOE						
2003 JOHN DEERE TRACTOR W/BUSHOG						\$70,000
2003 SPEEDFLO PAINT SPRAYER						
2004 JOHN DEERE GATOR	\$10,700					
2004 TANDEM TRAILER						
2004 TANDEM TRAILER						
2004 VICON SPREADER PTO (refurbished 2010)	\$3,300					
2005 BALDOR 175 KW #213 GENERATOR "FRANCES"						
2005 BALDOR 175 KW #216 GENERATOR "WILMA"						
2005 PORTABLE 10KW GENERATOR		\$3,000				
2005 TOP DRESSER						
2005 TORO ROTARY MOWER	\$30,000					
2005 TORO SAND PRO						
2005 TORO UTILITY VEHICLE						
2006 COATES TIRE CHANGER		\$4,800				
2006 COATES TIRE BALANCER		\$5,200				
2006 JOHN DEERE GATOR			\$7,200			
2006 SPORTS TURF SOD CUTTER						
2007 CHALLENGER PORTABLE LIFT		\$2,000				
2007 CHALLENGER CL10 LIFT					\$3,500	
2007 CHALLENGER 30,000LBS LIFT					\$40,000	
2007 ROBINAIR AC RECOVERY MACHINE						
2007 FRIGIDAIRE STACK WASHER/DRYER		\$1,800				
2007 HONDA EB5000X GENERATOR						
2007 JOHN DEERE 655 TILLER						
2007 JOHN DEERE 790 TRACTOR						
2008 STUMP GRINDER						
2009 BULK OIL PUMP						
2010 STAMM MANUFACTURED LIFT						
2010 HONDA EM5000SX GENERATOR						
2011 SKAG TIGER CUB 61"						

PROJECT NAME Public Works Equipment Replacement
DEPARTMENT Public Works
PROJECT NO. 304-049

Equipment Description	2017	2018	2019	2020	2021	2022
2012 SNAPON SCANNER		\$1,400				
2012 GRAVELY MOWER 44"						
2013 AIR OPERATED GREASE GUN						
2013 MILLER MATIC 200 MIG WELDER (VM SHOP)						
2013 SIMPSON PRESSURE WASHER 3000						
2013 WISCONSIN ROBIN TAMPER						
2013 CONCRETE SURFACER						
2013 SCAG MOWER (72")						
2014 TRAILER MOUNTED 6" WATER PUMP "ISAAC"						
2015 SCAG (72")						
2015 CHAMPION AIR COMPRESSOR (VM SHOP)						
2015 WATER TANKER PUMP						
2015 30 GALLON AIR COMPRESSOR (VM TRUCK)						
2016 AIR COMPRESSOR (PS 1 Bay)						
2016 CEMENT MIXER (R&D)						
2016 TORO GROOM MASTER						
2016 ARROWBOARD						
2016 20 TON SERVICE JACK X2						
TOTALS:	\$44,000	\$22,200	\$58,000	\$0	\$43,500	\$70,000

PROJECT NAME Copier Replacement Program
DEPARTMENT All Departments
PROJECT NO. 304-069

Project Description	
<p>Provides for the orderly replacement of the eleven copiers, and large documents copier and scanner used in the City. Four copiers are heavy duty, mass-volume copiers, with sorters, located in the Department of Administration, Planning and Building, and Fire Rescue. Five medium duty copiers with sorters are in the Department of Public Works, Fire Rescue and Leisure Services. Two low volume light duty copiers are located in the Department of Building and Finance.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 5 years Description of Operating Impact:</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Furniture, Equipment & Software	\$37,400	\$32,500	\$0	\$31,500	\$0	\$37,400	\$32,500	\$171,300
Estimated Total Cost	\$37,400	\$32,500	\$0	\$31,500	\$0	\$37,400	\$32,500	\$171,300

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$37,400	\$32,500	\$0	\$31,500	\$0	\$37,400	\$32,500	\$171,300
County								
State								
Federal								
Estimated Total Revenue	\$37,400	\$32,500	\$0	\$31,500	\$0	\$37,400	\$32,500	\$171,300

PROJECT NAME Copier Replacement Program
DEPARTMENT All Departments
PROJECT NO. 304-069

Fixed Asset #	Purchase Date	Department	Size/Type	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
8741	2/9/2012	Fire Rescue Station 95	Medium Duty Ricoh MP 3350	8,000					8,000
7278	11/1/2010	Planning/ Building	Heavy Duty Color Ricoh MPC6501					18,000	
8125	2/7/2012	Finance Cashier	Light Duty Canon Ricoh MP 201	3,500					3,500
7279	10/1/2013	Planning / Engineering	HP Plotter 815 MFP						
8607	3/6/2012	Leisure Services (Comm. Hall)	Medium Duty Ricoh MP 4000	10,000					10,000
8059	9/10/2010	Fire Rescue Station 94	Heavy Duty Ricoh 6001					14,000	
8126	12/20/2012	Administration / Finance	Heavy Duty Ricoh 6002	11,000					11,000
8894	10/28/2013	Public Works	Medium Duty Canon IR 4035			8,000			
8410	10/28/2013	Building	Light Duty Canon 1025N			3,500			
8612	10/28/2013	Leisure Services	Medium Duty Color Canon C5240			20,000			
8603	3/8/2010	Leisure Services Comm. Center	Medium Duty Ricoh 2500					5,400	
Total				\$32,500	\$ -	\$31,500	\$ -	\$37,400	\$32,500

PROJECT NAME Vehicle Replacement Program
DEPARTMENT All Departments
PROJECT NO. 304-088

Project Description	
<p>This project provides for the orderly replacement of vehicles in all departments within the City. Mileage, age, and repairs take a toll on vehicles. Vehicles are tracked on each of the three elements. A CIP vehicle review team evaluated each vehicle's records for replacement timing. A matrix showing the schedule of replacement from 2017-2022 is attached.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: Average 6-10 years, depending on use Description of Operating Impact: Cost of maintenance will decrease as a result of replacing vehicles.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Vehicles	\$ 125,400	\$ 97,500	\$ 487,400	\$ 527,800	\$ 439,300	\$ 428,300	\$ 112,650	\$2,218,350
Estimated Total Cost	\$125,400	\$97,500	\$487,400	\$527,800	\$439,300	\$428,300	\$112,650	\$2,218,350
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$125,400	\$97,500	\$ 487,400	\$ 527,800	\$ 439,300	\$ 428,300	\$ 112,650	\$2,218,350
County								
State								
Federal								
Estimated Total Revenue	\$125,400	\$97,500	\$487,400	\$527,800	\$439,300	\$428,300	\$112,650	\$2,218,350

PROJECT NAME Vehicle Replacement Program
DEPARTMENT All Departments
PROJECT NO. 304-088

DEPART.	MODEL YR	ASSET#	VIN#	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
BUILDING (6)									
	2000 Cherokee	7013	9756		\$31,000				
	2000 Taurus (code enforcement)	5914	3406				\$23,000		
	2007 Taurus (code enforcement)	8405	9077						\$25,000
	2013 Ford Escape	8409	4795						
	2013 Ford Escape	8408	4796						
	2013 Ford Escape	8407	4797						
ENGINEERING (1)									
	2002 Explorer 4x4	7281	0736			\$32,500			
FINANCE (2)									
	2005 Caravan / SE	7420	0502				\$28,500		
	2014 Ford Escape	8394	8425						
LEISURE SERVICES (5)									
	1992 3800/Bus 60 Pass.(refurb)	6735	8066	\$10,500					
	1995 3600 Thmas Bus 30 Pass.(refurb)	6285	3509		\$11,000				
	1995 3800/Bus 60 Pass. (refurb)	7062	5863			\$11,500			
	2013 Ford Econoline E350 15 Pass.	9999	4500						
	2013 Dodge Caravan	8608	4355						
PUBLIC WORKS (21)									
	1986 S1700 Water Tanker (refurb) ¹	7055	6237						
	1993 4700LP Flat Bed 1.1/2 ²	6460	0877						
	1996 F350 Pick Up (Bucket Truck)	6161	2820						\$87,650
	1999 3500 SIERRA Dump	6998	9468				\$48,000		
	2001 Caravan (loaner)	7221	3000						
	2001 1500 Club Cab	6844	4656		\$37,000				
	2001 4700 Dump	7020	5454						
	2002 Express cargo Van (Bldg Serv)	6511	2533		\$44,500				
	2002 F-150 Pick Up	6513	5961		\$31,000				
	2002 F-250 Super Duty	6512	9073					\$36,400	
	2002 Ram 1500 ST	7245	5965		\$29,500				
	2003 F-350 Pick Up	6519	1426	\$35,000					
	2005 F-350 4X4	7075	2326			\$41,000			
	2006 F-350 Crew Cab	8151	5657				\$54,000		
	2007 E350 Van 15 Pass (work release)	8364	7682					\$72,900	
	2007 E-350 Van (Bldg Serv)	8363	7816						
	2008 4300 (trash truck) (refurb)	8373	1272	\$10,000					
	2013 F-250 Super Duty	8659	9679						
	2013 F-250 Super Duty	8658	4518						
	2015 F 350 Service Truck	0037	9465						
	2016 F 150 Extended Cab	9999	9999						
P/S FIRE AND MEDICAL (13)									
	2001 Am LaFr Eagle Pumper 94	7227	7080			\$442,800			
	2001 Am LaFr Lti 93 Fire Tr 94 (refurb)	7250	8711	\$42,000					
	2005 Ford Explorer EMS (Div Chief)	8049	3262		\$32,000				
	2009 M-2 Freightliner Med	8553	1792		\$271,400				
	2009 Pierce Pumper Enf 95	8557	196						
	2010 M-2 Freightliner Med	8555	5787				\$285,800		
	2010 M-2 Freightliner Med	8692	9673					\$293,000	
	2011 HHR (Fire Marshal)	8735	1762					\$26,000	
	2012 Pierce Saber Pumper	8847	2805						
	2014 M-2 Freightliner Med	8960	3796						
	2016 Ford Explorer (Fire Chief)	0077	8201						
	2016 Ford Explorer (Asst. Fire Chief)	0078	8202						
	2016 Ford F-150 EMS Utility Truck	9999	9999						
GRAND TOTAL 48				\$97,500	\$487,400	\$527,800	\$439,300	\$428,300	\$112,650

¹ To be refurbished FY 2021 est \$7,500 General Operating Exp

² To be refurbished FY 2021 est \$4,000 General Operating Exp

PROJECT NAME Computer Hardware Replacement Program
DEPARTMENT Finance
PROJECT NO. 304-091

Project Description	
<p>This project provides for the orderly replacement of User Desktop/Laptop Computers and Servers. By funding this project, the City will stay current with technological advances in the information technology field.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 5 years Description of Operating Impact: The cost of maintenance after warranty is minimal and has been included in the Information technology's Division budget.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Tablet/Laptops	\$11,700	\$0	\$0	\$0	\$8,500	\$0	\$0	\$20,200
Desktops	\$8,400	\$15,000	\$0	\$38,000	\$38,000	\$38,000	\$0	\$137,400
Servers	\$53,000					\$60,000		\$113,000
Estimated Total Cost	\$73,100	\$15,000	\$0	\$38,000	\$46,500	\$98,000	\$0	\$270,600
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$73,100	\$15,000	\$0	\$38,000	\$46,500	\$98,000	\$0	\$270,600
County								
State								
Federal								
Estimated Total Revenue	\$73,100	\$15,000	\$0	\$38,000	\$46,500	\$98,000	\$0	\$270,600

PROJECT NAME Computer Hardware Replacement Program
DEPARTMENT Finance
PROJECT NO. 304-091

Department	Position Title	Suggested Model
N/A	(EMERGENCY REPLACEMENT ONLY)	OPTIPLEX 9020

PROJECT NAME Public Building Roof Replacement
DEPARTMENT Public Works
PROJECT NO. 304-150

Project Description	
<p>This project provides for the orderly replacement of roofing systems on public buildings and park structures. Age, maintenance and repairs, and functionality are taken into account as part of the analysis to determine when each facility will have the roofing system replaced. A matrix showing the schedule of the roof replacement from FY 2016 through FY 2022 is attached.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: Varies Description of Operating Impact: N/A</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Equipment	\$0	\$93,000	\$106,500	\$250,500	\$47,000	\$60,000	\$46,000	\$603,000
Estimated Total Cost	\$0	\$93,000	\$106,500	\$250,500	\$47,000	\$60,000	\$46,000	\$603,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$0	\$93,000	\$106,500	\$250,500	\$47,000	\$60,000	\$46,000	\$603,000
County								
State								
Federal								
Estimated Total Revenue	\$0	\$93,000	\$106,500	\$250,500	\$47,000	\$60,000	\$46,000	\$603,000

PROJECT NAME Public Building Roof Replacement
DEPARTMENT Public Works
PROJECT NO. 304-150

BUILDING	Roof Type	Installation Date	Lifespan	2017	2018	2019	2020	2021	2022
301 Swain Blvd.	Asphalt Shingles	May-04	2019-2024					\$25,000	
301 Swain Blvd.	4-ply built-up	May-04	2019-2024					\$25,000	
500 Perry Ave.	Asphalt Shingles	February-96	2011-2016		\$30,000				
500 Perry Ave Pavilion	Metal	July-97	2017-2022						\$18,000
Bowman Park Gazebo	Metal	June-00	2020-2025						\$18,000
Burrowing Owl Park Gazebo	Metal	November-91	2016-2031	\$18,000					
Former City Hall (PBC Health Dept.)	Asphalt Shingles (20/40 year)	August-98	2018-2038			\$110,000			
Community Center	Metal	September-99	2019-2024						
Community Hall	Asphalt Shingles	November-05	2020-2025				\$25,000		
Community Hall (flat decks)*	4-Ply Built Up	May-11	2026-2031				\$12,000		
Community Park Comfort Station*	Metal	November-90	2015-2030			\$14,000			
Community Park East Gazebo	Metal	November-90	2015-2030			\$16,500			
Community Park West Gazebo	Metal	November-90	2015-2030		\$16,500				
Community Park Main Pavilion	Metal	June-13	2038-2043						
Community Park Shuffleboard Court	Metal	November-90	2015-2020						
Empire Park Gazebo	Metal	January-00	2020-2025						
Freedom Park Main Pavilion	Metal	January-02	2022-2027						
Freedom Park Small Pavilion	Metal	January-02	2022-2027						
Freedom Park North Restroom/Press Box	Metal	January-02	2022-2027						
Freedom Park South Restroom/Press Box	Metal	July-08	2028-2033						
Freedom Park Shed	Metal	September-03	2023-2028						
Freedom Park Dugouts	Metal	April-13	2038-2043						
Ira Van Bullock Padgett Field Dugouts & Press boxes	Metal	January-00	2020-2025						
Ira Van Bullock North Field Dugouts & Press boxes	Metal	February-13	2038-2043						
Ira Van Bullock Pavilion*	Metal	January-00	2020-2025	\$14,000					
Ira Van Bullock Gazebo	Metal	June-09	2029-2034						
Ira Van Bullock PW Storage Shed	Asphalt Shingles	November-05	2020-2025		\$4,000				
525 Swain Boulevard	3 ply Rubberoid Modified Bitumen	August-07	2022-2027						
Fire Rescue Station 94/PBSO District 16 Phase 1	4-Ply Johns Manville	November-00	2015-2020		\$42,000				
Fire Rescue Station 94/PBSO District 16 Phase 2	4-Ply Johns Manville	February-02	2016-2021			\$62,000			
Fire Rescue Station 94/PBSO District 16 Bay & south win	4-Ply Johns Manville	January-02	2017-2022			\$38,000			
PBSO District 16 Firing Range	4-Ply Built Up	November-03	2018-2023	\$43,000					
Fire Rescue Station 95	Barrel Tile	August-02	2027-2032						
Veterans Park Dugouts	Metal	September-96	2016-2021		\$2,000				
Veterans Park Press box	Asphalt Shingles	January-06	2021-2026						
Veterans Park Shed	3-Ply	August-00	2015-2020		\$2,000				
Municipal Complex- City Hall	Standing Seam Metal Roof "Snap Clad"	July-07	2022-2027						
Municipal Complex- City Hall (flat deck)*	Built Up Roof	July-07	2022-2027	\$8,000					
Municipal Complex- Public Works	Metal	July-07	2022-2027						
Misc. Major Repairs				\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
* Restoration/repairs				\$93,000	\$106,500	\$250,500	\$47,000	\$60,000	\$46,000

PROJECT NAME Exterior Painting Public Buildings
DEPARTMENT Public Works
PROJECT NO. 304-151

Project Description	
<p>This project provides for the orderly exterior and interior maintenance of public building and park facilities through weather proofing and painting. Age, usage, maintenance and repairs, and color-fading are taken into account as part of the analysis to determine when each facility will be painted. A matrix showing the schedule of painting from FY 2017 through FY 2022 is attached.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: Varies Description of Operating Impact: N/A</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Equipment	\$107,500	\$28,200	\$26,000	\$28,900	\$12,500	\$55,000	\$15,000	\$273,100
Estimated Total Cost	\$107,500	\$28,200	\$26,000	\$28,900	\$12,500	\$55,000	\$15,000	\$273,100
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$107,500	\$28,200	\$26,000	\$28,900	\$12,500	\$55,000	\$15,000	\$273,100
County								
State								
Federal								
Estimated Total Revenue	\$107,500	\$28,200	\$26,000	\$28,900	\$12,500	\$55,000	\$15,000	\$273,100

PROJECT NAME Exterior Painting Public Buildings
DEPARTMENT Public Works
PROJECT NO. 304-151

Building	Date Painted	Scheduled Year	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
301 Swain Blvd. (exterior)	May-12	2022						\$5,000
301 Swain Blvd. (interior)	May-12	2022						\$2,500
500 Perry Ave. (exterior)	June-14	2021					\$5,000	
500 Perry Ave. (interior)	June-14	2019			\$3,500			
500 Perry Ave. Gazebo	November-14	2021						
Bowman Park Gazebo	April-16	2023						
Burrowing Owl Park Gazebo	January-12	2022						\$2,000
City Hall (exterior)	March-16	2030						
City Hall (interior)	May-16	2026						
City Hall Diesel Fuel Tank	March-16	2024						
Community Center (exterior)	March-16	2026						
Community Center (interior)	January-07	2018		\$6,000				
Community Hall (exterior)	June-14	2021					\$5,000	
Community Hall (interior)	June-14	2019			\$5,000			
Community Park Comfort Station (exterior)	February-16	2023						
Community Park Comfort Station (interior)	April-16	2021						\$3,000
Community Park East Gazebo	January-12	2019			\$2,000			
Community Park West Gazebo	April-16	2023						
Community Park Main Pavilion (new roof)	June-13	2025						
Community Park Main Pavilion (structure)	February-15	2020				\$2,500		
Community Park Main Pavilion Guard Rails	June-13	2018		\$3,000				
Community Park Shuffleboard	April-14	2022						\$1,500
Empire Park Gazebo	April-16	2026						
Former City Hall (exterior)	June-10	2018			\$7,000			
Former City Hall (interior)	June-10	2018		\$7,000				
Freedom Park Main Pavilion	April-16	2026						
Freedom Park Main Pavilion Guard Rails	April-14	2019			\$2,700			
Freedom Park Small Pavilion	April-16	2026						
Freedom Park North Restroom/Press Box	December-15	2025						
Freedom Park South Restroom	December-13	2020				\$10,000		
Freedom Park Dugouts	February-16	2023					\$2,000	
Ira Van Bullock Dugouts & Press boxes	May-12	2019			\$2,000			
Ira Van Bullock Pavilion	April-16	2026						
Ira Van Bullock Gazebo	April-16	2026						
Fire Rescue Station 94/PBSO District 16 (exterior)	July-10	2017	\$22,000					
Fire Rescue Station 94/PBSO District 16 (interior)	July-14	2021					\$40,000	
Fire Rescue Station 94/PBSO District 16 Bay Doors (4 Red)	April-16	2026						
PBSO District 16 Range (exterior)	June-10	2017	\$4,000					
PBSO District 16 Range (interior)	July-14	2021					\$2,000	
Fire Rescue Station 95 (exterior)	March-12	2019			\$5,500			
Fire Rescue Station 95 (interior)	August-15	2023						
Public Works (exterior)	July-07	2018		\$10,000				
Public Works (interior)	March-16	2026						
PW Shed at Martin Ave.	March-14	2021					\$1,000	\$1,000
Veterans Park Dugouts	May-12	2019			\$1,200			
Veterans Park Shed	April-16	2023						
Veterans Park Press Box/Restrooms (exterior)	February-08	2017	\$2,200					
Veterans Park Press Box/Restrooms (interior)	March-16	2023						
Total:			\$28,200	\$26,000	\$28,900	\$12,500	\$55,000	\$15,000

PROJECT NAME Storm Sewer Pipe & Basin Replacement
DEPARTMENT Public Works
PROJECT NO. 304-152

Project Description	
<p>This project provides for the rehabilitation of storm sewer structures throughout the City. There are several storm sewer drainage systems that were installed more than 35 years ago and are in need of repair and maintenance. Over the past 10 years, heavy maintenance and rehabilitation of the City's storm sewer system has been performed. In FY 2017, the drainage system along the west side of South 57th Avenue, south of 38th Court shall be enhanced to reduce flooding. Video inspection and minor repairs are also planned from FY 2017 through FY 2022.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 20-30 Years Description of Operating Impact: Regular maintenance helps avoid the need for costly and disruptive emergency repairs.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design		\$32,000						\$32,000
Materials & Labor	\$60,000	\$125,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$310,000
Estimated Total Cost	\$60,000	\$157,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$342,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$60,000	\$157,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$342,000
County								
State								
Federal								
Estimated Total Revenue	\$60,000	\$157,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$342,000

PROJECT NAME Roadway Striping & Marking/Resurfacing
DEPARTMENT Public Works
PROJECT NO. 304-161

Project Description	
<p>This project provides for the refurbishing of the asphalt markings and stripes along with the resurfacing of roadways throughout the City. A matrix showing the schedule of roadway rehabilitation from FY 2017 through FY 2022 is attached.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 15-20 Years Description of Operating Impact: N/A</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Materials & Labor	\$108,000	\$170,000	\$170,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,048,000
Estimated Total Cost	\$108,000	\$170,000	\$170,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,048,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$108,000	\$170,000	\$170,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,048,000
County								
State								
Federal								
Estimated Total Revenue	\$108,000	\$170,000	\$170,000	\$150,000	\$150,000	\$150,000	\$150,000	\$1,048,000

PROJECT NAME Roadway Striping & Marking/Resurfacing
DEPARTMENT Public Works
PROJECT NO. 304-161

Roadway	Surface Type	Overlay Year	Lifespan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Appian Way	Asphalt	1997	2017-2022					x	
Biscayne Blvd.	Asphalt	1995	2015-2020			x			
Biscayne Dr. (Sherwood Forest Blvd. to South 57th Ave.)	Asphalt	2016	2036-2041						
Biscayne Dr. (South 57th Ave. to Haverhill Rd.)	Asphalt	1999	2019-2024			x			
Bowman St.	Asphalt	2000	2020-2025					x	
Broward Ave. (north of 10th Ave)	Asphalt	2007 (10th Ave. Intersection)	2026-2031						
Broward Ave. (south of 10th Ave)	Asphalt	1991-1995	2015-2020	x					
Cambridge St.	Asphalt	1991-1995	2015-2020				x		
Carver St.	Asphalt	1991-1995	2015-2020				x		
Caesar Cir.	Asphalt	1996	2016-2021					x	
Centurian Cir.	Asphalt	1996	2016-2021					x	
Centurian Way	Asphalt	1996	2016-2021					x	
Chariot Cir.	Asphalt	1996	2016-2021					x	
Chickasaw Cir.	Asphalt	1996	2016-2021						
Cindi Ln.	Asphalt	2000	2020-2025						
Clinton St.	Asphalt	1991-1995	2015-2020						
Constantine Cir.	Asphalt	1997	2017-2022						
Constitution Way	Asphalt	1999	2019-2024						
Dahl Rd.	Asphalt	1994	2019-2024						x
Dillman Rd.	Asphalt	2004	2024-2029						
Dodd Rd.	Asphalt	2005	2025-2030						
Empire Way	Asphalt	1996	2016-2021				x		
First St.	Asphalt	1991-1995	2015-2020			x			
Fleming Ave. (north of 10th Ave)	Asphalt	2010	2030-2035						
Fleming Ave. (south of 10th Ave.)	Asphalt	2016	2031-2036						
Fourth St.	Asphalt	1991-1995	2015-2020				x		
Foxtail Dr. (north of Purdy Lane)	Asphalt	2013	2033-2038						
Foxtail Dr. (south of Purdy Lane)	Asphalt	1997	2017-2022						
Gladiator Cir.	Asphalt	1997	2017-2022						x
Harwich Ct.	Asphalt	2000	2020-2025						
Heather Dr. East	Asphalt	1996	2016-2021						
Heather Dr. West	Asphalt	1996	2016-2021						
Jackson Ave. (north of 10th Ave.)	Asphalt	2005	2025-2030						
Jackson Ave. (south of 10th Ave.)	Asphalt	1991-1995	2015-2020		x				
Jennings Ave. (north of 10th Ave)	Asphalt	2010	2030-2035						
Jennings Ave. (south of 10th Ave)	Asphalt	2016	2031-2036						
Martin Ave. (north of 10th Ave.)	Asphalt	2006	2026-2034						
Martin Ave. (south of 10th Ave.)	Asphalt	2015	2035-2040						
Nautica Isles Blvd.	Asphalt	2002	2022-2027						
Nicia Way	Asphalt	1997	2017-2022				x		
Park Pointe Drive	Asphalt	1997	2017-2022			x			
Perry Ave. (north of 10th Ave)	Asphalt	2014	2034-2039						
Perry Ave. (south of 10th Ave)	Asphalt	2015	2035-2040						
Pine Ave.	Asphalt	2006	2026-2031						
Piney Ct.	Asphalt	1998	2018-2023						

PROJECT NAME Roadway Striping & Marking/Resurfacing
DEPARTMENT Public Works
PROJECT NO. 304-161

Roadway	Surface Type	Overlay Year	Lifespan	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Ramblewood Cir.	Asphalt	1996	2021-2026					x	
Ramblewood Ct.	Asphalt	1996	2021-2026					x	
Rome Ct.	Asphalt	1997	2022-2027						
S 35th Ct.	Asphalt	1995	2020-2025						x
S 36th St.	Asphalt	1995	2020-2025						x
S 37th Ct. (west of S. 57th Ave.)	Asphalt	1999	2019-2024						
S 37th Ct. (east of S. 57th Ave.)	Asphalt	1999	2019-2024						
S 37th St. (west of S. 57th Ave.)	Asphalt	1999	2019-2024						
S 37th St. (east of S. 57th Ave.)	Asphalt	1999	2019-2024						
S 38th Ct. (west of S. 57th Ave.)	Asphalt	1996	2016-2021						
S 38th Ct. (east of S. 57th Ave.)	Asphalt	1996	2016-2021						
S 38th St. (west of S. 57th Ave.)	Asphalt	1999	2019-2024						
S 38th St. (east of S. 57th Ave.)	Asphalt	1999	2019-2024						
S 55th Ave.	Asphalt	1999	2019-2024						
S 56th Terr. (north end)	Asphalt	1999	2019-2024						
S 56th Terr. (south end)	Asphalt	1999	2019-2024						
S 57th Ave. (Sherwood Forest Blvd. to 10th Ave. North)	Concrete	1983	2018-2033						
S 57th Ave. (10th Ave. North to Lake Worth Rd.)	Asphalt	2014	2039-2034						
S. 57th Ave. (Lake Worth Rd. to L-13 Canal)	Asphalt	1998	2018-2023						
Sandi Ln.	Asphalt	2000	2020-2025						
Second St.	Asphalt	1991-1995	2015-2020			x			
Seven Springs Blvd.	Asphalt	1997	2017-2022						
Sherwood Forest Blvd. (L-13 to L-14)	Asphalt	1998	2018-2023						
Swain Blvd. (north of 10th Ave)	Asphalt	2004	2024-2029						
Swain Blvd. (south of 10th Ave)	Asphalt	1992	2012-2017	x					
Toqa Way	Asphalt	1997	2017-2022						
Walker Ave. (north of 10th Ave.)	Asphalt	2010	2026-2031						
Walker Ave. (south of 10th Ave.)	Asphalt	1991-1995	2015-2020		x				
Woodlake Blvd.	Asphalt	1995	2020-2025						
Woodwind Ct.	Asphalt	1991	2011-2026						
Wry Rd.	Asphalt	2000	2020-2025						

PROJECT NAME HVAC Replacement Program
DEPARTMENT Public Works
PROJECT NO. 304-163

Project Description

This project provides for the orderly replacement of air conditioning systems at public buildings throughout the City. Funds are budgeted to replace those units whose life expectancy is nearing expiration along with unexpected repairs and/or replacement due to general wear and tear, and equipment failure. Age, usage, past repair history and repair costs are taken into account as to when each unit should be replaced per the attached replacement matrix.



Operating Impact Created by Project:

Projected Operating Expense: \$0
 Estimated Useful Life: Varies
 Description of Operating Impact: New units will reduce electricity and repair expenses.

Project Budget

Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Materials & Labor	\$30,000	\$52,000	\$40,300	\$162,000	\$102,000	\$142,500	\$82,000	\$610,800
Estimated Total Cost	\$30,000	\$52,000	\$40,300	\$162,000	\$102,000	\$142,500	\$82,000	\$610,800

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$30,000	\$52,000	\$40,300	\$162,000	\$102,000	\$142,500	\$82,000	\$610,800
County								
State								
Federal								
Estimated Total Revenue	\$30,000	\$52,000	\$40,300	\$162,000	\$102,000	\$142,500	\$82,000	\$610,800

PROJECT NAME HVAC Replacement Program
DEPARTMENT Public Works
PROJECT NO. 304-163

BUILDING	INSTALL DATE	UNIT TYPE	AREA COOLED	TONS	2017	2018	2019	2020	2021	2022
500 Perry West	Sep-09	COND	SW Classroom	4					\$6,000	
500 Perry West	Sep-09	A/H	SW Classroom	4						
500 Perry West	Oct-08	COND	NW Classroom	3			\$4,500			
500 Perry West	Oct-08	A/H	NW Classroom	3						
500 Perry East	Jul-07	COND	SE Classroom/Office	3.5		\$5,300				
500 Perry East	Jul-07	A/H	SE Classroom/Office	3.5						
500 Perry East	Jan-08	COND	NE Classroom/Restrooms	5			\$7,500			
500 Perry East	Jan-08	A/H	Ne Classroom/Restrooms	5						
Former City Hall	Jun-13	A/H	East Wing- CPU Room	1.5						
Former City Hall	Jun-13	COND	East Wing- CPU Room	1.5						
Former City Hall	Sep-13	A/H	East Wing	15						
Former City Hall	Sep-13	COND	East Wing	7.5						
Former City Hall	Sep-13	COND	East Wing	7.5						
Former City Hall	Apr-08	A/H	Lobby	15	\$22,000					
Former City Hall	Apr-08	COND	Lobby	7.5						
Former City Hall	Apr-08	COND	Lobby	7.5						
Former City Hall	Aug-12	A/H	West Wing	15						
Former City Hall	Aug-12	COND	West Wing	7.5						
Former City Hall	Aug-12	COND	West Wing	7.5						
Former City Hall	Sep-13	A/H	Former Council Chambers	10						
Former City Hall	Sep-13	COND	Former Council Chambers	5						
Former City Hall	Sep-13	COND	Former Council Chambers	5						
Community Center	Oct-99	A/H	#3 Gym (back-up unit)	20						
Community Center	Apr-08	COND	#3 Gym (back-up unit)	20						
Community Center	Dec-14	A/H	#4 Gym	20						
Community Center	Dec-14	COND	#4 Gym	20						
Community Center	Jun-14	COND	#1 Office,Lobby,Restrooms	10						
Community Center	Jun-14	A/H	#1 Office,Lobby,Restrooms	10						
Community Center	Jun-14	COND	#2 Classroom & Hall	20						
Community Center	Jun-14	A/H	#2 Classroom & Hall	20						
525 Sw ain	Mar-11	A/H	1st Floor	5						
525 Sw ain	Mar-11	COND	1st Floor	5						
525 Sw ain	Jun-09	A/H	2nd Floor	5						
525 Sw ain	Jun-09	COND	2nd Floor	5						
PBSO District 16 Range	Mar-11	PACKAGE	Stalls	6						
PBSO District 16 Range	Mar-11	A/H	Interior Rooms	4						
PBSO District 16 Range	Mar-11	COND	Interior Rooms	4						
PBSO District 16 Range Shed	Oct-08	WINDOW	Shed	5,000 BTU						
Fire Rescue 94/PBSO Distr 16	Mar-11	A/H	Laundry,T.V.,Tool,Radio	2						
Fire Rescue 94/PBSO Distr 16	Mar-11	COND	Laundry,T.V.,Tool,Radio	2						
Fire Rescue 94/PBSO Distr 16	Mar-09	A/H	Former Computer Room	2						
Fire Rescue 94/PBSO Distr 16	Jul-07	COND	Former Computer Room	2						
Fire Rescue 94/PBSO Distr 16	Mar-11	A/H	Former Dispatch,Kitchen,Bunk	7.5						
Fire Rescue 94/PBSO Distr 16	Mar-11	COND	Former Dispatch,Kitchen,Bunk	7.5						
Fire Rescue 94/PBSO Distr 16	Dec-09	A/H	Admin,Lobby,Reception	7.5					\$11,500	
Fire Rescue 94/PBSO Distr 16	Dec-09	COND	Admin,Lobby,Reception	7.5						

PROJECT NAME HVAC Replacement Program
DEPARTMENT Public Works
PROJECT NO. 304-163

BUILDING	INSTALL DATE	UNIT TYPE	AREA COOLED	TONS	2017	2018	2019	2020	2021	2022
Fire Rescue 94/PBSO Distr 16	Mar-11	COND	Phase 2	15						\$22,000
Fire Rescue 94/PBSO Distr 16	Mar-11	A/H	Phase 2	15						
Fire Rescue Station 95	Jun-11	A/H	Main Building	7.5						\$12,000
Fire Rescue Station 95	Jun-11	COND	Main Building	7.5						
301 Swain	Apr-12	A/H	Museum	3.5						
301 Swain	Apr-12	COND	Museum	3.5						
301 Swain	Apr-12	A/H	Office Areas	3.5						
301 Swain	Apr-12	COND	Office Areas	3.5						
Community Hall	Apr-11	A/H	South Side	10						\$18,000
Community Hall	Apr-11	COND	South Side	5						
Community Hall	Apr-11	COND	South Side	5						
Community Hall	Apr-11	A/H	North Side	10						\$18,000
Community Hall	Apr-11	COND	North Side	5						
Community Hall	Apr-11	COND	North Side	5						
Freedom Park	Jul-15	WALL	Press box	1						
Ira Van Bullock	Oct-15	WINDOW	Concession Area	1						
Public Works	Aug-07	A/H	Entire Building	15				\$72,000		
Public Works	Aug-07	COND	Entire Building	15						
City Hall	Aug-07	PACKAGE	East Wing	25			\$60,000			
City Hall	Aug-07	PACKAGE	West Wing	25			\$60,000			
City Hall	Aug-07	A/H	Council Chambers	20						\$77,000
City Hall	Aug-07	COND	Council Chambers	20						
City Hall CPU Room	Aug-07	A/H	CPU Room	2		\$5,000				
City Hall CPU Room	Aug-07	COND	CPU Room	2						
Misc. Major Repairs					\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Total:					\$52,000	\$40,300	\$162,000	\$102,000	\$142,500	\$82,000

1 TON = 12,000 BTU'S

PROJECT NAME Energy Efficiency Enhancements Program
DEPARTMENT Public Works
PROJECT NO. 304-180

Project Description	
<p>This project provides for the upgrading of interior and exterior lighting fixtures to create long term energy savings, increase energy efficiency, reduce energy consumption, increase visibility and provide safer conditions for drivers and pedestrians. In FY 2017, upgraded lighting fixtures will replace the existing fixtures at the Former City Hall (W.I.C. Center) building. Also in FY 2017, parking lot lights at Public Safety Station 2 will be retrofitted.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: Estimated Useful Life: 15-20 Years Description of Operating Impact: Electricity consumption is estimated to be reduced which will reduce operating costs.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Material and Labor	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0	\$29,000
Estimated Total Cost	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0	\$29,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City		\$29,000	\$0	\$0	\$0	\$0	\$0	\$29,000
County								
State								
Federal								
Estimated Total Revenue	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0	\$29,000

PROJECT NAME Public Safety Headquarters Renovation
DEPARTMENT Public Works
PROJECT NO. 304-191

Project Description

This project provides for the renovation of the interior of the Public Safety Building. The building is 30 years old and requires renovations to increase efficiency and respond to evolving standards in the fire/rescue field and additional staffing. During FY 2016, the former dispatch area (removed in early FY 2016 with transfer of Police to PBSO) was remodelled into additional space for the Fire Department after a needs assessment and space planning by City staff. Also, doors were installed to



separate the Fire/Rescue and Law Enforcement functional areas. During FY 2017, the floor of the apparatus bay will be refinished with non-slip epoxy and the former holding cells will be remodelled into a training room.

Operating Impact Created by Project:

Projected Operating Expense: \$0
 Estimated Useful Life: 20 years bldg/10 years furniture
 Description of Operating Impact: Operating and maintenance costs included in operating budget.

Project Budget

Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design		\$16,600						\$16,600
Construction	\$137,000	\$207,050						\$344,050
Furniture	\$13,000							\$13,000
Estimated Total Cost	\$150,000	\$223,650	\$0	\$0	\$0	\$0	\$0	\$373,650

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$150,000	\$223,650						\$373,650
County								
State								
Federal								
Estimated Total Revenue	\$150,000	\$223,650	\$0	\$0	\$0	\$0	\$0	\$373,650

PROJECT NAME Original Section Drainage Improvement
DEPARTMENT Planning and Engineering
PROJECT NO. 304-193

Project Description	
<p>This project will provide improvement to the stormwater drainage system within the Original Section to reduce flooding, improve performance and reduce future maintenance needs. In FY 2014, a survey and analysis was performed to determine the most effective improvements to be made, estimate their cost, and rank them in order of priority. Beginning in FY 2015, construction started with the undertaking of First Street between the E-3 Canal and Swain Boulevard and then proceed in a number of phases based on the plan and priority determined</p> <p>For FY 2016, the alleyway drainage areas north of First Street, South of the L-11 Canal, and West of Swain Boulevard will be re-shaped to improve holding capacity and conveyance.</p> <p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: 25 Years Description of Operating Impact: N/A</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design		\$26,700	\$12,800	\$13,500	\$14,100			\$67,100
Construction	\$195,000	\$523,308	\$262,319	\$240,154	\$383,608	\$0	\$0	\$1,604,389
Estimated Total Cost	\$195,000	\$550,008	\$275,119	\$253,654	\$397,708	\$0	\$0	\$1,671,489
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$69,233	\$424,667	\$150,119	\$128,654	\$272,708	\$0	\$0	\$1,045,381
County								
State								
Federal (CDBG)	\$125,767	\$125,341	\$125,000	\$125,000	\$125,000	\$0	\$0	\$626,108
Estimated Total Revenue	\$195,000	\$550,008	\$275,119	\$253,654	\$397,708	\$0	\$0	\$1,671,489

PROJECT NAME Original Section Drainage Improvement
DEPARTMENT Planning and Engineering
PROJECT NO. 304-193

Task	Total	Fiscal Year
Phase 1 First Street Phase 1 (Planning and Design)	\$29,100	2015
Phase 1 First Street Phase 1 (Construction)	\$417,252	
Phase 2 Ditch 1, 2, 3 and 4 (Planning and Design)	\$11,600	2016
Phase 2 Ditch 1, 2, 3 and 4 (Construction)	\$195,000	
Phase 3 First Street Phase 2 (Planning and Design)	\$26,700	2017
Phase 3 First Street Phase 2 (Construction) and Ditch 1, 2, 3 and 4 outfalls at L-11	\$523,308	
Phase 4 Ditch 5, 8, 9, 10 and Lake Worth Road (Planning and Design)	\$12,800	2018
Phase 4 Ditch 5, 8, 9, 10 and Lake Worth Road (Construction)	\$262,319	
Phase 5 Ditch 11, 12, 13 and 14 (Planning and Design)	\$13,500	2019
Phase 5 Ditch 11, 12, 13 and 14 (Construction)	\$240,154	
Phase 6 Ditch 15, 16 and 17 (Planning and Design)	\$14,100	2020
Phase 6 Ditch 15, 16 and 17 (Construction)	\$383,608	
GRAND TOTAL	\$2,129,441	

PROJECT NAME Median Landscaping Rejuvenation
DEPARTMENT Planning and Engineering
PROJECT NO. 304-210

Project Description	
<p>The first phase of the project entailed retaining a Landscape Architect consultant to research and design an appropriate landscape treatment for the City's unirrigated roadway medians to rejuvenate the existing plantings. Two alternatives were chosen for further investigation: artificial turf and irrigated natural landscaping. During FY 2016, a sample of artificial turf was installed and a sample irrigated landscaped median was designed, bid and installed. The choice between the two options will be made through the FY 2017 budget review process.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: Varies Description of Operating Impact: Careful plant selection should reduce maintenance expenses.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Construction	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Estimated Total Cost	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000
County								
State								
Federal								
Estimated Total Revenue	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$700,000

PROJECT NAME Public Right of Ways Landscape Rejuvenation
DEPARTMENT Public Works
PROJECT NO. 304-220

Project Description	
<p>This project provides for the replacement and/or enhancement of landscaping on public right of ways and , medians and adjacent to roadways in order to maintain an appearance of high quality and account for the replacement of dead plant material.</p>	
<p>Operating Impact Created by Project: Projected Operating Expense: \$0 Estimated Useful Life: Varies Description of Operating Impact: Initial watering and fertilization of selected landscape material.</p>	

Project Budget								
Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Material & Labor	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Estimated Total Cost	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
County								
State								
Federal								
Estimated Total Revenue	\$0	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000

PROJECT NAME Air Pack Replacement
DEPARTMENT Fire Rescue
PROJECT NO. 304-221

Project Description

This project provides for the purchase of thirty-five (35) NXG2 Air Packs for Fiscal Year 2017. This project includes both Air pack and twenty (20) AV 3000 HT Mask. This will replace and update the Fire Protection Gear that Firefighters are required to wear during the course of combat firefighting. The current Air Packs have exceeded the recommended timeframe for their life expectancy of 10 years and are no longer covered by warranty. Sixty (60) air bottles are good until FY 2019, at which time they will be replaced as projected.



Operating Impact Created by Project:

Projected Operating Expense: \$0
 Estimated Useful Life: 10 Years
 Description of Operating Impact: None

Project Budget

Cost by CIP Year	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
Planning & Design								
Equipment & Design	\$0	\$212,770	\$0	\$66,000	\$0	\$0	\$0	\$278,770
Estimated Total Cost	\$0	\$212,770	\$0	\$66,000	\$0	\$0	\$0	\$278,770

Funding Source	Budget 2016	Budget Year 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
City	\$0	\$212,770	\$0	\$66,000	\$0	\$0	\$0	\$278,770
County								
State								
Federal								
Estimated Total Revenue	\$0	\$212,770	\$0	\$66,000	\$0	\$0	\$0	\$278,770